Oracle® Receivables User's Guide

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Oracle® Receivables User's Guide Release 11

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Appendix A **Oracle Receivables Menu Paths . . . . . A – 1**
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Glossary

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Preface

Welcome to Release 11 of the *Oracle Receivables User's Guide.*

This user's guide includes the information you need to work with Oracle Receivables effectively. It contains detailed information about the following:

- Overview and reference information
- Oracle Receivables implementation suggestions
- Specific tasks you can accomplish using Oracle Receivables
- How to use Oracle Receivables windows
- Oracle Receivables programs, reports, and listings
- Oracle Receivables functions and features
- Oracle Receivables system setup

This preface explains how this user's guide is organized and introduces other sources of information that can help you.

About This User's Guide

This guide is the primary source of information about Oracle Receivables. It contains overviews as well as task and reference information. This guide includes the following chapters:

- Chapter 1 provides a brief introduction to the Receivables graphical user interface (GUI) and three of its workbenches.
- Chapter 2 describes the steps required to set up Receivables to meet your business needs.

Note: There is no separate implementation manual for this product. All implementation information is included in this user's guide.

- Chapter 3 describes how to enter and maintain your customers within Receivables. This chapter also includes information about profile classes, flexible addresses, and the Customer Merge and Customer Import programs.
- Chapter 4 explains how to enter, apply, and remit receipts in Receivables. This chapter also describes how to use AutoLockbox, create Automatic Receipts, and use AutoCash rules to apply receipts.
- Chapter 5 explains the collections process and the various forms and windows you can use to review your customer accounts. This chapter also tells you how to use dunning letters, calculate finance charges, and print your statements.
- Chapter 6 explains how to enter, adjust, and credit your Receivables transactions. This chapter also describes the AutoInvoice program, how to maintain your invoices, and use AutoAccounting.
- Chapter 7 describes the accounting operations within Receivables, including the accounting entries Receivables creates when you enter transactions and create adjustments. This chapter also tells you how to reconcile your customer accounts and transfer transactions to the General Ledger.
- Chapter 8 explains the Archive and Purge program which lets you periodically save and delete transactions you no longer need online to improve system performance.
- Chapter 9 explains how to submit a report request and briefly describes each Receivables report and listing.
- Appendices A, B, and C provide information about Oracle Receivables menu paths, profile options, and using function security.

This user's guide is available online

All Oracle Applications user's guides are available online, in both HTML and Adobe Acrobat format. (Most other Oracle Applications documentation is available in Adobe Acrobat format.)

The paper and online versions of this manual have identical content; use whichever format is most convenient.

The HTML version of this book is optimized for onscreen reading, and lets you follow hypertext links for easy access to books across our entire library; you can also search for words and phrases if your national language is supported by Oracle's Information Navigator. The HTML documentation is available from the Oracle Applications toolbar, or from a URL provided by your system administrator. Note that the HTML documentation is translated into over twenty languages.

You can order an Oracle Applications Documentation Library CD containing Adobe Acrobat versions of each manual in the Oracle Applications documentation set. Using this CD, you can search for information, read it onscreen, and print individual pages, sections, or entire books. When you print from Adobe Acrobat, the resulting printouts look just like pages from an Oracle Applications hardcopy manual.

> **Note:** There may be additional material that was not available when this user's guide was printed. To learn if there is a documentation update for this product, look at the main menu on this product's HTML help.

Assumptions

This guide assumes you have a working knowledge of the principles and customary practices of your business area. It also assumes you are familiar with Oracle Receivables. If you have never used Oracle Receivables, we suggest you attend one or more of the Oracle Receivables training classes available through Oracle Education. (See Other Information Sources for more information about Oracle Receivables and Oracle training.)

This guide also assumes that you are familiar with the Oracle Applications graphical user interface. To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide.*

Do Not Use Database Tools to Modify Oracle Applications Data

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 like 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 may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications 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.

Consequently, we STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our manuals.

Other Information Sources

You can choose from many sources of information, including documentation, training, and support services, to increase your knowledge and understanding of Oracle Receivables.

Most Oracle Applications documentation is available in Adobe Acrobat format on the *Oracle Applications Documentation Library* CD. We supply this CD with every software shipment.

If this manual refers you to other Oracle Applications documentation, use only the Release 11 versions of those manuals unless we specify otherwise.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, run reports, and introduces other basic features of the graphical user interface (GUI) available with this release of Oracle Receivables (and any other Oracle Applications product). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent requests.

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

Related User's Guides

Oracle Receivable shares business and setup information with other Oracle Applications products. Even if you have not installed them as separate products, your Oracle Receivables application includes some forms and functionality from other Oracle Applications. Therefore, you may want to refer to other user's guides when you set up and use Oracle Receivables.

If you do not have the hardcopy versions of these manuals, you can read them by choosing Library from the Help menu, or by reading from the Oracle Applications Document Library CD, or by using a web browser with a URL that your system administrator provides.

Oracle General Ledger User's Guide

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

Oracle Cash Management User's Guide

This manual provides information about using Oracle Cash Management to clear your receipts, as well as reconciling your Receivables bank statements with your outstanding balances, transactions, and receipts.

Oracle Purchasing User's Guide

If you install Oracle Purchasing, refer to this user's guide to read about entering and managing the purchase orders to which you match invoices.

Oracle Inventory User's Guide

This manual explains how to define your items, units of measure classes, units of measure, and unit of measure conversions for use in measuring amounts for your units of production items, as well as other information about setting up and using Oracle Inventory.

Oracle HRMS User's Guide

This manual explains how to enter your employees, so you can enter expense reports for them. It also explains how to set up organizations and site locations.

Oracle Applications Flexfields Guide

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

Oracle Workflow Guide

This manual explains how to define new workflow business processes as well as customize existing Oracle Applications–embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes.

Oracle Alert User's Guide

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

Country–Specific Manuals

Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Oracle Receivables to meet those requirements. Look for a User's Guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User's Guide* for more information about using this software in the Czech Republic.

Oracle Applications Character Mode to GUI Menu Path Changes

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

Oracle Financials Open Interfaces Guide

This guide contains a brief summary of each Oracle Financial Applications open interface. We provide detailed information about each Oracle Receivables open interface in this user's guide.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, refer to this manual before implementing Oracle Receivables. The manual details additional steps and setup considerations for implementing Oracle Receivables 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 Receivables installation, use this guide to learn about setting up and using Oracle Receivables with this feature.

Oracle Applications Implementation Wizard User's Guide

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

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This manual contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms 4.5.

Oracle Receivables Tax Manual

This manual provides everything you need to know about calculating tax within Oracle Receivables, Oracle Order Entry/Shipping, Oracle Sales and Marketing, and Oracle Web Customers. It includes information about implementation procedures, setup forms and windows, the Oracle Receivables tax calculation process, tax reports and listings, and open interfaces.

Installation and System Administration

Oracle Applications Installation Manual

This manual and the accompanying release notes provide information you need to successfully install Oracle Financials, Oracle Public Sector Financials, Oracle Manufacturing, or Oracle Human Resources in your specific hardware and operating system software environment.

Oracle Applications Upgrade Manual

This manual explains how to prepare your Oracle Applications products for an upgrade. It also contains information on finishing the upgrade procedure for each product. Refer to this manual and the *Oracle Applications Installation Manual* when you plan to upgrade your products.

Oracle Applications System Administrator's Guide

This manual 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 Receivables Applications Technical Reference Manual

The *Oracle Receivables Applications Technical Reference Manual* contains database diagrams and a detailed description of Oracle Receivables and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Receivables with non–Oracle applications, and write custom reports for Oracle Receivables.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.

Oracle Applications Product Update Notes

This book contains a summary of each new feature we added since Release 10.7, as well as information about database changes and seed data changes that may affect your operations or any custom reports you have written. If you are upgrading from Release 10.6 or earlier, you also need to read Oracle Applications Product Update Notes Release 10.7.

Other Information

Training

Oracle Education offers a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Receivables 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.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 45 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers**,** and personal digital assistants, 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 140 countries around the world.

Thank You

Thank you for using Oracle Receivables and this user's guide.

We value your comments and feedback. At the end of this manual is a Reader's Comment Form you can use to explain what you like or dislike about Oracle Receivables or this user's guide. Mail your comments to the following address or call us directly at (650) 506–7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to **appsdoc@us.oracle.com**.

CHAPTER

1

Overview of Oracle Receivables

This chapter provides a short introduction to the graphical user interface (GUI) available with Oracle Receivables as well as a detailed description of three Oracle Receivables workbenches.

Receivables Workbenches

Oracle Receivables provides three integrated workbenches that you can use to perform most of your day–to–day Accounts Receivable operations. You can use the Receipts Workbench to perform most of your receipt–related tasks and the Transactions Workbench to process your invoices, debit memos, credit memos, on–account credits, chargebacks, and adjustments. The Collections Workbench lets you review customer accounts and perform collection activities such as recording customer calls and printing dunning letters.

Function Security

You may not have access to every window, button, or alternative region within a Receivables workbench. This is because your system administrator may be using Function Security to prevent users with your responsibility from performing specific Receivables operations. For example, your responsibility might allow you to enter receipts but prevent you from deleting them. For more information, see: Function Security in Oracle Receivables: page C – 2.

Folders

Several of the windows in the Receivables workbenches are folders. Folders let you choose which fields you want to view and where they appear in a window. You can tell if a window is a folder if an open folder icon appears at the top left portion of the window. Additionally, if the profile option Flexview: Allow Customization is set to Yes, you can save your customizations to a particular window to quickly retrieve that subset of records later. You can modify the appearance of a folder by choosing options on the Folder menu.

For more information, see: Customizing the Presentation of Data in a Folder (*Oracle Applications User's Guide*).

Summary and Detail Windows

The Receipts and Transactions workbenches let you view records one at a time or as a group. Detail windows display only one receipt or transaction at a time, but provide more information about the record because they contain more fields and alternative regions. Summary windows, by contrast, can display multiple records at once but require that you "drill down" to the detail window to view additional information about the current record. Following is a list of the

available detail and summary windows within the Receivables Workbenches:

- Receipts Workbench: Receipts, Receipts Summary, Receipt Batches and Receipt Batches Summary
- Transactions Workbench: Transactions and Transactions Summary, Transactions Batches and Transaction Batches Summary
- Remittances / Remittances Summary

Find Windows

Find windows are available within each of the Receivables workbenches. These windows let you search for information based on a specific set of criteria that you specify. For example, the Find Transactions window lets you search for multiple records by entering a range of transaction numbers, dates, batches, or transaction types. You can also retrieve a single record by entering a specific document or transaction number. You can access Find windows from the Query menu.

List of Values

The list of values is a powerful, time saving feature that lets you choose valid data for a field from a predefined list. If the <List> lamp appears when your cursor is in a field, you can choose the List of Values icon to view a list of valid entries for that field. Simply click on the value you want; Receivables enters the data you selected and moves the cursor to the next field in the window.

Special Menu

In the Receipts and Transactions Workbenches, the Special pulldown menu lets you perform operations in addition to those provided by the action buttons. For example, in the Receipts Workbench, you can view the sum of multiple receipts in the Receipt Totals window, and review the functional currency gain or loss resulting from a currency exchange rate adjustment in the Receipt History window.

In the Transactions Workbench, the Special menu provides access to functions that are not accessible via action buttons. For example, in the Transactions window there is no Copy button, but you can still copy a transaction by choosing Copy To from the Special menu. Similarly, the Balances button does not appear in the Transactions Summary window,

but you can display the Transaction Balances window by choosing Balances from the Special menu.

You can perform most of your operations in Receivables using just three forms: the Transactions Workbench, the Receipts Workbench, and the Collections Workbench. The Transactions Workbench is shown below.

Receipts Workbench

Use the Receipts Workbench to create receipt batches and enter, apply, reverse, reapply, and delete individual receipts. You can enter receipts manually, import them using AutoLockbox, or create them automatically. You can also use this workbench to clear or risk eliminate factored receipts, remit automatic receipts, create chargebacks and adjustments, and submit Post QuickCash to automatically update your customer's account balance.

Default Attributes

When you enter receipts individually, Receivables provides default values for the following attributes in the Receipts and Receipts Summary windows:

- Currency
- Deposit Date
- Maturity Date
- GL Date
- Receipt Date
- Receipt Type

When you enter receipts as part of a *batch*, receipts that you enter inherit the following attributes, in addition to those listed above:

- Payment method
- Receipt class

You can also set up default values for new receipt batches. For example, you define the batch source 'Standard' and set Automatic Batch Numbering to Yes for this source. You also set the profile option AR: Receipt Batch Source to 'Standard' (see below). Then, when you create a new batch, Receivables uses Standard Source as the default

batch source and automatically generates a unique batch number when you save.

Other profile options that you can setup to provide default values in the Receipts Workbench include:

- **AR: Default Exchange Rate Type:** This option determines the default value for the exchange rate type that appears in the exchange rate window of the Receipts and Receipts Summary windows. Valid values are Corporate Exchange Rate, Spot Exchange Rate, and User Specified Rate.
- **AR: Receipt Batch Source:** This option determines the default receipt batch source in the Receipts and Receipt Batches windows.

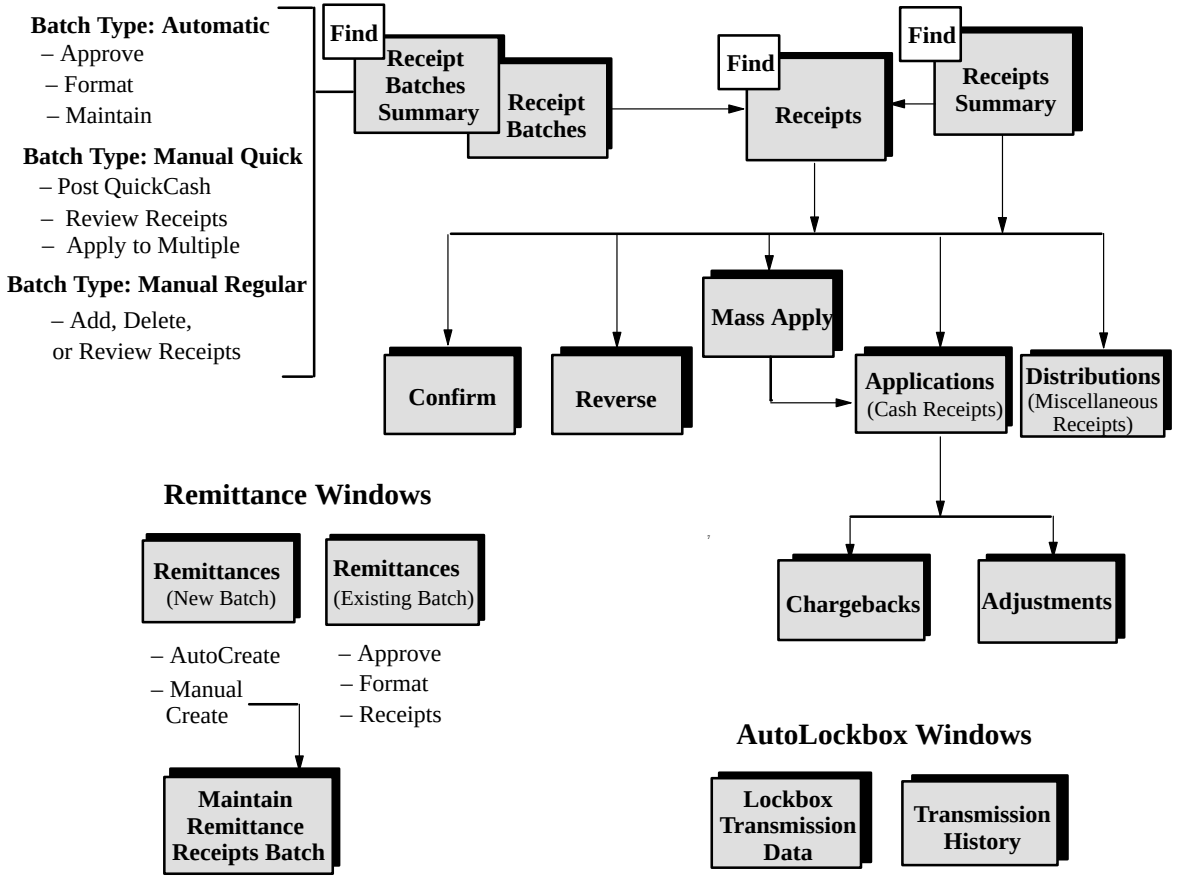
For more information, see: Overview of Receivables User Profile Options: page B – 4.

Folder Windows

You can customize the appearance of the following windows by choosing either Hide Field or Show Field from the Folder menu:

- Applications
- Lockbox Transmission Data
- Receipt Batches Summary
- Receipts Summary
- Remittances Summary

Receipts Workbench



Refer to the table below to help you use the Receipts Workbench and the corresponding Receivables documentation more effectively. An NA in the Window / Alternative Region column indicates that the documentation for that topic is an essay or general description of the feature; therefore, a corresponding window name is not applicable.

Topic	Section/Task	Window/Alternative Region
Adjustments	Create an Adjustment: page 4 – 43	Applications window, choose the Adjustments button.
Applying Receipts	Apply Receipts: page 4 – 9	Receipts or Receipts Summary window

Topic	Section/Task	Window/Alternative Region
Approving Remittances	Approve Remittance Batches: page 4 – 200	Remittances window
AutoCash	AutoCash: page 4 – 145	NA
AutoLockbox	Using AutoLockbox: page 4 – 77 Running AutoLockbox: page 4 – 120	NA Submit Lockbox Processing window
Automatic Receipts	Create Automatic Receipts: page 4 – 173 Automatically Create Remittance Batches: page 4 – 195 Automatically Select Transactions for Application (Mass Apply button): page 4 – 9 Approve Automatic Receipts: page 4 – 179 Format Automatic Receipts: page 4 – 181 Manually Enter Automatic Receipts: page 4 – 185 Confirm Automatic Receipts: page 4 – 183	Receipt Batches window Remittances window Applications widow Receipt Batches window Receipt Batches window Receipts window Receipts or Receipts Summary window
Batch	Batching Receipts for Easy Entry and Retrieval: page 4 – 59	Receipt Batches or Receipt Batches Summary window
Chargebacks	Chargebacks and Adjustments: page 4 – 41	Applications window, choose the Chargebacks button.
Clearing Receipts	Automatic Clearing for Receipts: page 4 – 204	Run Automatic Clearing window
Confirming Automatic Receipts	Confirm Automatic Receipts: page 4 – 183	Receipts or Receipts Summary window
Discounts	Discounts: page 4 – 156	NA
Entering Receipts	Enter Receipts: page 4 – 2	Receipts; or Receipts Summary window
Factoring Remittances	Factor Remittances: page 4 – 193	Remittances
Formatting Automatic Receipts	Format Automatic Receipts: page 4 – 181	Receipt Batches window
Formatting Remittance Batches	Format Remittance Layouts: page 4 – 190	Remittances window
Lockbox	Using AutoLockbox: page 4 – 77 Running AutoLockbox: page 4 – 120	Submit Lockbox Processing window

Topic	Section/Task	Window/Alternative Region
Maintaining Lockbox Transmission	Maintain Lockbox Transmission: page 4 – 130	Lockbox Transmission Data
Note Receivable	Create a Note Receivable: page 4 – 67	Receipts window
Post QuickCash	Post QuickCash: page 4 – 141	Receipt Batches Summary window
QuickCash	QuickCash: page 4 – 134	Receipt Batches window
Reapplying Receipts	Reapply Receipts: page 4 – 54	Applications window
Reconciling Receipts	Reconcile Receipts: page 4 – 208	Reconcile Bank Statements window (Oracle Cash Management)
Remitting Receipts	Create Remittance Batches: page 4 – 189	Remittances window
Remittances	Create Remittance Batches: page 4 – 195 Format Remittance Layouts: page 4 – 190 Approve Remittance Batches: page 4 – 200	Remittances window NA Remittances window
Reversing Receipts	Reverse Receipts: page 4 – 50	Receipts or Receipts Summary window
Reviewing Receipts and Applications	Review Receipts and Applications: page 4 – 56	Applications window
Risk Eliminating Factored Receipts	Automatic Clearing for Receipts: page 4 – 204	Run Automatic Clearing window
Transmission History	Viewing Lockbox Transmission History: page 4 – 132	Transmission History window

Transactions Workbench

Use the Transactions Workbench to create new and update existing invoices, debit memos, credit memos, on–account credits, chargebacks, and commitments within Receivables. You can also use this workbench to enter, review, or complete transactions, copy invoices, create adjustments, credit transactions, and review invoice installments.

Default Attributes

When you enter transactions individually, Receivables provides default values for the following attributes in the Transactions and the Transactions Summary windows:

- Date
- Currency

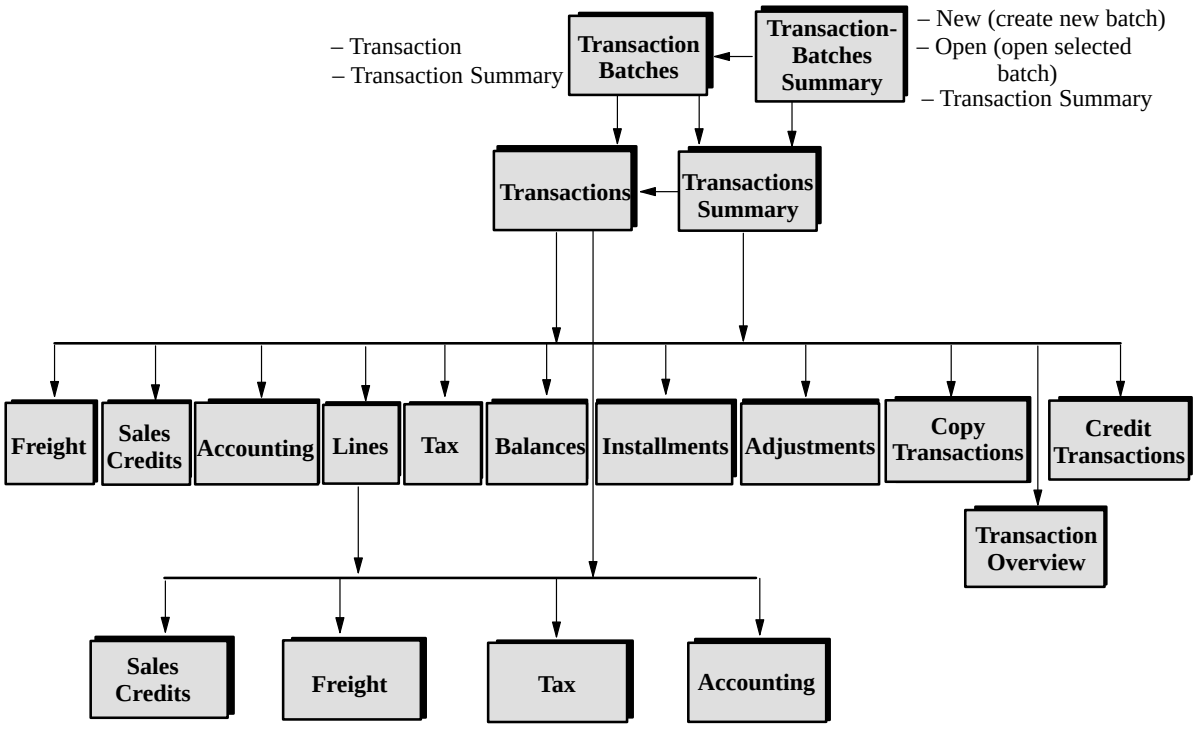
You can also define the profile option **AR: Transaction Batch Source** to provide a default batch source for your transactions. This profile option determines the value of the Batch field in the Transactions, Transactions Summary, Transaction Batches, Transaction Batches Summary, and Credit Transactions windows.

Folder Windows

The following windows in the Transactions Workbench are Folder windows. You can customize the appearance of these windows by selecting options from the Folder menu:

- Lines window
- Transaction Batches Summary window

Transactions Workbench



Topic	Section/Task	Window/Alternative Region
Accounting	Review Accounting Information: page 6 – 13 Accounting for Transactions: page 7 – 25	Accounting window NA
Adjustments	About Adjustments: page 6 – 109 Enter Manual Adjustments: page 6 – 112 Create Automatic Adjustments: page 6 – 114	NA Adjustments window Create AutoAdjustments window
Addresses	Define Remit To Addresses: page 2 – 162	Remit To Addresses window
AutoAccounting	Using AutoAccounting: page 6 – 131 Define AutoAccounting: page 2 – 117	NA AutoAccounting window
AutoInvoice	Import Transactions Using AutoInvoice: page 6 – 73 Overview of AutoInvoice: page 6 – 151	Run AutoInvoice window NA
Banks	Define Banks: page 2 – 187 Define Bank Charges: page 2 – 198	Banks window Bank Charges window
Batch	Batch Transactions: page 6 – 35 Define Transaction Batch Sources: page 2 – 96	Transaction Batches or Transaction Batches Summary window Transaction Batch Sources window
Chargeback	Enter Commitments: page 6 – 32 Using Commitments: page 6 – 144	Chargebacks window NA
Commitments	Enter Commitments: page 6 – 32 Using Commitments: page 6 – 144	Transactions or Transactions Summary window NA
Complete	Complete Transactions: page 6 – 37	Transactions or Transactions Summary window
Consolidated Billing	Consolidated Billing: page 6 – 279 Print Consolidated Billing Invoices: page 6 – 286	NA Consolidated Billing Invoices window
Copy	Copy Invoices: page 6 – 40	Copy Transactions window

Topic	Section/Task	Window/Alternative Region
Credit	Credit Transactions: page 6 – 47 Create On–Account Credits: page 6 – 67	Credit Transactions window Applications window
Finance Charges	Calculate Finance Charges: page 5 – 57 Define Customer Profile Classes: page 3 – 37	Customer Profile Classes window Customer Profile Classes window
Freight	Define Freight Carriers: page 2 – 76 Enter Freight Information: page 6 – 16	Freight Carriers window Freight window
Guarantee	Enter Commitments: page 6 – 32 Using Commitments: page 6 – 144	Transactions or Transactions Summary window NA
Import	Import Transactions Using the Transaction API: page 6 – 77 Import Transactions Using AutoInvoice: page 6 – 73	NA (external feeder system) Run AutoInvoice window
Installments	Enter Invoices with Installments: page 6 – 31	Transactions or Transactions Summary window
Line	Enter Transaction Lines: page 6 – 2 Credit Transaction Lines: page 6 – 51	Lines window (from Transactions window Lines window (from Credit Transactions window)
Maintain	Maintain Transactions: page 6 – 137	Transactions or Transactions Summary window
On–Account Credits	Create On–Account Credits: page 6 – 67	Applications window
Payment Methods	Define Payment Methods: page 2 – 151	Payment Methods window
Payment Terms	Define Payment Terms: page 2 – 80	Payment Terms window
Print	Print Transactions: page 6 – 45 Understanding Your Printed Transactions: page 6 – 275	Print Transactions window NA
Rules	Enter Invoice with Rules: page 6 – 26 Invoices with Rules: page 6 – 121	Transactions or Transactions Summary window NA
Sales Credits	Entering Revenue Credits: page 6 – 21	Sales Credits window

Topic	Section/Task	Window/Alternative Region
Tax	Enter or Review Tax Information: page 6 – 18	Tax window
	Calculating Tax (*Oracle Receivables Tax Manual*)	NA
Transactions	Enter Transactions: page 6 – 2	Transactions or Transactions Summary window
	Accounting for Transactions: page 7 – 25	NA
	Import Transactions Using AutoInvoice: page 6 – 73	Run AutoInvoice window
	Print Transactions: page 6 – 45	Print Invoices window
Types	Define Transaction Types: page 2 – 86	Transaction Types window
Update Transaction	Maintain Transactions: page 6 – 137	Transactions or Transactions Summary window

Collections Workbench

Use the Collections Workbench windows to view information about your customers' transactions and account balances in a variety of ways. You can also use this workbench to place a customer account on credit hold, place items in dispute, view the dunning history for a transaction, and correspond with customers by recording customer calls.

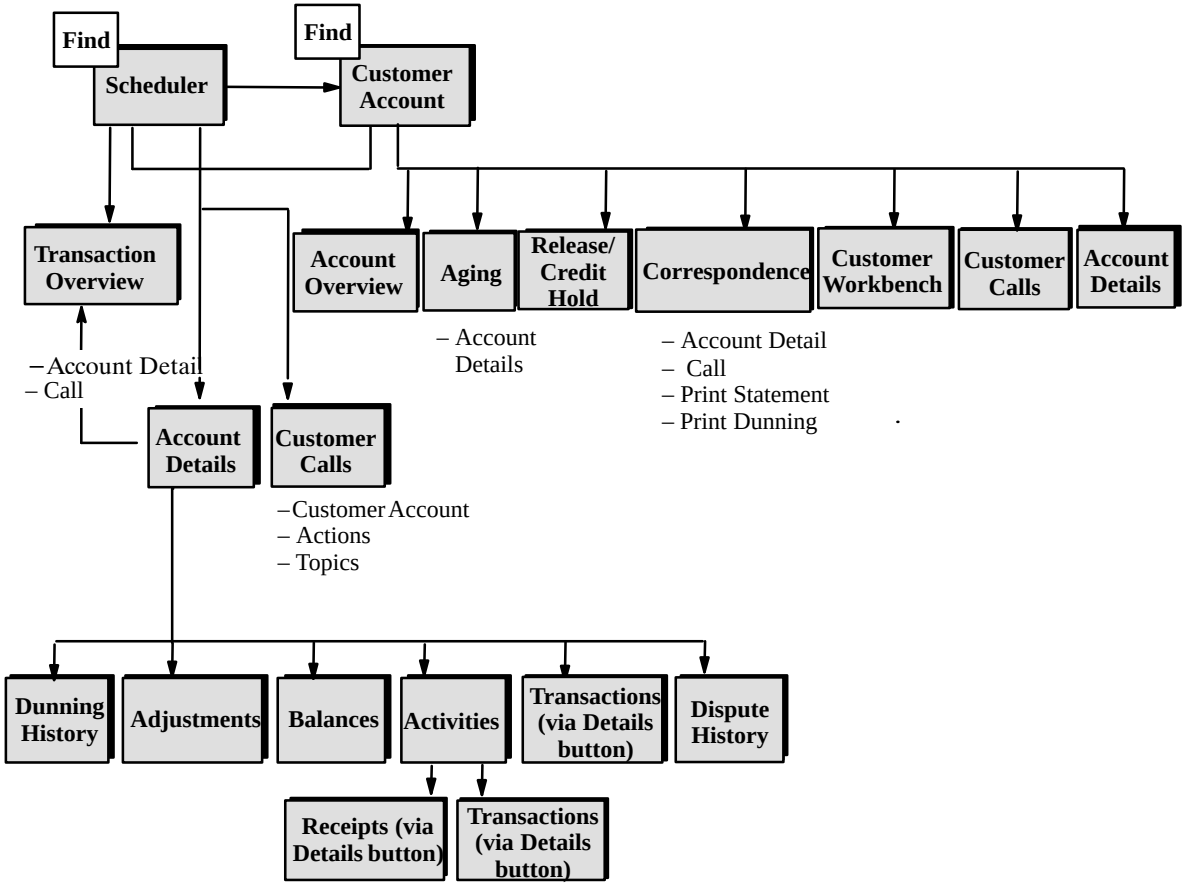
Most of the windows in the Collections Workbench are view–only windows; that is, you can view information, but you cannot make any changes.

Folder Windows

The following windows in the Collections Workbench are Folder windows. You can customize the appearance of these windows by selecting options from the Folder menu:

- Account Details
- Customer Account
- Scheduler

Collections Workbench



Topic	Section/Task	Window/Alternative Region
Account	Review a Customer Account: page 5 – 2 View Account Activity for a Specific Period: page 5 – 5 View Balances by Aging Bucket: page 5 – 7	Customer Account window Account Overview window Aging or Account Details window
Actions	Review Collector Actions: page 5 – 32 Completing a Collection Action: page 5 – 33	Scheduler window Actions window (from Customer Calls window)

Topic	Section/Task	Window/Alternative Region
Aging	View Balances by Aging Bucket: page 5 – 7	Aging or Account Details window
	Define Aging Buckets: page 2 – 71	Aging Buckets window
Calls	Overview of Customer Calls: page 5 – 20	Customer Calls window
	Record Call Actions: page 5 – 23	Actions window (from Customer Calls window)
	Complete a Call Action: page 5 – 33	Actions window (from Customer Calls window)
Collector	Define Collectors: page 2 – 158	Collectors window
Correspondence	Overview of Customer Correspondence: page 5 – 31	NA
Dispute	Place an Item in Dispute: page 5 – 26	Actions window (from Customer Calls window)
Dunning	View Dunning History: page 5 – 18	Dunning History window
	Define Dunning Letters: page 2 – 176	Dunning Letters window
	Print Dunning Letters: page 5 – 52	Print Dunning Letters window
	Overview of Dunning Letters: page 5 – 36	NA
Finance Charges	Overview of Calculating Finance Charges: page 5 – 57	NA
	Accruing Finance Charges: page 5 – 62	System Options window
	Compounding Finance Charges: page 5 – 63	Customers window
Holds	Place/Remove Customer Credit Hold: page 5 – 29	Customer Account window
Print	Print Statements: page 5 – 73	Print Statements window
	Print Dunning Letters: page 5 – 52	Print Dunning Letters window
	Print a Collection Report: page 5 – 35	Print Collection Reports window
Report	Print a Collection Report: page 5 – 35	Print Collection Reports window

Topic	Section/Task	Window/Alternative Region
Statements	Print Statements: page 5 – 73	Print Statements window
	Define a Statement Site: page 5 – 72	Business Purposes window (from Customer Addresses window)
	Sample Statement: page 5 – 77	NA
Transactions	View Transactions: page 5 – 11	Account Details or Transaction Overview window
	View Transaction Balances: page 5 – 15	Balances window
	View Balances by Aging Bucket: page 5 – 7	Aging or Account Details window

CHAPTER

2 Setting Up

This chapter explains everything you need to know about setting up Oracle Receivables. It illustrates the setup steps you need to perform to set up Oracle Receivables and provides information about setting up Oracle Receivables tax options. The chapter also provides detailed step–by–step instructions for each setup step.

Setting Up Receivables

During setup, you define business fundamentals such as the activities you process and their accounting distributions, your accounting structure, and various control features. Setup is also the time to define comprehensive defaults that Receivables uses to make data entry more efficient and accurate. In addition, setup lets you customize Receivables to employ the policies and procedures that you use in your business.

You can set up Receivables a number of different ways. The following graphic shows the most complete setup scenario. For a complete description of each setup step, see: Setup Steps: page 2 – 8.

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Receivables installation, please refer to the *Multiple Organizations in Oracle Applications* manual before proceeding.

> **Note:** If you plan to use Multiple Reporting Currencies (MRC) with Receivables, additional setup steps are required. For more information, refer to the *Multiple Reporting Currencies in Oracle Applications* manual.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross–product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to read online help for a setup activity and open the appropriate setup window, and to see a graphical overview of setup steps. You can also document your implementation by using the Wizard to record comments for each step for future reference and review.

For more information, see: *Oracle Applications Implementation Wizard User's Guide.*

You must set up underlying Oracle Applications Technology

The setup steps in this chapter tell you how to implement the parts of Oracle Applications specific to Oracle Receivables.

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system–wide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

For more information, see: *Oracle Applications System Administrator's Guide.*

Figure 2 – 1

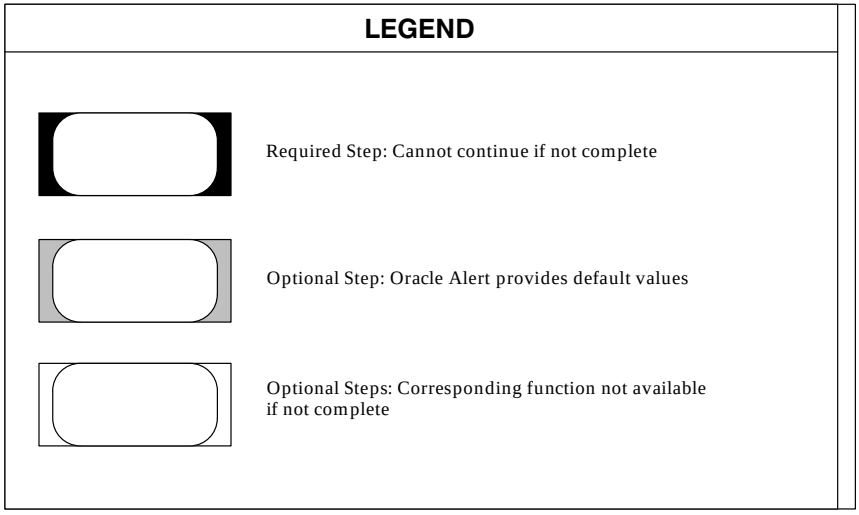
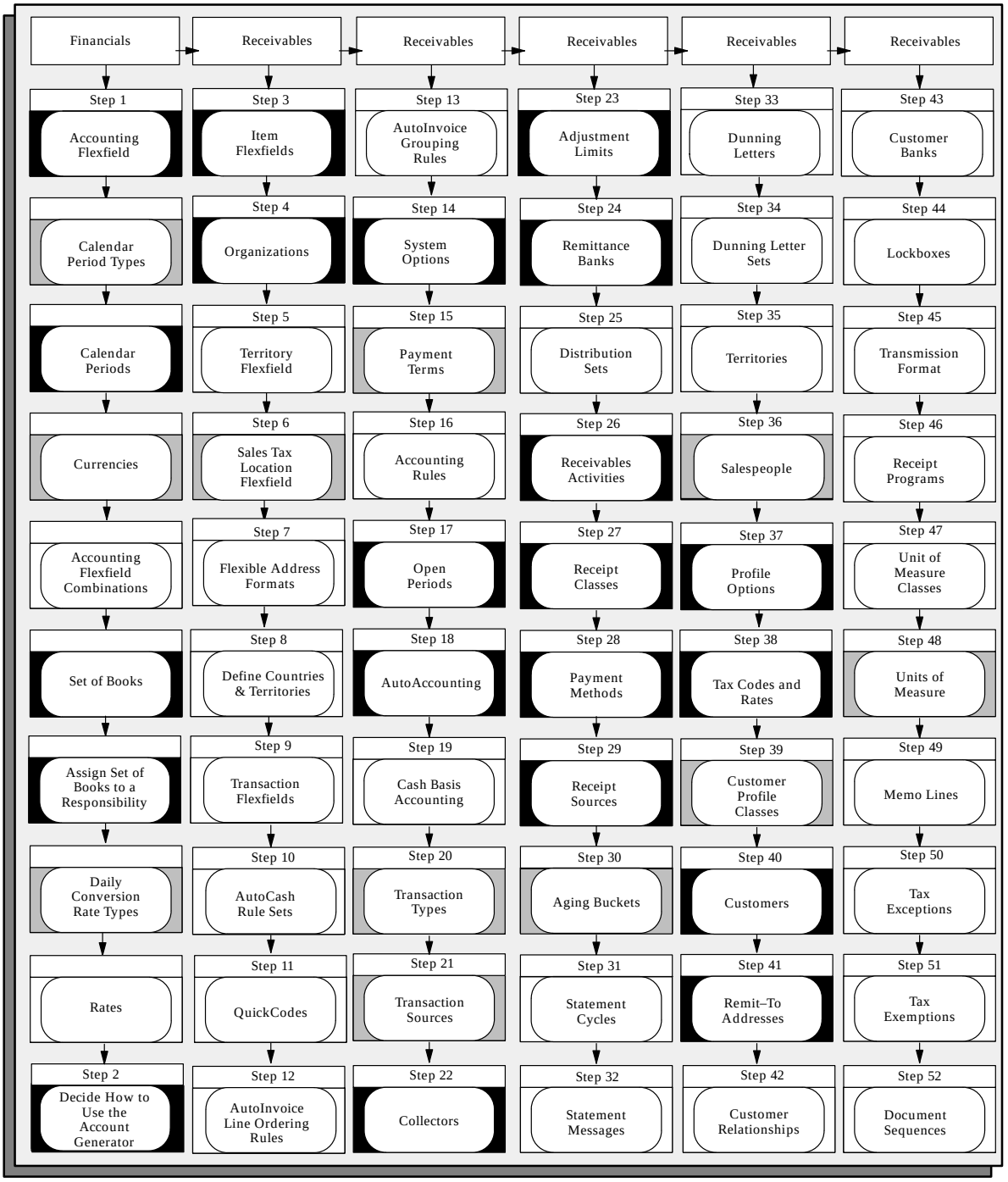


Figure 2 – 2 Oracle Receivables Setup



Receivables Setup Checklist

Additional setup may be required to implement tax within Receivables in a way that best suits your specific tax needs. For more information, refer to: Implementing Value Added Tax, Implementing Sales Tax, or Implementing Canadian Sales Tax in the *Oracle Receivables Tax Manual*.

Attention: If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Receivables installation, please refer to the *Multiple Organizations in Oracle Applications* manual before proceeding.

After you log on to Receivables, complete the following steps in the order shown to set up Receivables:

- ❑ Step 1: Define Your Set of Books (Required): page 2 – 8
- ❑ Step 2: Decide How to Use the Account Generator (Required): page 2 – 8
- ❑ Step 3: Define Your System Item Flexfield Structure (Required): page 2 – 9
- ❑ Step 4: Define Your Organizations (Required): page 2 – 9
- ❑ Step 5: Define Your Territory Flexfield (Optional): page 2 – 10
- ❑ Step 6: Define Your Sales Tax Location Flexfield Structure (Required with Defaults): page 2 – 10
- ❑ Step 7: Define Flexible Address Formats (Optional): page 2 – 12
- ❑ Step 8: Maintain Countries and Territories (Optional): page 2 – 13
- ❑ Step 9: Define Your Transaction Flexfield Structure (Optional): page 2 – 13
- ❑ Step 10: Define Your AutoCash Rule Sets (Optional): page 2 – 14
- ❑ Step 11: Define Your QuickCodes (Optional): page 2 – 14
- ❑ Step 12: Define Your AutoInvoice Line Ordering Rules (Optional): page 2 – 16
- ❑ Step 13: Define Your AutoInvoice Grouping Rules (Optional): page 2 – 16
- ❑ Step 14: Define Your System Options (Required): page 2 – 16
- ❑ Step 15: Define Your Payment Terms (Required with Defaults): page 2 – 17

- ❑ Step 16: Define Your Accounting Rules (Optional): page 2 – 18
- ❑ Step 17: Open Your Accounting Periods (Required): page 2 – 18
- ❑ Step 18: Define Your AutoAccounting (Required): page 2 – 18
- ❑ Step 19: Set Up Cash Basis Accounting (Optional): page 2 – 19
- ❑ Step 20: Define Your Transaction Types (Required with Defaults): page 2 – 19
- ❑ Step 21: Define Your Transaction Sources (Required): page 2 – 19
- ❑ Step 22: Define Your Collectors (Required with Defaults): page 2 – 20
- ❑ Step 23: Define Your Adjustment Approval Limits (Required): page 2 – 20
- ❑ Step 24: Define Your Remittance Banks (Required): page 2 – 20
- ❑ Step 25: Define Your Distribution Sets (Optional): page 2 – 20
- ❑ Step 26: Define Your Receivables Activities (Required): page 2 – 20
- ❑ Step 27: Define Your Receipt Classes (Required): page 2 – 21
- ❑ Step 28: Define Your Payment Methods (Required): page 2 – 21
- ❑ Step 29: Define Your Receipt Sources (Required): page 2 – 21
- ❑ Step 30: Define Your Aging Buckets (Required with Defaults): page 2 – 21
- ❑ Step 31: Define Your Statement Cycles (Optional): page 2 – 21
- ❑ Step 32: Define Your Statement Messages (Optional): page 2 – 22
- ❑ Step 33: Define Your Dunning Letters (Optional): page 2 – 22
- ❑ Step 34: Define Your Dunning Letter Sets (Optional): page 2 – 22
- ❑ Step 35: Define Your Territories (Optional): page 2 – 22
- ❑ Step 36: Define Your Salespeople (Required with Defaults): page 2 – 22
- ❑ Step 37: Define Your Profile Options (Required): page 2 – 23
- ❑ Step 38: Define Your Tax Codes and Rates (Required): page 2 – 23
- ❑ Step 39: Define Your Customer Profile Classes (Required with Defaults): page 2 – 24

- ❑ Step 40: Define Your Customers (Required): page 2 – 24
- ❑ Step 41: Define Your Remit–To Addresses (Required): page 2 – 24
- ❑ Step 42: Define Your Customer Relationships (Optional): page 2 – 25
- ❑ Step 43: Define Your Customer Banks (Optional): page 2 – 25
- ❑ Step 44: Define Your Lockboxes (Optional): page 2 – 26
- ❑ Step 45: Define Your Transmission Format (Optional): page 2 – 26
- ❑ Step 46: Define Your Receipt Programs (Optional): page 2 – 26
- ❑ Step 47: Define Your Unit of Measure Classes (Optional): page 2 – 26
- ❑ Step 48: Define Your Units of Measure (Required with Defaults): page 2 – 26
- ❑ Step 49: Define Your Standard Memo Lines (Optional): page 2 – 27
- ❑ Step 50: Define Your Item Tax Rate Exceptions (Optional): page 2 – 27
- ❑ Step 51: Define Your Tax Exemptions (Optional): page 2 – 27
- ❑ Step 52: Define Your Document Sequences (Optional): page 2 – 27

These operations are described in more detail in the next section, Setup Steps: page 2 – 8.

Setup Steps

This section provides a brief description of each Receivables setup step. Some of the operations listed are optional, but you should perform the required steps in the order shown to be sure that your system is set up properly.

Step 1 Define Your Set of Books (Required)

You need to define at least one set of books before you can implement and use Receivables. A set of books includes an accounting calendar, a functional currency, and an Accounting Flexfield structure.

If you previously defined your set of books in the Setting Up Oracle Applications Set of Books section while setting up a different Oracle Applications product, proceed to the next step.

If you have not defined your set of books, see: Defining Sets of Books in the *Oracle General Ledger User's Guide* to complete the following steps:

- Define your Accounting Flexfield
- Define your Calendar Period Types
- Define your Calendar Periods
- Define your Currencies
- Define your Accounting Flexfield Combinations (Optional)
- Define your Set of Books
- Assign your Set of Books to a Responsibility
- Define your Daily Conversion Rate Types
- Define your Daily Rates (Optional)

You specify which set of books your Receivables installation uses in the System Options window.

Additional Information: If you use the Oracle Applications Multiple Organization Support feature, you can use multiple sets of books for one Receivables installation. See: Using the Multiple Organization Support Feature: page 2 – 79.

Step 2 Decide How to Use the Account Generator (Required)

The Account Generator ensures that Receivables substitutes the correct balancing segment values when you generate finance charges or post exchange rate gains and losses to your general ledger. You need to review the default process that Receivables uses to see if it meets your

accounting requirements. You can optionally customize the Account Generator for each set of books that you have defined. See: Using the Account Generator in Oracle Receivables: page 2 – 120.

Step 3 Define Your System Items Flexfield Structure (Required)

Proceed to the next step if you previously defined your System Items Flexfield while setting up another Oracle Applications product.

If you have not installed Oracle Inventory or Oracle Order Entry and you want to record and report your item information, you need to define your System Items Flexfield.

All Oracle products that reference items share the System Item Flexfield and support multiple segment implementation. The system provides a seeded System Item Flexfield for you (Code = 'MSTK'). You must define a structure for this flexfield rather than creating a new flexfield.

Once you have defined your System Item Flexfield structure, you need to specify your Item Flexfield profile options.

Set the OE: Item Flexfield profile option at the site level to specify the System Item Flexfield structure you want to use. Set this to 'System Items,' which is the System Item Flexfield structure you have just defined.

Next, set your AR: Item Flexfield Mode profile option to choose your preferred method of entry for this flexfield within Receivables. This default value is concatenated segment entry. Refer to Step 37 for details on how to set up profile options.

Step 4 Define Your Organizations (Required)

Proceed to sub step 3, Specify your Item Validation Organization Profile Option, if you have previously defined your organizations while setting up another Oracle Applications product.

1. Define Organization

You need to define at least one organization to use Receivables. This organization lets you use the inventory forms in Receivables if you do not have Oracle Inventory installed.

2. Define Organization Parameters

You must define the control options and account defaults for your organization before you can define items or perform any transactions. You must assign a unique short code to your organization and use this code to identify the organization with which you want to work.

3. Specify your Item Validation Organization

You need to set the OE: Item Validation Organization profile option to the organization of the Inventory Organization whose item master you want to use.

If you defined your organization in step 1, set the profile option to this organization. Otherwise, select an organization from the list of values. See: Organizations: page 2 – 77.

Refer to Step 37 for details on how to set up profile options.

4. Define Items

Once you have set up your Item Flexfield and chosen your Item Validation Organization, you can optionally define your items in the Items window. Proceed to the next step if you have previously defined your items while setting up another Oracle Applications product. See: Items: page 2 – 130.

Step 5 Define Your Territory Flexfield (Optional)

You can use Territory Flexfields for reporting purposes. Receivables provides a default structure for your Territory Flexfield. You can associate Territory Flexfields with salespeople, invoices, commitments, and customer business purposes. See: Territory Flexfield: page 2 – 67.

Proceed to the next step if you do not want to define Territory Flexfields.

Step 6 Define Sales Tax Location Flexfield Structure (Required, Default)

Receivables uses the customer shipping address to determine the sales tax rate on transactions for all customers in the country you define in the Systems Option window as your home country. Proceed to the next step if you are not charging your customers tax based on their shipping address.

The seeded Sales Tax Location Flexfield structures are as follows:

- Country
- State and City
- Province and City
- City
- Province
- State, County and City

Proceed to sub–step four if you are planning to use one of the seeded structures, otherwise begin with sub step one.

Attention: If you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your *home* country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Flexible Addresses: page 3 – 47.

Sub–step one through sub–step three briefly describe how you can create a customized Sales Tax Location Flexfield structure if none of the seeded structures meet your taxing requirements. For detailed information on customizing your Sales Tax Location Flexfield, see: Customizing Your Sales Tax Location Flexfield (*Oracle Receivables Tax Manual*).

1. Define Value Sets

Receivables provides several value sets which are used with the seeded Sales Tax Location Flexfield structures. You will either use these for your customized structure or create your own.

2. Define Key Flexfield Structure

Query 'Sales Tax Location Flexfield' in the Title field of the Key Flexfield region. Receivables provides a six seeded Sales Tax Location Flexfield structures. You need to create a new customized structure if you do not wish to use any of the seeded structures. You should not simply modify a seeded structure.

3. Define Descriptive Flexfield Context

After defining your customized Sales Tax Location Flexfield structure, you need to define customized contexts for the following descriptive flexfields in the Descriptive Flexfield Segments window:

- Tax Rates Flexfield: This flexfield appears in the Review Sales Tax Rates window.
- Item Exception Rate Assignment Flexfield: This flexfield pops up in the Tax Rate field of the Item Tax Rate Exceptions window.
- Item Exception Rate Location Flexfield: This flexfield pops up in the Location field of the Item Tax Rate Exceptions window.
- Exempt Regions Flexfield: This flexfield pops up in the Location field of the Tax Exemptions window.
- Override Sales Tax Rates Flexfield: This field pops up in the Override field of the Tax Locations and Rates window.

4. Define Key Flexfield Segment Qualifiers

Verify that the Tax Account and Exemption qualifiers are set at the correct level for your needs. The Tax Account qualifier determines at which level of your location flexfield you will assign tax accounts. The Exemption qualifier determines at which level the Receivables tax engine will create automatic exemptions.

5. Define Tax Locations and Rates

Enter and maintain locations for each segment of your Sales Tax Location Flexfield structure and assign tax rates to each location. Receivables uses Tax locations to validate your customers' shipping address and to determine the proper tax amount. You can either use the sales Tax Rate Interface program to load locations and tax rates or manually enter them in the Tax Locations and Rates window. See: Tax Locations and Rates: page 2 – 212.

See Also

Calculating Tax (*Oracle Receivables Tax Manual*)

Implementing Value Added Tax (*Oracle Receivables Tax Manual*)

Implementing US Sales Tax (*Oracle Receivables Tax Manual*)

Using Sales Tax Rate Interface (*Oracle Receivables Tax Manual*)

Step 7 Set Up Flexible Address Formats (Optional)

If the standard address format (Country, Address Line 1–4, City, State, Postal Code, Province and County) suits your business needs, you do not need to use the flexible address formats feature.

Alternatively, you can associate address styles with countries to enable you to enter addresses in country specific formats throughout Receivables. This lets you enter addresses in the style most appropriate to the country in which you or your customers conduct business. Receivables also offers the functionality to perform country specific validation upon entry of addresses.

To implement flexible address formats, you need to assign an address style to a country in the Maintain Countries and Territories window.

Receivables provides the following address styles:

- Japanese
- Northern European
- Southern European
- South American
- United Kingdom / Asia / Australasia

You can also create your own address styles and validation rules by defining alternative descriptive flexfield structures.

Proceed to the next step if you are planning to use one of the seeded address styles. For detailed information on how to define your own address styles, see: Using Flexible Addresses: page 3 – 66.

Step 8 Maintain Countries and Territories (Optional)

You can view all countries and territories within your system in the Maintain Countries and Territories window.

Use the address style field to assign address styles to countries if you wish to use the Flexible Address Formats feature.

You can identify which countries are part of the European Union (EU) by entering a VAT Member State Code against these countries. The Receivables European Sales Listing report uses this information to produce a listing of all sales to customers in European Community member states other than your own.

Step 9 Define Your Transaction Flexfield Structure (Optional)

Proceed to the next step if you are not using AutoInvoice.

If you are using AutoInvoice, you need to define your Transaction Flexfields to uniquely identify imported transactions. Because Transaction Flexfields are unique, you can also use them to link and reference other transaction lines.

If you are using AutoInvoice, the Line and Invoice Transaction Flexfields are mandatory. When you define your Invoice Transaction Flexfield, you must use the same structure that you used for your Line Transaction Flexfield, but only include those segments that refer to header–level information.

The Link–to and Reference Transaction Flexfields refer to the structure you define for your Invoice Transaction Flexfield, but can be optionally defined if you want to create a customized form that displays your Link–to and Reference Transaction Flexfield.

Define the structure, segments, and values for your Transaction Flexfield in the Descriptive Flexfield Segments window. Execute a query on the Title field. You can define your Line Transaction Flexfield, Link–to Transaction Flexfield, Reference Transaction Flexfield and Invoice Transaction Flexfield here.

Suggestion: If you want to query your Transaction Flexfield, you may want to update the Transaction Flexfield information for previously entered transactions.

We advise that you create indexes on your Transaction Flexfield columns if you want to query Transaction Flexfield information in your invoice headers and lines. Additionally, without indexes the validation portions of the AutoInvoice program can be slow. For complete information about defining Transaction Flexfield indexes, see: Importing Invoice Information Using AutoInvoice: page 6 – 150.

Step 10 Define Your AutoCash Rule Sets (Optional)

If you are using AutoCash, you need to define your AutoCash rule set before defining your system parameters or customer profiles classes. AutoCash rules determine the sequence of application methods Receivables uses when automatically applying receipts to open debit and credit items. See: AutoCash Rule Sets: page 2 – 139.

See Also

Post QuickCash: page 4 – 138

AutoCash Rules: page 4 – 145

Discounts: page 4 – 156

Step 11 Define Your QuickCodes (Optional)

Receivables provides several default QuickCodes. These are used throughout Receivables to provide validated default values and list of values choices. You can add or update these to customize your list of values and speed data entry. For example, you can define additional freight carriers that are used by your business.

Below is a list of all user updatable QuickCodes types:

- Account Status

- Address Categories
- Adjustment Reason
- Approval Type
- Business Purposes for a Customer Address
- Canadian Provinces
- Collector Actions
- Collector Follow Up Action
- Credit Memo Reason
- Credit Rating for Customers
- Customer Class
- Customer Credit Risk
- Customer Relationship Type
- Customer Response Reason
- Define Freight Carriers
- Demand Class
- FOB (free on board)
- Invoice Reason
- Job Titles for Customer Contact
- Mandatory Field Prompt for Message Dictionary
- Possible Outcomes of a Customer Call
- Reverse Payment Reason
- Special Instructions
- Tax Exemption Reason
- Tax Rate Exception Reason
- Tax Types
- Titles For Contact Persons at Customer Sites
- Type of Data to Include in a Specific Bucket
- Types of Communication Used in Contacting Customers
- Types of Documentation to Send to Customers with this Relationship to Primary Customer
- Types of Messages

- Types of Standard text usage

See Also

Defining Receivables QuickCodes: page 2 – 28

Freight Carriers: page 2 – 76

Step 12 Define Your AutoInvoice Line Ordering Rules (Optional)

If you are using AutoInvoice, you need to specify how you want to order and number your transaction lines after they have been grouped into invoices, debit memos, and credit memos. Receivables provides many attributes that you can use to define your line ordering rules. See: AutoInvoice Line Ordering Rules: page 2 – 102 and Importing Transactions Using AutoInvoice: page 6 – 73.

Step 13 Define Your AutoInvoice Grouping Rules (Optional)

If you are using AutoInvoice, you need to specify how you want to group transaction lines. In order for transaction lines to be part of one transaction, certain attributes must be identical. Receivables provides many attributes that you can use to define your grouping rules. See: Grouping Rules: page 2 – 104 and Importing Transactions Using AutoInvoice: page 6 – 73.

Step 14 Define Your System Options (Required)

Define your accounting, discount, tax, and invoice system options to control how Receivables works. For example, you can determine whether to charge your customers Sales Tax or Value Added Tax (VAT). If you choose Sales Tax, Receivables supports location based Sales Tax for your home country only. You also define your default (i.e. home) country in the System Options window. See: Defining Receivables System Options: page 2 – 48 and Calculating Tax in the *Oracle Receivables Tax Manual*.

You can also specify a default Application Rule Set in the System Options window. An Application Rule Set determines how Receivables reduces the balance due for debit items and their associated charges when you apply payments in the Applications window or by using Post QuickCash. Receivables only uses this rule set if none is assigned

to the debit item's transaction type. See: Receivables Application Rule Sets: page 4 – 36.

You can update the Default Country in this window at install time, provided you have not entered any customer addresses.

Attention: If you will be using flexible address formats to enter and validate your customer address information, we recommend that you implement the seeded Sales Tax Location Flexfield structure, Country – No Validation. Alternatively, if you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your home Country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Using Flexible Addresses: page 3 – 66.

Below is a list of optional system options. All other system options are required. No default values are provided.

- AutoCash Rule Set
- Tax Registration Number
- Accounting Flex Tuning Segment
- System Items Tuning Segment
- Territory Tuning Segment
- SQL Trace
- Purge Interface Tables
- Unallocated Revenue Account*

* Required if your Accounting Method is Cash Basis.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 15 Define Your Payment Terms (Required, Default)

You must specify the payment terms to associate with your invoices, debit memos and commitments to determine your customer's payment schedule. You can also include tiered discounts for early payment. Receivables provides a predefined payment term, '30 NET'. See: Discounts: page 4 – 156 and Payment Terms: page 2 – 80.

Step 16 Define Your Accounting Rules (Optional)

If you want to recognize revenue over multiple accounting periods, you must define accounting rules. Receivables lets you define as many accounting rules as you want. If you use an accounting rule, you must associate it with an invoicing rule. Invoicing rules determine when to book your receivables. Receivables provides two invoicing rules: 'Bill in Advance' and 'Bill in Arrears'.

When you use accounting rules, you also need to define the appropriate periods to which your rule refers. You enter these periods in the Calendar window and they must refer to the same period type as your accounting rule. For example, if you are using an accounting rule that recognizes revenue monthly from Jan–93 through Jun–93, you must define periods from Jan–93 through Jun–93 where the period type is 'Month.' These periods must be defined in the same calendar as your accounting periods.

Attention: If you have an accounting period type that is not 'Month' and you use AutoInvoice with Oracle Order Entry, you should update the Period field for the predefined IMMEDIATE accounting rule to the same period as your accounting period type.

See: Accounting Rules: page 2 – 108 and Defining Calendars (*Oracle General Ledger User's Guide).*

Step 17 Open Your Accounting Periods (Required)

Maintain the accounting periods to control transaction entry, receipt application, and posting. Receivables provides the following period statuses: Not Opened, Future, Open, Close Pending, and Closed. See: Opening and Closing Accounting Periods: page 7 – 6.

Step 18 Define Your AutoAccounting (Required)

Define all of your AutoAccounting account structures that Receivables uses. Receivables creates default revenue, receivables, freight, tax, suspense, unbilled revenue, and unearned revenue accounts based on the information you enter for your AutoAccounting structures.

See: AutoAccounting: page 2 – 117 and Using AutoAccounting: page 6 – 131.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about

multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 19 Set up Cash Basis Accounting (Optional)

If you are not using the Cash Basis accounting method, you can skip this step.

If you are using the Cash Basis method of accounting, you must perform various steps in addition to setting your Accounting Method system option to 'Cash Basis'. For more information, see: Using Cash Basis Accounting: page 7 – 17.

One of the steps to set up Cash Basis Accounting requires that you define transaction types. Transaction types are discussed in more detail in the next step.

Step 20 Define Your Transaction Types (Required, Default)

Define the transaction types that you assign to your invoices, debit memos, commitments, chargebacks, credit memos, and on–account credits. Receivables uses transaction types to default payment term, account, tax, freight, creation sign, posting, and receivables information. Receivables provides two predefined transaction types: 'Invoice' and 'Credit Memo'. See: Transaction Types: page 2 – 86.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 21 Define Your Transaction Sources (Required, Default)

Define the transaction sources that you will assign to your invoices, debit memos, commitments, credit memos, and on–account credits. Receivables uses transaction sources to control your transaction and transaction batch numbering, to specify your default transaction type, and to select validation options for imported transactions. Before you can define a transaction source for your invoices, you must define transaction sources for your credit memos. Receivables provides the following predefined transaction sources: 'MANUAL–OTHER', 'DM Reversal,' and 'Chargeback'. See: Transaction Batch Sources: page 2 – 96.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for

each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 22 Define Your Collectors (Required, Default)

Define collectors to assign to your customers through credit profile class assignments. You can use the customer account review windows and collection reports to alert your collectors of their customer's past due items. Receivables provides a single collector called 'DEFAULT.' See: Collectors: page 2 – 158.

Step 23 Define Your Adjustment Approval Limits (Required)

Assign adjustment approval limits to each user to control adjustments made to invoices, debit memo, and chargebacks. Receivables lets you assign approval limits by currency. These limits are used in the Adjustments, Approve Adjustments, and Receipts windows. See: Adjustment Approval Limits: page 2 – 137.

Step 24 Define Your Remittance Banks (Required)

Proceed to the next step if you have already defined your remittance banks in Oracle Payables.

Define all of the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you want, but each bank account must refer to one currency. Receivables requires that you enter a cash account for each bank account. See: Defining Banks: page 2 – 188.

Step 25 Define Your Distribution Sets (Optional)

Define distribution sets if you have non–invoice related transactions and you want to use a predefined revenue distribution set. To speed data entry, revenue distribution sets can also be assigned to receivables activities with a type of Miscellaneous Cash. See: Distribution Sets: page 2 – 135 and Entering Miscellaneous Transactions: page 4 – 45.

Step 26 Define Your Receivables Activities (Required)

You must define receivables activities to link accounting information to your adjustments, finance charges, and miscellaneous cash transactions. See: Receivables Activities: page 2 – 132.

Step 27 Define Your Receipt Classes (Required)

Define receipt classes to specify whether receipts are created manually or automatically. For manual receipts, you can specify whether to automatically remit it to the bank and / or clear your accounts. For automatic receipts, you can specify a remittance and clearance method, and whether receipts using this class require confirmation. See: Receipt Classes: page 2 – 148 and Automatic Receipts: page 4 – 164.

Step 28 Define Your Payment Methods (Required)

Define the payment methods to assign to your receipt classes. When you define your payment methods, you must enter a receipt class, remittance bank information, and the accounts associated with your payment receivables type. You can also specify accounts for confirmation, remittance, factoring, bank charges, and short–term debt. See: Payment Methods: page 2 – 151.

Step 29 Define Your Receipt Sources (Required)

Define the receipt sources that you assign to receipts. When you define a receipt source, you can enter a default receipt class and payment method. See: Receipt Sources: page 2 – 145.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 30 Define Your Aging Buckets (Optional)

You can define additional aging buckets to use when aging your receivables. Aging buckets are used by the Customer Aging window, statements, and the Credit Snapshot and Aging reports. Aging buckets can include pending adjustments, items that are past due, not past due, current, due in the future, and in dispute. See: Aging Buckets: page 2 – 71.

Step 31 Define Your Statement Cycles (Optional)

If you want to send your customers statements, define statement cycles and statement dates. The dates you associate with each statement cycle are the dates for which you plan to generate statements for your customers. You can then assign statement cycles to your customers in the Customer Profile Classes window. See: Statement Cycles: page

2 – 159, Using Statements: page 5 – 69 and Assigning Profile Classes to Customers: page 3 – 43.

Step 32 Define Your Statement Messages (Optional)

To customize your statements with personal messages, define statement messages. These messages automatically print on the bottom of your statements. Use the Print Statements window to assign statement messages and submit statements for printing. See: Standard Messages: page 2 – 161 and Printing Statements: page 5 – 73.

Step 33 Define Your Dunning Letters (Optional)

To send your customers dunning letters to inform them of past due items and finance charges, define dunning letters. Receivables provides three predefined letters named 'STANDARD1' through 'STANDARD3' and ten user definable letters named 'USER1' through 'USER10'. You can customize each dunning letter by printing variables that are specific to each customer. These variables can be included in the text of the letter. Dunning letters must also be grouped into dunning letter sets (see Step 34). See: Dunning Letters: page 2 – 176.

Step 34 Define Your Dunning Letter Sets (Optional)

If you want to send your customers dunning letters, you must define dunning letter sets. Dunning letter sets let you combine a sequence of dunning letters into one group and increase the severity of each letter that you send. You can assign dunning letter sets to your customers in the Customer Profile Classes window. Receivables provides one letter set named 'STANDARD,' which includes the three STANDARD letters described in the previous step. See: Creating Dunning Letter Sets: page 2 – 182.

Step 35 Define Your Territories (Optional)

If you have defined your Territory Flexfield and want to create customized reports, you can define your Territory Flexfield combinations. Receivables lets you assign Territory Flexfields to salespeople, invoices, and customer business purposes. See: Territories: page 2 – 66.

Step 36 Define Your Salespeople (Required, Default)

Define the salespeople you assign to your invoices, debit memos, and commitments to allocate sales credits. If you do not want to assign

sales credits to a transaction, you can enter 'No Sales Credit'. See: Salespersons: page 2 – 111.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 37 Define Your Profile Options (Required)

For each Receivables application, specify values for your personal profile options. Profile options determine default values for some Receivables operations, how Receivables processes data control and control which actions a user can perform. Your system administrator determines which profile options you can choose.

You can use the Personal Profile Values window to set profile options only at the user level. System administrators use the System Profile Values window to set profile options at the site, application, responsibility, and user levels. Receivables defaults all profile options at the site level.

See: Overview of Receivables User Profile Options: page B – 4.

For more information, please refer to Update Personal Profile Options in the *Oracle Applications User's Guide* and Update System Profile Options in the *Oracle Applications System Administration User's Guide*.

Step 38 Define Your Tax Codes and Rates (Required)

If your Tax Method in the System Options window is set to 'VAT', you should enter the tax codes and tax rates you want Receivables to use when calculating tax for your transactions. Tax codes can be assigned to customers, customer site uses, and standard memo lines. See: Tax Codes and Rates: page 2 – 209.

If your Tax Method in the System Options window is set to 'Sales Tax', you must define at least one tax code with a type of 'Location' in the Tax Codes and Rates window. Receivables will use this tax code to calculate your location based tax. Enter a name for your location tax code, enter a type of 'Location,' and a tax account. This account cannot be updated once you have committed your change. You can, however, enter additional 'Location' tax codes for different date ranges.

For either Tax Method, you may wish to set up an 'International', zero–rated tax code to assign to foreign addresses.

For complete information on setting up tax codes for VAT and Sales tax, see: Implementing Value Added Tax and Implementing U.S. Sales Tax in the *Oracle Receivables Tax Manual*. For information about setting up tax codes for Canadian Sales Tax, see: Implementing Canadian Sales Tax in the *Oracle Receivables Tax Manual*.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 39 Define Your Customer Profile Classes (Required, Default)

You must define customer profile classes to categorize your customers based on credit, payment terms, statement cycles, automatic receipt, finance charge, dunning, and invoicing information. When you initially set up your customers, you assign each customer to a profile class. To customize the profile class for a specific customer, use the Customer Profile Classes window. Receivables provides the predefined customer profile class 'DEFAULT'. See: Defining Customer Profile Classes: page 3 – 37.

Step 40 Define Your Customers (Required)

Proceed to the next step if you have already defined your customers while setting up another Oracle Applications product.

You must define your customers and customer site uses to enter transactions and receipts in Receivables. When you enter a new customer, you must enter the customer's name, profile class and number (if automatic customer numbering is set to No). You can enter addresses, contacts, site uses and telephone numbers for your customers. You will be required to enter all the components of your chosen Sales Tax Location Flexfield when entering customer addresses in your home country. You define your Sales Tax Location Flexfield and home country in the System Options window. See: Entering Customers: page 3 – 3 and Calculating Tax in the *Oracle Receivables Tax Manual*.

Step 41 Define Your Remit–To Addresses (Required)

Define remit–to addresses to inform your customers where to send their payments. Associate each remit–to address with one or more state, country and postal code combinations. For example, if you want your customers in California and Nevada to send their payments to a

specific address, enter the remit–to address and associate the states CA and NV with this address. Remit–to addresses are assigned based on the bill–to address on the transaction.

If you do not wish to set up a remit–to address for each location, you can set up one remit–to address with a default assignment. This will be used for all locations or for any locations that do not have specific location assignments.

To set up a default remit–to address, enter the remit–to address, navigate to the assignment region then, using the list of values in the Country field, select 'Default Value'. Move to the next field and select the 'DEFAULT' state from the list of values. Then save your record. See: Remit–To Addresses: page 2 – 162.

Suggestion: It is a good idea to set up a default remit–to address, even if you have other remit–to addresses defined, because Receivables can use this address if the bill–to location on the transaction is not covered by any other remit–to address assignment. This may happen, for example, when you use new customers.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 42 Define Your Customer Relationships (Optional)

If you want to restrict receipt application to related customers only, define relationships between your customers and set the system option 'Allow Payment of Unrelated Invoices' to No. When you create relationships, customers can also apply invoices to related customer commitments. Receivables lets you define one way and reciprocal relationships between your customers. See: Creating Customer Relationships: page 3 – 35.

Step 43 Define Your Customer Banks (Optional)

If you want to create automatic receipts, you need to define your customer banks and bank accounts. With automatic receipts, Receivables transfers funds directly from your customer's bank to your remittance bank on the receipt maturity date. See: and Automatic Receipts: page 4 – 164.

Step 44 Define Your Lockboxes (Optional)

To use the AutoLockbox program to automatically record receipts from your banks, define your lockboxes. For each lockbox, enter the lockbox number, bank name, batch source, bank account, bank origination number and cash account. See: Lockboxes: page 2 – 165.

Step 45 Define Your Transmission Format (Optional)

To use the AutoLockbox program, define your transmission file format. A transmission format is required to successfully import receipt information from your bank into Receivables. Receivables provides two standard transmission formats that you can modify: Default and Convert. See: Transmission Formats: page 2 – 170 and Using AutoLockbox: page 4 – 77.

Step 46 Define Your Receipt Programs (Optional)

To use the Automatic Receipts feature, define the receipt programs you will use to send paper and electronic documents to your customers and remittance banks. See: Automatic Receipt Programs: page 2 – 156 and Automatic Receipts: page 4 – 164.

Step 47 Define Your Unit of Measure Classes (Optional)

Proceed to the next step if you have already defined your units of measure classes while setting up another Oracle Applications product.

Use the Units of Measure Classes window to define and update groups of units of measure with similar characteristics (for example, Volume or Length). A class consists of a base unit of measure and other assigned units of measure. Use this window to define the base unit of measure for each class. See: Unit of Measure Classes: page 2 – 74.

Step 48 Define Your Units of Measure (Required, Default)

Proceed to the next step if you have already defined your units of measure while setting up another Oracle Applications product.

Use the Units of Measure window to define one or more units of measure. Each item that you define in Receivables must have a primary unit of measure that you will have defined in this window. The number of units of measure that you define in this window depends on the variety of physical characteristics of your organization's inventory. See: Units of Measure: page 2 – 75.

Step 49 Define Your Standard Memo Lines (Optional)

To enter predefined lines for debit memos, on–account credits and invoices, define standard memo lines. When you define your standard memo lines, you can specify whether a line is for charges, freight, line, or tax. Receivables also lets you define one chargeback and one debit memo reversal line. See: Standard Memo Lines: page 2 – 114.

Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 50 Define Your Item Tax Rate Exceptions (Optional)

To assign special tax rates to items shipped to specific addresses, define your item exceptions for specific Location Flexfields. In order for Receivables to use these exception rates, you should not assign tax codes to your customers or their site uses. See: Tax Rate Exceptions: page 2 – 223 and Calculating Tax in the *Oracle Receivables Tax Manual*.

Step 51 Define Your Tax Exemptions (Optional)

To partially or fully exempt your customers or items from specific tax rates, define customer and item tax exemptions. See: Tax Rate Exceptions: page 2 – 223 and Calculating Tax in the *Oracle Receivables Tax Manual*.

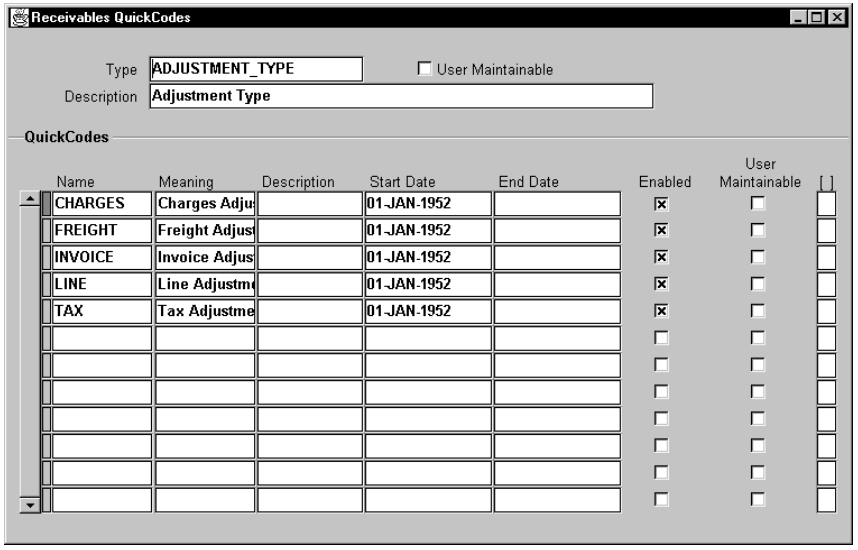
Attention: If you use the Oracle Applications Multiple Organization Support feature, you need to perform this step for each of your operating units. For more information about multiple organizations, refer to the *Multiple Organizations in Oracle Applications* manual.

Step 52 Define Document Sequences (Optional)

By assigning unique numbers to documents, you can account for each transaction you enter and the document that accompanies it.

To enable sequential numbering, set the Sequential Numbering profile option to either 'Always' or 'Partially Used'. You must then define and assign categories and sequences for each transaction type, payment method, adjustment, and finance charge activity that you use. See: Implementing Document Sequences: page 2 – 39.

Defining Receivables QuickCodes



QuickCodes display as list of value choices throughout the system to help speed data entry and accuracy. Receivables provides many QuickCodes types for you. Some QuickCodes types can be updated to suit your business needs; other types are not user maintainable. You cannot update a QuickCode type if Receivables requires those settings for its own internal use. For example, you cannot update attributes of the 'Tax Classfication' QuickCode type.

You can create new QuickCode Types and define as many additional QuickCodes as you want in the Receivables QuickCodes window. For example, you can define additional QuickCodes to the QuickCode Type 'Collector Actions' to describe your collection actions. Receivables displays these QuickCodes as list of values choices for the Action field in the Call Actions window.

The following sections group the predefined Receivables QuickCodes by their function and provide a brief description of where each is used within the system.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Customer QuickCodes: page 2 – 32

Customer Profile QuickCodes: page 2 – 33

Transaction Quickcodes: page 2 – 34

Collections Quickcodes: page 2 – 35

Receipt Quickcodes: page 2 – 36

Demand Class QuickCodes: page 2 – 37

Reviewing and Updating Receivables QuickCodes

You can review any predefined or new QuickCodes types in the Receivables QuickCodes window. You can update a QuickCode Type only if it is a 'user maintainable' type. Receivables requires that QuickCode types that are not user maintainable remain unchanged for its own internal use.

For user maintainable QuickCode types, you can add new QuickCodes, update the QuickCode name, meaning, description, and effectivity dates. For example, Receivables provides the QuickCode type 'Adjust Reason'. QuickCodes for this type appear in the list of values in the Adjustments window and include Discount, Refund, or Write Off. You can add QuickCodes such as Billing Error and Small Amount Remaining to provide additional reasons for creating an adjustment, or disable a QuickCode that you no longer use.

QuickCode types that you create are always user maintainable and you cannot change this attribute. Additionally, although you can make a QuickCode inactive within a user maintainable QuickCode type, you cannot delete a record from a QuickCode type, regardless of whether it is user maintainable.

▶ **To update an existing, user maintainable QuickCode type:**

1. Navigate to the Receivables QuickCodes window.
2. Query the QuickCode Type to view.

Suggestion: If you do not know the exact name of the QuickCode Type to view, you can perform a query using wildcard characters. For example, to view all Receivables QuickCode Types containing the word 'customer,' select Enter from the Query menu, then enter '%customer%' in the Type field. Then, select Run from the Query menu. Press the Down Arrow key to scroll through each QuickCode Type returned by your query until you find the one you want.

3. To add a new QuickCode to this type, enter a Name, Meaning, Description, and the dates that this QuickCode will be active. If you do not enter an end date, this QuickCode will be active indefinitely.

   To update an existing QuickCode, modify its Meaning, Description, or Start and End Dates.

   To disable a QuickCode, uncheck the Enabled check box.

4. Save your work. To use your new QuickCode, you must exit, then reenter Receivables.

▶ **To create a new QuickCode type:**

1. Navigate to the Receivables QuickCodes window.
2. Enter a Type and Description.
3. Add QuickCodes to this type (see above).
4. Save your work.

See Also

Customer QuickCodes: page 2 – 32

Customer Profile QuickCodes: page 2 – 33

Transaction QuickCodes: page 2 – 34

Collections QuickCodes: page 2 – 35

Receipt QuickCodes: page 2 – 36

Demand Class QuickCodes: page 2 – 37

Customer QuickCodes

The following table lists user maintainable customer QuickCode types. You can define QuickCodes for these types in the QuickCodes, Freight Carriers, and Demand Class windows. See: Demand Class QuickCodes: page 2 – 37.

QuickCode Types		
Meaning/Type	**Code**	**Where Used**
Address Categories	ADDRESS_CATEGORIES	Category in the Customer Addresses window.
Business purposes for a customer address	SITE_USE_CODE	Usage in the Business Purpose region and Description in the Contact Roles region.
Categories for Customers	CUSTOMER_CATEGORY	Category in the Classification region of the Customers window.
Customer Class	CUSTOMER_CLASS	Class in the Classification region of the Customers window.
Demand Class (Demand Class QuickCodes window)	DEMAND_CLASS	Demand Class in the Business Purpose Detail window.
FOB (free on board)	FOB	FOB in the Classification region of the Customers window.
Freight Carriers (Freight Carriers window)	FREIGHT_CODE	Carrier in the Classification region of the Customers window.
Job Titles for Customer Contact	RESPONSIBILITY	Job in the Contact: Roles and Contact:Telephones regions.
Titles for contact persons at customer sites	CONTACT_TITLE	Title in the Contact: Roles and Contact:Telephones regions.
Types of communication used in contacting customers	COMMUNICATION_ TYPE	Type in the Telephones and Contact: Telephones regions of the Customers window.
Types of documents to send to customers with this relationship to primary customer	RELATIONSHIP_TYPE	Type in the Relationships alternative region of the Customers window.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Customer Profile QuickCodes

The following table lists user maintainable customer profile QuickCode types. You can define QuickCodes for these types in the Receivables QuickCodes window.

QuickCode Types		
Meaning/Type	**Code**	**Where Used**
Account Status	ACCOUNT_STATUS	Account Status in the Profile: Transaction region of the Customers window.
Credit rating for customers	CREDIT_RATING	Credit Rating in the Profile: Transaction region of the Customers window.
Customer credit risk	RISK_CODE	Risk Code in the Profile: Transaction region of the Customers window.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Transaction QuickCodes

The following table lists user maintainable QuickCode types used for Receivables transactions. You can define QuickCodes for these types in the Receivables QuickCodes window.

QuickCode Types		
Meaning/Type	**Code**	**Where Used**
Adjustment Reason	ADJUST_REASON	Assigned to a manual adjustment in Adjustments window.
Approval Type	APPROVAL_TYPE	Status of approvals such as Approved, Pending approval and Rejected.
Batch Status	BATCH_STATUS	Status of batches such as Closed, New, Open, and Out of Balance.
Canadian Provinces	AR_CANADIAN_ PROVINCE	Assigned to a tax code in the Tax Groups window.
Credit Memo Reason	CREDIT_MEMO_ REASON	Assigned to credit memos.
Invoice Reason	INVOICING_REASON	Assigned to an invoice line in the More region of the Lines window.
Tax Classification	AR_TAX_CLASSIFICATION	Assigned to a tax code in the Tax Groups window.
Tax Exemption Reason	TAX_REASON	Assigned to a tax exemption when entered manually or when importing transactions using AutoInvoice.
Tax Rate Exception reason	TAX_EXCEPTION_ REASON	Assigned to a tax rate exception in the Item Tax Rate Exceptions window.
Tax Types	TAX_TYPE	Assigned to a tax code in the Tax Codes and Rates window.
Types of Messages	STANDARD_MSG_ TYPES	Used for Printing Statements.
Type of Standard Text Usage	STANDARD_TEXT	Used for Printing Statements.
Values for Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to a transaction in the More alternative region of the Transactions window.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Collections QuickCodes

The following table lists user maintainable QuickCode types used for collections. You define QuickCodes for these types in the Receivables QuickCodes window.

QuickCode Types		
Meaning/Type	**Code**	**Where Used**
Collector actions	ACTION	Possible collector actions for customer calls.
Collector Follow Up Action	FOLLOW_UP	Follow up action in response to a customer call.
Customer Response Reason	CUSTOMER_ RESPONSE_REASON	Reason given by a customer in response to a call. Used in the Response region of the Customer Calls window.
Possible outcomes of a customer call	CALL_OUTCOME	Used for customer calls in the Call Topics window.
Type of data to include in a specific bucket	AGING_BUCKET_LINE_ TYPE	Aging bucket line type in the Aging Buckets window.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Recording Call Actions: page 5 – 23

Reviewing Collector Actions: page 5 – 32

Receipt QuickCodes

The following table lists user maintainable QuickCode types used for receipts. You define QuickCodes for these types in the Receivables QuickCodes window.

QuickCode Types		
Meaning/Type	**Code**	**Where Used**
Mandatory field prompt for message dictionary	MANDATORY_FIELD_ PROMPT	Used in the Receipts and QuickCash windows to generate a message that the field must be entered.
Reverse Payment Reason	REVERSE_PAYMENT_ REASON	Used in the Reverse window as a reason for reversing a receipt.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Demand Class QuickCodes

Use the Demand Class QuickCodes window to maintain existing and define additional QuickCodes for your shared demand classes. Demand classes are categories you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently.

You can define up to 250 QuickCodes for each demand class. You assign a demand classes to customers in the Customers windows.

You can disable a demand class QuickCode by either unchecking the Enabled check box or entering an effective end date, and then saving your work.

Access Levels

The Access Level for each demand class determines whether you can add new demand classes or modify existing demand classes of this type. The three levels are:

User: No restrictions on adding or modifying codes are enforced.

Extensible: New codes may be added, but you can only modify or disable seeded codes if the application of your responsibility is the same as the application of this demand class.

System: You can only modify code meanings and descriptions.

▶ **To define a demand class QuickCode:**

1. Navigate to the Demand Class QuickCodes window.
2. Choose the Application associated with this demand class type. Choose 'Oracle Inventory' or 'Oracle Manufacturing.'
3. Enter the Code for your demand class. You cannot change this value after saving your work. If you are updating QuickCodes with an access level of System, you cannot add new QuickCodes to this QuickCode type.
4. Enter the Meaning and a Description of this demand class.
5. Enter a range of Effective Dates in the From and To fields (optional). If you do not enter a start date, this demand class is valid immediately. If you do not enter an end date, this demand class is valid indefinitely.
6. Save your work. To use your new QuickCodes, exit, then reenter Receivables.

See Also

Reviewing and Updating Receivables QuickCodes: page 2 – 30

Implementing Document Sequences

Document sequence numbers are unique numbers which can be assigned to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This essay is a discussion on how to implement document sequences in Receivables. Refer to the Document Sequences chapter in the *Oracle Applications System Administrator's Guide* for more detailed information on using and defining document sequences and an explanation of the feature.

Receivables gives you the ability to track any transaction from creation to when it is posted. In addition:

- By assigning unique numbers to each transaction you can ensure that no transactions have been lost or not posted.
- Document sequences generate audit data so even if documents are deleted, their audit record remains.
- Document sequences provide an audit trail back from the General Ledger into the subsidiary ledger, and to the document that originally affected the account balance.

Automatic and Manual Sequences

Automatic sequences let you create an audit trail of unique, sequential document numbers without data entry.

Manual sequences let you decide which document numbers you wish to assign to transactions at the time of data entry, while always ensuring that your numbers are unique.

Assign Sequences to Every Transaction

Unique, sequential document numbers can be assigned to imported, automatically generated, and manually entered transactions.

You can assign different sequences for every transaction type, payment method, adjustment, and finance charge activity you use.

Partial Sequencing

You can choose to enter document numbers for every transaction or for selected categories of transactions and can make these manual or automatic.

See Also

Overview of Document Sequencing: page 2 – 40

Preparing Receivables: page 2 – 42

Sample Implementation: page 2 – 46

Document Sequences (*Oracle Applications System Administrator's Guide*)

Overview of Document Sequencing

Document sequencing is an optional feature within Receivables that can be activated using a profile option. The exception to this is if you are using the Receivables Automatic Receipts feature, in which case you *must* use document sequencing to sequence the automatically generated receipts.

You can enter document numbers in all of the transaction entry windows in Receivables. In addition, any program that creates transactions will automatically assign document numbers.

The following operations can assign document numbers. A sequence type of either manual or automatic can be used in any of these operations:

- Enter Invoices
- Enter Commitments
- Enter Credit Memos
- Enter Invoice Adjustments
- Enter Receipts
- Enter Miscellaneous Transactions
- QuickCash
- Reverse Receipts

If a transaction is not manually entered, Receivables assigns a document number to the automatically generated transaction. These transactions fall into two categories.

The first category are transactions that are generated by the system to perform an adjustment or reversal. For example, when you delete a receipt application that has a chargeback applied to it, Receivables will

reverse out the chargeback. To do this, Receivables creates a new transaction to zero out the original. These transactions are used to ensure the correct accounting entries are made for the adjustments and reversals you perform, and although the transactions themselves will never be visible within your application, Receivables will still assign document numbers to them to ensure that every transaction in the system has a unique document number.

The second category consists of the following programs (which can be submitted by the user) to assign document numbers to the transactions they create:

- Automatic Receipts
- Automatic Adjustments
- AutoLockbox
- AutoInvoice

You can use the following windows to review document numbers that have been assigned to your transactions:

- Transactions
- Account Details

See Also

Preparing Receivables: page 2 – 42

Sample Implementation: page 2 – 46

Document Sequences (*Oracle Applications System Administrator's Guide*)

To ensure that the document sequence feature works correctly, you should perform the following steps in the order listed. Use the System Administrator responsibility to access all windows listed in this section.

Enable Sequential Numbering Profile Option

To implement document sequences, you must first enable the Sequential Numbering profile option. This can be set at the site and/or application level. To view the current setting of this option, navigate to the Personal Profile Values window and query the 'Sequential Numbering' profile option.

> **Note:** This profile option can be viewed, but not updated, in the Personal Profile Values window. You can access this window from the Navigator.

Valid profile option values are:

- Not Used

  You can always enter a transaction. The cursor will skip the Document Number field when you enter transactions. If you set this profile option to this value, you cannot use the Automatic Receipts feature.

- Always Used

  You may not enter a transaction if no sequence exists for it. This value requires that you enter a document number when entering transactions.

- Partially Used

  You may enter a transaction even if no sequence exists for it. However, you will be warned. Use this value, for example, if you want to use sequential numbering for automatic receipts, but for nothing else.

Attention: The Receivables Automatic Receipts feature uses document sequences when creating receipts. Consequently, if you are using this feature you must set this profile option to either 'Partially Used' or 'Always Used.'

Define Sequences

Use the Document Sequences window to define the name, type, and initial value for your sequence. Use the System Administrator responsibility to access this window.

It is not necessary to define a different sequence for each transaction that you enter. You may decide, for example, to have just three sequences set up, one for transactions, one for receipts, and one for adjustments. Alternatively, you may wish to assign a different sequence to each transaction type, payment method, and adjustment activity.

The following Receivables transactions must have automatic sequence types. All other transactions can have manual or automatic sequences.

- Automatic Receipts
- LockBox Receipts
- Automatic Adjustments
- Chargeback Adjustments
- Commitment Adjustments
- Finance Charge Adjustments
- Adjustment Reversals
- Chargeback Reversals

Receivables generates chargeback adjustments when you create a chargeback. The chargeback adjustment reduces the balance of the transaction to which the chargeback is applied by the amount of the chargeback. Similarly, commitment adjustments are generated when you invoice against a deposit or guarantee. The commitment adjustment reduces the balance of the invoice in the case of a deposit applied to an invoice, or reduces the balance of the guarantee in the case of a guarantee applied to an invoice.

Finance charge adjustments are created when you calculate finance charges. They are used to adjust the transaction balance by the amount of the finance charge.

Adjustment and chargeback reversals are generated when you delete a receipt application that has an adjustment or chargeback associated with it.

Suggestion: If you are using AutoInvoice, you may manually enter sequential numbers in the AutoInvoice interface tables. However, Receivables will automatically assign sequence

numbers to the transactions you import if you use an automatic sequence type for these transactions.

Define Document Categories

You can identify specific categories of documents that are subject to automatic sequential numbering. Use the Document Categories window to define your document categories. Use the System Administrator responsibility to access this window.

You need to set up categories for every transaction type, payment method, adjustment, and finance charge activity that you use. Each category is associated with a table. This table holds the sequence numbers assigned to the transactions you create.

Attention: Ensure you use the exact same name for your category name as the name of the associated transaction type, payment method, or adjustment activity. This provides the link between the document type and the sequence when transactions are created.

Attention: When defining a document category for Adjustments, the system only recognizes the first 30 characters of your adjustment activity name.

The table below lists the categories you need to create and identifies the related tables.

Document Type	Table	One Category for Each:
Adjustments	AR_ADJUSTMENTS	Adjustment and Finance Charge Activity
Receipts	AR_CASH_RECEIPTS	Payment Method
Transactions	RA_CUSTOMER_TRX	Transaction Type

Table 2 – 1 (Page 1 of 1)

Note: During upgrade, Receivables will automatically create categories for each payment method, transaction type, adjustment, and finance charge activity you have defined. During install, Receivables will automatically create categories for each seeded adjustment activity and transaction type.

Assign Sequences to Categories

Use the Document Sequences window to assign a sequence to one or more combinations of:

- Application
- Document Category
- Range of Transaction Dates

Application and Document Category make up your document flexfield. Each active document flexfield combination must be unique for any given transaction date range.

You can assign the same sequence to one or more document flexfield combinations, but remember to assign automatic sequences to those programs that require them.

Implement Document Sequences in General Ledger

If you have Oracle General Ledger installed and have sequential numbering enabled for this application, you must define sequences, categories, and assignments for your journal entry categories before you can post.

Receivables posts to the following General Ledger journal categories:

- Trade Receipts
- Miscellaneous Receipts
- Adjustments
- Credit Memo Applications
- Credit Memos
- Debit Memos
- Sales Invoices
- Chargebacks
- Cross Currency (new in Release 11)

  Note: It is possible to have document sequencing enabled for specific applications by setting your Sequential Numbering profile option at the application, rather than at the site, level.

See Also

Sample Implementation: page 2 – 46

Sample Implementation

The chart below gives an example of how you might set up sequences, categories, and assignments within Receivables. Your implementation will depend on whether you wish to perform any manual entry of document numbers and how many sequences you wish to use for your transactions and receipts. Additionally, it will depend on whether you use the Receivables automatic receipts, AutoInvoice, AutoLockbox, and finance charge features.

Sequence Name	Sequence Type	Document Category
Invoice	Automatic/Manual	Each Invoice Transaction Type
Debit Memo	Automatic/Manual	Each Debit Memo Transaction Type
Commitment	Automatic/Manual	Each Deposit Transaction Type
Commitment	Automatic/Manual	Each Guarantee Transaction Type
Chargeback	Automatic/Manual	Each Chargeback Transaction Type
Credit Memo	Automatic/Manual	Each Credit Memo Transaction Type
Lockbox Receipt	Automatic	Each Lockbox Payment Method
Automatic Receipt	Automatic	Each Automatic Payment Method
Manual Receipt	Automatic/Manual	Each Manual Payment Method
Automatic Adjustment	Automatic	Each Automatic Adjustment Activity (including seeded activities)
Automatic Adjustment	Automatic	Each Finance Charge Activity
Manual Adjustment	Automatic/Manual	Each Manual Adjustment Activity

Table 2 – 2 (Page 1 of 1)

If you use the same payment methods for your lockbox receipts as you do for your manually entered receipts, you must use an automatic sequence for both manual and lockbox receipts, as AutoLockbox requires an automatic sequence. Additionally, if you wish to use automatic sequencing with AutoInvoice, you should assign an automatic sequence to the transactions types you assign to your imported transactions.

Solving Problems

Below is a list of errors you might encounter if you have set the sequential numbering profile option to either 'Partially Used' or 'Always Used,' but have not set up your document sequences correctly:

- No assignment exists for this set of parameters.

  You must create an assignment for the document category associated with the transaction you are entering. This is done in the Sequence Assignments window (use the System Administrator responsibility).

- Sequential Numbering is always used and there is no assignment for this set of parameters.

  You must create an assignment for the document category associated with the transaction you are entering.

- The assigned sequence is inactive.

  The date of the transaction does not fall within the effective dates of the sequence assignment.

- The manual sequence value passed is not unique.

  Enter a unique document number for the transaction.

See Also

Entering Transactions: page 6 – 2

Implementing Document Sequences: page 2 – 39

Defining Receivables System Options

Define system options to customize your Receivables environment. During Receivables setup, you specify your accounting method, set of books, tax method and accounts, customer and invoice parameters, and how the AutoInvoice and Automatic Receipts programs will run.

Prerequisites

- ❑ Define your set of books (*Oracle General Ledger User's Guide*)
- ❑ Define your AutoCash Rule sets: page 2 – 139
- ❑ Define Grouping Rules: page 2 – 104
- ❑ Define Key Flexfield Segments (*Oracle Applications Flexfields Guide*)

▶ **To define your Receivables system options:**

1. Navigate to the System Options window.
2. Define your accounting, tax, miscellaneous, invoices and customers system options.
3. Save your work.

See Also

Accounting System Options: page 2 – 49

Tax System Options: page 2 – 53

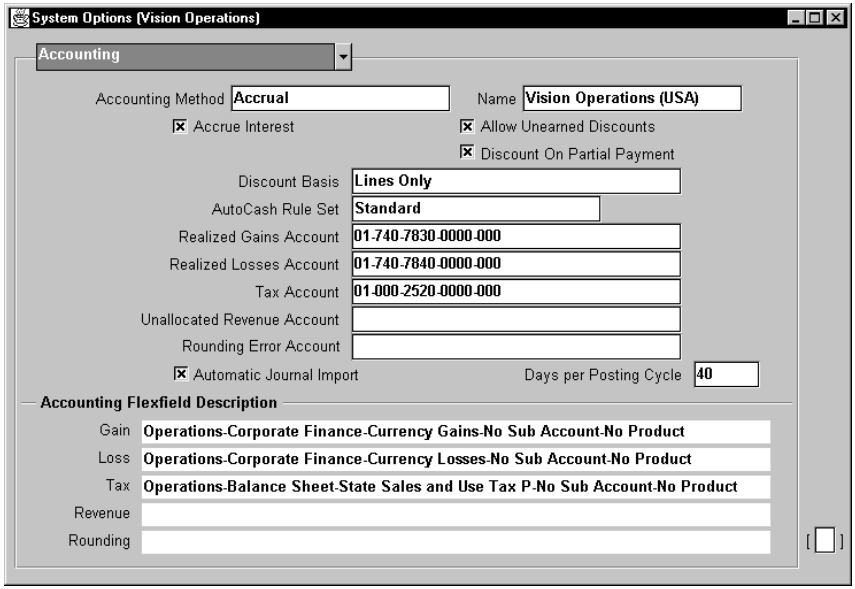
Transactions and Customers System Options: page 2 – 59

Miscellaneous System Options: page 2 – 62

Setting Up Receivables: page 2 – 5

Using the Multiple Organization Support Feature: page 2 – 79

Accounting System Options



Use the Accounting alternative region to decide whether to accrue interest, allow for partial or unearned discounts, and to define your accounting flexfields. You can also choose whether to use automatic journal import, enter your AutoCash rule set, and specify how many days should be included in each posting cycle.

▶ **To define your Receivables accounting system options:**

1. Open the Accounting alternative region.
2. Enter the Accounting Method to use for your set of books. Enter 'Accrual' if you want your billing system to record revenue from invoices, debit memos, and chargebacks. When you use this method, Receivables debits your cash account and credits your receivables account upon payment of a debit item.

   Enter 'Cash Basis' to recognize revenue at the time you receive payment for an invoice, debit memo, or chargeback. Receivables debits cash and credits revenue when using the Cash Basis method.
   See: Using Cash Basis Accounting: page 7 – 17.

Attention: Once you enter and save this information, you cannot update your Accounting Method.

3. Enter the Name of your receivables accounting set of books. If you are not using the Multiple Organization Support feature, you can have one set or multiple sets of books for your business, but you can only have one set of books for each Receivables installation. You cannot change this value after you enter transactions in Receivables.

   If you are using the Oracle Applications Multiple Organization Support feature, you can have multiple sets of books within a single Receivables installation. For more information, see: Using the Multiple Organization Support Feature: page 2 – 79.

4. If you want Receivables to automatically update the open balance in the Transactions workbench for transactions that are past due, check the Accrue Interest check box. If this option is set to No, the Lines window in the Transaction workbench will always display the original balance of your transactions; it will not update the balance due to include any finance charges.

   Note: You can include finance charges for past due items when printing your dunning letters and statements.

5. To allow Receivables to accept unearned discounts, check the Allow Unearned Discounts check box. Unearned discounts are discounts a customer takes after the discount period passes. You define discount periods when defining your payment terms. See: Payment Terms: page 2 – 80.

6. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. Receivables uses this value as the default Discount Basis in the Payment Terms window. Choose one of the following discount methods:

   Invoice Amount: Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

   Lines Only: Choose this option to calculate the discount amount based on only the line amounts of your invoices.

   Lines, Freight Items and Tax: Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

   Lines and Tax, not Freight Items and Tax: Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

7. To allow discounts to be taken for partial payments, check the Discount on Partial Payment check box. Partial payments are payments that are less than the amount due remaining for a transaction.

8. Enter an AutoCash Rule Set (optional). Receivables uses this AutoCash Rule Set when you enter a receipt for a customer whose profile class has not been assigned an AutoCash Rule Set.

   Your AutoCash Rule set and the Discount Grace Days you specify in a customer's credit profile determine the sequence of AutoCash Rules that Receivables uses when you run Post QuickCash to automatically apply receipts to this customer's open debit items. See: AutoCash Rules: page 4 – 145.

9. If your accounting method is Accrual, enter your Realized Gains and Realized Losses Accounts. Receivables posts changes in your functional currency to your Realized Gains or Losses account in your general ledger if there are differences in exchange rate gains or losses.

   For example, if the exchange rate for a foreign currency invoice is 1.7 and the exchange rate of your payment for this invoice is 2.0, Receivables posts the difference as a gain to your Realized Gains account. Receivables provides descriptions of each segment, verifies that all flexfield segments are active, and ensures that you enter a valid combination.

10. Enter the Tax Account to use as the default value in the Tax Codes and Rates window. See: Tax Codes and Rates: page 2 – 209.

11. If your accounting method is Cash Basis, enter your Unallocated Revenue Account. Receivables uses this account when you apply a cash receipt with a balance other than zero to an invoice with a zero balance.

12. Enter a Rounding Error Account. Receivables uses this account to record any rounding error amounts created during a cross currency receipt application for currencies that have a fixed rate relationship. You need to define a rounding error account if you will create cross currency receipts. See: Cross Currency Receipts: page 4 – 15.

13. To import the batches of transaction records that you post into your general ledger, check the Automatic Journal Import check box. The value you enter becomes the default value for the Run GL Journal Import field in the Run GL Interface window. See: Running GL Interface: page 7 – 2.

14. Enter the number of Days per Posting Cycle. This lets you process the transactions you are posting in smaller groups to ensure that you do not run out of rollback space during posting. For example, if your accounting period is 30 days and you set this value to 30, the posting program uses only one cycle. If your accounting period is 30 days and you set this value to 17, the posting program uses two cycles. We recommend that you set this field to a value that is less than the number of days in your accounting period.
15. Save your work.

See Also

Tax System Options: page 2 – 53

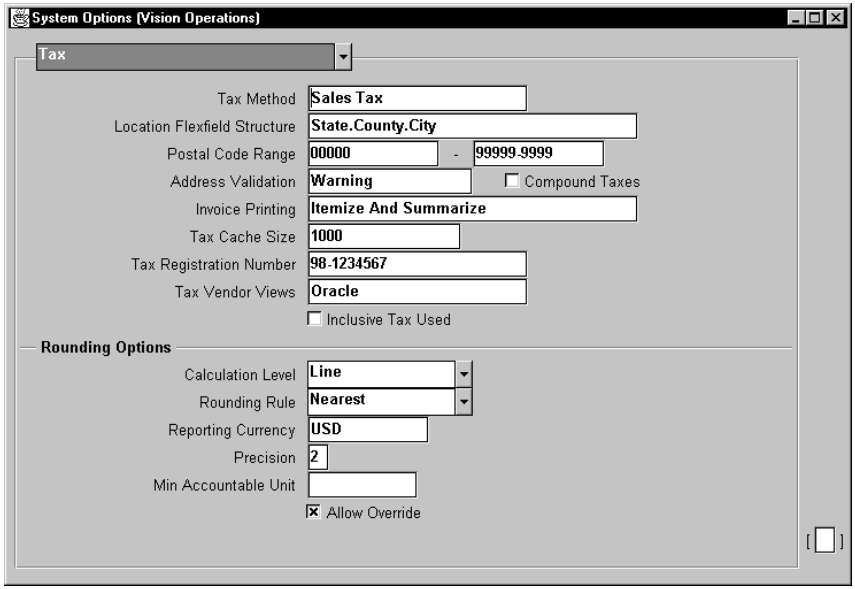
Transactions and Customers System Options: page 2 – 59

Miscellaneous System Options: page 2 – 62

Calculating Finance Charges: page 5 – 57

Discounts: page 4 – 156

Tax System Options



Use the Tax alternative region to define how Receivables calculates taxes. You specify your tax method, the Location Flexfield Structure to use to determine your taxes for different customer locations, and whether to compound taxes for your customers. You can also choose to recognize tax exception rates for customers, customer sites, specific locations, and products, and whether exemptions that you define for specific products or customers should take precedence.

▶ **To define your tax system options:**

1. Open the Tax alternative region, then enter your Tax Method. Choose either 'Sales Tax' or 'VAT' (value added tax). Receivables uses this tax method, along with the value you entered for the Calculate Tax field assigned to your transaction type, to determine whether to calculate tax for your transactions. See: Transaction Types: page 2 – 86.

   Note: If you update this value after you initially enter a tax method, Receivables ensures that it uses the correct tax hierarchy for the new tax method.

2. Enter your sales tax Location Flexfield Structure. You can use this to validate customer addresses as well as calculate sales tax based on your customer's shipping address. Alternatively, you could

perform address validation using flexible address formats. See: Flexible Addresses: page 3 – 47.

Receivables requires that you define the segments of your sales tax Location Flexfield structure from the top down. For example, if you are defining a Sales Tax Location Flexfield structure that includes state, county and city, define your state segment first, followed by the county segment, and then the city segment. For more information, see: Defining a Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

3. Enter the Postal Code Range that you want to be the default value when entering sales tax rate assignments in the Tax Locations and Rates window.

4. If you are not using a flexible address format for validation, enter the type of Address Validation to use. This option is only valid for addresses in your home country. Enter one of the following:

   Error: Receivables displays an error message when you enter an invalid address format. If the location combination does not exist for the customer's Ship–To address, Receivables displays an error message and prevents you from saving the record.

   Warning: Receivables displays a warning message if a tax rate or location is not defined for this address. However, you can save the record. Receivables will create locations that were not defined.

   No Validation: Receivables does not validate the address.

   Attention: If you do assign a flexible address style to your home country to validate address information, you should use the correct Sales Tax Location Flexfield structure. See: Flexible Addresses: page 3 – 47.

   Warning: If you modify your address validation level, previous addresses will not be affected by the new setting. For example, you update your Address Validation option from 'No Validation' to 'Error'. When you enter an invalid address, Receivables will display an error message and require you to reenter the address, even if it is one you have entered previously.

5. To compound taxes in Receivables, check the Compound Taxes check box. Compound taxes are taxes that are based on other taxes. If you check this check box, Receivables lets you assign precedence numbers to your tax lines when entering invoices.

6. Enter the Invoice Printing method to use. This is the method Receivables will use when printing tax amounts on your invoices.

The value you enter here becomes the default for your customer profile classes. Choose one of the following methods:

European Tax Format: Print tax information in the following format: Tax rates printed as the last column of invoice lines, freight items printed last, and the taxable amount with the summarized tax codes printed at the end of the invoice.

Itemize By Line: Itemize tax information for each invoice line. Receivables displays this information after each invoice line.

Itemize and Summarize: Display both itemized and recap tax information.

Summarize by Tax Code: Display all tax information under the heading 'Tax Summary by Tax Code.' If you have two tax lines with the same tax code, rate, exemption, and precedence number, Receivables will group them together.

Summarize By Tax Name: Display all tax information under the heading 'Tax Summary by Tax Name.' If you have two tax lines with the same tax name, rate, exemption, and precedence number, Receivables will group them together.

Total Tax Only: Display only the total tax amount at the bottom of the document.

7. Enter the Tax Cache Size (amount of memory, in bytes) to allocate to the Receivables tax program. Receivables uses this memory to store Sales and Value Added tax rates to speed tax calculations. The default is 1000 bytes.
8. If you charge your customer's tax and want to print a registration number on their invoices, enter a Tax Registration Number.
9. Enter the Tax Vendor View that you will use to calculate tax, or select one from the list of values. When you manually enter, import, or copy transactions, your Tax Vendor calculates and returns the appropriate tax rate and amount. Receivables uses this information to create the tax line(s) and related accounting information for your transactions. See: Preparing Receivables in the Tax Vendor Extension essay (*Oracle Receivables Tax Manual).*
10. Check the Inclusive Tax Used check box if you use inclusive tax codes (optional). This option determines at what point Receivables updates the total line amount in the Lines window when you add, update, or delete a tax line. If this option is Yes, Receivable does not update the 'Lines' total until you save your work; otherwise, Receivables enters a null value when you make the change, then updates the total when you save your work.

11. Specify your tax Rounding Options. See: Tax Rounding System Options: page 2 – 57.

12. Open the Tax Defaults and Rules alternative region, then choose whether to Enforce Tax from your Revenue Account. You can optionally set up your system to ensure that the tax code for your invoice lines is the same as the tax code assigned to the 'Account' segment of your Revenue account. See: Setup Steps for Value Added Tax in the *Oracle Receivables Tax Manual*.

13. Define your default tax options and Hierarchy by checking the appropriate check boxes and entering a sequence number for each. This hierarchy determines the order in which Receivables derives a default tax rate when you manually enter transactions or import them using AutoInvoice.

    For example, if Tax From Customer Site is Yes and you specify that it is number 1 in the hierarchy, Receivable will first check if a tax rate is defined to the customer site for this transaction. If no tax rate exists at this site, Receivables looks at the next location in the sequence, and so on.

    Tax From Customer Site: Use the tax rate defined at the customer address level.

    Tax From Customer: Use the tax rate defined at the customer level.

    Use Tax From Product: Use the tax rate defined at the item level.

    Tax From Revenue Account: Use the tax code assigned to the natural account segment of your Revenue account.

    Tax From System: Use the tax code that you entered in the System Options window (see next step).

14. If your Tax Method is VAT, enter a default Tax Code (optional).

15. Define your Exception Rates by checking the appropriate check boxes:

    Use Customer Exemptions: Check this check box to include customer exemptions when calculating tax for your transactions. Use the Tax Exemptions window to exempt customers and items from specific tax. If you do not check this check box, you cannot set the Default Tax and the Tax fields in the Transaction window to 'Exempt'.

    Use Product Exemptions: Check this check box to include item exemptions when calculating tax for your transactions. Use the Tax Exemptions window to exempt customers and items from specific tax.

Use Item Tax Rate Exceptions: Check this check box to use the tax rate you defined for specific products based on the customer's Ship–To address. Use the Item Tax Rate Exceptions window to enter tax rates for specific items based on Ship–To address.

16. Save your work.

Tax Rounding System Options

Use the Rounding Options region to define how Receivables calculates your tax amounts. You can choose to round tax calculations at the line or header level, specify a rounding method, and the number of decimal places to display.

If you set Allow Override to Yes, you can also set these options at the customer or customer site level. The values you enter at the customer or site level take precedence over the values you enter here. See: Entering Customers: page 3 – 3.

If you pass tax amounts into Receivables using AutoInvoice, Receivables will not recalculate tax. When importing Tax Lines into Receivables, you must disable automatic tax calculation using a transaction type that has Automatic Tax Calculation set to No. Any rounding used in the original system will be brought into Receivables unchanged. See: Importing Transactions Using AutoInvoice: page 6 – 73.

▶ **To define tax rounding system options:**

1. Choose a Calculation Level. Choose Line to calculate tax for each invoice line (this is the default). Choose Header to calculate tax once for each invoice for each rate.
2. Choose a Rounding Rule. Choose from the following rules:

   Up: Choose this option to round tax calculations to the greater amount.

   Down: Choose this option to round tax calculations to the lesser amount.

   Nearest: Choose this option to round calculations to the nearest decimal point or integer.

   For example, in the following table the Reporting Currency is the US dollar, Precision is set to 2, and the Minimum Accountable Unit is .02:

Rounding Rule	Unit Price (USD)	Rounds To
Up	**3.444, 3.445, or 3.446**	**3.45**
Down	**3.44, 3.445, or 3.446**	**3.44**
Nearest	**3.444** **3.445** **3.446**	**3.44** **3.45** **3.45**

Table 2 – 3 (Page 1 of 1)

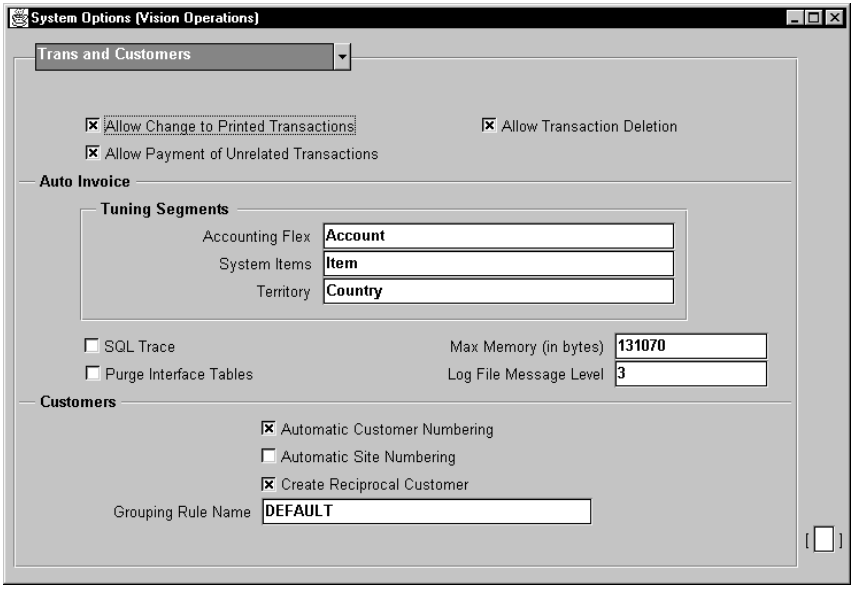
3. Enter your Reporting Currency (this is the same as your functional currency).
4. Enter the standard Precision to use for tax calculations in this currency. This is the number of digits to the right of the decimal point that are used in regular currency transactions. The standard precision must be greater than or equal to zero, and must be less than or equal to your functional currency precision. For example, if your functional currency is USD, enter a number less than or equal to 2. (If your Reporting Currency is USD, 2 is the default.)
5. Enter the Minimum Accountable Unit for tax rounding in this currency. This is the smallest denomination used in this currency (this might not correspond to the standard precision). This must be greater than your functional currency minimum accountable unit. For example, if your functional currency is USD (Precision = 2), your Minimum Accountable Unit must be .02 or greater.
6. To be able to specify Tax Calculation and Tax Rounding at the customer or site level, check the Allow Override check box. If you do not check this check box, Receivables disables the Tax Calculation and Tax Rounding fields in the Customers window.
7. Save your work.

See Also

Transactions and Customers System Options: page 2 – 59

Miscellaneous System Options: page 2 – 62

Transactions and Customers System Options



Receivables lets you define several options for your invoices and use of the AutoInvoice program. You can choose whether to allow updates to printed invoices and whether you can apply payments to an unrelated customer's transactions. Receivables lets you define the segments to use for Accounting Flex Tuning, System Items Tuning, and Territory Tuning during AutoInvoice.

You can also specify whether to purge the interface tables that you use for AutoInvoice, the maximum number of bytes to use, whether SQL Trace is active for this program, and the grouping rule to use for the revenue and credit transactions you create through AutoInvoice. You can also specify whether to allow reciprocal relationships between customers.

▶ **To define your Receivables transaction and customers system options:**

1. Open the Transactions and Customers alternative region.
2. To allow changes to be made to transactions that have already been printed, check the Allow Change to Printed Transactions check box. This option also determines whether you can update a customer's address when printed, posted, or applied transactions are assigned to that address. See: Entering Customer Addresses: page 3 – 16.
3. To allow receipt applications to debit items of unrelated customers, check the Allow Payment of Unrelated Invoices check box. If you check this check box, Receivables lets you select debit items for unrelated customers and apply your receipts to them in the Applications window. See: Applying Receipts: page 4 – 9.
4. Enter the Accounting, System Items, and Territory Flexfield segments that are most often selected by AutoInvoice. Receivables uses this information to increase AutoInvoice performance.
5. To activate SQL trace for AutoInvoice, check the SQL Trace check box.
6. Enter the Maximum Memory (in bytes) to allocate to AutoInvoice for validation. For best results, enter a number that is an even number multiplied by 1024 (for example, 2*1024, 500*1024, or 1024*1024). The default is 65535 bytes.
7. To purge the AutoInvoice Interface tables, check the Purge Interface Tables check box. If you check this check box, Receivables only deletes the records that have successfully transferred into permanent Receivables tables. If you check this check box, you will not have to run the AutoInvoice Purge program after running AutoInvoice. See: Importing Transactions Using AutoInvoice: page 6 – 73.
8. Enter a Log File Message Level. This number (from 0 to 3) indicates the amount of detail you want AutoInvoice to display in the AutoInvoice log file. The higher the number, the greater the detail.
9. To automatically assign unique numbers to your customers when you define new customers, check the Automatic Customer Numbering check box. Do not check this check box if you want to manually assign customer numbers.
10. To automatically assign numbers to your customer's business purposes, check the Automatic Site Numbering check box. See: Assigning a Business Purpose to a Customer Address: page 3 – 22.

Suggestion: If you do not check the Automatic Site Numbering check box, you can provide descriptive location names for your business purposes. For example, your customer has several addresses, but they want all invoices to be sent to their office in Chicago. For the Bill–To business purpose, enter a location name of 'Chicago–Bill To Site Only.' This will help you identify the correct address to enter when creating invoices.

11. To automatically create a reciprocal relationship between two customers when you are defining customer relationships, check the Create Reciprocal Customer check box. A reciprocal relationship is one in which related customers can apply payments to each others invoices. See: Creating Customer Relationships: page 3 – 35.
12. Enter the default Grouping Rule Name you want AutoInvoice to use. AutoInvoice uses grouping rules to group revenue and credit transactions into invoices, debit memos, and credit memos.

See Also

Accounting System Options: page 2 – 49

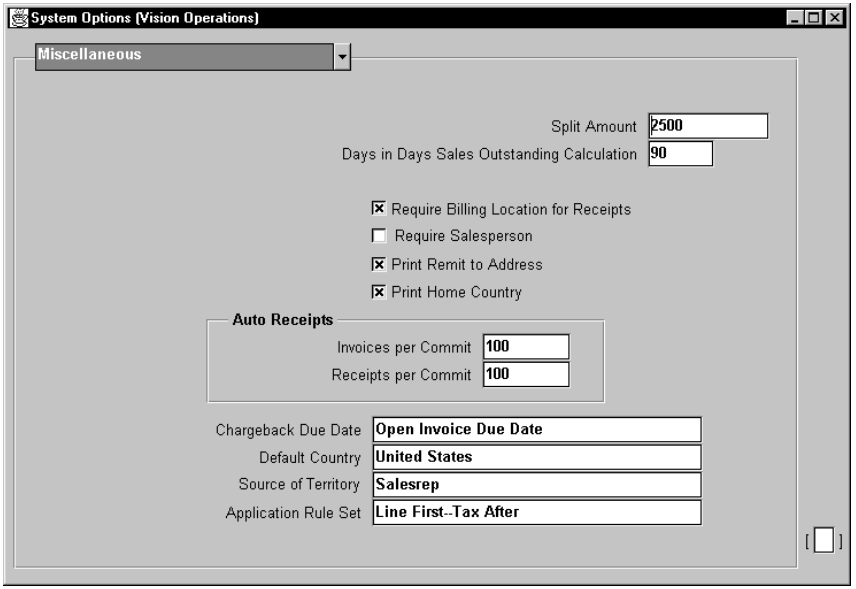
Tax System Options: page 2 – 53

Miscellaneous System Options: page 2 – 62

Entering Customers: page 3 – 3

Defining Customer Profile Classes: page 3 – 37

Miscellaneous System Options



Use the Miscellaneous alternative region to specify your split amount and the number of days to use for your DSO Calculation in the Collection Effectiveness Indicators Report. You can also choose whether you require a billing location, salespersons, and remit to addresses with your receipts, specify a chargeback due date, define your Automatic Receipts submission parameters and choose a default Application Rule Set.

▶ **To define your miscellaneous Receivables system options:**

1. Open the Miscellaneous alternative region, then enter the Split Amount that Receivables will use when you generate the Collection Effectiveness Indicators Report. Receivables prints this amount as a selection option for this report.

   Use the split amount to determine the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either $300 or $500. You choose $400 as your split amount so that you can review how much of your open receivables are comprised of your $300 business and how much corresponds to your $500 business.

2. Enter the Number of Days to use when calculating your conventional Day Sales Outstanding for the Collection Effectiveness Indicators Report.

   Conventional DSO = (total outstanding receivables / total sales for last DSO days) * (DSO days)

3. To require that a business purpose be associated with a cash receipt, check the Require Billing Location for Receipts check box. If this option is Yes, the Post QuickCash program will create unidentified payments for receipts that do not have billing locations.

   If you check this check box, be sure that you also check the Require Billing Location check box when defining your Lockboxes; otherwise, Receivables displays an error when you submit AutoLockbox.

Suggestion: If you have customers without statement sites, we recommend that you check this check box. If you do not check this check box and you have receipts for customers who do not have statement sites and who do not have a billing location associated with the receipt, the unapplied amount of the receipt will not appear on any of the statements for this customer.

4. To require that salespersons be entered when entering your transactions, check the Require Salesreps check box.

5. To print your remit–to addresses on your customers' statements, check the Print Remit to Address check box. You use remit–to addresses to inform your customers of where they should send their payments. See: Remit–To Addresses: page 2 – 162.

   Note: The system profile option AR: Dunning Letter Remit–To Address Label Size lets you specify the length and width of your remit to address on your dunning letters. See: Overview of Receivables Profile Options: page B – 4.

6. To print your home country on your invoices and statements that refer to addresses in that country, check the Print Home Country check box.

7. Enter the number of invoices you want the Automatic Receipt program to process before saving in the Invoices per Commit field.

8. Enter the number of receipts you want the Automatic Receipt program to process before saving in the Receipts per Commit field.

Suggestion: Set the Receipts per Commit option to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt batches. To help determine the

numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this gives you the number of receipts marked for this batch. Enter this number in the Receipts per Commit field. You should only reduce the number if you run out of rollback segments.

9. Enter your default Chargeback Due Date. Receivables uses this date when you create a chargeback. Choose from the following:

   Open Invoice Due Date: Use the due date of the invoice or debit memo as the default.

   Receipt Date: Use the receipt date as the default. This is the date that you entered the receipt.

   Current Date: Use today's date as the default.

   Deposit Date: Use the receipt deposit date as the default.

10. Enter a Default Country. Receivables uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses (you can override this value by setting the user profile option 'Default Country.' See: Profile Options in Oracle Application Object Library: page B – 21).

11. Enter the Source of Territory you want Receivables to default into the Salespersons, Transactions, and Customers windows. Choose from the following sources:

    Bill–To Site: Use your customer's Bill–To Address as the default.

    Salesrep: Use the territory assigned to your customer's primary salesperson as the default.

    Ship–To Site: Use your customer's Ship–To Address as the default.

    None: Do not enter a default territory.

12. Enter an Application Rule Set or select one from the list of values. Your Application Rule Set determines the default payment steps when you use the Applications window or Post QuickCash to apply receipts. Receivables uses this rule set if none is assigned to the debit item's transaction type. See: Receivables Application Rule Sets: page 4 – 36.

13. Save your work.

See Also

Territories: page 2 – 66

Accounting System Options: page 2 – 49

Tax System Options: page 2 – 53

Transactions and Customers System Options: page 2 – 59

Entering Transactions: page 6 – 2

Automatic Receipts: page 4 – 164

Printing Statements: page 5 – 73

Territories

Receivables lets you define multiple customer territory combinations. You can assign territories to your customers, salespeople, invoices, and commitments. For example, you can divide your industry class into different types of businesses and your regions into North, South, East, and West to evaluate growth by location.

Receivables uses the value you enter in the Source of Territory field in the System Options window to determine the default territory for your invoices and commitments.

Active territories appear in the list of values in the Customers, Salespersons, and Transactions windows. Receivables does not display inactive territories in these windows.

Prerequisites

- ❑ Define system options: page 2 – 48
- ❑ Define your Territory Flexfield: page 2 – 67

▶ **To define a territory:**

1. Navigate to the Territories window.
2. Enter a unique territory Name and Description.
3. Enter the territory Flexfield information for this territory.
4. Enter the range of Effective Dates that this territory will be active. The default Start date is the current date, but you can change it. If you do not enter an End date, this territory will be active indefinitely.
5. Save your work.

See Also

Defining Receivables System Options: page 2 – 48

Entering Transactions: page 6 – 2

Salespersons: page 2 – 111

Oracle Applications Flexfields Guide

Territory Flexfield

You can use the Territory Flexfield for recording and customized reporting on your territory information. Territory Flexfields are also displayed in the Transaction Detail and Customer Detail reports in Receivables. Receivables provides a default structure for your Territory Flexfield. You can define up to twenty segments for this structure.

Once you have defined your Territory Flexfield segments, you need to define value sets for these segments. Receivables does not provide any default value sets.

Next, you need to navigate to the Territories window to create your Territory Flexfield combinations. The Territory Flexfield does not allow dynamic insert, so you must ensure that you have defined all of your flexfield combinations before you assign them. See: Territories: page 2 – 66.

You can assign territories to your salespeople in the Salespersons window, to invoices and commitments in the Transactions window, and to customer business purposes in the Customers window.

You can choose to default the Territory Flexfield in your invoices and commitments using the Source of Territory field in the Miscellaneous alternative region of the System Options window. You can choose from the following sources:

- **Bill–To Site:** Use the customer's Bill–To address as the default Territory Flexfield.
- **Salesrep:** Use the Territory Flexfield assigned to your customer's primary salesperson as the default.
- **Ship–to Site:** Use the customer's ship–to address as the default Territory Flexfield.
- **None:** Choose this value if you do not want Receivables to provide a default Territory Flexfield.

When you recur an invoice that has a Territory Flexfield assigned to it, the same Territory Flexfield will be copied to your recurred invoice. In addition, you can import Territory Flexfield information when importing your invoices through AutoInvoice. However, note that Receivables does not support the import of Territory Flexfields through the Customer Interface utility.

The Territory Flexfield is optional, so if you do not wish to group your receivables data by territory, you do not have to implement this flexfield.

Territory Flexfield	
Owner	Oracle Receivables
Flexfield Code	CT#
Table Name	RA_TERRITORIES
Number of Columns	20
Width of Columns	25
Dynamic Inserts Possible	No
Unique ID Column	TERRITORY_ID
Structure Column	None

Table 2 – 4 (Page 1 of 1)

See Also

Territories: page 2 – 66

Defining Descriptive Flexfields *(Oracle Applications Flexfields Guide)*

Maintaining Countries and Territories: page 2 – 69

Maintaining Countries and Territories

Receivables lets you review and update your system's predefined country and territory information. You cannot enter new countries or territories, but you can update the name, description, Value Added Tax (VAT) member state code, or address style for any predefined countries.

The VAT member state code identifies a country or territory as belonging to the European Union (EU). There are special Value–Added Tax rules that apply to member states of the EU.

Prerequisites

- ❑ Define your Territory Flexfield: page 2 – 67

▶ **To maintain your country and territory information:**

1. Navigate to the Countries and Territories window.
2. Update the predefined Description of the country or territory (optional).
3. Update the VAT Member State Code for a country belonging to the European Union. Receivables uses member state codes to determine which customers to include in the European Sales Listing. If a country does not belong to the European Union, you should not enter a VAT member state code. See: European Sales Listing: page 9 – 76.
4. Update the Address Style to use for addresses within a country throughout Oracle Financials. If you leave this field blank, the system uses the default address style. Choose one of the following predefined address styles:
   - **Japan:** Address Style used in Japan.
   - **Northern Europe:** Address Style used in Northern Europe.
   - **South America:** Address Style used in South America.
   - **Southern Europe:** Address Style used in Southern Europe.
   - **UK/Africa/Australasia:** Address Style used in the United Kingdom, Africa, and Australasia.

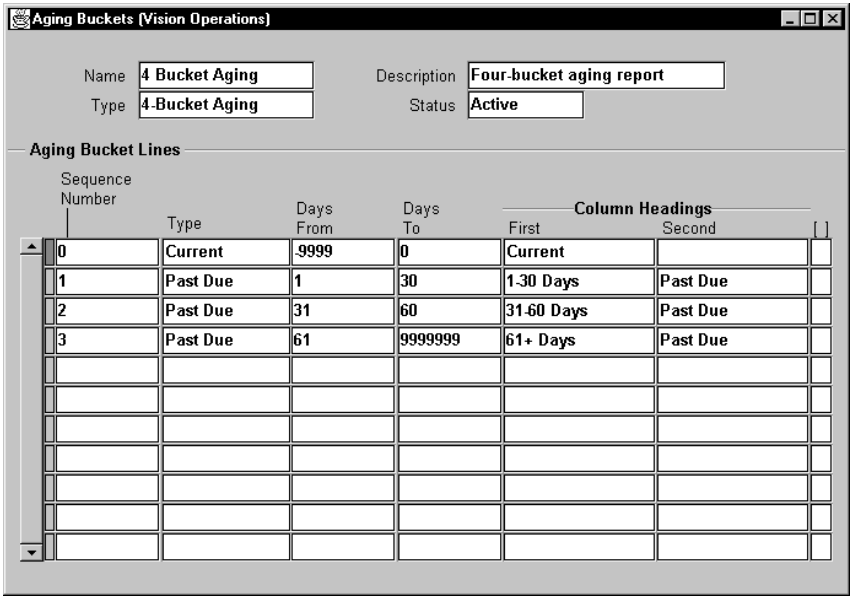
     Note: You can also create your own address styles. See: Flexible Addresses: page 3 – 47.
5. If you made any changes, save your work.

See Also

Organizations: page 2 – 77

Territories: page 2 – 66

Aging Buckets



Aging buckets are time periods you can use to review and report on your open receivables. For example, the 4–Bucket Aging bucket that Receivables provides consists of four periods: –999 to 0 days past due, 1 to 30 days past due, 31–61 days past due, and 61–91 days past due. When you create your Collections reports or view your customer accounts, you can specify an aging bucket and 'as of date', and Receivables will group the transactions and their amounts in the appropriate days past due period.

You can define an unlimited number of aging buckets. You can also customize the aging buckets that Receivables provides. Aging buckets that you define here appear as list of values choices in the Aging, Print Statements, and the Print Collection Reports windows.

You can make an aging bucket inactive by changing its status to 'Inactive' and then saving your work.

▶ **To define a new aging bucket:**

1. Navigate to the Aging Buckets window.
2. Enter a Name for this aging bucket.
3. Choose the Type of aging bucket you are defining. You can choose from the following types:

4–Bucket Aging: Use this type to define an aging bucket with four periods. Receivables displays this aging bucket in the list of values when you print the 'Aging – 4 Buckets' report.

7–Bucket Aging: Use this type to define an aging bucket with seven periods. You can print 7–Bucket Aging reports that sort by either amount or salesperson. Receivables displays this aging bucket in the list of values when you print the 'Aged Trial Balance – 7 Buckets By Amounts' or 'Aging – 7 Buckets By Salesperson' report.

Credit Snapshot: Receivables displays this aging bucket in the list of values of the Print Collections Report window when you print the Customer Credit Snapshot report.

Statement Aging: Use this type to define an aging bucket with five periods. This aging bucket appears on your statements. You can define as many statement aging buckets as you need. Receivables displays your active statement aging buckets as list of values choices in the Print Statements window.

4. Enter a Sequence Number to reflect the order in which Receivables prints your aging bucket period. The default is the sequence in which you define each period (for example, the first period you define is '1', the second '2' and so on).

5. Enter the Type of aging bucket line you are defining. Choose from the following types:

   Current: Display transactions that are not yet due.

   Past Due: Display transactions whose number of days past due falls into the range you specify for this line. For example, if Days From is 10 and Days To is 15 for this line, Receivables displays transactions that are between 10 and 15 days past due in this line.

   Dispute Only: Display transactions that are in dispute with your customer. You can only have one line of this type per aging bucket. If you do not specify a line of this type, Receivables prints disputed debit items in the appropriate aging periods. You do not specify a Days From and Days To past due range for this type.

   Pending Adjustment Only: Display transactions that have pending adjustments. You can only have one line of this type per aging bucket. If you do not specify a line of this type, Receivables prints your transactions that have pending adjustments in the appropriate aging periods. You do not specify a Days From and Days To past due range for this type.

   Dispute and Pending Adjustments: Display transactions that are in dispute and transactions that have pending adjustments in this

line. You can only have one line of this type per aging bucket. You do not specify a Days From and Days To past due range for this type.

Future: Display transactions that will be due in the future. For example, if the current date is April 5 and the due date range for this line is Days From: –10 and Days To: –5, items whose due date is between April 10 and April 15 will appear in this line.

Attention: You can only enter one Dispute or Pending adjustment line per aging bucket. For example, if you define a line type of Dispute Only, you cannot define a Pending Adjustment Only or Dispute and Pending Adjustments line within this aging bucket.

6. If this line type is Current, Past Due, or Future, enter the starting day number in the Days From field. For example, if this is the first line (sequence 1) and you want to display transactions that are 1 to 30 days past due, enter '1.'
7. If this line type is Current, Past Due, or Future, enter the ending day number in the Days To field. For example, if this is the first line (sequence 1) and you want to display transactions that are 1 to 30 days past due, enter '30.'
8. Enter the column headings to appear in your report above the bucket you are defining. You can enter a maximum of fifteen characters for your column heading.

   For example, you define an aging bucket line for transactions from 1 to 30 days past due. If you enter '1 to 30 Days' in the First Column Headings field and 'Past Due' in the Second Column Headings field, your report heading will print like this:

   1 to 30 Days
   Past Due
9. Save your work.

See Also

Viewing Account Balances by Aging Bucket: page 5 – 7

Printing a Collection Report: page 5 – 35

Accounts Receivable Aging Reports: page 9 – 23

Unit of Measure Classes

Define unit of measure classes to group units of measure with similar characteristics. For example, the unit of measure class 'Length' might contain the units of measure inches, feet, and yards. Use the Unit of Measure Classes window to define and update unit of measure classes and the base unit of measure for each class.

For a complete description of this window and its fields, refer to the *Oracle Inventory Reference Manual.*

You define and assign units of measure (other than the base unit) to a class in the Units of Measure window. See: Units of Measure: page 2 – 75.

▶ **To define a unit of measure class:**

1. Navigate to the Unit of Measure Classes window.
2. Enter a unique unit of measure class Name.
3. Enter a Description for this class (optional).
4. Enter a unique Base Unit abbreviation. For example, you could use mnemonics such as 'EA' for eaches or 'HRS' for hours.
5. Enter a unique UOM abbreviation to define the unit of measure that acts as the base unit of measure in this class.
6. Enter the date this unit of measure class will become Inactive On (optional). If you do not enter an inactive date, this class will be valid indefinitely.
7. Save your work.

See Also

Units of Measure: page 2 – 75

Units of Measure

Define units of measure for tracking, issuing, purchasing, receiving, and storing inventory items. Receivables provides default units of measure from the items on invoice and credit memo lines. Valid units of measure are ones that are in the same class as the unit of measure on the item.

For a complete description of this window and its fields, refer to the *Oracle Inventory Reference Manual.*

> **Note:** Receivables does not perform unit of measure conversions, so if you change your unit of measure in the Transactions or Credit Transactions windows, the list price will not be updated.

Prerequisites

- ❑ Define unit of measure classes: page 2 – 74

▶ To define units of measure:

1. Navigate to the Units of Measure window.
2. Enter a unique Name for this unit of measure.
3. Enter a unique UOM abbreviation.
4. If this is the base unit of measure you defined for the unit of measure class, check the Base check box.
5. If you did not enter this window from the Unit of Measure Class window, enter the Class to assign to this unit of measure, or select from the list of values.
6. Enter the date this unit of measure will become Inactive On (optional). If you do not enter an inactive date, this unit of measure will be valid indefinitely.
7. Save your work.

See Also

Items: page 2 – 130

Defining Unit of Measure Conversions (*Oracle Inventory User's Guide)*

Freight Carriers

Define freight carriers to assign additional freight charges to your transactions. You use freight carriers for internal transfers between organizations as well as shipments to and from customers and suppliers.

Prerequisites

- ❑ Define unit of measure classes: page 2 – 74
- ❑ Define accounting flexfield combinations (*Oracle General Ledger User's Guide*)

▶ **To define carriers:**

1. Navigate to the Freight Carriers window.
2. Enter a unique Carrier Name.
3. Enter a Description for this carrier (optional).
4. Enter the general ledger Distribution Account that collects the costs associated with using this carrier. You use this account when you perform an inter–organization transfer and specify freight charges.
5. Enter the date that this carrier is Inactive After (optional). As of this date, you can no longer assign the freight carrier to any function within Receivables.
6. Save your work.

See Also

Setting Up Receivables: page 2 – 2

Organizations

Define organizations to describe the distinct distribution entities in your company, such as separate warehouses or manufacturing facilities.

You must define at least one organization to use Receivables. If other Oracle Manufacturing Applications that use organizations are installed, you should set up your organizations from within these products and use their product–specific documentation. If you have both Oracle Order Entry and Receivables installed, you can set up your organizations from either application.

After you define your organizations, you must specify an organization for the profile option OE: Item Validation Organization**.** This profile option indicates the organization that Receivables uses to validate items. If you have both Oracle Order Entry and Receivables installed, you can set your OE: Item Validation Organization profile option from either application.

The information in the Organization window is shared by all Oracle applications that you install. Consequently, you can query all the organizations set up within other products. If you can query other organizations, you do not have to set up an Organization specific to Receivables.

You can disable an organization classification by unchecking the Enabled check box next to that classification, and then saving your work.

Prerequisites

- ❑ Define your set of books (*Oracle General Ledger User's Guide*)
- ❑ Define your organization types using the ORG_TYPE QuickCode: page 2 – 30
- ❑ Define your job key flexfield structures, segments, and segment values (*Oracle Applications Flexfields Guide*)

▶ **To define an organization:**

1. Navigate to the Organization window.
2. Enter a unique Name for this organization.
3. Enter a range of Dates for this organization (optional). The default start date is today's date, but you can change it. If you do not enter an end date, this organization will be valid indefinitely.

Note: The Location, Internal or External, Location Address, and Informal Address fields are not applicable to Receivables, so you can ignore them.

4. Save your work.
5. Enter the Organization Classifications Name for this organization.
6. To enable this organization classification, check the Enabled check box.
7. Repeat steps 5 and 6 for each of your organization classifications, then save your work.
8. To enter additional organization classification information, choose Others.

   Note: For an organization with an 'Inventory Organization' classification, you must first define your accounting and then your inventory information before you can enter additional information.

9. Select 'Accounting Information' to enter set of books information.

   Select 'Inventory Information' to enter inventory set up options.

   Select 'Receiving Information' to enter receiving set up options (this option is not applicable for an 'Inventory Organization' classification).

10. If you chose 'Accounting Information,' enter a set of books identifier. A set of books describes a group of accounts that share a common general ledger account structure, calendar, and functional currency. See: Defining Sets of Books (*Oracle General Ledger User's Guide*).

    If you chose 'Inventory information,' enter a unique Organization Code.

11. Save your work.

See Also

Setting Up Receivables: page 2 – 2

Using the Multiple Organization Support Feature: page 2 – 79

Using the Multiple Organization Support Feature

You can use the Oracle Applications Multiple Organization Support feature to use multiple sets of books within a single Receivables installation. You can then assign a unique set of books (with its unique calendar, chart of accounts, and functional currency) to each organization that you define. When you assign responsibilities using function security, you can limit a user to one organization's set of books.

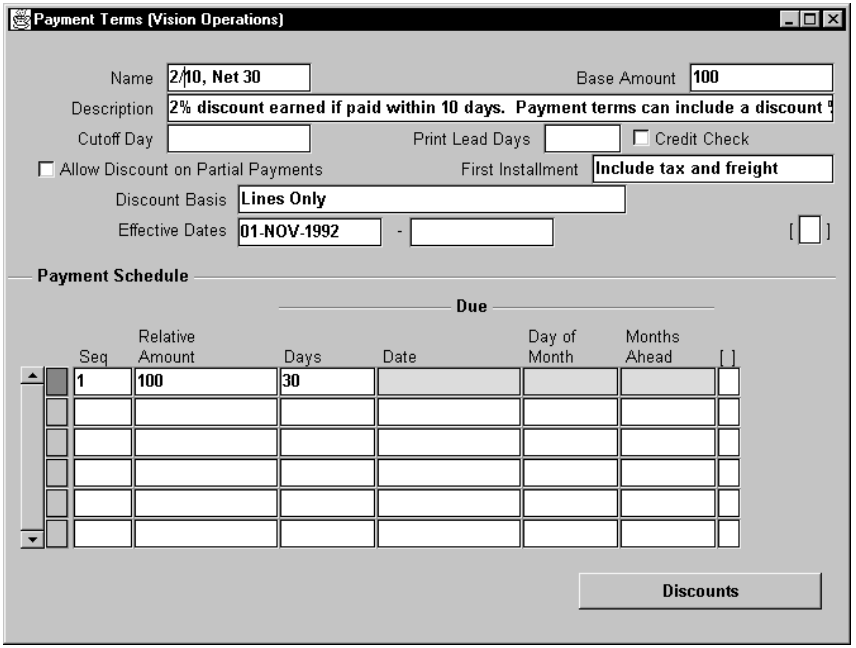
With the Multiple Organization Support feature you can segregate transactions by operating unit, yet you can still choose to share certain information (such as customers) between organizations, so the information needs to be entered only once.

> **Note:** If you use the Oracle Applications Multiple Organization Support feature, you need to implement Cash Management to reconcile your receipts. See: Using Oracle Cash Management to Clear Receipts: page 4 – 207.

See Also

Multiple Organizations in Oracle Applications

Payment Terms



Receivables lets you define standard payment terms for your customers. Payment terms can include a discount percent for early payment and you can assign multiple discounts to each payment term line. You can define proxima payment terms to pay regular expenses such as telephone bills and credit card bills that occur on the same day each month. You can also create split payment terms for invoice installments that have different due dates.

You can use your payment terms to determine the amount of each installment. Receivables lets you either distribute tax and freight charges across all installments, or allocate all freight and tax amounts in the first installment of a split term invoice. Receivables displays the active payment terms you define as list of values choices in the Customers, Customer Profile Classes, and Transactions windows.

Receivables provides two predefined payment terms:

- **30 NET:** The balance of the transaction is due within 30 days.
- **IMMEDIATE:** The balance of the transaction is due immediately (i.e. on the transaction date). You can use this payment term with your chargebacks and debit memos.

▶ **To define a payment term:**

1. Navigate to the Payment Terms window.
2. Enter the Name of this payment term.
3. Enter the Base Amount for this payment term. The default is 100, but you can change it. The base amount is the denominator for the ratio Receivables uses to determine the amount due for installments of invoices to which you assign this payment term. The sum of the relative amounts for all of the payment schedules that you define for these payment terms must be equal to the value that you specify as a base amount. See: Payment Terms Field Reference: page 2 – 85.
4. If this payment term uses proxima terms, enter the day to start the new billing cycle for the next month in the Cutoff Day field. Customers who have invoices that fall due before the cutoff day of the invoices' payment terms receive invoices on the day that you specify in the Due: Day of Month field for the current month. Customers who have invoices with payment terms that fall due after the terms' cutoff day receive invoices on the day that you specify in the Due: Day of Month field for the next month of each of these terms.
5. If you want transactions assigned to this payment term to be printed before the due date, enter a number of Print Lead Days. Receivables will print this transaction *x* number of days before the due date, where *x* is the number of days you enter here.
6. To associate a credit check with this payment term, check the Credit Check check box. Oracle Order Entry uses this information to determine when to place an order on hold.

   In Oracle Order Entry, if the profile for an address does not have credit checking limits defined in a particular currency but the customer does, then the order passes credit check. If the address does not have limits in the currency and neither does the customer, then the order is compared to the customer limit in that currency.
7. If you do not want to let your customers take discounts for partial payments on items associated with this payment term, uncheck the Allow Discount on Partial Payments check box.
8. Enter the First Installment option for items assigned to this payment term. This indicates how Receivables will allocate the freight and tax charged to transactions using this payment term. Choose 'Include tax and freight' to include all tax and freight charges in the first installment. Choose 'Allocate tax and freight' to distribute tax and freight charges across all installments.

9. Enter the Discount Basis you want Receivables to use when calculating discounts for your invoices. The default is the value that you entered in the System Options window. Choose one of the following discount methods:

   Invoice Amount: Choose this option to calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

   Lines Only: Choose this option to calculate the discount amount based on only the line amounts of your invoices.

   Lines, Freight Items and Tax: Choose this option to calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

   Lines and Tax, not Freight Items and Tax: Choose this option to calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

10. Enter a range of Effective Dates for this payment term. If you do not enter an end date, this payment term will be active indefinitely.

11. Enter a line number for the installment term that you are defining in the 'Seq' field. Enter a higher number for each installment term with a later due date. For example, if you create terms with 50% due in 15 days and 50% in 30 days, enter '1' in this field for the first line and '2' for the second line.

12. Enter the Relative Amount for this payment term. This is the numerator of the ratio that Receivables uses to determine the amount due for this installment of these payment terms. The sum of the relative amounts for all of the payment schedules that you define for each payment term must be equal to the base amount for this term.

13. Enter the number of Days after the invoice date that payment is due for this installment term (optional). For split payment terms, this number indicates the number of days after the invoice date that an installment is due.

14. Enter the Date on which payment is due for this installment term (optional). If you do not complete this field, enter a value for either Due Days or both Due Day of Month and Due Months Ahead.

15. If you are defining proxima terms, enter the Day of Month that payment is due for this installment term. For example, if payment is due on the fifteenth of each month, enter '15.'

16. If you are defining proxima terms and you entered a value for Day of Month, enter the Months Ahead to which this installment term of the proxima terms refer. For example, if you entered '15' for Day of Month and you enter '2' here, an invoice dated in May will have a due date of July 15.

17. Save your work. To assign discounts to each payment schedule line of your payment term, see: Entering Discount Information: page 2 – 83.

See Also

Payment Terms Field Reference: page 2 – 85

Entering Transactions: page 6 – 2

Defining Customer Profile Classes: page 3 – 37

Payment Terms Field Reference: page 2 – 85

Payment Terms Listing: page 9 – 102

Entering Discount Information

Receivables lets you assign discounts to your payment terms. You can also assign multiple discount line terms to each installment of your payment terms. For example, you might give your customer a 10% discount if they pay within 10 days, but only a 5% discount if they pay 11 to 20 days after the invoice date.

Discounts do not apply to Automatic Receipts. If you use the automatic receipts feature to create your Bills of Exchange and Direct Debits, Receivables will not calculate discounts, even if your customers pay before the due date.

Prerequisites

- ❑ Define payment terms: page 2 – 80

▶ **To assign discount information to a payment term:**

1. Navigate to the Payment Terms window.
2. Query or enter the payment term.
3. Choose Discounts.
4. Enter the discount percentage and number of Days for this payment term. For example, to give customers using this payment term a two percent discount if payment is received within ten days, enter '2' and '10' respectively.
5. To limit the period of time that the discount for this installment's discount line will be active, enter the Date, day of the Month, and the number of Months Ahead for this discount's expiration date. Receivables uses these values to calculate the discount date during invoice entry.
6. Save your work.

See Also

Discounts: page 4 – 156

Discount Projection Report: page 9 – 66

Payment Terms Field Reference

Base Amount: If the base amount is different from the relative amount, and you set the First Installment field for this payment term to 'Allocate tax and freight', Receivables prorates the base amount across the relative amounts of this term's payment schedules based upon the ratio you define. Receivables uses the following equation to determine the original amount due for each installment of invoices to which you assign this payment term:

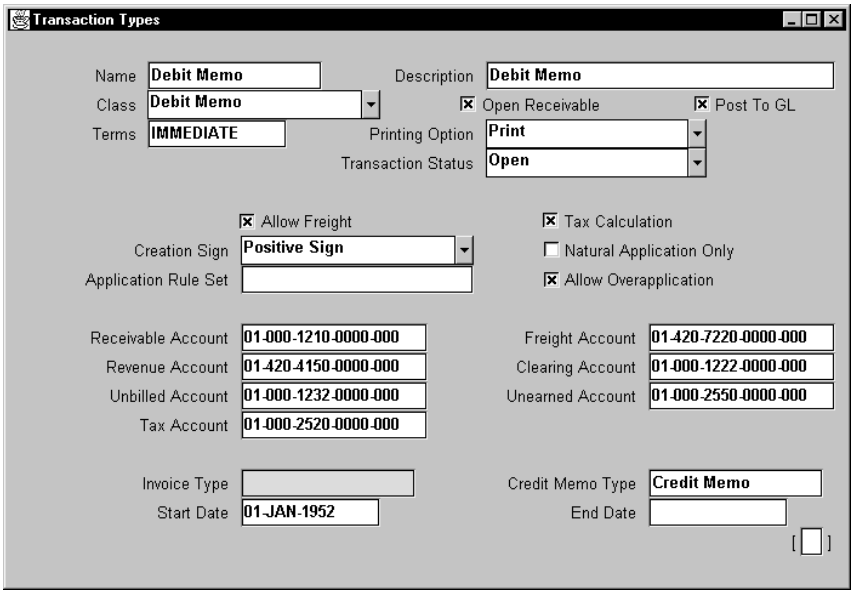
Amount Due = Relative Amount/Base Amount * Invoice Amount

If you select 'Include tax and freight' as the First Installment field value for a payment term, the base amount and the relative amounts that you specify for this term's payment schedules only indicate how the original line amounts of the invoices to which you assign this term are distributed across different installments.

In this case, the original freight and tax amounts are included in the first installment in addition to the line amount allocated by the ratio of the base amount and the relative amount that you specify for the term's first payment schedule. Receivables uses the following equation to determine the original amount due for the first installment of invoices to which you assign this payment term:

Amount Due = (Relative Amount/Base Amount * Base Line Amount) + Base Freight Amount + Base Tax Amount

Transaction Types



Use transaction types to define the accounting for the debit memos, credit memos, on–account credits, chargebacks, commitments, and invoices you create in Receivables. Transaction types also determine whether your transaction entries update your customers' balances and whether Receivables posts these transactions to your general ledger.

If AutoAccounting depends on transaction type, Receivables uses the general ledger accounts that you enter here, along with your AutoAccounting rules, to determine the default revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing accounts for transactions you create using this type.

You can associate transaction types with your invoice sources in the Transaction Sources window to speed data entry in the Transactions and Credit Transactions windows. Active transaction types appear as list of values choices in the Transactions, Reverse Receipts, Credit Transactions, and Transaction Sources windows.

You can also define credit memo and invoice transaction types to use with AutoInvoice.

You should define your transaction types in the following order:

- credit memo transaction types

- invoice, debit memo, and chargeback transaction types
- commitment transaction types

You must define your invoice transaction types before you define your commitment types.

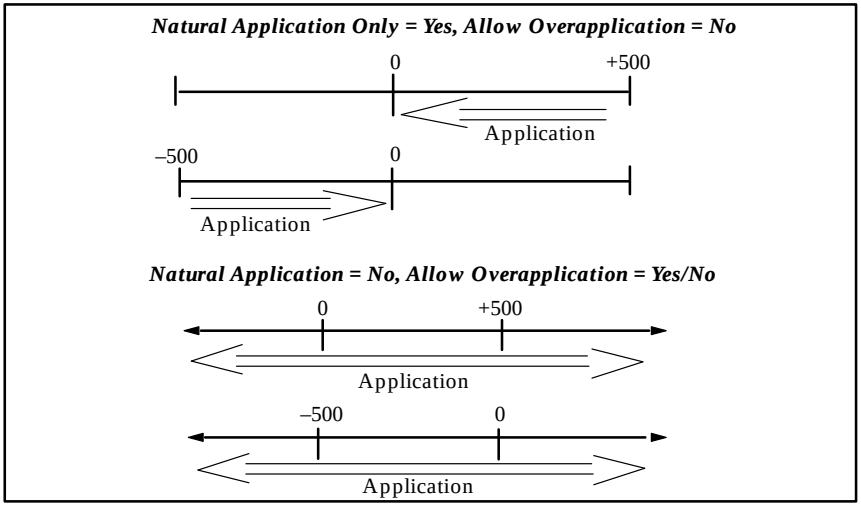
Suggestion: To be able to void a debit memo, credit memo, on–account credit or invoice, define a Void transaction type with 'Open Receivables' and 'Post to GL' set to No. Then, as long as there is no activity against the transaction and it has not been posted to your general ledger, you can make it invalid by simply changing the transaction type to 'Void'.

Natural Application and Allow Overapplication Rules

The Natural Application Only and Allow Overapplication options determine how applications can affect the balance due for transactions using this type. ***Natural Application*** refers to the type of application, either positive or negative, that a transaction requires to become closer to zero. For example, invoices have a positive balance, so to reduce the balance due you need to create a negative application (such as apply a receipt).

Overapplication indicates whether you can overapply transactions using this type. For example, if you apply a $500 receipt to a $400 invoice, you overapply the invoice and reverse its sign (from positive to negative). The figure below shows how these rules affect your applications.

Figure 2 – 3



Prerequisites

- ❑ Define your key segment values (refer to the *Oracle Applications Flexfields Guide*)
- ❑ Define your key flexfield segments (refer to the *Oracle Applications Flexfields Guide*)
- ❑ Define payment terms: page 2 – 80

▶ **To define a transaction type:**

1. Navigate to the Transaction Types window.
2. Enter a Name and Description for this transaction type.
3. Enter a Class for this transaction type. Choose from the following classes: Invoice, Chargeback, Credit Memo, Debit Memo, Deposit, or Guarantee.

   If you choose Deposit or Guarantee, Receivables sets Open Receivable and Post to GL to Yes, Allow Freight, Tax Calculation, and Allow Overapplication to No, Creation Sign to 'Positive Sign,' and Natural Application Only to Yes. See: Define Your Commitment Transaction Types: page 6 – 146.
4. If this transaction type's class is not Deposit or Guarantee, indicate whether you want transactions with this type to update your customer balances by checking or unchecking the Open Receivable check box.

   If Open Receivable is set to Yes, Receivables updates your customer balances each time you create a complete debit memo, credit memo, chargeback, or on–account credit with this transaction type. Receivables also includes these transactions in the standard aging and collection processes.

   If you are defining a 'void' transaction type, set Open Receivable to No.

Suggestion: You can use the Open Receivable option to implement an approval cycle for any temporary or preliminary debit memos, credit memos, on–account credits, chargebacks, and invoices that you may use in your business. For particularly sensitive debit memos, credit memos, on–account credits, chargebacks, and invoices that you may want to review, you can define a transaction type called Preliminary with Open Receivable set to No. This transaction type does not update your customer balances. When you review and approve the item, you can then change the transaction type to Final (a

transaction type that you define with Open Receivable set to Yes) which will update your customer's balances.

5. To be able to post transactions with this type to your general ledger, check the Post To GL check box. The default is the value you specified for the Open Receivables option. This check box must be checked if the class is Deposit or Guarantee.

   If you are defining a 'void' transaction type, do not check this box.

6. Enter the payment Terms to use for transactions with this transaction type.

7. Choose a default Printing Option for transactions with this transaction type. Choose Print or Do Not Print. You can override this value when entering transactions.

8. Choose a Transaction Status of Open, Closed, Pending, or Void. Use these statuses to implement your own invoice approval system. Enter 'Void' to void debit memos, on–account credits or invoices to which you assign this transaction type.

9. To allow freight to be entered for transactions with this transaction type, check the Allow Freight check box.

10. To let Receivables calculate tax for transactions with this transaction type, check the Tax Calculation check box. If you do not check this box, the Tax Code field in the Lines window will not be required and Receivables will not perform tax calculations or create tax accounting entries for transactions with this transaction type (this is also true for transactions in Oracle Order Entry and Oracle Sales and Marketing).

11. Choose a Creation Sign. The default is Positive Sign for transaction types whose class is either Guarantee or Deposit. If you are using the Cash Basis accounting method, your transaction's creation sign must be either Positive or Negative. You cannot update this field after you enter transactions with this type.

12. If this transaction type's class is not Deposit or Guarantee and you want to restrict the direction in which items with this transaction type can be updated by applications entered against them, check the Natural Application Only check box. If you check this box, Receivables sets Allow Overapplication to No. You cannot update this option after you save this transaction type.

13. Enter an Application Rule Set for this transaction type or select one from the list of values (optional). An Application Rule Set determines the default payment steps when you use the Applications window or AutoLockbox to apply receipts to

transactions using this type. If you do not enter a rule set, Receivables uses the rule set in the System Options window as the default. See: Receivables Application Rule Sets: page 4 – 36.

14. If this transaction type's class is not Deposit or Guarantee, and you did not check the Natural Application Only check box, choose whether to Allow Overapplication against items with this transaction type by checking or unchecking this check box. If you check this box, Receivables sets Natural Application to No and you cannot update it after you save this transaction type. If you use the Cash Basis accounting method, the default value is No and you cannot change it.

15. Enter the Receivable Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the receivable accounts for transactions with these types. Receivables creates a receivables transaction record using this account so you can transfer to your general ledger and create a journal entry if Post To GL is Yes for this transaction type.

Suggestion: For guarantee transaction types, enter the Accounting Flexfield for your Unbilled Receivable account. Receivables only uses the Unbilled Account field to determine the Unbilled Receivable account for invoices with the rule 'Bill in Arrears.'

Note: Receivables does not require you to enter a Receivable account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes. Otherwise, you must enter a Receivable Account.

16. Enter a Freight Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the freight account for transactions with this transaction type. Receivables skips this field if this transaction type's class is Deposit or Guarantee or if Allow Freight is set to No.

17. Enter a Revenue Account for transactions with this transaction type. Receivables skips this field if Allow Freight is set to No. Receivables uses this information, along with your AutoAccounting definition, to determine the revenue account for transactions with this transaction type.

Suggestion: For Guarantee and Deposit transaction types, enter the Accounting Flexfield for your Unearned Revenue account. Receivables only uses the Unearned Account field to determine the Unearned Revenue account for invoices with the rule Bill In Advance.

Note: Receivables does not require you to enter a Revenue Account for Credit Memo transaction types if the profile option Use Invoice Accounting for Credit Memos is set to Yes. Otherwise, you must enter a Revenue Account.

18. If this transaction type's class is Invoice or Debit Memo, enter a Clearing Account for transactions with this transaction type. Receivables uses this account to hold any difference between the revenue amount specified for the Revenue account and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for transaction sources that you use for your imported transactions.

19. If this transaction type's class is Invoice or Credit Memo, enter an Unbilled Receivables account. When you use the Bill In Arrears invoicing rule, Receivables uses this information, along with your AutoAccounting definition, to determine the Unbilled Receivable account for transactions with this transaction type.

Suggestion: For transaction types with a class of Guarantee, enter the Accounting Flexfield for your unbilled receivable in the Receivable Account field. Receivables only uses the Unbilled Account field to determine the Unbilled Receivable account for invoices with the rule Bill In Arrears.

20. If this transaction type's class is Invoice or Credit Memo, enter an Unearned Account. Receivables uses this information, along with your AutoAccounting definition, to determine the unearned revenue account for transactions with this transaction type. Receivables only uses this account when your transaction's invoicing rule is Bill In Advance.

Suggestion: For transaction types with a class of Guarantee or Deposit, enter the Accounting Flexfield for your Unearned Revenue account in the Revenue Account field.

21. If this transaction type's class is Invoice, Credit Memo, or Debit Memo, enter a Tax Account. Receivables uses this information along with your AutoAccounting definition to determine the tax account for transactions with this transaction type.

22. If this transaction type's class is either Deposit or Guarantee, enter the Invoice Type to use for invoices entered against commitments or deposits with this transaction type. When you enter an invoice against either a deposit or a guarantee with this transaction type, the value you enter here is the default invoice transaction type.

23. If this transaction type's class is Deposit, Guarantee, Debit Memo, or Invoice, enter the Credit Memo Type to use when crediting items

with this transaction type (optional). When you enter a credit memo against an invoice with this transaction type, the value you enter here is the default credit memo transaction type.

24. Enter the range of dates that this transaction type will be active. The default Start Date is today's date, but you can change it. If you do not enter an End Date, this transaction type will be active indefinitely.
25. Save your work.

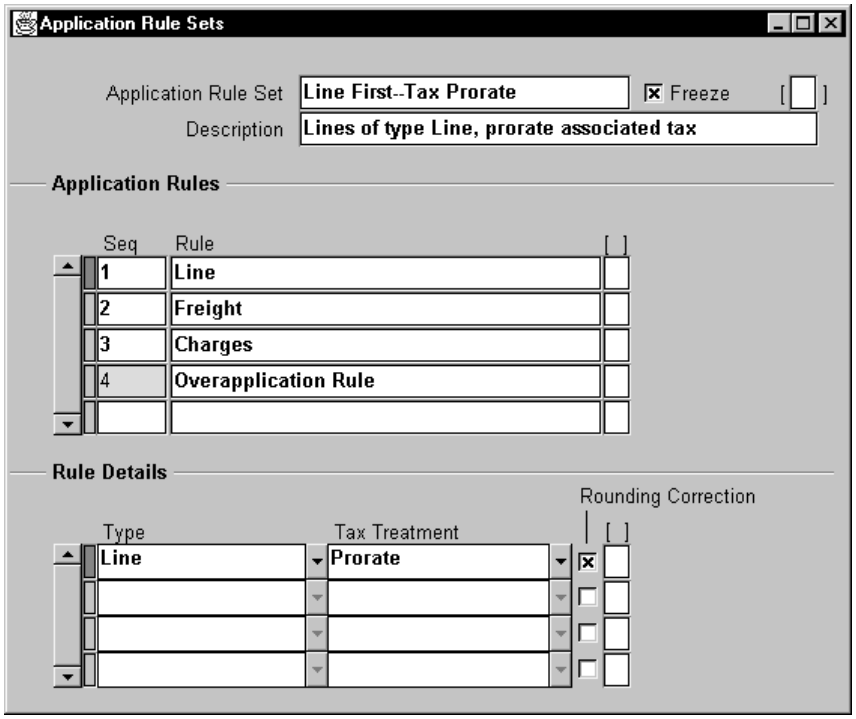
See Also

Entering Invoices with Rules: page 6 – 26

Using AutoAccounting: page 6 – 131

Transaction Types Listing Report: page 9 – 152

Application Rule Sets



Use the Application Rules Sets window to review existing and define new application rule sets. Application rule sets specify the default payment steps for your receipt applications and how discounts affect the open balance for each type of associated charges. By defining your own application rule set, you can determine how Receivables reduces the balance due for a transaction's line, tax, freight, and finance charges.

Receivables provides the following application rules:

- **Line First – Tax After:** Apply to the open line item amount first. Apply any remaining amount in the following order: tax, freight, and then finance charges.
- **Line First – Tax Prorate:** Apply a proportionate amount to the open line item amount and the open tax amount for each line. Apply any remaining amount to freight and then to finance charges.
- **Prorate All:** Apply a proportionate amount to the line, tax, freight, and finance charges.

For more information, see: Receivables Application Rule Sets: page 4 – 36.

▶ **To define an application rule set:**

1. Navigate to the Application Rule Sets window.
2. Enter a Name and Description for this rule set.
3. Enter the Sequence number for this application rule. Receivables applies payments in this sequence, beginning with the lowest sequence number.

   Note: You cannot enter a sequence number for the Overapplication rule. By default, this rule is last in the sequence for each application rule set.

4. Enter an application Rule. Each rule will correspond to a line type (for example, lines, freight, or charges), so you should give your rule a descriptive name. Each rule set must have at least one application rule.

   Attention: Receivables automatically assigns the Overapplication rule to each application rule set. You cannot delete this rule. The Overapplication rule applies any remaining amount after the balance due for each item has been reduced to zero. If the transaction type of the debit item allows overapplication, this rule prorates the remaining amount between each line and its associated tax amount, making these amounts negative. If the transaction type does not allow overapplication, you can either place the remaining amount on–account or leave it 'Unapplied'.

5. Enter Rule Details for this application rule. This section indicates the type of charges and the tax handling for this rule. Choose a Type of Line, Freight, or Charges. You need to enter at least one type for your rule set.
6. If you chose a Type of 'Line', choose a Tax Treatment. Choose one of the following:

   Prorate: Choose this option to proportionately reduce the net amount of the line and associated tax amounts.

   Before: Choose this option to first reduce the open tax amount, then apply any remaining amount to the line.

   After: Choose this option to reduce the open line amount, then apply any remaining amount to the associated tax.

Note: The default Tax Treatment for your Freight and Charges types is None. This option ignores tax, since you cannot tax freight and charges in Receivables. You cannot choose None for your Line type.

7. To automatically adjust this line type to account for any rounding corrections within this rule set, check the Rounding Correction check box. When an amount is prorated among several line types, Receivables must use one of the line types to account for the rounding adjustment. Each application rule set must have one rounding correction line type.

Suggestion: Assign the Rounding Correction to the line type that is usually the largest portion of your invoices. By doing this, the rounding correction will have the least effect on the overall remaining and applied amounts for this line type.

8. Repeat the previous steps for each rule you want to add to this rule set.
9. Save your work.
10. When you are satisfied with this rule set definition, check the Freeze check box. Receivables verifies that your application rule set is defined properly and that it does not violate any basic application guidelines. If this rule set fails validation, Receivables displays an error message. In this case, modify your rule set definition, then check the Freeze check box again to revalidate it.

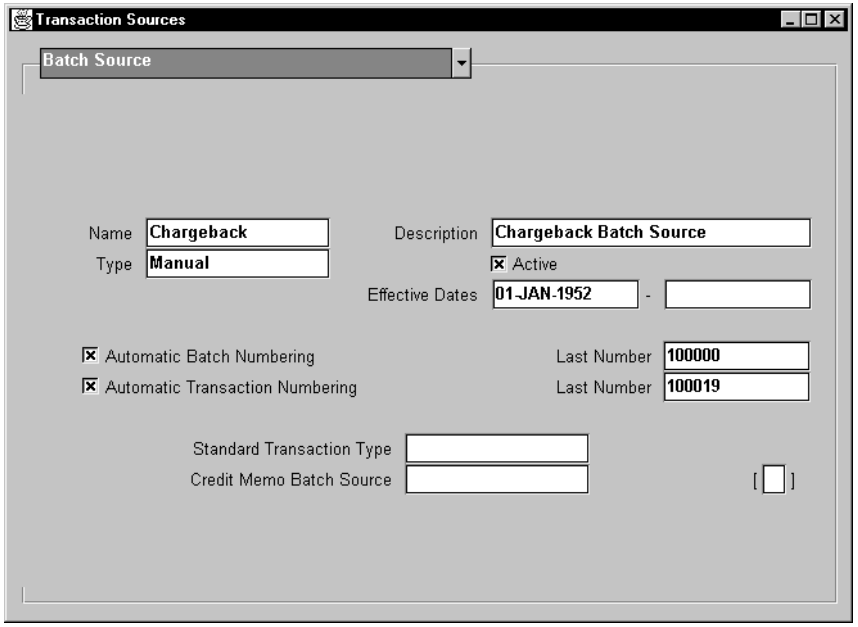
Attention: A rule set must be 'frozen' before you can assign it to a transaction type or use it as your default rule it in the System Options window. Additionally, after you freeze an application rule set, you cannot update or delete it.

See Also

Receivables Application Rule Sets: page 4 – 36

Defining Receivables System Options: page 2 – 48

Transaction Batch Sources



Batch sources control the standard transaction type assigned to a transaction and determine whether Receivables will automatically number your transactions and transaction batches. Active transaction batch sources appear as list of values choices in the Transactions, Transactions Summary, and Credit Transactions windows.

You can define two types of transaction batch sources:

- **Manual:** Use manual batch sources with transactions that you enter manually in the Transaction and Transactions Summary windows.
- **Imported:** Use imported batch sources to import transactions into Receivables using AutoInvoice.

You can make a batch source inactive by unchecking the Active check box and then saving your work. Receivables will not display inactive transaction batch sources as list of values choices or let you assign them to your transactions.

Prerequisites

❑ Define transaction types: page 2 – 86

- ❑ Define credit memo batch sources (optional)
- ❑ Define grouping rules: page 2 – 104 (optional)

▶ **To define a transaction batch source:**

1. Navigate to the Transaction Sources window.
2. Enter a unique Name and a Description for this transaction source.
3. Enter a Type of 'Manual' or 'Imported.'
4. Enter the range of Effective Dates for this source. The Start date is the current date, but you can change it. If you do not enter an end date, this transaction batch source will be active indefinitely.
5. If this is a Manual source, and you want to automatically number new batches you create using this source, check the Automatic Batch Numbering check box and enter a Last Number. For example, to start numbering your batches with 1000, enter 999 in the Last Number field. If you are defining an Imported transaction batch source, Receivables automatically numbers the batch with the batch source name – request id.
6. To automatically number new transactions you create using this source, check the Automatic Transaction Numbering check box and enter a Last Number. You can use automatic transaction numbering with both Imported and Manual sources.

   Note: Receivables automatically updates the Last Number fields, so you can review this batch source later and see the last transaction number that was generated (note that this number is only an approximation due to caching).
7. Enter the Standard Transaction Type for this batch source. When you choose a batch source during transaction entry, this will be the default transaction type. You can define new transaction types in the Transaction Types window.
8. To number your credit memos created against invoices and commitments with this source differently than the invoices or commitments they are crediting, enter a Credit Memo Batch Source. Before you can assign a credit memo batch source, you must first define your credit memo batch sources using this window. If you do not specify a credit memo batch source, Receivables enters the invoice or commitment batch source here.
9. If you are defining a Manual transaction batch source, save your work.

If you are defining an Imported transaction batch source, open the AutoInvoice Processing Options alternative region.

10. Specify how you want AutoInvoice to handle imported transactions that have Invalid Tax Rates. An invalid tax rate is one in which the imported transaction's tax rate does not match its tax code. Enter 'Correct' if you want AutoInvoice to automatically update the tax rate that you supplied to the one that you defined previously for the tax code. Enter 'Reject' if you want AutoInvoice to reject the transaction.

11. Specify how you want AutoInvoice to handle imported transactions with Invalid Lines by entering either 'Reject Invoice' or 'Create Invoice.'

12. Choose the Create Clearing check box if you want AutoInvoice to require that the revenue amount for each transaction line is equal to the selling price times the quantity specified for that line. Use this option to distribute revenue on an transaction in an amount that is not equal to the transaction line amount.

    If you check this check box, AutoInvoice puts any difference between the revenue amount and the selling price times the quantity for a transaction into the AutoInvoice Clearing account that you have defined. Otherwise, AutoInvoice requires that the revenue amount be equal to the selling price times the quantity for all of the transactions it is processing. Define your clearing account in the Automatic Accounting window. See: AutoAccounting: page 2 – 117.

13. Specify how you want AutoInvoice to handle imported transactions that have lines in the Interface Lines table which are in a closed period. To have AutoInvoice automatically adjust the GL dates to the first GL date of the next open or future enterable period, enter 'Adjust' in the GL Date in a Closed Period field. Enter 'Reject' to reject these transactions.

14. Indicate whether sales credits can be entered for transactions using this source by checking or unchecking the Allow Sales Credit check box. This option and the Require Salesreps option in the System Options window determine whether sales credits are optional or required. See: Transaction Batch Sources Field Reference: page 2 – 101.

15. Enter a Grouping Rule to use for a transaction line (optional). If you do not enter a grouping rule, AutoInvoice uses the following hierarchy to determine which rule to use:

    - The grouping rule specified in the Transaction Sources window for the batch source of the transaction line.

- The grouping rule specified in the Customer Profile Classes window for the bill–to customer and bill–to site of the transaction line.
- The grouping rule specified in the Customer Profile Classes window for the bill–to customer of the transaction line.
- The default grouping rule specified in the System Options window.

16. Open the Customer Information alternative region, then choose either 'Value' or 'Id' for each option to indicate whether AutoInvoice will validate your customer information for this batch source using a value or identifier. Choose 'None' for no validation.
17. Open the Accounting Information alternative region, then choose Id, Value, or None to indicate how AutoInvoice will validate your Invoice and Accounting Rule data for this batch source.
18. Choose either 'Id' or 'Segment' to indicate whether you want AutoInvoice to validate the identifier or the segment for this batch source.
19. Check the Derive Date check box to derive the default rule start date and default GL date from the ship date, rule start date, order date and the default date that you supply when you submit AutoInvoice.

Suggestion: If you use Oracle Inventory and Oracle Order Entry for sales order shipments, you should elect to derive your dates and use the shipment date for your transaction general ledger date. In this way you can ensure that you have booked your revenue and cost to the same accounting period.

If you do not match revenue and cost in the same period, you violate basic GAAP principles, and may distort your profit. In addition, you are unable to run a meaningful Margin Analysis report. This report summarizes your revenue and cost of goods sold transactions by item and customer order and specifies a transaction date range. If your transactions are booked in the wrong period, this report reflects those incorrect transactions. Refer to the Margin Analysis Report in the *Oracle Cost Management User's Guide.*

20. Choose either 'Id' or 'Value' to indicate whether AutoInvoice will validate your Payment Terms for this batch source using identifiers or values.
21. Choose either 'Amount' or 'Percent' to indicate how you want AutoInvoice to validate your Revenue Account Allocation data for this batch source.

22. Open the Other Information alternative region, then choose how you want AutoInvoice to validate data. Choose 'None' for no validation.
23. Open the Sales Credits Data Validation alternative region, then choose how you want AutoInvoice to validate data. Choose 'None' for no validation.
24. Save your work.

See Also

Entering Transactions: page 6 – 2

Importing Transactions Using AutoInvoice: page 6 – 73

Transaction Batch Sources Field Reference: page 2 – 101

Transaction Batch Sources Listing: page 9 – 145

Allow Sales Credit Check Box: Whether you must enter sales credit information depends on this check box and the Require Salesreps field in the System Options window. AutoInvoice will pass this information with your transaction and validate it.

Allow Sales Credit Field	Your System Option Requires Salesperson	Enter Sales Credit Information
If set to Yes	Required	Must Enter
If set to Yes	Not Required	Can Enter
If set to No	Required	Must Enter
If set to No	Not Required	Cannot Enter**

Table 2 – 5 (Page 1 of 1)

** AutoInvoice ignores any values that you pass.

- If your system option requires salesperson and your transaction batch source allows sales credits, you must provide sales credit information.
- If your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information, but it is not mandatory.
- If your system option requires salesperson, but your transaction batch source does not allow sales credits, you must provide sales credit information.
- If your system option does not require salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

AutoInvoice Line Ordering Rules

Define invoice line ordering rules for transaction lines that you import into Receivables using AutoInvoice. AutoInvoice uses these rules to order transaction lines when grouping the transactions it creates into invoices, debit memos, and credit memos. You can assign a line ordering rule to each grouping rule.

You also assign transaction attributes to your line ordering rules. AutoInvoice uses these attributes to order invoice lines. You can assign a priority to these attributes for each of your invoice line ordering rules. You can also specify an ascending or descending order for each transaction attribute assigned to a rule.

Active invoice line ordering rules appear as list of values choices in the Grouping Rules window.

Suggestion: If you are importing transactions from Oracle Order Entry, create an invoice line ordering rule with the attribute SALES_ORDER_LINE to list the items on the invoice in the same order as they appear on the sales order.

▶ **To define an invoice line ordering rule:**

1. Navigate to the Autoinvoice Line Ordering Rules window.
2. Enter the Name of this line ordering rule.
3. Enter a range of Effective Dates for this line ordering rule. The default start date is today's date, but you can change it. If you do not enter an end date, this line ordering rule will be active indefinitely.
4. Enter a Description of this line ordering rule (optional).
5. Enter the priority of the transaction attribute in the Sequence field. Enter a higher number to specify a lower priority transaction attribute for this invoice line ordering rule.
6. Enter the Transaction Attribute to use to order your invoice lines. Receivables uses the transaction attributes you specify to determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.
7. Enter the type of this line ordering attribute. Enter either 'Ascending' or 'Descending' to specify whether you want this transaction attribute to be ordered from least to greatest (Ascending), or greatest to least (Descending).

8. Save your work.

See Also

Grouping Rules: page 2 – 104

Importing Transactions Using AutoInvoice: page 6 – 73

Using AutoInvoice: page 6 – 161

Using Line Ordering Rules: page 6 – 187

Ordering and Grouping Rules Listing: page 9 – 98

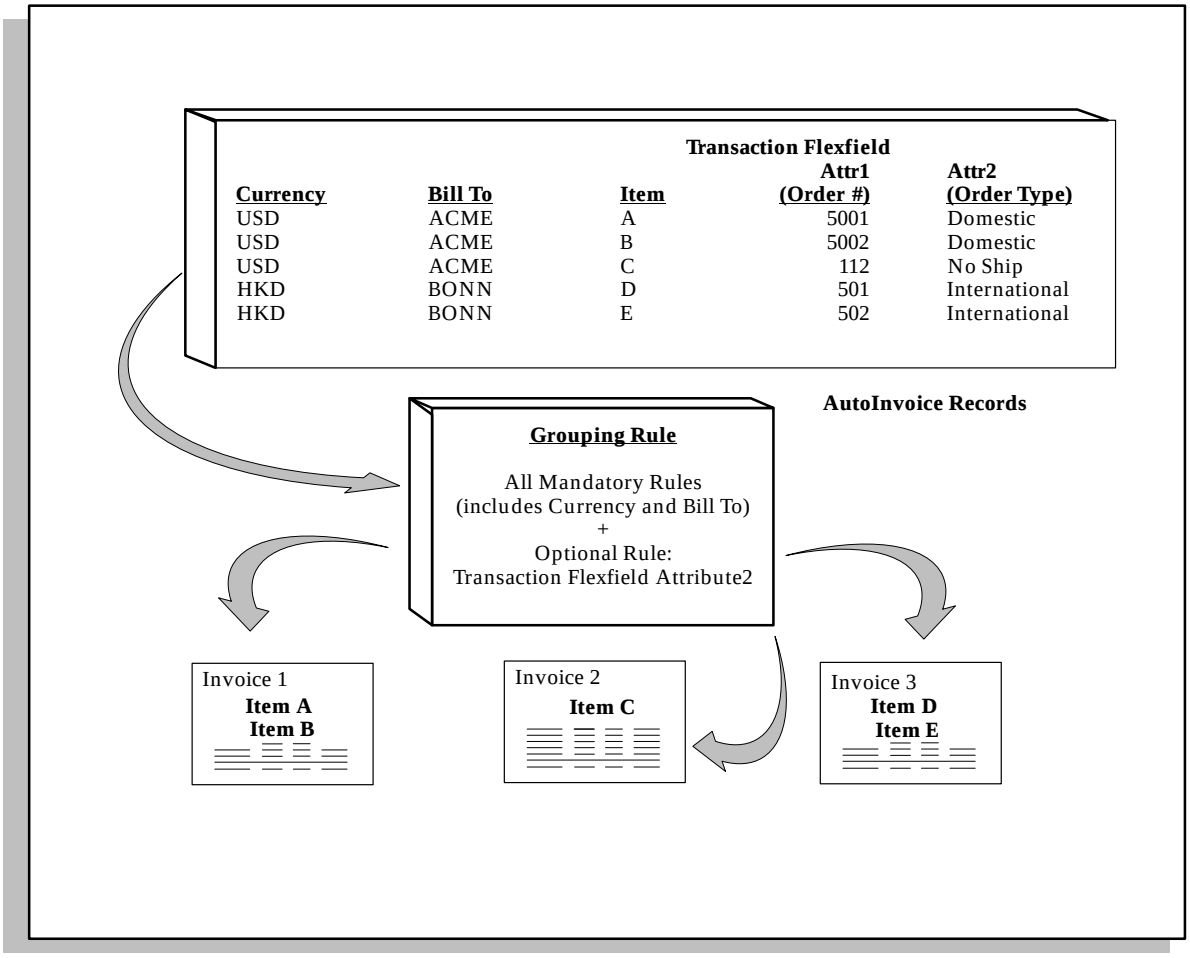
Grouping Rules

Define grouping rules that AutoInvoice will use to group revenue and credit transactions into invoices, debit memos, and credit memos. Grouping rules specify attributes that must be identical for lines to appear on the same transaction.

AutoInvoice requires mandatory grouping on the transaction attributes Currency Code and Bill–To Customer (only one of each attribute is allowed per invoice). Receivables automatically applies these required grouping rules to any additional transaction attributes that you assign to your grouping rules. All attributes of the Transaction Flexfield are optional within a grouping rule and you can assign these attributes as optional grouping characteristics in the Grouping Rules window.

In the figure below, the grouping rule specifies that items must have the same currency, Bill–To address, and Order Type to appear on the same invoice. Items A and B share the same currency and Order Type, so they appear on the same invoice (Invoice 1). Item C has the same currency as A and B, but it has a different order type, so it appears on its own invoice (Invoice 2). Items D and E share the same currency and Order Type, so they appear on the same invoice (Invoice 3).

Figure 2 – 4 Using Grouping rules



AutoInvoice uses the following hierarchy to determine which grouping rule to use for a transaction line:

1) The grouping rule specified in the Transaction Sources window for the batch source of the transaction line

2) The grouping rule specified in the Customer Profile Classes window for the bill–to site use of the transaction line

3) The grouping rule specified in the Customer Profile Classes window for the bill–to customer of the transaction line

4) If you do not specify a rule in either the Transaction Sources or Customer Profile Classes window, AutoInvoice uses the default

grouping rule specified in the System Options window. See: Defining Receivables System Options: page 2 – 48.

Receivables provides the grouping rule 'DEFAULT' which contains all required groupings based on the transaction attributes. If you upgrade from a previous version of Receivables, this grouping rule initially becomes your default grouping rule. If you use this rule to create transactions, Receivables does not require that you define any additional grouping rules. You can customize this grouping rule by including additional transaction attributes.

Attention: If you are doing a fresh install of Receivables, you must enter a default grouping rule in the System Options window. You can enter the grouping rule that Receivables provides or one that you create.

Receivables lets you assign an invoice line ordering rule to each of your grouping rules. AutoInvoice uses the invoice line ordering rule to order your transaction lines when grouping revenue and credit transactions into invoices, debit memos, and credit memos. See: Invoice Line Ordering Rules: page 2 – 102.

Note: You cannot view the required grouping on transaction attributes from the Grouping Rules window. Use the Ordering and Grouping Rules Listing report to view all grouping on transaction attributes that are assigned to your grouping rules. See: Ordering and Grouping Rules Listing Report: page 9 – 98.

Prerequisites

- ❑ Define Invoice Line Ordering Rules: page 2 – 102

▶ **To define a grouping rule:**

1. Navigate to the Grouping Rules window.
2. Enter a Name for this grouping rule.
3. Enter a Description for this grouping rule (optional).
4. Enter the invoice line ordering rule for this grouping rule (optional). The invoice line ordering rule tells AutoInvoice how to order transaction lines within this grouping rule.
5. Enter a range of Effective Dates for this grouping rule. The default Start Date is today's date, but you can change it. If you do not enter an end date, this grouping rule will be active indefinitely.
6. Enter the Transaction Class to define for this grouping rule. Choose from the following classes: Invoice, Debit Memo, or Credit Memo.

Note: If AutoInvoice uses grouping rules and it is processing a transaction class that is not defined for this grouping rule, AutoInvoice will only use the mandatory grouping transaction attributes.

7. Enter any Optional Grouping Characteristics you want to use to group your transactions. For example, if you enter the transaction flexfield attribute 'Attribute2' (order type), only transactions with the same order type can appear together on a transaction. Use the list of values to review the description and sources of each attribute.

   Receivables ensures that you do not assign duplicate transaction class grouping characteristics to your grouping rule.

8. Save your work.

See Also

Importing Transactions Using AutoInvoice: page 6 – 73

Using AutoInvoice: page 6 – 161

Ordering and Grouping Rules Listing: page 9 – 98

Accounting Rules

Define accounting rules to create revenue recognition schedules for your invoices. Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period. You can use accounting rules with transactions that you import into Receivables using AutoInvoice and with invoices that you create manually in the Transaction windows. You can define an unlimited number of accounting rules.

If you want to credit an invoice that uses invoice and accounting rules to schedule revenue and billed receivable recognition, you can specify how you want to adjust this invoice's revenue account assignments by choosing a Rules Method in the Credit Memos window. See: Crediting Transactions: page 6 – 47.

You can assign a default accounting rule to your items in the Master Item window (Invoicing alternative region) and to your Standard Memo Lines in the Standard Memo Lines window. See: Standard Memo Lines: page 2 – 114 and Defining Items (*Oracle Inventory User's Guide).*

Attention: Invoicing and Accounting Rules are not applicable if you are using the Cash Basis method of accounting. If you use the Cash Basis method, AutoInvoice will reject any transaction lines that are associated with invoice or accounting rules.

Prerequisites

- ❑ Define period types (*Oracle General Ledger User's Guide*)

▶ To define an accounting rule:

1. Navigate to the Invoicing and Accounting Rules window.
2. Enter a Name for this accounting rule.
3. Enter an accounting rule Type. Enter 'Accounting, Fixed Duration' to prorate revenue recognition evenly over a predefined period of time. The revenue recognition schedule is always the same every time you choose this accounting rule. For example, if you have four schedules for your rule with this type, you will recognize twenty–five percent of your revenue at the end of each schedule.

   Enter 'Accounting, Variable Duration' to be able to specify the number of periods over which you want to recognize revenue for invoices to which you assign this rule. You can assign this type of accounting rule to invoices that you manually enter in the

Transaction window or import into Receivables using AutoInvoice. The revenue recognition schedule changes for invoices that are assigned this type of accounting rule depending upon the value that you either pass through AutoInvoice or specify when you manually enter an invoice.

4. Enter the Period to use for your accounting rule schedule. You can choose from any of the Period Types you defined, but you can only choose a period type that has overlapping dates if it is an adjusting period. In addition, you can only choose 'Specific Date' as your period type for accounting rules to which you have assigned a type of 'Accounting, Fixed Duration.' You can only update this field for the accounting rule 'IMMEDIATE.' See: Defining Period Types (*Oracle General Ledger User's Guide*).

Attention: If you have an accounting period type that is not 'Month' and you use AutoInvoice with Oracle Order Entry, you should update the Period field for the 'IMMEDIATE' accounting rule to the same period as your accounting period type.

5. If this accounting rule type is 'Accounting, Fixed Duration,' enter the Number of Periods to use for your accounting rule schedule. For example, if you entered a period of 'Weekly' and you enter '3' here, Receivables creates a rule schedule for three weekly periods.

6. Define your revenue recognition schedule for this accounting rule. Enter the percentages of revenue to recognize within each period of your accounting rule.

   If this accounting rule type is 'Accounting, Fixed Duration,' Receivables displays a rule schedule according to the period and number of periods you entered. Receivables determines the schedule by evenly prorating all the revenue across all periods (you can change this information). The sum of all periods for this type must equal 100 percent.

   If this accounting rule type is 'Accounting, Variable Duration,' you do not need to enter any information. Receivables does not display the default rule schedule for an accounting rule of this type because the number of periods is unknown. However, if you want to recognize a specific revenue percentage in the first period, you can enter that percentage here. In this case, Receivables prorates the remaining revenue percentage across the remaining periods. Receivables uses the number of periods that you either pass through AutoInvoice or enter manually in the Transaction window to determine the payment schedule of your accounting rule.

7. If this accounting rule type is 'Accounting, Fixed Duration,' and you choose Specific Date as your period, enter specific dates for each period of the revenue recognition schedule for this rule.
8. Save your work.

See Also

Entering Invoices with Rules: page 6 – 26

Recognizing Revenue: page 6 – 28

Invoices with Rules: page 6 – 121

Using Rules: page 6 – 124

Using AutoInvoice: page 6 – 161

Accounting Rules Listing Report: page 9 – 14

Salespersons

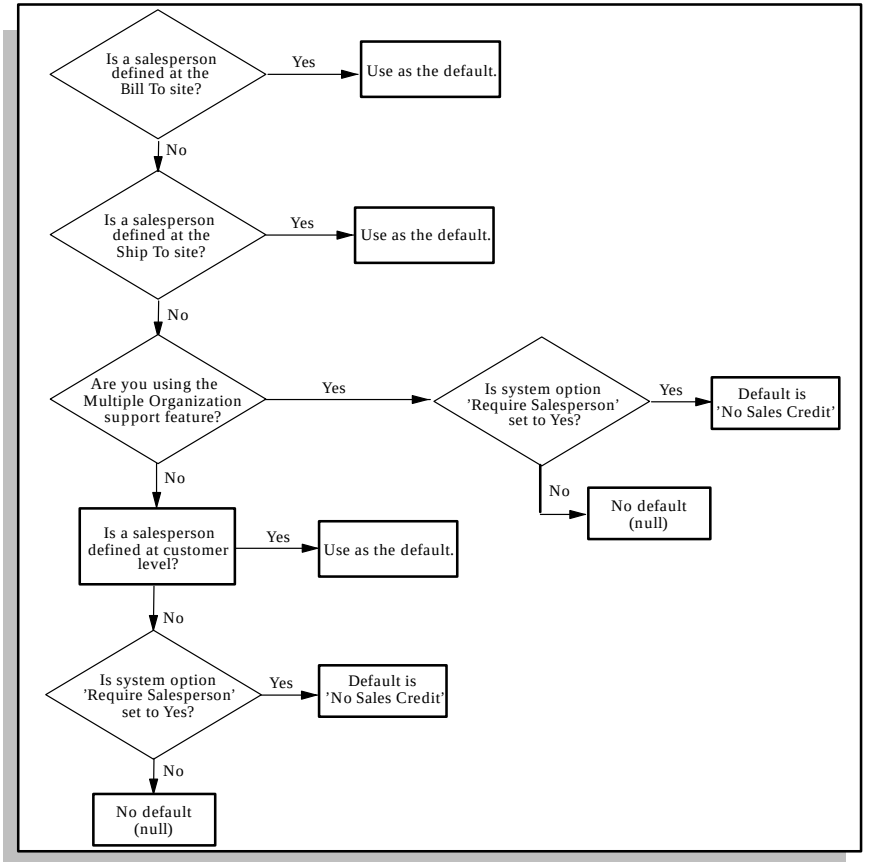
Receivables lets you define multiple salespersons to which you can assign sales credit when entering invoices. If AutoAccounting depends on salesperson, Receivables uses the general ledger accounts that you enter here in combination with your AutoAccounting rules to determine the default revenue, freight, and receivable accounts for your invoices.

Active salespersons appear in the list of values in the Transactions and Customers windows.

You can make a salesperson inactive by unchecking the Active check box and then saving your work, or by specifying an end date for this salesperson.

The figure below shows how Receivables chooses the default salesperson when you enter transactions.

Figure 2 – 5 Determining the default salesperson during transaction entry.



Prerequisites

- ❑ Define your territory flexfield *(*please refer to the *Oracle Applications Flexfields Guide)*

▶ **To define a salesperson:**

1. Navigate to the Salespersons window.
2. Enter the salesperson's Name.
3. Enter a unique Number for this salesperson.
4. Enter a range of dates that this salesperson will be active. The Start Date is the current date, but you can change it. If you do not enter an End Date, this salesperson will be active indefinitely.

   If this salesperson's status is Active but the date of the transaction you are entering is not within this date range, Receivables will not display this salesperson in the list of values in the Transaction window.
5. Enter the Sales Credit Type to associate with this salesperson. Receivables does not currently use this information. Oracle Order Entry uses this information to determine if the sales credit for an order is a quota or non–quota amount. You can define additional sales credit types in the Sales Credit Types window in Oracle Order Entry.
6. Enter the Accounting Flexfield for your Revenue, Freight, and Receivables Accounts (optional). Receivables uses this information, along with your AutoAccounting rules, to determine the revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices you assign to this salesperson.
7. To assign a territory to this salesperson, enter the Territory Flexfield information.
8. If you assigned a territory to this salesperson, enter the range of dates that this territory will be assigned to this salesperson. The Start Date is the current date, but you can change it. If you do not enter an End Date, this territory will be active for this salesperson indefinitely.
9. Save your work.

See Also

Entering Transactions: page 6 – 2

Entering Customers: page 3 – 3

Defining Sales Credit Types *(Oracle Order Entry User's Guide)*

Standard Memo Lines

Define standard memo lines for your debit memos, on–account credits, debit memo reversals, chargebacks, and invoices. Receivables displays your freight, line, tax, and charges type standard lines as list of values choices during memo entry in the Credit Transactions window and during invoice entry in the Lines window. When you create chargebacks and debit memo reversals, you can either use the standard line that Receivables provides or enter your own. You can create an unlimited number of standard memo lines.

If AutoAccounting depends on standard line items, Receivables uses the revenue account that you enter here along with your AutoAccounting setup to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices with this line item.

Receivables lets you enter tax code, unit list price, and unit of measure information for each standard memo line. You can also specify a standard invoicing and accounting rule for each standard memo line.

Prerequisites

- ❑ Define units of measure: page 2 – 75
- ❑ Define invoicing and accounting rules: page 2 – 108

▶ **To define a standard memo line:**

1. Navigate to the Standard Memo Lines window.
2. Enter the Name and a Description of this memo line. Receivables prints this description on your debit memo, on–account credit, debit memo reversal, chargeback or invoice.

   Note: If you are modifying your chargeback or debit memo reversal standard line, Receivables lets you embed variables within the text of your description. For example, you may want to print the receipt number on your debit memo reversals. To do this, enter &receipt_number& within your the text of your description. Receivables then prints the corresponding receipt number on your debit memo reversal. The following are valid variable types: receipt_number for debit memo reversals and invoice_number for invoices, chargebacks, and debit memos.
3. Choose a line type of Line, Freight, Tax, or Charges.
4. Enter the ad hoc tax code to associate with this standard line (optional). If you are defining a standard invoice line and

AutoAccounting is dependent on tax codes, Receivables uses the tax code you enter here along with your AutoAccounting rules to determine the default tax account for invoices with this standard line.

5. Enter the Unit List Price for this memo line (optional). Receivables displays this price on the debit memos, on–account credits, chargebacks, and invoices you create using this standard line.

6. If the type of this memo line is 'Line,' enter a Unit of Measure. Receivables defaults the unit of measure to this value when you choose this standard line item during invoice or memo entry.

7. Enter the Revenue Account for this memo line (optional). When you create a debit memo or on–account credit, this revenue account will be the default for each standard memo line that you select. When you create debit memo reversals or chargebacks, Receivables uses the Revenue Flexfield from the original receivable item as the credit account. Therefore, Receivables does not let you specify a value for the Revenue Flexfield for your debit memo reversal and chargeback standard lines.

   Note: AutoAccounting lets you use the values that you specify for the segments of your standard lines' revenue accounts to determine the revenue accounts of your invoices. Receivables uses these revenue account segment values in combination with the rest of your AutoAccounting structure to determine the default revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices which include this standard invoice line.

8. Enter the Invoicing Rule to use with this standard line (optional). Receivables does not currently use this information when you select a standard line (in the Lines window during invoice entry) to which you have assigned a standard invoicing rule. Oracle Order Entry assigns standard invoicing rules to standard lines for orders that you import through AutoInvoice.

9. Enter the Accounting Rule to use with this standard line (optional). If you select a standard line during invoice entry to which you have assigned a standard accounting rule, Receivables uses this rule to determine this line's revenue recognition schedule. Oracle Order Entry lets you assign standard accounting rules to standard lines for orders that you import through AutoInvoice.

10. Enter the range of Active Dates for this standard line. The start date is today's date, but you can change it. If you do not enter an end date, this memo line will be active indefinitely.

11. Save your work.

See Also

Items: page 2 – 130

Standard Memo Lines Listing Report: page 9 – 138

AutoAccounting

Define AutoAccounting to specify how you want Receivables to determine the general ledger accounts for transactions that you enter manually or import using AutoInvoice. Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing (suspense) accounts using this information.

When you enter transactions in Receivables, you can override the default general ledger accounts that AutoAccounting creates.

You can control the value that AutoAccounting assigns to each segment of your Accounting Flexfield, such as Company, Division, or Account.

You must define AutoAccounting before you can enter transactions in Receivables.

▶ **To define AutoAccounting:**

1. Navigate to the Automatic Accounting window.
2. Enter the Type of account to define. Choose from the following:
   - **Freight:** The freight account for your transaction.
   - **Receivable:** The receivable account for your transaction.
   - **Revenue:** The revenue and finance charges account for your transaction.
   - **AutoInvoice Clearing:** The clearing account for your imported transactions. Receivables uses the clearing account to hold any difference between the specified revenue amount and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for the invoice batch source of your imported transactions.
   - **Tax:** The tax account for your transaction.
   - **Unbilled Receivable:** The unbilled receivable account for your transaction. Receivables uses this account when you use the Bill In Arrears invoicing rule. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables uses this account.
   - **Unearned Revenue:** The unearned revenue account for your transaction. Receivables uses this account when you use the Bill In Advance invoicing rule. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables uses this account.

3. For each segment, enter either the table name or constant value that you want Receivables to use to get information. When you enter an account Type, Receivables displays all of the segment names in your Accounting Flexfield Structure. Segments include such information as Company, Product, Account, and Sub–Account. Receivables lets you use different table names for different accounts. Choose one of the following table names:

   - **Salesreps:** Enter this option to use salesperson when determining your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts. If you choose this option for your AutoInvoice clearing, tax, or unearned revenue accounts, Receivables uses the revenue account associated with this salesperson. If you choose this option for your unbilled receivable account, Receivables uses the receivable account associated with this salesperson.
   - **Transaction Types:** Enter this option to use transaction types when determining your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts.
   - **Standard Lines:** Enter this option to use the standard memo line item or inventory item you selected when determining your revenue, AutoInvoice clearing, freight, tax, unbilled receivable, and unearned revenue accounts. If you choose this option for your AutoInvoice clearing, freight, tax, unbilled receivable or unearned revenue accounts, Receivables uses the revenue account associated to this standard memo line item or inventory item. If the transaction has a line type of ”LINE” with an inventory item of freight (”FRT”), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.
   - **Taxes:** Enter this option to use tax codes when determining your tax account.

4. If you did not enter a Table Name, enter a Constant value for this segment, or select one from the list of values.

   Enter a Constant value if you want AutoAccounting to always use the same value for this Accounting Flexfield segment. Be sure to enter information that is valid for this segment. For example, if you defined your Company flexfield segment as a two–character segment with valid values ranging from 00 to 10, you must enter a two–character value within this range.

5. Save your work.

See Also

Entering Transactions: page 6 – 2

Using AutoAccounting: page 6 – 131

Using the Account Generator in Oracle Receivables

The Account Generator in Receivables utilizes Oracle Workflow. You can view and customize Account Generator processes through the Oracle Workflow Builder. For more information, see: *Oracle Workflow Guide.*

Oracle Receivables uses the Account Generator to ensure that the system uses the correct balancing segment values when you generate finance charges or post exchange rate gains and losses to your general ledger. For example, the balancing segment of an invoice for which you assess finance charges has a value of '01' and the balancing segment of your finance charges account is '02'. When Receivables accrues finance charges for this invoice, the Account Generator automatically changes the balancing segment of the finance charges account to '02'.

In Receivables, the Account Generator is set up to automatically update these segment values as described above. To modify the default setup using Oracle Workflow (for example, to use a different balancing segment for either the finance charges or Receivables account), see: Customizing the Account Generator for Oracle Receivables: page 2 – 125.

> **Note:** Some Oracle financial applications, such as Oracle Payables and Oracle Purchasing, use the Account Generator to create accounting combinations that record detailed information about each transaction. However, Oracle Receivables uses AutoAccounting to create the general ledger accounts for your manually entered or imported transactions.

See Also

Overview of the Account Generator (*Oracle Applications Flexfields Guide*)

Decide How to Use the Account Generator: page 2 – 121

Customizing the Account Generator for Oracle Receivables: page 2 – 125

Decide How to Use the Account Generator

In Release 10, several Oracle Applications products used FlexBuilder to derive account code combinations for certain account transactions. In Release 11, FlexBuilder is replaced by the Account Generator to provide implementation teams with even greater flexibility and a better user interface with Oracle Workflow.

If you are upgrading from Release 10 and used FlexBuilder, then you should perform the equivalent of this setup step as part of your upgrade, see the FlexBuilder chapter of the *Oracle Applications Upgrade Manual*.

If you are implementing Oracle Receivables for the first time, you need to review how Receivables uses the Account Generator to update the balancing segment values when you generate finance charges or post exchange rate gains and losses to your general ledger. Consider whether the default Account Generator process is appropriate for each set of books. For each structure and set of books, you can choose one of the following:

- Use the default Account Generator process
  - Replace Balancing Segment
- Customize the default Account Generator process

This decision determines which setup steps your implementation team needs to perform.

Prerequisites to Using the Account Generator

Before using the Account Generator on a production database in Receivables to update the balancing segment values, you need to:

- ❑ Define your Accounting Flexfield structure for each set of books.
- ❑ Define flexfield segment values and validation rules.
- ❑ Set up Oracle Workflow (*Oracle Workflow Guide*).
- ❑ Choose whether you want to use the default Account Generator process, or if you need to customize it to meet your accounting needs.
- ❑ Then do one of the following for each set of books:
  - Choose to use the default Account Generator process.

- Customize the default Account Generator process, test your customizations, and choose the process for a flexfield structure, if necessary.

See Also

The Default Account Generator Process for Oracle Receivables: page 2 – 122

Customizing the Account Generator for Oracle Receivables: page 2 – 125

The Default Account Generator Process for Oracle Receivables

Evaluate whether the default Account Generator process meets your accounting requirements. No setup steps are required to use the default. The default process can also be updated later as your needs change. You can make minor changes to the default process without changing the name.

> **Note:** If you used FlexBuilder in Release 10 but did not customize the default configuration, you can use the default Account Generator process in Release 11, which gives you the same result as the default assignments in FlexBuilder.

Each Account Generator workflow is called an *item type*. Oracle Receivables comes with the following Account Generator item type:

- AR Substitute Balancing Segment

The AR Substitute Balancing Segment contains the following workflow processes:

- Replace Balancing Segment
- Generate Account Using FlexBuilder Rules

Replace Balancing Segment Process

This process updates the balancing segment whenever you create finance charges for a transaction or post transactions to the general ledger by running the GL Interface.

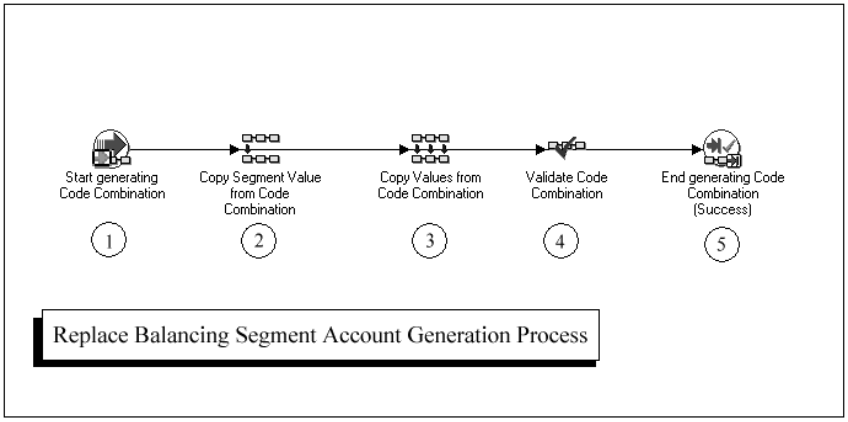
Following are the attributes of this item type:

- Original CCID – This number indicates the original account number of the balancing segment for this transaction.

- Substitute CCID – This number indicates the new account number of the balancing segment for this transaction.
- Chart of Accounts ID – This number indicates the account structure that your organization uses to record transactions and maintain account balances. This attribute is common to each Oracle Financials application.
- Error Message – This indicates that an error has occurred. This attribute is common to each Oracle application.

The Replace Balancing Segment process consists of three unique activities that comprise the five activity nodes that appear in the workflow diagram.

In the workflow diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. (The numbered circles are not part of the process diagram.)



Sample Invoice Account Generation Activities

Following is a description of each activity in the sample process for Replace Balancing Segment Account Generation, listed by function name. You can create all the components for an activity in the graphical Oracle Workflow Builder except for the PL/SQL stored procedures that the function activities call.

Start Generating Code Combination (Node 1)

This is a standard activity that marks the start of the process.

Copy Segment Value from Code Combination (Node 2)

Node 2 copies the new balancing segment value from the substitution code combination ID (CCID). This is the segment that will contain the value of the exchange gain or loss for this transaction.

Copy Values from Code Combination (Node 3)

This activity copies the remaining segment values from the original code combination into the new code combination for this transaction.

Validate Code Combination (Node 4)

Node 4 contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value *New code combinations* must be set to *True*.

End Generating Code Combination (Node 5)

This standard activity ends the code combination generation process.

Generate Account Using FlexBuilder Rules Process

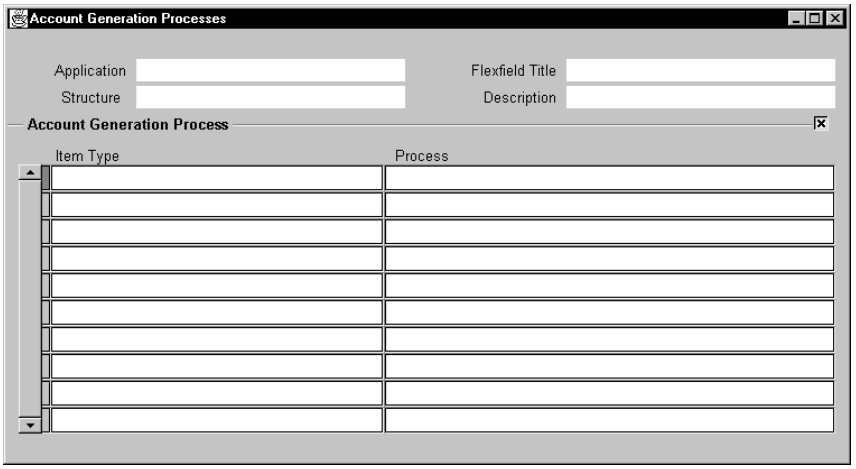
If you used FlexBuilder in a previous release to generate account combinations, you can use the Generate Account Using FlexBuilder Rules process to replicate your FlexBuilder setup automatically, without changing any of your predefined FlexBuilder Rules, and without customizing the Account Generator. The Generate Account Using FlexBuilder Rules process includes a function generated during your upgrade from Release 10 to Release 11.

If you are upgrading from Release 10, follow the guidelines in the FlexBuilder chapter of the *Oracle Applications Upgrade Manual*.

See Also

Customizing the Account Generator for Oracle Receivables: page 2 – 125

Customizing the Account Generator for Oracle Receivables



Oracle Receivables provides a default Account Generator process for you to use. If the default does not satisfy your accounting requirements, you can use the Oracle Workflow Builder to customize the default process or create a new one.

If you want to create a new process to meet your company's needs, use the Oracle Workflow Builder to create a new process, or copy the existing default and change the name before making extensive changes to it.

For more information about the generic features and functions of the Account Generator, refer to Customizing the Account Generator in the *Oracle Applications Flexfields Guide*.

For more information on how to use the Oracle Workflow Builder, refer to the *Oracle Workflow Guide*.

Customization Example

You can customize the item type AR Substitute Balancing Segment to use a different balancing segment for either the finance charges or Receivables account.

Testing a Customized Account Generator Process

You must test any modified Account Generator process before using it on a production database.

To test your customized Account Generator Process, run the GL Interface program, then verify that the Account Generator substituted the correct segment for that account. You can run this program from the Run General Ledger Interface Program window.

Implementing a Customized Account Generator Process

If you have customized your Account Generator process for a particular Account Generator item type and assigned a new name to it, use the Account Generator Processes window to associate the new process name with the appropriate Accounting Flexfield structure and item type.

If you made customizations to the default process, but did not change the name of it, you do not need to perform this step.

Choosing the Process for a Flexfield Structure

1. Navigate to the Account Generator Process window.

   This window is under the navigation path Application > Flexfield > Key > Accounts in the System Administrator responsibility.

2. Select the structure to which you want to assign a process. You can choose the application, flexfield title, structure, and description from the list of values.

3. Specify the Item Type containing the process, for example, Replace Balancing Segment.

4. Specify the process you want to use to generate the accounts.

   The default process, Replace Balancing Segment, will be the default. If you want to use a different process, enter the name of the process you want to use.

5. Save your work.

Using the Account Generator Profile Option

The Account Generator:Purge Runtime Data profile option ensures that data used to build account combinations is purged after the Account Generator has completed. For more information, see: Profile Options in Oracle Application Object Library: page B – 21.

See Also

Overview of the Account Generator (*Oracle Applications Flexfields Guide*)

Running GL Interface: page 7 – 2

Item Status

Use the Item Status window to define statuses that you assign to items. You can also use item statuses to provide default values for some attributes when you define an item. Statuses you define appear as list of values choices in the Lines windows.

Attention: When your current organization is not the item master organization, Receivables temporarily changes your current organization to the item master organization until you exit this window. This means that you can use the statuses you create here in any of the organizations you define.

▶ **To define item statuses:**

1. Navigate to the Item Status window.
2. Enter a unique Status name.
3. Enter a Description for this status (optional).
4. Enter a Disable Date (optional). After this date you can no longer assign this status to an item. The status will remain valid for items to which it is already assigned.
5. Define attributes by checking the appropriate Value check boxes. Choose from the following:
   - BOM Allowed
   - Build in WIP
   - Customer Orders Enabled
   - Internal Orders Enabled
   - Invoice Enabled
   - Transactable
   - Purchasable
   - Stockable

   Note: For a complete description of all item attributes, refer to the *Oracle Inventory User's Guide.*
6. Save your work.

See Also

Items: page 2 – 130

Deleting Items: page 2 – 131

Items

Use the Items window to define and update your items and their associated attributes, such as physical description, lead time, and unit of measure. Items you define appear as list of value choices in the Lines window when you enter transactions or credit memos.

Much of the information you can define for an item is optional. You only need to enter the information required to maintain the item.

For a complete description of this window and its fields, refer to the *Oracle Inventory Reference Manual.*

> **Note:** If your installation does not include Oracle Order Entry or Oracle Inventory, you can define standard memo lines to use instead of items when entering lines for your transactions and credit memos. See: Standard Memo Lines: page 2 – 114.

Prerequisites

- ❑ Define units of measure: page 2 – 75
- ❑ Define organizations: page 2 – 77

▶ **To define an item:**

1. Navigate to the Items window.
2. Enter a Name for this item.
3. Enter a Description for this item.
4. To define additional information for this item, open the appropriate alternative region.
5. Save your work.

See Also

Item Status: page 2 – 128

Deleting Items: page 2 – 131

Unposted Items Report: page 9 – 154

Deleting Items

Use the Delete Items window to delete predefined items from Receivables. If the item you are deleting has a bill of material and routing from another product, you can also choose to delete these entities.

Prerequisites

- ❑ Define items: page 2 – 130

▶ **To delete an item:**

1. Navigate to the Delete Items window.
2. Enter the Group name of the entities you are deleting.
3. Choose the information to delete. Choose to delete only Item information, or Item, Bill, and Routing information.
4. To save deleted entities in the archive tables, check the Archive check box.
5. Enter the Item to delete. Receivables displays the Description of this item.
6. To view the Organization from which you are deleting this item and the entity Type, open the Details alternative region.
7. To verify that the information you are deleting is within your delete constraints, choose Check.

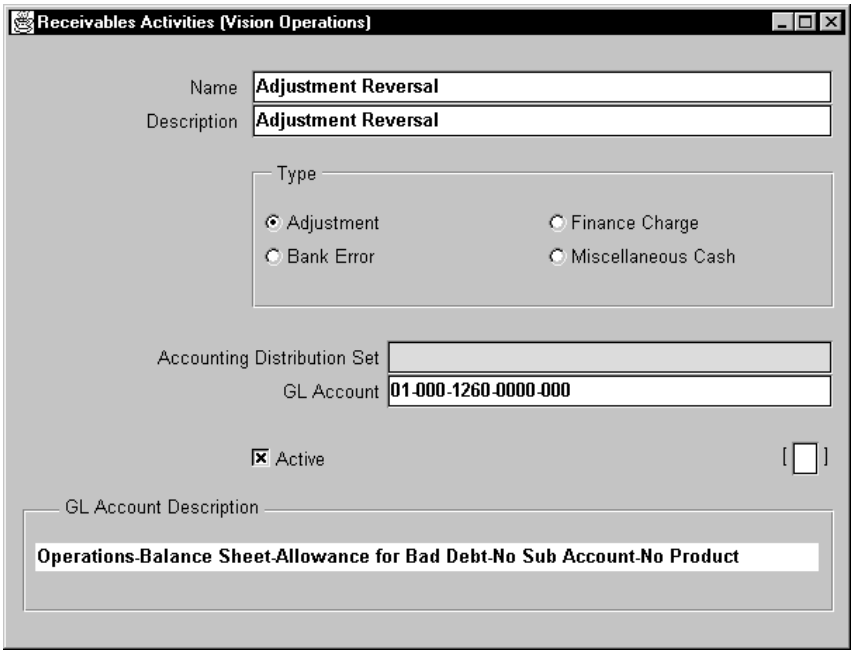
   To delete the items, choose Delete. To view the delete Status and the Date that the concurrent program deleted this item, open the Results alternative region.
8. Save your work. To view any errors that occurred during the concurrent program, choose Errors.

See Also

Entering Transactions: page 6 – 2

Item Status: page 2 – 128

Receivables Activities



Define receivables activities to default accounting information for your miscellaneous receipt, finance charge, chargeback, and adjustment transactions. The activities you define appear as list of values choices in the Receipt and Adjustment windows. You can define as many activities as you need.

Receivables uses finance charge activity accounting information when you assess finance charges in your statements and dunning letters.

You need to query the Chargeback Adjustment, Chargeback Reversal, and Debit Memo Reversal activities that Receivables provides and specify accounts for each before creating chargebacks or reversing applications in Receivables.

Once you define an activity, you cannot change its type. You can only update an existing activity's GL account if you have not previously selected this activity for a transaction.

You can make an activity inactive by unchecking the Active check box and then saving your work.

Activity Types

An activity's type determines whether it uses a distribution set or GL account and in which window your activity will appear. You can choose from the following types:

Adjustment: Activities of this type appear in the Adjustments window. You must create at least one activity of this type.

Bank Error: Activities of this type appear in the Receipts window when you enter Miscellaneous transactions. You can use this type of activity to help reconcile bank statements when using Cashbook.

Finance Charge: You must define a finance charge activity if you include finance charges on your statements or dunning letters. You can only define one activity of this type.

Miscellaneous Cash: Activities of this type appear in the Receipts window when you enter Miscellaneous transactions. You must create at least one activity of this type.

Prerequisites

- ❑ Define distribution sets: page 2 – 135
- ❑ Define accounts (*Oracle General Ledger User's Guide*)

▶ **To define a receivables activity:**

1. Navigate to the Receivables Activities window.
2. Enter a Name and Description for this activity. The activity name should not exceed 30 characters.
3. Choose the Type of activity you are defining.
4. If your activity type is Bank Error or Miscellaneous Cash, enter a valid Accounting Distribution Set (optional). You use distribution sets to automatically distribute miscellaneous cash across various accounts.

Suggestion: You should specify a distribution set for your Miscellaneous Cash activities to properly distinguish them from your invoice–related activities.

5. If your activity type is Adjustment or Finance Charge, enter the GL Account for your receivables activity. If the activity type is Bank Error or Miscellaneous Cash and you did not enter an Accounting Distribution Set, enter a GL Account.

Attention: If you use Receivables with an already installed version of Oracle General Ledger, your Accounting Flexfields are already set up. If you are using Receivables as an Oracle Financials stand–alone product, you must define the Accounting Flexfield for each receivables activity you plan to use to reflect your current accounting structure.

6. Save your work.

See Also

About Adjustments: page 6 – 109

Distribution Sets

Define distribution sets to record your non–invoice related receipt payments (also known as miscellaneous receipts). These payments can include refunds, revenue from the sale of stock, as well as interest and investment income.

Distribution sets are predefined groups of general ledger accounting codes that determine the debit accounts for payments and let you speed your receivables accounting by reducing time spent on data entry. You can also use distribution sets to apply percentages of other receipt payments to different accounts.

You can create an unlimited number of distribution set lines for each distribution set. The total distribution lines must equal 100% before you can save your distribution set.

Receivables displays active distribution sets as list of values choices in the Transactions and Receivables Activities windows.

You can make a distribution set inactive by unchecking the Active check box, and then saving your work.

Prerequisites

- ❑ Define accounts (*Oracle General Ledger User's Guide*)

▶ **To define a distribution set:**

1. Navigate to the Distribution Sets window.
2. Enter the Name for this distribution set.
3. Enter a Description of this distribution set (optional).
4. Enter the receipt percentage to allocate to this distribution set account.
5. Enter the Account segments for each distribution set account you create for your distribution set. Receivables generates general ledger distributions using the account information you assign here.
6. Enter a Description for this distribution set account (optional).
7. Save your work.

See Also

Entering Miscellaneous Transactions: page 4 – 45

Miscellaneous Transactions Report: page 9 – 94

Adjustment Approval Limits

You can define adjustment approval limits for each of your users. Receivables enforces these limits when you either create or approve invoice, debit memo, and chargeback adjustments in the Adjustments, Submit AutoAdjustments, and Approve Adjustments windows.

When you enter an adjustment that is outside your approval limit range, Receivables assigns a pending adjustment status until someone with the appropriate approval limits approves or rejects the adjustment. You must specify both lower and upper approval limits for each of your users.

To review your adjustments and adjustment statuses, see: the Adjustment Register: page 9 – 17.

Prerequisites

- ❑ Define application users
- ❑ Define currencies (*Oracle General Ledger User's Guide*)

▶ **To define user adjustment approval limits:**

1. Navigate to the Adjustment Approval Limits window.
2. Enter the Username of the person for whom you are defining approval limits. You define valid usernames and user descriptions in the Define Application User window using the system administrator responsibility. For more information, refer to the *Oracle Applications System Administrator's Guide.*
3. Enter the Currency code in which this user will create adjustments. You can define multiple user adjustment limits for each currency defined in your system.
4. Enter the minimum adjustment amount in this currency that this user can approve. You can enter either a positive or negative amount, but the From Amount must be less than or equal to the To Amount.
5. Enter the maximum adjustment amount in this currency that this user can approve. You can enter either a positive or negative amount, but the To Amount must be greater than the From Amount.
6. Save your work.

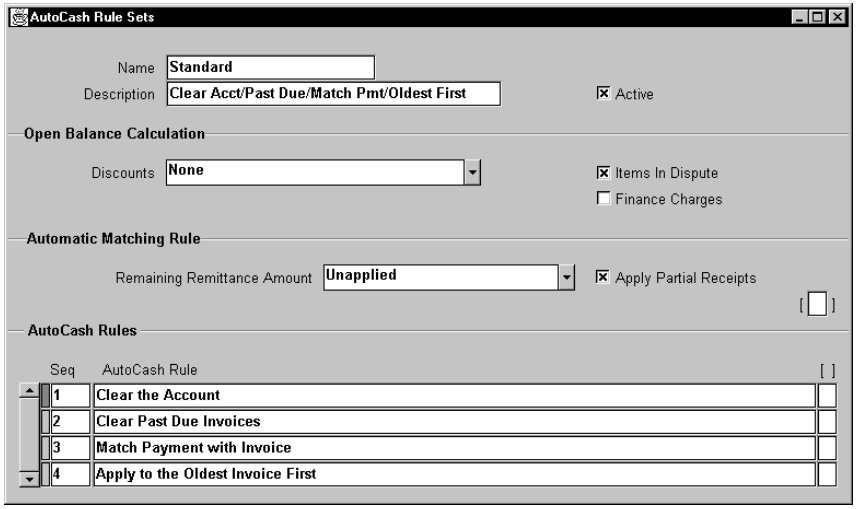
See Also

About Adjustments: page 6 – 109

Approving Adjustments: page 6 – 119

Adjustment Approval Report: page 9 – 15

AutoCash Rule Sets



Define AutoCash Rule Sets to determine the sequence of AutoCash Rules that Post QuickCash uses to update your customer's account balances. You specify the sequence and the AutoCash Rules for each AutoCash Rule Set. The AutoCash Rule Sets you define display as list of values choices in the Customer Profile Classes window.

You assign an AutoCash Rule Set to a customer credit profile class in the Customer Profile Classes window. Receivables provides a default AutoCash Rule Set when you assign a customer to a credit profile, but you can modify individual AutoCash Rule Set assignments at both the customer and customer site levels. If you do not assign an AutoCash Rule Set to a customer's credit profile, and you enter a receipt for this customer, Receivables uses the AutoCash Rule Set that you entered in the System Options window along with the number of Discount Grace Days you specified in this customer's credit profile to determine this receipt application. If you assign an AutoCash Rule Set to a customer, but none of the AutoCash Rules apply, Receivables enters the remaining amount as either Unapplied or On–Account.

If you have set up your system to use bank charges and a tolerance limit, Post QuickCash will also consider these amounts if the current AutoCash rule fails (this is true for all rules except 'Apply to the Oldest Invoice First'). If it finds a match, Post QuickCash applies the receipt; otherwise, it looks at the next rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

You can disable an existing AutoCash Rule Set by changing its status to Inactive and then saving your work.

Prerequisites

- ❑ Define system options: page 2 – 48

▶ **To define an AutoCash Rule set:**

1. Navigate to the AutoCash Rule Sets window.
2. Enter the Name of this AutoCash rule set.
3. Enter a description for this AutoCash rule set (optional).
4. Enter the type of Discount you want to automatically give to your customer for this AutoCash Rule Set. Choose one of the following Discount options:

   Earned Only: Your customer can take earned discounts according to the receipt terms of sale. You negotiate earned discount percentages when you define specific receipt terms. You can enter this option if Unearned Discounts is set to Yes in the System Options window. In this case, Receivables only allows earned discounts for this AutoCash Rule Set.

   Earned and Unearned: Your customer can take both earned and unearned discounts. An unearned discount is one taken after the discount period passes. You cannot choose this option if the system option Unearned Discounts is set to No.

   None: Your customer cannot take discounts (this is the default).
5. To include items in dispute when calculating your customer's open balance, check the Items in Dispute check box.
6. To include finance charges when calculating your customer's open balance, check the Finance Charges check box.
7. Define the Automatic Matching Rule for this AutoCash Rule set.
8. If this rule set will include the Apply to the Oldest Invoice First rule, choose how you want to apply any Remaining Remittance Amount. Receivables uses this value to determine how to enter the remaining amount of the receipt if none of the AutoCash Rules within this rule set apply. Choose 'Unapplied' to mark remaining receipt amounts as Unapplied. Choose 'On–Account' to place remaining receipt amounts On–Account.

9. To automatically apply partial receipts when using the Apply to the Oldest Invoice First rule, check the Apply Partial Receipts check box. A partial receipt is one in which the receipt minus the applicable discount does not close the debit item to which this receipt is applied.

   The applicable discount that Receivables uses for this rule depends upon the value you entered in the Discounts field for this AutoCash Rule Set. If you exclude finance charges (by setting Finance Charges to No) and the amount of your receipt is equal to the amount of the debit item to which you are applying this receipt minus the finance charges, Receivables defines this receipt as a partial receipt. In this case, Receivables does not close the debit item because the finance charges for this debit item are still outstanding.

   If Apply Partial Receipts is set to No, this AutoCash Rule Set will not apply partial receipts and will either mark the remaining receipt amount 'Unapplied' or place it on–account, depending on the value you entered in the Remaining Remittance Amount field (see step 8).

10. Enter a Sequence number to specify the order of each rule in this AutoCash Rule Set (optional). Receivables uses the rule assigned to sequence 1, then sequence 2, and so on when applying receipts using this AutoCash Rule Set.

11. Enter one or more AutoCash Rules for this AutoCash rule set. Choose from the following AutoCash rules:

    Apply to the Oldest Invoice First: This rule matches receipts to debit items starting with the oldest debit item first. This rule uses the transaction due date when determining which transaction to apply to first. This rule uses the values you specified for this AutoCash Rule Set's open balance calculation to determine your customer's oldest outstanding debit item.

    Post QuickCash uses the next rule in the set if any of the following are true:

    - all of your debit items are closed
    - the entire receipt amount is applied
    - it encounters a partial receipt application and Allow Partial Receipts is set to No for this AutoCash Rule Set
    - the next oldest debit item includes finance charges and Finance Charges is set to No for this AutoCash Rule Set

This rule marks any remaining receipt amount 'Unapplied' or places it on–account, depending on the value you entered in the Remaining Remittance Amount field for this AutoCash Rule set (see step 8).

Clear the Account: Post QuickCash uses this rule only if your customer's account balance exactly matches the amount of the receipt. If the receipt amount does not exactly match this customer's account balance, Post QuickCash uses the next rule in the set. This rule calculates your customer's account balance by using the values you specified for this AutoCash Rule Set's open balance calculation and the number of Discount Grace Days in this customer's profile class. This rule also includes all of this customer's debit and credit items when calculating their account balance. This rule ignores the value of the Partial Payments option.

This AutoCash Rule uses the following equation to calculate the open balance for each debit item:

Open Balance = Original Balance + Finance Charges – Discount

Receivables then adds the balance for each debit item to determine the customer's total account balance. The 'Clear the Account' rule uses this equation for each invoice, chargeback, debit memo, credit memo, and application of an Unapplied or On–Account receipt to a debit item.

> **Note:** The discount amount for each item depends upon the payment terms of the item and the value of the Discounts field for this AutoCash Rule Set. The number of Discount Grace Days in this customer's credit profile, along with the payment terms assigned to their outstanding invoices, determine the actual due dates of each debit item.

Clear Past Due Invoices: This rule is similar to the 'Clear the Account' rule because it applies the receipt to your customer's debit and credit items only if the total of these items exactly matches the amount of this receipt. However, this rule only applies the receipt to items that are currently *past due*. A debit item is considered past due if its due date is earlier than the receipt deposit date. This rule considers credit items (i.e. any pre–existing, unapplied receipt or credit memo) to be past due if the deposit date of the receipt is either the same as or later than the deposit date of this pre–existing receipt or credit memo. In this case, this rule uses a pre–existing receipt or credit memo before the current receipt for your AutoCash receipt applications.

If this AutoCash Rule Set's open balance calculation does not include finance charges or disputed items, and this customer has

past due items that are in dispute or items whose balances include finance charges, this rule will not close these items. This rule ignores the value of the Partial Payments option.

Clear Past Due Invoices Grouped by Payment Term: This rule is similar to the 'Clear Past Due Invoices' rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date. When using this rule, Receivables can only apply the receipt if the receipt amount exactly matches the sum of your customer's credit memos and past due invoices.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt you are applying. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are applying a receipt with a receipt date of 10–JAN–93, credit memos that have a transaction date (credit memo date) on or earlier than 10–JAN–93 will be included. Credit memos do not have payment terms, so they are included in each group.

Match Payment with Invoice: This rule applies the receipt to a single invoice, debit memo, or chargeback that has a remaining amount due exactly equal to the receipt amount. This rule uses the values that you enter for this AutoCash Rule Set's open balance calculation to determine the remaining amount due of this customer's debit items. For example, if Finance Charges is No for this rule set and the amount of this receipt is equal to the amount due for a debit item minus its finance charges, this rule applies the receipt to that debit item. If this rule cannot find a debit item that matches the receipt amount, Post QuickCash looks at the next rule in the set. This rule ignores the value of the Partial Payments option.

12. Save your work.

See Also

AutoCash: page 4 – 145

Post QuickCash: page 4 – 138

Assigning Profile Classes to Customers: page 3 – 43

Discounts: page 4 – 156

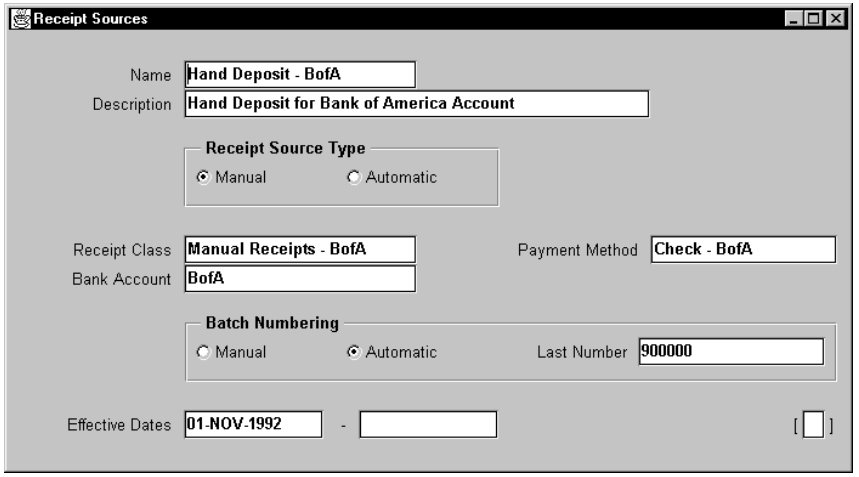
Placing an Item in Dispute: page 5 – 26

Calculating Finance Charges: page 5 – 57

AutoCash Rules Report: page 9 – 29

Accounting System Options: page 2 – 49

Receipt Sources



Define receipt batch sources to provide default values for the receipt class, payment method, and remittance bank account fields for receipts you add to a receipt batch. You can accept these default values or enter new ones. Receipt batch sources can use either automatic or manual batch numbering.

You can specify a default receipt batch source when defining the profile option AR: Receipt Batch Source. If you specify a default receipt batch source, Receivables displays this source in the Receipt Batches window when you create your receipt batches.

When you select a receipt batch source to enter receipts, Receivables automatically uses the Cash, Unapplied, Unidentified, On–Account, and Earned and Unearned Discount account information you assigned to the payment method for this batch source. The payment method accounts for the receipt entries and applications you make using this receipt batch source. See: Payment Methods: page 2 – 151.

Receivables will issue a warning if you enter a receipt source that includes a payment method that has activities allocated to more than one company. Allocating activities to more than one company will cause some reconciliation reports to distribute data of previously entered transactions across multiple companies. Therefore, information regarding a particular receipt may be distributed across multiple company reports. For example, the Applied and Earned Discount amounts in the Applied Receipt Register would be shown across multiple company reports if you allocated them to different companies.

Receivables provides the automatic receipt source 'Automatic Receipts.' You cannot update this predefined receipt source except for the Last Number field. All of the receipt batch sources you define are created with a Receipt Source Type of Manual.

Prerequisites

- ❑ Define banks: page 2 – 188
- ❑ Define receipt classes: page 2 – 148 (optional)
- ❑ Define payment methods: page 2 – 151 (optional)

▶ **To define a receipt source:**

1. Navigate to the Receipt Sources window.
2. Enter a unique Name and Description for this source.
3. Enter a Receipt Class. The receipt class determines the required processing steps for receipts you create using this batch source (for example, confirmation, remittance, and bank clearance). See: Receipt Classes: page 2 – 148.
4. If you entered a Receipt Class, enter a Payment Method (optional). The payment method determines the accounting for your automatic and manual receipts.
5. To associate a remittance bank with this receipt batch source, enter a Bank Account. A remittance bank account is the bank to which you will remit receipts created using this receipt batch source.
6. To manually enter batch numbers for receipt batches you create using this source, choose Manual Batch Numbering.

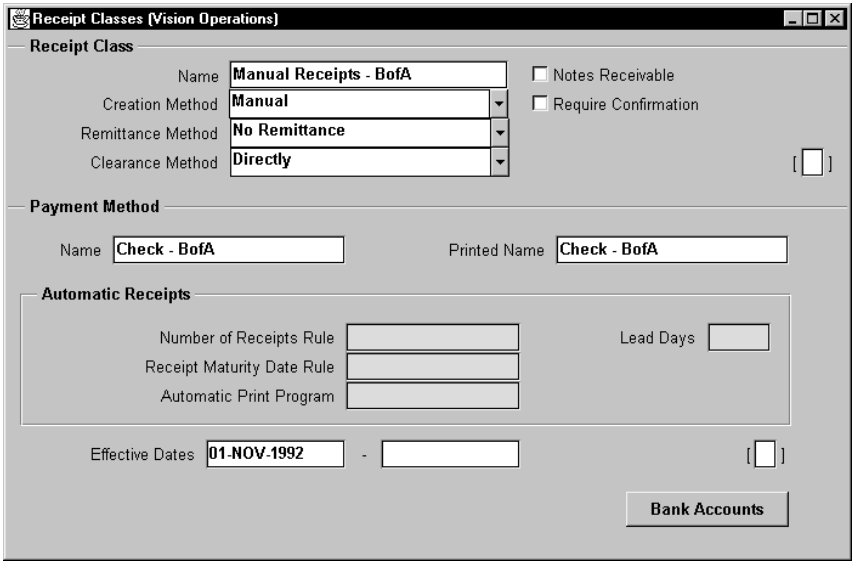
   To have Receivables automatically assign sequential batch numbers to receipt batches you create using this source, choose Automatic Batch Numbering.
7. If you chose Automatic Batch Numbering, enter the Last Number you want Receivables to use when numbering your receipt batches. For example, to number receipt batches using this source starting with 1000, enter a last number of 999.
8. Enter the range of dates that this receipt batch source will be active. The default Start Date is the current date, but you can change it. If you do not specify an End Date, this source will be active indefinitely.
9. Save your work.

See Also

Batching Receipts for Easy Entry and Retrieval: page 4 – 59

QuickCash: page 4 – 134

Receipt Classes



Define receipt classes to determine the required processing steps for receipts to which you assign payment methods with this class. These steps include confirmation, remittance, and reconciliation. For example, you must create and remit a direct debit, but you must create, confirm, and remit a bill of exchange. You can specify any combination of these processing steps with one exception: if you confirm and reconcile, then you must also remit. If you enter No for all three of these steps, Receivables automatically creates your receipts as reconciled.

Receivables uses the payment method you assign to a receipt class to determine how to account for receipts you create using this receipt class.

For each receipt class, you can specify a creation method, remittance method, and whether to require bank clearance for receipts that you assign to this class.

▶ **To define a receipt class:**

1. Navigate to the Receipt Classes window.
2. Enter a unique Name for your Receipt Class.
3. If you are creating a Notes Receivable receipt class, check the Notes Receivable check box. For more information, see: Notes Receivable: page 4 – 63.

4. Choose a Creation Method. If you choose Automatic, you can create receipts with this receipt class using the Automatic Receipt program. See: Creating Automatic Receipts: page 4 – 173. If you choose Manual, receipts using this receipt class must either be entered manually in the Receipts or QuickCash window, or imported into Receivables using AutoLockbox. See: Entering Receipts: page 4 – 2.

5. To require automatic receipts assigned to this receipt class to be confirmed before they can be remitted, check the Require Confirmation check box. You need to check this check box to confirm automatic receipts using this receipt class in the Confirm Automatic Receipts window. If you check this check box, the Create Automatic Remittances window does not let you create remittances for unconfirmed receipts that were created using a payment method with this receipt class. See: Confirming Automatic Receipts: page 4 – 183.

6. If you checked the Require Confirmation check box, choose a Remittance Method. The remittance method determines the accounts that Receivables uses for automatic receipts that you create using payment methods to which you assign this receipt class. Choose one of the following methods:

   - **Standard:** Use the remittance account for automatic receipts using a payment method with this receipt class.
   - **Factoring:** Use the factoring account for automatic receipts using a payment method with this receipt class.
   - **Standard and Factoring:** Choose this method if you want Receivables to select receipts assigned to this receipt class for remittance regardless of the batch remittance method. In this case, you can specify either of these remittance methods when creating your remittance batches. See: Creating Remittance Batches: page 4 – 195.
   - **No Remittance:** Choose this method if you do not require receipts assigned to this receipt class to be remitted.

     Note: If the Require Confirmation check box is not checked and you choose a Remittance Method of 'No Remittance', automatic receipts that you create using this payment method and receipt class will be created as 'Confirmed.' See: Confirming Automatic Receipts: page 4 – 183.

7. To require receipts created using a payment method assigned to this receipt class to be reconciled before posting them to your cash

account in the general ledger, choose one of the following Clearance Methods:

- **Directly:** Choose this method if you do not expect the receipts to be remitted to the bank and subsequently cleared. These receipts will be assumed to be cleared at the time of receipt entry and will require no further processing.
- **By Automatic Clearing:** Choose this method to clear receipts using the Automatic Clearing program. See: Automatic Clearing for Receipts: page 4 – 204. (Receipts using this method can also be cleared in Oracle Cash Management.)
- **By Matching:** Choose this method if you want to clear your receipts manually in Oracle Cash Management.

8. Enter the Payment Method to assign to this receipt class. See: Payment Methods: page 2 – 151.
9. Save your work.

See Also

Assigning Remittance Banks: page 2 – 153

Using Oracle Cash Management to Clear Receipts: page 4 – 207

Payment Methods

Receivables uses payment methods to account for your receipt entries and applications. Payment methods also determine a customer's remittance bank information.

You can assign multiple remittance banks to each payment method, but only one bank account can be the primary account for each currency. For each remittance bank branch account assigned to a payment method, you must define all of your receipt accounts. You can then assign your payment methods to your receipt sources to use with your AutoLockbox and manually entered receipts.

The receipt class you assign to each of your payment methods determines the processing steps that Receivables requires for receipts that you create using this payment method. These steps include whether to require confirmation, remittance, and bank clearance for receipts that you create with a specific receipt class. See: Receipt Classes: page 2 – 148.

Receivables requires that you specify a payment method when you create your automatic receipts through the Receipt Batches window. You also assign payment methods to invoices when you manually enter them in the Transaction window.

Only automatic payment methods can be associated with invoices. If you remit receipts in several currencies for a single payment method, you must enter at least one remittance bank per currency. At least one of these remittance banks must be primary.

Number of Receipts Rules

When defining payment methods with a receipt class whose creation method is Automatic, you can choose from the following receipts rules:

One Per Customer: Create one payment for each customer.

One per customer and Due Date: Create one payment for each customer and due date. This option creates several payments for a customer if a customer's invoices have several due dates.

One per Site: Create one payment for each site.

One per Invoice: Create one payment for each invoice.

One per Site and Due Date: Create one payment for each customer site and due date.

Prerequisites

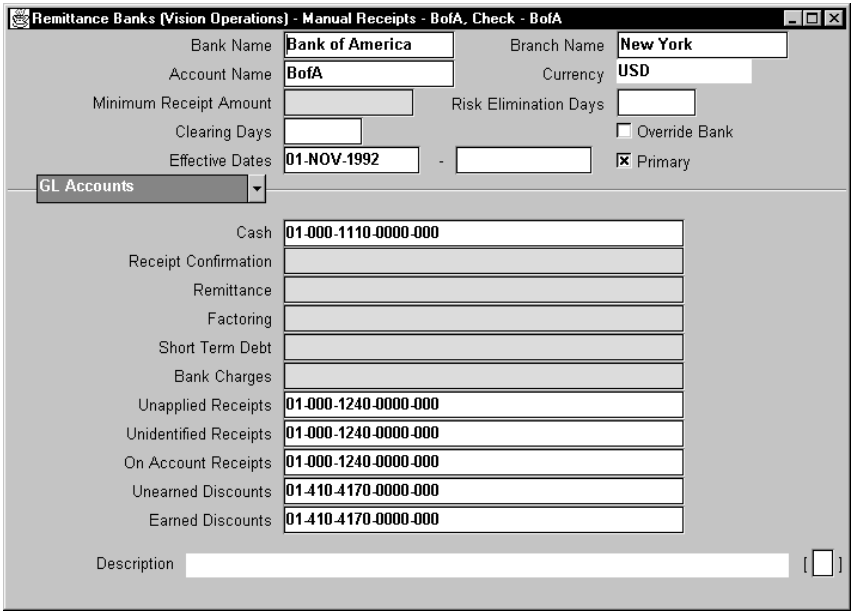
- ❑ Define receipt classes: page 2 – 148
- ❑ Define banks: page 2 – 188

▶ **To define a payment method:**

1. Navigate to the Receipt Classes window.
2. Query or enter the receipt class to assign to this payment method. See: Receipt Classes: page 2 – 148.
3. Enter a unique Name for your payment method, then enter how you want this payment method to be printed on your statements in the Printed Name field. The default Printed Name is the payment method name.
4. If the receipt class associated with this payment method has an Automatic creation method, enter a Number of Receipts Rule and a number of Lead Days. The lead days specify the number of days before the invoice due date that an invoice can be selected for receipt application of automatic receipts using this payment method. See: Creating Automatic Receipts: page 4 – 173.
5. If the receipt class associated with this payment method has an Automatic creation method, enter a Receipt Maturity Date Rule. Receivables uses this rule to pay invoices that have different due dates with a single receipt using this payment method. Enter Earliest if you want the receipt maturity date to be the earliest due date of all of the invoices that your receipt covers. Enter Latest if you want the maturity date to be the latest due date of all of the invoices that your receipt covers.
6. If the receipt class associated with this payment method has an Automatic creation method, enter the Automatic Print Program for transmissions using this payment method. Receivables provides one standard receipt print program to format the output of your payment selection and creation programs when you physically create the receipt document. If you need a different receipt print program format, you must copy this standard receipt print program, and modify it accordingly.
7. Enter the range of Effective Dates for this payment method. The default start date is the current date, but you can change it. If you do not enter an end date, this payment method will be active indefinitely.

8. Save your work. To assign a remittance bank to this payment method, see: Assigning Remittance Banks: page 2 – 153.

Assigning Remittance Banks



You can define remittance banks and assign them to your payment methods. A remittance bank can be assigned to a payment method only if its institution type is 'Bank.'

You can assign multiple bank accounts to a payment method, but you can only have one primary account for each currency defined for that payment method.

Prerequisites

- ❑ Define banks: page 2 – 188
- ❑ Define receipt classes: page 2 – 148
- ❑ Define payment methods: page 2 – 151
- ❑ Define accounts (*Oracle General Ledger User's Guide*)
- ❑ Define Default Country profile option: page B – 4

▶ **To assign a remittance bank to a payment method:**

1. Navigate to the Receipt Classes window.
2. Query the receipt class or payment method to which you want to assign this remittance bank.
3. Choose Bank Accounts.
4. Enter general Remittance Bank information, such as Bank, Branch, Account Name, and range of Effective Dates. You can only select active banks and bank branches.
5. If the creation method of the receipt class is Automatic, enter a Minimum Receipt Amount. This is the minimum amount in this currency that must be specified when you create automatic receipts with this payment method.

   Note: You can also define a minimum receipt amount at the customer profile level. Receivables uses the larger of the two minimum receipt amounts when creating automatic receipts.
6. If the remittance method for this receipt class is either Factoring or Standard and Factoring, specify the number of Risk Elimination Days for receipts created with this receipt class. When you factor receipts, Receivables creates a short term debt to account for your risk in case of customer default. When you run the Automatic Clearing program to clear or risk eliminate these receipts, the debt is cleared *y* days after each receipt's maturity date, where *y* is the number of risk elimination days that you enter here.
7. If the remittance method is *not* No Remittance, enter the number of Clearing Days for receipts created with this receipt class. Remitted receipts are cleared *x* days after their maturity date, where *x* is the number of clearing days that you enter here. Factored receipts are cleared immediately on the remittance date.
8. If you do not want this to be the primary remittance bank account in this currency for this payment method, uncheck the Primary check box. You can only assign one primary remittance account per currency to your payment method. Receivables ensures that at least one remittance account per currency is primary.
9. Enter GL Account information for this remittance bank.
10. If the creation method of the receipt class is Automatic, open the Formatting Programs alternative region, then enter formatting program information. Otherwise, skip to step 15.
11. To use a transmission format when you format batches of remitted receipts for this payment method, enter a Remittance Transmission.

When you factor your remittances, Receivables notifies your transmission program so it functions accordingly.

12. To run a printing program when you format remittance batches for receipts remitted to you using this payment method, enter a Remittance Print program. When you factor your remittances, Receivables notifies your print program so that it functions accordingly. You can use this program to create and send remittance advice to customers to whom you assign this payment method.
13. To run a factoring transmission program when you format your batches of remitted receipts created using this payment method, enter a Factoring Transmission program. When you factor your remittances, Receivables notifies your factoring transmission program so that it functions accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is paper.
14. To run a factoring print program when you format your batches of remitted receipts for this payment method, enter a Factoring Print program. When you factor your remittances, Receivables notifies your factoring print program so that it behaves accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is magnetic medium.
15. Save your work.

See Also

Entering Customers: page 3 – 3

Entering Receipts: page 4 – 2

About Remittances: page 4 – 189

Automatic Clearing for Receipts: page 4 – 204

Automatic Receipt Programs

Use the Automatic Receipt Programs window to define additional receipt or remittance format programs that you use to create receipt documents such as checks or bills of exchange. You can define as many receipt programs as you want. Receivables provides sample receipt programs that you can use to create and format receipt and remittance documents. If you need a different automatic receipt program, you should copy the standard program and modify it. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.

You specify whether each program is used for the creation, printing, or transmission of automatic receipts or remittances and provide a short, descriptive name for your receipt programs and the program name that you or Receivables defines in Oracle Application Object Library. You choose a receipt or remittance program by the short name when you define your programs for printing and transmitting your receipts and remittances.

Prerequisites

- ❑ Create a receipt program using Oracle Reports
- ❑ Register your program with Receivables

  Note: Only your System Administrator can register a program. For more information, please refer to the *Oracle Applications System Administration User's Guide.*

▶ **To define an automatic receipt or remittance program:**

1. Navigate to the Automatic Receipt Programs window.
2. Enter the Name for this automatic receipt or remittance program.

   Suggestion: Since you can use both a format receipts and a transmit receipts program with a single receipt format, you should give both the same name. You can use the same name even if the program type is different.
3. Enter the Type of program you are defining. Receivables recognizes the following types of receipt and remittance programs:

   Print Created Receipts: A program you use to create a batch of automatic receipts.

Transmit Created Receipts: A program you use to format the output of automatic receipts that you have created on to a magnetic medium.

Print Bank Remittance: A program you use to print a batch of your remittances.

Transmit Bank Remittance: A program you use to format the output of bank remittance batches that you have created on to a magnetic medium.

4. Enter the Registered Name of this receipt program. This is the name that your System Administrator used to register the program. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.
5. Save your work.

See Also

Automatic Receipts: page 4 – 164

Automatic Receipts Awaiting Confirmation Report: page 9 – 31

Automatic Receipt Batch Management Report: page 9 – 30

Collectors

Receivables lets you define collectors and assign them to a profile class or to a customer's credit profile class. When you assign a collector a to profile class, that collector becomes the collector for customers to whom you assign that profile class. You can modify collector assignments for your customers in the Customers window and for your profile classes in the Customer Profile Classes window.

You can also print collector names and telephone numbers on dunning letters you send to your customers for past due items. Receivables displays active collectors and their descriptions as list of values choices in the Customers, Customer Profile Classes, and Customer Calls windows. Receivables does not display inactive collectors in the list of values for these windows.

You can make an existing collector inactive by unchecking the Active check box and then saving your work. If the collector you want to make inactive is associated with an active customer, Receivables displays a warning message.

▶ **To define a collector:**

1. Navigate to the Collectors window.
2. Enter a Name and Description for this collector. For example, enter the collector's first name in the Name field and full name in the Description field.
3. Enter a Correspondence Name and Telephone Number for this collector (optional). This information appears on your dunning letters if you enter it when formatting your dunning letters. See: Formatting Dunning Letters: page 2 – 178.
4. Save your work.

See Also

Entering Customers: page 3 – 3

Defining Customer Profile Classes: page 3 – 37

Collections by Collector Report: page 9 – 42

Statement Cycles

Define statement cycles to determine when to send statements to your customers. You enter statement cycles when you define or modify individual customer and site profile classes in the Customer Profile Classes window.

If a customer site is defined as a statement site, Receivables generates a single, consolidated statement for all of this customer's transactions. This statement is sent to this statement site. If you have not defined a statement site for a customer, Receivables creates statements for each customer site to which you have assigned a Bill–To business purpose and whose credit profile has the Send Statements parameter set to Yes.

You choose a statement cycle when you print your statements. Active statement cycles appear as list of values choices in the Print Statements and Customer Profile Classes windows. Statement cycle dates appear as list of values choices in the Print Statements window.

You can disable a statement cycle by unchecking the Active check box, and then saving your work.

▶ **To define a statement cycle:**

1. Navigate to the Statement Cycles window.
2. Enter a Name and Description for this statement cycle.
3. Enter the Interval for this statement cycle to indicate how often Receivables will generate your statements. You can choose Weekly, Monthly, or Quarterly.
4. Enter Statement Dates for this statement cycle. Receivables uses the statement date to determine past due items and calculate finance charges.
5. To prevent Receivables from printing a statement on a specific statement date, check the Skip check box.

   Note: The Date Printed field displays the last date you printed statements from the Print Statements window for each statement date within a statement cycle. Receivables does not display a printed date for statement dates that you have either elected to skip or have not yet selected for a statement submission.
6. Save your work.

See Also

Statements: page 5 – 69

Sample Statement: page 5 – 77

Printing Statements: page 5 – 73

Statements (print parameters, column headings): page 9 – 139

Defining Customer Profile Classes: page 3 – 37

Standard Messages

Define standard messages to provide the text that Receivables prints on the bottom of your customer's statements. You can use messages to inform your customers of special promotions or to make your statements more personal.

Active standard messages appear as list of values choices in the Print Statements window.

▶ **To define standard messages:**

1. Navigate to the Standard Messages window.
2. Enter a Name for this message.
3. Enter the Type of message you are defining. Valid standard message types include 'Holiday' and 'Promotional'.
4. Enter the Start and End Dates during which this standard message will be active.
5. Enter the standard Message to appear on your customer's statement. The text of your standard message cannot exceed 255 characters.
6. Save your work.

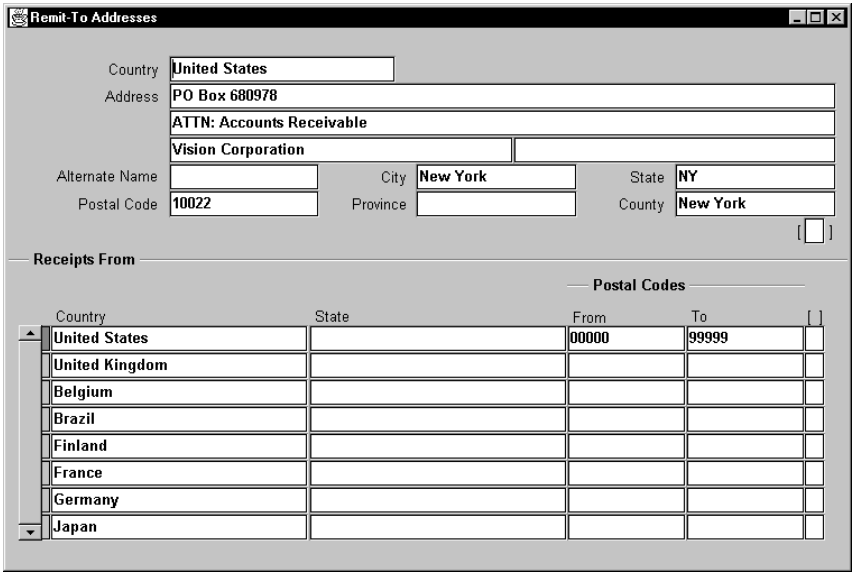
See Also

Statement Cycles: page 2 – 159

Using Statements: page 5 – 69

Printing Statements: page 5 – 73

Remit–To Addresses



Define remit–to addresses to let your customers know where to send payment for their invoices. Receivables uses the addresses that you define in the Remit To Addresses window to provide default remit–to information when you enter transactions.

If you use AutoInvoice but have not defined a remit–to address for a location, AutoInvoice will reject all invoices for which it could not determine a remit–to address. However, if you do not wish to set up a remit–to address for each location, you can set up one remit–to address with a default assignment. Receivables will then use this address for all locations or for any locations for which you do not have specific location assignments. This ensures that AutoInvoice will not reject invoices because it could not determine a remit–to address. See: Defining a Default Remit To Address: page 2 – 164.

If you check the Print Remit–To Address check box in the System Options window, Receivables prints the remit–to address that you define here on your dunning letters and statements.

The system profile option AR: Dunning Letter Remit–To Address Label Size lets you specify the length and width of your remit to address on your dunning letters. See: Overview of Receivables Profile Options: page B – 4.

Prerequisites

- ❑ Define system options: page 2 – 48

▶ **To define a remit–to address:**

1. Navigate to the Remit–To Addresses window.
2. Enter the Country for this address. The default is the country you entered in the System Options window.

   Note: If you have implemented flexible address formats and the country you enter has an address style assigned to it, Receivables opens a window in which you can enter address information in the style most appropriate for that country. See: Flexible Addresses: page 3 – 47.
3. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers – Enter Alternate Fields is Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.
4. Enter a remit–to Address.
5. If the Country for this address is 'United States', enter a City and State; otherwise, these fields are optional.
6. Enter the Postal Code for this remit–to address. You must enter a postal code if you entered values for both the From Postal Code and the To Postal Code in the System Options window. This postal code appears when you print your remit–to address on either your statements or your dunning letters.
7. Enter each Country to assign to this remit–to address. Receivables assigns all of your customers who have bill–to addresses in the countries that you enter to this remit–to address.
8. Enter the State and range of Postal Codes for each country (optional). You can define multiple assignments for a remit–to address that has the same country, state, or province but different postal code ranges.
9. Save your work.

Defining a Default Remit To Address

Define default remit–to addresses to ensure that:

- Receivables is able to provide a default remit to address when you enter transactions
- AutoInvoice will not reject invoices because it is not able to determine a remit–to address

You can only have one default remit–to address for each country and state combination. For example, you can have one default remit–to address for United States / California, one for United States / Nevada, and so on.

▶ **To define a default remit–to address:**

1. Perform steps 1–6 from 'To define a remit to address' (see above).
2. Enter 'Default value' in the Country field, or select this from the list of values.
3. Save your work.

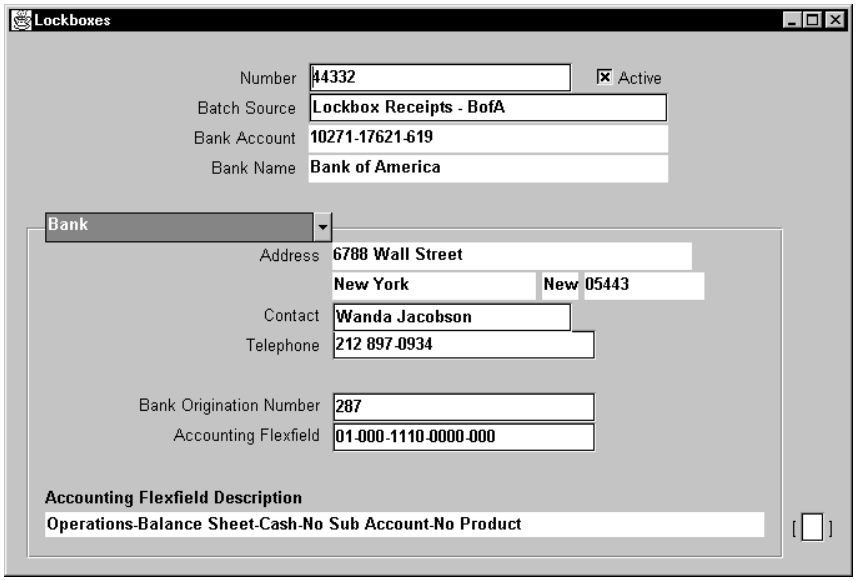
See Also

Printing Dunning Letters: page 5 – 52

Printing Statements: page 5 – 73

Defining Receivables System Options: page 2 – 48

Lockboxes



Define lockboxes to use the Receivables AutoLockbox program. AutoLockbox automatically creates receipts in Receivables using electronic information that your bank provides. Receivables lets you specify the payment method for each lockbox you define. Payment methods provide the default accounting information for receipts you create through AutoLockbox.

Receivables displays active lockboxes as list of values choices in the Submit Lockbox Processing window.

You can disable a lockbox by unchecking the Active check box, and then saving your work.

Prerequisites

- ❑ Define banks: page 2 – 188
- ❑ Define receipt sources: page 2 – 145
- ❑ Define payment methods: page 2 – 151

▶ **To define a lockbox:**

1. Navigate to the Lockboxes window.
2. Enter the lockbox Number provided by your bank.
3. Enter the receipt Batch Source for this lockbox. You must enter a batch source that uses automatic numbering. Receivables enters the bank name and account, address, contact person, and accounting flexfield information associated with this batch source.
4. Enter the Bank Origination Number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.
5. Open the Receipts alternative region, then enter the Batch Size you want the Lockbox Validation program to assign to each receipt batch. For example, if you have 991 receipts, and you set Batch Size to 10, Receivables will create 99 batches with 10 receipts and 1 batch with 1 receipt. If you do not want Receivables to separate your lockbox batch into multiple receipt batches, enter a number that is larger than the number of receipts in your lockbox transmission for this lockbox, then check the Complete Batches Only check box in the Submit Lockbox Processing window when you submit your lockbox transmission. See: Running AutoLockbox: page 4 – 120.
6. Enter your GL Date Source. This source determines the general ledger date for your receipts in this lockbox. Choose from the following sources:
   - **Constant Date:** Receivables uses the date you enter in the GL Date field of the Submit Lockbox Processing window. If you do not enter a date when you choose Constant Date, Receivables does not validate your data.
   - **Deposit Date:** Receivables uses the date that your bank deposits your receipts. If you choose this source and the lockbox transmission's deposit date is not defined, Receivables displays an error message indicating that you must define a deposit date to submit the lockbox.
   - **Import Date:** Receivables uses the date on which you import your receipts.
7. If you are using this lockbox to transfer foreign currency receipts and you did not specify exchange rate type in the bank file, enter an Exchange Rate Type.

8. Enter the Receipt Method to assign to this lockbox. The default is the payment method associated with the receipt batch source you entered.

9. If you want AutoLockbox to be able to transfer receipts without billing locations into Receivables, uncheck the Require Billing Location check box. If this box is checked, AutoLockbox will only validate the receipt if the billing location is provided; otherwise, Lockbox will import and validate these receipts successfully.

Attention: If the system option Require Billing Location for receipts is set to Yes, this option should also be set to Yes for your Lockbox. If the system option is set to Yes but it is set to No for your Lockbox, Receivables displays an error message when you submit AutoLockbox. The setting at the system options level determines whether Post QuickCash can process receipts without billing locations.

10. Choose a Match Receipts By method. Lockbox uses this value to determine what type of matching numbers will be used in this transmission. Choose one of the following methods:

    - **Transaction Number:** Match receipts with transaction numbers.
    - **Consolidated Billing Number:** Match receipts with consolidated billing invoice numbers. To use this method, both the user profile option AR: Show Billing Number and the Send Consolidated Billing Invoice option for this customer must be set to Yes. See: Setting Up Consolidated Billing: page 6 – 281.

      Lockbox uses the Consolidated Billing Invoice number to identify the customer. Post QuickCash then uses this customer's AutoCash Rule Set to determine how to apply the receipt to each invoice. For more information, refer to the 'Clear Past Due Invoices Grouped by Payment Term' rule in: AutoCash Rules: page 4 – 147.

    - **Sales Order:** Match receipts with sales order numbers. Lockbox uses this number to determine the corresponding invoice number.

      Note: Receivables allows more than one sales order number per invoice because different invoice lines can be generated from different sales orders. Therefore, this method is valid even if other lines on the same invoice reference different sales orders.

    - **Purchase Order:** Match receipts with purchase order numbers. Lockbox uses this number to determine the corresponding invoice number.

Note: Receivables allows more than one invoice per sales order or purchase order. If you choose a Match Receipt By method of Sales Order or Purchase Order, Lockbox will match with the first invoice that it finds.

- **Hook:** Match receipts to any other type of matching number that is passed with this transmission. This is a custom matching method that you define. Lockbox uses this number to determine the corresponding invoice number.

For more information, see: How AutoLockbox Applies Receipts: page 4 – 83.

11. Choose whether to Match on Corresponding Date for transactions in this Lockbox transmission. The matching date will correspond to either the transaction, sales order, purchase order, or consolidated billing invoice date, depending on the Match Receipts By method you choose. Choose one of the following:

    - **Always:** Always verify that the date for the transaction or other matched item is the same as the date specified in this transmission.
    - **Duplicates Only:** Only verify that the matching date and the specified date are the same if duplicate matching numbers were found and Lockbox needs to determine which is correct.
    - **Never:** Ignore the specified date. This is the default value.

    Suggestion: If you have customers that match receipts using different methods and either Allow Payment of Unrelated Invoices is Yes for this Lockbox submission or AutoAssociate is Yes for this Lockbox, set Match on Corresponding Date to Always. Because different customers can have transactions with the same number, setting Match on Corresponding Date to Always ensures that Lockbox will check both the transaction number *and* date before matching it with a receipt.

12. If you do not want the Lockbox Validation program to use the debit item number to determine a customer, open the Transactions alternative region, uncheck the Auto Associate check box. By default, the Lockbox Validation program uses an invoice or debit memo number to determine the customer with which the receipt should be associated (if there is no customer information or MICR number in your Lockbox transmission). For more information, see: AutoAssociate: page 4 – 80.

13. Choose how this Lockbox will handle a remaining receipt amount that could not be applied because of invalid transaction numbers. For example, your receipt record indicates that Lockbox should

apply the receipt to several invoices, but one of the invoices is invalid. Depending on how you set this option, Lockbox will:

- **Post Partial Amount as Unapplied:** Apply the receipt to the valid transactions, then import the remaining receipt amount with a status of Unapplied. You can then manually apply the receipt to the invalid transaction using the Applications window.
- **Reject Entire Receipt:** Do not transfer the receipt (it will remain in the AR_PAYMENTS_INTERFACE table). You need to edit the invalid record(s) in the Lockbox Transmission Data window, then resubmit the Validation step for the receipt before Lockbox can import it into Receivables.

14. Save your work.

See Also

Transmission Formats: page 2 – 170

Using AutoLockbox: page 4 – 77

Running AutoLockbox: page 4 – 120

Maintaining Lockbox Transmission Data: page 4 – 130

Transmission Formats

Use the Transmission Formats window to define the transmission formats that AutoLockbox uses when importing data into Receivables. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. You can define as many transmission formats as you want.

Receivables provides two standard transmission formats:

- Default (ardeft.ctl): A standard BAI (Bank Administration Institute) transmission format used by most banks.
- Convert (arconv.ctl): A standard format used for transferring payment information from other systems.

Both formats are compatible with corresponding standard SQL*Loader control files.

You use an SQL*Loader control file to import data from bank files to Receivables. If you define a different transmission format or edit the existing Default or Convert formats, you must edit the SQL*Loader control file before you can import data into Receivables. The transmission format is used by the validation program to ensure that data is correctly transferred from the bank file into Receivables.

Active transmission formats appear in the list of values of the Submit Lockbox Processing window. You can make a transmission format obsolete by changing its status to Inactive, and then saving your work.

Valid Field Types

When defining your transmission fields, you can choose from the following field types:

Account: Your customer's bank account. The bank account number and the transit routing number make up your customer's MICR number.

Amount Applied 1 to 8: The amount applied to each invoice, debit memo, or chargeback. Each payment or overflow payment record can accommodate up to eight debit item numbers.

Attribute 1 to 15: Use attributes to enter Descriptive Flexfield segments. Attributes can only be assigned to Payment records, and they become the Descriptive Flexfield data in the QuickCash, Receipts, and Applications windows.

Bank Transaction Code: A code defined for each account that is used by your bank to uniquely identify the kind of transaction in a bank statement (for example, debit, credit, void). This is also used by Oracle Cash Management to determine a receipt's effective date.

Batch Amount: The total receipt batch amount for a specific bank batch.

Batch Name: The name of the batch for a specific bank batch.

Batch Record Count: The total number of payment records in a specific bank batch. The total number of all batch record counts equals the Lockbox Record Count. This does not include overflow payments, headers, or trailers.

Billing Location: Your bank will be able to transmit the billing location of the payment. You must only specify the field name and the field positions that the billing location occupies in the transmitted data file.

Comment: Any comments you want to associate with this transmission.

Customer Bank Branch Name: The name of your customer's bank branch.

Customer Bank Name: The name of your customer's bank.

Currency Code: The currency of the payment. Receivables does not currently support foreign currency payments through Automatic Lockbox Transmission. If a currency is not specified, Receivables assumes the payment is in your functional currency.

Customer Number: The identification number of the customer who submitted a payment.

Deposit Date: The date the bank receives and deposits your customer's payment.

Deposit Time: The time at which the bank receives and deposits your customer's payment.

Destination Account: Your business's bank account. Your business may have more than one bank account.

Effective Date: The date on which the bank determines a customer's balance to apply interest (used by Oracle Cash Management's Cash Forecasting feature).

Exchange Rate: The exchange rate associated with this payment, if you are using lockbox to transfer foreign currency receipts.

Invoice 1 to 8: The invoices, debit memos, and chargebacks to which you apply your payment. Each payment or overflow payment record can accommodate up to eight debit item numbers.

Invoice 1 to 8 Installment: The installment number for this invoice.

Item Number: A sequence number that your bank assigns to a specific payment. This number associates an invoice with a receipt.

Lockbox Amount: The total payment amount in a specific lockbox.

Lockbox Batch Count: The total number of bank batches in a specific lockbox.

Lockbox Number: The identification number for a specific lockbox.

Lockbox Record Count: The number of payment records in a specific lockbox (this does not include overflow payments, headers, or trailers).

Organization: The bank number from which the lockbox originated.

Origination: The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

Overflow Indicator: This type indicates whether there are any additional overflow records for this payment.

Overflow Sequence: A sequence number that your bank assigns to each overflow payment.

Payment Method: The payment method associated to this lockbox.

Receipt Date: The date your customer made a payment.

Receipt Number: The identification number of a payment. For example, a check number.

Receipt Type: The type of payment. Payment types include Check, Cash, Credit Card, Money Order, and Bank Transfer. If you do not specify a payment type, the default is Check.

Record Identifier: A number that identifies the kind of transmission record. You specify this number in the Identifier field in the Transmission Formats window.

Remittance Amount: The amount of a payment.

Remittance Bank Branch Name: The name of the bank branch from which this payment originated.

Remittance Bank Name: The name of the bank from which this payment originated.

Status: The status of this payment.

Total Record Count: The total number of transmission records in a bank file. This includes headers, trailers, payments, and overflow records.

Transit Routing Number: The number that uniquely identifies your customer's bank. The transit routing number and the customer account number make up your customer's MICR number.

Transmission Amount: The total amount of payments for a bank file.

▶ **To define a transmission format:**

1. Navigate to the Transmission Formats window.
2. Enter a Name for this transmission format.
3. Enter a Description of this transmission format (optional).
4. Enter an Identifier that uniquely identifies each record type in a transmission format. Your bank defines this value and uniquely identifies each type of record in the bank file.
5. Enter the Record Type associated with this identifier. Following are valid record types:
   - **Batch Header:** A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.
   - **Batch Trailer:** A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.
   - **Lockbox Header:** A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.
   - **Lockbox Trailer:** A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.
   - **Overflow Receipt:** An Overflow Payment usually contains invoice information for a specific payment such as batch number, item number, sequence number, overflow indicator, invoice number, debit memo number, or chargeback number, and debit item amounts. Receivables combines the overflow and payment records to create a logical record to submit payment applications.

- **Receipt:** A Payment usually contains information such as MICR number, batch number, item number, check number, and remittance amount.
- **Service Header:** Service Header records contain general information about your transmission.
- **Transmission Header:** A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.
- **Transmission Trailer:** A Transmission Trailer marks the end of a specific data file. Transmission Trailers usually contain information such as total record count.

  Note: Your bank file may not contain all of these record types. You should define your transmission format to only include the record types you actually use.

6. Choose Transmission Fields. Identify the characteristics of your transmission format records. You specify the size, order, and format of each transmission record. Receivables lockbox transmission program only validates fields that you define in your transmission format. The transmission format must be fully compatible with how you organize data in your lockbox file.
7. Enter Start and End Position numbers for this record type. These positions determine how Receivables identifies the starting and ending position of your field type when you import data from your bank file.
8. Enter the Field Type to assign to the start and end positions (see Valid Field Types above).
9. Enter either Left or Right in the Justify field to indicate from which side Receivables will start reading data in the transmission field. For example, if you enter 'Left', Receivables starts reading data from left to right. The default is Left.
10. Enter the type of character that your bank places in the extra spaces for this field type in the Fill Symbol field. Valid values are 'Blank' or 'Zero'.
11. If the field type is related to a date, enter the Date format your bank uses, or select from the list of values. This field is required when Field Type is either Deposit Date or Receipt Date.
12. If the field type is related to time, enter the Time format your bank uses. This field is required when your Field Type is Deposit Time.

13. Enter either Yes or No in the Format Amount field to indicate whether you want Receivables to reformat the amount transmitted (optional). If you enter Yes, Receivables will round the amount to the same degree of precision and the same number of decimal places as your functional currency format. Receivables displays valid formats as list of values choices.

    This field is required when your Field Type is Amount Applied 1–8, Batch Amount, Lockbox Amount, Remittance Amount, or Transmission Amount. Enter 'No' if you want Receivables to accept the amount as it is read from the bank's data file

14. Enter a value that indicates that there are additional overflow records for your transmission record (optional). For example, in the Default format the overflow indicator is 0.
15. Enter a Description for the field type you are defining (optional). Use field descriptions to help you recognize what information is contained in a particular field type.
16. Save your work.

See Also

Using AutoLockbox: page 4 – 77

Running AutoLockbox: page 4 – 120

Viewing Transmission History: page 4 – 132

Dunning Letters

Receivables lets you create dunning letters using two different methods. You can use one of the ten dunning letters that Receivables provides, or create your own, custom dunning letters in the Dunning Letters window.

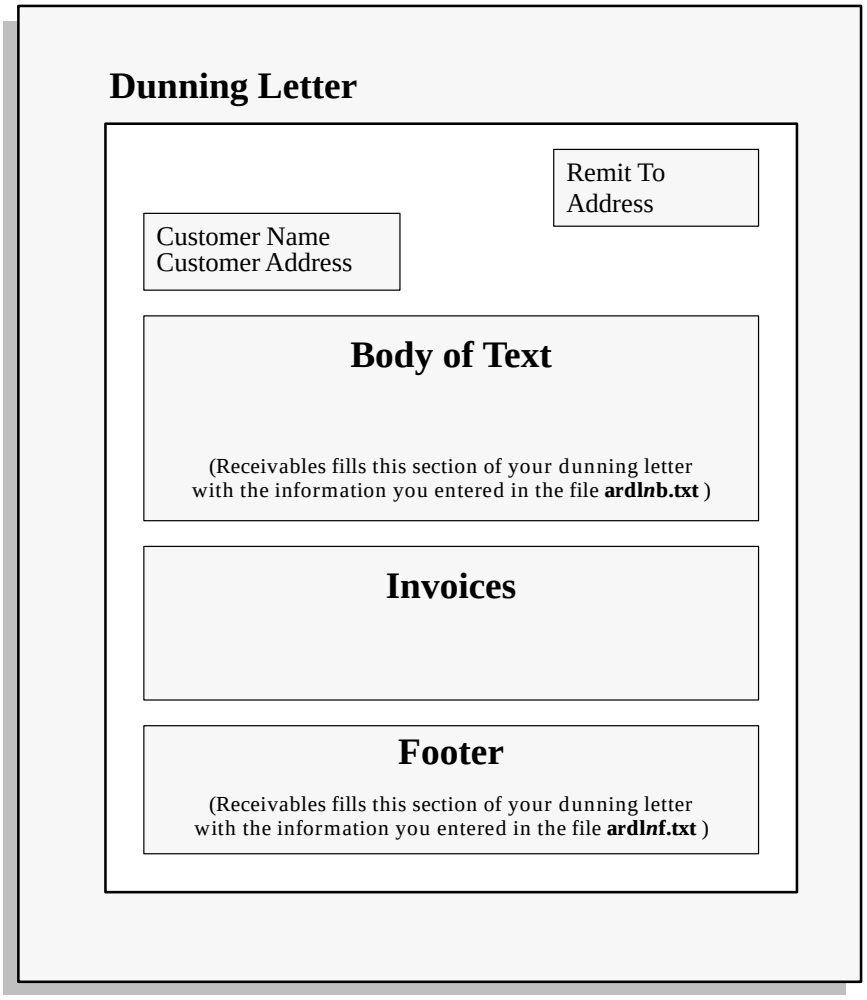
The ten dunning letters that Receivables provides include text files that you can customize to suit your dunning needs. Each of these letters (entitled USER1 – 10) include two flat files: one for the body of your dunning letter text and the other for footer information. These files reside in the Receivables $AR_TOP/srw directory. For example, the dunning letter USER1 has a body file of *ardl1b.tx*t and a footer file of *ardl1f.txt*. The 'b' and the 'f' identify these files as body and footer files, respectively. See: Dunning Letters Format Files: page 2 – 178.

You can also use the Dunning Letters window to create the body and footer text of your dunning letters. You can create as many dunning letters as you need using this window. See: Creating Dunning Letters: page 2 – 180.

Oracle Reports generates the final output of your dunning letters by combining the body text and footer sections that you create with the Invoice section information that Receivables provides.

The diagram below shows the format Receivables uses for your dunning letters.

Figure 2 – 6



The Invoices section lists the currency, interest rate, and all of the invoices in this currency that are past due for a customer or site. Receivables groups past due invoices using the dunning amount and dunning invoice amount limits you defined for each currency in the customer or customer site profile associated with these invoices. This section also includes the dunning level (if using Staged Dunning), invoice number, transaction date, due date, number of days late, original amount, and balance due of each invoice selected for dunning.

See Also

Creating Dunning Letters: page 2 – 180

Dunning Letter Sets: page 2 – 182

Printing Dunning Letters: page 5 – 52

Using Dunning Letters: page 5 – 36

Defining Dunning Profiles for Customer and Customer Sites: page 5 – 39

How Receivables Selects Items for Dunning: page 5 – 41

Dunning Letters – Preliminary Report: page 9 – 71

Dunning Letter Generate Report: page 9 – 73

Dunning Letters Format Files

Receivables uses ten body text files and ten footer files to store the template for your ten user–definable dunning letters. These files reside in the $AR_TOP/srw directory and are named ardl*nt*, when *n* is a number from 1 to 10, and *t* is either ”b” or ”f” (for ’body’ and ’footer’, respectively).

You can also create your own, custom dunning letters in the Dunning Letters window. See: Creating Dunning Letters: page 2 – 180.

Substitution Variables and Tokens

Embed field variables in your body text and footers using &_field. Receivables supports the following field variables:

&F_collector_name: Collector Name

&F_collector_telephone: Telephone Number of Collector

&F_customer_name: Customer Name

&F_customer_number: Customer Number

For example, the text ”Dear &F_customer_name” expands to ”Dear ACME Pharmaceuticals” when you print your dunning letters for this customer.

Attention: You can use these variables in both the letters that Receivables provides and in the letters that you create in the Dunning Letters window. However, when you use these variables in the templates USER1 – USER10, you must enter them as shown above (i.e. initial capital letter followed by all lowercase letters). When you use these variables within the text of your custom dunning letters, you must enter them using *all uppercase* letters.

Paragraph Formatting and Indentation

Enter each paragraph in your body and footer text files as a continual line. Enter a hard carriage return to mark the end of a paragraph. You can also use hard carriage returns to mark spacing between lines. To indent text, enter a hard carriage return after each line and use the space bar to indent the lines you want to start further in from the left margin.

Note: This formatting information only applies when you are using the templates USER1 – USER10 to create your dunning letters. If you are creating dunning letters in the Dunning Letters window, see 'To create a custom dunning letter' in: Creating Dunning Letters: page 2 – 180.

See Also

Creating Dunning Letters: page 2 – 180

Creating Dunning Letters

When creating dunning letters, you can either use one of the template letters that Receivables provides or create your own, custom letter. To use one of the template letters (USER1 – USER10), use a text editor to edit the body and footer text files that Receivables provides. To create a custom letter, use the Dunning Letters window.

When you create custom dunning letters, Receivables automatically numbers each paragraph by increments of ten to let you insert new text later. You can add new or update existing text for a custom dunning letter at any time. You can create as many custom dunning letters as you need.

▶ **To create a dunning letter using one of the templates that Receivables provides:**

1. Open the body or footer text file, using your choice of text editor. For example, to enter body text for the dunning letter USER1, open the file $AR_TOP / srw / ardl1b.txt.
2. Enter text and embed field variables to create the text of your dunning letter. See: Dunning Letters Format Files: page 2 – 178.
3. Save your text file in the Receivables srw directory.
4. To review your new dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters: page 5 – 52.

▶ **To create a custom dunning letter:**

1. Navigate to the Dunning Letters window.
2. Enter a Name for this letter.
3. Enter a Description of this dunning letter (optional).
4. Place your cursor in the first row, then enter the header text for this letter (optional).

   Note: Rows that you leave blank in the Dunning Letters window appear as blank spaces when you print your dunning letters.
5. Place your cursor in another row, then enter the body text for this letter. You can enter up to 4000 characters. You do not have to enter hard returns; Receivables automatically wraps the text of your letter to the next line when you print your letter.

Attention: You can use either regular text or substitution variables when entering customer or collector information. However, if you use substitution variables, be sure that you enter them using all *uppercase* characters. See: Dunning Letters Format Files: page 2 – 178.

6. To include your customer's invoice information in your letter, place your cursor in a blank row, then enter '&invoice'.
7. Enter any footer text as required (optional).
8. When you are satisfied with the text of this letter, save your work.

   To review your new, custom dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters: page 5 – 52.

See Also

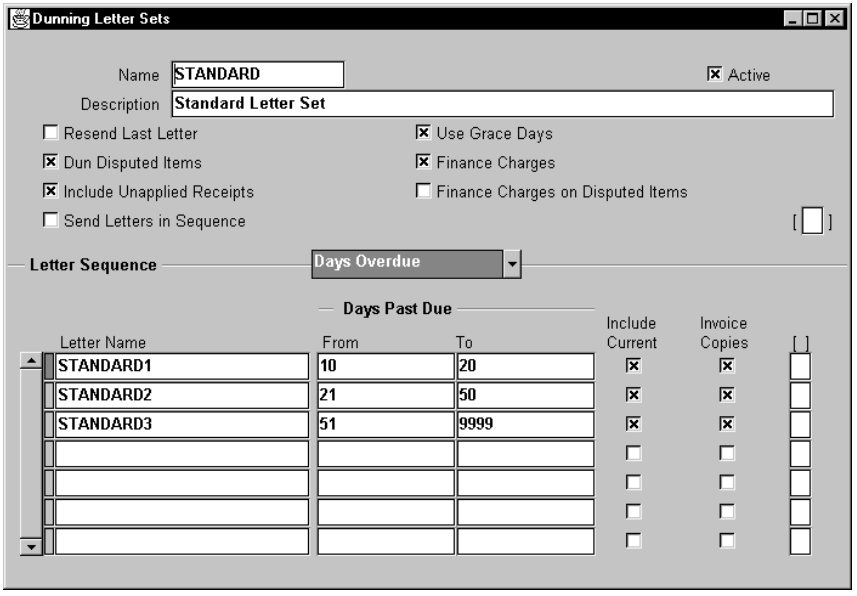
Printing Dunning Letters: page 5 – 52

Dunning Letters: page 2 – 176

Creating Dunning Letter Sets: page 2 – 182

Using Dunning Letters: page 5 – 36

Creating Dunning Letter Sets



Receivables provides a dunning letter set entitled 'STANDARD.' This set includes three dunning letters, entitled STANDARD1 – 3, which are of increasing severity. You can use this dunning letter set or define your own using different dunning letters and dunning letter parameters. See: Dunning Letters: page 2 – 176.

Use Oracle Reports to update the content of these letters before you assign them to your dunning letter sets. You can then assign these sets to your customer and site level profiles.

If you choose to inactivate a dunning letter that you have already assigned to a dunning letter set, Receivables displays a warning message.

Prerequisites

- ❑ Define your dunning letters: page 2 – 176

▶ **To define a dunning letter set:**

1. Navigate to the Dunning Letter Sets window.
2. Enter the Name and a Description for this dunning letter set.

3. To resend the last letter that was sent within this dunning letter set, check the Resend Last Letter check box. If you also check the Send Letters in Sequence check box for a dunning letter set, Receivables will only resend a letter if the past due date range has not been exceeded. For example, you already sent the second dunning letter in the set, but you submit dunning letters again before the third dunning letter is due. If both the Send Letters in Sequence and Resend Last Letter check boxes are checked, Receivables will only resend the second letter in the set.

   Note: If Resend Last Letter is Yes but Send Letters in Sequence is No, the Dunning Letter Generate program will select the dunning letter with a Days Past Due range that includes the number of days that the oldest outstanding debit item is past due. In this case, a customer may receive the same dunning letter twice.

4. To take into account the receipt grace days you specified for the customer or customer site profile to which you will assign this set, check the Use Grace Days check box. Grace days help to determine which customers and sites are selected for your dunning submissions and which letters they will receive. See: Defining Dunning Profiles for Customer and Customer Sites: page 5 – 39.

5. To include items that have been placed in dispute in all letters within this set, check the Dun Disputed Items check box. You can place items in dispute in the Customer Calls and Transactions windows. Receivables also places a debit item in dispute when there are pending adjustments against it.

6. To include finance charges for all dunning letters within this set, check the Finance Charges check box. To also calculate finance charges on items in dispute, check the Finance Charges on Disputed Items check box. Receivables uses the values you specify for finance charges in your customer and site profiles to calculate the total amount of finance charges displayed on the Invoices section of your dunning letters for each currency of past due items. See: Calculating Finance Charges When Printing Dunning Letters: page 2 – 186.

7. To include On–Account and Unapplied receipts in this set, check the Include Unapplied Receipts check box. If you include these receipts, Receivables groups them together with the past due invoices in the same currency to show the net balance in that currency for a customer or site.

   Note: Checking the Include Unapplied Receipts check box only affects whether these receipts are actually printed on your

dunning letters. Unapplied and on–account receipts are always included before finance charges are calculated.

8. To maintain the order in which Receivables sends letters in this set, check the Send Letters in Sequence check box. Sequencing lets you control and incrementally increase the severity of your dunning letters. If you check this check box, Receivables ignores the value of the Resend Last Letter check box.

Attention: If both the Send Letters in Sequence and Resend Last Letter check boxes for this dunning letter set are *not* checked, the Dunning Letter Generate program will not select and generate a dunning letter that has already been sent to this customer unless the one of the following is true:

- A new debit item exists for this customer that is past due for a number of days which falls within the Days Past Due range of a dunning letter that was previously sent, and this item was not included in that letter.

or

- A past due invoice was included in the previous letter, even though it did not fall into that letter's date range. The previous letter may be resent if the invoice is still open and falls into the current letter's date range.

9. Choose the dunning method for this dunning letter set. Choose Days Overdue for the standard dunning method in which each letter is based on the number of days outstanding items are past due. Choose Staged Dunning to send dunning letters based on the dunning level of past due debit items. With Staged Dunning, Receivables increments the dunning level by 1 each time a transaction is selected for dunning.

10. Enter the dunning Letter Name to include in this set.

11. If you chose the Days Overdue dunning method, enter the minimum number of Days Past Due From (less receipt grace days) that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on–account payment must be to receive this dunning letter.

    In the Days Past Due To field, enter the maximum number of days past due (less receipt grace days) that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on–account payment must be to receive this dunning letter. Enter '999999' for the last letter in this dunning letter set to ensure that customers to whom you assign this dunning letter set always

receive dunning letters for their oldest outstanding debit items. See: Specifying a Days Past Due Range: page 5 – 37.

12. If you chose the Staged Dunning method, enter a number in the Dunning Level From field to indicate the minimum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

    Enter a number in the Dunning Level To field to indicate the maximum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

    Enter the minimum number of days (Min Days) that must pass before Receivables will increment an item to the next dunning level. For example, if an item is assigned a dunning level of 2 on March 1 and you set this field to 15 for dunning level 3, Receivables will not increment the dunning level for this debit item to level 3 until March 16, even if the dunning letter generate program is run before that date.

    Suggestion: If you set the Dunning Level From–To range to the same number for each letter, the dunning levels for your customer's past due items will correspond to the number of times they have been selected for dunning. For example, if the Dunning Level range for the third dunning letter in your set is From 3 To 3, only past due items that have been selected for dunning three times will appear in that letter.

13. To include all of this customer's debit items that are not yet due in this dunning letter, check the Include Current check box. Receivables determines that a debit item is not yet due if its due date is later than the As of Dunning Date that you specify for your dunning submission. Receivables displays the number of Days Late as a negative number for items that are not yet due.

14. To send copies of the invoices that this dunning letter includes with this dunning letter, check the Invoice Copies check box.

15. Repeat steps 10 through 14 for each dunning letter to add to this set. The order in which your letters appear in the Letter Name region determines the sequence in which they will be sent.

16. Save your work.

See Also

Printing Dunning Letters: page 5 – 52

Customer Profile Classes: page 3 – 37

Defining Dunning Profiles for Customers and Customer Sites: page 5 – 39

Calculating Finance Charges When Printing Dunning Letters

If you check the Finance Charges check box for a customer's dunning letter set that your dunning submission includes, this customer's dunning letters will display finance charges on past due items. You can also assess finance charges on a customer's past due items that are in dispute by checking the Finance Charges on Disputed Items check box for a dunning letter set.

The sum of finance charges on past due items in a particular currency appear on a dunning letter after the subtotal of the balance due for all of the past due debit items in this currency.

If the Finance Charges check box is not checked for a customer's dunning letter set that your dunning submission includes, this customer's dunning letters will not display any finance charges.

See Also

Calculating Finance Charges: page 5 – 57

Setting Up Receivables to Calculate Finance Charges: page 5 – 66

Using Dunning Letters: page 5 – 36

Banks

Use the Banks window to enter bank information for bank branches with whom you do business. Oracle Financial Applications, including Oracle Receivables and Oracle Payables, share bank definitions, although not every application uses all available bank information. Each bank branch can have multiple accounts, and each account you define can be associated with Payables payment documents and/or Receivables payment methods.

If you use Receivables, use the Banks window to define your internal banks, which you use for receipts, and external banks, which are your customer's banks with whom you do business. If you use Receivables only, you do not need to define Payables payment documents.

If you use Payables, use the Banks window to define your internal bank accounts from which you disburse payments. For each internal bank account, you can define payment documents for checks, electronic payments (EFT and EDI), wire transfers, and other payment methods. You can also enter supplier bank information for your suppliers to which you send electronic payments. If you use Payables only, you do not need to define clearing houses. Refer to the *Oracle Payables User's Guide* for more information.

If you are using Oracle Cash Management, you need to define a Bank Errors Account, a Bank Charges Account, and a Cash Clearing Account for each account you plan on reconciling by using Cash Management.

See Also

Defining Bank Accounts: page 2 – 189

Defining Multiple Currency Bank Accounts: page 2 – 190

Banks Window Reference: page 2 – 191

Bank Accounts Window Reference: page 2 – 194

Bank Branch Validation by Country: page 2 – 203

Bank Account Validation by Country: page 2 – 205

Bank Charges: page 2 – 198

Defining Banks

You can define a bank or a clearing house. Define Banks to record external banks where your customers are the account holders of disbursement accounts.

Define Clearing Houses to record banks that process a magnetic tape of your receipt information which you send to them. These clearing institutions then create tapes of your customer receipt information which they forward to each of your remittance banks.

▶ **To enter a basic bank:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Disbursement – USD."
2. Select Bank as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Save your work.

Proceed with Defining Bank Accounts: page 2 – 189.

▶ **To enter a clearing house:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Clearing – USD."
2. Select Clearing House as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Choose the Related Banks button. Enter the bank name and number, and the branch name and number for each bank related to this clearing house.
6. Save your work.

Proceed with Defining Bank Accounts: page 2 – 189.

See Also

Flexible Addresses: page 3 – 47

Defining Bank Accounts: page 2 – 189

Defining Bank Accounts

Defining Internal Bank Accounts

Define internal bank accounts to define bank accounts for which you are the account holder. Receivables uses internal bank accounts to receive payments from customers.

▶ **To define a basic bank account for receipts:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Bank account numbers must be unique within a bank branch. Optionally enter an Account Type and Description.
3. If you want to use Bank Account validation, enter Check Digits.
4. Select Internal Account Use.
5. In the GL Accounts region, enter a Cash Account.
6. In the Receivables Options region, enter GL Account information for Remitted Receipts, Factored Receipts, and Short Term Debt.
7. In the More Receivables Options region, optionally enter Receipt and Discount GL Account information. See also: Defining Accounting Flexfield Combinations in the *Oracle General Ledger User's Guide*.
8. Optionally enter contact information in the Contact region.
9. Save your work.

Defining Customer Bank Accounts

Enter bank account information for your customers. Receivables uses this information when you receive electronic payments from your customers.

▶ **To define a customer bank account:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Bank account numbers must be unique within a bank branch. Optionally enter an Account Type and Description.

   If you want to use Bank Account validation, enter Check Digits.
3. Select Customer Account Use.
4. Optionally enter contact information in the Contact region.
5. Save your work.

See Also

Bank Accounts Window Reference: page 2 – 194

Automatic Receipts: page 4 – 164

Defining Multiple Currency Bank Accounts

A multiple currency bank account is one that accepts payments in more than one currency. If you define a multiple currency bank account, you should use manual payment reconciliation with it. Oracle Receivables stores the payment currency you enter when you initiate a Payment Batch, enter a manual payment, or create a Quick payment. The bank file details you receive from a bank will contain the bank account currency. Since the payment and bank account currencies could differ when you use a multiple currency bank account, automatic reconciliation could result in numerous exceptions.

Prerequisites

- ❑ Enable the currencies you need in the Currencies window. See: Currencies *(Oracle General Ledger User's Guide)*.

▶ **To define a multiple currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 189.
   - If you are defining a bank account for receipts, enable the Multiple Currency Receipts option in the Receivables Options region.
2. Save your work.

See Also

Bank Accounts Window Reference: page 2 – 194

Banks Window Reference: page 2 – 191

Foreign Currency Transactions: page 4 – 47

Entering Flexible Addresses: page 3 – 66

Bank Branch Validation by Country: page 2 – 203

Bank Account Validation by Country: page 2 – 205

Banks Window Reference

Bank region

Name: The name of the bank.

Alternate Name: You can enter an alternate name for your bank if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Number: Identification number of the bank. The system uses this information to identify the bank in payment formats that use electronic payment methods. The combination of Bank Number and Branch Number must be unique.

Bank Branch Region

Name: The name of the bank branch.

Alternate Name: You can enter an alternate name for your bank branch if you enable the profile option AR: Enter Alternate Fields. If you do not enable this option, the Alternate Name field will not appear.

Number: The number of the bank branch. Receivables uses this information to identify the bank branch in payment formats using electronic payment methods, in creating positive pay files, and when laser printing the MICR line on checks. If you are using positive pay to notify this bank of payments, you must accurately enter the American Bank Association 9 digit transit routing code in this field if this is a U.S. based bank.

Type: The banking organization to which this branch belongs.

Remaining Bank Branch Information

Institution: Enter either Bank or Clearing House to indicate what type of bank branch you are defining.

- **Bank:** A bank in which you have a disbursement and/or receipt account. Or a bank in which your customer has a disbursement account, or your supplier has a receipt account.
- **Clearing House:** A bank that processes a magnetic tape of your receipt information that you send to it. The clearing institution then creates tapes of your customer receipt information which it forwards to each of your remittance banks.

Description: A description (up to 240 characters) of the bank or bank branch.

Inactive After: If you enter an Inactive After date, during transaction entry, after this date the bank's accounts will no longer appear on any lists of values in Payables, and you will not be able to enter the bank accounts when you enter transactions.

EDI ID Number: Supplier's Trading Partner ID. This value is your unique EDI identifier for the supplier.

EDI Location: The Electronic Data Interchange (EDI) location code for this bank. For more information, refer to the *Oracle EDI Gateway User's Guide.*

EFT Number: Your company's EFT (electronic funds transfer) user number. This number is used to identify your company on any EFT transmissions with the bank.

Contact Region of Banks Window

Enter information for person you use as a contact at the bank branch. You can enter additional contacts in the Account Contacts region of the Bank Accounts window.

Prefix: The prefix (Mr., Ms., etc.) of the contact.

Clearing House Alternative Region of the Banks Window

Clearing House: The name of the clearing house institution that you want to assign to this remittance bank branch. Clearing houses process a magnetic tape of your receipt information which you send to them. These clearing institutions then create tapes of your customer receipt information which they forward to each related remittance bank.

Branch: Enter the branch of the clearing house institution that you want to assign to this remittance bank branch. Receivables requires that you define your bank branches that have an Institution Type of Clearing House before you define your bank branches with an Institution Type of Bank. You can assign clearing houses to your bank branches.

Clearing House Programs Alternative Region of the Banks Window

This region is only available if you are entering or reviewing information for a Clearing House.

Print Program: The printing program to assign to this remittance bank branch. Receivables uses this program to format the listing of remitted receipts for this bank branch. Receivables provides one standard remittance printing program. If you need a different remittance printing format, you need to copy then modify the standard program that Receivables provides.

Transmission Program: The name of the transmission program to assign to this bank branch. Receivables uses the transmission programs that you define to format your automatic remittances for this remittance bank branch on to a magnetic tape.

See Also

Bank Accounts Window Reference: page 2 – 194

Bank Branch Validation by Country: page 2 – 203

Bank Accounts Window Reference

Alternate Name: You can enter an alternate name for your bank account if you enable the AR: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

Account Type: Type of your bank account. For example, Electronic.

Account Use: Indicate the account holder of this account.

- **Internal:** Your company or organization is the account holder of this account.
- **Customer:** Your customer is the account holder of this account. You record Customer Accounts to facilitate funds transfer between the Customer Bank Account and your internal bank account.
- **Supplier:** (Oracle Payables) Your supplier is the account holder of this account. You record Supplier Accounts so you can pay your suppliers electronically.

Check Digits: The value used to validate the authenticity of your bank account number according to country specific bank account validation requirements. This value is provided by your financial institution.

Currency: Currency for a bank account. The default value is your functional currency.

Description: Description of the Bank Account. This field is for reference only.

Inactive Date: If you enter an Inactive date, during transaction entry, the bank's account will no longer appear on any lists of values in Payables, and you will not be able to enter the bank account when you enter transactions.

Name: The name you use to refer to the bank account. You may want to use a name that indicates the usage of the bank account.

Number: The bank account identification number. The Bank Account Number must be unique for the branch.

Account Holder Region of the Bank Accounts Window

Account Holder: Name of the person or organization within your organization who is responsible for this account (optional).

Alternative Account Holder: You can enter an alternate name for your bank account holder if you enable the AR: Enter Alternate Fields profile option. If you do not enable this option, this field will not appear.

EFT Requester ID: Numeric designation of person or organization that is responsible for generating this account's electronic payments (optional).

GL Accounts Region of the Bank Accounts Window

Cash: The cash account that you are associating with a bank account. This account must be an asset account.

Cash Clearing: If you have enabled the Allow Reconciliation Accounting Payables option, enter the cash clearing account you are associating with a bank account. When you create a payment, Oracle Receivables creates accounting entries for your unreconciled invoice payments to credit your cash clearing account using this account. When you reconcile your invoice payments using Oracle Cash Management, Oracle Receivables creates accounting entries to debit this cash clearing account and credit this bank account's cash account. The account you enter here defaults to the Cash Clearing Account field in the GL Accounts region of the Payment Documents window.

If you are using future dated payment methods, enter the clearing account you are associating with a payment document. When you pay an invoice with a payment document that uses a Manual Future Dated or Future Dated payment method and post payments within Payables, Oracle Receivables automatically debits your liability account and credits this account. When you clear this payment using automatic or manual reconciliation within Oracle Receivables or Oracle Cash Management then post payments within Payables, Oracle Receivables debits this cash clearing account and credits this bank account's cash account.

Bank Charges: If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a bank account. When you reconcile your invoice payments using Oracle Cash Management, Oracle Receivables creates accounting entries to record your bank charges using this account. The account you enter here defaults to the Bank Charges account field in the GL Accounts region of the Payment Documents window.

Bank Errors: If you have enabled the Allow Reconciliation Accounting Payables option and you are using Oracle Cash Management to reconcile your payments, enter the bank errors account you are associating with a bank account. When you reconcile your invoice payment using Oracle Cash Management, Oracle Receivables creates accounting entries to record any bank errors using this account. The account you enter here defaults to the Bank Errors account field in the GL Accounts region of the Payment Documents window.

Confirmed Receipts: If you use Automatic Receipts in Receivables and are required to send receipt information to your customer prior to applying the receipt, the receivable is maintained in the Accounts Receivable account until it is confirmed by the customer. Upon confirmation, it is reversed from the Accounts Receivable account and placed into the Confirmed Receipts account. If you are not required to send receipt information to your customer, the receivable is automatically reversed from Accounts Receivable and placed into Confirmed Receipts.

Account Contacts Region of the Bank Accounts Window

Prefix: The prefix (Mr., Ms., etc.) of the contact.

Receivables Options Region of the Bank Accounts Window

Factored Receipts: The factored receipts account to associate with this bank account.

Multiple Currency Receipts: This indicates whether this bank account accepts payments in currencies other than the account currency.

Remitted Receipts: The remitted receipts account to associate with this bank account.

Short Term Debt: The short term debt account to associate with this bank account.

More Receivables Options Region of the Bank Accounts Window

Earned Discounts: The account to associate with this bank account for discounts that are earned (i.e. taken within the defined discount period).

On Account Receipts: The account to associate with this bank account for receipts that are placed on account.

Unapplied Receipts: The account to associate with this bank account for receipt amounts that are unapplied.

Unearned Discounts: The account to associate with this bank account for discounts that are unearned (i.e. taken after the defined discount period).

Unidentified Receipts: The account to associate with this bank account for receipts that are not identified (e.g. customer information is not provided).

Payables Options

This region is used by Oracle Payables. For more information, please refer to the *Oracle Payables User's Guide*.

Buttons

Payables Documents: (Oracle Payables) Navigates to the Payment Documents window. This button is disabled if the bank account Use is Supplier.

Bank Codes: Navigates to the Bank Transaction Codes window. See: Bank Transaction Codes in the *Oracle Cash Management User's Guide*.

See Also

Bank Account Validation by Country: page 2 – 205

Bank Charges

Use the Bank Charges window to specify charges associated with transferring money between banks. In Receivables, you specify charges between your customers' banks and your banks. You can define charges:

- from a single bank to a single bank
- from a single bank to all banks (i.e. to all banks including the transferring bank)
- from a single bank to all other banks (i.e. to all banks except the transferring bank)
- from all banks to a single bank
- from all banks to all banks

Any time you specify a single bank, you have the choice of selecting a particular branch of that bank or all branches.

> **Note:** Both Oracle Payables and Oracle Receivables users use this window. If you use both of these products, bank charges information you enter is shared between the products.

Defining Bank Charges

To help you define your bank charges, see: Hints for Setting Up Bank Charges: page 2 – 201.

Attention: Different countries have different guidelines for using Bank Charges. If you use bank charges, refer to your country–specific documentation to see how you should use this feature.

Prerequisites

❑ Define internal and external bank accounts. See: Defining Bank Accounts: page 2 – 189.

▶ **To define bank charges:**

1. Navigate to the Bank Charges window.
2. In the Transferring Bank region, select the Transferring Bank:
   - **Bank.** To specify a single bank, select Bank from the poplist and select the bank number or bank name from the list of values.

If the charges are specific to a particular branch of that bank, select Branch from the poplist and select the branch number or name from the list of values. If the charges apply to all branches of the bank, select All Branches from the poplist.

- **All Banks.** To specify that the charges apply to all banks, select All Banks from the poplist.

3. In the Receiving Bank region, select the Receiving Bank:

   - **Bank.** To specify a single bank, select Bank from the poplist and select the bank number or bank name from the list of values.

     If the charge is specific to a particular branch of that bank, select Branch from the poplist and select the branch name or number from the list of values. If the charges apply to all branches except the transferring branch, select Other Branches from the poplist. If the charges apply to all branches of the bank, select All Branches from the poplist.

   - **All Banks.** To specify that the charges apply to all banks, select All Banks from the poplist.

   - **Other Banks.** If you selected a single transferring bank and want to specify that the charges apply to all banks except the transferring bank, select Other Banks from the poplist.

4. Enter the Currency.

5. Enter transfer amount ranges. Enter 'From' and 'To' amounts to indicate the transaction amount range. Note the following:

   - The first range must start from zero; enter 0.00 in the first transaction amount 'From' field.

   - The last range must be open–ended; do not enter data in the last transaction amount 'To' field.

   - The 'To' amount from one range is the 'From' amount for the next range. The system does this for you automatically. Each range goes up to, but does not include, the 'To' amount. For example, the first range is $0 to $500, and the second range is $500 to $1,000. The charge for the first range will be applied to amounts up to $499.99. The charge for the second range will be applied to amounts from $500 to $999.99.

6. Enter the Standard bank charge for the range (optional for Receivables; required for Payables).

7. Enter the Negotiated bank charge for the range (optional).

8. Enter a tolerance limit. Enter zero if you do not want to allow a tolerance limit. The tolerance limit indicates the amount that a receipt can differ from an invoice and still be accepted by the system. The exact rules for matching receipts and invoices depend on how the AutoCash rules are defined. See: AutoCash Rules: page 4 – 147.
9. Enter the Effective Dates, the dates during which the bank charge will be effective. Leave the 'To' date field blank if you want to indicate that the charge is in effect indefinitely.

See Also

Bank Charges Reports: page 2 – 200

Bank Charges Reports

If you do business in Japan, contact your local Oracle representative for information on the Bank Charges feature, the Bank Charges Accounting Upon Notification Report, and the Bank Charges Accounting on Payment Report.

See Also

Bank Charges *(Oracle Financials for Japan User's Guide)*

Bank Charges Report (*Oracle Financials for Japan User's Guide*

Hints for Setting Up Bank Charges

Setting Default Bank Charges

To define default bank charges that will be used when charges for a particular bank have not been defined, select All Banks for both the transferring and the receiving bank.

Bank Charges Search Hierarchy

The bank transfer program uses a hierarchy to determine the bank charge for a transaction. This hierarchy is illustrated in the Bank Charges Search Hierarchy table below. When you record a bank transfer, the system first searches for an exact match on bank and branch for both the transferring and the receiving bank. If no match is found, the system moves down to the next row in the table, and so on until a match is found.

Although all combinations illustrated in the table are valid, users in Japan will set up bank charges using only lines 1, 7, 9, and 12.

Understanding the search process can help you set up bank charges in the most efficient manner possible. By taking advantage of the search hierarchy, you may be able to avoid creating a bank charge record for every bank and branch combination.

BANK CHARGES SEARCH HIERARCHY				
Search Order	**Transferring**		**Receiving**	
1	Bank	Branch	Bank	Branch
2	Bank	Branch	Bank	Other Branches
3	Bank	Branch	Bank	All Branches
4	Bank	Branch	Other Banks	All Branches
5	Bank	Branch	All Banks	All Branches
6	Bank	All Branches	Bank	Branch
7	Bank	All Branches	Bank	All Branches
8	Bank	All Branches	Other Banks	All Branches
9	Bank	All Branches	All Banks	All Branches
10	All Banks	All Branches	Bank	Branch

11	All Banks	All Branches	Bank	All Branches
12	All Banks	All Branches	All Banks	All Branches

For example, you need to set up bank charges for the following situations:

1. A transfer within the same bank and branch: from Tokyo Bank, Ginza branch to Tokyo Bank, Ginza branch.
2. A transfer within the same bank, but between different branches: from Tokyo Bank, Ginza branch to Tokyo Bank, Shinjuku branch.
3. A transfer between different banks: from Tokyo Bank, Ginza branch to Kyoto Bank, Roppongi branch.
4. Another transfer between different banks: from Osaka Bank, Yokohama branch to Tokyo Bank, Ginza branch.

The most efficient way to set up these charges is to create records in the Bank Charges window as illustrated in the Bank Charge Setup Example table below. Note that the last row in this table creates a default setting that is used any time the system cannot find a match (it corresponds to line 12 in the Bank Charges Search Hierarchy table).

BANK CHARGES SETUP EXAMPLE					
Search Order	**Transferring**		**Receiving**		**For situation**
1	Bank	Branch	Bank	Branch	1. Tokyo / Ginza to Tokyo / Ginza
2	Bank	All Branches	Bank	All Branches	2. Tokyo / Ginza to Tokyo / Shinjuku
3	Bank	All Branches	All Banks	All Branches	3. Tokyo / Ginza to Kyoto / Roppongo
4	All Banks	All Branches	All Banks	All Branches	4. Osaka / Yokohama to Tokyo / Ginza

The four rows in this table correspond to rows 1, 7, 9, and 12 in the Bank Charges Search Hierarchy table.

When trying to match each of these situations, the system first looks for an exact match on transferring and receiving bank and branch. In the case of situation 1, it finds such a match and stops searching. In the case of situations 2, 3, and 4, the system cannot find an exact match on transferring and receiving bank and branch, so it continues searching in the order in the Bank Charges Search Hierarchy table until it finds a match.

Bank Branch Validation by Country

Receivables provides country–specific validation of your bank branch information for bank branches in your ”home country” and displays a warning if you enter invalid bank information. You enter your home country in the Default Country field of the System Options window. If your home country is the same as the Default Country profile option, Receivables performs validation in accordance with the rules of that country. If your home country is different than your Default Country profile option, then Receivables performs the minimum validation, which checks the data type and maximum length of bank name, branch name, and institution type.

Following are the country–specific validation rules for your bank branch information. If your country is not listed separately, Receivables uses the default, minimum validation.

Bank Branch Validation by Country

Default (minimum)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	

France

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	5	yes
Branch Number	numeric	5	yes

Table 2 – 6 (Page 1 of 2)

Brazil

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	3	yes
Branch Number	numeric	6	yes

Portugal

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	
Branch Number	numeric	4	

Spain

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	yes
Branch Number	numeric	4	yes

Table 2 – 6 (Page 2 of 2)

▶ **To set up your system for bank branch validation:**

1. Enter your home country in the Default Country field of the System Options window.
2. Define the Default Country profile option. Use the same value as your Default Country in the System Options window. See: Profile Options in Oracle Application Object Library: page B – 21.

3. Save your work.

   Receivables performs the validation when you save your bank branch information.

See Also

Defining Receivables System Options: page 2 – 48

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Bank Account Validation by Country: page 2 – 205

Bank Account Validation by Country

Receivables provides country–specific validation of your bank account information for bank branches in your "home country". Receivables displays a warning if you enter invalid information. The validation rules are based on your home country that you enter in the Default Country field of the System Options window. If the country you enter in the Banks window is different than your home country, Receivables performs the default, minimum validation. The default validation checks the data type and maximum length of the bank account name, account, and currency code.

The following are the country–specific validation rules for your bank account information. If your country is not listed separately, Receivables uses the default, minimum validation.

Bank Account Validation by Country

Default (minimum)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	

Table 2 – 7 (Page 1 of 3)

Belgium

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	
Currency Code	value set	15	

France

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Finland

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	
Currency Code	value set	15	

Netherlands

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	

Norway

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	

Table 2 – 7 (Page 2 of 3)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Currency Code	value set	15	

Portugal

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Spain

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	10	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

Table 2 – 7 (Page 3 of 3)

▶ **To set up your system for bank account validation:**

1. Enter your home country in the Default Country field of the System Options window.
2. Define the Default Country profile option. Use the same value as your Default Country in the System Options window. See: Profile Options in Oracle Application Object Library: page B – 21.
3. Save your work.
4. When you define the bank accounts, optionally enter Check Digits.
5. Save your work.

Receivables performs the validation when you save bank account information.

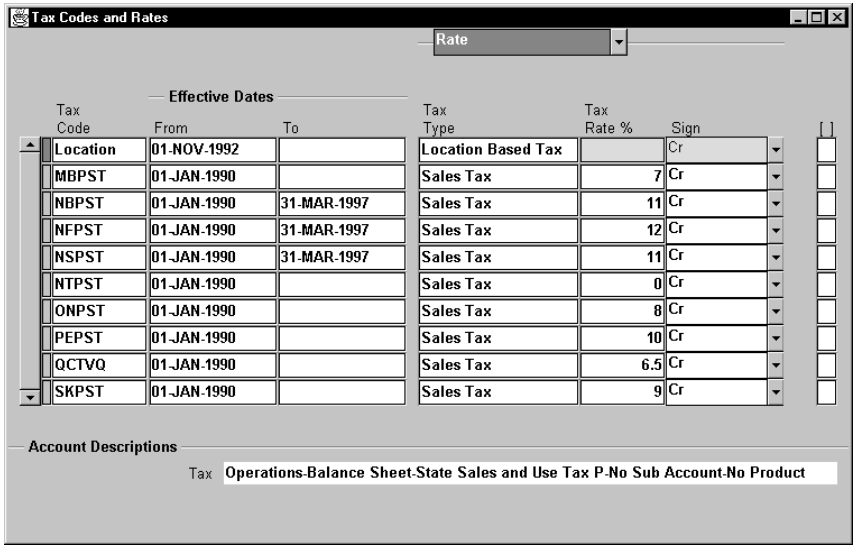
See Also

Defining Receivables System Options: page 2 – 48

Setting User Profile Options *(Oracle Applications System Administrator's Guide)*

Bank Branch Validation by Country: page 2 – 203

Tax Codes and Rates



Use the Tax Codes and Rates window to enter and maintain your tax codes and their associated tax rates. You can define as many tax codes of type VAT (Value Added Tax) or Sales Tax as you need. You can have only one tax code of type Location for any given date range. This code cannot have a rate associated with it.

You can enter a tax code at the customer Ship–To and Bill–To business purpose level, as well as at the customer and customer address level. You can also assign tax codes to inventory items. If your tax method is VAT, you can include a tax code in the Tax Defaulting Hierarchy in the System Options window.

You can also specify whether a tax code is tax inclusive or tax exclusive. Tax inclusive tax codes automatically calculate the tax amounts for a transaction line and include this amount in the line amount in the Receivables Lines and Transaction Overview windows. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

Tax codes that you define here appear on your tax reports, in the Tax windows when you enter transactions, and in the Tax Groups window when you define your tax groups.

Prerequisites

- ❑ Define system options: page 2 – 48

▶ **To define your tax codes and rates:**

1. Navigate to the Tax Codes and Rates window.
2. Enter a unique name for this Tax Code.
3. Enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
4. Choose the Type of tax rate you are defining. If you are using location based tax, you can only enter one tax code with tax type of Location Based Tax for a given date range. Choose 'Sales Tax' if you want this type of tax to appear on your sales tax reports.
5. If the tax type is *not* 'Location Based Tax,' enter a Tax Rate.
6. Indicate whether this tax code is positive or negative by setting the Sign parameter to either 'Cr' or 'Dr', respectively. When you use a tax code whose sign is 'Dr' (negative), Receivables debits your tax account. When you use a tax code whose sign is 'Cr' (positive), Receivables credits your tax account.
7. To allow tax exemptions for items using this tax rate, check the Allow Exempt check box.
8. To be able to change the tax rate for this tax code in the Transaction windows, check the Ad–hoc check box. You can only check this box if the tax type is *not* 'Location Based Tax.' You can update this option after you save this tax code.
9. If you want this tax code to automatically calculate inclusive tax, check the Inclusive Tax check box.
10. If you do not want to be able to change this tax code from inclusive to exclusive (or vice versa) when entering invoices, uncheck the Allow Override check box.

    Note: Location–based tax codes are always tax exclusive and you cannot change them to be tax inclusive.

11. To update the Tax Account assigned to this tax code, open the Accounting alternative region. The default account is the Location Tax Account you defined in the System Options window. AutoAccounting uses this value if the AutoAccounting structure for your tax account is derived from the tax code.

12. To enter the VAT transaction type for this tax code, open the VAT Transaction Type alternative region, then enter a VAT Transaction Type (optional). This field is only used for Spanish and Belgian Tax reporting. For more information, see the *Oracle Applications Spanish Globalizations Reference Manual* or the *Oracle Applications Belgium Globalizations Reference Manual*.
13. Save your work.

See Also

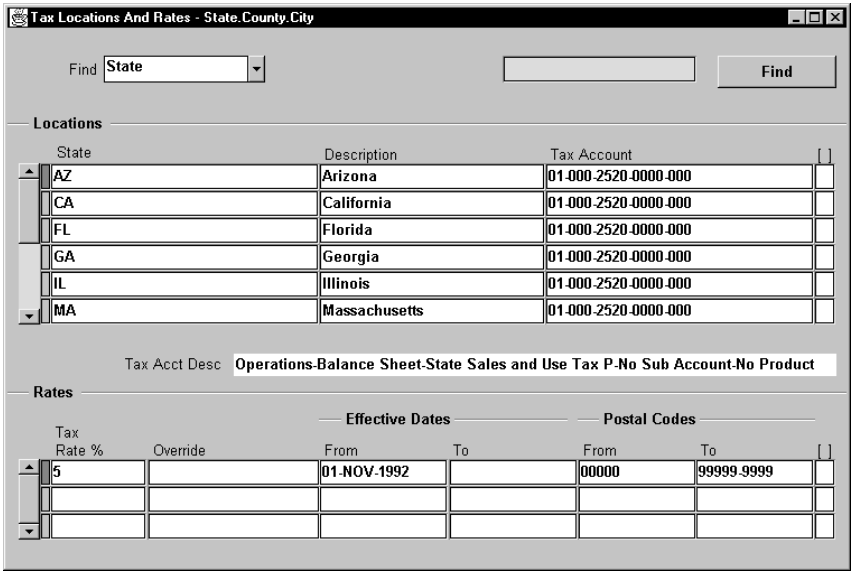
AutoAccounting: page 2 – 117

Reviewing Sales Tax Rates: page 2 – 215

Tax Groups: page 2 – 225

Calculating Tax (*Oracle Receivables Tax Manual*)

Tax Locations and Rates



Use the Tax Locations and Rates window to enter and update your locations and their associated tax rates. For each location you can define multiple tax rates and postal code ranges, as long as the date and postal code range do not overlap. Receivables uses these locations and tax rates to create authorities and sales tax rates for tax calculations. Receivables also uses locations to validate your customers' addresses.

Use this window to assign tax accounts to the components of your segment which has a tax account qualifier assigned to it. You assign a tax account qualifier to any one segment of your location flexfield structure using the Key Flexfield Segments window.

You can also implement country–specific validation of foreign customer address information using the Flexible Address Formats feature. For more information, see: Flexible Addresses: page 3 – 47.

If you do not want to manually enter or maintain location and tax rates, you can use the Sales Tax Rate Interface program to load this information from an outside tax service. See: Using the Sales Tax Rate Interface and Implementing the Tax Vendor Extension in the *Oracle Receivables Tax Manual.*

Prerequisites

- ❑ Define your sales tax location flexfield structure: page 2 – 48
- ❑ Assign the tax account qualifier to any one of the segments of your location flexfield structure in the Define Key Flexfields window (*Oracle Applications Flexfields Guide*)

▶ **To define a new or update an existing tax location and its associated tax rate:**

1. Navigate to the Tax Locations and Rates window.
2. Choose the type of sales tax structure to define. Choose City, County, or State.
3. If you chose a sales tax structure of 'County,' enter the Given State in which this county is located, then choose Find.

   If you chose a sales tax structure of 'City,' enter the Given County in which this city is located, then choose Find.

   If you chose a sales tax structure of 'State,' choose Find.
4. To update an existing location or rate, update the Tax Account, Tax Rate, and range of Effective Dates or Postal Codes for this location, then go to step 10.

   To add a new location, choose New Record from the Edit menu.
5. Enter the Name and Description of this location.
6. If this segment has been assigned to the tax account qualifier, Receivables enters a default Tax Account. This is the account you defined for the 'Location' tax code type in the Tax Codes and Rates window. You can update this information.
7. Enter the Tax Rate percentage to assign to this location (optional). You can enter multiple tax rates for this location as long as the date and postal code range do not overlap. Receivables uses the date and postal code range for each tax rate assignment to determine when this assignment is active for this location.
8. If you are entering city level rate assignments and you include City in your tax location flexfield structure, you can optionally override the sales tax rates for the senior segments (State and / or County) of this structure. To override the sales tax rate for this city's state or county, enter a new rate in the Override Sales Tax Rates popup window. See: Defining a Sales Tax Location Flexfield Structure *Oracle Receivables Tax Manual*.

Attention: You can only use the override feature if you include City in your Sales Tax Location Flexfield Structure.

9. Enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
10. Enter a range of Postal Codes for this tax rate. Receivables uses the date and postal code range for your locations to determine which tax rate assignments to use when creating your sales tax rates. You can review these compiled sales tax rates in the Review Sales Tax Rates window.
11. Save your work.

See Also

Reviewing Sales Tax Rates: page 2 – 215

Tax Codes and Rates: page 2 – 209

Tax Exemptions: page 2 – 219

Calculating Tax (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

U.S. Sales Tax Report (*Oracle Receivables Tax Manual*)

Reviewing Sales Tax Rates

Use the Review Sales Tax Rates window to review your existing sales tax rates. Receivables creates these sales tax rates when you enter customer addresses in the Customers window. You can view the locations and associated rates for your customer addresses in the Tax Locations and Rates window. If you have a situation where locations are defined without rates and these locations are included in existing authorities, Receivables also creates sales tax rates when you assign rates to these locations.

If you update rates belonging to locations that are already included in an authority, Receivables automatically updates all of the sales tax rates that are associated to this authority. You can review the changes in this window.

The number of sales tax rates created for each authority depends upon the postal code and date ranges that you assigned to each location included in your authority.

The following example demonstrates the criteria that Receivables uses to create sales tax records for your customer addresses. In this case, you have the following locations and rate assignments defined in Receivables where CA is the state of California, San Mateo is a county within California, and Foster City and Belmont are cities within San Mateo county:

Segment Value	From Zip	To Zip	Start Date	End Date	Tax Rate
CA	96199	96199–9999	15–JUL–90	———	6.25%
CA	85364	89999–9999	15–JUL–90	———	6.25%
CA	90000	94999–9999	15–JUL–90	———	6.25%
San Mateo	00000	99999–9999	07–JUL–88	31–DEC–90	0%
San Mateo	00000	99999–9999	01–JAN–91	31–JAN–91	2%
Foster City	94063	94065–9999	01–JAN–91	31–JAN–91	1%
Belmont	94065	94069–9999	01–JAN–90	31–JAN–91	0%

Table 2 – 8 (Page 1 of 1 – Locations and Rates as defined)

When you enter and save these locations and their rate assignments, Receivables generates the following sales tax rate records:

Authority	From Zip	To Zip	Start Date	End Date	Tax Rate
CA.San Mateo. Foster City	94063	94065–9999	01–Jan–91	31–Jan–91	6.25+2+1
CA.San Meteo. Belmont	94065	94069–9999	15–Jul–90	31–DEC–90	6.25+0+0
CA.San Mateo. Belmont	94065	94069–9999	01–Jan–91	31–Jan–91	6.25+2+0

Table 2 – 9 (Page 1 of 1 – Sales Tax Rates for review)

Receivables only calculates sales tax rates for authorities that exist within your home country. For example, if you set up your sales tax system to handle business in the United States but you enter addresses in a foreign country, Receivables does not create locations, authorities, or sales tax records.

Prerequisites

- ❑ Enter customers: page 3 – 3
- ❑ Enter customer addresses: page 3 – 16

▶ **To review your sales tax rates:**

1. Navigate to the Review Sales Tax Rates window.
2. Choose Run from the Query menu.

See Also

Tax Codes and Rates: page 2 – 209

Tax Locations and Rates: page 2 – 212

Calculating Tax (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

US Sales Tax Report (*Oracle Receivables Tax Manual*)

Tax Authorities

Tax Authorities represent a unique combination of locations and are created manually through the Tax Authorities window or automatically when you enter customer addresses. Receivables uses authorities to expedite sales tax calculations.

When you enter a customer address, Receivables first checks if this authority already exists for the appropriate date range. If it exists, Receivables uses the combined sales tax rate associated with this authority to calculate any tax amounts. If the authority does not exist, Receivables first checks if the locations and associated rates exist. If they exist, Receivables creates the authority and all of the sales tax rates. If the locations do not exist, Receivables creates the authority and the locations in the Tax Locations and Rates window.

You can also implement country specific validation of foreign customer address information using Flexible Address Formats. See: Flexible Addresses: page 3 – 47.

You can disable an existing tax authority either by unchecking the Enabled check box or entering an ending effective date, and then saving your work.

Prerequisites

- ❑ Define tax locations and rates: page 2 – 212

▶ **To define a new or review an existing tax authority:**

1. Navigate to the Tax Authorities window.
2. If you are reviewing an existing authority, query the authority to view.

   If you are defining a new authority, enter the Authority location, or select from the list of values. Receivables displays an error message if you enter an authority that already exists.
3. Enter a range of Effective Dates for this authority. The default start date is today's date, but you can change it. If you do not enter an end date, this authority will be active indefinitely.
4. Save your work.

See Also

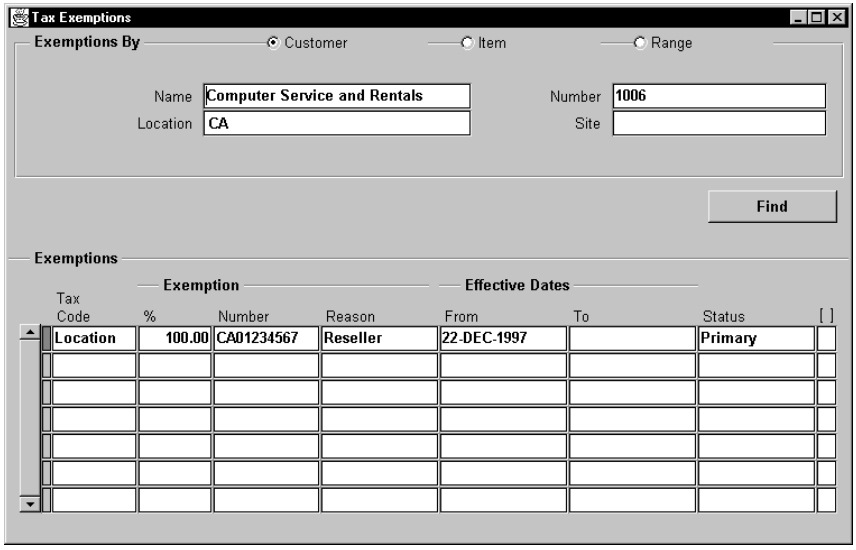
Reviewing Sales Tax Rates: page 2 – 215

Tax Codes and Rates: page 2 – 209

Entering Customer Addresses: page 3 – 16

US Sales Tax Report (*Oracle Receivables Tax Manual*)

Tax Exemptions



Define tax exemptions to fully or partially exempt a customer, item, or range of items from specific tax codes. You can create exemptions against customers or items for either locations or specific tax codes.

To use customer exemptions, set the Use Customer Exemptions system option to 'Yes.' To use product exemptions, set the Use Product Exemptions system option to 'Yes.' To exempt customers or products from tax codes with a type of 'VAT' or 'Sales,' set the appropriate Use Tax Code system option to 'Yes.' See: Tax System Options: page 2 – 53.

To exempt a customer from all taxes, use the Customers window to assign this customer to a tax code with a zero tax rate. To exempt an item from all taxes, use the Items window to assign this item to a tax code with a zero tax rate. See: Items: page 2 – 130.

You can only define a tax rate exemption for items that are invoiceable and have a status of 'Active.' In addition, if you create more than one exemption for the same customer, item, tax code, reason, or certificate number, the date ranges of these exemptions cannot overlap.

You can also use the Tax Exemptions window to update the status of your exemptions. If you need to add an exemption number to an Unapproved exemption created in the Transaction window, you must change the status of this exemption to 'Expired' and recreate the exemption with the number.

Prerequisites

- ❑ Define system options: page 2 – 48
- ❑ Enter customers: page 3 – 3
- ❑ Define items: page 2 – 130
- ❑ Define tax codes and rates: page 2 – 209

▶ **To define an exemption for a customer:**

1. Navigate to the Tax Exemptions window.
2. Choose to create Exemptions By Customer.
3. Enter the customer Name or Number.
4. To view existing exemptions for this customer or item(s), choose Find.
5. Enter the Locations for which this exemption will be valid (optional).
6. Enter the Site to exempt (optional). Leave this field blank to exempt all of this customer's sites or if you want to create a regional exemption using the Location flexfield (see previous step).
7. Define your Exemption. See: Defining an Exemption: page 2 – 221.

▶ **To define an exemption for an item:**

1. Choose to create Exemptions By Customer.
2. Choose to create Exemptions By Item.
3. Enter the Item, or select from the list of values.
4. To view existing exemptions for this item, choose Find.
5. To create a new exemption, choose New Record from the Edit menu.
6. Define your Exemption. See: Defining an Exemption: page 2 – 221.

▶ **To define an exemption for a range of items:**

1. Choose to create Exemptions By Range.
2. Enter the Category and Category Set to which the range of items belongs (optional). (You use categories to group items with similar characteristics; a category set is a group of categories.)
3. Enter the User Item Type. For example, Finished Good, ATO Model, or Subassembly.
4. Enter the range of Items for this exemption.
5. Define your Exemption. See: Defining an Exemption: page 2 – 221.

Defining an Exemption

1. Enter the Tax Code from which you are partially or fully exempting this customer or item(s). You can enter exemptions for VAT tax codes, or for location based tax, using your 'Location' tax code.
2. Enter the tax code percentage to exempt. You must enter a percent between 0 and 100.
3. Enter an exemption Number (optional).
4. Enter a Reason for this exemption, or select from the list of values.
5. Enter the range of Effective Dates for this exemption. The default start date is today's date, but you can change it. If you do not enter an end date, this exemption will be valid indefinitely.

   If an exemption exists for an item, the new exemption you define takes precedence. For example, item A1 has an exemption with no ending effective date. If you define an exemption for this item with an effective start date of January 1, 1996, Receivables sets the existing exemption's end date to December 31, 1995, and creates the new exemption with the effective dates that you specify.
6. Enter a Status for this exemption.

   Unapproved: Exemptions created automatically during Invoice entry or import are recorded as Unapproved. Exemptions with this status may be changed to any of the statuses listed here.

   Manual: This exemption has been approved but Receivables will not automatically use it. You have to explicitly use this exemption. Exemptions with this status can only be changed to Primary or Expired.

Primary: This exemption has been approved and Receivables will automatically calculate tax. Exemptions with this status can only be changed to Manual or Expired.

Expired: Discontinue a previously approved exemption. Once discontinued, their status cannot be changed.

Rejected: Reject an Unapproved exemption. Once rejected, their status cannot be changed.

7. Save your work.

See Also

Customer Exemption Certificates (*Oracle Receivables Tax Manual*)

Calculating Tax (*Oracle Receivables Tax Manual*)

Tax Rate Exceptions: page 2 – 223

Tax Exempt Customer Report (*Oracle Receivables Tax Manual*)

Tax Exempt Product Listing (*Oracle Receivables Tax Manual*)

Tax Rate Exceptions

Use the Item Tax Rate Exceptions window to assign special tax rates to products that you ship to specific authorities.

You can only define a tax rate exception for items that are invoiceable and have a status of 'Active.'

Prerequisites

- ❑ Define items: page 2 – 130
- ❑ Define tax codes and rates: page 2 – 209
- ❑ Define tax rate exception reason QuickCodes: page 2 – 30
- ❑ Define tax authorities: page 2 – 217

▶ **To define a tax rate exception:**

1. Navigate to the Item Tax Rate Exceptions window.
2. Choose to create an Exception By Item or Range.
3. If you chose exceptions by Item, enter the Item to exempt or select from the list of values.

   If you chose exceptions by Range, enter the Category Set, User Item Type, and a range of Items.
4. To query existing exceptions for this item or range, choose Find.
5. Enter the range of Effective Dates for this exception. The default start date is today's date, but you can change it. If you do not enter an end date, this exception will be valid indefinitely.
6. Enter the authority Location for which you want to define a tax exception for this item or range of items. You can choose to selectively enter values for the different segments in the authority. For example, to enter a tax exception for the entire state of California, you would enter a value for California in the state segment, and leave all the child segments blank. To enter the exception for a particular county within California, enter the state and county values, but leave the city segment blank. (This assumes that you are using state–county–city as your location flexfield structure.)

   Note that you cannot leave a segment blank if its child segment has a value assigned to it. For example, if you have assigned a value to city, its parent segments county and state must have values assigned

to them. You cannot update the location flexfield for an exception once the exception has been used within Receivables.

7. Enter the Tax Rates for each location in your authority.

   You can choose to leave the tax rates blank for one or more locations of your authority if you do not wish to override that location's default tax rate. For example, if your state is California and you do not wish to override California's default tax rate, leave the state tax rate blank. You cannot update the tax rate flexfield for an exception once the exception has been used within Receivables.

8. Choose a Reason for creating this tax exception. You can define tax exception reasons in the Receivables QuickCodes window by specifying the QuickCode Type 'Tax Rate Exception Reason.' See: Defining and Updating Receivables QuickCodes: page 2 – 30.

9. Save your work.

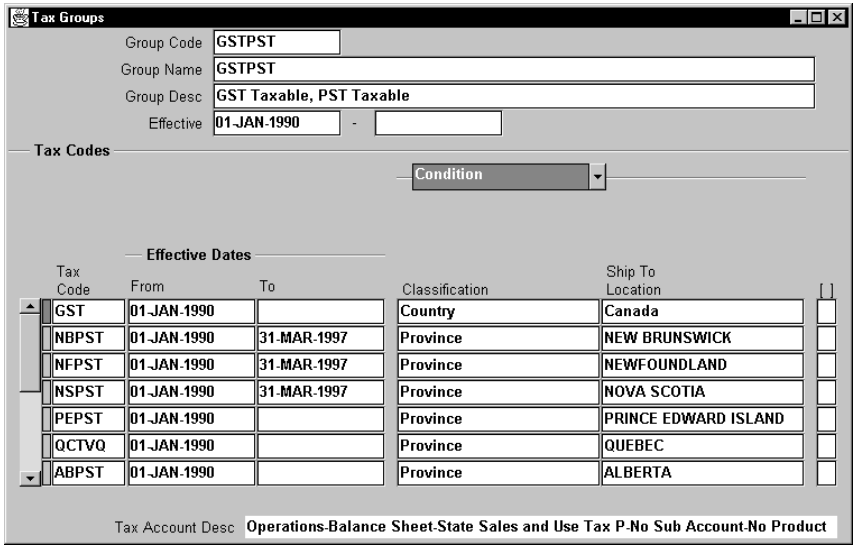
See Also

Calculating Tax (*Oracle Receivable Tax Manual*)

Tax Exemptions: page 2 – 219

Tax Exceptions Listing (*Oracle Receivable Tax Manual*)

Tax Groups



Use the Tax Groups window to group multiple, conditional taxes under one name. Tax groups allow countries with multiple taxes to automatically calculate each applicable tax within Receivables and Oracle Order Entry. For example, Canada has two types of taxes: Goods and Services Tax (GST) and Provincial Sales Tax (PST). GST is a federal sales tax applied for all shipments, and it has one standard tax rate. PST is applied at the provincial level and has a different tax rate for each province. Similarly, India has multiple taxes. In India, both Government and State Sales Tax is applicable, the state tax rate is controlled by the ship–to address.

Tax groups let you conditionally include multiple tax codes on each order and invoice line. Using tax groups, specific tax codes can be conditional on the ship–to Province, State, Country, or Tax Classification of the bill to customer.

The Tax Classification can also be used to calculate additional taxes, such as the Spanish Recargo de Equivalencia (RdE). In Spain, RdE is controlled by the tax classification field of the bill–to customer site. To use the tax classification field, first create a new lookup value under the lookup type 'Tax Classification.' Then assign each bill–to customer site this Classification. Finally, define a Tax Group with standard VAT and the second tax dependent on the Tax Classification.

Tax groups also support compound tax rates within the group. Compound Tax can be achieved by setting up an order of precedence

among the tax codes in the group. Once set up, the compounding of multiple taxes within the group is calculated automatically.

You can also create tax groups that include one or more inclusive tax codes. Inclusive tax codes let you include the tax for a transaction line in the line amount, rather than displaying these amounts separately. A tax group can contain both inclusive and exclusive tax codes, but you cannot assign more than one inclusive tax code for the same ship–to location, classification (e.g. country, province, or state) and effective date range. When you save a new tax group, Receivables verifies that it does not violate any of these requirements.

See: Tax Codes and Inclusive Tax in the *Oracle Receivables Tax Manual*.

> **Note:** If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship–to address or the line item could change the default tax code.

Prerequisites

- ❑ Define tax codes and rates: page 2 – 209

▶ **To define a tax group:**

1. Navigate to the Tax Groups window.
2. Enter the Group Code name for this tax group.
3. Enter a Group Name for this tax group. The default is the Group Code, but you can change it.
4. Enter a Description of this tax group (optional).
5. Enter a range of Effective dates for this tax group. The default start date is the current date, but you can change it. If you do not enter an end date, this tax group will be active indefinitely.
6. Enter a Tax Code or select one from the list of values. You can only select tax codes whose effective dates are within the effective dates for this tax group. For example, if the effective date for your tax group is from 01–JAN–97, you cannot enter a tax code whose start date is before 01–JAN–97, even if the tax code has no end date (this is because an end date could be added to the tax code later to make it inactive, thereby making it invalid within the tax group).

   When you enter a tax code, Receivables displays the corresponding tax code Name that will appear on your customer's invoices.

Note: You can only assign a tax code to one tax group. To implement multiple tax groups, create a different tax code, one for each group.

7. To limit the dates in which this tax code will be active within this tax group, enter an end date in the 'Effective Dates: To' field. The default Effective Date: From is today's date, but you can change it. If you do not enter an end date, this tax code will be active within this tax group indefinitely.

   Note: The Name, Tax Rate, and Sign for this tax code are for display only. You enter these values in the Tax Codes and Rates window.

   Note: If this is an inclusive tax code, the Inclusive Tax check box is checked. You cannot change this setting. See: Tax Codes and Rates: page 2 – 209.

8. If this is *not* an inclusive tax code, enter a Compounding Precedence number (optional). This indicates which tax code Receivables will look at first when compounding taxes. You cannot compound inclusive tax codes.

9. Open the Condition alternative region, then enter a Classification for this tax code (optional). If this tax code will be used for shipments to a specific Province, State, or Country, select a Classification from the list of values. If this tax code will only be used for transactions billing to a specific classification of customer site, select this classification from the Tax Classifications that you defined in the Receivables QuickCodes window. To always use the tax rate within the selected group, leave this field blank.

10. If you entered a Classification, enter a Ship To Location, or select one from the list of values.

11. Repeat steps 6 through 10 for each tax code to add to this tax group.

12. Save your work.

See Also

Calculating Tax (*Oracle Receivables Tax Manual*)

Implementing Canadian Sales Tax (*Oracle Receivables Tax Manual*)

Tax Inclusive (*Oracle Receivables Tax Manual*)

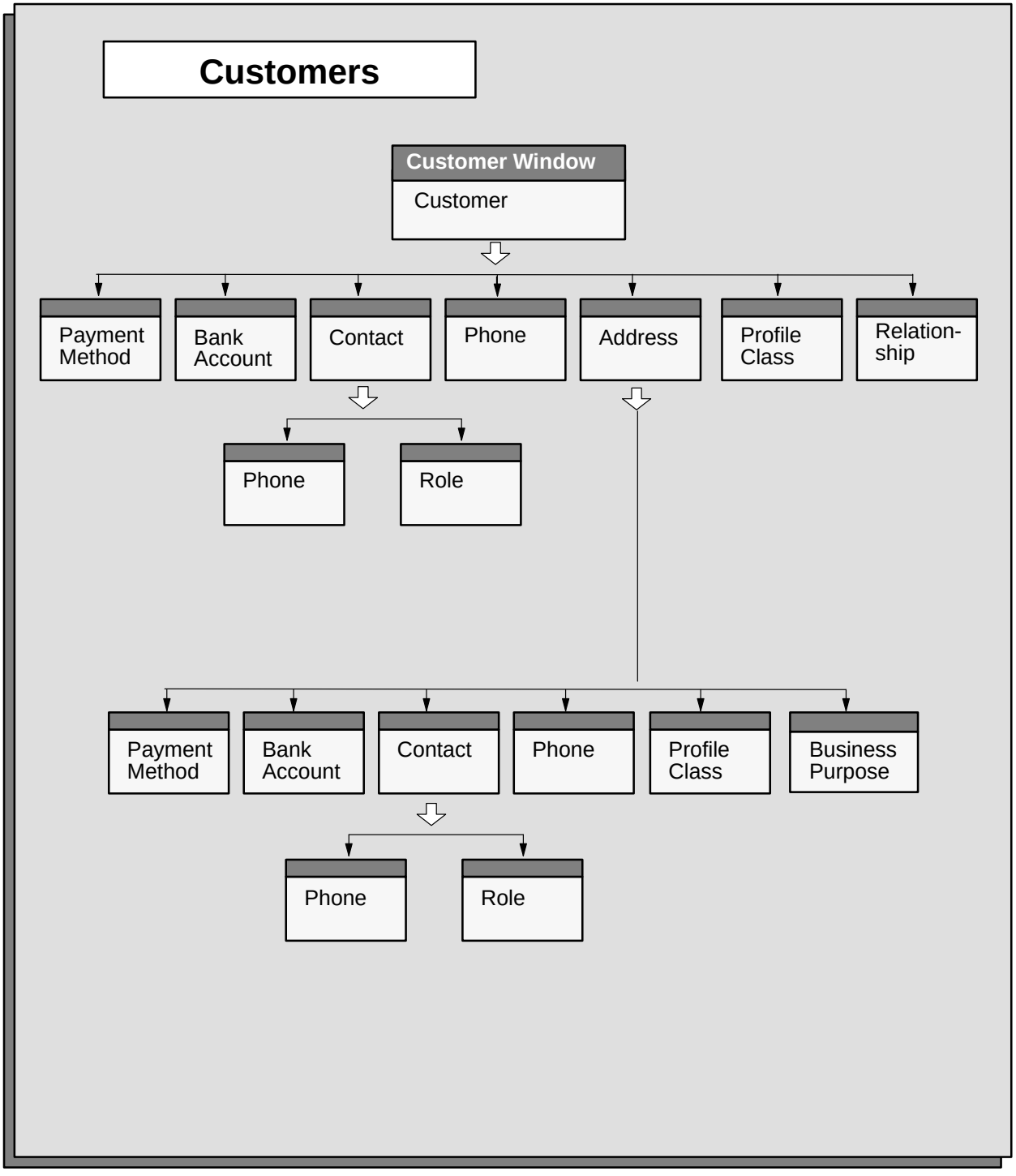
CHAPTER

3

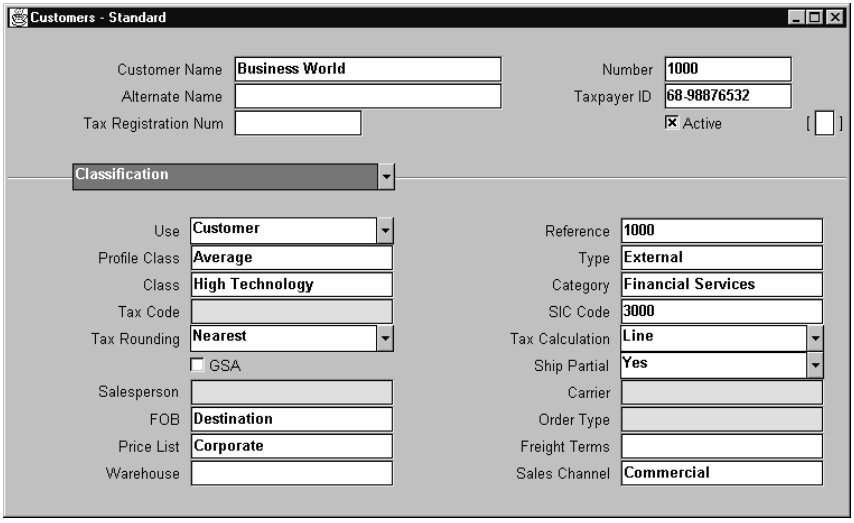
Customers

This chapter explains everything you need to know about entering new and updating existing customer information in Oracle Receivables. It also describes how to create customer relationships, use flexible address formats, and implement address validation. In addition, this chapter tells you how to run the Customer Interface program, which lets you import customer information into Receivables from another application.

Customer Overview



Entering Customers



The system lets you enter new and modify existing information about your customers. You can enter multiple addresses for a customer and assign a business purpose for each address. You can also define contact people, bank accounts, payment methods, telephone numbers, and relationships for each customer. The system also lets you change a customer's status from Active to Inactive and specify variable tax information.

You can enter as much or as little information about your customers as you want. The only information that is required for a new customer is a customer name, number, and address. If you do not assign a profile class, the system assigns the profile class 'DEFAULT' to each new customer you enter.

The profile option AR: Change Customer Name determines whether you can change a customer's name after saving their information. This profile option is set to Yes by default.

If you are using the Multiple Organization support feature, you cannot enter a salesperson at the customer level; you can only assign a salesperson to a customer site (for example, Bill To, Ship To, and Dunning site). If you are *not* using multiple organizations, you can assign a salesperson to a customer *and* to each of their site uses. For more information, see: Using the Multiple Organization Support Feature: page 2 – 79.

To assign a salesperson to a customer site, see: Assigning a Business Purpose to a Customer Address: page 3 – 22.

Prerequisites

- ❑ Choose automatic or manual customer and site numbering (optional). See: Defining Receivables System Options: page 2 – 48
- ❑ Define customer profile classes: page 3 – 37 (optional)
- ❑ Define customer QuickCodes: page 2 – 32 (optional)

▶ **To view a range of customers:**

1. Navigate to the Customer Summary window.

   Note: This is a folder window, so you can customize how you view your data.

2. Enter your search criteria, which can be any customer attribute**,** then query the customers to view.
3. To view the details of a specific customer, choose Open. To view all addresses for a specific customer, choose Addresses.

▶ **To enter basic information for a new customer:**

1. Navigate to either the Customers or the Customer Summary window.
2. Enter a unique Customer Name.

Suggestion: To avoid duplicate customer names, query existing customer names before entering another. For example, to enter a customer called ACME, first query all customers with ACME in their name to be sure this name does not already exist. The Find Customers window lets you view the results of your query as multiple records in the Customer Summary window. You can query customers by name, type, taxpayer ID, class, category, status, or address. To use the Find Customers window, choose Find from the Query menu.

You can also search for existing customer names using an alternate name in your query. See: Find Customers Using Alternate Names: page 3 – 7.

If you find duplicate customer names, deactivate the duplicate customer name as soon as possible to avoid using it in data

entry. Then, merge the duplicate customers. See: Merging Customers: page 3 – 78.

3. If you are not using Automatic Customer Numbering, enter a unique customer Number.

4. Enter an Alternate Name for this customer (optional). You can only enter information in this field if the profile option AR: Customers – Enter Alternate Fields is set to Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes. See: Overview of Receivables User Profile Options: page B – 4.

   Note: To use flexible address formats with the Alternate Name field in the Customer Addresses window, see: Implementing Flexible Addresses for the Address Alternate Name Field: page 3 – 60.

5. Indicate the status of the customer by checking or unchecking the Active check box. You cannot enter new transactions for an inactive customer, but you can process and apply payments to existing transactions.

6. Enter the Taxpayer ID for this customer as an additional reference (optional). The Taxpayer ID is used in many European countries as the principal means of identifying and querying customers.

   Note: The system provides country–specific validation of the taxpayer ID number for Italy, Spain, and Portugal. (This number is also known as the NIF.) If you entered either Italy, Spain, or Portugal in the Default Country field of the Systems Options window, and you set the Default Country profile option to the same value, the system validates the Taxpayer ID field based on the rules of your default country. If these values are different, the system performs no validation. For more information, see: Taxpayer ID Validation in the *Oracle Payables User's Guide*.

7. In the Use field, indicate whether this customer is a Customer or a Prospect. You cannot update this value after you save your work. This information is used by Oracle Sales and Marketing.

8. Assign a Profile Class to this customer (optional). Receivables assigns the profile class 'DEFAULT' to new customers, but you can choose any profile class that you have defined. To modify this profile class or assign a different profile class to this customer, see: Assigning Profile Classes to Customers: page 3 – 43.

Attention: The Profile Class field in the Customers window (Classification alternative region) and the Customer Summary window is a display–only field. To update the profile class assigned to this customer, use the Profile:Transaction alternative region.

9. Enter a primary salesperson for this customer (optional). The system uses this salesperson as the default when you enter transactions for this customer. If the system option Require Salespersons is Yes, you must enter a salesperson when entering transactions in Receivables. You define salespersons in the Salespersons window. See: Salespersons: page 2 – 111.

    Note: If you are using Oracle Order Entry / Shipping, when you enter an order or a return for this customer in the Sales Orders or Returns window, all sales credits default to this salesperson.

10. Enter general customer information, such as Category, Tax Code, Tax Calculation, and Order Entry information (optional). For more information, see: Customers Field Reference: page 3 – 8.

    Note: If you do not enter a value in the Reference field, the default value is the customer id. You cannot change this value after you save your work. If you import customers using Customer Interface, Receivables generates a unique customer reference for each customer.

    Note: You can only enter Tax Rounding and Tax Calculation values if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level. See: Tax Rounding System Options: page 2 – 57.

11. Enter a customer address: page 3 – 16.

12. Enter customer contacts: page 3 – 29 (optional).

13. Enter customer and contact telephone numbers: page 3 – 33 (optional).

14. Save your work. If you are using Automatic Customer Numbering, the system assigns a unique customer number.

    Note: If you do not have Oracle Sales and Marketing installed, Receivables displays an error message when you save your new customer information. You can prevent this error message from appearing by setting the value of the profile option OSM: Use Customer Keys to No.

Find Customer or Supplier Names Using Alternate Names

You can look up a Receivables customer name or a Payables supplier name by entering their corresponding alternate name in the Quick Find By Alternate Name window. This can be useful if, for example, you know a customer's alternate name but not their official, business name as it appears in the Customer Name field.

Note: You can enter an alternate customer name in the Customers window only if the profile option AR: Customers – Enter Alternate Fields is set to Yes. See: Entering Customers: page 3 – 3.

Note: You can enter an alternate supplier name in the Suppliers window only if the profile option AP: Enter Alternate Fields is set to Yes. See: Alternate Names in Payables (*Oracle Payables User's Guide*).

Attention: The Quick Find By Alternate Name window is only available from the Navigator if your System Administrator has added the AR_ARXCUFBA function to your responsibility. See: *Oracle Applications System Administrator's Guide*.

▶ **To find a customer or supplier name using their alternate name:**

1. Navigate to the Quick Find By Alternate Name window.
2. Enter the Alternate Name you want to find, or select one from the list of values.
3. Press Tab or Return to execute your query.

See Also

Invoices and Customers System Options: page 2 – 59

Customer Overview: page 3 – 2

Customers Field Reference: page 3 – 8

Assigning Profile Classes to Customers: page 3 – 43

Assigning Payment Methods: page 3 – 13

Entering Customers In Oracle Sales and Marketing: page 3 – 15

Entering Customer Contacts: page 3 – 29

Assigning Customer Banks: page 3 – 11

Creating Customer Relationships: page 3 – 35

Customer Detail / Summary Reports: page 9 – 54

Customers Field Reference

This section provides a brief description of some of the fields in the Customers window.

Carrier: The name of the freight carrier that your company intends to use to transport items. The system first uses the Ship–To and then the Bill–To freight carrier as the default during transaction entry. You can define freight carriers in the Freight Carriers window.

If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer level; you can only enter a carrier for a customer's Bill To, Ship To, and / or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and each of their site uses.

Category: A category that you have previously defined in the QuickCodes window with the QuickCode type 'Categories for Customers'. This field is used for informational purposes only.

Class: A category that you have previously defined in the QuickCodes window with the QuickCode type 'Customer Class'. You can classify your customers by industry, location, or size. If you choose industry, you might want to define classes such as High–Tech, Real Estate, Wholesale, and Retail.

FOB (free on board): The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship–To FOB and then the Bill–To FOB as the default value when you enter transactions. You can define FOB categories in the QuickCodes window with the QuickCode type 'FOB'.

GSA Indicator: Indicates whether this customer is a government agency that orders against GSA (General Services Administration) agreements in Oracle Order Entry / Shipping.

Ship Partial: Indicates whether this customer allows partial shipments of orders in Oracle Order Entry / Shipping. You can use this field as a

default source for your standard value rule sets for the Ship Partial field in the Sales Orders window.

SIC Code: The Standard Industry Classification (SIC) code for your business. Receivables does not validate this field.

Tax Calculation: If your Tax Method is VAT (value added tax), choose a tax calculation level. Choose 'Line' to calculate VAT for each invoice line. Choose 'Header' to calculate VAT once for each invoice for each rate.

You can only enter a Tax Calculation level if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

Tax Code: The tax code to assign to this customer. You define tax codes in the Tax Codes and Rates window. You can select any active tax code except those of type 'Location Based Tax'.

If your tax method is Sales Tax and you want Receivables to calculate tax based on your Ship–To or Bill–To address, do not enter a tax code in this field. Instead, open the Addresses window, select either the Bill To or Ship To address for this customer, then choose Open. Enter a Tax Code in the Business Purpose Detail window, then save your work.
See: Entering Customer Addresses: page 3 – 16.

Tax Registration Number: The customer's unique taxpayer registration number. This is also known as the VAT number. The system prints this number on your customer's invoices.

The system provides country–specific validation of the tax registration number. The validation rules are based on the value of the Default Country field in the Systems Options window and the setting of the Default Country profile option. If the value in the System Options window is the same as the Default Country profile option, the system validates the tax registration number based on the rules of your default country. If these values are different, the system performs no validation.

The system validates the tax registration number for the following countries:

- Austria
- Belgium
- Italy
- Netherlands

- Spain

For more information on the validation that the system performs for this field, see: Tax Registration Number Validation in the *Oracle Payables User's Guide*.

Tax Rounding: If your Tax Method is VAT (value added tax) and the Allow Override option in the System Options window is Yes, specify how you want Receivables to calculate your VAT amounts by choosing a Rounding Rule. Choose Up to round tax calculations to the greater amount, Down to round tax calculations to the lesser amount, or choose Nearest to round calculations to the nearest decimal point or integer.

You can only enter a Tax Rounding rule in the Customers window if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

Type: The type of customer you are entering. Internal is used to track customers within your company while External is used to track customers outside your company. The default is External.

Order Entry Fields

Freight Terms: The freight terms to associate with this customer. Freight terms determine whether the customer is responsible for the freight charges for an order. You can use the Order Entry QuickCodes window to define freight terms.

You can use this field as a default source for your standard value rule sets for the Freight Terms field in the Sales Orders window.

Order Type: The order type you want Order Entry / Shipping to enter as a default value in the Returns window when you enter returns for this customer. Order type determines characteristics of orders such as the order cycle, standard value rules, and demand class. Use the Order Types window to define new order types.

Price List: If you are using Oracle Order Entry / Shipping, choose the name of the price list that you want Order Entry / Shipping to use as the default value in the Sales Orders window when you enter an order for this customer. Receivables does not let you enter this field if you do not have Order Entry / Shipping installed. Use the Price Lists window in Order Entry / Shipping to define and maintain your price lists.

Sales Channel: The sales channel to associate with this customer. Use the Order Entry QuickCodes window to define new sales channels.

You can use this field as a default source for your standard value rule sets for the Sales Channel field in the Sales Orders window.

Warehouse: The standard shipping warehouse to associate with this customer in Oracle Order Entry / Shipping. You define warehouses using the Organizations window.

You can use this field as a default source for your standard value rule sets for Warehouse fields in the Sales Orders window. Oracle Order Entry / Shipping also uses this field as one of the default values for the Warehouse field in the Returns window (the RMA Default Source specifies the priority of the defaults).

See Also

Setting Up in Oracle Order Entry / Shipping *(Oracle Order Entry User's Guide)*

Tax System Options: page 2 – 53

Assigning Customer Banks

Assign bank accounts to customers to allow funds to be automatically transferred from these accounts to your remittance bank accounts when using Automatic Receipts. The system allows multiple customer bank accounts in different currencies and lets you assign accounts to a customer addresses.

The primary bank account for a particular currency is used as the default account when you use Automatic Receipts. You can define multiple, non–primary accounts in the same currency, even if the date ranges overlap.

Prerequisites

- ❑ Define banks: page 2 – 188
- ❑ Enter customers: page 3 – 3
- ❑ Enter a bill–to location (if you are assigning a bank account to a customer address)

▶ **To assign bank accounts to a customer or address:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer to which you want to assign bank information.

   Note: You can restrict your query to only specific customers by using the Find Customers window. For example, you can query customers by name, type, class, category, status, or address. To use the Find Customers window, choose Find from the Query menu.

3. If you are in the Customer Summary window, choose Open.

   To assign a bank account to a specific address, open the Addresses alternative region, select the address, then choose Open.

Attention: You cannot assign a bank account to a customer address unless that address has a bill–to location.

4. Open the Bank Accounts alternative region.
5. Enter either the Account Name or Account Number for this bank account, or select an account from the list of values.
6. Check the Primary check box if this bank account is the primary one for this customer or customer address.

   You may only assign one active, primary account per currency for the customer or site.

7. Enter the dates you want this bank account to be active in the From and To fields. If you do not specify an end date, the system will use this bank account indefinitely.
8. Save your work.

See Also

Entering Customer Addresses: page 3 – 16

Automatic Receipts: page 4 – 164

Bank Charges: page 2 – 198

Assigning Payment Methods to Customers

Assign automatic payment methods to your customers if you are using Automatic Receipts. Payment methods determine the required processing steps for your automatic receipts, such as confirmation, remittance, and reconciliation.

You can assign manual payment methods to your customers to indicate which form of payment will be used to pay that customer's transactions, such as a check or wire transfer. You can assign multiple payment methods to a customer as long as the start and end dates of each method do not overlap.

During transaction and receipt entry, the system uses the primary payment method that you defined for your customer addresses as the default.

Prerequisites

- ❑ Define payment methods: page 2 – 151
- ❑ Enter customers: page 3 – 3
- ❑ Enter a Bill–To Location (if you are assigning a payment method to a customer address)

▶ **To assign a payment method to a customer or address:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer to which you want to assign a payment method.
3. If you are in the Customer Summary window, choose Open.

   If you are assigning a payment method to a customer, skip to the next step.

   If you are assigning a payment method to an address, open the Addresses alternative region, select the address, then choose Open.

Attention: To assign a payment method to a customer address, the address must have a bill–to location.

4. Open the Payment Methods alternative region.
5. Enter the Payment Method Name or select one from the list of values.
6. Enter the dates that this payment method will be active. Change the From field to a date in the future if necessary. Leave the To

field blank if you want the payment method to be active indefinitely.

7. To use a particular payment method as the default, check the Primary check box next to that payment method.
8. Save your work.

See Also

Entering Customer Addresses: page 3 – 16

Payment Methods: page 2 – 151

Entering Customers in Oracle Sales and Marketing

When entering customers for use with Oracle Sales and Marketing, you can enter additional information to help track your customers.

Prerequisites

- ❑ Enter customers: page 3 – 3

▶ **To enter marketing information for a customer:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign marketing information.

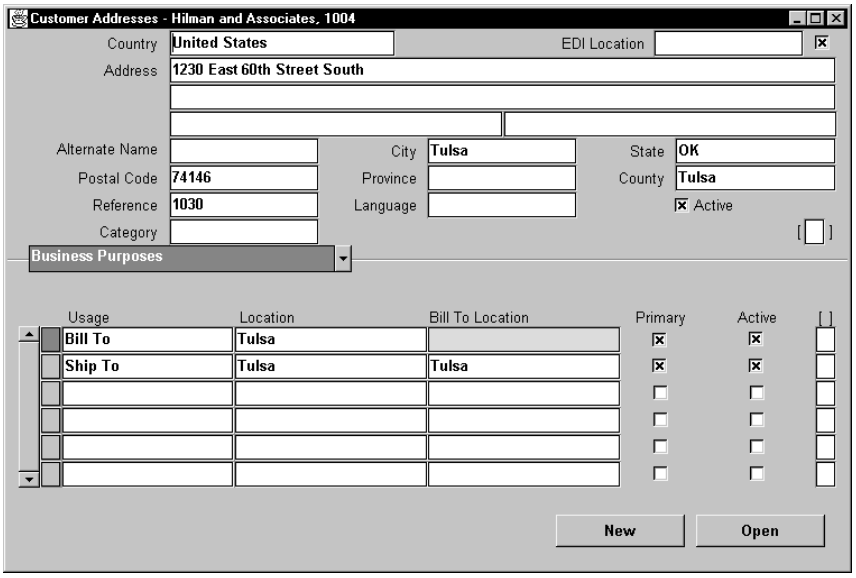
   If you are using the Customer Summary, choose Open, then continue with this step.

   If you are assigning marketing information to a customer, skip to the next step.

   If you are assigning a marketing information to an address, open the Addresses alternate region. Select the address to which you want to assign the marketing information, then choose Open.
3. Open the Marketing alternative region.
4. Enter statistical information such as number of employees and year established.
5. Enter the ending month for the analysis year and the analysis year (fiscal year).
6. Enter revenue for the current year and projected revenue for the next year.

   If you are entering information for an account that is a new address for an existing company, that account inherits fiscal information from its company. You can change the information for an account if it differs from the previous listing.
7. Indicate whether the company is a competitor, a sales partner, or can be used as a reference by checking the appropriate check boxes.
8. Enter the customer's mission statement (optional).
9. Save your work.

Entering Customer Addresses



The system lets you enter, add, change, or deactivate customer address information. You can enter multiple addresses for each of your customers and specify one or more business purposes for each address (such as Ship–To, Bill–To, or Statements). You can also enter various levels of information for your customer addresses. For example, you can enter telephone numbers for a specific address or for a specific customer contact.

You can validate your addresses using flexible address formats or the address validation system option. If your tax method is Sales Tax, the system uses validated customer address information to determine tax liability on your customer's transactions.

In a sales tax based system, Receivables calculates tax based on the address components of your sales tax structure (for example, State.County.City). Since tax rates can change over time, modifying one of these components for a customer's address could cause the tax for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements. This restriction also applies to the Country and Postal Code address components and if your tax method is 'VAT'.

The system will *not* let you update the components of an address if the following are true:

- The system option Allow Change to Printed Invoices is No.
- At least one printed, posted, or applied transaction exists for this bill–to or ship–to site in Receivables and that transaction has associated tax lines.

You can modify the Address field (street address) at any time, regardless of the restrictions mentioned above.

Addresses assigned to Bill–To business purposes are used for all transactions. Addresses assigned to Ship–To business purposes are used for all transactions except commitments, since commitments do not need a Ship–To address.

When you create an address, its status is Active by default. You can make a customer address inactive by unchecking the Active check box in the Customer Addresses window. When you make an address inactive, you can no longer create new transactions for this address, but you can process existing transactions that use this address. AutoInvoice does not import transactions that have inactive addresses.

Values that you assign to a customer site (address) take precedence over values that you enter at the customer, profile class, or system options level.

Prerequisites

- ❑ Define Flexible Address Styles: page 3 – 58 (optional)
- ❑ Choose Address Validation Options: page 3 – 68
- ❑ Enter customers: page 3 – 3

▶ **To view all addresses for a customer:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer whose addresses you want to view.
3. If you are in the Customers window, open the Addresses alternative region.

   If you are using the Customer Summary window, choose Addresses.
4. Choose Open to view details for a specific address.

▶ **To enter a new address for a customer:**

1. Navigate to the Customers or the Customer Summary window.

2. Query the customer whose address you want to enter.
3. If you are using the Customers window, open the Addresses alternative region.

   If you are using the Customer Summary window, choose Addresses.
4. Choose New.
5. Enter the Country for this address. The default is the value of the Default Country field in the System Options window, but you can change it.

Attention: If this country has a flexible address style assigned to it, a pop–up window will display the associated address format. For more information, see: Flexible Addresses: page 3 – 47.

6. In the Address field(s), enter the street address for this customer.

   Use country and state to determine the Remit–To address for your printed documents.
7. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers – Enter Alternate Fields is set to Yes. See: Overview of Receivables Profile Options: page B – 4.
8. Enter additional address information for this customer, such as City, State, Postal Code, and County.

   If you are using Address Validation and are not using a flexible address format, the system tries to default elements of your address based on locations you have already entered or imported using the Sales Tax Rate Interface. See: Using Sales Tax Rate Interface in the *Oracle Receivables Tax Manual*.

   For example, if you enter a unique city name, the system populates the County and State fields. If that city has only one postal code, the system also populates the Postal Code field (otherwise you must enter a Postal Code). Alternatively, if you first enter a unique Postal Code, the system populates the City, State, and County fields. If you enter only part of the City name, the system displays a list of choices from which you can select the correct city.

Attention: Some of your address components may be required if you are using sales tax and/or address validation. Additionally, you must enter a postal code if you entered values in the Postal Code range field in the System Options window during Receivables setup. See: Defining Receivables System Options: page 2 – 48.

9. If you are using a flexible address format, choose OK in the address pop–up window after you enter the address.
10. Enter a Reference for this address (optional). If you do not enter a value in this field, the default is the unique identification number of this address. If you import customers using Customer Interface, the system displays the original system address reference for the address in this field. You cannot change this value after you save your work.
11. Enter your Language of operations from the list of installed languages at your site and enter a Category for this address (optional). You define your Address Categories in the Receivables QuickCodes window. See: Defining Receivables QuickCodes: page 2 – 28.
12. Assign a Business Purpose to this customer address: page 3 – 22.
13. Enter customer contacts for this address: page 3 – 29 (optional).
14. Save your work.

See Also

Addresses Field Reference: page 3 – 20

Assigning Customer Banks: page 3 – 11

Assigning Payment Methods to Customers: page 3 – 13

Entering Customer and Contact Telephones: page 3 – 33

Creating Customer Relationships: page 3 – 35

Address Validation: page 3 – 68

Addresses Field Reference

This section provides a brief description of some of the fields in the Profile: Transaction, Profile: Document Printing, and Profile: Amounts alternative regions of the Customer Addresses window.

AutoReceipts Include Disputed Items: Indicates whether to include items that are in dispute when you create your automatic receipts for this customer.

Clearing Days: The number of days it will take for a bank to clear a receipt that has been remitted to it. For a factored receipt, this is also the number of days after the maturity date when the customer risk of non–payment is eliminated.

You can also enter the clearing days at the Payment Method / Bank level. However, the clearing days at the customer or site level override those defined for the payment method and bank account.

- Name: Customer Profile Credit Hold
- Type: Credit Check
- Cycle Action: No Cycle

This prevents the customer or locations from placing new orders. If the customer or location is removed from credit hold, Order Entry also removes the hold.

Additionally, if a customer or location is placed on credit hold in Order Entry, using the above Customer Profile Credit Hold, the system will automatically update the Credit Hold field for the customer or location.

Charge Interest: Select this box to charge interest to customers using this profile and display these charges on dunning letters and statements.

Collectable: The percentage amount of this customer's account balance that you expect to collect regularly.

Days In Period: The daily interest rate is equal to the interest rate that you specify divided by the number of days that you enter for Days in Period. For example, if you want an interest rate of 1.3% per month, enter 1.3 in the Interest Rate field and 30 for the Days In Period field.

Discount Grace Days: The number of days after the discount term that this customer can take discounts. For example, if you enter 5, the system gives this customer an earned discount for up to 5 days after the discount expiration date.

EDI Location: The Electronic Data Interchange (EDI) location code for this address. When an EDI transaction is sent or received, this code

identifies the address to use for the ship–to, bill–to, etc. information. For more information, refer to the *Oracle EDI Gateway User's Guide*.

Grouping Rule: Grouping rules are used with AutoInvoice. Define your grouping rules in the Grouping Rules window.

Letter Set: You define dunning letters in the Maintain Dunning Letters window, and you define dunning letter sets in the Maintain Dunning Letter Sets window. You cannot assign a dunning letter set to a profile class if the high–end value of the Days Past Due date range of its first dunning letter is less than the number of receipt grace days that you assign to this profile class.

The default is the value you entered for the Invoice Printing system option in the System Options window. The tax printing options include Itemize and Summarize, Itemize by Line, Summarize By Tax Code, Total Tax Only, and European Tax Format. If you have not entered a value in the System Options window and you do not specify one here, the system uses Total Tax Only as the default value when printing invoices.

Override Terms: Indicates whether you can enter payment terms that are different from the terms which default from your customer or transaction type during transaction entry.

Payment Terms: If you do not have a payment term assigned to the Bill–To site use, the payment term assigned to the customer or site profile defaults during transaction entry. If you do not assign payment terms to either your customer profile or site use, the payment terms assigned to the transaction type will default during transaction entry. You define payment terms in the Payment Terms window.

Receipt Grace Days: Receivables uses receipt grace days when calculating finance charges for statements and dunning letters. Receivables also uses the receipt grace days when it creates dunning letters for your customers. For example, if your customer has 5 receipt grace days and their oldest invoice is 4 days past due, Receivables does not select this invoice for dunning. However, if this customer has an invoice that is 7 days past due (still assuming that this customer has 5 receipt grace days) and another invoice that is 3 days past due, Receivables automatically selects both past due invoices for dunning. The system verifies that this value is less than the high end of the date range of the first dunning letter in the dunning letter set you have chosen for this customer. The system warns you if the number of receipt grace days is greater than this date.

Reference: The address reference for this address. If you do not enter a value here, Receivables uses the ID of the address as the default. If

you import customers through Customer Interface, Receivables generates a unique system address reference for each address. You cannot change this value after you save this address.

Send Credit Balance: Indicates whether to send statements to this customer, even if they have a credit balance on their account.

Send Letters: Indicates whether to send dunning letters to customers of this profile class when they have invoices, debit memos and chargebacks that become past due

Assigning a Business Purpose to a Customer Address

The system lets you add, change, or deactivate business purpose information for a specific address. Since customers can have multiple addresses, business purposes let you describe which functions are performed at a particular customer site. For example, assign a Ship–To business purpose to the address where you ship your goods and a Dunning business purpose to the address where you will send Dunning Letters.

Addresses can have multiple business purposes, such as shipping, billing, or sending statements, dunning letters, marketing collateral, and legal documents. You can also define your own business purposes in the Receivables QuickCodes window. See: Customer QuickCodes: page 2 – 32.

> **Note:** An address assigned to a Ship–To business purpose is also referred to as a 'Ship–To site', an address assigned to a Dunning business purpose is referred to as a 'Dunning site', and so on.

If you are using the Multiple Organization support feature, you can assign a salesperson to a customer site. If you are *not* using multiple organizations, you can assign a salesperson to a customer *and* to each of their site uses. You can also create a centralized statement and dunning site for each customer in a multiple organization environment. For more information, see: Using the Multiple Organization Support Feature: page 2 – 79.

Types of Business Purposes

Bill To: Send invoices to this address. The Bill–To address can be different from this customer's Ship–To address.

Ship To: Send your goods or services to this address. The Ship–To address can be different from this customer's Bill–To address.

Statements: Send your customer's statements to this address. You can only define one active statement business purpose for each customer. Receivables produces one statement for your Statement business purpose. If you do not define a 'Statement' business purpose, Receivables generates a statement for each of this customer's addresses that is defined as a Bill–To business purpose when you print statements.

Dunning: Send your customer's dunning letters to this address. You can only define one active dunning business purpose for each customer address. The system produces one dunning letter for your dunning business purpose. If you do not define a dunning business purpose, Receivables generates a dunning letter for each of this customer's addresses that is defined as a Bill–To business purpose when you print dunning letters.

Legal: Use this address as the customer's legal site. A legal site is responsible for all government reporting requirements.

Marketing: Send marketing collateral to this address.

The system uses the following hierarchy to determine the order of default values during transaction entry:

- Ship–To address
- Bill–To address
- Information at the customer level

Therefore, information that you enter for a customer address overrides information that you enter at the customer level. For example, you define Federal Express as the freight carrier at the customer level and DHL as the freight carrier at the Bill–To level. When you enter transactions, Receivables enters 'DHL' as the default freight carrier.

If you are using Oracle Order Entry, the values you enter here become default values in the Enter Sales Orders and the Returns windows according to the Standard Value Rule Sets you define in Oracle Order Entry. You can override most defaults during order entry. For example, you can set up rules to default payment terms from the values you define for Ship To payment terms, Bill–To payment terms, payment terms defined at the customer level, and payment terms that you define for your price lists.

If you do not wish to deactivate an entire address, you can deactivate a single business purpose for an address. For example, if you have an

address with a Bill–To and Ship–To business purpose, and you want to continue billing to – but not shipping to – that address, you can deactivate the Ship–To business purpose for that address.

Prerequisites

- ❑ Enter customer addresses: page 3 – 16

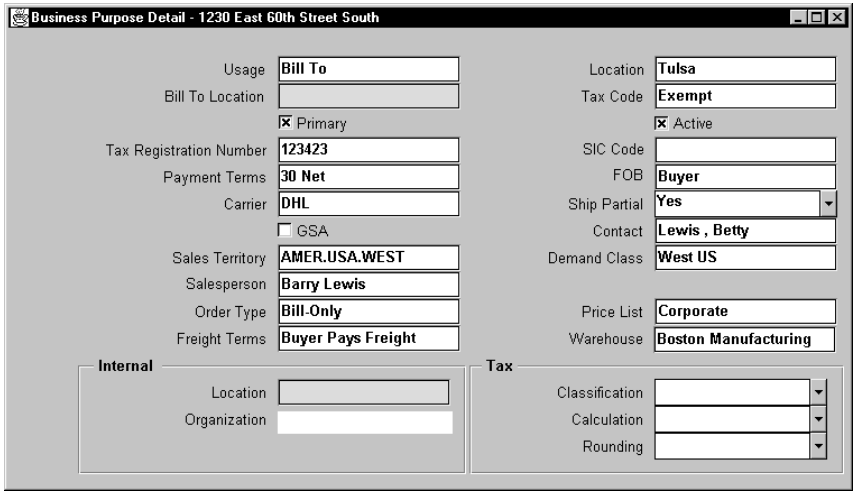
▶ **To assign business purpose information to an address:**

1. Navigate to either the Customers or Customer Summary window.
2. Query the Customer to update.
3. If you are using the Customers window, open the Addresses alternative region.

   If you are using the Customer Summary window, choose Addresses, then go to step 5.
4. Select the address to which you want to assign a business purpose, then choose Open.
5. If you are using the Customer Addresses window, see: 'To assign detailed business purpose information to an address': page 3 – 25.

   If the Business Purpose region appears as check boxes, you are using the Quick business purpose entry window. Define the business purposes for this address by checking the appropriate check boxes (see: Types of Business Purposes: page 3 – 22).

   > **Note:** If you are using the Quick business purpose entry window, you cannot update the location name or number, or make this business purpose inactive or non–primary. To update this information, query this customer in the Customers or the Customer Summary window, then navigate to the Customer Addresses window. Check or uncheck the Active or Primary check boxes as necessary.
6. Save your work.



▶ **To assign detailed business purpose information to an address:**

1. In the Usage field, enter the business purpose for this address. Valid business purposes include Bill To, Dunning, Legal, Marketing, Ship To, or Statements. Each business purpose you choose is active and non–primary by default. You cannot assign a duplicate, active business purpose to an address.

   Note: You might not have access to this window. See: Function Security in Oracle Receivables: page C – 2.

   Attention: You can only have one active Statement and Dunning business purpose for each customer.

2. If Automatic Site Numbering in the System Options window is set to No, enter a Location name for this business purpose. Otherwise, the system assigns a location number when you save your work.

   Location names are a shorthand way for you to refer to a customer's address. For example, by naming a Ship–To address 'Warehouse 10' or 'Salt Lake City Office', you will be able to quickly choose the correct address when creating transactions for this customer.

3. If you assigned a Ship To business purpose to this address, enter a Bill To Location. Valid Bill To locations include all Bill–To sites for this customer, and all Bill To sites of related parent customers.

   If you choose this Ship To business purpose during either invoice or order entry, Receivables uses this address as the default Bill To address.

Note: If the bill to business purpose for this address is inactive, AutoInvoice will not import invoices and credit memos that have this as their remit to address.

4. If this is the primary business purpose for this address, check the Primary check box. You can only have one active, primary business purpose for each customer. For example, you can only have one active, primary Bill–To site per customer.
5. Choose Open, then enter detailed information for this business purpose. For example, enter your Tax and SIC Codes, Payment Terms, a Salesperson, a freight Carrier, and Oracle Order Entry information. For more information, see: Business Purposes Field Reference: page 3 – 27.

   Note: If your site uses Oracle Purchasing, enter the Internal inventory Location and Organization for your ship–to business purpose. Oracle Purchasing uses the customer site use information to create internal sales orders when you enter an internal requisition for the location. You cannot change the inventory location of a ship–to site if the location is being used on a requisition. Also, you cannot assign the same inventory location to more than one ship–to site.
6. Save your work.

See Also

Entering Customers: page 3 – 3

Customer Interface: page 3 – 91

Business Purposes Field Reference

This section provides a brief description of some of the fields in the Business Purposes alternative region of the Customer Addresses window and the Business Purpose Detail window.

Carrier: The shipping carrier your company uses to transport items for this business purpose. Receivables uses the Ship–To and then the Bill–To freight carrier as the default value during invoice entry.

If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer level; you can only enter a carrier for a customer's Bill To, Ship To, and/or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and to each of their site uses.

Contact: The primary contact person for this business purpose for this address.

Demand Class: You define Demand Classes in the Demand Class window. This field is used by Oracle Manufacturing.

FOB (free on board): The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship–To FOB and then the Bill–To FOB as the default value when you enter transactions.

Freight Terms: The freight terms to associate with this business purpose (if you are using Oracle Order Entry). Freight Terms determine whether the customer is responsible for freight charges associated with a sales order.

Location: The location of inventory for this business purpose address.

Order Type: The order type you want Oracle Order Entry to use as the default in the Returns window when you enter a return for this business purpose. Order types determine order characteristics such as order cycle, standard value rules, and demand class.

Organization: This field is for display only. If you associate this inventory location with an organization, the system displays the organization name in this field.

Payment Terms: Receivables uses this as a default value during transaction entry. If you do not enter a value here, the payment terms default from your customer or site.

Price List: The price list you want Oracle Order Entry to use as the default in the Enter Sales Orders and the Returns window. You cannot enter a value in this field if you do not have Oracle Order Entry installed.

Sales Territory: The Territory Flexfield to associate with this address. You define Territories in the Countries and Territories window.

Ship Partial: Indicates whether this customer at this business purpose address allows partial shipments of orders in Oracle Order Entry.

Tax Code: The tax code assigned to this address. If your tax method is Sales Tax and you want Receivables to calculate tax based on your Ship–To or Bill–To address, do not enter a value in this field. If this field is null, Receivables uses the tax code and rate you assigned to this customer in the Customers window.

See Also

Customer QuickCodes: page 2 – 32

Entering Customer Contacts

The system lets you enter, add, change, or inactivate information for your customer contacts. You can enter as many contacts as you want for a customer or address. You can also assign a specific customer contact to a business purpose. You can enter multiple telephone numbers for each contact, but you can assign only one primary telephone number.

The system displays contacts in the Transaction and Collections windows. If you defined telephone numbers of type General or Fax for these contacts, these numbers appear in the Phone and Fax fields in the Customer Calls window.

You can also define one or more roles for each contact that you assign to a customer or address.

Prerequisites

- ❑ Define customer QuickCodes: page 2 – 32
- ❑ Enter customers: page 3 – 3

▶ **To enter a contact for a customer or address:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to enter contact information.

   If you are using the Customer Summary window, choose Open, then continue with this step.

   If you are assigning a contact to a customer, skip to the next step.

   If you are assigning a contact to an address, open the Addresses alternative region. Select the address to which you want to assign the contact, then choose Open.
3. Open the Contacts Roles alternative region.
4. Enter the contact details, including Last and First name, Title, Job, Mail Stop, and Reference.
5. Enter contact role**s**: page 3 – 31 (optional).
6. Open the Contact: Telephone alternative region. Enter telephone information for this contact: page 3 – 33 (optional).
7. Save your work.

▶ **To assign a primary customer contact to a business purpose:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to assign a primary contact to the address business purpose.
3. If you are using the Customer Summary window, choose Open.
4. Define customer contacts: page 3 – 29.
5. Define address contacts.
6. If you are assigning a business purpose to a customer, skip to the next step.

   If you are assigning a business purpose to an address, open the Addresses alternative region. Select the address to which you want to assign this business purpose, then choose Open.
7. Open the Business Purposes alternative region.

Attention: If the Business Purposes region appears as check boxes, you are using the Quick business purpose entry window. To assign a contact to a business purpose, use the Standard business purpose window. You can access this window from either the Customers or the Customer Summary window. If you do not have access to either of these windows, you will not be able to assign a contact to a specific business purpose. See: Function Security in Receivables: page C – 2.

8. Select the business purpose to which you want to assign a primary customer contact, then choose Open.
9. In the Contact field, choose the primary customer contact for this business purpose. You can choose any contact person whom you previously defined for this customer or any of its addresses.

   You can use this contact as a source in your standard value rule sets in Oracle Order Entry as the Invoice–To Location Contact and Ship–To Location Contact.
10. Save your changes.

See Also

Entering Customer Telephone Numbers: page 3 – 33

Record A Call: page 5 – 20

Defining Receivables QuickCodes: page 2 – 28

Enter Customer Addresses: page 3 – 16

Entering Customer Contact Roles: page 3 – 31

Entering Customer Contact Roles

Use the Contacts Roles alternative region to define roles for your contacts, such as Bill–To, Ship–To, Statements, or Marketing. Contact roles let you assign a contact to a particular business purpose or function. For example, you may have a customer address with a Ship–To and Bill–To business purpose. If you have two contact people for that address (for example, a shipment receiving agent and an accounts payable clerk), you may want to assign a Ship–To role to one and a Bill–To role to the other.

Contact roles are for informational purposes only.

Prerequisites

- ❑ Enter customers: page 3 – 3
- ❑ Enter customer contacts: page 3 – 29
- ❑ Define customer QuickCodes: page 2 – 28

▶ **To enter customer contact roles:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign a contact role.
3. If you are using the Customer Summary window, choose Open, then continue with this step.

   If you are assigning a role to a customer contact, skip to the next step.

   If you are assigning a role to an address contact, open the Addresses alternative region. Select the address to which you want to assign the contact role, then choose Open.
4. Open the Contacts Roles alternative region.
5. Select the contact to which you want to assign a role.

6. Use the list of values in the Description field to indicate the contacts function. Each contact can have multiple roles.
7. To indicate that this is the primary role for this contact, check the Primary check box. A contact can have only one primary role.
8. Save your work.

See Also

Contacts and Roles Field Reference: page 3 – 32

Contacts and Roles Field Reference

This section provides a brief description of some of the fields in the Business Contacts and Roles alternative region of the Customer Addresses window.

Active: This check box indicates whether this contact is active. The system only lets you choose contact people who have a status of Active in the Contact fields of the Sales Orders window. You can choose from both active and inactive contacts in the Returns window. You cannot select inactive contacts in the Contact field of the Call or Transaction window.

Job: The job title that you enter for your contact person appears in the Job Title field of the Customer Calls window when you select this contact person.

Description: The role of this contact person such as Bill–To, Ship–To, Statements, or Marketing.

See Also

Entering Customer Contact Roles: page 3 – 31

Entering Customer Contacts: page 3 – 29

Entering Customer Telephone Numbers

You can enter, add, change, or inactivate telephone numbers for a customer, address, or customer contact. You can enter multiple telephone numbers for each customer, address, or contact, but you can only assign one primary telephone number at each level.

Prerequisites

- ❑ Enter customers: page 3 – 3
- ❑ Enter customer addresses: page 3 – 16
- ❑ Enter a communication type QuickCode: page 2 – 28

▶ **To enter telephone information for a customer, address, or contact:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign telephone information.
3. If you are using the Customer Summary window, choose Open, then continue with this step.

   If you are assigning telephones to a customer, skip to the next step.

   If you are assigning telephones to an address, open the Addresses alternative region. Select the address to which you want to assign the telephone information, then choose Open.
4. If you are assigning telephones to a customer or address, open the Telephones alternative region.

   If you are assigning telephones to a contact, open the Contacts Telephones alternative region, then select the contact to which you want to assign the telephone information.
5. Enter the Area Code, Telephone Number, and Extension (optional).
6. Enter the telephone Type. You can choose from one of the following types of telephone numbers: General, Fax, Inbound Watts, Outbound Watts, and Telex.

Suggestion: Enter the telephone numbers to use for collections as Type General or Fax, because general and fax numbers appear in the Phone and Fax fields of the Customer Calls window.

7. To indicate that this telephone number is the primary number, select the Primary check box. You can only specify one primary number for each customer, address, or contact.
8. Repeat steps 4, 5, 6, and 7 until you enter all telephone numbers for this customer, address, or contact.
9. Save your work.

See Also

Entering Customer Contacts: page 3 – 29

Entering Customer Contact Roles: page 3 – 31

Creating Customer Relationships

Define relationships between customers to control payment and commitment application. You can create relationships between any customers and indicate that the relationship is either one–way or reciprocal.

When you apply receipts to an invoice in a one–way relationship, the parent customer can apply receipts to the related customer's invoices, but the related customer's receipts cannot be applied to the parent customer's invoices. When applying invoices to commitments, a customer can only apply invoices to commitments that it owns or to commitments of a parent customer to which it is related.

Reciprocal customer relationships allow customers to pay each others debit items and enter invoices against each others commitments.

If you want to let a customer pay another customer's transactions, you do not have to define relationships for all customers. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options: page 2 – 48.

You can define an unlimited number of customer relationships.

Receivables provides an application–level profile option, OE: Customer Relationships, to let you decide whether to honor customer relationships when entering orders. If you set this option to Yes, you can only choose agreements, commitments, invoice to and ship to addresses and contacts of related customers; if you set it to No there are no restrictions and relationships are ignored.

Prerequisites

- ❑ Define customer QuickCodes: page 2 – 32
- ❑ Enter customers: page 3 – 3

▶ **To view customer relationships:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer whose relationships you want to view.
3. If you are in the Customer Summary window, choose Relationships.

   If you are in the Customers window, open the Relationships alternative region.

▶ **To create a relationship between two customers:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to define a relationship.
3. If you are using the Customer Summary window, choose Relationships.

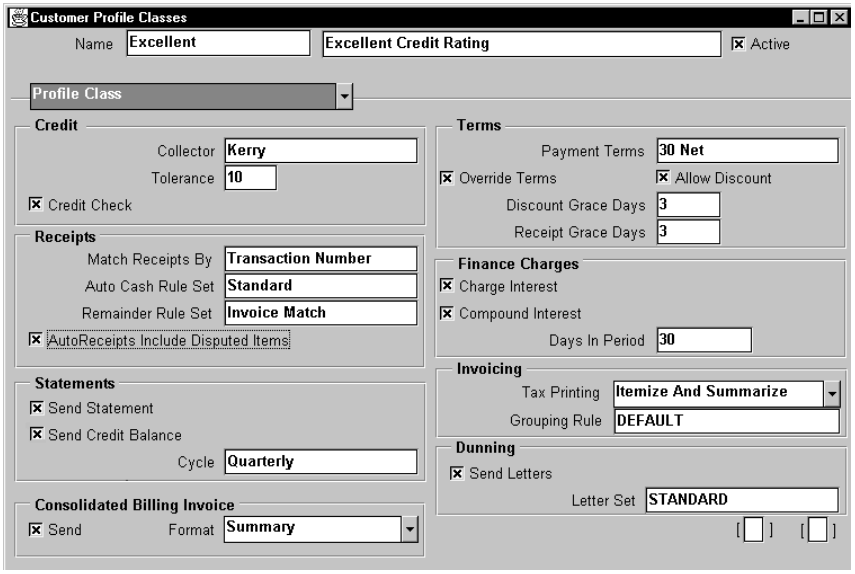
   If you are in the Customers window, open the Relationships alternative region.
4. Enter the Name or Number of the customer you want to relate to the queried customer, or select a customer from the list of values. You can choose from any customer you previously defined. When you enter a customer name, the system displays the related customer number, and vice versa
5. If you do not want this relationship to be active, uncheck the Active check box. By default, customer relationships you create in Receivables are Active.
6. To create a reciprocal relationship between the two customers, check the Reciprocal check box. The default value depends on the value of the Create Reciprocal Customer option in the System Options window. See: Invoices and Customers System Options: page 2 – 59.
7. Enter the Type of relationship to use to classify your customers, or select a type from the list of values. This field is only for informational purposes. Receivables provides the relationship type 'All' but you can define your own types in the Receivables QuickCodes window. See: Reviewing and Updating Receivables QuickCodes: page 2 – 30.
8. Enter any additional information about this customer or relationship in the Comment field (optional).
9. Save your work.

See Also

Customer Overview: page 3 – 2

Customer Relationships Listing: page 9 – 63

Defining Customer Profile Classes



Use Customer Profiles to group customers with similar credit worthiness, business volume, and payment cycles. For each profile class you can define information such as credit limits, payment terms, statement cycles, invoicing, and discount information. You can also define amount limits for your finance charges, dunning, and statements for each currency in which you do business.

Define your standard customer profiles in the Customer Profile Classes window. These profiles contain generic options you can use to group your customers into broad categories. For example, you might define three categories: one for prompt paying customers with favorable credit limits; one for late paying customers with high finance charge rates; and a third for customers who mostly pay on time, with discount incentives for early payment. You can also use the profile class 'DEFAULT,' which the system provides.

Assign a profile class to each of your customers and addresses in the Customers window. The customer profile class you assign provides the default values, then you can optionally customize these values to meet your specific requirements for each customer or address. If a profile is assigned to both a customer and one of that customer's addresses, the options set for the address take precedence over those set at the customer level.

Prerequisites

- ❑ Define customer profile QuickCodes: page 2 – 33
- ❑ Define statement cycles: page 2 – 159
- ❑ Define dunning letters: page 2 – 176
- ❑ Create dunning letter sets: page 2 – 182
- ❑ Define collectors: page 2 – 158
- ❑ Define payment terms: page 2 – 80
- ❑ Define AutoCash rule sets: page 2 – 139
- ❑ Define System Options: page 2 – 48
- ❑ Define grouping rules: page 2 – 104
- ❑ Define currencies (*Oracle General Ledger User's Guide*)

▶ **To define a new customer profile class:**

1. Navigate to the Customer Profile Classes window.
2. Enter a Name and a brief description of this profile class.
3. Check the Status check box to make this profile class active. Active profile classes appear in the Profile Class field list of values in the Customers windows.
4. Enter other profile class information. For example:

   Credit: Enter a default Collector and the Tolerance (percentage over the credit limit) that customers using this profile class can exceed before you will begin collection action. If you check the Credit Check check box, Oracle Order Entry will check this customer's credit before creating a new order (if the payment term associated with the order and the order type also require credit checking). The system does not check your customer's credit when you create transactions within Receivables.

   To prevent new orders from being created for this customer in Oracle Order Entry, check the Credit Hold check box. If this box is checked, you cannot create new invoices for this customer in Oracle Projects, but you can create new transactions for this customer in Receivables. Unchecking this check box removes the credit hold.

   Terms: Enter the default payment term for customers assigned to this profile class. To be able to change the default payment term

when entering transactions for customers using this profile class, check the Override Terms check box. If you allow discounts for customers using this profile class, enter the number of Discount Grace Days after the discount term date that customers using this profile class can take. If you do not allow discounts, the system skips this field. See: Discounts: page 4 – 156. Enter the number of Receipt Grace Days that you allow customers using this profile class to be overdue on receipts before they will be assessed finance charges. For example, if you enter 10, customers with this profile class have 10 days beyond the transaction due date to pay before they incur a penalty or finance charges. See: Defining Dunning Profiles for Customers and Customer Sites: page 5 – 39.

Receipts: Enter a number of Clearing Days (optional). This is the number of days that it will take for a bank to clear a receipt that has been remitted (for factored receipts, this is also the number of days after the maturity date when the customer risk of non–payment is eliminated). Enter an AutoCash Rule Set for this profile class (optional). If you do not assign an AutoCash Rule Set to this profile class, the system uses the AutoCash Rule Set that you specify in the System Options window. Enter a Match Receipts By rule to indicate the number that customers using this profile class will use to match receipts with invoices during AutoLockbox validation (optional). Enter a Remaining Amount Rule Set to specify how Receivables should apply any leftover receipt amount created by a partial receipt application during Post QuickCash (optional). If you do not enter a Remaining Amount Rule Set, Receivables marks the remaining amount Unapplied. Check the AutoReceipts Include Disputed Items check box to include debit items that have been placed in dispute when you create automatic receipts for customers using this profile class.

Statements: To send statements to customers using this profile class, check the Send Statement check box. To send statements to customers with this profile class even if they have a credit balance, check the Send Credit Balance check box. If you check the Send Statement check box, enter a Statement Cycle. Statement cycles indicate how often to print your statements.

Finance Charges: To charge finance charges for customers using this profile class, check the Charge Interest check box. To calculate finance charges on customer's outstanding balances including previously assessed finance charges, check the Compound Interest check box. If you check the Charge Interest check box, enter the number of Days In Period over which the interest charges will be calculated.

Dunning: To send dunning letters to customers when they have invoices, debit memos, and chargebacks that are past due, check the Send Letters check box. If you check the Send Letters check box, enter the Dunning Letter Set to assign to customers using this profile class.

Invoicing: To indicate how to print tax on invoices for customers to whom you assign this profile class, enter a Tax Printing value. If you did not enter a default Tax Printing value in the System Options window and you do not specify one here, the system uses Total Tax Only as the default value when you print invoices. See: Tax System Options: page 2 – 53. Enter the Grouping Rule to use for customers to whom you assign this profile class. See: Grouping Rules: page 2 – 104.

Consolidated Billing Invoice: To send a single, consolidated billing invoice to customers using this profile class, check the Send check box. Choose either Summary or Detail to specify the printing format of your consolidated billing invoice. See: Consolidated Billing: page 6 – 279.

5. Open the Profile Class Amounts alternative region, then enter the Currency in which customers assigned to this profile class will do business. For each currency that you enter, define the currency rates and limits for customers using this profile class, including Minimum Invoice Balance for Finance Charges, Minimum Dunning Amount, and Credit Limit. See: Customer Profile Classes Field Reference: page 3 – 41.

Attention: If you do not assign an interest rate to a currency, Receivables does not calculate finance charges for past due items in that currency. See: Currencies Without Rates: page 5 – 61.

The default Order Credit Limit is the amount you enter in the Credit Limit field. If you enter a Credit Limit, you must either enter an Order Credit Limit or accept the default. The limit per order must be less than or equal to the Credit Limit. You must enter a Credit Limit before entering an Order Credit Limit.

6. Save your work.

See Also

Assigning Profiles to Customers: page 3 – 43

Customer Profile Classes Field Reference

This section provides a brief description of some of the fields in the Customer Profile Classes window.

Account Status: The status of this account. You can define additional account statuses in the Receivables QuickCodes window by selecting the QuickCode Type 'Account Status.'

Credit Limit: The total amount of credit in this currency to give to customers to whom you assign this profile class.

Credit Rating: The credit rating for this customer. You can define additional credit rating names in the Receivables QuickCodes window by selecting the QuickCode Type 'Credit rating for customers.'

Currency: The currency for which you want to define amount limits. You define currencies in the Currencies window.

Finance Charges Interest Rate (%): The interest rate to charge customers to whom you have assigned this profile class for this currency. Finance charges are calculated on statements and dunning letters.

Maximum Interest Per Invoice: If the amount of interest that the system calculates for a past due debit item in this currency is greater than the amount that you enter here, the system charges this amount.

Minimum Customer Balance for Finance Charges: If the customer balance of past due items in this currency is less than the minimum amount that you specify here, Receivables does not assess finance charges when you submit dunning letters or statements for this customer.

Minimum Invoice Balance for Finance Charges: If the balance of a past due invoice in this currency is less than the minimum invoice amount that you specify here, Receivables does not assess finance charges on this item when you submit dunning letters or statements for this customer.

Minimum Receipt Amount: The system will not generate automatic receipts in this currency that are less than this amount. You can also define a minimum receipt amount for a payment method. Receivables will use the larger of the two minimum receipt amounts when creating automatic receipts.

Minimum Statement Amount: The minimum outstanding balance in this currency that customers to whom you assign this profile class must exceed in order for Receivables to generate a statement. For example, if you enter 100 in U.S. dollars, Receivables does not generate a statement

if this customer's outstanding balance is less than or equal to 100 USD. The default minimum statement amount is 0.

Minimum Dunning Amount: If a customer has a past due balance in this currency that is greater than the minimum dunning amount specified for this currency, Receivables selects this customer for dunning. The dunning letter that is selected when you choose to print sample or actual dunning letters does not include past due debit items in currencies with minimum dunning amounts that have not been exceeded.

Minimum Dunning Invoice Amount: Customers do not receive dunning letters if the amount that you enter here is greater than the balance of each of their past due items in this currency.

Percent Collectable: The percentage amount of this customer's account balance that you expect to collect regularly.

Risk Code: The credit risk code for your customer. You can define additional risk codes in the Receivables QuickCodes window by selecting the QuickCode Type 'Customer credit risk.'

See Also

Defining Customer Profile Classes: page 3 – 37

Assigning Profile Classes to Customers

After you define your standard profile classes, you can assign them to your customers. You can also update specific information for a customer when you assign a new profile class.

When you enter a new customer, Receivables assigns the profile class 'DEFAULT'. You can use this profile class, modify this profile class information, or choose one of the profile classes that you have defined.

Prerequisites

- ❑ Enter customers: page 3 – 3
- ❑ Enter customer addresses and define one address as a Bill–To location: page 3 – 16
- ❑ Define customer profile classes: page 3 – 37

▶ **To assign a profile class to a customer:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign a profile class.

   If you are using the Customer Summary window, choose Open, then continue with this step.
3. Open the Profile:Transaction alternative region, then enter a Profile Class or select one from the list of values.

   Note: Not all fields in the Customer Profile Classes window appear in the Profile:Transaction alternative region.
4. To update profile class information for this customer, modify information in the following alternative regions:

   Profile:Transaction: Open this region to update credit, payment terms, or receipt information.

   Profile:Document Printing: Open this region to update statement, dunning, finance charges, invoicing, and consolidated billing information.

   Profile:Amounts: Open this region to update rates and limits for each currency in which this customer does business.

   Attention: The changes you make at the customer level only affect the profile class for *this* customer; they do not affect other customers using this profile class.
5. Save your work.

▶ **To view a customer profile class:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the Customer whose profile class you want to view.

   If you are using the Customer Summary window, choose Open.
3. Open the Profile:Transaction, Profile:Amounts, or Profile:Document Printing alternative region.

See Also

Entering Customers: page 3 – 3

Entering Customer Addresses: page 3 – 16

Defining Customer Profile Classes: page 3 – 37

Updating a Customer Profile Class

You can modify an existing customer profile class in the Customer Profile Classes window. When you modify profile class information using this window, Receivables requires that you indicate whether and in what way your changes will affect other customers using this profile class.

To update profile class information for a specific customer, use the Customers window. See: Assigning Profile Classes to Customers: page 3 – 43.

Prerequisites

- ❑ Define profile classes: page 3 – 37

▶ **To update a customer profile class:**

1. Navigate to the Customer Profile Classes window.
2. Query the profile class to update.
3. Update information in the Profile Class and Profile Class Amounts alternative regions as necessary.
4. Save your work. The system displays a pop–up window that lets you decide how to apply your changes. Choose one of the following options:

   Do Not Update Existing Profiles: Choose this option if you do not want to update existing customer profiles with your new profile class values. When you choose this option, the system only assigns the new profile values to any new customers to whom you assign this profile class.

   Update All Profiles: Choose this option to update your new profile class values for all existing customers whom you previously assigned to this profile class. To preserve your customizations to a customer's individual profile, this option does not update every field on a customer's profile with values from the newly modified profile class; only the fields you changed for this profile class will affect your customer's profile. When you choose this option, the system automatically generates the Update Customer Profiles report so you can review your changes.

   Update All Uncustomized Profiles: Choose this option to update only those customer profiles that you have not previously customized (the fields on the customer's profile match the original values of the fields you are changing on the profile class). For

example, you change the Statement Cycle for a profile class from Weekly to Monthly. When you choose this option, the system only updates the profile classes of customers whose statement cycles are currently set to Weekly.

When you choose this option, the system generates the Update Customer Profiles report. Refer to the 'Exceptions' section of this report to review the customized profile classes that were excluded from the update process. You can then use the Customers window to update customers whose profile classes were not automatically updated.

See Also

Entering Customers: page 3 – 3

Entering Customer Addresses: page 3 – 16

Assigning Profiles to Customers: page 3 – 43

Update Customer Profiles Report: page 9 – 156

Flexible Addresses

Oracle Applications let you enter customer, supplier, bank, check, and remit–to addresses in country–specific formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the Bundespost, or you can enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The flexfield window opens if the country you enter has a flexible address style assigned to it, which lets you enter an address in the layout associated with that country. If there is no address style associated with the country, the system uses the standard address format.

Attention: (Receivables users only) If you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Flexible Addresses with the Sales Tax Location Flexfield: page 3 – 57.

Address Style

An address style tells Oracle Applications how to format and arrange the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time.

You assign address styles to countries using the Countries and Territories window. You can assign one of the address styles provided or you can create your own. See: Address Style Mappings: page 3 – 49.

Address Validation

You can define country–specific validation on any element of your address style. This controls the information you enter in these address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or restrict a postal code to a certain range of numbers. See: Defining Flexible Address Validation: page 3 – 72.

Customized Address Styles

You can define your own address formats if you have specific address entry requirements not covered by the address styles the system provides. You can also set up validation against any address styles you define. See: Creating Custom Address Styles: page 3 – 61.

Default Country

The Default Country profile option expedites address entry. For example, if most of the addresses you enter are in France, you can set the profile to 'France' so that this will be the default country for all addresses entered.

This profile is also used for Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation for banks, customers, and suppliers.

See Also

Entering Flexible Addresses: page 3 – 66

Defining Banks: page 2 – 188

Suppliers (*Oracle Payables User's Guide*)

Oracle Applications Flexfields User's Guide

Address Style Mappings

Oracle Applications provides five predefined address styles. These address styles cover the basic entry requirements of many countries. The following address styles are provided:

- Japanese: page 3 – 49
- Northern European: page 3 – 50
- Southern European: page 3 – 52
- South American: page 3 – 53
- United Kingdom / Asia / Australasia: page 3 – 55

Address information is stored in different tables for different functions, so there are different mapping of address elements to the database columns for each of the following:

- Customer and remit–to addresses
- Bank addresses
- Supplier addresses
- Payment addresses

The following charts show the address elements contained in each of the seeded address styles and the mappings of these address elements to the database columns.

Japanese Address Style

Customer and Remit–To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(20)
Province	RA_ADDRESSES	STATE	VARCHAR2(25)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)

(Table 1 of 1)

Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(20)
Province	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)

(Table 1 of 1)

Northern European Address Style

Customer and Remit–To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
Country Code	RA_ADDRESSES	STATE	VARCHAR2(2)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)
City	RA_ADDRESSES	CITY	VARCHAR2(25)

(Table 2 of 2)

Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
Country Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(2)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)

(Table 1 of 1)

Southern European Address Style

Customer and Remit–To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
State	RA_ADDRESSES	STATE	VARCHAR2(25)

(Table 1 of 1)

Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
State	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)

(Table 2 of 2)

South American Address Style

Customer and Remit–To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
Province	RA_ADDRESSES	PROVINCE	VARCHAR2(25)
State	RA_ADDRESSES	STATE	VARCHAR2(25)
State Code	RA_ADDRESSES	COUNTY	VARCHAR2(2)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)

(Table 1 of 1)

Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
Province	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	PROVINCE	VARCHAR2(25)
State	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
State Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	COUNTY	VARCHAR2(2)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 1 of 1)

United Kingdom/Africa/Australasia Address Style

Customer and Remit–To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
Town / City	RA_ADDRESSES	CITY	VARCHAR2(25)
County	RA_ADDRESSES	STATE	VARCHAR2(25)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)

(Table 1 of 1)

Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
Town / City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
County	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 2 of 2)

See Also

Flexible Addresses: page 3 – 47

Setting Up Flexible Addresses: page 3 – 58

Creating Custom Address Styles: page 3 – 61

Entering Flexible Addresses: page 3 – 66

Banks: page 2 – 188

Suppliers (*Oracle Payables User's Guide*)

Remit–To Addresses: page 2 – 162

Flexible Addresses with the Sales Tax Location Flexfield

During Receivables setup, you must choose a Location Flexfield Structure in the System Options window. The Sales Tax Location Flexfield, along with several other system options, affect the way tax is calculated for your transactions and the way you enter your customer addresses in Receivables. This section describes the issues you need to consider when implementing flexible addresses with the Sales Tax Location Flexfield. Your choices depend on the type of flexible address formatting you wish to perform as well as your location–based taxing requirements. See: Defining a Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

Implement Flexible Formats For All Addresses

If you wish to use flexible address formats to enter and validate your customer address information and are not required to charge your customers tax based on their shipping address, we recommend that you implement the seeded Sales Tax Location Flexfield structure 'Country – No Validation' and set the Address Validation system option to None. All countries are validated against the values defined in the Maintain Countries and Territories window, so setting the Address Validation system option would have no effect. If necessary, you can use flexible address formats to validate other address segments. See: Address Validation: page 3 – 68.

Implement Flexible Foreign Addresses

If you use a Sales Tax Location Flexfield for tax calculation or address validation and wish to set up flexible address formats to enter and validate customer addresses in *foreign* countries, you can use the flexible address features described in this document (the Sales Tax Location Flexfield only applies to customer addresses in your home country).

Implement Flexible Home Addresses

If you use a Sales Tax Location Flexfield that contains a segment other than country and you wish to set up a flexible address format for customers in your home country (defined in the Default Country field of the System Options window), every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. This is because all components of your Sales Tax Location Flexfield are mandatory during customer address entry.

Additionally, if your Address Validation system option is set to 'Error' or 'Warning,' it is advisable to create value sets on your flexible address segments which return the same lists of locations as the value sets on your Sales Tax Location Flexfield. You cannot use the same value sets

because the Sales Tax Location Flexfield value sets return location identifiers and the flexible address descriptive flexfields require you to return a location name. Also, if the Sales Tax Location Flexfield has multiple segments, you should set up the same parent–child validation on your new value sets as exists on the Sales Tax Location Flexfield value sets. For details about the Sales Tax Location Flexfield value sets, see: Defining a Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

See Also

Flexible Addresses: page 3 – 47

Setting Up Flexible Addresses: page 3 – 58

Creating Custom Address Styles: page 3 – 61

Entering Flexible Addresses: page 3 – 66

Setting Up Flexible Addresses

Flexible Address Formats let you enter and validate addresses in country–specific formats. Following are the setup steps you need to perform to implement this feature.

Prerequisites

If you are using Receivables, Order Entry, or Projects:

- ❑ Define your Default Country system option. See: Miscellaneous System Options: page 2 – 62

If you are using Payables or Purchasing:

- ❑ Define the financials option member state. See: *Oracle Payables User's Guide*.

▶ **To implement flexible address formats:**

1. Choose an address style.

Before you can enter an address using the flexible addresses functionality, you must decide which address styles best suit your address entry requirements. Receivables provides five predefined address styles, but you can also create customized address styles. See: Creating Custom Address Styles: page 3 – 61.

2. Define address validation.

   You can use specific validation for a particular country that uses a flexible address format. See: Address Validation: page 3 – 68.

3. Assign an address style.

   Once a country has been assigned an address style, all addresses entered or modified for that country will use the flexible address functionality. See: Assigning an Address Style to a Country: page 3 – 60.

4. Assign a value to the Default Country profile option. See: Profile Options in Oracle Application Library: page B – 21.

   The flexible address formats feature checks the value in the Country field of the address region to determine which address style to use. The country assigned to the Default Country profile option will be the default for the Country field in this window.

   The Default Country profile option is not mandatory; it lets you change the default country by user, responsibility, site, or application. If you do not set the profile, the default value is the Default (home) Country defined in the System Options window. See: Miscellaneous System Options: page 2 – 62.

   If you are using Payables or Purchasing and do not set the Default Country profile option, the default value is the Member State in the VAT Registration Information region of the Financials Options window.

5. Assign a value to the AR: Item Flexfield Mode profile option. See: Overview of Receivables User Profile Options: page B – 4.

   If this option is set to 'Always Pop a Flexfield Window,' the descriptive flexfield opens automatically when you navigate to an address field. If it is set to 'Concatenated Segment Entry,' the descriptive flexfield will not open when you navigate through the field. If this option is set to 'No Window for a Single Segment Flexfield,' the descriptive flexfield will only open if it has more than one segment enabled.

Assigning an Address Style to a Country

▶ **To assign address styles to a country:**

1. Navigate to the Countries and Territories window**.**
2. Query the countries to which you want to assign a flexible address.
3. Select the address style you want from the list of values for the address style field.

   Note: Setting the Address Style back to a blank value will turn off the flexible address functionality for that country.
4. Save your work.

   Note: Addresses within a country that is not assigned an address style will use the standard address format.

Implementing Flexible Addresses for the Address Alternate Name Field

If you want to use the flexible address format with the Alternate Name field in the Customer Addresses window, perform the following setup steps.

▶ **To set up flexible address formatting for the Alternate Name field in the Addresses window:**

1. Choose the Application Developer responsibility, then navigate to the Descriptive Flexfield Register window.
2. Query the descriptive flexfield 'Remit Address,' then choose Columns.
3. Check the Enabled check box for the column name 'ADDRESS_LINES_PHONETIC.'
4. Save your work.
5. Navigate to the Descriptive Flexfield Segments window.
6. In the Title field, query the descriptive flexfield 'Remit Address.'
7. Select the Context Field Value 'JP' (Japanese Address Style), then choose Segments.
8. Add the segment 'Alternate Address' and the column ADDRESS_LINES_PHONETIC, then choose Open.
9. Enter segment information. For example:

Name: Alternate Address
Number: 7
Required: No
Security Enabled: No
Display Size: 50
Description Size: 50
List of Values: Alternate Address
Window: Alternate Address
Concatenated Description Size: 25

10. Save your work.

See Also

Flexible Addresses: page 3 – 47

Entering Flexible Addresses: page 3 – 66

Update Personal Profile Options: page B – 2

Defining Value Sets (*Oracle Applications Flexfields User's Guide*)

Descriptive Flexfield Concepts (*Oracle Applications Flexfields User's Guide*)

Creating Custom Address Styles

If the five address styles that Receivables provides do not suit the requirements of the countries in which you do business, you can create your own, custom address styles. You can then use these custom address styles for entering addresses for your customers, banks, suppliers, payments, and remit–to sites.

▶ **To create a custom address style:**

1. Choose address style database columns.

Attention: When you set up a new address style you must decide which columns from the database you are going to use and how you are going to order them. See: Choosing address style database columns: page 3 – 62.

2. Map address style to database columns.

Define the appearance of your flexible address window and the information it will include. See: Mapping address style to database columns: page 3 – 63.

3. Add address style to the address style QuickCode.

   Add the address style name to the Address Style Special QuickCode so that you will be able to assign the style to countries and territories. See: Adding a new style to the address style QuickCode: page 3 – 64.

4. Assign the address style to the appropriate country using the Countries and Territories window. See: Assigning an address style to a country: page 3 – 60.

Choosing address style database columns

▶ **To choose address style database columns:**

- Decide which columns from the database you are going to use and how you are going to order them.

  All the seeded address styles use the following database columns. See: Address Style Mappings: page 3 – 49.

  - Bank Addresses
    - AP_BANK_BRANCHES.ADDRESS_LINE1
    - AP_BANK_BRANCHES.CITY
    - AP_BANK_BRANCHES.STATE
    - AP_BANK_BRANCHES.ZIP
  - Customer and Remit–To Addresses
    - RA_ADDRESSES.ADDRESS1
    - RA_ADDRESSES.CITY
    - RA_ADDRESSES.POSTAL_CODE
    - RA_ADDRESSES.STATE
  - Supplier Addresses
    - PO_VENDOR_SITES.ADDRESS_LINE1
    - PO_VENDOR_SITES.CITY
    - PO_VENDOR_SITES.STATE
    - PO_VENDOR_SITES.ZIP

- Payment Addresses
  - AP_CHECKS.ADDRESS_LINE1
  - AP_CHECKS.CITY
  - AP_CHECKS.STATE
  - AP_CHECKS.ZIP

For example, notice in the Japanese address style that the address element called Province maps onto the STATE database column and that in the United Kingdom / Africa / Australasia address style the address element called County also maps onto the STATE database column.

We recommend that all custom address styles also include at least the above database columns because these address columns are used extensively throughout the system for printing and displaying.

Warning: Most reports do not display the PROVINCE, COUNTY, or ADDRESS4 / ADDRESS_LINE4 database columns for addresses.

Mapping address styles to database columns

▶ **To map address styles to database columns:**

To do this mapping, you must create a new context value for each of the following descriptive flexfields:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit–to Address, Customers
Payment Address	Payment Summary, Payment Overview
Site Address	Suppliers

Table 3 – 1 (Table 1 of 1)

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.

2. Query the appropriate address descriptive flexfield and uncheck the Freeze Flexfield Definition check box.
3. Navigate to the Context Field Values region. This region contains the address styles that have already been defined for the flexfield.
4. Enter a name and description for your new address style. The name should be a short, unique code similar to the ones already provided.
5. Choose Segments, then create address elements for your address style. Each segment consists of a database column, which will store the address information, and the prompt the user will see inside the address window. The columns you assign to your address elements are restricted to the address columns that have been predefined for the flexfield.

   You can also define any validation you want to use on a particular segment of your address in this region. To do this, enter an existing Value Set, or choose Value Set, then enter a new value set. See: Address Validation: page 3 – 68.
6. Recheck the Freeze Flexfield Definition check box, then save your new address style.
7. Follow the above steps to set up the same address style for each address descriptive flexfield that you use.

   The address styles must be identical across all address flexfields; otherwise, you risk creating addresses that are incompatible with different windows.

Adding a new style to the address style QuickCode

▶ **To add a new style to the address style QuickCode:**

1. Using the Application Developer responsibility, navigate to the Special QuickCodes window.
2. Query the ADDRESS_STYLE QuickCode.

   Receivables displays all of the address styles used by Flexible Addresses.
3. To add your new address style, enter the following information:
   - Language
   - Code

This must correspond *exactly* to the name you assigned your flexfield context value in the Context Field Values region of the Descriptive Flexfield Segments window.

- Meaning

  This should correspond to the short description you provided for your address style in the Context Field Values region of the Descriptive Flexfield Segments window.

  Note: Do not enter a start or end date.

4. Enable this style by checking the Enabled check box.
5. Save your work.

See Also

Flexible Addresses: page 3 – 47

Setting Up Flexible Addresses: page 3 – 58

Entering Flexible Addresses: page 3 – 66

Maintain Countries and Territories: page 2 – 69

Prerequisites

- ❑ Set Up Flexible Addresses: page 3 – 58

Entering Flexible Addresses

▶ **To enter a flexible address:**

1. Navigate to the window in which you want to enter your flexible address.

   Flexible address regions are provided in the following windows:

   - Customers (Receivables, Order Entry, and Projects)
   - Suppliers (Payables and Purchasing)
   - Banks (Payables and Receivables)
   - Remit–To Addresses (Receivables)
   - Payments window (Payables)

2. To determine whether an address is to be entered using the standard layout or a flexible address format, you must first enter a value in the Country field.

   If you enter the name of a country that does not have an address style assigned to it, the address will be entered using the standard layout. If you enter a country that has an address style assigned to it, a window opens containing the address elements defined for the address style associated with that country.

3. Enter the address, then choose OK.

   The system displays the concatenated address in the standard address fields. Whenever you move the cursor into any of the address fields, the window opens. This prevents you from using the standard address entry for an address entered using flexible addresses.

4. Save your work.

▶ **To query a flexible address:**

1. Navigate to the window in which you want to query your flexible address. For a list of windows in which flexible addresses are available, see: Entering Flexible Addresses: page 3 – 66.

   Any addresses entered using the flexible address functionality can be queried using the standard querying methods. However, you can also query the address in the same format in which it was entered.

2. Select Enter from the Query menu.
3. Enter the Country name.
4. Execute the query to return all addresses for that country. Or, navigate to the address fields to enter additional query criteria.

   If the country you choose has a flexible address style assigned to it, Receivables opens a window when you navigate to the address fields.

5. Choose OK.
6. Execute the query.

See Also

Flexible Addresses: page 3 – 47

Setting Up Flexible Addresses: page 3 – 58

Creating Custom Address Styles: page 3 – 61

Address Validation: page 3 – 68

Defining Banks: page 2 – 188

Suppliers (*Oracle Payables User's Guide*)

Remit–To Addresses: page 2 – 162

Oracle Applications Flexfields User's Guide

Address Validation

You can define country–specific validation rules on any element of your address style. Validation rules determine the information you can enter in these address elements. The validation rules the system uses to verify your address information during address entry depend on the following:

- your home country and the country of the address you are entering
- the Sales Tax Location Flexfield structure you are using
- the address validation level you choose
- the flexible address format and validation rules assigned to the country of the address you are entering

Home Country

You define your home country in the Default Country field of the Systems Options window. The system uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses; however, you can override this value by setting the user profile option 'Default Country.' See: Overview of Receivables User Profile Options: page B – 4.

> **Note:** If you assign a flexible address style to your home country to validate address information, please refer to Implementing Flexible Addresses with the Sales Tax Location Flexfield: page 3 – 57 for information on the recommended Sales Tax Location Flexfield structure to use.

Sales Tax Location Flexfield Structure

Your Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a Location Flexfield Structure in the System Options window whether your Tax Method is Sales or VAT.

Address Validation Level

You can choose how the system will respond when you enter an invalid address. You can choose to display an error message, a warning, or simply choose 'No Validation'.

Flexible Address Format and Validation Rules

The Country field is the first field of the address region on every window because it determines the format and validation for the rest of the address fields.

If you are using a location–based tax method and you enter the value for your home country in this field, the system requires you to enter a value for every component of your Sales Tax Location Flexfield.

If you implement the Flexible Address Formats feature, when you enter a value in the Country field that has been assigned to an address style, a window opens with the address elements defined for that style. See: Flexible Addresses: page 3 – 47.

See Also

Defining Receivables System Options: page 2 – 48

Sales Tax Location Flexfield Structure: page 3 – 69

Address Validation Level: page 3 – 70

Entering Customer Addresses: page 3 – 16

Sales Tax Location Flexfield Structure

The Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a value for this structure in the Systems Options window regardless of the tax method you are using. To see how the system uses this structure to calculate sales tax, see the tax flowcharts in the Calculating Tax essay.

To ensure that location–based taxation will function properly, you must have values for each customer address in your home country. Therefore, every component of your Sales Tax Location Flexfield structure is mandatory when entering addresses in your home country. This requirement is not affected by the address validation level you choose, since Receivables only requires that these address components exist, it does not check whether the components are valid.

Attention: Even if the Required field of the Key Flexfield Segments window is set to No for a segment of the structure, that segment will still be required when you enter an address.

You can also define your own structure using any combination of state, county, city, province, postal code, and address. See: Customizing Your Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

Warning: You should not update the Sales Tax Location Flexfield structure after you have entered customer addresses or transactions.

See Also

Calculating Tax (*Oracle Receivables Tax Manual*)

Address Validation Level: page 3 – 70

Setup Steps for US Sales Tax (*Oracle Receivables Tax Manual*)

Address Validation Level

You set your address validation level in the System Options window. This information only validates addresses that are in your home country. This lets you enter international addresses with address formats different from that of your Sales Tax Location Flexfield structure, even if you are using the address validation feature.

The system validates customer addresses with locations that you enter in the Tax Locations and Rates window or from locations loaded from a third party vendor using the Sales Tax Rate Interface program. For each address you enter, the system will validate all segments of your Sales Tax Location Flexfield structure.

There are three levels of address validation:

Error This level ensures that all components of your customer address are valid before you can save it in the Customer windows. If the location that you enter does not already exist, you will receive an error and must manually add the location in the

Tax Locations and Rates window before you can save the address.

Warning This level lets you save an address even if all of the locations do not exist, but displays a warning message informing you of locations that are not defined. If these locations do not exist, the system creates them for you, but does not create the corresponding rates for these new locations.

No Validation This level lets you save an address without displaying a warning message, even if all of the locations do not exist. If these locations do not exist, the system creates them for you but does not create the corresponding rates for these new locations.

Suggestion: If you are using Sales Tax, you should ensure that all your existing locations have rates. In this case, we suggest you have address validation set to Error, so that new locations will not be automatically created with no corresponding rate.

See Also

Defining Receivables System Options: page 2 – 48

Tax Locations and Rates: page 2 – 212

Address Validation: page 3 – 68

Defining Flexible Address Validation: page 3 – 72

Sales Tax Rate Interface (*Oracle Receivables Tax Manual*)

Defining Flexible Address Validation

Use the Flexible Address Formats feature to enter and validate addresses in country–specific formats. See: Flexible Addresses: page 3 – 47.

For each address style, you can define country–specific validation that controls the information you enter in certain address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or you may want to restrict a postal code to a certain range of numbers.

Validation can take the form of a simple list of values or a complex parent–child relationship between address elements. This section discusses how to implement list of value validation on your flexible address formats. Refer to the *Oracle Applications Flexfields Guide* for information on complex validation.

This section uses the Southern European address style for Spanish and French address entry to demonstrate how to set up a list of values on an address style. Assume that within this flexfield you want to have a list of values on the City field that will list either Spanish or French cities, depending upon the country of the address you are entering. For more information about the Southern European and other address styles, see: Address Style Mappings: page 3 – 49.

Prerequisites

- ❑ Set up flexible addresses: page 3 – 58
- ❑ Create custom address styles: page 3 – 61 (optional)

▶ **To define flexible address format validation:**

1. Decide which values you want to display in your list of values.

   This example uses the following locations: France, Spain, Bordeaux, Barcelona, Lyon, Balboa, Paris, and Madrid.

2. Navigate to the Countries and Territories window.
3. Query the countries for which you wish to validate address information.
4. Note the two character short code which identifies each of the countries you want to validate against in the list of values.

   The country codes for Spain and France are 'ES' and 'FR', respectively.

Attention: It is very important to identify the correct country code. Otherwise, the list of values will return no data for these countries and you will be unable to enter any information in the address element to which the value is assigned.

5. Create a valid list of values for each address component you wish to validate: page 3 – 73.
6. Define a value set listing your location values: page 3 – 74. This value set will be attached to the appropriate segment of the address style.
7. Assign the value set to the appropriate address element in each of the address descriptive flexfields: page 3 – 75.

Warning: The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

Creating a valid list of values for address components

▶ **To create a valid list of values for each address component you wish to validate:**

1. Using the Application Developer responsibility, navigate to the Special QuickCodes window.
2. Enter your new QuickCode Type.

   The QuickCode should belong to the Application Object Library application and should have an Access Level of System.

   You should name all of your flexible address QuickCodes consistently to avoid confusion. For example, FAF_<*column_name*>, where <*column_name*> is the name of the address column to which you are assigning the list of values choice. In this example you would call your QuickCode type FAF_CITY.

Attention: If more than one country uses a particular address style, you can only have one QuickCode type for each address element. For example, you can only have one City QuickCode type for all countries using the Northern European address style. It is advisable to adopt this policy for all QuickCode types, regardless of the number of countries using them, because they will be easier to maintain.

3. Enter a list of valid locations. You only need to enter three pieces of information: Language, Code, and Meaning.

The Code is a unique identifier which will enable the system to identify which city to select when it displays the list of values. Therefore, the Code column must be called <*country_code*><*n*>, where <*country_code*> is the two character short code for the country of the address information you are entering, and <*n*> is a sequential number which ensures the Code is unique.

4. Enter the actual information you wish to retrieve in the Meaning column.

   In this example, the code and meaning values would look as follows:

Code	Meaning
ES1	Barcelona
ES2	Balboa
ES3	Madrid
FR1	Bordeaux
FR2	Lyon
FR3	Paris

5. Save your work.

Defining a value set

▶ **To define a value set that lists your location values:**

1. Using the Application Developer responsibility, navigate to the Value Sets window.
2. Enter the name of your value set.

   For example, FAF_<*address_column*>, where <*address_column*> is the name of the column that you will attach to the value set. In this example you would call your value set FAF_CITY.
3. Ensure that the Format Type and Maximum Size correspond to the type and size of the column you will be populating with this value set.
4. Set the Validation Type to Table.

5. Choose Edit Information.
6. Enter Application Object Library as the Table Application.
7. Enter FND_LOOKUP_VALUES as the Table Name.
8. Enter MEANING as the Value Column.
9. Enter the following statement in the WHERE / ORDER BY region:

```
WHERE LOOKUP_TYPE = '<QuickCode_name>'
AND SUBSTR(LOOKUP_CODE,1,2) =:WORLD.FAF_COUNTRY
```

Where <*QuickCode_name*> is the name of the QuickCode you defined which contains the valid values you want to include in the list of values. See: Creating a valid list of values for address components: page 3 – 73.

In this example the following statement would be used:

```
WHERE LOOKUP_TYPE = 'FAF_CITY'
AND SUBSTR(LOOKUP_CODE,1,2) =:WORLD.FAF_COUNTRY
```

The field `:WORLD.COUNTRY` exists in all windows that use flexible addresses and contains the two character short code of the country of the address that you are currently entering. Using this short code enables you to develop country specific validation within a flexfield that can be used by many countries.

Assigning a value set to an address element

In this example, we will assign the value set to the City segment in the Southern European address style for the Site Address descriptive flexfield.

▶ **To assign a value set to the appropriate address element in the descriptive flexfield**:

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield, then uncheck the Freeze Flexfield Definition check box.

   The system provides the following address descriptive flexfields:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit–to Address, Customers
Check Address	Payment Summary, Payment Overview
Site Address	Suppliers

Table 3 – 2 (Page 1 of 1)

3. Navigate to the Context Field Values alternative region, then select the address style to which you are assigning the value set.

   In this example the value set will be added to the Southern European address style.

4. Choose Segments, then select the relevant address segment.

   In this example it is the City segment.

5. Enter the name of the Value Set that you created (in this example it is FAF_CITY).

6. Return to the Descriptive Flexfield window and check the Freeze Flexfield Definition check box.

7. Save your work.

8. Follow the above steps to set up the same validation for each address descriptive flexfield.

   The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

Warning: Do not assign a value set to a flexfield if *any* of the countries using that flexfield do not have any data defined in the QuickCode. Using the list of values will return no data for these countries and you will be unable to enter any information in the address element on which the value set is used.

See Also

Flexible Addresses: page 3 – 47

Address Style Mappings: page 3 – 49

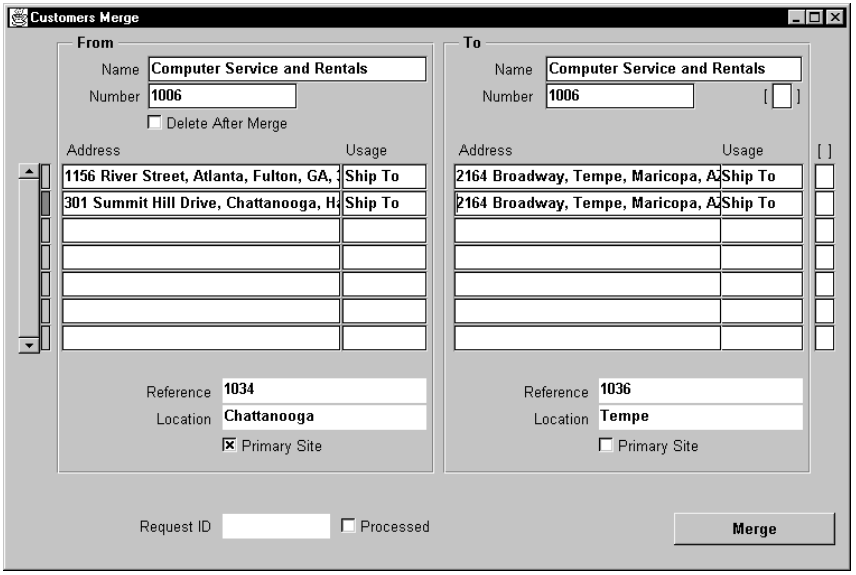
Setting Up Flexible Addresses: page 3 – 58

Creating Custom Address Styles: page 3 – 61

Entering Flexible Addresses: page 3 – 66

Maintaining Countries and Territories: page 2 – 69

Merge Customers



Use Customer Merge to consolidate any duplicate customers or transfer site use activity from a customer or site that is no longer active or has been taken over by another customer or site. After the merge completes successfully, all activity that was previously associated with the old customer or site is now associated with the new customer or site. Activity includes invoices, debit memos, commitments, credits, receipts, adjustments, and chargebacks. The merge process also checks for records in the AutoInvoice interface tables.

Attention: In a sales tax based system, Receivables calculates tax based on the address components of your Sales Tax Structure (for example, State.County.City) that you define in the System Options window. Since tax rates can change over time, modifying one of these components could cause the tax for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements.

For this reason, you can only merge customers or sites if the address components of their Sales Tax Structure are the same. For example, if your Sales Tax Location Flexfield Structure is State.County.City, you can only merge customers or sites that are located in the same state, county, and city. See: Setup Steps for US Sales Tax in the *Oracle Receivables Tax Manual*.

Merge Customers or Sites

You can either merge site uses for the same customer or all of the site uses for two different customers. Predefined site uses include Bill–To, Ship–To, Statements, Marketing, Legal, and Dunning. You can only merge a Bill–To site with a Bill–To site, a Ship–To site with a Ship–To site and so on whether you are merging different customers or two sites for the same customer.

You can also choose to either inactivate or delete your old customer and sites use information. If you choose to delete the customer or site use information, it is removed from the database and Receivables does not maintain an audit trail of this data. If you are merging sites for the *same* customer, you cannot choose to delete the old customer information (since the customers are the same).

Old customers and site uses that are merged are assigned a status of 'Inactive' after the merge process is complete. Inactive customers cannot generate new transactions, but you can view their information or reactivate them at any time in the Customers window.

Identify Duplicate Customers

Use the Duplicate Customer Report to see a list of all duplicate customers before you initiate the customer merge program. This report tries to match duplicate customer names based on the search criteria that you specify.

Review Customer Details

To see active or inactive customer information, use the Customer Listing Summary and Detail reports: page 9 – 54. The Detail report displays contacts, addresses, and relationships for each customer you choose in your search criteria. The Summary report displays a list of your customers and their addresses.

Merge Transactions From Other Applications

If you have any of the following applications installed and you run customer merge, the system automatically merges all transactions associated with the merge candidates in those applications as well:

- Automotive
- Customer Service
- Inventory

- Master Scheduling / MRP Planning
- Order Entry
- Payables
- Projects
- Purchasing
- Sales and Marketing

Update Transaction Information

When you merge customers, Customer Merge updates the customer information for all of the old customers transactions. For example, if you merge ACME with Customer XYZ, the program updates all of ACME's transactions with Customer XYZ's ship–to and bill–to information.

Maintain Custom Data Integrity

If you have custom tables in your AR account that have foreign keys to RA_CUSTOMERS, RA_ADDRESSES, or RA_SITE_USES, you can use the package ARP_GENERIC_CMERGE to ensure that the foreign keys remain valid. This package needs to be modified to include your custom table names and foreign keys. Use the $AR_TOP/install/sql/arplbtrx.sql file as a guideline on how to modify this package.

See Also

Merging Customers: page 3 – 87

Merging Sites for the Same Customer: page 3 – 81

Merging Different Customers: page 3 – 83

Merging Sites for the Same Customer

If a customer is closing one of their sites and there is activity assigned to this site, you can use Customer Merge to transfer all activity from the old site to one of this customer's existing sites. For example, ACME currently has two Bill–To sites, but they are planning to close one of these locations. Customer Merge lets you transfer all of their activity from the site that will be closed to their remaining open site.

Any predefined site uses or site uses that you defined in the Receivables QuickCodes window must be merged with similar site uses. For example, you are merging two of Customer ABC's sites. This customer has defined the following sites:

Address	Site Usage
Address1	Bill–To
Address1	Ship–To
Address2	Ship–To

In this example, you can only merge the Ship–To site of Address1 with Address2 because they are both Ship–To sites of different addresses.

Figure 3 – 1 Before the Merge

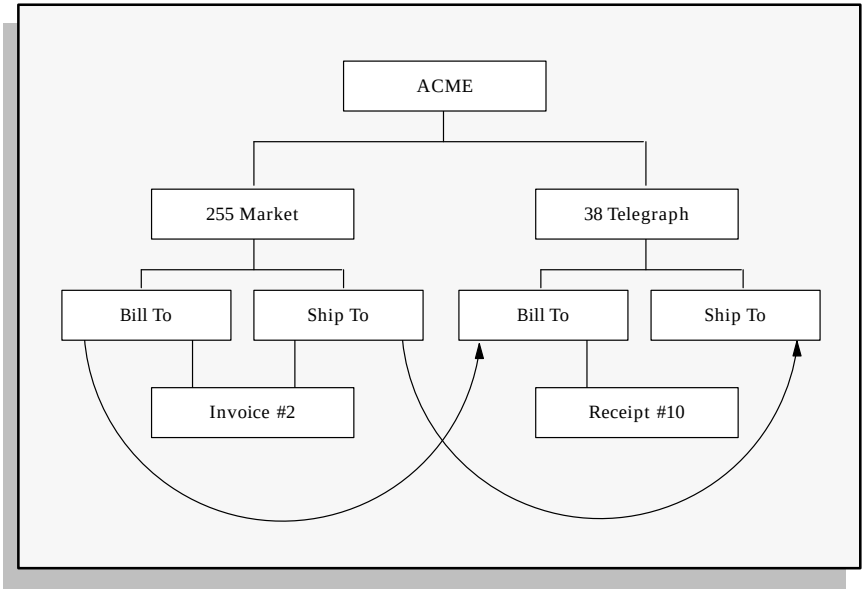
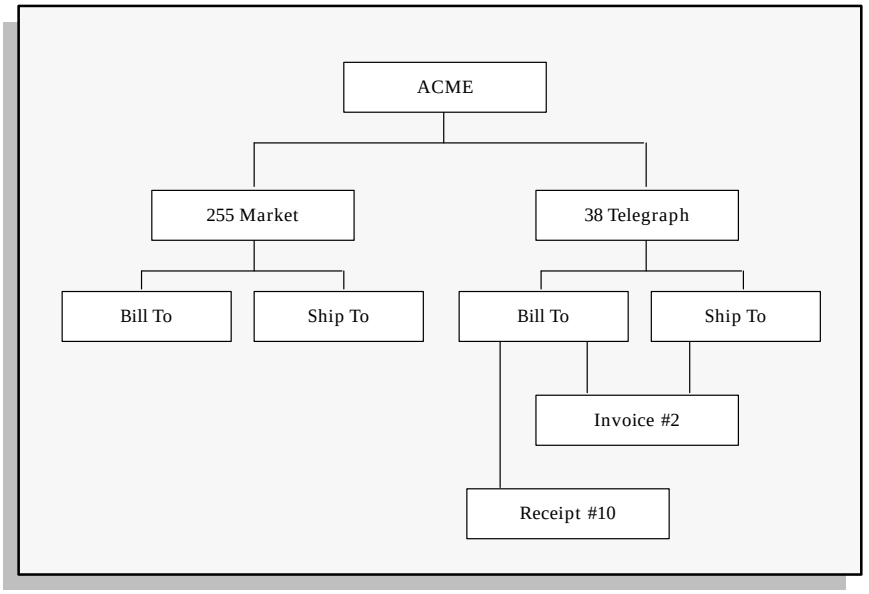


Figure 3 – 2 After the Merge



Attention: When merging two sites for the same customer, you cannot submit the merge if Delete After Merge is set to Yes.

Prerequisites

- ❑ Generate the Customer Listing report to see detailed information about the customer and site uses (optional). See: Customer Listing Detail / Summary reports: page 9 – 54.
- ❑ Create a map that shows the site uses you want to merge and the sites you want to maintain. Check that you are merging like site uses (for example, Bill–To's merged with Bill–To's).
- ❑ Determine whether to inactivate or delete old site use information.

▶ **To merge site usages for the same customer:**

1. Navigate to the Merge Customers window.
2. In the From region, enter the customer Name whose business purposes you want to merge, or select a customer from the list of values.
3. In the To region, enter the same customer Name, or select the same customer from the list of values.
4. Enter each Address and Usage you want to merge in the From region, or select from the list of values.

5. In the To region, enter the new Address and Usage for each Usage you entered in the From region.

   For example, for each old Bill–To site use, enter a new Bill–To. You must merge like site uses, so in this example, only existing Bill–To addresses are available in the To Address region.

6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.

   To submit the merge process immediately, choose Merge. See: Submitting the Merge Process: page 3 – 87.

See Also

Merge Customers: page 3 – 78

Merging Customers: page 3 – 87

Merging Different Customers: page 3 – 83

Merging Different Customers

When merging two different customers, you must merge all site uses associated with the customer being merged. For example, ACME purchases Pacific Express and each has one Bill–To site and one Ship–To site. You can transfer activity from Pacific Express to ACME by merging like site uses assigned to Pacific Express (for example, Bill–To's merged with Bill–To's). The system automatically associates all transaction activity and customer relationships with the new customer.

Customer Merge ensures that you inactivate or delete *all* site uses for the old customer; you cannot inactivate some site uses and delete others. In addition, you must assign all of the old customer site uses to one or more of the new customer's site uses. For example, you want to merge the following customers:

Customer ABC	Customer XYZ
Address1 (Bill–To)	Address1 (bill–to)
Address2 (Ship–To)	Address1 (ship–to)
Address3 (Statements)	

You cannot merge these customers because Customer XYZ does not have a 'Statements' site defined. To merge these customers, define a Statements site for Customer XYZ, map Address3 with this site in the Merge Customers window, then resubmit the merge.

Figure 3 – 3 Before the Merge

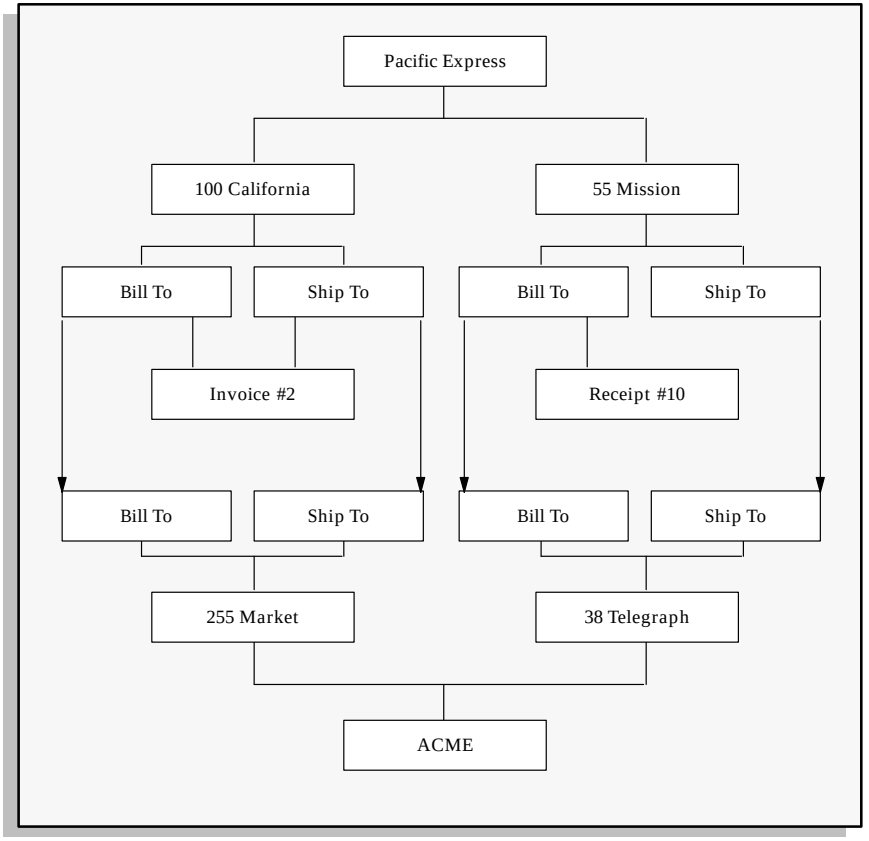
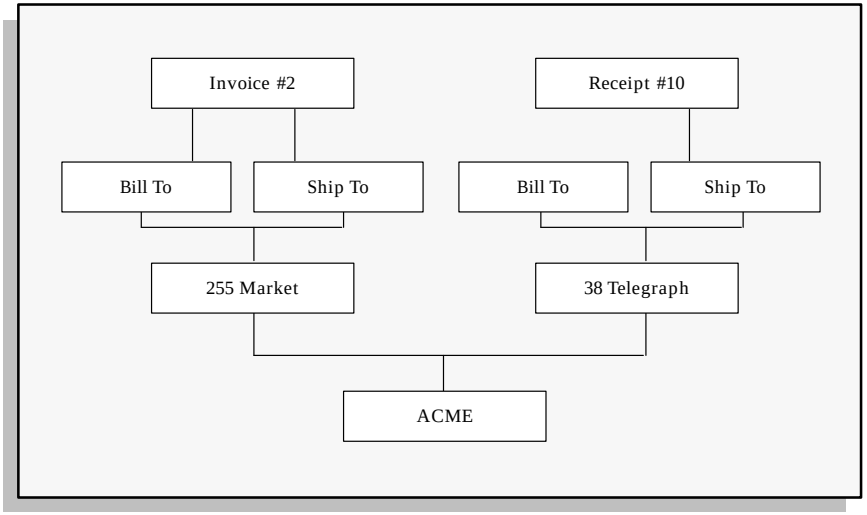


Figure 3 – 4 After the Merge



Prerequisites

- ❑ Generate the Duplicate Customers Report to see a list of potential duplicated customers (optional). See: Duplicate Customer Report: page 9 – 75.
- ❑ Create a map that shows the site uses for the old customer that you want to merge with the To customer. Check that you are merging like site uses (for example, Bill–To's merged with Bill–To's).
- ❑ Create new site uses for the To customer (if the old customer has any site uses which does not exist for the To customer).
- ❑ Determine whether to inactivate or delete the old customer.

▶ **To merge two different customers:**

1. Navigate to the Merge Customers window.
2. In the From region, enter the Name of the customer to merge, or select a customer from the list of values.
3. Enter the customer Name with whom you want to merge the old customer. The system automatically maps all the old customer's site uses to the same site use of the new customer.
4. For each 'From' address and site usage, enter a 'To' Address that has the same site usage.

   Note: If the old customer has a site use that does not exist for the new customer, the system will leave the To address blank.

You must assign this site use to the new customer before you continue your merge. See: Assigning a Business Purpose to a Customer Address: page 3 – 22.

5. Choose to delete or inactivate the old customer information.

   To keep an audit trail of old the customer information, do not check the Delete After Merge check box. The system assigns a status of 'Inactive' to the old customer after you complete the merge.

   To delete the old customer information, check the Delete After Merge check box.

6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.

   To submit the merge process, choose Merge. See: Submitting the Merge Process: page 3 – 87.

See Also

Merge Customers: page 3 – 78

Merging Sites for the Same Customer: page 3 – 81

Submitting the Merge Process

You can submit the customer merge process immediately after entering your merge details, or you can save your work and submit the merge later. You may not want to submit the merge immediately if, for example, you want to review the merge candidates before transferring the customer and / or site information.

Prerequisites

- ❑ Enter merge details. See: Merging Different Customers: page 3 – 83 or Merging Sites for the Same Customer: page 3 – 81.

▶ **To submit the merge process:**

1. Navigate to the Customer Merge window.
2. When you are certain that all of the information in the Merge Customers window is correct, choose Merge. The system submits the Customer Merge program as a concurrent process and assigns a Request ID.

   The Processed check box indicates the status of your customer merge. If this box is checked, your concurrent process has completed. You can view the details of your merge in the Customer Merge Execution Report: page 3 – 88.

See Also

Merge Customers: page 3 – 78

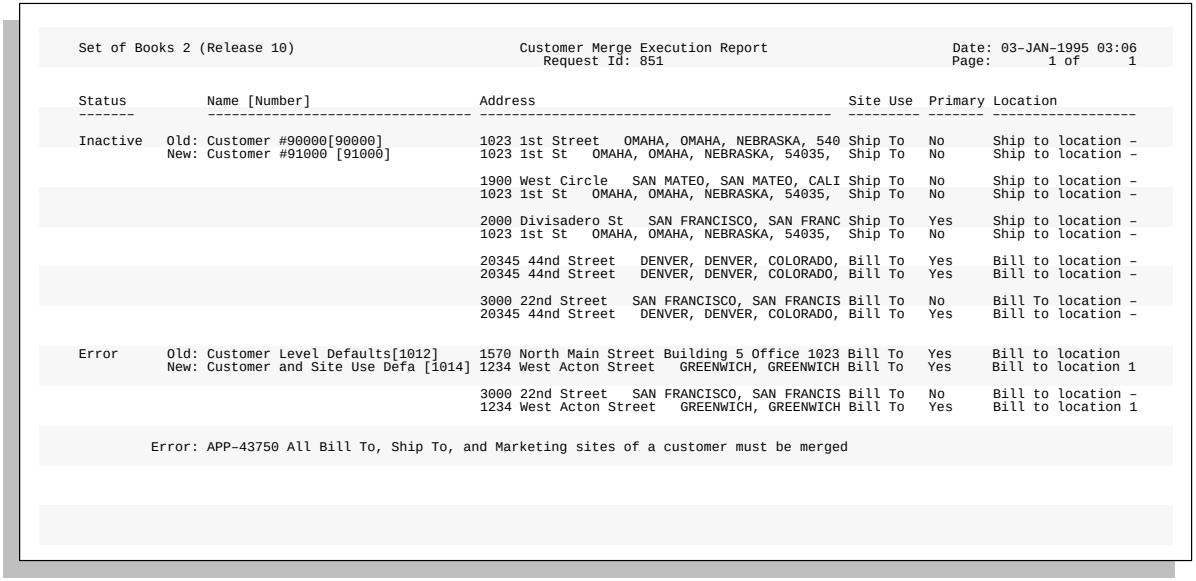
Customer Merge Execution Report: page 3 – 88

Customer Merge Execution Report

Use the Customer Merge Execution report to review the customers and site uses involved in the merge process. Receivables automatically generates this report when you initiate the Customer Merge program. See: Submitting the Merge Process: page 3 – 87.

The report heading displays the request ID for your concurrent process. The report body displays Inactive or Delete in the Status column to indicate the status of your old customer or site use. It displays an error message if the Customer Merge program failed.

Figure 3 – 5



```
Set of Books 2 (Release 10)                    Customer Merge Execution Report                    Date: 03-JAN-1995 03:06
                                                  Request Id: 851                                 Page:       1 of      1

Status          Name [Number]                    Address                                          Site Use  Primary Location
-------         ------------------------------- ------------------------------------------------ --------- ------- ------------------

Inactive   Old: Customer #90000[90000]           1023 1st Street   OMAHA, OMAHA, NEBRASKA, 540 Ship To   No      Ship to location -
           New: Customer #91000 [91000]          1023 1st St   OMAHA, OMAHA, NEBRASKA, 54035,  Ship To   No      Ship to location -

                                                 1900 West Circle   SAN MATEO, SAN MATEO, CALI Ship To   No      Ship to location -
                                                 1023 1st St   OMAHA, OMAHA, NEBRASKA, 54035,   Ship To   No      Ship to location -

                                                 2000 Divisadero St   SAN FRANCISCO, SAN FRANC Ship To   Yes     Ship to location -
                                                 1023 1st St   OMAHA, OMAHA, NEBRASKA, 54035,  Ship To   No      Ship to location -

                                                 20345 44nd Street   DENVER, DENVER, COLORADO, Bill To   Yes     Bill to location -
                                                 20345 44nd Street   DENVER, DENVER, COLORADO, Bill To   Yes     Bill to location -

                                                 3000 22nd Street   SAN FRANCISCO, SAN FRANCIS Bill To   No      Bill To location -
                                                 20345 44nd Street   DENVER, DENVER, COLORADO, Bill To   Yes     Bill to location -

Error      Old: Customer Level Defaults[1012]    1570 North Main Street Building 5 Office 1023 Bill To   Yes     Bill to location
           New: Customer and Site Use Defa [1014] 1234 West Acton Street   GREENWICH, GREENWICH Bill To   Yes     Bill to location 1

                                                 3000 22nd Street   SAN FRANCISCO, SAN FRANCIS Bill To   No      Bill to location -
                                                 1234 West Acton Street   GREENWICH, GREENWICH Bill To   Yes     Bill to location 1

          Error: APP-43750 All Bill To, Ship To, and Marketing sites of a customer must be merged
```

You can also review details of past merges online using the Merge Customers window. See: Reviewing Merged Customers: page 3 – 90.

Report Headings

Request ID: The request ID for your concurrent process.

Column Headings

Address: The address associated to the business purpose of the old and new customers that you merged.

Location: The location for the business purposes of the old and new customers that you merged.

Name [Number]: The name and number of the old and new customers that you merged.

Primary: Receivables prints Yes or No to indicate whether this is the primary Site Use.

Site Use: The business purpose of the old and new customers that you merged.

Status: Receivables displays Inactive or Delete to indicate the status of your old customer, address, and business purpose. If you choose to delete old customer information, Receivables removes this information from the customer tables.

See Also

Merge Customers: page 3 – 78

Reviewing Merged Customers

You can review details of your merged customer online using the Merge Customers window.

Prerequisites

- ❑ Enter merge details. See: Merging Different Customers: page 3 – 83 or Merging Sites for the Same Customer: page 3 – 81.
- ❑ Submit the merge process: page 3 – 87

▶ **To review previously merged customers:**

1. Navigate to the Merge Customers window.
2. Query a specific customer or query all Processed customers.
3. Execute the query. The system will display the concurrent request ID of the customer merge.

See Also

Merge Customers: page 3 – 78

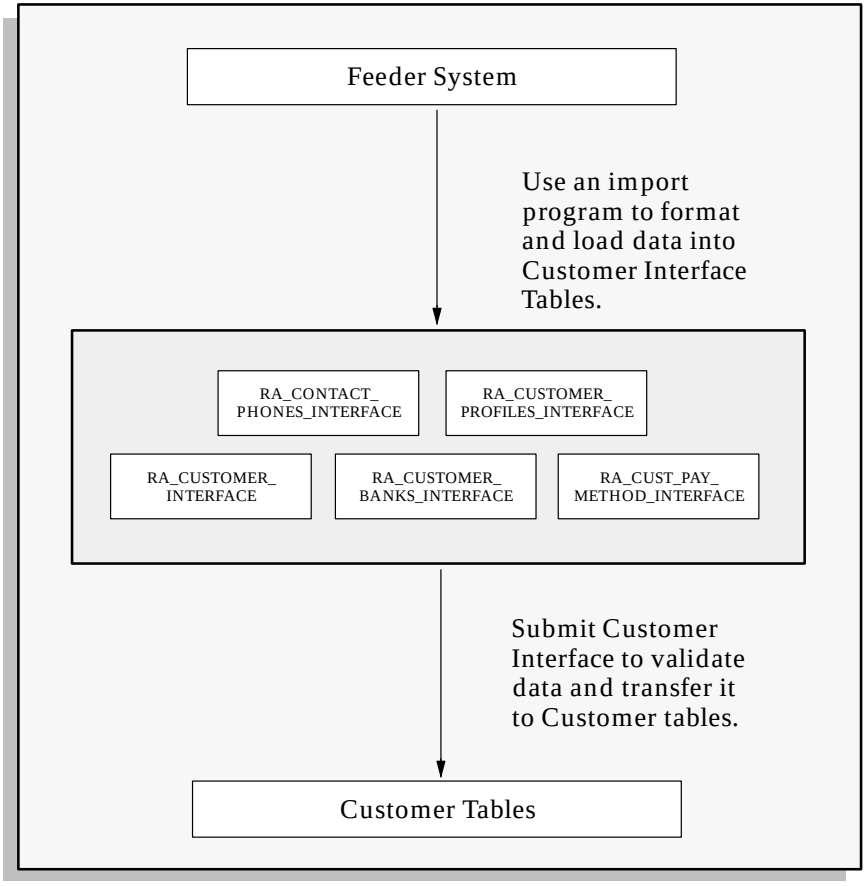
Submitting the Merge Process: page 3 – 87

Customer Interface

Use Customer Interface to import and validate current or historical customer information from other systems into Receivables. Once customer information is imported into the system, you can use Customer Interface to import additional data for that customer (such as additional contacts or addresses) and to update existing information. You can also manually update and enter new information using the Customer windows.

The following diagram shows how customer information is imported into the customer tables.

Figure 3 – 6
Customer Interface



Customer Interface Validation Rules

The Customer Interface program validates the data you load in the Customer Interface tables by ensuring that the columns in the interface tables reference the appropriate values and columns in the rest of the system. The interface supports the same data relationship for customer information as the customer window. See: Customer Overview: page 3 – 2.

Customer Interface will not create location combinations for foreign locations. The system considers a customer's address to be foreign if the country segment is not the same as the Default Country you defined in the System Options window. See: Defining Receivables System Options: page 2 – 48.

If you are trying to perform updates, Customer Interface ensures that the record to be updated either already exists within the system or is in the interface table in the insert mode.

Additionally, Customer Interface ensures that certain column values are consistent with each other. For example, if a profile class is not assigned to a customer, the interface program ensures that interest charge, collector, discount terms, and other profile class information is defined in the appropriate columns.

Customer Interface also ensures that records marked for insertion are unique.

Import Program

An import program is a custom program that you write which converts data from your feeder system into a standard data format that Customer Interface can read. The data can then be transferred into the Receivables interface tables. Once the import data is loaded into the interface tables, you can run Customer Interface to validate the data and convert it into Receivables customer information.

The type of feeder program you write depends on the environment from which you are importing data. For example, you can use SQL*Loader, SQL*Report, PL/SQL, or C to write an import program to import data from a non–Oracle system. You can also write a conversion program to import historical data from your original customer database. Regardless of the type of import program you write, the output should be in a standard data format that Customer Interface can use to import the information into Receivables.

See Also

Preparing Receivables: page 3 – 93

Interface Data Required to Run Customer Interface: page 3 – 94

System Tables Updated by Customer Interface: page 3 – 99

A Sample Customer Import: page 3 – 100

Importing Customers Using Customer Interface: page 3 – 105

Customer Interface Transfer Report: page 3 – 107

Preparing Receivables

To ensure that Customer Interface runs smoothly, you need to prepare Receivables for any new data that you require Customer Interface to import. This data can include the following:

- QuickCodes
  - Countries
  - Site Use Codes
  - Credit ratings
  - Risk Codes
  - Account Statuses
  - Communication Types
  - Customer Classes
- Freight Carriers
- Demand Classes
- AutoCash Rule Sets
- Payment Terms
- AutoInvoice Grouping Rules
- Collectors
- Payment Methods
- Statement Cycles

- Dunning Letter Sets
- Customer Profile Classes
- Customer Bank Information
- Tax Codes
- Customer Exemptions

See Also

Interface Data Required to Run Customer Interface: page 3 – 94

System Tables Updated by Customer Interface: page 3 – 99

A Sample Customer Import: page 3 – 100

Setting Up Receivables: page 2 – 2

Interface Data Required to Run Customer Interface

This section lists the required columns for each Customer Interface table. For example, to enter a new contact for a previously entered customer, you must enter values for ORIG_SYSTEM_CUSTOMER_REF, ORIG_SYSTEM_CONTACT_REF, INSERT_UPDATE_FLAG and CONTACT_LAST_NAME.

You can use Customer Interface to import other pieces of information not listed in this section by populating additional ”optional” columns. For example, you can optionally populate the LANGUAGE column for a customer site.

For a list of the validation for both required and optional columns and to see a list of optional columns, see: Customer Interface Table Descriptions and Validation: page 3 – 109.

RA_CUSTOMERS_INTERFACE

To import a customer, address, or business purpose, populate the following mandatory columns of RA_CUSTOMERS_INTERFACE:

- ORIG_SYSTEM_CUSTOMER_REF

- INSERT_UPDATE_FLAG
- CUSTOMER_NAME
- CUSTOMER_NUMBER (if you are *not* using Automatic Customer Numbering)
- CUSTOMER_STATUS
- LAST_UPDATED_BY
- LAST_UPDATE_DATE
- CREATED_BY
- CREATION_DATE

If you are importing an address and a business purpose, you must also populate the following tables:

- PRIMARY_SITE_USE_FLAG (if you are inserting an address)
- LOCATION (if you are *not* using Automatic Site Numbering)
- SITE_USE_CODE (if you are inserting an address)
- ADDRESS1

Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

- ORIG_SYSTEM_ADDRESS_REF

You must enter values for the columns you reference in your Tax Location Flexfield if you are calculating sales tax and your Address Validation option is set to 'Error.' (You define this option in the System Options window, Tax alternative region.)

- COUNTRY

RA_CUSTOMER_PROFILES_INTERFACE

A customer level profile must exist in RA_CUSTOMER_PROFILES_INTERFACE for new customers and each Bill–To Business Purpose.

- ORIG_SYSTEM_CUSTOMER_REF
- INSERT_UPDATE_FLAG
- CUSTOMER_PROFILE_CLASS_NAME

If you did not pass a value in this column, you must enter values in the following columns:

  - COLLECTOR_NAME
  - CREDIT_BALANCE_STATEMENTS
  - CREDIT_CHECKING
  - AUTO_REC_INCL_DISPUTED_FLAG
  - DISCOUNT_TERMS
  - DUNNING_LETTERS (if 'Y,' you must also enter a value in DUNNING_LETTER_SET_NAME)
  - INTEREST_CHARGES (if 'Y,' you must also enter values in INTEREST_PERIOD_DAYS and CHARGE_ON_FINANCE_CHARGE_FLAG
  - STATEMENTS (if 'Y,' you must also enter a value in STATEMENT_CYCLE_NAME)
  - TOLERANCE
  - TAX_PRINTING_OPTION
  - OVERRIDE_TERMS
  - GROUPING_RULE_NAME

- CREDIT_HOLD
- LAST_UPDATED_BY
- LAST_UPDATE_DATE
- CREATED_BY
- CREATION_DATE

If you are entering a profile for a customer address, you must also enter a Bill–To site in ORIG_SYSTEM_ADDRESS_REF.

RA_CONTACT_PHONES_INTERFACE

To import telephone numbers for customers, addresses, and contacts, populate the following mandatory columns of RA_CONTACT_PHONES_INTERFACE:

- ORIG_SYSTEM_CUSTOMER_REF
- ORIG_SYSTEM_TELEPHONE_REF
- INSERT_UPDATE_FLAG

- TELEPHONE
- TELEPHONE_TYPE
- LAST_UPDATED_BY
- LAST_UPDATE_DATE
- CREATED_BY
- CREATION_DATE

If you are entering a telephone number for an address, you must also enter a value in ORIG_SYSTEM_ADDRESS_REF.

If you are entering a telephone number for a contact, you must also enter a value in ORIG_SYSTEM_CONTACT_REF and CONTACT_LAST_NAME.

RA_CUSTOMER_BANKS_INTERFACE

To import banks for customers and Bill–To business purposes, populate the following mandatory columns of RA_BANKS_INTERFACE:

- ORIG_SYSTEM_CUSTOMER_REF
- PRIMARY_FLAG
- START_DATE
- LAST_UPDATED_BY
- LAST_UPDATE_DATE
- CREATED_BY
- CREATION_DATE
- BANK_ACCOUNT_NAME

If the bank account does not exist, you must also enter values in:

- BANK_ACCOUNT_CURRENCY_CODE
- BANK_ACCOUNT_NUM
- BANK_ACCOUNT_NAME
- BANK_BRANCH_NAME

If you are entering a bank for a customer address, you must also enter a Bill–To site in ORIG_SYSTEM_ADDRESS_REF.

RA_CUST_PAY_METHOD_INTERFACE

To import payment methods for customers and Bill–To business purposes, populate the following mandatory columns of RA_CUST_PAY_METHOD_INTERFACE:

- ORIG_SYSTEM_CUSTOMER_REF
- PAYMENT_METHOD_NAME
- PRIMARY_FLAG
- START_DATE
- LAST_UPDATED_BY
- LAST_UPDATE_DATE
- CREATED_BY
- CREATION_DATE

If you are entering a payment method for a customer address, you must also enter a Bill–To site in ORIG_SYSTEM_ADDRESS_REF.

See Also

System Tables Updated by Customer Interface: page 3 – 99

A Sample Customer Import: page 3 – 100

Creating Unique Customer References: page 3 – 103

Importing Customers Using Customer Interface: page 3 – 105

Customer Interface Table Descriptions and Validation: page 3 – 109

System Tables Updated by Customer Interface

Customer Interface transfers customer data from the interface tables into the following tables:

- AR_CUSTOMER_PROFILES
- AR_CUSTOMER_PROFILE_AMOUNTS
- RA_ADDRESSES
- RA_CONTACTS
- RA_CUSTOMERS
- RA_CUSTOMER_RELATIONSHIPS
- RA_CUST_RECEIPT_METHODS
- RA_PHONES
- RA_SITE_USES
- AP_BANK_ACCOUNT_USES
- AP_BANK_ACCOUNTS
- AP_BANK_BRANCHES

The Customer Interface program will not allow updates to the following tables:

- RA_SITE_USES
- RA_CUSTOMER_RELATIONSHIPS
- RA_CUST_RECEIPT_METHODS
- AP_BANK_BRANCHES
- AP_BANK_ACCOUNTS
- AP_BANK_ACCOUNT_USES

Caution: The Customer Interface Transfer Report will not display errors for records attempting to update these tables; the records will simply not be processed.

See Also

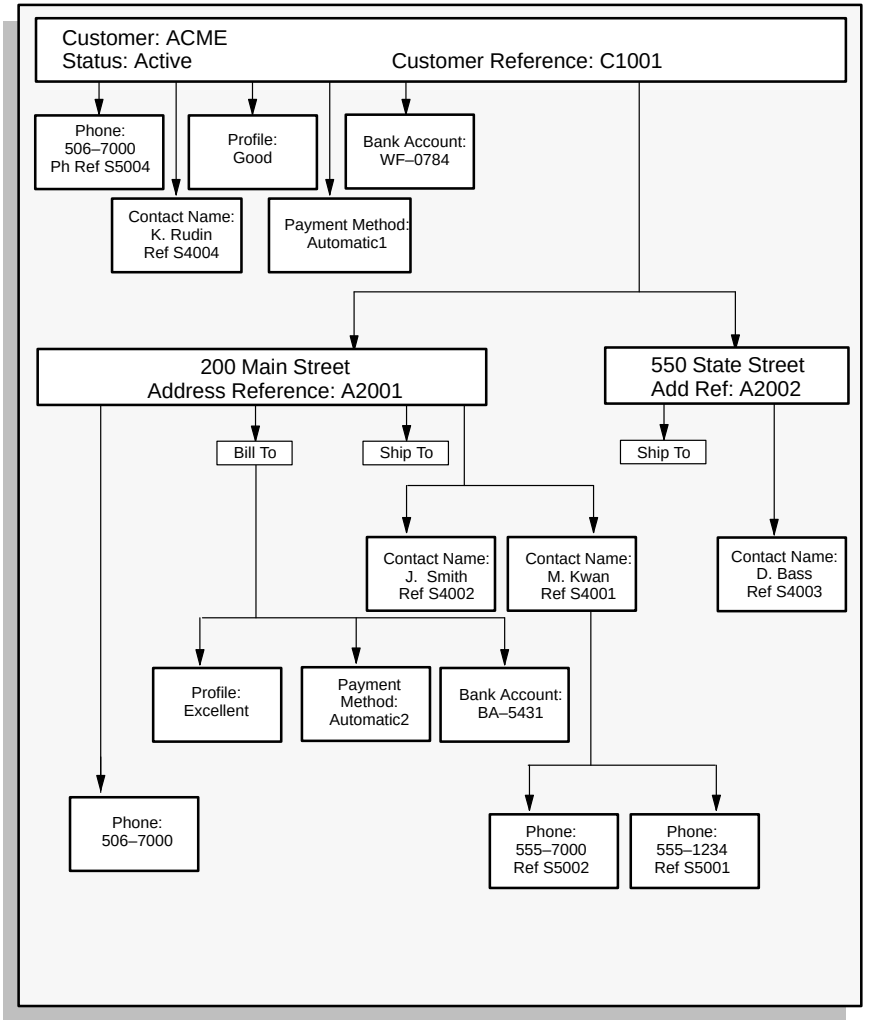
Interface Data Required to Run Customer Interface: page 3 – 94

Customer Interface Table Descriptions and Validation: page 3 – 109

A Sample Customer Import

The following diagram shows a customer with several addresses, customer profiles, contacts, telephone numbers, business purposes, bank accounts, and payment methods. Compare this diagram to the data examples that follow to see how you would prepare your interface to successfully import this information.

Figure 3 – 7 Sample Customer Import



To import the customer illustrated in the above diagram, your import program should load the Customer Interface tables as follows:

RA_CUSTOMERS_INTERFACE

Customer Reference	Name	Address Reference	Address	Site Code
C1001	ACME	A2001	200 Main	BILL_TO
C1001	ACME	A2001	200 Main	SHIP_TO
C1001	ACME	A2002	550 State	SHIP_TO

Table 3 – 3 (Page 1 of 1)

Suggestion: Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

RA_CUSTOMER_PROFILES_INTERFACE

Customer Reference	Address Reference	Profile Name
C1001		Good
C1001	A2001 (This address reference refers to the Bill–To site)	Excellent

Table 3 – 4 (Page 1 of 1)

RA_CONTACT_PHONES_INTERFACE

Customer Reference	Address Reference	Contact Reference	Last Name	Phone Reference	Phone Number
C1001	A2001	S4001	KWAN	S5001	555–1234
C1001	A2001	S4001	KWAN	S5002	555–7000
C1001	A2001	S4002	SMITH		
C1001	A2001			S5003	474–8664
C1001	A2002	S4003	BASS		
C1001		S4004	RUDIN		
C1001				S5004	506–7000

Table 3 – 5 (Page 1 of 1)

RA_CUSTOMER_BANKS_INTERFACE

Customer Reference	Address Reference	Bank Account
C1001		WF–0784
C1001	A2001 (This address reference refers to the Bill–To site)	BA–5431

Table 3 – 6 (Page 1 of 1)

RA_CUST_PAY_METHOD_INTERFACE

Customer Reference	Address Reference	Payment Method
C1001		Automatic1
C1001	A2001 (This address reference refers to the Bill–To site)	Automatic2

Table 3 – 7 (Page 1 of 1)

See Also

Customer Import: page 3 – 91

Creating Unique Customer References: page 3 – 103

Importing Customers: page 3 – 105

Creating Unique Customer References

Each attribute of a customer must be unique. For example, each contact for a customer or for a customer address must have a unique identifier. Following are some tips on how to create unique identifiers for imported customer information.

▶ **To select useful original system reference values:**

- Choose a value that you can easily derive from your original customer database. For example, if your original customer database has a 4 digit customer id, a 6 digit address id, a 5 digit contact id, and a 7 digit telephone id, you could create the following standard format for these values:

  ORIG_SYSTEM_CUSTOMER_REF

  CUST0001

  ORIG_SYSTEM_ADDRESS_REF

  CUST0001–ADDR000001

  ORIG_SYSTEM_CONTACT_REF

  CUST0001–ADDR000001–CONT00001

  ORIG_SYSTEM_TELEPHONE_REF

  CUST0001–ADDR000001–CONT00001–TELE0000001

Suggestion: If the value you enter is numeric, add an alpha character to the end to ensure that this number never conflicts with a system–generated ID number.

▶ **To import a customer with multiple addresses:**

- Enter multiple records into RA_CUSTOMERS_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF values, but different ORIG_SYSTEM_ADDRESS_REF values.

▶ **To import a customer with multiple contacts:**

- Enter multiple records into RA_CONTACT_PHONES_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF values, but different ORIG_SYSTEM_CONTACT_REF values.

▶ **To import a customer with multiple telephone numbers:**

- Enter multiple records into RA_CONTACT_PHONES_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF values, but different ORIG_SYSTEM_TELEPHONE_REF values.

▶ **To import an address with multiple business purposes:**

- Enter multiple records into RA_CUSTOMERS_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_ADDRESS_REF values, but different SITE_USE_CODES values.

▶ **To import an address with multiple contacts:**

- Enter multiple records into RA_CONTACT_PHONES_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_ADDRESS_REF values, but different ORIG_SYSTEM_CONTACT_REF values.

▶ **To import an address with multiple telephone numbers:**

- Enter multiple records into RA_CONTACT_PHONES_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_ADDRESS_REF values, but different ORIG_SYSTEM_TELEPHONE_REF values.

▶ **To import a contact with multiple telephone numbers:**

- Enter multiple records into RA_CONTACT_PHONES_INTERFACE with identical ORIG_SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_CONTACT_REF values, but different ORIG_SYSTEM_TELEPHONE_REF values.

See Also

Importing Customers: page 3 – 105

A Sample Customer Import: page 3 – 100

Importing Customers Using Customer Interface

Use the Customer Interface program to import and validate customer information from other systems into Receivables.

Customer Interface receives data from an import program which converts data from your feeder system into a standard format that can be read by Customer Interface. Customer Interface can then convert your import data into customer information within the system. See: Customer Interface: page 3 – 91.

You must write an import program that is compatible with the environment from which you want to import your data. For example, you can use SQL*Loader, SQL*Report, PL/SQL, or C to write an import program to import data from an external system. You can also write a conversion program to import historical data from your original customer database.

Attention: Customer Interface does *not* import territory flexfield information.

Prerequisites

- ❑ Review the validation rules for each column of the Customer Interface tables. See: Customer Interface Validation Rules: page 3 – 92.
- ❑ Perform all required set up steps preceding customer entry to ensure that values exist in the system for the columns of the Customer Interface tables that require predefined values. See: Setting Up Receivables: page 2 – 2.
- ❑ Write an import program to transfer customer information from an external system.

▶ **To import customers and customer related information into Receivables using the Customer Interface program:**

1. Run your import program to load the Customer Interface tables.

   Caution: When loading the interface tables, you should remove all trailing spaces from the import data. Otherwise, if you attempt to load two records with the same customer name, but one of the records has trailing spaces, Customer Interface will treat each record as unique. If you are using SQL*loader to load the interface tables, you can easily remove all trailing spaces from the import data. For more information, refer to the *Oracle8 Server Utilities User's Guide*.

2. Navigate to the Run Customer Interface or Submit Requests window.
3. Enter a report Name of Customer Interface, or select this option from the list of values. (There are no parameters for running Customer Interface; the program simply transfers the data that is currently in the interface tables into the system tables.)

Suggestion: If you are importing a very large number of customers, we recommend running Customer Interface several times for smaller batches of customers, rather than trying to import all information at once. Importing many customers at the same time can greatly increase processing time and cause you to exceed rollback segment size.

4. Enter Print and Run options (optional).
5. Choose Submit. Receivables displays the request in the Submission History region along with the request id.
6. To view the status of your request, navigate to the Concurrent Requests Summary window.
7. To view the results of your submission upon completion, navigate to the Completed Requests window, select your report, then choose Report. See: Customer Interface Transfer Report: page 3 – 107.

See Also

Interface Data Required to Run Customer Interface: page 3 – 94

A Sample Customer Import: page 3 – 100

Customers: page 3 – 2

Monitoring Requests *(Oracle Applications User's Guide)*

Customer Interface Transfer Report

Receivables generates the Customer Interface Transfer report each time you run Customer Interface. This report lists the number of records imported into each table and records specific error messages describing any problems. If a record in the interface tables has several problems, the Customer Interface Transfer report displays multiple error messages to help you fix all of the problems in one step. You can then interface the records successfully the next time you run Customer Interface.

You may need to make changes in either your feeder program or the system to resolve the errors. For example, if you receive an error message explaining that the payment term that you specified for an address does not exist in the system, then you can either enter this term in the Payment Terms window, or modify your feeder program to import only existing payment terms.

The Customer Interface Transfer Report has 3 main sections:

- Header Section
- Summary of Transfer Section
- Exception Records Section

The **Header** section displays the date and the time that Customer Interface began processing your transactions. The date is displayed in the format DD–MON–YY, while the time is displayed in the 24–hour format (e.g. 2:30 PM displays as 14:30). The header section also displays the concurrent request ID used by the Concurrent Manager and the user ID of the person who submitted the Concurrent Request.

The **Summary of Transfer** section displays a count of the customer information processed for each of the tables updated by the interface program. See: System Tables Updated by Customer Interface: page 3 – 99.

The **Exception Records** section displays detailed error messages about each record in the interface tables that was not successfully processed. This section also displays the original system reference columns from the interface tables to help you identify and correct exception records.

Figure 3 – 8

```
                                        Customer Interface Transfer Report
                                    Current system time is 20-JUN-1994 14:42:19
                                                Request Id = 1000
                                                 User Id = 1003

    ================================================== Summary of Transfer ============================================

    RA_CUSTOMERS_INTERFACE       RA_CUSTOMERS                 RA_ADDRESSES                 RA_SITE_USES
    --------------------------   --------------------------   --------------------------   --------------------------
    Total Records      =    60   Total Customers    =    16   Total Addresses    =    24   Total Site Uses    =    24
    Inserted Records   =    55   Customers Inserted =    16   Addresses Inserted =    24   Site Uses Inserted =    24
    Updated Records    =     0   Customers Updated  =     0   Addresses Updated  =     0   Site Uses Updated  =   N/A
    Exception Records  =     5

                                 RA_CUSTOMER_RELATIONSHIPS
                                 --------------------------
                                 Total Relations    =     6
                                 Relations Inserted =     6
                                 Relations Updated  =   N/A


    RA_CUSTOMER_PROFILES_INTERFACE  AR_CUSTOMER_PROFILES         AR_CUSTOMER_PROFILE_AMOUNTS
    ------------------------------  --------------------------   --------------------------------
    Total Records      =    58      Total Profiles     =    28   Total Profile Amounts     =    28
    Inserted Records   =    56      Profiles Inserted  =    28   Profile Amounts Inserted  =    28
    Updated Records    =     0      Profiles Updated   =     0   Profile Amounts Updated   =     0
    Exception Records  =     2


    RA_CONTACT_PHONES_INTERFACE  RA_CONTACTS                 RA_PHONES
    ---------------------------  --------------------------  --------------------------
    Total Records      =    54   Total Contacts    =    22   Total Phones      =    18
    Inserted Records   =    22   Contacts Inserted =    22   Phones Inserted   =    18
    Updated Records    =     0   Contacts Updated  =     0   Phones Updated    =     0
    Exception Records  =     2


    RA_CUST_PAY_METHOD_INTERFACE  AR_CUST_RECEIPT_METHODS
    ----------------------------  ---------------------------------
    Total Records      =     0    Total Payment Methods    =     0
    Inserted Records   =     0    Payment Methods Inserted =     0
    Exception Records  =     0


    RA_CUSTOMER_BANKS_INTERFACE  AP_BANK_BRANCHES             AP_BANK_ACCOUNTS             AP_BANK_ACCOUNT_USES
    ---------------------------  --------------------------  --------------------------   ------------------------------
    Total Records      =     2   Total Branches    =     0   Total Accounts    =     0   Total Customer Banks    =     0
    Inserted Records   =     0   Branches Inserted =     0   Accounts Inserted =     0   Customer Banks Inserted =     0
    Exception Records  =     0


    ========================================== Exception Records in RA_CUSTOMERS_INTERFACE ===================================


    Customer Reference          Address Reference           Site Use    Error Message
    --------------------------- --------------------------- ----------- ------------------------------------------------------------
    W-INC-BD-04                 W-INA-BD-04                 BILL_TO     APP-15188 ADDRESS1 is mandatory when specifying an
                                                                        address
                                                                        APP-15387 CUSTOMER_NUMBER is mandatory when
                                                                        auto-numbering is set to "No"

    W-INC-BD-08                 W-INA-BD-08                 WING_TO     APP-15179 SITE_USE_CODE is not defined in AR_LOOKUPS

    W-INC-BD-12                 W-INA-BD-12                 BILL_TO     APP-15396 CUSTOMER_TYPE is not defined in AR_LOOKUPS
    W-INC-BD-19                 W-INA-BD-19                 BILL_TO     APP-15448 Address reference has two different ADDRESS1
                                                              values
                                                                        APP-15447 Address reference has two different ADDRESS2
                                                                 values
                                                                        APP-15446 Address reference has two different ADDRESS3
                                                              values
                                                                        APP-15445 Address reference has two different ADDRESS4
```

See Also

A Sample Customer Import: page 3 – 100

Importing Customers: page 3 – 105

Address Validation: page 3 – 68

Customer Interface Table Descriptions and Validation

Below is a detailed description of the five Customer Interface tables and the validation Receivables performs on each column when you run Customer Interface.

RA_CUSTOMERS_INTERFACE

This table stores customer, address, and business purpose information. You do not have to enter values in this table if you do not want to import customers, addresses, or business purposes.

Column Name	Value
ADDRESS1 through 4	Enter the address for your customer in these four columns. You can enter up to four lines of an address. **Validation:** If you enter a value in ORIG_SYSTEM_ADDRESS_REF, you must enter a value in ADDRESS1. For multiple rows with the same address reference, insert values in address 1–4. **Destination:** RA_ADDRESSES.ADDRESS1, RA_ADDRESSES.ADDRESS2, RA_ADDRESSES.ADDRESS3, RA_ADDRESSES.ADDRESS4
CITY **STATE** **PROVINCE** **COUNTY** **POSTAL_CODE** **COUNTRY**	Enter the city, state, province, county, and postal code for this customer's address. You must enter values that have already been defined in AR_LOCATION_VALUES if Address Validation is set to 'Error' and you are calculating sales tax. You must do this for each address component on which your tax location flexfield structure is based. If Address Validation is set to 'No Validation' and you pass a value that does not exist in AR_LOCATION_VALUES, Customer Interface inserts this value into AR_LOCATION_VALUES. You must always enter a value for Country.

Validation: The county must exist in FND_TERRITORIES.

Destination: RA_ADDRESSES.CITY,
RA_ADDRESSES.STATE,
RA_ADDRESSES.PROVINCE,
RA_ADDRESSES.COUNTY
RA_ADDRESSES.POSTAL_CODE,
RA_ADDRESSES.COUNTRY

ADDRESS_KEY This column is not currently used by Customer Interface.

BILL_TO_ORIG_ ADDRESS_REF Enter the Bill–To location that you want to associate with the Ship–To address on this record.

Validation: You can enter a value only if the SITE_USE_CODE column in this record is 'Ship–To'. Also, the Bill–To address must exist for this customer or any related customers.

Destination: RA_SITE_USES.BILL_TO_SITE_USE_ID

CUSTOMER_ ATTRIBUTE_ CATEGORY

ADDRESS_ ATTRIBUTE_ CATEGORY

SITE_USE_ ATTRIBUTE_ CATEGORY

Enter Descriptive Flexfield category information. These columns are optional.

Validation: None

Destination: RA_CUSTOMERS.ATTRIBUTE_CATEGORY,
RA_ADDRESSES.ATTRIBUTE_CATEGORY,
RA_SITE_USES.ATTRIBUTE_CATEGORY

CUSTOMER_ ATTRIBUTE_1 to 15

ADDRESS_ ATTRIBUTE_1 to 15

SITE_USE_ ATTRIBUTE_1 to 25

Enter Descriptive Flexfield information. These columns are optional.

Validation: None

Destination: RA_CUSTOMERS.ATTRIBUTE1 to 15, RA_ADDRESSES.ATTRIBUTE1 to 15, RA_SITE_USES.ATTRIBUTE1 to 25

CUSTOMER_ CATEGORY_CODE

Enter a category to categorize your customer. Use customer categories that you previously defined in the QuickCodes window. This column is required.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CUSTOMER_CATEGORY'

Destination: RA_CUSTOMERS.CUSTOMER_CATEGORY_ CODE

CUSTOMER_ CLASS_CODE

Enter the customer class for this customer. Use customer classes that you previously defined in the QuickCodes window. This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CUSTOMER CLASS'

Destination: RA_CUSTOMERS.CUSTOMER_CLASS

CUSTOMER_KEY

This column is not currently used by Customer Interface.

CUSTOMER_NAME

Enter the name of your customer. This column is required.

Validation: The same customer reference cannot have different customer names within this table.

Destination: RA_CUSTOMERS.CUSTOMER_NAME

CUSTOMER_ NUMBER

Enter this customer's number.

Validation: Must be null if you are using Automatic Customer Numbering. Must exist if you are not using Automatic Customer Numbering. This value must be unique within RA_CUSTOMERS.

Destination: RA_CUSTOMERS.CUSTOMER_NUMBER

CUSTOMER_STATUS

Enter the status of this customer. This column is required.

Validation: Must equal 'A' for Active or 'I' for Inactive.

Destination: RA_CUSTOMERS.STATUS

CUSTOMER_TYPE

Enter 'Internal' or 'External' to indicate customer type for this customer. This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CUSTOMER_TYPE' Multiple rows with the same customer reference must have the same customer type.

CUST_TAX_CODE

SITE_USE_TAX_CODE

Enter the tax code that you want to assign to this customer or business purpose, depending on the column you choose. You must use tax codes that you previously defined in the Tax Codes and Rates window. These columns are optional.

Validation: Must exist in AR_VAT_TAX.

Destination: RA_CUSTOMERS.TAX_CODE
RA_SITE_USES.TAX_CODE

CUST_TAX_EXEMPT_NUM

This column is not currently used by Customer Interface and must be left blank.

Validation: None

Destination: None

CUST_TAX_REFERENCE

Enter the tax registration number for this customer. This column is optional.

Validation: None

Destination: RA_CUSTOMERS.TAX_REFERENCE

CUST_SHIP_VIA_CODE

SITE_SHIP_VIA_CODE

Enter the freight carrier you want to assign to this customer or business purpose, depending on the column you choose. Use freight carriers that you previously defined in the Freight Carriers window. This column is optional.

Validation: Must exist in ORG_FREIGHT.

Destination: RA_CUSTOMERS.SHIP_VIA,
RA_SITE_USES.SHIP_VIA

CREATED_BY

Enter the user ID that is creating this row. This column is required.

Validation: None

Destination: None

CREATION_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

DEMAND_CLASS_CODE

Enter the demand class for this address. Use demand classes that you previously defined in the Demand Classes window. This column is optional.

Validation: Must exist in FND_COMMON_LOOKUPS

Destination: RA_SITE_USES.DEMAND_CLASS_CODE

INSERT_UPDATE_FLAG

Specify whether you are inserting a new record or updating an existing record. This column is required.

Validation: 'I' for insert or 'U' for update.

Destination: None

INTERFACE_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

LOCATION

Enter a shorthand name for this business purpose. You use this value to quickly refer to a business purpose during data entry.

Validation: If automatic site numbering is set to No, you must enter a value in this column. If not, do not enter a value.
Values for this column must be unique.

Destination: RA_SITE_USES.LOCATION

Attention: This column is not updatable.

LOCATION_CCID

This column is used by Customer Interface and should be left null. Customer Interface stores the code combination ID of valid addresses in this column.

Validation: None

Destination: None

LAST_UPDATED_BY

Enter the user ID that is updating this row. This column is required.

Validation: None

Destination: None

LAST_UPDATE_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

LAST_UPDATE_ LOGIN

Enter the login id. This column is optional.

Validation: None

Destination: None

LANGUAGE

Enter the language used by this customer site. This column is optional.

Validation: Must exist in FND_LANGUAGES.NLS_LANGUAGE

Destination: RA_ADDRESSES.LANGUAGE

MESSAGE_ TEXT

This column is used by Customer Interface and should be left null.

Validation: None

Destination: None

ORIG_SYSTEM_ ADDRESS_REF

Enter a value you can use to uniquely identify this address in your original system.

This column forms part of the primary key for RA_CUSTOMERS_INTERFACE. The primary key is a combination of ORIG_SYSTEM_CUSTOMER_REF, ORIG_SYSTEM_ADDRESS_REF, and SITE_USE_CODE.

To enter multiple addresses for a customer, enter multiple records in RA_CUSTOMERS_INTERFACE with identical customer information, but with different address information.

This column is required if you are either inserting or updating address information.

Validation: Must not already exist in RA_ADDRESSES for insert.
Must already exist in RA_ADDRESSES for update.

Destination: RA_ADDRESSES.ORIG_SYSTEM_REFERENCE

ORIG_SYSTEM_ CUSTOMER_REF

Enter a value that uniquely identifies this customer in your original system.

This column forms part of the primary key for RA_CUSTOMERS_INTERFACE. The primary key is a combination of ORIG_SYSTEM_CUSTOMER_REF, ORIG_SYSTEM_ADDRESS_REF, and SITE_USE_CODE.

If you are entering a new customer, you must also enter a customer level profile in RA_CUSTOMER_PROFILES_INTERFACE. This column is required.

Validation: Must not exist in RA_CUSTOMERS for insert. Must exist in RA_CUSTOMERS for update. The same customer reference cannot have different customer names within this table. Inserts for this column must be unique.

Destination: RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE

ORIG_SYSTEM_PARENT_REF

Enter the original system reference of the related customer, if there is one. If you enter a value in this column, the system checks RA_SYSTEM_PARAMETERS.CREATE_RECIPROCAL_FLAG to determine whether the application should automatically create the reciprocal relationship.

If RA_SYSTEM_PARAMETERS.CREATE_RECIPROCAL_FLAG is set to 'Y', the system creates an additional, opposite entry in RA_CUSTOMER_RELATIONSHIPS. This column is optional.

Validation: Must exist in RA_CUSTOMERS. ORIG_SYSTEM_REFERENCE. Multiple rows with the same customer reference must have the same ORIG_SYSTEM_PARENT_REF.

Destination: Inserts into RA_CUSTOMER_RELATIONSHIPS. CUSTOMER_ID select CUSTOMER_ID from RA_CUSTOMERS where ORIG_SYSTEM_REFERENCE = RA_CUSTOMERS_INTERFACE. ORIG_SYSTEM_PARENT_REF.

PRIMARY_SITE_USE_FLAG

Enter 'Y' or 'N' to indicate whether this is the primary business purpose. Enter a value in this column only if the INSERT_UPDATE_FLAG is 'Y' and you enter a value in ORIG_SYSTEM_ADDRESS_REF.

Validation: Must have only one primary business purpose for each usage (Bill–To, Ship–To, etc.). Must be null, 'Y,' or 'N'.
Mandatory when inserting an address and must be null when the record is for updating purposes. Not updatable.

Destination: RA_SITE_USES.PRIMARY_FLAG

REQUEST_ID

This column is used by Customer Interface and should be left null.

SITE_USE_CODE

Enter the business purpose for this customer's address. Use business purposes you previously defined in the Receivables QuickCodes

window with a QuickCode type of 'Business purposes for a customer address.'

This column forms part of the primary key for RA_CUSTOMERS_INTERFACE. The primary key is a combination of ORIG_SYSTEM_CUSTOMER_REF, ORIG_SYSTEM_ADDRESS_REF, and SITE_USE_CODE.

If you enter a value in ORIG_SYSTEM_ ADDRESS_REF, you must enter a value in this column. To enter multiple business purposes for an address, enter multiple records in RA_CUSTOMERS_INTERFACE with identical customer and address information, but with different site uses. You can only assign one type of business purpose to each address.

Validation: Must equal a value in AR_LOOKUPS. LOOKUP_CODE where LOOKUP_TYPE = 'SITE_USE_CODE'.
This column must be null if you are updating PRIMARY_SITE_USE_FLAG, LOCATION, SITE_SHIP_VIA_CODE, SITE_USE_TAX_CODE or SITE_USE_TAX_REFERENCE. Inserts for this column must be unique.

Destination: RA_SITE_USES.SITE_USE_CODE

SITE_USE_TAX_EXEMPT_NUM This column is not currently used by Customer Interface and must be left blank.

Validation: None

Destination: None

SITE_USE_TAX_REFERENCE Enter the tax registration number for this site. This column is optional.

Validation: None

Destination: RA_SITE_USES.TAX_REFERENCE

VALIDATED_FLAG This column is used by Customer Interface and should be left null.

Destination: RA_CUSTOMERS.CUSTOMER_TYPE

WARNING_TEXT This column is not currently used by Customer Interface.

RA_CUSTOMER_PROFILES_INTERFACE

This table stores customer profile information. If you are entering a new customer in RA_CUSTOMERS_INTERFACE, you must either pass

a customer profile class that already exists or customer profile values. You do not have to enter values in this table if you are not entering a new customer or assigning customer profile information to customer addresses.

Column Name	Value
ACCOUNT_STATUS	Enter the status of this customer's account. Use account statuses you previously defined in the Receivables QuickCodes window with a QuickCode type of 'Account Status.' This column is optional. **Validation:** AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'ACCOUNT_STATUS' **Destination:** AR_CUSTOMER_PROFILES.ACCOUNT_STATUS
ATTRIBUTE_ CATEGORY **AMOUNT_ ATTRIBUTE_ CATEGORY**	Enter Descriptive Flexfield category information. These columns are optional. **Validation:** None **Destination:** AR_CUSTOMER_PROFILES. ATTRIBUTE_CATEGORY AR_CUSTOMER_PROFILE_AMOUNTS. ATTRIBUTE_CATEGORY
ATRIBUTE 1 through 15 **AMOUNT_ ATTRIBUTE 1 through 15**	Enter Descriptive Flexfield information. These columns are optional. **Validation:** None **Destination:** AR_CUSTOMER_PROFILES. ATTRIBUTE1 through 15 AR_CUSTOMER_PROFILE_AMOUNTS. ATTRIBUTE1 through 15
AUTO_REC_INCL_ DISPUTED_FLAG	Specify whether to include debit items that have been placed in dispute when you create automatic receipts for your customers. Defaults to No if null. **Validation:** Must equal 'Y' (Yes) or 'N' (No)'. Mandatory when profile class is null. **Destination:** AR_CUSTOMER_PROFILES.AUTO_REC_ INCL_DISPUTED_FLAG
AUTOCASH_ HIERARCHY_NAME	Enter the AutoCash Rule set to assign to this customer. Use AutoCash Rules sets that you previously defined in the AutoCash Rule Sets window.

Validation: Must exist in AR_AUTOCASH_HIERARCHIES. Mandatory when no profile class specified.

Destination: AR_CUSTOMER_PROFILES. AUTOCASH_HIERARCHY_ID

AUTO_REC_MIN_ RECEIPT_AMOUNT

Enter the minimum receipt amount that must be specified for this customer when you create automatic receipts in this currency. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS. AUTO_REC_MIN_RECEIPT_AMOUNT

CHARGE_ON_ FINANCE_ CHARGE_FLAG

Specify whether you want to compound interest for this customer.

Validation: Must equal 'Y' (Yes) or 'N' (No). Required if INTEREST_CHARGES is set to 'Y' and no profile class is specified. Do not enter a value if INTEREST_CHARGES is null or set to 'N'.

Destination: AR_CUSTOMER_PROFILES.CHARGE_ON_ FINANCE_CHARGE_FLAG

CLEARING_DAYS

Enter the number of clearing days for this customer profile.

Validation: Must be an integer greater than or equal to zero.

Destination: AR_CUSTOMER_PROFILES.CLEARING_DAYS

COLLECTOR_NAME

Enter the collector assigned to this customer profile.

Validation: Must be unique in AR_COLLECTORS and STATUS = 'A' (Active). Mandatory when no profile class specified.

Destination: AR_CUSTOMER_PROFILES.COLLECTOR_ID (derived from CUSTOMER_NAME)

CREATED_BY

Enter the user ID that is creating this row. This column is required.

Validation: None

Destination: None

CREATION_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

CREDIT_BALANCE_ STATEMENTS

Specify whether to send statements to customers with credit balances.

Validation: Must equal 'Y' (Yes) or 'N' (No)
Must be 'N' when STATEMENTS = 'N.'
Mandatory when no profile class specified.
Mandatory when STATEMENTS = Yes.
Must be null when STATEMENTS is null.

Destination: AR_CUSTOMER_PROFILES.CREDIT_BALANCE_ STATEMENTS

CREDIT_HOLD

Specify whether to put a hold on your customer's credit.

Validation: Must equal 'Y' (Yes) or 'N' (No)'.

Destination: AR_CUSTOMER_PROFILES.CREDIT_HOLD

CREDIT_RATING

Enter the credit rating for this customer. Use credit ratings you previously defined in the Receivables QuickCodes window using the QuickCode Type 'Credit rating for customers.' This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CREDIT_RATING'

Destination: AR_CUSTOMER_PROFILES.CREDIT_RATING

CURRENCY_CODE

Enter a currency code to define customer profile amounts for this customer. Use currency codes previously defined in the Currencies window. Regardless of the value stored in INSERT_UPDATE_FLAG, Customer Interface always inserts and updates customer profile amount values you pass in this table. You must enter a value if any one of the following columns have values:

INTEREST_RATE

MIN_DUNNING_AMOUNT

MIN_DUNNING_INVOICE_AMOUNT

MIN_FC_BALANCE_AMOUNT

MIN_FC_INVOICE_AMOUNT

MIN_STATEMENT_AMOUNT

OVERALL_CREDIT_LIMIT

TRX_CREDIT_LIMIT

Validation: Must exist in FND_CURRENCIES.
Mandatory when a profile amount value is populated.
(Profile amount columns are listed above.)

Destination: AR_CUSTOMER_PROFILE_AMOUNTS.
CURRENCY_CODE

CUSTOMER_PROFILE_CLASS_NAME Enter the name of the customer profile class you want to assign to this customer or Bill–To address.

If you enter a value in this column, the system will use the profile values associated with this customer profile class. However, you can override these default values by passing new values in the appropriate columns. This column is optional.

If you do not enter a value in this column you must enter values in the following columns:

COLLECTOR_NAME

CREDIT_BALANCE_STATEMENTS

CREDIT_CHECKING

AUTO_REC_INCL_DISPUTED_FLAG

DISCOUNT_TERMS

DUNNING_LETTERS (if 'Y', you must also enter a value in DUNNING_LETTER_SET_NAME)

INTEREST_CHARGES (if 'Y', you must also enter values in INTEREST_PERIOD_DAYS and CHARGE_ON_FINANCE_CHARGE_FLAG.)

STATEMENTS (if 'Y', you must also enter a value in STATEMENT_CYCLE_NAME.)

TOLERANCE

TAX_PRINTING_OPTION

OVERRIDE_TERMS

GROUPING_RULE_NAME

Validation: Must equal AR_CUSTOMER_PROFILE_CLASSES. NAME and STATUS = 'A' (Active)

Destination: AR_CUSTOMER_PROFILES. CUSTOMER_PROFILE_CLASS_ID (derived from CUSTOMER_PROFILE_CLASS_NAME)

DISCOUNT_TERMS

CREDIT_CHECKING

DUNNING_LETTERS

INTEREST_CHARGES

STATEMENTS

Specify whether to allow discounts, check credit, send dunning letters, charge interest or and send statements.

Validation: Must equal 'Y' (Yes) or 'N' (No). Mandatory when no profile class specified.

Destination: AR_CUSTOMER_PROFILES.DISCOUNT_TERMS

AR_CUSTOMER_PROFILES.CREDIT_CHECKING

AR_CUSTOMER_PROFILES. DUNNING_LETTERS

AR_CUSTOMER_PROFILES. INTEREST_CHARGES

AR_CUSTOMER_PROFILES.STATEMENTS

DISCOUNT_ GRACE_DAYS

Enter the number of days after the discount date that this customer can still take discounts.

Validation: Number must be non–negative (must be >=0). Must be null when DISCOUNT_TERMS is null or 'No'.

Destination: AR_CUSTOMER_PROFILES.DISCOUNT_ GRACE_DAYS

DUNNING_LETTER_ SET_NAME

Enter the dunning letter set to associate with this customer. Use dunning letters that you previously defined in the Dunning Letter Sets window.

Validation: Must exist in AR_DUNNING_LETTER_SETS. Mandatory when DUNNING_LETTERS is Yes. Must be null when DUNNING_LETTERS is No or null.

Destination: AR_CUSTOMER_PROFILES.DUNNING_ LETTER_SET_ID (derived from DUNNING_LETTER_SET_NAME)

GROUPING_ RULE_NAME

Enter the grouping rule to assign to this customer. Use grouping rules you previously defined in the Grouping Rules window.

Validation: Must exist in RA_GROUPING_RULES. Mandatory when no profile class is specified.

Destination: AR_CUSTOMER_PROFILES.GROUPING_ RULE_ID (derived from GROUPING_RULE_NAME)

INTERFACE_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages which apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes which are described later in this section.

Validation: None

Destination: None

INSERT_ UPDATE_FLAG

Enter a value to indicate whether you are inserting a new record or updating an existing record.

Regardless of the value you enter in this column, you cannot insert or update profile information in the following columns: CURRENCY_CODE, AUTO_REC_MIN_RECEIPT_AMOUNT, INTEREST_RATE, MAX_INTEREST_CHARGE, MIN_DUNNING_AMOUNT, MIN_DUNNING_INVOICE_AMOUNT, MIN_FC_BALANCE_AMOUNT, MIN_FC_INVOICE_AMOUNT, MIN_STATEMENT_AMOUNT, OVERALL_CREDIT_LIMIT, TRX_CREDIT_LIMIT, AMOUNT_ATTRIBUTE_CATEGORY and AMOUNT_ATTRIBUTE1 through AMOUNT_ATTRIBUTE15.

If you are tying to insert new profile amount information, Customer Interface will automatically insert this information even if this column is set to 'U.' For example, if you want to update the tax printing option value for a record that you have already inserted and at the same time enter a new currency code for this customer profile, enter 'U' in this column. Customer Interface will automatically update the tax printing option value and automatically insert the new currency code.

This column is required.

Validation: I' for insert, 'U' for update

Destination: None

INTEREST_PERIOD_DAYS

Enter the number of days to which the interest rate refers.

Validation: Number must be positive.
Mandatory when INTEREST_CHARGES is Yes.
Must be null when INTEREST_CHARGES is No or null.

Destination: AR_CUSTOMER_PROFILES.INTEREST_PERIOD_DAYS

INTEREST_RATE

Enter the interest rate to charge this customer for this currency. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS.INTEREST_RATE

LAST_UPDATED_BY

Enter the user ID that is updating this row. This column is required.

Validation: None

Destination: None

LAST_UPDATE_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

LAST_UPDATE_LOGIN

Enter the login id. This column is optional.

Validation: None

Destination: None

MAX_INTEREST_CHARGE

Enter the maximum amount of interest to charge this customer in this currency for each invoice. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS.MAX_INTEREST_CHARGE

MIN_DUNNING_AMOUNT

Enter the minimum amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS.MIN_DUNNING_AMOUNT

MIN_DUNNING_INVOICE_AMOUNT

Enter the minimum invoice amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS. MIN_DUNNING_INVOICE_AMOUNT

MIN_FC_BALANCE_AMOUNT

Enter the minimum customer balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS. MIN_FC_BALANCE_AMOUNT

MIN_FC_INVOICE_AMOUNT

Enter the minimum invoice balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS. MIN_FC_INVOICE_AMOUNT

MIN_STATEMENT_AMOUNT

Enter the minimum outstanding balance in this currency that this customer must exceed in order for the system to generate a statement. This column is optional.

Validation: None

Destination: AR_CUSTOMER_PROFILE_AMOUNTS. MIN_STATEMENT_AMOUNT

ORIG_SYSTEM_CUSTOMER_REF

Enter the value that represents the customer or Bill–To site for which you are inserting or updating customer profile information.

Validation: For insert, this customer reference must exist in RA_CUSTOMERS or be successfully validated in RA_CUSTOMERS_INTERFACE.
For update, this customer reference must exist in RA_CUSTOMERS.

Destination: AR_CUSTOMER_PROFILES.CUSTOMER_ID (Derived from ORIG_SYSTEM_CUSTOMER_REF)

ORIG_SYSTEM_ ADDRESS_REF

Enter the value that represents the customer Bill–To address for which you are inserting or updating customer profile information. An active Bill–To business purpose must be associated with this address.

Validation: For insert, this address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE.
For update, this address reference must exist in RA_ADDRESSES.

Destination: AR_CUSTOMER_PROFILES.SITE_USE_ID (derived from ORIG_SYSTEM_ADDRESS_REF)

OVERALL_ CREDIT_LIMIT

Enter the total amount of credit to give to this customer in this currency. This column is optional.

Validation: TRX_CREDIT_LIMIT and OVERALL_CREDIT_ LIMIT must both be filled in, or both be null. TRX_CREDIT_LIMIT may not be greater than the OVERALL_CREDIT_LIMIT.

OVERRIDE_TERMS

Specify whether you want to be able to enter payment terms that are different from the payment term you enter in STANDARD_TERM_NAME.

Validation: Must equal 'Y' (Yes) or 'N' (No).
Mandatory when no profile class is specified.

Destination: AR_CUSTOMER_PROFILES.OVERRIDE_TERMS

PAYMENT_ GRACE_DAYS

Enter the number of days you will allow this customer's receipt to be overdue before you will initiate collection action.

Validation: Number must be non–negative (must be >=0).

Destination: AR_CUSTOMER_PROFILES.PAYMENT_ GRACE_DAYS

PERCENT_ COLLECTABLE

Enter the percentage of this customer's account balance that you expect to collect regularly. This column is optional.

Validation: Must be between 0 to 100.

Destination: AR_CUSTOMER_PROFILES.PERCENT_ COLLECTABLE

REQUEST_ID

This column is used by Customer Interface, and should be left null.

Validation: None

Destination: None

RISK_CODE

Enter the risk code for this customer. Use risk codes you previously defined in the QuickCodes window with a QuickCode type of 'Customer credit risk.' This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'RISK_CODE'

Destination: AR_CUSTOMER_PROFILES.RISK_CODE

STANDARD_ TERM_NAME

Enter the standard payment terms for this customer. Use payment terms that you previously defined in the Payment Terms window. This column is optional.

Validation: Must exist in RA_TERMS.
Must have a unique value.
Mandatory when no profile class is specified.

Destination: AR_CUSTOMER_PROFILES.STANDARD_ TERMS. (derived from STANDARD_TERM_NAME)

STATEMENT_ CYCLE_NAME

Enter the statement cycle to associate with this customer. Use statement cycles that you previously defined in the Statement Cycles window.

Validation: Must exist in AR_STATEMENT_CYCLES.
Must be null when STATEMENTS is No or null.
Mandatory when STATEMENTS is Yes.
Must have a unique value.

Destination: AR_CUSTOMER_PROFILES.STATEMENT_ CYCLE_ID (derived from STATEMENT_CYCLE_NAME)

TAX_PRINTING_ OPTION

Enter a tax printing option to indicate how you want to print tax information for this customer's invoices.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'TAX_PRINTING_OPTION'.
Mandatory when no profile class specified.

Destination: AR_CUSTOMER_PROFILES. TAX_PRINTING_OPTION

TOLERANCE

Enter the percent over the credit limit that this customer can exceed before you will act.

Validation: Must be between –100 and 100.
Mandatory when no profile class specified.

	Destination:	RA_CUSTOMER_PROFILES.TOLERANCE
TRX_CREDIT_ LIMIT	Enter the amount of credit for each order that you want to give to this customer in this currency.	
	Validation:	TRX_CREDIT_LIMIT and OVERALL_CREDIT_ LIMIT must both be filled in, or both be null. TRX_CREDIT_LIMIT may not be greater than the OVERALL_CREDIT_LIMIT.
	Destination:	AR_CUSTOMER_PROFILE_AMOUNTS. TRX_CREDIT_LIMIT
VALIDATED_FLAG	This column is used by Customer Interface, and should be left null.	
	Validation:	None
	Destination:	None
	Destination:	AR_CUSTOMER_PROFILE_AMOUNTS. OVERALL_CREDIT_LIMIT

RA_CONTACT_PHONES_INTERFACE

This table stores telephone numbers for customers, addresses and contacts as well as contacts for customers and addresses. You do not have to enter values in this table if you do not want to pass telephone or contact information.

Column Name	**Value**	
CONTACT_ ATTRIBUTE_ CATEGORY	Enter Descriptive Flexfield category information. These columns are optional.	
	Validation:	None
PHONE_ ATTRIBUTE_ CATEGORY	**Destination:**	RA_CONTACTS.ATTRIBUTE_CATEGORY RA_PHONES.ATTRIBUTE_CATEGORY
CONTACT_ ATTRIBUTE 1 through 25	Enter Descriptive Flexfield information. These columns are optional.	
	Validation:	None
PHONE_ ATTRIBUTE 1 through 15	**Destination:**	RA_CONTACTS.ATTRIBUTE1 through 25

CONTACT_ FIRST_NAME

Enter the contact's first name. This column is optional.

Validation: None

Destination: RA_CONTACTS.FIRST_NAME

CONTACT_ JOB_TITLE

Enter the job title or responsibility for this contact. Use contact job titles that you previously defined in the QuickCodes window. This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'JOB_TITLE'

Destination: RA_CONTACTS.JOB_TITLE.

CONTACT_ LAST_NAME

Enter the contact's last name. If ORIG_SYSTEM_CONTACT_REF is filled in, then you must enter a value in this column. Otherwise, this column is optional.

Validation: None

Destination: RA_CONTACTS.LAST_NAME

CONTACT_TITLE

Enter the title for this contact. This column is optional.

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CONTACT_TITLE'

Destination: RA_CONTACTS.TITLE

CREATED_BY

Enter the user ID that is creating this row. This column is required.

Validation: None

Destination: None

CREATION_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

INTERFACE_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

INSERT_ UPDATE_FLAG

Enter a value to indicate whether you are inserting a new record or updating an existing record. This column is required.

Validation: 'I' for insert, 'U' for update.

Destination: None

LAST_UPDATED_BY

Enter the user ID that is updating this row. This column is required.

Validation: None

Destination: RA_PHONES.ATTRIBUTE1 through 15

LAST_UPDATE_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

LAST_UPDATE_LOGIN

Enter the login id. This column is optional.

Validation: None

Destination: None

ORIG_SYSTEM_CUSTOMER_REF

Enter a value that you can use to uniquely identify this customer in your original system.

Validation: Must equal RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE for update.
If you are entering either contact or telephone information, you must enter a value in this column.

Destination: RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE

ORIG_SYSTEM_ADDRESS_REF

Enter a value that you can use to uniquely identify this address in your original system.

If this column is null, the phone or contact that you enter refers to the customer.

Validation: Must equal RA_ADDRESSES.ORIG_SYSTEM_REFERENCE for update.
If you are entering information that refers to an address, such as a contact or telephone, then you must enter a value in this column.

Destination: RA_ADDRESSES.ORIG_SYSTEM_REFERENCE

ORIG_SYSTEM_CONTACT_REF

Enter a value that you can use to uniquely identify this contact in your original system.

This column forms part of the primary key for RA_CONTACT_PHONES_ INTERFACE. The primary key is a

combination of ORIG_SYSTEM_CONTACT_REF and ORIG_SYSTEM_TELEPHONE_ REF.

To enter a contact for a customer, do not enter a value in ORIG_SYSTEM_ ADDRESS_REF.

If you are entering a contact for a specific address, then enter values in both ORIG_ SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_ADDRESS_REF.

Validation: Must equal RA_CONTACTS.ORIG_SYSTEM_ REFERENCE for update.
If you are entering contact information or information that refers to a contact, such as a telephone number assigned to a contact, you must enter a value in this column.

Destination: RA_CONTACTS.ORIG_SYSTEM_REFERENCE

ORIG_SYSTEM_ TELEPHONE_REF

Enter a value that you can use to uniquely identify this telephone in your original system.

This column forms part of the primary key for RA_CONTACT_PHONES_ INTERFACE. The primary key is a combination of ORIG_SYSTEM_CONTACT_REF and ORIG_SYSTEM_TELEPHONE_REF.

To enter a telephone for a customer, do not enter values in ORIG_SYSTEM_ADDRESS_REF or ORIG_SYSTEM_CONTACT_REF.

To enter a telephone for a specific address, enter values in ORIG_SYSTEM_CUSTOMER_REF and ORIG_SYSTEM_ADDRESS_ REF.

To enter telephones for a specific contact, enter values in ORIG_SYSTEM_CUSTOMER_REF, ORIG_SYSTEM_CONTACT_REF, and ORIG_SYSTEM_ADDRESS_REF, if the contact is associated with an address.

Validation: Must equal RA_PHONES.ORIG_SYSTEM_ REFERENCE.
Mandatory when specifying telephone information.

Destination: RA_PHONES.ORIG_SYSTEM_REFERENCE

REQUEST_ID

This column is used by Customer Interface and should be left null.

TELEPHONE

Enter the telephone number for the customer, address, or contact.

Validation: Mandatory when specifying telephone information (for example, if ORIG_SYSTEM_TELEPHONE_REF is filled in).

Destination: RA_PHONES.PHONE_NUMBER

TELEPHONE_AREA_CODE

TELEPHONE_EXTENSION

Enter the area code or extension for the telephone number, depending on the column you choose. These columns are optional.

Validation: None

Destination: RA_PHONES.AREA_CODE
RA_PHONES.EXTENSION

TELEPHONE_TYPE

Enter the type of telephone number such as General, Fax, or Telex. Use telephone types that you previously defined in the QuickCodes window with a QuickCode type of 'Types of communication used in contacting customers.'

Validation: AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'COMMUNICATION_TYPE.' Mandatory when specifying telephone information (for example, if ORIG_SYSTEM_TELEPHONE_REF is filled in).

Destination: RA_CONTACTS.PHONE_TYPE

VALIDATED_FLAG

This column is used by Customer Interface and should be left null.

RA_CUSTOMER_BANKS_INTERFACE

This table stores bank information for a customer or for a specific Bill–To address. You do not have to enter values in this table if you do not want to insert or assign customer bank information. If you associate an automatic payment method to a customer or a customer's Bill–To business purpose, you must enter a bank account for this customer.

Column Name	Value
ATTRIBUTE_CATEGORY	Enter Descriptive Flexfield category information. This column is optional. **Validation:** None

Destination: AP_BANK_ACCOUNT_USES.ATTRIBUTE_CATEGORY

ATTRIBUTE 1 through 15

Enter Descriptive Flexfield information. This column is optional.

Validation: None

Destination: AP_BANK_ACCOUNT_USES.ATTRIBUTE 1 through 15

BANK_ACCOUNT_NUM

BANK_ACCOUNT_CURRENCY_CODE

Enter the account number or currency code for this bank account, depending on the column you choose. This number must be unique within a bank branch.

Validation: If the bank account already exists, do not enter a value. If the bank account does not exist, you must enter a value.

Destination: AP_BANK_ACCOUNT.BANK_ACCOUNT_NUM
AP_BANK_ACCOUNTS.CURRENCY_CODE

BANK_ACCOUNT_INACTIVE_DATE

Enter the date that this bank account becomes inactive. This column is optional.

Validation: Must be a valid date format.

Destination: AP_BANK_ACCOUNTS.INACTIVE_DATE

BANK_ACCOUNT_DESCRIPTION

Enter a description for this bank account. This column is optional.

Validation: None

Destination: AP_BANK_ACCOUNTS.DESCRIPTION

BANK_ACCOUNT_CHECK_DIGITS

Enter the number this bank account prints on checks. This column is optional.

Validation: None

Destination: AP_BANK_ACCOUNT.CHECK_DIGITS

BANK_ACCOUNT_NAME

Enter the bank account name to assign to this customer or Bill–To address. Use the Banks window to define banks and bank accounts for your customers. If the bank account has not already been defined, Customer Interface will try to create it in AP_BANK_ACCOUNTS. This column is required.

Validation: Must exist in AP_BANK_ACCOUNTS or, if it does not exist, values must exist for BANK_ACCOUNT_CURRENCY_CODE,

BANK_ACCOUNT_NUM, BANK_NAME, and BANK_BRANCH_NAME.

Destination: AP_BANK_ACCOUNTS.BANK_ACCOUNT_NAME

BANK_NAME
BANK_BRANCH_NAME

Enter the name of the bank or bank branch for the account you are inserting. If the bank account does not exist, you must enter a value.

Validation: BANK_NAME together with BANK_BRANCH_NAME must be unique.
If the bank account already exists, do not enter a value.
Bank_Branch_Name is mandatory when the bank account is not defined.

Destination: AP_BANK_ACCOUNTS.BANK_NAME
AP_BANK_BRANCHES.BANK_BRANCH_NAME

BANK_NUMBER

Enter the number of the bank associated with the bank account.

Validation: Must be unique. If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

Destination: AP_BANK_BRANCHES.BANK_NUMBER

BANK_NUM

Enter the number of the bank branch associated with the bank account you are inserting.

Validation: Must be unique.
If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

Destination: AP_BANK_BRANCHES.BANK_NUM

BANK_BRANCH_DESCRIPTION

Enter a description for this bank branch. This column is optional.

Validation: None

Destination: AP_BANK_BRANCHES.DESCRIPTION

BANK_BRANCH_ADDRESS 1 through 4
BANK_BRANCH_CITY
BANK_BRANCH_COUNTY

Enter the street address, city, county, state, postal code, or province for this bank branch. These columns are optional.

BANK_ BRANCH_STATE

BANK_ BRANCH_ZIP

BANK_ BRANCH_PROVINCE

Validation: None

Destination: AP_BANK_BRANCHES.ADDRESS_LINE1–3

AP_BANK_BRANCHES.CITY

AP_BANK_BRANCHES.STATE

AP_BANK_BRANCHES.ZIP

AP_BANK_BRANCHES.PROVINCE

BANK_ BRANCH_COUNTRY

Enter the country for this bank branch. This column is optional.

Validation: Must exist in FND_TERRITORIES.TERRITORY_CODE.

Destination: AP_BANK_BRANCHES.COUNTRY

BANK_ BRANCH_PHONE

Enter the telephone number or telephone area code for this bank branch. These columns are optional.

BANK_ BRANCH_ AREA_CODE

Validation: None

Destination: AP_BANK_BRANCHES.PHONE

AP_BANK_BRANCHES.AREA_CODE

BANK_BRANCH_EFT _USER_NUMBER

Enter the Electronic Funds Transfer user id. This column is optional.

Validation: None

Destination: AP_BANK_BRANCHES.EFT_USER_NUMBER

BANK_ACCOUNT_ ATT_CATEGORY

BANK_ BRANCH_ ATT_CATEGORY

Enter Descriptive Flexfield category information. These columns are optional.

Validation: None

Destination: AP_BANK_ACCOUNTS.ATTRIBUTE_ CATEGORY

AP_BANK_BRANCHES.ATTRIBUTE_CATEGORY

BANK_ACCOUNT_ ATTRIBUTE 1 through 15

BANK_ BRANCH_ ATTRIBUTE 1 through 15

Enter Descriptive Flexfield information. These columns are optional.

Validation: None

Destination: AP_BANK_ACCOUNTS.ATTRIBUTE1 through 15

AP_BANK_BRANCHES.ATTRIBUTE1 through 15

CREATED_BY

Enter the user ID that is creating this row. This column is required.

Validation: None

Destination: None

CREATION_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

END_DATE

Enter the date that this bank account becomes inactive. This column is optional.

Validation: End Date cannot be before the start date. Customers can be assigned to multiple bank accounts as long as there is no overlapping date range.
Must be a valid date format.

Destination: AP_BANK_ACCOUNT_USES.END_DATE

INTERFACE_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error

messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

Validation: None

Destination: None

LAST_UPDATED_BY

Enter the user ID that is updating this row. This column is required.

Validation: None

Destination: None

LAST_UPDATE_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

LAST_UPDATE_LOGIN

Enter the login id. This column is optional.

Validation: None

Destination: None

ORIG_SYSTEM_CUSTOMER_REF

Enter the value that represents the customer for which you are inserting bank information. This column is required.

Validation: The customer reference must exist in RA_CUSTOMERS or be successfully validated in RA_CUSTOMERS_INTERFACE.

Destination: AP_BANK_ACCOUNT_USES.CUSTOMER_ID (derived from ORIG_SYSTEM_CUSTOMER_REF)

ORIG_SYSTEM_ADDRESS_REF

Enter the value that represent the customer address for which you are inserting bank information. An active Bill–To business purpose must be associated with this address. This column is required only if you want to insert bank information for a specific Bill–To address.

Validation: For insert, the address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE (derived from ORIG_SYSTEM_CUSTOMER_REF)

Destination: AP_BANK_ACCOUNT_USES.CUSTOMER_SITE_USE_ID

PRIMARY_FLAG

Indicates whether this is the primary bank account for this customer or Bill–To address. This column is required.

Validation: Enter 'Y' or 'N.'
Only one primary bank account can exist at either the customer level or address level.

Destination: AP_BANK_ACCOUNT_USES.PRIMARY_FLAG

REQUEST_ID This column is used by Customer Interface, and should be left null.

Validation: None

Destination: None

START_DATE Enter the starting date that this bank account becomes active. This column is required.

Validation: End Date cannot be before the start date.
Customers can be assigned to multiple bank accounts as long as there is no overlapping date range.
Must be a valid date format.

Destination: AP_BANK_ACCOUNT_USES.START_DATE

VALIDATED_FLAG This column is used by Customer Interface, and should be left null.

Validation: None

Destination: None

RA_CUST_PAY_METHOD_INTERFACE

This table stores payment method information for a customer or for a specific Bill–To address. If you associate an automatic payment method to a customer or a customer's Bill–To address, a bank account must exist for this customer. You do not have to enter values in this table if you do not want to assign a payment method to a customer. You cannot insert payment methods using Customer Interface. You must use the Payment Methods window to create new payment methods.

Column Name	Value
ATTRIBUTE_ CATEGORY	Enter Descriptive Flexfield category information. This column is optional. **Validation:** None **Destination:** RA_CUST_RECEIPT_METHODS. ATTRIBUTE_CATEGORY

ATTRIBUTE 1 through 15

Enter Descriptive Flexfield information. This column is optional.

Validation: None

Destination: RA_CUST_RECEIPT_METHODS.ATTRIBUTE 1 through 15

CREATED_BY

Enter the user ID that is creating this row. This column is required.

Validation: None

Destination: None

CREATION_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

END_DATE

Enter the date that this payment method becomes inactive. This column is optional.

Validation: Customers can be assigned to multiple payment methods as long as there is no overlapping date range.
Must be a valid date format.

Destination: RA_CUST_RECEIPT_METHODS.END_DATE

INTERFACE_STATUS

This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.

Validation: None

Destination: None

LAST_UPDATED_BY

Enter the user ID that is updating this row. This column is required.

Validation: None

Destination: None

LAST_UPDATE_DATE

Enter the system date. This column is required.

Validation: Must be a valid date format.

Destination: None

LAST_UPDATE_LOGIN

Enter the login id. This column is optional.

Validation: None

Destination: None

ORIG_SYSTEM_CUSTOMER_REF

Enter the value that represents the customer for which you are inserting a payment method. This column is required.

Validation: The customer reference must exist in RA_CUSTOMERS or be successfully validated in RA_CUSTOMERS_INTERFACE.

Destination: RA_CUST_RECEIPTS_METHODS.CUSTOMER_ID (derived from ORIG_SYSTEM_CUSTOMER_REF)

ORIG_SYSTEM_ADDRESS_REF

Enter the value that represents the customer address for which you are inserting a payment method. An active Bill–To business purpose must be associated with this address. This column is required only if you are inserting a payment method for a specific Bill–To address.

Validation: This address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE.

Destination: RA_CUST_RECEIPT_METHODS.SITE_USE_ID (derived from ORIG_SYSTEM_ADDRESS_REF)

PAYMENT_METHOD_NAME

Enter the name of the payment method that you want to assign to this customer or Bill–To address. This column is required.

Validation: Must exist in AR_RECEIPT_METHODS.

Destination: RA_CUST_RECEIPTS_METHODS.RECEIPT_METHOD_ID (derived from PAYMENT_METHOD_NAME)

PRIMARY_FLAG

Enter 'Y' or 'N' to indicate whether this is the primary payment method for this customer or Bill–To address. This column is required.

Validation: Only one primary payment method can exist at either the customer level or Bill–To address level.

Destination: RA_CUST_RECEIPTS_METHODS.PRIMARY_FLAG

REQUEST_ID

This column is used by Customer Interface and should be left null.

Validation: None

Destination: None

START_DATE Enter the starting date that this payment method becomes active. This column is required.

Validation: Customers can be assigned to multiple payment methods as long as there is no overlapping date range.
Must be a valid date format.

Destination: RA_CUST_RECEIPT_METHODS.START_DATE

VALIDATED_FLAG This column is used by Customer Interface and should be left null.

Validation: None

Destination: None

See Also

System Tables Updated by Customer Interface: page 3 – 99

Interface Data Required to Run Customer Interface: page 3 – 94

A Sample Customer Import: page 3 – 100

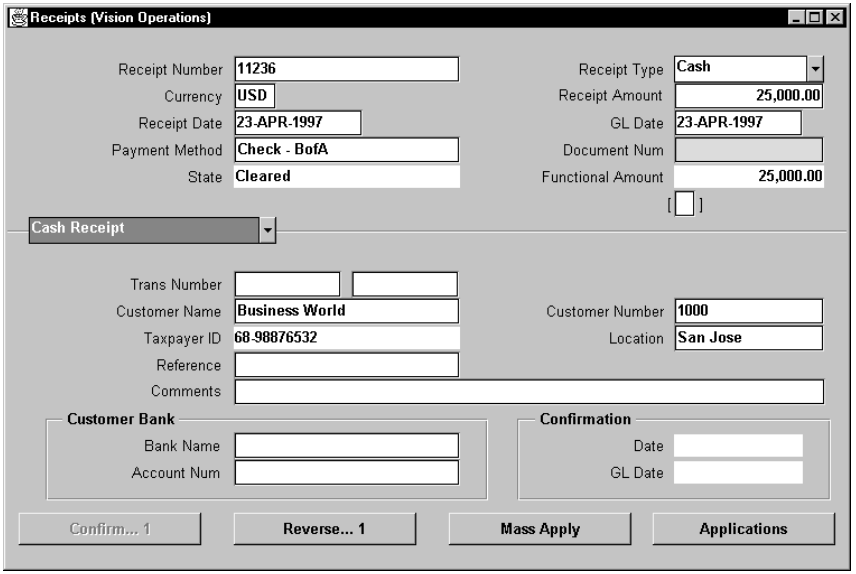
Creating Unique Customer References: page 3 – 103

CHAPTER

4 Receipts

This chapter explains everything you need to know about entering, applying, and remitting receipts in Oracle Receivables. It also describes how to create Automatic Receipts, chargebacks, and adjustments, and use AutoCash rules to automatically apply receipts to your customers' open debit items.

Entering Receipts



Use the Receipts window to enter new or query existing receipts. For each receipt, you can see whether the receipt is identified and what portion of the receipt has been applied, placed on–account, and left unapplied.

You can enter two types of receipts in Receivables:

- **Cash receipts:** Payment (such as cash or a check) that you receive from your customers for goods or services.
- **Miscellaneous transactions:** Revenue earned from investments, interest, refunds, and stock sales.

You can apply receipts to invoices, debit memos, deposits, guarantees, on–account credits, and chargebacks. You can partially or fully apply a receipt to a single debit item or to several debit items. You can enter receipts and apply them to transactions in either Open or Future accounting periods. You can also create chargebacks or adjustments against these transactions.

If you do not specify a customer for a receipt, the receipt is unidentified. In this case, the receipt amount appears in the Unidentified field in the Receipts window (Application Summary alternative region). You cannot apply an unidentified receipt.

Receipt Status

A receipt can have one of the following statuses:

Approved: This receipt has been approved for automatic receipt creation. This status is only valid for automatic receipts.

Confirmed: The customer has approved the application of this receipt and their account balances have been updated within Receivables. This status is only valid for automatic receipts.

Remitted: This receipt has been remitted. This status is valid for both automatic and manually entered receipts.

Cleared: The payment of this receipt was transferred to your bank account and the bank statement has been reconciled within Receivables. This status is valid for both automatic and manually entered receipts.

Reversed: This receipt has been reversed. You can reverse a receipt when your customer stops payment on a receipt, if a receipt comes from an account with non–sufficient funds or if you want to re–enter and reapply it in Receivables. You can reverse cash receipts and miscellaneous transactions.

Prerequisites

- ❑ Define receipt classes: page 2 – 148
- ❑ Define payment methods: page 2 – 151
- ❑ Define receipt sources: page 2 – 145
- ❑ Define profile options: page B – 2
- ❑ Open accounting periods: page 7 – 6

▶ **To manually enter a receipt:**

1. Navigate to the Receipts or Receipts Summary window.
2. Choose a Receipt Type of 'Cash'.
3. Enter the receipt information, including Receipt Number, Currency, Receipt Amount, GL Date, and Payment Method. The default GL Date is the same as the batch GL Date. If there is no batch information, the GL Date is the current date. However, if the current date is not in an open period, the default GL Date is the last date of the most recent open period.

You can enter transactions in any currency defined in the system if you have at least one remittance bank account whose Receipts Multi–Currency flag is set to Yes. If no such bank account exists, you are limited to entering only those currencies in which bank accounts exist. If the currency for this receipt is different from your functional currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.

Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt. You can only select payment methods that have remittance bank accounts assigned to them in the same currency as the receipt.

4. If you are using manual document numbering, enter a unique Document Number. If you are using automatic document numbering, Receivables assigns this transaction a unique number when you save. See: Implementing Document Sequences: page 2 – 39.

5. To help identify the customer for this receipt, enter a Transaction number (optional). Receivables displays the customer associated with this transaction. If multiple customers have transactions with the number you entered, Receivables displays a window from which you can select a customer. If you enter a number here, Receivables displays the customer number in the Applications window when you apply this receipt.

6. If you did not enter a Transaction number and the receipt is not unidentified, enter customer information for this receipt, including Customer Name or Number and Bill–To Location. When you enter the customer, Receivables enters this customer's primary Bill–To Location, if one exists (you can change this value). If the system option Require Billing Location for Receipts is set to Yes, you must enter a Bill–To Location.

Attention: If you do not enter a Bill–To Location and the customer has no statement site, any unapplied or on–account receipt amounts will not appear on statements sent to this customer.

7. If you are manually entering an automatic receipt, enter a Bank Name or Account Number.

8. Open the Remittance alternative region, then enter the receipt Deposit Date. The default deposit date is either the deposit date entered at the batch level or, if there is no batch information, the receipt date. You can change this value, but the deposit date

cannot be earlier than the receipt date. The default receipt maturity date is the deposit date.

9. Receivables derives the default remittance bank account from the payment method you entered. You can accept this value or enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt or the Multi–Currency flag for the remittance bank is set to Yes. See: Manually Entering Automatic Receipts: page 4 – 185.

10. To prevent the receipt Remittance bank from being automatically overridden during the remittance process, choose Don't Allow in the Override Bank Account field (optional). If you choose Allow, Receivables can automatically change the receipt remittance bank to the remittance batch bank during the remittance process. See: Creating Remittance Batches: page 4 – 195.

11. If bank charges apply, open the Application Summary alternative region, then enter an amount for Bank Charges. Bank charges may apply if the receipt's creation status is 'Cleared' (the clearance method of the associated receipt class must be set to 'Directly'). See: Receipt Classes: page 2 – 148.

12. Save your work. If you entered a customer, the receipt amount appears in the Unapplied field in the Application Summary alternative region. Otherwise, the entire receipt amount appears in the Unidentified field.

    To apply this receipt, see: Applying Receipts: page 4 – 9.

See Also

Receipts Field Reference: page 4 – 6

Entering Miscellaneous Transactions: page 4 – 45

Batching Receipts for Easy Entry and Retrieval: page 4 – 59

Creating Chargebacks and Adjustments: page 4 – 41

Reversing Receipts: page 4 – 50

Reapplying Receipts: page 4 – 54

Receipt Analysis – Days Late Report: page 9 – 116

Receipt Register: page 9 – 120

Unapplied Receipts Register: page 9 – 152

Bank Charges: page 2 – 198

Receipts Field Reference

This section provides a brief description of some of the fields in the Receipts and Receipt Batches windows.

Actual Count/Amount: The total number and amount of receipts in this batch. If you add receipts in different currencies to a batch, the total amount reflects the amount entered in *all* currencies, not just the batch currency. Receivables updates these fields when you add cash receipts to this batch.

Applied Count/Amount: The total number and amount of applied receipts in this batch. Receivables updates these fields when you apply cash receipts that are part of this batch.

Bank Charges Setup: The amount of bank charges as defined in the Define Bank Charges window. This field is for display only. See: Bank Charges: page 2 – 198.

Batch: The batch name associated with the lockbox transmission that created this batch. If the receipt status is Remitted, this is the name of the remittance batch. If the receipt status is Cleared, this is the name of the clearing batch. If the receipt status is Reversed, this field is null.

Difference Count/Amount: The difference between the Control and Actual receipt counts and amount for this batch. When you add cash receipts to this batch, Receivables updates the Actual, Difference, and Unapplied Count and Amount totals for this batch.

Discounts Unearned: The total discount that your customer did not earn, but you accepted. You decide whether your customers can take unearned discounts by setting the system option Allow Unearned Discounts to either Yes or No.

Effective Date: (Cash Management alternative region) The date on which the bank determines the available balance to apply interest calculations. This is also referred to as the 'value date.' This field is used by Oracle Cash Management's Cash Forecasting feature.

Line Number: (Cash Management alternative region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

Lockbox: The number of the Lockbox that created this batch.

Maturity Date: When you remit a receipt, Receivables uses the maturity date to determine when to transfer funds from your customer's bank to one of your remittance bank accounts.

Miscellaneous Count/Amount: Receivables updates these fields when you add miscellaneous receipts to this batch.

Name: The name of the Lockbox that created this batch.

On Account Count/Amount: The total number and amount of on account receipts in this batch. Receivables updates these values when you apply these receipts.

Partially Purged: This check box indicates whether some of the transactions in this batch have been deleted by the Archive Purge program. When transactions are partially purged, the Control Total section appears out of balance because the Actual Count and Amount fields no longer include the purged transactions.

Posted Date: The date this receipt posted to your general ledger. A receipt can be posted to your GL both when it is Remitted and when it is Cleared.

Receipt Class: You can assign a receipt class to a receipt source. Receivables derives the default receipt class from the Receipt Source for this batch. When you define a receipt class in the Receipt Classes window, you specify whether to create remittances for receipts with this class and whether you want to track when they clear after running the Automatic Clearing program. Receivables only lets you select receipt classes that you defined with a Creation Method of 'Manual'.

Returned Count/Amount: The total number and amount of receipts in this batch that you reversed using a Reversal Category of either 'NSF' or 'Stop'.

Reversed Count/Amount: The total number and amount of receipts in this batch that you reversed using a Reversal Category of 'Reverse'.

Statement Date: (Cash Management alternative region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

Statement Number: (Cash Management alternative region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

Tax Code: This field is used by German localizations for VAT tax reporting. For more information, see the VAT for On Account Receipts Report in the German Globalizations Manual.

Tolerance Limit: The amount that a receipt can differ from an invoice and still be accepted by the system. Receivables derives this value from the Define Bank Charges window. This field is for display only. See: Bank Charges: page 2 – 198

Transaction Number: The number of the transaction to associate with this receipt. If the profile option AR: Show Billing Number is Yes, Receivables displays two fields. The first field displays the Consolidated Billing Invoice number associated with this transaction; the second field displays the transaction number. See: Consolidated Billing: page 6 – 279.

Unapplied: The amount of this receipt in your functional currency that has not been applied to a transaction.

Unapplied Count/Amount: The total number and amount of unapplied and partially applied receipts in this batch. Receivables updates these fields when you apply cash receipts that are part of this batch.

Unidentified Count/Amount: The total number and amount of unidentified receipts in this batch. Unidentified receipts are those for which you have not entered a customer.

See Also

Applying Receipts: page 4 – 9

Batching Receipts for Easy Entry and Retrieval: page 4 – 59

Applying Receipts

Use the Applications window to apply your receipts or on–account credits. You can apply all or part of a receipt or on–account credit to a single debit item or to several debit items. For example, your customer may send a single check to pay all of one invoice and part of another invoice. Or, a customer may have an on–account credit he will expect you to use with his receipt to close an open debit item. You cannot apply an unidentified receipt; you must specify the customer who remitted the receipt before you can apply it to a transaction.

You can apply a receipt to an unrelated customer's debit items if the system option Allow Payment of Unrelated Invoices is set to Yes. You can apply receipts to any type of transaction except guarantees and standard credit memos.

You can also combine on–account credits with a customer's receipts to increase the amount you can apply to debit items, leave partial receipt amounts unapplied, or place an amount on–account.

You can apply receipts in the same foreign currency as your transactions. Enter foreign currency exchange rate information using predefined exchange rates, or enter your own rate. When you post a foreign currency receipt application to the general ledger, Receivables records a realized gain or loss amount. See: Foreign Currency Transactions: page 4 – 47.

If you have set up Receivables to use ***cross currency receipts***, you can apply a receipt in one currency to one or more transactions in different currencies. See: Applying Cross Currency Receipts: page 4 – 27.

Receivables uses the transaction type of the debit item to which you are applying the receipt to validate the application amount. If the transaction type does not allow overapplication, you cannot enter an amount that would reverse the sign of the debit item. If the transaction type specifies Natural Application only, you must enter an amount that brings the balance due closer to zero. See: Transaction Types: page 2 – 86.

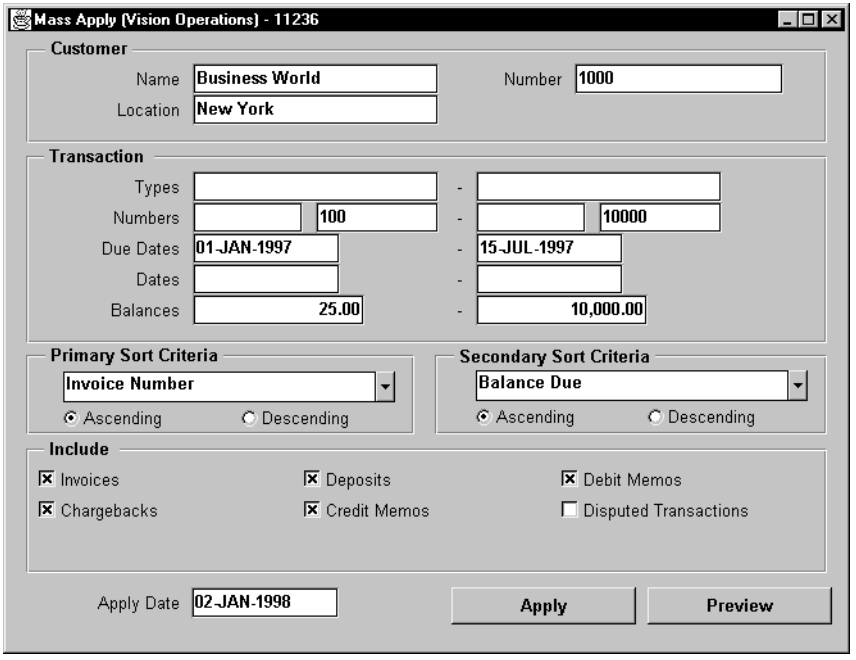
Receivables uses the ***Application Rule Set*** assigned to this debit item's transaction type to determine how to reduce the open line, tax, freight, and finance charge amounts. If there is no application rule set assigned to this item's transaction type, Receivables uses the application rule set in the System Options window. See: Receivables Application Rule Sets: page 4 – 36.

Prerequisites

- ❑ Enter receipts: page 4 – 2

▶ **To automatically apply a receipt to several transactions:**

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts: page 4 – 2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Mass Apply.



5. Specify the transactions to which you want to apply this receipt by entering Transaction selection criteria. For example, enter a range of transaction Types, transaction Numbers, Due Dates, or Balances. Leave a field blank if you do not want to limit the search to transactions matching that criteria.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two transaction Numbers fields. You can enter a Consolidated Billing Invoice number in the first field;

use the second field to enter a transaction number. See: Consolidated Billing: page 6 – 279.

6. Specify how to order selected transactions by entering Sort Criteria (optional). You can mark transactions by Balance Due, Due Date, Invoice Date, or Invoice Number and in Ascending or Descending order. For example, to order items with the largest balances first, choose Balance Due, Descending.

Suggestion: Use sort criteria to ensure that the transactions you want to pay first are listed first in the Applications window.

7. Specify which types of transactions to include in your query by checking or unchecking the appropriate check boxes. You can choose Invoices, Credit and Debit Memos, Deposits, Chargebacks, and Disputed Transactions.

8. Enter an Apply Date (optional). If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. Receivables uses this date as the application date for all transactions included in this application.

9. To view the transactions matching your selection criteria without marking them for application, choose Preview. This lets you choose to which transactions you want to apply this receipt (see next step).

   To automatically mark the transactions matching your selection criteria for application, choose Apply. Receivables selects each transaction for application in the order queried until the full amount of the receipt is applied. Marked transactions will be paid in full with any discounts automatically taken.

10. If you chose Preview, select transactions for application by checking the Apply check box. Receivables enters the Amount Applied and updates the Unapplied Amount of the receipt and the Balance Due for each transaction. The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to apply this receipt to more than one transaction). For more information, refer to the profile option AR: Cash–Default Amount Applied in: Overview of Receivables Profile Options: page B – 4.

    If you chose Apply, you can either accept how Receivables has marked each transaction for application, or modify this information. Unchecking the Apply check box resets the balance due for that transaction and increases the unapplied amount of the

receipt. You can update the Amount Applied, select a different transaction, or leave the receipt partially unapplied.

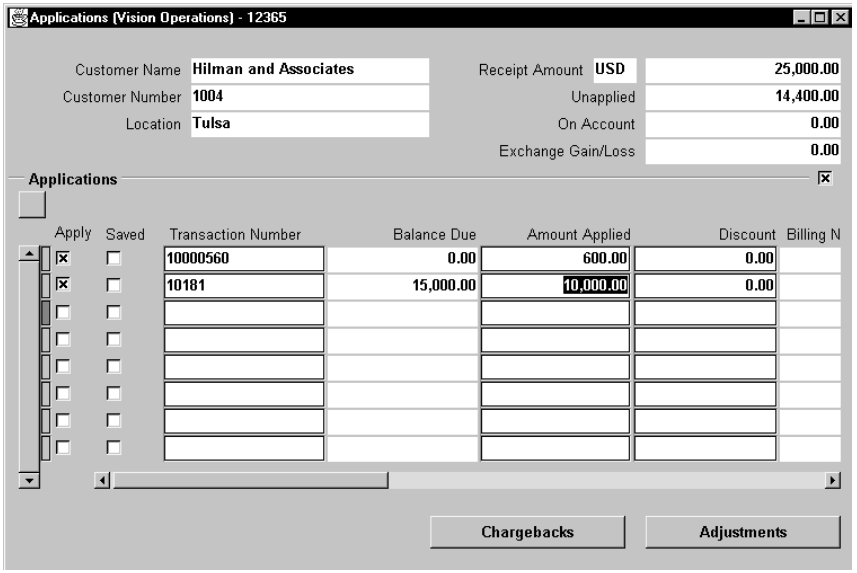
Note: The default Discount Taken is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 4 – 156.

11. To place any remaining amount on account, use the down arrow to insert a new record, then enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.
12. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

Manually Applying Receipts

▶ **To manually apply a receipt to one or more transactions:**

1. Navigate to the Receipts window.
2. Enter or query the receipt to apply. See: Entering Receipts: page 4 – 2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Applications.



5. Select the transaction to which you want to apply this receipt from the list of values. Receivables enters the Amount Applied for this receipt and updates the Unapplied Amount of the receipt and the Balance Due for this transaction. If the system option Allow Payment of Unrelated Invoices is set to Yes, you can apply this receipt to an unrelated customer's transactions.

   The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to apply this receipt to more than one transaction). For more information, refer to the profile option AR: Cash–Default Amount Applied in: Overview of Receivables Profile Options: page B – 4.

   > **Note:** The default Discount is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 4 – 156.

6. To apply this receipt to another transaction, repeat step 5.

7. To place an amount on account, enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.

   Receivables marks any portion of this receipt that you do not apply or place on–account as 'Unapplied'.

8. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

See Also

Applications Field Reference: page 4 – 34

Chargebacks and Adjustments: page 4 – 41

Reapplying Receipts: page 4 – 54

Reviewing Receipts and Applications: page 4 – 56

Applying On–Account Credits: page 6 – 68

Applied Receipts Register: page 9 – 120

Unapplied Receipts Register: page 9 – 152

Deposited Cash Report – Applied Detail / Open Detail Reports: page 9 – 63

Cross Currency Receipts

When your customer remits payment for an invoice, debit memo, or chargeback, the receipt is usually in the same currency as the transaction. However, there may be times when your customer remits payment in a currency that is different than the currency of the open debit item. For these occasions, Receivables lets you create ***cross currency receipt*** applications to let you fully or partially process the payment.

For example, you create Invoice 101 in Canadian dollars (CND) but your customer sends a receipt in Deutsche marks (DEM) as payment. Using the remittance information provided by your customer, you can either fully or partially apply this receipt to Invoice 101. Receivables automatically calculates the open balance on the invoice (if any) and the foreign exchange gain or loss (FXGL) for this application.

You can apply receipts to transactions using any currency defined in Oracle General Ledger.

Calculating the Foreign Currency Exchange Gain or Loss

Because of fluctuating exchange rates between currencies, cross currency applications must be evaluated to determine their effect within Receivables and the corresponding accounting entries created in your general ledger. With each cross currency application, you can incur either a ***foreign exchange gain or loss (FXGL)***.

When you apply a receipt to a transaction that is in a different currency, Receivables first determines the transaction and the receipt amounts *in your functional currency.* Receivables then compares these amounts to determine the foreign exchange gain or loss for this application. If the result is positive, you will incur a foreign currency exchange *gain* for this application; if the result is negative, you will incur a foreign exchange *loss.*

> **Note:** As with same currency receipt applications, Receivables accounts for your FXGL using the Realized Gains and Realized Losses accounts that you defined in the System Options window.

Receivables calculates the FXGL using the following formula:

Receipt Amount * (as of the receipt date)	**–**	**Invoice Amount *** (as of the invoice date)	**=**	**Foreign Exchange Gain or <Loss> ***

* Receivables calculates this amount in your functional currency.

Using the fields in the Applications window, this formula can be also represented as shown below:

Allocated Receipt Amount Base – Amount Applied Base = FXGL

See: Applying Cross Currency Receipts – Examples: page 4 – 20.

Euro Validation

In accordance with the laws of the European Monetary Union, as of January 1, 1999 fixed–rate currencies will be considered a monetary unit of the Euro currency. Receivables supports currencies that are fixed–rate denominations of the Euro.

Because the monetary units of the Euro have fixed, predefined exchange rates, the Applications window can enter some default values when you create applications for Euro–denominated transactions.

For example, currencies within Country A and Country B are Euro–denominated and are defined as such in the general ledger. You issue an invoice in currency A, then later apply a receipt to that invoice in currency B. Because the rate for these countries is fixed, you only need to enter either the Amount Applied or the Allocated Receipt Amount in the Applications window. When you do this, Receivables automatically calculates and displays a default value for the other amount.

This example supports the following situations in which your customer provides either:

- the amount of this receipt to apply to the transaction (for example: 'Apply 50 dollars of this receipt to Invoice 101')

or

- an amount to reduce the open balance (for example: 'Use this receipt to close 25 dollars of Invoice 102')

  Note: When you are applying a Euro–denominated receipt to a Euro–denominated transaction, you cannot update the fixed exchange rate. You can only update an exchange rate in Oracle General Ledger.

Viewing Discounts on a Cross Currency Receipt Application

When you apply a receipt to multiple transactions that are in different currencies, Receivables does not display the total discount amount in the Receipts window (Application Summary alternative region). This is because Receivables always calculates discounts in the currency of

the transaction. Since there are multiple transactions with multiple currencies involved in this type of application, the total discount cannot be expressed in a single currency. Therefore, you can only view the discount for each application separately in the Applications window.

To do this, perform the following:

- query the receipt in the Receipts window
- choose the Applications button
- scroll to display the Discounts field (if this field does not appear in the window, choose Show Field, then Discounts from the Folder menu)

Accounting Entries in Multiple Currencies

When you enter a receipt or a transaction that is not in your functional currency, Receivables requires that you enter the applicable exchange rate in the Exchange Rates pop up window. This lets Receivables account for amounts in both your functional currency and the currency of the transaction.

For more information, see: Foreign Currency Transactions: page 4 – 47.

Customer Remittance Information

When applying cross currency receipts, your customer needs to provide you with the following remittance information:

- to which invoice(s) this receipt should be applied
- if the receipt is a partial payment, how much of each invoice is to be settled (this is the 'Amount Applied' field in the Applications window)
- how much of the receipt should be allocated to this transaction (this is the 'Allocated Receipt Amount' field in the Applications window)

  Note: Alternatively, your customer can provide the exchange rate used to convert the transaction currency to the receipt currency (this could be a previously agreed upon rate). If your customer provides this exchange rate, Receivables automatically calculates the Allocated Receipt Amount. For information on how the cross currency rate field and the Allocated Receipt Amount are mutually exclusive, see: Applying Cross Currency Receipts – Examples: page 4 – 20.

See Also

Setting Up Cross Currency Receipts: page 4 – 18

Applying Cross Currency Receipts – Examples: page 4 – 20

Applying Cross Currency Receipts: page 4 – 27

Setting Up Cross Currency Receipts

To set up Receivables to use cross currency receipts, perform the following steps.

Define Cross Currency System Profile Option

To be able to apply a receipt in one currency to one or more transactions in a different currency, set the system profile option AR: Enable Cross Currency to Yes.

You can define this profile option at the Site, Application, or User level.

Define a Suspense Account in Oracle General Ledger

When you create a cross currency receipt application, the resulting accounting entry consists of two currencies: the receipt currency and the transaction currency. Receivables ensures that the proper FXGL is calculated so that the entry balances in your functional currency. The entry, however, does not balance in the entered currency (see the entry created in Example 1 in which a DEM receipt is applied to a CND invoice). See: Applying Cross Currency Receipts – Examples: page 4 – 20.

When Receivables posts these multi–currency journal entries, Oracle General Ledger separates the entries by currency before balancing them. Next, General Ledger creates one entry to a clearing account so that each journal entry will balance in the entered currency. A clearing account is called a 'Suspense Account' in Oracle General Ledger.

Note: The entry to the clearing account will always be zero in your functional currency as the journal already balances in functional currency.

Attention: You do not need to *enable* suspense accounting for your set of books to apply cross currency receipts in Receivables. You only need to *define* a suspense account for

journal entries created by your cross currency receipt applications.

The Oracle General Ledger Journal Import Program identifies all journals whose category is 'Cross Currency' that are imported from the source 'Receivables'. Receivables creates multi–currency entries each time you apply a receipt in one currency to a transaction in a different currency.

For each of these entries, Oracle General Ledger does the following:

- **Ignores the Out of Balance Errors:** All cross currency receipt applications will be out of balance, since the currency of the receipt is not the same as that of the transaction.
- **Creates Balancing Lines:** Oracle General Ledger will look to the suspense account that you define in the Suspense Accounts window and create a line to balance the journal entry.

When defining a Suspense Account for your set of books, enter a Source of 'Receivables' and a Category of 'Cross Currency'. See: Defining Suspense Accounts in the *Oracle General Ledger User's Guide*.

Journals: Display Inverse Rate

The setup option Journals: Display Inverse Rate lets you determine how you enter and display conversion rates in the Exchange Rate window. When you create a cross currency application, the field 'Cross Currency Rate' in the Applications window displays a value independent of this setting. This field will always display a value in accordance with the following:

Transaction Amount * Cross Currency Rate = Receipt Amount

Receivables will always use multiplication as the operation to convert the transaction currency to the receipt currency. In Example #1 Receivables multiplied the Amount Applied (90 CND) by the cross currency rate (2.222222) to calculate the Allocated Receipt Amount (200 DEM.)

See Also

Applying Cross Currency Receipts – Examples: page 4 – 20

Applying Cross Currency Receipts: page 4 – 27

Applying Cross Currency Receipts – Examples

This section provides two examples of cross currency receipt applications. The first example shows how you can apply a receipt in one currency to an invoice in a different currency and the calculations Receivables performs during each step. In this example, both the invoice and receipt currencies are different from your functional currency.

The second example shows how you can apply a receipt to several invoices, each in a different currency.

Example 1

This example shows how you can apply a receipt in German Marks (DEM) to an invoice in Canadian dollars (CND). For this example, assume that your functional currency is US dollars (USD), and that there is no tax, freight, or applicable discount.

Step 1: Create a Transaction

On JAN–01 you create Invoice 101 for 100 Canadian dollars (CND). The corporate exchange rate on JAN–01 is 1 USD = 1.5 CND. Receivables uses this rate to calculate the amount of the invoice in your functional currency to be 66.67 USD (100 / 1.5 = 66.67).

Receivables creates corresponding journal entries for this amount in both the invoice and your functional currency:

```
DR Accounts Receivable        100 CND [66.67 USD]
     CR Sales                        100 CND [66.67 USD]
```

Step 2: Enter and Apply Receipt

On JAN–31, you receive payment of 200 DEM for Invoice 101. Your customer informs you that the entire amount (200 DEM) is a partial payment of 90 CND for Invoice 101. The corporate exchange rate on JAN–31 is 1 USD = 3.5 DEM. When you enter the receipt information, Receivables uses this rate to calculate a receipt amount in your functional currency of 57.14 (200 DEM / 3.5 CND = 57.14 USD).

You choose the Applications button, then enter '101' in the Transaction Number field. Receivables enters the Balance Due in both the invoice and your functional currency.

The Applications window now appears as shown below:

Trx No	Bal Due Base	Bal Due	Amount Applied	Amt Appl. Base	Cross Curr Rate	Allocated Rcpt Amt	Allocated Rcpt Amt Base	FXGL
101	66.67	100.00						

Table 4 – 1 (Page 1 of 1)

Following your customer's remittance information, you enter a new value of '90' in the Amount Applied field. Receivables automatically calculates the Amount Applied in your functional (base) currency and updates the Balance Due in both your functional and the invoice currency.

The Applications window now appears as shown below:

Trx No	Bal Due Base	Bal Due	Amount Applied	Amt Appl. Base	Cross Curr Rate	Allocated Rcpt Amt	Allocated Rcpt Amt Base	FXGL
101	6.67	10.00	90.00	60.00				

Table 4 – 2 (Page 1 of 1)

Calculations

Balance Due: 100 – 90 = 10 (CND)
Balance Due Base: 10 / 1.5 = 6.67 (USD)
Amount Applied Base: 90 / 1.5 = 60 (USD)

Next, you enter the amount of the receipt to apply to this invoice. You enter 200 DEM in the Allocated Receipt Amount. Receivables uses this amount to determine the Cross Currency Rate of 2.222222. Receivables then determines the Allocated Receipt Amount in your functional (base) currency of 57.14 USD, using the exchange rate as of the receipt date (see below). Finally, Receivables calculates a Foreign Exchange Loss of 2.86 USD.

The Applications window now appears as shown below:

Trx No	Bal Due Base	Bal Due	Amount Applied	Amt Appl. Base	Cross Curr Rate	Allocated Rcpt Amt	Allocated Rcpt Amt Base	FXGL
101	6.67	10.00	90.00	60.00	2.222222	200.00	57.14	<2.86>

Table 4 – 3 (Page 1 of 1)

Calculations

Cross Currency Rate: 90 CND x 2.222222 = 200 (DEM)
Allocated Receipt Amt: 200 DEM / 3.5 = 57.14 (USD)
FXGL: 57.14 USD – 60 USD = <2.86> (USD)

When you save this application, Receivables creates the following accounting entries:

```
DR Cash                          200 CND [57.14 USD]
DR Foreign Exchange Loss         0 DEM [2.86 USD]
     CR Accounts Receivable            90 CND [60 USD]
```

Example Summary

The table below summarizes each step in this example and the corresponding calculations that Receivables performs.

Action	Exchange Rate	Calculation
You create Invoice 101 for 100 CND.	1 USD = 1.5 CND (exchange rate on invoice date)	100 CND / 1.5 = 66.67 USD
You enter receipt for 200 DEM. Receivables calculates amount in functional currency.	1 USD = 3.5 DEM (exchange rate on receipt date)	200 DM / 3.5 = 57.14 USD
You enter 90 CND in Amount Applied field. Receivables calculates Amount Applied in your functional currency.	1 USD = 1.5 CND	90 CND / 1.5 = 60 USD
You choose to apply the entire 200 DEM receipt to Invoice 101. Receivables calculates the cross currency exchange rate from this value.	2.222222 (cross currency rate derived by system)	200 DEM / 90 CND = 2.222222

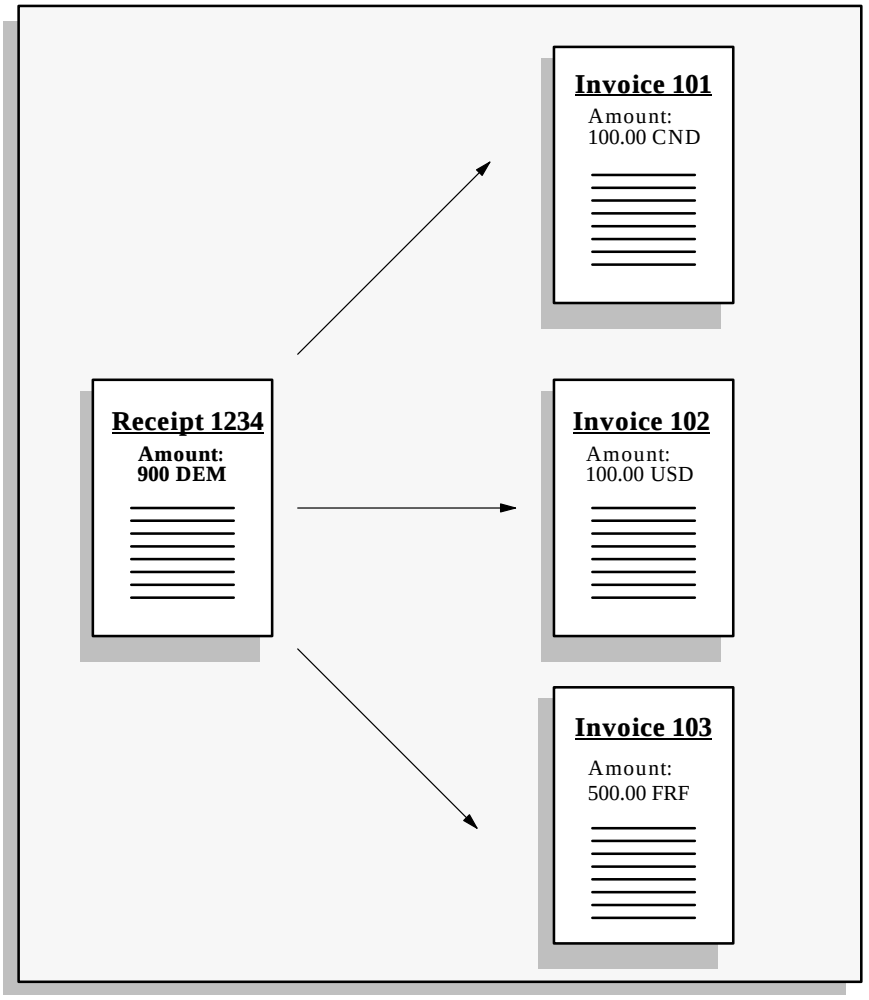
Action	Exchange Rate	Calculation
Receivables calculates Allocated Receipt Amount in your functional currency.	1 USD = 3.5 DEM (as of JAN–31, receipt date)	200.00 / 3.5 = 57.14
Receivables calculates Foreign Exchange Gain or Loss.	(NA)	57.14 USD – 60 USD = <2.86> USD

Table 4 – 4 (Page 1 of 1) Applying Cross Currency Receipts

Example 2: Applying a Receipt to Several Invoices in Different Currencies

Using the same procedure described in the previous example, you can apply a receipt in one currency to several transactions, each in a different currency.

Figure 4 – 1



As in Example 1, to apply a receipt to several transactions in different currencies, your customer must provide detailed remittance information.

For example, your customer remits a Receipt 1234 for 900 DEM and includes the following information:

Inv No.	Date	Inv. Balance	Paid Amt.	Rate to DEM	DEM Remitted
101	1–JAN	100 CND	90 CND	2.222222	200.00
102	2–JAN	100 USD	100 USD	3.4692	346.92
103	4–JAN	500 FRF	500 FRF	.66230	331.15

Total Remitted Amount:	878.07 DEM
On Account:	21.93
Total Remittance:	900.00 DEM

Note: In this example, your customer's remittance advice included rate information for each invoice. This information is an alternative to requiring that your customer provide the Allocated Receipt Amount for each invoice. Receivables automatically calculates the Allocated Receipt Amount for each application.

After you enter and apply the receipt according to your customer's remittance information, the Applications window appears as shown below:

Trx No	Bal Due Base	Bal Due	Amount Applied	Amt Appl. Base	Cross Curr Rate	Allocated Rcpt Amt	Allocated Rcpt Amt Base	FXGL
101	6.67	10.00	90.00	60.00	2.222222	200.00	57.14	(2.86)
102	0.00	0.00	100.00	100.00	3.469200	346.92	99.12	(0.88)
103	0.00	0.00	500.00	96.15	.662300	331.15	94.61	1.54
On Account						21.93	6.27	

Table 4 – 5 (Page 1 of 1)

Suggestion: You can also use the Receivables Mass Apply feature to automatically select transactions for cross currency receipt application. For more information, see: Automatically Selecting Invoices for Cross Currency Receipt Application: page 4 – 29.

Using the Cross Currency Exchange Gain/Loss Report

Receivables lets you review detailed information about your cross currency settlements. The Cross Currency Exchange Gain / Loss report lets you analyze each cross currency receipt application for a customer, customer site, receipt date range and receipt currency. This report is useful when you need a record of the cross currency rates used in your cross currency receipt applications.

The Cross Currency Exchange Gain / Loss report provides much of the same information as the Applications window during cross currency receipt application. In addition, this report provides a 'Rate Reconciliation' section that shows what the foreign exchange gain / loss for an application would have been if you had used the cross currency rate maintained in Oracle General Ledger. This information lets you analyze any significant discrepancies in the FXGL that can result from cross currency receipt applications.

To illustrate the Rate Reconciliation section of the report, consider Example 1 in this section where the cross currency rate used (in accordance with the remittance information) in the application was 2.222222. The Rate Reconciliation section of Cross Currency Exchange Gain / Loss report will default the system's Corporate rate, for example, between CND and DEM on 31–Jan of 2.309444. Based on this rate, it would have taken 207.85 DEM to close 90 CND (where 90 CND x 2.309444 = 207.85 DEM) of the customer's balance. In this case, you would have experienced a loss of 0.61 USD instead of the realized loss of 2.86 USD (refer to Example 1).

The report shows that the variance between the foreign exchange loss you actually experienced and the loss you would have experienced is 2.25 (2.86 – 0.61). This detailed information may be necessary to determine whether the cross currency rate used by your customer was appropriate. See: Cross Currency Exchange Gain / Loss Report: page 4 – 31.

See Also

Creating On Account Credits: page 6 – 67

Entering Receipts: page 4 – 2

Foreign Currency Transactions: page 4 – 47

Applying Cross Currency Receipts

Use the Applications window to manually apply receipts that are in one currency to one or more transactions in different currencies. For example, you can apply a receipt whose currency is USD to one invoice denominated in German marks (DEM) and another in Canadian dollars (CND). You can apply receipts to invoices, debit memos, and chargebacks.

You can apply a receipt to an unrelated customer's debit items if the system option Allow Payment of Unrelated Invoices is set to Yes.

To apply cross currency receipts, the Receivables system profile option AR: Enable Cross Currency must be set to Yes. Additionally, you must define a Suspense Account for your set of books. See: Setting Up Cross Currency Receipts: page 4 – 18.

When you post a cross currency receipt application to the General Ledger, Receivables records a realized gain or loss amount. A realized gain or loss occurs when the exchange rate changes between the invoice date and the receipt date. See: Calculating the Foreign Currency Exchange Gain or Loss: page 4 – 15.

> **Note:** In Release 11 of Oracle Receivables, you can only apply cross currency receipts using the Applications or the Mass Apply windows. You cannot apply cross currency receipts using any of the following methods: Post QuickCash, Lockbox, or Automatic Receipts.

You can also use the Mass Apply window to automatically select a range of invoices for cross currency receipt application. See: Automatically Selecting Invoices for Cross Currency Receipt Application: page 4 – 29.

You can use the Cross Currency Exchange Gain / Loss Report to review your cross currency receipt applications and the foreign exchange gain or loss for each. See: Cross Currency Exchange Gain / Loss Report: page 4 – 31.

Prerequisites

- ❑ Enter receipts: page 4 – 2

▶ **To manually apply a receipt to one or more transactions in a different currency:**

1. Navigate to the Receipts window.
2. Enter or query the receipt to apply. See: Entering Receipts: page 4 – 2.
3. If the receipt is unidentified, enter the Customer or Customer Number who remitted this receipt.
4. Choose Applications.

   Note: The Applications window is a folder form, so you can display additional fields by choosing Show Field from the Folder menu.
5. Select the transaction to which you want to apply this receipt from the list of values. Receivables displays the balance due in both the invoice and your functional currency.
6. Enter the amount to apply to this transaction (based on your customer's remittance information) in the Amount Applied field. Receivables performs the following:
   - converts the amount to your functional currency and displays the result in the Amount Applied Base field
   - updates the balance due in both the invoice currency and your functional (base) currency
7. Enter either the Cross Currency Rate used to convert the transaction amount to the receipt amount or the Allocated Receipt Amount. If you enter the Cross Currency Rate, Receivables calculates the Allocated Receipt Amount, and vice versa.

   Receivables calculates the foreign exchange gain or loss for this application.
8. To apply this receipt to another transaction, repeat steps 5–7.

   Note: The default Discount Taken is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 4 – 156.
9. To place any remaining amount on account, create a separate application and enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.

10. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

Automatically Selecting Invoices for Cross Currency Receipt Application

You can use the Mass Apply window to automatically select transactions for cross currency receipt application. The Mass Apply window lets you select transactions for application by entering selection criteria, such as a range of open balances, transaction types, or due dates.

If you have set up your system to use Cross Currency receipts, Receivables displays a Cross Currency check box in the Mass Apply window. Check this box to apply a receipt to transactions in different currencies.

If you set Cross Currency to Yes in the Mass Apply window, Receivables:

- selects all transactions that meet your selection criteria, regardless of their currency
- disables the Apply button (in this case you can only *preview* selected transactions; you need to manually create each cross currency application)

If you set Cross Currency to No, Receivables limits its search to transactions that are in the same currency as the receipt.

▶ **To automatically select transactions for cross currency receipt application:**

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts: page 4 – 2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Mass Apply.
5. Check the Cross Currency check box. This lets you select invoices regardless of their currency.
6. Specify the invoices to which you want to apply this receipt by entering Transaction selection criteria. For example, enter a range of transaction Types, transaction Numbers, Due Dates, or Balances. Leave a field blank if you do not want to limit the search to transactions matching that criterion.

7. Specify how to order selected transactions by entering Sort Criteria (optional). You can mark transactions by Balance Due, Due Date, Invoice Date, or Invoice Number and in Ascending or Descending order. For example, to order items with the largest balances first, choose Balance Due, Descending.

Suggestion: Use sort criteria to ensure that the invoices you want to pay first are listed first in the Applications window.

8. Enter an Apply Date. If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. Receivables uses this date as the application date for all invoices included in this application.
9. Choose Preview.
10. Select the invoices to which you want to apply this receipt. See: Applying Cross Currency Receipts: page 4 – 27.

    Note: The default Discount Taken is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 4 – 156.

11. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

See Also

Reviewing Receipts and Applications: page 4 – 56

Cross Currency Exchange Gain/Loss Report: page 4 – 31

Cross Currency Exchange Gain/Loss Report

Use this report to review detailed information about your cross currency settlements.

This information includes:

- the transaction number and currency
- the amount applied to each transaction in both the transaction and your base (functional) currency
- the amount of the cross currency receipt allocated to the transaction
- the cross currency rate used for each application
- the foreign exchange gain or loss (FXGL) for each application
- information necessary to compare the FXGL you would have realized if you had used the cross currency rate maintained in your General Ledger

You can run this report from the Print Account Reports window.

Attention: To run this report, you must set up Receivables to use cross currency settlements. See: Setting Up Cross Currency Receipts: page 4 – 18.

Report Parameters

Enter report parameters to determine the content of your report. When you request this report, Receivables lets you specify the following options:

Customer Name: To include only receipts for a specific customer in this report, enter a customer name. Leave this field blank to include receipts for all customers.

Location: If you entered a Customer, enter a customer site to include only receipts for that site (optional). Leave this field blank to include receipts for all of this customer's sites.

From Receipt Date: To include only specific receipts in this report, enter the receipt creation date from which you want to include receipts. Leave this field and the To Receipt Date field blank to include receipts in this report regardless of their creation date.

To Receipt Date: If you entered a From Receipt Date, enter the last date for which you want to include receipts in this report. Leave this field blank to include all receipts entered through today's date.

Receipt Currency: To include only receipts denominated in a specific currency in this report, enter a currency.

Exchange Rate Type: Enter the exchange rate type to use as the system cross currency rate in the Rate Reconciliation section of this report (optional). This parameter specifies the conversion rate used to convert the receipt currency to the transaction currency.

If you do note enter an Exchange Rate Type, the Rate Reconciliation section will not appear in this report. The Rate Reconciliation section lets you view the gain or loss that you would have incurred for this application if you had used the cross currency rate maintained in your general ledger instead of the rate used by your customer.

Report Headings

Report headings provide general information about the contents of your report, such as report title, report date and time, and your set of books name.

Customer: The name of the customer whose data this report includes. If you specified a customer in the report parameters, the report displays information for only this customer; otherwise, the report displays information for all customers.

Site: The customer site whose data this report includes. If you specified a site in the report parameters, the report includes information for only this site; otherwise, the report displays information for all sites.

Receipt: The receipt number.

Date: The receipt creation date.

Amount: The amount of this receipt.

Receipt Currency: The currency of this receipt.

Rate Type: The rate type used to convert your receipt currency to the currency of the transaction. If you do not enter a Rate Type, the report does not include the Rate Reconciliation section.

Column Headings

When you run this report, Receivables provides the following information for each invoice matching your selection criteria.

Transaction Section

Transaction Number/Date/Currency: The number, creation date, and the entered currency for this transaction.

Amount Applied: The amount applied to this transaction in the transaction currency.

Amount Applied Base: The amount applied to this transaction converted to your functional currency on the date of the application.

Actual Application Section

Allocated Receipt Amount: The amount applied to this transaction in the receipt currency.

Allocated Receipt Amount – Base: The amount applied to this transaction converted to your functional currency on the date of the receipt.

Cross Currency Rate: The exchange rate used to apply the receipt to this transaction. This is the exchange rate as of the receipt date (for the selected rate type).

Exchange Gain/Loss: Measured in your functional currency, the exchange gain or loss incurred on this receipt application. These gains or losses arise from changes in the exchange rates between the receipt and the transaction currency. Receivables uses the following formula to calculate this amount:

Allocated Receipt Amount (Base)	**–**	**Amount Applied (Base)**	**=**	**Exchange Gain or <Loss>**

Rate Reconciliation Section

Attention: If you did not enter a Rate Type in the report parameters, the report does not include this section.

Absolute Difference: The absolute difference between the exchange gain or loss in the Actual Application section and the Rate Reconciliation section. This is expressed as a positive number.

Allocated Receipt Amount: The portion of this receipt that was applied to the transaction in the receipt currency.

Allocated Receipt Amount – Base: The portion of this receipt that was applied to the transaction in your functional currency.

Exchange Gain/Loss: The gain or loss you would have incurred on this application if you had used the cross currency rate maintained in your general ledger (see System Cross Currency Rate, above).

System Cross Currency Rate: The exchange rate maintained in your general ledger (with the selected rate type) between the transaction and receipt currency on the receipt date.

Applications Field Reference

This section provides a brief description of some of the fields in the Applications window.

Apply Date: The apply date to assign to this receipt application. If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. You cannot change this date after you save this application.

GL Date: The date on which to post this application to your general ledger. The default is the later of either the receipt or invoice GL date. If the default GL date is in a closed or future period, Receivables uses the first date of the most recent open period. Receivables lets you enter multiple applications for a single receipt that have different GL dates. The GL date of this application cannot be earlier than the GL date of the receipt or the GL date of the invoice.

Installment: The installment number of this transaction.

Line: To reference your receipt to a single invoice, debit memo, or chargeback line, enter the line number. If you use the list of values, Receivables displays all open lines for this debit item along with the original amount due for each line. When you specify a line for a receipt application, if you attempt to apply more than the line balance, Receivables automatically reduces the application amount to the line balance. Receivables does not update the remaining amount due for a line when you apply a receipt against it. When you apply a receipt against an invoice and specify one of its lines for the application, Receivables updates the balance due for the entire invoice by the amount of the receipt application.

On Account: The amount of the receipt that you have placed On Account. When you place an amount On Account, Receivables automatically updates the Unapplied and On Account fields.

Reference: The reference number that your customer supplies with this receipt. Receivables displays the reference number for each receipt returned by your query. You can update the reference number for your receipt.

Status: The status of the receipt to review. Following are possible receipt statuses: Applied, Unapplied, Unidentified, Non–Sufficient

Funds, Stopped Payment, and Reversal–User Error. Receivables does not let you apply receipts that have a status of Non–Sufficient Funds, Stopped Payment, or Reversal–User Error.

Transaction Code: This field is only used by Public Sector Accounts Receivable.

Transaction Number: The identification number of the transaction to which you want to apply this receipt. You can enter receipt applications against items that have GL dates in future accounting periods. When you use the list of values to select the transaction to which to apply this receipt, Receivables displays one choice for each installment of an invoice. If the profile option AR: Show Billing Number is Yes, Receivables displays two fields. The first field displays the Consolidated Billing Invoice number associated with this transaction (if any); the second field displays the transaction number. See: Consolidated Billing: page 6 – 279.

See Also

Reviewing Receipt Applications: page 4 – 56

Applying On–Account Credits: page 6 – 68

Receivables Application Rule Sets

Application Rule Sets determine the steps Receivables uses to apply payments to your customer's open debit items and how discounts affect the open balance for each type of associated charges. Transactions usually consist of line items, tax, freight, and finance charges, or a combination of these. Depending on your business needs, you can reduce each associated charge proportionately, close the outstanding tax amount first, or apply a payment to the line and tax amounts and use any remaining portion to reduce the freight and finance charges.

Application Rule Sets let you specify how Receivables reduces the balance of your open debit items when you:

- Apply a receipt to an invoice or debit memo
- Run Post QuickCash

You can assign a rule set to each of your transaction types and enter a default rule set in the System Options window. Receivables uses the following hierarchy to determine which application rule set to use, stopping when one is found:

1. Transaction Type
2. System Options

> **Note:** Receivables Application Rule Sets always apply payments and discounts to the *gross* line amount (the net line amount plus any associated tax amount). For more information, see: Tax Inclusive in the *Oracle Receivables Tax Manual.*

Application Rule Sets

Receivables provides the following predefined Application Rule Sets. You can view these rule sets and create your own rule sets in the Application Rule Sets window.

For a detailed explanation of each of these rule sets, see: Application Rule Set Example: page 4 – 38.

Line First – Tax After

This rule set first applies the payment to the open line amount, and then applies the remaining amount to the associated tax. If the payment is greater than the sum of the line and tax, Receivables

attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule: page 4 – 37. This is the default application rule set in the System Options window.

Line First – Tax Prorate

This rule set applies a proportionate amount of the payment to the open line and tax amount for each line. If the payment is greater than the sum of the open line and tax amounts, Receivables attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule: page 4 – 37.

Prorate All

This rule set applies a proportionate amount of the payment to each open amount associated with a debit item (for example, any line, tax, freight, and finance charge amounts for this item).

Receivables uses the following formula to determine the applied amount:

$$\text{Applied Amount} = \frac{\text{open application line type amount}}{\text{sum of application line types in rule details}} * \text{Receipt Amount}$$

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule: page 4 – 37.

Overapplication Rule

Each application rule set includes an Overapplication Rule by default. This rule applies any remaining receipt amount after the balance due for all charges has been reduced to zero. If the transaction type for the debit item has the Allow Overapplication check box set to Yes, Receivables applies the remaining amount to the lines, making the

balance due negative. If the item's transaction type has Allow Overapplication set to No, you can either place the remaining amount on–account or leave it 'Unapplied'.

When using AutoLockbox, Receivables uses your AutoCash Rule Set to determine how to apply the remaining amount. See: AutoCash: page 4 – 145.

Application Rule Sets Example

This example shows how Receivables applies a payment using each predefined application rule set.

You have the following invoice:

Invoice #123

Line	**$1000**
Tax	**$140**
Freight	**$200**
Total:	**$1340**

Your customer remits a partial payment of $1040 for this invoice. The table below shows how Receivables applies the payment using each of the three predefined application rule sets.

Application Rule Set	Total Amount Applied	Line Amt. Applied	Tax Amt. Applied	Freight Amt. Applied
Line First – Tax After	1040	1000	40	0
Line First – Tax Prorate	1040	912.28 [1]	127.72 [2]	0
Prorate All	1040	776.12[3]	108.66[4]	155.22[5]

Table 4 – 6 (Page 1 of 1) Applying Payments Using Application Rules

Calculations:

Line First – Tax After

First apply payment to open line amount; apply any remaining amount to tax.

Line First – Tax Prorate

[1] (1040 / 1140) * 1000 = 912.28

(Receipt Amount / Total Line and Tax) * Line Amount = Line Amount Applied

[2] (1040 / 1140) * 140 = 127.72

(Receipt Amount / Total Line and Tax) * Open Tax Amount = Tax Amount Applied

Prorate All

[3] (1040 / 1340) x 1000 = 776.12

(Receipt Amount / Invoice Total) x Open Line Amount = Line Amount Applied

[4] (1040 / 1340) x 140 = 108.66

(Receipt Amount / Invoice Total) x Open Tax Amount = Tax Amount Applied

[5] (1040 / 1340) x 200 = 155.22

(Receipt Amount / Invoice Total) x Open Freight Amount = Freight Amount Applied

Line First – Tax After

As shown in the example above, this rule set first applies the payment to the line amount, reducing the balance due to zero. Receivables then applies the remaining amount ($40) to the tax charges, reducing the open tax amount to $100. Since the payment is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Line First – Tax After	1340	300	1000	0	140	100	200	200

Line First – Tax Prorate

This rule set applies a proportionate amount to the open line and tax charges. Since the amount applied is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Line First – Tax Prorate	1340	300	1000	87.72 [1]	140	12.28 [2]	200	200

Calculations

[1] 1000 – 912.28 = 87.72

Amount Line Items – Line Amount Applied = Open Line Amount

[2] 140 – 127.72 = 12.28

Tax Original – Tax Amount Applied = Open Tax Amount

Prorate All

This rule applies a proportionate amount of the receipt to the line, tax, and freight for this transaction. To see the formula Receivables uses to calculate the amount applied for each line type, refer to Prorate All: page 4 – 37.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Prorate All	1340	300	1000	223.38	140	31.34	200	44.78

See Also

Application Rule Sets: page 2 – 93

Defining Receivables System Options: page 2 – 48

Chargebacks and Adjustments

Receivables lets you create adjustments and chargebacks against transactions to which you are applying a receipt. You can create multiple chargebacks and adjustments against each transaction, for positive or negative amounts.

Receivables lets you enter a chargeback against a credit memo or an on–account credit if they have a positive balance.

Receivables uses the transaction type of the transaction you are adjusting to validate the adjustment or chargeback amount. If the transaction type does not allow over–application, you cannot enter an amount that would reverse the sign of the balance of the debit item. Chargebacks and adjustments do not follow the Natural Application rules; this lets you adjust transactions in either direction, regardless of the Natural Application flag. For more information, see: Transaction Types: page 2 – 86.

If the profile option AR: Allow Actions is set to No, the Chargebacks and Adjustments buttons are not available in the Applications window.

Creating a Chargeback

Use chargebacks to create a new debit item for your customer when closing an existing debit item. For example, your customer sends payment of $75 for a $100 invoice. You can apply the receipt to the invoice, then create a chargeback for the balance due.

Receivables requires that you automatically number your chargebacks. You can change the base number for your chargeback numbering sequences by updating the Last Invoice Number field for this chargeback batch source in the Transaction Sources window. See: Transaction Batch Sources: page 2 – 96.

Prerequisites

- ❑ Define chargeback standard memo line: page 2 – 114
- ❑ Define reason QuickCodes: page 2 – 28
- ❑ Define chargeback adjustment activity: page 2 – 132
- ❑ Define chargeback transaction types: page 2 – 86
- ❑ Enter receipts: page 4 – 2
- ❑ Apply receipts: page 4 – 9

▶ **To create a chargeback:**

1. Navigate to the Receipts window.
2. Query or enter the receipt. See: Entering Receipts: page 4 – 2.
3. Choose Applications.
4. Select or enter the Transaction to which you want to apply this receipt. See: Applying Receipts: page 4 – 9.
5. Choose the Chargebacks button.
6. Enter the transaction Type and the Amount of this chargeback. The default chargeback amount is the remaining amount of the transaction. Receivables displays the new remaining amount in the Balance Due field. You can enter an amount greater than the balance due only if the Allow Overapplication option for this transaction type is Yes. For more information, see: Transaction Types: page 2 – 86.
7. If document numbering is enabled and the document sequence associated with this receipt is Manual, enter a Document Number for this chargeback. If the sequence type is Automatic, Receivables assigns a document number when you save.
8. Enter the Account for this chargeback. The transaction type provides the default account, but you can change it.
9. Enter the Due Date for this chargeback. The default due date is the value of the Chargeback Due Date parameter in the System Options window. For example: Current Date, Deposit Date, Open Invoice Due Date, or Receipt Date.
10. Open the More alternative region, then enter a Reason for creating this chargeback and any Comments (optional). Chargeback reasons can include Refund, Billing Error, or Write Off. You can define additional chargeback reasons in the Receivables QuickCodes window. See: Defining Receivables QuickCodes: page 2 – 28.

    Note: The Transaction Code field is only used by Public Sector Accounts Receivable.

11. Save your work. Receivables uses the chargeback batch source to automatically number your chargeback and assigns the default payment term 'IMMEDIATE.'

    Note: You can view the payment term, GL date, and other information about this chargeback in the Transactions window. To do this, perform a query using the chargeback number.

Creating an Adjustment

Create adjustments to increase or decrease the balance due for an invoice, debit memo, chargeback, or commitment. For example, you apply a receipt to an invoice, but there is still an open balance of two dollars. You can create an adjustment to write off the remaining amount and close the debit item.

Prerequisites

- ❑ Define adjustment activity: page 2 – 132
- ❑ Define adjustment approval limits: page 2 – 137
- ❑ Define adjustment reason QuickCodes: page 2 – 28

▶ **To create an adjustment:**

1. Navigate to the Receipts window.
2. Enter or query the receipt. See: Entering Receipts: page 4 – 2.
3. Choose Applications.
4. Select or enter the Transaction to which you want to apply the receipt. See: Applying Receipts: page 4 – 9.
5. Choose Adjustments.
6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, Line, Charges, Freight, and Tax.
7. Enter the Amount of this adjustment. If you specify 'Invoice' as your adjustment type, Receivables requires that the amount of your adjustment be at least enough to close the item you are adjusting, and displays this value in the Amount field. If the amount of this adjustment is outside your adjustment approval limits, Receivables sets the status of the adjustment to Waiting Approval when you save (unapproved adjustments do not update the balance due for an item).

   Attention: You can enter an amount greater than the balance due only if the transaction type's Allow Overapplication option is set to Yes. For more information, see: Transaction Types: page 2 – 86.
8. Enter the GL Date for this adjustment. The default is the later of either the transaction GL date or the current date. However, if this date is not in an open period, the default GL Date is the last date of

the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future–enterable period.

9. Enter the Adjustment Date. The default is the current date, but you can change it.
10. Open the Account, IDs alternative region, then enter the GL Account for this adjustment. The activity name provides the default GL account, but you can change it.
11. If you are using manual document numbering, enter a unique Document Number for this adjustment. If you are using automatic document numbering, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 – 39.
12. Open the Comments alternative region, then enter a Reason for creating this adjustment. Receivables prints your reasons on the Adjustment Register.
13. Update the Status of this adjustment (optional). If this adjustment is within your user approval limits, you can choose any status. If you are reviewing a previously approved adjustment, Receivables skips this field.
14. Save your work. Receivables generates a unique number for this adjustment.

See Also

About Adjustments: page 6 – 109

Foreign Currency Transactions: page 4 – 48

Transaction Types: page 2 – 86

Adjustment Register: page 9 – 17

Entering Miscellaneous Transactions

Non–invoice related transactions such as investment and interest income are known as Miscellaneous transactions in Receivables. Use the Receipts or Receipts Summary window to enter your Miscellaneous transactions.

You can enter transactions in any currency defined in the system if you have at least one remittance bank account whose Receipts Multi–Currency flag is set to Yes. If no such bank account exists, you can only enter transactions in the same currency in which bank accounts exist.

Prerequisites

- ❑ Define miscellaneous cash receivable activities: page 2 – 132
- ❑ Define distribution sets: page 2 – 135
- ❑ Define receipt classes: page 2 – 148
- ❑ Define payment methods: page 2 – 151
- ❑ Define receipt batch sources: page 2 – 96
- ❑ Open your accounting periods: page 7 – 6
- ❑ Define your profile options: page B – 2

▶ **To enter a miscellaneous transaction:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of 'Misc.'
3. Enter transaction information, including Receipt Number, Currency, Receipt Amount, GL Date, and Payment Method. The batch GL Date provides the default GL Date. If there is no batch information, the default is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period.

   If the currency for this receipt is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.
4. If you are not using automatic document numbering, enter a unique Document Number. Otherwise, Receivables assigns a

unique number when you save. See: Implementing Document Sequences: page 2 – 39.

5. Enter the name of your receivables Activity, or choose one from the list of values. You can enter any receipt activity with a type of 'Miscellaneous Cash.'
6. To review the distribution set or account information for this activity, choose Distributions.
7. Enter the Tax Code for this transaction (optional). You can enter any predefined tax code with a type of Sales or VAT.
8. Modify the remittance Bank Account (optional). The payment method provides the default bank account, but you can change it. You can enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt, or the Multi–Currency flag for the remittance bank is set to Yes.
9. Modify the Deposit Date (optional). The default date is the deposit date entered at the batch level or, if there is no batch information, the receipt date. You can change this value, but the deposit date cannot be earlier than the receipt date. The default receipt maturity date is the same as the deposit date.
10. Enter a Reference Type for this transaction (optional).
11. If you entered a Reference Type, enter the corresponding Reference Number. For example:

Reference Type	Reference Number
Payment	Check Number
Payment Batch	Payment Batch Name
Receipt	Receipt Number
Remittance	Remittance Batch Name

12. Save your work.

See Also

Miscellaneous Transactions Report: page 9 – 94

Entering Receipts: page 4 – 2

Foreign Currency Transactions

When you enter a batch or receipt that is not in your functional currency, Receivables displays a pop–up window to let you enter exchange rate information. Receivables uses this information to convert your foreign currency receipts and transactions to your functional currency.

Suggestion: You can also define daily conversion rates. Daily conversion rates let Receivables automatically calculate exchange rate information when you enter foreign currency receipts and transactions. See: Entering Daily Rates (*Oracle General Ledger User's Guide*).

If the profile option Journals: Display Inverse Rate is No, Receivables calculates the Functional amount as:

Functional Currency = Foreign Currency * Rate

Otherwise it is calculated as:

Functional Currency = Foreign Currency / Rate

Rate Date: The date that applies to the exchange rate for your foreign currency. The default is either the batch date (if this receipt is part of a batch) or the receipt date.

Rate Type: Receivables provides the following conversion rate types:

- **Corporate:** You define this rate to standardize rates for your company. This is generally a standard market rate determined by senior financial management for use throughout the organization.
- **Spot:** Choose this rate to perform conversion based on the rate on a specific date. It applies to the immediate delivery of a currency.
- **User:** Choose this rate when you enter a foreign currency for a receipt and you have not defined a daily exchange rate for the foreign currency. If you choose this rate type, you must enter the exchange rate to use. Receivables does not validate rates with a type of User.

If you select a Rate Type of 'Spot' or 'User', Receivables verifies that a rate exists for the date you enter and you cannot update the exchange rate.

Rate: The exchange rate for this receipt. If you entered a Rate Type of User, enter an exchange rate. You can have multiple currency exchange rates for the same date. Otherwise, the rate type you entered provides

the default rate. You define your non–user exchange rates in the Daily Rates window. If you entered a Rate Type other than User, Receivables verifies that a rate exists for the Rate Date you entered.

Adjusting an Exchange Rate

You can change the rate type, rate date, and exchange rate of a foreign currency receipt, even if it has been transferred to your general ledger.

Prerequisites

- ❑ Enter foreign currency receipts: page 4 – 2
- ❑ Define daily conversion rate types (*Oracle General Ledger User's Guide*)

▶ **To adjust the exchange rate information for a receipt:**

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Select the receipt, then choose Adjust Exchange Rate from the Special menu.
4. Enter the GL Date and New Rate Date for this exchange rate adjustment (optional). The default for the New Rate Date and GL Date is the current date, but you can enter a new date. If the current date is not in an open period, the default GL Date is the last date of the most recent open period.
5. Enter the New Rate Type to convert your foreign currency amounts into your functional currency. See: Foreign Currency Transactions: page 4 – 47.
6. If you entered a Rate Type of 'User', enter the New Rate to convert your foreign currency amounts to your functional currency. Otherwise, Receivables determines the rate from the Rate Type and Rate Date.
7. Choose Adjust. Receivables saves this adjustment and updates the amount of this receipt in your functional currency.
8. To view the functional currency gain or loss resulting from the currency exchange rate adjustment, choose Receipt History from the Special menu, then open the Rate Adjustment History alternative region.

Viewing Exchange Rate Information for a Receipt

You can view receipt exchange rate information from either the Receipts or Receipts Summary window.

▶ **To view the exchange rate information for a receipt:**

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. If you are in the Receipts window, choose Exchange Rate from the Special menu.

   If you are in the Receipts Summary window, select the receipt, then choose Exchange Rate from the Special menu.
4. To adjust the exchange rate for a receipt, see: Adjusting an Exchange Rate: page 4 – 48.

See Also

Entering Receipts: page 4 – 2

Foreign Currency Transactions: page 4 – 47

Reversing Receipts

Receivables lets you reverse a receipt when your customer stops payment on a receipt or if a receipt comes from an account with non–sufficient funds. You can also reverse a receipt if you want to re–enter and reapply it in Receivables. You can reverse both standard, invoice–related receipts and non–invoice related (miscellaneous) receipts. After you reverse a receipt, you cannot update any of the receipt's attributes.

If you reverse a receipt that is part of a batch, you can re–enter the receipt in this batch in the Receipt Batches window.

Receivables lets you create two types of reversals:

- **Standard Reversal:** When you create this type of reversal, Receivables automatically creates reversal journal entries for your general ledger and reopens all of the debit and credit items that were closed with the original receipt. You can create a standard reversal for a transaction related to a chargeback if there is no activity against the chargeback and the chargeback has not been posted to your GL. If the chargeback has been posted to your GL, you must create a debit memo reversal (see below).

  If you create a standard reversal for a receipt that you have applied, Receivables reverses any adjustments or chargebacks that you created, as long as you have not posted these adjustments to your general ledger.

- **Debit Memo Reversal:** When you create this type of reversal, Receivables does not update any of the receipt activity associated with the original receipt. The new debit memo reversal is actually a new receivable that replaces the item closed by the original receipt. Receivables requires that you create a debit memo reversal if:

  – you are reversing a receipt that you previously applied to a chargeback and this chargeback has had any activity against it (for example, another receipt, credit memo, or adjustment), or

  – the chargeback or adjustment was posted to your general ledger

  When you create a debit memo for a receipt reversal, Receivables creates a line on your debit memo that displays the original receipt number associated with the debit memo. In addition,

when you save your reversal, Receivables assigns a unique transaction number to your new debit memo.

Attention: You cannot create a debit memo reversal for a miscellaneous (non–invoice related) receipt.

To view a list of reversed receipts, see: Reversed Receipts Report: page 9 – 132.

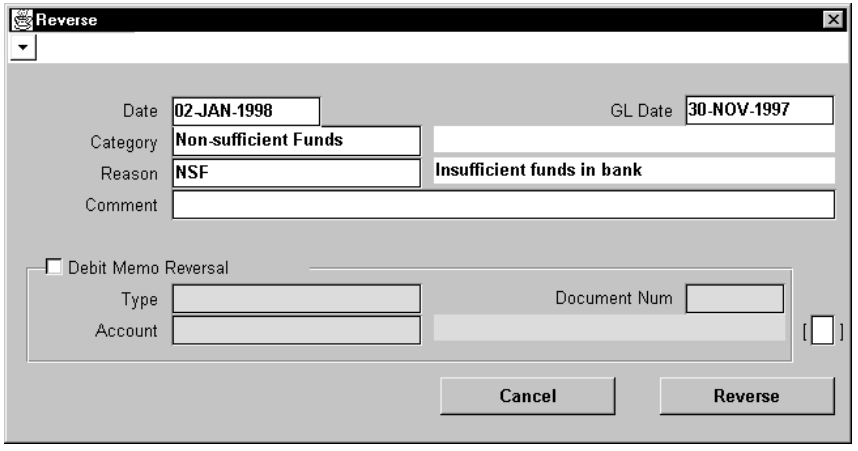
Prerequisites

- ❑ Enter receipts: page 4 – 2 or miscellaneous transactions: page 4 – 45
- ❑ Apply receipts: page 4 – 9
- ❑ Define reverse payment reason QuickCodes: page 2 – 28
- ❑ Define Reversal category QuickCodes: page 2 – 28

▶ **To reverse a receipt:**

1. Navigate to the Receipts window.
2. Query the receipt to reverse.
3. To review the applications for this receipt, choose Applications.

   To review the distributions for a miscellaneous transaction, choose Distributions.
4. Choose Reverse.



5. Enter the Date of this receipt reversal and the date to post this reversal to your general ledger. The default for the reversal and GL dates is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. If the original GL date of the receipt is later than the current date, Receivables uses the original GL date. Receivables verifies that the GL date you enter for this reversal is in an open period.

   You can change the reversal and GL dates, but the reversal date must be on or after the deposit date of the original receipt, and the reversal GL Date cannot be before the receipt GL Date or the reversal date.

6. Enter the Category for this reversal. Valid categories include Non–Sufficient Funds, Reverse Payment, and Stop Payment.

7. Enter a Reason for this receipt reversal. Typical reasons include Insufficient Funds, Account Closed, Wrong Amount, Wrong Customer, and Uncollectable.

8. To create a standard reversal, choose Reverse. Receivables generates a number for this reversal.

   To create a debit memo reversal:

   a. Check the Debit Memo Reversal check box, then enter a transaction Type for this reversal. You can only enter a debit memo transaction type whose Tax Calculation flag is set to No.

   b. Enter the Account for this new receivable. The debit memo transaction type provides the default value for this field, but you can change it.

   c. If you are using manual document numbering, enter a unique Document Number for this reversal. Otherwise, Receivables assigns a number when choose Reverse. See: Implementing Document Sequences: page 2 – 39.

   d. Choose Reverse.

      Note: Receivables uses the transaction source 'DM Reversal' to determine the numbering for your debit memo reversal. See: Transaction Batch Sources: page 2 – 96.

See Also

Reversed Receipts Report: page 9 – 132

Entering Receipts: page 4 – 2

Applying Receipts: page 4 – 9

Creating Chargebacks and Adjustments: page 4 – 41

Entering Miscellaneous Transactions: page 4 – 45

Reapplying Receipts

You can reapply receipts that you previously applied in error before or after posting these items to your general ledger. You can reapply both automatic and manually entered receipts.

When you reapply a receipt, you first 'unapply' the original receipt applications; this reopens each transaction that was previously closed by the receipt. However, you cannot unapply a receipt that has adjustments associated with it unless you first readjust the transaction to its original amount. In addition, you cannot unapply a transaction if there is a chargeback against it and the chargeback has any activities against it (for example, another receipt or credit memo).

Prerequisites

- ❑ Enter receipts: page 4 – 2 or create automatic receipts: page 4 – 173
- ❑ Apply receipts: page 4 – 9

▶ **To reapply a receipt:**

1. Navigate to the Receipts Summary window.
2. Query the receipt to reapply.
3. Select the receipt, then choose Applications.
4. Reverse applications by unchecking the Apply check box next to each transaction. Receivables changes the Applied Amount for each transaction to zero and increases the Unapplied Amount of the receipt.

   Receivables enters a Reversal GL Date for each transaction that you reopen. The Reversal GL Date is the date to post this reapplication to your general ledger. This date is the same as either the GL date of the original application or, if the original application's GL date is in a closed period, the current date. If the current date is not open, the default is the last date of the most recent open period.
5. Apply this receipt to a different transaction or transactions. See: Applying Receipts: page 4 – 9.
6. Save your work. Receivables creates reversing journal entries for each application that you reopened.

See Also

Entering Receipts: page 4 – 2

Applying Receipts: page 4 – 9

Chargebacks and Adjustments: page 4 – 41

Reversing Receipts: page 4 – 50

Reviewing Receipts and Applications: page 4 – 56

Reviewing Receipts and Applications

You can review the applications for a receipt from the Receipts, Receipts Summary, or Applications window. In the Receipts window, use the Application Summary alternative region to view the amount applied, unapplied, placed on–account, any earned or unearned discounts, and the original amount of a receipt. In the Applications window, you can review all of the debit and credit items to which you have applied this receipt, or you can view only specific debit or credit items by executing a query.

You can also view summarized information about your receipts in the Receipt History window. The Receipt History window lists changes made to a receipt during its lifetime, including dates when the receipt was remitted, approved, confirmed, or reversed, and when each receipt state posted to your general ledger. You can also view the receipt amount at each phase and any functional currency gains or losses resulting from exchange rate adjustments. See: Foreign Currency Transactions: page 4 – 47.

You can view the total entered and functional amounts of your receipts in the Sums of Receipt Amounts window. The Sums of Receipt Amounts window displays the currency, count, entered amounts, and functional amounts of selected receipts.

Prerequisites

- ❑ Enter receipts: page 4 – 2
- ❑ Apply receipts: page 4 – 9

▶ **To review receipt applications:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipt to view.
3. If you are in the Receipts window, open the Application Summary alternative region.

   If you are in the Receipts Summary window, choose Open, then open the Application Summary alternative region.

   > **Note:** You can also view the application summary fields from the Receipts Summary window by placing your cursor in the window, choosing Show Field from the Folder menu, and then selecting the field to view (for example, Applied Amount or Discounts Earned).

4. To review the specific applications for a cash receipt, choose Applications. To review the distributions for a miscellaneous receipt, choose Distributions.

Suggestion: To view only specific transactions in the Applications window, select Enter from the Query menu, enter the Customer Number, Transaction Number, or Amount Applied, then choose Run from the Query menu.

▶ **To view the history of a receipt:**

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Choose Receipt History from the Special menu.
4. To view the functional currency gain or loss resulting from any exchange rate adjustments, open the Rate Adjustment History alternative region.

▶ **To view the total amount of selected receipts:**

1. Navigate to the Receipts Summary window.
2. Query the receipts.
3. Select the receipt to view.

   To select more than one receipt, press and hold the Control key while selecting receipts.

   To select a range of receipts, select a receipt, press and hold the Shift key, then select another receipt.
4. Choose Receipt Totals from the Special menu. Receivables displays the total entered and functional amount of the receipt(s) you selected in the Sums of Receipt Amounts window.

▶ **To review information about a reversed receipt:**

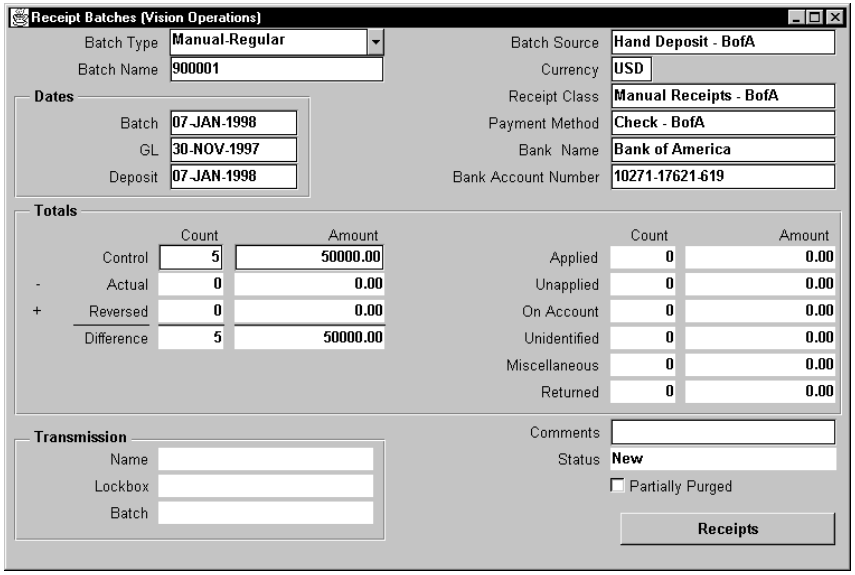
1. Navigate to the Receipts window.
2. Query the receipt.
3. Open the Reversal alternative region.

See Also

Applying Receipts: page 4 – 9

Receipt Analysis – Days Late Report: page 9 – 116

Batching Receipts for Easy Entry and Retrieval



Use the Receipt Batches window to create receipt batches or to query existing batches. Batching receipts lets you:

- View the difference between your control and actual batch counts and amounts as you process your receipts. These differences can alert you to data entry errors, missing or lost receipts, or duplicate entries.
- Group related receipts together to share default attributes such as receipt class, payment method, and automatic numbering.
- Manage the time–consuming task of data entry. For example, you have many receipts to enter and want to divide the work among several people. You can create one batch and have each person entering receipts add them to the same batch.

You can add duplicate receipts to a batch. Duplicate receipts are receipts that have the same number, amount, and customer information.

You can post a receipt batch to your general ledger regardless of its status. You can delete a receipt batch only if it does not contain any receipts.

Note: If you add receipts in different currencies to a batch, the total amount reflects the amount entered in *all* currencies, not just the batch currency.

If you are remitting receipts, see: Creating Remittance Batches: page 4 – 195.

Attention: The GUI versions of Oracle Receivables let you enter receipts both individually and as part of a batch. Previous versions (i.e. character mode) required that you either entered receipts as part of a batch *or* entered them individually (in the latter case, you could not create batches at all). As a result, if you are using Receivables in character mode, you can only query receipts that were entered in the GUI version if they are part of a batch.

Batch Statuses

A batch has a status that indicates whether it is complete. A batch can have one of the following statuses:

New: This is a new batch that does not yet contain any receipts.

Out of Balance: The actual count and amount of receipts in this batch do not equal the control count and amount.

Open: The actual count and amount equal your control count and amount. However, you have not applied, identified, or placed on–account one or more receipts.

Closed: The actual count and amount match the control count and amount. All of the receipts in this batch have been either applied or placed on–account.

Prerequisites

- ❑ Define transaction batch sources: page 2 – 96
- ❑ Define payment methods: page 2 – 151
- ❑ Define receipt classes: page 2 – 148
- ❑ Define banks: page 2 – 188

▶ **To create a batch of receipts:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Choose a Batch Type of Manual Regular.

3. Enter a Batch Source. If you have defined the profile option AR: Receipt Batch Source, Receivables uses this as the default batch source, but you can change it. The batch source determines default attributes for receipts within this batch, including payment method, receipt class, and whether receipt numbers are assigned automatically.

   Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt. The receipt class determines the processing steps for this receipt.

4. Enter a unique Batch Name. If Automatic Batch Numbering for the batch source you entered is Yes, Receivables assigns a batch name when you save.

   Suggestion: If you use good naming conventions for your batches, you can easily find a batch or individual receipts within a batch for review.

5. If the currency for this batch is different from your functional currency, enter the Currency and exchange rate information. See: Foreign Currency Transactions: page 4 – 47.

   Note: Receivables uses the batch currency as the default for each receipt that you add to this batch. However, you can add receipts to a batch that are in different currencies.

6. Enter the Batch, GL, and Deposit Dates for this batch (optional). The default batch and deposit date is the current date, but you can enter a different date. The default batch GL date is the last day of the most recent open period. You can change this date, but it must be in an open or future enterable period. The batch GL date provides the default GL date for each receipt in this batch.

7. Enter the Receipt Class, Payment Method, and Bank Name for this batch. The batch source provides default values, but you can change them.

   Note: You can only enter payment methods assigned to this receipt class. You can enter any bank account assigned to the payment method if the account is in the same currency as the receipt, or the Receipt Multi–Currency flag for this remittance bank is set to Yes.

8. Enter the total number and amount of receipts that you want to add to this batch in the Control Count and Control Amount fields.

9. To add receipts to this batch, choose Receipts. Receivables saves your batch information. See: Entering Receipts: page 4 – 2.

When you add receipts to this batch or apply, unapply, reverse, or adjust receipts that are part of this batch, Receivables updates the batch totals. See: Receipts Field Reference: page 4 – 6.

See Also

Receipts Field Reference: page 4 – 6

QuickCash: page 4 – 134

Post QuickCash: page 4 – 138

Notes Receivable

Receivables lets you enter and track future–dated payments. These types of payments can either be a future dated check or a formal document called a promissory note. A ***promissory note*** is a formal, printed document in which the issuer promises to a pay a specific amount on a specific date to another party (the note holder). The date that payment is due is called the note ***maturity date***. Promissory notes are guaranteed by the bank that issues the note.

When a promissory note is created, the issuer specifies the amount due, the maturity date, and the bank branch from which the holder can receive the payment. When the note reaches its maturity date, the holder submits it to their bank. The bank then submits the note to a clearing institution, which transfers the payment from the issuer's bank to the holder's bank.

Notes issued by the customer can also be returned to the supplier before the maturity date if, for example, the note had been issued as a deposit, advance payment, or as payment for existing customer invoices.

When a promissory note or future dated check is received as payment for goods or services, it is called a ***Note Receivable***.

Note Status

A note can have one of the following statuses:

Open: Receivables assigns this status when you create a new note receivable.

Return: This note was returned to the issuer on or before the note maturity date. Receivables assigns this status when you reverse a note and the reversal date is on or before the note maturity date. You can return a note by creating a standard reversal in the Reverse Receipts window. You can also create a debit memo reversal for a returned note.

Delinquent: This remitted note reached its maturity date, but funds were not available. Receivables assigns this status if you reverse a remitted note by creating a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

Repurchase: This factored note reached its maturity date, but funds were not paid to the factoring bank (the note is delinquent). Receivables assigns this status if you reverse a factored note by creating

a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

Exchange: This is a new note that you applied to the debit memo that was created when you reversed a delinquent, returned, or repurchased note. For example, you create a debit memo reversal for a delinquent note that had been applied to a transaction. Then, you create a new note (with a new maturity date, note number and optional interest charges) and apply it to the new debit memo. You can reverse a note and create a new note receivable in the Receipts window.

Mature: This note has reached its maturity date. A note can be remitted or factored when it reaches maturity.

Note Activities

Following are valid note activities in Receivables:

Deposit: Similar to a bill of exchange, the note holder can submit the cash receipt to the issuer's bank for collection. The note issuer's bank is credited on the note maturity date.

Exchange: You can replace a delinquent note with a new note. You specify a new maturity date and note number, and can add interest to the amount of the new note. This is also called *Renewing* a note. You can create a note receivable in the Receipts window.

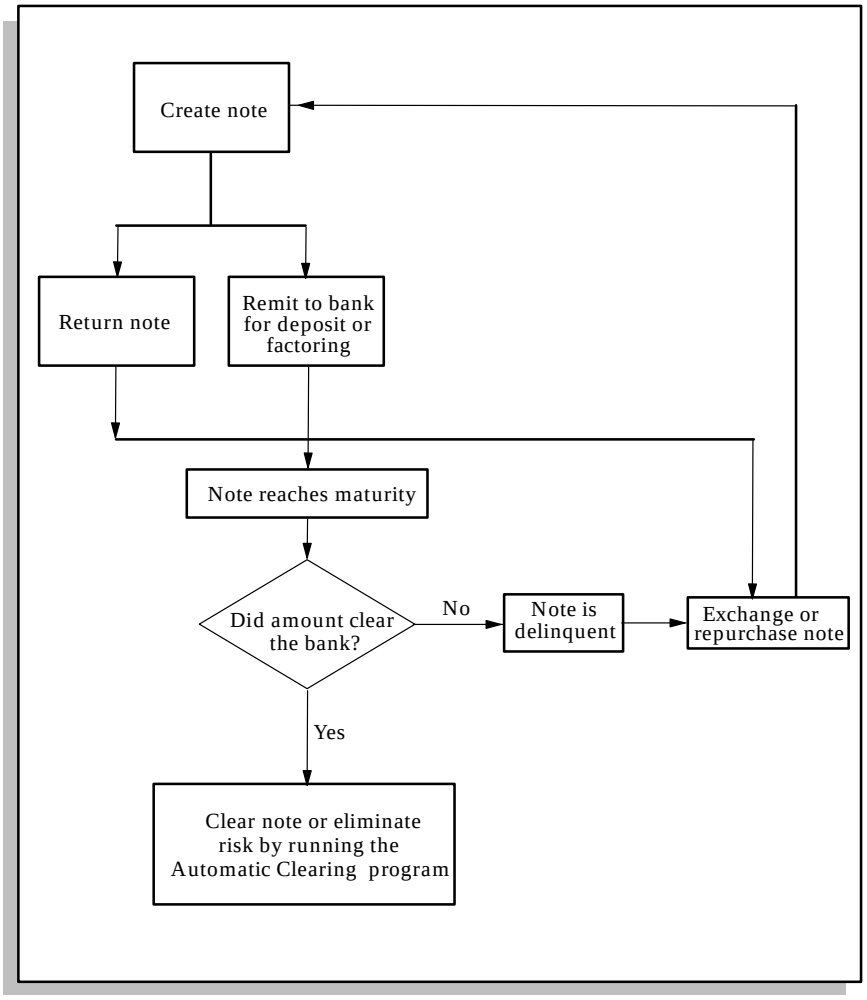
Factor: You can factor a note with your bank before the note maturity date. A factored note is one that you sign over to your bank in exchange for cash. Similar to a receipt, you can choose to factor a note receivable by assigning it to a receipt class that has a remittance method of Factoring or Standard and Factoring. Factored notes are subject to bank discounting (factoring) fees. See: Factoring Remittances: page 4 – 193 and Automatic Clearing for Receipts: page 4 – 204.

Remit: Similar to a receipt, you can remit a note receivable as payment for goods or services. You can remit a note receivable in the Remittances window. See: About Remittances: page 4 – 189.

Return: You can return a note to the issuer on or before the note maturity date. These notes may have been received as an advance payment or as payment for an invoice. You can return a note by reversing it in the Receipts window. See: Reversing Receipts: page 4 – 50.

The figure below shows the possible note activities within Receivables.

Figure 4 – 2



See Also

Setting Up Notes Receivable: page 4 – 66

Clearing Notes Receivable: page 4 – 69

Reversing a Note Receivable: page 4 – 70

Accounting for Notes Receivable: page 4 – 72

Setting Up Notes Receivable

Complete the following steps in the order shown to set up your system to create notes receivable.

Step 1 Define Banks and Bank Accounts

Define the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you want, but each bank account must refer to one currency. Receivables requires that you enter a cash account for each bank account. See: Defining Banks: page 2 – 188.

Step 2 Define Receipt Classes

Define a receipt class to use with your notes receivable. Indicate that this receipt class will be used for notes receivable by setting Notes Receivable to Yes. You define Receipt Classes in the Receipt Classes window. See: Receipt Classes: page 2 – 148.

Additionally, use the following settings for your Notes Receivables receipt class:

Creation Method: 'Manual'

Remittance Method: Standard, Factoring, or Standard and Factoring

Clearance Method: Automatic Clearing or Matching

Step 3 Assign Payment Methods and Remittance Banks

Assign a payment method to your note receivable receipt class. Set the number of Lead Days (clearing days) to zero so the cash account can be debited on the note maturity date. Lead Days represent the number of days after the maturity date that funds can be transferred from the issuer's bank account to the note holder's bank account when the receipt is cleared.

The Notes Receivable account should be cleared on the note maturity date. To do this when you assign a remittance bank to this payment method, assign your Confirmation, Remittance, and Factoring accounts to your Notes Receivable account. Additionally, you should assign your Notes Factored account to the Short Term Debt account. The Short Term Debt account will be used for delinquent notes.

For more information, see: Payment Methods: page 2 – 151 and Assigning Remittance Banks: page 2 – 153.

See Also

Creating a Note Receivable: page 4 – 67

Creating a Note Receivable

Create notes receivable to record future–dated payments in Receivables. With this type of payment, funds are transferred from the note issuer's bank to the note holder's bank on the note maturity date.

You can only enter notes receivable manually using the Receipts window, you cannot create notes using the Receivables Automatic Receipts feature.

▶ **To create a note receivable:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of Cash.
3. Enter basic information for this note including note Number, Currency, Amount, and GL Date. The default GL Date is the current date. However, if the current date is not in an open period, the default GL Date is the last date of the most recent open period.

   You can enter transactions in any currency defined in the system if you have at least one remittance bank account whose Receipts Multi–Currency check box is Yes. If no such bank account exists, you are limited to entering only those currencies in which bank accounts exist. If the currency for this note is different from your functional currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.
4. Enter the Payment Method that you assigned to your Notes Receivable Receipt Class. Receivables uses the payment method to determine the accounting and remittance bank accounts for this note.
5. If you are using manual document numbering, enter a unique Document Number. If you are using automatic document numbering, Receivables assigns a unique number when you save. For more information, see: Implementing Document Sequences: page 2 – 39.

6. Open the Note Isssuer alternative region, then enter the following information:

   Issuer Name: (optional) The name of the person who issued this note. The note issuer does not need to be defined in Receivables.

   Issue Date: The Date you are issuing this note. The default is today's date, but you can change it.

   Issuer Bank Name: Enter the bank from which this note was issued, or select a bank from the list of values.

   Issuer Bank Branch: Enter the bank branch from which this note was issued, or select a branch from the list of values.

7. If the system option Require Billing Location for Receipts is set to Yes, enter a Bill–To Location.

8. Open the Remittance alternative region, then enter the note Deposit Date and Maturity Date. The default deposit date is today's date. You can change the deposit date, but it cannot be earlier than the Receipt Date (note date). The default Maturity Date is the same as the deposit date. The Maturity Date is the date that funds will be transferred from the note issuer's bank to the note holder's bank.

9. Receivables derives the default remittance bank account from the payment method you entered. You can accept this value or enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt, or if the Multi–Currency check box for the remittance bank is Yes.

10. To prevent the receipt Remittance bank from being automatically overridden during the remittance process, choose Don't Allow in the Override Bank Account field (optional). If you choose Allow, Receivables can automatically change the receipt remittance bank to the remittance batch bank during the remittance process. See: Creating Remittance Batches: page 4 – 195.

11. If bank charges apply, open the Application Summary alternative region, then enter an amount for Bank Charges. Bank charges may apply if the receipt's creation status is Cleared (the clearance method of the associated receipt class must be set to Directly). See: Receipt Classes: page 2 – 148.

12. Save your work. Receivables assigns this note a status of Open.

See Also

Reversing a Note Receivable: page 4 – 70

Clearing Notes Receivable: page 4 – 69

Notes Receivable Report: page 4 – 73

Notes Receivable: page 4 – 63

Clearing Notes Receivable

Run the Receivables Automatic Clearing program to clear your notes receivable. This program clears the receivable account and the appropriate contra account, depending on whether the note was factored or deposited in your bank.

Although funds are credited to the note holder's bank account on the note maturity date, funds are usually not available until the fund transfer and clearing is complete. The number of days after the maturity date when funds are actually deposited in the note holder's bank account varies depending on the issuer's bank and the remittance bank. If the issuer bank and the remittance bank is the same (intra–bank dealing), the number of clearing days is zero; otherwise, the number of clearing days may vary. In either case, for Receivables to create accounting entries on the maturity date, the Lead Days (clearing days) for the payment method must be set to 0. See: Setting Up Notes Receivable: page 4 – 66.

When you clear a note receivable, the Automatic Clearing program updates its status to Matured.

See Also

Automatic Clearing for Receipts: page 4 – 204

Accounting for Notes Receivable: page 4 – 72

Notes Receivable Report: page 4 – 73

Reversing a Note Receivable

You can reverse a note receivable in the Reverse Receipts window. You can reverse a note if it is delinquent, the note issuer has stopped payment, or if you want to return it to the issuer before the note maturity date. If a note is delinquent (for example, funds are not available on the note maturity date), you can either exchange or repurchase the note. To repurchase a note receivable, create a debit memo reversal.

When you create a debit memo reversal for a note receivable that was remitted, Receivables changes the note status to Delinquent.

When you create a debit memo reversal, Receivables does not update any of the receipt activity associated with the original receipt. The new debit memo reversal is actually a new receivable that replaces the item closed by the original note.

- **Return:** You can return a note to the issuer on or before the note maturity date. You can return a note by creating either a standard or a debit memo reversal.
- **Exchange:** You can replace a returned, delinquent, or repurchased note with a new note. You may want to do this if, for example, the note holder and the note issuer agree to send another note as an exchange. This is also called *Renewing* a note.
- **Repurchase:** You can repurchase a factored note that has reached its maturity date, but funds were not paid. Receivables assigns this status when you reverse a note and create a debit memo reversal, and the reversal date is after the note maturity date.
- **Delinquent:** You can reverse a remitted note that has reached its maturity date, but funds were not paid. Receivables assigns this status when you reverse a note and create a debit memo reversal, and the reversal date is after the note maturity date.

The procedure for reversing a note receivable is the same as for a cash receipt. This is true for both standard and debit memo reversals.

▶ **To return a note before its maturity date:**

1. Navigate to the Reverse Receipts window.
2. Query the note to return.
3. Specify a Reversal Date that is on or before the note maturity date.

4. Create either a standard or debit memo reversal for this note. See: Reversing Receipts: page 4 – 50.
5. Save your work. Receivables assigns this note a status of Return.

▶ **To repurchase a delinquent, factored note:**

1. Navigate to the Reverse Receipts window.
2. Query the note to repurchase.
3. Specify a Reversal Date that is *after* the note maturity date.
4. Create a debit memo reversal for this note. See: Reversing Receipts: page 4 – 50.
5. Save your work. Receivables assigns this note a status of Repurchase.

▶ **To reverse a delinquent, remitted note:**

1. Navigate to the Reverse Receipts window.
2. Query the delinquent note.
3. Specify a Reversal Date that is *after* the note maturity date.
4. Create a debit memo reversal for this note. See: Reversing Receipts: page 4 – 50.
5. Save your work. Receivables assigns this note a status of Delinquent.

▶ **To exchange a note receivable:**

1. Navigate to the Receipts window.
2. Enter a new note receivable. See: Creating a Note Receivable: page 4 – 67.
3. Apply the new note to the debit memo that was created when the note was returned, delinquent, or repurchased. Receivables assigns this note a status of Exchange.
4. Save your work.

See Also

Notes Receivable Report: page 4 – 73

Reversed Notes Receivable Report: page 4 – 75

Accounting for Notes Receivable

This section compares the accounting entries that Receivables creates for a regular receipt and a note receivable.

Cash Receipt	Note Receivable
Create Receipt Requiring Remittance DR Confirmation CR Receivables	Create Note Requiring Remittance DR Notes Receivable CR Receivables
Standard Remittance DR Remittance CR Confirmation Factored Remittance DR Factor CR Confirmation	Standard Remittance DR Notes Receivable CR Notes Receivable Factored Remittance DR Factor CR Confirmation
Clear DR Cash DR Bank Charges CR Short Term Debt	Clear Factored Note (before maturity date) DR Cash DR Bank Charges CR Short Term Debt
Maturity Date DR Short Term Debt CR Factor	Maturity Date DR Cash CR Notes Receivable
Risk Eliminate DR Short Term Debt CR Factor	Risk Eliminate DR Short Term Debt CR Factor

Table 4 – 7 (Page 1 of 1)

See Also

Notes Receivable Report: page 4 – 73

Reversed Notes Receivable Report: page 4 – 75

Notes Receivable Report

The Notes Receivable Report lets you view general information about your notes receivable.

This report only includes notes that have the following status:

- **Open:** This is a newly created note.
- **Remitted**: This note has been remitted to the bank.
- **Factored:** This note has been factored by a bank.
- **Matured:** This note has reached its maturity date.
- **Exchange:** This note replaces a delinquent note.

The Notes Receivable report does *not* include notes that have a status of Returned, Delinquent, or Repurchased.

Report Parameters

Currency: Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

Customer Name Low/High: To include only notes that belong to a specific customer or customers, enter a range of customer names. Leave this field blank to include notes for all customers, or enter the same customer in both fields to report on only one customer.

Customer Number Low/High: To include only notes that belong to a specific customer or customers, enter a range of customer numbers. Leave this field blank to include notes for all customers, or enter the same customer number in both fields to report on only one customer.

End Maturity Date: If you entered a Start Maturity Date, enter an end date to include only notes with maturity dates within this range in your report.

Order By: Choose the method you want to use to sort information for this report. Choose Maturity Date, Customer, or Remittance Bank. This parameter is required.

Remittance Bank: To include only notes for a specific bank, enter a remittance bank.

Remittance Bank Account: To include only notes for a specific bank account, enter a remittance bank account (optional).

Start Maturity Date/End Maturity Date: To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

Status: To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

Report Headings

Currency: The currency of notes included in this report (if you specified a currency in the report parameters).

From (Maturity date) To (Maturity Date): The maturity date range of notes included in this report (if you specified a range in the report parameters).

Order By: The option you chose to sort information in this report.

Column Headings

Customer Name: The name of the customer for whom you created these notes.

Customer Site: The bill–to site for this customer.

Issuer Name/Issuer Bank Name: The name and bank of the note issuer.

Issue Date/Maturity Date: The date this note was issued and the note maturity date.

Note Number/Exchanged Note: The note number and the note that replaces it (if you exchanged this note).

Note Status: The status of this note.

Note Amount: The amount of this note.

Remittance Bank: The remittance bank for this note.

Remittance Bank Account: The remittance bank account for this note.

Row Headings

Total for Site: The total amount of notes for the customer site.

Total for Customer: The total amount of notes for the customer.

Report Total: The total amount of notes included in this report.

Reversed Notes Receivable Report

The Reversed Notes Receivable report lets you view information about your reversed notes receivable.

This report only includes notes that have the following statuses:

- **Delinquent:** Funds were not available for this note on the note maturity date.
- **Repurchased:** You created a debit memo reversal for this delinquent, factored note.
- **Returned:** You returned this note by creating a standard reversal before the note maturity date.

This report also includes notes that were created and then applied to a debit memo reversal. These notes have a status of Exchange.

Report Parameters

Currency: Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

Customer Name: To include only notes that belong to a specific customer, enter a customer name. Leave this field blank to include notes for all customers.

Order By: Choose the method you want to use to sort information for this report. Choose Customer or Remittance Bank. This parameter is required.

Report Non–Exchanged Notes: Indicate whether you want to include notes for which a debit memo reversal was created but a new note has not yet been applied in this report. Choose either Yes or No.

Start Maturity Date/End Maturity Date: To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

Start Reversal Date/End Reversal Date: To include only notes within a range of reversal dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their reversal date.

Status: To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

Report Headings

Currency: The currency of notes included in this report (if you specified a currency in the report parameters).

From (Maturity date) To (Maturity Date): The maturity date range of notes included in this report (if you specified a range in the report parameters).

Order By: The option you chose to sort information in this report.

Column Headings

Customer Name/Customer Site: The name and bill–to site of the customer for whom you created these notes.

Debit Memo/Exchange Note: If this note was exchanged, this column displays the debit memo number and the number of the note that you applied to this debit memo.

Issuer Name/Issuer Bank Name: The name and bank of the note issuer.

Issue Date/Maturity: The date this note was issued and the note maturity date.

Note Amount: The amount of this note.

Note Number: The note number.

Note Status: The status of this note.

Row Headings

Total for Site: The total amount of notes for this customer site.

Total for Customer: The total amount of notes for this customer.

Total for Payment Method: The total amount of notes for this payment method.

Report Total: The total amount of notes included in this report.

Using AutoLockbox

AutoLockbox (or Lockbox) is a service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. A lockbox operation can process millions of transactions a month.

AutoLockbox eliminates manual data entry by automatically processing receipts that are sent directly to your bank. You specify how you want this information transmitted and Receivables ensures that the data is valid before creating QuickCash receipt batches. You can automatically identify the customer who remitted the receipt and optionally use AutoCash rules to determine how to apply the receipts to your customer's outstanding debit items.

You can also use AutoLockbox for historical data conversion. For example, you can use AutoLockbox to transfer receipts from your previous accounting system into Receivables. AutoLockbox ensures that the receipts are accurate and valid before transferring them into Receivables.

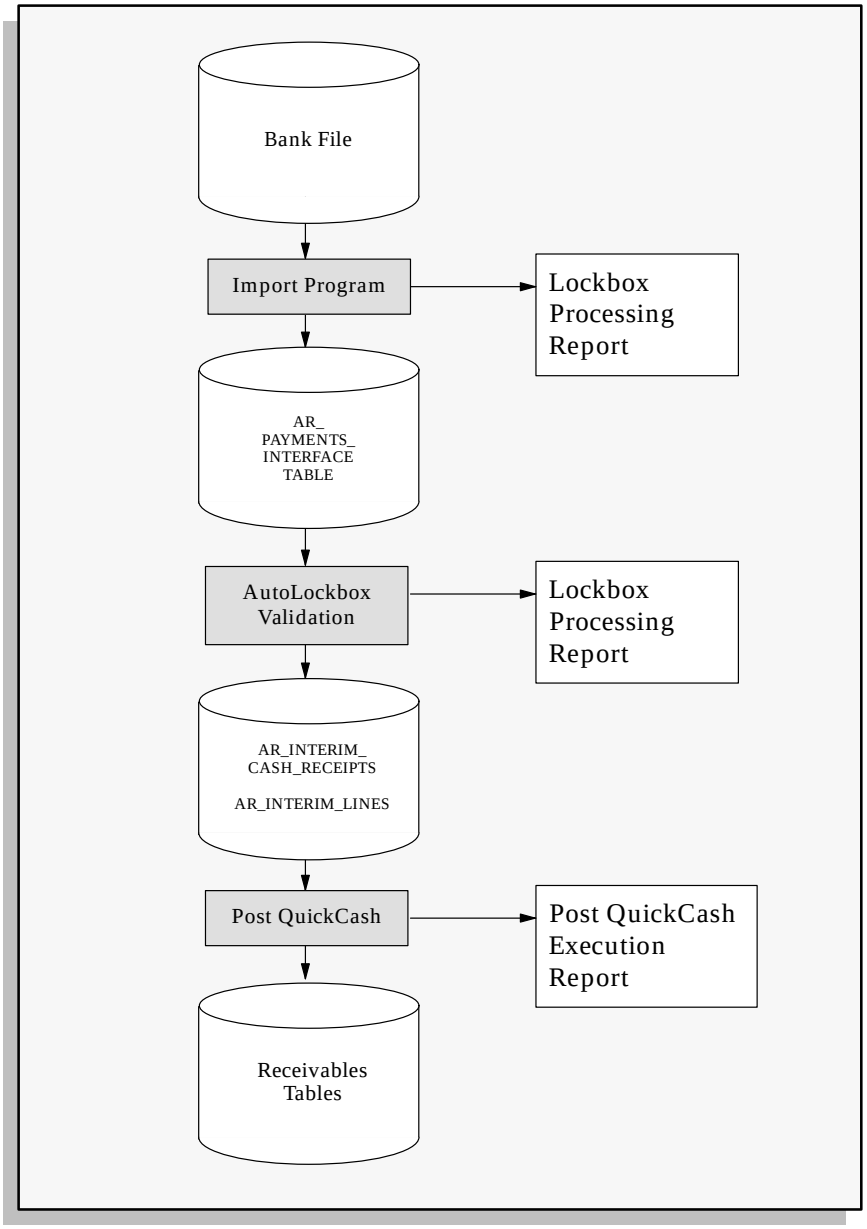
AutoLockbox is a three step process:

1. **Submit Import:** During this step, Lockbox reads and formats the data from your bank file into AutoLockbox tables using an SQL *Loader script.
2. **Submit Validation:** The validation program checks data in the AutoLockbox tables for compatibility with Receivables. Once validated, the data is transferred into QuickCash tables. At this point, you can optionally query your receipts in the QuickCash window and change how they will be applied before submitting the final step, Post QuickCash.
3. **Submit Post QuickCash:** This step applies the receipts and updates your customer's balances. See: Post QuickCash: page 4 – 138.

These steps can be submitted individually or at the same time from the submit Lockbox Processing window. After you run Post QuickCash, Receivables treats the receipts like any other receipts; you can reverse and reapply them and apply any unapplied, unidentified, or on–account amounts.

The following diagram shows how receipt data from your bank file is imported into Receivables tables.

Figure 4 – 3 Importing Data from your Bank File



See Also

How AutoLockbox Identifies Customers for a Receipt: page 4 – 79

How AutoLockbox Applies Receipts: page 4 – 83

AutoLockbox Validation: page 4 – 91

Running AutoLockbox: page 4 – 120

Commonly Asked Questions: page 4 – 116

Lockbox Interface Table and Column Descriptions: page 4 – 97

AutoCash: page 4 – 145

Transmission Formats: page 2 – 170

How AutoLockbox Identifies Customers for a Receipt

AutoLockbox uses several methods to determine the customer for receipts that you import into Receivables. Depending upon your transmission format and how you set up your system, AutoLockbox can validate your customer data based on the following attributes or, if no match is found, mark the receipt Unidentified.

You can use the QuickCash, Receipts, or the Applications window to assign customers to unidentified receipts.

Customer Number

If you provide a customer number for receipts that you import through AutoLockbox, Receivables automatically applies each receipt to that customer's account when you submit Post QuickCash.

MICR Numbers

The MICR (Magnetic Ink Character Recognition) number that appears on each receipt relates your customer to a bank. Lockbox only uses MICR numbers to associate a customer with a receipt if both of the following are true:

- the customer number is *not* included in the transmission format

- the MICR number is passed

An MICR number consists of two segments. The first segment is the Transit Routing number; this identifies the bank from which your customer draws their check. The second segment identifies your customer's account at that bank. You define this information in the Banks and Bank Accounts windows.

When a receipt is imported with a new MICR number, Receivables stores this number for future reference (if the customer can be determined using another method).

AutoAssociate

If the customer cannot be identified from either the MICR number or the customer number (for example, if the transmission does not include this information), you can use AutoAssociate to determine the customer using matching numbers. A matching number can be a transaction number, consolidated billing invoice number, sales order number, purchase order number or another, custom defined number. Your customer's remittance advice in the bank file must include matching numbers for Receivables to identify the customer using this method.

To use AutoAssociate:

- Check the AutoAssociate check box when defining your Lockbox (Lockboxes window)
- Ensure that all invoices to which any single receipt will be applied belong to the same customer
- Ensure that the matching numbers within your transmission are unique.

If the MICR number or customer number is not included in this transmission and AutoAssociate is set to No, Lockbox imports the receipt as Unidentified. You can use the Receipts or Applications window to assign customers to unidentified receipts.

The Lockbox Validation program will identify a customer for a receipt using the matching number only if all of the invoice numbers listed to be paid by this receipt are associated with the *same* customer. If a unique customer cannot be determined, the receipt will be imported as 'Unidentified'. You can use the validation section of the Lockbox Processing Report to examine invoices that Lockbox could not apply to because the customer could not be uniquely identified.

Following are examples of three separate Lockbox transmissions that include duplicate invoice numbers. Assume that in each transmission,

AutoAssociate is set to Yes, the remitting customer is Customer ABC, and the receipt information includes the invoice number but not the customer name:

Receipt Info.	Invoice # – Cust.	Identify Cust?	Apply Receipt?
Invoice 101	101 – Customer ABC 102 – Customer ABC	Yes	Yes
Invoice 101	101 – Customer ABC 101 – Customer ABC	Yes	No
Invoice 101	101 – Customer ABC 101 – Customer XYZ (related to Cust. ABC)	Yes	Yes
Invoice 101	101 – Customer ABC 101 – Customer XYZ	No	No

In the second example, Lockbox is able to identify the receipt because the invoices belong to the same customer. However, since the invoices have the same number, Lockbox cannot determine to which invoice to apply the receipt, so the receipt is left 'Unapplied'.

In the third example, Customer XYZ is related to Customer ABC and there are two invoices with the same invoice number. In this case, Lockbox will apply the receipt to the invoice that belongs to the remitting customer, in this case Customer ABC.

> **Note:** If these customers were not related, but you set Allow Payment of Unrelated Invoices to Yes in the Submit Lockbox Processing window, the results would be the same.

In the last example, two invoices with the same number exist for two different customers. Since the invoices do not belong to the same customer, Lockbox cannot determine how to apply the receipt, so the receipt remains 'Unidentified'.

Suggestion: If you have duplicate invoice numbers for different customers within Receivables, set AutoAssociate to No when you submit Lockbox. Lockbox will then use the customer name instead of the invoice number to determine to which transaction to apply the receipt.

Associate Reciepts with Billing Locations

Receivables also lets you track receipts for each of your customer's billing locations. To use this feature, you must include a billing location in your transmission format and ensure that the system option Require

Billing Location for Receipts is set to Yes. You can also require billing locations for specific lockboxes to prevent unidentified receipts from being processed by Post QuickCash. The setting of this option for a specific lockbox overrides the value at the system level.

You can import receipts without billing locations into Receivables regardless of how you set the Require Billing Location for Receipts option for your Lockbox. If this option is No for your Lockbox, AutoLockbox will import and validate receipts that do not have a billing location. If the Require Billing Location for Receipts system option is set to Yes, you must enter the customer's billing location for these receipts before submitting Post QuickCash. See: Lockboxes: page 2 – 165.

See also: Receipts Without Sites Report: page 9 – 124.

See Also

How AutoLockbox Applies Receipts: page 4 – 83

Commonly Asked Questions: page 4 – 116

How AutoLockbox Applies Receipts

Receivables applies the receipts in a Lockbox transmission when you submit Post QuickCash. You can either submit Post QuickCash when you run Lockbox or as a separate step after importing and validating your receipts. Post QuickCash updates your customer's balance using the information you provide in your Lockbox transmission.

A Lockbox transmission usually includes ***matching numbers***. These are most often transaction numbers to be matched and applied, but they can also be other types of numbers. Lockbox uses the Match Receipts By method that you specify when you submit the program to determine which type of number to search for to match with a receipt. When it finds a match, Lockbox uses the matching number to determine the customer (if AutoAssociate is Yes and the customer or MICR number is not included in the transmission) and to apply the receipt during Post QuickCash.

If Lockbox can identify the customer for a receipt but cannot determine to which invoice this receipt should be applied, it applies the receipt using the AutoCash Rule Set defined for this customer. If Lockbox cannot identify the customer or to which invoice to apply the receipt, it assigns the receipt a status of Unidentified.

> **Note:** In Release 11 of Oracle Receivables, you can only apply cross currency receipts using the Applications or the Mass Apply windows. You cannot apply cross currency receipts using Post QuickCash. For more information, see: Cross Currency Receipts: page 4 – 15.

Matching Rules

Lockbox uses the Match Receipts By method specified for this Lockbox and your customer or customer site when determining how to apply each receipt. If the customer number or MICR number is not provided in your transmission, Lockbox tries to identify the customer and the invoice to which each receipt should be applied based on whatever information *is* included. Lockbox always searches for a match in the following order:

- Transaction Number
- Sales Order Number
- Purchase Order Number
- Consolidated Billing Invoice Number
- Other, user defined number (see below)

If Lockbox finds a matching transaction number, it checks the value of the Match Receipts By parameter for this customer site. If Match Receipts By is set to Transaction for this customer site, Lockbox applies the receipt to this transaction when you run Post QuickCash. If Match Receipts By is null for this customer site, Lockbox checks the setting at the customer level. If Match Receipts By is set to Transaction for this customer, Lockbox applies the receipt to this transaction when you run Post QuickCash. If Match Receipts By is null for this customer, Lockbox checks how you set this option for this Lockbox submission; if it is set to Transaction for this submission, Lockbox applies the receipt to this transaction when you run Post QuickCash. If Match Receipt By has a value *other than* Transaction at the customer site or customer level, Lockbox searches the database for the next type of matching number in the sequence; in this case, a sales order number.

If the matched number is a *sales order number*, Lockbox searches for the first invoice that belongs to this order. Then, when you run Post QuickCash, it will apply the receipt to that invoice.

If the matched number is a *purchase order number*, Lockbox searches for a reference number that refers to this purchase order. Then, when you run Post QuickCash, it will apply the receipt to that invoice.

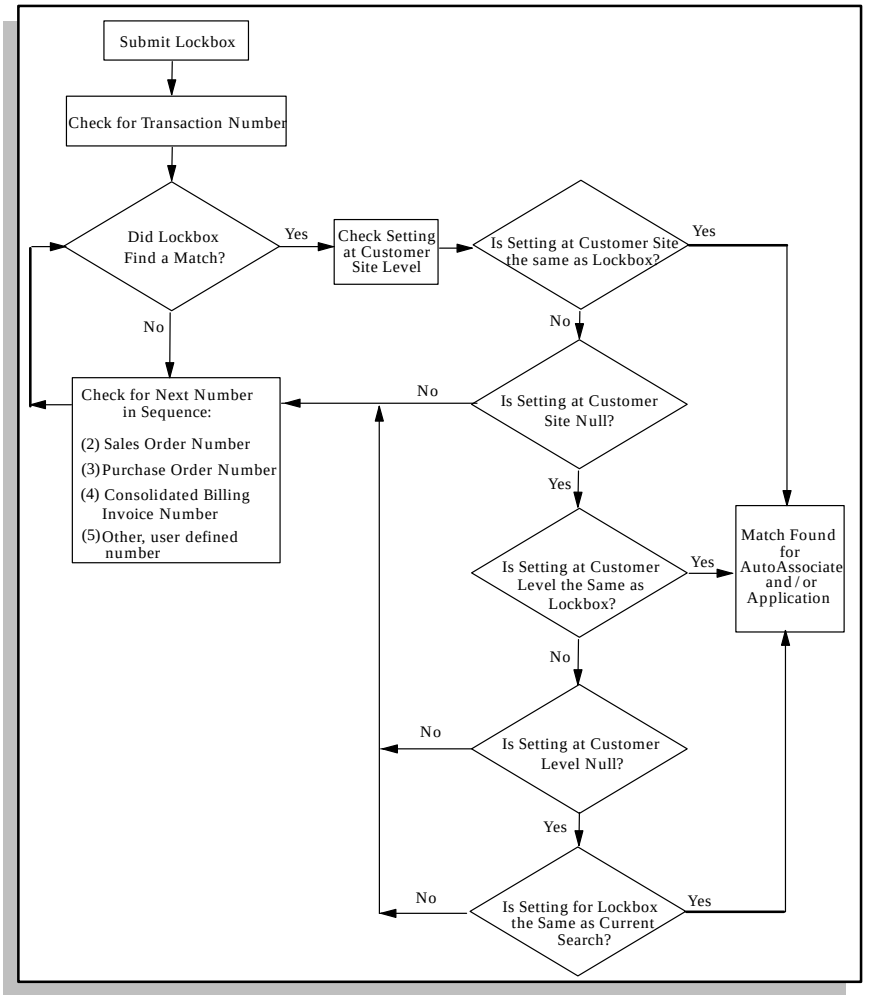
If the matched number is a *consolidated billing invoice number*, Lockbox will be able to identify the customer and Post QuickCash will apply the receipt to the included invoices using the AutoCash rule Clear Past Due Invoices Grouped by Payment Term.

Finally, if the matched number is determined using a *custom matching rule*, Lockbox uses the number that you specify to determine to which transaction to apply this receipt. See: Implementing a Custom Matching Rule: page 4 – 87.

If Lockbox cannot find a match after searching for each type of number in the sequence, it applies the receipts using the AutoCash Rule Set defined for this customer.

The following diagram shows how Lockbox applies receipts in a Lockbox transmission using each Matching Rule.

Figure 4 – 4



Match on Corresponding Date

The Match on Corresponding Date option for your lockbox determines whether AutoLockbox should also check the transaction date before matching receipts with transactions. For example, if the matching number is a sales order number and Match on Corresponding Date is set to Always, the sales order date must be the same as the date specified in your receipt record for Lockbox to apply the receipt. See: Lockboxes: page 2 – 165.

AutoCash Rules

For identified receipts, Post QuickCash uses AutoCash rules to apply receipts in a Lockbox transmission if Lockbox could not determine how to apply them using the matching number. To use AutoCash rules to apply receipts imported through Lockbox, be sure that you:

- Include the MICR or customer number in your transmission records
- Do *not* include matching numbers in your transmission records (otherwise, Post QuickCash will apply the receipt to each transaction for which it can find a match)
- Specify an AutoCash Rule set for your customer's profile class (otherwise, Receivables uses the AutoCash Rule set in the System Options window)

or

- Specify an AutoCash Rule set in the Quick Receipts window before you submit Post QuickCash

After Lockbox validates your receipts, you can review them in the Quick Receipts window. Receivables displays 'AutoCash Rule' in the Application Type field to indicate that it will be using AutoCash rules to apply your receipts when you run Post QuickCash.

Overapplying Invoices

AutoLockbox does not validate the sign attributes that you assign to your transaction type. If your application amount exceeds the balance due on your invoice, Post QuickCash will close the invoice and try to apply the remaining amount of the receipt using the Remaining Amount Rule Set that you specified for the customer or the customer's profile class.

Additionally, if the sign of your application is different from the sign of the balance due on your invoice, Post QuickCash will not apply the receipt and the entire receipt amount will remain unapplied.

Application Rule Sets

Post QuickCash uses the Application Rule Set assigned to the debit item's transaction type to determine how to apply payments and how discounts affect the open balance of any associated charges. If no rule set is assigned to this item's transaction type, Post QuickCash uses the rule set defined in the System Options window. See: Receivables Application Rule Sets: page 4 – 36.

Receipt Status

Lockbox assigns a status to each receipt that you import into Receivables depending on the information included in your transmission:

- **Unidentified:** Lockbox was not able to determine the customer for this receipt.
- **Unapplied:** Lockbox was able to identify the customer for this receipt, but it could not determine to which transaction to apply this receipt.
- **Applied:** Lockbox was able to identify the customer for this receipt, determine to which transaction to apply this receipt, and successfully apply the receipt (when you submitted Post QuickCash).

Attention: If you are using the automatic receipts feature, AutoLockbox ignores all transactions that are selected for automatic receipt (i.e. transactions assigned to a payment method whose associated receipt class has Creation Method set to 'Automatic').

Implementing a Custom Matching Rule

Receivables supplies the packaged procedure arp_lockbox_hook.cursor_for_matching_rule that you can use to add your own, custom matching rule with AutoLockbox. You can use this feature if, for example, you need to match matching numbers and dates passed to Lockbox with numbers and dates in your own custom tables (custom_table.custom_number and custom_table.custom_date) instead of or in addition to standard matching options. You can also use this feature to match with other numbers and dates in the existing Receivables tables.

This procedure expects a row in the AR_LOOKUPS table with lookup_type = ARLPLB_MATCHING_OPTION and valid values for other columns required for using a customized matching rule. The master program arp_process_lockbox will fetch that row and – if it finds it to be one of the non–standard (i.e. *not* built in core AR) rows – it will pass the control to this procedure with the corresponding lookup_code in your database. The procedure should return a string that Dynamic SQL can use to open and parse a cursor. You need to create this SQL string to replace the string named p_cursor_string (see example below).

Your string should have the following restrictions:

1. You should only use the following bind variables:

a. b_current_matching_number – This will get a value of a matching_number passed in the overflow or payment record.

b. b_current_matching_date – This will get a value of a matching_date passed in the overflow or payment record.

c. b_current_installment – This will get a value for the installment number (if any) passed in the overflow or payment record.

d. b_customer_id – If the customer is identified using a customer number or an MICR number, the program will enforce that the matching_number is for the same customer (except if the value is 'Y' in b_pay_unrelated_customers).

e. b_pay_unrelated_customers – When you submit AutoLockbox, the program prompts you to choose whether to allow payments for unrelated customers. This variable will get a value 'Y' or 'N' based on the value that you choose.

f. b_lockbox_matching_option – The value of this variable will match to the value of ar_lookups.lookup_code. It is also stored in ar_customer_profiles.lockbox_matching_option and in ar_lockboxes.lockbox_matching_option.

g. b_use_matching_date – This variable will be assigned a value NEVER, ALWAYS, or FOR_DUPLICATES, depending upon the value of the Match on Corresponding Date option for your lockbox (in ar_lockboxes).

2. If you are customizing AutoLockbox using this procedure, be sure that this procedure returns a string that can create a valid cursor and that the SQL returns one and only one row (neither zero nor more than one).

3. The program expects three return values from the SQL statement in the following order:

    1. Customer_Id (NUMBER(15))

    2. Invoice Number (VARCHAR2(20))

    3. Invoice Date (DATE)

4. The program expects that the combination of invoice number and invoice date is unique in ar_payment_schedules.

5. You do not have to use all the bind variables that are provided in your SQL statement. For example:

```
p_cursor_string := 'select ct.customer_id,
ct.trx_number, ct.trx_date ' ||
     'from custom_table ct ' ||
```

```
'where ct.matching_number =
:b_current_matching_number ' ||
'and ct.matching_date = :b_current_matching_date
';
```

6. The SQL statement must be such that, if it does not match with given matching number and matching date (optional), it must return the following:

```
customer_id = –9999,
trx_number = null,
trx_date = null.
```

7. If the statement matches to multiple customers but the same transaction numbers, it must return customer_id = –7777. The procedure will ignore trx_number and trx_date in this case.

> **Note:** The program calling this procedure does not expect it to return any errors because the definition of a cursor is a one–time procedure and, if done carefully, should not error.

Below is the packaged procedure arp_lockbox_hook.cursor_for_matching_rule that Receivables provides:

```
------------------------------------------------------------
------*/
PROCEDURE CURSOR_FOR_MATCHING_RULE(p_matching_option IN
VARCHAR2,
p_cursor_string OUT VARCHAR2) IS
BEGIN
       arp_util.debug('arp_lockbox_hook.cursor_for_matching
_rule()+');
       p_cursor_string := 'select –9999, NULL, NULL from
dual';
       arp_util.debug('arp_lockbox_hook.cursor_for_matching
_rule()+');
       RETURN;
END cursor_for_matching_rule;
END arp_lockbox_hook;
COMMIT;
EXIT;
```

For more information about setting up Lockbox to use a custom matching rule, refer to the files $AR_TOP/admin/sql/ARRLBHKS.pls and $AR_TOP/admin/sql/ARRLBHKB.pls.

See Also

How AutoLockbox Identifies Customers for a Receipt: page 4 – 79

AutoCash: page 4 – 145

Automatic Receipts: page 4 – 164

Post QuickCash: page 4 – 138

AutoLockbox Validation: page 4 – 91

Commonly Asked Questions: page 4 – 116

Transmission Formats: page 2 – 170

Lockboxes: page 2 – 165

AutoLockbox Validation

Receivables validates the data you receive from the bank to ensure that the entire file was received, there are no duplicate receipts within a batch, and that customers and invoices are valid.

AutoLockbox also validates all of your data for compatibility with Receivables. AutoLockbox validates your data by ensuring that the columns in AR_PAYMENTS_INTERFACE reference the appropriate values and columns in Receivables.

- **Transmission Level Validation:** AutoLockbox validates your lockbox transmission to ensure that transmission information corresponds to your transmission format. The following attributes are validated:
  - Transmission format contains receipt records
  - Lockbox number is part of the transmission format or you specify it when you submit AutoLockbox from the Submit Lockbox window
  - GL date is in an open accounting period
  - Total transmission record count and amount that you supply must match the actual receipt count and amount that is determined by AutoLockbox
  - Origination number is valid if it is provided
- **Lockbox Level Validation:** AutoLockbox validates your lockbox records to ensure that lockbox information corresponds to your transmission format. The following attributes are validated:
  - Lockbox number is specified in either the Lockbox Header or the Lockbox Trailer, and is valid
  - Lockbox batch count is correct if it is provided
  - Lockbox amount is correct if it is provided
  - Lockbox record count is correct if it is provided
  - Origination number is valid if it is provided
  - No duplicate lockbox numbers
- **Batch Level Validation:** AutoLockbox validates your batch records to ensure that batch information corresponds to your transmission format. The following attributes are validated:
  - Batch name exists on batch records
  - Batch name is unique within the transmission

- Batch amount is correct
- Batch record count is correct
- Lockbox number exists on batch records if this number is part of the transmission format

- **Receipt Level Validation:** AutoLockbox validates your receipt records to ensure that receipt information corresponds to your transmission format. The following attributes are validated:
  - Remittance amount is specified
  - Check number is specified
  - Item number is specified and is unique within a batch, a lockbox, or the transmission, depending on the transmission format
  - Lockbox number is specified (if this number is not part of the Lockbox Header or the Lockbox Trailer of the transmission format) and batches are not imported
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Account number is specified (if Transit Routing Number is part of the transmission format)
  - Invoices 1–8 are either valid or are left blank

Attention: If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

  - Installment1–8 are either valid installment numbers or are left blank
  - Invoice, debit memo, credit memo, deposit, on–account credit, or chargeback number derived from the matching number does not belong to a guarantee or receipt
  - Transaction number is entered where an application amount is specified
  - Sum of all of the Amount Applied columns for a receipt does not exceed the remittance amount

- Customer number is valid (refer to Customer Validation below)
- Customer number and MICR number both reference the same customer (if both are provided)
- Receipt date is specified
- Payment method is valid
- Currency is valid (refer to Currency Validation below)

- **Overflow Level Validation:** AutoLockbox validates your overflow records to ensure that overflow information corresponds to your transmission format. The following attributes are validated:
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Lockbox number is specified (if either the Batch Header or the Batch Trailer are not specified and the transmission format includes lockbox number)
  - Item number is specified and matches a receipt record
  - Overflow indicator is specified (unless it is the last overflow record)
  - Overflow sequence is specified
  - Invoice1–8 are valid invoice numbers (these numbers are optional, and can be left blank)

Attention: If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

  - Installment1–8 are either valid installment numbers or are left blank
  - Transaction number derived is entered where an application amount is specified

- **Customer Validation:** AutoLockbox can either validate your customer data based on the following attributes, or mark the receipt as 'Unidentified' if no match is found:

- Customer number is valid
- MICR number is valid
- Bill–To customer is from an AutoAssociated invoice (if AutoAssociate is enabled)

- **Currency Validation:** Receivables lets you process receipts in multiple currencies. If you pass the currency code, exchange rate type, and receipt date, AutoLockbox will try to determine the exchange rate. If it is unable to determine the exchange rate, the receipt will fail validation.

  Receivables also supports cross currency deposits. This implies that receipts in your lockbox can be either in the same currency as that of the bank account, or in any other currency, provided the bank account is in your functional currency and its Multiple Currency Receipts field is set to Yes (Bank Accounts window, Receivables Options alternative region).

See Also

Transmission Formats: page 2 – 170

Running AutoLockbox: page 4 – 120

Lockbox Execution Report: page 4 – 127

Commonly Asked Questions: page 4 – 116

Alternate Name Receipt Matches Window

You can use the Submit Lockbox Processing window to import bank files that are in the Japanese Zengin format. Unlike some bank files, you cannot select import, validate, and post Zengin files in a single step. You need to import the data, match and confirm receipts with customers in the Lockbox Transmission Data window, and then return to the Submit Lockbox Processing window to validate and post the records.

When you match Zengin receipts with customer information, Receivables updates the Alternate Names table so it can automatically match receipts for these customers the next time you run AutoLockbox. The Alternate Name Matches window lets you remove this information from the Alternate Names table if, for example, this information is no longer valid.

Deleting information in this window only removes the record from the Alternate Names table; it does not delete the customer's name, number, or any other information from Receivables.

> **Note:** The records in the Alternate Names table are not the same as the Alternate Name you can assign to a customer using the Customers window. The records in the Alternate Names table originate from the bank file you imported using AutoLockbox, and are simply alternative customer names often used by Japanese businesses.

For more information about the Alternate Name Receipt Matches window and importing Zengin format files using AutoLockbox, refer to the *Oracle Financials for Japan User's Guide*.

See Also

Using AutoLockbox: page 4 – 77

Lockbox Execution Report: page 4 – 127

AutoLockbox Field Reference: page 4 – 124

Lockbox Tables and Column Descriptions

When you submit the Import, Validation, and Post Batch steps of AutoLockbox, Receivables stores receipt information in temporary application tables until it is approved for the next step. For example, the Validation step checks data in the AutoLockbox tables for compatibility with Receivables before passing the information into the Receipt and QuickCash tables. The following sections describe these tables.

See Also

Running AutoLockbox: page 4 – 120

Receipt and QuickCash Tables

When you run the Validation step, Lockbox transfers receipt data into the following QuickCash tables:

AR_INTERIM_CASH_RECEIPTS

AR_INTERIM_LINES

When you run Post QuickCash, the receipt data is transferred from the QuickCash tables to the following Receipt tables:

AR_CASH_RECEIPTS

AR_RECEIVABLES_APPLICATIONS

AR_CASH_RECEIPT_HISTORY

Lockbox Interface Table and Column Descriptions

When you run the Import step of AutoLockbox, Receivables stores receipt data from your bank file in the Lockbox Interface table AR_PAYMENTS_INTERFACE. Following is a detailed description of this table.

Each column in AR_PAYMENTS_INTERFACE has important, detailed information you need to successfully run AutoLockbox. The Destination column gives you the interim QuickCash tables and the actual Receivables applications tables to which the data is transferred from AR_PAYMENTS_INTERFACE.

Understanding the AR_PAYMENTS_INTERFACE Table

Column Name	Null?	Type
TRANSMISSION_RECORD_ID		NUMBER(15)
SOURCE:	AR_PAYMENTS_INTERFACE_S.NEXTVAL	
DESTINATION:	None	
CREATION_DATE		DATE
SOURCE:	CURRENT SYSTEM DATE	
DESTINATION:	None	
CREATED_BY		NUMBER(15)
SOURCE:	FND_USER.USER_ID	
DESTINATION:	AR_BATCHES.CREATED_BY	
	AR_INTERIM_CASH_RECEIPTS.CREATED_BY	
	AR_INTERIM_CASH_RECEIPT_LINES.CREATED_BY	
LAST_UPDATE_LOGIN		NUMBER(15)
SOURCE:	UNKNOWN	
DESTINATION:	None	
LAST_UPDATED_BY		NUMBER(15)
SOURCE:	FND_USER.USER_ID	
DESTINATION:	None	

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 1 of 11)**

Column Name		Null?	Type
LAST_UPDATE_DATE			DATE
SOURCE:	CURRENT SYSTEM DATE		
DESTINATION:	None		
RECORD_TYPE		NOT NULL	VARCHAR2(2)
SOURCE:	AR_TRANS_RECORD_FORMATS.RECORD_IDENTIFIER		
DESTINATION:	None		
STATUS			VARCHAR2(30)
SOURCE:	FND_MESSAGES.MESSAGE_NAME		
DESTINATION:	None		
TRANSMISSION_REQUEST_ID			NUMBER(15)
SOURCE:	FND_CONCURRENT_REQUESTS.REQUEST_ID		
DESTINATION:	None		
TRANSMISSION_ID			NUMBER(15)
SOURCE:	AR_TRANSMISSIONS.TRANSMISSION_ID		
DESTINATION:	None		
DESTINATION_ACCOUNT			VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_TRANSMISSIONS.DESTINATION		
ORIGINATION			VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_TRANSMISSIONS.ORIGIN		
DEPOSIT_DATE			DATE
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 2 of 11)**

Column Name	Null?	Type
DESTINATION:	AR_BATCHES.DEPOSIT_DATE	
GL_DATE		DATE
SOURCE:	DERIVED FROM DEPOSIT DATE, IMPORT DATE OR	
	ENTERED DATE	
DESTINATION:	AR_BATCHES.GL_DATE	
	AR_INTERIM_CASH_RECEIPTS.GL_DATE	
	AR_CASH_RECEIPT_HISTORY.GL_DATE	
DEPOSIT_TIME		VARCHAR2(8)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	None	
TRANSMISSION_RECORD_ COUNT		NUMBER(15)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_TRANSMISSIONS.COUNT	
TRANSMISSION_AMOUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_TRANSMISSIONS.AMOUNT	
TRANSFERRED_RECEIPT_COUNT		NUMBER
SOURCE:	PROGRAM COUNTS NUMBER OF RECORDS TRANS-FERRED	
	SUCCESSFULLY	
DESTINATION:	AR_TRANSMISSIONS.VALIDATED_COUNT	
TRANSFERRED_RECEIPT_ AMOUNT		NUMBER

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 3 of 11)**

Column Name	Null?	Type
SOURCE:	PROGRAM COUNTS RECEIPT AMOUNTS OF RECORDS TRANSFERRED SUCCESSFULLY	
DESTINATION:	AR_TRANSMISSIONS.VALIDATED_AMOUNT	
LOCKBOX_NUMBER		VARCHAR2(30)
SOURCE:	PROVIDED BY BANK OR ENTERED BY USER AT RUNTIME	
DESTINATION:	None	
LOCKBOX_BATCH_COUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	None	
LOCKBOX_RECORD_COUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	None	
LOCKBOX_AMOUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	None	
BATCH_NAME		VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_BATCHES.LOCKBOX_BATCH_NAME	
BATCH_AMOUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 4 of 11)**

Column Name		Null?	Type
DESTINATION:	AR_BATCHES.CONTROL_AMOUNT		
BATCH_RECORD_COUNT			NUMBER(15)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_BATCHES.CONTROL_COUNT		
ITEM_NUMBER			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	None		
CURRENCY_CODE			VARCHAR2(15)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_BATCHES.CURRENCY_CODE		
	AR_INTERIM_CASH_RECEIPTS.CURRENCY_CODE		
EXCHANGE_RATE			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_BATCHES.EXCHANGE_RATE		
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE_RATE		
EXCHANGE_RATE_TYPE			VARCHAR2(30)
SOURCE:	DEFAULTS FROM LOCKBOX DEFINITIONS OR ENTERED BY		
	USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION	AR_BATCHES.EXCHANGE_RATE_TYPE		
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE		
	AR_RATE_TYPE		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 5 of 11)**

Column Name		Null?	Type
REMITTANCE_AMOUNT			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.AMOUNT		
TRANSIT_ROUTING_NUMBER			VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AP_BANK_BRANCHES.BANK_NAME		
	AP_BANK_BRANCHES.BANK_BRANCH_NAME		
	AP_BANK_BRANCHES.BANK_NUM		
ACCOUNT			VARCHAR2(30)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AP_BANK_ACCOUNTS.BANK_ACCOUNT_NUM		
CUSTOMER_BANK_ACCOUNT_ID			NUMBER(15)
SOURCE:	AP_BANK_ACCOUNT_USES.EXTERNAL_BANK_		
	ACCOUNT_ID		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.CUSTOMER_BANK_		
	ACCOUNT_ID		
	AR_CASH_RECEIPTS.CUSTOMER_BANK_ACCOUNT_ID		
CHECK_NUMBER			VARCHAR2(30)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.RECEIPT_NUMBER		
	AR_CASH_RECEIPTS.RECEIPT_NUMBER		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 6 of 11)**

Column Name		Null?	Type
SPECIAL_TYPE			VARCHAR2(20)
SOURCE:	PROGRAM DETERMINES THE TYPE		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.SPECIAL_TYPE		
CUSTOMER_NUMBER			VARCHAR2(30)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
CUSTOMER_ID			NUMBER(15)
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.PAY_FROM_CUSTOMER		
	AR_CASH_RECEIPTS.PAY_FROM_CUSTOMER		
BILL_TO_LOCATION			VARCHAR2(40)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
CUSTOMER_SITE_USE_ID			NUMBER(15)
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.SITE_USE_ID		
	AR_CASH_RECEIPTS.CUSTOMER_SITE_USE_ID		
RECEIPT_DATE			DATE
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.RECEIPT_DATE		
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE_DATE		
	AR_CASH_RECEIPTS.RECEIPT_DATE		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 7 of 11)**

Column Name		Null?	Type
	AR_CASH_RECEIPTS.EXCHANGE_DATE		
RECEIPT_METHOD			VARCHAR2(30)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
RECEIPT_METHOD_ID			NUMBER(15)
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.RECEIPT_METHOD_ID		
	AR_CASH_RECEIPTS.RECEIPT_METHOD_ID		
OVERFLOW_INDICATOR			VARCHAR2(1)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
OVERFLOW_SEQUENCE			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
INVOICE1–8			VARCHAR2(50)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
MATCHING_DATE1–8			DATE
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 8 of 11)**

Column Name		Null?	Type
RESOLVED_MATCHING_ NUMBER1–8			NUMBER
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		
RESOLVED_MATCHING_DATE1–8			DATE
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		
RESOLVED_MATCHING_ INSTALLMENT1–8			NUMBER
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		
AMOUNT_APPLIED1–8			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_INTERIM_CASH_RECEIPT_LINES.PAYMENT		
	_AMOUNT		
	AR_RECEIVABLE_APPLICATIONS.AMOUNT_APPLIED		
INVOICE1_STATUS– INVOICE8_STATUS			VARCHAR2(30)
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		
COMMENTS			VARCHAR2(240)
SOURCE:	ENTERED BY USER VIA		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 9 of 11)**

Column Name		Null?	Type
	'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_BATCHES.COMMENTS		
	AR_INTERIM_CASH_RECEIPTS.COMMENTS		
ATTRIBUTE_CATEGORY			VARCHAR2(30)
ATTRIBUTE1–15			CHAR(40)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.ATTRIBUTE1...15		
	AR_CASH_RECEIPTS.ATTRIBUTE1...15		
INVOICE1_INSTALLMENT– INVOICE8_INSTALLMENT			NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'		
DESTINATION:	NONE		
CUSTOMER_NAME_ALT			VARCHAR2(320)
SOURCE:	LOCKBOX DATA FILE		
DESTINATION:	NONE		
CUSTOMER_BANK_NAME			VARCHAR2(320)
SOURCE:	LOCKBOX DATA FILE		
DESTINATION:	NONE		
CUSTOMER_ BANK_BRANCH_NAME			VARCHAR2(320)
SOURCE:	LOCKBOX DATA FILE		
DESTINATION:	NONE		
REMITTANCE_ BANK_NAME			VARCHAR2(320)

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 10 of 11)**

Column Name		Null?	Type
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		
REMITTANCE_ BANK_BRANCH_NAME			VARCHAR2(320)
SOURCE:	PROGRAM DETERMINES IT		
DESTINATION:	NONE		

Table 4 – 8 **AR_PAYMENTS_INTERFACE Table (Page 11 of 11)**

Assigning Values to Columns

You must assign values to all of the following columns in the AR_PAYMENTS_INTERFACE table for AutoLockbox to successfully convert data into receipts.

Column Name	Value
STATUS	Enter the value AR_PLB_NEW_RECORD for all records inserted into this table. The sample SQL*Loader control files Receivables provides fill this column in for you.
DEPOSIT_DATE	Enter the date on which this transmission was actually deposited into your bank account. This date can be on any of the record types in your transmission. Each unique deposit date determines a batch of transmission records. For example, if you enter two unique deposit dates for your transmission, AutoLockbox divides your transmission into two batches of receipts.
RECORD_TYPE	Identify your record type. For example, if this is a batch header record, and your bank uses the value 3 to identify batch headers, enter 3 in this column. Find out from your bank what character they use to identify each one. Keep in mind that not all banks use all of the record types. Assign values to identify the following types of records: TRANSMISSION HEADER, TRANSMISSION TRAILER, LOCKBOX HEADERS,

LOCKBOX TRAILERS,
BATCH HEADERS,
BATCH TRAILERS,
PAYMENT RECORDS,
PAYMENT OVERFLOW RECORDS,
SERVICE HEADER

Receivables lets you determine what information you want to include in you header, trailer, and receipt records. You can reference any of the above types when you define the different records for your transmission format. Below are examples of how you might want to define these.

Assigning Values to Transmission Header and Trailer Records

If your record type is either a Transmission Header or a Transmission Trailer, then enter the following columns with the values you described. Transmission Headers and Trailers mark the beginning and ends of a specific data file. They usually contain information such as destination account, origination number, deposit date, and deposit time. You may have a Transmission Header without a Transmission Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format. For each transmission you can only have one transmission header and one transmission trailer.

Column Name	Value
TRANSMISSION_RECORD_COUNT	Enter the number of records that you are importing. Include all of the types of records in the count; headers, trailers, receipts and overflow records.
TRANSMISSION_AMOUNT	Enter the amount of the transmission. This is the sum of all of the receipt amounts within the transmission.
DESTINATION_ACCOUNT	Enter your account number at the sending bank.
ORIGINATION	Enter the sending bank's transit routing number.
DEPOSIT_DATE	Enter the date this transmission was actually deposited in your bank account. When you use SQL*Loader to import your data, it converts the date to the Oracle date format.
DEPOSIT_TIME	Enter the time the deposit was made.

Assigning Values to Lockbox Header or Trailer Records

If your record type is either a Lockbox Header or a Lockbox Trailer, enter the following columns with the values described. Lockbox Headers usually mark the beginning of a specific lockbox and contain information such as the destination account and origination number. Lockbox Trailers mark the end of specific lockboxes and contain information such as lockbox number, deposit date, lockbox amount and lockbox record count. Although you may have a Lockbox Header without a Lockbox Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format.

Column Name	Value
LOCKBOX_ NUMBER	Enter the lockbox name or number that your bank specifies. This is the same value that you entered in the Lockboxes window. LOCKBOX_NUMBER is mandatory on all Lockbox Headers and Trailers.
LOCKBOX_ BATCH_COUNT	Enter the number of batches in this lockbox.
LOCKBOX_ RECORD_ COUNT	Enter the number of Payment records in this lockbox. Do not include Payment Overflow records.
LOCKBOX_ AMOUNT	Enter the total value of the receipts in this lockbox.
DESTINATION_ ACCOUNT	Enter your account number at the sending bank. If this value is included in a Transmission Header or Trailer, you must enter the same value.
ORIGINATION	Enter the sending bank's transit routing number. If this value is included in a Transmission Header or Trailer, you must have the same value here.

Assigning Values to Batch Header and Trailer Records

If your record type is either a Batch Header or a Batch Trailer, you can enter the following columns with the values described below. Batch Headers mark the beginning of a specific batch and contain information such as batch number, deposit date, and lockbox number. Batch Trailers mark the end of a specific batch and contain information such as batch number, lockbox number, batch record amount, and batch amount. Although you may have a Batch Header without a Batch Trailer,

AutoLockbox does not require that you specify either of these record types in your transmission format.

Column Name	Value
BATCH_NAME	Enter the name or number that the bank uses to identify the batch. This is required for each Batch Header and Trailer record.
BATCH_ AMOUNT	Enter the total value of all receipts in this batch.
BATCH_ RECORD_ COUNT	Enter the number of receipt records in this batch.
LOCKBOX_ NUMBER	Enter the lockbox number assigned to receipts in this batch. If the lockbox number is included in your format, it must appear on every batch record.
COMMENTS	Enter any free–form comments about this batch.

Assigning Values to Receipt Records

If your record type is a Payment, you can enter the following columns with the values described below. A Payment record usually contains information such as MICR number, batch number, item number, check number, and remittance amount. Some of the values are mandatory for a Payment record, while others are optional. Every transmission must have Payment records.

Column Name	Value
LOCKBOX_ NUMBER	Enter the lockbox number assigned to your receipts. If the lockbox number is included in your format and you do not have batch records, it must be entered for every receipt record.
BATCH_NAME	Enter the batch name for this receipt. If batch name is included in your format, it must be entered for every receipt record. Each unique batch name determines a batch of transmission records. For example, if you enter two unique batch names for your transmission, AutoLockbox divides your transmission into two batches of receipts.

ITEM_NUMBER	Enter a sequential number to indicate the location of this receipt in this batch. You must enter a value even if your format does not have batch, lockbox, or transmission records. Item Number must be unique within a batch, a lockbox (if batches are not provided), or within a transmission (if neither batches nor lockboxes are provided).
REMITTANCE_ AMOUNT	Enter the value of the receipt. You must enter a value for each receipt record.
CURRENCY_ CODE	Enter the currency code for each receipt. Receivables supports AutoLockbox Transmission receipts in different currencies.
EXCHANGE_ RATE	Enter the exchange rate you want Receivables to use for this currency.
EXCHANGE_ RATE_TYPE	Enter the type of exchange rate you are using for this receipt. You can enter Corporate, Spot, or User.
RECEIPT_DATE	Enter the date that is written on your check. If you are using MICR numbers to identify customers, Lockbox requires that this date be equal to or earlier than the date of this AutoLockbox submission; otherwise, the receipts will be unidentified.
RECEIPT_ METHOD	Enter the payment method that you want to associate with this receipt. Payment methods contain information about your bank, bank account, and receipt accounts. This payment method must be the same as the one you assigned to the batch source for this lockbox.
CHECK_ NUMBER	Enter the number printed on the receipt. You must enter a value for each receipt record.
TRANSIT_ ROUTING_ NUMBER	Enter the transit routing number from the receipt. This is optional, but you must enter this number if you enter the account number. Receivables uses transit routing number and account number together to identify the customer.
ACCOUNT	Enter the account number from the receipt. This is optional, but you must enter this number if you enter the transit routing number.
CUSTOMER_ NUMBER	Enter the number assigned to your customer. This is optional.

INVOICE1–8 Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create a receipt record. You may find a list of valid values in AR_PAYMENT_SCHEDULES.TRX_NUMBER. Do not look at transactions whose class is PMT or GUAR. Invoice numbers are optional.

INVOICE1–8_ INSTALLMENT Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, Receivables will apply to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

AMOUNT_ APPLIED1–8 Enter the amount of the receipt to apply to the invoice. You may specify invoice numbers without specifying the amount applied to each of these invoices. If you specify invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt schedule first. The amount applied column's value must be on the same record as the invoice number to which it is applied. For example, you cannot have all of the invoice numbers on the receipt record and all of the amounts applied on the overflow. Applied amounts are optional.

COMMENTS Enter any free–form comments about this receipt. Receivables stores this data, but does not display these comments in any of the receipt entry windows.

ATTRIBUTE_ CATEGORY Enter the Descriptive Flexfield category information for this receipt.

ATTRIBUTE1–15 Enter the Descriptive Flexfield attributes for this category. You can use this column to transfer additional information about your receipt. For example, if your bank enters and transmits customer name, you can use an attribute column to import this name. The attributes are visible as Descriptive Flexfields in the Receipt windows.

BILL_TO_ LOCATION	To associate receipts with specific customer sites, enter the billing address for this receipt and include billing location in your transmission format. If the system option Require Billing Location for Receipts is set to Yes, you must enter a value here. In addition, you can set the Require Billing Location field to Yes in the Lockboxes window to require a billing location for a specific lockbox. The value of this field in the Lockboxes window will override the option at the system level. See: Lockboxes: page 2 – 165.
CUSTOMER_ BANK_NAME	The name of the customer's bank.
CUSTOMER_ BANK_BRANCH NAME	The name of the customer's bank branch.
REMITTANCE_ BANK_NAME	The name of the bank that received the payment.
REMITTANCE_ BANK_BRANCH _NAME	The name of the bank branch that received the payment.

Assigning Values To Overflow Records

If your record type is an Overflow record, enter the following columns with the values described. Some of these values are mandatory, while others are optional. Overflow records allow you to transmit additional information about a receipt that does not fit on the receipt record, such as batch number, item number, sequence number, invoice number, debit memo number, or debit item amounts. The most common use for this record type is to import additional invoice numbers to which the receipt should be applied.

Column Name	Value
LOCKBOX_ NUMBER	Enter the number of the lockbox for this receipt. If the lockbox number is included in your format and you do not have any batch records, you must enter this number for each receipt and overflow record.
BATCH_NAME	Enter the batch for this overflow record. If the batch name is included in your format, you must enter this name for each overflow record.

ITEM_NUMBER Enter a sequential number to indicate the location of the overflow record in this batch. All overflow records for a receipt have the same item number as the receipt record. You must enter an item number for each overflow record to reference the receipt.

OVERFLOW_ INDICATOR Receivables uses this column to indicate overflow records for the current receipt. You determine your overflow indicator in your transmission format. To identify the last overflow record, enter a value that is different from your overflow indicator. For example, in the BAI transmission format, '0' indicates an overflow record. You have three overflow records for a receipt, the first two records have '0' as the overflow indicator and the third record has '9'. Since the third record is not '0', it is identified as the last overflow record. You must enter a value for all overflow records.

OVERFLOW_ SEQUENCE Enter a sequential number to indicate the order of overflow records. Within each receipt, the Overflow Sequence usually begins with 1.

INVOICE1–8 Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create an overflow record. You can find a list of valid values in AR_PAYMENT_SCHEDULES.TRX_NUMBER. Do not look at transactions whose class is PMT or GUAR. You may supply invoice numbers without specifying the amount applied to each invoice. Invoice numbers are optional.

INVOICE1–8_ INSTALLMENT Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, then Receivables will apply to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

AMOUNT_ APPLIED1–8 Enter the amount of the receipt to apply to the invoice. If you specify invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt first. The value of

the amount applied column must be on the same record as the invoice number to which the receipt amount is applied.

System Assigned Columns

Receivables assigns values to the columns listed below during the import process. Your import file must leave these columns blank.

Column Name	Type
TRANSMISSION_RECORD_ID	NUMBER
CREATION_DATE	DATE
CREATED_BY	NUMBER
LAST_UPDATE_LOGIN	NUMBER
LAST_UPDATED_BY	NUMBER
LAST_UPDATE_DATE	DATE
TRANSMISSION_REQUEST_ID	NUMBER
CUSTOMER_ID	NUMBER
SPECIAL_TYPE	CHAR(20)
GL_DATE	DATE
STATUS	CHAR(30)
INVOICE1–8_STATUS	CHAR(30)
RECEIPT_METHOD_ID	NUMBER(15)
TRANSMISSION_ID	NUMBER(15)
INVOICE1–8_STATUS	VARCHAR2(30)
CUSTOMER_BANK_ACCOUNT_ID	NUMBER(15)
CUSTOMER_SITE_USE_ID	NUMBER(15)
TRANSFERRED_RECEIPT_COUNT	NUMBER
TRANSFERRED_RECEIPT_AMOUNT	NUMBER

Table 4 – 9 System Assigned Columns

Commonly Asked Questions

When applying a receipt to an invoice through AutoLockbox, will the Post QuickCash program automatically take the discount?

AutoLockbox does not realize discounts. This is an operation of the Post QuickCash program.

If the customer's credit profile and payment terms are set to 'Allow Discounts', Post QuickCash will automatically take the discount. The discount taken will also depend on the system options Allow Unearned Discounts and Discount on Partial Payment. The discount can be manually overridden in the Receipts window.

Can you process non–invoice related receipts through AutoLockbox?

No. AutoLockbox is specifically for invoice related receipts. Non–invoice related receipts, such as investment income, must be processed through the Receipts window using a receipt type of Miscellaneous. See: Entering Miscellaneous Transactions: page 4 – 45.

Can one customer pay for another customer's invoices through AutoLockbox?

Yes, if you have set up a relationship between these customers or the system option Allow Payment of Unrelated Invoices is Yes for this Lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record. Otherwise, if you are using AutoAssociate when applying Customer A's receipt to Customer B's invoice, the receipt will be identified as paid by Customer B. Additionally, all invoices listed to be paid by one receipt must belong to the same customer; otherwise, Lockbox imports the receipts as 'Unapplied'.

If the Allow Payment of Unrelated Invoices option is No in the System Options window or for this Lockbox submission, you need to set up a relationship between the customers before you can make applications in this way. See: Creating Customer Relationships: page 3 – 35.

How could trimming cause my receipts to display as unidentified?

Receipts are identified by a customer number or MICR number being passed as part of the bank record. They can also be identified by the invoice number when AutoAssociate is used. If this information is supplied, and most of the receipts still show as unidentified, it is usually

a problem with how the customer number, MICR number, or invoice number is being trimmed during validation. Trimming is done to remove blanks or zeros used to pad data fields from the bank's data file. Your Transmission Format determines how a field will be trimmed. You must specify whether the field is right or left justified, and then identify the trim character to be a zero or blank. If the field is right justified, the validation process trims the fill characters from the left until it reaches a non–fill character. If the field is left justified, the validation process trims the fill characters from the right until it reaches a non–fill character.

Here are some examples:

Character Field, 10 characters long, Right Justified, Zero Filled

Character Field, 10 characters long, Left Justified, Zero Filled

Incorrect trimming can cause a receipt to be unidentified because an incorrectly trimmed field will not match the corresponding database field during validation. For example, if the customer number should appear as 00842 after validation, but it appears as 842, it will not match customer number 00842 in Receivables. The trim specifications in the above example are "right justified and zero filled", because the leading zeros are being trimmed until a non–fill character (8) is encountered. To have the customer number appear as 00842 after validation you can modify the fill character to be "blank" and the leading zeros will not be trimmed.

When does AutoLockbox consider a receipt to be a duplicate?

Duplicate receipts have the same receipt number, amount, currency, and customer number. AutoLockbox does not allow duplicate receipts within the same batch source for the same customer. This is the same validation Receivables performs when you manually enter receipts using the Receipts window.

When does AutoLockbox consider an invoice to be a duplicate?

Invoice numbers are only required to be unique within a batch source. A customer can have duplicate invoice numbers as long as they belong to different batch sources; however, Lockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice with the same number within a Lockbox transmission, AutoLockbox will reject the application (i.e. the record will remain in the interface table) because it cannot determine to which invoice to apply the payment. In this case, the receipt will either

be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number / MICR number is not provided).

However, you can manually apply a receipt(s) to these invoices in:

- the Applications window, if you have already submitted Post QuickCash
- the QuickCash window, if you have not yet submitted Post QuickCash

What causes an application to be invalid?

Sometimes the AutoLockbox Execution Report will show receipts rejected with error code 43281: Receipt has invalid applications. Your application is invalid if:

1) The receivable item is not in the same currency as the receipt.

2) The receivable item belongs to a customer that is not related to the customer who remitted the receipt and Allow Payment of Unrelated Invoices is set to No.

3) The receivable item is not an invoice, a debit memo, a deposit, a credit memo, a chargeback, or an on–account credit.

4) The receivable item is a duplicate or invalid for the customer.

5) The receivable item has been selected for automatic receipt.

6) The installment number or the receivable item is invalid.

AutoLockbox uses the same reasons to invalidate an application as the standard receipt entry windows.

How does AutoLockbox divide receipts into batches?

AutoLockbox uses 4 criteria for dividing receipts into batches. They are listed in order of precedence as follows:

1) A batch can only have one deposit date or GL date. So, if AutoLockbox encounters a change in the deposit date or the GL date, it will create a new receipt batch.

2) A batch can have only one batch name. So, if a new batch name is encountered, AutoLockbox will create a new receipt batch.

3) You can specify the maximum size of a batch in the Lockboxes window. If the number of receipts exceeds this maximum, AutoLockbox will create a new receipt batch.

4) The bank can provide batch records as part of the data file, which divide the receipts into batches.

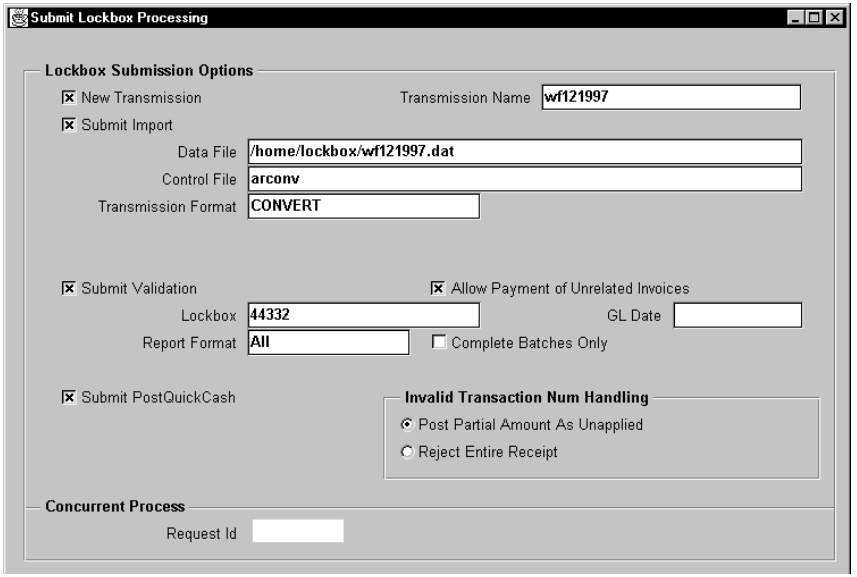
A group of receipts will be processed as one batch if the group:

- has one deposit date, GL date and batch name
- is less than the maximum size of a batch
- there are no batch records in the data file

See Also

Running AutoLockbox: page 4 – 120

Running AutoLockbox



Run AutoLockbox to submit your lockbox transmission processes and transfer payment information from your bank files into Receivables. Submit AutoLockbox from the Submit Lockbox Processing window.

Use AutoLockbox to import your invoice–related receipts. You must process non–invoice related receipts (such as investment income) through the Receipts window using a receipt type of 'Miscellaneous'.

You can import, validate, and run AutoLockbox all in one step, or perform the steps separately using the same window. For example, you can import data into Receivables and review it before validating it within Receivables. Upon examination and approval, you can submit the validation step and Receivables will automatically validate your data and create QuickCash receipt batches.

> **Caution:** When you receive your bank file, be sure to name the file and move it to the appropriate directory. You will need to specify the location of your bank file when you submit AutoLockbox. If you receive daily files from your bank, be careful not to overwrite the files from the previous day.

Receivables uses SQL*Loader to load information from your bank files into AutoLockbox tables. For SQL*Loader to load your bank file properly, each logical record that your bank sends to you must end with

a carriage return; otherwise, SQL*Loader displays an error message when you initiate AutoLockbox.

Attention: If you are using the automatic receipts feature, AutoLockbox ignores all transactions in this transmission that are selected for automatic receipt (i.e. transactions assigned to a payment method whose associated receipt class has Creation Method set to 'Automatic').

Prerequisites

- ❑ Define AutoCash rule sets: page 2 – 139
- ❑ Define lockboxes: page 2 – 165
- ❑ Define transmission formats: page 2 – 170
- ❑ Define receipt classes: page 2 – 148
- ❑ Define receipt sources: page 2 – 145
- ❑ Define system options: page 2 – 48
- ❑ Define banks: page 2 – 188
- ❑ Define profile options: page B – 2
- ❑ Define payment methods: page 2 – 151
- ❑ Define sequential numbering (optional): page 2 – 39

▶ **To run AutoLockbox:**

1. Navigate to the Submit Lockbox Processing window.
2. If you are importing a new bank file, check the New Transmission check box, then enter a new Transmission Name. If you are resubmitting an existing lockbox transmission, you can select a name from the list of values.
3. To import a new bank file into Receivables, check the Submit Import check box, then enter your bank file's Data File, Control File, and Transmission Format information. If you are re–importing data, the default is the transmission format you specified in the initial import step. You can either accept this value or override it. When you run the import step, Receivables automatically generates the import section of the Lockbox Execution Report.
4. To validate or revalidate imported data and create QuickCash receipt batches, perform the following:

a. Check the Submit Validation check box.

b. Enter the Lockbox Number to validate. If this is not a new transmission, the default lockbox number is the number used for the original step of this transmission. If you specified Lockbox Number as a value to be imported from the bank file when you defined your transmission format, or if the transmission format shows that a number already exists, Receivables skips this field. You must enter a lockbox number if Submit Validation is Yes and the lockbox number is not specified in your bank file.

c. To apply receipts to transactions belonging to unrelated customers, check the Allow Payment of Unrelated Invoices check box.

d. Enter the date to post the receipt and batch records in this lockbox transmission to your general ledger in the GL Date field. If you defined your GL Date as 'Constant Date' in the Lockboxes window, you must enter a GL Date; if you specified a GL Date of 'Deposit Date' or 'Import Date', Receivables uses this as the GL date. If this is not a new transmission, the default is the GL date of the original transmission.

e. Enter a Report Format. When you submit the validation step, Receivables creates the Lockbox Processing Validation report. This report lets you review all records that pass and fail validation. Enter 'All' to include all records processed in this transmission. Enter 'Rejects Only' to include only records that failed validation. See: Lockbox Execution Report: page 4 – 127.

> **Note:** Use the Maintain Lockbox Transmission data window to review and edit records that fail validation. See: Maintaining Lockbox Transmission Data: page 4 – 130.

f. To transfer only the lockbox batches in which all records pass the validation step to the QuickCash tables, check the Complete Batches Only check box. If you do not check this check box, Receivables will transfer any receipts within a batch that pass validation, even if others are rejected.

5. To apply receipts in this transmission and update your customer's receivable balance, check the Submit Post QuickCash check box. Do not check this box if you want to review and edit your receipt batches in the Quick Receipts window before applying them to your customer's open debit items. See: Reviewing Receipts in a Lockbox Transmission: page 4 – 123.

   > **Note:** You can also submit Post QuickCash from the Receipt Batches window. See: Post QuickCash: page 4 – 138.

6. To import receipts that could not be fully applied into the interface tables, check the Allow Partial Applications of Receipts check box. If this box is checked, Lockbox will import a receipt that is listed to be applied to several invoices, even if one or more of the invoices are invalid and Lockbox could not apply to them. In this case, Lockbox transfers the receipt into the AR_INTERIM_CASH_RECEIPTS table, and you can then manually apply payment to the invalid invoice(s) using the Applications window.

   If Allow Partial Applications of Receipts is not checked, receipts that Lockbox cannot fully apply will remain in the AR_PAYMENTS_INTERFACE table. In this case, you need to edit the invalid record(s) in the Lockbox Transmission Data window, then submit the Validation step again for these receipts.

7. Save your work. Receivables displays the Request ID of your concurrent process and generates the Lockbox Execution report. See: Lockbox Execution Report: page 4 – 127.

   The request ID assigned when you first import a new bank file is associated with this lockbox transmission throughout all steps. Use this request ID to check the status of a transmission in the View Transmission History window: page 4 – 132.

Reviewing Receipts in a Lockbox Transmission

After you successfully import and validate your receipts using Lockbox, you can review them in the Quick Receipts window. Use the Transmission region in the Receipt Batches window to query all receipt batches that included in one transmission and update or delete any receipt information.

You can review Lockbox receipts before or after you run Post QuickCash. If you submitted Post QuickCash for this lockbox transmission, you can only review these receipts in the Receipts or the Adjustments window. See: Running AutoLockbox: page 4 – 120.

You can review receipts that failed the validation step in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data: page 4 – 130.

▶ **To review validated receipts in a lockbox transmission:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch. You can query by transmission, Lockbox, or Batch Name.

3. Choose Quick Receipts.

See Also

Maintaining Lockbox Transmission Data: page 4 – 130

AutoLockbox Field Reference: page 4 – 124

Lockbox Execution Report: page 4 – 127

Using AutoLockbox: page 4 – 77

Commonly Asked Questions: page 4 – 116

AutoLockbox Field Reference

This section provides a brief description of some of the fields in the Submit Lockbox Processing, Lockbox Transmission Data, and Lockbox Control windows. To open the Lockbox Control window, navigate to the Lockbox Transmission Data window, then choose Control.

Bank Origination Number: The bank origination number of the bank that transmitted this lockbox file. Receivables determines the Bank Origination number from the remittance bank account you entered in the Lockboxes window. This field is in the Lockbox Control window.

Control File: (Submit Lockbox Processing window) Receivables uses SQL *Loader to load information from your operating system files into the Receivables database. The control file is used by SQL *Loader to map the data in the bank file to tables and columns in the Oracle database. You need to create a control file for each bank file that uses a different transmission format. For SQL *Loader to load your bank file properly, each logical record that your bank sends to you must end with a carriage return. If each record does not end with a carriage return, SQL *Loader displays an error message when you submit AutoLockbox.

Suggestion: If you are using Receivables Multiple Organizations Support feature, we recommend that you create a different control file for each of your organizations. Each control file should populate the default org_id column for that organization in the ar_payments_interface table. Additionally, if

your existing control files use the date format 'YY' for the year, we recommend that you change this to 'RR'.

Data File: The path name and the filename of the bank file you are transferring into Receivables. This is the file that contains payment data you receive from the bank. Receivables lets you store the file in any directory. This field is in the Submit Lockbox Processing window.

Destination Account: (Lockbox Control window) The bank account into which this receipt was deposited.

Item Number: (Lockbox Transmission Data window) The item number associated with this receipt. If you have multiple receipts in a batch, you might include this in your transmission format to order receipts in a batch.

Lockbox Batch Count: (Lockbox Control window) The total number of bank batches associated with this lockbox.

Lockbox Receipt Count: (Lockbox Control window) The total number of receipts associated with this lockbox. This count does not include overflow receipts, headers, or trailers.

Overflow Sequence: (Lockbox Transmission Data window) A type of bank file record that stores additional receipt information that could not fit on the receipt record. Each Overflow record must have a receipt record as a parent. Typically, an Overflow record will store additional invoice numbers and the amount of the receipt to apply to each invoice. If there are multiple overflow records for a receipt record, each overflow record will have an overflow sequence.

Record Count: (Lockbox Control window) The total number of records in this lockbox transmission.

Record Identifier: (Lockbox Transmission Data window) A record identifier consists of at most two characters which Receivables uses to identify each record type. For example, Receivables can identify a receipt record in BAI bank files because this record always starts with the character '6'. You define valid record identifiers in the Transmission Formats window.

Transmission Format: (Submit Lockbox Processing window) A transmission format defines what data your bank is sending in the bank file, and how that data is organized so Receivables can successfully import this data. You must work with your bank to determine the content of your transmission format. Your transmission format must match each bank control file that you create, so the number of control files that you use must correspond to the number of transmission formats that you define. Receivables provides two sample formats:

CONVERT (arconv.ctl) and DEFAULT (ardeft.ctl). You can modify these transmission formats or create new ones.

See Also

Using AutoLockbox: page 4 – 77

Running AutoLockbox: page 4 – 120

Lockbox Execution Report: page 4 – 127

Lockbox Execution Report

Receivables automatically generates the Lockbox Execution report each time you run AutoLockbox. This report is divided into two sections:

- **Import:** This section displays the total number of records that were imported into the interface tables successfully.
- **Validation:** This section provides the details for each record and the total amount and number of receipts in each lockbox transmission.

Import Section

Receivables generates the Import section when you submit the import step of AutoLockbox. If you use SQL*Loader as your import program, it always creates a .log file which can be found in the $AR_TOP/out directory. The .log file contains general information about the activity of your SQL* Loader run, including the reason that the record was not imported.

SQL*Loader also creates a .dis and .bad file in the same directory, if it has records to write to these files. The .bad file contains information about any records that were rejected due to formatting or Oracle errors, such as an invalid date. The .dis file contains discarded records that did not satisfy any of the WHEN clauses in your control file.

Receivables prints a line at the end of the Import section informing you of any rejected or discarded files.

Validation Section

Receivables generates the Validation section when you submit the validation step of AutoLockbox. Use this section of the Lockbox Processing Report to see the number of records that pass or fail validation. You can also see the total amount and number of receipts in each lockbox transmission.

For records that pass validation, Receivables automatically creates QuickCash receipt batches. You can review QuickCash receipt batches in the Receipt Batches window. If you checked the Submit Post QuickCash check box in the Submit Lockbox Processing window, Receivables posts these QuickCash receipt batches to your receivables accounts.

Use the Maintain Lockbox Transmission Data window to review and edit records that failed validation. See: Maintaining Lockbox Transmission Data: page 4 – 130.

Column Detail

Record Count Summary

Receivables displays the number of records for this transmission and their corresponding statuses.

Transmission

Receivables displays the Deposit date, Bank origination number, Deposit time, and the destination account as well as the following transmission information:

- Transmission Record Count
- Records Transferred to Date
- Records Transferred this Run
- Transmission Amount
- Amount Transferred To Date
- Amount Transferred This Run

Lockbox Records

Receivables displays the lockbox record information for each record processed. The lockbox information includes the number of receipts in the lockbox that met the criteria for each category.

Batch Records

Receivables displays receipt batch information for each batch in this bank file if you include batches as part of your transmission format. Lockboxes may contain several receipt batches. Receipt batch information includes the receipt batch name, the total number of receipts in this receipt batch, the total receipt amount, currency, and the Deposit and GL date for this receipt batch.

Record Details

Receivables displays the details of each record and the status of that record. If you chose to run the validation report for Rejects Only, Receivables will display the records in error only along with one of the error statuses listed below. If you run the validation report for 'All' records, then records with success statuses will also be displayed.

Lockbox automatically transfers all of the receipt records that have a Success status to the QuickCash tables. If you set the Allow Partial Applications check box to Yes in the Submit Lockbox Processing window, Lockbox will also transfer records that do not have a Success status, but will not be able to apply them. You can apply these receipts manually in the Applications window. If you set the Allow Partial Applications check box to No, records in a batch must have a Success status before they can be transferred into the QuickCash tables.

Error Detail

Receivables lists all errors and their definitions by error number to help you identify the reason a record failed validation.

See Also

Running AutoLockbox: page 4 – 120

QuickCash: page 4 – 134

Commonly Asked Questions: page 4 – 116

Maintaining Lockbox Transmission Data

Use the Lockbox Transmission Data window to delete and edit transmission data imported into Receivables from your bank using Lockbox. You can correct your lockbox data in this window for receipts that fail validation, then resubmit the validation step for these receipts.

Use the Lockbox Execution report to help you determine which transmission records you need to correct to ensure that your validation processes succeed.

If you are updating information, be sure to update only those fields that have data corresponding to the transmission format used to submit the import process.

Prerequisites

- ❑ Run AutoLockbox: page 4 – 120
- ❑ Use the Lockbox Execution report to identify invalid records

▶ **To maintain lockbox transmission data:**

1. Navigate to the Lockbox Transmission Data window.
2. Enter or query the lockbox transmission. Within each transmission, Receivables displays the lockbox and batch records first, followed by the receipts and overflow records. The lockbox import program assigns a date to transmission records that you import into Receivables and displays transmissions by date when you query them in this window.

   The Lockbox Transmission window displays the following record types if they are contained in your data file: Service Header, Transmission Header; Lockbox Header; Batch Header; Receipt; Overflow Receipt; Batch Trailer; Lockbox Trailer; Transmission Trailer. You can modify any of the values in these records.
3. To review error messages, place the cursor in the Status field, then choose Edit Field from the Edit menu. This field is set by the validation process.
4. Enter Comments about this transmission (optional). Receivables transfers comments for batch header records to the Receipt Batch after you run Post QuickCash. Receivables transfers batch header comments if the batch header does not include comments. You can review and update comments about a batch in the Receipt Batches window.

5. If the error is contained in the control, receipt, or application information, you can make changes to the invalid records by selecting the record, then choosing one of the following:

   - **Control:** Choose this button to review the lockbox transmission control information that corresponds to this transmission record. You can change the values for fields that are included in your transmission format.
   - **Receipt:** Choose this button to review and edit specific receipt information. You can change the values of fields that are included in your transmission format.
   - **Receipt Attributes:** Choose this button to review and maintain receipt descriptive flexfield information imported with your lockbox transmission. You can change the values of fields that are included in your transmission format.
   - **Applications:** Choose this button to review and maintain application information for each receipt within this transmission. You can apply a receipt to debit or credit items. When applying to credit items, Receivables increases the amount of the receipt that can be applied to debit items by the amount of the credit. You can apply up to eight transactions to each receipt record. To apply more than eight transactions, use overflow records for your receipt. Each overflow record can be used to apply an additional eight transactions to the receipt. Use the Status field to review errors for specific receipt applications.

6. Save your work.
7. Resubmit the data file for validation. See: Running AutoLockbox: page 4 – 120.

See Also

Using AutoLockbox: page 4 – 77

Lockbox Execution Report: page 4 – 127

Viewing Transmission History: page 4 – 132

Commonly Asked Questions: page 4 – 116

Viewing Transmission History

Receivables keeps track of each lockbox transmission you submit through the Submit Lockbox Processing window. Use the Lockbox Transmission History window to review information about your lockbox transmissions such as the origination date, the number and amount of records in a transmission, and the number and amount of receipts that passed the validation step.

To view individual records within a transmission, see: Maintaining Lockbox Transmission Data: page 4 – 130.

Transmission Status

A Lockbox transmission can have one of the following statuses:

New: This transmission has been imported into Receivables but has not yet been validated.

Out of Balance: One or more of the receipts in this transmission was rejected during validation.

Open: All of the receipts in this transmission have been successfully validated and transferred into Receivables. Post QuickCash has not yet processed these receipts.

Closed: All of the receipts in this transmission have been successfully processed by Post QuickCash. You can review these receipts in the Receipts window.

Prerequisites

- ❑ Run AutoLockbox: page 4 – 120

▶ **To view lockbox transmission history:**

1. Navigate to the Lockbox Transmission History window.
2. Query the lockbox transmission to view. The Control Count and Amount fields display the total number and amount of records in this lockbox transmission. The Validated Count and Amount fields display the total number and amount of receipts in this transmission that passed the validation step.
3. Enter any Comments about this transmission (optional).

See Also

Using AutoLockbox: page 4 – 77

Running AutoLockbox: page 4 – 120

Commonly Asked Questions: page 4 – 116

QuickCash

QuickCash lets you enter and apply receipts quickly by only requiring you to provide minimal information. QuickCash also provides an extra level of control for entering high volume receipts because it does not immediately affect your customer's account. When you enter receipts and applications in a QuickCash batch, Receivables stores them in an interim table. After reviewing a QuickCash batch for accuracy, you run Post QuickCash to update your customer's account balances.

QuickCash lets you apply your receipts to one or many transactions, use AutoCash rules, place receipts on–account, or enter them as unidentified or unapplied. After you run Post QuickCash, Receivables treats the receipts like any other receipts; you can reverse and reapply them and apply any unapplied, unidentified, or on–account amounts.

You must batch QuickCash receipts. For receipt batches you enter in the QuickCash window, Receivables does not update the status, applied, on account, unapplied, and unidentified fields until you save the batch.

If you do not identify the customer for a receipt, Receivables automatically assigns the receipt a status of Unidentified.

> **Note:** You cannot add miscellaneous receipts to a QuickCash batch.

Bank Charges

The profile option AR: Create Bank Charges determines whether Receivables will consider bank charges and tolerance limits when applying receipts. When this profile option is set to Yes, both the Bank Charges and Tolerance Limit fields appear in the QuickCash window. However, whether you can enter values in these fields depends on the receipt's Application Type and creation status.

If you are applying a QuickCash receipt using an Application type other than 'AutoCash Rule' and the receipt creation status of the Receipt Class is 'Cleared,' Receivables lets you enter an amount in the Bank Charges field. (A receipt is created as Cleared if the Clearance Method of the receipt class is set to 'Directly.') The default amount of the Bank Charges Setup field is the value you entered in the Define Bank Charges window. This value is for informational purposes; it is used only when applying receipts based on AutoCash rules. See: Bank Charges: page 2 – 198.

When applying QuickCash receipts using an Application Type of 'AutoCash Rule', Receivables disables the Bank Charges field. For

more information about how Receivables uses the Bank Charges and Tolerance Limit values to match receipts with invoices, see: AutoCash: page 4 – 145.

Prerequisites

- ❑ Perform all required set up steps preceding receipt entry. See: Entering Receipts: page 4 – 2.
- ❑ Define AutoCash Rule Sets: page 2 – 139

Entering Quick Receipts

▶ **To create a batch of quick receipts:**

1. Navigate to the Receipt Batches window.
2. To create a new batch, choose a Batch Type of Manual–Quick, then enter information for this batch. See: Batching Receipts for Easy Entry and Retrieval: page 4 – 59.

   To add receipts to an existing QuickCash batch, query the batch.
3. Choose Receipts.
4. Enter the Receipt Number and the Receipt and GL Dates. The batch Deposit Date and GL Date provide the default Receipt and GL Dates, but you can change them.
5. Enter the receipt Currency (optional). The batch currency provides the default currency, but you can change it to any currency defined in the system if you have at least one remittance bank account whose Receipts Multi–Currency flag is set to Yes. See: Foreign Currency Transactions: page 4 – 47.
6. Enter the Amount of this receipt. If bank charges apply, enter the amount in the Bank Charges field. Receivables calculates the total amount as the sum of the net amount plus the bank charges.
7. Specify how to apply the receipt by choosing one of the following Application Types:

   Auto Cash Rule: Apply receipts to this customer's transactions using AutoCash Rule Set defined for this customer's profile class. If this customer's profile class does not have has an AutoCash rule Set, Receivables uses the AutoCash Rule Set defined in the System Options window. See: AutoCash: page 4 – 145.

Single: Apply this receipt to a single installment. If you choose this option, you must also enter the transaction number to which you want to apply this receipt.

Multiple: Apply this receipt to multiple transactions or to multiple installments. You specify the transactions and installments to which you want to apply this receipt in the Applications window. See: Applying a QuickCash Receipt to Multiple Transactions: page 4 – 137.

On–Account: Apply this receipt to a customer's account, but not to a specific transaction.

Unapplied: Mark this amount as Unapplied if this receipt is not applied to any transactions.

Unidentified: Mark this amount as Unidentified if this receipt is not associated with a customer.

8. Enter the Customer Name, Number, and Bill To Location for this receipt. When you enter the customer, Receivables enters this customer's primary Bill–To location, if one exists (you can change this value). If the system option Require Billing Location for Receipts is set to Yes, you must enter a Bill–To Location.

Suggestion: If you need to apply a receipt to debit items, but you do not know the customer's name, instead of entering an Application Type, first enter one of the debit item numbers in the Transaction Number field. When you do this, Receivables displays the name of the customer associated with this transaction. Then, enter the appropriate application type.

Attention: If you do not enter a Bill–To Location and the customer has no statement site, any unapplied or on–account receipt amounts will not appear on statements sent to this customer.

9. Enter the Payment Method and bank if they did not default from the batch information, or if you changed the receipt currency. You can only select payment methods that have remittance bank accounts assigned to them that have the same currency as the currency you specified for the receipt, or that have the Allow Multi–Currency receipt flag set to Yes.

10. If you are using manual document numbering, enter a unique Document Number. Otherwise, Receivables assigns a unique number when you save. See: Implementing Document Sequences: page 2 – 39.

11. Move to the next record and repeat the steps above for each receipt to add to this batch.
12. Save your work.

Applying a QuickCash Receipt to Multiple Transactions

You can apply a QuickCash receipt to several transactions by choosing an application type of 'Multiple'. You then select to which transactions you want to apply this receipt in the Applications window. Receivables does not actually update your customer's balance until you run Post QuickCash.

▶ **To apply a QuickCash receipt to several transactions:**

1. Navigate to the Receipt Batches window.
2. Query or enter the QuickCash batch. See: Entering Quick Receipts: page 4 – 135.
3. Choose Receipts.
4. Query or enter the receipts to apply, then choose Multiple.
5. Select the transactions to which you want to apply this receipt. You can apply receipts to transactions that have GL dates in future accounting periods and are in the same currency as the receipt. You can enter unrelated invoice numbers if the system option Allow Payment of Unrelated Invoices is set to Yes. The default amount applied depends on the value of the profile option AR: Cash–Default Amount Applied. See: Overview of Receivables Profile Options: page B – 4.

   The default Discount Taken is the earned discount amount available for this application, unless the system option Allow Unearned Discounts is set to Yes. In this case, the default is the amount of the discount that, along with the application, would close this item (as long as the discount amount is not greater than the maximum discount allowed for the transaction). See: Discounts: page 4 – 156.
6. Save your work.

See Also

Post QuickCash: page 4 – 138

Post QuickCash Execution Report: page 4 – 143

Receipts Field Reference: page 4 – 6

Bank Charges: page 2 – 198

Post QuickCash

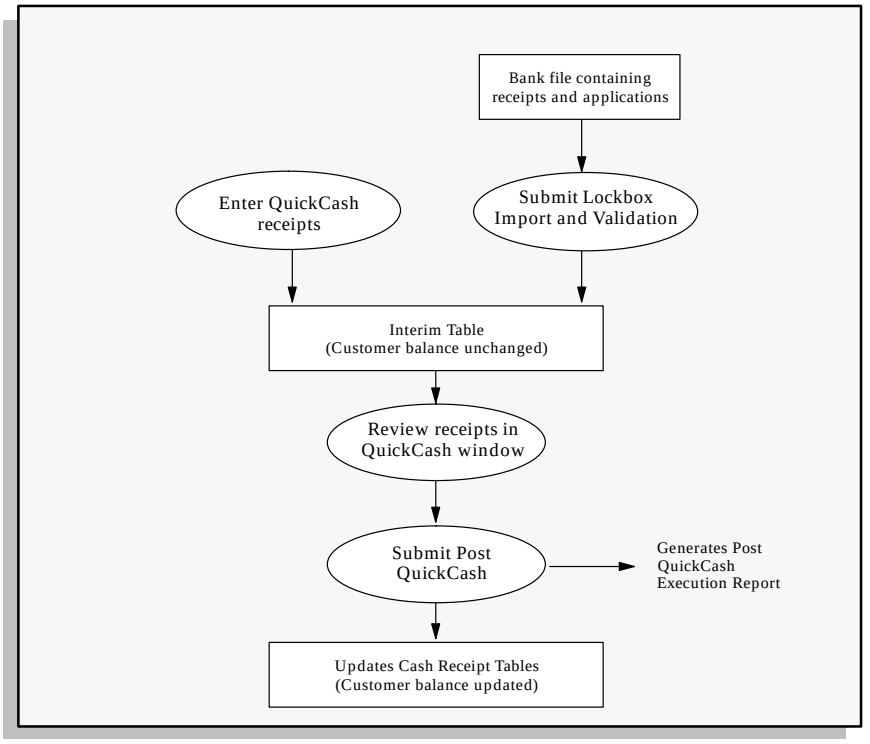
When you enter receipts in the QuickCash window or import them using AutoLockbox, Receivables stores them in interim tables. You can then use the QuickCash window to review each receipt and use the Applications window to ensure that the application information is correct. After you approve the receipts and their applications, run Post QuickCash to update your customer's account balances.

You can choose which QuickCash or Lockbox batches to review. For example, you may want to review only the receipts entered by your data entry clerks or the data files sent by your bank.

The following diagram summarizes how Post QuickCash transfers receipts and applications from interim tables into Receivables.

> **Note:** In Release 11 of Oracle Receivables, you can only apply cross currency receipts using the Applications or the Mass Apply windows. You cannot apply cross currency receipts using Post QuickCash. For more information, see: Cross Currency Receipts: page 4 – 15.

Figure 4 – 5



How Post QuickCash Applies Receipts

Closed Transactions

If you enter a receipt and fully apply it to an open invoice, Post QuickCash will process the receipt as well as the application. However, if you apply a receipt to an invoice that is closed by another application, Post QuickCash will only process the receipt. In this case, the receipt will be marked 'Unapplied'. You need to use the Applications window to manually apply these receipts.

AutoCash Rule Sets

Post QuickCash uses the AutoCash Rule Set assigned to this customer's profile class to determine how to apply receipts. If this customer's profile class does not have an AutoCash Rule Set, Post QuickCash uses the rule set in the System Options window. See: AutoCash: page 4 – 145.

If you use AutoCash rules to apply your receipt and all of the rules in your AutoCash Rule Set fail, Post QuickCash will apply the receipt using the Remaining Amount Rule Set that you specify for this customer's profile class. If you did not specify a Remaining Amount Rule Set for this customer's profile class, Receivables marks the remaining amount Unapplied. See: Defining Customer Profile Classes: page 3 – 37.

Bank Charges

If you set the system option AR: Create Bank Charges to Yes, Receivables will also consider bank charges and a tolerance limit when applying receipts. See: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Receipts Without a Bill–To Location

If the system option 'Require Billing Location For Receipt' is set to Yes, Post QuickCash will not process receipts that do not have a bill–to location. Both the QuickCash window and AutoLockbox validate that receipts have a billing location if this option is set to Yes. However, the system option may change after the receipts have been entered but before Post QuickCash has been run, so Post QuickCash revalidates.

Application Rule Sets

Post QuickCash uses the Application Rule Set assigned to the debit item's transaction type to determine how to apply payments and how discounts affect the open balance for each type of associated charges. If no rule set is assigned to this item's transaction type, Post QuickCash uses the rule set defined in the System Options window. See: Receivables Application Rule Sets: page 4 – 36.

See Also

QuickCash: page 4 – 134

Running Post QuickCash: page 4 – 141

Post QuickCash Execution Report: page 4 – 143

Bank Charges: page 2 – 198

Running Post QuickCash

Run Post QuickCash to update your customer's account balances for batches created either in the Quick Receipts window or using AutoLockbox. Run Post QuickCash after you approve your receipts and applications in the Receipts and Applications windows. Alternatively, you can choose to run Post QuickCash at the same time that you import and validate your LockBox receipt batch in the Submit Lockbox window. See: Running AutoLockbox: page 4 – 120.

You can select batches that contain on–account, unapplied, and unidentified receipts and you can submit a receipt batch for posting regardless of its status. Your batch will generally have a status of either Open or Out of Balance before submitting Post QuickCash. See: Batching Receipts for Easy Entry and Retrieval: page 4 – 59.

After you run Post QuickCash, you can fully or partially apply any unidentified, on–account, or unapplied amounts in the Receipts window. After you fully apply a receipt or place the amount on–account, Receivables updates the batch status to Closed and changes the batch Type to Manual–Regular.

If the system option AR: Create Bank Charges is Yes, Receivables will also consider bank charges and a tolerance limit when applying receipts. See: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Prerequisites

- ❑ Enter QuickCash receipts: page 4 – 135 or run AutoLockbox: page 4 – 120

▶ **To run Post QuickCash from the Receipt Batches or Receipt Batches Summary window:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch to post.

   If you are in the Receipt Batches Summary window, query then select the batch to post.
3. To review receipts within this batch, choose Receipts. If a receipt's Application Type is 'Multiple', you can review its application by choosing the Multiple button. If a receipt's Application Type is 'Single', Receivables displays the transaction to which this receipt will be applied in the Transaction Number field.

4. To post this batch, choose Post QuickCash, then choose Yes to acknowledge the message. Receivables displays a Process Status number for this batch and creates the: Post QuickCash Execution Report: page 4 – 143.

   The Process Status number represents the unique concurrent request id assigned to this batch. You can use this number to check the status of your request in the Concurrent Requests Summary window.

▶ **To run Post QuickCash using the Submit Lockbox window:**

1. Navigate to the Submit Lockbox Processing window.
2. Enter the lockbox Transmission Name or select a transmission from the list of values. See: Running AutoLockbox: page 4 – 120.
3. Check the Submit Post QuickCash check box.
4. Save your work. Receivables displays the Request ID of your concurrent process and creates the Post QuickCash Execution report. See: Post QuickCash Execution Report: page 4 – 143.

   The Request ID number represents the unique concurrent request ID assigned to each receipt batch. You can use this to check the status of your requests in the Concurrent Requests Summary window.

See Also

QuickCash: page 4 – 134

Post QuickCash Execution Report: page 4 – 143

Bank Charges: page 2 – 198

Monitoring Requests *(Oracle Applications User's Guide)*

Post QuickCash Execution Report

Receivables automatically generates this report each time you submit Post QuickCash or AutoLockbox. The report is printed in two sections. The first section contains detailed payment information for each receipt. The second section contains summary information for the receipt batch.

If another user selects the same batch before your request has completed, the system rejects the second request and the Post QuickCash Execution Report will display the message 'This batch has already been processed.'

If Post Batch uses other open amounts when applying a receipt (for example, a receipt, unapplied or on–account amount), Receivables marks that receipt with two asterisks (**) and prints the legend "Total applications from previous receipts" at the bottom of the report. This occurs when you are using either the 'Clear the Account' or 'Clear Past Due Invoices' AutoCash rule to apply receipts, since both of these rules consider all of a customer's open debit and credit items when applying receipts.

Detailed Section

Receivables prints the amount of the receipt that is applied to each transaction and the application type, such as partial application, on–account, or unidentified. This section also displays the remaining amount of the receipt.

If you use AutoCash Rules, Receivables displays the abbreviated AutoCash Rule code for the AutoCash Rule used. The AutoCash Rule Legend at the end of the report lists the rules in more detail.

If you are using the AutoCash rule 'Clear the Account,' Receivables prints two asterisks (**) next to receipts that do not belong to this batch. Receivables includes all open credit and debit items when determining the customers open balance for the Clear Account rule, so this may include partially applied or unapplied receipts on your customer account.

Summary Section

Receivables displays the status of this receipt batch. Statuses include Out of Balance and Closed. If the batch is out of balance, you can use the Difference Counts and Amounts to alert you to data entry problems.

Period information is displayed for the date you create the receipt batch, the batch GL date, and the batch deposit date.

In the Status Summary section, Receivables displays the total number, percentage, and amount of each receipt type included in this receipt batch.

In the Discounts section, Receivables displays the total amount of earned and unearned discounts taken for this receipt batch. See: Discounts: page 4 – 156.

In the Distribution section, Receivables displays the total amount of the receipts applied to line items, tax, freight, and receivables charges.

Attention: If your batch contains receipts in different currencies, the totals in this report would contain amounts in mixed currencies.

See Also

QuickCash: page 4 – 134

Running Post QuickCash: page 4 – 141

AutoCash

The Post QuickCash program uses AutoCash rules to determine how to automatically apply your receipts. Receivables uses your customer's open balance along with the AutoCash rules to determine how to apply receipts and whether you allow partial payments to be applied to your customer's items. If Receivables is not able to apply or fully apply a receipt, you can specify whether the remaining amount is left as Unapplied or On–Account.

Receivables provides five AutoCash rules you can use to create your AutoCash rule sets. See: AutoCash Rules: page 4 – 147. When you define your AutoCash rule sets, you specify which rules to use and the sequence of these rules. For each AutoCash rule set, you can determine how Receivables calculates your customer's open balance.

Calculating Your Customer's Open Balance

Receivables uses the values for each customer's profile class and the Open Balance Calculation region of the AutoCash Rule Sets window when calculating your customer's open balance. If the Discount parameter for this AutoCash Rules Set option is set to a value other than 'None', the Payment Terms and number of Discount Grace Days specified in this customer's profile class determine the discount amount for each transaction. The system option Allow Unearned Discounts determines whether you can include earned and unearned discounts for this AutoCash Rule Set. Additionally, the Items in Dispute option for this AutoCash rule set determines whether items that are in dispute will be included when calculating your customer's open balance.

Automatic Matching Rules

Apply Partial Receipts

A partial receipt is a receipt that is less than the amount required to close the debit item to which it is applied. If you are using the Apply to the Oldest Invoice First rule, Receivables lets you determine if you want to be able to apply a partial payment to your customer's debit items. The Apply Partial Receipts option in the AutoCash Rule Sets window determines whether Receivables can apply a partial payment to an open debit item.

The options that Receivables uses to calculate your customer's open balance affect the meaning of partial payments. For example, you have the following situation:

Discounts = No

Apply Partial Receipts = No

Finance Charges = Yes

Items in Dispute = No

Receipt = $100

Invoice #25 = $100

Finance Charge for Invoice #25 = $10

In this example, Receivables will not be able to apply the $100 receipt to Invoice #25 because the total remaining amount on the invoice is $110 and Apply Partial Receipts is set to No. The status of the receipt amount will depend on the value you enter for the Remaining Remittance Amount.

Remaining Remittance Amount

If you are using the Apply to the Oldest Invoice First rule, Receivables lets you determine the status of any remaining remittance amounts. If Receivables cannot fully or partially apply a receipt using any of the AutoCash rules in your AutoCash Rule set, it will either mark the remaining amount 'Unapplied' or place it 'On Account.' You choose one of these options in the Remaining Remittance Amount field in the AutoCash Rule Sets window.

Matching Using Bank Charges and Tolerance Limit

If you have set up your system to use bank charges and a tolerance limit, Receivables will also consider these amounts if the current AutoCash rule does not find a match. If Receivables cannot find a match using bank charges or tolerance limit, it looks at the next rule in the sequence.

For Receivables to consider bank charges and tolerance limits, the following must be true:

- The profile option AR: Create Bank Charges is set to Yes
- The Receipt Class has a receipt creation status of 'Cleared' (this is necessary as Receivables assumes you know the bank charge only after the receipt has been cleared by the bank)

- You have defined a General Ledger account for Bank Charges for each Remittance bank account
- The AutoCash rule did not find an exact match

Example:

This example uses the AutoCash rule 'Match Payment with Invoice' to explain matching using bank charges and tolerance limit.

If it cannot match the receipt amount with an invoice, Receivables will attempt to match the sum of the receipt amount plus the bank charges to the invoices. If these amounts match, Receivables applies the receipt; otherwise, it will attempt to apply the sum of the receipt amount plus the tolerance limit to the invoice with the lowest value. If there are two or more invoices with equal amounts, Receivables will apply the receipt to the invoice with the oldest due date.

Consider the following example:

Receipt = $980
Bank Charge = $3
Tolerance Limit = $20

Invoice #	Amount
701	$985
702	$990
703	$995

Receivables will attempt to exactly match the receipt amount with an invoice. After failing to do so, Receivables attempts to match the sum of the receipt plus the Bank Charge ($983) to the invoices. When this also fails, Receivables attempts to apply the sum of the receipt plus the Tolerance Limit ($1,000) to the invoice with the lowest amount (to minimize the bank charges incurred). In this example, Receivables will apply $985 to invoice #701, thereby incurring a $5 bank charge.

Receipt = $980
Inv. #701 = <$985>
Bank Charge: <$5>

AutoCash Rules

Receivables provides five AutoCash rules that you can use to create your AutoCash rule sets. When you run Post QuickCash to apply your customer's receipts, Receivables tries to use each AutoCash rule within an AutoCash rule set. If the first rule in the set does not find a match,

Receivables uses the next rule in the sequence, and so on until it can apply the receipt.

Following are the AutoCash rules you can use:

- Match Payment with Invoice
- Clear the Account
- Clear Past Due Invoices
- Clear Past Due Invoices Grouped by Payment Term
- Apply to the Oldest Invoice First

If you have set up Receivables to use Bank Charges, each AutoCash rule (except Apply to the Oldest Invoice First) can also consider bank charges and tolerance limits when attempting to match payments with invoices.

See: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Match Payment with Invoice

When using this rule, Receivables can only apply the receipt to a single invoice, debit memo, or chargeback if the receipt amount matches the amount of the debit item. If more than one debit item has an open amount that matches the receipt amount, Receivables applies the receipt to the item with the earliest due date. If more than one debit item exists with the same amount *and* due date, Receivables applies to the item with the lowest payment schedule id number (this is an internal, system–generated number).

Receivables uses the values you entered for the open balance calculation and the number of discount grace days you specified in this customer's profile class to determine the remaining amount due of the debit item. For example, you have the following situation:

Discounts = Earned Only

Finance Charges = No

Receipt = $1800

Receipt Date = 14–JAN–93

Discount Grace Days = 5

Inv. No.	Inv. Amt	Fin Chrgs.	Payment Terms	Inv. Date	Due Date
600	$2000	$20	10% 10/Net 30	01–JAN–93	30–JAN–93

Since Finance Charges is set to No, Receivables subtracts the $20 finance charges from the amount of the invoice, reducing the amount to $2000. The payment terms assigned to this invoice include a 10% discount if the invoice is paid within 10 days and our open balance calculation allows us to take earned discounts. Even though the invoice is paid after the 10 day period, Receivables adds the 5 discount grace days, making this invoice eligible for a 10% discount. The remaining amount due of this invoice on January 14 is $1800. Since the remaining amount due of the invoice matches the receipt amount, the receipt is applied. If no discount grace days were offered, Receivables would not be able to apply the receipt because the remaining amount of the invoice would be $2000.

> **Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the invoice. If this fails, Receivables will compare the receipt amount plus tolerance limit to the invoice. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Clear the Account

When using this rule, Receivables can only apply the receipt if the receipt amount matches your customer's open balance. Receivables includes all open debit and credit items when calculating your customer's open balance. Open credit items include credit memos, on account credits, and on account and unapplied cash.

Receivables uses the options you specified for the open balance calculation and the number of discount grace days that you defined for this customer's profile class to determine your customer's open balance. For example, you have the following situation:

Finance Charges = Yes

Items in Dispute = Yes

Receipt = $590

Past Due Debits/Credits	Invoice Amount	Finance Charges	In Dispute
Invoice #45	**$500**	**$40**	**Yes**
Invoice #46	**$300**	**$0**	

Credit Memo #100	**$50**		
Unapplied Cash	**$200**		

Since Finance Charges and Items in Dispute are set to Yes, the open balance for this customer is $590. Because the receipt amount matches your customer's open balance, the receipt can be applied.

> **Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's open balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the your customer's open balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Clear Past Due Invoices

When using this rule, Receivables can only apply a receipt if the receipt amount matches your customer's past due account balance. Receivables includes all open past due debit and credit items when calculating your customer's past due account balance.

A debit item is considered past due if the invoice due date is earlier than or equal to the receipt date of the receipt being applied to this invoice. For unapplied and on account cash, Receivables uses the receipt date, and for credit memos and on account credits Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of 10–JAN–93, all unapplied and on account cash as well as credit memos and on–account credits that have a transaction date (receipt date or credit memo date) on or earlier than 10–JAN–93 will be included when calculating this customer's account balance.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified for this customer's profile class to determine your customer's past due account balance. The values you choose for the Finance Charges and Items in Dispute options may prevent a past due debit item from being closed, even if the receipt amount matches your customer's past due account balance. For example, you have the following situation:

Finance Charges = No

Items in Dispute = No

Receipt = $420

Past Due Debits/Credits	Invoice Amount	Finance Charges	In Dispute
Invoice #209	**$300**	**$0**	
Invoice #89	**$250**	**$0**	**Yes**
Invoice #7	**$120**	**$30**	

Since Finance Charges and Items in Dispute are set to No, Receivables does not include Invoice #89 ($250) or finance charges for Invoice #7 ($30) when calculating this customer's past due account balance. Therefore, the past due account balance for this customer is $420. Because the receipt amount matches your customer's past due account balance, the receipt can be applied; however, Invoice #7 and #89 are still open, past due debit items.

> **Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's past due account balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the past due account balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Clear Past Due Invoices Grouped by Payment Term

When using this rule, Receivables can only apply a receipt if the receipt amount matches the sum of your customer's credit memos and past due invoices. This rule is similar to the Clear Past Due Invoices rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt being applied to this invoice. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of 10–JAN–93, credit memos that have a transaction date (credit memo date) on or earlier than 10–JAN–93 will be included. Credit memos do not have payment terms, so they are included in each group.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified

for this customer's profile class to determine the sum of your customer's credit memos and past due invoices. The values you specify for the Finance Charges and Items in Dispute options may prevent a past due debit item from being closed, even if the receipt amount matches the sum of your customer's credit memos and past due invoices. Consider the following situation:

Receipt = $900 on 25–JUN

Trx. Number	Payment Term	Due	Invoice Amount
1	**A**	**25–MAY**	**$500**
2	**A**	**25–JUN**	**$200**
3	**A**	**25–JUN**	**$200**
4	**B**	**20–JUN**	**$900**
5	**C**	**25–MAY**	**$905**

Receivables will group these transactions as follows:

Group 1: Trx 1,2,3
Amount: $900
Group Due Date: 25–MAY

Group 2: Trx 4
Amount: $900
Group Due Date: 20–JUN

Group 3: Trx 5
Amount: $905
Group Due Date: 25–MAY

Since Groups 1 and 2 match the receipt amount, Receivables will select the group with the oldest due date (Group 1) and apply the receipt to those transactions.

> **Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the sum of your customer's credit memos and past due invoices for that payment term. If this fails, Receivables will compare the receipt amount plus tolerance limit to the group with the smallest sum of credit memos and past due invoices (if there are two or more groups with the same combined amount Receivables will select the group with the oldest due date). If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more

information, see: Matching Using Bank Charges and Tolerance Limit: page 4 – 146.

Apply to the Oldest Invoice First

When using this rule, Receivables applies receipts to your customer's debit items starting with the item having the oldest due date. Receivables uses the values that you entered for the open balance calculation and your automatic matching rules to determine your customer's oldest outstanding debit item.

For example, you have the following situation:

Partial Payments = Yes

Finance Charges = No

Receipt = $200

Invoice #	Invoice Amount	Finance Charges	Due Date
801	**$0**	**$35**	**01–DEC–92**
707	**$450**	**$0**	**01–JAN–93**

If you compare only the due dates for the two invoices, invoice #801 is the oldest invoice, but Receivables also checks the options that you entered for both your open balance calculation and automatic matching rule. Since Finance Charges is set to No, Receivables ignores invoice #801 (since the remaining amount only consists of finance charges) and applies the $200 receipt to invoice #707.

If Apply Partial Receipts was set to No, Receivables would not be able to apply this receipt and would look at the next rule in the sequence.

> **Note:** Matching using bank charges and a tolerance limit does not apply to this AutoCash rule.

Example

Assume that you have defined the following AutoCash rule set:

Open Balance Calculation

- Discounts: Earned Only *
- Finance Charges: No
- Items In Dispute: No

Automatic Matching Rules

- Apply Partial Receipts: Yes
- Remaining Remittance Amount: On–Account

Sequence of AutoCash Rules

- 1. Match Payment with Invoice
- 2. Clear The Account
- 3. Apply To The Oldest Invoice First

* Assume that the customer, Global Freight Carriers, has no payment or discount grace days.

A payment was entered for Global Freight Carriers for $600 through the QuickCash window with a deposit date of 10–DEC–92.

Global Freight Carriers has the following outstanding invoices, none of which are in dispute:

Number	Amt Remaining	Due Date	Discount Date/Amt
123	$200	11–DEC–92	01–DEC–92 / $20
124	$300	08–DEC–92	30–NOV–92 / $30
125	$150	13–DEC–92	28–NOV–92 / $15

Results:

- AutoCash rule 1, Match Payment with Invoice, fails because none of the customer's open items have a remaining amount due that is equal to the amount of the receipt ($600). The Post QuickCash program now looks at AutoCash rule 2.
- AutoCash rule 2, Clear The Account, fails because this customer's calculated account balance ($650) is not the same as the amount of the receipt. The Post QuickCash program now looks at AutoCash rule 3.
- Using AutoCash rule 3, Receivables first applies the receipt to the oldest invoice. $300 of the receipt is applied to invoice #124. Since the discount date of 30–NOV–92 has passed and the Discount field for the Open Balance Calculation is set to Earned Only, the $30 discount is no longer available. The amount due remaining for this invoice is now equal to either $0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now $300.00.

Receivables now applies $200 to invoice #123, which is the next oldest invoice. Just like invoice #124, the discount date for invoice #123 has passed and the $20 discount is no longer available. The amount due remaining for this invoice is now equal to either $0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now $100.

Finally, Receivables applies the remaining $100 to invoice #125 ($150) as a partial receipt because the Apply Partial Receipts matching rule is set to Yes. (If this was set to No, the remaining amount could not be applied to invoice #125 and would be placed on account, since the Remaining Remittance Amount matching rule is set to On Account.) Just like the other invoices, the discount date for invoice #125 has passed and the $15 discount is no longer available. If there are no finance charges for this invoice, the amount due remaining for invoice #125 is reduced from $150 to $50, and remains open.

See Also

AutoCash Rule Sets: page 2 – 139.

Post QuickCash: page 4 – 138

AutoCash Rules Report: page 9 – 29

Bank Charges: page 2 – 198

Discounts in Post QuickCash: page 4 – 162

Discounts

Receivables lets you give discounts to your customers when they pay for their debit items before a certain date. Discounts are determined by the payment terms you assign to your customers. You can also choose whether to allow discounts for partial payments and specify how you want Receivables to calculate the discount on your invoices.

Types of Discounts

Receivables lets you use the following types of discounts.

Earned and Unearned Discounts

Receivables lets you determine whether your customers can take earned and unearned discounts. An ***earned discount*** is a discount you give to a customer who pays on or before the discount date or within the discount grace period. For example, a customer may earn a 2% discount off the original invoice if payment is received within 10 days. The earned discount period is determined by the invoice date, apply date of the receipt, and any discount grace days.

Receivables also lets you choose whether to allow unearned discounts. ***Unearned discounts*** are discounts that you allow after the earned discount period has passed. The default discount taken is zero if the discount is unearned. If the discount is earned, the default discount taken is the amount of the earned discount. Receivables lets you override the discount taken amount during payment entry and warns you if you are taking an unearned discount. You specify whether your customers can take unearned discounts in the System Options window. See: Accounting System Options: page 2 – 49.

For more information, see: Determining the Discount Percent: page 4 – 158.

Discounts on Partial Payments

Receivables lets you choose whether to allow discounts when your customer remits partial payment for an open debit item. If you allow discounts on partial payments, Receivables prorates the amount of the discount based on the receipt amount. You can control whether your customers can receive discounts for partial payments by setting the system option Discount on Partial Payment to Yes or No. See: Accounting System Options: page 2 – 49.

Tiered Discounts

When you define your payment terms, you can assign multiple discounts to each payment schedule. You might want to assign different discount percents based on different discount dates. For example, you might give your customers a 15% discount if they pay within 10 days after the invoice date, but only a 5% discount if they pay within 15 days.

Discount Options

The following options let you determine how Receivables calculates the discount amount.

Discount Grace Days

Grace days refer to the number of days after the discount term that your customer can take earned discounts. Your customer must have discounts specified in their payment terms before discount grace days can be used. If you use an AutoCash Rule Set to apply payments to a customer's open debit items, Receivables uses the number of Discount Grace Days that you specify for this customer's profile to determine this customer's open balance. See: Defining Customer Profile Classes: page 3 – 37 and AutoCash: page 4 – 145.

Discount Basis

The discount basis option lets you specify how Receivables calculates discounts for your invoices. You enter a discount basis when creating your Payment Terms. You can also enter a default discount basis for your payment terms in the System Options window. See: Accounting System Options: page 2 – 49.

You can choose one of the following options as your discount basis:

Invoice Amount: Calculate the discount amount based on the sum of the tax, freight charges, and line amounts of your invoices.

Lines Only: Calculate the discount amount based on only the line amounts of your invoices.

Lines, Freight Items and Tax: Calculate the discount amount based on the amount of line items, freight, and tax of your invoices, but not freight and charges at the invoice header level.

Lines and Tax, not Freight Items and Tax: Calculate the discount amount based on the line items and their tax amounts, but not the freight items and their tax lines, of your invoices.

Set Up Receivables to Calculate Discounts

- Define your payment terms in the Payment Terms window. Enter a discount percent, choose whether to allow discounts on partial payments, and select a discount basis.
- Choose whether to allow partial and unearned discounts in the System Options window.
- Define your earned and unearned discount accounts in the Bank Accounts window (More Receivables Options alternative region).
- Choose whether to allow discounts and assign discount grace days to your customers in the Customer Profile Classes window or the Profile:Transaction alternative region of the Customers window. The values you define in the Customers window take precedence over those in the Customer Profile Classes window.

Determining the Discount Percent

Earned Discounts

When determining the discount percent for earned discounts, Receivables uses the invoice date, discount grace days, and the apply date of the receipt to determine the discount percent for this payment term. For example, the invoice date is 01–DEC–93, the receipt is applied on 12–DEC–93, discount grace days = 5 and your payment term has the following discounts:

10% 10 days

7% 15 days

2% 20 days

Receivables uses 10% as your discount percent since the receipt was applied within 10 days (including grace days).

Unearned Discounts

When determining the discount percent for unearned discounts, Receivables uses the maximum discount allowed for this payment term. To allow unearned discounts, set Allow Unearned Discounts to Yes in the System Options window.

Formulas Used to Calculate Discounts

Maximum Discount

Use the following formula to determine the maximum discount amount:

Maximum Discount = Amount Due Original * Highest Discount Percent – Discount Taken

Earned Discounts and Partial Payments Allowed

If the receipt amount is more than the amount due remaining less the discount, Receivables uses the following formula to determine the earned discount:

Earned Discount = Amount Due Remaining * Discount Percent

If the receipt amount is either the same or less than the amount due remaining less the discount, Receivables uses the following formula to determine the earned discount:

$$\text{Earned Discount} = \frac{\text{Receipt Amount} * \text{Discount Percent}}{1 - \text{Discount Percent}}$$

Unearned Discounts with Partial Payment Discounts Allowed

Receivables uses the following formula to determine unearned discounts if partial payments are allowed:

Unearned Discount = Maximum Discount – Earned Discount Percent * Amount Due Remaining

Earned Discounts with Partial Payment Discounts Not Allowed

If the Allow Discount on Partial Payments check box for your payment terms is checked, Receivables only takes discounts if the receipt amount closes the installment. Receivables uses the following formula to determine earned discounts if partial payment discounts are not allowed:

Earned Discount = Amount Due Original * Discount Percent

Unearned Discounts and Partial Payments Not Allowed

If the Allow Discount on Partial Payments check box for your payment terms is not checked, Receivables only takes discounts if the receipt

amount closes the installment. Receivables uses the following formula to determine unearned discounts if partial payments are not allowed:

$$\text{Unearned Discount} = \text{Amount Due Original} * \text{Maximum Discount Percent} - \text{Earned Discount}$$

Discount on Lines Only

If the Discount Basis option for your payment term is set to Lines Only, Receivables does not take discounts on receipt amounts applied to tax, freight, or finance charges and uses the following formula to determine the discount amount:

$$\text{Line Percent} = \text{Discount Percent} * \frac{\text{Sum of Lines + Sum of Line Adjustments – Sum of Line Credits}}{\text{Amount Due Original + Sum of Adjustments – Sum of Credits}}$$

Once you determine the discount line percent, use this as the discount percent in the formulas above.

Defaulting Discount Amounts

When you enter receipts manually, Receivables determines whether discounts are allowed based on the payment terms, discount grace days, system options, transaction date, and receipt apply date. If discounts are allowed, Receivables determines the amount of earned and unearned discounts and displays this information in the Discount field.

Review the example below to understand how Receivables displays discount information based on the apply date of the receipt. Assume that you are using the following information:

```
Unearned Discounts = Yes
Payment Terms: 10/10, 5/15, Net 30
Discount Grace Days = 0
Calculate Discount on Lines Only = No
Allow Discount on Partial Payments = Yes
Percent     Date          On Lines Only  On Partial Payments
5           17–DEC–93     No             Yes
10          12–DEC–93     No             Yes
Invoice Details:
      Invoice #101
      Invoice Date = 02–DEC–93
      Due Date = 01–JAN–94
      Amount = $1100
```

The following table displays the default discount amounts based on different receipt application dates. You can also see the amount of earned and unearned discounts that your customers can take.

Receipt Apply Date	Receipt Amount	Default Discount Amount	Message Line	Earned Discount Allowed	Unearned Discount Allowed
From 02–DEC–93 to 12–DEC–93	$990	$110	Discount Earned = 110, Total = 110	$110	None
From 13–DEC–93 to 17–DEC–93	$990	*$52.11	Discount Earned = 52.11, Total = 110	$52.11	$57.89
After 17–DEC–93	$990	*0	Discount Earned = 0, Total = 110	None	$110
From 02–DEC–93 to 12–DEC–93	**$1000	$110	Discount Earned = 110, Total = 110	$110	None
From 13–DEC–93 to 17–DEC–93	**$1000	*$52.63	Discount Earned = 52.63, Total = 110	$52.63	$47.37
After 17–DEC–93	**$1000	*0	Discount Earned = 0, Total = 110	None	$110

Table 4 – 10

***** To take the unearned discount you must update the amount in the Discount field

****** $100 of the receipt is left as Unapplied

Determining the Default Amount to Apply

The profile option AR: Cash – Default Amount Applied determines how Receivables defaults applied receipt amounts into the receipt application windows.

Remaining Amount of the Invoice

If you choose 'Remaining Amount of the Invoice', the default amount applied is the remaining amount of the transaction, less any available discount. However, if the remaining amount of the receipt is less then the balance of the transaction, the default amount applied is the remaining amount of the receipt and Receivables takes the discount available on the transaction.

Unapplied Amount of the Receipt

If you choose 'Unapplied Amount of the Payment', Receivables uses the unapplied amount of the receipt (or the transaction amount, if this is less than the unapplied amount of the receipt), less any available discount, as the default.

Discounts in Post QuickCash

AutoCash Rules

Receivables uses the discount values that you assigned to your AutoCash rule set along with the payment terms, discount grace days, system options, transaction date, and receipt apply date to determine whether to include discount amounts.

If you choose any of the AutoCash rules, Post QuickCash first takes into account the maximum discount available before trying to apply the receipt.

For example, you are using Apply to the Oldest Invoice First as your AutoCash rule and your oldest invoice is $1000. The payment term associated with this invoice allows a maximum discount of $100 and your receipt amount is $6000. Post QuickCash first applies the $100 discount, which reduces the remaining amount of the invoice to $900, and then applies $900 of the receipt to close the invoice. After the application, you are left with $5100 to apply to the next oldest invoice.

If you are using one of the matching rules, such as Match Payment with Invoice, the receipt must match the invoice after the discount is taken. For example, if you have an invoice for $1000 and a maximum discount

of $200, your receipt must be $800 before Post QuickCash can apply it to the invoice. See: Post QuickCash: page 4 – 138.

When The Discount Amount Exceeds the Maximum Discount

When the discount amount exceeds the maximum discount, Receivables uses the maximum discount as the discount taken. Receivables uses the following formulas to determine the earned discount amount and the maximum discount:

$$\text{Earned Discount} = \frac{\text{Receipt Amount} * \text{Discount Percent}}{1 - \text{Discount Percent}}$$

$$\text{Max. Discount} = \text{Discount Taken} * \text{Amount Due Original} - \text{Highest Discount}$$

See Also

Defining Receivables System Options: page 2 – 48

Payment Terms: page 2 – 80

Entering Discount Information: page 2 – 83

AutoCash: page 4 – 145

Discount Projection Report: page 9 – 66

Profile Options: page B – 2

Automatic Receipts

Instead of manually entering receipts, you can use the Receivables automatic receipts feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you collect payments on time by transferring funds from the customer's bank account to yours on the receipt maturity date. You can also manage your cash flow by deciding when, where, and how much you should remit to your bank.

Automatic receipts also lets you manage your customer risk and reconcile bank statements with your accounts receivable system. You can decide how you wish to process the receipts from creation to remittance and risk elimination.

The Automatic Receipts feature satisfies the many variations of bank remittance processing, such as Bills of Exchange, Direct Debits, Letras Aceptadas (Spain), Tratte Accettate (Italy), Lettre de Change Releve, and Credit Prelevement Automatique (France).

Once created, automatic receipts can be reversed and reapplied in the same way as manual receipts.

> **Note:** In Release 11 of Oracle Receivables, you can only apply cross currency receipts using the Applications or the Mass Apply windows. You cannot create cross currency receipt applications using Automatic Receipts. For more information, see: Cross Currency Receipts: page 4 – 15.

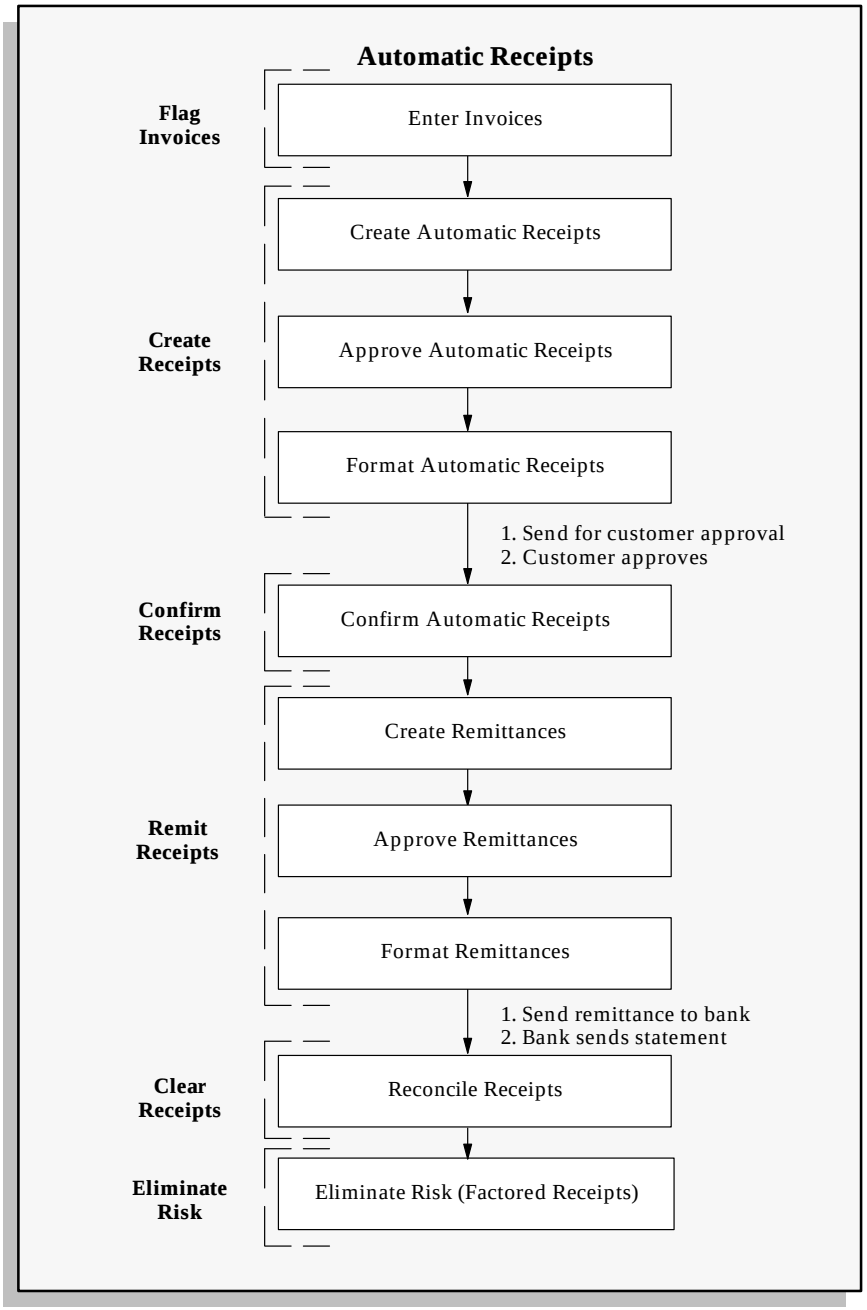
Creating automatic receipts involves three steps:

- **Create:** Select the invoices to include in your automatic receipts.
- **Approve:** Update, delete, and approve the receipts that you have selected.
- **Format:** Format your automatic receipts onto paper to send to your customer for confirmation or notification before remitting them to your bank on either paper or magnetic media. This step is optional, as it depends upon the type of automatic receipt you create.

These can be submitted as one step or individually in three different steps.

The following diagram provides an overview of the Automatic Receipts and Remittance processes.

Figure 4 – 6


Automatic Receipts
Flag Invoices
Enter Invoices
Create Automatic Receipts
Create Receipts
Approve Automatic Receipts
Format Automatic Receipts
1. Send for customer approval
2. Customer approves
Confirm Receipts
Confirm Automatic Receipts
Create Remittances
Remit Receipts
Approve Remittances
Format Remittances
1. Send remittance to bank
2. Bank sends statement
Clear Receipts
Reconcile Receipts
Eliminate Risk
Eliminate Risk (Factored Receipts)

See Also

Accounting for Automatic Receipts and Remittances: page 4 – 166

Troubleshooting: page 4 – 167

Reporting on Automatic Receipts and Remittances: page 4 – 186

About Remittances: page 4 – 189

Automatic Clearing for Receipts: page 4 – 204

Invoices Awaiting Automatic Receipt: page 9 – 83

Accounting for Automatic Receipts and Remittances

Use the following table for the accounting entries created during the automatic receipt creation process.

Action	Accounting Entries
Create Invoices	DR Accounts Receivables CR Revenue
Approve Automatic Receipts	DR Confirmation CR Accounts Receivables (For automatic receipts not requiring Confirmation.)
Confirm Automatic Receipts	DR Confirmation CR Accounts Receivables (For automatic receipts requiring confirmation)
Approve Remittances	Standard Remittance: DR Remittance CR Confirmation Factored Remittance: DR Factoring CR Confirmation

Table 4 – 11 **(Table 1 of 2)**

Action	Accounting Entries
Clear Receipts	Standard Remittance: DR Cash DR Bank Charges CR Remittance Factored Remittance: DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	Factored Remittance: DR Short Term Debt CR Factoring

Table 4 – 11 **(Table 2 of 2)**

Note: Instead of affecting the Remittance account, Receivables debits the Factoring account and credits the Short Term Debt account when you choose to factor your receipt. The Short Term Debt account is subsequently debited when you run the Automatic Clearing program to eliminate risk.

See Also

Troubleshooting: page 4 – 167

Reporting on Automatic Receipts and Remittances: page 4 – 186

Troubleshooting

Following are some guidelines to ensure that your Automatic Receipts process runs smoothly and generates the receipts that you require.

Discounts and Automatic Receipts

Generally, you would not use discounts with automatic receipts. This is because the maturity date for the receipt would be predetermined between you and the customer. The money would be automatically taken from the customers account on that date, and generally, not before.

However, Receivables will calculate earned discounts for automatic receipts that do not require confirmation if you set up your payment

terms such that the due date of the transaction would be the same as the discount date. For example, if the payment schedule for your payment terms specifies that your transaction is due 30 days after the transaction date, then enter a percent discount for 30 days after the transaction date for that payment schedule line. This lets Receivables always take the percent discount you specify. See: Discounts: page 4 – 156.

Receivables does not allow discounts to be calculated for automatic receipts that require confirmation. However, you could define a receivables activity type of 'Discount' and create an adjustment in the Applications window to adjust the balance down on the invoice. Then, charge the adjusted amount to the discount account defined for the discount receivables type. See: About Adjustments: page 6 – 109.

Start and End Date Ranges

Many of the components that are used in automatic receipts have start and end date ranges, such as payment methods, remittance bank accounts, and customer bank accounts. When you set up your receivables system to handle automatic receipts, you must be careful when assigning date ranges. Receivables uses date ranges to determine which values will display in your list of values. For example, if you assign a payment method with a date range of 01–SEP–96 to 30–SEP–96 to one of your customers, you will not be able to choose this payment method if you enter an invoice for this customer on 01–OCT–96.

Remittance Bank Information

Receivables will generally use the primary remittance bank account associated with the payment method and currency of your invoice when determining the remittance bank account for an automatic receipt. However, if it finds that a non–primary account for the same currency is the same as the customer account, Receivables will use this account. This lets you avoid bank charges and allows funds to be transferred more quickly.

Sequential Numbering

If you are creating automatic receipts, the Sequential Numbering profile option must be set to 'Always Used' or 'Partially Used.' You must also ensure that you create a document category for each payment method you assign to invoices that are selected for automatic receipt application and that each document category is assigned to a document sequence with automatic numbering. For example, if sequential

numbering is set to Always Used, but you have not assigned a document sequence to your payment method document category, Receivables displays the following error message when you try to approve your automatic receipt:

PAP–00251	An assignment does not exist for these parameters and one is mandatory.
Cause:	The profile option Sequential Numbering is defined to have sequential numbering always used. The current set of parameters does not have a sequence assigned.
Action:	Go to the Assign Sequences window and assign a sequence to the current set of parameters.

For more information about this profile option, see: Profile Options in Oracle Application Library: page B – 21.

Deriving General Ledger Dates

The General Ledger date of your automatic receipt is derived from the General Ledger date of your automatic receipt creation batch. When you create your automatic receipts, Receivables ensures that this date is in an open or future period.

However, if you are using the Cash Basis method of accounting, the General Ledger date of your receipt must be on or after the maturity date of the receipt. Receivables determines the maturity date of the receipt when the receipt is approved using the receipt maturity date rule you specify for your payment method. If the General Ledger date from the receipt creation batch is before the maturity date of the receipt, Receivables will replace this General Ledger date with the maturity date. See: Payment Terms: page 2 – 80.

There will be occasions when the maturity date that replaces the receipt General Ledger date is not in an open or future period. In this case, Receivables cannot derive a General Ledger date and will display the invoices associated with the receipt in the Exceptions section of the Approve Automatic Receipt Execution report.

If this happens, you should recreate your automatic receipt batch for these invoices and specify a General Ledger batch date which is on or after the maturity date which would be derived for the receipt.

Associating Billing Sites with Automatic Receipts

The system option Require Billing Location for Receipt determines whether Receivables creates an automatic receipt for a customer who has no primary Bill–To site. If the system option is set to No and your customer does not have a primary Bill–To site defined, Receivables will create your automatic receipt without assigning a Bill–To site. However, if the system option is set to Yes and your customer does not have a primary Bill–To site, Receivables will not create your automatic receipt. The invoices associated with the receipts will display in the Exceptions section of the Automatic Receipt Execution report.

Paying Related Invoices

When Receivables selects invoices for automatic receipt it searches for invoices whose paying customer matches the customer you have specified in your selection criteria, rather than the customer who is billed for the invoice. The paying customer is the customer associated with the customer bank account assigned to your invoice. This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

If you want one customer to be able to pay for an invoice billed to another customer, you must either have the system option Allow Payment of Unrelated Invoices set to Yes, or define a relationship between the two customers. Then, when entering an invoice, you must enter the Bill To customer's name and location and the paying customer's bank information. See: Creating Customer Relationships: page 3 – 35.

> **Note:** If you have a non–reciprocal relationship between a primary and related customer, and the related customer has no other primary customers, when you enter invoices for the related customer, bank accounts belonging to both the related and the primary customers appear in the list of values for the Customer Bank field.

See Also

Implementing Document Sequences: page 2 – 39

Reporting on Automatic Receipts and Remittances: page 4 – 186

Flagging Transactions for Automatic Receipts

The first step in the automatic receipt creation process is to flag the transactions you want to be picked up by the automatic receipt creation program. To flag a transaction for automatic receipt, you must assign it to a customer bank account and enter a payment method whose associated receipt class has Creation Method set to 'Automatic'. The automatic receipt creation program will pick up all transactions that have automatic payment methods and close out their outstanding balances.

Prerequisites

- ❑ Define remittance bank accounts in either the currency of the transaction or whose Receipt Multi–Currency flag is set to Yes. See: Defining Banks: page 2 – 188.
- ❑ Define receipt classes with Creation Method set to Automatic and indicate whether you want to confirm, remit, and clear your automatic receipts. See: Receipt Classes: page 2 – 148.
- ❑ Define payment methods for your receipt classes and assign your bank accounts to them. Specify the number of Clearing and Risk Elimination days and enter your cash, confirmation, remittance, factoring, and short term debt accounts here. See: Payment Methods: page 2 – 151.
- ❑ Define customer banks in the currency of the transaction you wish to be paid by Automatic Receipts to inform your remittance bank where funds are being transferred from then assign them to your customers in the Customers window. See: Defining Banks: page 2 – 188.
- ❑ Assign automatic payment methods to your customers. See: Assigning Payment Methods to Customers: page 3 – 13.

▶ **To flag manually entered transactions to be paid by automatic receipt:**

1. Navigate to the Transactions window.
2. Enter or query the transaction. See: Entering Transactions: page 6 – 2.
3. Open the Paying Customer alternative region.
4. Enter the Paying Customer Name or Number, and the Paying Location for this customer.

5. Enter a Payment Method whose associated receipt class has a creation Method of 'Automatic', or select from the list of values.
6. Enter this customer's bank information, including Name, Branch, and Account Number.
7. Save your work.

Suggestion: Use the Invoices Awaiting Automatic Receipt report to see which transactions are flagged and waiting for automatic receipt creation. See: Invoices Awaiting Automatic Receipt: page 9 – 83.

Flagging imported transactions for automatic receipts

▶ **To flag imported transactions to be paid by automatic receipt:**

- When importing your transactions, ensure that each transaction to import has customer bank information defined and is assigned to a payment method whose associated receipt class has Creation Method set to 'Automatic'.

See Also

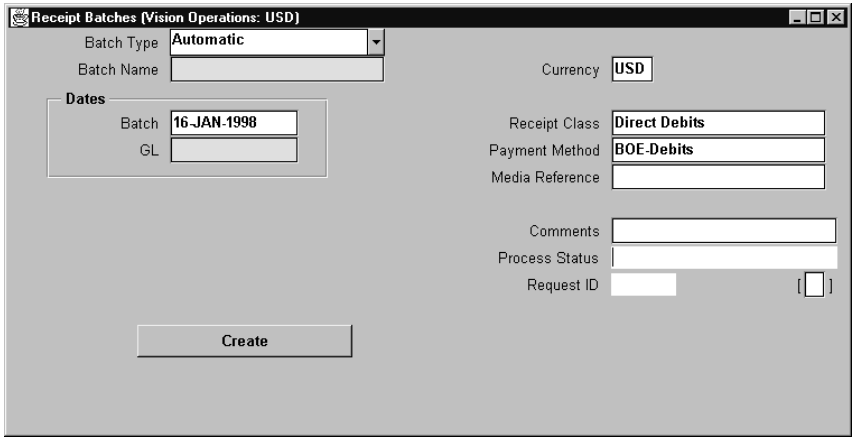
Entering Receipts: page 4 – 2

Creating Automatic Receipts: page 4 – 173

Automatic Receipts: page 4 – 164

Importing Transactions Using AutoInvoice: page 6 – 73

Creating Automatic Receipts



Select invoices to include in your automatic receipt batch by specifying a payment method of Automatic and other attributes such as currency, transaction type, and paying customer. The create automatic receipts program will pick up all transactions that meet this criteria and create receipts to close out these transactions. In addition to the criteria you specify, Receivables uses various other criteria to determine whether a transaction should be included in an automatic receipt creation batch.

Receivables checks the customer's profile to determine whether it should include invoices that are in dispute. Receivables uses the number of Lead Days that you enter for your payment method to determine when an invoice is eligible for the creation of automatic receipts. The lead days is the number of days before the invoice due date that this invoice can be selected for automatic receipt. A batch of automatic receipts can only have one payment method, thus one lead days value. Receivables compares the invoice due date and lead days with the batch date.

Suggestion: Set the lead days to a high value for automatic receipts that require confirmation. This will give you the additional time required to send the receipts to your customer and for the customer to confirm them. Receipts that will be factored should also have the lead days set to a high number as they are often remitted long before their maturity date.

Receivables uses the GL date to determine the accounting period in which the automatic receipts will post to your general ledger. Receivables does not let you enter a GL date for a new batch if the receipt class requires confirmation as a separate step. This is because

Receivables does not create accounting entries when you approve receipts, but do not confirm them. See: Accounting for Automatic Receipts and Remittances: page 4 – 166.

Lastly, Receivables validates that the receipt amount is more than or equal to the Minimum Receipt Amount that you specified for your remittance bank and customer profile class. You can assign minimum receipt amounts for your remittance bank accounts in the Receipt Classes window and for your Customers in the Customer Profile Classes or Customer windows. If the total of the transactions does not match the larger of the two minimum receipt amounts, no receipts will be created. These transactions will appear in the Exception section of the Create Automatic Receipt Execution report. See: Automatic Receipts and Remittances Execution Report: page 4 – 177.

Depending upon the function security options set up by your system administrator, you may be able to create, format, and approve automatic receipt batches in one step. See: Function Security in Receivables: page C – 2.

You can delete a batch of Automatic Receipts only if the batch has not yet been approved and its status is Creation Completed. When you delete a batch, all transactions within the batch become available for selection the next time you submit the Automatic Receipt creation program.

Automatic Receipt Statuses

Automatic Receipts have a status that indicates whether they are complete. Valid statuses include: Started Creation, Creation Completed, Started Approval, Approval Completed, Started Format, and Format Completed.

Prerequisites

- ❑ Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used' and assign document sequences to each automatic payment method you define. Receipt numbers for automatic receipts are generated based on document sequence numbers. See: Implementing Document Sequences: page 2 – 39.
- ❑ Define Print and Transmission programs for your automatic receipts.
- ❑ Run the Invoices Awaiting Automatic Receipt report to review which invoices will be picked up by the Automatic Receipt

program (optional). See: Invoices Awaiting Automatic Receipt report: page 9 – 83.

- ❑ Define the number of Auto Receipts Invoices per Commit and Receipts per Commit in the System Options window (Miscellaneous alternative region).

Suggestion: Set the Receipts per Commit and Invoices per Commit system options to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt and remittance batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this will give you the number of receipts marked for this batch. Assign this number to Auto Receipts Invoices per Commit. Look at the log file for your largest Remittance Creation batch to derive the Auto Receipts Receipts per Commit number. You should only reduce these numbers if you run out of rollback segments. See: Defining Receivables System Options: page 2 – 48.

Submitting the automatic receipt creation process

▶ **To submit the automatic receipt creation process:**

1. Navigate to the Receipt Batches window.
2. Choose a Batch Type of Automatic.
3. Enter the Currency for this batch. If you enter a foreign currency, enter exchange rate information for this batch. See: Foreign Currency Transactions: page 4 – 47.
4. Enter the Batch date. The default is the current date, but you can change it.
5. Enter the Payment Method for this batch, or select one from the list of values. Receivables lets you select active payment methods with a receipt class where Creation Method is set to Automatic.

   When you use the list of values to select a payment method, Receivables displays the receipt class assigned to each payment method and indicates whether receipts using this receipt class require confirmation. When you specify the criteria for transactions to include in this batch, Receivables requires that each transaction selected for payment has the payment method you specify here.

6. If the receipt class you entered does not require confirmation as a separate step, enter the GL Date for this batch. The default GL date is the batch date. The GL date must fall within an open or future accounting period.
7. In the Media Reference field, enter the tape or floppy disk on to which you are going to create your batch of automatic receipts (optional).
8. Choose Create.
9. Enter the range of transactions to include in this batch of automatic receipts (optional). For example, enter the low and high values of the transaction Due Dates, Transaction and Document Numbers, Customer Names, or Customer Numbers to select only those receipts for this batch. Leave a field blank if you do not want to limit the search to transactions matching that criteria.
10. Choose OK. Receivables generates a Batch Name by using the next number after the number in the Last Number field of the receipt source 'AUTOMATIC RECEIPTS'. See: Receipt Sources: page 2 – 145.

    Receivables displays the Process Status of your batch and a unique Request ID number for your concurrent request. Use the Request ID number to check the status of your automatic receipt batch in the Completed Requests window.

    Receivables also creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of automatic receipts in this batch. See: Automatic Receipts and Remittances Execution report: page 4 – 177.

    Note: If your automatic receipt batch has a status of Started Creation, but the concurrent process terminates, you must delete the batch and resubmit the automatic receipt creation process for this batch.

Suggestion: You can also use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report: page 9 – 30.

▶ **To delete a batch of automatic receipts:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.

2. Query the batch to delete. To delete a batch of automatic receipts, the batch status must be either Started Creation or Creation Completed.
3. Choose Delete Record from the Edit menu, then choose OK to acknowledge the message.

See Also

Automatic Receipts: page 4 – 164

Approving Automatic Receipts: page 4 – 179

Formatting Automatic Receipts: page 4 – 181

Confirming Automatic Receipts: page 4 – 183

Manually Entering Automatic Receipts: page 4 – 185

Automatic Receipts Awaiting Confirmation Report: page 9 – 31

Automatic Receipt Batch Management Report: page 9 – 30

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Automatic Receipts and Remittances Execution Report

Use this report to review the number and amount of automatic receipts and remittances you have created, approved, or formatted. Receivables automatically generates this report when you submit a batch of automatic receipts or remittances to be created, approved, or formatted.

For automatic receipts, the report prints the number of receipts processed and their amounts for each customer. This report also prints a summary by currency at the end of the report.

For remittances, this report prints the number and amount of remittances for each remittance bank account and a summary by remittance bank (by currency) at the end of the report.

Receivables also prints any exceptions that occurred while processing automatic receipts. Typical exceptions might be that minimum receipt

amounts have not been satisfied at the customer or bank level, or that the primary site has not been defined for that customer and your system option requires one.

See Also

Common Report Parameters: page 9 – 3

Creating Automatic Receipts: page 4 – 173

Approving Automatic Receipts: page 4 – 179

Formatting Automatic Receipts: page 4 – 181

Approving Automatic Receipts

Approve a batch of automatic receipts to verify that only the receipts you want will be included in the batch. You can update your automatic receipt batch before you approve it as long as there are no concurrent processes for creating or approving this batch that are either running or pending. You can update the bank name, bank branch, and customer bank account associated with each of the transactions in your batch. You can also update exchange rate information and exclude transactions from the batch by deselecting them. Once deselected, these transactions will be available for selection the next time you submit the automatic receipt creation program. Upon approval, Automatic Receipts that do not require confirmation will close the invoices they are paying. Receipts that require confirmation close invoices when they are confirmed.

Receivables lets you update transactions within a batch before you approve the batch. However, you can only select a new customer bank or bank account for a transaction in your batch that you have assigned to either this customer or the primary customers of this customer. In addition, this bank must have a bank account which is in the same currency as your batch.

Receivables uses various criteria to determine how to create the approved receipts. The Number of Receipts Rule on the payment method associated with the automatic receipt batch determines the number of receipts to create from the transactions contained in the batch. Options are One per Customer, One per Customer and Due Date, One per Invoice, One per Site, and One per Site and Due Date.

When you remit a batch of automatic receipts, your remittance bank uses the maturity date that you specify to determine when to transfer the funds for this receipt from your customer's bank to one of your remittance bank accounts. To determine the maturity date on the approved receipt, Receivables uses the Receipt Maturity Date Rule on the payment method. Options are to use the earliest or the latest due date of all the transactions which will be applied to the receipt.

To approve a batch, its status must be Creation Completed or Started Approval.

Prerequisites

- ❑ Create automatic receipts: page 4 – 175

▶ **To approve automatic receipts:**

1. Navigate to the Receipt Batches window.
2. Query the batch of automatic receipts to approve.
3. Select the batch. If you are ready to approve the batch, go to step 7.
4. Update receipt batch information as necessary. You can only update the GL date of this batch if the batch status is Completed Creation and you are creating Confirmed receipts. If no GL date is displayed for this batch, the receipts within this batch are not confirmed.
5. You cannot add new transactions to this batch, but if you want to deselect or update transactions within the batch, choose Maintain.

   If the batch status is Creation Completed, you can exclude a transaction from this batch by deselecting it.
6. Update transaction information as necessary. For example, Paying Customer, bank Name, and Account Number.
7. Choose Approve. Receivables displays the Request ID of your concurrent request for approving this batch of automatic receipts and assigns a Process Status of Started Approval. Receivables also creates the Automatic Receipt and Remittances Execution report. This report lists the number and amount of automatic receipts approved in this batch. See: Automatic Receipts and Remittances Execution report: page 4 – 177.

   Note: If your automatic receipt batch has a status of Started Approval, but the concurrent process terminates, you can resubmit the batch for approval. You cannot delete an automatic receipt batch that has a status of Started Approval.

Suggestion: Use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report: page 9 – 30.

See Also

Creating Automatic Receipts: page 4 – 173

Formatting Automatic Receipts: page 4 – 181

Confirming Automatic Receipts: page 4 – 183

Formatting Automatic Receipts

Format automatic receipt batches onto paper to send to your customer for confirmation or notification before remitting them to your bank. You can send these documents to your customers to confirm Bills of Exchange or to notify customers of direct debits you are creating. There is no limit to the amount of times you can format a batch of automatic receipts.

When you format a batch of automatic receipts, Receivables creates the Format Automatic Receipts report. This report provides details about the batches that have been formatted. See: Format Automatic Receipts report: page 4 – 182.

To format a batch, it must have a Process Status of Approval Completed.

Prerequisites

- ❑ Create automatic receipts: page 4 – 175
- ❑ Approve automatic receipts: page 4 – 179

▶ **To format a batch of automatic receipts:**

1. Navigate to the Receipt Batches window.
2. Query the batch you want to format.
3. Select the batch, then choose Format. Receivables displays the Request ID of your concurrent request and assigns a Process Status of Started Format.

   You can review the results of your formatting request in the Concurrent Requests Summary window.

   Note: If your automatic receipt batch has a status of Started Format, but the concurrent process terminates, you can resubmit the batch for formatting. You cannot delete an automatic receipt batch that has a status of Started Format.

See Also

Creating Automatic Receipts: page 4 – 173

Approving Automatic Receipts: page 4 – 179

Confirming Automatic Receipts: page 4 – 183

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Format Automatic Receipts Report

Use this report to review the standard format of an automatic receipt. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, and then modify it accordingly. These receipts will be sent to the customer either as notification or for confirmation.

The layout of this report consists of two sections:

- **Stub:** This section (at the top of the report) contains the remit–to address of the customer, the check date, the currency, and a list of invoices to which the receipt is applied. Invoice details include the invoice number, invoice date, and the invoice amounts. This is the portion that the customer retains.
- **Automatic receipt:** This section (at the bottom of the report) contains the actual automatic receipt and it shows the company or agency name, the amount, and maturity date of the automatic receipt. It also contains the customer number, name, and address, and the customer's bank name and account. This is the portion that the customer sends back as confirmation in case of bill of exchange.

See Also

Formatting Automatic Receipts: page 4 – 181

Creating Remittance Batches: page 4 – 195

Running Standard Reports and Listings: page 9 – 2

Common Report Headings: page 9 – 6

Confirming Automatic Receipts

Confirming automatic receipts involves sending the receipts to your customers for review and approval. Depending on the agreement you have with your customer, certain types of automatic receipts require confirmation from your customer before they can be considered as payments and remitted to the bank. Once your customers approve these receipts, you can make any necessary changes, then confirm the receipts in your system. To indicate that a receipt requires confirmation, you assign a receipt class that has the Require Confirmation option set to Yes. See: Receipt Classes: page 2 – 148. An example of receipts that require confirmation are Signed Bills of Exchange. Examples of receipts that do not require confirmation are direct Debits and Unsigned Bills of Exchange. Receipts that do not require confirmation are created as confirmed.

If the receipt class assigned to an automatic receipt or automatic receipt batch requires confirmation, you must confirm the receipt or batch once it has been approved. If the receipt class does not require confirmation, Receivables automatically confirms all of the receipts within the batch when you approve the batch. See: Approving Automatic Receipts: page 4 – 179.

You can update a batch of automatic receipts before you confirm it. You can review and update the invoices you have selected to apply to the receipt as well as modify the receipt maturity date, remittance bank, and customer bank information. However, you can only change the approved amounts for your receipt applications if the receipt is not confirmed. After confirmation, Receivables automatically updates the invoice balance.

You cannot ”unconfirm” an automatic receipt after you confirm it. If you confirm a receipt in error, you need to reverse and then recreate the receipt. Once you confirm an automatic receipt, the transactions applied to this receipt are no longer selected for automatic receipt. The transaction can then be included in a subsequent automatic receipt batch if it has a remaining balance due.

To view a list of all receipts requiring confirmation, review the Automatic Receipts Awaiting Confirmation report: page 9 – 31.

Prerequisites

- ❑ Create automatic receipts: page 4 – 173
- ❑ Approve automatic receipts: page 4 – 179
- ❑ Format automatic receipts: page 4 – 181 (optional)

▶ **To confirm automatic receipts:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipts to confirm.

Suggestion: If you are using the Receipt Summary window, you can query all the receipts in an Automatic Receipt batch, select each receipt, then confirm them all at once.

3. To update receipt information, select the receipt, then choose Open. You can update exchange rate information, the receipt maturity date, the remittance bank override flag, and customer bank information.

Suggestion: When your customer confirms the automatic receipt, they may provide a confirmation number for each receipt. Enter this number in the Customer Reference field. This number is passed to your remittance bank which can then forward it to the customer bank. This will enable your customer to reconcile their accounts.

4. To update transactions applied to this automatic receipt, choose Applications. You can update the Applied Amount depending on the transaction type associated with the transaction. If Allow Overapplication is Yes for this transaction type, you can enter an amount that exceeds the balance due for this transaction. If Natural Application Only is Yes, you can only enter an amount that brings the balance due of the transaction closer to zero.
5. If you updated transaction information, save your work.
6. Choose Confirm, then enter the GL and Confirmation Date for this receipt. The GL date must be in an open or future accounting period. If you are reviewing a receipt that you have already confirmed, Receivables displays the GL date you specified for the previous confirmation. The default Confirmation date is the current date, but you can change it.
7. Choose Confirm.

See Also

Automatic Receipts: page 4 – 164

Creating Automatic Receipts: page 4 – 173

Automatic Receipts Awaiting Confirmation Report: page 9 – 31

Manually Entering Automatic Receipts

If your customer remits a manual bill of exchange or similar document for a transaction that was to be paid for by automatic receipt, you can manually enter it in the Receipts window.

Receivables will treat this receipt like any other automatic receipt. When you remit the receipt to the bank, the funds will be transferred from the customer's bank account to your bank account.

Prerequisites

- ❑ Define your receipt classes: page 2 – 148
- ❑ Define your payment methods: page 2 – 151
- ❑ Define your receipt sources: page 2 – 145
- ❑ Open your accounting periods: page 7 – 6
- ❑ Define your profile options: page B – 4

▶ **To manually enter automatic receipts:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of Cash.
3. Enter receipt information. See: Entering Receipts: page 4 – 2.
4. Choose a Payment Method assigned to a receipt class that has Creation Method set to Automatic and Require Remittance set to Yes.
5. In the Paying Customer alternative region, enter customer bank information to indicate the source from which funds will be transferred. The default bank information is the primary bank

account for the customer or bill to location that is in the same currency as the receipt.

6. Specify the receipt maturity date in the Remittance alternative region. The default is the receipt deposit date, but you can change it.
7. Save your work.

See Also

Automatic Receipts: page 4 – 164

Approving Automatic Receipts: page 4 – 179

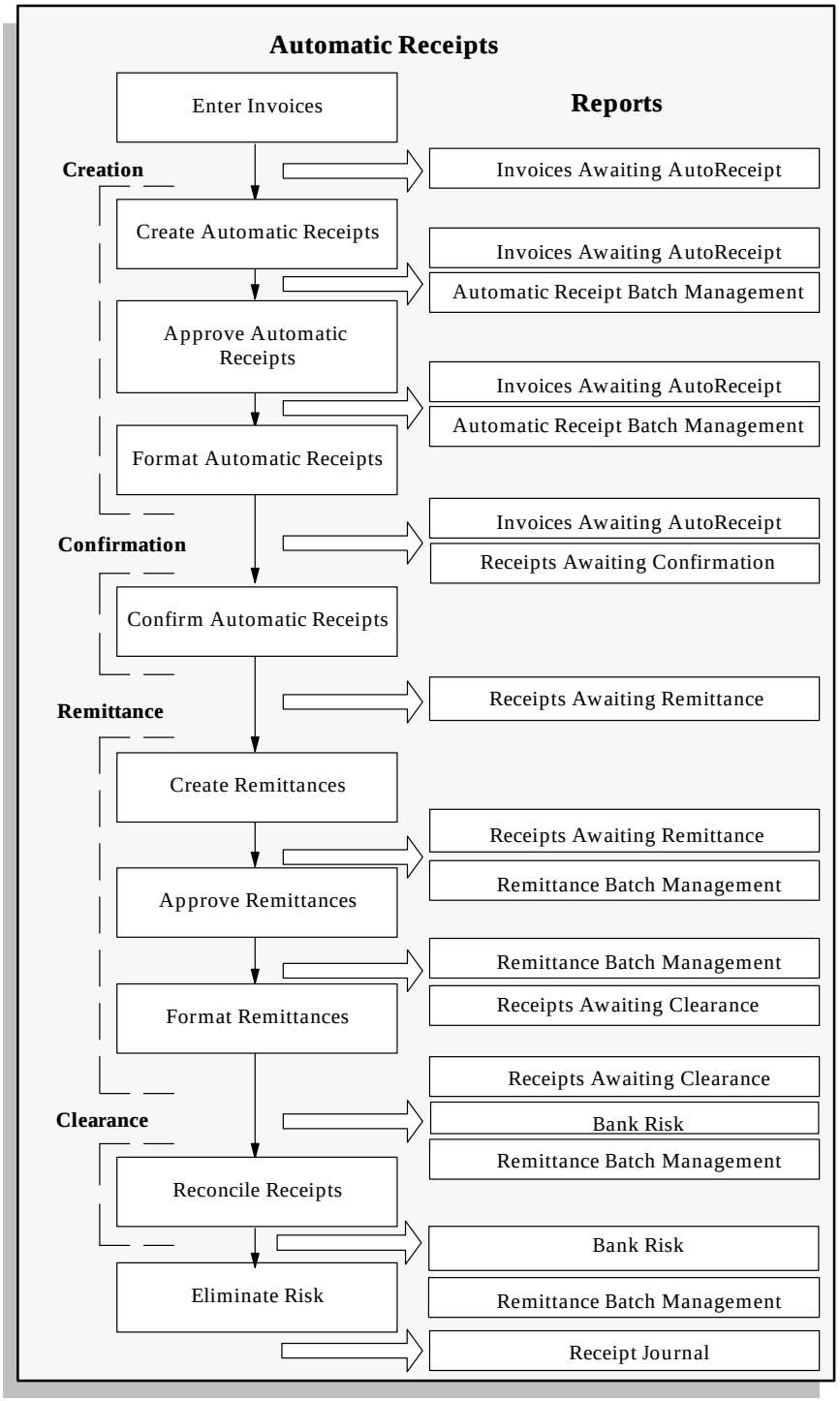
Formatting Automatic Receipts: page 4 – 181

Confirming Automatic Receipts: page 4 – 183

Reporting on Automatic Receipts and Remittances

Receivables provides a set of reports you can use to manage the automatic receipt, remittance, and clearance processes from the point when a transaction is assigned an automatic payment method through to when the automatic receipt is risk eliminated. The following diagram lists these reports and indicates when each needs to be run to help you manage the automatic receipts process most effectively.

Figure 4 – 7


Automatic Receipts
Enter Invoices
Reports
Creation
Invoices Awaiting AutoReceipt
Create Automatic Receipts
Invoices Awaiting AutoReceipt
Automatic Receipt Batch Management
Approve Automatic Receipts
Invoices Awaiting AutoReceipt
Automatic Receipt Batch Management
Format Automatic Receipts
Confirmation
Invoices Awaiting AutoReceipt
Receipts Awaiting Confirmation
Confirm Automatic Receipts
Remittance
Receipts Awaiting Remittance
Create Remittances
Receipts Awaiting Remittance
Remittance Batch Management
Approve Remittances
Remittance Batch Management
Receipts Awaiting Clearance
Format Remittances
Receipts Awaiting Clearance
Clearance
Bank Risk
Remittance Batch Management
Reconcile Receipts
Bank Risk
Eliminate Risk
Remittance Batch Management
Receipt Journal

See Also

Automatic Receipts: page 4 – 164

Format Automatic Receipts Report: page 4 – 182

About Remittances: page 4 – 189

Format Automatic Remittances Report: page 4 – 203

Automatic Receipts Awaiting Confirmation: page 9 – 31

Automatic Receipt Batch Management Report: page 9 – 30

About Remittances

Remit automatic receipts to your bank to initiate the transfer of payments from your customers. You remit your automatic receipts after approval or confirmation, if confirmation is required. You can also remit manual receipts to your bank.

The remittance process is very similar to the automatic receipt creation process. You must Create, Approve, and Format your remittances. You can combine these operations into a single step or perform each separately.

Receivables lets you make cross currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or that are in your functional currency, but have the Receipts Multi–Currency field set to Yes. This provides greater flexibility in determining your remittance bank accounts.

Receivables supports two types of remittances:

- **Standard Remittances:** For automatic receipts, you remit receipts to your bank so the bank can transfer funds from the customer's account to your account on the receipt maturity date. For manual receipts, the bank credits your account when the customer's check clears.
- **Factored Remittances:** Remit receipts to your bank so the bank can lend you money against the receipts either before the maturity date (for automatic receipts) or before clearing (for manual receipts). After clearing factored receipts, Receivables creates a short term debt for the borrowed amount to track your liability in case of customer default.

See Also

Creating Remittance Batches: page 4 – 195

Factoring Remittances: page 4 – 193

Automatic Clearing for Receipts: page 4 – 204

Remittance Batch Management Report: page 9 – 130

Formatting Remittance Layouts

Receivables provides a predefined program to format remittances. However, you may customize the formats, both for paper and tape, to suit your specific needs. Use the AR_REMITTED_RECEIPTS_FORMAT_V view to customize the formats. This view contains information relating to the receipt, customer, customer bank, remittance bank, and the remittance batch.

The layout on magnetic media is described below. The layout provided includes Header records, Detail Records, and Tail Records. All records are of a fixed size of 160 bytes. To see the layout on paper, refer to the Format Automatic Remittances report in version 10.6 of the *Oracle Receivables Reference Manual*.

Header Records

There is one header record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a header record is as follows:

Column Numbers	Contents
1 – 2	Record code: 03 for Header
3 – 4	Operation Code
5 –12	Always filled by zeros
13 – 18	Sales tax registration number
19 – 24	Blank
25 – 30	Remittance Date
31 – 54	Company name
55 – 78	Remittance bank address and name
79 – 79	Blank
80 – 81	Blank
82 – 86	Remittance bank account number
87 – 91	Remittance bank account number
92 – 102	Remittance bank account number
103 – 149	Blank
150 – 160	Remittance Batch name

Detail Records

There is one detail record per automatic receipt. The layout of a detail record is as follows:

Column Numbers	Contents
1 – 2	Record code: 06 for Detail
3 – 4	Operation Code
5 – 12	Always filled by zeros
13 – 20	Blank
21 – 30	Receipt Number
31 – 54	Customer name
55 – 78	Customer bank name
79 – 81	Blank
82 – 86	Customer bank account number
87 – 91	Customer bank account number
92 – 102	Customer bank account number
103 – 114	Payment amount
115 – 118	Blank
119 – 124	Due Date
125 – 130	Creation Date
131 – 150	Blank
151 – 160	Receipt Number

Tail Records

There is one tail record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a tail record is as follows:

Column Numbers	Contents
1 – 2	Record code: 08 for Tail
3 – 4	Operation Code

Column Numbers	Contents
5 –12	Always filled by zeros
13 – 102	Blank
103 – 115	Total Amount
116 – 160	Blank

See Also

Factoring Remittances: page 4 – 193

Formatting Remittance Batches: page 4 – 202

Factoring Remittances

Factoring is a process in which you sell your accounts receivable to your bank in return for cash. You decide whether to factor your receipts when defining your receipt classes. To factor receipts, choose a remittance method of 'Factoring' or 'Standard and Factoring'. Choose Standard and Factoring if you will not always factor receipts created with this receipt class. See: Receipt Classes: page 2 – 148.

When you create a remittance batch, you specify whether the receipts should be factored. If you choose a Remittance Method of Factored, all receipts that have receipt classes with Remittance Method set to either 'Factoring' or 'Standard and Factoring' and that meet your selection criteria will be included in the remittance batch.

You create factored remittance batches the same way that you create a standard remittance batch. See: Creating Remittance Batches: page 4 – 195.

You can track your risk of customer default when you factor a receipt with your bank. In this case, Receivables creates a short term debt for the risk upon clearance of the receipt. Risk is displayed on your Bank Risk report and the different aging reports. Oracle Order Entry uses this value during credit checking. Run the Automatic Clearing program to eliminate your risk on or after the maturity date of your automatic receipts. See: Automatic Clearing for Receipts: page 4 – 204.

The following table shows the types of accounting entries that Receivables creates when you factor receipts whose receipt class requires confirmation, remittance, and clearance.

Action	Accounting Entries
Confirm Receipts	DR Confirmation CR Accounts Receivable
Factor Remittances	DR Factoring CR Confirmation
Clear Receipts	DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	DR Short Term Debt CR Factoring

Table 4 – 12 **(Table 1 of 1)**

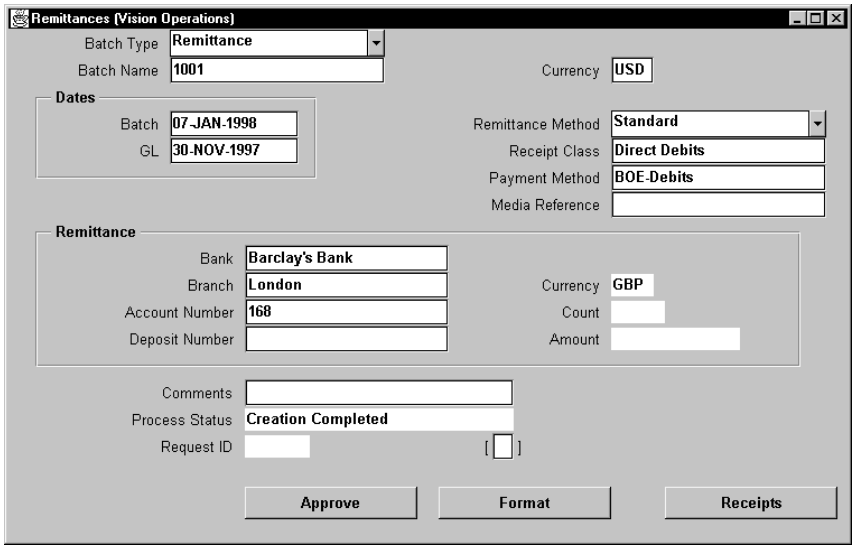
See Also

About Remittances: page 4 – 189

Creating Remittance Batches: page 4 – 195

Automatic Clearing for Receipts: page 4 – 204

Creating Remittance Batches



Create remittance batches to automatically select receipts to be remitted. You can create unapproved, approved, or approved and formatted remittance batches.

You can control the total remittance amount by specifying values for the Remittance Total range. If there are not enough receipts to meet the minimum amount, Receivables will not create the remittance batch. To ensure that the maximum amount is not exceeded, receipts that meet your search criteria are identified and then ordered by maturity date, followed by amount. The program picks up receipts starting with the oldest eligible receipt and continues until it reaches the maximum of the remittance total range. When creating remittance batches, Receivables only includes receipts with payment methods whose receipt class requires remittance.

You can either create one remittance batch per remittance bank account or choose a clearing institution. If you choose a clearing institution, Receivables will select all the receipts belonging to remittance banks that have this clearing institution assigned to them.

Receivables lets you make cross–currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or are in your functional currency but have the Multiple Currency Receipts field set to Yes.

If you choose to approve and format your batch when you create it, Receivables initiates an additional process which creates the formatted batch information.

Depending upon the function security options set up by your system administrator, you may be able to create, format, and approve remittance batches in one step. See: Function Security in Receivables: page C – 2.

You can delete a remittance batch only if its status is either Started Creation or Completed Creation. When you delete a remittance batch, all receipts within the batch become available for selection the next time you create a remittance batch.

Overriding the Receipt Remittance Bank

Receivables lets you override your receipt remittance bank account at remittance time. If you set the Ignore Override option to Yes when creating your remittance batch, Receivables will override the receipt remittance bank information and select the receipt for this remittance batch, regardless of how you set the receipt's Override Bank Account flag. See: Entering Receipts: page 4 – 2.

If the Ignore Override option is set to No, Receivables will only override bank accounts for receipts and include them in this remittance batch if the receipt's Override Bank Account flag is set to Allow. If the receipt's Override Bank Account flag is set to Don't Allow, Receivables will only include it in this remittance batch if the receipt remittance bank is the same as the batch remittance bank.

Prerequisites

- ❑ Define receipt classes and set the Require Remittance parameter to Yes: page 2 – 148
- ❑ Define print and transmission programs for your remittances
- ❑ Define the number of Auto Receipts Receipts per Commit in the System Options window: page 2 – 62

Suggestion: Set the Auto Receipts Receipts per Commit parameter to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic remittance batches. To help determine the Auto Receipts Receipts per Commit number, look at the log file for your largest Automatic Remittance Creation batch. You should only reduce this number if you run out of rollback segments.

▶ **To create a remittance batch:**

1. Navigate to the Remittances window.
2. Enter the Currency for this batch. The default is your functional currency, but you can change it.
3. Enter the Batch and GL Date. The default Batch Date is the current date, but you can change it. The GL date must be in an open accounting period. Receivables uses the GL Date to determine when to post this remittance batch to your general ledger.
4. Choose a Remittance Method. Choose Standard to remit this batch of receipts on the maturity date. Choose Factoring to borrow money against the receipts before the maturity date. Receivables only selects receipts using the remittance method you specify here when creating this remittance batch. Receivables selects all receipts that have a remittance method of Standard and Factoring. See: About Remittances: page 4 – 189.
5. Enter the Receipt Class, Payment Method, and Remittance Bank information for this batch, or select from the list of values. You can select both inactive and active payment methods for your remittance batches. You must select a remittance bank that has accounts assigned to the payment method you entered.

   Note: The default remittance bank is generally the primary remittance bank account associated with the payment method and currency of your invoice. However, if it finds that a non–primary account for the same currency is the same as the customer account, Receivables uses this account. This avoids bank charges and allows funds to transfer more quickly.
6. To create this remittance batch automatically, choose Auto Create. Receivables saves your batch information. To create this remittance batch manually, see: Manually Creating a Remittance Batch: page 4 – 198.
7. Enter selection criteria for creating this remittance batch (optional). For example, enter the low and high values of the Maturity and Receipt Dates, Receipt and Document Numbers, and Customer Names or Numbers to select only those receipts for this batch. Leave a field blank if you do not want to limit the search to transactions matching that criteria. You can use both active and inactive customers as criteria for your remittance batches.

   Receivables will select all confirmed automatic receipts and manual receipts that match the criteria you specify and whose receipt class has Require Remittance set to Yes.

Note: Receivables keeps a running total of the total count and amount of the remittance batch, so you can ensure that it does not exceed a certain value. This is particularly useful if you intend to factor a remittance batch and you do not want to exceed the bank's short term loan limit.

8. To approve and format this remittance batch, check the Approve and Format check boxes.
9. Choose OK, then choose Yes to acknowledge the message. Receivables assigns a unique Request ID number for your concurrent request. Receivables also assigns a batch name using the next batch number of the Automatic Receipts source. Use the Request ID to check the status of your remittance process in the View Concurrent Requests window.

   Receivables creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report: page 4 – 177.

Manually Creating a Remittance Batch

1. Choose Manual Create.
2. Specify which receipts to include in this batch by selecting and deselecting transactions. You can control which transactions Receivables displays by modifying Selection Criteria. Enter a range of Payment Methods and Maturity Dates to display only those receipts, or choose from the following:

   Query Batch Only: If you check this check box, Receivables will only display receipts that are associated with this batch. If this is a new batch, this check box is not checked by default.

   Ignore Override: Check this check box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt Override Bank Account flag. Leave this check box unchecked to display all confirmed automatic receipts and manual receipts that have the same remittance bank as the batch and whose receipt class has Require Remittance set to Yes.

   Select All: Check this check box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

   Note: Receivables keeps a running total of the count and amount of the remittance batch, so you can ensure that it does

not exceed a certain value. This is useful if you intend to factor a remittance batch and do not want to exceed the bank's short term loan limit.

3. Query the receipts.
4. Check the check box next to each receipt to add to this batch. Uncheck the check box next to transactions you do not want to include in this batch.
5. To create the batch, save your work. To create and approve the batch in one step, choose Approve. To create, approve, and format the batch in one step, choose Format. Receivables assigns a unique Request ID number for your concurrent request. Receivables also assigns a batch name using the next batch number of the Automatic Receipts source. Use the Request ID to check the status of your remittance process in the View Concurrent Requests window.

   Receivables creates the Automatic Receipts and Remittances Execution report when you submit your request. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report: page 4 – 177.

See Also

About Remittances: page 4 – 189

Approving Remittance Batches: page 4 – 200

Formatting Remittance Batches: page 4 – 202

Remittance Batch Management Report: page 9 – 130

Approving Remittance Batches

After you create your remittance batch, you can review the receipts in the batch and add, delete, or update them. Before you submit the batch for approval, you can update the maturity date, remittance bank, customer bank, and bank charges information for each individual receipt.

When you submit your request, Receivables assigns a concurrent request number. You can use this number to check the status of your remittance process in the View Concurrent Requests window. This concurrent process also produces a report giving you details of the batches that have been processed. If you choose to approve and format a batch simultaneously, Receivables initiates an additional process that creates the formatted batch information.

You can only make changes to a remittance batch if its status is Started Creation or Creation Completed.

Prerequisites

- ❑ Create remittance batches: page 4 – 195

▶ **To approve a remittance batch:**

1. Navigate to the Remittances window.
2. Query the batch to approve.
3. To review or update this batch, choose Receipts.

   If you are ready to approve the batch, go to step 7.
4. Add receipts to this batch by checking the check box next to each receipt. Remove receipts from this batch by unchecking the check box next to each receipt.

   Note: Receivables keeps a running total of the count and amount of the remittance batch so you can ensure that it does not exceed a certain value. This is useful if you intend to factor a remittance batch and do not want to exceed the bank's short term loan limit.
5. To display additional receipts, uncheck the Query Batch Only check box, then choose one or both of the following:

   Ignore Override: Check this check box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt Override Bank Account flag. Leave this check box unchecked to display all transactions that have the same

remittance bank as the batch and whose receipt class has Require Remittance set to Yes.

Select All: Check this check box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

6. Query the receipts, then repeat step 4.
7. To approve the batch, choose Approve, then choose Yes to acknowledge the message. To approve and format the batch in one step, choose Format, then choose Yes to acknowledge the message.

   When you submit your request, Receivables creates the Automatic Receipts and Remittances Execution report. This report lists the number and amount of remittances in this batch. See: Automatic Receipts and Remittances Execution report: page 4 – 177.

See Also

About Remittances: page 4 – 189

Formatting Remittance Batches: page 4 – 202

Remittance Batch Management Report: page 9 – 130

Formatting Remittance Batches

You format approved automatic receipt remittance batches on either paper or magnetic media to send to your remittance banks to initiate the transfer of funds from your customer's account to your own. You format approved, manually entered remittance batches so the bank will credit your account when your customer's checks clear.

You can assign different remittance formats to your remittance banks and clearing institutions. You assign the formats to your remittance banks when you define payment methods, and to your clearing institutions when you define the clearing institution itself. See: Payment Methods: page 2 – 151 and Defining Banks: page 2 – 188.

You can customize the program Receivables uses to format your remittances to suit your specific needs. See: Formatting Remittance Layouts: page 4 – 190.

There is no limit to the number of times you can format a remittance batch.

Prerequisites

- ❑ Create remittance batches: page 4 – 195
- ❑ Approve remittance batches: page 4 – 200

▶ **To format a remittance batch:**

1. Navigate to the Remittances window.
2. Query the batch to format.
3. To review receipts within this batch, choose Receipts. You cannot update a remittance batch if its status is Approval Completed.
4. Choose Format. Receivables displays the Request ID of your concurrent request for formatting this batch of remittances and creates the Format Automatic Remittances report. This report displays details of how many remittances were formatted and the amounts involved. See: Format Automatic Remittances report: page 4 – 203.

See Also

About Remittances: page 4 – 189

Creating Remittance Batches: page 4 – 195

Approving Remittance Batches: page 4 – 200

Remittance Batch Management Report: page 9 – 130

Format Automatic Remittances Report

Use this report to review the standard format of your automatic and manual remittances. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, then modify it accordingly. This remittance report is sent to the bank to initiate the transfer of funds.

The report prints a list of remittances to be sent to a remittance bank branch. Remittance details include customer name, number and bank account, the payment method, the due date and the receipt number and amount. Receivables displays the total amount remitted for each bank branch.

See Also

Creating Remittance Batches: page 4 – 195

Formatting Automatic Receipts: page 4 – 181

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Receipt Classes: page 2 – 148

Automatic Clearing for Receipts

Submit the Automatic Clearing program to automatically clear remitted receipts and clear or risk eliminate factored receipts in Receivables. Clearing remitted receipts credits your cash account and debits your remittance or factoring account. Clearing factored receipts creates a short term debt to account for your risk in case of customer default. The debt will be cleared by the Automatic Clearing program *y* days after each receipt's maturity date, where *y* is the number of risk elimination days defined for the payment method / bank account combination assigned to the receipt.

Remitted receipts are cleared *x* days after their maturity date, where *x* is the number of clearing days defined for the payment method / bank account combination on each receipt. Factored receipts are cleared immediately on the remittance date. To eliminate risk created by clearing factored receipts, set the Eliminate Bank Risk parameter to Yes when you run the Automatic Clearing program. See: Factoring Remittances: page 4 – 193.

If you do not want to recognize the cash until it is deposited into your bank account, you can reconcile the bank statement with your accounts receivable system. This step is optional for both automatic and manual receipts.

For receipts to be cleared by the Automatic Clearing program, they must belong to a receipt class whose Require Clearance Method is set to Automatic.

Suggestion: You can also use Oracle Cash Management to clear receipts. See: Using Oracle Cash Management to Clear Receipts: page 4 – 207.

Prerequisites

- ❑ Define receipt classes with Require Clearance Method set to Automatic: page 2 – 148
- ❑ Remit receipts: page 4 – 195

▶ **To run the automatic clearing program:**

1. Navigate to either the Submit Requests or the Clear / Risk Eliminate window.
2. Enter a request Name of Automatic Clearing for Receipts.

3. Enter parameters for submitting the Automatic Clearing program. To clear receipts whose remittance method is Standard, enter Yes in the Clear Remitted Receipts field. To clear receipts whose remittance method is Factored, enter Yes in the Clear Discounted Receipts field. To eliminate risk for cleared and factored receipts, enter Yes in the Eliminate Bank Risk field.
4. Enter parameters to select receipts to be cleared or risk eliminated. For example, enter a Payment Method, Remittance Bank Account or Remittance Batch Name, or enter a range of Receipt Numbers and Customer Names to select only those receipts for automatic clearing. Leave a field blank if you do not want to limit the search to receipts matching that criteria.
5. Choose OK.
6. To run Automatic Clearing more than once, enter Run Options. Enter the time and date To Start and to End Resubmission of the program.
7. To save the output of the Automatic Clearing program to a file, check the Save Output check box.
8. Choose Submit. Receivables displays the Request ID of your concurrent request and creates the Automatic Clearing for Receipts Execution report. See: Automatic Clearing for Receipts Execution Report: page 4 – 206.

See Also

About Remittances: page 4 – 189

Automatic Receipts: page 4 – 164

Using Oracle Cash Management to Clear Receipts: page 4 – 207

Bank Risk Report: page 9 – 33

Automatic Clearing for Receipts Execution Report

Use this report to review the results of your Automatic Clearing program. Receivables creates this report each time you run Automatic Clearing.

Selected Report Parameters

Clear Date: Specify the date that Automatic Clearing should use as the clearance date when recording transactions. This is also the date that is used to make exchange rate adjustments. The default is today's date.

Clear Discounted Receipts: Choose whether to clear factored receipts.

Eliminate Bank Risk: Choose whether to eliminate risk on factored receipts.

Exchange Rate Type: Exchange rate adjustments are made for receipts whose currency is different from the bank account currency. Enter the exchange rate type that should be used to determine the exchange rate.

Remittance Bank Account: Select and clear / risk eliminate receipts for the remittance bank account you specify.

See Also

Automatic Clearing for Receipts: page 4 – 204

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Bank Risk Report: page 9 – 33

Using Oracle Cash Management to Clear Receipts

If you are using Receivables and Oracle Cash Management, there are two ways you can clear your receipts:

- Run the Automatic Clearing program (Submit Request window)
- Use the Clear Transactions window in Cash Management

If you use the Automatic Clearing program, your General Ledger balance may not match your Cash Management reports. This is because when you use Cash Management to clear receipts, the system automatically generates reconciliation accounting entries which are posted to your general ledger. In Receivables, the Automatic Clearing program clears your receipts, but does not reconcile them against a bank statement.

Suggestion: Use either the Automatic Clearing program in Receivables *or* the Clear Transactions window in Oracle Cash Management to clear your receipts. We suggest that you do not use both methods of clearing as the two features duplicate functionality.

Attention: You must use Oracle Cash Management to reconcile your receipts.

See Also

Automatic Clearing for Receipts: page 4 – 204

Reconciling Receipts: page 4 – 208

Manually Clearing and Unclearing *(Oracle Cash Management User's Guide)*

Reconciling Receipts

Use Oracle Cash Management to reconcile your bank statements with your outstanding balances, transactions, and receipts in Receivables. Oracle Cash Management improves bank reconciliation by automating the processing of bank statements and by providing appropriate management and exception reporting.

Receivables also lets you periodically reconcile customer balances with your receivables accounts. By generating various Receivables reports, you can reconcile outstanding customer balances at the beginning of any period with the ending balances for that period. For more information, see: Reconciling Receivables: page 7 – 8.

See Also

Reconciling Bank Statements Manually (*Oracle Cash Management User's Guide)*

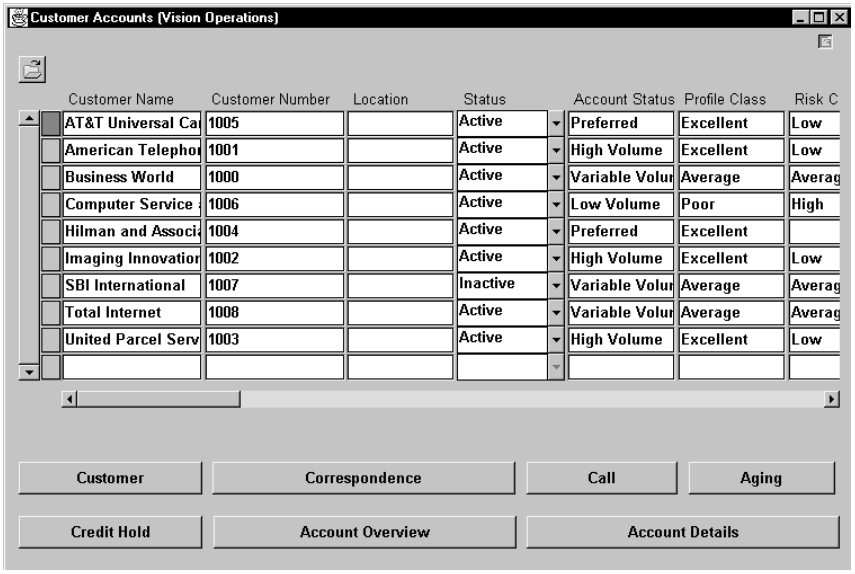
Reconciling Bank Statements Automatically (*Oracle Cash Management User's Guide)*

CHAPTER

5 Collections

This chapter explains how to review receipts, transaction histories, and customer account information in Receivables. This information lets you review your collections policies, see which customer accounts have outstanding balances, and discover developing trends in your business. This chapter also tells you how to create dunning letters, calculate finance charges, and print your statements.

Reviewing a Customer Account



Receivables lets you view customer account information in a variety of ways. You can view the total amount overdue for a customer or customers in the Account Summary window. You can view all transactions that are past due for a specific customer in the Account Details window.

The Customer Accounts window displays a customer's credit limit and available credit if you set Display Currency to Yes in the Find Customer Accounts window.

Receivables displays a customer's current account balances in your functional currency using the most recent exchange rate.

Prerequisites

- ❑ Enter customers: page 3 – 3
- ❑ Enter receipts: page 4 – 2
- ❑ Enter transactions: page 6 – 2

▶ **To display a customer's account information in summary form:**

1. Navigate to the Customer Accounts window.

2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges, and Entered Open Credits. If you check this check box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.

▶ **To view the total number and amount of a customer's transactions in summary form:**

1. Navigate to the Account Overview window.
2. Enter the Customer Name or Number to view in the Find Account Overview window. To limit your query, enter selection criteria. For example, enter a Customer Name or Number, a range of Periods, transaction Status, or Amount Type to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

   To view transaction totals by their entered amounts, choose an Amount Type of Original Amount. To view transaction totals by the amount due, choose an Amount Type of Amount Due Remaining. If you do not choose an Amount Type, Receivables displays transactions by the amount due.

   Note: If you enter a Transaction Currency, items and amounts returned by your query will be based on the currency of your customer's *transactions*, not their receipts (in a cross currency receipt application, the receipt currency is not always the same as the transaction currency).

3. Choose Find.
4. To view the total number and amount of on time, late, non–sufficient funds (NSF), finance charges, and discounts for this customer, open the Key Indicators alternative region.

To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

See Also

Viewing Account Activity for a Specific Period of Time: page 5 – 5

Viewing Account Balances by Aging Bucket: page 5 – 7

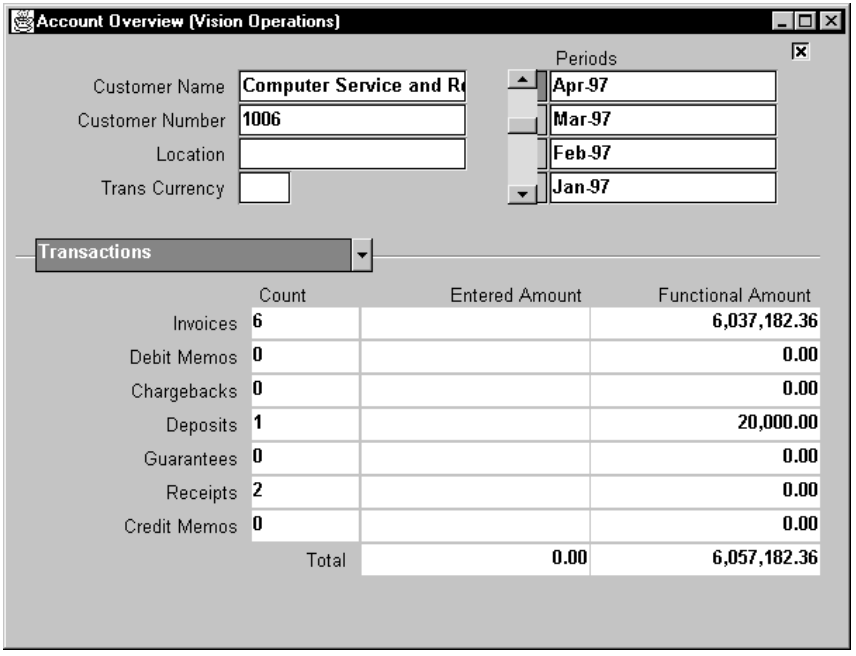
Past Due Invoice Report: page 9 – 101

Receivables Key Indicators – Daily and Summary Reports: page 9 – 125

Account Status Report: page 9 – 13

Customer Credit Snapshot: page 9 – 50

Viewing Account Activity for a Specific Period of Time



Receivables lets you view the total number and amount of transactions entered, accrued finance charges, and discounts for a customer during a specific period of time. For example, if you specify March 1992, Receivables displays the total number and amount of transactions, on time and late payments, and discounts earned during that period.

▶ **To display an overview of a customer's account for a specific period:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this check box, you can further limit your query by

entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.
4. Select the account to view, then choose Account Overview.
5. To view information for a different period, select the Period to view.

   To view account information for more than one period, select a period, press and hold the Shift key, then select another period. Receivables calculates the Count and Functional Amounts for transactions within the periods you selected.
6. To view the number and amount of On Time, Late, non–sufficient funds, and adjustments for this customer, as well as finance charges and discount information, open the Key Indicator alternative region.

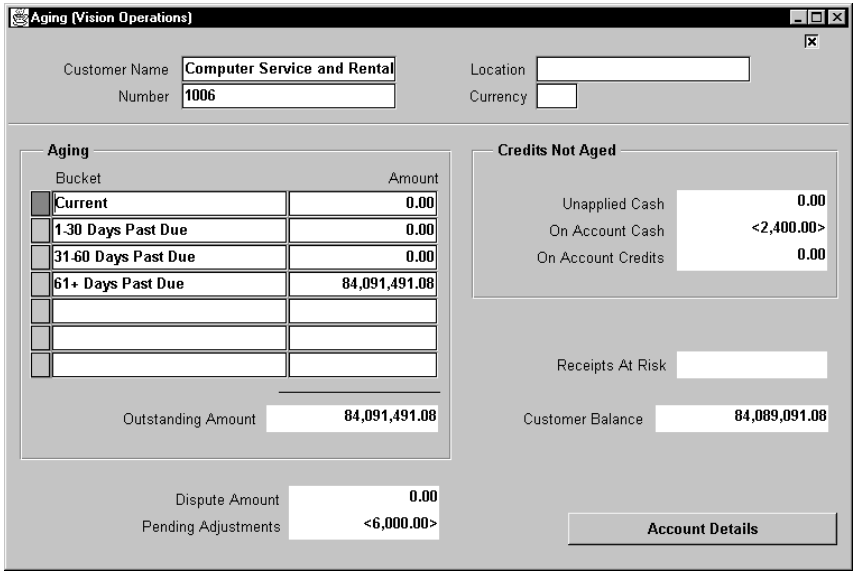
See Also

Viewing Account Balances by Aging Bucket: page 5 – 7

Past Due Invoice Report: page 9 – 101

Account Status Report: page 9 – 13

Viewing Account Balances by Aging Bucket



Receivables lets you view your customer's outstanding account balances by aging bucket. Aging buckets are time periods in which you age and can review your debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. You can define your own aging buckets or customize the aging buckets that Receivables provides. See: Aging Buckets: page 2 – 71.

When you view your customer balances by aging bucket, Receivables calculates and displays the total outstanding amount and the credits not aged for unapplied cash, on account cash, and on–account credits. You can modify your display by specifying an aging bucket or by choosing to age or summarize open credits.

Receivables selects a transaction for aging if its GL date is before or the same as the current date. Once selected for aging, Receivables uses the following formula to determine the number of days past due for each transaction:

(Current Date) – (Due Date) = Days Past Due

Receivables then groups each transaction into an aging bucket based upon the number of days it is past due. For example, your customer has the following invoices, all of which are due within 30 days:

If you choose to view this customer's past due transactions using the 'Standard' aging bucket, Receivables groups these invoices as follows:

Aging Bucket	Amount (Transaction)
Current (–9999 to 0 days past due)	$500 (Invoice 101)
1–30 Days Past Due	$200 (Invoice 102)
31–60 Days Past Due	$300 (Invoice 103)
61+ Days Past Due	$600 (Invoice 104)

Note: This is a simplified example. Activities such as receipt applications, adjustments, and credit memos will affect the open amount if the activity GL Date is before or the same as the current date.

You can view open items as of a specific date by running one of the Receivables Aging reports. See: Aging Reports: page 9 – 23.

▶ **To view a customer's outstanding account balance by aging bucket:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this check box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.
4. Select the account to view, then choose Aging.
5. To modify your display, choose Find from the Query menu, then enter selection criteria. For example, enter the aging bucket to use, choose whether to Age or Summarize Open Credits, or whether to Include Receipts at Risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.
6. Choose Find.

7. To view past due transactions within a specific aging bucket, select the bucket to view, then choose Account Details.

Alternate method:

1. Navigate to the Aging window.
2. In the Find Aging window, enter the Customer Name or Number and the Aging Bucket to view.
3. To limit your query, enter selection criteria. For example, enter a specific currency, choose whether to Age or Summarize Open Credits and to include receipts at risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.
4. Choose Find.
5. To view the past due transactions within an aging bucket, select the bucket to view, then choose Account Details.

See Also

Aging Window Field Reference: page 5 – 10

Viewing Transactions: page 5 – 11

Customer Calls: page 5 – 20

Placing an Item in Dispute: page 5 – 26

Printing Statements: page 5 – 73

Printing Dunning Letters: page 5 – 52

Credit Holds: page 5 – 29

Aging Reports: page 9 – 23

Aging Window Field Reference

This section provides a brief description of some of the fields in the Aging window.

Dispute Amount: The total amount of this customer's open balance that is currently in dispute.

On–Account Cash: The total amount of on–account cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on–account cash amount here.

On–Account Credits: The total amount of open on–account credits and credit memos for this customer. On–account credits and credit memos are open until you apply the entire amount to invoices, debit memos, or chargebacks. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on–account credit amount here.

Outstanding Amount: The receivables balance due, adjusted for all credit items, for this customer. Receivables calculates the adjusted balance for your customer as the outstanding balance minus unapplied cash, on–account cash, and on–account credits. If you chose to 'Age' Open Credits in the Find Aging window, the Adjusted Balance is the same as the Outstanding Balance because Receivables automatically includes your credits in the bucket amounts.

Pending Adjustments: The amount of adjustments that are currently pending approval.

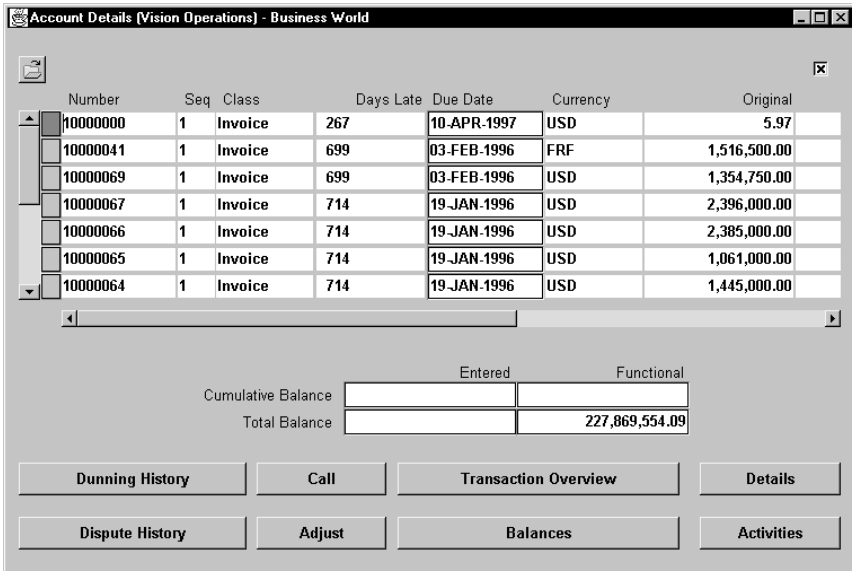
Receipts At Risk: The amount of this customer's receipts that have been received or confirmed, but have not yet cleared. You must check the Include Receipts At Risk check box in the Find Aging window to view this amount.

Unapplied Cash: The total amount of unapplied cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your unapplied cash amount here.

See Also

Placing an Item in Dispute: page 5 – 26

Viewing Transactions



Receivables lets you view detailed or summary information about your invoices, credit memos, debit memos, and commitments that have outstanding balances.

Use the Account Details window to view the status, due date, number of days late, dispute amount, and the balance due for a specific transaction. You can open this window from the Navigator or by choosing Account Details from the Customer Accounts or Aging window. You can view more detailed information about a transaction by choosing the Details button.

> **Note:** The Account Details window does not display receipts, credit memos, on–account credits, adjustments, and debit items whose transaction type has Open Receivables set to No. Transactions assigned to a transaction type with Open Receivables set to No do not update your customer balances and therefore are not included in the standard aging and collection process.

To view the total amount due by transaction type and time period for a specific customer, choose the Account Overview button. For example, you can view the total number and amount of invoices entered for Customer ABC from August to December, 1994. You can open the Account Overview window from the Navigator or by choosing Account Overview from the Customer Accounts window.

To view information for a specific transaction, such as customer bill–to and ship–to addresses, payment terms, due date, status and invoice lines, choose the Transaction Overview button.

To view the dunning history for a specific transaction, choose the Dunning History button. For more information, see: Viewing Dunning History: page 5 – 18.

▶ **To view detailed information about a customer's transactions:**

1. Navigate to the Customer Accounts window.
2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this check box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.
4. Select the account to view, then choose Account Details.

▶ **To view the total number and amount of a customer's transactions in summary form:**

1. Navigate to the Customer Accounts window.
2. To limit your query to only certain accounts, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this check box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.

4. Select the account to view, then choose Account Overview. Receivables displays the total number and amount of transactions for this customer.

5. To view the total number and amount of on time, late, NSF, finance charges, and discounts for this customer, open the Key Indicators alternative region.

   To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

▶ **To review detailed information about a specific transaction:**

1. Navigate to the Account Details window.

2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill–To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 279.

3. Choose Find.

4. Select the transaction to view, then choose Transaction Overview.

   If you are viewing a Receipt, choose Account Details.

   Note: When you navigate to either the Receipts or Transactions workbench from the Account Details window, you cannot view the next transaction by pressing the Down Arrow key. To display the next transaction, return to the Account Details window, select the transaction to view using either the mouse or Down Arrow key, then choose Details again.

Alternate Method:

1. Navigate to the Customer Accounts window.

2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of

Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Suggestion: Check the Display Currency check box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this check box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations check box.

3. Choose Find.
4. Select the account to view, then choose Account Details.
5. Select the transaction to view, then choose Transaction Overview.

Note: The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

▶ **To view open activities against a transaction:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill–To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 279.

3. Choose Find.
4. Select the transaction to view, then choose Activities.

▶ **To view all relevant information for a specific transaction:**

1. Navigate to the Transaction Overview window.
2. To limit your query, enter selection criteria in the Find Transactions Overview window. For example, enter a transaction Number, a Bill–To or Ship–To customer Name, transaction Type or Status to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Transactions Overview window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 279.
3. Choose Find.
4. To view additional information about this transaction, open the Transaction or More alternative region.

   To view the next transaction retrieved by your query, press the down arrow key.

   Note: The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

Viewing Transaction Balances

Receivables lets you view complete information for a specific transaction in the Balances window. The Balances window displays the original transaction amount, the total amount of receipts, credit memos, adjustments, and finance charges applied to this transaction and any discounts taken.

The Balances window also indicates at what level a receipt, credit, or discount was applied to this transaction and the type of adjustments that were created. For example, you may have created two types of adjustments for a single transaction; one of type 'Charges' and another of type 'Freight'. Similarly, more than one credit memo may have been applied; one at the Line level and one at the Tax level.

Receivables displays the total amount of each action affecting this transaction in the 'Total' column and displays how the line, tax, freight, and finance charges balances were affected in the 'Balance' row.

By default, the Balances window displays transaction balances in the currency in which they were entered, but you can view amounts in your functional currency (if different from the entered currency) by checking the Functional Currency check box.

If the transaction you are viewing is a guarantee or a deposit, Receivables displays the current balance in the Commitment Balance field.

▶ **To view current balances for a transaction:**

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the transaction to view.

   If you are in the Transactions Summary window, select the transaction to view, then choose Open.
3. Choose Balances. To view balances in the currency in which they were entered, check the Entered Currency check box. To view balances in your functional currency, check the Functional Currency check box.

Viewing Past Due Transactions by Aging Bucket

Receivables lets you view a customer's transactions by the number of days they are past due. For example, you can view all of the items that are between 31–60 days past due for a specific customer.

1. Query the customer and aging bucket to view. See: Viewing Account Balances by Aging Bucket: page 5 – 7.
2. Select the period to view, then choose Account Details. Receivables displays the outstanding transactions and amounts for that period.

See Also

Reviewing a Customer Account: page 5 – 2

Customer Calls: page 5 – 20

Adjustments: page 6 – 109

Account Details Field Reference

This section provides a brief description of some of the fields in the Account Details window.

Balance Due: The balance of the transaction. If this item is an invoice, debit memo, deposit, guarantee, or chargeback, the remaining amount is the amount due. If this item is a receipt or on–account credit, the remaining amount is the amount not yet applied to debit items.

Class: The transaction class of an the transaction or receipt. Classes include invoices, receipts, credit memos, chargebacks, guarantees, deposits, and debit memos.

Dispute Amount: The amount of the transaction that is in dispute or has pending adjustments against it.

Viewing Dunning History

Use the Dunning History window to review a transaction's complete dunning history. You can view the dunning history for any Receivables transaction, regardless of your dunning method. The Dunning History window displays the date this transaction was selected for dunning, its current dunning level (if you use the Staged Dunning method), the dunning letter on which this transaction was printed, the dunning letter set to which this letter belongs, and any associated interest charges. Each row in this window represents a separate dunning submission that selected this item for dunning.

If the transaction you are viewing uses the Staged Dunning method, you can also modify its dunning level in this window. You may want to do this, for example, if your customer has remitted payment for a past due item, and you want to ensure that it is not included in your next dunning submission.

You can update a past due debit item's dunning level at any time.

▶ **To view the dunning history for a specific customer, dunning letter, or letter set:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill–To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 279.
3. Choose Find.
4. Select the transaction to view, then choose Dunning History.
5. To modify this item's dunning level, enter a new dunning Level. You can change a dunning level to 0 (zero) or any positive number.
6. If you made any changes, save your work.

See Also

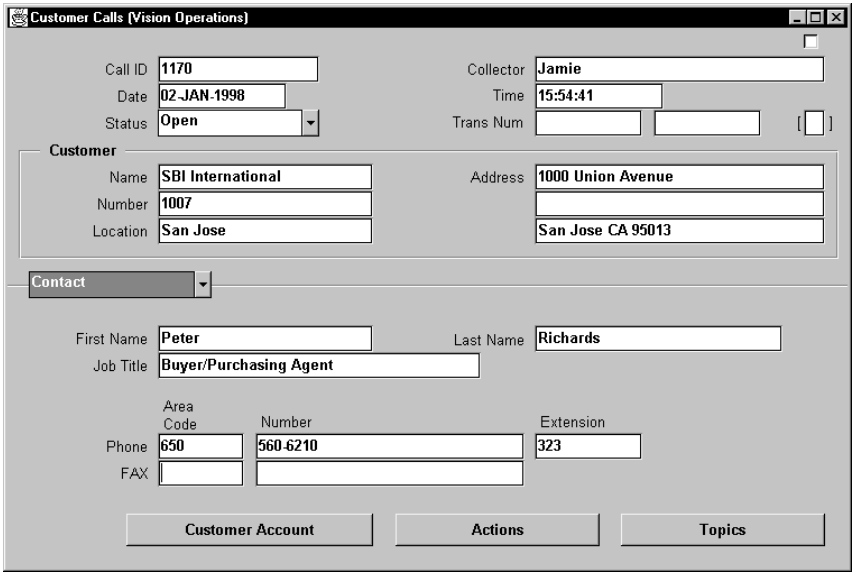
Dunning Letters: page 5 – 36

Printing Dunning Letters: page 5 – 52

Staged Dunning: page 5 – 43

Dunning History Report: page 9 – 69

Customer Calls



When a customer's account or payment for a specific transaction is past due, you can contact the customer by phone and use the Customer Calls window to record the results of your conversation. By speaking with a customer you may learn that they were incorrectly billed, never received the goods or services that were ordered, or have already sent payment for the invoice in question. By entering details about your conversation, you create a record of the contact and can recommend any further collection action.

You can also use the Customer Calls window to place amounts in dispute and review previous calls made to your customers.

You can define additional call actions and customer responses in the Receivables QuickCodes window. See: Reviewing and Updating Receivables QuickCodes: page 2 – 30.

You can enter *new* actions or topics for an existing call, but you can only *update* the following information:

- Call Status in the Customer Calls window
- Follow up Complete check box in the Customer Calls window (Response alternative region) and the Call Topics window
- Complete check box in the Actions window

Call Actions

Enter call actions during a customer call to indicate any recommended follow–up steps for a collection item. Receivables provides the following call actions:

Alert: Notify management that this item is still outstanding.

Call: Contact the customer for more information.

Collection Action: This transaction requires further collection action.

Collection Follow Up: This invoice, debit memo, or chargeback requires further follow up action.

Credit Memo: Credit memo this transaction or line item. You can generate the Call Action report for this action and have your credit memo department enter the credit memos.

Exclude from Dunning: This option removes your customer from dunning. Your customer remains off the dunning list until you re–include the customer for dunning by updating their customer profile in the Customer Profile Classes window.

> **Note:** If you attempt to exclude from dunning a customer site that does not have a profile class but another of this customer's sites *does* have a profile class, Receivables displays the following message: "No site level profile exists. Do you want to update the customer profile?" If you choose Yes, Receivables changes the profile class at the customer level and the customer will be excluded from dunning. If you choose No, Receivables does not update the profile class. In this case, you can define a profile class for this site in the Customers window, which will exclude the site from future dunning submissions.

Partial Dispute: Your customer disagrees with an open invoice, debit memo, or chargeback. For example, if your customer disagrees with an open debit item line amount, you can place that line in dispute for further research. You can create new dispute actions and update or delete existing dispute actions. To update an existing dispute amount for a debit item, query up the record and update the Amount field. To mark an amount as no longer in dispute, query your customer's action, then either update the Amount to zero, or delete the record. Choose this option if you want this invoice to appear in the Disputed Invoice report.

Prerequisites

- ❑ Review customer accounts: page 5 – 2
- ❑ Review scheduler actions: page 5 – 32

▶ **To record a basic customer call:**

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter either the customer Name or Number, or select from the list of values.

Suggestion: If you do not know the customer name, enter the Transaction Number, or select from the list of values. Receivables enters the customer information.

4. Enter the contact's Name and Phone Number, or select from the list of values.
5. Open the Response alternative region, then enter your customer's response. Typical responses can include 'goods never received' or 'person unavailable'. You can define standard customer responses in the Receivables QuickCodes window. See: Defining Receivables QuickCodes: page 2 – 28.
6. Enter the Outcome of this call (optional). Outcomes may include some progress made–call again, unable to make progress, or person unavailable. You can define additional Outcome QuickCodes in the Receivables QuickCodes window. See: Defining Receivables QuickCodes: page 2 – 28.

   You can enter additional comments about this call in the Notes field.
7. If the customer promises to pay, enter the Promise Date and Amount and the Forecast Date and percent you expect to collect. The default currency for the Promise Amount is your functional currency.
8. To enter a call action against this customer or location, choose Actions. See: Recording Call Actions: page 5 – 23.
9. Save your work.

See Also

Reviewing a Customer Account: page 5 – 2

Placing an Item in Dispute: page 5 – 26

Credit Holds: page 5 – 29

Past Due Invoice Report: page 9 – 101

Collector Call History Report: page 9 – 44

Receipt Promises Report: page 9 – 119

Recording Call Actions

Use the Call Actions window to recommend follow–up activity after recording a customer call. You can place items in dispute, mark an item for further collection action, or update or delete existing disputes. See: Placing an Item In Dispute: page 5 – 26.

You can define additional call actions in the Receivables QuickCodes window. See: Reviewing and Updating Receivables QuickCodes: page 2 – 30.

> **Note:** You can only create new rows in the Call Actions window; you cannot modify existing data.

▶ **To record a call action at the customer or site level:**

1. Enter or query the customer call. See: Customer Calls: page 5 – 20.
2. Choose Actions, then enter the Action to take as a result of this call.
3. Enter the Amount that corresponds to the action you entered. For example, if you entered a Credit Memo call Action, enter the amount of this transaction to credit.
4. Enter the name of the person to Notify about this call (optional).
5. Save your work.

▶ **To record a call action against a specific transaction:**

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter the Transaction Number, or select from the list of values. Receivables enters the customer information.
4. Enter the contact's Name and Phone Number.
5. Open the Response alternative region, then enter the customer's Response, an Outcome, your Notes, and any recommended Follow Up Action for this call (optional). You can define standard customer

responses in the Receivables QuickCodes window. See: Defining Receivables QuickCodes: page 2 – 28.

6. If the customer promises to remit payment, enter the promise Date and Amount, and the forecast Date and percent you expect to collect. The default currency for the Promise Amount is your functional currency.
7. Choose Topics, then enter an Outcome, Response, and a follow–up Action and Date.

   To view the number of Days Late and Balance Due for this transaction, open the Transaction alternative region.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Call Topics window. The first field displays the Consolidated Billing Invoice number associated with this transaction. The second field displays the transaction number. See: Consolidated Billing: page 6 – 279.
8. To enter an action for this call, choose Actions, then enter a collection Action, the outstanding Amount, and any Notes (optional). Information you enter here appears in the Scheduler window for future collection action.
9. Save your work.

Alternate method:

1. Navigate to the Account Details window.
2. To limit your display to only certain accounts, enter selection criteria. For example, choose a transaction status and Bill To customer, or enter the low and high values of account balances or Amounts Past due to select only those transactions. Leave a field blank if you do not want to limit the search to transactions matching that criteria.
3. Select the transaction, then choose Call.
4. Choose Topics, then enter an Outcome, Response, and a follow–up Action and Date.

   To view the number of Days Late and Balance Due for this transaction, open the Transaction alternative region.
5. If the customer agrees to pay, open the Promise / Forecast alternative region, then enter the Promise Date and Amount and the Forecast Date and percent you expect to collect.

6. Save your work.

Completing a Call Action

You can indicate that a specific call action has been executed by marking it 'Complete' in the Call Actions window. Completing call actions lets you track items that require additional customer contact and record your progress.

1. Navigate to the Customer Calls window.
2. Query the call.
3. Choose Actions.
4. Check the Complete check box next to the call action.
5. Save your work.

See Also

Placing an Item In Dispute: page 5 – 26

Credit Holds: page 5 – 29

Completing a Collection Action: page 5 – 33

Call Actions Report: page 9 – 37

Receipt Promises Report: page 9 – 119

Placing an Item In Dispute

If your customer disagrees about the outstanding balance for an item, you can mark that item or a specific amount due as 'in dispute.' You can also choose whether to calculate finance charges on disputed items when printing your statements. See: Calculating Finance Charges When Printing Statements: page 5 – 68.

You can place items in dispute from either the Customer Calls or the Installments window.

▶ **To place an item in dispute:**

1. Navigate to the Customer Calls window.
2. Query or enter the customer call. See: Customer Calls: page 5 – 20.
3. Choose Topics.
4. Select the transaction, then choose Actions.
5. Enter a dispute Action, then enter the Amount in dispute.
6. Save your work.

Alternate method:

1. Navigate to the Transactions Summary window.
2. Query the transaction to place in dispute.
3. Select the transaction, then choose Installments.
4. Enter the Dispute Amount and Dispute Date.
5. Save your work.

▶ **To mark an item as no longer in dispute:**

1. Navigate to the Account Details window.
2. Query the transaction by entering selection criteria in the Find window, then choose Find.
3. Select the transaction in dispute, then change the Dispute Amount to 0 (zero).
4. Change the Dispute Date to today's date.
5. Save your work.

Alternate method:

1. Navigate to the Customer Calls window.
2. Query the call, then choose Topics.
3. Select the transaction, then choose Actions.
4. Create a new row, enter a collection Action of 'Partial Dispute,' then enter an Amount of zero.
5. Save your work.

Viewing Items in Dispute

Receivables lets you view disputed items in the Dispute window. The Dispute window displays the date an item was placed in dispute, the amount in dispute, and the person who placed the item in dispute.

You can also review items in dispute by creating the Disputed Invoice Report. See: Disputed Invoice Report: page 9 – 68.

Prerequisites

- ❑ Review customer accounts: page 5 – 2
- ❑ Place items in dispute: page 5 – 26

▶ **To view a customer's items and amounts that are in dispute:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.
3. Choose Find.
4. Select the account to view, then choose Account Details. Receivables displays values in the Dispute Amount and Dispute Date fields for items that are currently or were previously in dispute.
5. Select the transaction to view, then choose Dispute History. If this item does not have an 'End' date, it is still in dispute; otherwise, Receivables displays another record indicating the date that the item's 'in dispute' status was changed and the person who changed it.

Alternate method:

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria. For example, enter an account Number, the Bill–To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.
3. Choose Find.
4. Select the transaction to view, then choose Dispute History.

See Also

Reviewing Customer Accounts: page 5 – 2

Customer Correspondence: page 5 – 31

Reviewing Collector Actions: page 5 – 32

Credit Holds: page 5 – 29

Customer Calls: page 5 – 20

Disputed Invoice Report: page 9 – 68

Credit Holds

When a customer is consistently late in making payments, has exceeded their credit limit, or is identified as a bad risk, you can prevent additional credit purchases by placing their account on ***credit hold***. When a customer account is placed on credit hold, you cannot create new sales orders for that customer in Oracle Order Entry. However, you can still create transactions for that customer in Receivables.

Prerequisites

- ❑ Review customer account: page 5 – 2

▶ **To place a customer account on credit hold:**

1. Navigate to the Customer Accounts window.
2. Query the customer account.
3. Choose Credit Hold, then choose OK to acknowledge the message.

Alternate method:

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer.

   If you are in the Customer Summary window, select the customer, then choose Open.
3. Open the Profile Transaction alternative region.
4. Check the Credit Hold check box.
5. Save your work.

▶ **To release a customer account from credit hold:**

1. Navigate to the Customer Accounts window.
2. Query the customer.
3. Choose Release Hold.
4. Save your work.

Alternate method:

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer.

   If you are in the Customer Summary window, select the customer, then choose Open.
3. Open the Profile Transaction alternative region.
4. Uncheck the Credit Hold check box.
5. Save your work.

See Also

Customer Calls: page 5 – 20

Placing an Item In Dispute: page 5 – 26

Credit Hold Report: page 9 – 46

Customer Correspondence

Regular correspondence is an effective way to create and maintain good relationships with your customers. Receivables provides three ways to correspond with your customers: printing account statements, printing dunning letters, and making customer calls.

Receivables lets you view all previous customer correspondence in the Correspondence window. You can view all previous contact with your customers, including dunning letters, customer calls, and account statements in this window.

Prerequisites

- ❑ Assign profile classes to customers: page 3 – 43
- ❑ Define dunning letters: page 2 – 176
- ❑ Create dunning letter sets: page 2 – 182

▶ **To view previous customer correspondence:**

1. Navigate to the Correspondence window.
2. To limit your display to only certain accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow–Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.
3. Choose Find.

   To view a list of statements generated for a customer, select the account, then open the Statements alternative region.

   To view dunning letters sent to a customer, select the account, then open the Dunning Letters alternative region.

Suggestion: You can navigate to the Record a Call window by selecting an item and then choosing Call. You can view details for an account by selecting an item and then choosing Account Details.

See Also

Reviewing Customer Accounts: page 5 – 2

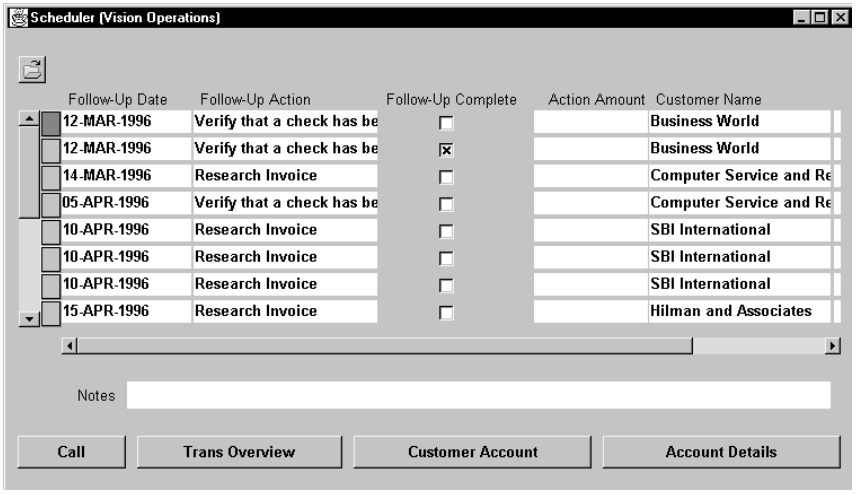
Customer Calls: page 5 – 20

Past Due Invoice Report: page 9 – 101

Printing Dunning Letters: page 5 – 52

Printing Statements: page 5 – 73

Reviewing Collector Actions



When you contact a customer to discuss an overdue account or payment for a specific transaction, you enter a specific call action. Call actions indicate whether an issue has been resolved or requires further follow–up activity. You can view items that require further collection activity in the Scheduler window.

The Scheduler window lists the follow–up date, the recommended collection action, and the customer to contact.

Prerequisites

- ❑ Define collector actions (Receivables QuickCodes window): page 2 – 28
- ❑ Call customers: page 5 – 20
- ❑ Record call actions: page 5 – 23

▶ **To review scheduler actions:**

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow–Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.
3. Choose Find.
4. To record another call to a customer, select the account, then choose Call. See: Customer Calls: page 5 – 20.

   To view detailed information about a transaction, select the account, then choose Transaction Overview.

   To view an overview of a customer account, select the account, then choose Customer Account. See: Reviewing a Customer Account: page 5 – 2.

   To view a list of a transactions for a customer account, select the account, then choose Account Details. See: Viewing Transactions: page 5 – 11.

Completing a Collection Action

When a collection issue has been resolved, you can indicate that it requires no further follow–up activity by marking it 'Complete.' You can complete a collection action in either the Scheduler or the Call Topics window.

Prerequisites

- ❑ Record customer calls: page 5 – 20
- ❑ Record call actions: page 5 – 23

▶ **To complete a collection action:**

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow–Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Scheduler window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 279.

3. Check the Follow–Up Complete check box next to the action to complete.
4. Save your work.

Alternate method:

1. Navigate to the Customer Calls window.
2. Query the call that is related to this collection action.
3. Choose Topics.
4. Check the Complete check box next to the collection action.
5. Save your work.

See Also

Reviewing a Customer Account: page 5 – 2

Viewing Transactions: page 5 – 11

Completing a Call Action: page 5 – 25

Credit Holds: page 5 – 29

Collection Effectiveness Indicators Report: page 9 – 38

Collector's Follow Up Report: page 9 – 44

Printing a Collection Report

Run collection reports from the Print Collection Reports window. After you submit your report request, Receivables generates a request ID number. You can use this number to view the status of your report in the Concurrent Requests Summary window.

▶ **To print a collection report:**

1. Navigate to the Print Collection Reports window.
2. Enter the Name of the report to print, or select from the list of values.
3. Enter parameters for printing this report. For example, the Report Summary, Format, and Aging Bucket to use, and range of Customers, Transactions, or Balances Due.
4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit this report more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start and End this Resubmission.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

See Also

Common Report Parameters: page 9 – 3

Consolidated Billing: page 6 – 279

Dunning Letters

The Receivables Dunning Letter Generate program lets you create and send customized letters to your customers who have invoices, debit memos, chargebacks, credit memos, and unapplied and on–account receipts that are overdue.

You can control the severity and content of each dunning letter you send and exclude individual customers from dunning, even if they have items that are past due. You can include disputed items, on–account and unapplied receipts, and finance charges in your dunning letters, as well as debit items that are not yet due. You can also choose to use receipt grace days to extend the due dates of a customer's past due items.

You can choose from the following dunning methods:

- **Days Overdue:** Letters are based on the total number of days that debit items are past due. This method generates letters for a specific customer based on a range of days overdue that you define for each dunning letter set. Receivables takes into account the number of receipt grace days defined for a customer (if any) when calculating the number of days items are past due. See: Specifying a Days Past Due Range: page 5 – 37.
- **Staged Dunning:** Letters are based on the ***dunning levels*** of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days items are past due. For each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next letter that you send. This feature can be useful if, for example, you inform your customer that you will begin collection action if payment is not received within *x* number of days of receiving the current letter. See: Staged Dunning: page 5 – 43.

Dunning Letters Set Up

Before you can send Dunning Letters to your customers, you must define the following:

- Dunning letters: page 2 – 176
- Dunning letter sets: page 2 – 182
- Dunning profiles for customers and customer sites: page 5 – 39

See Also

How Receivables Selects Items for Dunning: page 5 – 41

Printing Dunning Letters: page 5 – 52

Sample Dunning Letter Print: page 9 – 137

Viewing Dunning History: page 5 – 18

Specifying a Days Past Due Range

Days Overdue Method

If you are using the Days Overdue dunning method, Receivables verifies that the 'Days Past Due: To' value you specify for the first letter of a dunning letter set is less than the number of receipt grace days you specified for the customer or site profile to which you assign this dunning set. This makes it possible for this customer to receive this letter. For example, if you specify that this customer has 10 receipt grace days, the Days Past Due: To value of the first letter in this customer's dunning letter set must be 11 or more. If you are defining a letter set with negative days late for one or more of the letters it contains, you must set Use Grace Days to No.

For example, you have a letter set with three letters with the following date ranges:

Dunning Letter Set (Negative days late)	
Letter 1	–50 to 5 Days Late
Letter 2	6 to 30 Days Late
Letter 3	31 to 9999 Days Late

Letter 1 will only be sent if an invoice falls within –50 to 5 days late range and the Use Grace Days check box is not checked for this dunning letter set.

Receivables selects the dunning letter with the lowest Days Past Due Range that you have not yet submitted. By choosing the Send Letters in Sequence option in the Dunning Letter Sets window you can ensure that you provide your customers and customer sites with proper notification of past due debit items.

Assign letters to your dunning letter sets which increase in severity as the Days Past Due From and Days Past Due To date ranges increase for each letter.

Staged Dunning Method

If you are using the Staged Dunning method, you assign a dunning level range to each dunning letter. A dunning level can indicate the number of times an item has appeared in a dunning letter or the level of severity for a past due debit item. Receivables increments the dunning level of a past due debit item by 1 if the item is selected for dunning when you run the Dunning Letter Generate program. For each letter in the set, you specify a minimum number of days that must pass before Receivables can increment the dunning level for a past due debit item.

See Also

Dunning Letters: page 5 – 36

Creating Dunning Letter Sets: page 2 – 182

Defining Dunning Profiles for Customers and Customer Sites: page 5 – 39

How Receivables Selects Items for Dunning: page 5 – 41

Staged Dunning: page 5 – 43

Defining Dunning Profiles for Customers and Customer Sites

After you define your dunning letters and assign these letters to your dunning letter sets, assign these sets to the customers and sites to which you want to send dunning letters. Use the Customer Profile Classes window to specify dunning values for a customer or site. See: Defining Customer Profile Classes: page 3 – 37.

Define Receipt Grace Days

Receipt grace days represent the number of days you will allow a customer's payment to be overdue before selecting them for dunning and begin assessing finance charges. For example, when you define your customer profile classes, if you set Receipt Grace Days to 10, customers assigned to this profile class have ten days beyond the due dates of their outstanding invoices before these items are considered past due. Receivables uses receipt grace days with the Days From and To ranges that you specify for dunning letters within a dunning letter set to determine if a customer should be selected for dunning and which letter should be sent.

If you have specified a number of receipt grace days for this customer's profile, and this number is greater than the number of days that this oldest outstanding item is late, then the Dunning Letter Generate program does not continue for this customer. For example, if a customer has 5 receipt grace days in their profile, and its oldest outstanding debit item is 4 days past due, Receivables does not select this customer for dunning. Use the Customer Profile Classes window to define your customer's receipt grace days.

Define Minimum Dunning Amount by Currency

Receivables lets you define minimum dunning amounts by currency for your customers and their sites. If a customer has a past due balance in a specific currency that is greater than the minimum dunning amount you specified for this currency in the customer's profile, Receivables selects this customer for dunning.

The dunning letter that Receivables selects for a customer during a dunning submission does not include past due debit items in currencies whose minimum dunning amounts have not been exceeded. For example, if a customer has a minimum dunning amount in French francs of 8,000 in their profile, and the sum of their past due items in French francs is 6,000, Receivables does not include these items on the dunning letter selected for this customer.

Define Minimum Invoice Amount by Currency

You can also define the minimum invoice amount in a specific currency for a customer. If a customer does not have any past due items in a specific currency with balances greater than the minimum invoice amount that you specify for this currency, Receivables does not select this customer for dunning in this currency.

For example, the site of the customer SouthWestern Charities has a minimum dunning amount in U.S. dollars of 100 and a minimum dunning invoice amount of 40. If this customer site has four invoices in U.S. dollars that are past due, each having outstanding balances of 30, Receivables will not select this customer site for dunning in this currency, even though its total past due balance in U.S. dollars (120) exceeds its minimum dunning amount.

The Receivables dunning program requires that both the minimum dunning amount and the minimum invoice amount limits for a currency are exceeded before it selects a customer for dunning in this currency. If you have not defined a minimum dunning invoice amount or a minimum dunning amount for the profile of a customer you are dunning, then the Dunning Letter Generate program assumes that both of these amounts are zero for its calculations. Define the minimum dunning amount and minimum dunning invoice amount in the Customer Profile Classes window.

Assign Dunning Letter Business Purpose to an Address

After determining which customers will be included in a dunning submission, the Dunning Letter Generate program examines the addresses of these customers. If you assigned a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a single, consolidated dunning letter for this site which includes past due items from all of this customer's sites. If you have not assigned a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a dunning letter for each of this customer's sites that has past due debit items. See: Assigning a Business Purpose to a Customer Address: page 3 – 22.

See Also

Defining Customer Profile Classes: page 3 – 37

How Receivables Selects Items for Dunning: page 5 – 41

How Receivables Selects Items for Dunning

Dunning Methods

Receivables lets you choose one of two dunning methods: Days Overdue or Staged Dunning. The ***Days Overdue*** method lets you assign dunning letters to a range of days past due. For example, for items that are from 10 to 20 days past due you send the first dunning letter in the set. For items 21 to 30 days past due you send the second letter in the set, and so on.

The ***Staged Dunning*** method lets you assign a ***dunning level*** (or a range of dunning levels) to each dunning letter. Depending on how you define your staged dunning letter sets, dunning levels can represent the number of times an item has been selected for dunning, or the level of past due severity for an item. The dunning level of a past due item is incremented by 1 if the item is selected for dunning when you run the Dunning Letter Generate program. For each letter in a set, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level; this lets you send the next dunning letter based on the date your customer received the previous letter, rather than the total number of days past due. See: Creating Dunning Letter Sets: page 2 – 182.

Selecting Debit and Credit Items

For each customer included in your submission, the Dunning Letter Generate program determines how many days past due the oldest outstanding debit item is that has a balance exceeding the minimum dunning invoice amount in the invoice's currency. If the oldest outstanding debit item is not yet due, the program does not continue for this customer. Receivables determines that a debit item is 'past due' if its due date plus receipt grace days is less than the Dunning As of Date you specify for your dunning submission. See: Printing Dunning Letters: page 5 – 52.

The program also retrieves all of the customer's open receipts and credit memos, and subtracts the total of these credit items in a particular currency from the total of their past due debit items in the same currency. Receivables then verifies that the net total of these items in a particular currency is greater than the minimum dunning amount you specified for this currency in the customer's profile. If the new total of

the past due items minus the credit items in a particular currency is less than this amount limit, Receivables excludes these past due items from dunning.

After the Dunning Letter Generate program determines which dunning letter to send to a customer, it retrieves each of the customer's past due items that have balances greater than the minimum dunning invoice amounts specified in the customer's profile for each item's currency. If you do not check the Finance Charges check box for a Dunning Letter Set, the program determines the balance due of each past due debit item by subtracting any outstanding finance charges from an item's outstanding balance. See: Creating Dunning Letter Sets: page 2 – 182.

Selecting On–Account and Unapplied Receipts

If you check the Include Unapplied Receipts check box for the dunning letter set of a customer included in your dunning submission, the Dunning Letter Generate program retrieves all on–account and unapplied receipts associated with this customer. These receipts appear in this customer's dunning letter. Receivables uses these receipts to calculate a net total balance for each currency of past due debit items. The Dunning Letter Generate program then compares these totals for each currency against this customer's minimum dunning amounts in the same currencies.

If you did not check the Include Unapplied Receipts check box, these on–account and unapplied receipts do not appear in the dunning letters of the customer with this dunning letter set. These receipts are also excluded from the Dunning Letter Generate program's calculation of the net balance due in a particular currency for this customer. See: Creating Dunning Letter Sets: page 2 – 182.

Excluding Items and Customers from Dunning

Receivables automatically excludes automatic receipts and the outstanding debit items that they include from your dunning submissions. You can manually exclude a past due item from dunning by using the Exclude from Dunning call action in the Customer Calls window. See: Customer Calls: page 5 – 20. You can exclude a customer from dunning by unchecking the Send Letters option for that customer's profile class. See: Defining Customer Profile Classes: page 3 – 37.

See Also

Printing Dunning Letters: page 5 – 52

Dunning Letters: page 5 – 36

Defining Dunning Profiles for Customers and Customer Sites: page 5 – 39

Table and Column Descriptions: page 5 – 54

Staged Dunning: page 5 – 43

Staged Dunning

Unlike the Days Overdue method, in which you group items to a range of days past due, the Staged Dunning method lets you assign a dunning level to each past due debit item. This lets you represent past due debit items in terms of the date that the previous dunning letter was sent, instead of the number of days those items are past due.

For example, on JAN–01 your customer receives the second dunning letter in your dunning letter set which states: "Our records indicate that the following items are past due. Please remit payment for these items within 10 days." If the Minimum Days parameter is 10 for this letter and you do not receive payment for those items by JAN–11, Receivables increments the dunning level for each item by 1 and sends the next, more severe letter in the set.

You can modify the dunning level for a past due item in the Dunning History window. See: Viewing Dunning History: page 5 – 18.

The following examples describe the differences between the Days Overdue and the Staged Dunning methods by showing the results of various dunning submissions using each method.

Both examples assume that the Dunning Letter Generate program is submitted every two weeks.

Example 1: Days Overdue Dunning Method

This example assumes the following invoices and letter set definition:

Invoices

Invoice	Due Date	Days Past Due As Of				
		30 – MAR	15 – APR	30 – APR	15 – MAY	30 – MAY
Invoice 101	15 – MAR	15	30	45	60	75
Invoice 102	15 – APR			15	30	45
Invoice 103	15 – MAY					15

Letter Set Definition

Send Letters in Sequence = Yes

Letter Name	Days Past Due From – To
Letter 1	15–30
Letter 2	31–60
Letter 3	61–99

If you submit the Dunning Letter Generate program between March 16 and March 29, no dunning letter is generated because the oldest overdue invoice (Invoice 101) is less than 15 days late, which is not within the range of Days Past Due of any dunning letter in the set.

However, if you submit the Dunning Letter Generate program on March 30, Invoice 101 appears on Letter 1 because it is now 15 days overdue. If you submit the Dunning Letter Generate program on April 15, Invoice 101 again appears in letter 1 because it is now 30 days overdue (Letter 1 contains items 15–31 days overdue).

The examples below show the results of three additional dunning submissions.

Results of dunning submission on April 30:

Invoice and Days Overdue	Item Printed On
Invoice 102 (15 days overdue)	Dunning Letter 1
Invoice 101 (45 days overdue)	Dunning Letter 2

Results of dunning submission on May 15:

Invoice and Days Overdue	Item Printed On
Invoice 102 (30 days overdue)	Dunning Letter 1
Invoice 101 (60 days overdue)	Dunning Letter 2

Results of dunning submission on May 30:

Invoice and Days Overdue	Item Printed On
Invoice 103 (15 days overdue)	Dunning Letter 1
Invoice 102 (45 days overdue)	Dunning Letter 2
Invoice 101 (75 days overdue)	Dunning Letter 3

Example 2: Staged Dunning Method – Separate letters for distinct dunning levels

This example assumes the same invoices from the previous example, but using the following Staged Dunning letter set definition:

Letter Name	Dunning Level From – To	Minimum Days Between Staged Dunning
Letter 1	1 – 1	15
Letter 2	2 – 2	10
Letter 3	3 – 100	5

Results of dunning submission between March 16 – March 29:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	1 – 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1–14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

Results of dunning submission on March 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

Results of dunning submission on April 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned to the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

Results of dunning submission on April 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 1

Invoice 102 is assigned to dunning level 1 and is printed on Letter 1 since it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 and is printed on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

Results of dunning submission on May 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 2

Invoice 102 is assigned to dunning level 2 and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 and is printed again on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).

One day after the dunning submission on May 15, the customer calls and promises to resolve Invoice 101 in 15 days. You agree to lower the dunning level for that item to 0 so it will not be selected for dunning the next time you submit the dunning letter generate program.

> **Note:** You can modify the dunning level for an item in the Dunning History window. See: Viewing Dunning History: page 5 – 18.

Results of dunning submission on May 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	75	0	0	15	None
Invoice 102	45	2	3	15	Letter 3
Invoice 103	15		1		Letter 1

Invoice 103 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 102 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum days between staged dunning for level 3 (5 days).

Invoice 101 is not selected for dunning because it has only been 14 days since its dunning level was manually adjusted and that number is less than the Minimum Days between staged dunning for level 1 (15 days).

Summary of Examples 1 and 2: Days Overdue vs. Staged Dunning Method

The table below compares the results from the previous examples.

Date	Days Overdue Method Invoice #: Appears on...	Staged Dunning Method Invoice #: Appears on...
March 16–29	(no letter generated)	(no letter generated)
March 30	Invoice 101: Dunning Letter 1	Invoice 101: Dunning Letter 1
April 15	Invoice 101: Dunning Letter 1	Invoice 101: Dunning Letter 2
April 30	Invoice 101: Dunning Letter 2 Invoice 102: Dunning Letter 1	Invoice 101: Dunning Letter 3 Invoice 102: Dunning Letter 1
May 15	Invoice 101: Dunning Letter 2 Invoice 102: Dunning Letter 1	Invoice 101: Dunning Letter 4 Invoice 102: Dunning Letter 2
May 30	Invoice 101: Dunning Letter 3 Invoice 102: Dunning Letter 2 Invoice 103: Dunning Letter 1	Invoice 101: (not selected) Invoice 102: Dunning Letter 3 Invoice 103: Dunning Letter 1

Example 3: Staged Dunning – Single Letter Based on Highest Dunning Level

This example assumes that you are using the same letter set definition as Example 2, but when you submit the dunning letter generate program you set the Single Staged Letter option in the Print Dunning Letters window to Yes. If the Single Staged Letter option is Yes, Receivables prints all items selected for dunning in the letter defined for the highest dunning level.

For example, Invoice 101 and Invoice 102 are selected for dunning. Invoice 101 is at dunning level 2 and Invoice 102 is at dunning level 4.

Receivables sends the dunning letter assigned to dunning level 4 and includes both debit items in that letter.

If the Single Staged Letter option is No, the debit items that appear in the dunning letter are at dunning levels within the range defined for that letter. For example, items assigned to dunning level 2 only appear in the dunning letter whose range includes dunning level 2.

Results of dunning submission between March 16 – March 29:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	1 – 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1–14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

Dunning Letter Generate program submission on March 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

Dunning Letter Generate program submission on April 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

Results of dunning submission on April 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 3

Invoice 102 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning is within the range of dunning levels assigned to Letter 3.

Results of dunning submission on May 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 3

Invoice 102 is assigned to dunning level 2 because it has been 15 days since its due date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).

Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning (level 4) is within the range of dunning levels assigned to Letter 3.

See Also

Printing Dunning Letters: page 5 – 52

Dunning Letters: page 5 – 36

Defining Dunning Profiles for Customers and Customer Sites: page 5 – 39

Creating Dunning Letter Sets: page 2 – 182

Table and Column Descriptions: page 5 – 54

Viewing Dunning History: page 5 – 18

Printing Dunning Letters

Use dunning letters to inform your customers of past due invoices, debit memos, and chargebacks. When you print your dunning letters, Receivables prints a copy of each invoice which has line items that are past due.

You can create dunning letter sets in which you group your dunning letters together to vary the tone with each successive letter. When you submit the Dunning Letter Generate program, Receivables compares the number of days that a customer's oldest outstanding debit item is past due with the Days Past Due Date ranges of the dunning letters in this customer's dunning letter set. This comparison determines which dunning letter to print. See: Creating Dunning Letter Sets: page 2 – 182.

For each dunning submission, the Dunning Letter Generate program selects and prints letters using the dunning letter sets, customers, and collectors that satisfy your submission criteria.

Attention: Customers to which you have not assigned a dunning letter set are excluded from dunning, even if they have past due debit items.

Prerequisites

- ❑ Define dunning letters: page 2 – 176
- ❑ Create dunning letter sets: page 2 – 182
- ❑ Assign dunning letter sets to your customer profiles and specify minimum invoice and dunning amounts. See: Defining Customer Profile Classes: page 3 – 37
- ❑ Define receivables activity with type of 'finance charges'
- ❑ Define profile classes to assess finance charges (optional): page 3 – 37

▶ **To print dunning letters:**

1. Navigate to the Print Dunning Letters or the Submit Requests window.
2. To print your dunning letters, enter 'Dunning Letter Generate' in the Name field, or select this option from the list of values.

   To print and review a dunning letter, enter 'Sample Dunning Letter Print' in the Name field, enter the Letter Name, then choose OK. (Go to step 4.)

3. Enter print parameters. For example, choose to Order your dunning letters by Customer or Postal Code, specify a Dunning as of Date, and enter a range of dunning letter sets by low and high Letter Sets, Customer names, or Collectors. Receivables uses the Dunning as of Date to determine the number of days late of each past due debit item that appears on the dunning letter and only includes invoices that are past due as of this date (unless you also choose to include current invoices). The Dunning as of Date is also the correspondence date that appears on each dunning letter.

   If you enter Yes for the Preliminary parameter, the Dunning Letter Generate program does not generate and print dunning letters. Instead, the program creates a report that lists the customers and sites that will be selected for dunning using the parameters you entered. This report lists the past due debit items that these dunning letters will include, along with these items' transaction types, purchase order numbers, creation date, due date, days past due, and outstanding balances.

   If you enter No for this parameter, the Dunning Letter Generate program generates and prints dunning letters using the parameters you enter.

4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit the dunning letters program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

See Also

Dunning Letters: page 5 – 36

How Receivables Selects Items for Dunning: page 5 – 41

Customer Calls: page 5 – 20

Table and Column Descriptions

Below is a description of the important tables and columns Receivables uses to store information for your dunning letters and dunning letter submissions. Each column has important detail information which indicates the column's function for dunning.

AR_DUNNING_LETTER_SETS

This table stores the parameter values that you specify for each dunning letter set, and the sequence in which each set's letters are sent to your customers and their sites.

Column Name	Value
DUNNING_LETTER_SET_ID	DUNNING_LETTER_SET_ID is the primary key. This column is a foreign key in the AR_CUSTOMER_PROFILES and AR_CUSTOMER_PROFILE_CLASSES tables. This ID column in these two tables stores the ID of the dunning letter set that you have assigned to your customer profiles and standard credit profiles respectively.
NAME	This column contains the name of the dunning letter set.

AR_DUNNING_LETTERS

This table stores information about each dunning letter that you define such as the letter name, its review date, description, and status.

Column Name	Value
DUNNING_LETTER_ID	This column is a foreign key to the AR_DUNNING_LETTER_SET_LINES table which identifies each letter that you assign to a dunning letter set.
LETTER_NAME	This column stores the name of each of your dunning letters. Oracle Receivables provides letters USER1 – 10 and STANDARD1 – 3 as default letters. You can create letters with new names using Oracle Reports.

AR_DUNNING_LETTER_SET_LINES

This table stores the individual lines of a dunning letter set, including the Days Past Due range, and Yes or No values for including current invoices and copies of invoices with each letter within a dunning letter set.

AR_CORRESPONDENCES

This table stores one record for each dunning letter that you send to a customer or site. Each row includes information about which letter was sent, what dunning letter set it belongs to, when it was sent, and the customer or customer site that was sent to.

Column Name	Value
CORRESPONDENCE_DATE	This column stores the date on which you created a specific dunning letter.
REFERENCE1	This column stores the ID of the dunning letter set to which this dunning letter belongs, and is a foreign key to the AR_DUNNING_LETTER_SETS table.
REFERENCE2	This column stores the ID of the dunning letter, and is a foreign key to the AR_DUNNING_LETTERS table.

AR_CORRESPONDENCE_PAY_SCHED

This table stores one record for each invoice selected for dunning. Each row includes invoice and correspondence information such as the invoice's payment schedule number and the amount of interest the invoice has accrued.

Column Name	Value
CORRESPONDENCE_PAY_SCHED_ID	This column is the primary key which uniquely identifies each invoice selected for dunning.
PAYMENT_SCHEDULE_ID	This column stores the ID of the payment schedule of each invoice selected for dunning and is a foreign key to the AR_PAYMENT_SCHEDULES table.

CORRESPONDENCE_ ID	This column stores the ID of the dunning letter you generated which includes this invoice. This column is a foreign key to the AR_CORRESPONDENCES table.

See Also

Dunning Letters: page 5 – 36

Calculating Finance Charges

You can calculate finance charges against past due debit items for each customer or site when you generate dunning letters or statements. Finance charges are calculated based on the remaining amount due of open and past due debit items, and include credit items as of the dunning or statement date.

> **Note:** You can calculate finance charges without actually generating statements by using statement sites. To do this, assign an appropriate statement cycle to your customer level profile, but set the Send Statements option to No and the Calculate Finance Charges to Yes for the customer sites.

Finance charges are calculated from the last time they were computed for each customer. For example, you usually calculate finance charges for all of your customers on a monthly basis. If you last calculated finance charges on March 31, 1993 and you calculated it on May 31, 1993, Receivables calculates finance charges from March 31 to May 31.

For each customer or site, you can specify the interest rate for each currency, the number of days to which your interest rate refers, and the number of receipt grace days.

Accrue Finance Charges

To collect finance charges from your customers, define Receivables to accrue interest for past due items. Accrued interest updates the amount due remaining for the past due debit item. See: Accruing Finance Charges: page 5 – 62.

Adjust Finance Charge Calculations Based on Receipt Grace Days

Receivables looks at the number of receipt grace days when determining the Number of Days Late for an open debit item. Receipt grace days extend the due dates for outstanding debit items when calculating finance charges and sending dunning letters. You specify Receipt Grace Days when defining your customer profile classes. See: Defining Customer Profile Classes: page 3 – 37. For dunning letters to include grace days, check the Use Grace Days check box in the Dunning Letter Sets window. See: Creating Dunning Letter Sets: page 2 – 182.

Assign Finance Charge Limits and Interest Rates by Currency

For each currency you define for your customer's profile class, you can determine the interest rate, maximum interest charge for each invoice,

and the minimum customer and invoice balance that must be exceeded before you will calculate finance charges. These values, along with your customer's past due balance, determine the amount of finance charges. See: Defining Customer Profile Classes: page 3 – 37.

Calculate Finance Charges for Disputed Items

You can choose to include items in dispute when calculating finance charges by checking the Charge Finance on Disputed Items check box in the Print Statements window. You can mark an item 'In Dispute' in either the Transaction or the Customer Calls window. See: Placing an Item in Dispute: page 5 – 26.

Compound Finance Charges

Oracle Receivables lets you compound finance charges since the last time finance charges were calculated. Finance charges are calculated on the remaining amount due of the past due debit item and then added to any previously calculated finance charges. See: Compounding Finance Charges: page 5 – 63.

Display Finance Charges on Statements and Dunning Letters

When defining your Dunning Letter sets, choose to calculate and display finance charges on your dunning letters by checking the Finance Charges check box. See: Creating Dunning Letter Sets: page 2 – 182.

When printing your statements, choose to calculate and display finance charges by checking the Calculate Finance Charges check box. See: Printing Statements: page 5 – 73.

Exclude Specific Debit Items From Finance Charges

If you normally charge finance charges for your customers' past due debit items, but you want to exclude a specific debit item from finance charges, choose No in the Finance Charges field of the Transaction window for that item.

See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 5 – 65

Setting Up Receivables to Calculate Finance Charges: page 5 – 66

Accruing Finance Charges: page 5 – 62

Compounding Finance Charges: page 5 – 63

Determining the Past Due Amount

When you calculate finance charges for a customer, Receivables sums up all of the unapplied an on–account amounts of this customer's receipts, as well as the unapplied amounts of their credit memos that have receipt dates and transaction dates that are before the current date. You define statement cycles and their associated statement dates for your statements in the Statement Cycles window.

Receivables then determines which debit items should be assessed finance charges. If you set the Charge Finance on Disputed Items field to No, then the dispute amount of the debit item must be zero. Lastly, the Finance Charge field in the Customer Profile Classes window must be set to Yes for the customer of this debit item.

Consider the following example in which a customer has the following debit and credit transactions and you run the dunning program on December 1, 1993. Assume that Days in Period = 30, Interest Rate = 10% for USD and Payment Grace Days = 0.

Class	Number	Currency	Due Date	Amt Due Remaining
Payment (Un-applied)	PMT1	USD		$–50
Payment (On–Account)	PMT2	USD		$–20
Credit Memo	CM1	USD		$–10
Credit Memo	CM2	USD		$–100
Invoice	INV1	USD	01–NOV–93	$100
Invoice	INV2	USD	17–NOV–93	$50
Invoice	INV3	USD	19–NOV–93	$350
Invoice	INV4	USD	24–NOV–93	$175

Table 5 – 1 **(Page 1 of 1)**

This customer has a total credit amount of $180 (–50 + –20 + –10 + –100). When Receivables applies the credit to the debit items starting with the

oldest one first, $320 of INV3 and the full amount of INV4 remain for finance charges. Using the dunning as of date of December 1, 1993, Receivables calculates the following finance charges:

INV3 $\frac{.1}{30}$ *** $320 * 12 = $12.80**

INV4 $\frac{.1}{30}$ *** $175 * 7 = $12.80**

Debit Item	Due Date	Dunning As of Date	Days Late	Remaining Amount	Finance Charges
INV3	19–NOV–93	01–DEC–93	12	$320	$12.80
INV4	24–NOV–93	01–DEC–93	7	$175	$4.08

If the calculated finance charge amount for an invoice is greater than the maximum interest amount per invoice in currency Y which you have specified in the customer's site level credit profile for customer site A, then Receivables uses the maximum interest amount rather than the calculated amount as the amount of the finance charges assessed on this invoice for this statement submission.

Receivables lets you define different finance charges interest rates and maximum amounts of finance charges per invoice for different currencies in the Customer Profile Classes window. For each currency, you can also define the minimum customer balance for finance charges as well as the minimum invoice balance for finance charges. Receivables does not calculate finance charges on past due items in currency Y for customer site A if the customer's balance at this site is less than the amount you specified for the Minimum Customer Balance for Finance Charges in currency Y in the customer profile for site A. Similarly, Receivables does not assess finance charges on invoices in currency Y from customer site A which are past due if their respective balances are less than the amount that you specified for the minimum invoice balance for finance charges in the customer profile for site A.

Receivables computes and prints a transaction record of your finance charges for a customer from the last time that you created a statement for this customer on which finance charges appeared. For example, if you do not create a statement for customer site A for one month, Receivables calculates and prints a transaction line with finance charges for two months when you create a statement for customer site A that includes finance charges the following month. If you have never assessed finance charges on an invoice associated with customer site A, Receivables calculates finance charges using the item's due date and the number of receipt grace days that you specified for the credit profile of

customer site A. If you calculate finance charges for a debit item that you entered in a foreign currency, Oracle Receivables uses the exchange rate that was entered for the debit item against which the charges are calculated.

See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 5 – 65

Setting Up Receivables to Calculate Finance Charges: page 5 – 66

Currencies Without Rates

If you do not assign an interest rate to a currency in the Customer Profile Classes window, Receivables does not calculate finance charges for past due items in that currency. For example, a customer does business in two currencies, USD and UKS and both currencies have a past due balance, but no rate is assigned to either the site or customer level profile for UKS. Finance charges were last calculated on June 30,1993 and you now calculate finance charges on July 31, 1993. Receivables calculates finance charges for USD, but not for UKS for the period of July 1, 1993 to July 31, 1993. Now you assign a rate to UKS and calculate finance charges as of August 31, 1993. Receivables calculates finance charges from August 1, 1993 to August 31, 1993 for both USD and UKS. The period from July 1, 1993 to July 31, 1993 for UKS will not be included in the finance charge calculation.

See Also

Defining Customer Profile Classes: page 3 – 37

Defining Currencies (*Oracle General Ledger User's Guide*)

Accruing Finance Charges: page 5 – 62

Accruing Finance Charges

To accrue finance charges for past due debit items, set Accrue Interest to Yes in the System Options window. Receivables updates and increases the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges.

If Accrue Interest is No but the Charge Interest option for this customer's profile class is set to Yes, Receivables prints finance charges on statements for the customers and customer sites for which you have chosen to charge interest and that are included in this statement submission. However, Receivables does not update the balance due of these debit items in the Transactions or Collections windows.

Use the following example to understand how Receivables accrues finance charges:

Example:

Invoice = $1000

Due Date = 01–OCT–93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

You run the statements or dunning program to calculate finance charges on 31–OCT–93 and get the following results:

$$\frac{.01}{30} * \$1000 * 30 = \$10$$

As of 31–OCT–93 you have: $10 finance charges (02–OCT to 31–OCT)

$1000 invoice

$1010*

* Since you are accruing finance charges, the amount of the finance charge is added to the amount due balance.

See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 2 – 42

Compounding Finance Charges

Receivables lets you compound the interest that you charge for past due items. If you compound interest, Receivables includes the finance charges that you have previously assessed when calculating finance charges on the outstanding balances of past due items.

To compound finance charges on past due debit items for a specific customer:

- set Compound Interest to Yes in the Profile:Document Printing alternative region of the Customers window

To compound finance charges on past due debit items for a specific customer site:

- set Compound Interest to Yes in the Profile:Document Printing alternative region of the Customer Addresses window

Use the following example to understand how Receivables compounds interest:

Example:

Invoice = $1000

Due Date = 01–OCT–93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

Compound Interest = Yes

You run the statements or dunning program to calculate finance charges on 31–OCT–93 and get the following results:

.01 / 30 * $1000 * 30 = $10

As of 31–OCT–93 you have:	$10 finance charges (02–OCT to 31–OCT)
	$1000 invoice
	$1010

You run the print statements or dunning letter generate program again on 30–NOV–93 and get the following results:

.01 / 30 * $1010 * 30 = $10.10 finance charges

* Since you are compounding finance charges, interest from 01–NOV to 30–NOV is calculated on $1100 i.e. the balance including any previous finance charges.

As of 31–OCT–93 you have: $10 finance charges (02–OCT to 31–OCT)

$10.10 finance charges (01–NOV to 30–NOV)

$1000 invoice

$1020.10

Note: If Compound Interest had been set to No, finance charges would have been calculated on 1,000 only. If accrue interest had been set to No, then again finance charges would have been calculated on 1,000.

See Also

Accruing Finance Charges: page 5 – 62

Preparing Receivables for Accruing and Compounding Finance Charges: page 2 – 42

Preparing Receivables for Accruing and Compounding Finance Charges

Use the following table to help you determine what information is required when you want to calculate, compound, or accrue finance charges.

Action	Charge Interest (Profile Class)	Days in Period (Profile Class)	Currency (Profile Class)	Rate (Profile Class)	Compound (Profile Class)	Accrue Interest (System Options)
Calculate Finance Charges	Yes	Value Required	Value Required	Value Required per currency		
Compound Interest	Yes	Value Required	Value Required	Value Required per currency	Yes	Yes
Accrue Interest	Yes	Value Required	Value Required	Value Required per currency	Yes / No	Yes

Site level profile options always take precedence over customer level profile options.

See Also

Setting Up Receivables to Calculate Finance Charges: page 5 – 66

Setting Up Receivables to Calculate Finance Charges

Receivables displays finance charges on your statements and dunning letters to inform your customers of additional charges incurred for past due debit items. You can specify different interest rates and finance charge limits for each currency when you define your customer's profile classes. Receivables also lets you determine whether to accrue finance charges or include disputed items when calculating finance charges.

Receivables uses the following formula to calculate finance charges:

$$\text{Finance Charges} = \frac{\text{Interest Rate}}{\text{Days in Period}} * \text{Number of Days Late} * \text{Remaining Amount}$$

Receivables performs the following when determining which debit items should be assessed finance charges and the total past due amount:

- Sums up all of the unapplied and on–account amounts of the customer's receipts, as well as the unapplied amount of their credit memos which have receipt dates and transaction dates that are before the current date.
- Selects a debit item for finance charges if it is open and past due, and the number of days that it is late is greater than the number of Receipt Grace Days specified in the credit profile of the customer or customer location associated with the debit item.
- Matches the total credit amount to the debit items, starting with the oldest debit item, until the entire credit amount is used. If there are still open, past due debit items remaining, Receivables calculates finance charges for these remaining items. If there are no open, past due debit items remaining, or a credit balance exists, Receivables does not calculate finance charges.

Prerequisites

- ❑ Define receivables activity of type 'Finance Charges': page 2 – 132
- ❑ Define dunning letters: page 2 – 176
- ❑ Specify finance charges, grace days, and disputed items for your dunning letter sets: page 2 – 182
- ❑ Define messages for your statements in the Standard Messages window: page 2 – 161

▶ **To set up Receivables to calculate finance charges:**

1. Choose to calculate finance charges. To calculate finance charges for customers assigned to a profile class, check the Charge Interest check box and enter an amount of Receipt Grace Days in the Customer Profile Classes window. See: Defining Customer Profile Classes: page 3 – 37.
2. Decide whether to compound interest. To compound interest for customers assigned to a specific profile class, check the Compound Interest check box and enter the number of Days in Period in the Customer Profile Classes window. See: Defining Customer Profile Classes: page 3 – 37.
3. Assign an interest rate to each currency defined in your system. Assign an interest rate for each currency and enter a minimum customer balance and a minimum invoice balance for finance charges. If you do not assign an interest rate to a currency, Receivables will not calculate finance charges for past due items in that currency. See: Defining Customer Profile Classes: page 3 – 37.
4. Decide whether to accrue finance charges. To accrue interest, check the Accrue Interest check box in the System Options window. Receivables will update and increase the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges. See: Defining Receivables System Options: page 2 – 48.
5. Decide whether to exclude specific items from finance charges. You can exclude a debit item from finance charges by setting the Finance Charges field to No in the Transactions window. You can exclude an item from finance charges when entering a new or updating an existing transaction. See: Entering Transactions: page 6 – 2.

Calculating Finance Charges When Printing Dunning Letters

- When defining your Dunning Letter sets, choose whether to use grace days, calculate finance charges, and calculate finance charges on disputed items. Define these parameters in the Dunning Letter Sets window by checking or unchecking the appropriate check boxes. See: Creating Dunning Letter Sets: page 2 – 182.

  Note: The Include Unapplied Receipts check box in the Dunning Letter Sets window only affects whether these receipts are actually printed on your dunning letters. Unapplied and on–account receipts are always included before finance charges are calculated.

Calculating Finance Charges When Printing Statements

- Check the Calculate Finance Charges check box. See: Printing Statements: page 5 – 73.
- To calculate finance charges for disputed items, check the Charge Finance on Disputed Items check box. You can mark an item In Dispute in either the Transaction or the Customer Calls window. See: Placing an Item In Dispute: page 5 – 26.

See Also

Printing Statements: page 5 – 73

Printing Dunning Letters: page 5 – 52

Calculating Finance Charges: page 5 – 57

Statements

Print statements to provide your customers with a complete record of their invoice, debit memo, chargeback, deposit, receipt, on–account credit, credit memo, and adjustment activity for a specific period.

You can produce statements that differentiate between bill–to sites for a customer's outstanding items. If you do not define a statement site for a customer, Receivables produces statements for each of the customer's bill–to sites. Each of these bill–to site statements include transactions that are specific to that site. You can define statement and bill–to business purposes for your customer addresses using the Customers windows. See: Assigning a Business Purpose to a Customer Address: page 3 – 22.

> **Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing: page 6 – 279.

Receipt Bill–To Sites

All Receivables receipt entry windows let you specify a customer location on your receipt. If you have specified a location on your receipt, Receivables prints this location on the statement.

On–Account and Unapplied Receipts

If there are on–account or unapplied receipts that are not associated with a specific customer location, Receivables summarizes these receipts as credits on consolidated statements you produce using a statement site. Receivables prints these receipts on a separate page of a customer's consolidated statement before a summarized listing of subtotals for each of this customer's bill–to sites.

If a customer has on–account and unapplied receipts that are not associated with a specific customer location and you have not created a statement site for this customer, Receivables does not include these receipts on any of the bill–to site statements for this customer.

Statement Sites

If you define a statement site for your customer, Receivables generates a single, consolidated statement of all of this customer's transactions and sends the statement to this site. If you have not defined a statement site

for a customer, Receivables creates statements for each of the customer's sites that has:

- A Bill–To business purpose
- The Send Statements parameter set to Yes for this profile class

See: Defining a Statement Site: page 5 – 72.

Statement Cycles

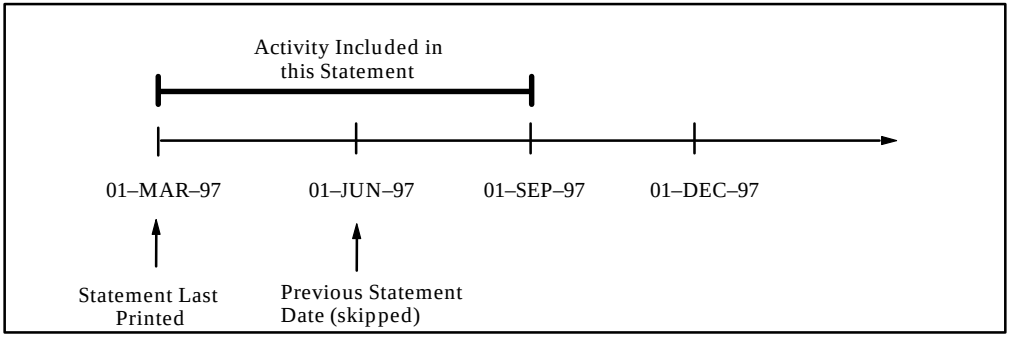
Use statement cycles to determine when to send statements to your customers. You assign these cycles to your customer and site level profiles. Receivables lets you generate statements for all customers associated with a specific statement cycle.

If you define a statement site for a customer, Receivables uses the statement cycle defined in the customer profile to determine when statements should be sent. If you have not defined a statement site, Receivables uses the statement cycle defined in the customer's site level profile to determine when statements should be sent to each site.

Receivables includes all activity from the last time you printed a statement for this customer to the current statement date, even if this customer's statement cycle is set up to skip printing on one or more statement dates. Receivables will also include open debit items from prior periods in the statement. For example:

Today's Date: 03–SEP–97
Statement Date: 01–SEP–97
Previous Statement Date: 01–JUN–97 (skipped)
Statement Cycle: Quarterly

Figure 5 – 1



Invoice Creation Date	Included in Statement?
Invoice Date: 30–FEB–97	No, unless it is either still open or was closed between 01–MAR–97 and 31–AUG–97
Invoice Date: 30–AUG–97	Yes, because the invoice date is between the date the statement was last printed and the statement date
Invoice Date: 02–SEP–97	No, because the invoice date is later than the statement date

See: Statement Cycles: page 2 – 159.

Credit Profiles

Receivables lets you define credit profiles for each customer and each of their bill–to locations using the Customer Profile Classes window. Profile classes let you choose whether to send statements to customers using this profile class and, if so, lets you specify:

- A statement cycle
- A minimum statement amount by currency
- Whether to send a statement to customers if they have a credit balance

See: Defining Customer Profile Classes: page 3 – 37.

Statement Setup

Before you can print statements for your customers, you need to define the following:

- Statement cycles: page 2 – 159
- Standard messages: page 2 – 161
- Statement aging buckets: page 2 – 71
- Customer profile classes: page 3 – 37

See Also

Printing Statements: page 5 – 73

Defining a Statement Site: page 5 – 72

Cross Site and Cross Customer Receipts: page 5 – 76

Sample Statement: page 5 – 77

Statements (print parameters and column headings): page 9 – 139

Defining a Statement Site

Receivables lets you define a ***statement site*** to better manage customers with multiple bill–to sites. By defining a statement site, you can send your customer a single, consolidated statement for all of their bill–to sites, rather than a statement for each site. You can only define one active statement site use per customer.

If you have defined an active statement site for your customer, Receivables still lets you enter different options for the site level credit profile. However, Receivables ensures that the statement cycles are still all the same by using the statement cycle assigned to the customer level profile.

To create a statement site, assign the business purpose Statements to a customer's address. See: Assigning a Business Purpose to a Customer Address: page 3 – 22.

Suggestion: You can use statement sites to assess finance charges even if you do not want to send statements to the customer. To do this, set the Send Statements profile option to No for the site level credit profile of a customer with a statement site but set Calculate Finance Charges to Yes for this same site. In this case, Receivables does not create statements for this bill–to site, but will calculate finance charges when you run statements for the statement cycle assigned to the customer level profile.

Statements for a Customer Without a Statement Site

If you have not defined a statement site for a customer that is included in a print statements submission, Receivables generates statements for each of this customer's billing locations that have the Send Statement parameter in their profile class set to Yes.

See Also

Cross Site and Cross Customer Receipts: page 5 – 76

Defining Customer Profile Classes: page 3 – 37

Printing Statements

Receivables lets you generate statements that are specific to individual customer billing locations. A statement will indicate if the location of an included transaction differs from the billing location by putting a note on the line following the transaction.

For more information, see: Statements: page 5 – 69.

Prerequisites

- ❑ Define statement cycles: page 2 – 159
- ❑ Define standard messages: page 2 – 161
- ❑ Define aging buckets: page 2 – 71
- ❑ Define customer profile classes: page 3 – 37

▶ **To print statements:**

1. Navigate to the Print Statements window.
2. Enter a print Option. Choose from the following:

   Print Statements: Print statements for either a specific customer, customer site, or all of the customers and customer locations that have the statement cycle that you specify in their credit profiles. This option includes activity from the last statement date to the current statement date.

   Print A Draft Statement: Print a draft statement for a customer or site to review before sending it to this customer. Draft statements do not include finance charges.

   Reprint Statements: Reprint any statements that you have previously printed.

3. Enter the aging Bucket to use. You can only select active aging buckets that have a type of 'Statement Aging.' See: Aging Buckets: page 2 – 71.
4. Enter the Customer name or Number and the billing Location for this submission.
5. Enter a statement Cycle. The default is the cycle you specified in this customer's profile class. See: Customer Profile Classes: page 3 – 37.
6. If you are printing a draft statement, enter an As of Date. This date determines the transactions to include in your draft statement. The default is today's date.
7. Enter the Statement Date for this submission. If you assess finance charges, Receivables uses this date to determine the finance charges on debit items that your statement includes. When you enter a statement cycle, the default statement date is the next available statement date for this cycle. You can choose another date from the list of values.

   Note: Statement dates that you defined but chose to skip will not appear in the list of values. See: Statement Cycles: page 2 – 159.
8. To include only specific transactions in this statement, enter an Invoice Type.
9. To include only transactions assigned to a specific salesperson, enter a Primary Salesperson.
10. To calculate finance charges on items included in this submission, check the Calculate Finance Charges check box.
11. If you checked the Calculate Finance Charges check box and you want to calculate finance charges for items in dispute, check the Charge Finance on Disputed Items check box.
12. To use the bitmapped, graphical version of Oracle Reports 2.0 to print your statement, check the Bitmapped check box. (For more information, refer to Define Concurrent Program in the *Oracle Applications System Administrator's User's Guide*.)
13. To print a standard message on your statement, enter the Name of the standard message, or select from the list of values. You can only select messages that have start and end date ranges that include the current date.

14. Save your work. Receivables assigns this submission a unique Request Id. You can use this number to check the status of your request in the Concurrent Requests Summary window.

    Note: Receivables creates your statement output file and requires that you send this file to your printer using your operating system's landscape print command. When you send this file to your printer, Receivables prints 3 sample pages of Xs to show you how your statement will print. You can make any necessary adjustments before you start printing your statements.

See Also

Statements (overview): page 5 – 69

Sample Statement: page 5 – 77

Calculating Finance Charges: page 5 – 57

Statements (print parameters and column headings): page 9 – 139

Consolidated Billing: page 6 – 279

Cross Site and Cross Customer Receipts

Receivables lets you accurately record and report on receipts that you have applied across customers and customer sites.

Receivables displays each cross customer or cross site receipt on the statement of the customer or customer site associated with the invoice to which you applied this receipt, as well as on the statement of the customer or customer site that owns the receipt.

The Reference column on your statement includes the amount of each receipt while the corresponding Transaction column displays the amount of each receipt that you applied to a specific invoice.

Receipts that have cross site or cross customer applications will be reported on statements after the On–Account and Unapplied receipts. These entries display the amount applied to transactions of other sites in the Transaction Amount column and have no effect on the balance of the statement.

In the example below, two sites – SF and CA – pay each others invoices. Every receipt is recorded against the invoice to which it is applied. It is also reported on the statement of the site that owns the receipt as a cross site entry with the amount applied to the other site displayed as the transaction amount. If the receipt is not fully applied, the portion not applied will be entered as an unapplied receipt.

Primary Salesperson

Site SF – Statement

Invoice	Transaction	Reference	Location	Trx. Amount	Amount
Inv 1	Invoice		SF	200.00	
Inv 1	Payment	check p1 200.00	CA	–150.00	50.00
Inv 5	Invoice		SF	1200.00	
Inv 5	Payment	check p5 700.00	SF	–600.00	
Inv 5	Payment	check p6 600.00	CA	–600.00	0.00
Unapplied	Payment	check p2 500.00	SF	–100.00	
Unapplied	Payment	check p5 700.00	SF	–100.00	–200.00
Cross Rcpt	Payment	check p2 500.00	SF	400.00	
Cross Rcpt	Payment	check p3 500.00	SF	500.00	
Cross Rcpt	Payment	check p4 100.00	SF	100.00	

Site CA – Statement

Invoice	Transaction	Reference	Location Amount	Trx.	Amount
Inv 2	Invoice		CA	500.00	
Inv 2	Payment	check p2 500.00	SF	–400.00	100.00
Inv 3	Invoice		CA	600.00	
Inv 3	Payment	check p3 500.00	SF	–500.00	
Inv 3	Payment	check p4 100.00	SF	–100.00	0.00
Unapplied	Payment	check p1 200.00	CA	–50.00	–50.00
Cross Rcpt	Payment	check p1 200.00	CA	150.00	
Cross Rcpt	Payment	check p6 600.00	CA	600.00	0.00

See Also

Sample Statement: page 5 – 77

Sample Statement

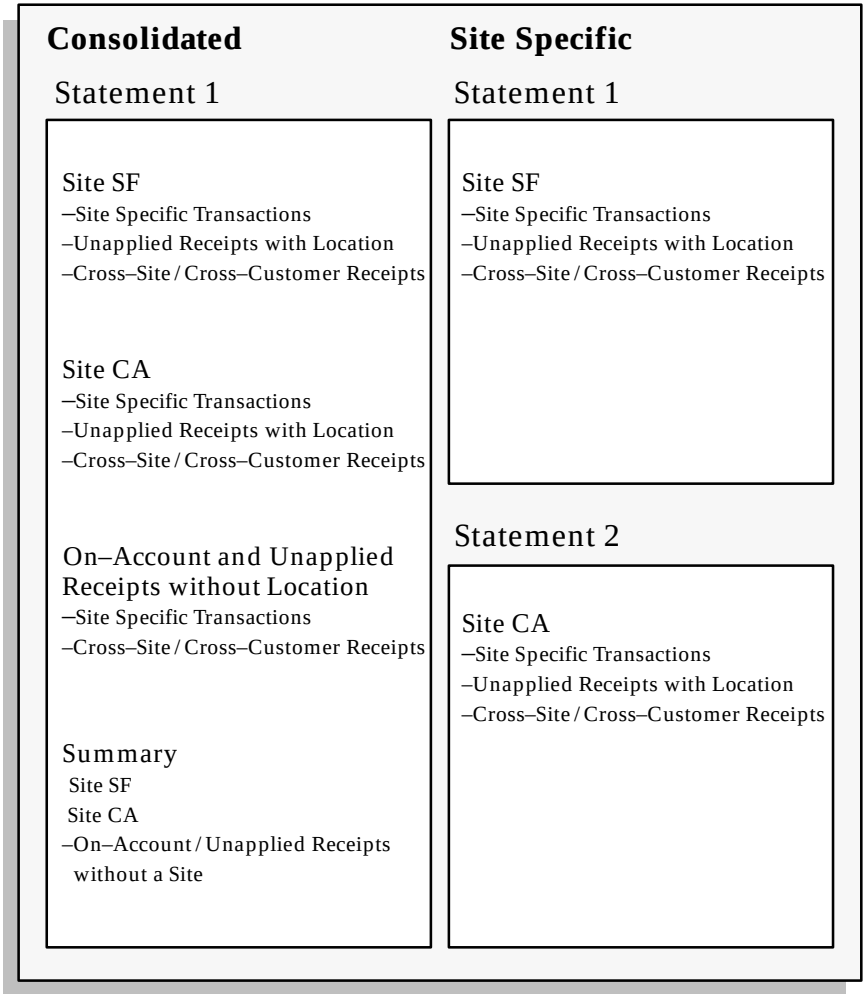
If you have defined a statement site for your customer, Receivables will create one consolidated statement for the statement site, rather than creating a separate, site–specific statement for each bill–to site. Receivables subdivides each customer's consolidated statement to show subtotals for each of the customer's bill–to sites. Receivables then sorts each of these subtotals by currency. This consolidated statement contains a summary page at the end of the report with summarized subtotals by currency for each of a customer's bill–to sites. If there are any on–account or unapplied receipts with no location, they will be printed on a separate sheet before the summary page.

If you did not define a statement site, Receivables will print a separate statement for each bill–to site that shows all the transactions relating to that site, subtotaled by currency. On–Account or Unapplied receipts with no location will not appear on any of the statements.

In both cases, cross site and cross customer receipts will be displayed below the unapplied receipts for each bill–to site.

The following diagram shows the differences between a consolidated statement for two bill–to sites (SF and CA) and site–specific statements for these two sites.

Figure 5 – 2



See Also

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Statements (print parameters and column headings): page 9 – 139

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A58475–01

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Glossary

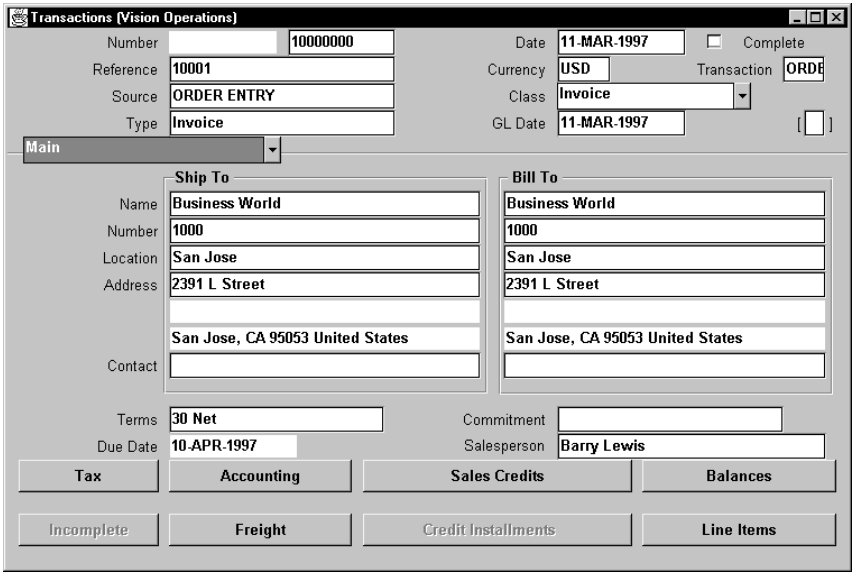
Index

CHAPTER

6 Transactions

This chapter explains everything you need to know about entering, crediting, and adjusting transactions in Oracle Receivables. It also tells you how to use AutoInvoice to automatically create invoices for your customers, run AutoAccounting to create your general ledger accounting flexfields, and use invoicing and accounting rules to recognize revenue over several accounting periods.

Entering Transactions



Use the Transaction window to enter your invoices, debit memos, credit memos, and commitments. You can also query and update your transactions in this window and review your transactions and chargebacks in the Transactions Summary window. For a list of fields you can update, see: Maintaining Your Transactions: page 6 – 137.

When you enter an invoice, Receivables uses your AutoAccounting rules to determine your default general ledger accounts. See: Using AutoAccounting: page 6 – 131.

You can enter transactions one at a time or in a group called a batch. See: Batching Transactions for Easy Entry and Retrieval: page 6 – 35.

Your system administrator determines whether you can delete a transaction. See: Function Security in Oracle Receivables: page C – 2.

Transaction Types

Transaction types determine whether a transaction updates your open receivables, can be posted to your general ledger, if Receivables calculates tax, the transaction's creation sign, and whether transactions with this type use natural application only or will allow overapplication. The transaction type also provides the default transaction class, payment term, and printing options for each transaction.

You can set up AutoAccounting to use transaction types when determining your general ledger accounts. If AutoAccounting depends on transaction type and you change this value, Receivables displays a pop–up window asking you if you want to recalculate all of your general ledger accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts (unless the transaction is a chargeback).

Prerequisites

- ❑ Define transaction types: page 2 – 86
- ❑ Define AutoAccounting: page 2 – 117
- ❑ Define transaction batch sources: page 2 – 96
- ❑ Define accounting rules (optional): page 2 – 108
- ❑ Set up document numbering (optional): page 2 – 39

▶ **To manually enter an invoice or a debit memo**:

1. Navigate to the Transaction window.
2. If your batch source does not specify Automatic Invoice Numbering, enter a transaction Number. Otherwise, Receivables assigns a number when you save. If you are adding transactions to a batch, the transaction number must be unique within this batch.

   Note: If the profile option AR: Show Billing Number is Yes, Receivables displays two transaction number fields. Enter a transaction number in the second field. Receivables uses the first field to display the Consolidated Billing Invoice number associated with an existing transaction. See: Consolidated Billing: page 6 – 279.

3. Enter the Date and Currency of this transaction. The default date is either the batch date or, if there is no batch information, the current date. The default currency is either the currency entered at the batch level or your functional currency, but you can change it to any currency defined in the system. If the currency is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.

Attention: You cannot adjust the exchange rate for a foreign currency invoice once the invoice has been posted or has had a receipt applied against it. To use a different exchange rate, you must reverse the transaction (delete it, credit it, or change the trx

type to one that has Open Receivable and Post to GL set to No) then recreate the trx at the new rate.

4. Enter the transaction batch Source for this transaction. The default is the source you entered at the batch level. If there is no batch information, you must enter a source. The transaction batch source specifies automatic or manual batch and invoice numbering and the standard transaction Type.
5. Choose a transaction Type with class of Invoice or Debit Memo (optional).
6. If the transaction batch source you entered has Post to GL set to Yes, enter the GL Date for this transaction. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period.
7. Enter the customer Bill To Name and Location for this transaction.
8. Enter the payment Terms for this transaction. Receivables calculates the Due Date based on the payment terms and date of this transaction. If you enter a split payment term, the due date is the date that the first payment is due. See: Entering Invoices with Installments: page 6 – 31.

   Receivables uses the following hierarchy to determine the default payment terms, stopping when one is found:

   - customer Bill–To site level
   - customer address level
   - customer level
   - Transaction Type
9. If you are creating an invoice against a commitment, enter the Commitment or choose one from the list of values.
10. Enter a Salesperson (optional). If the system option Require Salespersons is Yes and you did not assign a salesperson to this customer at the customer or site level, you must enter a salesperson. To see how Receivables chooses a default salesperson for your transactions, see: Salespersons: page 2 – 111.

    For more information about sales credits, see: Entering Revenue Credits: page 6 – 21.
11. If you are using manual sequence numbering, open the More alternative region, then enter a unique Document Number.

Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 – 39.

If you are entering an invoice and want to assign invoicing rules, see: Entering Invoices with Rules: page 6 – 26.

12. Open the Remit To alternative region, then enter the Remit To Address for this transaction. The default is the remit–to address assigned to the country, state, and postal code combination for this customer's address.

13. To enter Freight information for this transaction, choose Freight. See: Entering Freight Information: page 6 – 16.

14. To enter the goods or services to bill to this customer, choose Line Items, then enter the Item, Quantity, and Unit Price for each item. Receivables automatically calculates the total Amount for each line. See: Lines Field Reference: page 6 – 10.

    Note: You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Entry or Oracle Inventory. To use memo lines, place your cursor in the Description field, then enter the memo line or select from the list of values. See: Standard Memo Lines: page 2 – 114.

    Receivables displays a default Tax Code (or tax group) if you defined one at one of the following levels: item, customer, customer site (and system level, if your tax method is 'VAT'). You can override this value if the profile option Tax: Allow Override of Tax Code is set to Yes.

    Note: If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship–to address or the line item could change the default tax code.

Attention: If AutoAccounting depends on item and you change the Item field, Receivables displays a pop–up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting, changes your revenue account, and changes tax rate information (if your tax information changed). If you choose No, Receivables neither reruns AutoAccounting nor changes tax rate information if your tax information changed. If AutoAccounting does *not* depend on item, and you change to an item with a new tax code, Receivables asks if you want to recalculate tax information for your invoice lines.

If you change the Item field and Tax Calculation is Yes and Tax Lines exist – or if Tax Calculation is No but you calculate tax

automatically – Receivables asks you if you want to recalculate tax. If you choose Yes, Receivables recalculates the tax; otherwise, it does not let you make the change.

15. To review or update tax information for this line, choose Tax. See: Entering Tax Information: page 6 – 18. To review tax exemption information for this line, choose Lines, then open the Tax Exemptions alternative region.

Attention: You cannot review tax information for a line if the standard line type is Freight or Charges, or if the transaction is a chargeback.

To enter Freight information for an invoice line, select the line, then choose Freight. See: Entering Freight Information: page 6 – 16.

To review or update Sales Credit information, choose Sales Credits. See: Entering Sales Credits: page 6 – 21.

To review or update accounting information, choose Accounting. See: Reviewing Accounting Information: page 6 – 13.

16. Save your work. If you are ready to complete this transaction, see: Completing Transactions: page 6 – 37.

See Also

Transactions Window Field Reference: page 6 – 7

Lines Window Field Reference: page 6 – 10

Entering Quick Transactions: page 6 – 24

Accounting for Transactions: page 7 – 25

Entering Commitments: page 6 – 32

Batching Transactions for Easy Entry and Retrieval: page 6 – 35

Completing Transactions: page 6 – 37

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Importing Transactions Using AutoInvoice: page 6 – 73

Adjusting Transactions: page 6 – 109

Viewing Transaction Balances: page 5 – 15

Transactions Window Field Reference

This section provides a brief description of some of the fields in the Transactions, Transaction Summary, Batches, and Batches Summary windows.

Agreement: If entering an invoice, this is the order agreement this invoice is against. You can only enter this field if you have defined an agreement with the selected customer or customers related to the selected customer. You can associate an agreement with your customer in the Sales Orders window in Oracle Order Entry.

If you are entering a commitment, this is the agreement to associate with this commitment. You can only use agreements defined in Oracle Order Entry.

Cross Reference: The transaction to relate to this invoice. You can choose any transactions that are assigned to your Bill–To customer or a selected customer. If you enter a cross reference transaction number and then change your Bill–To customer, Receivables will erase the value in this field.

Comments: Any comments you have about this transaction. This text does not appear on the printed transaction.

Control Amount: The total amount of invoices in this batch. If you enter invoices in different currencies, enter the total amount irrespective of currency. For example, if you intend to enter two invoices, one for 100 US Dollars and the other for 50 French Francs, enter 150 here.

Default Tax: You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' to force tax exemption on the invoice lines, and your system option Use Customer Exemptions is set to Yes. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no affect on existing invoice lines; only new invoice lines will get the new value as a default.

Dispute Amount: The current amount of this invoice, debit memo, or chargeback that is in dispute. Receivables sums up the dispute amounts for each installment of your payment schedule and displays the total in this field. You can either increase or decrease the dispute amount. If you enter 0 (zero), the debit item is no longer in dispute. If your debit item does not have split terms, then you can enter a dispute amount that is between zero and the balance due for this item. You can also place a debit item in dispute in the Customer Calls window, and you can review your in dispute debit items in the Disputed Invoice Report. For debit items with split terms, you can enter the dispute amount for each installment in the Installments window or you can set it to either the balance due or zero in this field.

Finance Charges: Use this field to indicate whether finance charges are calculated against this invoice, debit memo, or chargeback. If you leave this field blank or choose 'If Appropriate', Receivables calculates finance charges according to your customer's credit profile. If you choose No, Receivables does not calculate finance charges on this transaction, regardless of the customer's credit profile.

Invoice Date: Receivables prints the invoice date on your invoice. Receivables calculates the due date from the invoice date and payment terms you assign to this invoice. The default value is the batch date if you entered a batch, or the current date if you did not enter batch information.

If you change the invoice date, Receivables automatically recalculates the due date and the associated tax.

Number: If the profile option AR: Show Billing Number is Yes, Receivables displays two transaction number fields. The first field displays the Consolidated Billing Invoice number associated with this transaction. The second field displays the transaction number. See: Consolidated Billing: page 6 – 279.

Partially Purged: If this box is checked, some of the transactions belonging to this batch have been deleted by the Archive Purge program. When transactions are partially purged, the Control Total section appears out of balance because the Actual Count and Amount fields no longer include the purged transactions.

Paying Customer: The customer associated with the customer bank account assigned to your invoice. This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

Payment Method: The payment method assigned to this transaction. You can choose any payment method defined for this customer or a

primary customer to which it is related, as long as the invoice date is within the payment method active date range and the payment method has bank accounts in the currency of the invoice or at least one of its bank accounts has the Receipts Multi–Currency flag set to Yes. Enter a payment method to automatically receive payment for this invoice with a direct debit or bill of exchange. Receivables uses the following hierarchy to default a value for this field:

1) the primary Payment Method of the parent site

2) the primary Payment Method of the primary customer

3) the primary Payment Method of the bill–to site

4) the primary Payment Method of the bill–to customer

Period: The accounting period that corresponds to the batch date you entered in the Date field. Use the Accounting Calendar window to define your accounting periods.

Print Option: The printing option for this invoice. The default is the print option for this transaction type. Choose 'Print' for invoices you want to print. You can choose all new or changed invoices to print at one time. Choose 'Do Not Print' for invoices you do not want to print (for example, if you need to generate an invoice for internal purposes, but you do not want to send the printed invoice to your customer).

Special Instructions: Any special instructions for this transaction. You can enter up to 240 characters. The first 51 characters appear on the printed transaction. You can define additional instructions in the Receivables QuickCodes window. See: Reviewing and Updating Receivables QuickCodes: page 2 – 30.

Status (Transactions window): The status of your invoice. This is a user maintainable field and you can define values for it in the Receivables QuickCodes window. Possible values include Open, Pending, Closed, or Void. This field is not used by Receivables, therefore it is not updated automatically when an invoice is paid off, closed, etc. You have to manually update this field.

Status (Transaction Batches and Transaction Batches Summary windows): The status of your batch. Use batch statuses to implement your batch approval cycle. Receivables provides several standard batch statuses and lets you define additional statuses in the Receivables QuickCodes window using the QuickCode type BATCH_STATUS. Receivables treats batch statuses that you create as 'Open.'

See Also

Entering Transactions: page 6 – 2

Lines Window Field Reference: page 6 – 10

Batching Transactions for Easy Entry and Retrieval: page 6 – 35

Lines Window Field Reference

This section provides a brief description of some of the fields in the transaction Lines window.

Amount Includes Tax: This poplist indicates whether the amount for this line includes a tax. The default is the setting of the Inclusive Tax option of the tax code for this line. You can change this setting if the Allow Override option for this tax code is Yes. If you change this setting, Receivables recalculates the line amount.

> **Note:** The Lines window is a folder form and you can choose to display three additional fields: the Amount Includes Tax, Net Amount, and Net Unit Price. The Amount Includes Tax field indicates whether the tax for this line is inclusive or exclusive. If this is an inclusive tax, the Net Amount and Net Unit Price fields display the amount and unit selling price for this line without tax. To display these fields, choose Show Field from the Folder menu, then select the field to view.

Description: The description for this invoice line. Receivables prints the description on the invoice. You can also choose standard memo lines that you previously defined, such as tax and freight charges. If you wish to update a previously chosen memo line, Receivables will only let you change the memo line to another of the same type. For example, if you have a tax memo line, you can only change it to another memo line of type 'Tax.'

If you entered a freight amount in the Transactions window or if the Allow Freight option for the transaction type associated with this invoice is set to No, standard memo lines with a type of Freight will not appear in the list of values. If the Allow Freight option for the transaction type you selected for this invoice is set to Yes, you can select standard memo lines with a type of Freight. After you select a standard memo line with a type of Freight, you can choose Freight to specify the amount of freight to assign to this line.

You can select standard memo lines with a type of Tax if the profile option Tax: Allow Manual Tax Lines is set to Yes. After you select a standard memo line with a type of Tax, you can choose the Tax button to specify the amount of tax to assign to this line.

Total (Freight): The total amount of freight for this transaction.

Total (Lines): The sum of all lines for this transaction. This amount does not include tax.

Total (Tax): The sum of all applicable tax for your transaction lines. This amount includes any inclusive and exclusive tax.

Total (Transaction): The sum of all lines, tax, and freight amounts for this transaction. This amount includes any inclusive and exclusive tax.

Unit Price: The unit selling price for this invoice line item. If you entered a standard line item, the default is the Unit List Price you entered for this standard line item in the Memo Lines window; there will be no default for System Items. If the currency of the invoice is different from the functional currency, the default unit price will be the Standard Price / Currency Exchange Rate. The default value for this field is zero for Tax and Freight lines. You can accept this price or enter the actual selling price. The unit price can be a positive or a negative number.

Sales Order Alternative Region

Date: The date you ordered this item. This field is for informational purposes only.

Line: The order line number to which this invoice line refers.

Number: The sales order line number for this invoice line.

Rev: The revision number for this order.

Tax Exemptions Alternative Region

Certificate: If you enter 'Exempt' in the Tax Handling field (see below), enter a tax exemption Certificate Number. Use the list of values to select an existing tax exemption certificate number.

Reason: If you enter 'Exempt' in the Tax Handling field, enter a Reason for creating this exemption, or select from the list of values. You can define additional exemption reasons in the Receivables QuickCodes window.

Tax Handling: You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' if your system option Use Customer Exemptions is set to Yes and you want to force tax exemption on the invoice lines. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no affect on existing invoice lines; only new invoice lines will get the new value as a default.

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

See Also

Entering Transactions: page 6 – 2

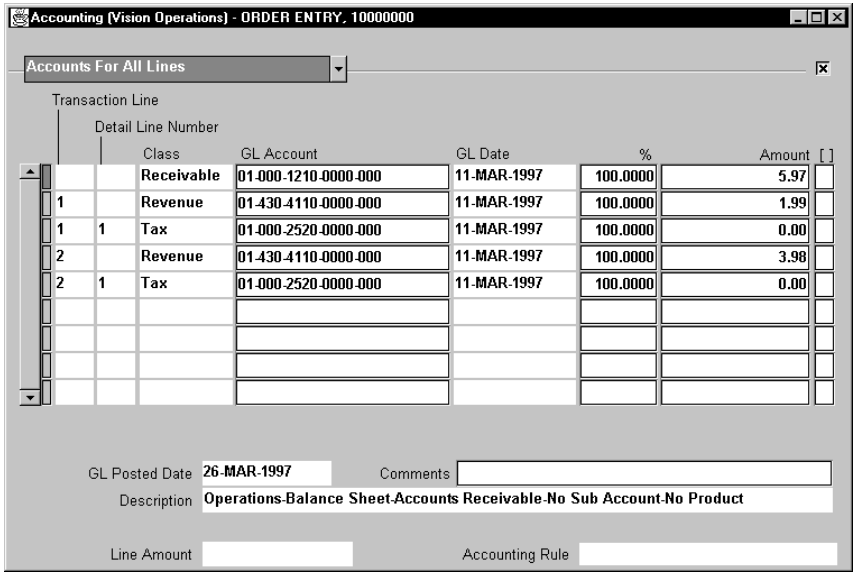
Transactions Field Reference: page 6 – 7

Standard Memo Lines: page 2 – 114

Tax Exemptions: page 2 – 219

Viewing Transaction Balances: page 5 – 15

Reviewing Accounting Information



Receivables uses AutoAccounting to create the revenue accounts for your invoice after you enter your invoice lines. You can review or update the revenue account assignments for your invoice in the Accounting window.

If you are reviewing an invoice that uses rules, you must run the Revenue Recognition Program before you can view accounting information in this window. See: Recognizing Revenue: page 6 – 28.

You can change the Accounting Flexfield for each account, but you cannot create or delete lines in the Accounting window. If you change a row that has already been posted, Receivables does not alter the posted entry; instead, it makes the adjustments through additional entries. For a list of fields you can update, see: Maintaining Your Transactions: page 6 – 137.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Define AutoAccounting: page 2 – 117

▶ **To review or update the revenue account assignments for your transaction lines:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. Choose Accounting.

   If this invoice uses invoicing rules, you can view the account sets for this invoice by opening the Sets for All Lines alternative region.

   > **Note:** You can also view accounting information by choosing Lines in the Transaction window, and then choosing Accounting.

5. To update the revenue account assignments for this invoice or invoice line, modify the GL Account information for that account.

   > **Note:** The default percent amount of each invoice line assigned to an account is 100% unless AutoAccounting is based on Salesperson and the salesperson assignment is split. In this case, the field will reflect the split and you can either accept this percentage or enter another one. If you change the percent, Receivables calculates the Amount.

6. If you made any changes, save your work.

See Also

Accounting Window Field Reference: page 6 – 15

Using AutoAccounting: page 6 – 131

Accounting for Transactions: page 7 – 25

Technical Perspective: Transactions: page 7 – 32

Accounting Window Field Reference

This section provides a brief description of some of the fields in the Accounting window.

Accounting Rule: The accounting rule for this invoice line. Accounting rules are used to recognize revenue over multiple general ledger periods. If you entered an invoicing rule at the invoice header–level, you must enter a value in this field. If you did not enter an invoicing rule, Receivables skips this field. If you have selected a standard memo line or an item with an accounting rule for this invoice line, Receivables defaults this field to that accounting rule.

Amount: The specific amount of the invoice line to assign to this revenue account.

GL Date: The date that this account will post to your general ledger. The default is the general ledger date you entered for this invoice. You cannot change this date. If you are using invoicing rules, Receivables does not display the general ledger date until you run the Revenue Recognition Program. See: Invoices with Rules: page 6 – 121.

Percent (%): The percentage of this invoice line to assign to this revenue account.

See Also

Entering Transactions: page 6 – 2

Transactions Window Field Reference: page 6 – 7

Accounting for Transactions: page 7 – 25

Entering Freight Information

You can assign freight charges to an invoice or to each invoice line. When you assign freight to an invoice, Receivables includes the freight amount in the total amount of the invoice. To assign freight to each invoice line, choose Freight from the Lines window after entering your invoice lines.

You cannot enter or update freight information if the invoice's transaction type has Allow Freight set to No or if the line type is either Tax or Charges.

Receivables does not calculate tax on freight charges.

Prerequisites

- ❑ Define freight carriers: page 2 – 76
- ❑ Enter transactions: page 6 – 2

▶ **To assign freight charges to a transaction:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. To enter freight information for this invoice, choose Freight.

   To enter freight charges for a specific invoice line, choose Line Items, select the invoice line to which you want to assign freight charges, then choose Freight.
5. Enter the freight Carrier. Receivables uses the following hierarchy for the default value:
   - Carrier assigned to the ship–to address of the site
   - Carrier assigned to the bill–to address of the site
   - Carrier assigned to the ship–to address of the customer
   - Carrier assigned to the bill–to address of the customer
6. Enter the Amount of freight charges to be collected for this invoice or invoice line. If you are assigning freight to an invoice line and this is a standard freight line, the default Amount is the Unit List Price of the standard memo line adjusted for any currency differences.

To assign freight charges to all of your invoice lines, open the Freight for All Lines alternative region, then enter the Amount of freight charges for each line. Receivables calculates the Total amount of freight charges for your invoice lines.

7. Enter the freight GL Account. AutoAccounting creates the default freight account. If it cannot create the entire account, Receivables displays a pop–up window so you can complete the account information. See: Using AutoAccounting: page 6 – 131.
8. Save your work.

See Also

Freight Lines in AutoInvoice: page 6 – 167

Freight Window Field Reference: page 6 – 17

Freight Window Field Reference

This section provides a brief description of some of the fields in the Freight window.

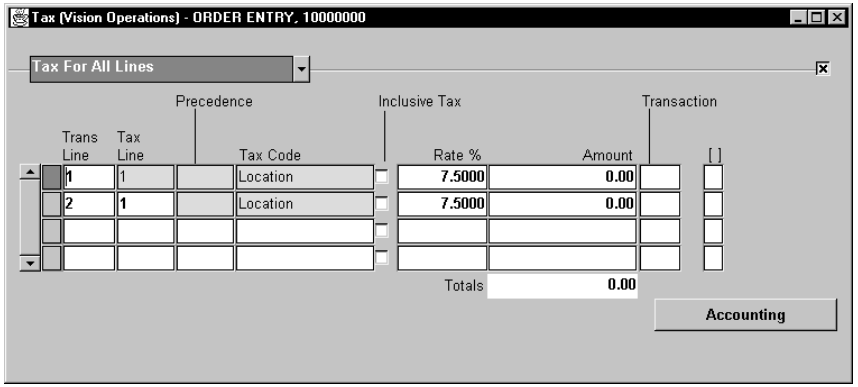
FOB (free on board): The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship–To FOB and then the Bill–To FOB as the default value when you enter transactions.

See Also

Freight Carriers: page 2 – 76

Entering Transactions: page 6 – 2

Entering Tax Information



Receivables lets you enter and review tax information for your transaction lines in the Tax window. If the profile option Tax: Allow Manual Tax Lines is No, you can only review the tax lines Receivables automatically creates; you cannot manually enter or delete tax lines in this case. Additionally, you cannot assign a tax code that must use inclusive tax to a manually entered tax line. If Allow Override is set to Yes for an inclusive tax code, you can assign it to a manually entered tax line, but you cannot use it as an inclusive tax code.

For each invoice line, you can assign multiple tax codes and calculate compound taxes. Receivables automatically recalculates your compounded tax amounts whenever you save your changes or move to another tax line.

You cannot review tax information for a line if the standard line type is either 'Freight' or 'Charges' or if the transaction is a chargeback.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Define your tax method (System Options window): page 2 – 48
- ❑ Define tax system options: page 2 – 53

▶ **To enter or review tax information for a transaction or transaction lines:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.

3. To enter or review tax information for this transaction, choose Tax.

   To enter or review tax information for a specific invoice line, choose Line Items, select the line to view, then choose Tax.

Suggestion: To enter or review tax information for all of your transaction lines, open the Tax for All Lines alternative region.

4. Enter a Tax Code (optional). You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes. Receivables calculates the associated Tax Rate and Amount when you save your work or move to the next invoice line. You can change the Tax Rate if the tax code is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes.

5. If you entered an ad hoc tax code, enter a tax Rate for this line (optional). If this is a standard tax line, the default tax amount is the Unit List Price of the standard memo line adjusted for any currency differences. You can change the tax Amount if this is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. If you change the tax amount, Receivables changes the tax Rate.

   Note: If you change the tax code for a line, Receivables will display the new tax rate and amount, regardless of whether this tax code is used to calculate compound tax. If AutoAccounting depends on tax code and you change this value, Receivables displays a pop–up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting and changes your tax account for this invoice line.

   If you did *not* enter an ad hoc tax code, you cannot enter a Tax Rate or Amount. If you enter a non–ad hoc tax code, Receivables calculates the Tax Rate and Amount when you save your work.

Attention: You can review tax exemptions for a line in the Lines window. See: Lines Window Field Reference: page 6 – 10.

6. To review accounting information for this transaction or line, choose Accounting. See: Reviewing Accounting Information: page 6 – 13.

7. Save your work.

See Also

Tax Window Field Reference: page 6 – 20

Overview of Tax (*Oracle Receivables Tax Manual*)

Calculating Tax (*Oracle Receivables Tax Manual*)

Overview of Receivables Tax Reports (*Oracle Receivables Tax Manual*)

Tax Window Field Reference

This section provides a brief description of some of the fields in the Tax window.

Inclusive Tax: This check box indicates whether this is an inclusive tax line. This is for display only.

Precedence: The precedence number for each tax code. You can only enter this field if the Compound Taxes option in the System Options window is set to Yes and your invoice line is not a standard tax line. Precedence numbers determine how Receivables will compound taxes. The tax line with the highest number will calculate tax on all tax lines with a lower precedence number. If you leave this field blank, this line will not calculate tax on any other tax lines.

Rate %: Receivables displays the tax rate that is associated to this tax code. You can change the tax rate if this is in ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. The total tax rate assigned to this invoice line is displayed at the bottom of this field.

Tax Code: The tax code or tax group for this invoice line. You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

If you change the tax code for a specific line, Receivables will display the new tax rate and amount regardless if this tax code is used to calculate compound tax.

Transaction: The Transaction Flexfield for this invoice line. If you are manually entering transactions, you can use this flexfield to capture additional information. If you are using AutoInvoice, this flexfield uniquely identifies invoice tax lines in your AutoInvoice tables.

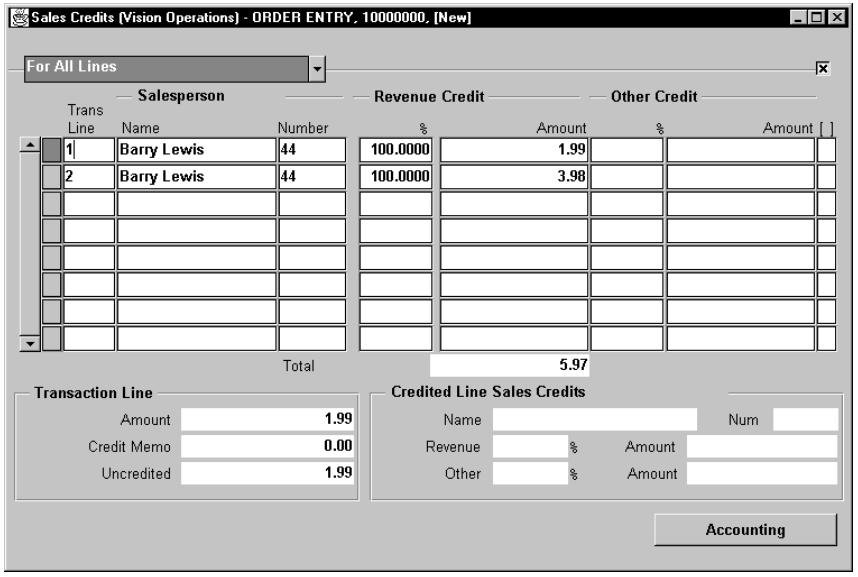
See Also

Entering Tax Information: page 6 – 18

Calculating Tax (*Oracle Receivables Tax Manual*)

Entering Transactions: page 6 – 2

Entering Revenue Credits



You can assign revenue and non–revenue sales credits for your invoices, credit memos, and debit memos. You can also split credit among several salespersons for each invoice or invoice line item and assign additional or bonus credit above your invoice amount. You can modify existing sales credit lines as well as create new ones.

You assign default sales credits by specifying a primary salesperson when entering your transactions. You only need to enter or update sales credit information to give sales credit to more than one salesperson and to distribute credit across your invoice lines. If each invoice line has different sales credit, you can enter line–level sales credits.

You can update sales credits before or after posting to your general ledger. If you have already posted to your general ledger, Receivables creates the adjusting entries in the first open accounting period.

If you modify a transaction's default salesperson, then either save your work or choose the Sales Credits button, Receivables asks if you want to rerun AutoAccounting to recalculate your receivable and freight accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts; otherwise, Receivables saves the changes to the sales credit information, but does not rerun AutoAccounting. If there has been activity against this transaction or it has been posted to your general ledger, Receivables does not ask if you want to recalculate the accounts.

Attention: If AutoAccounting is based on sales credits and you change this information, a decision window asks if you want to redefault the accounting for this transaction. If you choose No, the links on the distributions to the old sales credit lines are broken. If you choose Yes, the account assignments and account sets for all account classes that are based on sales credits are recreated based on the new sales credits. See: Using AutoAccounting: page 6 – 131.

Prerequisites

- ❑ Define salespersons: page 2 – 111
- ❑ Define customers and assign a primary salesperson: page 3 – 3
- ❑ Enter transactions: page 6 – 2

▶ **To enter or review sales credit information for your transaction lines:**

1. Navigate to the Transaction or Transactions Summary window.
2. Query the transaction.
3. If you are in the Transaction window, select the transaction, then go to step 4.

   If you are in the Summary window, select the transaction, then choose Open.
4. To update sales credits for this transaction, choose Sales Credits.

   To enter different sales credits for each invoice line or for all invoice lines, choose Line Items, then choose Sales Credits.

5. To update sales credits for an invoice line, open the For This Line alternative region, then enter the Revenue or Other Credit percentage or Amount.

   To update sales credits for all invoice lines, open the For All Lines alternative region, then enter the Revenue Credit or Other Credit percentage or Amount for each salesperson.

   To split sales credit with another salesperson, open the Default alternative region, then perform the following:

   a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.

   b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.

6. If you made any changes, save your work.

See Also

Reviewing Accounting Information: page 6 – 13

Entering Freight Information: page 6 – 16

Entering Tax Information: page 6 – 18

Entering Quick Transactions

You can enter transactions with as little or as much information as you want. You can set up your system so that Receivables provides default values for most required transaction information.

For example, you need to enter many transactions but do not have the time or all of the required information to complete them. In this case, you can enter only minimal information, such as transaction source, customer name and location and any invoice lines, then save your work. Then, when you receive more information, you can requery the incomplete transactions, enter all of the missing data, and complete each one at your convenience.

Prerequisites

- ❑ Define transaction types: page 2 – 86
- ❑ Define AutoAccounting: page 2 – 117
- ❑ Define transaction batch sources and choose automatic invoice numbering: page 2 – 96
- ❑ Define receipt classes: page 2 – 148
- ❑ Define payment methods: page 2 – 151
- ❑ Define payment terms: page 2 – 80
- ❑ Define accounting rules (optional): page 2 – 108
- ❑ Set up your customers: page 3 – 3. Define addresses, payment terms, payment methods, collector, primary salesperson, profile class, freight carrier and terms, and bank accounts for each.
- ❑ Define customer profile classes: page 3 – 37. Assign primary salesperson, bill–to location, collector, payment terms, finance charge information, currency rates and limits.

▶ **To enter a transaction with minimal information:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Enter an transaction Source.
3. Enter the Customer Name or Number.
4. Enter the Bill To Name and Location.
5. If you are in the Transactions Summary window, choose Open.

6. If you are using manual sequence numbering, open the More alternative region, then enter a unique Document Number. Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 – 39.
7. To enter invoice lines, choose Line Items, then enter the Item, Description, Quantity, and Unit Price for item (optional).
8. Save your work. If you are ready to complete this transaction, see: Completing Transactions: page 6 – 37.

See Also

Entering Transactions: page 6 – 2

Batching Transactions for Easy Entry and Retrieval: page 6 – 35

Completing Transactions: page 6 – 37

Entering Invoices with Rules

Invoicing rules let you determine when to recognize your receivable for invoices that span more than one accounting period. You can assign invoicing rules to invoices that you manually enter or import into Receivables through AutoInvoice.

Receivables provides the following invoicing rules:

- **Bill in Advance:** Use this rule to recognize your receivable immediately.
- **Bill in Arrears:** Use this rule to recognize the receivable at the end of the revenue recognition schedule.

Once rules have been associated with an invoice, the system creates the revenue distributions for the invoice when you run the Revenue Recognition program for the period in which the rules fall. See: Recognizing Revenue: page 6 – 28.

Prerequisites

- ❑ Define transaction types: page 2 – 86
- ❑ Define AutoAccounting: page 2 – 117
- ❑ Define transaction batch sources: page 2 – 96
- ❑ Set up document numbering (optional): page 2 – 39
- ❑ Define invoicing and accounting rules: page 2 – 108

▶ **To enter an invoice with rules:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Enter general information for this invoice. See: Entering Transactions: page 6 – 2.
3. Choose an Invoicing Rule of In Advance or In Arrears. Once you save this invoice, you cannot update this field, even if no value has been entered.

Attention: Receivables saves your invoice information when you choose the Line Items button.

4. Choose Line Items, then enter the Item, Quantity, and Unit Price for this item. Receivables automatically calculates the total Amount.

Note: You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Entry or Oracle

Inventory. To use memo lines, place your cursor in the Description field, then enter the memo line or select from the list of values. See: Standard Memo Lines: page 2 – 114.

Receivables displays a default Tax Code according to the tax hierarchy you defined in the System Options window; otherwise, you must enter a Tax Code for this item. You can override the default tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

5. Open the Rules alternative region. Enter an Accounting rule, a Duration, and the First Date to start recognizing revenue for this invoice line.

   If you enter an accounting rule of variable duration, enter the number of general ledger periods over which you want to distribute revenue for this invoice line in the Duration field. If you enter an accounting rule of fixed duration, Receivables displays the default Duration for this rule.

6. To view the account sets that AutoAccounting has assigned to your invoice lines, choose Accounting.

7. To view the account sets for a single invoice line, open the Sets for this Line alternative region. To view the accounting information for all of your invoice lines, open the Sets for All Lines alternative region.

   Note: The Revenue Recognition program uses the account sets to determine your revenue accounts. You must run the Revenue Recognition program to create your revenue accounts and generate the actual distribution lines. See: Recognizing Revenue: page 6 – 28.

8. To update accounting information, enter the Class, GL Account, or the percentage to distribute to each account. These changes will only affect periods in which Revenue Recognition has not yet run.

9. Save your work.

See Also

Invoices with Rules: page 6 – 121

Importing Invoices with Rules: page 6 – 172

Recognizing Revenue

Run the Revenue Recognition program to generate the revenue distribution records for your invoices and credit memos that use Invoicing and Accounting Rules. You assign accounting rules to recognize revenue over several accounting periods. The Revenue Recognition program will create distribution records for the invoices and credit memos that you create in Receivables and import using AutoInvoice.

The Revenue Recognition program uses the accounting distributions that you specify in the Transaction window or pass into Receivables using AutoInvoice to determine the accounts of your newly created revenue distribution records.

When you submit the Revenue Recognition program, you specify the GL date range of the invoices and credit memos you want the program to process. The Revenue Recognition program will only create revenue distribution lines for the invoices or credit memos in Receivables that recognize revenue during this period.

Suggestion: We recommend that you run Revenue Recognition at regular intervals. You can determine how often you need to run the program by examining your data volume. For example, run the program daily for the current open period (from the first day of the open period to the last day in the open period).

The Revenue Recognition program also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the GL date of each invoice included in your submission.

You can invoke Revenue Recognition more than once for the same accounting period without creating extra distribution records that overstate your revenue. If you update an invoice's account set distribution, Revenue Recognition will use the new accounts when it creates new revenue distribution records; it will not modify your existing revenue distribution records.

If the Revenue Recognition program has already created the account assignment for an invoice that you want to credit, Receivables automatically creates the correcting account assignments when you enter your credit memo. When you invoke the program in future periods, Revenue Recognition will create the correcting account assignments of credit memos for those periods.

Note: Creating a credit memo against an invoice does not change how the Revenue Recognition program creates its account assignments. Receivables associates all of the reversing

account assignments for a credit memo that you enter against an invoice with the credit memo itself.

Prerequisites

- ❑ Enter invoices with rules: page 6 – 26

▶ **To run the revenue recognition program:**

1. Navigate to the Submit Requests window.
2. Enter 'Revenue Recognition' in the Name field.
3. Enter the range of GL Dates of the accounting period in which to create distribution records. Receivables verifies that the dates are in an open accounting period.
4. Choose a print format of either Summary or Detail and whether to Commit your work.

   Enter Yes to Commit the distribution records created by Revenue Recognition. If you set Commit Work to No, Receivables rolls back the creation of the distribution records when it completes your Revenue Recognition submission.
5. Choose OK.
6. Enter Print Options, including the number of Copies to print, the Style, and the Printer to use.
7. To save the output of the Revenue Recognition program to a file, check the Save Output check box.
8. To run Revenue Recognition more than once, enter Run Options, including the time and date To Start and End Resubmission.
9. Choose Submit. Receivables displays the Request ID of your concurrent request and creates the Revenue Recognition Program Execution report.

   You can use the Request ID to view your submission in the Concurrent Requests Summary window. Use the Revenue Recognition Program Execution report to see all of the revenue distribution lines that the program creates. See: Revenue Recognition Program Execution Report: page 6 – 30.

See Also

Crediting Transactions: page 6 – 47

Importing Transactions Using AutoInvoice: page 6 – 73

Invoices with Rules: page 6 – 121

Revenue Recognition Program Execution Report

Use the Revenue Recognition Execution report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules. This report displays the account class, GL Date, Accounting Flexfield, the currency, amount and accounted amount for the revenue distributions Revenue Recognition creates for each transaction.

Receivables automatically creates the Revenue Recognition Execution report when you run the Revenue Recognition program and when you run the GL Transfer Program.

See Also

Recognizing Revenue: page 6 – 28

Running General Ledger Interface: page 7 – 2

Entering Invoices with Installments

You can let your customers make invoice payments in multiple installments by using a ***split payment term***. When you assign a split payment term to an invoice, Receivables automatically creates the payment schedules based on the invoice date and the payment terms that you define. For example, your split payment term might specify that 40 percent of the invoice is due in 30 days after the invoice date with the remainder due in 60 days.

You define your split payment term in the Payment Terms window. You can enter due dates for each installment and specify discounts to assign to each line of your payment terms. You can also apply the tax and freight for the invoice to the first installment or prorate tax and freight over all of the installments.

Receivables lets you review invoice installments if the status of the invoice is Complete. You can review invoice installments in the Installments window.

Prerequisites

- ❑ Define split payment terms: page 2 – 80

▶ **To enter an invoice with split payment terms:**

1. Navigate to the Transactions window.
2. Enter general information for this invoice. See: Entering Transactions: page 6 – 2.
3. Enter the name of your split payment term in the Terms field, or select this payment term from the list of values.
4. Save your work. If you are ready to complete this invoice, see: Completing Transactions: page 6 – 37.

See Also

Entering Invoices with Rules: page 6 – 26

Importing Invoices with Rules: page 6 – 172

Entering Commitments

Receivables lets you create two types of commitments:

- **Deposits:** Create a deposit to record a customer's prepayment for goods or services that you will provide in the future.
- **Guarantees:** Create a guarantee to record a contractual agreement with your customer to conduct business over a specified period of time.

Use the Transaction window to enter or update your customer commitments. Receivables lets you update certain information depending on the commitment status. For a list of fields you can update, see: Maintaining Your Transactions: page 6 – 137.

You define a commitment and then specify the debit and credit accounts. When your customers invoice or credit against their commitments, Receivables automatically adjusts the commitment balance and generates reversing accounting entries.

You can assign sales revenue and non–revenue credit as a percentage of the commitment total. If you do assign sales revenue credit, Receivables ensures that you assign 100% of your commitment total. To assign additional or bonus credit for certain sales, use non–revenue sales credits.

Note: Commitments do not include tax or freight charges.

Prerequisites

- ❑ Define payment terms: page 2 – 80
- ❑ Define transaction types: page 2 – 86
- ❑ Define transaction batch sources: page 2 – 96
- ❑ Define salespersons: page 2 – 111

▶ **To enter a customer commitment:**

1. Navigate to the Transaction window.
2. If your batch source does not specify Automatic Invoice Numbering, enter a commitment Number. Otherwise, Receivables assigns a number when you save.
3. Enter the Date and Currency of this commitment. The default date is either the batch date or, if there is no batch information, the current date. The default currency is either the currency entered at

the batch level or your functional currency, but you can change it to any currency defined in the system. If the currency is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.

4. Enter the transaction Source for this commitment. The default is the source you entered at the batch level. If there is no batch information, you must enter a source. The transaction source specifies automatic or manual batch and invoice numbering and the standard transaction Type.
5. If the transaction source you entered has Post to GL set to Yes, enter the GL Date for this commitment. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period.
6. Choose a transaction Class of Deposit or Guarantee.
7. Enter the customer Bill To Name and Location for this commitment.
8. Enter the payment Terms for this commitment. Receivables calculates the Due Date based on the payment terms and date of this commitment. The default is the payment term assigned to the transaction type you entered for this commitment.

   Receivables uses the following hierarchy to determine the default payment terms, stopping when one is found:

   - customer Bill–To site level
   - customer address level
   - customer level
   - Transaction Type
9. If you do not want to assign sales credit for this commitment, enter 'No Credit' in the Salesperson field.
10. If you are using manual sequence numbering, open the More alternative region, then enter a unique Document Number. Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 – 39.
11. Open the Remit To alternative region, then enter the Remit To Address for this transaction. The default is the remit–to address assigned to the country, state, and postal code combination for this customer's address.
12. Open the Commitment alternative region.

13. Enter a range of Effective Dates for this commitment (optional). If you do not assign an end date, Receivables lets you enter invoices and credit memos against this commitment indefinitely until the amount due becomes zero. If you enter an end date, Receivables verifies that all existing invoices against this commitment are included in this date range.
14. Enter the Amount and a brief Description of this commitment.
15. To review or update Sales Credit information, choose Sales Credits. See: Entering Sales Credits: page 6 – 21.

    To review or update accounting information, choose Accounting. See: Reviewing Accounting Information: page 6 – 13.
16. Save your work. If you are ready to complete this commitment, see: Completing Transactions: page 6 – 37.

See Also

Using Commitments: page 6 – 144

Technical Perspective: Transactions: page 7 – 32

Commitment Balance Report: page 9 – 45

Sample Commitment: page 9 – 111

Sample Invoice Against a Commitment: page 9 – 112

Batching Transactions for Easy Entry and Retrieval

If you group your invoices and debit memos into batches, you can view the difference between your control and actual batch totals as you enter transactions. These differences alert you to data entry errors, missing or lost receipts, or duplicate entries. In addition, by grouping your related transactions in a batch, transactions can share default attributes such as transaction type, transaction source, and payment terms.

You can only delete a batch if it does not contain any transactions.

Batch Statuses

A batch has a status that indicates whether it is complete. A batch can have one of the following statuses:

New: This is a new batch, and it has not yet been saved. After you save, the status changes to Out of Balance, Open, or Closed.

Out of Balance: The actual count and amount of transactions in this batch do not equal the control count and amount.

Open: The actual count and amount equal your control count and amount. However, you have not applied, identified, or placed on–account one or more transactions.

Closed: The actual count and amount match the control count and amount. Each transaction in this batch is either applied or on–account.

Prerequisites

- ❑ Define transaction types: page 2 – 86
- ❑ Define transaction batch sources: page 2 – 96
- ❑ Set up document numbering: page 2 – 39

▶ **To create a batch of transactions:**

1. Navigate to the Transaction Batches or the Transaction Batches Summary window.
2. Enter the transaction batch Source. Batch sources control invoice and invoice batch numbering and the default transaction types for transactions you add to this batch.
3. If Automatic Batch Numbering for this batch source is No, enter a unique batch Name. Otherwise, Receivables assigns a batch name when you save.

4. Enter the Batch and GL Date for this batch. The default batch date is the current date, but you can change it. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period. The batch and GL dates provide default dates for transactions that you add to this batch.
5. Enter the batch Currency. The default is your functional currency, but you can change it. If you change the batch currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.
6. Enter the total number of transactions in this batch in the Control Count field, then enter the total dollar amount of transactions in this batch in the Control Amount field.
7. To add transactions to this batch, choose Transactions or Transaction Summary. See: Entering Transactions: page 6 – 2. Receivables saves your batch information.

See Also

Transactions Field Reference: page 6 – 7

Batching Credit Memos: page 6 – 65

Completing Transactions

Before you can complete a transaction in Receivables, you must ensure that all required information for that transaction type has been entered.

After you enter all required information, you can change a transaction's status to Complete in the Transaction or the Transactions Summary window. When you complete an invoice, Receivables creates payment schedules based on the payment terms and invoice date you specified and includes the invoice in the standard aging and collection process if the transaction type has Open Receivables set to Yes.

Attention: If you change the transaction type of a completed invoice to a type in which Open Receivable is set to No, Receivables no longer includes this invoice in the standard aging and collection process. For more information, see: Viewing Past Due Transactions by Aging Bucket: page 5 – 16.

If you update a completed invoice by changing values on which AutoAccounting depends (for example, salesperson), and AutoAccounting fails, Receivables displays a warning message and changes the status of the invoice to Incomplete. This is also true if you modify values that Receivables uses to calculate tax (for example, Ship To address).

Validation for completing a standard transaction

- The invoice must have at least one line.
- The GL date of the invoice must be in an Open or Future period.
- The invoice sign must agree with the creation sign of the transaction type.
- The sum of distributions for each line must equal the invoice line amount.
- If the Calculate Tax field for the transaction type is set to Yes, tax is required for each line (except lines of type Charges).
- If freight was entered for this transaction, you must specify a freight account.
- If the system option Require Salesreps is Yes, salespersons must be assigned to each line.
- If salespeople are assigned to each line, the total revenue sales credit percentage must equal 100%.
- All the activity date ranges for the setup values (for example, payment terms) must be valid for the invoice date.

- If this transaction uses an automatic payment method, you must enter Customer bank, branch, and account information.

Validation for completing an invoice with rules

- Each line must have an accounting rule and a rule start date.
- Valid account sets must exist for each invoice line.
- Valid account sets must exist for tax that is calculated or entered.

Validation for completing a standard credit memo

- You must enter at least one credit memo line and specify revenue account assignments for each memo line.
- You must specify a valid receivable account.
- If your credit memo is crediting tax, you must specify valid tax accounts.
- If your credit memo is crediting freight, you must specify valid freight accounts.

  Note: You cannot change the status of a credit memo that you entered against an invoice, debit memo, or commitment from Complete to Incomplete if you entered another credit memo against this item after the initial memo.

Prerequisites

❑ Enter transactions: page 6 – 2

▶ **To complete a transaction:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to complete.
3. Verify that all requirements for completing this type of transaction are met (see above).
4. If you are in the Transactions Summary window, select the transaction, then choose Complete, or check the Complete check box.

   If you are in the Transactions window, check the Complete check box.
5. Save your work.

See Also

Entering Invoices with Rules: page 6 – 26

Entering Commitments: page 6 – 32

Crediting Transactions: page 6 – 47

Incomplete Invoices Report: page 9 – 77

Voiding Transactions

Receivables lets you make a debit memo, credit memo, on–account credit, invoice, or chargeback invalid by updating the transaction type. You can only void a transaction if both of the following are true:

- it does not have any activity against it
- it has not been posted to your general ledger

Prerequisites

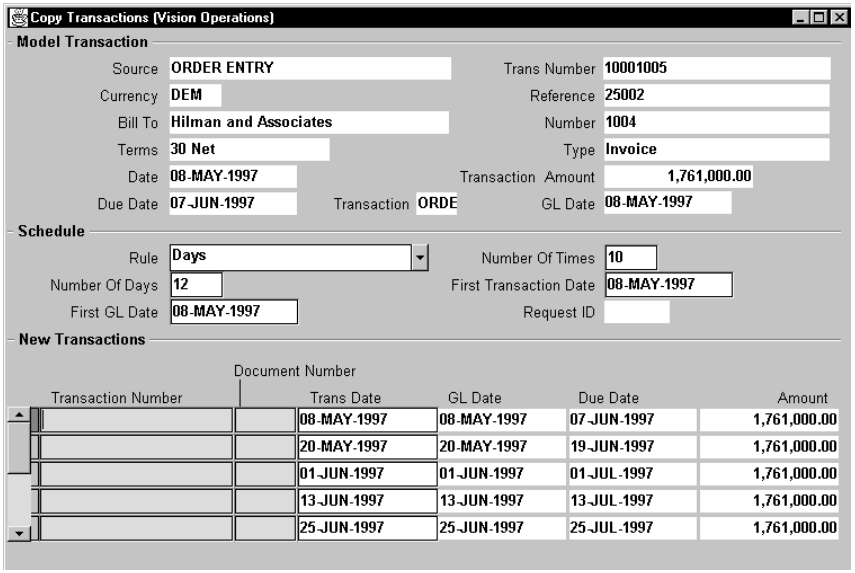
❑ Define a transaction type of 'void' (set Open Receivables to No): page 2 – 86

❑ Enter transactions: page 6 – 2

▶ **To void a transaction:**

1. Navigate to the Transaction or the Transaction Summary window.
2. Query the transaction.
3. Change the transaction Type to your 'void' transaction type.
4. Save your work.

Copying Invoices



The Copy Transactions window lets you automatically create invoices for goods or services that you regularly provide to your customers. For example, you need to bill your customers for services or products provided once a month for two years, but do not want to manually create a new invoice every month. By creating invoice copies, you can quickly create a group of invoices that share the same characteristics. All of the dates for the copied invoices (for example, invoice date, GL date, and due dates) are determined using the copy rule that you specify.

When you copy invoices, Receivables does not derive the exchange rates and tax rates from the copied invoice date. Instead, it derives the exchange rate and tax rate from the date of your first copied invoice. Consequently, if you are copying invoices in a foreign currency, or have tax rates that change over time, you may need to manually update the exchange rate and tax rate. (Receivables calls the tax engine to recalculate tax when you copy invoices.) You can use the Transactions window to update the tax rates for your copied invoices.

Attention: If the invoice you are copying has lines that use inclusive tax codes and a tax rate has changed, the line amounts for your copied invoice(s) will also be different from the original transaction. This is because the line amount for a line assigned to a tax inclusive tax code includes tax. If the tax rate for any of the original invoice's lines has changed, the line, tax, revenue,

and sales credit amounts for the copied invoice(s) will be different from the original transaction.

Receivables uses the invoice amount from your model invoice on your copied invoices. Therefore, even if the model invoice has been credited, adjusted, or paid, the amount for all copied invoices is equal to the original invoice amount.

You can copy invoices as often as you want and create copies from any existing invoice, even if it is closed.

You create, review, and update copied invoices in the Transaction window.

Copy Rules

You can use one of the following rules to copy an invoice:

Annually: This rule creates an invoice once a year on the same day and month of each year. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is January 1, 1992. All subsequent invoice dates are calculated at one–year intervals.

Semiannually: This rule creates an invoice every six months on the same day.

Quarterly: This rule creates an invoice every three months on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is April 1, 1991. All subsequent invoice dates are calculated at three–month intervals.

Monthly: This rule creates an invoice every month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is February 1, 1991. All subsequent invoice dates are calculated at one–month intervals.

Bimonthly: This rule creates an invoice every other month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is March 1, 1991. All subsequent invoice dates are calculated at two–month intervals.

Weekly: This rule creates an invoice every seven days. For example, if your model invoice has an invoice date of January 1, 1991, then your first copied invoice is January 8, 1991. All subsequent invoice dates are calculated at seven–day intervals.

Single Copy: This rule creates one copy of your model invoice for the day you enter in the First Invoice Date field.

Days: This rule creates an invoice based on the number of days you specify. For example, if your model invoice has an invoice date of January 1, 1991, and you enter 20 in the Number of Days field, the invoice date of your first copied invoice is January 21, 1991. All subsequent invoice dates are calculated at 20–day intervals.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Create an invoice to use as a model for the copied invoices (optional): page 6 – 2

▶ **To copy an invoice:**

1. Navigate to the Transactions Summary or the Copy Transactions window.
2. Query the invoice to use as a model for your copied invoices.
3. If you are in the Transactions Summary window, select the invoice, then choose Copy.
4. Choose a copy Rule.
5. Enter the number of copies to create in the Number of Times field.
6. If your copy rule is Days, enter the Number of Days between your copied invoice dates.
7. If the Post to GL flag of the model invoice's transaction type is Yes, enter the First GL Date for the copied invoice. This date must be in an open, future, or never opened period.

   Note: If you choose a date in a never opened period, Receivables will create these invoices as incomplete. To complete these invoices, open the period and query the invoice in the Transactions Summary window, then choose the Complete button. However, if you are using the Bill in Arrears invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.
8. Enter the First Transaction Date to create the copied invoice. The default is the invoice date of the first copied invoice (determined by the copy rule you entered), but you can change it.
9. If you are using manual sequence numbering, enter a unique document Number for each copied invoice. Otherwise, Receivables

assigns document numbers when you save. See: Implementing Document Sequences: page 2 – 39.

10. Save your work. Receivables submits a concurrent process to create your copied invoices and generates a unique Request ID number. You can use this number to review the status of your request in the Concurrent Requests Summary window.

    Receivables also creates the Recurring Invoice Program report when you save. Use this report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules. See: Recurring Invoice Program Report: page 6 – 43.

See Also

Maintaining Transactions: page 6 – 44

Recurring Invoice Program Report

This report contains information about your model invoice and the new, copied invoices that you created in the Copy Transactions window. Receivables automatically generates this report when you submit a request to create copied invoices.

Attention: Your new, copied invoices will be created as not complete if the First GL Date was in a never opened period when they were created. To complete these invoices, you must open the never opened period, query each invoice in the Transactions window, and check the Complete check box. However, if you are using the Bill in Arrears invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.

See Also

Copying Invoices: page 6 – 40

Completing Transactions: page 6 – 37

Maintaining Transactions

You can review and update invoice, debit memo, deposit, guarantee, credit memo, on–account credit memo, and chargeback information for transactions you enter manually or import into Receivables using AutoInvoice.

You can update debit item information such as the due date, PO number, salesperson, and remit–to address. You can also place a debit item in dispute by specifying a dispute amount, exclude a debit item from finance charges, or update the bill–to information. Receivables also lets you enter or update the exchange rate of your debit item if your debit item does not have any activity against it.

You can also record other information by adding notes about your debit items in the Notes alternative region of the Transaction window.

Prerequisites

- ❑ Enter transactions: page 6 – 2

▶ **To maintain your transactions:**

1. Navigate to the Transaction window.
2. Query the transaction.
3. Update information for this transaction. For a list of fields you can update, see: Maintaining Your Transactions: page 6 – 137.
4. Save your work.

See Also

Entering Transactions: page 6 – 2

Accounting for Transactions: page 7 – 25

Printing Transactions

The Print Invoices window lets you generate invoices, debit memos, commitments, chargebacks, credit memos, and adjustments to send to your customers.

You can preview the transactions that will print by selecting the Invoice Print Preview program.

> **Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing: page 6 – 279.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Enter adjustments (optional): page 6 – 112

▶ **To print your transactions:**

1. Navigate to the Print Invoices window.
2. Enter the Name of the print program, or select from the list of values. Choose from the following:

   Invoice Print New Invoices: Print all transactions that have not been printed previously and have a print status of 'Print'.

   Invoice Print Selected Invoices: Print specific transactions, regardless of whether you have already printed them. You can limit your printout by entering a range of dates, transaction numbers, a specific transaction type, transaction class, customer class, installment number, and a specific customer. You can also select to print only open invoices. Receivables does not include any transactions that have a print status of 'Do Not Print'.

   Invoice Print Batch of Invoices: Print a single batch of transactions, regardless of whether you have already printed it. You specify the batch to print in the Parameters window. Receivables does not include transactions whose print status is 'Do Not Print'.

   Print Adjustments: Print specific adjustments to transactions which have not been printed previously and have a print status of 'Print.' Receivables does not include transactions whose print status is 'Do Not Print'.

Invoice Print Preview Report: Preview transactions that would be printed if you chose to print a batch of invoices, new invoices, or specific invoices. This report will list the transactions that would be printed in each case.

3. Enter print Parameters. For example, choose to Order By transaction number, customer, or postal code, enter a Transaction Class or Type, choose to print only Open Invoices, or enter a range of Transaction Numbers to print only transactions matching that criteria. Leave a field blank if you do not want to limit your printout to transactions matching that criteria.
4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit this print program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

See Also

Understanding Your Printed Transactions: page 6 – 275

Print Invoice Reports: page 9 – 102

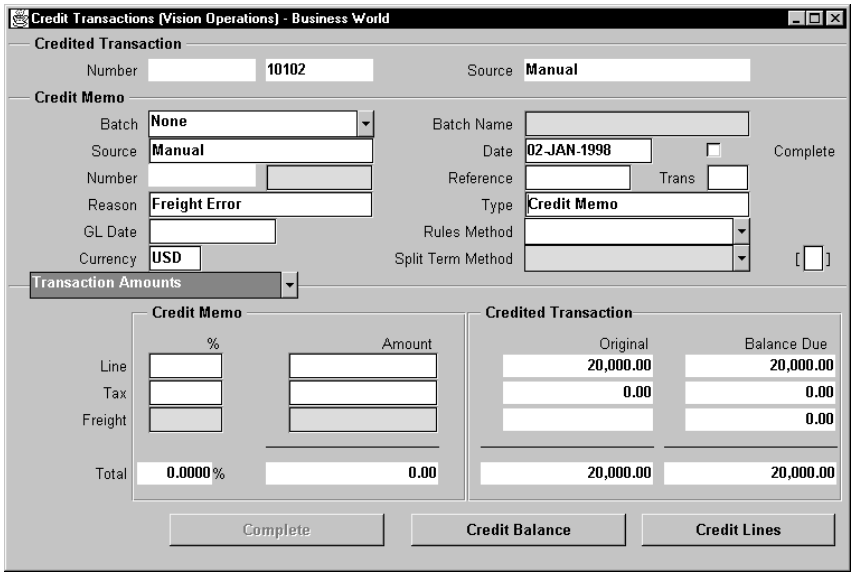
Sample Invoice with Tax: page 9 – 108

Sample Debit Memo with Tax: page 9 – 109

Transaction Detail Report: page 9 – 145

Printing Statements: page 5 – 73

Crediting Transactions



Use the Credit Transactions window to enter, update, and review credit memos against specific invoices, debit memos, or commitments. You create credit memos to reduce the balance due for a transaction. When you credit a transaction, Receivables creates the appropriate accounting entries and reverses any sales credit assigned to your salespeople.

Receivables lets you credit an entire invoice or specific invoice lines. You can also credit freight for an entire invoice or only for specific invoice lines.

You can delete an incomplete credit memo if the system option Allow Invoice Deletion is set to Yes. See: Defining Receivables System Options: page 2 – 48.

> **Note:** The 'Line' fields show amounts *without* tax, even if the transaction you are crediting is tax inclusive. These include the Amount, Original, and Balance Due fields. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

Prerequisites

- ❑ Define credit memo sources: page 2 – 96
- ❑ Define credit memo transaction types: page 2 – 86

▶ **To create a credit memo against a transaction:**

1. Navigate to the Transactions Summary or the Credit Transactions window.
2. Query the transaction to credit.
3. If you are in the Transactions Summary window, select the transaction, then choose Credit.
4. To add this credit memo to a batch, see: Batching Credit Memos: page 6 – 65.
5. Enter the batch Source for this credit memo. The default is the batch source of the transaction you are crediting, but you can change it.
6. Enter the Date of this credit memo. Receivables prints this date on your credit memo.

   If this credit memo is part of a batch, the default is the batch date. If there is no batch information, or if the batch date is before the date of the credited transaction, the default is the current date. If the date of the invoice you are crediting is later than the credit memo date, the default is the invoice date.
7. If your batch source does not use Automatic Transaction Numbering, enter a credit memo Number; otherwise, Receivables assigns a number when you save. See: Implementing Document Sequences: page 2 – 39.
8. Enter a transaction Type for this credit memo. The batch source provides the default type, but you can change it. If this is a credit memo against an invoice or commitment, the default is the transaction type assigned to the invoice or commitment. You can choose any transaction type with a class of Credit Memo.
9. If the Post to GL option of your credit memo's transaction type is Yes, enter the GL Date for this credit memo. This date must be in an open or future enterable accounting period and must be equal to or later than the GL date of the credited transaction. If this credit memo is part of a batch, the default is the batch GL date.
10. If you are crediting a transaction that uses invoicing and accounting rules, choose one of the following Rules Methods:

Last In First Out (LIFO): Choose this option to back out revenue starting with the last general ledger period and reverse all prior periods until it has used up the credit memo.

Prorate: Choose this option to credit an equal percentage to all account assignments for this invoice.

Unit: Choose this option to reverse the revenue for the number of units you specify from an original line of the invoice.

11. Enter the Currency for this credit memo. If this credit memo is part of a batch, the default is the batch currency; otherwise, the default is your functional currency. If you are applying this credit memo to a transaction, the credit memo currency must be the same as the transaction currency. If you enter a currency other than your functional currency, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.

12. If you are crediting a transaction that has multiple installments, choose one of the following Split Term Methods:

    First in First Out (FIFO): This method credits the first installment first.

    Last In First Out (LIFO): This method credits the last installment first.

    Prorate: This method credits the installments of the credited transaction and prorates them based on the amount remaining for each installment.

13. If you are not using Automatic Sequence Numbering, open the More alternative region, then enter a unique Document Number for this credit memo. Otherwise, Receivables assigns a number when you complete this credit memo. See: Implementing Document Sequences: page 2 – 39.

14. To credit only part of the balance due for this transaction, enter the percentage or Amount of Line, Tax, or Freight charges to credit. To credit a specific portion of the charges, enter a negative number in the Amount field (for example, enter –50 to decrease the balance due by 50 dollars). If you enter a percentage, Receivables calculates the amount, and vice versa.

    Percentages are based on the original balance of the transaction you are crediting. Receivables updates the Balance Due for each type of charges that you credit and creates all of the accounting reversal entries for you. Receivables also reverses this percentage of the sales revenue and non–revenue credit assigned to your salespersons.

Note: You cannot enter an amount that would overapply the transaction unless the Allow Overapplication flag of the credited transaction's transaction type is set to Yes. To overapply a transaction, choose Credit Lines, then specify which lines to credit in the Lines window.

15. To credit the entire balance due for this transaction, choose Credit Balance. Receivables reduces the Balance Due for this transaction to zero for each type of charges.

    Note: For invoices against deposits, the Balance Due is the amount available to credit, this amount includes the deposit amount used by the invoice.

16. To credit specific transaction lines, see: Crediting Transaction Lines: page 6 – 51.

17. Save your work. Receivables creates all the accounting reversal entries and reverses the amount of sales revenue and non–revenue credit assigned to your salespersons.

    If you are ready to complete this credit memo, see: Completing Transactions: page 6 – 37.

See Also

Crediting Transaction Lines: page 6 – 51

Updating Credit Memo Installments: page 6 – 64

Batching Credit Memos: page 6 – 65

Creating On–Account Credits: page 6 – 67

Importing Credit Memos: page 6 – 174

Accounting for Credit Memos: page 6 – 254

Credit Transactions Field Reference: page 6 – 53

Sample Credit Memo: page 9 – 110

Crediting Transaction Lines

In addition to crediting either part or the entire balance due of a transaction, Receivables lets you credit individual transaction lines. For example, if a transaction has several line items, you can partially or fully credit the amount due for each line or only a single line item.

Prerequisites

- ❑ Enter transactions: page 6 – 2

▶ **To credit specific transaction lines:**

1. Navigate to the Transactions Summary or the Credit Transactions window.
2. Query the transaction to credit.
3. If you are in the Transactions Summary window, select the transaction, then choose Credit.
4. Enter general information for this credit memo. See: Entering a Standard Credit Memo: page 6 – 47.
5. Choose Credit Lines.

   Note: If you are viewing a credit memo in which you have already credited transaction lines, Receivables displays these credit memo lines in the Lines window. Use the list of values to select additional transaction lines to credit.
6. Select the transaction line to credit from the list of values.
7. Enter either the Quantity and Unit Price or the Amount to credit for this line. If you enter the quantity and unit price, Receivables calculates the amount. You can overapply a credit memo line if the transaction type of the transaction you are crediting has Allow Overapplication set to Yes.

   You can only enter a positive amount if the Creation Sign of this credit memo's transaction type is Positive Sign. You can enter a negative amount if the Creation Sign of this credit memo's transaction type is either Negative or Any Sign. See: Transaction Types: page 2 – 86.

   Note: If you enter a quantity, the unit price is the unit price of the original invoice or commitment line you are crediting. If this price is not available and you are crediting a standard credit memo line, the default is the unit price of the standard line adjusted for any currency differences. If you specify an amount

and a quantity for a credit memo line and Receivables cannot default a value for your unit price, the default unit price is the Amount divided by the Quantity.

8. Repeat steps 6 and 7 for each transaction line to credit.
9. To enter or review the account assignments for a credit memo or tax line, choose Accounting. See: Reviewing Accounting Information: page 6 – 57.

   To enter or update sales credit information for a credit memo line, choose Sales Credits. See: Reviewing Revenue Credits: page 6 – 58.

   To associate freight information with your credit memo lines, choose Freight. See: Reviewing Freight Information: page 6 – 60.

   To review or update tax information for this credit memo line, choose Tax. See: Reviewing Tax Information: page 6 – 61.
10. Save your work.

See Also

Credit Transactions Field Reference: page 6 – 53

Updating Credit Memo Installments: page 6 – 64

Batching Credit Memos: page 6 – 65

Creating On–Account Credits: page 6 – 67

Credit Transactions Field Reference

This section provides a brief description of some of the fields and alternative regions in the Credit Transactions and Lines windows. It also describes how the Tax, Freight, and Accounting windows appear when you open them from the Lines window.

Credit Transactions Window

Comments: Any comments about this credit memo that may be helpful to you or others.

Attention: The text that you enter in the Comments field appears in the Special Instructions section of your printed credit memo.

Customer Reference: A reference number for your customer. You can use this information to help keep track of your customer's credit requests.

Accounting Window

Amount: The amount of the credit memo line or tax line to assign to this account. When you enter an amount, Receivables calculates the percent that this amount constitutes of this line. If this credit memo is an on–account credit, the default value for this field is the credit memo line amount, if the AutoAccounting that you have defined for your revenue does not rely upon salespersons. If your AutoAccounting for Revenue does rely on salespersons to determine the segment values, multiple account assignment lines are created with one line for each salesperson equal to the amount of the salesperson line.

If you are entering this credit memo against a specific transaction, and the profile option AR: Use Invoice Accounting Rules For Credit Memos is set to No, then the default value for this credit memo is the same as an on–account credit. If this profile option is set to Yes for a credit memo that you enter against a specific transaction, the default value is an amount from the corresponding invoice distribution line using the following formula:

$$\text{Amount} = \frac{\text{Credit Memo Line Amount}}{\text{Invoice Line Amount}} * \text{Invoice Account Assignment Amount}$$

If you are reviewing the revenue account assignments for a credit memo against an invoice that uses rules, and if this transaction is a credit memo against a specific invoice or commitment, Receivables calculates

this amount based on the method that you specified in the Rules Method field in the Credit Transactions window.

GL Date: The date to post this account to your general ledger. The default value for this field is the date you entered in the Credit Transactions window, unless you are crediting an invoice that uses rules. In this case, the GL date is automatically calculated using the GL dates of the invoice's account assignments and on the credit method for rules.

Number: If the profile option AR: Show Billing Number is Yes, Receivables displays two Number fields in the Credited Transaction and the Credit Memo regions. The first field displays the Consolidated Billing Invoice number associated with the credited transaction / credit memo. The second field displays the credited transaction / credit memo number. See: Consolidated Billing: page 6 – 279.

Percent: The percent of this credit memo line amount or tax amount to assign to this account. You can specify a negative percentage for an account assignment line. Either the sum of the percentages of your account assignment lines must be equal to 100, or the sum of the account assignment line amounts must be equal to the total line amount. However, if your credit memo uses rules, the sum of your account assignments must remain the same as when you entered this region.

- The Sets for This Line alternative region only appears in the Accounting window for credit memos with accounting rules and when the Use Invoice Accounting profile option is set to No.
- The Accounts For This Line alternative region only appears in the Accounting window for credit memos without rules. It also appears for credit memos with rules after Revenue Recognition Program has created Account Assignments for this line.

Freight Window

Use this window to associate freight information with your credit memo lines. Receivables enters the default header–level freight information for the transaction you are crediting (if any).

The Freight for Current Line alternative region only appears in the Freight window if this is an on–account credit memo and the memo line does not have the type of tax. It also appears if this is not an on–account credit memo and the transaction line you are crediting has freight. For more information, see: Entering Freight Information: page 6 – 16.

Lines Window

For information about the Amount, Description, Reason, and Unit Price fields, refer to Lines Window Field Reference: page 6 – 10.

The Credited Transaction Line region displays information about the line you are crediting, such as unit price, original line amount and the remaining amount of this line available to credit (Uncredited field).

> **Note:** Line amounts can either include or exclude tax for this line, depending on the tax code or tax group for this line. The Amount Includes Tax poplist indicates whether the line amount includes tax. For more information, see: Lines Window Field Reference: page 6 – 10 and Tax Inclusive in the *Oracle Receivables Tax Manual*.

(Sales Order Alternative Region)

Date: The date you ordered this item. This field is for informational purposes only.

Line: The order line number to which this invoice line refers.

Number: The sales order line number for this invoice line.

Rev: The revision number for this order.

Channel: The method used to generate this sales order, such as Telemarketing or Direct Marketing. Oracle Order Entry uses this information for reporting purposes.

(Tax Exemptions Alternative Region)

Certificate: If you enter 'Exempt' in the Tax Handling field (see below), enter a tax exemption Certificate Number. Use the list of values to select an existing tax exemption certificate number.

Reason: If you enter 'Exempt' in the Tax Handling field, enter a Reason for creating this exemption, or select from the list of values. You can define additional exemption reasons in the Receivables QuickCodes window.

Tax Handling: You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' if your system option Use Customer Exemptions is set to Yes and you want to force tax exemption on the invoice lines. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no affect on existing invoice lines; only new invoice lines will get the new value as a default.

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

Sales Credits Window

Use this window to enter and update sales credit information for a specific credit memo line. If this transaction is a credit memo against a specific invoice or commitment, the default sales credit is the sales credit for the original invoice or commitment sales credit line. For more information, see: Entering Revenue Credits: page 6 – 21.

Tax Window

The Tax for This Line alternative region only appears in the Tax window if this credit memo is on–account and the memo line does not have the type of freight. It also appears if this credit memo is not on–account and the transaction line you are crediting has tax. For more information about the fields in this window, see: Tax Window Field Reference: page 6 – 20.

See Also

Crediting Transactions: page 6 – 47

Crediting Transaction Lines: page 6 – 51

Reviewing Accounting Information

Receivables lets you enter or review the account assignments for a credit memo or tax line in the Accounting window. Receivables uses AutoAccounting to create the default values for the revenue and tax accounts of your credit memo lines.

If this transaction is a credit memo against a specific invoice or commitment, and the profile option AR: Use Invoice Accounting For Credit Memo is set to Yes, Receivables does not use AutoAccounting to create the default values for these accounts. Instead, reversal entries are created using the accounts of the invoice or commitment that you are crediting.

Prerequisites

- ❑ Enter credit memos: page 6 – 47
- ❑ Credit transaction lines: page 6 – 51

▶ **To review or update the revenue account assignments for a credit memo:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Accounting.
5. To update the revenue account assignments for this credit memo line, modify the GL Account information for that account.

   If you are viewing a credit memo line against an invoice with accounting rules, and the profile option AR: Use Invoice Accounting For Credit Memos is set to No, use the Account Set For Single Line alternative region to enter or update your account set. If you are viewing a Credit Memo with accounting rules, you must run the Revenue Recognition Program before you can navigate to this window. See: Recognizing Revenue: page 6 – 28.

   Note: If you update an account assignment line that has already posted, Receivables does not change the original assignment. In this case, new account assignments are created to reflect the update when you save your changes. The first assignment offsets the original account assignment you have posted and the second assignment records the new amount

percent or account that you have updated. If you update an account assignment that has not posted, Receivables directly updates the account assignment you specify and does not create an offsetting account assignment entry when saving your changes.

6. If you made any changes, save your work.

See Also

Using AutoAccounting: page 6 – 131

Reviewing Revenue Credits: page 6 – 58

Reviewing Freight Information: page 6 – 60

Reviewing Tax Information: page 6 – 61

Accounting Window Field Reference: page 6 – 53

Reviewing Revenue Credits

Receivables lets you enter and update sales credits for your credit memos. If you are reviewing a credit memo against a specific invoice or commitment, Receivables derives the default sales credits from the original invoice or commitment sales credit line.

If you are viewing an on–account credit memo, all sales credits are assigned to the primary salesperson you entered in the Transactions window. See: Creating On–Account Credits: page 6 – 67.

If AutoAccounting depends on sales credits and you change the Salesperson field, Receivables displays a decision window that asks if you want to rerun AutoAccounting for this credit memo line. If you choose Yes, Receivables reruns AutoAccounting and updates your revenue accounts for this credit memo line. If you rerun AutoAccounting for this sales credit line, and you have already posted the credit memo account assignments, the original accounting entries and sales credit record are not updated. In this case, new accounting entries and sales credit records are created to offset the original sales credit entries and to note the new ones. If you choose No, Receivables

does not run AutoAccounting, but does save the changes to the sales credit information.

If you define your AutoAccounting for Tax, Unbilled, Unearned, and AutoInvoice Clearing Accounts to use sales credits, and you enter Yes to rerun AutoAccounting, Receivables updates these classes which are associated with this credit memo line and are currently based on salesperson.

Prerequisites

- ❑ Enter credit memos: page 6 – 47
- ❑ Credit transaction lines: page 6 – 51

▶ **To review or update the sales credit information for your credit memo lines:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Sales Credits.
5. To update sales credits, enter a new Revenue Credit or Other Credit percentage or Amount.

   To split sales credit with another salesperson, perform the following:

   a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.

   b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.
6. If you made any changes, save your work.

See Also

Reviewing Accounting Information: page 6 – 57

Reviewing Freight Information: page 6 – 60

Reviewing Tax Information: page 6 – 61

Reviewing Freight Information

If the transaction you are crediting has associated freight charges, you can enter or update credit memo freight information in the Freight window. You can specify a freight amount and Accounting Flexfield for each of your credit memo lines. When you open the Freight window, Receivables defaults the header–level freight information for the credit memo you are viewing.

You cannot enter freight information for a credit memo if the credit memo's transaction type has Allow Freight set to No or if you have specified a standard memo line of type 'Tax'.

Prerequisites

- ❑ Define freight carriers: page 2 – 76
- ❑ Enter credit memos: page 6 – 47
- ❑ Credit transaction lines: page 6 – 51

▶ **To enter or review freight information for your credit memo lines:**

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Freight.
5. Enter the Amount of freight charges for this credit memo or credit memo line (optional). If this is a credit memo against an invoice or commitment, the default is the original freight amount and the freight balance due for the invoice line that you are crediting. For freight only lines, the default Freight Amount is the list price of the standard line you have selected, adjusted for any currency differences
6. Enter the freight GL Account for this credit memo or credit memo line (optional). If the profile option AR: Use Invoice Accounting for Credit Memos is set to No or this is an on–account credit, Receivables uses AutoAccounting to determine the default freight account for this credit memo or credit memo line. Otherwise, Receivables uses the freight account of the transaction you are crediting.
7. If you made any changes, save your work.

See Also

Reviewing Accounting Information: page 6 – 57

Reviewing Tax Information: page 6 – 61

Reviewing Sales Credits: page 6 – 58

Freight Window Field Reference: page 6 – 17

Reviewing Tax Information

Receivables lets you review and update tax information for your credit memo lines in the Tax window. You cannot enter or update information in this window if you have specified a freight memo line or if the invoice line you are crediting has no tax.

You cannot delete any lines or enter new lines in the Tax window unless you are reviewing an on–account credit memo with a tax type of 'Ad Hoc'.

Prerequisites

- ❑ Enter credit memos: page 6 – 47
- ❑ Credit transaction lines: page 6 – 51

▶ **To enter or review tax information for your credit memo lines:**

1. Navigate to the Credit Transactions or the Transactions Summary window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Open.

   If you are in the Credit Transactions window, choose Credit Lines.
4. Choose Tax.
5. If this is an on–account credit, you can update the Tax Code for your credit memo lines by entering a new, ad hoc tax code.

   If this is a credit memo against a specific invoice or commitment, Receivables calculates the Amount of your credit memo tax lines. You can accept this value or enter a new amount. For tax–only lines,

the default Tax Amount is the list price of the standard line you selected, adjusted for any currency differences.

See Also

Reviewing Accounting Information: page 6 – 57

Reviewing Sales Credits: page 6 – 58

Reviewing Freight Information: page 6 – 60

Tax Window Field Reference: page 6 – 20

Unapplying Cash when Crediting a Transaction

Receivables lets you unapply cash that was previously applied to a transaction and create a credit memo for that amount. For example, your customer returns a product for which they have already paid in full. You need to unapply the cash for that transaction, then create a credit memo for the full amount.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Apply receipts: page 4 – 9

▶ **To unapply cash and create a credit memo:**

1. Navigate to the Receipts window.
2. Query the receipt to unapply, then choose Applications.
3. Uncheck the Apply check box next to the transaction.
4. Save your work.
5. Navigate to the Credit Transactions window.
6. Query the transaction from step 3.
7. Create a credit memo for the full amount. See: Crediting Transactions: page 6 – 47.

See Also

Creating On–Account Credits: page 6 – 67

Updating Credit Memo Installments

When you credit a transaction with multiple installments, you can use the Installments window to update the applications of your credit memo to the installments of the credited transaction. Receivables displays installment information for a transaction based on the due date of each installment. Receivables defaults line, tax, and freight information based on the Split Term Method you entered when you created this credit memo. You can accept these values or enter new ones.

You cannot update the amount of your credit memo or add tax or freight charges in the Installments window. You cannot open the Installments window if this credit memo is incomplete or if this transaction is an on–account credit.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Enter credit memos: page 6 – 47

▶ **To update the installments of a credited transaction:**

1. Navigate to the Transactions Summary window.
2. Query the credit memo to update.
3. Choose CM Installments.
4. To update the installments of this credit memo, modify the Line, Tax, or Freight Credit Amount for each installment. The sum of the line credits must equal the total line amount of this credit memo, the sum of the tax credits must equal the total tax amount of this credit memo, and the sum of the freight credits must equal the total freight amount of this credit memo.
5. Save your work.

See Also

Updating Credit Memos and On–Account Credits: page 6 – 71

Invoices with Rules: page 6 – 121

Accounting for Credit Memos: page 6 – 254

Batching Credit Memos

If you group your credit memos into batches, you can view the difference between your control and actual batch totals as you enter credit memos. These differences alert you to data entry errors or duplicate entries. In addition, by grouping related credit memos together, they can share default attributes such as automatic or manual numbering and transaction type.

If the transaction you are crediting is part of a batch, you can add your credit memo to that batch.

Prerequisites

- ❑ Define credit memo sources: page 2 – 96
- ❑ Define credit memo transaction types: page 2 – 86
- ❑ Create a batch for your credit memos: page 6 – 35 (optional)

▶ **To add a credit memo to a batch**:

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to credit.
3. Select the transaction, then choose Credit.
4. To add this credit memo to an existing batch, choose a Batch type of 'New,' then enter the Batch Name to which you want to add this credit memo, or select from the list of values.
5. To add this credit memo to the same batch to which the credited transaction belongs, choose a Batch type of 'Credited Transaction.' When you do this, Receivables displays a decision window.

   To derive the default values for this credit memo from the batch, choose Yes. To derive the default values from the transaction you are crediting, choose No. Default values include the transaction source, credit memo date, transaction type, GL date, and currency.

   Note: You can update your credit memo's default values, regardless of their source.
6. Enter the credit memo. See: Crediting Transactions: page 6 – 47.
7. Save your work.

See Also

Creating On–Account Credits: page 6 – 67

Batching Transactions for Easy Entry and Retrieval: page 6 – 35

Querying Credit Memos and On–Account Credits

You can review your credit memos and on–account credits in the Transactions or the Transactions Summary window.

Prerequisites

- ❑ Enter credit memos: page 6 – 47

▶ **To query a credit memo:**

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the credit memo or on–account credit to view.
3. If you are in the Transaction Summary window, select the transaction to view, then choose Open.
4. If you are viewing a credit memo, open the Credit alternative region.

See Also

Creating On–Account Credits: page 6 – 67

Accounting for Credit Memos: page 6 – 254

Creating On–Account Credits

On–account credits are credits you assign to your customer's account that are not related to a specific invoice. For example, if your customer remits payment of $100 for a $90 invoice, you can create an on–account credit for ten dollars. You can then apply this on–account credit to another transaction.

You can specify the debit item to credit in the Transactions window or create an on–account credit by not specifying one. You can apply and reapply on–account credits to invoices, debit items, and chargebacks.

You can also place amounts on–account when manually applying receipts in the Applications window. See: Manually Applying Receipts: page 4 – 12.

Prerequisites

- ❑ Enter transactions: page 6 – 2

▶ **To create an on–account credit:**

1. Navigate to the Transactions window.
2. If you are not using Automatic Sequence Numbering, enter a unique Number for this credit. Otherwise, Receivables assigns a number when you save. See: Implementing Document Sequences: page 2 – 39.
3. Enter the Date and Currency for this credit. The default Date is the current date, but you can change it. The default currency is either the currency entered at the batch level or the functional currency, but you can change it to any currency defined in the system. If the currency for this credit is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 4 – 47.
4. Enter the batch Source for this credit. Receivables uses the batch source to control the credit memo numbering sequence and to specify the default transaction type. If this credit memo is part of a batch, the default is the batch source.
5. Choose a transaction Class of Credit Memo.
6. Enter a transaction Type. You can choose any transaction type with a class of Credit Memo.
7. If the Post to GL option for this transaction type is Yes, enter the GL Date for this credit. The batch source provides the default GL date,

but you can change it. The GL Date must be in an open or future period.

8. Enter the Bill–To Name and Location of the customer account to credit.
9. If your transaction batch source does not use Automatic Invoice Numbering, open the More alternative region, then enter a unique Document Number. Otherwise, Receivables assigns a number when you save.
10. Choose Line Items, then enter 'On Account Credit' in the Description field.
11. Enter the Amount of this on–account credit.
12. Save your work.

See Also

Applying On–Account Credits: page 6 – 68

Updating Credit Memos and On–Account Credits: page 6 – 71

Applying On–Account Credits

Receivables lets you apply on–account credits to your customer's open debit items. For example, your customer has $200 on–account. You can apply the on–account credit to one or more open debit items to either reduce or close the on–account credit and your customer's outstanding balance.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Create on–account credits: page 6 – 67

▶ **To apply an on–account credit to a transaction:**

1. Navigate to the Transactions Summary window.
2. Query the on–account credit to apply.

3. Choose Applications.

4. Select the transaction to which you want to apply this on–account credit from the list of values. Receivables enters the Amount Applied and updates the Unapplied Amount of the on–account credit and the Balance Due for this transaction.

   The default Amount Applied is the balance due for this transaction, unless the balance due is greater than the amount of this on–account credit. In this case, the default Amount Applied is the unapplied amount of the on–account credit. You can accept this amount or enter a different amount (for example, if you want to apply this on–account credit to more than one transaction). For more information, refer to the profile option AR: Cash–Default Amount Applied in: Overview of Receivables Profile Options: page B – 4.

   > **Note:** Receivables uses the transaction type of the debit item to which you are applying credit to validate the application amount. If the transaction type forces natural applications only, you must enter an application amount which brings the debit item's balance closer to zero. If the transaction type does not allow overapplication, you cannot enter an amount that would reverse the sign of the balance of the debit item.

5. To apply this on–account credit to another transaction, repeat step 4.

6. When you are satisfied with the application of this on–account credit, save your work. Receivables updates your customer's account balances.

Applying a receipt with an on–account credit

Receivables lets you apply a receipt with an existing on–account credit to close one or more of your customer's open debit items. For example, your customer receives goods totaling $500, but they are not satisfied with their purchase. You agree to credit their account $100. When the customer remits payment or $400, you can simultaneously apply this receipt with the on–account credit to close both the open invoices and their on–account credit.

▶ **To apply an on–account credit in conjunction with a receipt:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query or enter the receipt to apply. See: Entering Receipts: page 4 – 2.
3. Choose Applications.
4. Select the open transactions and the on–account credit from the list of values.
5. Apply the receipt to the on–account credit and the open debit items until the Amount Applied is zero. See: Manually Applying Receipts: page 4 – 12.
6. Save your work.

See Also

Applying Receipts: page 4 – 9

Querying Credit Memos and On–Account Credits: page 6 – 66

Updating Credit Memos and On–Account Credits: page 6 – 71

Updating Credit Memos and On–Account Credits

Receivables lets you update most credit memo information, depending on its status. For example, you can change the transaction type, GL date, reference number, bill to location, salesperson, and document number of an incomplete credit memo. If the credit memo's status is Complete, you can only update the salesperson, reason, and customer reference number. For a complete listing of the rules for updating transactions, see: Maintaining Your Transactions: page 6 – 137.

If you modify the salesperson and AutoAccounting depends on salesperson, Receivables displays a decision window that asks if you want to rerun AutoAccounting to recalculate your receivable and freight accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts. If you choose No, Receivables saves the changes to the sales credit information, but does not rerun AutoAccounting. If there has been activity against this transaction or it has been posted to your general ledger, Receivables does not ask if you want to recalculate the accounts.

Warning: You cannot use the Credit Transactions window to update any tax related fields for on–account credits that have been passed to Receivables from AutoInvoice with tax automatically calculated based on non–ad hoc tax codes. You can identify these transaction by their tax code and transaction source.

Prerequisites

- ❑ Enter credit memos: page 6 – 47
- ❑ Create On–Account Credits: page 6 – 67

▶ **To update a credit memo:**

1. Navigate to the Credit Transactions or the Transactions window.
2. Query the credit memo to update.
3. Update the on–account credit information as necessary.
4. Save your work.

▶ **To update an on–account credit:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the on–account credit to update.

3. If you are in the Transactions Summary window, select the on–account credit, then choose Open.
4. Update the on–account credit information as necessary.
5. Save your work.

See Also

Accounting for Credit Memos: page 6 – 254

Importing Transactions Using AutoInvoice

Run the AutoInvoice Import or Master program to transfer transactions from other systems into Receivables. You can import invoices, credit memos, debit memos, and on–account credits using AutoInvoice. Receivables ensures that the data you import is accurate and valid.

The Submit Requests window lets you process important transactions and leave other transactions for later processing. You can use this window to run several AutoInvoice submissions at the same time.

Run the AutoInvoice Purge program to delete the interface lines that were processed and successfully transferred into Receivables by the AutoInvoice Import program. You do not have to run this program if the Purge Interface Tables option in the System Options window is set to Yes; in this case, Receivables deletes the interface lines automatically after you run AutoInvoice. See: Defining Receivables System Options: page 2 – 48.

You can also import transactions into Receivables using the Transaction API. For more information, see: Importing Transactions Using the Transaction API: page 6 – 77

> **Note:** You can also *export* invoices using the Oracle EDI Gateway. EDI (Electronic Data Interchange) lets you exchange information electronically with your business partners using an agreed upon, standard format. For more information, please refer to the *Oracle EDI Gateway User's Guide*.

The Oracle Order Entry Receivables Interface program transfers order and return information from Oracle Order Entry into the Receivables AutoInvoice tables. For more information, see: Receivables Interface in the *Oracle Order Entry/Shipping User's Guide*.

Prerequisites

- ❑ Define set up data: page 2 – 2
- ❑ Import data from your feeder system: page 6 – 157

▶ **To import transactions into Receivables using AutoInvoice:**

1. Navigate to the Run AutoInvoice window.
2. Enter a request Name of AutoInvoice Import Program or AutoInvoice Master Program. To submit more than one instance of the AutoInvoice Import program, use the AutoInvoice Master

program. Submitting multiple instances lets you import your transactions into Receivables more quickly.

3. Enter a Transaction Source and Default Date for this submission. If you are submitting the AutoInvoice Master program, enter a Number of Instances.

   To limit the transactions AutoInvoice imports, enter selection criteria. For example, enter a Transaction Type, range of Bill to Customer Names, or Transaction Numbers to import only those transactions. Leave a field blank if you do not want to limit this submission to transactions matching that criteria.

4. Choose OK.

5. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.

6. To save the output to a file, check the Save Output check box.

7. Choose Submit. Receivables displays a concurrent Request ID for this submission and creates the AutoInvoice Execution report. If you have lines that fail validation, AutoInvoice also creates the AutoInvoice Validation report. Use these reports to review the results of your AutoInvoice submission. See: AutoInvoice Reports: page 6 – 75.

   You can view the status of your request in the Concurrent Requests Summary window.

▶ **To run the AutoInvoice purge program:**

1. Navigate to the Run AutoInvoice window.

2. Enter a request Name of AutoInvoice Purge Program.

3. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.

4. To save the output to a file, check the Save Output check box.

5. To run this program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.

6. Choose Submit. Receivables displays a concurrent Request ID for this submission. You can use this number to review the status of your request in the Concurrent Requests Summary window.

See Also

Importing Invoice Information into Receivables Using AutoInvoice: page 6 – 150

Using AutoInvoice: page 6 – 161

Importing Invoices with Rules: page 6 – 172

Invoices with Rules: page 6 – 121

Importing Credit Memos: page 6 – 174

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AutoInvoice Reports

Use the AutoInvoice Execution report to review the results of your AutoInvoice request. This report lists summary information telling you how many revenue and credit transactions are selected, accepted, and rejected for each currency. The AutoInvoice Execution report also shows the total invoice amount for each transaction type for all transactions processed. AutoInvoice automatically produces this report each time you run AutoInvoice.

Use this report to match Receivables revenue and credit transaction counts to those from your other financial systems. You can also use the AutoInvoice Execution report to reconcile with other Receivables reports, such as the Transaction Register. See: Transaction Register: page 9 – 150.

> **Note:** If AutoInvoice calculates tax, the invoice totals on the AutoInvoice Execution report and Transaction Register will not be equal. This is because the AutoInvoice Execution report only shows tax imported from RA_INTERFACE_LINES. See: Importing Tax Lines: page 6 – 168.

Use the AutoInvoice Validation report to review lines that have failed different phases of validation and the error messages associated with these lines. Receivables only generates this report when you run AutoInvoice and have lines that fail validation. To review records that were successfully imported, use the AutoInvoice Execution report.

AutoInvoice can be divided into three major phases, pre–grouping, grouping and transfer.

- **Pre–grouping:** In this phase, AutoInvoice validates all of the line–level data and any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid, and validating that only one freight account exist for each freight line passed.
- **Grouping:** In this phase, AutoInvoice groups lines based on the grouping rules and validates header–level data that is dependent on how your lines are grouped. Some examples include validating the over application rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment.
- **Transfer:** In this phase, AutoInvoice validates information that exists in Receivables tables such as tax defaulting and AutoAccounting data.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre–grouping phase, AutoInvoice will display all error messages encountered in the pre–grouping phase. Likewise, if a line is already in the transfer phase when it fails, AutoInvoice will display all error messages encountered in the transfer phase. If you encounter sales credit or distribution errors, AutoInvoice prints them in a separate section below each line. Lastly, AutoInvoice prints a Summary of Transactions Rejected section at the end of the report.

You can view the AutoInvoice Execution and Validation reports by navigating to the Completed Requests window, selecting the report to view, and then choosing Report.

See Also

Importing Transactions Using AutoInvoice: page 6 – 73

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Importing Transactions Using the Transaction API: page 6 – 77

Importing Transactions Using the Transaction API

You can use the Oracle Receivables Transaction Application Programming Interface (API) to import invoices, credit memos, and debit memos into Oracle Receivables from an external system. Previously, Receivables required you to manually enter transactions in the Transactions windows or import them from an external system using the AutoInvoice program. However, AutoInvoice can often be time consuming and requires that you create transactions as part of a batch. The Transaction API lets you use your system to create transactions in Receivables more quickly and with fewer restrictions.

Attention: This feature currently has a BETA status and should be used only with a test or demonstration database. Before using this feature in a production environment, please contact the Receivables Product Director for approval.

The API process is very similar to creating transactions in the Receivables Transactions window. Using the Transaction API you can create a single transaction in your system, save your work, then immediately submit it for creation within Receivables. If all of the information is complete and valid, Receivables immediately creates the transaction; otherwise, you need to modify or provide any missing data, then resubmit the transaction to the API.

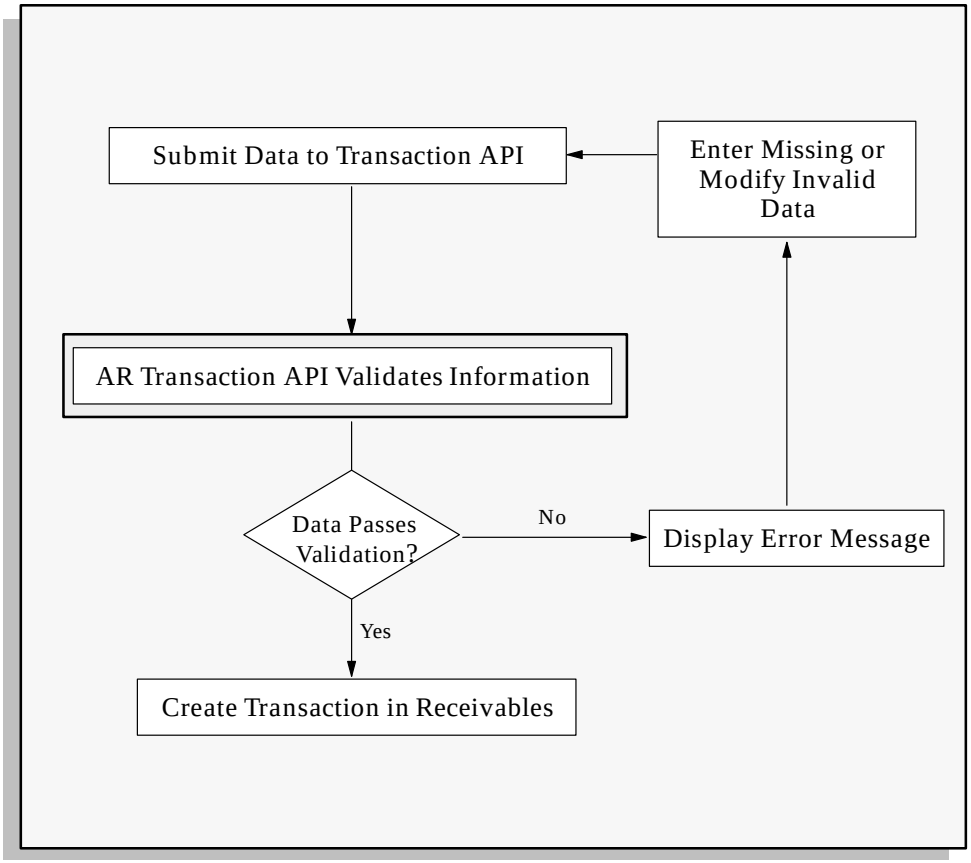
Other advantages to using the Transaction API include:

- Save Time – The Transaction API allows faster throughput from your system to Oracle Receivables. You can create transactions on demand, rather than importing, validating, fixing errors, then re–importing as AutoInvoice requires.
- Increased Flexibility – You can call the Transaction API from your system's transaction entry window or from a program that will transfer multiple transactions from a foreign system into Receivables.
- Instant Validation – When called from an external system, the Transaction API instantly validates your information, then either creates the transaction in Oracle Receivables or displays an error message.
- Update and Delete Transactions – You can modify a transaction from your system and the Transaction API will automatically update the information within Receivables. You can also delete a transaction in Receivables using this method (if the transaction meets certain requirements).

- Import Data from Different Systems – The Transaction API lets you import transaction data from a variety of environments. You can import data from Oracle Order Entry, your existing system, or any third party application in which you store information.

The following diagram shows how transaction information is imported into Oracle Receivables using the Transaction API.

Figure 6 – 1 Importing transaction information using the Transaction API



When you submit a transaction, the Transaction API validates the information. If the information meets all of the validation requirements, the API creates the transaction in Oracle Receivables. If the data fails validation, the API displays an error message to help you determine the missing or invalid data. You can then update the information in your system and resubmit the transaction to the API.

Transaction Validation

The Transaction API validates your data for compatibility with Oracle Receivables. It ensures that the columns in the Oracle Receivables Interface tables reference the appropriate values and columns in Receivables. Other validation that the Transaction API performs includes:

- **Existence:** For some columns, the Transaction API ensures that the values are already defined in Receivables. However, the program does not validate against status. For example, if you import a transaction with an inactive payment term, the API will not reject the transaction.
- **Uniqueness:** The Transaction API ensures that the invoice number you supply is unique and that the document number you supply is unique within the associated sequence type.
- **Precision:** The Transaction API ensures that the amount and the accounted amount you supply have the correct precision for a given currency.
- **Cross Validation:** The Transaction API ensures that certain column values agree with each other. These values can be within a single interface table or multiple interface tables.

For more information, see: Error Handling: page 6 – 86.

Calculating Tax on Transactions

The Transaction API provides the functionality you need to meet your sales tax and other taxing requirements, such as Value Added Tax (VAT). You can either pass tax code lines, tax exempt lines, or have the Transaction API automatically determine your tax rates using the hierarchy shown in the tax calculation flow charts. If the Transaction API determines your tax rates, it will take into account any customer or item tax exemptions or item tax exceptions. See: Overview of Calculating Tax in the *Oracle Receivables Tax Manual*.

The Transaction API lets you pass tax lines as individual transactions or as references to other transactions. If you are passing tax lines, you can only pass tax lines associated with tax codes of type VAT or Sales Tax. Unlike AutoInvoice, the Transaction API lets you pass non–ad hoc tax lines. In this case, the API calculates the rates and amounts for each line based on the tax code that you specify.

If you specify the tax code, rate, and precedence information in your feeder system, the Transaction API imports the data directly into the Receivables tables (i.e. no calculation is necessary). If you do not

provide this information, Receivables calculates sales tax using the tax rates associated with your shipping address. Receivables calculates sales tax only for shipping addresses that are within the country defined in the Default Country field of the System Options window.

The Transaction API searches for a tax rate using the hierarchy that you define in the System Options window, stopping when one is found. You can assign a tax code at the following levels in Receivables:

- Ship–To / Bill–To address
- customer
- item / standard memo line
- System Options window (if your tax method is VAT)

If you do not want Receivables to calculate tax based on location, you can pass tax codes through lines with the line_type parameter set to 'Tax'. Tax codes can be of type 'VAT' or 'Sales Tax'. For ad hoc tax codes, you must also pass either a tax rate or an amount. If you are passing a non–ad hoc tax code, you cannot specify an extended amount or a tax rate. Any exemptions must be calculated into the rate or amount.

Determining GL Dates

The Transaction API derives the GL date based on the information you provide. The API searches for a GL date using the following hierarchy, stopping when one is found:

- Batch GL Date
- Transaction Date
- Previous Transaction GL Date
- Invoicing Rule ID

Attention: The Transaction API rejects transactions that have GL dates in closed periods.

Importing Invoices with Rules

If your accounting method is 'Accrual' you can use the Transaction API to import invoices with accounting and invoicing rules. If your accounting method is 'Cash Basis', the API will reject all invoices with rules. Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period. Invoicing rules determine the accounting period in which the receivable amount is recorded.

Receivables provides two invoicing rules, 'Bill in Advance' and 'Bill in Arrears.' You supply the API with the model account which contains the accounting distributions and the percent allocated to each account. You must run the Revenue Recognition Program before Receivables can create your accounting entries for these invoices.

Besides validating dates, the Transaction API also validates and rejects lines if:

- the accounting rule has overlapping periods
- all of the accounting periods do not exist for the duration of your accounting rule

Importing Credit Memos

When you import credit memos against transactions, the Transaction API ensures that the Open Receivables flag of the credit memo being imported matches the Open Receivables flag of the transaction it is crediting.

When you import credit memos against invoices with rules, the API uses the accounting rule method you entered in the CREDIT_METHOD_FOR_RULES column to determine how to reverse the accounting entries created for the original invoice. You can either enter 'LIFO', 'PRORATE', or 'UNIT'. If you choose 'LIFO', Receivables reverses the accounting entries beginning with the last period. If you choose 'PRORATE', Receivables prorates the credit amount across all accounting periods. If you choose 'UNIT', Receivables lets you credit specific quantities (starting with the period you specified in the column LAST_PERIOD_TO_CREDIT) and working backwards.

When you import credit memos against invoices *without* rules, AutoInvoice uses the general ledger date in the interface table as the general ledger date of the credit memo. The credit memo lines must always have the same general ledger date as the credit memo.

The credit memo general ledger date must be equal to or greater than the general ledger date of the invoice you are crediting. Also, the credit memo general ledger date must be in an 'Open' or 'Future' period. However, if the accounting rule is 'In Arrears', the credit memo general ledger date can be in a 'never opened' period.

Credit memos against invoices without rules that are imported using the Transaction API behave the same as those entered manually through the Credit Memos window. For example, you pass the amount you want to credit and Receivables automatically creates all the

accounting reversal entries. Receivables also automatically reverses the sales and non–revenue credit assigned to your salespeople.

Defaulting

The Transaction API provides default values for some parameters. For more information, see: Transaction API Matrix: page 6 – 90.

Deposits and Guarantees

The Transaction API does not import deposits or guarantees (Commitments) into Receivables.

Receivables Tables

If your transaction passes validation, the Transaction API writes the data into the following Receivables tables:

- RA_BATCHES
- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- RA_CUST_TRX_LINE_SALESREPS
- AR_PAYMENT_SCHEDULES
- AR_ADJUSTMENTS
- AR_RECEIVABLE_APPLICATIONS

For more information, see: Transaction API Matrix: page 6 – 90.

> **Note:** The AR_PAYMENT_SCHEDULES, AR_ADJUSTMENTS, and AR_RECEIVABLE_APPLICATIONS tables are not included in the Transaction API Matrix. This is because the API automatically writes data into these tables, whereas the other tables require that you pass a value for each column.

Library of Functions

The file $AR_TOP / admin / sql / ARTPTRXS.pls contains specifications for the following main API routines:

- get_transaction
- create_transaction

- update_transaction
- delete_transaction

The Transaction API also provides a library of supporting routines that help you prepare data to be imported into Receivables. For example, when creating a transaction, the API requires a transaction's payment term ID, not the payment term name, to populate the Receivables tables. But in some systems, key references are passed using the user values instead of the internal IDs. The Transaction API's library of routines convert user values from a foreign system into the IDs that Receivables requires to successfully create your transactions. See: Preparing Your System: page 6 – 87.

Refer to $AR_TOP / admin / sql / ARTPTRLS.pls for the following conversion routines:

- get_ID
- get_address_id
- get_site_use_id
- get_contact_id
- get_bank_account_id
- get_bank_branch_id
- get_flex_ccid
- get_transaction_ids
- get_customer_trx_id

ARTPTRLS.pls also contains specifications for the following routines that you can use to get default values for transactions:

- get_date_default_new
- get_number_default_value
- get_char_default_value

For more information, see: API Parameters: page 6 – 83 and Transaction API Matrix: page 6 – 90.

API Parameters

The create, update, and delete routines have different sets of parameters. However, the following parameters are common to all three routines:

p_api_name	The name of the program calling the API.
p_api_version	Pass a value of 1.0. This verifies that you are calling a version of the API that is compatible with your feeder program.
p_init_msg_list	Pass 'T' to have the API initialize the message stack for you; otherwise, pass 'F'.
p_commit	Pass 'T' to have the API commit if it completes successfully; otherwise, pass 'F'.
p_validation_level	(currently not used by the API)
p_return_status	Returns one of the following values: S – Successful completion E – Validation / unexpected error U – Unexpected error (e.g. Oracle error)
p_msg_count	Returns a count of the messages put on the message stack.
p_msg_data	If p_msg_count is 1, p_msg_data contains the message; otherwise, it is null.
p_errors	List of errors encountered with additional information.

The following parameters are used in one or more API routines:

p_batch_rec	Passes batch information to be stored in RA_BATCHES.
p_header_rec	Passes header information to be stored in RA_CUSTOMER_TRX.
p_receivable_gl_date	Passes the GL date for your Receivable account assignment.
p_lines_tbl	Passes line information to be stored in RA_CUSTOMER_TRX_LINES.
p_tax_lines_tbl	Passes tax information to be stored in RA_CUSTOMER_TRX_LINES.
p_freight_lines_tbl	Passes freight information to be stored in RA_CUSTOMER_TRX_LINES.
p_salescredit_lines_tbl	Passes sales credit information to be stored in RA_CUST_TRX_LINE_SALESREPS.
p_dist_tbl	Passes account assignments or account sets to be stored in RA_CUST_TRX_LINE_GL_DIST.
p_recac_tax_flag	Pass 'T' to have the API recalculate your tax.

p_rerun_autoacc_flag	Pass 'T' to have the API use AutoAccounting to recreate your account assignments or account sets.
p_backout_sc_flag	Pass 'T' to have the API create adjusting account assignment entries instead of updating the existing sales credit lines.
p_backout_dist_flag	Pass 'T' to have the API create adjusting account assignment entries instead of updating the existing account assignment lines.

Caching

The Transaction API uses several caches to store useful data such as accounting periods, customer information, and tax codes. Depending on the amount of memory in your system, you may want to reconfigure the cache size to improve system performance. Set the cache size to a higher number if you have a large amount of memory and want to increase caching; otherwise, set the cache size to a smaller number. The cache size is 1000 by default, but you can modify it by using the following library routine:

- configure_caches

See Also

Error Handling: page 6 – 86

Preparing Your System: page 6 – 87

Running the Transaction API: page 6 – 88

Transaction API Matrix: page 6 – 90

Error Handling

The AR Transaction API rejects transactions that fail one or more of its validation requirements. Errors must be fixed in your original system before the API can validate the data and then create the transaction in Receivables. After you update the information, you can call the Transaction API again to create the transaction.

Following are problems that can cause a transaction to fail validation:

- Incomplete or missing data: You need to provide basic information for this transaction type. For example, to create an invoice, be sure to include an transaction source, GL date, transaction type and date, currency code, sales credit information, customer name or number, Bill–To location, and a document number.
- Incomplete sales credit information: The Transaction API requires that both sales credit amounts and percentages are included when validating your transaction information.
- GL date in a closed period: The Transaction API will reject transactions whose GL date is in a closed period.

The API uses two mechanisms to return error information to your feeder system. First, the program places any error messages and optional debugging information on the standard API message stack. You can retrieve these messages using the FNDMSG_PUB.Get() routine. You can control the level of debugging information by changing the value of the profile option FND: Message Level Threshold.

The API also returns error information by populating the p_errors parameter. This parameter contains additional information such as the number of the record that had the error and the incorrect value(s) that caused the error.

See Also

Running the Transaction API: page 6 – 88

Preparing Your System: page 6 – 87

Preparing Your System

To use the AR Transaction API with your system, you need to modify your programs to call the API and (optionally) use the supporting library provided. (For more information, see: Library of Functions: page 6 – 82.) You also need to make similar modifications in other Oracle products that wish to call the API, such as Oracle Order Entry and Oracle Projects.

The Transaction API does not create any new setup data. Therefore, you need to prepare Receivables for any new data that your transactions may include. Pay particular attention to the following setup data:

- currencies
- tax rates assigned to tax codes
- customer and item tax exemptions
- Freight on Board (FOB) codes
- freight carriers
- payment terms
- transaction types
- batch sources
- salespersons
- accounting rules
- units of measure

See Also

Running the Transaction API: page 6 – 88

Running the Transaction API

You can run the Transaction API from the transaction entry screen in your system or from a feeder program that transfers multiple transactions from your system into Receivables.

The Transaction API does not create transactions in batch mode. You need to submit data to the API once for each transaction you want to create in Receivables. In addition, the Transaction API does not automatically consolidate header freight lines; the API imports each freight line as a separate line invoice line.

Creating Transactions

▶ **To create transactions using the Transaction API:**

1. Call the API library functions from your feeder system to determine the IDs and default values for one or more of the new transaction columns (optional). The Transaction API only accepts the internal IDs of columns that are foreign keys to the Receivables tables, and the API does not perform this value–to–id conversion automatically. For a list of the columns that support value–to–id conversion and defaulting, see: Transaction API Matrix: page 6 – 90.

2. Populate PL / SQL records that correspond to the API's parameters. Some columns in the parameter records should not be populated (for a list of these columns, see: Transaction API Matrix: page 6 – 90). The p_batch_rec parameter is always optional, but the other parameters (except p_header_rec) are optional when they would not be required in the Transaction windows.

3. Call the Create_Transaction() routine to insert your transaction. You must call this routine once for each transaction you want to create in Receivables, so be sure to provide all information required to create the transaction. The API will return a completion status and, if the call was successful, the customer_trx_id of the new transaction.

   If the transaction fails validation, the API will display a list of errors. See: Error Handling: page 6 – 86. In this case, fix the error(s) in your system, then call Create_Transaction() again.

Updating Transactions

You can use the Transaction API to update your transactions after they have been imported into Receivables. You may not be able to update certain transactions if, for example, they have been printed or posted to your general ledger. To see a list of the fields and transactions you can update, see: Maintaining Your Transactions: page 6 – 137.

▶ **To update transactions using the Transaction API:**

1. Use the Get_Transaction() routine to populate your PL/SQL tables with the current transaction data.
2. Change any values you wish to update in these tables (optional).
3. Call the Update_Transaction() routine with the modified parameters. The API will return a completion status and, if the call was unsuccessful, a list of errors. See: Error Handling: page 6 – 86.
4. Resolve any errors, then call Update_Transaction() again.

Deleting Transactions

You can use the Transaction API to delete a transaction in Receivables if the transaction has no activity against it. For more information, see: Maintaining Your Transactions: page 6 – 137.

▶ **To delete transactions using the Transaction API:**

1. Call the Delete_Transaction() routine, specifying the customer_trx_id of the transaction you wish to delete. The API will return a completion status and, if the call was unsuccessful, a list of errors. See: Error Handling: page 6 – 86.
2. Resolve any errors, then call Delete_Transaction() again.

See Also

Transaction API Matrix: page 6 – 90

Transaction API Matrix

Use the table below to determine how to pass transaction information from your system into Receivables using the Transaction API.

- **Specify Value?:** If this column is No, you should not pass a value for this column.
- **Entity:** The entity to pass for this column.
- **Input Parameter(s):** The parameter you must pass to provide a value to ID conversion for this column.
- **Default Parameter(s):** The parameter (or parameters) you must pass to provide a default value for this column (if defaulting for the column is available). If this field is blank, there is no default parameter.

Table Name: RA_BATCHES

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
ATTRIBUTE1 to ATTRIBUTE15			
ATTRIBUTE_CATEGORY			
BATCH_DATE			
BATCH_ID	No		
BATCH_SOURCE_ID			NO PARAMETER
COMMENTS			
CONTROL_AMOUNT			
CONTROL_COUNT			
CREATED_BY	No		
CREATION_DATE	No		
CURRENCY_CODE		Entity: CURRENCY Parameter: CURRENCY_ NAME	NO PARAMETER
EXCHANGE_DATE			

Table 6 – 1 (Table 1 of 2)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
EXCHANGE_RATE			EXCHANGE_DATE, TRX_DATE, EXCHANGE_RATE_TYPE, CURRENCY_CODE
EXCHANGE _RATE_TYPE			
GL_DATE			TRX_DATE
LAST_UPDATED_BY	No		
LAST_UPDATE_DATE	No		
LAST_UPDATE_LOGIN	No		
NAME			
ORG_ID	No		
PROGRAM_ APPLICATION_ID	No		
PROGRAM_ID	No		
PROGRAM_UPDATE _DATE	No		
PURGED_CHILDREN _FLAG			
REQUEST_ID	No		
SET_OF_BOOKS_ID	No		
STATUS		BATCH_STATUS	NO PARAMETER
TYPE	No	Entity: TYPE Parameter: CUST_TRX_ TYPE_NAME	

Table 6 – 1 (Table 2 of 2)

Table Name: RA_CUSTOMER_TRX

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
AGREEMENT_ID		Entity: AGREEMENT Parameter: AGREEMENT _NAME	INITIAL_CUSTOMER _TRX_ID
ATTRIBUTE1 to ATTRIBUTE15			
ATTRIBUTE_CATEGORY			
BATCH_ID		Entity: BATCH Parameter: BATCH_NAME	
BATCH_SOURCE_ID		Entity: BATCH_SOURCE Parameter: BATCH_ SOURCE_ NAME	BATCH_ID
BILL_TO_CONTACT_ID		Entity: CONTACT Parameters: CUSTOMER_ID, FIRST_NAME, LAST_NAME	
BILL_TO_CUSTOMER_ID		If you know the customer name... Entity: CUSTOMER_NAME Parameter: CUSTOMER_ NAME If you know the customer number... Entity: CUSTOMER_NUM Parameter: CUSTOMER_ NUMBER	
BILL_TO_SITE_USE_ID		Entity: SITE_USE Parameters: CUSTOMER_ID, SITE_USE_CODE, ADDRESS1–4, CITY, STATE, PROVINCE, POSTAL_CODE, COUNTY, COUNTRY	BILL_TO_CUSTOMER_ID, PREVIOUS_CUSTOMER_ TRX_ID
COMMENTS			
COMPLETE_FLAG	No		

Table 6 – 2 (Table 1 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
CREATED_BY	No		
CREATED_FROM	No		
CREATION_DATE	No		
CREDIT_METHOD_FOR_ INSTALLMENTS		Entity: CREDIT_METHOD_ FOR_INSTALLMENTS Parameter: CR_METHOD_ FOR_ INSTALLMENT_ NAME	
CREDIT_METHOD_FOR_ RULES		Entity: CREDIT_METHOD_ FOR _RULES Parameter: CREDIT_ METHOD_FOR _RULES_ NAME	
CUSTOMER_BANK_ ACCOUNT_ID		If you know the bank account name... Entity: BANK_ACCOUNT_ NAME Parameters: BANK_ ACCOUNT_NAME, BANK_BRANCH_ID	TRX_DATE, CURRENCY _CODE, PAYING_CUSTOMER_ID, PAYING_SITE_USE_ID, BILL_TO_CUSTOMER_ID, BILL_TO_SITE_USE_ID
		If you know the bank account number... Entity: BANK_ACCOUNT_ NUM Parameter: BANK_ ACCOUNT_NUM, BANK_BRANCH_ID	
		If you know the bank branch name... Entity: BANK_BRANCH Parameters: BANK_NAME, BANK_BRANCH_NAME	
CUSTOMER_REFERENCE			

Table 6 – 2 (Table 2 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
CUSTOMER_REFERENCE_DATE			
CUSTOMER_TRX_ID	No		
CUST_TRX_TYPE_ID			INITIAL_CUSTOMER_TRX_ID, BATCH_ID, BATCH_SOURCE_ID, TRX_DATE, CLASS, INVOICING_RULE_ID, TRX_DATE, BATCH_ID
DEFAULT_TAX_EXEMPT_FLAG			CLASS
DEFAULT_USSGL_TRANSACTION_CODE			
DEFAULT_USSGL_TRX_CODE_CONTEXT			
DOC_SEQUENCE_ID		Entity: DOC_SEQUENCE Parameter: DOC_SEQUENCE_NAME	
DOC_SEQUENCE_VALUE			
EDI_PROCESSED_FLAG			
EDI_PROCESSED_STATUS			
END_DATE_COMMITMENT			
EXCHANGE_DATE			
EXCHANGE_RATE			BATCH_EXCHANGE_RATE, EXCHANGE_DATE, TRX_DATE, EXCHANGE_TYPE, CURRENCY_CODE
EXCHANGE_RATE_TYPE		Entity: EXCHANGE_RATE_TYPE Parameter: USER_CONVERSION_TYPE	

Table 6 – 2 (Table 3 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
FINANCE_CHARGES			
FOB_POINT		Entity: FOB Parameter: FOB_POINT_NAME	
GLOBAL_ATTRIBUTE1 to GLOBAL_ATTRIBUTE20			
GLOBAL_ATTRIBUTE_CATEGORY			
INITIAL_CUSTOMER_TRX_ID			
INTERFACE_HEADER_ATTRIBUTE1 to INTERFACE_HEADER_ATTRIBUTE15			
INTERFACE_HEADER_CONTEXT			
INTERNAL_NOTES			
INVOICE_CURRENCY_CODE			NO PARAMETER
INVOICING_RULE_ID		Entity: INVOICING_RULE Parameter: UOM_NAME	
LAST_PRINTED_SEQUENCE_NUM	No		
LAST_UPDATED_BY	No		
LAST_UPDATE_DATE	No		
LAST_UPDATE_LOGIN	No		
ORG_ID	No		
ORIG_SYSTEM_BATCH_NAME			

Table 6 – 2 (Table 4 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
PAYING_CUSTOMER_ID		If you know the customer name... Entity: CUSTOMER_NAME Parameter: CUSTOMER_NAME If you know the customer number... Entity: CUSTOMER_NUM Parameter: CUSTOMER_NUMBER	BILL_TO_CUSTOMER_ID
PAYING_SITE_USE_ID		Entity: SITE_USE Parameters: CUSTOMER_ID, SITE_USE_CODE, ADDRESS1–4, CITY, STATE, PROVINCE, POSTAL_CODE, COUNTY, COUNTRY	BILL_TO_SITE_USE_ID
POSTING_CONTROL_ID	No		
POST_REQUEST_ID	No		
PREVIOUS_CUSTOMER_TRX_ID			
PRIMARY_SALESREP_ID		If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_NAME If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_NUMBER	PREVIOUS_CUSTOMER_TRX_ID, TRX_DATE, BILL_TO_CUSTOMER_ID
PRINTING_COUNT	No		
PRINTING_LAST_PRINTED	No		
PRINTING_OPTION			BATCH_SOURCE_ID, CUST_TRX_TYPE_ID

Table 6 – 2 (Table 5 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
PRINTING_ORIGINAL_ DATE	No		
PRINTING_PENDING			
PROGRAM_ APPLICATION_ID	No		
PROGRAM_ID	No		
PROGRAM_UPDATE_ DATE	No		
PURCHASE_ORDER			
PURCHASE_ORDER_ DATE			
PURCHASE_ORDER_ REVISION			
RA_POST_LOOP_ NUMBER	No		
REASON_CODE		If you know the credit memo reason... Entity: CM_REASON Parameter: CM_REASON_ NAME If you know the invoice reason... Entity: INVOICE_REASON Parameter: INVOICE_ REASON_NAME	
RECEIPT_METHOD_ID		Entity: RECEIPT_METHOD Parameter: RECEIPT_ METHOD_NAME	TRX_DATE, CURRENCY_CODE, PAYING_CUSTOMER_ID, PAYING_SITE_USE_ID, BILL_TO_CUSTOMER_ID, BILL_TO_SITE_USE_ID
RECURRED_FROM_TRX_ NUMBER			
RELATED_BATCH_ SOURCE_ID			

Table 6 – 2 (Table 6 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
REMIT_TO_ADDRESS_ID			BILL_TO_SITE_USE_ID
REQUEST_ID	No		
SET_OF_BOOKS_ID	No		
SHIPMENT_ID			
SHIP_DATE_ACTUAL			
SHIP_TO_CONTACT_ID		Entity: CONTACT Parameters: CUSTOMER_ID, FIRST_NAME, LAST_NAME	
SHIP_TO_CUSTOMER_ID		If you know the customer name... Entity: CUSTOMER_NAME Parameter: CUSTOMER_ NAME If you know the customer number... Entity: CUSTOMER_NUM Parameter: CUSTOMER_ NUMBER	
SHIP_TO_SITE_USE_ID		Entity: SITE_USE Parameters: CUSTOMER_ID, SITE_USE_CODE, ADDRESS1–4, CITY, STATE, PROVINCE, POSTAL_CODE, COUNTY, COUNTRY	SHIP_TO_CUSTOMER_ID, PREVIOUS_CUSTOMER _TRX _ID
SHIP_VIA		Entity: SHIP_VIA Parameter: SHIP_VIA_NAME	
SOLD_TO_CONTACT_ID		Entity: CONTACT Parameters: CUSTOMER_ID, FIRST_NAME, LAST_NAME	

Table 6 – 2 (Table 7 of 8)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
SOLD_TO_CUSTOMER_ID		If you know the customer name... Entity: CUSTOMER_NAME Parameter: CUSTOMER_NAME If you know the customer number... Entity: CUSTOMER_NUM Parameter: CUSTOMER_NUMBER	BILL_TO_CUSTOMER_ID
SOLD_TO_SITE_USE_ID		Entity: SITE_USE Parameters: CUSTOMER_ID, SITE_USE_CODE, ADDRESS1–4, CITY, STATE, PROVINCE, POSTAL_CODE, COUNTY, COUNTRY	BILL_TO_SITE_USE_ID
START_DATE_COMMITMENT			
STATUS_TRX		Entity: STATUS_TRX Parameter: STATUS_TRX_NAME	BATCH_SOURCE_ID, CUST_TRX_TYPE_ID
TERM_DUE_DATE			
TERM_ID		Entity: TERM Parameter: TERM_NAME	BATCH_SOURCE_ID, CUST_TRX_TYPE_ID
TERRITORY_ID		Entity: TERRITORY_ID Parameters: TERR_SEGMENT1–TERR_SEGMENT20	
TRX_NUMBER			
WAYBILL_NUMBER			
WH_UPDATE_DATE			

Table 6 – 2 (Table 8 of 8)

Table Name: RA_CUSTOMER_TRX_LINES

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
ACCOUNTING_RULE_ DURATION			ACCOUNTING_RULE_ID
ACCOUNTING_RULE_ID		Entity: ACCOUNTING_ RULE Parameter: ACCOUNTING_ RULE_NAME	INVENTORY_ITEM_ID, MEMO_LINE_ID
ATTRIBUTE1 to ATTRIBUTE15			
ATTRIBUTE_CATEGORY			
AUTORULE_COMPLETE_ FLAG	No		
AUTORULE_DURATION_ PROCESSED	No		
AUTOTAX	No		
CREATED_BY	No		
CREATION_DATE	No		
CUSTOMER_TRX_ID	No		
CUSTOMER_TRX_LINE_ID	No		
DEFAULT_USSGL_ TRANSACTION_CODE			
DEFAULT_USSGL_TRX_ CODE_CONTEXT			
DESCRIPTION			INVENTORY_ITEM_ID, MEMO_LINE_ID
EXTENDED_AMOUNT			
GLOBAL_ATTRIBUTE1 – GLOBAL_ATTRIBUTE20			
GLOBAL_ATTRIBUTE _CATEGORY			
INITIAL_CUSTOMER_TRX _LINE_ID			

Table 6 – 3 (Table 1 of 4)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
INTERFACE_LINE_ ATTRIBUTE1 – INTERFACE_LINE_ ATTRIBUTE15			
INTERFACE_LINE_ CONTEXT			
INVENTORY_ITEM_ID		Entity: INVENTORY_ITEM _ ID Parameters: ITEM_SEGMENT1 – ITEM_SEGMENT30	
ITEM_CONTEXT			
ITEM_EXCEPTION_RATE_ ID			PREVIOUS_CUSTOMER_ TRX_ LINE_ID
LAST_PERIOD_TO_ CREDIT			
LAST_UPDATED_BY	No		
LAST_UPDATE_DATE	No		
LAST_UPDATE_LOGIN	No		
LINE_NUMBER			
LINE_TYPE			
LINK_TO_CUST_TRX_ LINE_ID	No		
LOCATION_SEGMENT_ID			PREVIOUS_CUSTOMER_ TRX _LINE_ID
MEMO_LINE_ID		Entity: MEMO_LINE Parameter: MEMO_LINE_ NAME	
MOVEMENT_ID	No		
ORG_ID	No		
PREVIOUS_CUSTOMER_ TRX_ID			

Table 6 – 4 (Table 2 of 4)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
PREVIOUS_CUSTOMER_ TRX_LINE_ID			
PROGRAM_ APPLICATION_ID	No		
PROGRAM_ID	No		
PROGRAM_UPDATE_ DATE	No		
QUANTITY_CREDITED			
QUANTITY_INVOICED			
QUANTITY_ORDERED			
REASON_CODE			
REQUEST_ID	No		
REVENUE_AMOUNT			
RULE_START_DATE			ACCOUNTING_RULE_ID, INVOICING_RULE_ID, TRX_DATE
SALES_ORDER			
SALES_ORDER_DATE			
SALES_ORDER_LINE			
SALES_ORDER_REVISION			
SALES_ORDER_SOURCE			
SALES_TAX_ID			PREVIOUS_CUSTOMER_ TRX_ LINE_ID
SET_OF_BOOKS_ID	No		
TAXABLE_FLAG			
TAX_EXEMPTION_ID			PREVIOUS_CUSTOMER_ TRX_ LINE_ID
TAX_EXEMPT_FLAG			CLASS
TAX_EXEMPT_NUMBER			

Table 6 – 4 (Table 3 of 4)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
TAX_EXEMPT_REASON_ CODE		Entity: TAX_REASON Parameter: TAX_EXEMPT_ REASON_CODE _NAME	
TAX_PRECEDENCE			
TAX_RATE			PREVIOUS_CUSTOMER_ TRX_ LINE_ID
TAX_VENDOR_RETURN_ CODE			
UNIT_SELLING_PRICE			CLASS, LINE_TYPE, MEMO_LINE_ID, EXCHANGE_RATE
UNIT_STANDARD_PRICE			CLASS, LINE_TYPE, MEMO_LINE_ID, EXCHANGE_RATE
UOM_CODE		Entity: UOM Parameter: UNIT_OF_ MEASURE	INVENTORY_ITEM_ID, MEMO_LINE_ID
VAT_TAX_ID		Entity: TAX_CODE Parameters: TAX_CODE, TRX_DATE	PREVIOUS_CUSTOMER_ TRX _LINE_ID
WH_UPDATE_DATE			

Table 6 – 4 (Table 4 of 4)

Table Name: RA_CUST_TRX_LINE_GL_DIST

Column Name	Specify Value?	Available ID Conversion	Default
ACCOUNT_CLASS			
ACCOUNT_SET_FLAG			
ACCTD_AMOUNT			

Table 6 – 5 (Table 1 of 3)

Column Name	Specify Value?	Available ID Conversion	Default
AMOUNT			
ATTRIBUTE1 to ATTRIBUTE15			
ATTRIBUTE_CATEGORY			
CODE_COMBINATION_ID		Entity: CODE_ COMBINATION_ID Parameters: SEGMENT1 – SEGMENT30	
COMMENTS			
CONCATENATED_ SEGMENTS	No		
CREATED_BY	No		
CREATION_DATE	No		
CUSTOMER_TRX_ID	No		
CUSTOMER_TRX_LINE_ID	No		
CUST_TRX_LINE_GL_DIST _ID	No		
CUST_TRX_LINE_ SALESREP_ID	No	If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_ NAME	
		If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_ NUMBER	
GL_DATE			BATCH_GL_DATE, TRX_DATE, COMMITMENT_ GL_DATE, PREV_TRX_GL_DATE, INVOICING_RULE_ID
GL_POSTED_DATE	No		

Table 6 – 5 (Table 2 of 3)

Column Name	Specify Value?	Available ID Conversion	Default
LAST_UPDATED_BY	No		
LAST_UPDATE_DATE	No		
LAST_UPDATE_LOGIN	No		
LATEST_REC_FLAG			
ORG_ID	No		
ORIGINAL_GL_DATE			
PERCENT			
POSTING_CONTROL_ID	No		
POST_REQUEST_ID	No		
PROGRAM_ APPLICATION_ID	No		
PROGRAM_ID	No		
PROGRAM_UPDATE_ DATE	No		
RA_POST_LOOP_ NUMBER	No		
REQUEST_ID	No		
SET_OF_BOOKS_ID	No		NO PARAMETER
USSGL_TRANSACTION_ CODE		Entity: USSGL Parameter: USSGL_TRX_ CODE_NAME	
USSGL_TRANSACTION_ CODE_CONTEXT			

Table 6 – 5 (Table 3 of 3)

Table Name: RA_CUST_TRX_LINE_SALESREPS

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
ATTRIBUTE1 to ATTRIBUTE15			
ATTRIBUTE_CATEGORY			
CREATED_BY	No		
CREATION_DATE	No		
CUSTOMER_TRX_ID	No		
CUSTOMER_TRX_LINE_ID	No		
CUST_TRX_LINE_ SALESREP_ID	No	If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_ NAME If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_ NUMBER	
LAST_UPDATED_BY	No		
LAST_UPDATE_DATE	No		
LAST_UPDATE_LOGIN	No		
NON_REVENUE_ AMOUNT_SPLIT			
NON_REVENUE_ PERCENT_SPLIT			
ORG_ID	No		

Table 6 – 6 (Table 1 of 3)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
ORIGINAL_LINE_ SALESREP_ID	No	If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_ NAME If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_ NUMBER	
PREV_CUST_TRX_LINE_ SALESREP_ID		If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_ NAME If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_ NUMBER	
PROGRAM_ APPLICATION_ID	No		
PROGRAM_ID	No		
PROGRAM_UPDATE_ DATE	No		
REQUEST_ID	No		
REVENUE_AMOUNT_ SPLIT			
REVENUE_PERCENT_ SPLIT			

Table 6 – 6 (Table 2 of 3)

Column Name	Specify Value?	Available ID Conversion	Default Parameter(s)
SALESREP_ID		If you know the salesperson name... Entity: SALESREP_NAME Parameter: SALESREP_NAME	
		If you know the salesperson number... Entity: SALESREP_NUMBER Parameter: SALESREP_NUMBER	
WH_UPDATE_DATE			

Table 6 – 6 (Table 3 of 3)

See Also

Importing Transactions Using the Transaction API: page 6 – 77

Running the Transaction API: page 6 – 88

About Adjustments

Receivables lets you make either positive or negative adjustments to your invoices, debit memos, chargebacks, on–account credits, deposits, and guarantees. You can approve adjustments that are within your approval limits and give pending statuses to adjustments that are outside your approval limits. You can automatically write off debit items that meet your selection criteria.

Adjustment Status

An adjustment has a status that indicates whether it is complete. Receivables provides the following adjustment statuses:

Approved: This adjustment has been approved. Receivables updates the debit or credit item amount and status to reflect the adjustment.

More Research: This adjustment is on hold because you are either researching the debit or credit item, or are requesting additional information about the adjustment.

Rejected: You have rejected this adjustment. Adjustments with this status do not update the balance of the credit or debit item.

Pending Approval: The adjustment amount is outside the approval limits of the user who entered the adjustment. Adjustments with this status can only be approved by a user with the appropriate user approval limits.

You can define other adjustment statuses by updating the Receivables QuickCode 'Approval Type'. See: Reviewing and Updating Receivables QuickCodes: page 2 – 30.

Adjustment Activities

You use receivables activities to default accounting information for your miscellaneous receipt, finance charge, and adjustment transactions. You can define as many receivables activities as you need. Define adjustment activities in the Receivables Activities window. See: Receivables Activity: page 2 – 132.

Adjustment Types

You can create an adjustment at the invoice header level or adjust only specific elements of an invoice, debit memo, credit memo, or chargeback. For example, you can adjust individual invoice lines, or the tax, freight, and finance charges associated with a transaction. To do

this, specify an adjustment type of Line, Tax, Freight, Charges, or Invoice when creating your adjustment. See: Creating an Adjustment: page 4 – 43.

Validation

When you create an adjustment, Receivables verifies that it is within your adjustment approval limits before approving the adjustment. If you enter an adjustment that is within your assigned approval limit for the currency of that item, Receivables updates your customer's balance to reflect the adjustment. If you enter an adjustment that is outside your approval limits, Receivables creates a pending adjustment with a status of Pending Approval. See: Adjustment Approval Limits: page 2 – 137.

If the transaction type does not allow over–application, you cannot enter an amount that would reverse the sign of the balance of the debit item.

If you specify Invoice Adjustments as your type of adjustment, Receivables requires that your adjustment amount be the exact amount to close the item you are adjusting, and enters this amount in the Amount field.

Approving Adjustments

A pending adjustment must be approved before it affects the remaining balance of a transaction. You control adjustment approvals by creating individual approval limits. You define adjustment approval limits in the Adjustment Approval Limits window by specifying a minimum and maximum approval amount for each user and currency. See: Adjustment Approval Limits: page 2 – 137.

You can overapply an adjustment if the transaction type of the item you are adjusting has Allow Overapplication set to Yes. See: Transaction Types: page 2 – 86.

Use the Adjustments or the Approve Adjustments window to review and approve your pending adjustments. To review your adjustments and their statuses, see: Adjustment Approval Report: page 9 – 15. To review only adjustments with a status of 'Approved', see the: Adjustment Register: page 9 – 17.

Adjustment Numbering

You can use manual or automatic document numbering for your adjustments. The adjustment activity determines whether you must enter a document number for an adjustment. If you use manual numbering, you must enter a unique number when you create the

adjustment. Otherwise, Receivables creates a unique number when you save.

See Also

Entering Manual Adjustments: page 6 – 112

Creating Automatic Adjustments: page 6 – 114

Entering Sales Credits: page 6 – 21

Printing Adjustments: page 6 – 45

Approving Adjustments: page 6 – 119

Entering Manual Adjustments

Use the Adjustments window to create your adjustments. When you assign an activity to your adjustment, Receivables automatically uses the accounts assigned to that activity for the adjustment.

Prerequisites

- ❑ Define your user approval limits: page 2 – 137
- ❑ Enter transactions: page 6 – 2

▶ **To create a manual adjustment:**

1. Navigate to the Transactions Summary window.
2. Query the transaction to adjust.
3. Select the transaction, then choose Adjust.
4. If this transaction has multiple installments, select the installment to adjust, then choose Adjust.
5. Enter the adjustment. See: Creating an Adjustment: page 4 – 43.
6. Save your work.

See Also

Creating Automatic Adjustments: page 6 – 114

Printing Adjustments: page 6 – 45

Approving Adjustments: page 6 – 119

About Adjustments: page 6 – 109

Entering Sales Credits: page 6 – 21

Adjustments Field Reference: page 6 – 113

Sample Adjustments: page 9 – 113

Adjustments Field Reference

This section provides a brief description of some of the fields in the Adjustments window.

Adjustment Date: The date to apply your adjustment to the item you have selected. The default value for this field is the later of either the GL date of the transaction or the current date. The application date for an adjustment must be later than or equal to the transaction date of the item you are adjusting.

Balance: The balance due of the installment for this invoice, debit memo, or chargeback in the entered currency. The balance due for the debit item is the original amount less any activity, such as payments, credit memos, or adjustments.

Line: (Account IDs alternative region) The line number of the item line you are adjusting. You can enter this field only if your adjustment type is Line. Receivables does not update the remaining amount due for a line when you specify a line for an adjustment. Instead, Receivables updates the balance due for the entire item by the amount that you specify for this line adjustment.

If you specify a line item, Receivables validates this adjustment to ensure that the adjustment amount does not cause the remaining amount due of this line item to be a negative number, and that the adjustment amount is within your adjustment approval limit range.

Pending Adjustments: The total amount of adjustments that are pending for this item. Pending adjustments are adjustments that you have neither approved nor rejected, and have a status of either Pending Approval or More Research.

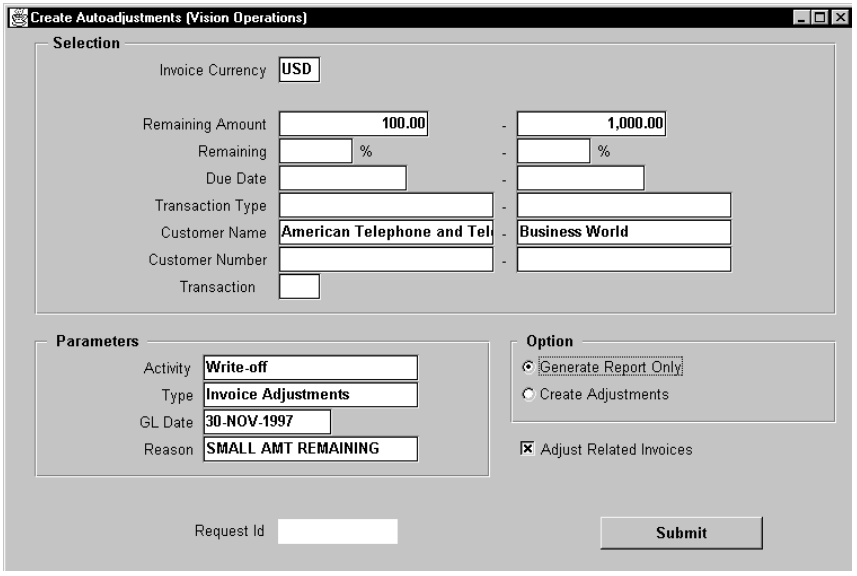
Status: (Comments alternative region) The status of this adjustment. Receivables assigns a status when you save this adjustment.

See Also

Creating Automatic Adjustments: page 6 – 114

Entering Manual Adjustments: page 6 – 112

Creating Automatic Adjustments



Run AutoAdjustment to automatically adjust the remaining balances of all open invoices, debit memos, credit memos, and chargebacks. You can adjust specific transactions by entering selection criteria such as remaining amount, due date, transaction type, customer name, or customer number.

When you run AutoAdjustment, Receivables automatically creates your pending or approved adjustments based on your approval limits, and prints preview and audit reports for your AutoAdjustment processes.

If you enter a Remaining Amount range that exceeds your adjustment approval limits, Receivables displays a warning message and your approval limits when you submit. If you choose to continue, Receivables creates adjustments with a status of Pending Approval.

If the Remaining Amount range you specify is within your adjustment approval limits, Receivables automatically approves your adjustment.

Prerequisites

❑ Enter transactions: page 6 – 2

▶ **To automatically adjust the remaining balances of your open debit items:**

1. Navigate to the Create Autoadjustments window.
2. Enter the Invoice Currency of transactions to adjust. The default is your functional currency, but you can change it.
3. Specify the transactions to adjust by entering selection criteria. Enter the Low and High range of Remaining Amounts or Percentages, Due Dates, Transaction Types, or Customer Names to adjust only transactions matching that criteria. Leave a field blank if you do not want to limit adjustments to transactions matching that criteria.
4. Enter an adjustment Activity, or select from the list of values. The adjustment activity determines which account your adjustment debits.
5. Enter the Type of adjustments to create. You can create adjustments of type Lines, Freight, Charges, Tax, or Invoice.
6. Enter the date to post your adjustments to your general ledger in the GL Date field. The default is the current date, but you can change it. If the current date is not in an open period, the default is the last date of the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future–enterable period.
7. Enter a Reason for creating this adjustment, or select from the list of values.
8. Choose one of the following Autoadjustment Options:

   Generate Report Only: This option prints the AutoAdjustment Preview Report and lets you see the effects of your adjustments without actually updating your items. This option lets you analyze the adjustments that would be created and decide if you want to modify your selection criteria before actually performing the adjustment.

   Create Adjustments: This option creates the approved and pending adjustments, closes the appropriate items, and prints the AutoAdjustment Audit Report.
9. If you do not want to adjust the items of related customers, uncheck the Adjust Related Invoices check box.
10. Choose Submit. Receivables displays a Request ID number for your concurrent process and creates the AutoAdjustment Execution report. See: AutoAdjustment Reports: page 6 – 117. You can use the

request ID number to check the status of your request in the Requests window.

See Also

About Adjustments: page 6 – 109

Entering Manual Adjustments: page 6 – 112

Entering Sales Credits: page 6 – 21

Approving Adjustments: page 6 – 119

Sample Adjustment: page 9 – 113

Monitoring Requests *(Oracle Applications User's Guide)*

AutoAdjustment Reports

Use the AutoAdjustment Preview or AutoAdjustment Execution report to review the total value of automatic adjustments, the number of debit items adjusted, supporting detail on pending and approved adjustments, and final debit item balances.

You can run the AutoAdjustment Preview report before creating AutoAdjustments to preview the effect of your adjustments. Receivables generates this report when you choose the Generate Report Only option in the Create Autoadjustments window.

Receivables automatically generates the AutoAdjustment Execution report when you choose the Create Adjustments option in the Create Autoadjustments window.

Report Headings

Adjustment Type: The adjustment type you specify.

Approval Limits: The adjustment approval limits for the person who submits your AutoAdjustment process.

Create Adjustments/Generate Report Only: The appropriate report subtitle based on the AutoAdjustment option you specify. This allows you to differentiate between a preview of possible adjustments and the actual results of an AutoAdjustment process.

Currency: The currency code for the debit items you select to adjust. You can run the AutoAdjustments Report for one currency at a time.

Column Headings

Adjust Amount in Foreign Currency: The adjustment amount for each invoice, debit memo, and chargeback in the currency that the debit item was entered. The adjustment amount is determined by the remaining amount range or remaining percent range you specify.

Adjust Amount in Functional Currency: The adjustment amount for each invoice, debit memo, and chargeback in your functional currency. The adjustment amount is determined by the remaining amount range or remaining percent range you specify.

Adjustment Status: The adjustment status for each invoice, debit memo, and chargeback in your AutoAdjustment process. Valid adjustment statuses are: Approved and Pending Approval.

Balance Due Amount in Foreign Currency: The balance due for each invoice, debit memo, and chargeback in the currency that the debit item was entered.

Balance Due Amount in Functional Currency: The balance due for each invoice, debit memo, and chargeback in your functional currency.

Invoice Type: The transaction type for each invoice, debit memo, and chargeback. Receivables lets you review reports for a specific transaction type or for all types.

Row Headings

Approved Adjustments Count: The number of approved adjustments in your AutoAdjustment process.

Approved Adjustments Total: The total adjustments and balance due in both foreign and functional currencies for all approved adjustments in your AutoAdjustment process.

Pending Adjustments Count: The number of pending adjustments in your AutoAdjustment process.

Pending Adjustments Total: The total adjustments and balance due in both foreign and functional currencies for all pending adjustments in your AutoAdjustment process.

Total Approved Adjustments Count: The grand total count for all approved adjustments.

Total Approved Adjustments in Functional Currency: The grand total amount and balance due in your functional currency for all approved adjustments.

Total Pending Adjustments Count: The grand total count for all pending adjustments.

Total Pending Adjustments in Functional Currency: The grand total amount and balance due in your functional currency for all pending adjustments.

See Also

About Adjustments: page 6 – 109

Creating Automatic Adjustments: page 6 – 114

Approving Adjustments

When you create an adjustment that is outside your approval limits, Receivables creates a pending adjustment with a status of Pending Approval. Pending adjustments must be approved before Receivables will update the balance of the transaction.

You can approve a pending adjustment only if the adjustment amount is within your approval limits. However, you can review adjustment histories, record your comments, and create all other actions (such as assign a status of More Research or Rejected), even if the adjustment is outside your approval limits. See: Adjustment Approval Limits: page 2 – 137.

You can approve an adjustment that has been selected and approved for automatic receipt generation only if the user profile option AR: Invoices with Unconfirmed Receipts is set to Adjustment or Adjustment and Credit.

When you approve an adjustment that is within your approval limits, Receivables automatically updates the balance of the transaction.

Prerequisites

- ❑ Enter transactions: page 6 – 2
- ❑ Enter adjustments: page 6 – 112

▶ **To approve a pending adjustment:**

1. Navigate to the Approve Adjustments window.
2. To limit your display to only certain adjustments, enter selection criteria. For example, enter a Creator, Adjustment Number, Currency, range of Amounts, or adjustment Status. Open the More alternative region to enter selection criteria for a specific transaction, customer, or adjustment. Leave a field blank if you do not want to limit your query to adjustments matching that criteria.

   You can control how Receivables displays your adjustments by choosing the Order By Amount or Status option.
3. Choose Find.
4. To approve an adjustment, enter a Status of Approved.

   To review information about this adjustment, including the date this adjustment was created, who created this adjustment, and any related comments, choose Action History.

5. Save your work.

See Also

About Adjustments: page 6 – 109

Entering Manual Adjustments: page 6 – 112

Printing Adjustments: page 6 – 45

Creating Automatic Adjustments: page 6 – 114

Adjustment Register: page 9 – 17

Invoices with Rules

Invoicing and accounting rules let you create invoices that span several accounting periods. ***Accounting rules*** determine the accounting period or periods in which the revenue distributions for an invoice line are recorded. ***Invoicing rules*** determine the accounting period in which the receivable amount is recorded.

You can assign invoicing and accounting rules to transactions that you import into Receivables using AutoInvoice and to invoices that you create manually in the Transactions window.

Accounting Rules

Use accounting rules to determine revenue recognition schedules for your invoice lines. You can assign a different accounting rule to each invoice line. Accounting rules let you specify the number of periods and the percentage of the total revenue to recognize in each period.

You can also specify whether the accounting rules are of Fixed or Variable Duration. Accounting rules of ***Fixed Duration*** span a predefined number of periods. Accounting rules of ***Variable Duration*** let you define the number of periods during invoice entry.

Invoicing Rules

Use invoicing rules to determine when to recognize your receivable for invoices that span more than one accounting period. You can only assign one invoicing rule to an invoice.

Receivables provides the following invoicing rules:

- **Bill In Advance:** Use this rule to recognize your receivable immediately (see Figure 6 – 2 below).
- **Bill In Arrears:** Use this rule if you want to record the receivable at the end of the revenue recognition schedule (see Figure 6 – 3 below).

Attention: With Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for this method of accounting, as they are designed to distribute revenue over several periods before receipt of payment. If you import invoices into a cash basis accounting system, lines with associated invoicing and accounting rules will be rejected by AutoInvoice.

Account Sets

Account sets are templates used to create revenue and offset accounting distributions for individual invoice lines with accounting rules. These account sets enable you to split revenue for a line over one or more revenue or offset accounts. You can change account sets from period to period to meet your business requirements. For example, you have an invoice with revenue that you want to recognize over a twelve month period, and the cost center of one of the accounts changes during the twelve months. You can update the account sets to the new cost center account for all of the revenue distributions still to be created. AutoAccounting creates the initial revenue and offset account sets for your invoice.

Figure 6 – 2

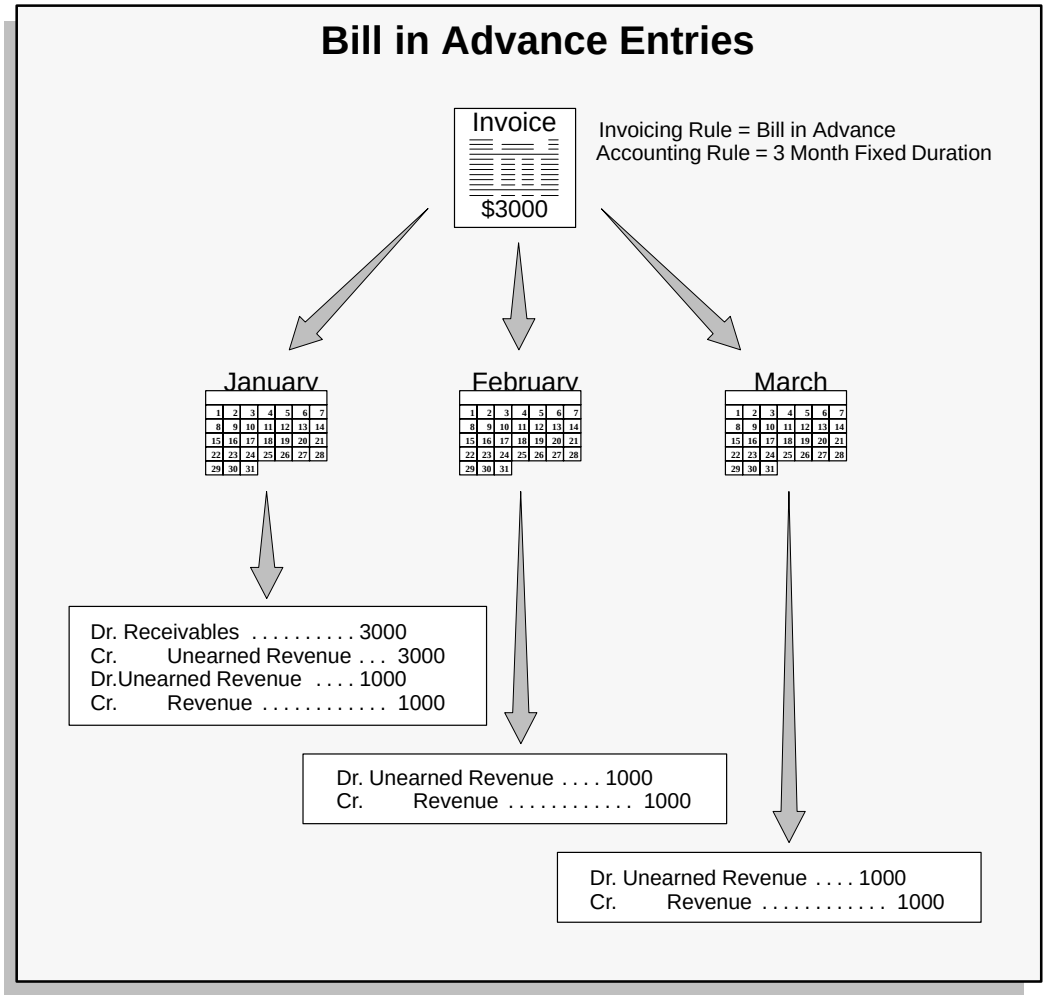
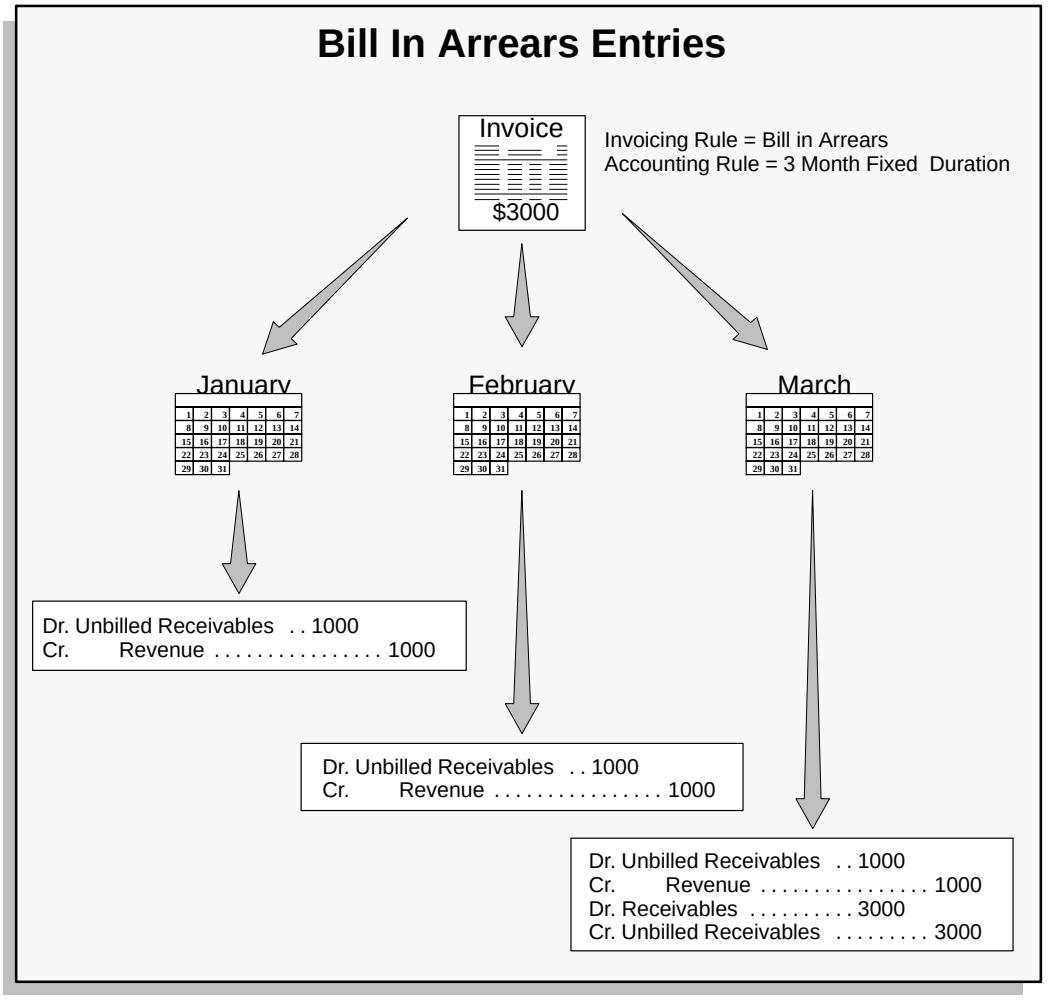


Figure 6 – 3



Revenue Recognition

The Revenue Recognition program identifies all transactions with rules within a given period or range of GL dates and creates the revenue distributions for those transactions. The distributions are created for the current period only, using the rules associated with the transactions. See: Recognizing Revenue: page 6 – 28.

See Also

Accounting Rules: page 2 – 108

Entering Invoices with Rules: page 6 – 26

Using Rules: page 6 – 124

Using AutoAccounting: page 6 – 131

Importing Invoices with Rules: page 6 – 172

Using Rules

Define Invoicing and Accounting Rules

Use the Invoicing and Accounting Rules window to view invoicing rules and create accounting rules. Accounting rules can be defined as either Fixed Duration or Variable Duration. You can define an unlimited number of accounting rules. See: Accounting Rules: page 2 – 108.

For accounting rules with a fixed duration, you specify the period (such as weekly or monthly) and the number of periods over which the revenue is recognized. The revenue is then evenly divided across the periods. The percentage can be updated if necessary, but must always total 100. For example, if you define an accounting rule with a period type of monthly, spanning 4 periods, and you accept the default, prorated revenue distribution, Receivables will recognize 25 percent of the transactions revenue for each of 4 months.

Fixed duration rules also allow you to set specific GL dates on which to recognize revenue, when you select Specific Date as your period type. When you specify a date for a period, then all other periods for this accounting rule must also be assigned a date.

When defining accounting rules with a variable duration, you must enter a period type, but not the number of periods. The number of periods is defined when you manually enter an invoice in the Transaction window. If the invoice is imported, the number of periods is passed through AutoInvoice. When defining a variable duration accounting rule you can optionally specify what percentage of revenue you want to recognize in the first period. The remaining revenue will

be prorated over the number of periods you specify during invoice creation.

Assign Invoicing and Accounting Rules

For invoices that you enter manually, you can assign an invoicing rule in the Transactions window. You can assign a default invoicing and accounting rule to your items in the Master Item window (Invoicing alternative region) and to your Standard Lines in the Standard Memo Lines window.

Invoicing Rules

Assigned to	Window	Region
Invoice	Transaction	More

Accounting Rules

Assigned to	Window	Region
Invoice Line	Transaction	Additional Line Information
Items	Define Items	Item (Invoicing Attributes)
Standard Lines	Standard Memo Lines	(Not Applicable)

If you are entering an invoice manually, you must enter an invoicing rule on the invoice header or you will not be able to associate accounting rules with the invoice lines. If you enter an invoicing rule and include items or standard memo lines that have associated accounting rules, the accounting rules default for the invoice line. You can change or manually enter the accounting rules for these invoice lines if there has been no activity against the invoice.

> **Note:** You can also assign invoicing rules to items and standard lines, but these will not be used during manual invoice entry. This is because the invoicing rule assigned at the invoice header will override the invoicing rules defined for the item or standard line.

For imported invoices, if you use the Order Entry Receivables Interface to populate the AutoInvoice tables, it will derive the invoicing and accounting rules based on the hierarchy described in the Accounting and Invoicing Rules section of the Integrating Order Entry with

Receivables essay. For more information, refer to Integrating Oracle Order Entry with Oracle Receivables in the *Oracle Financials and Oracle Public Sector Financials Open Interfaces Manual*.

If you import invoice data from an external system, you must populate the following columns in the AutoInvoice tables if you want AutoInvoice to generate invoices with rules:

Invoicing Rules

Column	Populate if:
INVOICING_RULE_ID	Your batch source validates rules by id.
INVOICING_RULE_NAME	Your batch source validates rules by value.

Accounting Rules

Column	Populate if:
ACCOUNTING_RULE_ DURATION	You are passing a variable duration rule.
ACCOUNTING_RULE_ID	Your batch source validates rules by id.
ACCOUNTING_RULE_NAME	Your batch source validates rules by value.

> **Note:** If no rules are passed with the invoice lines in the interface tables, AutoInvoice will not try to derive the invoice and accounting rules from the associated items or standard lines.

AutoInvoice uses the invoicing rules assigned to the invoice lines to group lines into invoices. An invoice can only have one invoicing rule, hence lines imported with an invoicing rule of Bill in Arrears will not be grouped with lines whose invoicing rule is Bill in Advance when creating an invoice.

Accounting rules, however, require no special grouping, as an invoice may contain a different accounting rule for each invoice line.

Determine the Invoice and GL Dates

When importing invoices, AutoInvoice determines the invoice GL date and the transaction date as follows:

If you use Bill in Advance as the invoicing rule, AutoInvoice uses the earliest start date of the accounting rules associated with your invoice lines as the GL date of the invoice.

If you use Bill in Arrears as the invoicing rule and the invoice line has an accounting rule of type 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice sets the GL date and transaction dates equal to the latest Specific Date of the accounting rule.

For all other accounting rules using the Bill in Arrears invoicing rule, AutoInvoice first computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. AutoInvoice then uses the latest specific date for both the invoice GL date and the transaction date.

When creating invoices with rules manually, the GL date of the invoice is entered during invoice entry. If you use Bill in Advance as the invoicing rule, this date will remain equal to the GL date of the invoice.

However, Receivables overrides this date for an invoicing rule of Bill in Arrears when you save the invoice after completing invoice lines. Receivables uses the same method to derive the new GL date as it does for imported invoices. This method is explained in detail above. Receivables will warn you that it is updating the GL date of the invoice when you save the record. You can then change this date if it does not meet your requirements.

Determine Accounting Rule Start Dates

The first GL date (or accounting rule start date) for an accounting rule can be different from the GL date of the invoice. This lets you recognize your receivable in a period different from the period you start to recognize revenue. For example, the GL date of the invoice is January 10, and the First GL Date of the accounting rule for the line is February 15. When the Revenue Recognition program is run in January, a distribution record for the receivable is created. However, the first revenue distribution is not created until the Revenue Recognition program is run for the February period.

When entering invoices manually, you must set the date that you want to start recognizing revenue for an invoice line. Use the First Date field in the Lines window to enter the start date.

When importing invoices, AutoInvoice determines the accounting rule start dates as follows:

If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice uses the earliest

accounting rule date as your rule start date. For example, if your accounting rule dates are 10–JUN–93, 10–JUL–93, and 10–AUG–93, AutoInvoice uses 10–JUN–93 as your rule start date.

If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Submit Requests window.

If your invoice does not use a fixed duration accounting rule with a specific date period, or you have not elected to derive the rule start date, then the default date specified in the Submit Requests window is used.

View and Update Account Sets

Account sets for invoices with rules are created by AutoAccounting and can then be manually updated, whether the invoice is imported or created manually.

For each account set, Receivables specifies the account and percent of the line total assigned to each account. You can update account set distributions to split revenue or offset amounts over multiple accounts, any time before running the Revenue Recognition program. This lets you ensure that revenue is distributed to the correct accounts, regardless of how account structures may change. Receivables always ensures that the entered percents total 100.

You can review and update account sets in the Accounts for This Line and the Accounts for All Lines alternative regions of the Accounting window. To update an account set, specify the account set class that contains the account sets. Valid Account Set Classes include:

Offset This account set type includes the suspense accounts to be used during your revenue recognition cycle. If your invoicing rule is Bill in Arrears, the offset account set is Unbilled Receivables. If your invoicing rule is Bill in Advance, the offset account set is Unearned Revenue.

Revenue This account set type includes your revenue accounts.

Tax This type of account set is used for tax lines.

Additionally, you can view account sets for all lines in the Account Sets for All Lines alternative region. You can also use this region to update

the account assignment for a given line, but you must use the Account Set for a Single Line alternative region to update the percent assigned to the account.

Recognize Revenue

Invoicing and Accounting rules are used to schedule how and when you want to recognize revenue and receivable amounts for selected invoices. However, the distributions are not created until you run the Revenue Recognition program. See: Recognizing Revenue: page 6 – 28. The Revenue Recognition program only creates distributions for the period in which it is run. Distributions for other periods will not be created until the Revenue Recognition program is run in each of those periods.

The Revenue Recognition program is run automatically for the period you are posting whenever you transfer records to your General Ledger using the Run GL Interface program. This ensures that the revenue for invoices with rules is recognized before you post and close the period. Alternatively, if you wish to choose when your distributions are created, you can submit the Revenue Recognition program manually at any time from the Run Revenue Recognition window. The Revenue Recognition program will not create duplicate distribution records even if the program is run several times within the same period.

Credit Invoices with Rules

You can adjust the account assignments of invoices that you wish to credit in three ways: LIFO, Prorate, and Unit. The Last In First Out (LIFO) method backs out revenue starting with the last GL period of the invoice revenue. This method reverses revenue recognition from prior periods until it has backed out an amount of revenue that is equal to the amount of your credit memo line. The Prorate method credits an equal percentage of all of your invoice's account assignments. The Unit method lets you reverse the revenue for the number of units you specify from an original line of the invoice. For example, if an invoice line has a quantity of 10 units, and you credited 2 units, then Receivables would reverse 20% of the revenue starting with the period you specify in the additional line information alternative region, and continuing until the entire amount of the credit is given. You can specify any of these credit memo methods when you create credit memos through either the Transaction window or by running AutoInvoice.

See Also

Entering Transactions: page 6 – 2

Entering Credit Memos: page 6 – 47

Entering Invoices with Rules: page 6 – 26

Understanding Credit Memos: page 6 – 254

Using AutoAccounting

AutoAccounting is a powerful, flexible, and time saving feature that automatically creates your general ledger Accounting Flexfields. You can set up AutoAccounting to create Accounting Flexfields that meet your business needs.

When you run AutoAccounting, Receivables:

- Assigns valid Accounting Flexfields to your invoices and credit memos.
- Automatically generates valid Accounting Flexfields for your Freight, Receivable, Revenue, AutoInvoice Clearing, Tax, Unbilled Receivable, and Unearned Revenue Accounts.
- Controls how your Accounting Flexfields are created and defined.

Automatic Accounting Flexfield Creation

Receivables automatically creates default Accounting Flexfields for your revenue, freight, receivable, and tax accounts for each invoice and credit memo. AutoAccounting also creates the proper unearned revenue or unbilled receivable accounting entries you need when you use invoicing and accounting rules. You can quickly enter your invoices and credit memos without worrying about entering the correct account.

User Definable Structure

AutoAccounting lets you determine how to create your Accounting Flexfields. For each Accounting Flexfield segment, you can choose to use a constant value or have Receivables derive it from a specific table. For example, you may have a four–segment Accounting Flexfield like this: 01–100–2025–345. With AutoAccounting, you can specify that the first segment is a constant, the second segment is determined by the salesperson, the third segment is determined by the transaction type, and the fourth segment is determined by the product.

User Changeable Defaults

AutoAccounting always lets you override the default Accounting Flexfields.

See Also

AutoAccounting Structure: page 6 – 132

How to Use AutoAccounting: page 6 – 135

AutoAccounting: page 2 – 117

AutoAccounting Structure

Receivables automatically creates default Accounting Flexfields for your Freight, Receivable, Revenue, Autoinvoice Clearing, Tax, Unbilled Receivable, and Unearned Revenue Accounts. You must define your AutoAccounting structure before you can enter invoices and credit memos and you can only define one structure for each account type.

AutoInvoice Clearing Account

AutoInvoice uses the AutoInvoice Clearing account for your imported transactions. Receivables uses the AutoInvoice clearing account to store any differences between the specified revenue amount and the price times the quantity for imported invoice lines. Receivables only uses the AutoInvoice clearing account if you enabled the Create Clearing option for the batch source of your imported invoices; however, you must define a clearing account in either case. You can select constant, salesperson, transaction type, and standard item values for your AutoInvoice clearing account. If you select salesperson or standard item, the Revenue Flexfield that you specified in the setup window is used.

Freight

The freight account controls the account in your general ledger to which you post your freight amounts. You can use constant, salesperson, transaction type, and standard item values to specify your freight account. If you choose standard item, the Revenue Flexfield that you specified in the setup window is used. In addition, if you choose standard item you will not be able to import invoices with header level freight through AutoInvoice. If the transaction has a line type of ”LINE” with an inventory item of freight, ”FRT”,

AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

Receivable

The receivable account controls the account in your general ledger to which you post your receivable amounts. You can use transaction types, salespeople, and constant values to specify your receivable account.

Revenue

The revenue account controls the account in your general ledger to which you post your revenue amounts. You can use transaction types, standard items, salespeople, and constant values to specify your revenue account.

Tax

The tax account controls the account in your general ledger to which you post your tax amounts. You can use information from your tax codes, salesperson, transaction type, standard item, and constant values to specify your tax account. If you select salesperson or standard item, Receivables uses the Revenue Flexfield that you specified in the setup window.

Unbilled Receivable

Receivables uses the unbilled receivable account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables posts this amount to your unbilled receivable account. You can select constant, salesperson, transaction type, and standard item values for your unbilled receivable account. If you select standard item, Receivables uses the Revenue Flexfield that you specified in the setup window. If you select salesperson, Receivables uses the salesperson's Receivable Flexfield.

Unearned Revenue

Receivables uses the unearned revenue account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables posts this amount to your unearned revenue account. You can select constant, salesperson, transaction type, and standard item values for your unearned revenue account. If you select salesperson or

standard item, the Revenue Flexfield that you specified in the setup window is used.

Below is a chart showing what types of information you can use to create each type of account. (Rec) and (Rev) indicate if the account information will be taken from the corresponding Receivables or Revenue Accounting Flexfield.

Information Source / AutoAccounting Type	Constant	Sales–person	Trans–action Type	Standard Item	Tax Code
AutoInvoice Clearing Account	✔	✔(Rev)	✔	✔(Rev)	
Freight	✔	✔	✔	✔(Rev)	
Receivable	✔	✔	✔		
Revenue	✔	✔	✔	✔	
Tax	✔	✔(Rev)	✔	✔(Rev)	✔
Unbilled Receivable	✔	✔(Rec)	✔	✔(Rev)	
Unbilled Revenue	✔	✔(Rev)	✔	✔(Rev)	

Table 6 – 7 (Table 1 of 1)

If you set up AutoAccounting for AutoInvoice Clearing, Tax, or Unearned Revenue to be based on salesperson, Receivables uses the account segment from the Salesperson's Revenue Flexfield. If AutoAccounting for Unbilled Receivable is based on salesperson, Receivables uses the segment from the salesperson's Receivable Flexfield. If AutoAccounting for AutoInvoice Clearing, Tax, Unbilled Receivable, or Unearned Revenue is based on the standard item, Receivables uses the segment from the standard item's Revenue Accounting Flexfield.

> **Note:** If AutoInvoice Clearing, Revenue, Tax, Unbilled Receivable, or Unearned Revenue are based on Salesperson, and there are multiple salespersons, then multiple distributions will be created. For example, you have $100 of Unearned Revenue based on Salesreps, and you have two salesreps. One salesrep gets 60% revenue credit and the other gets 40%. Then, two distributions will be created for Unearned Revenue – one for $60 and the other for $40.

See Also

How to Use AutoAccounting: page 6 – 135

AutoAccounting: page 2 – 117

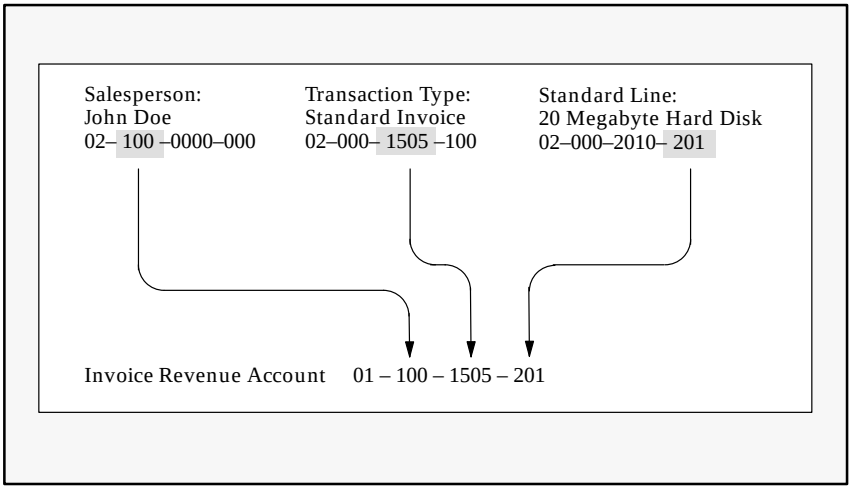
How to Use AutoAccounting

Define how you want Receivables to create your default Accounting Flexfields in the Automatic Accounting window. You can use this window to define the information source for each segment of your freight, receivable, revenue, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts. Below are two examples of how Receivables uses the AutoAccounting structure you define to determine your Accounting Flexfield defaults:

Example 1

If you want to define a four segment Revenue Flexfield, 00–000–0000–000 (Company–Cost Center–Account–Product), you can define AutoAccounting to create defaults for each segment. The first segment can be a constant 01, the second segment can come from the salesperson (John Doe), the third segment can come from the transaction type (Standard Invoice), and the fourth segment can come from the standard line (20 Megabyte Hard Disk). Salesperson John Doe enters a one line Standard Type invoice for a 20 Megabyte Hard Drive.

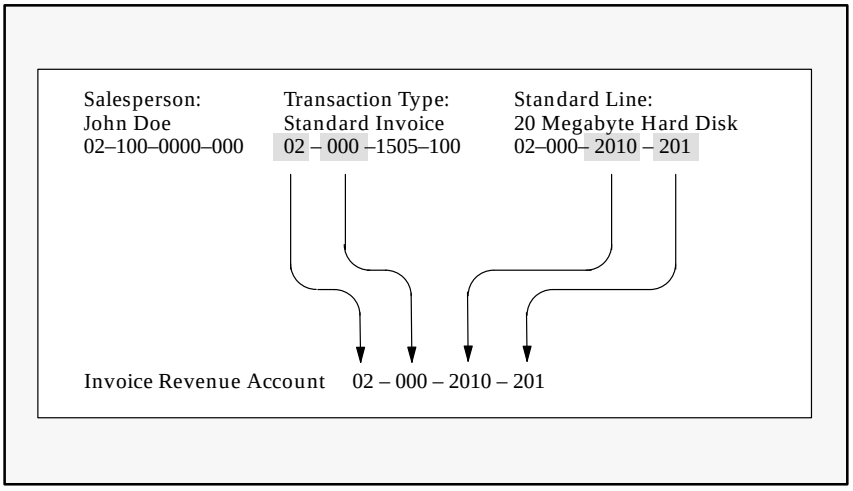
Figure 6 – 4



Example 2

If you want AutoAccounting to only use information from the transaction type (Standard Invoice) for segments 1 and 2, and standard line (consulting services) for segments 3 and 4, you can define your AutoAccounting structure to create the revenue Accounting Flexfield.

Figure 6 – 5



To implement AutoAccounting, define your AutoAccounting structure using the Automatic Accounting window. Then, define information for each salesperson, transaction type, product, and tax code for AutoAccounting to properly create your default accounts. If AutoAccounting cannot determine all of the Accounting Flexfield segments, it will create what it can and display an incomplete Accounting Flexfield. You must provide any missing Accounting Flexfield information before you can complete your transaction. See: AutoAccounting: page 2 – 117.

See Also

Using AutoAccounting: page 6 – 131

AutoAccounting Structure: page 6 – 132

Maintaining Your Transactions

After your transactions have posted to your general ledger, you can still update most information. Receivables maintains a complete audit trail of all the posted changes you make to your accounting entries. Receivables does not maintain an audit trail when you change a transaction that has not been posted.

Attention: Receivables stores information about your transactions in the table ar_change_matrix. Using SQL Plus to modify any Receivables forms, fields, or windows can adversely affect this table and the data it contains. For this reason, we recommend that you use caution when customizing your environment.

Delete Transactions

Depending on how your administrator has set up function security on your system, there are several ways you can delete transactions in Receivables. See: Function Security in Receivables: page C – 2. Transactions with no activity against them can be removed by one of the following methods:

- Delete the invoice in the Transactions window by choosing Delete Record from the Edit menu. This will delete the invoice and any lines.
- Void the invoice by changing the invoice's type in the Transaction window to a type with Open Receivables and Post to GL options set to No. This will delete the payment schedule and cancel distributions by removing the GL date.
- Reverse the distributions by creating a Credit Memo against the invoice.
- Delete the payment schedule by setting the Complete flag to No in the Transactions window. This will make the invoice inaccessible for payment or crediting.

Update Transactions

The following matrix lists changes you can make in the Transactions window to imported, manually entered, and copied transactions.

Note: By default, you cannot update the bill–to site information for invoices that have been posted or have activity against them. However, your system administrator can override this restriction in Receivables by creating the function

AR_CHANGE_BILL_TO_LOC and then adding it to the Transactions Workbench menus. For more information, see: *Oracle Applications System Administrator's Guide.*

HEADER LEVEL	In–complete	Complete	Rules	Printed	Activity	Posted
Invoice Number	No	No	No	No	No	No
Invoice Date	Yes	Yes	&Yes	@@	No	No
Complete	?Yes	?Yes	?Yes	?Yes	No	No
Document Number	!Yes	No	No	No	No	No
Ship Customer	?*Yes	?*Yes	?*Yes	*@@	*No	*No
Ship Address	?Yes	?Yes	?Yes	@@	No	No
Ship Contact	Yes	Yes	Yes	@@	Yes	Yes
Tax Location	~No	~No	~No	~No	~No	~No
Bill Customer	?*$Yes	?*$Yes	?*$Yes	*$@@	$No	$No
Bill Address	?$Yes	?$Yes	?$Yes	$@@	$No	$No
Bill Contact	$Yes	$Yes	$Yes	$@@	$Yes	$Yes
Cross Reference To	Yes	Yes	Yes	Yes	Yes	Yes
Commitment	Yes	No	No	No	No	No
Invoice Type	?$Yes	?$Yes	?$Yes	?$Yes	$No	$No
Agreement	Yes	Yes	Yes	Yes	Yes	Yes
Source	No	No	No	No	No	No
GL Date	Yes	Yes	&Yes	Yes	No	No
Terms	Yes	Yes	Yes	@@	No	Yes
PO Number	Yes	Yes	Yes	@@	Yes	Yes
Payment Method	bYes	bYes	bYes	bYes	bYes	bYes
Salesperson	Yes	Yes	Yes	@@	Yes	Yes
Remit To	Yes	Yes	Yes	@@	Yes	Yes
Transaction Flex	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes
Desc. Flex	Yes	Yes	Yes	Yes	Yes	Yes
Default Exempt	Yes	Yes	Yes	Yes	Yes	Yes
Print Option	Yes	Yes	Yes	Yes	Yes	Yes
PO Revision	Yes	Yes	Yes	Yes	Yes	Yes
PO Date	Yes	Yes	Yes	Yes	Yes	Yes
Invoicing Rule	No	No	No	No	No	No
Freight Charge	Yes	Yes	Yes	@@	No	No

Table 6 – 8 Header Transaction Fields (Table 1 of 2)

HEADER LEVEL	In–complete	Complete	Rules	Printed	Activity	Posted
Ship Via	Yes	Yes	Yes	@@	Yes	Yes
Ship Date	Yes	Yes	Yes	@@	Yes	Yes
Waybill	Yes	Yes	Yes	Yes	Yes	Yes
FOB Point	Yes	Yes	Yes	Yes	Yes	Yes
Freight Trx Flex	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes
Freight Trx Code	Yes	Yes	Yes	Yes	Yes	No
Sold To Customer	Yes	Yes	Yes	Yes	Yes	Yes
Sales Territory	Yes	Yes	Yes	Yes	Yes	Yes
Currency	$Yes	$Yes	$Yes	$@@	$No	$No
Rate Date	$Yes	$Yes	$Yes	$Yes	$No	$No
Exchange Rate	$Yes	$Yes	$Yes	$Yes	$No	$No
Exchange Rate Type	$Yes	$Yes	$Yes	$Yes	$No	$No
Customer Bank Fields	Yes	Yes	Yes	Yes	No	Yes
Receivables Acct	Yes	Yes	Yes	Yes	No	No
Freight Acct	Yes	Yes	Yes	Yes	No	No
Special Instr.	Yes	Yes	Yes	@@	Yes	Yes
Comments	Yes	Yes	Yes	Yes	Yes	Yes

Table 6 – 8 Header Transaction Fields (Table 2 of 2)

LINE LEVEL	In–complete	Complete	Rules	Printed	Activity	Posted
Line Number	Yes	Yes	Yes	@@	No	Yes
Item Flex	?$Yes	?$Yes	?$&Yes	$@@	$No	$No
Standard Memo Line	$Yes	$Yes	$&Yes	$@@	$No	$No
Description	?Yes	?Yes	?Yes	@@	?No	No
Transaction Flex	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes
Quantity	?$Yes	?$Yes	?$&Yes	$@@	$No	$No
Unit of Measure	Yes	Yes	Yes	Yes	Yes	Yes
Tax Override	Yes	Yes	&Yes	@@	No	No
Desc. Flex	Yes	Yes	Yes	Yes	Yes	Yes
Price	?$Yes	?$Yes	?$&Yes	$@@	$No	$No
Order Number	Yes	Yes	Yes	@@	Yes	No
Order Date	Yes	Yes	Yes	Yes	Yes	No
Order Revision	Yes	Yes	Yes	Yes	Yes	Yes
Order Line	Yes	Yes	Yes	Yes	Yes	No
Sales Channel	Yes	Yes	Yes	Yes	Yes	Yes
Reason	Yes	Yes	Yes	Yes	Yes	Yes
Transaction Code	Yes	Yes	Yes	Yes	Yes	No
Accounting Rule	Yes	&Yes	&Yes	&@@	No	No
Num of Acct Periods	Yes	&Yes	&Yes	&@@	No	No
First GL Date	Yes	&Yes	&Yes	&@@	No	No
Delete Lines	?Yes	?Yes	?&Yes	@@	No	No
Add Lines	?Yes	?Yes	?a&Yes	@@	No	No

Table 6 – 9 **Item Line Transaction Fields (Table 1 of 1)**

TAX LINE	In–complete	Complete	Rules	Printed	Activity	Posted	AutoTax	Non–Ad Hoc
Line Number	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Precedence No.	?Yes	?Yes	?&Yes	@@	No	No	?Yes	Yes
Tax Code	?Yes	?Yes	?&Yes	@@	No	No	?Yes	Yes
Tax Rate	?Yes	?Yes	?&Yes	@@	No	No	?Yes	No
Tax Amount	?Yes	?Yes	?&Yes	@@	No	No	?Yes	No
Trx.Flex	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes
Desc. Flex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Delete Line	?Yes	?Yes	?&Yes	@@	No	No	No	?Yes
Add Line	?Yes	?Yes	?&Yes	@@	No	No	n/a	n/a

Table 6 – 10 **Tax Line Transaction Fields (Table 1 of 1)**

The 'AutoTax' column above refers to tax lines that are automatically calculated by Receivables. For example, if the tax line is automatically calculated by Receivables, you can update the line number, but you cannot delete the tax line.

The 'Non–Ad Hoc' column above refers to tax lines that do not have an ad hoc tax code, where it is a sales tax line, or where the profile option 'Tax: Allow Ad Hoc Tax Changes' is set to No. For example, if the 'Tax: Allow Ad Hoc Tax Changes' profile option is set to No, you can update the tax code, but you cannot delete the tax line.

SALES CREDIT LINE	In–complete	Complete	Rules	Printed	Activity	Posted
Salesperson	Yes	Yes	Yes	Yes	^Yes	Yes
Revenue %/Amt	Yes	Yes	Yes	Yes	^Yes	Yes
Non–Revenue %/Amt	Yes	Yes	Yes	Yes	^Yes	Yes
Add Line	Yes	Yes	Yes	Yes	^Yes	Yes
Delete Line	Yes	Yes	Yes	Yes	^Yes	Yes

Table 6 – 11 **Sales Credit Line Transaction Fields (Page 1 of 1)**

DISTRIBUTION	In–complete	Complete	Rules	Printed	Activity	Posted
ACCT. DISTRIBUTION POSTED						
Percent/Amount	$Yes	$Yes	$No	$Yes	$Yes	$Yes
Account	$Yes	$Yes	$Yes	$Yes	a$Yes	$Yes
Delete Line	$Yes	$Yes	$No	$Yes	$No	$No
Add Line	$Yes	$Yes	$No	$Yes	$No	$Yes
ACCOUNT SET DISTRIBUTIONS						
Percent/Amount	Yes	Yes	Yes	Yes	Yes	Yes
Account	$Yes	$Yes	$Yes	$Yes	$Yes	$Yes
Delete Line	Yes	Yes	Yes	Yes	Yes	Yes
Add Line	Yes	Yes	Yes	Yes	Yes	Yes

Table 6 – 12 **Distribution Line Transaction Fields (Table 1 of 1)**

FREIGHT LINE	In–complete	Complete	Rules	Printed	Activity	Posted
Amount	Yes	Yes	Yes	@@	No	No
Account	Yes	Yes	Yes	Yes	No	No
Transaction Flex	%Yes	%Yes	%Yes	%Yes	%Yes	%Yes
Desc. Flex	Yes	Yes	Yes	Yes	Yes	Yes
Delete Line	Yes	Yes	Yes	@@	No	No
Add Line	Yes	Yes	Yes	@@	No	No

Table 6 – 13 **Freight Line Transaction Fields (Table 1 of 1)**

Legend

***** You can only update this field if the profile option AR: Change Customer on Transaction is set to Yes.

& You can only change this field if you have not run the Revenue Recognition Program.

@@ You can only update this field if the system option AR: Allow Change to Printed Invoices is set to Yes.

~ This is a display–only field, but it can be updated if you update the customer or the address.

! You can only update this field if the sequence number is manual and the sequence has not been generated.

% You cannot update this field if this transaction was created by AutoInvoice.

^ You can only update this field if AutoAccounting does not depend on Salesperson.

a Not allowed if accounting method is Cash Basis.

$ You cannot update this field if this transaction type is a chargeback.

n/a This column is not applicable.

b Becomes No if any of the transaction's payment schedules are selected for automatic receipt but are not approved.

? You cannot update this field if the transaction is an on–account Credit Memo that has automatically calculated tax lines created by AutoInvoice.

See Also

Entering Transactions: page 6 – 2

Deposit Accounting

Below is an example of the accounting transactions that Receivables creates when you record a deposit and an invoice against this deposit.

Enter a deposit for ABC Company of $10,000. When you record this deposit you can enter AR Trade as the debit account and Unearned Revenue as the credit account. Receivables automatically creates the following accounting entry:

DR	AR Trade (Deposit)	$10,000	
CR	Unearned Revenue		$10,000

You can print the deposit invoice and mail it to your customer for payment. ABC Company receives the invoice and pays you the amount of the deposit.

ABC Company places an order for $500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for $500 and reference their $10,000 deposit. Receivables automatically creates the following accounting entry:

DR	AR Trade (Invoice)	$500	
CR	Revenue		$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the invoice. The result is an amount due in Accounts Receivable of $0 (Note: In our example the $500 invoice does not include tax and freight.) You can print and send this invoice to your customer to provide them with a record of the activity against their commitment. Receivables creates the following accounting entry to reflect this adjustment:

DR	Unearned Revenue	$500	
CR	AR Trade (Invoice)		$500

Therefore, ABC Company has no balance due for this $500 invoice, and an available commitment balance of $9,500.

Guarantee Accounting

Below is an example of the accounting transactions that Receivables creates when you record a guarantee and invoice against this guarantee.

Enter a guarantee for ABC Company. ABC Company agrees to purchase a specified amount of product from you, and you would like to track progress against this guarantee, and record it in your general ledger. The amount of this guarantee is $10,000. When you record this guarantee you can enter Unbilled Receivable as the debit account, and Unearned Revenue as the credit account. Receivables creates the following accounting entry:

DR	Unbilled Receivable	$10,000	
CR	Unearned Revenue		$10,000

You can print this guarantee in the form of an invoice if you wish.

ABC Company places an order for $500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for $500 and reference their $10,000 guarantee. Receivables automatically creates the following accounting entry:

DR	AR Trade	$500	
CR	Revenue		$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the guarantee. Therefore, ABC Company owes $500 for this invoice, and has an outstanding commitment balance of $9500. Receivables creates the following accounting entry to reflect this adjustment.

DR	Unearned Revenue	$500	
CR	Unbilled Receivable		$500

Commitment Transaction Types

Receivables creates adjusting accounting entries to reflect invoicing activity against your customer commitments based on transaction type. Receivables provides the following commitment transaction types:

Deposits The accounting reversal is made by creating a receivables adjustment in Accounts Receivable to the invoice for the total of the invoice lines. This adjustment has the effect of reducing the invoice's payment schedule by the amount of the invoiced items (tax and freight amounts are not deducted from the deposit balance) and creating the reversing accounting entries. If however, the amount of the invoice exceeds the remaining commitment balance, Receivables only creates a

receivables adjustment for the remaining commitment balance.

Guarantees The accounting reversal is made by creating a receivables adjustment in Accounts Receivable to the guarantee for the total of the invoice lines. This adjustment has the effect of reducing the guarantee's payment schedule by the amount of the invoiced items (tax and freight are not deducted from the commitment balance) and creating the reversing accounting entries. If however, the amount of the invoice exceeds the remaining commitment balance, Receivables only creates a receivables adjustment for the remaining commitment balance.

Define Your Commitment Transaction Types

You can define multiple transaction types with a class of either Deposit or Guarantee to classify or group your commitments for reporting purposes. Transaction types for commitments also provide additional control features, such as accounting controls, printing controls, and other defaults. You can define transaction types in the Transaction Types window. See: Transaction Types: page 2 – 86.

When you define transaction types for commitments, you can define them for both deposits and guarantees. The transaction type class determines whether it is of type deposit or guarantee.

Class The class is used to distinguish transaction types. When defining commitment types, use a class of either Deposit or Guarantee.

Open Receivable and Post to GL These fields control posting to your general ledger and the updating of customer balances. Receivables sets these fields to Yes when you define transaction types for commitments.

Allow Freight This field is used to control freight charges. Receivables sets this field to No when you define transaction types for commitments.

Tax Calculation This field controls tax charges. Receivables sets this field to No when you define transaction types for commitments.

Creation Sign This field is used to specify the creation sign of your transaction. This field is set to Positive Sign

when you define transaction types for commitments.

Natural Application Only Use this field to determine whether you want to restrict the direction of your transaction balances when applying payments. For example, if you invoke Natural Application and have an invoice with an amount due remaining of $300, you can only make applications that will reduce this amount towards zero. This field is set to Yes when you define transaction types for commitments.

Allow Overapplication This field determines whether you want to allow over applications against items with this transaction type. This field is set to No when you define transaction types for commitments.

Receivable Account and Revenue Account These are default accounts used by the Transactions window. You can accept these defaults or enter other accounts when you enter your commitments.

Invoice Type This is the transaction type used for invoices that reference a commitment. If you create a deposit, then all invoices that reference this deposit would be assigned to this invoice type. You should choose an invoice type that has Post to GL and Open Receivable set to Yes. Receivables displays a warning message if the invoice type you choose has Post to GL or Open Receivable set to No.

Credit Memo Type This is the transaction type used for credit memos that reference a commitment. If you create a deposit, then all credit memos that reference this deposit must be assigned to this credit memo type. You should choose a credit memo type that has Post to GL and Open Receivable set to Yes. Receivables displays a warning message if the credit memo type you choose has Post to GL or Open Receivable set to No.

Invoice Against Your Commitments

You can enter invoices against your deposits and guarantees by using the Transaction window or by importing your invoices using AutoInvoice. You can enter an invoice against an existing or related customer deposit or guarantee by navigating to the Commitment field

in the Transactions window. Enter the commitment number that you want to reference and Receivables automatically creates the adjusting accounting entries for you. You can review commitment activity for your customers using the Commitment Balance Report.

Overdraw Your Commitments

You can choose to enter orders or invoices for more than your customer's remaining commitment balance. For example, if your customer has a deposit with a remaining balance of $500 and has placed an order with you for $600, you can still reference that deposit. Receivables automatically creates a receivables adjustment in Receivables for $500, bringing the commitment balance to $0, leaving an amount due on the invoice of $100.

Calculate Your Commitment Balance

Your customer's commitment balance is available to you in several places within Receivables and is also available if you are using Oracle Order Entry. You can see the balance for a particular commitment when entering an order (if you are using Order Entry), a manual invoice, or a credit memo against a commitment, or by running the Commitment Balance Report. All transactions that reference a commitment or reference an invoice that references a commitment affect the balance of that commitment. The general formula for calculating the balance of a commitment at any given time is as follows:

Original Amount of Commitment:	$10,000
less: Invoices against commitment	$500
less: credit memos that reference invoices that reference commitments	<$250>
plus: credit memos against the commitment itself	<$100>
Resulting Commitment Balance:	$9,650

See Also

Commitment Balance Report: page 9 – 45

Entering Commitments: page 6 – 32

Accounting for Transactions: page 7 – 25

Commitments: page 7 – 45

Importing Invoice Information Using AutoInvoice

AutoInvoice is a powerful, flexible tool that lets you import and validate transaction data from other financial systems from which you can create invoices, debit memos, credit memos, and on–account credits. Receivables rejects transactions with invalid information to ensure the integrity of your data.

You can run AutoInvoice together with Customer Interface or separately.

> **Note:** The Oracle Order Entry Receivables Interface program transfers transaction information from Oracle Order Entry into the AutoInvoice tables. For more information, see: Receivables Interface in the *Oracle Order Entry/Shipping User's Guide*.

See Also

Importing Transactions Using AutoInvoice: page 6 – 73

Overview of AutoInvoice: page 6 – 151

Importing Data From Your Feeder System: page 6 – 157

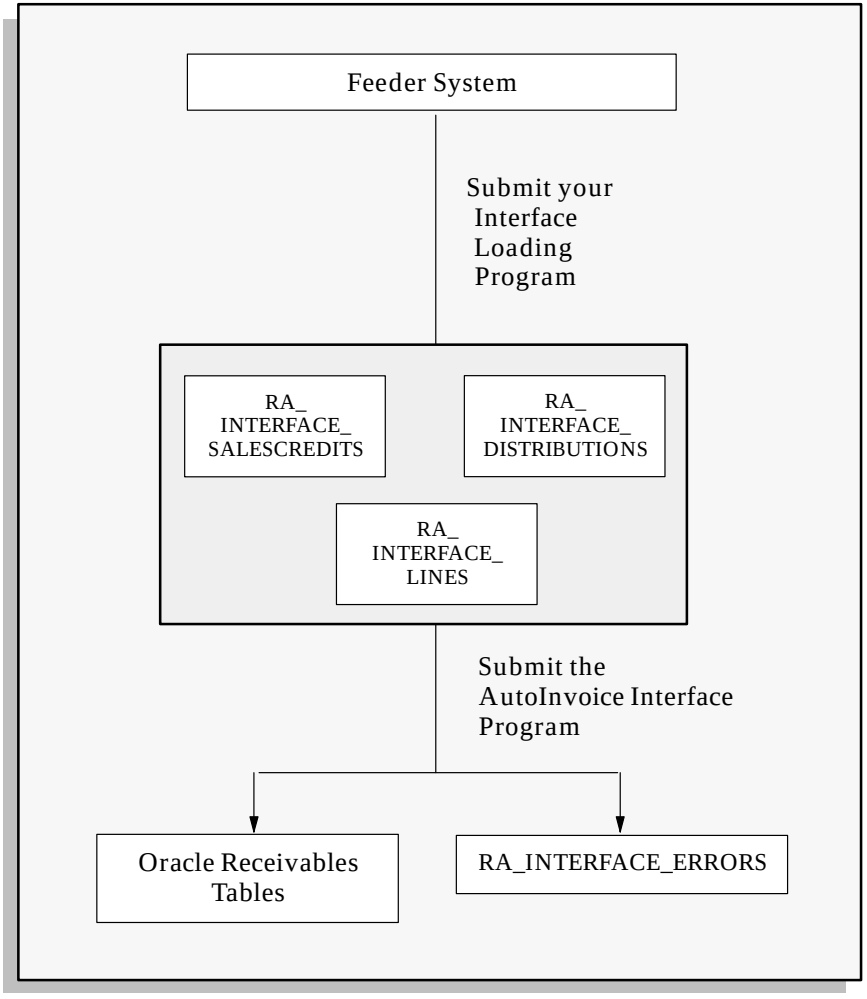
AutoInvoice Validation: page 6 – 159

Using AutoInvoice: page 6 – 161

Overview of AutoInvoice

The following diagram shows how transaction information is imported into your Receivables tables.

Figure 6 – 6 Importing transaction information using AutoInvoice



See Also

Preparing Receivables: page 6 – 152

Importing Data From Your Feeder System: page 6 – 157

Importing Transactions Using AutoInvoice: page 6 – 73

Table and Column Descriptions: page 6 – 196

Preparing Receivables

To ensure that the AutoInvoice program works properly, you should prepare Receivables for any new data that you want to import. If your original system uses any setup data which is not yet defined in Receivables, you must define this data within Receivables before using AutoInvoice. Pay particular attention to the following setup data:

- Add currencies to Receivables if your original system uses currencies not yet defined in Receivables.
- Add or update tax rates assigned to tax codes that are not defined in Receivables.
- Add or update tax rates associated with products shipped to specific addresses.
- Add or update full or partial customer and item tax exemptions.
- Add Freight on Board (FOB) codes to Receivables if your original system uses FOB point codes not yet defined in Receivables. Define FOB point codes in the Receivables QuickCodes window with a QuickCodes type of FOB.
- Add freight carrier codes to Receivables if your original system uses freight carriers not yet defined in Receivables.
- Add payment terms to Receivables if your original system uses payment terms not yet defined in Receivables.
- Add transaction types to Receivables if your original system uses transaction types not yet defined in Receivables.
- Add batch sources to Receivables if your original system uses batch sources not yet defined in Receivables.
- Add salespersons to Receivables if your original system uses salespersons not yet defined in Receivables.
- Add accounting rules to Receivables if your original system uses accounting rules that are not yet defined in Receivables.
- Add units of measure to Receivables if your original system uses units of measure not yet defined in Receivables.

Accounting Flex Tuning Segment

If you want to increase the performance of AutoInvoice and indices already exist for the GL_CODE_COMBINATIONS table, use the value that you specified for your index as your Accounting Flexfield tuning segment. If you defined a concatenated index use the first column of your concatenated index.

If no indices exist for the GL_CODE_COMBINATIONS table, enter the segment with the most distinct values for your Accounting Flexfield tuning segment. Use the System Options window to define your Accounting Flexfield tuning segment.

System Items Tuning Segment

If you want to increase the performance of AutoInvoice and indices already exist for the MTL_SYSTEM_ITEMS table, use the value that you specified for your index as your System Items Flexfield tuning segment. If you defined a concatenated index, use the first column of your concatenated index.

If no indices exist for the MTL_SYSTEM_ITEMS table, enter the segment with the most distinct values for your System Items Flexfield tuning segment. Use the System Options window to define your System Items Flexfield tuning segment.

Territory Tuning Segment

If you want to increase the performance of AutoInvoice and indices already exist for the RA_TERRITORIES table, use the value that you specified for your index as your Territory Flexfield tuning segment. If you defined a concatenated index use the first column of your concatenated index.

If no indices exist for the RA_TERRITORIES table, enter the segment with the most distinct values for your Territory Flexfield tuning segment. Use the System Options window to define your Territory Flexfield tuning segment.

SQL Trace

In the System Options window, specify whether you want to activate SQL trace for AutoInvoice. You might want to use SQL trace for troubleshooting if AutoInvoice is running slowly.

Purge Interface Tables

In the System Options window, specify whether you want to run the AutoInvoice Purge program immediately after AutoInvoice has completed. If you want to run the AutoInvoice Purge program later, you can access the AutoInvoice Purge program in the Submit Requests window. Receivables only deletes the records that have successfully transferred into permanent Receivables tables.

Max Memory (in bytes)

In the System Options window, you can enter the maximum amount of memory that you want to allocate AutoInvoice for validation. The default is 65535 bytes. Enter a lower number if the message 'Failed to allocate memory for scratch_memory' displays when you run AutoInvoice. Enter a higher number if the message 'The given piece of memory is not large enough to hold a single row' displays.

Log File Message Level

In the System Options window, enter a number from 0 to 3 that represents the amount of detail you want displayed in the AutoInvoice log file.

Message Level 0 gives the following entries in the log file:

Product Version
Program Name
AutoInvoice Start Time
AutoInvoice Concurrent Request Arguments
Error and Warning Messages
AutoInvoice End Time
AutoInvoice Logical Steps

Message Level 1 gives you all of the above entries plus:

Time–Stamped function labels

Message Level 2 gives you all of the above entries plus:

Sizes of Allocated Arrays
Dynamic SQL Statements
Number of Rows Updated, Inserted and Deleted

Message Level 3 gives you all of the above entries plus:

Method IV SQL Array Values

Accounting Flexfield Segment Values

Add Accounting Flexfield segment values to Receivables if your original system uses values not yet defined in Receivables. Enter the name of the Accounting Flexfield segment for which you want to add a value, and the segment value itself. Be sure to enable the segment value.

Transaction Flexfield

Receivables uses the Transaction Flexfield to uniquely identify each transaction and transaction line you import through AutoInvoice. Transaction Flexfields are also used to refer to and link transaction lines.

To define the line–level Transaction Flexfield, query 'Line Transaction Flexfield' in the Title field of the Descriptive Flexfield Segments window and enter the context and segments associated with this Transaction Flexfield. To define the Transaction Flexfield at the header–level, query 'Invoice Transaction Flexfield' and enter the context and segments associated with this Transaction Flexfield. All segments in the line level transaction flexfield that refer to header information must also exist in the header level transaction flexfield. For example if you define a line–level Transaction Flexfield with 4 segments and only the last 2 segments refer to line–level information, define the header Transaction Flexfield using the first two segments. You must define both the line–level and header–level Transaction Flexfield.

If you do not create Reference and Link–to transaction flexfields, then Receivables will use your Line Transaction Flexfield structure to link and reference different lines. You do not have to define separate Reference and Link–to transactions in this case.

However, if you are planning to create a customized form to enter interface data which will display the Reference and Link–to Transaction Flexfields, then you must define Transaction Flexfields in the Descriptive Flexfield Segments window. These flexfields must have the same flexfield structures as the line–level Transaction Flexfield. See: Transaction Flexfields: page 6 – 178.

Territory Flexfield

If you use territories, you should create your territory flexfield structure before using AutoInvoice.

Line Ordering Rules

Define ordering rules used by AutoInvoice to determine how to order your transaction lines. AutoInvoice randomly orders lines on your transaction if you do not define line ordering rules. See: AutoInvoice Line Ordering Rules: page 2 – 102.

Grouping Rules

Define additional grouping rules or update the default grouping rule provided by Receivables. AutoInvoice uses grouping rules to determine how to create your transactions. Grouping rules are required if you use AutoInvoice.

AutoInvoice uses the following hierarchy when determining the grouping rule to use:

- Transaction batch source
- Customer site level
- Customer profile level
- System Options window

See: Grouping Rules: page 2 – 104.

Attention: To be able to use the information that you pass in your header Transaction Flexfield, you must group by the segments that make up your header Transaction Flexfield.

Sales Tax Location Flexfield Structure

Define your Sales Tax Location Flexfield structure if you are going to charge your customers location based tax and you do not want to use one of the seeded Location Flexfield structures provided by Receivables. See: Defining a Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

Locations and Tax Rates

Add or update locations and their associated tax rates if your tax method is Sales Tax and your original system uses locations not defined in Receivables. You can either use the Tax Locations and Rates window to manually add new locations or use the Sales Tax Rate Interface program to import locations and tax rates provided by a tax service. See: Tax Codes and Rates: page 2 – 209 and Integrating Receivables Applications Tax Information Using Sales Tax Rate Interface in the *Oracle Receivables Tax Manual*.

If your tax method is VAT (Value Added Tax) and you are validating your customers' addresses, add or update locations if your original system uses locations not defined in Receivables.

AutoAccounting

You must set up Receivables' AutoAccounting feature before you run AutoInvoice. AutoAccounting determines default revenue, receivable, freight, tax, unbilled, unearned, and suspense accounts for your invoices. See: AutoAccounting: page 2 – 117.

Salesperson

Add salespersons to Receivables if your original system uses salespersons that are not yet defined in Receivables. See: Salespersons: page 2 – 111.

See Also

Importing Data From Your Feeder System: page 6 – 157

Transaction Flexfields: page 6 – 178

Using Grouping Rules to Create Transactions: page 6 – 184

Importing Data From Your Feeder System

Your on–site MIS personnel or Oracle consultant must first write a custom feeder program that transfers transaction data from your original system into Receivables AutoInvoice Interface tables. Your feeder program must convert data from your original system into a standard data format that AutoInvoice can read. AutoInvoice can then convert your imported data into Receivables invoices, credit memos, on–account credits and debit memos.

Writing a Feeder Program

The type of environment from which you want to transfer your data determines the type of feeder program you need to write. For example, you can use SQL*Loader, SQL*Report, PL/SQL, or Pro*C to write a

feeder program to transfer transaction data from a non–Oracle system. Or, you can write a conversion program to transfer historical data from your previous accounting system.

Selecting an Import Utility

SQL*Loader and SQL*Report are powerful and easy–to–use tools that should be able to accommodate all of your import needs. However, depending on the complexity of your import program, you may also want to use Oracle's Pro* language products such as Pro*C, Pro*Cobol and Pro*Fortran to write the program.

Understanding the Interface Tables

Receivables uses the following tables to temporarily store the data you transfer from other systems:

- RA_INTERFACE_LINES
- RA_INTERFACE_SALESCREDITS
- RA_INTERFACE_DISTRIBUTIONS

AutoInvoice uses a fourth table, RA_INTERFACE_ERRORS, to store information about interface data that failed validation. For a detailed description of these tables, see: Table and Column Descriptions: page 6 – 196.

See Also

AutoInvoice Validation: page 6 – 159

Passing Payment Methods and Customer Bank Accounts: page 6 – 165

Importing Tax Lines: page 6 – 168

Importing Invoices with Rules: page 6 – 172

Importing Credit Memos: page 6 – 174

Finance Charges: page 6 – 175

Integrating Oracle Order Entry with Oracle Receivables (*Oracle FInancials and Oracle Public Sector Financials Open Interfaces Manual*)

AutoInvoice Validation

AutoInvoice validates your data for compatibility with Receivables. It ensures that the columns in Receivables' Interface tables reference the appropriate values and columns in Receivables. To learn more about the validation AutoInvoice performs for each column in the AutoInvoice tables, see: Table and Column Descriptions: page 6 – 196.

Existence

For some columns, AutoInvoice ensures that the values are already defined in Receivables. However, AutoInvoice does not validate against any effectivity date or status.

Batch Sources

You do not have to pass values for all of the fields that are referenced in the Transaction Sources window. If you want AutoInvoice to ignore any of these values for a specific batch source, you can set the field to 'None' in the Transaction Sources window. You use transaction batch sources that have a type of 'Imported' when importing transactions into Receivables. See: Transaction Batch Sources: page 2 – 96.

Uniqueness

AutoInvoice ensures that the invoice number you supply is unique within a given batch source and the document number you supply is unique within the associated sequence type.

AutoInvoice also ensures that the Transaction Flexfield you supply is unique. For more information, refer to Transaction Flexfields: page 6 – 178.

Precision

Precision is the number of digits to the right of the decimal point that are used in regular currency transactions. AutoInvoice ensures that the amount and the accounted amount you supply have the correct precision for a given currency.

Cross Validation

AutoInvoice ensures that certain column values agree with each other. These values can be within an interface table or multiple interface tables.

For example, if you specify in your batch source that you do not want to use accounting rules, AutoInvoice ignores any values you supply for invoicing rule, accounting rule, and accounting rule duration. However, if you do import transactions that use accounting rules, AutoInvoice requires that these transactions also include an invoicing rule.

Validation for Lines With Rules

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

For more information, see: Importing Invoices with Rules: page 6 – 172.

Create Transactions with Invalid or Incorrect Data

You can specify whether AutoInvoice will reject or partially create transactions that have an invalid line, invalid tax rate, or a GL date in a closed period. For example, you import an invoice with three invoice lines and one of the lines is invalid. If the value of the Invalid Line field for this batch source is set to 'Create Invoice', AutoInvoice will create the invoice with only the two valid lines. You can then use the Transaction window to add the line that was rejected. If Invalid Line is set to 'Reject Invoice,' AutoInvoice will not import this transaction or any of its lines into the interface tables. Transactions that fail validation appear in the AutoInvoice Validation report.

The values you enter in the AutoInvoice Processing Options alternative region of the Transaction Sources window determine how AutoInvoice will process transactions with invalid data. See: Transaction Batch Sources: page 2 – 96.

See Also

Using AutoInvoice: page 6 – 161

Determining Dates: page 6 – 189

Validating Dates: page 6 – 193

Using AutoInvoice

AutoInvoice Purge Program

You can choose whether to delete data from the AutoInvoice Interface tables once it has been validated and transferred into Receivables. If you want AutoInvoice to automatically delete the data, check the Purge Interface Tables check box in the System Options window. If you want to delete data from the AutoInvoice Interface tables later, do not check this check box. You can choose to run the AutoInvoice Purge program at any time from the Run AutoInvoice window.

The AutoInvoice Purge program and the Purge Interface Tables system option only delete data that has been validated and successfully transferred into Receivables.

Calculating Tax

AutoInvoice provides the functionality you need to meet your sales tax and other taxing requirements, such as Value Added Tax (VAT). You can either pass tax code lines, tax exempt lines or have AutoInvoice automatically determine your tax rates using the hierarchy determined by the tax calculation flow charts. See: Overview of Calculating Tax in the *Oracle Receivables Tax Manual*. If AutoInvoice determines your tax rates, it will take into account any customer or item tax exemptions or item tax exceptions.

Transactions in Closed Accounting Periods

Use AutoInvoice to pass transactions in closed accounting periods. Receivables automatically uses the first day of the next open accounting period as your default date to determine your accounting distributions. See: Adjusting General Ledger Dates: page 6 – 195.

Creating Transactions

AutoInvoice creates invoices, debit memos, credit memos and on–account credits using the grouping and invoice line ordering rules you specify. AutoInvoice verifies that your data is valid before it creates transactions in Receivables.

Deriving Invoice and Accounting Dates

AutoInvoice lets you choose how you want to determine invoice and accounting dates for your transactions. Your feeder program can either load these dates directly into the interface tables or, if you leave the date fields empty, Receivables will determine your invoice and accounting dates using a straightforward algorithm. See: Determining Dates: page 6 – 189.

Invoices Against Commitments

AutoInvoice lets you create invoices against commitments in the same way you would with a manually entered invoice.

Running AutoInvoice

You submit AutoInvoice using the Run AutoInvoice window. If AutoInvoice converts your transaction data into the required data format, and all of the data passes validation in Receivables, then you can run AutoInvoice in one step. However, if your feeder program loads the interface tables with invalid data, AutoInvoice informs you of the validation errors in both the AutoInvoice Processing and AutoInvoice Validation reports. In this case, you must correct any errors by modifying data in the interface tables and then rerun AutoInvoice on the corrected data. See: Importing Transactions Using AutoInvoice: page 6 – 73.

Receivables lets you treat transactions created by AutoInvoice the same as you would those entered manually through Receivables windows.

Execution Phases

AutoInvoice can be divided into three major phases: pre–grouping, grouping, and transfer.

In the **pre–grouping** phase, AutoInvoice validates all of the line–level data as well as any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid and validating that only one freight account exists for each freight line passed.

In the **grouping** phase, AutoInvoice groups lines based on the grouping rules and validates header–level data that is dependent on how your lines are grouped. Some examples include validating the over–application rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment.

In the **transfer** phase, AutoInvoice validates information that exists in Receivables tables, such as tax defaulting and AutoAccounting data.

Reviewing the AutoInvoice Execution and Validation Reports

Use the AutoInvoice Execution Report to review summary information about your transactions. AutoInvoice automatically creates this report each time you run AutoInvoice. The AutoInvoice Execution report lists the total number of transaction, sales credit, and distribution lines that were successfully imported, as well as those that failed. See: AutoInvoice Validation: page 6 – 159.

> **Note:** It is possible to have the number of Successfully Processed lines be less than the number Selected and have no lines that Failed Validation. This will occur when a credit memo for an invoice and the invoice itself are submitted in the same batch and the credit memo is selected first. Since the invoice has not been processed yet, the credit memo will go unprocessed during this import but will not fail. The unprocessed credit memo remains in the interface table and will be processed the next time you submit AutoInvoice. In this example, the Interface Lines section of the execution report would appear as follows:
>
> Selected: 9
>
> Successfully Processed: 8
>
> Failed Validation: 0

AutoInvoice also automatically generates the AutoInvoice Validation Report if you have records that failed validation. This report displays all error messages associated with each transaction, sales credit, and distribution line that failed validation. You can use this information to identify which transactions need to be fixed. Refer to the next section, Correcting Errors: page 6 – 164.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre–grouping phase, AutoInvoice will display all error messages encountered in the pre–grouping phase. Likewise, if a line is already in the transfer phase when it fails, AutoInvoice will display all error messages encountered in the transfer phase.

If you encounter sales credit or distribution errors, AutoInvoice prints a separate section for these errors. These sections will display below each line.

Lastly, a Summary of Transactions Rejected section is printed at the end of the report. See: AutoInvoice Reports: page 6 – 75.

Correcting Errors

You can correct errors based on the error messages you receive in the AutoInvoice Validation Report. You may need to make changes in Receivables or in your feeder program. For example, if you receive an error message explaining that the salesperson you specified for an invoice does not exist in Receivables, you can add the salesperson to Receivables or fix your feeder program to only transfer salespersons that Receivables recognizes.

Transaction Flexfields

AutoInvoice provides you with a way to uniquely identify each transaction you import into Receivables. Use Transaction Flexfields to capture information that will help you trace transactions from Receivables back to the systems from which they originated.

AutoInvoice ensures that each Transaction Flexfield is unique so you can refer to previously processed transactions. For example, if you are importing a credit memo, you would use the Transaction Flexfield of the credit memo to refer to the transaction being credited. You can also use Transaction Flexfields to link transaction lines to other transaction lines and to tax and freight lines. See: Transaction Flexfields: page 6 – 178.

See Also

Passing Payment Methods and Customer Bank Accounts: page 6 – 165

Importing Transactions Using AutoInvoice: page 6 – 73

Importing Invoice Information into Receivables Using AutoInvoice: page 6 – 150

Importing Freight Lines: page 6 – 167

Importing Tax: page 6 – 168

Passing Payment Methods and Customer Bank Accounts

All references to parent customer information in this section are only applicable if the Bill–To customer has only one parent and the relationship is not reciprocal. For example, if the Bill–To customer for the line has more than one parent, lines 1 & 2 below will not apply.

Payment Methods

Regardless if you are passing manual or automatic payment methods, AutoInvoice validates that the payment method belongs to the Bill–To customer / site or the parent of the Bill–To customer / site, if it has one. Additionally, the payment method must have at least one bank account in the currency of the transaction or its Receipts Multi–Currency flag must be set to Yes.

If you do not pass a payment method, AutoInvoice defaults one using the following hierarchy:

1. Primary payment method assigned to the primary site for the parent
2. Primary payment method assigned to the parent customer
3. Primary payment method assigned to the Bill–To site for the line
4. Primary payment method assigned to the Bill–To customer for the line

Customer Bank Accounts

If you are passing a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice validates that the customer bank account belongs to one of the following, otherwise the line is rejected:

1. Bank account assigned to the primary site for the parent
2. Bank account assigned to the parent customer
3. Bank account assigned to the Bill To site for the line
4. Bank account assigned to the Bill To customer for the line

If you do not pass a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice defaults one using the following hierarchy:

1. Primary bank account assigned to the primary site for the parent
2. Primary bank account assigned to the parent customer

3. Primary bank account assigned to the Bill–To site for the line

4. Primary bank account assigned to the Bill–To customer for the line

If AutoInvoice is unable to default a customer bank account, the line is rejected.

AutoInvoice uses the customer bank account to determine whether the paying customer is the parent or the Bill–To customer. If the paying customer is the Bill–To customer, the paying site is the Bill To site. If the paying customer is the parent, the paying site is the primary Bill–To site of the parent. Customer bank accounts are not used for manual payment methods.

See Also

Importing Freight Lines: page 6 – 167

Importing Tax: page 6 – 168

Payment Methods: page 2 – 151

Defining Banks: page 2 – 188

Importing Freight Lines

AutoInvoice lets you pass freight lines as individual transactions or as references to other transactions. The RA_INTERFACE_LINES, LINK_TO_LINE_ATTRIBUTE1–15, and LINK_TO_LINE_CONTEXT columns determine whether a freight line will become an individual freight–only transaction, or part of another transaction.

To pass a freight line that refers to another transaction line, enter the Line Transaction Flexfield of the transaction to which you want this freight line to refer. To pass freight lines, RA_INTERFACE_LINES.LINE_TYPE must be set to 'FREIGHT'.

To pass a freight–only line, enter a Line Transaction Flexfield that refers to a 'dummy' line. This 'dummy' line must have a value in RA_INTERFACE_LINES.MEMO_LINE_ID or RA_INTERFACE_LINES.MEMO_LINE_NAME, and the memo line must have AR_MEMO_LINES.LINE_TYPE = 'FREIGHT'. In addition, the Quantity, Unit Price, and Amount fields for this line must be null or zero.

Using AutoAccounting for Freight

If AutoAccounting for Freight is based on Standard Lines, you will not be able to import invoices with header level freight. All freight lines in this case must be associated with a standard line for AutoAccounting to determine the account. If the transaction has a line type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

Importing Multiple Header Freight Lines

AutoInvoice ensures that there is at most one freight line for an imported invoice, or at most one freight line per transaction line, but not both. If multiple header freight lines applied to one invoice have been imported, AutoInvoice will validate that all of the freight lines apply to the same freight account and consolidate them to one line. This consolidated freight line will be the only freight line for this invoice that is passed to the core receivables tables. If all of the freight lines do not apply to the same freight account, AutoInvoice will reject the invoice.

Audit Trail for Consolidated Freight Lines

The log file generated by AutoInvoice will list the following freight attributes for auditing purposes:

- customer_trx_id
- interface_line_id of the freight line chosen for consolidation
- sum of the freight amounts

See Also

Entering Freight Information: page 6 – 16

Importing Tax Lines: page 6 – 168

AutoAccounting: page 2 – 117

Freight Carriers: page 2 – 76

Importing Tax Lines

AutoInvoice gives you flexibility to handle all of your taxing needs. If your tax method is VAT, you can either pass tax lines through the AutoInvoice interface tables or have Receivables automatically calculate your tax lines for you. If your tax method is Sales Tax, Receivables will always calculate tax for you. However, you can choose to pass additional tax lines with tax codes of type VAT or Sales Tax.

Passing Tax Lines Through AutoInvoice

AutoInvoice lets you pass tax lines as individual transactions or as references to other transactions. If you are passing tax lines, you can only pass tax lines associated with tax codes of type VAT or Sales Tax. The RA_INTERFACE_LINES.LINK_TO_LINE_ATTRIBUTE1–15 and RA_INTERFACE_LINES.LINK_TO_LINE_CONTEXT columns will determine whether a tax line will become an individual tax only transaction or part of another transaction.

To pass a tax line that refers to another transaction line, enter the Line Transaction Flexfield of the transaction to which you want this tax line

to refer. To pass tax lines, RA_INTERFACE_LINES, LINE_TYPE must be set to 'TAX'.

If you want to pass a tax–only line, enter a Line Transaction Flexfield that refers to a 'dummy' line. This 'dummy' line must have a value in RA_INTERFACE_LINES.MEMO_LINE_ID or RA_INTERFACE_LINES.MEMO_LINE_NAME and the memo line must have AR_MEMO_LINES.LINE_TYPE = 'TAX'. In addition, the Quantity, Unit Price, and Amount fields for this line must be null or zero.

Tax lines with precedence numbers can be passed through AutoInvoice by providing a value for the TAX_PRECEDENCE column. For example, to associate 5 tax lines with an invoice line where one line is non–precedent, 2 lines have a precedence of 1, and the remaining 2 are precedence 2. Your interface table values for the line type, tax code, and tax precedence columns would look like this:

LINE_TYPE	TAX_CODE	TAX_PRECEDENCE
TAX	CODE1	null
TAX	CODE2	1
TAX	CODE3	1
TAX	CODE4	2
TAX	CODE5	2

Table 6 – 14 **(Table 1 of 1)**

Calculating Tax

Certain criteria must be met before AutoInvoice will calculate tax. See: Calculating Tax in the *Oracle Receivables Tax Manual*.

Use the table below to see what tax information needs to be passed to the interface tables to achieve the desired results.

Desired Result	Line Type	Tax Code	Tax Rate/Tax Amount	Tax Exempt Flag	Tax Exempt Number	Tax Exempt Reason Code or Meaning	Comments
Receivables should calculate the tax based on the standard tax logic.	Line – No Tax line associated with this line	NULL	NULL	NULL or 'S'	NULL	NULL or 'S'	If you have not passed any tax lines with the invoice lines, and the tax exempt flag is NULL or 'S', Receivables will calculate tax for you.
You want Receivables to calculate Sales tax, but want to pass additional tax codes.	Tax	Of type VAT or Sales Tax and must be adhoc	Must pass either the tax rate or amount	NULL or 'S'	NULL	NULL	The invoice line will have 2 tax lines. The first will be a location–based tax calculated by Receivables. The second will be the tax line passed through AutoInvoice.
You want to exempt the invoice line from any taxes and your system option 'Use Customer Exemptions' is set to Yes.	Line	NULL	NULL	'E'	Pass tax exemption number	Pass reason for exemption	If the tax exemption number does not exist on file, Receivables will create an unapproved exemption. There will be no tax calculated on this invoice line.
You want to enforce tax on an invoice line, even if any exemptions exist on the file.	Line	NULL	NULL	'R'	NULL	NULL	Receivables calculates tax as per its standard logic, ignoring any exemptions.

Table 6 – 15 **(Table 1 of 1)**

Sales Tax

Sales tax is calculated by AutoInvoice using the tax rates associated with your shipping address. Sales tax will only be calculated for shipping addresses which are in the country defined in the Default Country field of the System Options window. Receivables lets you pass exception rates and exemptions for customers or items. Sales Tax lines cannot be passed into AutoInvoice tables.

AutoInvoice uses the following hierarchy when deriving the tax rate:

- Tax code assigned to Ship–To / Bill–To address
- Tax code defined at the customer level
- Tax code defined at the item level
- System Options window (if your tax method is 'VAT')

Other Tax Codes

If you do not want AutoInvoice to calculate tax based on location, you can pass tax codes through lines with line_type = 'Tax'. Tax codes can be of type 'VAT' or 'Sales Tax' only and must be ad hoc. You must also pass either a tax rate or amount with the code. Any exemptions must be calculated into the rate or amount. For more information on tax codes and tax exemptions, see: Calculating Tax in the *Oracle Receivables Tax Manual*.

See Also

Entering Tax Information: page 6 – 18

Importing Invoice Information into Receivables Using AutoInvoice: page 6 – 150

Using AutoInvoice: page 6 – 161

Importing Invoices with Rules: page 6 – 172

Tax Inclusive (*Oracle Receivables Tax Manual*)

Importing Invoices with Rules

Use AutoInvoice to import invoices with accounting and invoicing rules if your accounting method is 'Accrual'. AutoInvoice rejects all invoices with rules if the accounting method is 'Cash Basis'. Accounting rules determine the accounting period(s) in which the revenue distributions for an invoice line are recorded. Invoicing rules determine the accounting period in which the receivable amount is recorded.

Receivables provides two invoicing rules: Bill in Advance and Bill in Arrears. You supply AutoInvoice with the model account which contains the accounting distributions and the percent allocated to each account. You must run the Revenue Recognition Program before Receivables can create your accounting entries. See the example below for the effects of using accounting and invoicing rules through AutoInvoice. Assume that you have already run the Revenue Recognition Program for each accounting period.

Example

Invoice #101

Transaction Amount: $300

(RA_INTERFACE_LINES.QUANTITY (3)*

RA_INTERFACE_LINES.UNIT_SELLING_PRICE ($100))

Accounting Rule: Monthly

(RA_INTERFACE_LINES.ACCOUNTING_RULE_ID)

Invoicing Rule: Bill in Advance

(RA_INTERFACE_LINES.INVOICING_RULE_ID)

Duration (Number of Periods): 3

(RA_INTERFACE_LINES.ACCOUNTING_RULE_DURATION)

Rule Start Date: 1/1/XX

(RA_INTERFACE_LINES.RULE_START_DATE)

Payment Term: Net 30

(RA_INTERFACE_LINES.TERM_ID)

Receivables creates the following accounting entries:

1/1/XX	**DR Accounts Receivable**	**300**	
	CR Unearned Revenue		**200**
	CR Revenue		**100**
2/1/XX	**DR Unearned Revenue**	**100**	
	CR Revenue		**100**
3/1/XX	**DR Unearned Revenue**	**100**	
	CR Revenue		**100**

In the above example, the transaction date for this invoice is 1/1/XX, with a payment due date of 1/31/XX. If we had chosen an invoicing rule of 'Bill in Arrears', the transaction date in the above example would have been 3/1/XX with a payment due date of 3/31/XX.

Validation for Lines With Rules

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

See Also

Invoices with Rules: page 6 – 121

Importing Credit Memos: page 6 – 174

Importing Credit Memos

When you import credit memos against transactions, AutoInvoice ensures that the Open Receivables flag of the credit memo being imported matches the Open Receivables flag of the transaction it is crediting.

Credit Memos Against Invoices With Rules

When you import credit memos against invoices with rules, AutoInvoice uses the method you entered in RA_INTERFACE_LINES.CREDIT_METHOD_FOR_ACCT_RULE to determine how to reverse the accounting entries created for the original invoice. You can either enter 'LIFO', 'PRORATE', or 'UNIT'. If you choose 'LIFO', AutoInvoice reverses the accounting entries beginning with the last period. If you choose 'PRORATE', AutoInvoice prorates the credit amount across all accounting periods. If you choose 'UNIT', AutoInvoice lets you credit specific quantities, starting with the period specified in the column REVENUE ACCOUNTING_INTERFACE_LINES.LAST_PERIOD_TO_CREDIT and working backwards.

Credit Memos Against Invoices Without Rules

When you import credit memos against invoices without rules, AutoInvoice first uses the general ledger date in the interface table as the general ledger date of the credit memo. If you do not pass a general ledger date, AutoInvoice uses the default date you specified in the Submit Requests window. The credit memo lines must always have the same general ledger date as the credit memo.

The credit memo general ledger date must be equal to or greater than the general ledger date of the invoice you are crediting. Also, the credit memo general ledger date must be in an 'Open' or 'Future' period.

Credit memos against invoices without rules that are imported through AutoInvoice behave the same as those entered manually through the Credit Memos window. For example, you pass the amount you want to credit and Receivables automatically creates all the accounting reversal entries. Receivables also automatically reverses the sales and non–revenue credit assigned to your salespeople.

Credit Memos Against Tax and Freight Lines

When you import credit memos, AutoInvoice ensures that you do not overapply your tax and freight lines.

See Also

Invoices with Rules: page 6 – 121

Finance Charges: page 6 – 175

Determining Dates: page 6 – 189

Finance Charges

AutoInvoice processes debit memos with finance charges lines and credit memos that are against debit memos with finance charges lines.

If LINE_TYPE = 'CHARGES', AutoInvoice does not calculate tax, freight or sales credits on this line. Also, if you are passing your finance charges distribution in RA_INTERFACE_DISTRIBUTIONS, ACCOUNT_CLASS must be = 'CHARGES'.

In order for AutoInvoice to pass a finance charge line do not enter value for the following columns in RA_INTERFACE_LINES:

INVOICING_RULE_ID

INVOICING_RULE_NAME

ACCOUNTING_RULE_ID

ACCOUNTING_RULE_NAME

ACCOUNTING_RULE_DURATION

RULE_START_DATE

UOM_CODE

UOM_NAME

AMOUNT

If you are passing a debit memo finance charges line RA_INTERFACE_LINES.QUANTITY must = 1. If you are passing a credit memo against a debit memo with a finance charges line RA_INTERFACE_LINES.QUANTITY must = –1 or 1.

See Also

Account Assignments: page 6 – 176

Calculating Finance Charges: page 5 – 57

Account Assignments

AutoInvoice lets you determine how to assign general ledger accounts to transactions you import through AutoInvoice. You can either pass your accounts through the AutoInvoice Interface tables or have AutoAccounting determine them. You can even pass some of your accounts and have AutoAccounting determine the rest.

Passing Account Information

If you choose to pass your accounts, AutoInvoice looks at the batch source to determine whether to expect Accounting Flexfield segment values or ids. (You specify this information in the Transaction Sources window, Accounting Information alternative region.)

If you pass segment values, you must assign values to RA_INTERFACE_DISTRIBUTIONS.SEGMENT1–30. Only assign values to enabled segments. For example, if you enable six Accounting Flexfield segments, you must assign values in SEGMENT1–6.

If you pass IDs, you must enter the code combination id of the Accounting Flexfield in RA_INTERFACE_DISTRIBUTIONS. CODE_COMBINATION_ID.

Attention: If you want the option of AutoInvoice dynamically inserting code combinations, you must pass *segments*.

Using AutoAccounting

If you want AutoAccounting to determine your general ledger accounts you must not enter values in RA_INTERFACE_DISTRIBUTIONS. AutoInvoice will determine all of your accounts using information you pass for each line. Use the Automatic Accounting window to define your revenue, receivables, tax, freight, clearing, unbilled receivable, and unearned revenue accounts.

Note: If AutoAccounting for Freight is based on Standard Lines, you will not be able to import invoices with header level freight. If the transaction has a line type of ”LINE” with an inventory item of freight ”FRT,” AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

Note: If AutoAccounting is set up to derive its segments from Salesreps, then you must pass rows in RA_INTERFACE_SALESCREDITS for each invoice line in RA_INTERFACE_LINES. This is true even if your system option Require Salesreps is set to No.

See Also

AutoAccounting: page 2 – 117

Using AutoAccounting: page 6 – 131

Transaction Flexfields

Transaction flexfields are descriptive flexfields that AutoInvoice uses to uniquely identify transaction lines. Because they are unique for each transaction line, they can also be used to reference and link to other lines. Receivables lets you determine how you want to build your transaction flexfield structure and what information you want to capture.

There are four types of transaction flexfields:

- Line Transaction Flexfield
- Reference Transaction Flexfield
- Link–To Transaction Flexfield
- Invoice Transaction Flexfield

You must define the Line Transaction flexfield. AutoInvoice always uses the Line Transaction flexfield structure for both the Link–to and Reference information when importing invoices. You need to explicitly define the Link–to, Reference, and Invoice Transaction flexfield structures only if this information is to be displayed on a custom window.

Receivables gives you the option of displaying transaction flexfield information for imported invoices in lists of values throughout the product. Use the System Profile Option AR: Transaction Flexfield QuickPick to select the Transaction Flexfield Segment you want to display. For example, if you want to be able to reference the order number for imported invoices when using any invoice list of values, you need to assign the transaction flexfield segment that holds the order number to the AR: Transaction Flexfield QuickPick profile option. The order number will now display in the reference column of all invoice lists for imported invoices.

Line Transaction Flexfield

Use columns INTERFACE_LINE_ATTRIBUTE1–15 and INTERFACE_LINE_CONTEXT to define the line transaction flexfield. Line transaction flexfields are unique for each record in the interface table and therefore can be used as record identifiers.

Reference Transaction Flexfield

Reference Transaction flexfields have the same structure as the Line Transaction flexfields.

These are used to refer to previously processed transactions. For example, you might want to import a credit memo and apply it to an invoice or associate an invoice to a specific commitment. To refer a credit memo to a specific invoice use the REFERENCE_LINE_ATTRIBUTE1–15 and REFERENCE_LINE_CONTEXT columns of the credit memo to enter the Line Transaction flexfield of the invoice.

Link–To Transaction Flexfield

Link–To Transaction flexfields also have the same structure as the Line Transaction flexfield.

Use Link–To Transaction flexfields to link transaction lines together in the interface table. For example, you might want to import tax and freight charges that are associated with specific transaction lines. If you want to associate a specific tax line with a specific transaction line, use the LINK_TO_LINE_ATTRIBUTE1–15 and LINK_TO_LINE_CONTEXT columns of the tax line to enter the Line Transaction flexfield of the invoice.

Invoice Transaction Flexfields

Create a new flexfield with a similar structure as the Line Transaction flexfield, but only include header level segments. For example, if the Line Transaction flexfield structure has four segments and the last two segments contain line level information, define your Invoice Transaction flexfield using the first two segments only. Segments included in the Invoice Transaction Flexfield should be included in the AutoInvoice grouping rules.

Transaction Flexfields: An example

The following example illustrates how records are linked in the interface table using the Link–To or the Reference Transaction flexfield columns.

Consider an invoice against a commitment. This invoice has 2 line records, 1 header freight record and one tax record. The records will be represented in the interface table as follows:

Line Type	Line Flex Context	1	2	Link–To Flex Context	1	2	Reference Flex Context	1	2	Ref ID
Line	Service	A	1							✓
Line	Service	A	2							✓
Freight	OE	A	T1							
Tax	Service	A	3	Service	A	1				

Table 6 – 16 **(Table 1 of 1)**

Notes:

- The transaction type for records of an invoice is INV.
- Each record in the interface table is uniquely identified by its Line Transaction flexfield. In the above example 2 segments have been enabled for the Line Transaction flexfield service context. Therefore the combination of context plus the 2 segments should be unique.
- Tax records always have to be linked to a line record. In the above example, the tax record is linked to the first line record, Service A 1.
- Since the freight is at the header level, it is not linked to any line record via the Link–To Transaction flexfield.
- Records with different contexts can be grouped together into one invoice.
- If the invoice is against an existing commitment, populate the Reference_line_id (Ref ID) column with the unique identifier (customer_trx_line_id) of the commitment.

Consider a credit memo that credits the freight and the first line of the previous invoice. It will be represented in the interface table as follows:

Line Type	Line Flex Context	1	2	Link–To Flex Context	1	2	Reference Flex Context	1	2	Ref ID
Freight	OE	A	T2				OE	A	T1	
Line	OE	A	T3				Service	A	1	

Table 6 – 17 **(Table 1 of 1)**

Notes:

- The transaction type for credit memos is CM.
- Link credit memos to invoices either via the Reference Transaction flexfield or the reference_line_id. The reference_line_id is the unique id within Receivables.

An on–account credit will be represented as follows:

Line Type	Line Flex Context	1	2	Link–To Flex Context	1	2	Reference Flex Context	1	2	Ref ID
Line	Service	B	1							

Table 6 – 18 (Table 1 of 1)

Notes:

- The transaction type for on–account credits is CM.
- AutoInvoice assumes all records with transaction type CM to be on–account credits if there are no values filled in the reference_line_id column (Ref ID) or the Reference Transaction flexfield.

Indexing Transaction Flexfields

We suggest that you create indexes on your Transaction Flexfield columns if you want to query transaction flexfield information in your invoice headers and lines. Additionally, without the indexes the validation portions of the AutoInvoice program could be slow. You should define unique, concatenated indexes on the following tables and columns that you use for your Transaction Flexfield header and line information:

Table	Columns
RA_CUSTOMER_TRX_LINES	interface_line_attribute1–15
RA_CUSTOMER_TRX	interface_header_attribute1–15
RA_INTERFACE_LINES	interface_line_attribute1–15

Navigate to the Descriptive Flexfield Segments window, then query your Line Transaction Flexfield. Note each context of this Flexfield and, for each context, note which segments are enabled using interface line attribute columns from the RA_INTERFACE_LINES table.

You should then create unique, concatenated indexes for the same interface line attribute columns in the RA_CUSTOMER_TRX_LINES and RA_INTERFACE_LINES tables and for the same interface header attribute columns in the RA_CUSTOMER_TRX table.

If you just have one context defined, then you only need to create one index for each table mentioned above. However, if you have multiple contexts defined, you may want to create multiple indexes per table. Use the example below to help you decide how to set up your indexes.

Suppose your Line Transaction flexfield has three contexts which are set up as follows:

Flexfield Context	Attribute Columns assigned to Enabled Segments
Context1	Interface_line_attribute1
Context1	Interface_line_attribute2
Context2	Interface_line_attribute1
Context2	Interface_line_attribute2
Context2	Interface_line_attribute3
Context3	Interface_line_attribute3
Context3	Interface_line_attribute9

Table 6 – 19 **(Table 1 of 1)**

You should define the combination of indexes which best meets your needs. In the example above, you could create three indexes per table, one for each context. Alternatively, you could create just two indexes: one for context3 and another for context1. The latter would be used by

context2 because contexts1 and 2 have the same first two attribute columns.

Use the following syntax for your Create Index Statement:

```
$ sqlplus <AR username>/<AR password>
SQL> CREATE [UNIQUE] INDEX index ON
   {Table (column1, column2, ...)
   |CLUSTER cluster}
   |INITRANS n] [MAXTRANS n]
   [TABLESPACE tablespace]
   [STORAGE storage]
   [PCTFREE n]
   [NOSORT];
```

See Also

Using AutoAccounting: page 6 – 131

Using Grouping Rules to Create Transactions: page 6 – 184

Using Grouping Rules to Create Transactions

AutoInvoice uses grouping rules to determine how to create invoices, debit memos and credit memos. Grouping rules contain various transaction attributes that must be identical for the same transaction. For example, if transaction number is part of your grouping rule and you have two records in the interface tables with different transaction numbers, AutoInvoice will create two transactions.

Receivables provides two different types of transaction attributes: required and optional. You cannot add or drop required transaction attributes, but you can always add optional ones.

Following is a list of mandatory and optional attributes from the table RA_INTERFACE_LINES.

Mandatory Attributes

AGREEMENT_ID

COMMENTS

CONVERSION_DATE

CONVERSION_RATE

CONVERSION_TYPE

CREDIT_METHOD_FOR_ACCT_RULE

CREDIT_METHOD_FOR_INSTALLMENTS

CURRENCY_CODE

CUSTOMER_BANK_ACCOUNT_ID

CUST_TRX_TYPE_ID

DOCUMENT_NUMBER

DOCUMENT_NUMBER_SEQUENCE_ID

GL_DATE

HEADER_ATTRIBUTE1–15

HEADER_ATTRIBUTE_CATEGORY

INITIAL_CUSTOMER_TRX_ID

INTERNAL_NOTES

INVOICING_RULE_ID

ORIG_SYSTEM_BILL_ADDRESS_ID

ORIG_SYSTEM_BILL_CONTACT_ID

ORIG_SYSTEM_BILL_CUSTOMER_ID

ORIG_SYSTEM_SHIP_ADDRESS_ID

ORIG_SYSTEM_SHIP_CONTACT_ID

ORIG_SYSTEM_SHIP_CUSTOMER_ID

ORIG_SYSTEM_SOLD_CUSTOMER_ID

ORIG_SYSTEM_BATCH_NAME

PREVIOUS_CUSTOMER_TRX_ID

PRIMARY_SALESREP_ID

PRINTING_OPTION

PURCHASE_ORDER

PURCHASE_ORDER_DATE

PURCHASE_ORDER_REVISION

REASON_CODE

RECEIPT_METHOD_ID

RELATED_CUSTOMER_TRX_ID

SET_OF_BOOKS_ID

TERM_ID

TERRITORY_ID

TRX_DATE

TRX_NUMBER

Optional Attributes

ACCOUNTING_RULE_DURATION

ACCOUNTING_RULE_ID

ATTRIBUTE1–15

ATTRIBUTE_CATEGORY

INTERFACE_LINE_ATTRIBUTE1–15

INTERFACE_LINE_CONTEXT

INVENTORY_ITEM_ID

REFERENCE_LINE_ID

RULE_START_DATE

SALES_ORDER

SALES_ORDER_DATE

SALES_ORDER_LINE

SALES_ORDER_REVISION

SALES_ORDER_SOURCE

TAX_CODE

TAX_RATE

If you have transactions that fail validation, Receivables looks at the value you entered in the Invalid Line field for your transaction batch source to determine the grouping of your transactions. (This field is located in the Transaction Sources window, AutoInvoice Processing Options alternative region.) If you entered 'Reject Invoice', AutoInvoice rejects all of the transactions that make up one invoice if any of the transactions are invalid. For example, if your grouping rule specifies that three transactions should be created as one invoice and one of the transactions has an error, AutoInvoice rejects all three transactions and does not create an invoice.

However, if you entered 'Create Invoice', AutoInvoice rejects the one invalid transaction and creates an invoice from the two remaining valid transactions.

Transaction Number Validation

Receivables validates that transaction and document numbers are unique within a batch after grouping has completed. In certain cases, AutoInvoice will create multiple invoices in the same group with the same transaction or document number. Once grouping is completed, AutoInvoice checks for duplicate transaction and document numbers and reports any lines that fail validation.

For example, two lines are imported with the same transaction number, but they have different currency codes. These lines will be split into two separate invoices during grouping due to the different currency codes. Once grouping has completed, both of the invoices will fail validation due to identical transaction numbers.

See Also

Grouping Rules: page 2 – 104

Using Line Ordering Rules: page 6 – 187

Using Line Ordering Rules

AutoInvoice uses line ordering rules to determine how to order and number each line after your transactions have been grouped into invoices, debit memos and credit memos. You can specify a line ordering rule for each grouping rule. You might want to use line ordering rules to ensure that the highest invoice line amounts are listed first. In this case, define a line ordering rule where amount is your transaction attribute and descending is your order by type.

Receivables provides the following transaction attributes that you can use in your line ordering rules (from the table RA_INTERFACE_LINES):

ACCOUNTING_RULE_DURATION

ACCOUNTING_RULE_ID

ACCOUNTING_RULE_NAME

AMOUNT

ATTRIBUTE_CATEGORY

ATTRIBUTE1–15

FOB_POINT

INTERFACE_LINE_ATTRIBUTE1–15

INTERFACE_LINE_CONTEXT

QUANTITY

QUANTITY_ORDERED

REASON_CODE

REASON_CODE_MEANING

REFERENCE_LINE_ATTRIBUTE1–15

REFERENCE_LINE_CONTEXT

REFERENCE_LINE_ID

SALES_ORDER

SALES_ORDER_DATE

SALES_ORDER_LINE

SALES_ORDER_SOURCE

SHIP_DATE_ACTUAL

SHIP_VIA

TAX_CODE

UNIT_SELLING_PRICE

UNIT_STANDARD_PRICE

UOM_CODE

UOM_NAME

WAYBILL_NUMBER

See Also

AutoInvoice Line Ordering Rules: page 2 – 102

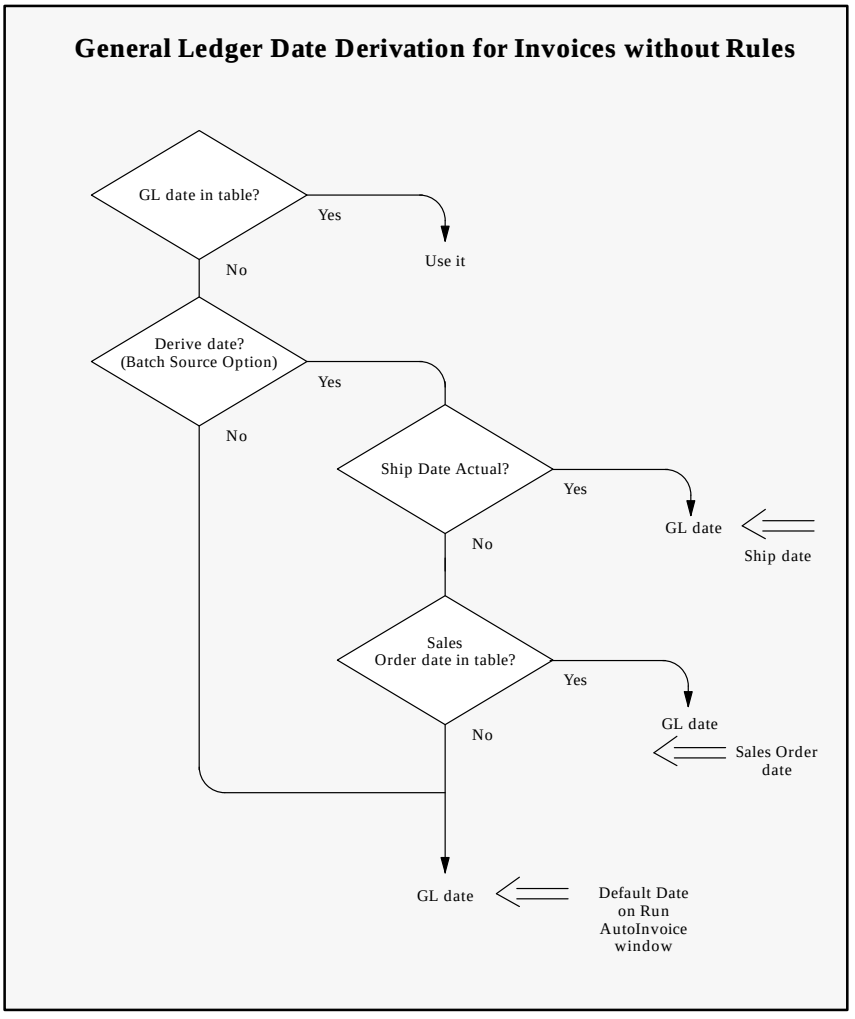
Using Grouping Rules to Create Transactions: page 6 – 184

Determining General Ledger Dates for Invoices Without Rules

If your invoice does not use rules, AutoInvoice first uses the general ledger date in the interface table, if one exists. If you did not pass a general ledger date and you elected not to derive the date, AutoInvoice uses the date you entered in the Submit Requests window.

If you elect to derive the general ledger date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Submit Requests window. The following graphic illustrates this process.

Figure 6 – 7 General Ledger Date Derivation for Invoices without Rules



Determining General Ledger Dates for Invoices With Rules

If your invoice uses Bill in Advance as the invoicing rule, AutoInvoice uses the earliest accounting rule start date as the invoice GL date.

If your invoice uses Bill in Arrears as the invoicing rule, the invoice line has an accounting rule of type 'Accounting, Fixed Duration', and a period of 'Specific Date, AutoInvoice computes an ending date using the latest accounting rule date.

For all other accounting rules, AutoInvoice computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. Once AutoInvoice computes the ending date for

each line of your transaction, it takes the latest date and uses it as the invoice GL date.

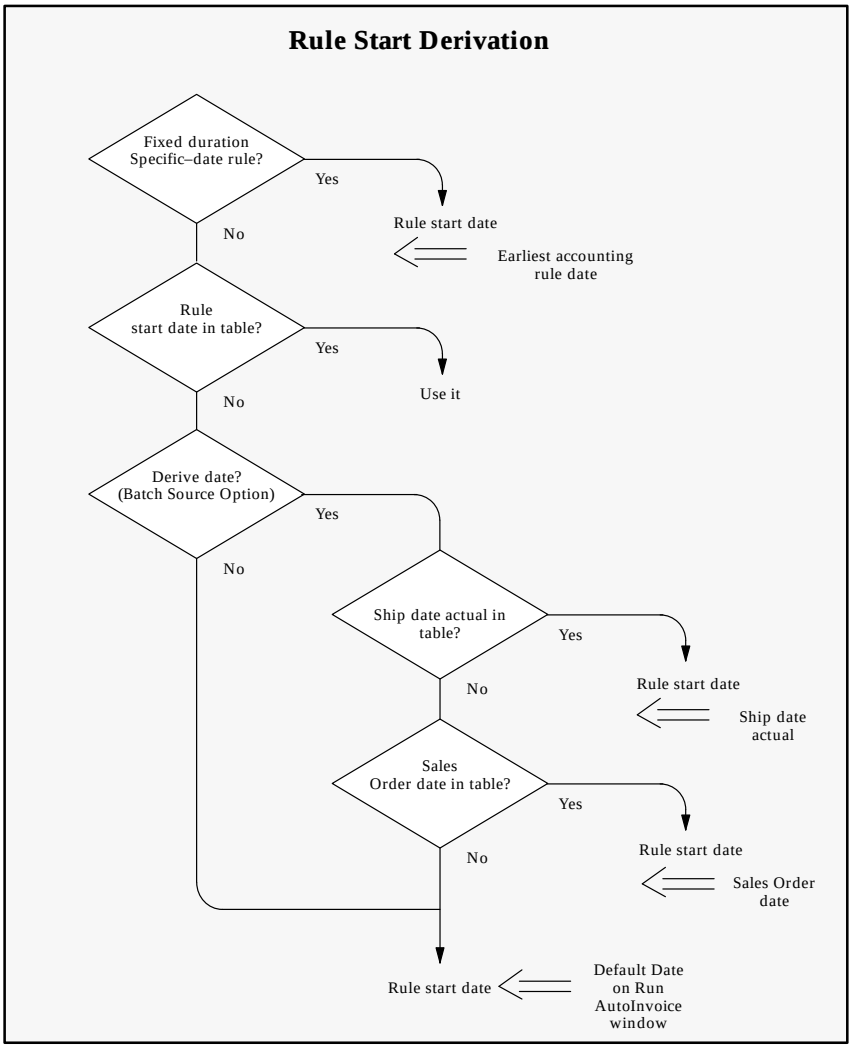
Rule Start Date

If your invoice does not use an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date', or if you have not elected to derive the rule start date, Receivables uses the date specified in the Submit Requests window.

If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date', AutoInvoice uses the earliest accounting rule date as your rule start date. For example, if your accounting rule dates are 10–JUN–93, 10–JUL–93 and 10–AUG–93, AutoInvoice uses 10–JUN–93 as your rule start date.

If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Submit Requests window. The following graphic illustrates this process.

Figure 6 – 8 Rule Start Derivation



Determining Credit Memo Dates

If a transaction date is not passed for your credit memo, AutoInvoice uses the following hierarchy to determine the credit memo date: credit memo general ledger date, and the general ledger date for the invoice's receivable distribution or the date on the Submit Requests window, whichever is later.

If a general ledger date is not passed, AutoInvoice uses the general ledger date for the invoice's receivable distribution or the date on the Submit Requests window, whichever is later.

Determining the Transaction Dates

If a transaction date is not passed for your invoice or debit memo, AutoInvoice uses the general ledger date.

Suggestion: If you use Oracle Inventory and Oracle Order Entry for sales order shipments, you should elect to derive your dates and use the shipment date for your invoice general ledger date. In this way you can ensure that you have booked your revenue and cost to the same accounting period.

If you do not match revenue and cost in the same period, you violate basic GAAP principles, and may distort your profit. In addition, you cannot run a meaningful Margin Analysis report. This report summarizes your revenue and cost of goods sold transactions by item and customer order, and specifies a transaction date range. If your transactions are booked in the wrong period, the Margin Analysis report reflects those incorrect transactions.

See Also

Validating Dates: page 6 – 193

Adjusting General Ledger Dates: page 6 – 195

Determining Exchange Rates: page 6 – 196

Validating Dates

AutoInvoice uses the following logic when validating general ledger and rule start dates that you either pass or are determined by AutoInvoice. If you use time stamps when you enter dates (e.g. 31–Jul–92 23:59:00), AutoInvoice will remove the time stamp prior to validation.

General Ledger Dates

AutoInvoice rejects lines if:

- The accounting period for the general ledger date is not defined.

- The general ledger date is in a 'Closed' or 'Not Opened' period and the GL Date in a Closed Period field for your batch source is set to 'Reject'. (For invoices that use Bill in Arrears rules, AutoInvoice only rejects lines that have a general ledger date in a Closed period.)
- The general ledger date of the credit memo is before the invoice general ledger date and/or the credit memo date is before the invoice date.

Rule Start Dates

AutoInvoice rejects lines if:

- The rule start date for lines that used Bill in Advance rules are in 'Closed' or 'Not Opened' periods and the GL Date in a Closed Period field for your batch source is set to Reject, or if the accounting period for the rule start date is not defined.
- The rule start date for lines that used Bill in Arrears rules results in a general ledger date in a Closed period and the GL Date in a Closed Period field for your batch source is set to Reject, or if the accounting period for the general ledger date is not defined.
- The rule start date is not the earliest date specified for your accounting rule and you are passing an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date'.

See Also

Adjusting General Ledger Dates: page 6 – 195

AutoInvoice Validation: page 6 – 159

Determining Dates: page 6 – 189

Determining Exchange Rates: page 6 – 196

Adjusting General Ledger Dates

If the GL Date in a Closed Period field for your batch source is set to Adjust and you pass a general ledger date in a 'Closed' or 'Not Opened' period for a line that does not use rules or uses the Bill in Advance rule accounting rule, AutoInvoice will adjust the general ledger date.

In addition, if the GL Date in a Closed Period field is set to Adjust, AutoInvoice will adjust the general ledger date if you pass a line that uses the Bill in Arrears accounting rule and the general ledger date falls into a 'Closed' period.

AutoInvoice uses the following rules in the order listed when adjusting general ledger dates:

1. AutoInvoice uses the last day of the prior period, if this period has a status of 'Open'.
2. If a prior period with a status of 'Open' does not exist, AutoInvoice uses the first day of the subsequent period that has a status of 'Open'. However, if there are more than one subsequent periods with a status of 'Open', AutoInvoice cannot adjust the general ledger date, and the line is rejected.
3. If an 'Open' period does not exist, AutoInvoice uses the first day of the first subsequent period that has a status of 'Future'. If it cannot find a future period, AutoInvoice cannot adjust the general ledger date, and the line is rejected.

See Also

Determining Dates: page 6 – 189

Validating Dates: page 6 – 193

Determining Exchange Rates: page 6 – 196

Determining Exchange Rates

Exchange Rates

If your transaction uses exchange rates, AutoInvoice uses the exchange rate on the conversion date, if one is provided. Otherwise, AutoInvoice determines the exchange rate using the transaction date. If the conversion type is 'User', AutoInvoice will use the rate that you specified (you must provide a rate in this case).

Receivables Tables

AutoInvoice transfers transaction data from the interface tables RA_INTERFACE_LINES, RA_INTERFACE_SALESCREDITS, and RA_INTERFACE_DISTRIBUTIONS into the following Receivables transaction tables:

- RA_BATCHES
- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- RA_CUST_TRX_LINE_SALESREPS
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS
- AR_ADJUSTMENTS

Table and Column Descriptions

Below is a detailed description of the three interface tables Receivables uses to temporarily store transaction data from your original system. Each column has important, detailed information you need to know to successfully run AutoInvoice. The fourth table, RA_INTERFACE_ERRORS is only used by AutoInvoice to store information about interface data that failed validation.

Table Name: RA_INTERFACE_LINES

This table stores information about your transaction lines. AutoInvoice uses Transaction Flexfields to uniquely identify each transaction that you import into Receivables. AutoInvoice always uses the Line Transaction flexfield structure for both the Link–to and Reference information when importing invoices. For more information, see: Transaction Flexfields: page 6 – 178.

Column Name	Value
ACCOUNTING_ RULE_DURATION	Enter the accounting rule duration for this transaction. If LINE_TYPE = 'LINE' or you are passing header freight, and this transaction uses a variable duration accounting rule, you must enter a value in this column. If LINE_TYPE = 'TAX' ', 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column. For credit memos and on–account credits, do not enter a value in this column. **Validation:** Accounting periods must be defined for the duration of the accounting rule in GL_PERIODS and RA_INTERFACE_LINES.GL_DATE and RA_INTERFACE_LINES.RULE_START_DATE must be in a period that has a status of 'Open' or 'Future'. The value in this column must be a positive integer. **Destination:** RA_CUSTOMER_TRX_LINES.ACCOUNTING_ RULE_DURATION
ACCOUNTING_ RULE_ID	Enter the accounting rule id for this transaction. If LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in ACCOUNTING_RULE_NAME, depending on the value you entered for your batch source. If you entered a value in ACCOUNTING_RULE_NAME, AutoInvoice defaults a value in this column. If LINE_TYPE = 'TAX', 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the accounting rule from the transaction you are crediting.

Validation: Must exist in RA_RULES.RULE_ID and RA_RULES.TYPE = 'A' or 'ACC_DUR'. If LINE_TYPE = 'CHARGES', then this column must be null.

Destination: RA_CUSTOMER_TRX_LINES.ACCOUNTING_RULE_ID

ACCOUNTING_RULE_NAME

Enter the accounting rule name for this transaction.

If LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in ACCOUNTING_RULE_ID, depending on the value you entered for your batch source.

If LINE_TYPE = 'TAX', 'CHARGES, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the accounting rule from the transaction you are crediting.

Validation: Must exist in RA_RULES.NAME and RA_RULES.TYPE = 'A' or 'ACC_DUR'. If LINE_TYPE = 'CHARGES', then this column must be null.

Destination: None

ACCTD_AMOUNT

Do not enter a value. Receivables does not currently use this column.

Validation: None

Destination: None

AGREEMENT_NAME

Enter the name of the customer agreement for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in AGREEMENT_ID. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if AGREEMENT_NAME and AGREEMENT_ID are null and a agreement exists for the commitment.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

Validation: Must exist in SO_AGREEMENTS.NAME

Destination: None

AGREEMENT_ID

Enter the customer agreement id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in AGREEMENT_NAME. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if AGREEMENT_NAME and AGREEMENT_ID are null and a agreement exists for the commitment.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

Validation: Must exist in SO_AGREEMENTS.ID

Destination: None

AMOUNT

Enter the revenue amount for this transaction.

If LINE_TYPE = 'LINE' and this transaction is neither a freight–only nor a tax–only line, you must enter a value in this column. If this transaction is a dummy line for freight–only or tax–only, do not enter a value in this column. AutoInvoice ignores any values you enter in this column if this transaction is a dummy line.

If LINE_TYPE = 'TAX', a value must be entered in either this column or the tax_rate column. Any exemptions must be factored into either of the two columns.

If LINE_TYPE = 'FREIGHT' and you are passing either header freight or freight for a specific line, you must enter a value in this column.

If LINE_TYPE = 'CHARGES', do not enter a value in this column.

If this line has AMOUNT_INCLUDES_TAX set to Yes, the sales credits and line amounts for this column must include tax.

For credit memos and on–account credits, enter the credit amount for this transaction.

Validation: If LINE_TYPE = 'CHARGES', then this column must be null. AutoInvoice will correct revenue amounts that have the wrong currency precision.

Destination: If you are not using suspense, RA_CUSTOMER_TRX_LINES.REVENUE_AMOUNT and RA_CUSTOMER_TRX_LINES.EXTENDED_AMOUNT.

If you are using suspense, RA_CUSTOMER_TRX_LINES.REVENUE_AMOUNT.

AMOUNT_INCLUDES_TAX_FLAG

This column controls whether the amount for this transaction line includes tax. If this column is set to 'Y', this line is assigned to a tax inclusive tax code. If this is a tax group, this column should be null.

AutoInvoice only uses this column if the tax code assigned to this line has Allow Override set to Yes for the Tax Inclusive calculation.

Validation: If this is a tax code and Allow Override is set to No, this should be equal to either the setting of the Amount Includes Tax option for this tax code or null. Additionally, if Allow Override is set to No the Amount Includes Tax flag at the line level must equal the Allow Override flag for this tax code.

Destination: RA_CUSTOMER_TRX_LINES.AMOUNT_INCLUDES_TAX_FLAG

ATTRIBUTE1–15

Enter the Descriptive Flexfield attribute information for this transaction. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.ATTRIBUTE1–15

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category information for this transaction. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.ATTRIBUTE_CATEGORY

BATCH_SOURCE_NAME

Enter the name of the batch source for this transaction. AutoInvoice uses your batch source to determine your transaction and batch numbering method and your AutoInvoice processing options. You must enter a value in this column.

Validation: Must exist in RA_BATCH_SOURCES.NAME and RA_BATCH_SOURCES.BATCH_SOURCE_TYPE = 'FOREIGN'

Destination: RA_BATCHES.BATCH_SOURCE_ID and RA_CUSTOMER_TRX.BATCH_SOURCE_ID

COMMENTS

Enter comments about this transaction.

If LINE_TYPE = 'LINE', 'CHARGES' or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or your are passing freight for a specific line, do not enter text in this column.

Validation: None

Destination: RA_CUSTOMER_TRX.COMMENTS

CONVERSION_ DATE

Enter the exchange rate date for this transaction. If you do not enter a date, AutoInvoice uses the transaction date as the default. If the currency of the transaction line is the same as the base currency, then leave this column null.

Validation: None

Destination: RA_CUSTOMER_TRX.EXCHANGE_DATE

CONVERSION_ RATE

Enter the exchange rate for this transaction.

If CONVERSION_TYPE is User, you MUST enter a value in this column; otherwise do not enter a value. If the currency of the transaction is the same as the base currency, enter 'User' and set CONVERSION_RATE to 1.

Validation: If RA_INTERFACE_LINES.CONVERSION_TYPE = 'User' then this column must not be null; otherwise, it must be null.

Destination: RA_CUSTOMER_TRX.EXCHANGE_RATE

CONVERSION_ TYPE

Enter the exchange rate type for this transaction. If the currency of the transaction is the same as the base currency, enter 'User' and set CONVERSION_RATE to 1. You must enter a value in this column.

Validation: Must exist in GL_DAILY_CONVERSION_TYPES. CONVERSION_TYPE

Destination: RA_CUSTOMER_TRX.EXCHANGE_RATE_TYPE

CREDIT_METHOD_ FOR_ACCT_RULE

Enter the credit method for crediting a transaction which uses an accounting rule. Choices include PRORATE, LIFO, or UNIT.

If this transaction is a credit memo against a transaction which uses an accounting rule and LINE_TYPE = 'LINE', 'CHARGES', or you are

passing header freight, you must enter a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on–account credits do not enter a value in this column.

Validation: Must be either 'PRORATE', 'LIFO', 'UNIT' or NULL

Destination: RA_CUSTOMER_TRX.CREDIT_METHOD_FOR_RULES

CREDIT_METHOD_FOR_INSTALLMENTS

Enter the credit method for crediting a transaction that uses split payment terms. Choices include PRORATE, LIFO, or FIFO.

If this transaction is a credit memo against a transaction that uses split payment terms and LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, you may enter a value in this column. If you do not enter a value, AutoInvoice defaults to PRORATE.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on–account credits do not enter a value in this column.

Validation: Must be either 'PRORATE', 'LIFO', 'FIFO' or NULL.

Destination: RA_CUSTOMER_TRX.CREDIT_METHOD_FOR_INSTALLMENTS

CURRENCY_CODE

Enter the currency code for this transaction. You must enter a value in this column.

For credit memos enter the currency code of the invoice you are crediting.

Validation: Must exist in FND_CURRENCIES.CURRENCY_CODE

Destination: RA_CUSTOMER_TRX.INVOICE_CURRENCY_CODE and AR_PAYMENT_SCHEDULES.INVOICE_CURRENCY_CODE

CUSTOMER_BANK_ACCOUNT_ID

Enter the Bill–To customer bank account id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER_BANK_ACCOUNT_NAME. If you entered a value in CUSTOMER_BANK_ACCOUNT_NAME, AutoInvoice defaults a value in this column.

If the payment method is of type 'Automatic', and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts: page 6 – 165.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Must exist in AP_BANK_ACCOUNTS.BANK_ACCOUNT_ID.

If the payment method is of type 'Manual', RA_INTERFACE_LINES.CUSTOMER_BANK_ACCOUNT_ID must be NULL.

Destination: RA_CUSTOMER_TRX.CUSTOMER_BANK_ACCOUNT_ID

CUSTOMER_BANK_ACCOUNT_NAME

Enter the Bill–To customer bank account name for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER_BANK_ACCOUNT_ID.

If the payment method is of type 'Automatic' and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts: page 6 – 165.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: AP_BANK_ACCOUNTS.BANK_ACCOUNT_NAME

If the payment method is of type 'Manual', RA_INTERFACE_LINES.CUSTOMER_BANK_ACCOUNT_NAME must be NULL.

Destination: None

CUSTOMER_TRX_ID This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using your grouping rules.

Validation: None

Destination: RA_CUSTOMER_TRX.CUSTOMER_TRX_ID, AR_PAYMENT_SCHEDULES.CUSTOMER_TRX_ID, RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_ID, and RA_CUST_TRX_LINE_GL_DIST.CUSTOMER_TRX_ID.

CUST_TRX_TYPE_ID Enter the transaction type id for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST_TRX_TYPE_NAME. If you entered a value in CUST_TRX_TYPE_NAME, AutoInvoice defaults a value in this column.

For invoice lines against a commitment, AutoInvoice defaults the invoice transaction type from the transaction type of the commitment if CUST_TRX_TYPE_ID and CUST_TRX_TYPE_NAME are null.

For credit memos you must enter the id of the credit memo transaction type which has been assigned to the transaction you are crediting.

Validation: Must exist in RA_CUST_TRX_TYPES.CUST_TRX_TYPE_ID

Destination: RA_CUSTOMER_TRX.CUST_TRX_TYPE_ID

CUST_TRX_TYPE_NAME Enter the transaction type name for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST_TRX_TYPE_ID.

For invoice lines against a commitment, AutoInvoice defaults the

invoice transaction type from the transaction type of the commitment if CUST_TRX_TYPE_ID and CUST_TRX_TYPE_NAME are null.

For credit memos you must enter the name of the credit memo transaction type which has been assigned to the transaction you are crediting.

Validation: RA_CUST_TRX_TYPES.NAME

Destination: None

DESCRIPTION

This is a required column in AutoInvoice. Enter the description for this transaction.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.DESCRIPTION

DOCUMENT_ NUMBER

Enter the document number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method for the sequence numbering of this transaction is Manual, you must enter a value in this column.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method is Automatic, do not enter a value in this column. AutoInvoice will create a unique document number.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Number must not already exist in Oracle Receivables

Destination: RA_CUSTOMER_TRX.DOC_SEQUENCE_VALUE

DOCUMENT_ NUMBER_ SEQUENCE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice uses this column to store the document sequence id for this transaction.

Validation: None

Destination: RA_CUSTOMER_TRX.DOC_SEQUENCE_ID

EXCEPTION_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when a tax exception occurs.

If your transaction is a credit memo, AutoInvoice defaults the tax exemption id of the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES. ITEM_EXCEPTION_RATE_ID

EXEMPTION_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when this transaction is partially or fully exempt from tax.

For credit memos AutoInvoice defaults the tax exception id of the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.TAX_EXEMPTION_ ID

FOB_POINT

Enter the FOB point for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the FOB point from the transaction you are crediting.

Validation: Must exist in AR_LOOKUPS.LOOKUP_CODE and AR_LOOKUPS.LOOKUP_TYPE = 'FOB'. Must be less than or equal to 30 characters in length.

Destination: RA_CUSTOMER_TRX.FOB_POINT

GL_DATE

Enter the general ledger date for this transaction. The GL date determines the accounting period that you record this transaction to your general ledger. If the Post To GL option on the transaction type of the transaction being passed is set to No, the GL_DATE column should be NULL.

If LINE_TYPE = 'LINE', 'CHARGES', and you are passing transactions without rules or you are passing header freight, this column is optional.

If LINE_TYPE = 'LINE' and you are importing transactions with rules, do not enter a date in this column.

If LINE_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos, AutoInvoice defaults to the date you run AutoInvoice, unless the transaction you are crediting is billed in arrears. In that case, AutoInvoice defaults to the GL date of the transaction you are crediting.

For a more details on general ledger date, see: Determining Dates: page 6 – 189.

Validation: Must be in an open or future enterable accounting period and the period must exist in GL_PERIOD_STATUSES. If 'Post To GL' is set to No on the transaction type of the transaction being passed, column must be NULL.

Destination: RA_CUST_TRX_LINE_GL_DIST.GL_DATE

HEADER_ ATTRIBUTE1–15

Enter Descriptive Flexfield attribute information. Descriptive Flexfield attributes let you store additional columns, the contents of which you define.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

Validation: None

Destination: RA_CUSTOMER_TRX.ATTRIBUTE1–15

HEADER_ ATTRIBUTE_ CATEGORY

Enter Descriptive Flexfield attribute category information which is shared between this transaction and other transactions. Descriptive Flexfield categories allow you to store different categories of attributes.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line', do not enter values in these columns.

Validation: None

Destination: RA_CUSTOMER_TRX.ATTRIBUTE_CATEGORY

INITIAL_ CUSTOMER_TRX_ID

This column is used by AutoInvoice and should be left null.

If this transaction is not a credit memo, AutoInvoice defaults a value into this column using RA_INTERFACE_LINES.REFERENCE_ LINE_ID.

Validation: None

Destination: RA_CUSTOMER_TRX.INITIAL_CUSTOMER_ TRX_ID

INTERFACE_LINE_ ATTRIBUTE1–15

Enter the line Transaction Flexfield for this transaction. A Transaction Flexfield is a combination of attribute values which you use to uniquely identify this transaction in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system. This is the primary key for RA_INTERFACE_LINES. You must enter values for enabled attributes.

When you import transactions with multiple lines using AutoInvoice, only those columns from RA_INTERFACE_LINES.INTERFACE_LINE_ATTRIBUTE1–15 that have the same value for each of the lines will appear in the RA_CUSTOMER_TRX.INTERFACE_HEADER_ATTRIBUTE1–15 columns for any customizations.

> **Note:** Interface lines belonging to the same transaction are ordered by the following SQL clause:
>
> ```
> waybill_number||ship_via asc,
> ship_date_actual desc
> ```
>
> The attributes of the first line from the ordered lines will appear in the header attributes.

If a transaction has only one line, then RA_CUSTOMER_TRX.INTERFACE_HEADER_ATTRIBUTE1–15 will be the same as RA_INTERFACE_LINES.INTERFACE_LINE_ATTRIBUTE1–15.

Validation: Must not already exist together with INTERFACE_LINE_CONTEXT in RA_CUSTOMER_TRX_LINES.

INTERFACE_LINE_ATTRIBUTE1–15, INTERFACE_LINE_CONTEXT and all enabled attributes must have values.

Destination: RA_CUSTOMER_TRX.INTERFACE_HEADER_ATTRIBUTE1–15 and RA_CUSTOMER_TRX_LINES.INTERFACE_LINE_ATTRIBUTE1–15

INTERFACE_LINE_CONTEXT

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE_LINE_ATTRIBUTE1–15. If you pass lines with global context, set this column to 'Global Data Elements'.

Validation: None

Destination: RA_CUSTMER_TRX_LINES.INTERFACE_LINE_CONTEXT

INTERFACE_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column using the RA_CUSTOMER_TRX_LINES_S sequence.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID

INTERFACE_ STATUS

This column is used by AutoInvoice and should be left null. If AutoInvoice sets this column to 'P' then the line has been transferred successfully.

INTERNAL_NOTES

Enter internal notes for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing freight header, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter text in this column.

Validation: None

Destination: RA_CUSTOMER_TRX.INTERNAL_NOTES

INVENTORY_ITEM_ID

Enter the inventory item id for this transaction.

If LINE_TYPE = 'LINE', or 'CHARGES' this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of segment values in MTL_SYSTEM_ITEMS_SEG1–20. If you specify segments in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the value from the transaction you are crediting.

Validation: Must exist in MTL_SYSTEM_ITEMS.INVENTORY_ITEM_ID and MTL_SYSTEM_ITEMS.INVOICE_ENABLED_FLAG = 'Y'.

Destination: RA_CUSTOMER_TRX_LINES.INVENTORY_ITEM_ID

INVOICING_RULE_ID

Enter the invoicing rule id for this transaction.

If LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING_RULE_NAME, depending on the value you entered for your batch source. If you specify invoicing rule name in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

Validation: Must exist in RA_RULES.RULE_ID and RA_RULES.RULE_ID = –2 or –3. If you enter an invoicing rule you must also enter an accounting rule. If LINE_TYPE = 'CHARGES' then this column must be null.

Destination: RA_CUSTOMER_TRX.INVOICING_RULE_ID

INVOICING_RULE_NAME

Enter the invoicing rule name for this transaction.

If LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING_RULE_ID, depending on the value you entered for your batch source. You can enter a value in this column or in INVOICE_RULE_ID.

If LINE_TYPE = 'TAX', 'CHARGES' or you are passing freight for a

specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

Validation: Must exist in RA_RULES.RULE_ID and RA_RULES.RULE_ID = –2 or –3. If you enter an invoicing rule you must also enter an accounting rule. If LINE_TYPE = 'CHARGES' then this column must be null.

Destination: None

LAST_PERIOD_TO_CREDIT

For unit credit memos, enter the last period number from which you want to start crediting.

If this transaction is a credit memo against a transaction which uses an accounting rule and LINE_TYPE = 'LINE', CREDIT_METHOD_FOR_ACCT_RULE = 'UNIT', or you are passing header freight, you may enter a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

Validation: Must be between 0 and the invoice's accounting rule duration (inclusive).

Destination: RA_CUSTOMER_TRX_LINES.LAST_PERIOD_TO_CREDIT

LAST_UPDATE_LOGIN

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_LINES table for processing.

Validation: None

Destination: None

LINE_NUMBER

This column is used by AutoInvoice and should be left null. AutoInvoice ignores any values passed in this column and always numbers the lines sequentially starting with the number 1 and in the order determined by the line ordering rule.

LINE_TYPE

Enter 'LINE', 'TAX', 'FREIGHT' or 'CHARGES' to specify the line type for this transaction. You must enter a value in this column.

For credit memos enter the type of line you are crediting.

Validation: Must be 'LINE', 'TAX', 'FREIGHT' or 'CHARGES'

Destination: RA_CUSTOMER_TRX_LINES.LINE_TYPE

LINK_TO_LINE_ ATTRIBUTE1–15

Enter the link to your Transaction Flexfield attribute values.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, do not enter values in these columns.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, you must enter a value. Use link to line attributes to associate this tax or freight line to another transaction line in RA_INTERFACE_LINES. All tax lines and freight for specific lines must be associated with a line that has a LINE_TYPE of 'LINE'. Enter the same combination of attribute values as the transaction to which you want to associate with.

For credit memos applied to tax lines, you must use these columns to link your credit memo tax lines to your credit memo transaction. Similarly, for credit memos applied to freight lines you must also use these columns to link your credit memo freight line to your credit memo transaction.

If you are applying a credit memo against a tax line which is linked to a transaction, you must enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo tax line. Similarly, if you are applying a credit memo against a freight line which is linked to a transaction, you must also enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo freight line.

Validation: The transaction that you link to must have a LINE_TYPE = 'LINE'. You can only link at most one freight line to another transaction. You cannot link a transaction that has a LINE_TYPE = 'LINE' or 'CHARGES' to another transaction.

Destination: None

LINK_TO_LINE_ CONTEXT

Enter the context name of the Transaction Flexfield data that you entered in RA_INTERFACE_LINES.LINK_TO_LINE_ATTRIBUTE1–15.

Validation: None

Destination: None

LINK_TO_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using RA_INTERFACE_LINES.LINK_TO_LINE_ATTRIBUTE1–15 and RA_INTERFACE_LINES.LINK_TO_LINE_CONTEXT.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.LINK_TO_CUST_TRX_LINE_ID

LOCATION_SEGMENT_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column if you are crediting a sales tax line.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.LOCATION_SEGMENT_ID

MEMO_LINE_ID

Enter the standard memo line id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in MEMO_LINE_NAME. If you specify memo line name in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

Validation: Must exist in AR_MEMO_LINES.MEMO_LINE_ID

Destination: RA_CUSTOMER_TRX_LINES.MEMO_LINE_ID

MEMO_LINE_NAME

Enter the name of the standard memo line for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in MEMO_LINE_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

Validation: Must exist in AR_MEMO_LINES.NAME

Destination: None

MOVEMENT_ID

This column is used to pass movement statistics that are tied to the shipment information and passed through AutoInvoice.

Autoinvoice will populate the column RA_CUSTOMER_TRX_LINES.movement_id with RA_INTERFACE_LINES.movement_id and updates MTL_MOVEMENT_STATISTICS with transaction information (for example, customer_trx_id, batch_id, customer_trx_line_id).

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.movement_id

MTL_SYSTEM_ ITEMS_SEG1–20

Assign a System Item Flexfield value for each segment you enable in Receivables. For example, if you enable six System Item Flexfield segments, you must enter six values in columns MTL_SYSTEM_ITEMS_SEG1–6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE_TYPE = 'LINE' or 'CHARGES', these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in INVENTORY_ITEM_ID.

If LINE_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the values from the transaction you are crediting.

For debit memos do not enter values in these columns.

Validation: Valid combination of System Item Flexfield segment values

Destination: None

ORG_ID

This column has been added for future Oracle Applications functionality and can be left null.

Validation: None

Destination: None

ORIG_SYSTEM_ BATCH_NAME

Enter the batch name for this transaction. This column is optional.

AutoInvoice does not perform any validation on this column but uses the value entered when grouping transactions into invoices.

Validation: None

Destination: RA_CUSTOMER_TRX.ORIG_SYSTEM_BATCH_ NAME

ORIG_SYSTEM_ BILL_ADDRESS_ID

Enter the Bill–To customer address id for this transaction. This Bill–To customer address id is for the Bill–To customer you entered in ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID. If no default Remit_To Address has been specified, AutoInvoice uses the Bill–To address to determine the Remit–To address for the customer. AutoInvoice will not import transactions that have inactive addresses or addresses with an inactive Bill To business purpose. In addition, if the Remit–To address cannot be determined, AutoInvoice will reject the transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG_SYSTEM_BILL_ADDRESS_REF. If you specify the Bill–To customer address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_ ADDRESS_ID = RA_ADDRESSES.ADDRESS_ID
and
RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_ CUSTOMER_ID = RA_CUSTOMERS.CUSTOMER_ID
and
RA_CUSTOMERS.CUSTOMER_ID = RA_ADDRESSES.CUSTOMER_ID
and
RA_ADDRESSES.ADDRESS_ID = RA_SITE_USES.ADDRESS_ID
and
RA_SITE_USES.SITE_USE_CODE = 'BILL_TO'

Destination: None

ORIG_SYSTEM_ BILL_ADDRESS_REF

Enter the Bill–To customer address reference from your original system. This reference is for the Bill–To customer you entered in ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If no default Remit_To Address has been specified, AutoInvoice uses the Bill–To address to determine the Remit–To address for the customer. AutoInvoice will not import transactions that have inactive addresses or addresses with an inactive Bill To business purpose. In addition, if the Remit–To address cannot be determined, AutoInvoice will reject the transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG_SYSTEM_BILL_ADDRESS_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_ ADDRESS_REF = RA_ADDRESSES.ORIG_SYSTEM_REFERENCE and RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_ CUSTOMER_REF = RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE and RA_CUSTOMERS.CUSTOMER_ID = RA_ADDRESSES.CUSTOMER_ID and RA_ADDRESSES.ADDRESS_ID = RA_SITE_USES.ADDRESS_ID and RA_SITE_USES.SITE_USE_CODE = 'BILL_TO'

Destination: None

ORIG_SYSTEM_ BILL_CONTACT_ID

Enter the Bill–To contact id for this transaction. This Bill–To contact id must be for the Bill–To customer that you entered in ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header

freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_BILL_CONTACT_REF. If you specify the Bill–To customer contact reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_CUSTOMER_ID = RA_CONTACTS.CUSTOMER_ID and RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_CONTACT_ID = RA_CONTACTS.CONTACT_ID

Destination: RA_CUSTOMER_TRX.BILL_TO_CONTACT_ID

ORIG_SYSTEM_BILL_CONTACT_REF

Enter the Bill–To contact reference from your original system. This reference is for the Bill–To customer that you entered in ORIG_SYSTEM_BILL_CUSTOMER_REF or ORIG_SYSTEM_BILL_CUSTOMER_ID. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_BILL_CONTACT_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_CUSTOMER_ID = RA_CONTACTS.CUSTOMER_ID and RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_CONTACT_REF = RA_CONTACTS.ORIG_SYSTEM_REFERENCE

Destination: None

ORIG_SYSTEM_BILL_CUSTOMER_ID

Enter the Bill–To customer id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header

freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG_SYSTEM_BILL_CUSTOMER_REF. If you specify the Bill–To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill–To customer id or the Bill–To customer id of a related customer of the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.CUSTOMER_ID

Destination: RA_CUSTOMER_TRX.BILL_TO_CUSTOMER_ID

ORIG_SYSTEM_BILL_CUSTOMER_REF

Enter a value you can use to uniquely identify this Bill–To customer in your original system. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG_SYSTEM_BILL_CUSTOMER_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill–To customer reference or the Bill–To customer reference of a related customer of the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE

Destination: None

ORIG_SYSTEM_SHIP_ADDRESS_ID

Enter the Ship–To customer address id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_ADDRESS_REF. If you specify the Ship–To address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the Ship–To address from the transaction you are crediting.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_ADDRESS_ID = RA_ADDRESSES.ADDRESS_ID and RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_CUSTOMER_ID = RA_CUSTOMERS.CUSTOMER_ID and RA_CUSTOMERS.CUSTOMER_ID = RA_ADDRESSES.CUSTOMER_ID and RA_ADDRESSES.ADDRESS_ID = RA_SITE_USES.ADDRESS_ID and RA_SITE_USES.SITE_USE_CODE = 'SHIP_TO'

Destination: None

ORIG_SYSTEM_SHIP_ADDRESS_REF

Enter a value you can use to uniquely identify this Ship–To customer address in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_ADDRESS_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column, AutoInvoice uses the Ship–To address from the transaction you are crediting.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_ADDRESS_REF = RA_ADDRESSES.ORIG_SYSTEM_REFERENCE and RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_CUSTOMER_ID = RA_CUSTOMERS.CUSTOMER_ID

and
RA_CUSTOMERS.CUSTOMER_ID =
RA_ADDRESSES.CUSTOMER_ID
and
RA_ADDRESSES.ADDRESS_ID =
RA_SITE_USES.ADDRESS_ID
and
RA_SITE_USES.SITE_USE_CODE = 'SHIP_TO'

Destination: None

ORIG_SYSTEM_ SHIP_CONTACT_ID

Enter the Ship–To contact id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_CONTACT_REF. If you specify the Ship–To contact reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship–To contact from the transaction you are crediting.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_ CUSTOMER_ID =
RA_CONTACTS.CUSTOMER_ID
and
RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_ CONTACT_ID =
RA_CONTACTS.CONTACT_ID

Destination: RA_CUSTOMER_TRX.SHIP_TO_CONTACT_ID

ORIG_SYSTEM_ SHIP_CONTACT_REF

Enter a value you can use to uniquely identify this Ship–To contact in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_CONTACT_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship–To contact from the transaction you are crediting.

Validation: RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_CUSTOMER_ID = RA_CONTACTS.CUSTOMER_ID and RA_INTERFACE_LINES.ORIG_SYSTEM_SHIP_CONTACT_REF = RA_CONTACTS.ORIG_SYSTEM_REFERENCE

Destination: None

ORIG_SYSTEM_SHIP_CUSTOMER_ID

Enter the Ship–To customer id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_CUSTOMER_REF. If you specify the Ship–To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship–To customer from the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.CUSTOMER_ID

Destination: RA_CUSTOMER_TRX.SHIP_TO_CUSTOMER_ID

ORIG_SYSTEM_SHIP_CUSTOMER_REF

Enter a value you can use to uniquely identify this Ship–To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SHIP_CUSTOMER_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship–To customer from the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE

Destination: None

ORIG_SYSTEM_SOLD_CUSTOMER_ID

Enter the Sold–To customer id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SOLD_CUSTOMER_REF. If you specify the Sold–To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value. AutoInvoice uses the Sold–To customer from the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.CUSTOMER_ID

Destination: RA_CUSTOMER_TRX.SOLD_TO_CUSTOMER_ID

ORIG_SYSTEM_SOLD_CUSTOMER_REF

Enter a value you can use to uniquely identify this Sold–To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG_SYSTEM_SOLD_CUSTOMER_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value, AutoInvoice uses the Sold–To customer from the transaction you are crediting.

Validation: Must exist in RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE

Destination: None

PAYING_CUSTOMER_ID

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying customer.

Validation: None

Destination: RA_CUSTOMER_TRX.PAYING_CUSTOMER_ID

PAYING_ CUSTOMER_ID

This column is used by AutoInvoice and should be left null.

Validation: None

Destination: RA_CUSTOMER_TRX.PAYING_CUSTOMER_ID

PAYING_SITE_ USE_ID

This column is used by AutoInvoice and should be left null.

Validation: None

Destination: RA_CUSTOMER_TRX.PAYING_SITE_USE_ID

PAYING_ SITE_USE_ID

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying site use.

Validation: None

Destination: RA_CUSTOMER_TRX.PAYING_SITE_USE_ID

PREVIOUS_ CUSTOMER_TRX_ID

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults a value into this column using RA_INTERFACE_LINES.REFERENCE_LINE_ID.

Validation: None

Destination: RA_CUSTOMER_TRX.PREVIOUS_CUSTOMER_ TRX_ID and RA_CUSTOMER_TRX_LINES. CUSTOMER_TRX_ID

PRIMARY_ SALESREP_ID

Enter the primary salesperson id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY_SALESREP_NUMBER. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source. If you specify the primary salesrep id in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = ''TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Must exist in RA_SALESREPS.SALESREP_ID

Destination: RA_CUSTOMER_TRX.PRIMARY_SALESREP_ID

PRIMARY_ SALESREP_NUMBER

Enter the primary salesperson number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY_SALESREP_ID. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Must exist in RA_SALESREPS.SALESREP_NUMBER

Destination: None

PRINTING_OPTION

Enter the printing option for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. AutoInvoice defaults to the printing option that you entered for this transaction type, if one was entered.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Must exist in AR_LOOKUPS.LOOKUP_CODE and AR_LOOKUP.LOOKUP_TYPE = 'INVOICE_PRINT_OPTIONS'

Destination: RA_CUSTOMER_TRX.PRINTING_OPTION

PURCHASE_ORDER

Enter the purchase order number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the purchase order number from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX.PURCHASE_ORDER

PURCHASE_ ORDER_DATE

Enter the date of the purchase order for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order date from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX.PURCHASE_ORDER_ DATE

PURCHASE_ ORDER_REVISION

Enter the purchase order revision for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order revision from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX.PURCHASE_ORDER_ REVISION

QUANTITY

If this transaction is an invoice or credit memo line and LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines, enter the number of units shipped. For credit memo lines, enter the number of units you are crediting. If you do not enter a value in this column, AutoInvoice uses AMOUNT as the extended amount for this transaction. If this transaction is a dummy line for either freight only or tax only, AutoInvoice ignores the value you enter in this column.

If this is a Credit Memo line and LINE_TYPE = 'LINE', CREDIT_METHOD_FOR.ACCT_RULE = 'UNIT' then this column is mandatory.

For Debit Memos, if LINE_TYPE = 'CHARGES', set quantity to 1.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For Credit Memos, if LINE_TYPE = 'CHARGES', set quantity to 1 or –1.

Validation: For Debit Memos lines with LINE_TYPE = 'CHARGES', quantity must be 1. For Credit Memo lines with LINE_TYPE = 'CHARGES', this column must be 1 or –1.

For Credit Memo lines with LINE_TYPE = 'LINE' and CREDIT_METHOD_FOR_ACCT_RULE = 'UNIT' then this column must not be null.

Destination: RA_CUSTOMER_TRX_LINES.QUANTITY_INVOICED if this transaction is an invoice line. RA_CUSTOMER_TRX_LINES.QUANTITY_CREDITED if this transaction is a credit memo line.

QUANTITY_ORDERED

Enter the original number of units ordered for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing freight for a specific line, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

For credit memos, do not enter a value in this column. AutoInvoice uses the quantity ordered from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.QUANTITY_ORDERED

REASON_CODE

Enter the reason code for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON_CODE_MEANING. If you specify the reason code meaning in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits this column is optional.

Validation: Must exist in AR_LOOKUPS.LOOKUP_CODE. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON

Destination: RA_CUSTOMER_TRX_LINES.REASON_CODE and RA_CUSTOMER_TRX.REASON_CODE

REASON_CODE_MEANING

Enter the meaning of the reason code for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON_CODE.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits this column is optional.

Validation: Must exist in AR_LOOKUPS.MEANING. This lookup type is either INVOICING_REASON or CREDIT_MEMO_REASON

Destination: None

RECEIPT_METHOD_ID

Enter the payment method id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in RECEIPT_METHOD_NAME. If you specify the payment method name in your batch source, AutoInvoice defaults a value in this column. AutoInvoice always defaults the payment method using the following hierarchy:

1. primary receipt method of the parent primary bill–to site
2. primary receipt method of the parent customer
3. primary receipt method of the bill–to site
4. primary receipt method of the bill–to customer

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

Validation: Must exist in AR_RECEIPT_METHODS.RECEIPT_METHOD_ID and must belong to the bill–to customer or the parent. Additionally, the payment method must have at least one bank account in the same currency as the transaction or have its Receipts Multi–Currency flag set to Yes.

Destination: RA_CUSTOMER_TRX.RECEIPT_METHOD_ID

RECEIPT_METHOD_NAME

Enter the name of the payment method for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in RECEIPT_METHOD_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

Validation: Must exist in AR_RECEIPT_METHODS.NAME and must belong to the bill–to customer or the parent.

Destination: None

REFERENCE_LINE_ATTRIBUTE1–15

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter either the Transaction Flexfield of the transaction line you are crediting in these columns or the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the transaction you are crediting in RA_INTERFACE_LINES.REFERENCE_LINE_ID. Otherwise, do not enter values in these columns.

If LINE_TYPE = 'TAX' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the tax line you are crediting in these columns or the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the transaction tax line you are crediting in RA_INTERFACE_LINES.REFERENCE_LINE_ID. Otherwise, do not enter values in these columns.

If LINE_TYPE= 'FREIGHT' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the freight line you are crediting in these columns or the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the

transaction freight line you are crediting in RA_INTERFACE_LINES.REFERENCE_LINE_ID. Otherwise, do not enter values in these columns.

For on–account credits do not enter values in these columns.

Validation: Must exist in RA_CUSTOMER_TRX_LINES.INTERFACE_LINE_ATTRIBUTE1–15 or RA_INTERFACE_LINES.INTERFACE_LINE_ATTRIBUTE1–15

Destination: None

REFERENCE_LINE_CONTEXT

Enter the context name of the Transaction Flexfield data entered in RA_INTERFACE_LINES.REFERENCE_LINE_ATTRIBUTE1–15. You must enter a value in this column if you entered values in RA_INTERFACE_LINES.ATTRIBUTE1–15.

Validation: Must exist in: RA_CUSTOMER_TRX_LINES.INTERFACE_LINE_CONTEXT or RA_INTERFACE_LINES.INTERFACE_LINE_CONTEXT

Destination: None

REFERENCE_LINE_ID

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the transaction line you are crediting in this column or the Transaction Flexfield in REFERENCE_LINE_ATTRIBUTE1–15. Otherwise, do not enter a value.

If LINE_TYPE = 'LINE' and this transaction is an invoice against a commitment, you must enter the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the commitment line you are referencing.

If LINE_TYPE= 'TAX' and this transaction is a credit memo, you must enter the RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the tax line you are crediting in these columns or the Transaction Flexfield in REFERENCE_LINE_ATTRIBUTE1–15. Otherwise, do not enter a value in this column.

If LINE_TYPE = 'FREIGHT' and this transaction is a credit memo, you must enter the

RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID of the freight line you are crediting in these columns or the Transaction Flexfield in REFERENCE_LINE_ATTRIBUTE1–15. Otherwise, do not enter a value in this column.

For on–account credits, do not enter a value in this column.

Validation: Must exist in RA_CUSTOMER_TRX_LINES.CUSTOMER_TRX_LINE_ID.

Destination: RA_CUSTOMER_TRX_LINES.PREVIOUS_CUSTOMER_TRX_LINE_ID if this transaction is a credit memo. Otherwise, RA_CUSTOMER_TRX_LINES.INITIAL_CUSTOMER_TRX_LINE_ID

RELATED_BATCH_SOURCE_NAME

Enter the name of the batch source of the document to which this transaction is related.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related transaction number in RELATED_TRX_NUMBER. Or, you can enter the related customer transaction id in RELATED_CUSTOMER_TRX_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits do not enter a value in this column.

Validation: RA_INTERFACE_LINES.RELATED_BATCH_SOURCE_NAME = RA_BATCH_SOURCES.NAME
and
RA_INTERFACE_LINES.RELATED_TRX_NUMBER = RA_CUSTOMER_TRX.TRX_NUMBER
and
RA_BATCH_SOURCES.BATCH_SOURCE_ID = RA_CUSTOMER_TRX.BATCH_SOURCE_ID

Destination: None

RELATED_CUSTOMER_TRX_ID

Enter the customer transaction id of the document to which this transaction is related.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column. Or, you can enter the related transaction number in RELATED_TRX_NUMBER and the related batch source name in RELATED_BATCH_SOURCE_NAME.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits do not enter a value in this column.

Validation: Must exist in RA_CUSTOMER_TRX.CUSTOMER_TRX_ID

Destination: RA_CUSTOMER_TRX.RELATED_CUSTOMER_TRX_ID

RELATED_TRX_NUMBER

Enter the document number to which this transaction is related.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related batch source name in RELATED_BATCH_SOURCE_NAME. Or, you can enter the related customer transaction id in RELATED_CUSTOMER_TRX_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits do not enter a value in this column.

Validation: RA_INTERFACE_LINES.RELATED_BATCH_SOURCE_NAME = RA_BATCH_SOURCES.NAME
and
RA_INTERFACE_LINES.RELATED_TRX_NUMBER = RA_CUSTOMER_TRX.TRX_NUMBER
and
RA_BATCH_SOURCES.BATCH_SOURCE_ID = RA_CUSTOMER_TRX.BATCH_SOURCE_ID

Destination: None

REQUEST_ID

This column is used by AutoInvoice and should be left null.

Validation: None

Destination: The REQUEST_ID column in RA_CUSTOMER_TRX, RA_CUSTOMER_TRX_LINES, RA_CUST_TRX_LINE_GL_DIST, AR_PAYMENT_SCHEDULES, AR_RECEIVABLE_APPLICATIONS, AR_ADJUSTMENTS and RA_CUST_TRX_LINE_SALESREPS.

RULE_START_DATE Enter the date that you want to start the accounting rule for this transaction.
If LINE_TYPE = 'LINE' or you are passing header freight, this column is optional. If you specify Specific Date in your accounting rule do not enter a value in this column.

If LINE_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column.

Please refer to the Deriving Dates section for a more details on rule start date.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.RULE_START_DATE

SALES_ORDER Enter the sales order number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order number from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX__LINES.SALES_ORDER

SALES_ORDER_DATE Enter the date of the sales order for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order date from the transaction you are crediting.

Enter the date of the revenue order for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the revenue order date from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.SALES_ORDER_DATE

SALES_ORDER_LINE Enter the sales order line number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order line number from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.SALES_ORDER_LINE

SALES_ORDER_REVISION Enter the sales order revision for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order revision from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.SALES_ORDER_REVISION

SALES_ORDER_SOURCE

Enter the source of the sales order for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the source of the sales order from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.SALES_ORDER_SOURCE

SALES_TAX_ID

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults to the sales tax id of the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.SALES_TAX_ID

SET_OF_BOOKS_ID

Enter the set of books id for this transaction. You must enter a value in this column.

Validation: Must exist in AR_SYSTEM_PARAMETERS.SET_OF_BOOKS_ID

Destination: RA_CUSTOMER_TRX.SET_OF_BOOKS_ID

SHIP_DATE_ACTUAL

Enter the shipment date for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the shipment date from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX.SHIP_DATE_ACTUAL

SHIP_VIA

Enter the ship via code for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the ship via code from the transaction you are crediting.

Validation: ORG_FREIGHT_CODE = RA_INTERFACE_LINES.SHIP_VIA and ORG_FREIGHT.ORGANIZATION_ID = (Your Organization ID)
RA_INTERFACE_LINES.SHIP_VIA must be less than or equal to 25 characters in length.

Destination: RA_CUSTOMER_TRX.SHIP_VIA

TAX_CODE

Enter the tax code for this tax line.

If LINE_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE_TYPE = 'TAX', this column is mandatory.

For credit memos, AutoInvoice defaults the tax code from the transaction you are crediting.

Validation: Must exist in AR_VAT_TAX.TAX_CODE

Destination: None

TAX_EXEMPT_FLAG

If LINE_TYPE = 'LINE', this column is optional. The value you enter here controls how a line is taxed.
Enter 'E' if you want AutoInvoice to exempt an invoice line that would normally be taxed and your system option 'Use Customer Exemptions' is set to Yes. If you enter 'E' you must enter a value for TAX_EXEMPT_REASON_CODE or TAX_EXEMPT_REASON_CODE_MEANING depending on your batch

source option.
Enter 'R' if you want AutoInvoice to force tax on an invoice line, ignoring any exemption certificates that may be on file.
Enter 'S' if you want tax to be calculated as per the normal procedures set up in Receivables

For all other line types, do not enter a value in this column.

For credit memos, do not enter a value in this column.

Validation: Must exist in AR_LOOKUPS.LOOKUP.CODE
Lookup type is TAX_CONTROL_FLAG

Destination: RA_CUSTOMER_TRX_LINES.
TAX_EXEMPT_FLAG

TAX_EXEMPT_ NUMBER

Enter the tax exempt number for this transaction.
If LINE_TYPE = 'LINE' and tax_exempt_flag = 'E', then you may enter a value in this column. Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.

For credit memos, do not enter a value in this column.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.
TAX_EXEMPT_NUMBER

TAX_EXEMPT_ REASON_CODE

Enter the tax exempt reason code for this transaction. If LINE_TYPE = 'LINE' and tax_exempt_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX_EXEMPT_REASON_CODE_MEANING. If you specify a tax exempt reason code meaning in your batch source, AutoInvoice defaults the code in this column.

For all other line types, do not enter a value in this column.

For credit memos do not enter a value in this column.

Validation: Must exist in AR_LOOKUPS.LOOKUP.CODE
Lookup type is TAX_REASON

Destination: RA_CUSTOMER_TRX_LINES.
TAX_EXEMPT_REASON_CODE

TAX_EXEMPT_ REASON_CODE _MEANING

Enter the tax exempt reason code meaning for this transaction. If LINE_TYPE = 'LINE' and tax_exempt_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX_EXEMPT_REASON_CODE.

Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.

For credit memos do not enter a value in this column.

Validation: Must exist in AR_LOOKUPS.MEANING. Lookup type is TAX_REASON

Destination: None

TAX_PRECEDENCE

Enter the precedence number for this tax line. This column is used to compute tax compounding.

If LINE_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE_TYPE = 'TAX' and you allow compound tax, you can enter a value in this column. Otherwise do not enter a value.

If you are passing freight for a specific line, do not enter a value in this column.

For credit memos AutoInvoice defaults the tax precedence from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.TAX_ PRECEDENCE

TAX_RATE

Enter the tax rate for this tax line.

If LINE_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE_TYPE = 'TAX', you must enter a value either in this column or the AMOUNT column. Any exemptions for the tax lines must be factored into the tax rate.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.TAX_RATE

TERM_ID

Enter the payment term id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in TERM_NAME. If you specify term name in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits do not enter a value in this column.

Validation: Must exist in RA_TERMS.TERM_ID

Destination: RA_CUSTOMER_TRX.TERM_ID

TERM_NAME

Enter the name of the payment term for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in TERM_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on–account credits do not enter a value in this column.

Validation: Must exist in RA_TERMS.NAME

Destination: None

TERRITORY_ID

Enter the territory id for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of territory segment values in TERRITORY_SEGMENT1–20. If you specify the combination of territory segment values in your batch source, AutoInvoice defaults a value in this column.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the territory from the transaction you are crediting.

Validation: Must exist in RA_TERRITORIES.TERRITORY_ID

Destination: RA_CUSTOMER_TRX.TERRITORY_ID

TERRITORY_ SEGMENT1–20

Assign a Territory Flexfield value for each segment you enable in Receivables. For example, if you enable six Territory Flexfield segments, you must enter six values in columns TERRITORY_SEGMENT1–6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in TERRITORY_ID.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the territory from the transaction you are crediting.

Validation: Valid combination of Territory Flexfield segment values from RA_TERRITORIES

Destination: None

TRX_DATE

Enter the transaction date for this transaction.

If TRX_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. If this transaction is an invoice or debit memo line, you can enter the invoice date. If this transaction is a credit memo line, you can enter the credit memo date. If this transaction is an invoice line and uses an Arrears Invoice invoicing rule, do not enter a value in this column.

If you do not enter a transaction date, AutoInvoice uses the general ledger date for invoice and debit memo lines. For credit memo lines, AutoInvoice uses the following hierarchy: credit memo general ledger date, and the general ledger date for the invoice's receivable distribution or the date on the Submit Requests window, whichever is later.

When child invoices are created against a commitment, AutoInvoice ensures that the child invoice's transaction date falls between the commitment's start and end dates.

If TRX_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: None

Destination: RA_CUSTOMER_TRX.TRX_DATE

TRX_NUMBER Enter the number for this transaction.

If TRX_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to No, you must enter a value in this column.

If TRX_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to Yes, do not enter a value in this column. AutoInvoice inserts a unique number in this column.

If TRX_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: Must not already exist in RA_CUSTOMER_TRX.TRX_NUMBER and RA_CUSTOMER_TRX.BATCH_SOURCE_ID

Destination: RA_CUSTOMER_TRX.TRX_NUMBER and AR_PAYMENT_SCHEDULES.TRX_NUMBER

UOM_CODE Enter the unit of measure code for this transaction.

If LINE_TYPE = 'LINE' and the line has an item you must enter either a value in this column or in UOM_NAME. If this a freight–only line, a tax–only line, or a line with no item, this column is optional.

If LINE_TYPE = 'LINE' and you are passing a dummy line for either a tax–only or freight–only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.
For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

Validation: Must exist in MTL_UNITS_OF_MEASURE.UOM_CODE. If

Line_type = 'CHARGES', then this column must be null.

Destination: RA_CUSTOMER_TRX_LINES.UOM_CODE

UOM_NAME

Enter the unit of measure name for this transaction.

If LINE_TYPE = 'LINE' and the line has an item you must enter either a value in this column or in UOM_CODE. If this a freight–only line, a tax–only line, or a line with no item, this column is optional.

If LINE_TYPE = 'LINE' or you are passing header freight, and you are passing a dummy line for either a tax–only or freight–only line, AutoInvoice ignores what you enter here.

If LINE_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

Validation: Must exist in MTL_UNITS_OF_MEASURE.UNIT_OF_ MEASURE. If LINE_TYPE = 'CHARGES' then this column must be null.

Destination: None

UNIT_SELLING_ PRICE

Enter the selling price per unit for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. If you do not enter a value in this column, AutoInvoice defaults to the amount in RA_INTERFACE_LINES.AMOUNT as the extended amount for this transaction.

If LINE_TYPE = 'LINE' or you are passing header freight, and you are passing a dummy line for either a tax–only or freight–only line, AutoInvoice ignores the value you enter here.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.UNIT_SELLING_ PRICE

UNIT_STANDARD_PRICE

Enter the standard price per unit for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit standard price from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES. UNIT_STANDARD_PRICE

USSGL_TRANSACTION_CODE

Enter the transaction code for this transaction. If this transaction is linked to another transaction, you must enter the same transaction code as the one to which it is linked. This column is optional.

Validation: Must be a valid transaction code as defined in your value set for this flexfield.

Destination: RA_CUSTOMER_TRX_LINES.USSGL_ TRANSACTION_CODE

USSGL_TRANSACTION_CODE_CONTEXT

This column is not currently used by AutoInvoice.

Validation: None

Destination: None

VAT_TAX_ID

This column is used by AutoInvoice and should be left null. If you enter a value in TAX_CODE, AutoInvoice defaults a value in this column.

For credit memos AutoInvoice defaults to the VAT tax id of the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX_LINES.VAT_TAX_ID

WAYBILL_NUMBER

Enter the waybill number for this transaction.

If LINE_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE_TYPE = 'TAX' or you are passing freight for a specific line do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the waybill number from the transaction you are crediting.

Validation: None

Destination: RA_CUSTOMER_TRX.WAYBILL_NUMBER

Table Name: RA_INTERFACE_SALESCREDITS

This table stores sales credit information for your transactions. This table must be populated if your AutoAccounting is set up to derive segment values based on the salesrep. If AutoAccounting does not depend on salesrep, then the value you enter in the Require Salesrep field of the System Options window and Allow Sales Credits field in the Transaction Sources window will determine whether you must enter sales credit information. See: AutoAccounting: page 2 – 117 and Defining Receivables System Options: page 2 – 48.

If you are importing invoices, debit memos and on account credits and your system option requires salesperson, you must provide sales credit information, regardless of the value entered in the Allow Sales Credit field for your transaction batch source.

If you are importing credit memos and your system option requires that you enter a salesperson, you can provide sales credit information. If you do not provide sales credit information, AutoInvoice uses sales credit information from the invoice you are crediting. If the invoice you are crediting does not have sales credit information, AutoInvoice creates a 100% 'No Sales Credit' line for this invoice. This sales credit line is then used to determine the sales credit amount for the credit memo.

Regardless of the type of transaction you are importing, if your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information. AutoInvoice will validate it and pass this information with your transaction. If your system option does not require salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

ATTRIBUTE1–15

Enter the Descriptive Flexfield attribute information for this sales or revenue credit assignment. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

Validation: None

Destination: RA_CUST_TRX_LINES_SALESREPS. ATTRIBUTE1–15

ATTRIBUTE_ CATEGORY

Enter the Descriptive Flexfield category information for this sales credit assignment. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

Validation: None

Destination: RA_CUST_TRX_LINE_SALESREPS.ATTRIBUTE_ CATEGORY

INTERFACE_LINE_ ATTRIBUTE1–15

Enter the same Transaction Flexfield for the transaction with which you want to associate this sales or revenue credit assignment. The values you enter here provide you with an audit trail from Receivables back to your original system. You must enter a value for each attribute you enabled.

INTERFACE_LINE_ CONTEXT

Enter the context name of the Transaction Flexfield data that you entered in RA_INTERFACE_SALESCREDITS. INTERFACE_LINE_ATTRIBUTE1–15. You must enter a value.

Validation: None

Destination: None

INTERFACE_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using RA_INTERFACE_SALESCREDITS.INTERFACE_LINE_ ATTRIBUTE1–15.

Validation: None

Destination: RA_CUST_TRX_LINE_SALESREPS.CUSTOMER_ TRX_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA_CUST_TRX_LINE_SALESREPS_S.

Validation: None

Destination: RA_CUST_TRX_LINE_SALESREPS.CUST_TRX_ LINE_SALESREP_ID

Validation: None

Destination: None

INTERFACE_STATUS

This column is used by AutoInvoice and should be left null.

Validation: None

Destination: None

LAST_UPDATE_LOGIN

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_SALESCREDITS table for processing.

Validation: None

Destination: None

REQUEST_ID

This column is used by AutoInvoice and should be left null.

Validation: None

Destination: None

SALES_CREDIT_AMOUNT_SPLIT

Enter the sales credit amount for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES_CREDIT_PERCENT_SPLIT. If you specify the sales credit percent in your batch source, AutoInvoice defaults a value in this column.

Validation: If the sales credit for this sales credit assignment is of type Quota, the sum of sales credit amounts for a transaction must equal the amount of the transaction.

Destination: RA_CUST_TRX_LINE_SALESREPS.REVENUE_AMOUNT_SPLIT if the sales credit type is Quota.
RA_CUST_TRX_LINE_SALESREPS.NON_REVENUE_AMOUNT_SPLIT if the sales credit type is not Quota.

SALES_CREDIT_PERCENT_SPLIT

Enter the sales credit percent for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES_CREDIT_AMOUNT_SPLIT. If you specify the sales or revenue credit amount in your batch source, AutoInvoice defaults a value in this column.

Validation: Your sales or revenue credit percent must be between 0 and 100, and if sales credit type is Quota, the sales credit percentage for a transaction must sum to 100.

SALES_CREDIT_ TYPE_ID

Enter the id of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES_CREDIT_TYPE_NAME. If you specify the sales credit type name in your batch source, AutoInvoice defaults a value in this column.

Validation: Must exist in SO_SALES_CREDIT_TYPES.SALES_CREDIT_ TYPE_ID

Destination: None

SALES_CREDIT_ TYPE_NAME

Enter the name of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES_CREDIT_TYPE_ID.

Validation: Must exist in SO_SALES_CREDIT_TYPES.NAME

Destination: None

SALESREP_ID

Enter the salesperson id for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP_NUMBER. If you specify the salesperson number in your batch source, AutoInvoice defaults a value in this column.

Validation: Must exist in RA_SALESREPS.SALESREP_ID

Destination: RA_CUST_TRX_LINE_SALESREPS.SALESREP_ID

SALESREP_NUMBER

Enter the salesperson number for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP_ID.

Validation: Must exist in RA_SALESREPS.SALESREP_NUMBER

Destination: None

Table Name: RA_INTERFACE_DISTRIBUTIONS

If you do not use AutoAccounting, you must enter accounting distributions for your transactions. Otherwise, AutoInvoice does not require you to enter accounting distributions for your transactions.

If your accounting distributions are for transactions that use accounting rules, you must enter the percentages, but not the amounts. If you enter the amounts, AutoInvoice will ignore those values.

If your accounting distributions are for transactions that do not use accounting rules, you can enter either the percentages or amounts, depending on the value you entered for your batch source. If you enter an amount, AutoInvoice requires that the distribution amounts sum to the amount of the transaction. If you enter a percent, AutoInvoice requires that the distribution percentages sum to 100 for each account class that you pass.

Distributions is this table are linked to the appropriate transaction lines in the ra_interface_lines via the transaction flexfield. Though the distribution for 'REC' account class is at the invoice level, it may be linked to any transaction line of the invoice in ra_interface_lines. AutoInvoice will then correctly transfer all distributions to RA_CUST_TRX_LINE_GL_DIST.

Column Name	Value
ACCOUNT_CLASS	Enter the account class for this accounting distribution. AutoInvoice uses the account class you enter here to determine the type of account you are supplying for this accounting distribution. You must enter a value for this column. **Validation:** Must be either 'REV', 'FREIGHT', 'TAX', 'REC', 'CHARGES', 'UNBILL', or 'UNEARN'. If the transaction uses the 'Advance Invoice' invoicing rule, do no enter 'UNBILL' in this column. If the transaction uses the 'Arrears Invoice' invoicing rule, do not enter 'UNEARN' in this column. **Destination:** RA_CUST_TRX_LINE_GL_DIST. ACCOUNT_CLASS
ACCTD_AMOUNT	This column is optional. If you enter 'AMOUNT' for your batch source option 'Revenue Account Allocation', then AutoInvoice will accept whatever is passed in this column without validation. If this column is null, then AutoInvoice will compute the accounted amount for this distribution line. **Validation:** None **Destination:** None

AMOUNT

Enter the amount for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in PERCENT. If you specify the percent in your batch source, AutoInvoice computes the value in this column.

Do not enter a value in this column if this accounting distribution is for a transaction which uses an accounting rule or if this distribution is a receivables ('REC') account. If this distribution is for a receivables account, you must enter 100 in RA_INTERFACE_DISTRIBUTIONS.PERCENT.

If this line has AMOUNT_INCLUDES_TAX set to Yes, the sales credits and line amounts for this column must include tax.

Validation: If this transaction does not use an accounting rule, the sum of all distribution amounts for this transaction of a given line type must equal the amount for the transaction. AutoInvoice corrects amounts that have incorrect currency precision.

Destination: RA_CUST_TRX_LINE_GL_DIST.AMOUNT

ATTRIBUTE1–15

Enter the Descriptive Flexfield attribute information for this accounting distribution. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

Validation: None

Destination: RA_CUST_TRX_LINE_GL_DIST.ATTRIBUTE1–15

ATTRIBUTE_ CATEGORY

Enter the Descriptive Flexfield category information for this accounting distribution. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

Validation: None

Destination: RA_CUST_TRX_LINE_GL_DIST. ATTRIBUTE_CATEGORY

CODE_ COMBINATION_ID

Enter the code combination id of the Accounting Flexfield for this accounting distribution.

This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or a

combination of segment values in SEGMENT1–30. If you specify the combination of segment values in your batch source, AutoInvoice defaults a value in this column.

Validation: Must exist in GL_CODE_COMBINATIONS. CODE_COMBINATION_ID

Destination: RA_CUST_TRX_LINE_GL_DIST. CODE_COMBINATION_ID

COMMENTS

Enter comments about this accounting distribution. This column is optional.

Validation: None

Destination: RA_CUST_TRX_LINE_GL_DIST.COMMENTS

INTERFACE_ DISTRIBUTION_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA_CUST_TRX_LINE_GL_DIST_S. This is the primary key for RA_INTERFACE_DISTRIBUTIONS.

Validation: None

Destination: RA_CUST_TRX_LINE_GL_DIST. CUST_TRX_LINE_GL_DIST_ID

INTERFACE_LINE_ ATTRIBUTE1–15

Enter the same Line Transaction Flexfield for the transaction with which you want to associate this accounting distribution. You must enter a value for each attribute you enabled for the Line Transaction Flexfield.

Validation: None

Destination: None

INTERFACE_LINE_ CONTEXT

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE_LINE_ATTRIBUTE1–15.

Validation: If you pass lines with global context set this column to 'Global Data Elements'

Destination: RA_CUSTOMER_TRX_LINES>INTERFACE_LINE _CONTEXT

INTERFACE_LINE_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using INTERFACE_LINE_ATTRIBUTE1–15 and INTERFACE_LINE_CONTEXT.

Validation: None

Destination: RA_CUST_TRX_LINE_GL_DIST.CUSTOMER_TRX_LINE_ID

INTERFACE_STATUS This column is used by AutoInvoice and should be left null.

Validation: None

Destination: None

LAST_UPDATE_LOGIN This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA_INTERFACE_DISTRIBUTIONS table for processing.

Validation: None

Destination: None

PERCENT Enter the percent for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in AMOUNT. If you specify the amount in your batch source, AutoInvoice defaults a value in this column.

If this accounting distribution is for a transaction which uses an accounting rule, you must enter a value in this column.

Validation: The sum of all accounting distribution percentages for a transaction must sum to 100 for an account class.

Destination: RA_CUST_TRX_LINE_GL_DIST.PERCENT

REQUEST_ID This column is used by AutoInvoice and should be left null.

Validation: None

Destination: None

SEGMENT1–30 Enter an Accounting Flexfield value to each segment you enable in Receivables. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1–6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

Depending on the value you entered for your batch source, you must enter either a combination of segment values in these columns or a value in CODE_COMBINATION_ID.

Validation: Valid combination of Accounting Flexfield segment values must exist in GL_CODE_COMBINATIONS.

Destination: None

Table Name: RA_INTERFACE_ERRORS

This table stores information about interface data that failed validation. The information in this table will be used to generate the AutoInvoice Validation report. AutoInvoice identifies all errors for each transaction line, thus reducing multiple validation and correction cycles. For more information, see: AutoInvoice Reports: page 6 – 75.

Column Name	Value
INTERFACE_ LINE_ID	If both INTERFACE_SALESCREDIT_ID and INTERFACE_DISTRIBUTION_ID are null, then the row in RA_INTERFACE_LINES associated with this INTERFACE_LINE_ID failed validation. **Validation:** None **Destination:** None
INTERFACE_ SALESCREDIT_ID	If this column is not null, then the row in RA_INTERFACE_SALESCREDITS associated with this INTERFACE_SALESCREDIT_ID failed validation. **Validation:** None **Destination:** None
INTERFACE_ DISTRIBUTION_ID	If this column is not null, then the row in RA_INTERFACE_DISTRIBUTIONS associated with this INTERFACE_DISTRIBUTION_ID failed validation. **Validation:** None **Destination:** None
INVALID_VALUE	The invalid value that failed validation displays in this column, if applicable. **Validation:** None

Destination: None

LINK_TO_LINE_ID This column displays the INTERFACE_LINE_ID of the line to which this line that failed validation is linked. For example, you have a tax line that fails and is linked to an invoice line that fails. In this case, the column stores the INTERFACE_LINE_ID of the invoice line.

Validation: None

Destination: None

MESSAGE_TEXT The message text is stored in this column.

Validation: None

Destination: None

See Also

Importing Transactions Using AutoInvoice: page 6 – 73

Using AutoInvoice: page 6 – 161

Accounting for Credit Memos

Receivables lets you fully or partially credit your invoices while it automatically creates all the accounting reversal entries for you. You can use the Credit Transactions window or AutoInvoice to create your credit memos. The accounting is always the same whether the credit memo is imported through AutoInvoice or entered manually using the Credit Transactions window. Below are some examples of how Receivables accounts for credit memos.

Sample Invoice #102

On 1/1/XX the following invoice is created:

Details: **Invoice Number = 02**

Invoice Date = 1/1/XX

Invoice Amount = $100

Duration = 5 months

Invoicing Rule = Bill In Advance

Accounting Rule = Fixed Amount as follows:

Period 1 = $20

Period 2 = $20

Period 3 = $10

Period 4 = $30

Period 5 = $20

Accounting Entries:

GL Date and Period Status:

1/1/XX	DR	Accounts Receivable	$100	
Open		CR Unearned Revenue		$100
	DR	Unearned Revenue	$20	
		CR Revenue		$20
2/1/XX	DR	Unearned Revenue	$20	
Not Opened		CR Revenue		$20
3/1/XX	DR	Unearned Revenue	$10	

Not Opened		CR	Revenue		$10
4/1/XX	DR	Unearned Revenue		$30	
Not Opened		CR	Revenue		$30
5/1/XX	DR	Unearned Revenue		$20	
Not Opened		CR	Revenue		$20

Case 1

A full credit memo is entered on 2/15/XX against invoice #102.

Details: **Credit Memo Date = 2/15/XX**

Credit Memo Amount = $100

Accounting Entries:

GL Date and Period Status:

1/1/XX		No Entries			
Open					
2/15/XX	DR	Unearned Revenue		$100	
Open		CR	Accounts Receivable		$100

(to reverse the original receivable)

	DR	Revenue		$20	
		CR	Unearned Revenue		$20

(to reverse Period 1 accounting entry)

	DR	Revenue		$20	
		CR	Unearned Revenue		$20

(to reverse Period 2 accounting entry)

3/1/XX	DR	Revenue		$10	
Not Opened		CR	Unearned Revenue		$10

(to reverse Period 3 accounting entry)

4/1/XX	DR	Revenue		$30	
Not Opened		CR	Unearned Revenue		$30

(to reverse Period 4 accounting entry)

5/1/XX	DR	Revenue		$20	
Not Opened		CR	Unearned Revenue		$20

(to reverse Period 5 accounting entry)

Case 2

A partial credit memo is entered on 2/15/XX against invoice #102, with credit method for rules set to prorate.

Details: **Credit Memo Date = 2/15/XX**

Credit Memo Amount = $65

Accounting Entries:

GL Date and Period Status:

1/1/XX No Entries

Open

2/15/XX	DR	Unearned Revenue (65/100*$100)		$65	
Open		CR	Accounts Receivable		$65

(to partially reverse original receivable)

	DR	Revenue (65/100*$20)		$13	
		CR	Unearned Revenue		$13

(to partially reverse Period 1 accounting entry)

	DR	Revenue (65/100*$20)		$13	
		CR	Unearned Revenue		$13

(to partially reverse Period 2 accounting entry)

3/1/XX	DR	Revenue (65/100*$10)		$6.50	
Open		CR	Unearned Revenue		$6.50

(to partially reverse Period 3 accounting entry)

4/1/XX	DR	Revenue (65/100*$30)	$19.50	
Not Opened	CR	Unearned Revenue		$19.50

(to partially reverse Period 4 accounting entry)

5/1/XX	DR	Revenue (65/100*$20)	$13	
Not Opened	CR	Unearned Revenue		$13

(to partially reverse Period 5 accounting entry)

Case 3

A partial credit memo is entered on 2/15/XX against invoice #102, with credit method for rules set to LIFO.

Details: **Credit Memo Date = 2/15/XX**

Credit Memo Amount = $65

Accounting Entries:

GL Date and Period Status:

1/1/XX No Entries

Open

(credit memo amount is fully applied by Period 2)

2/15/XX	DR	Revenue	$5	
Open	CR	Unearned Revenue		$5

(to partially reverse Period 2 accounting entry*)

* The amount is computed as follows:

*A *B *C *D

Formula = **$5 = $65 – $20 – $30 – $10**

	DR	Unearned Revenue	$65	
	CR	Accounts Receivable		$65

(to partially reverse original receivable)

* A = Credit Memo Amount
B = Period 5 Revenue Amount
C = Period 4 Revenue Amount
D = Period 3 Revenue Amount

3/1/XX	DR	Revenue		$10	
Open		CR	Unearned Revenue		$10

(to fully reverse Period 3 accounting entry)

4/1/XX	DR	Revenue		$30	
Not Opened		CR	Unearned Revenue		$30

(to fully reverse Period 4 accounting entry)

5/1/XX	DR	Revenue		$20	
Not Opened		CR	Unearned Revenue		$20

Case 4

A partial credit memo is entered on 6/1/XX for 8 units with an amount of $65 against invoice #102, assuming that this invoice consists of 10 units with a value of $10 each for a total of $100. This credit memo is entered with credit method for rules set to UNIT.

Details: **Credit Memo Date = 6/1/XX**

Credit Memo Amount = $65

Accounting Entries:

GL Date:

Formula = **Net Unit Price** = **Invoice Amount in this period – any previous credit memos in this period / Original invoice quantity Amount to Credit in this period = Net Unit Price for period * Units to Credit**

Formula = **Net Unit Price** per period =

Period 5 = $20–$0/10units = $2

Period 4 = $30–$0/10units = $3

Period 3 = $10–$0/10units = $1

Period 2 = $20–$0/10units = $2

Period 1 = $20–$0/10units = $2

Formula = **Amount to Credit** this period =

Period 5 = $2 * 8units =	$16	$65–$16 =	$49
Period 4 = $3 * 8units =	$24	$49–$24 =	$25
Period 3 = $1 * 8units =	$8	$25–$8 =	$17
Period 2 = $2 * 8units =	$16	$17–$16 =	$1
Period 1 = $2 * 8units =	$16	$1–$16 = –	$15
	___		___
Total	$80		$65

1/1/XX	DR	Unearned Revenue		$65	
Open	CR	Accounts Receivable			$65

(to partially reverse original receivable)

	DR	Revenue		$1	
	CR	Unearned Revenue			$1
2/1/XX	DR	Revenue		$16	
Open	CR	Unearned Revenue			$16

(to partially reverse Period 2 accounting entry)

3/1/XX	DR	Revenue		$8	
Open	CR	Unearned Revenue			$8

(to partially reverse Period 3 accounting entry)

4/1/XX	DR	Revenue		$24	
Open	CR	Unearned Receivable			$24

(to partially reverse Period 4 accounting entry)

5/1/XX	DR	Revenue		$16	
Open	CR	Unearned Receivable			$16

(to partially reverse Period 5 accounting entry)

Sample Invoice #103

On 1/1/XX the following invoice is created.

Details: **Invoice Number = 103**

Invoice Date = 5/1/XX

Invoice Amount = $100

Duration = 5 months

Invoicing Rule = Bill In Arrears

Accounting Rule = Fixed Amount as follows:

Period 1 = $20

Period 2 = $20

Period 3 = $10

Period 4 = $30

Period 5 = $20

Accounting Entries:

GL Date:

1/1/XX	DR	Unbilled Receivable		$20	
Open		CR	Revenue		$20
2/1/XX	DR	Unbilled Receivable		$20	
Not Opened		CR	Revenue		$20
3/1/XX	DR	Unbilled Receivable		$10	
Not Opened		CR	Revenue		$10
4/1/XX	DR	Unbilled Receivable		$30	
Not Opened		CR	Revenue		$30
5/1/XX	DR	Accounts Receivable		$100	
Not Opened		CR	Unbilled Receivable		$100
	DR	Unbilled Receivable		$20	
		CR	Revenue		$20

Case 1

Details: **Credit Memo Date = 6/1/XX**

Credit Memo Amount = $100

Accounting Entries:

GL Date:

1/1/XX		No Entries			
Closed					
2/1/XX		No Entries			
Closed					
3/1/XX		No Entries			
Closed					
4/1/XX	DR	Revenue		$20	
Open		CR	Unbilled Receivable		$20
(to reverse Period 1 accounting entry)					
	DR	Revenue		$20	
		CR	Unbilled Receivable		$20
(to reverse Period 2 accounting entry)					
	DR	Revenue		$10	
		CR	Unbilled Receivable		$10
(to reverse Period 3 accounting entry)					
	DR	Revenue		$30	
		CR	Unbilled Receivable		$30
(to reverse Period 4 accounting entry)					
5/1/XX	DR	Revenue		$20	
Open		CR	Unbilled Receivable		$20
(to reverse Period 5 accounting entry)					
6/1/XX	DR	Unbilled Receivable		$100	
Open		CR	Accounts Receivable		$100
(to reverse the original receivable)					
4/1/XX	DR	Revenue		$20	
Open		CR	Unbilled Receivable		$20
(to reverse Period 1 accounting entry)					

	DR	Revenue		$20	
		CR	Unbilled Receivable		$20

(to reverse Period 2 accounting entry)

	DR	Revenue		$10	
		CR	Unbilled Receivable		$10

(to reverse Period 3 accounting entry)

	DR	Revenue		$30	
		CR	Unbilled Receivable		$30

(to reverse Period 4 accounting entry)

5/1/XX	DR	Revenue		$20	
Open		CR	Unbilled Receivable		$20

(to reverse Period 5 accounting entry)

6/1/XX	DR	Unbilled Receivable		$100	
Open		CR	Accounts Receivable		$100

(to reverse the original receivable)

Case 2

A partial credit memo is entered on 6/1/XX against invoice #103. This credit memo is entered with credit method for rules set to prorate.

Details: **Credit Memo Date = 6/1/XX**

Credit Memo Amount = $65

Accounting Entries:

GL Date:

1/1/XX	No Entries
Closed	
2/1/XX	No Entries
Closed	
3/1/XX	No Entries

Closed

4/1/XX	DR	Revenue	(65/100*$20)	$13	
Open	CR	Unbilled Receivable			$13

(to partially reverse Period 1 accounting entry)

	DR	Revenue	(65/100*$20)	$13	
	CR	Unbilled Receivable			$13

(to partially reverse Period 2 accounting entry)

	DR	Revenue	(65/100*$10)	$6.50	
	CR	Unbilled Receivable			$6.50

(to partially reverse Period 3 accounting entry)

	DR	Revenue	(65/100*$30)	$19.50	
	CR	Unbilled Receivable			$19.50

(to partially reverse Period 4 accounting entry)

5/1/XX	DR	Revenue	(65/100*$20)	$13	
Open	CR	Unbilled Receivable			$13

(to partially reverse Period 5 accounting entry)

6/1/XX	DR	Unbilled Receivable		$65	
Open	CR	Accounts Receivable			$65

(to partially reverse the original receivable)

Case 3

A partial credit memo is entered on 6/1/XX for $65 against invoice #103. This credit memo is entered with credit method for rules set to LIFO.

Details: **Credit Memo Date = 6/1/XX**
Credit Memo Amount = $65

Accounting Entries:

GL Date:

1/1/XX	No Entries
Closed	

2/1/XX		No Entries			
Closed					
3/1/XX		No Entries			
Closed					
4/1/XX	DR	Revenue		$5	
Open		CR	Unbilled Receivable		$5

(to partially reverse Period 2 accounting entry*)

* The amount is computed as follows:

*A *B *C *D

Formula = **$5 = $65 – $20 – $30 – $10**

DR	Revenue		$10	
	CR	Unbilled Receivable		$10

(to fully reverse Period 3 accounting entry)

DR	Revenue		$30	
	CR	Unbilled Receivable		$30

(to fully reverse Period 4 accounting entry)

5/1/XX	DR	Revenue		$20	
Open		CR	Unbilled Receivable		$20

(to reverse Period 5 accounting entry)

6/1/XX	DR	Unbilled Receivable		$65	
Open		CR	Accounts Receivable		$65

(to partially reverse the original receivable)

* A = Credit Memo Amount
B = Period 5 Revenue Amount
C = Period 4 Revenue Amount
D = Period 3 Revenue Amount

Case 4

A partial credit memo is entered on 6/1/XX for 8 units with an amount of $40 against invoice #103, assuming that this invoice consists of 10

units with a value of $10 each for a total of $100. This credit memo is entered with credit method for rules set to UNIT and the Last Period to Credit set for the last period of the invoice.

Details: **Credit Memo Date = 6/1/XX**

Credit Memo Amount = $65

Accounting Entries:

GL Date:

Formula = **Net Unit Price** = **Invoice Amount in this period – any previous credit memos in this period / Original invoice quantity**

Amount to Credit i**n this period = Net Unit Price for period * Units to Credit**

Formula = **Net Unit Price** per period =

Period 5 = $20–$0 / 10units = $2

Period 4 = $30–$0 / 10units = $3

Period 3 = $10–$0 / 10units = $1

Period 2 = $20–$0 / 10units = $2

Period 1 = $20–$0 / 10units = $2

Formula = **Amount to Credit** this period =

Period 5 = $2 * 8units = $16

Period 4 = $3 * 8units = $24

Total $40

1/1/XX		No Entries			
Closed					
2/1/XX		No Entries			
Closed					
3/1/XX		No Entries			
Closed					
4/1/XX	DR	Revenue		$24	
Open		CR	Unbilled Receivable		$24

(to partially reverse Period 3 accounting entry)

5/1/XX	DR	Revenue		$16	
Open		CR	Unbilled Receivable		$16
6/1/XX	DR	Unbilled Receivable		$40	
Open		CR	Accounts Receivable		$40

(to partially reverse the original receivable)

Sample Invoice #104

On 1/1/XX the following invoice is created.

Details: **Invoice Number = 104**

Invoice Date = 1/1/XX

Invoice Amount = $100

Payment Terms = 3 Installments as follows:

Due Date	Amount
2/1/XX	**$50**
3/1/XX	**$25**
4/1/XX	**$25**

The payment schedules for these installments will be as follows:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount # Credited
2/1/XX	$ 50	$ 50	$0
3/1/XX	$ 25	$ 25	$0
4/1/XX	$ 25	$ 25	$0
Total	$100	$100	$0

Case 1

Step 1.

On 1/1/XX a credit memo is entered against invoice #104. The credit method for split terms is set to Prorate for this example.

Details: **Credit Memo Date = 1/1/XX**

Credit Memo Amount = $45

To calculate the amount credited per payment schedule, Receivables uses the following formula:

Amount Credited = (Credit Memo Amount/Total Remaining Amount Due) * Amount Due Remaining on this installment

e.g. 45 / 100 * 50 = 22.50

This credit memo has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited
2 / 1 / XX	$ 50	$27.50	$22.50
3 / 1 / XX	$ 25	$13.75	$11.25
4 / 1 / XX	$ 25	$13.75	$11.25
Total	$100	$55.00	$45.00

Step 2.

On 1 / 15 / XX a payment is received for $20 which has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2 / 1 / XX	$ 50	$ 7.50	$22.50	$20
3 / 1 / XX	$ 25	$13.75	$11.25	$ 0
4 / 1 / XX	$ 25	$13.75	$11.25	$ 0
Total	$100	$35.00	$45.00	$20

Step 3.

On 1 / 16 / XX another credit memo is entered against invoice #104:

Details	**Credit Memo Date =**	**1/16/XX**
	Credit Memo Amount =	**$20**

This credit memo has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2/1/XX	$ 50	$ 3.22	$26.78**	$20
3/1/XX	$ 25	$ 5.89	$19.11	$ 0
4/1/XX	$ 25	$ 5.89	$19.11	$ 0
Total	$100	$15.00	$65.00	$20

** 22.50+(20/35*7.50) = 26.78 (rounded to two decimal places)

Case 2

Step 1.

On 1/1/XX a credit memo is entered against invoice #104. The credit method for split terms is set to LIFO for this example.

Details: **Credit Memo Date = 1/1/XX**

Credit Memo Amount = $45

This credit memo has the following affect on the payment schedules of invoice #104.

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited
2/1/XX	$50	$50	$0
3/1/XX	$25	$5	$20
4/1/XX	$25	$0	$25
Total	$100	$55.00	$45.00

Step 2.

On 1/15/XX a payment is received for $20 which has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2/1/XX	$50	$30	$0	$20
3/1/XX	$25	$5	$20	$ 0

4/1/XX	$25	$0	$25	$ 0
Total	$100	$35	$45	$20

Step 3.

On 1/16/XX another credit memo is entered against invoice #104.

Details **Credit Memo Date = 1/16/XX**

Credit Memo Amount = $20

This credit memo has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2/1/XX	$50	$15	$15	$20
3/1/XX	$25	$0	$25	$ 0
4/1/XX	$25	$0	$25	$ 0
Total	$100	$15	$65	$20

Case 3

Step 1.

On 1/1/XX a credit memo is entered against invoice #104. The credit method for split terms is set to FIFO for this example.

Details: **Credit Memo Date = 1/1/XX**

Credit Memo Amount = $45

This credit memo has the following affect on the payment schedules of invoice #104.

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited
2/1/XX	$50	$5	$45
3/1/XX	$25	$25	$0
4/1/XX	$25	$25	$0

Total	$100	$55.00	$45.00

Step 2.

On 1/15/XX a payment is received for $20 which has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2/1/XX	$50	$0	$45	$5
3/1/XX	$25	$10	$0	$15
4/1/XX	$25	$25	$0	$ 0
Total	$100	$35	$45	$20

When the payment applied on 1/15/XX fully covered the amount due for the first pay period, the remainder of the payment is applied to the amount due for the following period.

Step 3.

On 1/16/XX another credit memo is entered against invoice #104.

Details	**Credit Memo Date =**	**1/16/XX**
	Credit Memo Amount =	**$20**

This credit memo has the following affect on the payment schedules of invoice #104:

Due Date	Original Amt. Due	Remaining Amt. Due	Amount Credited	Payment Applied
2/1/XX	$50	$0	$45	$5
3/1/XX	$25	$0	$10	$15
4/1/XX	$25	$15	$10	$ 0
Total	$100	$15	$65	$20

Credit Memos Against Invoices Against Commitments

Below are some examples that show the accounting entries that are created when you credit invoices against commitments.

A Full Credit Memo Against an Invoice Against a Deposit

1. A deposit is entered for $1000. The accounting entry is:

DR Accounts Receivable (Deposit) $1000

CR Revenue $1000

2. An invoice for $400 is entered against this deposit. The accounting entries are:

DR Accounts Receivable (Invoice) $400

CR Revenue $400

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the invoice resulting in an amount due in Accounts Receivable of $0. (Note: In our example, the $400 below does not include tax and freight). Therefore, there is no balance due for the $400 invoice, as it has drawn against their $1000 deposit in lieu of payment of the invoice.

DR Revenue $400

CR Accounts Receivable (Invoice) $400

3. A credit memo for $400 is applied to the $400 invoice. The accounting entries are:

DR Accounts Receivable (Invoice) $400

CR Revenue $400

(This accounting entry reverses the adjustment entered in the previous step.)

DR Revenue $400

CR Accounts Receivable (Invoice) $400

(This accounting entry reverses the invoice entered in the previous step, leaving a deposit balance of $600.)

A Full Credit Memo Against an Invoice Against a Guarantee

1. A guarantee is entered for $1000. The accounting entry is:

DR Unbilled Receivables $1000

CR Unearned Revenue $1000

2. An invoice for $400 is entered against this guarantee. The accounting entries are:

DR Accounts Receivable $400

CR Revenue $400

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the guarantee. Therefore, an outstanding amount of $400 exists for this invoice and the guarantee has an outstanding balance of $600.

DR Unearned Revenue $400

CR Unbilled Receivable $400

3. A credit memo for $400 is applied to the $400 invoice. The accounting entries are:

DR Unbilled Receivables $400

CR Unearned Revenue $400

(This accounting entry reverses the adjustment entered in the previous step.)

DR Revenue $400

CR Accounts Receivable $400

(This accounting entry reverses the invoice entered in the previous step.)

Special Cases – A Credit Memo Against an Invoice Against a Deposit

This case shows the accounting entries that are created when you apply an invoice to a deposit and the invoice amount is greater than the deposit. It also shows the entries that are created when you apply a partial credit memo to the invoice.

1. A deposit is entered for $100. The accounting entry is:

DR Accounts Receivable (Deposit) $100

CR Revenue $100

2. An invoice for $220 is entered against this deposit. The accounting entries are:

DR Accounts Receivable (Invoice) $220

CR Revenue $220

DR Revenue $100

CR Accounts Receivable (Invoice) $100

(The current outstanding balance for the invoice is $120)

3. A credit memo for $150 is applied to the invoice. The accounting entries are:

Receivables automatically creates a receivables adjustment for $30 against the invoice to increase the outstanding balance to $150.

DR Accounts Receivable (Invoice) $30

CR Revenue $30

DR Revenue $150

CR Accounts Receivable (Invoice) $150

(This accounting entry is for the $150 credit memo leaving a deposit balance of $30.)

Special Cases – A Credit Memo Against an Invoice Against a Guarantee

This case shows the accounting entries that are created when you apply an invoice to a guarantee and the invoice amount is greater than the guarantee. It also shows the entries that are created when you apply a partial credit memo to the invoice.

1. A guarantee is entered for $100. The accounting entry is:

DR Unbilled Receivable $100

CR Unearned Revenue $100

2. An invoice for $220 is entered against this guarantee. The accounting entries are:

DR Accounts Receivable $220

CR Revenue $220

DR Unearned Revenue $100

CR Unbilled Receivable $100

(The current outstanding balance for the invoice remains at $220)

3. A credit memo for $150 is applied to the invoice. The accounting entries are:

DR Revenue $150

CR Accounts Receivable (Invoice) $150

(The current outstanding balance for the invoice is $70)

Receivables automatically creates a receivables adjustment for $30 against the guarantee to increase the outstanding balance to $30.

DR Unearned Revenue $30

CR Unbilled Receivable $30

See Also

Crediting Transactions: page 6 – 47

Understanding Your Printed Transactions

The Receivables Print Invoices program lets you generate invoices, debit memos, commitments, chargebacks, credit memos and adjustments to send to your customers. By specifying values for your report parameters you can control the type of transactions you want Receivables to generate. For example, if you only want to generate transactions for a specific customer, you can specify the customer's name as one of your report parameters.

When printing invoices, format pages are printed for each new group of documents. These pages are provided to help with printer alignment. To prevent the invoice print programs from printing format pages you must reset the Default Value field for each program. The Invoice print programs have a parameter 'Number of alignment pages' that determines how many header pages to print out. To change the default, use the Application Developer responsibility, navigate to the Define Concurrent Program window, then query the following programs:

- RAXINV_SEL
- RAXINV_NEW
- RAXINV_BATCH
- RAXINV_ADJ

For each program, choose Parameters. Change the Default Value to '0,' then save the change. You must change the Default Value for each program.

Printing Invoices

Consider the following when determining the range of invoice dates to print:

If the invoice you are printing has a payment term where Print Lead Days is 0, Receivables uses the transaction date to determine if this transaction falls into the Start and End Date range you specify.

If the invoice you are printing has a payment term where Print Lead Days is greater than 0, Receivables uses Due Date–Print Lead Days to determine if this transaction falls into the Start and End Date range you specify.

Invoices & Debit Memos

For each invoice Receivables displays the quantity ordered, shipped, unit price, and extended amount.

Receivables prints the entire description for each invoice line. Text wraps to the next line.

Receivables displays the total amount of the lines, tax, and shipping in the body of the printed invoice.

For installments, Receivables displays the total amount due for each installment as well as the line, tax, and freight amount in the subtotal fields.

Credit Memos

For each credit memo, Receivables displays a row for every invoice line, tax, or freight amount you are crediting.

Credit memo amounts display as negative numbers.

Receivables displays the percent of the credit memo applied to the transaction you are crediting.

Deposits

For each deposit, Receivables prints unit price, extended amount, and '1' in the quantity ordered and quantity shipped columns. Unit price and extended amount will always be the same.

Receivables prints 'N' in the Tax column and does not print tax and shipping amounts since these amounts are not part of the deposit.

Receivables prints the effective start date and the effective end date if you enter one.

Guarantees

For each guarantee, Receivables prints unit price, extended amount, and '1' in the quantity ordered and quantity shipped columns. Unit price and extended amount will always be the same.

Receivables prints 'N' in the Tax column and does not print tax and shipping amounts since these amounts are not part of the guarantee.

Receivables prints the effective start date and the effective end date if you enter one.

Receivables prints a message in the body of the guarantee explaining that this is not a request for payment.

Invoices Against Deposits

Receivables prints a row for each invoice line. If your line includes tax charges, Receivables displays 'Y' in the tax column. Receivables also prints the amount deducted from the deposit. This amount displays as a negative number.

Receivables displays the original balance of your deposit, less any activity. Activity includes any previous transactions as well as the current invoice. Receivables calculates and displays the current deposit balance. The deposit balance does not include any tax or shipping charges. Tax and shipping charges are printed at the bottom of the invoice in their respective columns and must be collected.

Invoices Against Guarantees

Receivables prints a row for each invoice line. If your line includes tax charges, Receivables displays 'Y' in the tax column.

Receivables displays the original balance of your guarantee, less any activity. Activity includes any previous transactions as well as the current invoice. Receivables calculates and displays the current guarantee balance. The guarantee balance does not include any tax or shipping charges. Tax and shipping charges are printed at the bottom of the invoice in their respective columns and must be collected in addition to the line amount(s).

Printing Tax

Receivables prints tax on your invoices and debit memos depending upon the value you entered for the Tax Printing option assigned to your customer's profile class. See: Defining Customer Profile Classes: page 3 – 37. (If you did not enter a Tax Printing option in your customer's profile class, Receivables uses the value you entered in the System Options window.) If you select Itemize by Line, Receivables prints a line for each tax line. Following are Receivables' tax printing options:

European Tax Format: Print tax information in the following format: Tax rates printed as the last column of invoice lines, freight items printed last, and the taxable amount with the summarized tax codes printed at the end of the invoice.

Itemize by Line: Itemize tax information for each invoice line. Receivables displays this information after each invoice line.

Itemize and Summarize: Display both itemized and recap tax information.

Summarize by Tax Code: Display all tax information under the heading 'Tax Summary by Tax Code.' If you have two tax lines with the same tax code, rate, exemption, and precedence number, Receivables will group them together.

Summarize By Tax Name: Display all tax information under the heading 'Tax Summary by Tax Name.' If you have two tax lines with the same tax name, rate, exemption, and precedence number, Receivables will group them together.

Total Tax Only: Display only the total tax amount at the bottom of the document.

See Also

Entering Transactions: page 6 – 2

Printing Transactions: page 6 – 45

Consolidated Billing

The Consolidated Billing Invoice program lets you print a single, monthly invoice that includes all of your customer's transactions for the period. This lets you send one consolidated billing invoice instead of a separate invoice for each transaction.

There are some similarities between consolidated billing invoices and statements, but these documents have different purposes. The table below lists the differences between a statement and a consolidated billing invoice.

Statements	Consolidated Billing Invoice
Generated at customer level.	At customer or bill–to location level.
Used for informational purposes.	Customer pays from the invoice.
Itemizes invoices, debit memos, chargebacks, deposits, receipts, on–account credits, credit memos, and adjustments.	Itemizes only invoices, credit memos, and adjustments.
Includes aging.	Does not include aging.
Customers selected by statement cycle.	Customers selected by cutoff date and payment terms.

A consolidated billing invoice includes:

- A beginning balance
- The total amount of any payments received since the prior consolidated billing invoice
- An itemized list of new charges (invoices, credit memos, adjustments) in either summary or detail format
- Separate reporting of consumption tax
- The total balance due for this customer

Customers are flagged to receive consolidated billing invoices through their customer profile class. The customer profile class also controls whether the invoice format is detail or summary. The detail and summary formats include the same information except for the item detail: the detail consolidated billing invoice lists the item description,

quantity, and unit price for each item on each invoice; the summary invoice lists only the total amount of each invoice.

When you print draft or final consolidated billing invoices, Receivables assigns a unique billing invoice number. You can view this number on related reports and windows if the profile option AR: Show Billing Number is Yes.

If AR: Show Billing Number is Yes, you can view the consolidated billing invoice number in the following Receivables windows:

- Account Details
- Apply and Mass Apply Receipts windows
- Credit Transactions
- Customer Calls
- Receipts
- Transactions
- Transaction Overview

If AR: Show Billing Number is Yes, you can view the consolidated billing invoice number in the following Receivables reports:

- Account Status
- Adjustment Register
- Aging Reports
- Applied Receipts Register
- Billing and Receipt History
- Disputed Invoice
- Dunning Letter Generate
- Past Due Invoice
- Sales Journal by GL Account
- Transaction Detail
- Transaction Register

Note: The consolidated billing invoice number is automatically generated by a database sequence; you cannot create one manually.

See Also

Setting Up Consolidated Billing: page 6 – 281

How Receivables Selects Invoices for Consolidated Billing: page 6 – 284

Printing Consolidated Billing Invoices: page 6 – 286

Overview of Receivables Profile Options: page B – 4

Setting Up Consolidated Billing

Perform the following to set up Receivables to create consolidated billing invoices.

Step 1 Define User Profile Option

Set the user profile option AR: Show Billing Number to Yes. This controls the display of the consolidated billing invoice number on the relevant windows and reports.

If this profile option is Yes, Receivables displays an additional field for the consolidated billing invoice number in the following windows: Receipts, Transactions, Account Details, Credit Transactions, Transaction Overview, Customer Calls, Applications, and Mass Apply windows. Reports that can display the consolidated billing invoice number include the Account Status, Adjustment Register, Applied Receipts Register, Billing and Receipt History, Disputed Invoice, Dunning Letter Generate, Past Due Invoice, Sales Journal by GL Account, Transaction Detail, and the Transaction Register. See: Overview of Receivables User Profile Options: page B – 4.

Step 2 Define Customer Profiles

Create a customer profile class for customers who will use consolidated billing. Set the following options as indicated for your consolidated billing profile classes:

- Check the Send Consolidated Billing Invoice check box.
- Choose a consolidated billing format: summary or detail. The detail format includes information about each item on each invoice. The summary format does not include item detail; it lists the total amount for each invoice. The default is summary.

Suggestion: Do not check the Override Terms check box. The consolidated billing invoices program determines the payment terms for the billing invoice from the cutoff date you specify when printing billing invoices (it ignores payment terms in the individual invoices). Consequently, even if users do override the default terms on a particular invoice, the system will ignore it. However, to avoid confusion, we recommend that you set override terms to No so users cannot change terms on individual invoices. For more information on how consolidated billing invoices use payment terms, see: How Receivables Selects Invoices for Consolidated Billing: page 6 – 284.

See: Defining Customer Profile Classes: page 3 – 37.

Step 3 Define Payment Terms

Create one or more proxima payment terms for use with consolidated billing invoices. The Consolidated Billing Invoices program uses a cutoff date and payment terms to select individual invoices for inclusion on the consolidated billing invoice. When defining payment terms for consolidated billing, be sure to:

- Specify a cutoff day – This is the day that you will specify as the cutoff date when you print consolidated billing invoices.
- Specify a single due date – You cannot use multiple due dates (i.e. split payment terms) with consolidated billing invoices.

You can set up several payment terms for use with consolidated billing invoices. These terms can use different cutoff days or the same cutoff day. See: Payment Terms: page 2 – 80.

Step 4 Assign Payment Terms

Assign your consolidated billing invoice payment terms to the Bill–To site of each customer that will receive a consolidated billing invoice. Receivables only creates consolidated billing invoices at the customer site level for sites with a Bill–To business purpose.

Query the customer in the Customers window, then open the Addresses alternative region. Select an address, then choose Open. Select the Bill–To business purpose, then choose Open. Enter your consolidated billing invoice payment terms in the Business Purpose Detail window, then save your work.

Note: The consolidated billing invoices program ignores the payment terms in the individual invoices. It only uses the payment terms that are selected by matching the cutoff day.

For more information on how Receivables uses the cutoff date and payment terms to select invoices to include on a consolidated billing invoice, see: How Receivables Selects Invoices for Consolidated Billing: page 6 – 284.

Step 5 Define System Options

We recommend the following setting at the system options level:

- Set the system option Allow Change to Printed Invoices to No (do not check the box). If you do this, when you reprint consolidated billing invoices you can be sure that the data will not have changed since the initial printing.

See: Invoices and Customers System Options: page 2 – 59.

Suggestion: We recommend that you establish manual procedures for cash receipts because Receivables lets you delete or alter cash receipts that have been included on a consolidated billing invoice. Establishing these procedures within your company will prevent changes to and deletions of cash receipts after they have been included on a consolidated billing invoice.

See Also

Consolidated Billing: page 6 – 279

How Receivables Selects Invoices for Consolidated Billing: page 6 – 284

Printing Consolidated Billing Invoices: page 6 – 286

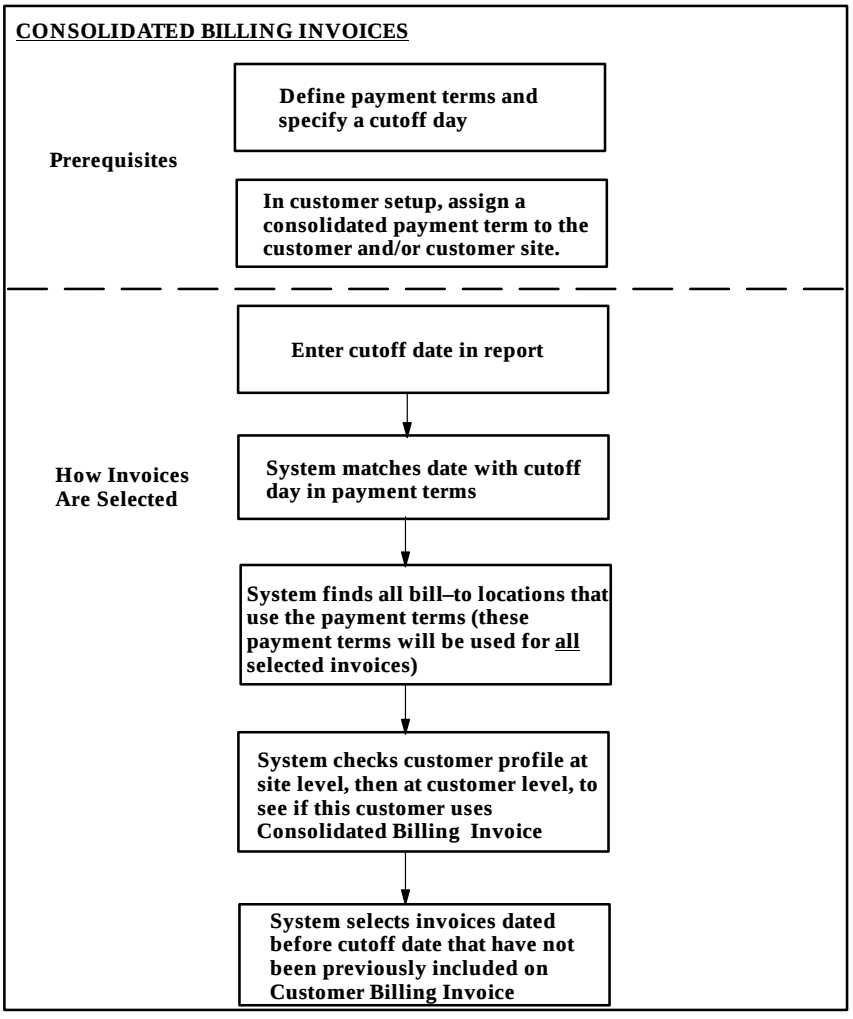
How Receivables Selects Invoices for Consolidated Billing

Invoices are included on a consolidated billing invoice based on a cutoff date and the customer's payment terms. When printing consolidated billing invoices, you enter a cutoff date. This date determines the payment terms, which determine the bill–to sites the program selects for consolidated billing.

To find the payment terms that will be used for the consolidated billing invoices, Receivables matches the cutoff date you specify in the report parameters with the cutoff day in the payment terms. For example, if you enter a cutoff date of 01–20–97, the system searches for all payment terms whose Cutoff Day is set to 20. Receivables then finds all bill–to sites assigned to that payment term, and looks at the customer's profile (first at the site level, then at the customer level) to determine if the site or customer is set up to use consolidated billing.

Once the customers are selected, Receivables selects individual invoices dated before the cutoff date that have not been included on a previous consolidated billing invoice.

The following graphic shows how the program selects customers and invoices to include on a consolidated billing invoice.



Attention: There could be more than one payment term with the same invoice. If there is, you can specify which payment term to use, or use all payment terms with that cutoff day.

See Also

Printing Consolidated Billing Invoices: page 6 – 286

Consolidated Billing: page 6 – 279

Printing Consolidated Billing Invoices

Use the Print Consolidated Billing Invoices window to:

- Print new (final) consolidated billing invoices
- Print draft consolidated billing invoices and accept or reject them
- Reprint draft or final consolidated billing invoices

When reprinting consolidated billing invoices, you can select either summary or detail format, regardless of how the customer's profile class is set up.

You can accept or reject individual consolidated billing invoices or use the concurrent request ID to accept or reject batches.

▶ **To print, reprint, accept or reject a consolidated invoice:**

1. Navigate to the Consolidated Billing Invoices window.
2. Choose one of the following options:

   Draft – Accept Consolidated Billing Invoices: If you are satisfied with the draft invoices, choose this option to accept them. When you do this, Receivables changes the status from Draft to Accepted. This option *does not* reprint the consolidated billing invoices; to reprint spoiled drafts, use the Reprint Consolidated Billing Invoices option.

   Draft – Print Consolidated Billing Invoices: Choose this option to print a draft of your consolidated billing invoices. This lets you review your consolidated billing invoices for accuracy and completeness, then either accept or reject them. The printed copy of the draft appears exactly as it will appear when you choose to print new consolidated billing invoices; the only difference is that the draft invoice has a status of Draft rather than Accepted.

   Draft – Reject Consolidated Billing Invoices: If you are not satisfied with the draft invoices, choose this option to reject them. Receivables changes the invoice print status from 'Printed' to 'Pending.' You can print these invoices again using either the Draft or New function.

Print New Consolidated Billing Invoices: Receivables generates and prints the consolidated billing invoices and changes the status to Accepted.

Reprint Consolidated Billing Invoices: Choose this option to reprint draft or final (accepted) consolidated billing invoices.

> **Note:** Receivables does not reuse consolidated billing invoice numbers assigned to rejected drafts.

3. If you are printing new or draft consolidated billing invoices, enter the following report parameters:

Customer Name/Number: To print consolidated billing invoices for a specific customer, enter the customer name or number, or select it from the list of values (only customers who are flagged for consolidated billing invoices appear in the list of values). Leave these fields blank to print consolidated billing invoices for all customers.

Bill–to Site: To print an invoice for a specific bill–to site, enter the site. (This field applies only if the selected customer has more than one bill–to site.) Leave this field blank to print invoices for all sites.

Cutoff Date: Enter the cutoff date for including invoices on the consolidated billing invoice. Receivables will include any transaction dated before this cutoff date that has not been included in a previous consolidated billing invoice and that complies with the other parameters you specify.

> **Note:** The cutoff date determines the payment terms, which determine the bill–to sites selected. When setting up proxima payment terms, you must specify a cutoff day and a single due date. To find the payment term that will be used for the consolidated billing invoices, the system matches the cutoff date specified in the report parameters with the cutoff day in the payment terms (there could be more than one payment term with the same cutoff day; see Terms Code, below). Then the system finds all bill–to sites that use that payment term and checks the customer profile to determine if the site or customer is set up to use consolidated billing.

Terms Code: If there is more than one payment term that uses the specified cutoff date, select the payment term to use. Leave this field blank to select all payment terms that use the specified cutoff date.

Currency Code: The default is your functional currency. For customers that use multiple currencies, you must run a separate report for each currency.

Type: Choose Summary or Detail. All consolidated billing invoices for a concurrent request must be the same type, so to print both formats you must run this report twice. Customers are selected based on the setting of the Consolidated Billing Invoice Format in their profile class.

> **Note:** Receivables always creates the data for detail–level consolidated billing invoices even if it prints only the summary level. The system stores the detail–level data so that when you reprint consolidated billing invoices, you can choose to print either summary or detail, regardless of how the customer is set up.

4. If you are reprinting draft or accepted consolidated billing invoices, enter the following report parameters:

   Billing Invoice Number: To reprint a single consolidated billing invoice, enter the billing invoice number. To reprint an entire batch, leave this field blank and specify a Concurrent Request ID.

   Concurrent Request ID: To reprint an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices. Otherwise, leave this field blank.

   Type: Choose summary or detail. When reprinting consolidated billing invoices, you can select either summary or detail, regardless of how the customer is set up. However, all consolidated billing invoices for a concurrent request must be the same type. If you leave this field blank, Receivables prints invoices in their original format.

5. If you are accepting or rejecting draft consolidated billing invoices, enter the following report parameters:

   Billing Invoice Number: To accept or reject a single consolidated billing invoice, enter the billing invoice number. To accept or reject an entire batch, leave this field blank and specify a Concurrent Request ID.

   Concurrent Request ID: To accept or reject an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices. Otherwise, leave this field blank.

   > **Note:** To accept most, but not all, of a batch of billing invoices, first, individually reject the few that you don't want to accept, then accept the others as a batch by specifying the concurrent request ID. To reject most, but not all, of a batch of billing invoices, first accept the few that you do not want to reject, then reject the others as a batch by specifying the concurrent request ID.

6. Choose OK.
7. Choose Submit. Receivables assigns a unique Request ID to your submission.
8. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.

See Also

Consolidated Billing: page 6 – 279

Setting Up Consolidated Billing: page 6 – 281

How Receivables Selects Invoices for Consolidated Billing: page 6 – 284

CHAPTER

7

Accounting for Receivables

This chapter tells you everything you need to know about Oracle Receivables accounting operations. The essays in this chapter provide a list of the journal entries Receivables creates for each type of transaction, a description of the reports and programs that let you reconcile your customers' accounts and balances, and a brief discussion about the cash basis method of accounting.

In addition, this chapter tells you how to open and close your accounting periods and transfer your receivables transactions to the general ledger.

Running GL Interface

Run the GL Interface program to transfer receivables transactions to the general ledger and create either detailed or summarized journal batches. You determine which transactions to transfer by specifying a General Ledger date range. You specify the General Ledger date that Receivables uses to select transactions for posting when you create each transaction. You can transfer your transactions to your general ledger as often as you like within an accounting period.

Receivables creates journal batches when you transfer your receivables transactions through the Run General Ledger Interface window and invoke the General Ledger Journal Import program. You must post these batches in your general ledger before your general ledger accounts are updated.

If you have Oracle General Ledger installed, you can choose to run Journal Import to create journal entries to post to your general ledger; otherwise, you can use your feeder system to import data from the GL_INTERFACE table.

Before you run the GL Interface program, generate the Inter Company Invoice report to see a list of all transactions whose receivables and revenue accounts have different company segments. You can also generate the Inter Company Receipts report to review payments that were sent from one company and applied to another company, but have not yet posted.

When you run GL Interface, Receivables transfers transaction data into the GL_INTERFACE table and generates the Posting Execution Report.

> **Note:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, you should run the GL Interface program for both your reporting and your primary set of books. For more information, refer to the *Multiple Reporting Currencies in Oracle Applications* manual.

Prerequisites

- ❑ Define your accounting calendar (*Oracle General Ledger User's Guide*)
- ❑ Define your accounting periods (*Oracle General Ledger User's Guide*)
- ❑ Set the status of your accounting period to 'Open': page 7 – 6
- ❑ Define your accounting method: page 2 – 49

▶ **To run the GL Interface program:**

1. Navigate to the Run General Ledger Interface window.
2. Choose a Posting Detail of Summary or Detail. If you transfer transactions in detail, the General Ledger Journal Import Program creates at least one journal entry for each transaction in your posting submission. If you transfer in summary, it creates one journal entry for each general ledger account. If you set this option to Summary and set Run Journal Import to No, to post records to your GL in summary form you must submit the Run Journal Import program manually using the GL responsibility and set Create Summary Journals to Yes. For more information, see: Importing Journals in the *Oracle General Ledger User's Guide*.
3. Enter the GL Posted Date for this submission. The default is the current date, but you can change it. Receivables updates all of the posted transactions that you transfer to your general ledger or the general ledger interface area with the GL posted date you enter.
4. Enter the range of GL Dates for your submission. The dates must be within both an open receivables period and an open or future General Ledger period. When you enter a start date, the default GL end date is the last day of the period that you entered for the GL start date.
5. Choose whether to Run Journal Import. If you choose Yes, Receivables creates journal batches in your general ledger when your posting submission has completed. If you enter No, Receivables creates batches of your transaction records in the journal import interface area. The default is the value you entered for the Automatic Journal Import option in the System Options window.

   Note: If you are using Oracle General Ledger, use the General Ledger Journal Import program to transfer these records from the journal import interface area into your general ledger as batches of journal entries. Use the Journal Entries Report to review either summary or detailed information about the transactions which make up your general ledger journal entries.
6. Save your work. Receivables displays the Request ID number for your concurrent process. Use this number to view the status of your request in the Requests window.

   Receivables also creates the Posting Execution Report. Use this report to see a summary of transactions that are imported into the GL_INTERFACE table. See: Posting Execution Report: page 7 – 4. Transactions that failed validation appear in the Unposted Items Report. See: Unposted Items Report: page 9 – 154.

See Also

Recognizing Revenue: page 6 – 28

Inter Company Invoice Report: page 9 – 78

Monitoring Requests *(Oracle Applications User's Guide)*

Inter Company Receipts Report: page 9 – 79

Invoice Exception Report: page 9 – 80

Posting Execution Report

Use this report to view a summary of all transactions by category and currency that make up your entries to your general ledger. The sum of the entries in the General Ledger Journal Report is equal to the sum of all of the categories of transactions that your Posting Execution Report includes for the same period.

If there are unposted items within the general ledger date range that you specify that are out of balance, Receivables prints the Receivables Unposted Items Report, and does not transfer these items to your general ledger. Receivables only prints the Unposted Items Report if you have items that you could not successfully transfer to your general ledger that are within the general ledger date range that you specify.

Selected Headings

Accounted Credits: The credited amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

Accounted Debits: The accounted debit amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

Category: The category for each general ledger entry. Category is the type of entry that Receivables uses to transfer your transactions to your general ledger. Typical journal entry categories include adjustment, chargebacks, credit memo applications, credit memos, debit memos, sales invoices and trade receipts.

Entered Credits: The total credit amount of all transactions within a general ledger entry category that you transfer to your general ledger.

This credit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

Entered Debits: The total debit amount of all transactions within a general ledger entry category that you are transferring. This debit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

See Also

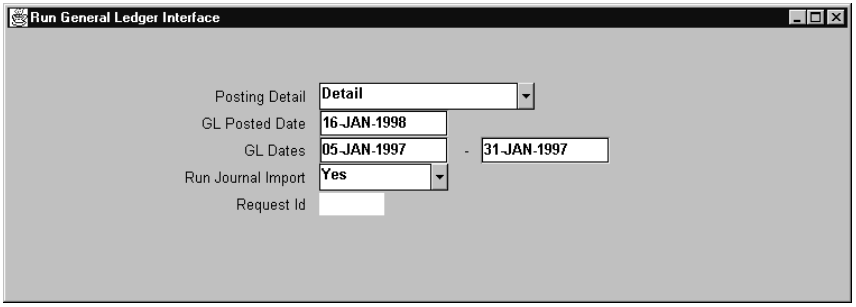
Running GL Interface: page 7 – 2

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Opening and Closing Accounting Periods



Open and close accounting periods in your calendar to control the recording of accounting information for these periods. Receivables lets you open future accounting periods while your current period is still open. Receivables also lets you reopen previously closed accounting periods and enter receivables activities without transferring transactions to the general ledger when you set your accounting periods to 'Future.'

Define your receivables calendar in the Accounting Calendar window. Receivables references the statuses of these accounting periods to control transaction entry and journal entry creation to your general ledger. You cannot enter an activity in a closed accounting period.

When you close an accounting period, Receivables automatically generates the Collection Effectiveness Indicators report: page 9 – 38.

> **Note:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, open and close accounting periods in your primary set of books. Receivables automatically opens and closes periods in all of the associated reporting sets of books. You cannot close a period if outstanding transactions exist in your primary or associated reporting sets of books. For more information, refer to the *Multiple Reporting Currencies in Oracle Applications* manual.

Period Status

An accounting period can have one of the following statuses:

Closed: Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.

Close Pending: Similar to Closed, but does not validate for Unposted items. Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.

Future: This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.

Not Opened: This period has never been opened and journal entry and posting are not allowed.

Open: Journal entry and posting are allowed.

Prerequisites

- ❑ Define your set of books (*Oracle General Ledger User's Guide*)
- ❑ Define your accounting periods (*Oracle General Ledger User's Guide*)
- ❑ Define your accounting calendar (*Oracle General Ledger User's Guide*)

▶ **To open or close an accounting period:**

1. Navigate to the Open / Close Accounting Periods window.
2. To update the status of an accounting period, place the cursor in the Status field next to that period, then enter a new status.
3. To open the next accounting period after the Latest Open Period, choose Open Next Period. Receivables changes the status of the next period to 'Open.'
4. Save your work.

See Also

Entering Transactions: page 6 – 2

Reconciling Receivables

Periodically, Receivables requires that you internally reconcile the transactions in your accounts receivable system. Receivables provides a comprehensive set of reports to reconcile your outstanding customer balances, transactions, receipts, and account balances. These reports let you research transactions and receipts for a given period and the different accounts that they affect.

Outstanding customer balances at the beginning of any period can be reconciled with the ending balances for that period by generating various reports to show customer activity during the period. See: Reconcile Outstanding Customer Balances: page 7 – 10.

Transactions can be reconciled using the Transaction Register and the Sales Journal by Customer report. Receipts can be reconciled using the Receipt Register and the Receipt Journal. Reconcile the account balances for transactions and receipts using the Journal Entries report and the Sales and Receipt Journals. See: Reconcile Transactions: page 7 – 12.

Reconcile Internally and Externally

Receivables provides the tools to reconcile your sub–ledger before you post to your general ledger. Internal reconciliation involves reconciling your customer accounts, transactions, and receipts. You can then post to your general ledger to extract details from your Receivables system and create journal entries in your General Ledger. Once you have posted to the general ledger, you can reconcile your sub–ledger with your general ledger by verifying that all the correct journal entries were made.

Multi–Company Capability

All of the Receivables reconciliation reports have a multi–company capability which lets you run them for all companies or a specific company. Receivables also provides reports that you can use to track transactions between companies.

Agings

Receivables provides agings by account, amount, collector, customer, transaction, and salesperson so you have access to the most clear and accurate gauge of your customers' account balances. The agings are four and seven buckets.

Reporting Options

You can retrieve the reconciliation information you require by specifying a range of report parameters, ordering, and grouping options, and summary and detail report layouts when you submit your report.

See Also

Reconcile Outstanding Customer Balances: page 7 – 10

Reconcile Transactions: page 7 – 12

Reconcile Receipts: page 7 – 13

Reconcile Account Balances: page 7 – 14

Reconcile Outstanding Customer Balances

Reconcile the outstanding customer balance at the beginning of a specified period with the ending balance for the same period. The following table represents the various components that affect a customer's balance and the reports you can use to reconcile these components.

Reconcile Outstanding Customer Balances	
Beginning Balance	Aging Report
Transactions	Transaction Register
Adjustments	Adjustment Register
Invoice Exceptions	Invoice Exceptions Report
Applied Receipts	Applied Receipts Register
Unapplied Receipts	Unapplied Receipts Register
Ending Balance	Aging Report

Use the following formula to ensure your revenue accounts match your receivables aging:

Beginning Balance
\+ Transactions
+ – Adjustments
– Invoice Exceptions
– Applied Receipts
– Unapplied Receipts
= Ending Balance

Use the Invoice Exception report to adjust the Transaction Register for any transactions that are not open to Receivables and therefore do not show up on your agings. See: Invoice Exception report: page 9 – 80.

Suggestion: Define a report set containing the above reports and specify default parameter values and printing options.

Report Options

Submit the above reports from either the Print Accounting Reports or the Submit Requests window. The two Aging reports must be submitted from the Submit Requests window.

Select the same GL Dates for all the reports. Receivables requires that you print the Aging Reports as of a particular GL Date. All transactions that have a nonzero balance as of this date will be included in your agings. Therefore, to get the opening balance, submit the Aging Report as of the day before the first date of the period. This will ensure that all transactions for the first day are not included in the opening balance calculation. To get the closing balance, submit the Aging Report as of the last date of the period. See: Aging Reports: page 9 – 23.

Choose to order all the reports by customer. This will let you research transactions based on customer name or number.

Suggestion: When sorted by customer, the Aging Report does not give the details of the transactions that are included in the calculation of the outstanding balances. If you need to find out details of such transactions, you might choose to print the Aging reports ordered by type. Use either the Aging – 4 Buckets or the Aging – 7 Buckets report for reconciliation. See: Aging – 4 and 7 Bucket Reports: page 9 – 19.

See Also

Reconcile Transactions: page 7 – 12

Reconcile Receipts: page 7 – 13

Reconcile Account Balances: page 7 – 14

Reconciling Receivables: page 7 – 8

Reconcile Transactions

Business Needs

Periodically check that Receivables transactions balance with themselves by running the Sales Journal by GL Account and the Transaction Register for the same GL Date range. This will ensure that all postable items are reflected on your Sales Journal.

The total on the Sales Journal by GL Account should equal the total of postable items in the Transaction Register. In case of any discrepancies, view your customer balances using the Sales Journal by Customer report to find which total does not balance.

Use the following formula to ensure that the Transaction Register matches the Sales Journal:

Transaction Register (postable items)
\+ 2 * Credit Memo Total
= Sales Journal (Debits + Credits)

You must adjust the Transaction Register total for any credits because they are negative on the Transaction Register and positive on the Sales Journal.

Report Options

Submit the two reports from either the Print Accounting Reports or the Submit Requests window. Select the same GL Dates for the two reports and choose to sort them by Customer.

See Also

Transaction Register: page 9 – 150

Sales Journal by Customer: page 9 – 133

Sales Journal by GL Account: page 9 – 135

Reconcile Receipts: page 7 – 13

Reconcile Outstanding Customer Balances: page 7 – 10

Reconcile Account Balances: page 7 – 14

Reconciling Receivables: page 7 – 8

Reconcile Receipts

Periodically check that Receivables receipts balance by running the Receipt Journal report and the Receipt Register for the same GL Date range.

The total of the Receipt Journal should equal the total of all receipts in the Receipt Register. Both reports display invoice related receipts and miscellaneous receipts.

Report Options

Submit the two reports from either the Print Accounting Reports or Submit Requests window. Select the same GL Dates for the two reports and choose a Report Mode of 'Transaction' to run the Receipt Journal. Transaction mode gives you full details of all the accounts debited or credited during the receipt creation, remittance, and clearance processes. The alternative, 'Balance' mode, gives details of the final account balance only.

See Also

Receipt Journal: page 9 – 117

Receipt Register: page 9 – 120

Reconcile Outstanding Customer Balances: page 7 – 10

Reconcile Transactions: page 7 – 12

Reconcile Account Balances: page 7 – 14

Reconciling Receivables: page 7 – 8

Reconcile Account Balances

The Sales Journal and Receipt Journal show you what would post to your General Ledger if posting were run for the same General Ledger date range. Once you have internally reconciled your transactions and receipts with your Sales and Receipt Journals, you can perform external reconciliation during and after the posting process. Posting within Receivables consists of two stages: General Ledger Transfer and Journal Import.

General Ledger Transfer extracts transaction and receipt data from Receivables and puts it into the General Ledger Interface table. You must then run Journal Import (from either Receivables or Oracle General Ledger) to create your unposted journals in the general ledger. A separate posting process is then run from within the general ledger to create posted journal entries. Receivables provides reporting tools to track and reconcile the posting process.

Reconcile the General Ledger Transfer Process

The General Ledger Transfer process produces an execution report that shows you the total debits and credits transferred. Compare this to your Sales and Receipt Journal totals and verify that they match. Be sure to use the same General Ledger Date ranges for the two journals and your GL transfer.

Receivables produces an Unposted Items Report if there are any items that cannot be transferred to the General Ledger Interface table. You must take into account the total untransferred items when reconciling your Sales and Receipt Journals with the GL transfer execution report.

Once transactions and receipts have been transferred to the General Ledger Interface table, they are considered 'posted' within the Receivables sub–ledger. Account balances for transactions and receipts can be reconciled by generating the Sales Journal by GL Account, the Receipt Journal (in 'Transaction' mode), and the Journal Entries report for posted items. The account totals in the Sales and Receipt Journals should match the corresponding account balances in the Journal Entries report.

> **Note:** The Journal Entries report can generate multiple reports. The 'Detail by Account' report is probably most useful for reconciliation purposes.

The Journal Entries report shows the transaction and receipt numbers that contribute to a particular GL account. You can also run this report for unposted items to see a summarized version of what would transfer

to the General Ledger Interface. Use the Sales and Receipt Journals to see more detailed information before the GL transfer.

Reconcile the Journal Import Process

Journal Import lets you create detail or summary journals. Choose the Detail option to see the transaction detail in your General Ledger. In this case, the program creates one journal line for each transaction. You can see this information when you run the Unposted Journals report from the General Ledger, or online using the Account Inquiry window in the General Ledger. Choose the Summary option if you do not want the invoice detail in your General Ledger and simply want the debits and credits summarized by account. In this case you will see one journal line for each accounting flexfield, per currency, instead of one journal line per invoice line.

Journal Import produces an execution report that shows you the total debits and credits for the journals it created. These totals should match the totals on the Posting Execution report.

To see your journals, run the Unposted Journals Report from General Ledger. The grand totals on this report should match the Journal Import Execution report.

> **Note:** If you choose the detail option when you run Journal Import, the invoice and customer numbers appear in the description of your journal lines so you can easily see the invoices that affect each account.

Reconcile Posted Journal Entries

Once you have run the posting process in your General Ledger, you can see your posted journal entries by running the Posted Journals Report from the General Ledger. The grand totals on this report should match the totals on the Journal Import Execution report.

Report Options

Submit the above reconciliation reports from the Print Accounting Reports or the Submit Requests window. Submit General Ledger Transfer and Journal Import from the Run General Ledger Interface window. Submit the Oracle General Ledger reports from within Oracle General Ledger. Be sure to use the same General Ledger Date ranges when running these reports.

See Also

Receipt Journal: page 9 – 117

Sales Journal by Customer: page 9 – 133

Reconcile Outstanding Customer Balances: page 7 – 10

Reconcile Transactions: page 7 – 12

Reconcile Receipts: page 7 – 13

Using Cash Basis Accounting

Receivables supports two methods of accounting: Cash Basis and Accrual. Depending on your business needs, you can set your Accounting Method to either Accrual or Cash Basis in the System Options window.

Cash Basis accounting recognizes revenue and expense when cash is actually spent or received. For example, revenue from sale of goods is recognized when payment is received from the customer, not when an invoice is created.

The Accrual accounting method recognizes revenue when it is earned and expenses when they are incurred. In the above example, revenue from sale of goods is recognized when the invoice is created.

If you choose cash basis as your accounting method, but actually sell goods to customers on credit, Receivables provides a system to keep track of your receivables without affecting your financial accounts.

See Also

Accrual vs. Cash Basis Accounting: page 7 – 18

Journal Entries: page 7 – 22

Preparing Receivables: page 7 – 23

Defining Receivables System Options: page 2 – 48

Accounting for Transactions (Accrual method): page 7 – 25

Accrual vs. Cash Basis Accounting

Receivables handles transactions differently depending on the method of accounting you use.

Accrual Accounting	Cash Basis Accounting
Creation of transactions such as invoices, debit memos, deposits and chargebacks affect the account balances immediately.	There is no effect on the account balances until payment is received to close the transactions.
Accounting Rules may be used to recognize revenue across different periods.	Accounting Rules are redundant as revenue will be recognized only when payment is received.
Receipts can be reversed using the Standard Reversal or Debit memo reversal.	Receipts can be reversed using the Standard Reversal only. Debit Memo reversal is not permitted.
Automatic receipts such as Direct Debits and Bills of Exchange affect the cash balance only when the receipts are cleared.	Automatic receipts affect the cash balance on the maturity date, if the GL date = maturity date or on the GL date, if the GL date is after the maturity date.
Deposits and Guarantees both affect on–account balances in Receivables.	Guarantees do not affect on–account balances since there is no exchange of cash. In the case of deposits, the cash collected on deposits will be posted to the revenue account of the deposit instead of that of the invoice against the deposit. Use the Other Application report to view all invoices against deposits.

Table 7 – 1 (Table 1 of 1)

Adjustments (Cash Basis Accounting)

When you create an adjustment that has the same sign as that of the related transaction, the adjustment amount goes to a separate adjustment account, instead of increasing the balance of the original revenue account.

Consider an example of an invoice created for $1000, followed by an adjustment for $100. The full amount of $1100 is paid off. The following journal entry is created when cash is received:

DR		Cash	$1100	
	CR	Revenue		$1000
	CR	Adjustment		$100

You have to set up an adjustment account (which is the same as the revenue account) if you want the adjustment to hit the original revenue account. In this case the journal entry would be:

DR		Cash	$1100	
	CR	Revenue		$1000 (Original amount)
	CR	Revenue		$100 (Adjustment)

In case of multiple line invoices, Receivables creates a separate account to record the full adjustment. Consider an example:

DR		Cash	$1100	
	CR	Line #1 Revenue		$800
	CR	Line #2 Revenue		$200
	CR	Adjustment		$100

If you want to prorate the adjustment across the two revenue accounts, you will have to specifically enter two adjustments of $80 and $20 each to hit the two different revenue accounts. In this scenario, the journal entry would be as follows:

DR		Cash	$1100	
	CR	Line #1 Revenue		$800 (Original amount)
	CR	Line #1 Revenue		$80 (Adjustment)
	CR	Line #2 Revenue		$200 (Original amount)
	CR	Line #2 Revenue		$20 (Adjustment)

If you make an adjustment that has an opposite sign to the transaction it is adjusting, Receivables does not record the adjustment in a separate account. Instead, Receivables subtracts the adjustment from the Revenue account.

Consider an example of an invoice for $2000. If you make an adjustment of –$200 to it, there will be only one journal entry at the time of receipt of cash:

DR	Cash		$1800	
CR		Revenue		$1800

The adjustment is not recorded anywhere, it is taken into account by reducing the revenue by the $200.

Chargebacks

When a partial payment is received against an invoice, and you create a chargeback for the remaining amount due, the journal entry created is:

DR	Cash		$800	
CR		Revenue (invoice)		$800

No entry will be created when a chargeback is created for the balance $200. However, when cash is received against this chargeback the following journal entry is created:

DR	Cash		$200	
CR		Chargeback Adjustment		$200

Credit Memos and On–Account Credits

Regular credit memos will not be posted, as no cash is exchanged. Therefore, if you use credit memos, ensure that the accounts on the credit memo are the same as those on the invoices associated with the credit memos. You can achieve this by setting your profile option AR: Use Invoice Accounting For Credit Memos to Yes.

An on–account credit will be posted when it is applied to an invoice or combined with a cash receipt.

Consider the journal entries created in the following instances:

An on–account credit is issued. No journal entry is created.

The on–account credit is applied to an invoice for $100.

DR	Revenue (on–account credit)		$100	
CR		Revenue (invoice)		$100

Instead of applying the on–account credit memo to an invoice, the user combines it with a cash receipt of $200.

DR		Cash	$200	
	CR	Unapplied Cash		$200
DR		Revenue (on–account credit)	$100	
	CR	Unapplied Cash		$100

By applying the on–account credit to a cash receipt, the available unapplied cash balance is increased from $200 to $300. The user applies the $300 unapplied cash balance to an invoice.

DR		Unapplied Cash	$300	
	CR	Revenue (Invoice)		$300

See Also

Accounting for Transactions (Accrual method): page 7 – 25

Journal Entries: page 7 – 22

Preparing Receivables: page 7 – 23

Journal Entries

Review the following table to understand how account balances are affected in the two methods of accounting: Cash Basis and Accrual.

Action	Accrual	Cash Basis
Deposit is recorded	DR.....Receivables (Dep) CR.....Unearned Revenue	No accounting effect
Invoice is created	DR.....Receivables (Inv) CR.....Revenue	No accounting effect
Deposit is applied to an invoice	DR.....Unearned Revenue CR.....Receivables (Inv)	No accounting effect
Invoice is adjusted to write off bad debt	DR.....Bad Debt CR.....Receivables	No accounting effect
Payment is received from customer against an invoice	DR.....Cash CR.....Receivables	DR.....Cash CR.....Revenue
Credit memo is created against an invoice	DR.....Revenue CR.....Receivables	No accounting effect

Table 7 – 2 (Table 1 of 1)

Note: The only time a journal entry is created is when cash is actually received. The revenue account is credited at this time. The intermediate receivables account is never debited or credited in cash basis accounting. The net effect remains the same in both cases (for example, when a transaction is closed, cash is debited, and revenue is credited).

See Also

Accrual vs. Cash Basis Accounting: page 7 – 18

Preparing Receivables

To prepare Receivables for Cash Basis accounting, perform the following setup steps.

Define your Accounting Method

Select Cash Basis as your accounting method in the System Options window.

Set up an Unallocated Revenue Account

Set up an Unallocated Revenue Account in the System Options window. This account will be credited when you overapply a cash receipt to an invoice with an outstanding balance equal to zero.

Consider the following example:

You have an invoice with 2 invoice lines which total zero.

Invoice Line #1 is for $100

Invoice Line #2 is for –$100

The transaction type allows overapplication, and you receive a payment for $50 against this invoice.

The payment should be prorated across the invoice lines, and the revenue accounts on the 2 invoice lines should be credited by (50*100)/0 and (50 * (–100) /)0. However since dividing by zero is not possible, Receivables cannot determine the amounts to be prorated. In such cases Receivables uses the Unallocated Revenue Account to credit the entire amount. Thus the journal entry created will be:

DR	Cash		$50	
	CR	Unallocated Revenue Account		$50

You will have to reconcile the balance of the Unallocated Revenue Account with the revenue accounts on the invoice lines by manually creating adjustments.

Set up your Transaction Types

Be aware of the following when creating transaction types to be used with Cash Basis accounting:

- If you set 'Open Receivable' to No, the transactions will never be posted. If you do not create a receivable, cash will never be collected, and therefore revenue will never be recorded.

- Cash Basis method of accounting does not permit you to set 'Open Receivable' to Yes and 'Post To GL' to No. Whenever cash is received (because Open Receivable is Yes), revenue will be recognized.
- Creation Signs must be either positive or negative for all transactions. They cannot be of type 'Any Sign'.

Make GL Transfer and Journal Entry Report Incompatible

If you are using Cash Basis accounting, the GL Transfer program and the Journal Entry report are incompatible with each other and must be run alone (two instances of the program cannot run simultaneously). For Accrual accounting this is not the case. The programs are installed to work in an Accrual Accounting environment.

Execute the following script to tell the concurrent manager that these two programs are incompatible with each other and must be run alone:

```
$ cd $AR_TOP/install/sql
$ sqlplus <AOL username>/<AOL password>
SQL> @arsedpcf.sql
```

See Also

Using Cash Basis Accounting: page 7 – 17

Accounting for Transactions

This essay describes the accounting entries created when you enter transactions in Receivables using the Accrual method of accounting.

Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing (suspense) accounts using the information specified in your AutoAccounting structure.

Invoices

When you enter a regular invoice through the Transactions window, Receivables creates the following journal entry:

```
DR Receivables
       CR Revenue
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
```

If you enter an invoice with a Bill in Arrears invoicing rule, Receivables creates the following journal entry:

In the first period of Rule:

```
DR Unbilled Receivables
       CR Revenue
```

In all periods of Rule, for the portion that is recognized:

```
DR Receivables
       CR Unbilled Receivables
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
```

If you enter an invoice with a Bill in Advance invoicing rule, Receivables creates the following journal entries.

In the first period of the rule:

```
DR Receivables
       CR Unearned Revenue
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
```

In all periods of the rule for the portion that is recognized.

```
DR Unearned Revenue
       CR Revenue
```

Credit Memos

When you credit an invoice, debit memo, or chargeback through the Credit Transactions window, Receivables creates the following journal entry:

```
DR Revenue
DR Tax (if you credit tax)
DR Freight (if you credit freight)
       CR Receivables (Credit Memo)
DR Receivables (Credit Memo)
       CR Receivables (Invoice)
```

When you credit a commitment, Receivables creates the following journal entries:

```
DR Revenue
       CR Receivables
```

When you enter a credit memo against an installment, Receivables lets you choose between the following methods: LIFO, FIFO, and Prorate. When you enter a credit memo against an invoice with invoicing and accounting rules, Receivables lets you choose between the following methods: LIFO, Prorate, and Unit. See: Crediting Transactions: page 6 – 47.

If the profile option AR: Use Invoice Accounting for Credit Memos is set to Yes, Receivables credits the accounts of the original transaction. If this profile option is set to No, Receivables uses AutoAccounting to determine the Freight, Receivables, Revenue, and Tax accounts. Receivables uses the account information for on–account credits that you specified in your AutoAccounting structure to create your journal entries.

Receivables lets you update accounting information for your credit memo after it has posted to your general ledger. Receivables keeps the original accounting information as an audit trail while it creates an offsetting entry and the new entry.

Commitments

Deposits

When you enter a deposit, Receivables creates the following journal entry:

```
DR Receivables (Deposit)
       CR Unearned Revenue
```

When you enter an invoice against this deposit, Receivables creates the following journal entries:

```
DR Receivables (Invoice)
       CR Revenue
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
DR Unearned Revenue
       CR Receivables (Invoice)
```

When you apply an invoice to a deposit, Receivables creates a receivable adjustment against the invoice. Receivables uses the account information you specified in your AutoAccounting structure to create these entries.

When cash is received against this deposit, Receivables creates the following journal entry:

```
DR Cash
       CR Receivables (Deposit)
```

Guarantees

When you enter a guarantee, Receivables creates the following journal entry:

```
DR Unbilled Receivables
       CR Unearned Revenue
```

When you enter an invoice against this guarantee, Receivables creates the following journal entry:

```
DR Receivables (Invoice)
       CR Revenue
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
DR Unearned Revenue
       CR Unbilled Receivables
```

When you apply an invoice to a guarantee, Receivables creates a receivable adjustment against the guarantee. Receivables uses the account information you specified in your AutoAccounting structure to create these entries.

When cash is received against this guarantee, Receivables creates the following journal entry:

```
DR Cash
       CR Receivables (Invoice)
```

Receipts

When you enter a receipt and fully apply this receipt to an invoice, Receivables creates the following journal entry:

```
DR Cash
       CR Receivables
```

When you enter an unapplied receipt, Receivables creates the following journal entry:

```
DR Cash
       CR Unapplied
```

When you enter an unidentified receipt, Receivables creates the following journal entry:

```
DR Cash
       CR Unidentified
```

When you enter an on–account receipt, Receivables creates the following journal entry:

```
DR Cash
       CR On–Account
```

When your receipt includes a discount, Receivables creates the following journal entry:

```
DR Receivables
       CR Revenue
DR Cash
       CR Receivables
DR Earned/Unearned Discount
       CR Receivables
```

Receivables uses the default Cash, Unapplied, Unidentified, On–Account, Unearned, and Earned accounts that you specified in the Remittance Banks window for this receipt class.

When you enter a receipt and combine it with an on–account credit (which increases the balance of the receipt), Receivables creates the following journal entry:

```
DR Cash
       CR Unapplied Cash
```

To close the receivable on the credit memo and increase the unapplied cash balance, Receivables creates the following journal entry:

```
DR Receivables
       CR Unapplied Cash
```

When you enter a receipt and combine it with a negative adjustment, Receivables creates the following journal entries:

```
DR Cash
       CR Receivables (Invoice)
DR Write–Off
       CR Receivables (Invoice)
```

You set up a Write–Off account when defining your Receivables Activity.

When you enter a receipt and combine it with a positive adjustment, Receivables creates the following journal entries:

```
DR Cash
       CR Receivables (Invoice)
DR Receivables (Invoice)
       CR Write–Off
```

When you enter a receipt and combine it with a Chargeback, Receivables creates the following journal entries:

```
DR Cash
       CR Receivables (Invoice)
DR Receivables (Chargeback)
       CR Receivables (Invoice)
DR Chargeback
       CR Receivables (Chargeback)
```

You set up a Chargeback account when defining your Receivables Activity.

Remittances

When you create a receipt that requires remittance to your bank, Receivables debits the Confirmation account instead of Cash. An example of a receipt requiring remittance would be a check before it was cashed. Receivables creates the following journal entry when you enter such a receipt:

```
DR Confirmation
       CR Receivables
```

You can then remit the receipt to your remittance bank using one of the two remittance methods: Standard or Factoring. If you remit your receipt using the standard method of remittance, Receivables creates the following journal entry:

```
DR Remittance
       CR Confirmation
```

When you clear the receipt, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
       CR Remittance
```

If you remit your receipt using the factoring remittance method, Receivables creates the following journal entry:

```
DR Factor
       CR Confirmation
```

When you clear the receipt, Receivables creates a short–term liability for receipts that mature at a future date. The factoring process let you receive cash before the maturity date, and assumes that you are liable for the receipt amount until the customer pays the balance on the maturity date. When you receive payment, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
       CR Short–Term Debt
```

On the maturity date, Receivables reverses the short term liability and creates the following journal entry:

```
DR Short–Term Debt
       CR Factor
```

Adjustments

When you enter a negative adjustment against an invoice, Receivables creates the following journal entry:

```
DR Write–Off
       CR Receivables (Invoice)
```

When you enter a positive adjustment against an invoice, Receivables creates the following journal entry:

```
DR Receivables (Invoice)
       CR Write–Off
```

Debit Memos

When you enter a debit memo in the Transactions window, Receivables creates the following journal entries:

```
DR Receivables
       CR Revenue (if you enter line amounts)
       CR Tax (if you charge tax)
       CR Freight (if you charge freight)
DR Receivables
       CR Finance Charges
```

On–Account Credits

When you enter an on–account credit in the Applications window, Receivables creates the following journal entry:

```
DR Revenue (if you credit line amounts)
DR Tax (if you credit tax)
DR Freight (if you credit freight)
       CR Receivables (On–account Credit)
```

Receivables uses the Freight, Receivable, Revenue, and Tax accounts that you specified in your AutoAccounting structure to create these entries.

Once the on–account credit is applied to an invoice, the following journal entry is created:

```
DR Receivables (On–account Credit)
       CR Receivables (Invoice)
```

See Also

About Remittances: page 4 – 189

Defining Receivables System Options: page 2 – 48

Transaction Types: page 2 – 86

AutoAccounting: page 2 – 117

Receivables Activity: page 2 – 132

Receipt Classes: page 2 – 148

Using Cash Basis Accounting: page 7 – 17

Technical Perspective: Transactions

This essay describes the key tables and columns Receivables uses to store your accounts receivable transactions.

Introduction

Following is a brief description of the Receivables tables discussed in this essay. For each table, it provides a detailed description of the important columns and identifies the primary key of each table. Additionally, this section establishes a set of assumptions to consider while discussing how Receivables stores specific transactions. You should use this section as a reference guide to the rest of the essay.

Table Overview

Receivables uses the following tables to store your accounts receivable transactions:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date

Table 7 – 3 (Table 1 of 1)

The RA_CUSTOMER_TRX table stores invoice, debit memo, commitment and credit memo header information. Each of these transactions is stored as a unique record, based on the primary key, customer_trx_id. The transaction number, transaction date and billing customer are stored in the trx_number, trx_date and bill_to_customer_id columns, respectively.

Additional information stored in this table includes ship–to customer, document sequence number, currency code and a transaction complete flag. The transaction type for the invoice is stored in the RA_CUST_TRX_TYPES table, but can be referenced via the foreign key cust_trx_type_id.

RA_CUSTOMER_TRX_LINES				
customer_ trx_line_id	customer_trx_id	link_to_cust_ trx_line_id	line_type	extended_ amount

Table 7 – 4 (Table 1 of 1)

The RA_CUSTOMER_TRX_LINES table stores invoice, debit memo, commitment and credit memo line level information. Each transaction line is stored as a unique record, based on the primary key, customer_trx_line_id column. The customer_trx_id column is a foreign key to the RA_CUSTOMER_TRX table. The line_type column identifies the type of data contained in the record. Valid line types are CHARGES, FREIGHT, LINE and TAX. Any record with a line type of TAX or FREIGHT refers to the original invoice line via the link_to_cust_trx_line_id column, except for header freight transactions. The total amount for each transaction line is stored in the column extended_amount.

RA_CUST_TRX_LINE_SALESREPS					
cust_trx_line_ salesrep_id	**sales_rep_id**	**customer_trx _line_id**	**revenue_ amount_split**	**non_revenue_ amount_split**	**prev_cust_trx_line _salesrep_id**

Table 7 – 5 (Table 1 of 1)

RA_CUST_TRX_LINE_SALESREPS stores sales credit assignments for invoice lines. Each assignment is stored as a unique record, based on the primary key, cust_trx_line_salesrep_id. If you base your accounting distributions on sales credits, the sales credit assignments in this table map to the RA_CUST_TRX_LINE_GL_DIST table. The sales_rep_id column identifies the salesperson receiving the credit for this transaction. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table.

The revenue_amount_split column stores the amount of the invoice line assigned to this salesperson. The non_revenue_amount_split column stores the amount of the non–header freight and tax lines assigned to this salesperson. If the sales credit were derived based on a percentage of the transaction line rather than a specific amount, the columns revenue_percent_split and non_revenue_percent_split would store the percentages of the transaction lines assigned to this salesperson. The prev_cust_trx_line_salesrep_id column references another sales credit assignment to which the current record is being applied.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_ gl_dist_id	**code_combination_id**	**customer_ trx_line_id**	**account_class**	**amount**

Table 7 – 6 (Table 1 of 1)

RA_CUST_TRX_LINE_GL_DIST stores the accounting distribution for invoice, debit memo, commitment, and credit memo transactions. Each distribution is stored as a unique record, based on the primary key, cust_trx_line_gl_dist_id. The customer_trx_line_id column is a foreign key to the RA_CUSTOMER_TRX_LINES table. The account_class column describes the account type, while the code_combination_id column identifies the general ledger account. Valid account classes are CHARGES, FREIGHT, REC, REV, SUSPENSE, TAX, UNBILL and UNEARN. The account_class, REC, represents the receivable account distribution. The amount column for REC records is equal to the sum of all invoice lines. Therefore, there is no link to RA_CUSTOMER_TRX_LINES and the column customer_trx_line_id is null for these records. The REC record is linked to the table, RA_CUSTOMER_TRX, via the customer_trx_id column. For all other account classes, credits are represented by positive numbers and debits are represented by negative numbers.

AR_PAYMENT_SCHEDULES								
payment_ schedule _id	**amount_ due_ original**	**amount_ due_ remaining**	**customer _trx_id**	**cash_ receipt_ id**	**trx_ number**	**status**	**amount_ applied**	**class**

Table 7 – 7 (Table 1 of 1)

AR_PAYMENT_SCHEDULES stores customer balance information at the transaction level. Each transaction's balance is stored as a unique record, based on the primary key, payment_schedule_id. The class column identifies the transaction type and determines which columns Receivables updates when a transaction is stored. For billing transactions, the AR_PAYMENT_SCHEDULES table joins the RA_CUSTOMER_TRX table via the customer_trx_id column and stores NULL in the cash_receipt_id column. For payment transactions, the AR_PAYMENT_SCHEDULES table joins the AR_CASH_RECEIPTS table via the cash_receipt_id column and stores NULL in the customer_trx_id column.

TRANSACTION	CLASS	FOREIGN KEY	TABLE
Invoices	INV	customer_trx_id	RA_CUSTOMER_TRX
Debit Memos	DM	customer_trx_id	RA_CUSTOMER_TRX
Credit Memos	CM	customer_trx_id	RA_CUSTOMER_TRX
Deposits	DEP	customer_trx_id	RA_CUSTOMER_TRX
Guarantees	GUAR	customer_trx_id	RA_CUSTOMER_TRX
Chargebacks	CB	customer_trx_id	RA_CUSTOMER_TRX
Receipts	PMT	cash_receipts_id	AR_CASH_RECEIPTS

The status column identifies whether the transaction is open or closed, while the trx_number column stores the transaction number. The amount_applied column stores the sum of all transactions applied to the balance of the selected transaction. The amount_due_original column equals either the sum of the extended_amount column in the RA_CUSTOMER_TRX_LINES table for the given customer_trx_id or the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The amount_due_remaining column represents the balance for the selected transaction.

For the amount_due_original and amount_due_remaining columns debit items, such as invoices, are stored as positive numbers and credit items, such as credit memos and payments, are stored as negative numbers. The current customer balance is reflected by the sum of the amount_due_remaining column for all confirmed payment schedules for a given customer.

AR_ADJUSTMENTS					
adjustment_id	**amount**	**customer_trx_id**	**type**	**payment_schedule_id**	**code_combination_id**

Table 7 – 8 (Table 1 of 1)

AR_ADJUSTMENTS stores information about invoice adjustments. Each adjustment is stored as a unique record, based on the primary key, adjustment_id. The amount column stores the amount of the adjustment. Receivables uses the customer_trx_id and payment_schedule_id to link the adjustment to the adjusted transaction and to update the amount_due_remaining and amount_adjusted columns of the adjusted transaction's payment schedule in the AR_PAYMENT_SCHEDULES table. The type column stores a description of the transaction to which the adjustment applies. Valid types include:

- Charges Adjustments
- Freight Adjustments
- Invoice Adjustments
- Line Adjustments
- Tax Adjustments

The code_combination_id column stores the accounting distribution associated with the adjustment transaction.

AR_RECEIVABLE_APPLICATIONS:							
receivable_application_id	**amount_applied**	**status**	**payment_schedule_id**	**code_combination_id**	**cash_receipt_id**	**applied_payment_schedule_id**	**applied_customer_trx_id**

Table 7 – 9 (Table 1 of 1)

AR_RECEIVABLE_APPLICATIONS stores account distributions for receipt and credit memo applications and maps the application transaction to the applied transaction. Each accounting distribution is stored as a unique record, based on the primary key, receivable_application_id. The payment_schedule_id column links the receipt or credit memo to its payment schedule in the AR_PAYMENT_SCHEDULES table. The cash_receipt_id column stores the receipt id of payment transactions, while the cust_trx_id column, which is not shown, stores the transaction id for credit memo transactions. The applied_payment_schedule_id and applied_customer_trx_id columns reference the transaction to which this record applies.

The status column describes the state of the application transaction. For credit memos, the status will always be APP to identify the credit memo as applied. For receipt transactions, valid status values are APP, UNAPP, UNID, REV, NSF, and STOP. The code_combination_id column stores the general ledger account for the application transaction, based on the status. The amount_applied column stores the amount of the receipt or credit memo as a positive value.

> **Note:** For cash basis accounting, Receivables uses the table AR_CASH_BASIS_DISTRIBUTIONS to store account distribution information. This table shows the distribution to revenue accounts of a given receipt based on the application of the receipt.

AR_CREDIT_MEMO_AMOUNTS			
credit_memo_amount_id	**customer_trx_line_id**	**gl_date**	**amount**

Table 7 – 10 (Table 1 of 1)

AR_CREDIT_MEMO_AMOUNTS stores the GL dates and amounts for credit memos to use when they are applied to invoices with rules. Each credit memo application date is stored as a unique record, based on the primary key, credit_memo_amount_id. The customer_trx_line_id references the transaction line to which this credit memo applies. The gl_date column stores the date the credit memo should be applied to the invoice and the amount column stores the amount to apply.

AR_CASH_RECEIPTS				
cash_receipt_id	**amount**	**status**	**receipt_number**	**type**

Table 7 – 11 (Table 1 of 1)

AR_CASH_RECEIPTS stores a unique record for each receipt, based on the primary key, cash_receipt_id. The status column describes the state of the receipt in relation to customer invoices and balances. Valid status values are:

- UNID – The receipt customer is unidentified and no customer balance has been updated.
- UNAPP – The receipt customer has been identified, but the receipt has not been entirely applied to a specific invoice or been placed on account.
- APP – The entire amount of the receipt has been placed on account or applied to specific customer invoices.
- REV – The receipt has been reversed.
- NSF – The receipt has been reversed due to insufficient funds.
- STOP – The receipt has been reversed by a stop payment.

The type column identifies the receipt as either CASH or MISC to indicate whether the receipt is a customer payment or a miscellaneous receipt (not related to a receivable activity). The amount column stores

the net amount of the receipt, while the receipt_number column stores the receipt_number.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	**amount**	**status**

Table 7 – 12 (Table 1 of 1)

AR_CASH_RECEIPT_HISTORY stores the current status and history of a receipt. Each status change is stored as a unique transaction, based on the primary key, cash_receipt_history_id. The status column describes which step of the receipt's life cycle the receipt has reached. Valid status values are:

- APPROVED – This is only valid for automatic receipts and signifies the receipt has been approved for automatic creation. These record types are never postable.
- CONFIRMED – This is only valid for automatic receipts and signifies the receipt has been confirmed by the customer.
- REMITTED – This is valid for both manual and automatic receipts and signifies the receipt has been remitted.
- CLEARED – This is valid for both manual and automatic receipts and signifies the receipt has been cleared.
- REVERSED – This is valid for both manual and automatic receipts and signifies the receipt has been reversed.

As the receipt moves through its life cycle, Receivables inserts a new record into AR_CASH_RECEIPTS_HISTORY with the current_record_flag column set to 'Y'. Receivables also updates the previous record related to this receipt, by setting the current_record_flag to NULL and by setting the reversal_gl_date. The amount column stores the amount of the receipt. The cash_receipts_id column links AR_CASH_RECEIPTS_HISTORY to AR_CASH_RECEIPTS.

AR_MISC_CASH_DISTRIBUTIONS		
misc_cash_distribution_id	**cash_receipt_id**	**code_combination_id**

Table 7 – 13 (Table 1 of 1)

AR_MISC_CASH_DISTRIBUTIONS stores the accounting distribution for miscellaneous cash receipts. Each distribution is stored as a unique record, based on the primary key, misc_cash_distribution_id. The distributions are linked to the receipt by the column cash_receipt_id. The code_combination_id column stores the general ledger account assigned to this receipt.

Assumptions

To simplify the discussion of how Receivables stores specific transactions, this essay uses the following assumptions:

- All transactions are postable to the general ledger, are included in agings, and occur in the same accounting period. Therefore, there will not be any installment transactions or split term invoices.
- No invoicing rules will be applied to any of the billing transactions.
- No accounting rules will be applied to any of the billing transactions.
- Credit memo transactions will not use a credit method for invoices with rules or for split term invoices.
- Payment schedules will not allow discounts and all due dates will be 30 days after the date of the transaction.
- Finance charges will not be calculated on overdue items.
- Examples involving sales credit assignments will be expressly identified.

See Also

Invoices: page 7 – 41

Debit Memos: page 7 – 44

Commitments: page 7 – 45

Invoice Against a Deposit: page 7 – 47

Invoice Against a Guarantee: page 7 – 50

Credit Memos: page 7 – 53

On–Account Credit Memos: page 7 – 57

Unapplied Receipts: page 7 – 58

Applied Receipts: page 7 – 60

Reverse Receipts: page 7 – 65

Miscellaneous Receipts: page 7 – 67

Chargebacks: page 7 – 69

About Adjustments: page 6 – 109

Invoices

When you enter an invoice either through the Transaction window or through the AutoInvoice program, Receivables uses the following tables to store your invoice information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES

Consider a sample invoice:

Invoice Number: I–101
Bill–To: ABC Inc
Invoice Date: 22–May–94
Invoice Lines:

Item	Amount	Tax	Total Amount
10 Chairs @ $200	$2000.00	$160.00	$2160.00
10 Tables @ $300	$3000.00	$240.00	$3240.00
		Sub–total:	$5400.00
		Freight Charges:	$1000.00
		Total:	$6400.00

Invoice number I–101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	**trx_number**	**bill_to_customer_id**	**trx_date**
101467	I–101	ABC Inc	22–May–94

Table 7 – 14 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES

customer_ trx_line_id	customer_trx_id	link_to_cust_ trx_line_id	line_type	extended_ amount
100	101467		LINE	2000
101	101467	100	TAX	160
102	101467		LINE	3000
103	101467	102	TAX	240
104	101467		FREIGHT	1000

Table 7 – 15 (Table 1 of 1)

Since the example invoice had freight at the header–level, it is not linked to any line and the column, link_to_cust_trx_line_id is null.

RA_CUST_TRX_LINE_SALESREPS

cust_trx_line_ salesrep_id	sales_rep_id	customer_trx _line_id	revenue_ amount_split	non_revenue_ amount_split	prev_cust_trx_line _salesrep_id
140195	1492	100	1000	0	NULL
140196	1525	100	1000	0	NULL
140197	1492	101	0	80	NULL
140198	1525	101	0	80	NULL
140199	1624	102	3000	0	NULL
140200	1624	103	0	240	NULL
140201	1492	104	0	200	NULL
140202	1525	104	0	200	NULL
140203	1624	104	0	600	NULL

Table 7 – 16 (Table 1 of 1)

The revenue and non–revenue amounts associated with the first line item of the invoice are split between salesperson 1492 and salesperson 1525. Salesperson 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

The revenue and non–revenue amounts associated with the first line item of the invoice are split between agent 1492 and agent 1525. Agent 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

RA_CUST_TRX_LINE_GL_DIST

cust_trx_line_ gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
10866	01–1200–1000–3000		REC	64000
10867	01–8100–1000–3000	100	REV	2000
10868	01–4100–1000–3000	101	TAX	160
10869	01–8200–1000–3000	102	REV	3000
10870	01–4200–1000–3000	103	TAX	240
10871	01–4400–1000–3000	104	FREIGHT	1000

Table 7 – 17 (Table 1 of 1)

If you enter an invoice with rules (for example, Bill in Advance), the account distributions are not built when the invoice is initially created. Instead, RA_CUST_TRX_LINE_GL_DIST stores an account set, which represents how the actual distribution rows should be created and what percentage of the actual distribution should be allocated to each account. Account sets can be identified by a 'Y' in the account_set_flag column. The actual distribution records are built when the Revenue Recognition program is run.

AR_PAYMENT_SCHEDULES

payment _schedule _id	amount _due_ original	amount _due_ remaining	customer _trx_id	cash_ receipt_ id	trx_ number	status	amount_ applied	class
30191	6400	6400	101467	NULL	I–101	OP	NULL	INV

Table 7 – 18 (Table 1 of 1)

The example invoice has a status of OP (open) and an amount_applied of NULL because no payment has been applied against it. Once payment is received in full, the status will change to CL (closed), the

amount_applied will be 6400 and the amount_due_remaining will be zero.

See Also

Debit Memos: page 7 – 44

Commitments: page 7 – 45

Invoice Against a Deposit: page 7 – 47

Invoice Against a Guarantee: page 7 – 50

Chargebacks: page 7 – 69

About Adjustments: page 6 – 109

Debit Memos

Receivables handles debit memos the same as invoices, except that it sets the class of the payment schedule to DM instead of INV. For more information, see: Invoices: page 7 – 41.

See Also

Commitments: page 7 – 45

Credit Memos: page 7 – 53

Commitments

Receivables uses the following tables to store your commitment information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES

Consider a sample guarantee:

Guarantee Number: G–101
Bill–To: ABC Inc
Guarantee Date: 20–May–94
Amount: $500

Guarantee number G–101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
122341	G–101	ABC Inc	20–May–94

Table 7 – 19 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES

customer_ trx_line_id	customer_trx_id	link_to_cust_ trx_line_id	line_type	extended_ amount
108	122341		LINE	500

Table 7 – 20 (Table 1 of 1)

One record is inserted into the RA_CUSTOMER_TRX_LINES table with a line_type of 'LINE'. The extended_amount column will store the amount of the commitment. If there had been a sales credit for this commitment, records relating to the sales credit would be inserted in RA_CUST_TRX_LINE_SALESREPS, linked via the column customer_trx_line_id.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line gl_dist_id	**code_combination_id**	**customer_ trx_line_id**	**account_class**	**amount**
12345	01–1100–1000–3000		REC	500
12346	01–6200–1000–3000	108	REV	500

Table 7 – 21 (Table 1 of 1)

Two records are inserted into the RA_CUST_TRX_LINE_GL_DIST table. One contains the (unbilled) receivable account, which is linked to the record created in ra_customer_trx via the customer_trx_id. The second contains the (unearned) revenue account, which is linked to the record created in ra_customer_trx_lines via the customer_trx_line_id.

AR_PAYMENT_SCHEDULES								
payment _schedule _id	**amount _due_ original**	**amount_ due_ remaining**	**customer _trx_id**	**cash_ receipt_ id**	**trx_ number**	**status**	**amount_ applied**	**class**
81194	500	500	122341	NULL	G–101	OP	NULL	GUAR

Table 7 – 22 (Table 1 of 1)

A record is created in AR_PAYMENT_SCHEDULES with class set to either DEP or GUAR depending on whether the commitment is a deposit or a guarantee. The amount_due_original and amount_due_remaining will initially be equal to the amount on the commitment.

See Also

Invoice Against a Deposit: page 7 – 47

Invoice Against a Guarantee: page 7 – 50

Invoice Against a Deposit

Receivables uses the following tables to store your invoice and deposit information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_ADJUSTMENTS

Consider a sample invoice:

Invoice Number: I–102
Bill–To: ABC Inc
Invoice Date: 22–May–94
Invoice Lines:

	Amount	Tax	Total Amount
1 Table @ $1000	1000.00	100.00	$1100.00

with a sample deposit:

Deposit Number: D–101
Bill–To: ABC Inc
Deposit Date: 20–May–94
Amount: $500

Invoice I–102 applied against deposit D–101 would be stored in Receivables tables as follows:

RA_CUSTOMER_TRX

customer_trx_id	trx_number	bill_to_customer_id	trx_date
10895	I–102	ABC Inc	22–May–94

Table 7 – 23 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES

customer_trx_ line_id	customer_trx_id	link_to_cust trx_line_id	line_type	extended_ amount
110	10895		LINE	1000
111	10895	110	TAX	100

Table 7 – 24 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the sales credit would be inserted in the table RA_CUST_TRX_LINE_SALESREPS, linked via the column customer_trx_line_id.

RA_CUST_TRX_LINE_GL_DIST

cust_trx_line gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
111213	01–1200–1000–3000		REC	1100
111214	01–8100–1000–3000	110	REV	1000
111215	01–4100–1000–3000	111	TAX	100

Table 7 – 25 (Table 1 of 1)

AR_PAYMENT_SCHEDULES

payment _schedule _id	amount _due_ original	amount_ due_ remaining	customer _trx_id	cash_ receipt_ id	trx_ number	status	amount_ applied	class
302301	1100	1100	10895	NULL	I–102	OP	NULL	INV

Table 7 – 26 (Table 1 of 1)

The payment schedule for the invoice originally shows an amount_due_remaining of 1100.

AR_ADJUSTMENTS

adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
45678	–500	10895	INVOICE	302301	01–6200–1000–3000

Table 7 – 27 (Table 1 of 1)

When the invoice is applied to the deposit, Receivables inserts a record into AR_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount_due_remaining from the AR_PAYMENT_SCHEDULES table for the deposit or the total value of the invoice lines, whichever is smaller. Receivables uses the customer_trx_id to link the adjustment to the invoice. The payment_schedule_id column links the adjustment to the invoice payment schedule in the table, AR_PAYMENT_SCHEDULES.

The code_combination_id column stores the unearned revenue account of the deposit. Receivables will use this account to reverse the unearned revenue distribution, originally created by the deposit, and will use the receivable account of the invoice to reduce the invoice balance.

AR_PAYMENT_SCHEDULES

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
302301	1100	600	10895	I–102	OP	NULL	INV	–500

Table 7 – 28 (Table 1 of 1)

The invoice payment schedule record in AR_PAYMENT_SCHEDULES is updated to reflect the adjustment of the deposit. The amount_due_remaining column is reduced by 500 and the amount_adjusted column is –500.

Receivables does not update the payment schedule record of the deposit in AR_PAYMENT_SCHEDULES when an invoice is applied to the deposit. The payment schedule of the deposit will be updated as adjustments and receipts are applied to this independent billing.

See Also

Invoice Against a Guarantee: page 7 – 50

Invoice Against a Guarantee

Receivables uses the following tables to store your invoice and guarantee information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_ADJUSTMENTS

Consider a sample invoice:

Invoice Number: I–103
Bill–To: ABC Inc
Invoice Date: 22–May–94

Invoice Lines:

	Amount	Tax	Total Amount
1 Table @ $1000	1000.00	100.00	$1100.00

with a sample guarantee:

Guarantee Number: G–102
Bill–To: ABC Inc
Deposit Date: 20–May–94
Amount: $500

Invoice I–103 applied against guarantee G–102 would be stored in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	**trx_number**	**bill_to_customer_id**	**trx_date**
110120	I–103	ABC Inc	22–May–94

Table 7 – 29 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_ trx_line_id	**customer_trx_id**	**link_to_cust trx_line_id**	**line_type**	**extended_ amount**
120	110120		LINE	1000
121	110120	120	TAX	100

Table 7 – 30 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in the table RA_CUST_TRX_LINE_SALESREPS, linked via the column customer_trx_line_id.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line gl_dist_id	**code_combination_id**	**customer_ trx_line_id**	**account_class**	**amount**
200101	01–1200–1000–3000		REC	1100
200102	01–8100–1000–3000	120	REV	1000
200103	01–4100–1000–3000	121	TAX	100

Table 7 – 31 (Table 1 of 1)

AR_PAYMENT_SCHEDULES								
payment _schedule _id	**amount _due_ original**	**amount_ due_ remaining**	**customer _trx_id**	**cash_ receipt_ id**	**trx_ number**	**status**	**amount_ applied**	**class**
401100	1100	1100	110120	NULL	I–103	OP	NULL	INV

Table 7 – 32 (Table 1 of 1)

The payment schedule for the invoice originally shows an amount_due_remaining of 1100.

AR_ADJUSTMENTS

adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
56789	–500	110120	INVOICE	302302	01–6200–1000–3000

Table 7 – 33 (Table 1 of 1)

When the invoice is applied to the guarantee, Receivables inserts a record into AR_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount_due_remaining from the AR_PAYMENT_SCHEDULES table for the guarantee or the total value of the invoice lines, whichever is smaller. Receivables uses the customer_trx_id and payment_schedule_id to link the adjustment to the guarantee payment schedule in the AR_PAYMENT_SCHEDULES table.

The code_combination_id column stores the unearned revenue account of the guarantee. Receivables will use this account to reverse the unearned revenue distribution, originally created by the guarantee, and will use the unbilled receivable account, originally created by the guarantee, to reverse the unbilled receivable balance.

AR_PAYMENT_SCHEDULES

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
302302	500	0	110120	G–102	CL	NULL	GUAR	–500

Table 7 – 34 (Table 1 of 1)

The payment schedule record of the guarantee is updated to reflect the application of the invoice against the guarantee. The amount_due_remaining column is zero and the amount_adjusted column becomes –500. The payment schedule record for the invoice will not be impacted by the adjustment.

See Also

Commitments: page 7 – 45

Invoice Against a Deposit: page 7 – 47

Credit Memos

When you enter a credit memo against an invoice, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

Consider a sample credit memo against line number 1 of invoice I–101:

Credit Memo Number: CM–101
Bill–To: ABC Inc
Credit Memo Date: 01–Jun–94
Credit Memo Amount: –1000

Credit memo number CM–101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX:

customer_ trx_id	trx_number	bill_to customer_id	trx_date	previous_ customer_ trx_id
123456	CM–101	ABC Inc	01–Jun–94	101467

Table 7 – 35 (Table 1 of 1)

The previous_customer_trx_id column references the original transaction you have credited.

RA_CUSTOMER_TRX_LINES:

customer_ trx_line_id	customer_ trx_id	link_to_ cust_trx_ line_id	line_ type	extended _amount	previous_ customer_ trx_id	previous_ customer_ trx_line_id
150	123456		LINE	–926	101467	100
151	123456	150	TAX	–74	101467	101

Table 7 – 36 (Table 1 of 1)

Based on the example credit memo, Receivables inserts two records into RA_CUSTOMER_TRX_LINES. The total value of the credit memo is prorated between the invoice and tax lines associated with line 1 of the original invoice. The previous_customer_trx_line_id column references the customer_trx_line_id of the original invoice you have credited.

RA_CUST_TRX_LINE_SALESREPS

cust_trx_line salesrep_id	sales_rep_id	customer_trx _line_id	revenue_ amount_split	non_revenue_ amount_split	prev_cust_trx_line salesrep_id
150205	1492	100	–463	0	140195
150206	1525	100	–463	0	140196
150207	1492	101	0	–37	140197
150208	1525	101	0	–37	140198

Table 7 – 37 (Table 1 of 1)

Assuming the credit memo only applied to the first line of the invoice, salesperson 1492 and salesperson 1525 will split the loss of the sales credit. The prev_cust_trx_line_salesrep_id column references the original sales credit from the original invoice.

RA_CUST_TRX_LINE_GL_DIST

cust_trx_line_ gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
150160	01–1200–1000–3000		REC	–1000
150161	01–8100–1000–3000	150	REV	–926
150162	01–4100–1000–3000	151	TAX	–74

Table 7 – 38 (Table 1 of 1)

Because this is a credit memo, the revenue and tax accounts will be debited and the receivable will be credited.

AR_PAYMENT_SCHEDULES:

payment_ schedule_id	amount _due_ original	amount _due_ remaining	customer _trx_id	trx_ number	status	amount_ applied	class	amount_ credited
400100	–1000	0	123456	CM–101	CL	–1000	CM	NULL

Table 7 – 39 (Table 1 of 1)

The class column of the credit memo payment schedule is CM. The example credit memo has a status of CL (closed) and the amount_applied column equals the amount of the credit memo, because the credit memo has been applied to an invoice. The amount_due_original column equals the amount of the credit memo, –1000. The amount_due_remaining is zero because the credit memo has been applied to an invoice.

AR_PAYMENT_SCHEDULES:

payment_ schedule_id	amount _due_ original	amount _due_ remaining	customer trx_id	trx_ number	status	amount_ applied	class	amount_ credited
30191	6400	5400	101467	I–101	OP	NULL	INV	–1000

Table 7 – 40 (Table 1 of 1)

Receivables updates the payment schedule of the invoice to reflect the application of the credit memo. The amount_due_remaining column is reduced by –1000 and the amount_credited column is –1000, the amount of the credit memo.

AR_RECEIVABLE_APPLICATIONS:

receivable_application_id	amount_applied	status	payment_schedule_id	customer_trx_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
400	1000	APP	400100	123456	NULL	30191	101467

Table 7 – 41 (Table 1 of 1)

Receivables uses the AR_RECEIVABLE_APPLICATIONS table to store the mapping of the credit memo to the invoice being credited. The payment_schedule_id and customer_trx_id columns contain the credit memo data, while the applied_payment_schedule_id and applied_customer_trx_id reference the original invoice. If the credit memo applies to an invoice with multiple payment schedules, a record is inserted into AR_RECEIVABLE_APPLICATIONS for each payment schedule of the invoice. The code_combination_id column, which is not shown, stores the receivable account of the invoice. However. when the transaction is posted to the general ledger it posts as two distributions. One entry is posted to the receivable account of the credit memo, as it is stored in the RA_CUST_TRX_LINE_GL_DIST table, and the other entry is posted to the receivable account of the invoice, as it is stored in the RA_CUST_TRX_LINE_GL_DIST table.

For a standard credit memo, the receivable account of the credit memo is debited, while the receivable account of the invoice is credited. Normally, the receivable accounts will be the same, but this process permits the flexibility of using a unique receivable account to record your credit memos.

See Also

On–Account Credit Memos: page 7 – 57

On–Account Credit Memos

When you enter an on–account credit without a specific invoice reference, Receivables creates records in the following tables:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST.

Consider a sample on–account credit applied to customer ABC Inc:

Transaction Number: OC–101
Bill–To: ABC Inc
Transaction Date: 05–Jun–94
Credit Amount: –1000

On–Account Credit transaction number OC–101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX:

customer_ trx_id	trx_number	bill_to_ customer_id	trx_date	previous_ customer_ trx_id
660108	OC–101	ABC Inc	05–Jun–94	NULL

Table 7 – 42 (Table 1 of 1)

The previous_customer_trx_id column is NULL because the credit does not apply to a specific invoice.

RA_CUSTOMER_TRX_LINES:

customer_ trx_line_id	customer_ trx_id	link_to_ cust_trx_ line_id	line_ type	extended _amount	previous_ customer_ trx_id	previous_ customer_ trx_line_id
170	660108		LINE	–1000		

Table 7 – 43 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in RA_CUST_TRX_LINE_SALESREPS, linked via the column customer_trx_line_id.

For on account credits Receivables inserts one record into RA_CUSTOMER_TRX_LINES. The total value of the credit is stored in the extended_amount column. The previous_customer_trx_line_id and previous_customer_trx_id columns are null because the credit does not apply to a specific invoice.

RA_CUST_TRX_LINE_GL_DIST

cust_trx_line gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
210220	01–1200–1000–3000		REC	–1000
210221	01–8100–1000–3000	170	REV	–1000

Table 7 – 44 (Table 1 of 1)

Because this is an on–account credit, the revenue account will be debited and the receivable will be credited.

See Also

Credit Memos: page 7 – 53

Unapplied Receipts

Receivables uses the following tables to store your receipt information:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

Consider a sample receipt which is initially unapplied:

Receipt Number: R–101
Received From: ABC Inc
Transaction Date: 05–Jul–94
Receipt Amount: 4000

Receipt number R–101 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS

credit_receipt_id	amount	status	receipt_number	type
338700	4000	UNAPP	R–101	CASH

Table 7 – 45 (Table 1 of 1)

AR_CASH_RECEIPT_HISTORY

cash_receipt_history_id	amount	status
457890	4000	CLEARED

Table 7 – 46 (Table 1 of 1)

AR_PAYMENT_SCHEDULES

payment_ schedule_ id	amount_ due_ original	amount_ due_ remaining	cash_ receipt_id	customer _trx_id	trx_ number	status	amount_ applied	class
510555	–4000	–4000	338700	NULL	R–101	OP	0	PMT

Table 7 – 47 (Table 1 of 1)

The example receipt has a status of OP (open) and an amount_applied of NULL because the receipt has not been applied to a customer balance. The amount_due_original column equals the sum of the amount column in the AR_CASH_RECEIPTS table for the given cash_receipts_id. The class is PMT because this is a receipt related to a receivable activity. The amount_due_original and amount_due_remaining columns equal the inverse amount of the receipt.

AR_RECEIVABLE_APPLICATIONS:							
payment_ schedule _id	**amount_ applied**	**status**	**payment_ schedule_ id**	**code_ combination_ id**	**cash_ receipt _id**	**applied_ payment_ schedule_ id**	**applied_ customer_ trx_id**
408289	4000	UNAPP	400100	01–1100–1000	338700	NULL	NULL

Table 7 – 48 (Table 1 of 1)

The columns applied_payment_schedule_id and applied_customer_trx_id are NULL because the receipt has not been applied to a specific transaction. The amount_applied column equals the amount of the receipt. The code_combination_id column stores the general ledger account associated with unapplied cash receipts.

See Also

Applied Receipts: page 7 – 60

Reverse Receipts: page 7 – 65

Miscellaneous Receipts: page 7 – 67

Applied Receipts

Receivables uses the following tables to store your receipt information:

- AR_CASH_RECEIPTS, which stores one record for each receipt.
- AR_PAYMENT_SCHEDULES, which stores customer balance information at the transaction level.
- AR_RECEIVABLE_APPLICATIONS, which stores accounting entries for cash and credit memo applications.

Receivables supports both same currency and cross currency receipt applications. In the latter case, the receipt currency is different that the transaction currency.

Example 1 – Same Currency Receipt Application

Consider the sample receipt R–101, which is now applied to customer invoice I–101 for 6400 USD:

Receipt Number: R–101
Received From: ABC Inc
Transaction Date: 05–Jul–97
Receipt Amount: 4000 USD

Receipt number R–101 would be represented in Receivables tables as follows:

AR_CASH_ RECEIPTS

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1521	R–101	4000	UNAPP	CASH	USD	NULL

Table 7 – 49 (Table 1 of 1)

After you apply the receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

AR_PAYMENT_SCHEDULES

payment_ schedule_ id	amount _due_ original	amount_ due_ remain- ing	cash_ receipt_id	customer _trx_id	trx_ number	status	amount_ applied	class	curr
2211	6400	2400	NULL	1422	I–101	OP	4000	INV	USD
2225	–4000	0	1521		R–101	CL	–4000	PMT	USD

Table 7 – 50 (Table 1 of 1)

The payment schedule of invoice I–101 has a class of INV, while the payment schedule of receipt R–101 has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the amount applied. Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is –4000.

Note: If the cash receipt is not confirmed in the AR_CASH_RECEIPT_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount_due_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount_applied to reflect the amount applied to the invoice.

AR_RECEIVABLE_APPLICATIONS

receivable_ application_ _id	status	trx_ number	amount_ applied	code_ combination_ id
3132	UNAPP	NULL	4000	01–1100–1000
3134	UNAPP	NULL	– 4000	01–1200–1100
3135	APP	I–101	4000	01–1200–1100

Table 7 – 51 (Table 1 of 1)

Receivables inserts three records into AR_RECEIVABLE_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

Example 2 – Same Currency Receipt Application

Consider the sample receipt R–102, which, according to your customer's remittance advice, is to fully pay invoice I–102, using a cross currency rate of 1 CND = 1.9048 DEM.

Invoice Number: I–102 Receipt Number: R–102

Transaction Date: 05–JUN–97 Received From: ABC Inc.

Invoice Amount:
Exchange Rate: 1 CND = .666667 USD

Transaction Date: 5–JUL–97
Receipt Amount: 100 DEM
Exchange Rate: 1 DEM = .333333 USD

Receipt number R–102 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1520	R–102	100	APP	CASH	DEM	.333

Table 7 – 52 (Table 1 of 1)

When you apply the entire receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

AR_PAYMENT_SCHEDULES

payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class	curr
2212	52.5	0		1423	I–102	CL	52.5	INV	CND
2224	–100	0	1520		R–102	CL	–100	PMT	DEM

Table 7 – 53 (Table 1 of 1)

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount_due_remaining column by the amount applied. Since the entire amount is applied, the amount_due_remaining is zero. The status of the receipt is changed to CL, and the amount_applied is –4000.

> **Note:** If the cash receipt is not confirmed in the AR_CASH_RECEIPT_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount_due_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount_applied to reflect the amount applied to the invoice.

AR_RECEIVABLE_APPLICATIONS

receivable_ application_ _id	status	trx_ number	amt_ applied	amount_ applied _from	trx_to_rcpt_ rate	acct_amt_ applied _to	acct_amt_ applied _tfrom	code_ combination_ id
3142	UNAPP	NULL	100				33.33	01–1100–1000
3134	UNAPP	NULL	–100	– 100		–33.33	–33.33	01–1200–1100
3135	APP	I–102	52.5	100	1.9048	35	33.33	01–1200–1000

Table 7 – 54 (Table 1 of 1)

Again, Receivables inserts three records into AR_RECEIVABLE_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the trx_number column.

The code_combination_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code_combination_id represents the general ledger account associated with unapplied receipts. For the APP record, the code_combination_id is the receivable account associated with the invoice transaction to which this receipt is applied.

See Also

Commitments: page 7 – 45

Credit Memos: page 7 – 53

Unapplied Receipts: page 7 – 58

Reverse Receipts: page 7 – 65

Reverse Receipts

Receivables uses the following tables to store your receipt information:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_PAYMENT_SCHEDULES
- AR_RECEIVABLE_APPLICATIONS

If receipt R–101 was not an actual receipt, we could enter a reverse receipt transaction to cancel the receipt. This reverse receipt would be represented as follows:

AR_CASH_RECEIPTS				
credit_receipt_id	**amount**	**status**	**receipt_number**	**type**
338700	4000	REV	R–101	CASH

Table 7 – 55 (Table 1 of 1)

Receivables updates the status column of the original receipt from APP, applied, to REV, reversed.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	**amount**	**status**
545352	4000	REVERSED

Table 7 – 56 (Table 1 of 1)

A new record, which is not postable, will be inserted into AR_CASH_RECEIPT_HISTORY to record the reverse receipt. Additionally, the current_record_flag of the original cash receipt record will be updated to null, while the reverse_gl_date column of the original receipt record will be set.

AR_PAYMENT_SCHEDULES:

payment_ schedule_ id	amount _due_ original	amount_ due_ remaining	cash_ receipt_id	customer_ trx_id	trx_ number	status	amount_ applied	class
510555	–4000	0	338700	NULL	R–101	CL	0	PMT
30191	6400	6400	NULL	101467	I–101	OP	0	INV

Table 7 – 57 (Table 1 of 1)

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. Because the receipt has been reversed, the amount_due_remaining and amount_applied columns are zero and the status column is CL, closed.

Receivables updates the payment schedule record of the invoice to increase the amount_due_remaining by the amount of the reverse receipt. The status is still OP because the entire balance has not been paid. The amount_applied column is zero because no transactions have been applied to the invoice.

AR_RECEIVABLE_APPLICATIONS

receivable_ application _id	amount_ applied	status	payment_ schedule_ id	code_ combination_ id	cash_ receipt _id	applied_ payment_ schedule_ id	applied_ customer_ trx_id
408292	–4000	APP	400100	01–1200–1100	338700	30191	101467
408293	4000	UNAPP	400100	01–1100–1000	338700	NULL	NULL
408294	–4000	UNAPP	400100	01–1100–1000	338700	NULL	NULL

Table 7 – 58 (Table 1 of 1)

Receivables inserts three records into AR_RECEIVABLE_APPLICATIONS. The first record, with a status of APP, offsets the original application of the receipt, including a reference to the applied invoice, via the applied_payment_schedule_id and applied_customer_trx_id columns. The second and third records, with a status of UNAPP, offset the original unapplied transactions. The code_combination_id for the APP record is the receivable account associated with the invoice to which this receipt was originally applied.

The code_combination_id for the two UNAPP records is the general ledger account associated with unapplied receipts.

See Also

Applied Receipts: page 7 – 60

Unapplied Receipts: page 7 – 58

Miscellaneous Receipts: page 7 – 67

Miscellaneous Receipts

Receivables uses the following tables to store your receipt information:

- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_MISC_CASH_DISTRIBUTIONS

Consider a sample miscellaneous receipt:

Receipt Number: R–102
Received From: Stock Broker
Transaction Date: 07–Jul–94
Receipt Amount: 500

Receipt number R–102 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS

cash_receipt_id	amount	status	receipt_number	type
345678	500	APP	R–102	MISC

Table 7 – 59 (Table 1 of 1)

For miscellaneous receipts, Receivables uses a status of APP. The type column is MISC for receipts not related to a receivable activity. The amount column stores the net amount of the receipt, while the receipt_number column stores the receipt_number.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	**amount**	**status**
467890	500	CLEARED

Table 7 – 60 (Table 1 of 1)

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

AR_MISC_CASH_DISTRIBUTIONS			
misc_cash_distribution_id	**cash_receipt_id**	**code_combination_id**	**amount**
101789	345678	01–1190–1000–3000	250
101790	345678	01–1195–1000–3000	250

Table 7 – 61 (Table 1 of 1)

The code_combination_id stores the general ledger account associated with miscellaneous receipts. Each receipt may have multiple account distributions. The sum of the distributions for a given receipt will equal the amount of the receipt.

See Also

Unapplied Receipts: page 7 – 58

Applied Receipts: page 7 – 60

Chargebacks: page 7 – 69

Adjustments: page 6 – 109

Chargebacks

You create chargebacks to decrease the balance of an invoice and to create another debit item for the same amount. Receivables handles chargebacks the same as invoices, but also creates an adjustment to decrease the balance of the invoice.

Receivables uses the following tables to store your chargeback information:

- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- AR_ADJUSTMENTS
- AR_PAYMENT_SCHEDULES

Consider the invoice I–101 created in the first example of this essay. You receive a payment for 2000 on June 1, 1994, and decide to create a chargeback, CB–101, for the balance of the invoice, 4400.

This transaction is represented as follows:

RA_CUSTOMER_TRX

customer_trx_id	trx_number	bill_to_customer_id	trx_date
765432	CB–101	ABC Inc	01–Jun–94

Table 7 – 62 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES

customer_trx_ line_id	customer_trx_id	link_to_cust_ trx_line_id	line_type	extended_ amount
711	765432		CB	4400

Table 7 – 63 (Table 1 of 1)

Receivables creates one record in RA_CUSTOMER_TRX_LINES for the chargeback with a line_type of 'CB' and the extended_amount equal to the balance of the invoice.

There is no impact to the RA_CUST_TRX_LINE_SALESREPS.

RA_CUST_TRX_LINE_GL_DIST

cust_trx_line_ gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
660116	01–1200–1000–3000	NULL	REC	4400
660117	01–8100–1000–3000	711	REV	4400

Table 7 – 64 (Table 1 of 1)

Receivables inserts two records into the RA_CUST_TRX_LINE_GL_DIST table. The code_combination_id of the REC record stores the receivable account distribution for the chargeback. The code_combination_id of the REV record stores the revenue account distribution for the chargeback.

AR_ADJUSTMENTS

adjustment _id	amount	customer_trx _id	type	payment_ schedule_id	code_ combination_id
57931	–4400	101467	INVOICE	30191	01–8100–1000–3000

Table 7 – 65 (Table 1 of 1)

When the chargeback is created, Receivables inserts a record into AR_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount_due_remaining on the invoice payment schedule in the AR_PAYMENT_SCHEDULES table. The customer_trx_id and the payment_schedule_id columns reference the original invoice.

For chargebacks, the type column is always INVOICE. The code_combination_id column stores the revenue account of the chargeback. This transaction will offset the REV distribution from the RA_CUST_TRX_LINE_GL_DIST table. To link this adjustment with the chargeback, the chargeback_customer_trx_id column, which is not shown, stores the customer_trx_id of the chargeback.

AR_PAYMENT_SCHEDULES								
payment _schedule _id	**amount _due_ original**	**amount_ due_ remaining**	**customer _trx_id**	**trx_ number**	**status**	**amount _applied**	**class**	**amount_ adjusted**
565785	4400	4400	765432	CB–101	OP	NULL	CB	NULL

Table 7 – 66 (Table 1 of 1)

CHAPTER

8 Archive and Purge

This chapter explains everything you need to know about the Oracle Receivables Archive and Purge program. The Archive and Purge program lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance. This chapter tells you how to prepare Receivables before using the feature and how to run the program from Receivables.

Using Archive and Purge

Databases with high volumes of transactions rapidly increase in size and memory requirements. This can have a detrimental impact on performance for both online and background processing. Receivables stores large quantities of historical data to maintain audit trails, but this data need not be available online. The Archive and Purge feature lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance.

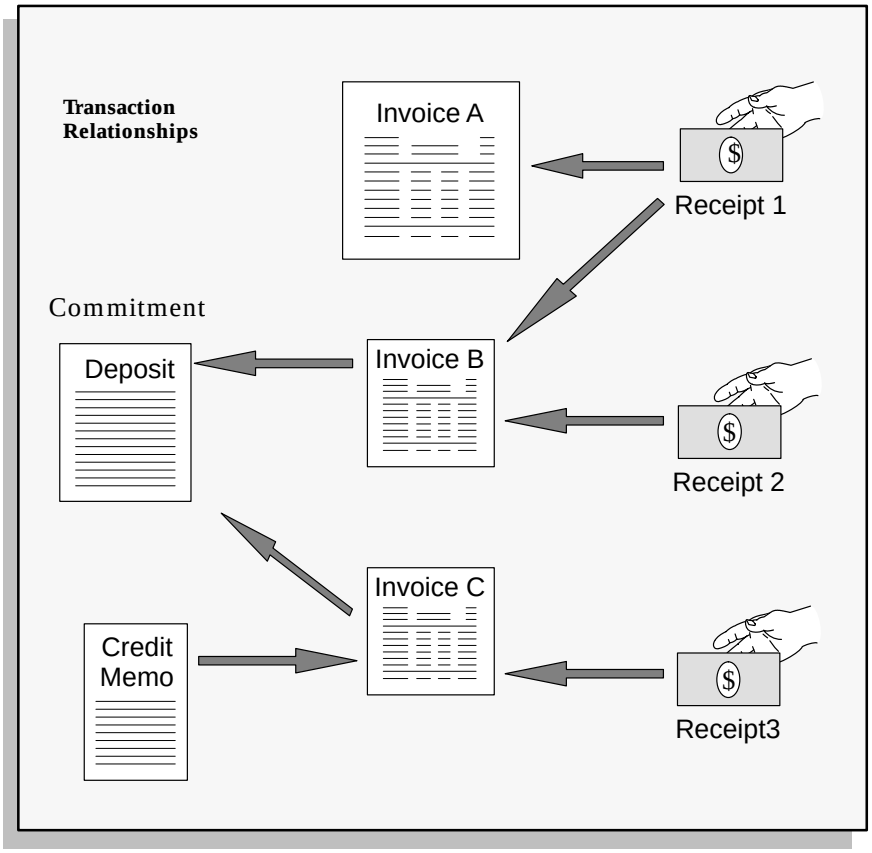
Depending on your business needs, you can archive records at one of three levels of detail: 'header–level', 'header and line–level', and 'header, line, and distribution–level'. Transactions are purged from the database based on the parameters you specify. The purge process will remove eligible transactions and all activities relating to these transactions such as adjustments, credits, reversals, calls, sales credits, and receipts.

For example, in the following diagram Invoice A has been paid by Receipt 1, which also partially paid Invoice B. Receipt 2 is used to pay the remainder of Invoice B. In addition, Invoice B is applied to a commitment with Invoice C. Invoice C is paid by Receipt 3 and a Credit Memo. All of these transactions are considered to be members of a single chain of related transactions. The Archive and Purge program rejects the entire chain if any member does not meet the purge criteria.

It is important to read this essay in its entirety before running the Archive and Purge programs. Archive and Purge deletes transaction information from your database and this essay outlines the steps you must take to ensure that all critical information and reports are available for future use.

Attention: You should not use the Receivables Archive and Purge program if you are using cash basis accounting.

Figure 8 – 1



See Also

Preparing to Run Archive and Purge: page 8 – 4

Archive and Purge Cycle: page 8 – 7

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Preparing to Run Archive and Purge

Before running the Archive and Purge program, perform the following steps to prepare your system. These steps ensure that no important data is deleted from Receivables when running Archive and Purge.

1. **Clear archive tables**

   The Archive / Purge programs verify that the archive tables are clear before running. If the tables are not clear, you will receive an error and processing will stop. Check the following tables to ensure that they are empty:

   - AR_ARCHIVE_HEADER
   - AR_ARCHIVE_DETAIL

2. **Ensure no other users are on the system**

   The Archive / Purge programs can only be run when other users are not accessing the system. The programs will verify that no other concurrent processes can run while it is processing. However, you must ensure that no other concurrent programs run between the time you start the purge preparation steps and Archive / Purge begins.

3. **Run the Oracle Sales Compensation interface**

   If you use Oracle Sales Compensation, you must run the Oracle Sales Compensation open interface to copy information from the following Receivables tables before purging:

   - RA_CUSTOMER_TRX
   - RA_CUSTOMER_TRX_LINES
   - RA_CUSTOMER_TRX_LINES_SALESREPS

4. **Run Intrastat**

   Ensure that your movement statistics records have been reported to the authorities for the periods you are purging.

   With the formation of the European Union (EU), the border restrictions between member states were lifted. This rendered the method of gathering trade statistics on how goods were moved, and the type of goods being moved, obsolete. The EU replaced the old method with 'Intrastat' which requires companies within the

EU to gather movement statistics concerning the trade between EU member states.

In Oracle Applications, movement statistics are tied to the shipment information and passed through AutoInvoice to Receivables. The Intrastat report used to satisfy the EU requirement derives data from invoice information in Receivables. Therefore, you should not delete any invoice information which has associated movement statistics until you report the movement information to the authorities. This is usually done on a monthly basis, but could be on any negotiated period.

5. **Verify AutoInvoice tables are empty**

   To ensure that you do not purge transactions which could be affected by records in the AutoInvoice tables, verify that the following AutoInvoice interface tables are empty:

   - RA_INTERFACE_LINES
   - RA_INTERFACE_SALESCREDITS
   - RA_INTERFACE_DISTRIBUTIONS

   If these tables are populated, you must run AutoInvoice and ensure it clears these tables before running the Archive / Purge programs.

6. **Verify Lockbox tables are empty**

   To ensure that you do not purge transactions that could be affected by records in the Lockbox tables, verify that the Lockbox Interim table is empty:

   - AR_PAYMENTS_INTERFACE

   If this table is populated, you must run Submit Lockbox Validation Processing and ensure it runs without errors before running the Archive / Purge programs.

7. **Verify QuickCash tables are empty**

   To ensure that you do not purge transactions that could be affected by records in the QuickCash tables, verify that the following QuickCash tables are empty:

   - AR_INTERIM_CASH_RECEIPTS
   - AR_INTERIM_CASH_RECEIPT_LINES

   If these tables are populated, you must run Post QuickCash before the Archive / Purge programs.

8. **Run Tax Reports**

   Certain tax reports derive values which are not stored in the database. These reports cannot derive accurate data for periods in which transactions have been purged. You should therefore run these reports for the periods you are purging and store the output for future use, as the data in these reports may be needed in a tax audit.

   - If your tax type is US Sales Tax, run the following:
     - U.S. Sales Tax Report
     - Sales Journal by General Ledger Account
     - Miscellaneous Transactions
     - Adjustments Register
   - If your tax type is VAT, run the following:
     - The VAT Reconciliation Report
     - Customers with 0 VAT or No VAT Registration Number
     - VAT Exception Report
     - Miscellaneous Transactions
     - Sales Journal by General Ledger Account
     - Adjustments Register

9. **Back up the Database**

   Before you purge any records from Receivables, you must back up your database for safety. You should also confirm the integrity of your backup.

See Also

Running Archive and Purge: page 8 – 57

Archive and Purge Cycle: page 8 – 7

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Archive Tables: page 8 – 34

Archive and Purge Cycle

The Archive and Purge cycle is divided into four separate processes, Selection and Validation, Archive, Purge, and optionally Copying to a file. The Selection and Validation and Archive processes form the Archive–Preview program. This program selects eligible transaction using criteria you specified, validates the data to identify the transaction chains, then stores this information in the archive tables. The Purge program uses the information in the archive tables to delete eligible transactions from the database tables. Alternatively, you can run the Selection and Validation, Archive, and Purge processes together using the Archive and Purge program. The final process is to transfer the archive data to a separate storage medium. Using the Archive to File program enables you to write the archive information to a flat file. Alternatively, you can export the AR_ARCHIVE_HEADER and AR_ARCHIVE_DETAIL tables and import them into your own archive tables.

Once you have completed all of the preparation steps, you can run the following programs from the Submit Requests window: Archive–Preview, Purge, Archive and Purge, and Archive to File. Each of these programs can be run as a separate process, however the Purge and Archive to File programs cannot be run until the Archive tables are populated by either the Archive–Preview or the Archive and Purge programs. Additionally, you can run the Archive–Restart program and Archive Reports from the Submit Requests window.

Archive–Preview The Archive–Preview program selects and validates transactions that meet the purge parameters and copies the transaction information into the archive tables. A report is automatically generated after the archive tables are populated. The level of detail of this report is determined by the parameter you select when you start the Archive–Preview program.

Purge The purge process purges eligible transaction data. To run this program you must first run the Archive–Preview program as this identifies eligible transactions and stores the IDs in AR_ARCHIVE_PURGE_INTERIM.

Warning: You should only run the Purge program if no users have been on the system since you started the Archive–Preview, as this process does not revalidate the id's stored in AR_ARCHIVE_PURGE_INTERIM.

Archive and Purge

The Archive and Purge populates the archive tables and purges transaction information in one step. This can also be run after Archive–Preview if you cannot be sure that no users have been on the system since you started the Archive–Preview.

Archive to File

This is an optional program which can be used to copy the archive tables to a flat file if this is the desired method of storage.

Archive–Restart

This program is used for error handling when the Archive–Preview or Archive and Purge fails. It can be used to save the system from having to revalidate all purge candidates, if Archive / Purge has completed the selection and validation phase, then fails during the archive phase. Archive–Restart clears the Archive Header and Detail tables and submits the archive report. When submitting the Archive–Restart program you must provide the following parameters: Archive Level, Summary Report Only, Number of Workers, Commit Size, and Archive ID.

Archive Summary Report

Submit this report manually from the Run Reports screen if the report fails when submitted by the Archive and Purge or the Archive–Preview program. You can also submit this report to review summary information for previous Archive / Purge runs. The Archive Summary Report includes the amount and count of transactions selected for purge based on the AR_ARCHIVE_CONTROL table. When submitting the Archive Summary Report program, you must provide the Archive ID.

Archive Detail Report

Submit this report manually from the Run Reports screen if the report fails when submitted by the Archive and Purge or the Archive–Preview program. The Archive Detail Report includes a breakdown of the above summary information by customer. This report is based on the AR_ARCHIVE_HEADER table. When submitting the Archive Detail Report program, you must provide the Archive ID.

A typical Archive / Purge process might include the following steps:

1. **Change user responsibility.**

   The Archive / Purge programs are only available to users with the AR Archive Purge User responsibility.

2. **Run Archive–Preview**

   In the Run Archive and Purge form, select the Archive–Preview program. When running the Archive–Preview program you must provide values for the following parameters:

   - GL Date Type (Required, Default)
   - Archive Period (Required)
   - Open Receivables Only (Required, Default)
   - Postable Items Only (Required, Default)
   - Customer Name (Optional)
   - Archive Level (Required)
   - Summary Report Only (Required, Default)
   - Number of Workers (Required, Default)
   - Commit Size (Required, Default)

   For a detailed description of parameters see: Archive and Purge Parameters: page 8 – 12.

3. **Review Archive Report**

   Use the Archive Report(s) generated during the Archive–Preview program to review transaction counts and amounts. The Grand Total of the report should equal zero.

   This report is based on the transactions selected for purge and stored in the AR_ARCHIVE_PURGE_INTERIM table.

4. **Purge Database Tables**

   Return to the Run Archive and Purge form to start the purge program by entering Purge in the Name field. The Purge removes transaction information from the database based on the data in table AR_ARCHIVE_PURGE_INTERIM. The Purge program provides the following parameters:

   - Number of Workers (Required, Default)
   - Archive ID (Required)

For a detailed description of parameters see: Archive and Purge Parameters: page 8 – 12.

The purge program does not generate a report as it would use the same archive table information as the archive report, so the two reports would be identical.

Attention: If you wish to ensure consistency between the Archive–Preview and the Purge, no users should be on the system in the interim.

You can run the Archive and Purge instead of the Purge if you cannot be sure that no users have been on the system since you started the Archive–Preview. You must clear the archive tables before running this program. The parameters for this program combine the parameters of the Archive–Preview and Purge programs.

5. **Move Archive Data to Storage**

   From the Run Archive and Purge form, select the Archive to File program to move your archive data to a file in the standard output directory (*AR_TOP/out*) with the file name <user id.request id>.

Warning: Ensure that you move your archive output from the *AR_TOP/out* directory to an appropriate storage area. Otherwise, it will be deleted when your system administrator clears the output directories.

6. **Clear Archive Tables**

   Once archive data has been stored the archive tables must be cleared before the next purge run. To clear the archive tables use the TRUNCATE command in SQL with the following tables:

   - AR_ARCHIVE_HEADER
   - AR_ARCHIVE_DETAIL

   The following tables will be cleared automatically the next time you run the Archive / Purge programs. However, you may wish to TRUNCATE these tables now. The TRUNCATE command is a more efficient way of clearing these tables and will save time during the next Archive / Purge process.

   - AR_PURGE_TRX_AUX
   - AR_PURGE_REC_AUX
   - AR_ARCHIVE_PURGE_LOG
   - AR_ARCHIVE_PURGE_INTERIM

- AR_PURGE_OE_EXCEPTIONS

The truncate command removes all of the rows from the tables.

Warning: You cannot rollback a TRUNCATE statement.

7. **Reorganize the Database**

   After you purge your database, you should contact your Database Administrator (DBA) so that he can export and import the tables and indexes from which you purged data. By recreating these objects, you can reduce the memory each object occupies in your tablespace and increase the performance of your system.

See Also

Archive and Purge Parameters: page 8 – 12

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Archive Tables: page 8 – 34

Archive and Purge Parameters

GL Date Type: Choose a validation type to determine which GL date is used to select transactions. There are three validation types you can use to limit the transactions selected for purge:

Invoice GL Date The Invoice GL Date type checks only the GL dates for the selected invoices. The GL date, of all selected invoices must be on or before the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

Receipt GL Date The Receipt GL Date type checks only the GL dates for the selected receipts. The GL date, of all selected receipts must be on or prior to the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

All GL Dates This date type is the most restrictive and requires that a transaction and all its related transactions have GL dates on or prior to the end date of the period specified in the Purge Period parameter. Receivables uses All GL Dates as the default value.

Archive Period: To determine which data is purged you must specify the period to be purged. Only closed periods are eligible for selection. All transactions that meet the purge criteria in this period are selected for purge. In addition, transactions in previous periods that meet the purge criteria and were not purged by earlier purges will also be selected.

Open Receivables Only: Transactions not open to receivables will never be paid and therefore, never closed. Enter Yes to indicate that you want to include only transactions whose transaction type has Open Receivables set to Yes. The default value for this parameter is No, allowing transactions to be selected regardless of the setting of the Open Receivables flag.

Postable Items Only: Enter Yes to indicate that you want to include only transactions whose transaction type has Post to GL set to Yes. The default value for this parameter is No, allowing transactions to be selected regardless of the setting of the Post to GL flag.

Customer Name: Enter a customer name if you wish to only purge transactions for a specific customer. If no value is entered for this parameter all customers will be included.

Archive Level: When you start the Archive / Purge programs you must select the level of detail you want to archive. Refer to the section on Archive Level for more information on which records are created for each archive level.

Summary Report Only: Enter Yes if you want to limit the Archive Report to summary information. The summary report includes the amount and count of transactions selected for purge. If you enter No, you will receive a summary report and a detail report which breaks down the summary information by customer. The default value for this parameter is Yes.

Number of Workers: This parameter is used during the Archive and Purge processes only. It is not used for selection and validation. Enter the number of parallel workers you want to use to run the Archive / Purge process. Parallel processing lets you split the program into several processes and run each process simultaneously thus decreasing the total run time of the program. To take full advantage of this feature, you should not specify more parallel processes than the number of concurrent managers available. The default value for this parameter is one.

Commit Size: This parameter is used during the selection and validation and archive process only. Enter the number of transactions you want to be processed before a save. The default value for this parameter is 1000.

Archive ID : Select the archive ID of the archive to be either used for generating a report or purged from the database. The format YYMMDDHHMMSS (two digit numerical designations for year, month, day, hour, minute, and seconds) are used for the Archive ID . This Archive ID is based on the time the archive program is submitted.

See Also

Purge Criteria: page 8 – 14

Archive and Purge Cycle: page 8 – 7

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Archive Tables: page 8 – 34

Running Archive and Purge: page 8 – 57

Purge Criteria

Transactions: Transactions and all activities relating to the transactions such as adjustments, credits, reversals, calls, sales credits, and receipts must meet the following criteria:

- All transactions must be posted to GL. Receivables considers a transaction to be posted if every record relating to the transaction has a GL Posted date (this does not apply to transactions not eligible for posting if the Postable Only parameter is set to No).
- Transactions applied to commitments are not eligible for purge until the commitment is closed. A commitment is considered closed when the commitment balance (or if it is a deposit the deposit balance) is zero.
- If the GL Date Type parameter is:
  - Invoice GL date – all invoice GL dates must be prior to the end date of the period specified.
  - Receipts GL date – all receipt GL dates must be prior to the end date of the period specified.
  - All GL dates – the GL dates of all selected transactions must be prior to the end date of the period specified.

  Note: The GL Date Type parameter does not apply if you choose to include transactions not eligible for posting. In this case the transaction date will be used for date checking.
- All transactions must be closed (for example, the payment schedules have no amount due). This does not apply if you choose to include transactions not open to receivables. These transactions do not have a payment schedule and therefore are not checked.

- If the transaction is a receipt, it must be related to transactions eligible for purge, unless it is a reversed unapplied receipt in which case it may not be related to any transaction.
- If the transaction is a receipt, it must be fully applied or unapplied and reversed. For example, the status of the latest AR_CASH_RECEIPT_HISTORY record must be 'Cleared', 'Risk_Eliminated', or 'Reversed', or for Debit Memo reversals the reversal date must be not null.
- All transactions must meet the purge parameters you specify.
- Miscellaneous Transactions will not be Purged unless you run Archive / Purge for all customers, because they are not related to specific customers.

The following are general rules transactions must meet to be considered closed:

Invoice	Invoice balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, Approved Adjustments, or Deposits.
Debit Memo	Debit Memo balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, or Approved Adjustments.
Credit Memo	Credit Memo balance is fully applied to one or more of the following: Invoices, Debit Memos, Chargebacks, or Cash Receipts.
Chargeback	Chargeback is fully applied to either a Cash Receipt, Credit Memo, or an Approved Adjustment.
Deposit	Deposit balance and commitment balance is fully applied to one or more invoices.
Guarantee	Commitment balance is fully covered by one or more invoices.
Cash Receipt	Receipt balance is fully applied to one or more of the following: Invoice, Debit Memo, Credit Memo, Chargeback, Deposit. If the receipt was not applied but has been reversed, it is also eligible for purge.
Adjustment	Approved and Applied to an Invoice, Debit Memo, or Credit Memo.

Batches

A batch is not considered to be part of a transaction chain, therefore transactions that are part of a batch may be purged even if all transactions in the batch are not purgeable. The batch will be eligible for purge when all of the transactions associated to it are purged. Prior to a batch being purged you can review a batch with some of the transactions deleted. In this case the batch the Partially Purged check box will be checked and the Control Totals fields in the batch will appear to be out of balance. This is because the Actual Count and Amount fields in the Control Totals section do not include purged transaction data.

Transactions Related to Projects

Transactions related to Oracle Projects are not purged by default. However, you can override this default by adding your own criteria of what project–related transactions are to be purged. For example, you may wish to purge project–related transactions originating from a project that has since been closed and that will not be reopened for additional activity.

Note: No transactions in Oracle Projects are purged.

You specify your own criteria of what invoices to purge by adding your logic to the Receivables Invoice Purge client extension provided by Oracle Projects. You first determine the logic that you want to include in the client extension. You then add and test your logic in the PL/SQL function **client_purgeable** in the package **pa_ar_trx_purge**. This function exists in the file PAXARPGB.pls located in the Oracle Projects install/sql/ directory. Oracle Projects provides the parameter of customer_trx_id to the client_purgeable function.

For more information on implementing your own logic using a client extension, refer to the Client Extensions and AutoApprove Profile Options chapter in the *Oracle Personal Time and Expense System Administrator's Guide*.

Transaction Related to Orders

Transactions will not be purged if they are referenced by open return lines in Oracle Order Entry. In addition, commitments that are referenced by open order lines within Oracle Order Entry are not purgeable. To do this, the Archive/Purge process uses the view SO_OPEN_ORDER_INVOICE_REF_V and the table AR_PURGE_OE_EXCEPTIONS which hold transaction IDs of open orders. The purge program uses these as criteria for eliminating

transactions from the purge process. For more information, see: Archive Tables: page 8 – 34.

Client Extension

Receivables provides a client extension to enable you to integrate with third party applications or choose to exclude or include transactions from purge selection based on criteria that you define.

You specify your criteria by customizing the PL/SQL function trx_purgeable in the package arp_trx_purge. This function exists in the file ARPUPRGB.pls located in the Receivables install/sql/ directory. Receivables provides the parameter customer_trx_id to the trx_purgeable function which by default returns a true value. You need to add your logic to return a value of false for the customer_trx_id of the transactions you do not want to purge.

See Also

Tables Purged: page 8 – 18

Archive and Purge Cycle: page 8 – 7

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Archive Tables: page 8 – 34

Tables Purged

The Archive and Purge programs delete transaction data from the following tables:

- AR_ACTION_NOTIFICATIONS
- AR_ADJUSTMENTS
- AR_BATCHES
- AR_CALL_ACTIONS
- AR_CASH_BASIS_DISTRIBUTIONS
- AR_CASH_RECEIPTS
- AR_CASH_RECEIPT_HISTORY
- AR_CORRESPONDENCE_PAY_SCHED
- AR_CUSTOMER_CALL_TOPICS
- AR_MISC_CASH_DISTRIBUTIONS
- AR_NOTES
- AR_PAYMENT_SCHEDULES
- AR_RATE_ADJUSTMENTS
- AR_RECEIVABLE_APPLICATIONS
- RA_BATCHES
- RA_CUSTOMER_TRX
- RA_CUSTOMER_TRX_LINES
- RA_CUST_TRX_LINE_GL_DIST
- RA_CUST_TRX_LINE_SALESREPS
- AR_CORRESPONDENCES
- AR_DISTRIBUTIONS

See Also

Archive Level: page 8 – 19

Archive and Purge Cycle: page 8 – 7

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Archive Tables: page 8 – 34

Archive Level

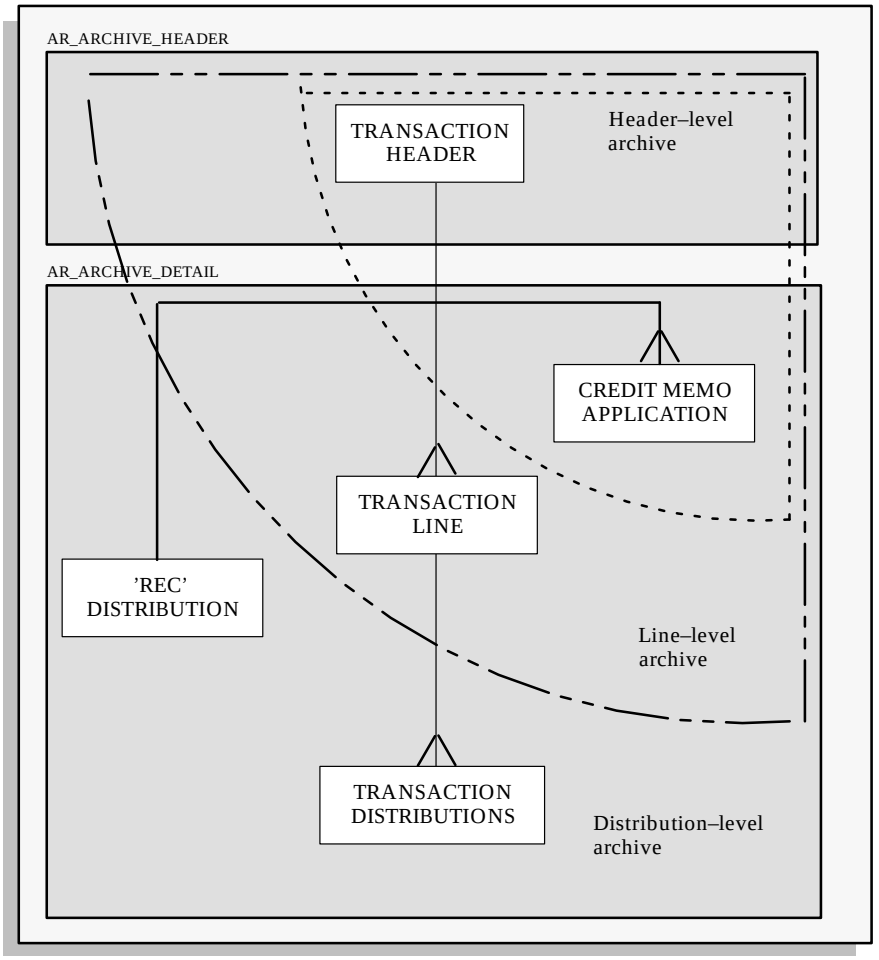
The Archive and Purge program provides three levels of detail for archiving transaction information. You can archive just header level data for your transactions; header and line level data; or header, line, and distribution data.

Archived transactions are stored in the AR_ARCHIVE_HEADER and AR_ARCHIVE_DETAIL tables. The header table stores records of three types: Transactions (Invoices, Credit or Debit Memos, Guarantees, Deposits, Chargebacks, and On–Account Credits), Receipts and Adjustments. Records stored in the detail table relate to these header records.

The following diagrams illustrate the relationships between the records in these two tables.

> **Note:** Regardless of the level of detail you choose to archive, the purge portion of this program will remove all records for the selected transaction and all related transactions.

Figure 8 – 2 Archive different levels of transaction data

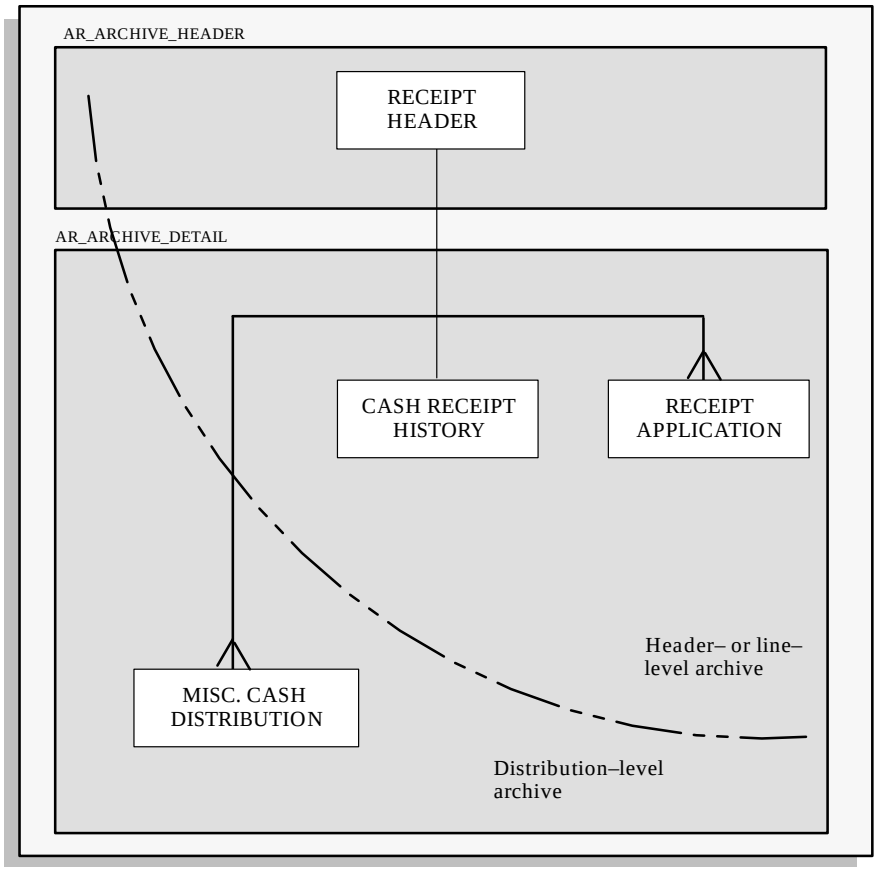


Notes on the above diagram:

- Header records relate to detail records using transaction_class and transaction_id. Detail records are credit memo application(s), transaction line(s) and a distribution of type 'REC'.
- Line records in AR_ARCHIVE_DETAIL relate to distributions in the same table using transaction_class, transaction_id and transaction_line_id.
- For credit memos, 'related' columns in AR_ARCHIVE_HEADER indicate the credited transaction, or for invoices, they indicate the commitment applied (if applicable).

- For transaction lines, 'related' columns in AR_ARCHIVE_DETAIL indicate the credited line and the commitment line applied to the transaction (if applicable).
- For credit memo applications, 'related' columns in AR_ARCHIVE_DETAIL indicate the transaction credited

Figure 8 – 3 Archive different levels of cash receipt data

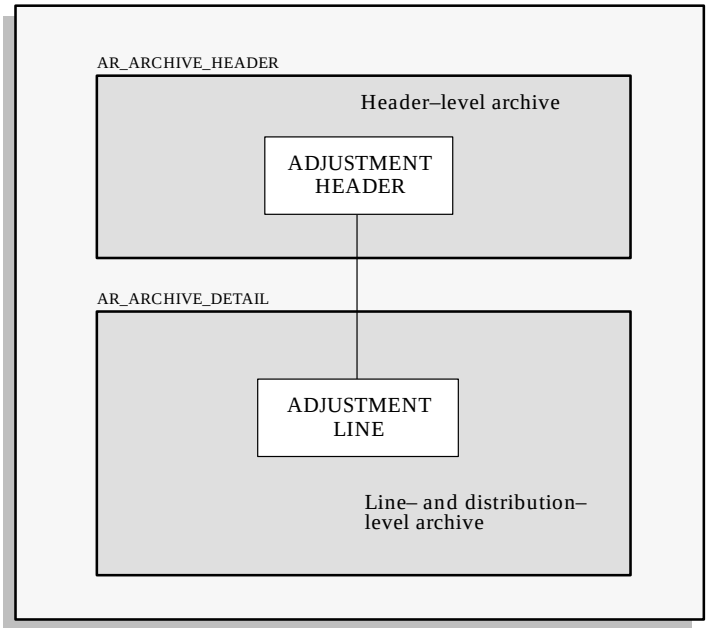


Notes on the above diagram:

- Header records relate to detail records using transaction_class and transaction_id. Detail records are cash receipt application(s), a cash receipt history record, and miscellaneous cash distributions.
- Miscellaneous cash distributions are stored only for a distribution level archive.
- No additional records are stored for a line level archive.

- For receipt applications, 'related' columns in AR_ARCHIVE_DETAIL indicate the transaction applied to the receipt.

Figure 8 – 4 Archive different levels of adjustment data



Notes on the above diagram:

- Header records relate to detail records using transaction_class and transaction_id.
- 'Related' columns in AR_ARCHIVE_DETAIL indicate the adjusted transaction in AR_ARCHIVE_HEADER.
- No additional columns records are stored for a distribution level archive.

Depending on the archive level you choose, different types and numbers of records will be stored. Also, for a distribution level archive, additional columns in line level records are populated.

Use the following table to determine which records are created for each archive level:

Level	Storage Table	Number of Records Archived
Headers	AR_ARCHIVE_ HEADER	1 record for each transaction, receipt, and adjustment
	AR_ARCHIVE_DETAIL	1 record for each credit memo and receipt application
	AR_ARCHIVE_DETAIL	1 record for the latest AR_CASH_RECEIPT_ HISTORY record
Headers and Lines	AR_ARCHIVE_DETAIL	1 record for each transaction line
	AR_ARCHIVE_DETAIL	1 record for each adjustment
	(see Header Level)	plus the Header level records
Header, Lines and Distributions	AR_ARCHIVE_DETAIL	1 record for each transaction distribution
	AR_ARCHIVE_DETAIL	1 record for each miscellaneous cash distribution
	AR_ARCHIVE_DETAIL	Additional accounting related columns archived on above line records
	(see Header and Line Level)	plus the Header and Line level records

Table 8 – 1 (Page 1 of 1)

For a detailed list of all the columns archived for each level, see the Archive Tables: page 8 – 38.

See Also

Archive and Purge Cycle: page 8 – 7

Preparing to Run Archive and Purge: page 8 – 4

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Archive Tables: page 8 – 34

Data not Archived

The following table outlines transaction information that is purged but not archived as part of the Archive / Purge process. If you need to retain this information you must copy the required information before running Purge.

Information Not Archived	Source Tables
Sales information	RA_CUST_TRX_LINE_ SALESREPS
Call and all related information	AR_ACTION_NOTIFICATIONS AR_NOTES AR_CALL_ACTIONS AR_CUSTOMER_CALL_TOPICS
Invoice and Correspondence information concerning dunning letters	AR_CORRESPONDENCE_ PAY_SCHED AR_CORRESPONDENCES
Detail Payment Schedule information	AR_PAYMENT_SCHEDULES
Currency exchange adjustments	AR_RATE_ADJUSTMENTS
Unaccrued adjustments	AR_ADJUSTMENTS (where status = 'U')
Cash Basis accounting information	AR_CASH_BASIS_ DISTRIBUTIONS

Table 8 – 2 (Page 1 of 1)

Attention: The Archive / Purge programs should not be used if your Accounting Method is Cash Basis (as defined in the System Options window).

See Also

Monitoring Your Archive and Purge: page 8 – 26

Preparing to Run Archive and Purge: page 8 – 4

Archive and Purge Cycle: page 8 – 7

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Archive Tables: page 8 – 34

Monitoring Your Archive and Purge

When you submit any of the Archive / Purge programs, Receivables tracks the status of your process by inserting messages into a log table, AR_ARCHIVE_PURGE_LOG. These messages can be either Status or Error messages.

Status messages are inserted into the log table as different events in the Archive / Purge process take place, such as starting or completing a module. The modules that make up the Archive / Purge process are submitted by a 'control module' which produces many of the generic status messages.

Error messages are inserted into the log table when a module fails. You can then use the error messages to help you restart the correct programs and avoid repeating processes which completed successfully.

Monitoring Your Archive/Purge

You can monitor the progress of your Archive / Purge in two ways. Using the View Concurrent Requests window, or by accessing the AR_ARCHIVE_PURGE_LOG and AR_ARCHIVE_CONTROL tables using SQL*Plus.

During processing of any Archive / Purge run, multiple concurrent requests will be submitted. For example, if you submit the Archive–Preview, there will be a parent concurrent request for the control module, named Archive–Preview. This request will submit requests for the selection and validation process, for the archive, for the report, and so on. These child requests are submitted sequentially, so you can monitor the progress of your Archive / Purge by ensuring each child request completes successfully. When all child requests have completed successfully, all the messages in

AR_ARCHIVE_PURGE_LOG are written to the report output file of the parent request.

If you want to monitor the progress of each request more closely, you can access the AR_ARCHIVE_PURGE_LOG table directly using SQL*Plus. Use the following commands to write the contents of the log table to a file titled log.lst in the directory where you logged on to SQL*Plus:

```
spool log
COLUMN MESSAGE format A50
select MESSAGE, TIME
from AR_ARCHIVE_PURGE_LOG;
spool off
```

You can then review this file to check your progress.

You will also need to access the log table directly if one of your concurrent requests fail. You can access AR_ARCHIVE_PURGE_LOG to see what the last message in the table is. This will be the final error message inserted before the program failed. You can match this error against the list of error messages below to determine your next course of action.

If there is a problem with your concurrent manager you can view the status of each concurrent request by accessing the AR_ARCHIVE_CONTROL table. Use the following commands to create a file containing status information for the current Archive / Purge run titled control.lst, in the directory where you logged on to SQL*Plus:

```
spool control
select request_id, status
from AR_ARCHIVE_CONTROL
WHERE archive_id = '<current archive_id in the format
YYMMDDHHMMSS>';
spool off
```

Refer to the table descriptions later in this essay for more information on how these tables are populated.

Status and Error Messages

In the tables below messages are grouped by module. Each table contains the message as it appears in the message log and a description of the message.

Control module status messages:

Message	Message Description
The following message is used each time the control module starts a new program	
AR_ARCHIVE_ CONT_START	Starting the <*program_name*>
The following message appears as the control module calls each child program	
AR_ARCHIVE_ SUB_START	Calling <*program_name*> process
The following message appears as the control module submits a concurrent request for each child program	
AR_ARCHIVE_ REQ_SUB	Submitted concurrent request <*request_id*>
The following message returns the status of the above request.	
AR_ARCHIVE_ REQ_TERM	Request: <*request_id*> Completed / Errored
The following message appears if the above returns an error. It will be the last message in the file if there is an error and will return the 'technical' error code. For example: PL*SQL error. Contact your system administrator or support if you receive this message.	
AR_ARCHIVE_ ERROR	<function_name> <error_message> <error_code>
The following message is the last message for each child process called.	
AR_ARCHIVE_ SUB_COMP	<*program_name*> process complete
The following message appears at the very end, when everything completes	
AR_ARCHIVE_ CONT_COMP	Completed the <*program_name*>

Table 8 – 3 (Page 1 of 1)

Selection module status messages:

Message	Message Description
AR_ARCHIVE_ START_SEL	Starting Data Selection...
AR_ARCHIVE_ PUR_INT	Purging interim and auxiliary tables
AR_ARCHIVE_ RETR_TRX	Retrieving transactions
AR_ARCHIVE_ TRX_LOAD	Loaded <*count*> Transactions into AR_PURGE_TRX_AUX
AR_ARCHIVE_ RETR_REC	Retrieving receipts
AR_ARCHIVE_ REC_LOAD	Loaded <*count*> Receipts into AR_PURGE_REC_AUX
The following message print every 10,000 lines.	
AR_ARCHIVE_ COUNT	Loaded <*count*> rows into auxiliary tables
AR_ARCHIVE_ COMP_SEL	Data selection complete
The following message appears if PA is installed.	
AR_ARCHIVE_ CONTEXT	Oracle Projects context is <*PA_transaction_flexfield_context*>
AR_ARCHIVE_ START_CYC	Validating data
AR_ARCHIVE_ COMP_CYC	Validation complete
AR_ARCHIVE_ INS_INT	Inserting into AR_ARCHIVE_PURGE_ INTERIM

Table 8 – 4 (Page 1 of 1)

Archive module status messages:

Message	Message Description
AR_ARCHIVE_ ARC_START	Archiving...
AR_ARCHIVE_ ARC_TRX	Archiving transaction ID range: <*id_low*> to <*id_high*>

Message	Message Description
AR_ARCHIVE_ ARC_TRX_C	Finished archiving transaction ID range: <*id_low*> to <*id_high*>
AR_ARCHIVE_ ARC_COMP	Archive Complete
AR_ARCHIVE_ REP_START	Running archive report
AR_ARCHIVE_ REP_COMP	Archive report complete

Table 8 – 5 (Page 2 of 2)

Purge module status messages:

Message	Message Description
AR_ARCHIVE_ PUR_START	Purging...
AR_ARCHIVE_PUR	Purging Transaction / Receipt / Batch_ID range: <*id_low*> to <*id_high*>
AR_ARCHIVE_ PUR_C	Finished purging Transaction / Receipt / Batch_ID range: <*id_low*> to <*id_high*>
AR_ARCHIVE_ PUR_COMP	Purge Complete

Table 8 – 6 (Page 1 of 1)

Error Messages: The messages in the following table are generic error messages that are used for more than one error situation where noted. When you submit the Archive / Purge programs, records in the following tables are deleted as indicated.

- AR_PURGE_TRX_AUX
  - Records in this table are deleted before Archive–Preview and Archive and Purge.
- AR_PURGE_REC_AUX
  - Records in this table are deleted before Archive–Preview and Archive and Purge.
- AR_ARCHIVE_PURGE_INTERIM

– Records in this table are deleted before Archive–Preview and Archive and Purge.

- AR_PURGE_OE_EXCEPTIONS
  - Records in this table are deleted before Archive–Preview and Archive and Purge.
- AR_ARCHIVE_PURGE_LOG
  - Records in this table are deleted before Archive–Preview and Archive and Purge.
- AR_ARCHIVE_HEADER
  - Records in this table are deleted before Archive–Restart.
- AR_ARCHIVE_DETAIL
  - Records in this table are deleted before Archive–Restart.
- AR_ARCHIVE_CONTROL_DETAIL
  - Records with the current archive_id are deleted before Archive–Restart.

Message	Message Description
The following message appears at the very start if the archive tables are not empty.	
AR_ARCHIVE_ TABLE_POP	Archive / Purge terminated. Archive tables are populated. Please save then delete the contents of AR_ARCHIVE_HEADER and AR_ARCHIVE_DETAIL, then resubmit Archive / Purge.
The following message appears if you cannot get the last day of the period from the period parameter entered.	
AR_ARCHIVE_ NO_DATE	No date retrieved. Exiting program.
The following message appears when you submit Archive–Preview and it fails during the selection and validation process.	
AR_ARCHIVE_ FAIL_A	Your selection and validation process failed. Please submit Archive–Preview.
The following message appears when you submit Archive–Preview and it fails during the archive module.	

Table 8 – 7 (Page 1 of 3)

Message	Message Description
AR_ARCHIVE_ FAIL_A	Your archive process failed. Please submit Archive–Restart.
The following message appears when you submit Archive–Preview and it fails during the report module.	
AR_ARCHIVE_ FAIL_A	Your archive summary / detail report process failed. Please submit Archive Summary / Detail Report.
The following message appears when you submit Archive and Purge and it fails during the selection and validation module.	
AR_ARCHIVE_ FAIL_A	Your selection and validation process failed. Please submit Archive and Purge.
The following message appears when you submit Archive and Purge and it fails during the archive module.	
AR_ARCHIVE_ FAIL_B	Your archive process failed. Please submit Archive–Restart, then Purge.
The following message appears when you submit Archive and Purge and it fails during the Purge process.	
AR_ARCHIVE_ FAIL_C	Your archive was successful, but your purge process failed. Please resubmit Purge.
The following message appears when you submit Archive and Purge and it fails during the report module.	
AR_ARCHIVE_ FAIL_D	Your Archive was successful, but your report failed. Please submit your Archive Report then Purge.
The following message appears when you submit Purge and it fails.	
AR_ARCHIVE_ FAIL_A	Your Purge process failed. Please submit Purge.
The following message appears when you submit Archive to File and it fails.	
AR_ARCHIVE_ FAIL_A	Your Archive to File process failed. Please submit Archive to File.
The following message appears when you submit Archive Restart and it fails during the archive.	
AR_ARCHIVE_ FAIL_A	Your Archive Restart process failed. Please submit Archive Restart.

Table 8 – 7 (Page 2 of 3)

Message	Message Description
The following message appears when you submit Archive Restart and it fails during the report.	
AR_ARCHIVE_ FAIL_C	Your archive was successful, but your Summary / Detail Report process failed. Please resubmit Summary / Detail Report.

Table 8 – 7 (Page 3 of 3)

See Also

Archive Tables: page 8 – 34

Preparing to Run Archive and Purge: page 8 – 4

Archive and Purge Cycle: page 8 – 7

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Archive Tables

The following tables store information during the Archive and Purge process. Each of these tables (except the AR_ARCHIVE_CONTROL and AR_ARCHIVE_CONTROL_DETAIL tables) must be empty for the Archive–Preview or Archive and Purge programs to run.

AR_ARCHIVE_PURGE_LOG

This table is used to store messages during the processing cycle. You can review this table to identify at what point an error occurred. This table contains the following columns:

- MESSAGE – Message text.
- TIME – Time that it was inserted into the log table.

AR_PURGE_TRX_AUX

This table is used during the selection process to store the selected transaction identification numbers:

- TRX_ID – The CUSTOMER_TRX_ID
- RELATED_ID – Related CUSTOMER_TRX_ID
- TYPE – Related transaction type
- STATUS – Indicates purgeable status with a Yes or No
  - Index:
  - AR_PURGE_TRX_AUX_N1 on the TRX_ID column.

AR_PURGE_REC_AUX

This table is used during the selection process to store the selected receipt identification numbers:

- REC_ID – The CASH_RECEIPT_ID.
- REC_TRX_ID – Related transaction's CUSTOMER_TRX_ID
- STATUS – Indicates purgeable status with a Yes or No
  - Index:
  - AR_PURGE_REC_AUX_N1 on the REC_ID column.

AR_PURGE_OE_EXCEPTIONS

This table is used during the selection process to store identification numbers of transactions that do not meet the Oracle Order Entry purge requirements:

- TRX_ID – The CUSTOMER_TRX_ID
  - Index:
  - AR_PURGE_OE_EXCEPTION_N1 on the TRX_ID column.

AR_ARCHIVE_PURGE_INTERIM

This table is populated by the validation process and stores the id's of qualifying transactions. The Purge program uses these id's to identify transactions to purge but does not re–validate the id's.

- TRX_ID – The CUSTOMER_TRX_ID
- RELATED_ID – Related CUSTOMER_TRX_ID or CASH_RECEIPT_ID
  - Indices:
  - AR_ARCHIVE_PURGE_INTERIM_N1 on the TRX_ID column.
  - AR_ARCHIVE_PURGE_INTERIM_N2 on the RELATED_ID column.

AR_ARCHIVE_CONTROL

This table stores historical data for Archive and Purge runs. Each Archive and Purge module inserts a record into this table. For example, if you run Archive–Preview, there will be a record for the control module, a record for the selection and validation, a record for the archive and so on. All records associated with a particular run have the same archive_id and the records are distinguished by request_id. As each step begins it inserts a record and updates the status column with R for running. When the step completes, the program updates the status column with C for complete and inserts a new record with a status R, for the next step of the process.

- CREATION_DATE – Date of creation
- CREATED_BY – Standard who column
- TRANSACTION_MODE – Parameter
- TRANSACTION_TYPE – Parameter

- TRANSACTION_PERIOD – Parameter
- OPEN_RECEIVABLES – Parameter
- POSTABLE – Parameter
- ARCHIVE_LEVEL – Parameter
- NUMBER_OF_PROCESSES – Parameter
- COMMIT_SIZE – Parameter
- STATUS – Status
- REQUEST_ID – Concurrent request id.
- COMMENTS – User enterable comments
- ARCHIVE_ID – Unique Identifier for the Archive / Purge run

AR_ARCHIVE_CONTROL_DETAIL

This table stores historical, statistical data for Archive / Purge runs. It stores the transaction type, record count and amount, grouped by transaction type. It will contain one record for each GL period archived during the Archive process. This information is used for the Archive Summary report.

> **Note:** There may be one or more GL Periods associated with each Archive / Purge run.

- ARCHIVE_ID – Unique Identifier for the Archive / Purge run
- PERIOD_NUMBER – Sequence of GL Period associated with this group of transactions
- PERIOD_NAME – GL Period associated with this group of transactions
- INVOICES_CNT – Number of Invoices processed
- CREDIT_MEMOS_CNT – Number of Credit Memos processed
- DEBIT_MEMOS_CNT – Number of Debit Memos processed
- CHARGEBACKS_CNT – Number of Chargebacks processed
- DEPOSITS_CNT – Number of Deposits processed
- ADJUSTMENTS_CNT – Number of Adjustments processed
- CASH_RECEIPTS_CNT – Number of Receipts processed
- INVOICES_NO_REC_CNT – Number of Invoices not open to receivables processed

- CREDIT_MEMOS_NO_REC_CNT – Number of Credit Memos not open to receivables processed
- DEBIT_MEMOS_NO_REC_CNT – Number of Debit Memos not open to receivables processed
- CHARGEBACKS_NO_REC_CNT – Number of Chargebacks not open to receivables processed
- DEPOSITS_NO_REC_CNT – Number of Deposits not open to receivables processed
- GUARANTEES_CNT – Number of Guarantees processed
- MISC_RECEIPTS_CNT – Number of Miscellaneous Transactions processed
- INVOICES_TOTAL – Total amount of Invoices
- CREDIT_MEMOS_TOTAL – Total amount of Credit Memos
- DEBIT_MEMOS_TOTAL – Total amount of Debit Memos
- CHARGEBACKS_TOTAL – Total amount of Chargebacks
- DEPOSITS_TOTAL – Total amount of Deposits
- ADJUSTMENTS_TOTAL – Total amount of Adjustments
- CASH_RECEIPTS_TOTAL – Total amount of Receipts
- DISCOUNTS_TOTAL – Total amount of Discounts
- EXCHANGE_GAIN_LOSS_TOTAL – Total amount of exchange rate gain and loss
- INVOICES_NO_REC_TOTAL – Total amount of Invoices not open to receivables
- CREDIT_MEMOS_NO_REC_TOTAL – Total amount of Credit Memos not open to receivables
- DEBIT_MEMOS_NO_REC_TOTAL – Total amount of Debit Memos not open to receivables
- CHARGEBACKS_NO_REC_TOTAL – Total amount of Chargebacks not open to receivables
- DEPOSITS_NO_REC_TOTAL – Total amount of Deposits not open to receivables
- GUARANTEES_TOTAL – Total amount of Guarantees
- MISC_RECEIPTS_TOTAL – Total amount of Miscellaneous Transactions

AR_ARCHIVE_HEADER

The Headers table stores the main transaction information. Main transactions may be Invoices, Receipts, Credit or Debit Memos, Adjustments, Guarantees, Deposits, Chargebacks, and On–Account Credits. This data will be archived for all 'Archive–Levels'. This information is used for the Archive Detail report.

> **Note:** Records stored in this table are of three types; Transactions (TRX), Receipts (CR) and Adjustments (ADJ). If one of these types is not referenced, it means the column is null for records of that type.

AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_ CLASS	RA_CUST_TRX_ TYPES	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_ TYPES	NAME (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
RELATED_ TRANSACTION_ CLASS	RA_CUST_TRX_ TYPES	TYPE (Invoice being credited) (TRX)	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Commitment relating to an invoice) (TRX)	RA_CUSTOMER_TRX	INITIAL_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS RA_CUSTOMER_TRX	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
RELATED_ TRANSACTION_TYPE	RA_CUST_TRX_ TYPES	NAME (Invoice being credited) (TRX)	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME (Commitment relating to an invoice) (TRX)	RA_CUSTOMER_TRX	INITIAL_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS RA_CUSTOMER_TRX	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
RELATED_ TRANSACTION_ID	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID (TRX)		
		INITIAL_ CUSTOMER_TRX_ID (TRX)		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID (ADJ)		
TRANSACTION_ NUMBER	RA_CUSTOMER_TRX	TRX_NUMBER		

Table 8 – 8 (Page 1 of 9)

AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	AR_CASH_RECEIPTS	RECEIPT_NUMBER		
	AR_ADJUSTMENTS	ADJUSTMENT_ NUMBER		
TRANSACTION_DATE	RA_CUSTOMER_TRX	TRX_DATE		
	AR_CASH_RECEIPTS	RECEIPT_DATE		
	AR_ADJUSTMENTS	APPLY_DATE		
BATCH_NAME	RA_BATCHES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_ID
	AR_BATCHES	NAME (CR)	AR_CASH_ RECEIPT_HISTORY	BATCH_ID (Receipt batch from first posted record)
BATCH_SOURCE_ NAME	RA_BATCHES_ SOURCES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_SOURCE_ID
	AR_BATCHES_ SOURCES	NAME (CR)	AR_CASH_ RECEIPT_HISTORY AR_BATCHES	BATCH_ID (Receipt batch from first posted record) BATCH_SOURCE_ID
SET_OF_BOOKS_ NAME	GL_SET_OF_BOOKS	NAME	RA_CUSTOMER_TRX	SET_OF_BOOKS_ID
	GL_SET_OF_BOOKS	NAME	AR_CASH_RECEIPTS	SET_OF_BOOKS_ID
	GL_SET_OF_BOOKS	NAME	AR_ADJUSTMENTS	SET_OF_BOOKS_ID
AMOUNT	RA_CUST_TRX_LINE_ GL_DIST	AMOUNT (from 'REC' record)		
	AR_CASH_RECEIPTS	AMOUNT		
	AR_ADJUSTMENTS	AMOUNT		
TYPE	AR_CASH_RECEIPTS	TYPE (CR)		
	AR_ADJUSTMENTS	TYPE (ADJ)		
ADJUSTMENT_TYPE	AR_ADJUSTMENTS	ADJUSTMENT_TYPE (ADJ)		
POST_TO_GL	RA_CUST_TRX_ TYPES	POST_TO_GL (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
ACCOUNTING_ AFFECT_FLAG	RA_CUST_TRX_ TYPES	ACCOUNTING_ AFFECT_FLAG (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (Type:'IN-VOICING_REASON') (TRX)	RA_CUSTOMER_TRX	REASON_CODE

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
		MEANING (Type:'ADJUST_REASON') (ADJ)	AR_ADJUSTMENTS	REASON_CODE
CASH_RECEIPT_ STATUS	AR_CASH_RECEIPTS	STATUS (CR)		
CASH_RECEIPT_ HISTORY_STATUS	AR_CASH_RECEIPT_ HISTORY	STATUS (where current_record_flag = Y) (CR)		
BILL_TO_ CUSTOMER_NUMBER	RA_CUSTOMERS	CUSTOMER_NUMBER (TRX)	RA_CUSTOMER_TRX	BILL_TO_ CUSTOMER_ID
		(CR)	AR_CASH_RECEIPTS	PAY_FROM_ CUSTOMER
BILL_TO_ CUSTOMER_NAME	RA_CUSTOMERS	CUSTOMER_NAME (TRX)	RA_CUSTOMER_TRX	BILL_TO_ CUSTOMER_ID
		(CR)	AR_CASH_RECEIPTS	PAY_FROM_ CUSTOMER
BILL_TO_ CUSTOMER_ LOCATION	RA_SITE_USES	LOCATION (TRX)	RA_CUSTOMER_TRX RA_SITE_USES	BILL_TO_SITE_USE_ ID SITE_USE_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES	CUSTOMER_ SITE_USE_ID SITE_USE_ID
BILL_TO_ CUSTOMER_ ADDRESS1,2,3,&4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_ COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_ POSTAL_CODE	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_NUMBER	RA_CUSTOMERS	CUSTOMER_NUMBER (TRX)	RA_CUSTOMER_TRX	SHIP_TO_ CUSTOMER_ID
SHIP_TO_ CUSTOMER_NAME	RA_CUSTOMERS	CUSTOMER_NAME (TRX)	RA_CUSTOMER_TRX	SHIP_TO_ CUSTOMER_ID

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
SHIP_TO_ CUSTOMER_ LOCATION	RA_SITE_USES	LOCATION (TRX)	RA_CUSTOMERS	SHIP_TO_SITE_USE_ ID
SHIP_TO_ CUSTOMER_ ADDRESS1,2,3,&4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_ COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_ POSTAL_CODE	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
REMIT_TO_ ADDRESS1,2,3,4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
REMIT_TO_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
REMIT_TO_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
REMIT_TO_COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
REMIT_TO_ POSTAL_CODE	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
SALESREP_NAME	RA_SALESREPS	NAME (TRX)	RA_CUSTOMER_TRX	PRIMARY_ SALESREP_ID
TERM_NAME	RA_TERMS	NAME (TRX)	RA_CUSTOMER_TRX	TERM_ID
TERM_DUE_ DATE	RA_CUSTOMER_TRX	TERM_DUE_DATE (holds final due date for payment schedule) (TRX)		
PRINTING_ LAST_PRINTED	RA_CUSTOMER_TRX	PRINTING_ LAST_PRINTED (TRX)		
PRINTING_ OPTION	RA_CUSTOMER_TRX	PRINTING_OPTION (TRX)		
PURCHASE_ ORDER	RA_CUSTOMER_TRX	PURCHASE_ORDER (TRX)		
COMMENTS	RA_CUSTOMER_TRX	COMMENTS		
	AR_CASH_RECEIPTS	COMMENTS		
	AR_ADJUSTMENTS	COMMENTS		
EXCHANGE_ RATE_TYPE	RA_CUSTOMER_TRX	EXCHANGE_ RATE_TYPE (TRX)		
	AR_CASH_RECEIPTS	EXCHANGE_ RATE_TYPE (CR)		
EXCHANGE_ RATE_DATE	RA_CUSTOMER_TRX	EXCHANGE_ RATE_DATE (TRX)		
	AR_CASH_RECEIPTS	EXCHANGE_ RATE_DATE (CR)		
EXCHANGE_RATE	RA_CUSTOMER_TRX	EXCHANGE_RATE (TRX)		
	AR_CASH_RECEIPTS	EXCHANGE_RATE (CR)		
CURRENCY_CODE	RA_CUSTOMER_TRX	INVOICE_ CURRENCY_CODE (TRX)		
	AR_CASH_RECEIPTS	CURRENCY_CODE (CR)		

Table 8 – 13 (Page 6 of 9)

AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
GL_DATE	RA_CUST_TRX_LINE_ GL_DIST	GL_DATE (from 'REC' record) or TRX_DATE (if post to GL = N)		
	AR_CASH_ RECEIPT_HISTORY	GL_DATE (where current_record_flag = Y)		
	AR_ADJUSTMENTS	GL_DATE		
REVERSAL_DATE	AR_CASH_RECEIPTS	REVERSAL_DATE (CR)		
REVERSAL_ CATEGORY	AR_CASH_RECEIPTS	REVERSAL_ CATEGORY (CR)		
REVERSAL_ REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TYPE:CKAJST_ REASON) (CR)	AR_CASH_RECEIPTS	REVERSAL_ REASON_CODE
REVERSAL_ COMMENTS	AR_CASH_RECEIPTS	REVERSAL_ COMMENTS (CR)		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_TRX	ATTRIBUTE_ CATEGORY		
	AR_CASH_RECEIPTS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1–15	RA_CUSTOMER_TRX	ATTRIBUTE1–15		
	AR_CASH_RECEIPTS	ATTRIBUTE1–15		
	AR_ADJUSTMENTS	ATTRIBUTE1–15		
RECEIPT_ METHOD_NAME	AR_RECEIPT_ METHODS	NAME (CR)	AR_CASH_RECEIPTS	RECEIPT_ METHOD_ID
WAYBILL_NUMBER	RA_CUSTOMER_TRX	WAYBILL_NUMBER (TRX)		
DOCUMENT_ SEQUENCE_NAME	FND_DOCUMENT_ SEQUENCES	NAME	RA_CUSTOMER_TRX	DOC_SEQUENCE_ID
			AR_CASH_RECEIPTS	DOC_SEQUENCE_ID
			AR_ADJUSTMENTS	DOC_SEQUENCE_ID
DOCUMENT_ SEQUENCE_VALUE	RA_CUSTOMER_TRX	DOC_SEQUENCE_ VALUE		

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	AR_CASH_RECEIPTS	DOC_SEQUENCE_ VALUE		
	AR_ADJUSTMENTS	DOC_SEQUENCE_ VALUE		
START_DATE_ COMMITMENT	RA_CUSTOMER_TRX	START_DATE_ COMMITMENT (TRX)		
END_DATE_ COMMITMENT	RA_CUSTOMER_TRX	END_DATE_ COMMITMENT (TRX)		
INVOICING_ RULE_NAME	RA_RULES	NAME (TRX)	RA_CUSTOMER_TRX	INVOICING_RULE_ID
CUSTOMER_ BANK_ACCOUNT_ NAME	AP_BANK_ ACCOUNTS	BANK_ACCOUNT_ NAME (TRX)	RA_CUSTOMER_TRX	CUSTOMER_ BANK_ACCOUNT_ID
		(CR)	AR_CASH_RECEIPTS	CUSTOMER_ BANK_ACCOUNT_ID
DEPOSIT_DATE	AR_CASH_RECEIPTS	DEPOSIT_DATE (CR)		
FACTOR_DISCOUNT_ AMOUNT	AR_CASH_RECEIPTS	FACTOR_DISCOUNT_ AMOUNT (CR)		
INTERFACE_ HEADER_CONTEXT	RA_CUSTOMER_TRX	INTERFACE_HEADER _CONTEXT (TRX)		
INTERFACE_ HEADER_ ATTRIBUTE1–15	RA_CUSTOMER_TRX	INTERFACE_HEADER _ATTRIBUTE1–15 (TRX)		
BANK_DEPOSIT_ NUMBER	AR_BATCHES	BANK_DEPOSIT_ NUMBER (CR)	AR_CASH_ RECEIPT_HISTORY	BATCH_ID (for remit batch)
REFERENCE_TYPE	AR_CASH_RECEIPTS	REFERENCE_TYPE (CR)		
REFERENCE_ID	AR_CASH_RECEIPTS	REFERENCE_ID (CR)		
CUSTOMER_ RECEIPT_REFERENCE	AR_CASH_RECEIPTS	CUSTOMER_RECEIPT _REFERENCE (CR)		
BANK_ACCOUNT_ NAME	AP_BANK_ ACCOUNTS	BANK_ACCOUNT_ NAME (CR)	AR_CASH_RECEIPTS	REMITTANCE_ BANK_ACCOUNT_ID
ACCTD_AMOUNT	RA_CUST_TRX_LINE_ GL_DIST	ACCTD_AMOUNT (from 'REC' record)		
	AR_RECEIVABLES_ APPLICATIONS	sum(ACCTD_AMOU NT_APPLIED_FROM)		

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AR_ ARCHIVE_ HEADER	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	AR_MISC_CASH_ DISTRIBUTIONS	sum(ACCTD_ AMOUNT)		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		
EXCHANGE_GAIN_ LOSS	AR_RECEIVABLES_ APPLICATIONS	sum (ACCTD_AMOUNT_ APPLIED_FROM) – sum (ACCTD_AMOUNT_ APPLIED_TO) (CR)		
EARNED_DISCOUNT_ TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(EARNED_ DISCOUNT_TAKEN) (CR)		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(UNEARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(ACCT_EARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (ACCT_UNEARNED_ DISCOUNT_TAKEN) (CR)		

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AR_ARCHIVE_DETAIL

This table contains information related to transaction lines, as well as distribution information. This table will contain records relating to Credit Memo and Receipt Applications for a 'Header level' archive. However, most of this information is archived for 'Header and Line' and 'Header, Line and Distribution' archives. In addition, the following information will only be archived for a 'Header, Line and Distribution' level archive:

- Selected, distribution related columns from the lines records.
- One additional record for each account distribution in RA_CUST_TRX_LINE_GL_DIST and AR_MISC_CASH_DISTRIBUTIONS. The columns archived in these records are listed separately at the end of this table.

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_ CLASS	RA_CUST_TRX_ TYPES	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_ TYPES	NAME	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
TRANSACTION_ LINE_ID	RA_CUSTOMER_ TRX_LINES	CUSTOMER_TRX_ LINE_ID		
	RA_CUST_TRX_ LINE_GL_DIST	CUSTOMER_TRX_ LINE_ID		
RELATED_ TRANSACTION_ CLASS	RA_CUST_TRX_ TYPES	TYPE (Invoice being credited)	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Commitment relating to an invoice)	RA_CUSTOMER_TRX	INITIAL_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted)	AR_ADJUSTMENTS RA_CUSTOMER_TRX	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		TYPE (credit memo and receipt applications)	AR_ RECEIVABLES_ APPLICATIONS RA_CUSTOMER_TRX	APPLIED_CUSTOMER _TRX_ID CUST_TRX_TYPE_ID
RELATED_ TRANSACTION_TYPE	RA_CUST_TRX_ TYPES	NAME	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	RA_CUSTOMER_TRX	INITIAL_ CUSTOMER_TRX_ID CUST_TRX_TYPE_ID

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AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
		NAME	AR_ADJUSTMENTS RA_CUSTOMER_TRX	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	AR_ RECEIVABLES_ APPLICATIONS RA_CUSTOMER_TRX	APPLIED_CUSTOMER _TRX_ID CUST_TRX_TYPE_ID
RELATED_ TRANSACTION_ID	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID		
		INITIAL_ CUSTOMER_TRX_ID		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID		
	AR_ RECEIVABLES_ APPLICATIONS	APPLIED_CUSTOMER _TRX_ID		
RELATED_TRANSAC-TION_LINE_ID	RA_CUSTOMER_ TRX_LINES	PREVIOUS_CUSTOM-ER_TRX_LINE_ID (Line being credited)		
		INITIAL_CUSTOMER_ TRX_LINE_ID (Commitment relating to an invoice)		
LINE_NUMBER	RA_CUSTOMER_ TRX_LINES	LINE_NUMBER (used only for TRX and line level credit memo applications)		
DISTRIBUTION_TYPE	RA_CUSTOMER_ TRX_LINES	VALUE: LINE		
	AR_CASH_ RECEIPT_HISTORY	VALUE: CRH		
	AR_ADJUSTMENTS	VALUE: ADJ		
	AR_RECEIVABLES_ APPLICATIONS	VALUE: REC_APP		
	AR_RECEIVABLES_ APPLICATIONS	VALUE: CM_APP		
	AR_MISC_CASH_ DISTRIBUTIONS	VALUE: MCD		

Table 8 – 17 (Page 2 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	RA_CUST_TRX_ LINE_GL_DIST	ACCOUNT_CLASS		
APPLICATION_TYPE	AR_RECEIVABLES_ APPLICATIONS	APPLICATION_TYPE		
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TYPE: INVOICING_REASON)	RA_CUSTOMER_ TRX_LINES	REASON_CODE
LINE_DESCRIPTION	RA_CUSTOMER_ TRX_LINES	DESCRIPTION		
ITEM_NAME	MTL_SYSTEM_ITEMS	concatenated SEGMENT1..20	RA_CUSTOMER_ TRX_LINES	INVENTORY_ITEM_ID
QUANTITY	RA_CUSTOMER_ TRX_LINES	QUANTITY_ CREDITED		
	RA_CUSTOMER_ TRX_LINES	QUANTITY_ INVOICED		
UNIT_SELLING_ PRICE	RA_CUSTOMER_ TRX_LINES	UNIT_SELLING_ PRICE		
LINE_TYPE	RA_CUSTOMER_ TRX_LINES	LINE_TYPE		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE_ CATEGORY		
	RA_CUST_TRX_ LINE_GL_DIST	ATTRIBUTE_ CATEGORY		
	AR_CASH_ RECEIPT_HISTORY	ATTRIBUTE_ CATEGORY		
	AR_MISC_CASH_ DISTRIBUTIONS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
	AR_RECEIVABLE_ APPLICATIONS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1–15	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE1–15		
	RA_CUST_TRX_ LINE_GL_DIST	ATTRIBUTE1–15		
	AR_CASH_ RECEIPT_HISTORY	ATTRIBUTE1–15		

Table 8 – 17 (Page 3 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	AR_MISC_CASH_ DISTRIBUTIONS	ATTRIBUTE1–15		
	AR_ADJUSTMENTS	ATTRIBUTE_1–15		
	AR_RECEIVABLE_ APPLICATIONS	ATTRIBUTE_1–15		
UOM_CODE	RA_CUSTOMER_ TRX_LINES	UOM_CODE		
USSGL_ TRANSACTION_CODE	RA_CUST_TRX_ LINE_GL_DIST	USSGL_ TRANSACTION_CODE		
	AR_CASH_RECEIPTS	USSGL_ TRANSACTION_CODE		
	AR_MISC_CASH_ DISTRIBUTIONS	USSGL_ TRANSACTION_CODE		
	AR_ADJUSTMENTS	USSGL_ TRANSACTION_CODE		
	AR_RECEIVABLE_ APPLICATIONS	USSGL_ TRANSACTION_CODE		
TAX_RATE	RA_CUSTOMER_ TRX_LINES	TAX_RATE		
	AR_VAT_TAX	TAX_RATE	AR_CASH_RECEIPTS	VAT_TAX_ID
TAX_CODE	AR_VAT_TAX	TAX_CODE	RA_CUSTOMER_ TRX_LINES	VAT_TAX_ID
			AR_CASH_RECEIPTS	VAT_TAX_ID
TAX_PRECEDENCE	RA_CUSTOMER_ TRX_LINES	TAX_PRECEDENCE		
LAST_PERIOD_ TO_CREDIT	RA_CUSTOMER_ TRX_LINES	LAST_PERIOD_ TO_CREDIT		
COMMENTS	AR_RECEIVABLE_ APPLICATIONS	COMMENTS		
	AR_MISC_CASH_ DISTRIBUTIONS	COMMENTS		
LINE_ADJUSTED	AR_ADJUSTMENTS	LINE_ADJUSTED		
FREIGHT_ADJUSTED	AR_ADJUSTMENTS	FREIGHT_ADJUSTED		
TAX_ADJUSTED	AR_ADJUSTMENTS	TAX_ADJUSTED		

Table 8 – 17 (Page 4 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
RECEIVABLES_ CHARGES_ADJUSTED	AR_ADJUSTMENTS	RECEIVABLES_ CHARGES_ADJUSTED		
LINE_APPLIED	AR_RECEIVABLE_ APPLICATIONS	LINE_APPLIED		
FREIGHT_APPLIED	AR_RECEIVABLE_ APPLICATIONS	FREIGHT_APPLIED		
TAX_APPLIED	AR_RECEIVABLE_ APPLICATIONS	TAX_APPLIED		
RECEIVABLES_ CHARGES_APPLIED	AR_RECEIVABLE_ APPLICATIONS	RECEIVABLES_ CHARGES_APPLIED		
EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	EARNED_ DISCOUNT_TAKEN		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_TAKEN		
ACCTD_AMOUNT_ APPLIED_FROM	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_FROM		
ACCTD_AMOUNT_ APPLIED_TO	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_TO		
ACCTD_EARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_EARNED_ DISCOUNT_TAKEN		
ACCTD_UNEARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_UNEARNED_ DISCOUNT_TAKEN		
FACTOR_DISCOUNT_ AMOUNT	AR_CASH_ RECEIPT_HISTORY	FACTOR_DISCOUNT_ AMOUNT		
ACCTD_FACTOR_ DISCOUNT_AMOUNT	AR_CASH_ RECEIPT_HISTORY	ACCTD_FACTOR_ DISCOUNT_AMOUNT		
INTERFACE_LINE_ CONTEXT	RA_CUSTOMER_ TRX_LINES	INTERFACE_ LINE_CONTEXT		
INTERFACE_LINE_ ATTRIBUTE1–15	RA_CUSTOMER_ TRX_LINES	INTERFACE_LINE_ ATTRIBUTE1–15		
EXCHANGE_ RATE_TYPE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_ RATE_TYPE		
EXCHANGE_ RATE_DATE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_ RATE_DATE		
EXCHANGE_ RATE	AR_CASH_ RECEIPT_HISTORY	EXCHANGE_RATE		

Table 8 – 17 (Page 5 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
DUE_DATE	AR_PAYMENT_ SCHEDULES	DUE_DATE (allows you to derive transaction due date(s) from credit and receipt applications)	AR_RECEIVABLES_ APPLICATIONS	PAYMENT_ SCHEDULE_ID
APPLY_DATE	AR_RECEIVABLE_ APPLICATIONS	APPLY_DATE		
	AR_MISC_CASH_ DISTRIBUTIONS	APPLY_DATE		
MOVEMENT_ID	RA_CUSTOM- ER_TRX_LINES	MOVEMENT_ID		
TAX_VENDOR_ RETURN_CODE	RA_CUSTOMER_ TRX_LINES	TAX_VENDOR_ RETURN_CODE		
TAX_AUTHORITY_ TAX_RATES	AR_SALES_TAX	LOCATION_RATE1–10	RA_CUSTOMER_ TRX_LINES	SALES_TAX_ID
TAX_EXEMPTION_ FLAG	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ FLAG		
TAX_EXEMPTION_ID	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ID		
TAX_EXEMPTION_ TYPE	RA_TAX_ EXEMPTIONS	EXEMPTION_TYPE	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ID
TAX_EXEMPTION_ REASON	LINE_TYPE = TAX AR_LOOKUPS LINE_TYPE = LINE AR_LOOKUPS	MEANING (TYPE:TAX_REASON) MEANING (TYPE:TAX_REASON)	RA_TAX_ EXEMPTIONS and RA_CUSTOMER_ TRX_LINES RA_CUSTOMER_ TRX_LINES	TAX_EXEMPT_ REASON_CODE TAX_EXEMPTION_ID TAX_EXEMPT_ REASON_CODE
TAX_EXEMPTION_ NUMBER	LINE_TYPE = TAX RA_TAX_ EXEMPTIONS LINE_TYPE = LINE RA_CUSTOMER_ TRX_LINES	CUSTOMER_ EXEMPTION_ NUMBER TAX_EXEMPT_ NUMBER	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ID
ITEM_EXCEPTION_ RATE	RA_ITEM_ EXCEPTION_RATES	LOCATION1–10_RATE	RA_CUSTOMER_ TRX_LINES	ITEM_EXCEPTION_ RATE_ID

Table 8 – 17 (Page 6 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
ITEM_EXCEPTION_ REASON	AR_LOOKUPS	MEANING (TYPE:TAX_ EXCEPTION_ REASON)	RA_ITEM_ EXCEPTION_RATES and RA_CUSTOMER_ TRX_LINES	REASON_CODE ITEM_EXCEPTION_ RATE_ID
AMOUNT	RA_CUSTOMER_ TRX_LINES	EXTENDED_AMOUNT		
	RA_CUST_TRX_ LINE_GL_DIST	AMOUNT		
	AR_ADJUSTMENTS	AMOUNT		
	AR_CASH_ RECEIPT_HISTORY	AMOUNT		
	AR_MISC_CASH_ DISTRIBUTIONS	AMOUNT		
	AR_RECEIVABLES_ APPLICATIONS	AMOUNT_APPLIED		
ACCTD_AMOUNT	RA_CUST_TRX_ LINE_GL_DIST	ACCTD_AMOUNT		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		
	AR_CASH_ RECEIPT_HISTORY	ACCTD_AMOUNT		
	AR_MISC_CASH_ DISTRIBUTIONS	ACCTD_AMOUNT		
GL_DATE	RA_CUST_TRX_ LINE_GL_DIST	GL_DATE or TRX_DATE (if post to GL = N)		
	AR_MISC_CASH_ DISTRIBUTIONS	GL_DATE		
	AR_ADJUSTMENTS	GL_DATE		
	AR_RECEIVABLE_ APPLICATIONS	GL_DATE		
	AR_CASH_ RECEIPT_HISTORY	GL_DATE		
GL_POSTED_DATE	RA_CUST_TRX_ LINE_GL_DIST	GL_POSTED_DATE		
	AR_MISC_CASH_ DISTRIBUTIONS	GL_POSTED_DATE		

Table 8 – 17 (Page 7 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
	AR_ADJUSTMENTS	GL_POSTED_DATE		
	AR_RECEIVABLE_ APPLICATIONS	GL_POSTED_DATE		
	AR_CASH_ RECEIPT_HISTORY	GL_POSTED_DATE		
ACCOUNTING_ RULE_NAME	RA_RULES	NAME	RA_CUSTOMER_ TRX_LINES	ACCOUNTING_ RULE_ID
RULE_ DURATION	RA_CUSTOMER_ TRX_LINES	ACCOUNTING_RULE_ DURATION		
RULE_START_DATE	RA_CUSTOMER_ TRX_LINES	RULE_START_DATE		

Table 8 – 17 (Page 8 of 8)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
If you select HEADERS, LINES and DISTRIBUTIONS additional records will be archived. These records will contain the following information plus reference data to relate them to the appropriate line record in this table.				
ACCOUNT_ COMBINATION1	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	RA_CUST_TRX_LINE_ GL_DIST	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_ADJUSTMENTS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_CASH_RECEIPT_ HISTORY	ACCOUNT_CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_MISC_CASH_ DISTRIBUTIONS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	CODE_ COMBINATION_ID
ACCOUNT_ COMBINATION2	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_CASH_ RECEIPT_HISTORY	BANK_CHARGE_ ACCOUNT_ID

Table 8 – 18 (Page 1 of 2)

AR_ ARCHIVE_ DETAIL	Source Database Tables	Source Columns	Derived From Database Tables	Derived From Columns
ACCOUNT_ COMBINATION3	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	EARNED_ DISCOUNT_CCID
ACCOUNT_ COMBINATION4	GL_CODE_ COMBINATIONS	SEGMENT1– SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_CCID

Table 8 – 18 (Page 2 of 2)

See Also

Preparing to Run Archive and Purge: page 8 – 4

Archive and Purge Cycle: page 8 – 7

Purge Criteria: page 8 – 14

Tables Purged: page 8 – 18

Archive Level: page 8 – 19

Data Not Archived: page 8 – 25

Monitoring Your Archive Purge: page 8 – 26

Running Archive and Purge

The Archive and Purge feature lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance. There are seven different programs available from this screen. Depending on which program you run, a report might be generated to show you all the transactions that have been purged. If you are running in Preview mode, the report shows all purge candidates.

Prerequisites

- ❑ Prepare Receivables to run archive and purge: page 8 – 4

▶ **To submit Receivables Archive and Purge programs:**

1. Navigate to the Submit Requests window.
2. Enter the Archive and Purge program Name to submit, or select a one from the list of values.
3. Choose OK.
4. Enter parameters for submitting this program. See: Archive and Purge Parameters: page 8 – 12.

   Note: When you run either the Archive and Purge Summary or Detail report, you must enter the Archive ID to use to generate your report. The format YYMMDDHHMMSS (two digit numerical designations for year, month, day, hour, minute, and seconds) is used for the Archive ID. This Archive ID is assigned when the archive program is submitted.
5. Choose OK.
6. To print the results of this submission, enter Print Options. Enter the number of Copies to print, a printing Style, and the Printer to use.
7. To save the output to a file, check the Save Output check box.
8. To run this program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
9. Choose Submit. Receivables displays a concurrent Request ID for this submission. You can use the Concurrent Requests Summary window to view the status of your Archive and Purge programs.

See Also

Monitoring Your Archive Purge: page 8 – 26

Status and Error Messages: page 8 – 27

Archive Detail / Summary Reports: page 8 – 59

Using Archive and Purge: page 8 – 2

Monitoring Requests *(Oracle Applications User's Guide)*

Archive Summary/Detail Reports

Receivables creates these reports automatically when you run the Archive and Purge, Archive–Preview, or Archive Restart program. Use these reports to review summary information for your Archive and Purge submission.

The Archive–Summary Report includes the amount and count of transactions selected for purge based on the AR_ARCHIVE_CONTROL_DETAIL table. The Archive Detail Report includes the amount and count of transactions selected for purge, as well as a breakdown of the summary information by customer. This report is based on the AR_ARCHIVE_HEADER and the AR_ARCHIVE_DETAIL tables. The Archive Detail report is generated automatically if you set the 'Summary Report Only' parameter to No.

If you run Archive–Preview, the report lists purge candidates. If you run either of the other two programs, the report provides details of the actual transactions purged.

You can submit this report for previous archive runs to review summary information for what was previously purged. To help you identify the correct archive run, the archive Id parameter is displayed in a date format, which indicates the exact date and time the program was run.

> **Note:** Miscellaneous Transactions will not be Purged unless you run Archive and Purge for all customers because Miscellaneous Transactions are not related to specific customers. Therefore, if you run Archive and Purge for a specific customer, Miscellaneous Transactions will not be displayed in this report

Report Heading – Summary Report

Purge Period: The period from which the transactions have been archived and purged. The Archive Summary report may include transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period and thus your report may include several periods. Each period will display on a separate page. The report is ordered by period.

Row Headings – Summary Report

Grand Total: The total amounts of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Transactions and transactions not open to receivables. This total should equal zero.

Total: The total amount of debits and credits for the period. The first total value should net to zero across all periods in the purge run. The second total for a period represents a total for Guarantees, Miscellaneous Transactions and transactions not open to receivables.

Report Heading – Detail Report

Customer: Archive/Purge may select transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period, so your report may include customer transactions from several periods. The report is ordered by customer. Each customer will display on a separate page.

Row Headings – Detail Report

Total For Customer: The total amounts of debits and credits for the customer. Archive/Purge will not purge transactions unless the entire chain of transactions are closed and are being purged also. Consequently, the Customer Total may equal zero. This total would not equal zero for any of the following reasons:

- The customer's transactions were fully or partially paid or credited by another customer's receipt or credit memo which is also being purged.
- If Guarantees are listed, they will be included in the Customer Total. Guarantees have no related payment and will therefore not net to zero.
- If any of the customer's transactions are not open to receivables, they too have no related payment and so will not net to zero.
- If there was any exchange rate gain/loss or discounts taken during receipt application.

At the end of the report, these exception items are totalled separately so you can reconcile your Grand Total against individual Customer Totals.

Total Discounts: The total discounts taken across all customers. These items are included in the Grand Total but not in Customer Totals.

Total Gain/Loss: The total exchange rate gain / loss across all customers. These items are included in the Grand Total but not in Customer Totals.

Total Open Rec = N: The total items not open to Receivables across all customers. These items are not included in the Grand Total but are included in Customer Totals.

Total Guarantees: The total Guarantees across all customers. Guarantees are not included in the Grand Total but are included in Customer Totals.

Total Misc. Transactions: Miscellaneous transactions are not related to Customers and are therefore totalled separately at the end of the report. Miscellaneous Transactions have no related invoice and so will not net to zero. Consequently, they are not included in the Grand Total of the report.

Miscellaneous Transactions will not be Purged unless you run Archive / Purge for all customers, because they are not related to specific customers. If you run Archive / Purge for a specific customer, the Total for Miscellaneous Transactions will not display.

Grand Total: The total amount of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Transactions, and transactions not open to receivables. The total across all your customers less the totals for Guarantees, transactions not open to receivables, discounts and exchange rate gain / loss should equal the Grand Total. This total should equal zero.

See Also

Running Archive and Purge: page 8 – 57

Using Archive and Purge: page 8 – 2

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

CHAPTER

9

Receivables Standard Reports and Listings

This chapter explains all of the Oracle Receivables standard reports and listings. It provides step by step instructions for submitting a request, illustrates how you can use Oracle Receivables reports to reconcile transactions to the general ledger, and explains report parameters and headings common to each Oracle Receivables report.

Running Standard Reports and Listings

Use Oracle Receivables standard reports and listings to analyze and track your accounts receivables information.

▶ **To run a standard report, listing, or request set:**

1. Navigate to the Submit a New Request window.
2. Choose whether to submit a Single Request or a Request Set, then choose OK.
3. Enter the Request Name (i.e. report or listing) or the Request Set to run.
4. Enter parameters for running this request or request set.
5. To save the output of this request to a file, check the Save Output check box.
6. Specify a Schedule and your Completion Options for this request.
7. Choose Submit Request.
8. To review the status of your request, navigate to the Requests window, and query the report or listing.

See Also

Common Report Parameters: page 9 – 3

Accounting Reports: page 9 – 7

Collection Reports: page 9 – 9

Listing Reports: page 9 – 10

Other Reports: page 9 – 11

Tax Reports: page 9 – 12

Defining Request Sets *(Oracle Applications User's Guide)*

Cancelling Requests *(Oracle Applications User's Guide)*

Common Report Parameters

The following report parameters are common to many Receivables reports:

Account Status: Receivables selects and prints information between the low and high values you specify for your Account Status range.

Adjust Amount in Foreign Currency: Receivables prints the adjustment amount for each invoice, debit memo, and chargeback in the currency that the debit item was entered. The adjustment amount is determined by the remaining amount range or remaining percent range you specify in the AutoAdjustment window.

Approval Limits: (AutoAdjustment parameter) Receivables prints the adjustment approval limits for the person who submits your AutoAdjustment process.

As Of Date: Receivables selects and prints your report information from the as of date you specify. Receivables prints all open items whose GL date is less than or equal to the As Of Date you specify. The As Of Date defaults to the system date. You can choose this date or enter another.

Balance Due: Receivables selects and prints transactions from the balance due range you specify.

Base Due Date on Trx Date: Use this parameter to indicate whether you want AutoInvoice to calculate invoice due dates based on transaction dates or based on either the ship date, sales order date or rule start date. The default for this parameter is Yes, which will prompt AutoInvoice to use the transaction date to calculate due dates for your invoices.

If you elect to change the value to No, AutoInvoice will calculate due dates using the following algorithm:

AutoInvoice will first compare the ship date in the interface table to the transaction date plus the number of days you enter in the Due Date Adjusted Days parameter. If the ship date does not exist, AutoInvoice will use the sales order date or rule start date to compare to the transaction date plus the number of days in the Due Date Adjusted Days parameter.

AutoInvoice will then set the due date equal to whichever date is greater. For example:

Due Date				Terms = Net 30
Trx Date	**Ship Date**	**Base Due Date on Trx Date**	**Due Date Adjusted Days**	**Calculated Due Date**
15–Sep–94	20–Sep–94	Yes	Null	15–Oct–94
15–Sep–94	20–Sep–94	No	0	20–Oct–94
15–Sep–94	20–Sep–94	No	10	25–Oct–94
15–Sep–94	15–Sep–94	No	–10	15–Oct–94

Table 9 – 1 (Table 1 of 1)

Currency: A currency code. If you do not enter a code, Receivables displays all of your items converted to your functional currency. If you choose a specific currency, then Receivables only displays items in that currency in this report. Receivables displays the currency you select at the top of each page of this report.

Collector: Receivables selects and prints information between the low and high values you specify for your Collector range.

Customer Name: Receivables selects and prints information between the low and high values you specify for your customer name range.

Customer Number: Receivables selects and prints information between the low and high values you specify for your customer number range.

Days Late: Receivables selects and prints information between the low value and high value you specify for your days late range. If you enter a negative number for one or both of these values, Oracle Receivables prints information about invoices that are not late.

Due Date Adjusted Days: This AutoInvoice parameter can only be used if the Base Due Date on Trx Date parameter is set to No and will only accept integers between the range of –9999 and 9999. Use this parameter to adjust your invoice due date calculations.

GL Date: The invoice general ledger date range you want to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

Invoice Number: The transaction number range to include in the report.

Invoice Type: Receivables selects and prints your report information for the transaction type range you specify.

Order By: The option you want Receivables to use to sort your information. For example, you can sort by:

- Collector
- Currency Code
- Customer Name
- Customer Number
- Range of Dates
- Transaction Type
- Alternate Name

  Note: If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information according to the value you enter in the Alternate Name field of the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

See Also

Common Report Headings: page 9 – 6

Running Standard Reports and Listings: page 9 – 2

Accounting Reports: page 9 – 7

Collection Reports: page 9 – 9

Listing Reports: page 9 – 10

Tax Reports: page 9 – 12

Other Reports: page 9 – 11

Common Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report, and page number.

The following are report headings common to many Receivables reports:

As of Date: Receivables prints the as of date you specify for this report. You specify the as of date as a report option in the parameters window.

Company: Receivables prints the company above items belonging to this company

Currency: Receivables displays the currency code for each transaction or amount.

Date From/To: The effective date range.

Order By: Receivables automatically prints the sorting option you chose when you submitted the report.

Status: Receivables prints the status of the collection, account, or transaction.

See Also

Common Report Parameters: page 9 – 3

Accounting Reports

You can submit the following reports from the Print Accounting Reports window.

Account Status Report: page 9 – 13

Adjustment Approval Report: page 9 – 15

Adjustment Register: page 9 – 17

Aging – By Account Report: page 9 – 23

Applied Receipts Register: page 9 – 27

Automatic Receipt Batch Management: page 9 – 30

Automatic Receipts Awaiting Confirmation: page 9 – 31

Bad Debt Provision Report: page 9 – 32

Bank Risk Report: page 9 – 33

Billing and Receipt History: page 9 – 34

Billing History Report: page 9 – 35

Canadian GST / PST Tax Report (*Oracle Receivables Tax Manual*)

Commitment Balance Report: page 9 – 45

Credit Hold Report: page 9 – 46

Cross Currency Exchange Gain / Loss Report: page 4 – 31

Customer Balance Revaluation Report: page 9 – 48

Discount Projection Report: page 9 – 66

Disputed Invoice Report: page 9 – 68

Invoice Exception Report: page 9 – 80

Invoices Posted to Suspense: page 9 – 85

Journal Entries Report: page 9 – 86

Journal with GL Details Report: page 9 – 88

Miscellaneous Transactions Report: page 9 – 94

Notes Receivable Report: page 4 – 73

Open Items Revaluation Report: page 9 – 96

Other Applications Report: page 9 – 100

Projected Gains and Losses Report: page 9 – 114

Receipt Analysis – Days Late Report: page 9 – 116

Receipt Register: page 9 – 120

Receipts Awaiting Bank Clearance: page 9 – 121

Receipts Awaiting Remittance Report: page 9 – 122

Receipts Journal Report: page 9 – 117

Remittance Batch Management Report: page 9 – 130

Reversed Notes Receivable Report: page 4 – 75

Reversed Receipts Report: page 9 – 132

Sales Journal By Customer: page 9 – 133

Sales Journal by GL Account: page 9 – 135

Transaction Reconciliation Report: page 9 – 148

Transaction Register: page 9 – 150

Unapplied Receipts Register: page 9 – 152

Unposted Items Report: page 9 – 154

US Sales Tax Report (*Oracle Receivables Tax Manual*)

VAT Exception Report (*Oracle Receivables Tax Manual)*

VAT Reconciliation Report (*Oracle Receivables Tax Manual)*

VAT Register (*Oracle Receivables Tax Manual)*

Collection Reports

You can submit the following reports from the Print Collection Reports window.

Account Status Report: page 9 – 13

Aging – 4 and 7 Bucket Report: page 9 – 19

Aging Reports: page 9 – 23

Applied Receipts Register: page 9 – 27

Automatic Receipt Batch Management: page 9 – 30

Automatic Receipts Awaiting Confirmation: page 9 – 31

Bad Debt Provision Report: page 9 – 32

Billing and Receipt History: page 9 – 34

Billing History Report: page 9 – 35

Call Actions Report: page 9 – 37

Collection Effectiveness Indicators: page 9 – 38

Collection Key Indicators Report: page 9 – 41

Collections by Collector Report: page 9 – 42

Collections Receipt Forecast Report: page 9 – 43

Collector Call History Report: page 9 – 44

Collector's Follow Up Report: page 9 – 44

Credit Hold Report: page 9 – 46

Customer Credit Snapshot Report: page 9 – 50

Customer Follow Up History Report: page 9 – 53

Disputed Invoice Report: page 9 – 68

Invoices Awaiting Automatic Receipt: page 9 – 83

Journal Entries Report: page 9 – 86

Past Due Invoice Report: page 9 – 101

Receipt Analysis – Days Late Report: page 9 – 116

Receipt Promises Report: page 9 – 119

Receipt Register: page 9 – 120

Receipts Awaiting Bank Clearance: page 9 – 121

Receipts Awaiting Remittance Report: page 9 – 122

Remittance Batch Management Report: page 9 – 130

Listing Reports

You can submit the following reports from the Print Listing Reports window.

Accounting Rules Listing Report: page 9 – 14

AutoCash Rules Listing: page 9 – 29

Customer Listing Detail / Summary: page 9 – 54

Customer Profiles Report: page 9 – 61

Customer Relationships Listing: page 9 – 63

Customers with Invoices at 0 VAT and no VAT Registration Number (*Oracle Receivables Tax Manual)*

Duplicate Customer Report: page 9 – 75

European Sales Listing: page 9 – 76

Incomplete Invoices Report: page 9 – 77

Transaction Batch Sources Listing: page 9 – 145

Ordering and Grouping Rules Listing: page 9 – 98

Payment Terms Listing: page 9 – 102

Sales Tax Listing (*Oracle Receivables Tax Manual)*

Tax Code Listing (*Oracle Receivables Tax Manual)*

Tax Exceptions Listing (*Oracle Receivables Tax Manual)*

Tax Exempt Customer Report (*Oracle Receivables Tax Manual)*

Tax Exempt Product Report (*Oracle Receivables Tax Manual)*

Receipts Without Sites Report: page 9 – 124

Standard Memo Lines Listing: page 9 – 138

Transaction Types Listing: page 9 – 152

Execution Reports

Receivables automatically creates the following reports when you submit the corresponding processes.

Archive Detail and Summary Reports: page 8 – 59

AutoAdjustment Reports: page 6 – 117

AutoInvoice Reports: page 6 – 75

Automatic Clearing for Receipts Execution Report: page 4 – 206

Automatic Receipts and Remittances Execution Report: page 4 – 177

Lockbox Execution Report: page 4 – 127

Posting Execution Report: page 7 – 4

Other Reports

You can submit the following reports from the Print Other Reports window.

Audit Report by Document Number: page 9 – 28

Bank Charges Reports (*Oracle Financials for Japan User's Guide*)

Deposited Cash Applied and Open Detail Report: page 9 – 63

Inter Company Invoices Report: page 9 – 79

Inter Company Receipts Report: page 9 – 79

Key Indicators – Daily Summary and Summary Reports: page 9 – 91

Receivables Key Indicators – Daily and Summary Reports: page 9 – 125

Supplier Customer Netting Report: page 9 – 143

Tax Received Report (*Oracle Receivables Tax Manual*)

Tax–Only: Open Invoices Report (*Oracle Receivables Tax Manual*)

Transaction Detail Report: page 9 – 145

Tax Reports

Canadian Tax Reconciliation Report (*Oracle Receivables Tax Manual*)

Country Specific VAT Reporting (*Oracle Receivables Tax Manual*)

Customers with Invoices at 0 and no VAT Registration Number (*Oracle Receivables Tax Manual*)

Overview of Receivables Tax Reports (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

Tax Code Listing (*Oracle Receivables Tax Manual*)

Tax Exceptions Listing (*Oracle Receivables Tax Manual*)

Tax Exempt Customer Report (*Oracle Receivables Tax Manual*)

Tax Exempt Product Listing (*Oracle Receivables Tax Manual*)

Tax Interface Report (*Oracle Receivables Tax Manual*)

Tax Received Report (*Oracle Receivables Tax Manual*)

Tax–Only: Open Invoices Report (*Oracle Receivables Tax Manual*)

US Sales Tax Report (*Oracle Receivables Tax Manual*)

VAT Exception Report (*Oracle Receivables Tax Manual*)

VAT Reconciliation Report (*Oracle Receivables Tax Manual*)

VAT Register Report (*Oracle Receivables Tax Manual*)

Reports and Listings

This section describes each Oracle Receivables report and listing. To quickly locate a specific report or listing, consult the table of contents or the index.

Account Status Report

Use this report to review your customer accounts. For each customer in your Account Status report, Receivables prints all open debit items, credit items, and total balance due in your functional currency.

Column Headings

Invoice Date: Receivables prints the transaction date for your invoice, debit memo, credit memo, or on–account credit. If this transaction is a payment, Receivables prints the receipt date.

Invoice Due Date: The date payment is due for the transaction. If your transaction is an installment invoice, there will be more than one due date for the invoice. Receivables prints one row for each due date.

Invoice Type: Receivables prints the transaction type for each transaction in your report. If this transaction is a payment, Receivables prints Payment.

Functional Balance Due: Receivables prints the remaining amount due for each transaction converted to your functional currency. Receivables prints credit balances as negative numbers.

Functional Original Amount: Receivables prints the original amount of the transaction in your functional currency. Receivables prints credit items as negative numbers.

Row Headings

Account Status Subtotal: The total balance due, in your functional currency, for each account status.

Customer Location Subtotal: The total balance due in your functional currency for each customer in your report.

Report Total: The total balance due, in your functional currency, for the entire report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Accounting Rules Listing Report

Use the Accounting Rules Listing Report to review all accounting rules you entered in the Invoice and Accounting Rules window. Receivables prints all information you entered for each accounting rule and about the two invoicing rules that it provides, ADVANCE INVOICE and ARREARS INVOICE.

Row Headings

Description: Receivables prints the description you entered for your accounting or invoicing rule, if you entered one.

Name: The name of your accounting or invoicing rule.

Type: The type of accounting or invoicing rule. Valid types include Accounting, Fixed Duration; Accounting, Variable Duration; and Invoicing, Fixed Duration.

Period: The type of period assigned to your accounting or invoicing rule. Receivables always leaves this blank for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

Number of Periods: The number of periods assigned to your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

Status: Receivables prints Active or Inactive to indicate the status of your accounting or invoicing rule.

Column Headings

Period: The period numbers for your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

Percent: Receivables prints the percent of revenue you want to recognize for each period. Receivables always prints 100 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

Rule Date: If you defined an accounting rule with a fixed duration and you choose Specific Date as your period, Receivables prints the dates you entered for each period.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Adjustment Approval Report

Use the Adjustment Approval Report to see your transaction adjustments with information about their status, creator, reasons, GL date and amount. Adjustments include manual adjustments, AutoAdjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report and page number.

(Currency Code) sum for (Customer Name): Receivables prints the total balance due and dispute amount in the entered currency for each customer.

Total (Currency Code) Sum: For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

Row Headings

Customer Name: The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

Customer Number: The customer's number.

(Currency Code) sum for (Customer Name): For each customer, Receivables prints the total balance due and dispute amount in the entered currency.

Grand Total in Functional Currency: Receivables print the total balance due and dispute amount in your functional currency for all debit items in your report.

Total (Currency Code) Sum: For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

Column Headings

Adjustment Amount: The amount of the adjustment.

Due Date: The due date for this transaction. If this adjustment is against a deposit, Receivables displays the due date of the invoice.

GL Date: The General Ledger date for the adjustment.

Invoice Number: The invoice number for this transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

Name: The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

Status: The current status for this adjustment.

Type: The transaction type for this transaction. If this adjustment is against a deposit, Receivables displays the transaction type of the invoice.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Adjustment Register

Use the Adjustment Register to review approved adjustments. Adjustments include manual adjustments, automatic adjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

Report Headings

Class: Receivables displays Finance or Adjustment if this transaction is not against a commitment. If an invoice has been applied to a guarantee, Receivables displays Guarantee because the adjustment is made against the guarantee. If an invoice has been applied to a deposit, Receivables displays Invoice because the adjustment is made against the invoice.

Company: Receivables displays the company segment for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

Currency: The currency code for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

D/I: The letter D next to a transaction indicates that it is adjusted by a deposit; I indicates the transaction is a guarantee adjusted by an invoice. Receivables does not display anything if this transaction is adjusted by a receivables adjustment.

GL Date: (Date) to (Date): The general ledger date range you selected as your reporting option.

Invoice Date: (Date) to (Date): The invoice date range you selected as your reporting option.

Postable: The post to general ledger status for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

Column Headings

Class: Receivables displays Finance or Adjustment if this transaction is not against a commitment. If an invoice has been applied to a guarantee, Receivables displays Guarantee because the adjustment is made against the guarantee. If an invoice has been applied to a deposit, Receivables displays Invoice because the adjustment is made against the invoice.

Customer Name: Receivables displays the name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

Customer Number: The customer's number.

Due Date: The due date for this transaction. If this adjustment is against a deposit, Receivables displays the due date of the invoice.

Functional Currency: The total adjustment amount for this transaction in the functional currency.

Invoice Currency: The total adjustment amount for this transaction in the entered currency.

Invoice Date: The invoice date for this transaction. If this adjustment is against a deposit, Receivables displays the invoice date of the invoice.

Invoice Number: The invoice number for this transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

Type: The transaction type for this transaction. If this adjustment is against a deposit, Receivables displays the transaction type of the invoice.

Row Headings

Sum: Your total adjustment amounts in your entered and functional currency by company, postable status, currency, and class.

Receivables displays a 'D' if this transaction is adjusted by a deposit or an 'I' if this transaction is a guarantee adjusted by an invoice. Receivables does not display anything if this transaction is adjusted by a receivables adjustment.

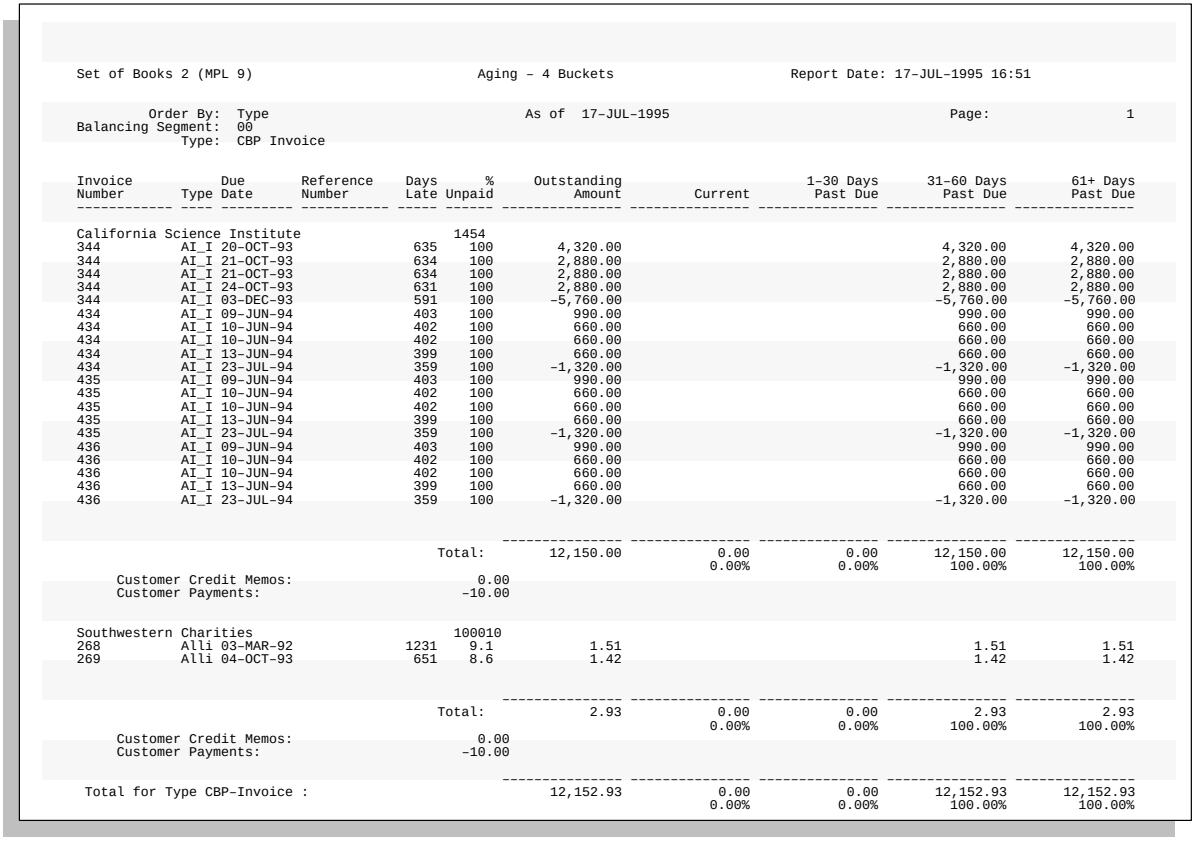
See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Aging – 4 and 7 Bucket Reports

Figure 9 – 1



Set of Books 2 (MPL 9) Aging – 4 Buckets Report Date: 17–JUL–1995 16:51

Order By: Type As of 17–JUL–1995 Page: 1
Balancing Segment: 00
Type: CBP Invoice

Invoice Number	Type	Due Date	Reference Number	Days Late	% Unpaid	Outstanding Amount	Current	1–30 Days Past Due	31–60 Days Past Due	61+ Days Past Due
California Science Institute					1454					
344	AI_I	20–OCT–93		635	100	4,320.00			4,320.00	4,320.00
344	AI_I	21–OCT–93		634	100	2,880.00			2,880.00	2,880.00
344	AI_I	21–OCT–93		634	100	2,880.00			2,880.00	2,880.00
344	AI_I	24–OCT–93		631	100	2,880.00			2,880.00	2,880.00
344	AI_I	03–DEC–93		591	100	–5,760.00			–5,760.00	–5,760.00
434	AI_I	09–JUN–94		403	100	990.00			990.00	990.00
434	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
434	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
434	AI_I	13–JUN–94		399	100	660.00			660.00	660.00
434	AI_I	23–JUL–94		359	100	–1,320.00			–1,320.00	–1,320.00
435	AI_I	09–JUN–94		403	100	990.00			990.00	990.00
435	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
435	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
435	AI_I	13–JUN–94		399	100	660.00			660.00	660.00
435	AI_I	23–JUL–94		359	100	–1,320.00			–1,320.00	–1,320.00
436	AI_I	09–JUN–94		403	100	990.00			990.00	990.00
436	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
436	AI_I	10–JUN–94		402	100	660.00			660.00	660.00
436	AI_I	13–JUN–94		399	100	660.00			660.00	660.00
436	AI_I	23–JUL–94		359	100	–1,320.00			–1,320.00	–1,320.00
			Total:			12,150.00	0.00	0.00	12,150.00	12,150.00
							0.00%	0.00%	100.00%	100.00%
Customer Credit Memos:						0.00				
Customer Payments:						–10.00				
Southwestern Charities					100010					
268	Alli	03–MAR–92		1231	9.1	1.51			1.51	1.51
269	Alli	04–OCT–93		651	8.6	1.42			1.42	1.42
			Total:			2.93	0.00	0.00	2.93	2.93
							0.00%	0.00%	100.00%	100.00%
Customer Credit Memos:						0.00				
Customer Payments:						–10.00				
Total for Type CBP–Invoice :						12,152.93	0.00	0.00	12,152.93	12,152.93
							0.00%	0.00%	100.00%	100.00%

Use the Receivables Aging – 4 Bucket and the Aging – 7 Bucket reports to review information about your open items within either four or seven aging buckets (the 4 Bucket report is shown). These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see credit memos, on–account credits, unidentified payments, and on–account and unapplied cash amounts.

Aging reports show detail and summary information about open items. The aging reports will be sorted by company with each item allocated to a company.

Aging can show open credits in either summarized or aged format. Both these formats will only report open credits for the company to which they were entered.

Note that if you have created overlapping aging buckets, transactions might be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total Outstanding Amount.

Selected Report Parameters for Receivables Aging Reports

Aging Bucket Name: Receivables prints your report information from the bucket set you specify. The default bucket set is 'Standard'. You define different aging bucket sets in the Aging Buckets window.

As of Date: Receivables includes all open items whose GL date is before or the same as the date you enter. The default is the current date.

Order By: The option you want Receivables to use to sort your information. For example, you can sort by:

- Customer Name (Aging – 4 and 7 Bucket reports)
- Transaction Type (Aging – 4 and 7 Bucket reports)
- Balance Due (7 Buckets – By Amount report)
- Salesperson (7 Buckets – By Salesperson report)

  Note: If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information according to the value of the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

Report Format: Format parameters include 'Brief' and 'Detailed'. The Brief format prints customer name and customer number with item information. The Detailed format also prints address and contact at address.

Report Summary: The type of report summary you want. The Invoice Summary option prints information on all customers' debit items. The Customer Summary option prints customers' names with their total debit item balances.

Show on Account: Choose whether to print credit items for your customers. Choose one of the following options:

Do Not Show Receivables does not include these credit items in your customer's balances. In this case, Receivables does not display any of your identified or unidentified payments, or on–account credit memos.

Age Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns.

Summarize Receivables displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows. This is the default option.

Show Receipts at Risk: Receipts at Risk are receipts that have either not been cleared or factored receipts that have not been risk eliminated. Select one of the following values for your report:

Age Include receipts at risk in this report. Receivables displays the receipts at risk with other open receipts in the appropriate bucket and includes them when determining the customer's balance.

Summarize Receivables displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

Do Not Show Receipts at risk will not be included in this report. This value is used as the default.

Report Headings

As of (Date): The as of date you specify for this report. You specify the as of date as a report option in the Parameters zone.

Company Segment: The balancing segment of the Receivables account associated with the transaction included in this group.

Order By: Your sort option. Receivables lets you sort your Aged Trial Balance – 4 Bucket report by customer or transaction type.

Total for: All Customers/Total For: All Types: The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

Column Heading (Aging – 7 Bucket Report)

Type: The transaction type for each open item. For each customer, Receivables prints all payments last. Receivables lets you review reports for a specific transaction type or for all existing types.

Row Headings

Company Total: The total outstanding amount for this company. If you choose Do Not Show or Summarize as your Show On–Account report parameter, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Show On–Account report option, Receivables includes credit item amounts in your company total.

Customer Balance: The total balance for each customer when you choose Summarize as your Show On–Account report parameter. This balance includes all debit and credit items for each customer.

Customer Credit Memos: The total amount of credit memos for each customer if you choose Summarize as your Show On–Account report option. This total is included in the Customer Balance row for each customer.

Customer Payments: The total amount of payments for each customer within this site if you choose Summarize as your Show On–Account report option. This total is included in the Customer Balance row for each customer.

Site Balance: The total balance for each site when you choose Summarize as your Show On–Account report parameter. This balance includes all debit and credit items for each company.

Site Credit Memos: The total amount of credit memos for each customer site if you choose Summarize as your Show On–Account report option. This total is included in the Site Balance row for each company.

Total Customer Balance: The grand total customer balance for all customers or types in your report.

Total for: All Customers/Total For: All Types: The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

Total Payments and Credit Memos: The grand total for credit items for all customers or types in your report.

See Also

Running Standard Reports and Listings: page 9 – 2

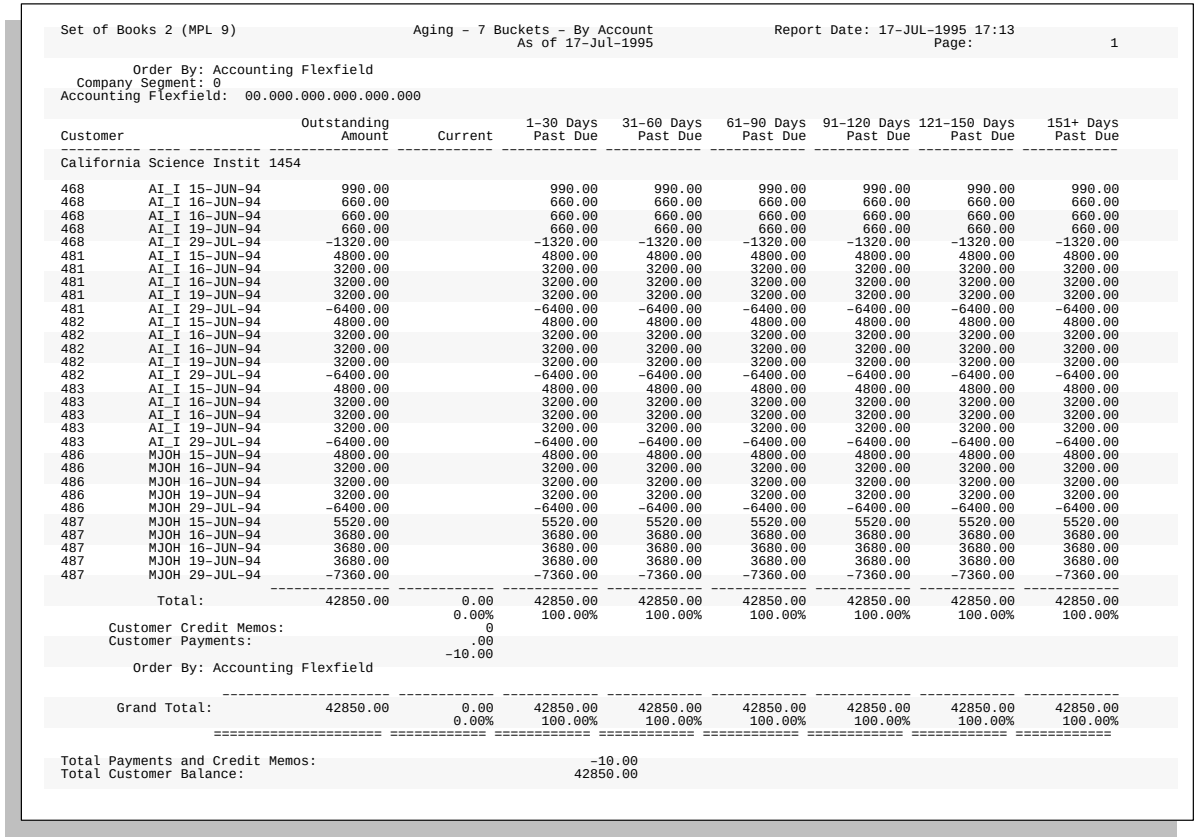
Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Aging Buckets: page 2 – 71

Aging Reports

Figure 9 – 2



```
Set of Books 2 (MPL 9)                    Aging - 7 Buckets - By Account                Report Date: 17-JUL-1995 17:13
                                                    As of 17-Jul-1995                                Page:                1

         Order By: Accounting Flexfield
  Company Segment: 0
Accounting Flexfield:  00.000.000.000.000.000

                                Outstanding                 1-30 Days   31-60 Days   61-90 Days  91-120 Days 121-150 Days    151+ Days
Customer                             Amount      Current     Past Due    Past Due     Past Due    Past Due    Past Due     Past Due
---------- ---- --------- --------------- ------------ ------------ ------------ ------------ ------------ ------------ ------------
California Science Instit 1454

468        AI_I 15-JUN-94          990.00                    990.00       990.00       990.00       990.00       990.00       990.00
468        AI_I 16-JUN-94          660.00                    660.00       660.00       660.00       660.00       660.00       660.00
468        AI_I 16-JUN-94          660.00                    660.00       660.00       660.00       660.00       660.00       660.00
468        AI_I 19-JUN-94          660.00                    660.00       660.00       660.00       660.00       660.00       660.00
468        AI_I 29-JUL-94        -1320.00                  -1320.00     -1320.00     -1320.00     -1320.00     -1320.00     -1320.00
481        AI_I 15-JUN-94         4800.00                   4800.00      4800.00      4800.00      4800.00      4800.00      4800.00
481        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
481        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
481        AI_I 19-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
481        AI_I 29-JUL-94        -6400.00                  -6400.00     -6400.00     -6400.00     -6400.00     -6400.00     -6400.00
482        AI_I 15-JUN-94         4800.00                   4800.00      4800.00      4800.00      4800.00      4800.00      4800.00
482        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
482        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
482        AI_I 19-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
482        AI_I 29-JUL-94        -6400.00                  -6400.00     -6400.00     -6400.00     -6400.00     -6400.00     -6400.00
483        AI_I 15-JUN-94         4800.00                   4800.00      4800.00      4800.00      4800.00      4800.00      4800.00
483        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
483        AI_I 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
483        AI_I 19-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
483        AI_I 29-JUL-94        -6400.00                  -6400.00     -6400.00     -6400.00     -6400.00     -6400.00     -6400.00
486        MJOH 15-JUN-94         4800.00                   4800.00      4800.00      4800.00      4800.00      4800.00      4800.00
486        MJOH 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
486        MJOH 16-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
486        MJOH 19-JUN-94         3200.00                   3200.00      3200.00      3200.00      3200.00      3200.00      3200.00
486        MJOH 29-JUL-94        -6400.00                  -6400.00     -6400.00     -6400.00     -6400.00     -6400.00     -6400.00
487        MJOH 15-JUN-94         5520.00                   5520.00      5520.00      5520.00      5520.00      5520.00      5520.00
487        MJOH 16-JUN-94         3680.00                   3680.00      3680.00      3680.00      3680.00      3680.00      3680.00
487        MJOH 16-JUN-94         3680.00                   3680.00      3680.00      3680.00      3680.00      3680.00      3680.00
487        MJOH 19-JUN-94         3680.00                   3680.00      3680.00      3680.00      3680.00      3680.00      3680.00
487        MJOH 29-JUL-94        -7360.00                  -7360.00     -7360.00     -7360.00     -7360.00     -7360.00     -7360.00
                              --------------- ------------ ------------ ------------ ------------ ------------ ------------ ------------
            Total:                42850.00         0.00     42850.00     42850.00     42850.00     42850.00     42850.00     42850.00
                                                   0.00%      100.00%      100.00%      100.00%      100.00%      100.00%      100.00%
      Customer Credit Memos:                           0
      Customer Payments:                             .00
                                                   -10.00

         Order By: Accounting Flexfield

                              --------------- ------------ ------------ ------------ ------------ ------------ ------------ ------------
       Grand Total:               42850.00         0.00     42850.00     42850.00     42850.00     42850.00     42850.00     42850.00
                                                   0.00%      100.00%      100.00%      100.00%      100.00%      100.00%      100.00%
                    ========== ============ ============ ============ ============ ============ ============ ============

Total Payments and Credit Memos:                                -10.00
Total Customer Balance:                                       42850.00
```

Use Aging reports to review information about your open items (the Aging – 7 Buckets by Account report is shown). These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see on–account credits, and on–account and unapplied cash amounts.

Receivables lets you review information about your open items by providing the following aging reports:

- Aging – By Account
- Aging – By Amount (If you sort by balance due, Receivables sorts and prints your open invoices and debit memos by amount with the greatest amounts appearing first.)
- Aging – By Collector
- Aging – By Salesperson

See: Selected Report Parameters for Receivables Aging Reports: page 9 – 20.

Report Headings

Balancing Segment: (Aging by Salesperson, Aging – 4 Bucket, and Aging – 7 Bucket reports only) The balancing segment from the Accounting Flexfield for each transaction in this report.

Order By: Your sort by option.

Salesperson (Aging by Salesperson report only): The salesperson associated with this page of the report. Receivables lets you submit this report for all of your salespeople or for a specific salesperson.

Transaction Type: The transaction type of the items in this group of transactions.

Column Headings

Due Date: The due date for each debit item or entered date for each credit item.

Outstanding Amount: The unpaid amount for each item. Credit items display as negative numbers. Use this information to identify large transactions that require your immediate attention.

Type: The transaction type for each open item. For each customer, Receivables prints all receipts last.

Row Headings – Aged by Account, Amount, and Collector Reports

Open Credits: The amount of credit items for each customer

Total Customer Balance: The total balance for all customers. Receivables also prints the percentage of each aging bucket's balance over the total outstanding amount for each customer.

Total Open Credits: The amount of credit items for all customers. This total is included in the Customer Total row for each customer.

Total: The totals, by column, for each customer. If you choose Do Not Show or Summarize as your Open Credits report option, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Open Credits report option, Receivables includes credit item amounts in your customers' totals. Receivables also prints the percentage of each aging bucket's balance over the total outstanding amount for each customer.

Row Headings – Aged by Salesperson Report

Company Total: The total outstanding amount for each customer. If you choose Do Not Show or Summarize as your Show On–Account report parameter, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Show On–Account report option, Receivables includes credit item amounts in your company total.

Customer Credit Memos: The amount of credit items in your functional currency for each customer if you choose Summarize as your Open Credits report option. This total is included in the Customer Balance row for each customer.

Customer Payments: The total amount of payments for each customer within this site if you choose Summarize as your Show On–Account report option. This total is included in the Customer Balance row for each customer.

Grand Total: The totals for all customers and all salespersons for each numeric column in your report.

Salesperson Customer Balance: The total balance for each customer. If you choose Do Not Show or Age as your Open Credits report option, Receivables does not include on–account payments, unapplied payments and on–account credits in your customers' balances. If you choose Summarize, these credit items are included in your customers' balances.

Total Customer Balance: The total customer balance for this report.

Total for (Salesperson): The total for each salesperson in your report.

Total Payments and Credit Memos: The total amount of credit items for this report.

Total: The totals, by column, for each customer. If you choose Do Not Show or Summarize as your Open Credits report option, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Open Credits report option, Receivables includes credit item amounts in your customers' totals.

See Also

Receivables 4 and 7 Bucket Aging Reports: page 9 – 19

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Aging Buckets: page 2 – 71

Alternate Customer Name Receipt Matching Report

This report lets you see which alternate customer names and receipts were successfully imported into the AR Payment Interface table when you use AutoLockbox to import Japanese Zengin format bank files into Receivables.

For more information, refer to the Alternate Customer Name Receipt Matching Report in the *Oracle Financials for Japan User's Guide*.

See Also

Importing Zengin Format Data Using AutoLockbox (*Oracle Financials for Japan User's Guide*)

Applied Receipts Register

Use this report to review all activity of a receipt. You can review how your customers' receipts were applied to invoices and debit memos or reversed from invoices and debit memos. Receivables lets you specify the application date range so you can see the exact information you require. The Applied Receipts Register prints all applications within the date range that you specify regardless of check date.

Report Headings

Apply Date: (Date) To (Date): The receipt apply date range, if you entered one.

Company: The company above all receipts belonging to this company.

Currency: The currency above all receipts belonging to this currency.

GL Date: (Date) To (Date): The receipt general ledger date range, if you entered one.

Order By: The sort by option.

Column Headings

Applied Amount: The amount applied to this invoice or debit memo. Receivables prints a negative amount for receipt reversals.

Apply Date: The date the receipt is applied to an invoice or debit memo. If the amount is negative in the Applied Amount column, this is the receipt reversal date.

Total: The total amount applied to this invoice or debit memo including the amount applied from the receipt and any earned or unearned discounts the customer may have received.

Row Headings

Company: Total for Currency: The total, by company and currency.

Company: Total Functional Amount for Currency: The total functional amount by company and currency.

Company: Total Functional Amount: The total functional amount by company.

Grand Total For Functional Currency: The total functional amount for all companies on this report.

Total for (Sort By Option): The total, by column, for the sort by option you select for your report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Audit Report by Document Number

Use this report to identify missing document sequence numbers. Document sequence numbers are unique numbers that can be assigned to transactions you create in Receivables. Assigning unique numbers to transactions lets you account for every transaction you enter.

This report identifies missing numbers in a given sequence. If you are using manual or partial automatic numbering, Receivables only validates that the numbers are unique, not that they are sequential.

If you set the Enable Sequential Numbering profile option to Always Used, you can still have missing sequence numbers. For example, a rollback of your database can cause missing sequence numbers. When you rollback a transaction after a document number has been assigned to it, the document number is removed. Then, when you resume entering your transaction, a new sequence number will be assigned.

Report Parameters

Report Type: Enter Invoice, Adjustment, or Receipt as the report type to print in this report.

Sequence Name: Enter the name of the sequence you want to audit.

Sequence Number From/To: The sequence number range to include in this report.

Column Headings

Document Number: The missing document number.

Status: The status of the document numbers. Valid statuses include:

Entered	Document numbers will have a status of Entered if both the Audit table and the Transaction table have an entry for this number.
Not Entered	Document numbers will have a status of Not Entered if no entry for this number has been made in the Audit and Transaction tables.
Deleted	Document numbers will have a status of Deleted if the Audit table contains an entry for this number but not the Transaction table.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

AutoCash Rules Report

Use this listing to review the sequence of AutoCash rules assigned to each AutoCash rule set that you entered in the AutoCash Rule Sets window. You can also see how each AutoCash rule set determines open balance calculations and handles partial payments and unremitted amounts.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Automatic Receipt Batch Management Report

Use this report to review the status of your Automatic Receipt Batches. Receivables sorts the batches by currency and by status within each currency. This report also provides you with a total for each status within each currency and a total of all statuses for each currency.

Receivables does not display Automatic Receipt Batches that have been formatted or approved for automatic receipt with a receipt class of Require Confirmation set to No in this report.

On occasion, you will start an automatic receipt creation, approval, or formatting process and it will not complete. This could be, for example, because your system went down while the process was running. To help you manage such batches, Receivables will also display Automatic Receipt Batches which have started the creation, approval, or formatting process in this report.

Selected Parameters

Status: Choose the status of the Automatic Receipt Batches to include in your report from the following:

Completed Creation	All automatic receipt batches that have been created but not approved.
Completed Approval	All automatic receipt batches that have been approved for automatic receipt but not formatted, and have a payment method assigned to them with a receipts class of Require Confirmation set to Yes.
Completed Deletion	All automatic receipt batches that have been deleted.
Started Creation	All automatic receipt batches that have started, but not completed, the creation process.
Started Approval	All automatic receipt batches that have started, but not completed, the approval process.
Started Format	All automatic receipt batches that have started, but not completed, the formatting process.
Started Deletion	All automatic receipt batches that have started deletion.

If you do not choose a specific status Receivables will include all Automatic Receipt Batches grouped by status in your report.

See Also

About Automatic Receipts: page 4 – 164

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Automatic Receipts Awaiting Confirmation Report

Use this report to review all automatic receipts awaiting confirmation. Before a receipt can be included in this report it must be formatted and have been assigned a payment method with a receipt class of Require Confirmation set to Yes. Receipts that have been confirmed, do not require confirmation, or have been approved but not formatted will not be displayed in this report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Bad Debt Provision Report

Use this report to review your bad debt exposure. Receivables uses the percent collectable value you specify for your customer to calculate your bad debt provision. For each customer in your report, Receivables prints all open debit items, unapplied receipts, and on–account credits, and the provision for bad debt based on the percent collectable. You specify the percent collectable for your customer in the Customer Profile Classes window.

Receivables automatically sorts your report information by account status, but you can sort the information within each account status by customer name or customer number. Receivables does not include customers that do not have an assigned percent collectable in this report.

Column Headings

Forecast Date: The most recent forecast date for this invoice, debt memo, or chargeback. This is the date that your collector entered in the Customer Calls window.

Forecast Percent: The most recent forecast percent for this transaction. This is the amount your collector entered in the Customer Calls window.

Functional Provision: The bad debt provision based on the functional balance due and the percent that is uncollectible.

Order By: The sorting option you chose when you submitted the report.

Row Headings

Customer Subtotal: The total balance due and provision for each customer in your functional currency.

Report Total: The total balance due and provision for your entire report in your functional currency.

See Also

About Automatic Receipts: page 4 – 164

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Bank Risk Report

Use this report to see the receipts that are currently at risk with your remittance bank. A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you request this report, you must enter the Remittance Bank / Branch for which you want to print remittances.

If you do not specify a Bank Account, data will be selected for all accounts for the specified Remittance Bank.

Row Headings

Total for Remittance: The total functional amounts of all receipts in each Remittance batch.

Total Report: The total amount of all remittances for the parameters you specify.

See Also

Eliminating Risk: page 4 – 204

About Automatic Receipts: page 4 – 164

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Billing and Receipt History

Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

Report Headings

Order By: The sort option you chose when you submitted this report.

Transaction Date Between (Date) and (Date): Your transaction date range. You specify your transaction date range in the report parameters.

Column Headings

Adjustments: The adjustment amount if this transaction is an adjustment.

Credit Memo: The credit memo or on–account credit amount if this transaction is a credit memo. This is the amount of the credit memo or on–account credit you applied to this debit item.

Receipt Amount: The receipt amount if this transaction is a receipt.

Receipt Number: The receipt, credit memo, or on–account credit number if this transaction is applied to a debit item.

Row Headings

Currency: The type of currency and the totals, by column, for each column in your report. Receivables sorts your report by customer and automatically groups together those invoices, debit memos, chargebacks, receipts, on–account credits, credit memos, and adjustments that are in the same currency to give you a total, by currency, for each customer.

Customer Name: The name of each customer in your Billing and Receipt History.

Customer Number: The identification number for each customer.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Billing History Report

Use this report to review a summarized history of transactions that affect your customer's invoices, commitments, debit memos, chargebacks, and on–account credits. This report includes the original transaction amount, the current balance due, the sum of all payments applied to this debit item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with each item for you.

Use the Billing and Receipt History report to review a list of transactions that affect each item. See: the Billing and Receipt History report: page 9 – 34.

Selected Parameters

Collector Name: Receivables prints information between the low and high range of collectors that you specify. If you leave this field blank, Receivables prints information for all collectors.

Customer Number: Receivables prints information between the low and high customer numbers that you specify. If you leave this field blank, Receivables prints information for all customers.

Customer: Receivables prints information between the low and high customer names that you specify. If you leave this field blank, Receivables prints information for all customers.

Invoice Number: Receivables prints information between the low and high range of invoice numbers that you specify. If you leave this field blank, Receivables prints information for all transactions.

Term Name: The payment term you specify. If you leave this field blank, Receivables selects all terms.

Transaction Date: Receivables prints information between the low and high range of transaction dates that you specify. If you leave this field blank, Receivables prints information for all transaction dates.

Report Headings

Invoice Dates Between (Date) and (Date): Your transaction date range. You specify your transaction date range in the report parameters.

Row Headings

Currency: The currency and the totals for each customer.

Customer Name: The name of each customer in your report.

Customer Number: The identification number for each customer.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Call Actions Report

Use this report to see a detailed list of actions that were entered by your collectors in the Customer Calls window. You can review the transactions that require further action as a result of your calls.

Report Headings

Action Date From (Date) to (Date): The action date range you specified.

For Action: The action for items on this page.

Order By: The method this report sorts your information.

Column Headings

% of Due: The percent of the original balance that is still due.

Action Amount: The amount that pertains to this action.

Action Date: The last date when a transaction was updated in the Call Actions window.

Location: The bill–to address location assigned to this call action item.

Notes: Any notes you entered in the Call Actions window.

Notify: The name of the person to notify for this action item.

Sum of (Currency) Action Amounts for Action: The total action amount, by currency, for each call action in your report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collection Effectiveness Indicators

Use this report to monitor your customers' overall payment patterns and see debit item information by the split amount you defined in the System Options window. Receivables automatically runs this report when you close an accounting period.

If you calculate collections effectiveness for a closed period, and the value you specify for the Report Date option for this report is either on or after the end date of this period, Receivables stores the results. You can display these results the next time you run the report.

Receivables converts all foreign currency receipt and debit items into your functional currency for this report.

Receivables stores the information it generates for this report, and then displays it in the subsequent period's report as prior period information.

Report Parameters

Periods to Recalculate: Receivables calculates your collections effectiveness indicators for the number of accounting periods that you specify. You can recalculate a maximum of ten periods. If you enter 0, Receivables does not calculate any new values, but reports on stored values from previous runs.

Report Headings

Report Date: Your report date.

Rolling Ten Periods: The Collection Effectiveness Indicators report prints ten periods of activity so you can monitor payment patterns and review your collections effectiveness over time.

Row Headings

Adjustments Created: The total amount of adjustments created during each period.

Average Invoice Over Split Amount: The average amount for invoices, debit memos, and chargebacks greater than the split amount you specify in the QuickCash window for this report. The Average Invoice Over Split Amount only includes debit items for the period you are reviewing.

Average Invoice Under Split Amount: The average amount for invoices, debit memos, and chargebacks less than the split amount you specify in the Transactions window for this report. The Average Invoice Under Split Amount only includes debit items for the period you are reviewing.

Amount Collected: The total amount of the cash receipts collected in each period.

Conventional DSO: The following equation shows how Receivables calculates your Conventional Day Sales Outstanding:

Conventional DSO = (total outstanding receivables / total sales for prior DSO days) * (DSO days)

DSO Calculation Days: The number of days to use in calculating your Conventional Day Sales Outstanding. You specify the number of days in the DSO Calculation Days field in the System Options window.

Gross Receivables: The total amount of open invoices, debit memos, and chargebacks as of the date you run the report, regardless of the period in which they were created.

Inv. Split Amount: The split amount to determine the number of invoices, debit items, and chargebacks over and under this amount and the total amounts remaining. You specify your split amount in the Split Amount field in the System Options window.

Invoice Amount Over Split Amount: The total invoice amount for invoices, debit memos, and chargebacks greater than the split amount. The Invoice Amount Over Split Amount only includes debit items for the period you are reviewing.

Invoice Amount Under Split Amount: The Invoice Amount Under Split Amount only includes debit items for the period you are reviewing.

Net Receivables: The total amount collectable in each period. Receivables calculates this field by subtracting your Open Receipts and Open Credit Memos from your Gross Receivables.

Number of Invoices Over Split Amount: The number of open invoices, debit memos, and chargebacks created for each period that are over the split amount.

Number of Invoices Under Split Amount: The number of open invoices, debit memos, and chargebacks created for each period that are under the split amount.

Open Credit Memos: The total amount of open credit memos as of the Report Date or the end of the period, whichever is earlier.

Open Receipts: The total amount of open receipts as of the Report Date or the end of the period which ever is earlier.

Payment Pattern (% Collected): The cumulative percentage of debit item amounts you collect per period sales for each of the 9 periods before your current period. You can use this section to see how much of the prior periods sales are collected. Receivables prints cumulative amounts so you can review the payment patterns over time to further assess the effectiveness of your collectors. For example, when you review the 2 Periods Prior row, this is the amount of the sales from 2 periods prior that have been collected as of the time you run this report.

(#) Period Prior: The cumulative percent collected for each period's sales as of *x* periods before your current period.

Total: The total number of invoices, debit memos, and chargebacks.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collection Key Indicators Report

Use this report to review and manage your collectors productivity. Receivables gives you a percentage breakdown of call topics and responses for each of your collectors within the date range that you specify.

This report contains three sections. The first section of this report contains information about the number of customer calls made by each collector. The second section contains information about your customer responses. The third section contains information about the outcome of your collectors calls.

Report Heading

By: Receivables prints this report by collector, by response, and by outcome.

Column Headings

Calls: The number of customer calls for each collector within the call date range that you specify.

Call Topics: The total number of call topics for each collector.

Percent of Call Topics: The percent of total calls for each call topic.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collections by Collector Report

Use this report to review payment applications that each collector helped to collect. You also use this report to see which debit items are fully paid to determine how effective your collectors are at collecting customer payments. Receivables automatically sorts your information by collector and prints a line for each payment received within the cash collection date range that you specify.

Report Headings

Between (Date) and (Date): The apply date range that you specify.

Order By: Receivables prints 'Collector' as your sort by option.

Row Heading

Total for Currency: (Currency Code): The total, by currency, for the Payment Amount and Invoice Amount columns in your report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collections Receipt Forecast Report

Use this report to review your collector's estimates of how much cash they expect to receive as entered in the Customer Calls window. Receivables prints forecasting information for your invoices, debit memos, and chargebacks, along with any notes your collectors record during the call. This report is printed by currency and provides currency totals

Report Headings

Currency: The currency of the transaction.

Forecast Date from (Date) to (Date): Receivables prints your report for the forecast date range, if you entered one.

Order By: Your order by option.

Status: The collection status.

Column Headings

Expected Cash: The receipt amount your collector expects to receive by this forecast date.

Forecast Date: The date your collector estimates to receive payment for this invoice, debit memo, or chargeback.

%: The percent of the remaining amount due on this invoice, debit memo, or chargeback that your collector expects to receive.

Row Headings

Currency Total: The total for the numeric columns for each currency in your report.

Location: The address location associated with each debit item.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collector Call History Report

This report gives you collector call information for the call date range that you specify. You can also specify a range of invoice numbers, collectors, and customers to include in your report. Leave a field blank if you do not want to limit the content of your report (for example, to include information for all customers, leave the Customer Name parameter blank).

Report Headings

Order By: Receivables prints 'Customer' as your sort by option.

For (Date) through (Date): The call date range that you enter for the Call Date report parameter.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Collector's Follow Up Report

Use this report to review a list of items that require your collectors to perform collection follow–up actions. You can use this report as a follow–up to–do list. This report enables you to quickly follow–up on open issues regarding debit memos, invoices, and chargebacks. You enter follow up dates and actions in the Customer Calls window.

Report Headings

Order By: Receivables prints 'Collector' as your order by option.

For (Date) through (Date): Your follow up date range, if you entered one in the report parameters.

Collector: Receivables prints the collector above all the follow up items belonging to that collector.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Customer Calls: page 5 – 20

Commitment Balance Report

Use this report to review summary information for your customer commitments. Receivables prints each commitment displaying information about the commitment, customer, primary salesperson, and other commitment information. Receivables also automatically prints all invoices and credit memos against the initial commitment, and displays the remaining balance of the commitment.

Report Heading

Commitment Currency: Receivables prints the commitment currency code for commitments on this page of the report.

Row Heading

Commitment Balance: Receivables prints the remaining balance of the commitment.

See Also

Using Commitments: page 6 – 144

Entering Commitments: page 6 – 32

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Credit Hold Report

Use this report to review your customer accounts that are on credit hold. You can place customers on credit hold in the Customers or the Customer Account window. See: Credit Holds: page 5 – 29.

Report Headings

Currency: Receivables prints the currency above all customer accounts belonging to this currency. Receivables creates separate pages for different currencies.

Order By: The sorting option you chose when you submitted the report.

Column Headings

(Account Status) Subtotal: The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates. This is also true for the Customer, Currency, and Balance subtotals.

Address (Bill–To): The primary Bill–To address for each customer in your report. If there is no primary Bill–To address, Receivables prints the first Bill–To address available.

Balance Due: The total account balance for each customer in your report. If you have debit or credit items without exchange rates, Receivables prints your balance due with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates.

Balance Past Due: The total amount for all past due invoices, debit memos, and chargebacks minus any open credit items for this customer. If you have debit or credit items without exchange rates, Receivables prints your balance past due with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates.

Contact: The contact associated with the customer address.

Days on Credit Hold: The number of days this customer has been on credit hold. If this customer has been on and off credit hold in the past, those days are not included in the Days on Credit Hold value.

Primary: Receivables prints Yes or No to indicate whether this address is the primary Bill–To address for this customer.

Telephone: The contact's telephone number. If there is no contact or no telephone number for the contact, Receivables prints the telephone number associated with the address.

Row Headings

(Account Status) Subtotal: The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates.

Currency Subtotal: The total balance due and balance past due for each currency. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates.

Customer Subtotal: The total balance due and balance past due for each customer. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (*) next to it to indicate that the balance due does not include those transactions without exchange rates.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Customer Balance Revaluation Report

Use this report to identify customers with credit (negative) balances. In many countries you are required to enter a manual journal entry to adjust the general ledger balance for such customers.

This report provides you with two results:

- Independent from the accounting entries for your receivables account, this report gives you the balance of your customer and the open items that make up the balance. It takes into account paid deposits and on–account receipts; unpaid deposits are not included.
- A report listing only customers with a negative balance only, customers with a positive balance, or both kind of customers at once. This is needed in some countries, where you need a separate entry on the balance sheet for customers with a negative balance.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, and to include customers with a negative balance, customers with a positive balance, or both.

Attention: Make sure you have entered an End–Of–Period (EOP) rate for each currency used. If any EOP is missing, the report will notify you that the results calculated may be wrong.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

Report Parameters

Revaluation Period: Select the period for which you want to revaluate.

Include Up To Due Date: If you want to differentiate short–term, midterm, and long–term Receivables activities, you can enter a date; otherwise, you should leave this field empty.

Customer Balance: Select from the following values:

- **Show positive Balance:** List only customers with a positive balance.

- **Show negative Balance:** List only customers with a negative balance.
- **Show positive and negative Balance:** List all customers, regardless of their current balance. This is the default.

Report Headings

Customer Balance: The total balance due for this customer.

Customer Name/Number: The customer name, customer number, and customer site that have open items.

Column Headings (Report Name, if needed for different report parameters)

Transaction Number: The number of the transaction.

Transaction Type: The name of the transaction type.

Transaction Date: The date of the transaction.

Due Date: The due date of the transaction.

Cur: The currency used to enter the transaction.

Open Orig. Amount: The balance of the transaction in its original currency.

Exchange Rate: The exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

Open Func. Amount: The balance of the transaction valuated at the exchange rate used when the transaction was approved.

EOP Rate: The End–Of–Period rate, which the report uses to revaluate the balance of the transaction.

EOP Open Amount: The balance of the transaction, revaluated using the EOP rate.

Open Revaluated Amount: Receivables uses the lower of the Open Functional Amount and the EOP Open Amount to determine the market value of the open item.

Credit/Debit: The sum of the positive open items (Debit) and the sum of the negative open items (Credit). These figures help you determine the amount of the adjustments to your general ledger balances.

Customer Credit Snapshot Report

Use this report to see an overview of your customer's credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

Report Parameters

Bucket Set: Enter the bucket set to use for aging. You can enter any bucket set with a bucket set type of Credit Snapshot.

Collector: Receivables prints information for collectors between the low and high values you specify. Receivables prints all collectors by default.

Customer Name: Receivables prints information for customer names between the low value and high value you specify. Receivables prints all customers by default.

Customer Number: Receivables prints information for customer numbers between the low value and high value you specify. Receivables prints all customers by default.

Report Headings

Billing Address: Receivables prints each billing address for this customer.

Phone: Receivables prints your customer's primary telephone number.

Current Aging Column Headings

Receivables prints your current aging information based on the aging buckets you define in the Aging Buckets window whose type is Credit SnapShot. Debit items that have any adjustments whose status is pending are treated as disputed items.

Amount: Receivables prints the total amount of open invoices, debit memos, and chargebacks for each aging category.

Bucket: Receivables prints the aging periods that you define in the Define Aging Buckets form for these aging buckets.

Percent: Receivables prints the percent of total open receivables in each aging bucket.

Current Aging Row Headings

Adjusted Balance: Receivables calculates and displays the adjusted balance for this customer. This figure represents your customer's outstanding balance minus any unapplied or on–account payments.

Buckets 1–7: Receivables prints the name of your seven aging buckets in this column. You define your aging buckets in the Aging Buckets window.

In Collection: The amount of your customer's account that is in collection.

On–Account Cash: The total of this customer's on–account payments.

Outstanding Balance: The total of your customer's open invoices, debit memos, and chargebacks.

Unapplied Cash: The total of this customer's unapplied payments.

Customer History Section

This section displays historic information for this customer account. This information includes the amount and date of this customer's Largest Invoice and the Highest Credit Limit assigned to this customer.

Rolling 12–Month Summary Section

This section displays a twelve month rolling history for this customer's account. Each row of this section provides the total amount and / or count for the last twelve months for each of the following indicators.

- Sales Gross
- Payments
- Credits
- Finance Charges
- Amount Written Off
- Earned Discounts Taken
- Unearned Discounts Taken
- NSF / Stop Payments
- Average Payment Days
- Average Days Late
- Number of Late Payments

- Number of On Time Payments

Credit Summary Section

The Credit Summary section provides summary information about the customers current credit assignments. These assignments include:

- Credit Tolerance
- Credit Rating
- Risk Code
- Credit Hold
- Account Status
- Standard Terms
- Exempt from Dunning
- Collector

If your customer uses more than one currency, Receivables prints credit information for each currency. This information includes the currency type and the amount in that currency for each of the following indicators.

- Credit Limit
- Order Credit Limit
- Available Credit
- Exceeded Credit Amount

Last Transaction Summary Section

This section displays a summary of each this customer's last transactions types. These transaction types include:

- Invoice
- Credit Memo
- Guarantee
- Deposit
- Debit Memo
- Chargeback
- Payment

- Adjustment
- Write Off

Note: If the system option Require Billing Location for Receipts is set to No, any payments entered for customers without a statement site or who do not have a billing location associated with the receipt will not appear in this report.

See Also

Common Report Parameters: page 9 – 3

Running Standard Reports and Listings: page 9 – 2

Customer Follow Up History Report

Use this report to review a history of collection calls for each customer and see what further action to take as a result of a previous call. You can view the call topics, promise dates, and collector comments for follow up calls for the date range you specify. Use the Payment Promises report to see what your customers promised in more detail.

Report Headings

Order By: The sort by option you specified for this report. Receivables automatically sorts your report information by customer.

Follow Up Date From (Date) to (Date): The follow up date range you specified in the report parameters.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Customer Listing Detail and Summary Reports

Use the Customer Listing Detail report to review detail customer information entered for each customer.

Use the Customer Listing Summary report to review summary information about your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

Report Headings

Carrier: Receivables prints the freight carrier for your customer, if you entered one.

Category: Receivables prints the category of this customer. Category may be either Customer, Prospect or any other category you have set up.

Class: Receivables prints the customer class that is assigned to this customer, if you entered one.

Customer Name: The customer name range you specify as your report parameter.

Customer Number: The customer number range you specify as your report parameter.

FOB: Receivables prints the Free On Board point for this business purpose, if you entered one.

GSA Indicator: Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

Order By: The order by which you chose to sort information in this report.

Reference: If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

Sales Channel: Receivables prints the sales channel for this customer, if you entered one.

Ship Partial: Receivables prints either Yes or No if your customer uses Oracle Order Entry and allows partial shipment of orders.

SIC Code: Receivables prints the Standard Industry Classification code for your customer.

Type: Receivables prints the customer type that is assigned to this customer, if you enter one. Customer types are Internal and External.

Customer Contacts Section – Detail

Receivables prints all contacts for this customer. Information in this section includes the contact name, job title, primary role, mail stop, and status. If you did not enter contacts for this customer, Receivables does not print this section.

Customer Contact Roles section – Detail

Receivables lists the contact roles and whether the role is primary. Information in this section includes a description of the contact's role (for example, Bill–To, Ship–To, Statement, etc.) and whether this contact is primary. If you did not enter roles for this contact, Receivables does not print this section.

Customer Contact Telephones Section – Detail

Receivables lists the details of telephone numbers for the contact person. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this contact, Receivables does not print this section.

Customer Addresses Section – Detail

Receivables prints all addresses for this customer, if you entered any. Information in this section includes the customer address, city, state, postal code, province, county, country, and, if this address was imported through Customer Interface, a reference number from the original system. If you did not enter addresses for this customer, Receivables does not print this section.

Address Contacts Section – Detail

Receivables prints all contact people for this address, if you entered any. Information in this section includes the contact people for this address, job title, primary role, mail stop and status of this contact person. If you did not enter contact people for this address, Receivables does not print this section.

Address Contacts Roles Section – Detail

Receivables prints contact roles for each contact, if you entered any. Information in this section includes a description of this contact role (e.g. Bill–To, Credit Memos, Dunning, etc.) and whether this is the primary role assigned to this contact. If you did not enter any contact roles, Receivables does not print this section.

Address Contacts Telephone Section – Detail

Receivables prints all the telephone numbers for the contact person for this address. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this contact person, Receivables does not print this section.

Address Telephone Section – Detail

Receivables prints all the telephone numbers for this address, if you entered any. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this address, Receivables does not print this section.

Business Purposes Section

Receivables prints the business purposes for this customer, if you entered any. If you did not enter business purposes, Receivables does not print this section.

Bill–To Location: Receivables prints the Bill to Location, if this business purpose is Ship–To.

Carrier: The carrier for this business purpose.

Contact: The primary contact person for this business purpose.

Customer Profile Class: The Customer Profile Class for this business purpose.

Demand Class: The demand class for this business purpose.

FOB: The FOB for this business purpose.

GSA Indicator: The Yes or No to indicate whether this business purpose is a General Services Administration.

Location: The location name for this address.

Order Type: The order type to be defaulted in the Enter Sales Orders window for this business purpose.

Payment Terms: The payment terms for this business purpose.

Price List: The price list to be defaulted in the Enter Sales Orders window for this business purpose.

Sales Territory: The territory flexfield for this business purpose.

Ship Partial: Receivables prints Yes or No to indicate whether you want to default Yes or No in the Ship Partial field in the Enter Sales Orders window for this business purpose.

SIC Code: The SIC Code for this business purpose.

Status: The status of this business purpose

Usage: Receivables prints the business purpose for this address. Typical business purposes include Ship–To, Bill–To, Statements and Marketing.

Warehouse: The standard shipping warehouse to be defaulted in the Enter Sales Orders window for this business purpose.

Business Purpose Payment Methods Section

Receivables prints payment methods for this business purpose, if you entered any. If you did not enter payment methods, Receivables does not print this section.

End Date: The end date on which this payment method becomes inactive.

Payment Method: The payment methods that you assigned to this business purpose.

Primary: Yes or No indicates whether this payment method is the primary one for this business purpose.

Start Date: The date on which this payment method becomes active.

Business Purpose Bank Accounts Section

Receivables prints bank account details for this business purpose, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

Account Name: The customer bank account name assigned to this business purpose.

Account Number: The customer bank account number assigned to this business purpose.

Bank Name: The name of the customer bank assigned to this business purpose.

Branch Number: The branch number of the customer bank assigned to this business purpose.

Currency: The currency of the customer bank account assigned to this business purpose.

End Date: The date on which this bank account becomes inactive.

Primary: Receivables prints Yes or No to indicate whether this bank account is the primary one for this business purpose.

Start Date: The date on which this bank account becomes active.

Customer Section

Carrier: The freight carrier for your customer, if you entered one.

Category: The category of this customer. Category may be either Customer, Prospect, or any other category you have set up.

Class: The customer class assigned to this customer, if you entered one.

FOB: The FOB (Free On Board) point for this business purpose, if you entered one.

Freight Terms: The freight term for this business purpose, if you entered one.

GSA Indicator: Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

Name: The name of this customer. If you are printing this report for more than one customer, Receivables prints a separate page for each customer.

Number: The customer number.

Order Type: The order type for this customer, if you entered one.

Price List: The price list for this customer, if you entered one.

Profile Class: The profile class to which this customer belongs.

Reference: If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

Sales Channel: The sales channel for this customer, if you entered one.

Salesperson: The salesperson for this customer, if you entered one.

Ship Partial: Receivables prints either Yes or No if your customer uses Oracle Order Entry and allows partial shipment of orders.

SIC Code: The Standard Industry Classification code for your customer.

Status: The status of this customer. Customers with Active statuses display as list of values choices.

Tax Code: The tax code that you assigned to your customer.

Tax Rate: The tax rate associated with the tax code that you assigned to your customer.

Tax Registration Number: The tax registration number of this customer.

Type: The customer type assigned to this customer, if you entered one. Customer types include Internal and External.

Warehouse: The warehouse for this business purpose, if you entered one.

Customer Telephones Section

Receivables lists the details of telephone numbers for this customer. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this customer, Receivables does not print this section.

Customer Payment Methods Section

Receivables prints payment methods for your customer, if you entered any. If you did not enter payment methods, Receivables does not print this section.

End Date: The date on which this payment method becomes inactive.

Payment Method: The payment methods that you assigned to this customer.

Primary: Yes or No indicates whether this payment method is the primary one for this customer.

Start Date: The date on which this payment method becomes active.

Customer Bank Accounts Section

Receivables prints bank account details for this customer, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

Account Name: The customer bank account name assigned to this customer.

Account Number: The customer bank account number assigned to this customer.

Bank Name: The name of the customer bank assigned to this customer.

Branch Number: The branch number of the customer bank assigned to this customer.

Branch: The branch name of the customer bank assigned to this customer.

Currency: The currency of the customer bank account assigned to this customer.

End Date: Receivables prints the date on which this bank account is to be inactivated.

Primary: Yes or No indicates whether this bank account is the primary one for this customer.

Start Date: Receivables prints the date on which this bank account is to be activated.

Customer Relationships Section

Receivables prints relationships for this customer, if you entered any. If you did not enter any relationships for this customer, Receivables does not print this section.

Comments: Receivables prints any comments that you have entered regarding this relationship.

Customer Reciprocal Relationship: Yes or No indicates whether this relationship is Reciprocal.

Related Customer: The name of the related customer.

Related Number: The number of the related customer.

Status: The status of this relationship.

Type: The type of this relationship.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Entering Customers: page 3 – 3

Customer Profiles Report

Use this report to review customer profile information assigned to each customer or customer site. You can also review any changes made to your existing customer profiles in the Customer Profile Classes window.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

Report Headings

Customer Number: (Number) to (Number): The customer number range that you specified in the report parameters.

Column Headings

Credit Limit Per Order: The amount of credit that you give to this customer for each order in this currency.

Currency: The currency for each currency amount limit.

Finance Charge Interest Rate: The interest rate for each currency.

Max Interest Amt per Invoice: The maximum interest amount that you charge for each invoice in this currency.

Min Customer Balance for Finance Charge: The minimum customer balance that must be met before you assess finance charges for past due items in this currency.

Min Dunning Amount: The minimum past due amount that must be met before you send your customers dunning letters in this currency.

Min Dunning Invoice Amount: The minimum invoice amount that must be met before for each debit item before you send your customers dunning letters in this currency.

Min Invoice Balance for Finance Charge: The minimum debit item balance that must be met before you assess finance charges for past due items in this currency.

Min Receipt Amount: The minimum receipt amount that must be met before you can create automatic receipt in this currency.

Minimum Statement Amount: The minimum outstanding balance that a customer must meet before you send your customers statements in this currency.

Total Credit Limit: The total amount of credit that you want to give to this customer in this currency.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Customer Relationships Listing

This report lets you review all customer relationships that have been defined. This report includes the name and number of the primary and related customers, whether the relationship is reciprocal, and any comments. The report lists all active relationships first followed by the inactive ones.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Creating Customer Relationshipes: page 3 – 35

Deposited Cash Report – Applied Detail/Open Detail Reports

These reports let you view your daily cash activity and to reconcile Receivables with your bank statement. The Applied Detail report lists all applied amounts, unapplied amounts, and applied miscellaneous cash. The Open Detail report lists the total applied, unapplied, NSF, and on–account amount for each deposit date. Receivables prints information based on the deposit date you enter in the QuickCash and Receipts windows.

Report Headings – Applied Detail Report

Order By: Your order by option.

Bank: The remittance bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all remittance banks.

Deposit Date From (Date) to (Date): The deposit date range, if you entered one.

Column Headings – Applied Detail Report

Account Number: The remittance bank account numbers that are listed in the previous section.

Actual Amount: The total amount of deposits for this deposit date.

Applied Amount: The total amount of receipts that were fully applied to invoices on this deposit date.

Bank Account Name: The remittance bank account names that are listed in the previous section.

Bank Name: The remittance bank names that are listed in the previous section.

Branch Name: The remittance bank branch names that are listed in the previous section.

Control Amount: The total amount of receipts for this deposit date.

Currency: The functional currency of your receipts.

Difference Amount: The difference between the Control and Actual Amounts for this deposit date.

Inv Cnt: The total number of invoices created on this deposit date.

NSF Amount: The total amount of non–sufficient funds for this deposit date.

Pay Cnt: The number of payments received on this deposit date.

Payment Amount: The total amount of payments made on this deposit date. This is the same as the Actual Amount less the Unapplied and On–Account Amount.

Unapplied and On Account Amount: The total amount of unapplied, on–account, and partially applied receipts for this deposit date.

Row Heading

Sum (Currency): The total for each numeric column by currency in your report.

Report Headings – Open Detail Report

Order By: Your order by option.

Bank: Receivables prints your report for the bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all banks.

Deposit Date From (Date) to (Date): Receivables prints your report for the deposit date range, if you entered one.

Column Headings – Open Detail Report

Applied Amount: The amount of receipts that are applied to invoices, debit memos, and chargebacks.

Applied Cnt: The number of receipts that are applied to invoices, debit memos, or chargebacks.

Difference Amount: Receivables prints any difference between the actual amount and the control and for the batch. This is the amount that still needs to be entered into Receivables.

Unapplied: Amount: The amount of receipts that are unapplied.

Unapplied: Cnt: The number of receipts that are unapplied.

Row Heading

Sum (Currency): The total for each numeric column by currency in your report.

Summary For Banks

Receivables prints the Summary For Banks section when you generate either the Deposited Cash Report – Applied Detail or Open Detail report. This section displays all of your remittance banks and bank accounts that refer to receipts listed in the previous section.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Discount Projection Report

Use this report to review your exposure to discounts. Receivables lets you specify a date on which all of your customers pay for their outstanding debit items for this report. Receivables then calculates your projected discount based on this date. Receivables also lets you specify whether to calculate your discount exposure for earned discounts, unearned discounts, or both earned and unearned discounts.

If you set the Allow Unearned Discounts field to No in the QuickCash window, this report does not display any unearned discounts. In this case, you cannot submit this report if you want to review only your unearned discount exposure.

Selected Parameters

As of Date: Receivables calculates and prints your projected discount exposure by using this date as the date on which receipts for all of your outstanding debit items are received. The default is the system date.

Company Segment: Receivables selects and prints your report information from the company range you specify. If you leave this field blank Receivables includes all segments.

Currency: Receivables selects and prints your report information from the currency range you specify.

Customer Name: Receivables selects and prints your report information from the customer name range you specify.

Customer Number: Receivables selects and prints your report information from the customer number range you specify.

Report Headings

Company: Receivables prints the company above all debit items belonging to this company. Receivables prints a separate page for each company.

Currency Code: The currency code above all debit items belonging to this currency. Receivables prints a separate page for each currency.

Column Headings

Class: The class that is associated with each debit item.

Customer Name: The customer name for each debit item.

Customer Number: The customer number for each debit item.

Discount Amount: The projected discount amount for each invoice, debit memo, or chargeback assigned to customers whom you select for this report.

Discount Date: The discount date for each debit item.

Due Date: The due date for each debit item.

Earned Discount: Amount: The projected earned discount amount for each debit item.

Earned Discount: Percent: The projected earned discount percent for each debit item.

Invoice Number: The transaction number for each debit item.

Terms: The payment terms for each debit item.

Unearned Discount: Amount: The projected unearned discount amount for each debit item.

Unearned Discount: Percent: The projected unearned discount percent for each debit item.

Row Headings

Company Total: The total of all projected discounts for each company.

Currency Total: The total of all projected discounts for each currency.

Customer Total: The total of all projected discounts for each customer.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Discounts: page 4 – 156

Disputed Invoice Report

Use this report to review all disputed invoices, debit memos, and chargebacks. Receivables prints information for each disputed debit item and displays totals in the entered currency. You can also review the collector name and any comments included with each debit item. You can place items in dispute or take them off of dispute in the Customer Calls and Transaction windows.

Report Headings

Currency: The currency code associated with the invoices, debit memos, or chargebacks. Receivables prints totals for each currency code in your report.

Order By: Your sort by option. Receivables lets you sort this report by customer, invoice number, or due date.

Row Headings

Comments: Receivables prints all notes related to this invoice, debit memo, or chargeback that is in dispute. You can enter notes about a debit item in the Record A Call and Transactions windows.

Grand Total: The total transaction amount balance due and dispute amount for all currencies.

Sum for (Currency Code) Currency: For each currency, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

Sum for (Customer Name) Customer: For each customer, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Placing an Item in Dispute: page 5 – 26

Dunning History Report

Use the Dunning History report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

Use the Submit Requests window to run the Dunning History report.

Report Parameters

Collector Low/High: Receivables selects and prints your report information for collectors between the low and high values for the collector range that you specify.

Customer Low/High: Receivables selects and prints your report information for customer names between the low and high values that you specify for your customer range.

Customer Number Low/High: Receivables selects and prints your report information for customers between the low and high values for the customer number range that you specify.

Dunning Level Low/High: Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify. Leave this field blank if you want to run this report for all dunning levels.

Dunning Method: Choose Days Overdue if you want the report to sum the outstanding balance by currency code. Choose Staged Dunning if you want the report to sum the outstanding balance by dunning level and currency code.

Transaction Type Low/High: Receivables selects and prints only past due debit items whose transaction types are within the range you specify. Leave this field blank to run this report for all transaction types.

Report Headings

Balance Amount: The balance of the overdue item.

Currency Code: Receivables groups your overdue items by the their currency code.

Customer Location: Receivables groups your overdue items by the customer address.

Customer Name: Receivables groups your overdue items by the customer name.

Customer Number: Receivables groups your overdue items by the customer number.

Date: The transaction date of the overdue item.

Days Late: The days overdue of this item as it appears on the dunning letter.

Dunning as of Date: Receivables selects and prints your report information for the as of date you specify. The default is the system date.

Dunning Level: Receivables groups your overdue items by their current dunning level.

Dunning Method: If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter.

Dunning Site Address: The address of the dunning site. This address includes the country of the dunning site address if that country is different from your home country.

Interest Rate: The interest rate of the overdue item.

Invoice Amount: The transaction amount of the overdue item.

Letter Name: The name of the dunning letter on which this item was printed.

Letter Set: The name of the dunning letter set to which the dunning letter belongs.

Print Date: The correspondence date of the dunning letter on which this item was printed.

Total for Customer: The sum of the invoice amount and balance amount of all overdue items for this customer.

Total For Dunning Level: If you entered 'Days Overdue' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by currency code. If you entered 'Staged Dunning' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by dunning level and the currency code.

Transaction Number: The transaction number of the overdue item.

Transaction Type: The transaction type of the overdue item.

See Also

Printing Dunning Letters: page 5 – 52

Viewing Dunning History: page 5 – 18

Dunning Letters – Preliminary Report

Use the Dunning Letter–Preliminary report to print a report of customers that you are including in your next dunning.

This report lets you view the details of all invoices, debit memos, and chargebacks you are dunning such as customer name, bill–to address, debit item number, transaction type, purchase order, creation date, due date, days past due, amount, and balance due.

This report will associate the payment transactions with the customer's locations. Run this report by entering a request Name of Dunning Letters – Preliminary.

Report Parameters

Dunning As of Date: Receivables selects and prints your report information for the as of date you specify. The default 'as of' date is the system date.

Letter Set: Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range. The low and high values of your dunning letter set default to the value All.

Preliminary: Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

Report Headings

Dunning Date: Receivables prints the dunning date you specify for this Dunning Letter–Preliminary report. You specify a dunning date as a report option in the Parameters pop up.

Column Headings

Address: The name and the Bill–To address of the customer receiving the dunning letter(s).

Balance Due: The remaining balance due of each invoice, debit memo, or chargeback.

Days Past Due: The number of days each invoice, debit memo, or chargeback is past due. Receivables displays debit items not past due with negative numbers.

Document Number: If you are using sequential document numbering, Receivables prints the document number assigned to this item.

Due Date: The date each invoice, debit memo, or chargeback is due.

Dunning Level: If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

Dunning Level: If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

Invoice Amount: The total amount of each invoice, debit memo, or chargeback.

Invoice Date: The creation date for each invoice, debit memo, or chargeback. Date format is DD–MON–YY.

Invoice Number: The invoice, debit memo, or chargeback number for each debit item.

Purchase Order: Receivables prints the purchase order number for each invoice, debit memo, or chargeback.

Sequence Name: If you are using sequential document numbering, Receivables prints the document sequence name assigned to this item.

Type: Receivables automatically prints the transaction type for each invoice, debit memo, or chargeback. You define valid transaction types in the Transaction Types window. Receivables gives you the flexibility to review reports for a specific transaction type or all existing types.

Row Headings

Currency: The currency code for each dunning amount.

Finance Charges: The total finance charges for each customer by currency.

Subtotal: The total balance due amount for each customer by currency.

Total: The total dunning amount for each customer by currency.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Printing Dunning Letters: page 5 – 52

Dunning Letter Generate

Use Dunning Letter Print to print your dunning letters. Receivables provides a default dunning letter set named STANDARD which includes dunning letters STANDARD1 – 3. Use the Dunning Letter Preliminary report to see a list of customers that will be included in your next dunning cycle. For information about customizing your dunning letter sets, see: Using Dunning Letters: page 5 – 36.

Report Parameters

Collector Low/High: Receivables selects and prints your report information for collectors between the low and high values for the collector range you specify.

Country: Receivables selects and prints only past due debit items for the country that you specify.

Customer Low/High: Receivables selects and prints your report information for customer names between the low and high values you specify for your customer range.

Customer Number Low/High: Receivables selects and prints your report information for customers between the low and high values for the customer number range you specify.

Dunning as of Date: Receivables selects and prints your report information for the as of date you specify. The default is the system date.

Dunning Level Low/High: Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify.

Dunning Method: If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter.

Letter Set Low/High: Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range.

Order By: Select the option you want Receivables to use to sort your information from the following:

- Customer
- Postal Code

Preliminary: Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

Preliminary: Choose Yes or No to indicate whether you want to print actual dunning letters or the dunning letters preliminary report.

Single Staged Letter: If you are using the Staged Dunning method and you set this option to Yes, all items selected for dunning appear in the letter defined for the highest dunning level. If this option is No, items selected for dunning appear in the letter within the dunning level range defined for that letter. No is the default.

Transaction Type Low/High: Receivables selects and prints only past due debit items whose transaction types match the range you specify.

Report Headings

Remit–To Address: Receivables prints the address to which you want your customer to remit payment. This address will include the country of the remit–to address if that country is different from the country of the customer address.

Dunning Site Address: Receivables prints the address of the dunning site. This address will include the country of the dunning site address if that country is different from your home country.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Duplicate Customer Report

Use the Duplicate Customer Report to highlight possible duplicate customers. The Duplicate Customer Report lists the company or agency name, address, location, city, state, postal code, and country. Receivables groups possible duplicate customer information together for you to review. Use this information to consolidate duplicated customer information.

Report Parameters

Customer Name: To restrict the search to a specific name, enter a customer name (optional).

Number of Characters: Enter the number of characters that you think should be the same, for the customer names to be deemed as potential duplicates.

Report Headings

Address: The street address for this customer.

City: The city for this customer address.

Country: The country for this customer address.

Customer Name: The customer name.

Customer Number: The customer id number.

Postal Code: The postal code for this customer address.

Site Code: The business purpose assigned to this address.

State: The state for this customer address.

See Also

Running Standard Reports and Listings: page 9 – 2

Merge Customers: page 3 – 78

European Sales Listing

Use this listing to produce a detail or summary listing of all sales to customers in European Union (EU) member states other than your own. You can run this report from the Submit Requests window in either Detail or Summary mode. The report will be sorted by member state, with a second sort by VAT Number. Sales will be totalled by member state.

Prior to submitting this report you must set the VAT Member State codes for all the EU countries in the Countries and Territories window.

All EU countries must have a none null value in the VAT Member State Code column, apart from the 'Home Country'. For example, running these reports from the UK would mean that the only states with none null VAT Member State Code would be the EU countries minus the UK.

Report Parameters

Detail/Summary: Choose to produce a Detail or a Summary listing.

From/To Date: The start and end dates for the report.

Report Headings

Branch ID: The Branch Id of the Trader whose sales information is being reported.

From Date/To Date: The starting and ending dates of the period being reported.

Trader VAT No: The VAT Number of the Trader whose sales information is being reported.

Trader: The Name of the Trader, whose Sales information is being reported.

Column Headings

Country: The Country Name of the member state being reported on. This is the member state of the Trader's Customer.

Line Number: Receivables prints a sequential line number for each line of the Detail part of this Header / Detail report.

Net Total: The Net Total of sales for the respective VAT Number. If the report is run in 'Detail' mode then this figure will relate to each detail line within each VAT Number, within each Country. If the report is run

in 'Summary' mode then this figure will relate to each VAT Number within each Country and so will be a summary for each VAT Number.

VAT Number: The VAT Number of the Trader's customer being reported.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Incomplete Invoices Report

Use this report to review all of your incomplete invoices, debit memos, credit memos, and on–account credits. Incomplete invoices do not update your open receivables balance nor do they display on your agings. Use the Transactions window to complete your invoice or debit memo once you have updated them. For credit memos and on–account credits, use the Credit Memos window.

Report Parameters

Order By: Select the option you want Receivables to use to sort your information from the following:

- Customer
- Invoice

Invoice Number: Receivables selects and prints report information from the invoice number range you specify.

Customer Name: Receivables selects and prints report information from the customer name range you specify.

Customer Number: Receivables selects and prints report information from the customer number range you specify.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Inter Company Invoice Report

Before you transfer transactions to your general ledger, use the Inter Company Invoice report to see a list of all transactions whose receivables and revenue accounts have different company segments.

Report Heading

GL Date (Date) to (Date): Receivables prints the general ledger date range you select as your reporting option.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Inter Company Receipts Report

Use this report to review payments that were sent from one company and applied to another company, but have not yet posted. Before you post these receipts, review this report, then correct any errors in the transactions.

The totals for companies with inter company transactions will be inflated / deflated by the total amount of the inter company transactions.

Each payment appears in two company reports: As a credit item in the company that received the cash payment, and as a debit item in the company that owns the invoice.

Report Parameters

Apply Date: The apply date range of the transactions to print on this report.

Company: The company segment range of the transactions to print on this report.

Creation Date: The creation date range of the transactions to print on this report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Invoice Exception Report

Use this report to help you match your revenue accounts to your accounts receivable. Receivables lists all transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display in your agings.

The report will be sorted by company with each invoice allocated to a company via its receivables account. An invoice is associated to a receivables account by its transaction type.

Report Headings

Currency: The currency code for this group of invoices. Receivables groups and prints transactions by currency and postable status.

GL Date (Date) to (Date): Receivables prints the GL date range you selected to print on this report.

Page: The page number for each page of this report.

Postable: The post to general ledger status for this group of invoices. Receivables groups and prints transactions by currency and postable status.

Row Headings

Currency Subtotal: The entered and functional currency subtotal amount for invoices with the same currency and postable status.

Grand Total: The invoice and functional grand total amount for all invoices included in this report. If your report is for a single currency, then the postable subtotal and grand total will be the same as the currency total.

Postable Subtotal: The functional currency subtotal amount for invoices with the same currency and postable status.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Invoice Print Preview Report

Use this report to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, and on–account credits that will print if you specify these report parameters. You can submit this report from either the Print Invoices or the Submit Requests window.

Report Parameters

Batch: Receivables selects and displays report information for the batch you specify. This is field is required if you choose the Batch print option.

Installment Number: To limit the installments printed for transactions with split payment terms, enter a range of installment numbers. If you do not enter an installment number, Receivables prints all installments.

Open Invoices Only: Choose to print only open debit items. Open invoices are open to receivables and have an amount remaining not equal to zero.

Print Date: Receivables selects and displays report information for the print date range you specify. The print date is the transaction date unless you have specified print lead days on your payment term, in which case the print date is the number of lead days before your transaction due date.

Print Option: Select which invoice to include in your preview. Choose from one of the following options:

- A Batch of Invoices
- Adjustments
- All New Invoices
- Print and Reprint Specific Invoices

Report Headings

Currency: The currency above all transactions belonging to this currency.

Invoice Dates: The print date range, if you entered one in the report parameters.

Invoice Numbers: The transaction number range, if you entered one in the report parameters.

Open Invoices: Yes or No indicates whether you want to only include open items.

Print Option: The print option you specified.

Column Headings

Receivables displays an asterisk (*****) next to the transactions that have a printing status of Print, but have not yet printed. You assign printing statuses when you enter your transactions. If you assign a status of 'Do Not Print' to your transaction, Receivables does not select this transaction for printing.

> **Note:** If you have a transaction with multiple installments and do not print installments in order, Receivables will treat any skipped installments as printed. For example, if your invoice has 3 installments and only installment 2 has been printed. An asterisk will be displayed against installment 3 only. Installment 1 is treated as if it were printed.

Row Headings

Total for Class: The total amount by class for each currency.

Total for Currency: The total amount for each currency.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Printing Transactions: page 6 – 45

Invoices Awaiting Automatic Receipt

Use this report to review a list of transactions that have been designated for automatic receipt application (i.e., that have been assigned an automatic payment method). You can review all transactions that are in different stages of the creation process. These stages include creating, approving, and formatting. Receivables does not display transactions that have been confirmed, or approved for automatic receipt with a receipt class of Require Confirmation set to No, in this report.

Receivables will also display transactions that started but did not complete, the creation, approval, or formatting process in this report.

The column heading of the amount column in this report will change dynamically depending upon the status being displayed. It will display as Balance Due for transactions with a status of Available for Automatic Receipt. It will display as Amount Applied for transactions with any other status.

Report Parameters

Order By: Choose the option you want Receivables to use to sort your information from the following:

- Customer Name
- Due Date
- Invoice Number

Summarize: Enter Yes to print summary information. Receivables only displays receipt batch and due date information.

Status: Choose one of the following Invoice statuses to include in your report:

Available for Automatic Receipt	Include all transactions with an automatic payment method. Guarantees will not be included because they cannot have a payment method assigned to them.
Creation Completed	Include all transactions that have been selected for automatic receipt.
Approval Completed	Include all transactions that have been approved for automatic receipt. These transactions must have a payment method assigned to them with a receipts class of Require Confirmation set to Yes.

Format Completed	Include all transactions that have been formatted but not yet confirmed and have been assigned a payment method with a receipt class of Require Confirmation set to Yes.
Deletion Completed	Include all transactions that have been deleted.
Started Creation	Include all transactions that were submitted for automatic receipt creation, but did not complete the creation process.
Started Approval	Include all transactions that were submitted for automatic receipt approval, but did not complete the approval process.
Started Format	Include all transactions that were submitted for automatic receipt formatting, but did not complete the format process.
Started Deletion	Include all transactions that were submitted for deletion.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Automatic Receipts: page 4 – 164

Invoices Posted to Suspense

Use this report to view a list of all transactions that have revenue amounts posted to suspense accounts. Revenue amounts may be posted to a Suspense account if you are importing invoices through AutoInvoice and the Amount you specified for an invoice line does not match the Price * Quantity. Receivables groups and prints revenue amounts by company, postable status, and currency.

Report Headings

Company: The company segment for this group of transactions. Receivables groups and prints transactions by company, postable status, and currency.

Currency Code: The currency code for this group of invoices. Receivables groups and prints transactions by company, postable status, and currency.

GL Date: (Date) to (Date): The GL date range you selected to print on this report.

Invoice Date: (Date) to (Date): The Invoice date range you selected to print on this report.

Order By: The option you used to sort information for this report (either Customer or Invoice Number).

Postable: Receivables prints the post to general ledger status for this group of invoices. Receivables groups and prints transactions by company, postable status, and currency.

Sum: Receivables prints the total amount assigned to suspense accounts in your foreign and functional currency by company, postable status, currency, and class.

Column Headings

Class: The transaction type class for this transaction. Classes include Credit Memo and Invoice.

Customer Name: The customer name for this transaction.

Customer Number: The customer id number for this transaction.

Foreign Currency: The foreign currency amount, if this transactions was invoiced in a foreign currency. For example, if a customer was invoiced for 100,000 Italian lira, Receivables prints 100,000 here. Receivables prints a new page for each currency.

Functional Currency: The functional currency amount. If your transaction is in a foreign currency, Receivables automatically converts the invoice currency amount to your functional currency.

GL Date: The date this transaction posts to your general ledger.

Invoice Date: The invoice date for this transaction. This is typically the date you create the transaction.

Invoice Number: The invoice number for this transaction.

Type: The transaction type for this transaction.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Journal Entries Report

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable sub–ledger with the General Ledger. Using this report you can review the details that make up your general ledger journal entries.

Receivables provides you with four different parameters that enable you to generate multiple formats for this report. These four parameters are Detail by Account, Detail by Category, Summary by Account, and Summary by Category. You can select any one of these formats, or a combination of one or more.

Report Parameters

Company Segment: Print information for the company segment values within the company segment range that you specify.

Detail By Account: Choose to select and print each transaction for each accounting flexfield, category, and currency.

Detail By Category: Choose to select and print each transaction for each category and its "Receivables" equivalent accounting flexfield and currency.

Transaction Category: Choose to select and print information for the transaction categories that you specify. Transaction categories include: Sales Invoices, Debit Memos, Chargebacks, Credit Memos, Credit Memo Applications, Adjustments, Trade Receipts, and Miscellaneous Receipts.

Report Headings

Currency: The currency that you chose to generate the report.

GL Date: The GL Date range that you specify for this report.

Posted Date: The GL Posted Date range that you specify for this report.

Column Headings

Accounting Flexfield: Receivables prints each Accounting Flexfield that is referenced by a category that you include in this report.

Category: Categories include Cash, Misc Receipts, Debit Memos, Credit Memos, Adjustments, Sales Invoices and Trade receipts.

Currency: The currency for the sum in that currency of each Accounting Flexfield that is referenced by a category that you include in this report.

Foreign Currency: Credits: The foreign currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

Foreign Currency: Debits: The foreign currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

Functional Currency: Debits: The functional currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

Functional Currency: Credits: The functional currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

Row Headings

Total for AR: The total functional currency debit and credit amounts.

Total for Category: The total functional currency debit and credit amounts for each category of transactions selected for this report. Oracle Receivables does use the sums of an Accounting Flexfield that are referenced by categories that you select to calculate the total functional currency debit and credit amounts for this report if this Accounting Flexfield contains a sum in only one currency.

Total for Currency: The total functional currency debit and credit amounts for each currency of transactions that you select for this report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Journal with GL Details Report

Use this report to identify the General Ledger journal entries imported from particular transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator. You can list your transactions either sorted and grouped by Document Sequence Number or the GL Date of the transactions.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

Report Parameters

Trx GL Date From/To: Enter the beginning and end dates for the invoice and receipt GL dates to include in this report.

Customer Name From/To: Enter a customer or a range of customers to include in this report, or select from QuickPick. Leave this field blank to submit this report for all customers.

Sequence Name: If you use sequential document numbers and you want to limit the report to one sequence name, enter the sequence name.

Document Number From/To: If you use sequential document numbers and you want to print a range of documents, enter the range of document sequence numbers.

Sort Order: Enter the method you want to use to sort the information in your report. Select from the following:

- **Doc Seq Name and Number:** This option groups your transactions by the unique identifier Sequence Name and Document Number. For each Document Name / Number, Oracle Receivables calculates a total.
- **Trx GL Date:** This option groups transactions by their GL date. Oracle Receivables prints a total for each GL Date.

Report Headings

Receivables prints all Report Parameters / Parameter ranges and the values selected from the above list as report header information.

Column Headings (Receivables Information)

Trx GL Date: The GL date of the invoice or receipt distribution.

Trx Doc Seq Name: If you are using document sequencing, Oracle Receivables prints the name of the document sequence used for the transaction.

Trx Doc Seq No: If you are using document sequencing, Oracle Receivables prints the document number.

Associated Trx: The invoice or receipt number of any associated transactions. For example, if this transaction was a receipt application, Receivables prints the invoice number (the receipt is printed as the Transaction Number).

Customer Name/Customer Address: The customer's name and address.

Trx Date: The invoice date of the invoice distribution, or receipt date of the receipt distribution.

Transaction: The transaction type. For example, invoice, debit memo, credit memo, chargeback, or adjustment.

Trx Number: The invoice number for an invoice distribution, or receipt document number for a receipt distribution.

LN: If this is an invoice distribution, Receivables prints the distribution line number.

Accounting Flexfield: The account to which this distribution was charged.

Rate: The exchange rate used for the transaction.

Cur: The currency for this transaction.

Entered Dr/Cr: The invoice or receipt distribution amount in the currency in which it was entered.

Accounted Dr/Cr: The invoice or receipt distribution amount in your functional currency.

Column Headings (General Ledger Information)

GL Batch Name: The name of the general ledger journal batch to which this transaction was transferred.

Header Name: The name of the general ledger journal entry to which this transaction was transferred.

LN: The line number of the general ledger journal entry line to which this transaction was transferred.

GL Date: The general ledger date of the journal entry line.

Description: The description of the Journal Entry line.

GL Doc Seq: The sequence name of the journal entry, if you use sequential document numbers.

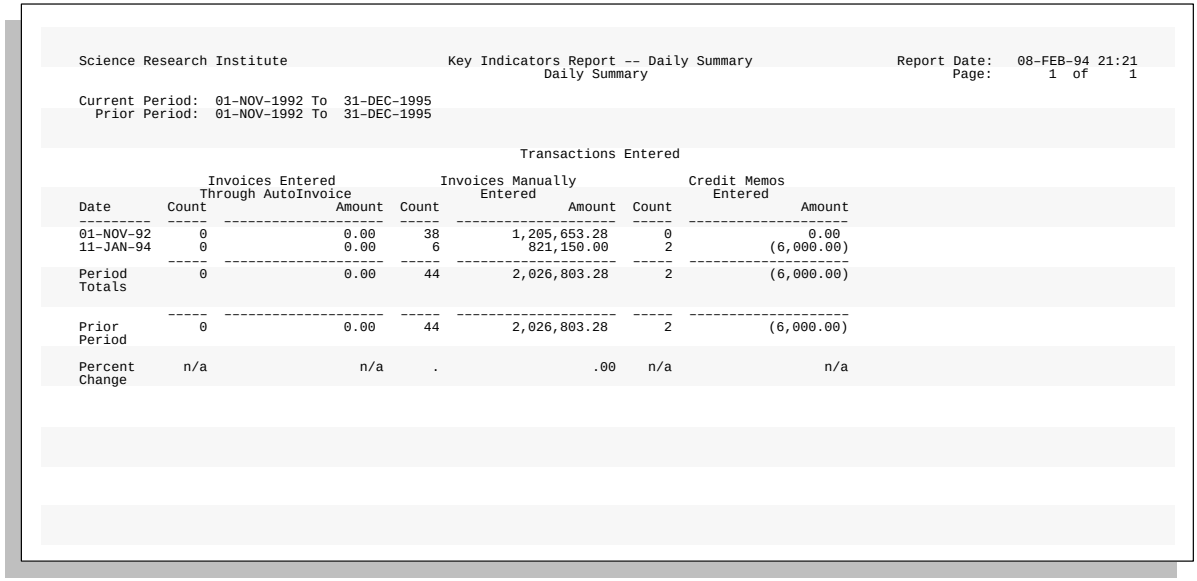
Doc Seq No: If you use sequential document numbers, Receivables prints the document sequence number of the journal entry.

Entered Dr/Cr: The credit / debit amount of the journal entry line in your functional currency.

Accounted Dr/Cr: The debit / credit amount of the journal entry line in your functional currency.

Key Indicators – Daily Summary and Summary Reports

Figure 9 – 3



Science Research Institute — Key Indicators Report -- Daily Summary — Report Date: 08-FEB-94 21:21
Daily Summary — Page: 1 of 1

Current Period: 01-NOV-1992 To 31-DEC-1995
Prior Period: 01-NOV-1992 To 31-DEC-1995

Transactions Entered

Date	Invoices Entered Through AutoInvoice Count	Amount	Invoices Manually Entered Count	Amount	Credit Memos Entered Count	Amount
01-NOV-92	0	0.00	38	1,205,653.28	0	0.00
11-JAN-94	0	0.00	6	821,150.00	2	(6,000.00)
Period Totals	0	0.00	44	2,026,803.28	2	(6,000.00)
Prior Period	0	0.00	44	2,026,803.28	2	(6,000.00)
Percent Change	n/a	n/a	.	.00	n/a	n/a

Use the Key Indicators–Daily Summary report to compare current invoice and credit memo activity to a prior period. You can review the current period totals, prior period totals, and the percent change from prior period to current period. When you enter the current period and prior period range, Receivables prints the count and amount of invoices entered through AutoInvoice, invoices entered manually, standard credit memos, and on–account credit memos entered.

Use Key Indicators–Summary report to view summary information for a specific accounting period and compare it to another period. You may choose any two periods to compare. Receivables summarizes all of your transactions for the two periods you specify so you can easily spot, track, and take action on developing trends. For example, you can easily see the number and amount of unidentified payments for your current and prior period. Increases in the amount of unidentified payments may alert you to take action.

Report Parameters – Daily Summary and Summary Reports

Current Period: Enter the current period date range to include in this report.

Prior Period: Enter the prior period date range to include in this report.

Currency: Receivables selects and prints your report information for the currency that you specify.

Report Headings – Daily Summary and Summary Reports

Current Period: (Date) to (Date): The current period date range you selected to print on this report.

Invoice Currency: Receivables prints this report by currency and prints the currency denomination at the top of each page.

Prior Period: (Date) to (Date): The prior period date range you selected to print on this report.

Column Headings – Daily Summary Report

Credit Memos Entered: Amount: The total amount of credit memos entered on the date in the date column.

Credit Memos Entered: Count: The total number of credit memos entered on the date in the Date column.

Credit Memos Posted to General Ledger: Amount: The total credit memo amount posted to your general ledger on the date in the Date column.

Credit Memos Posted to General Ledger: Count: The total number of credit memos posted to your general ledger on the date in the Date column.

Date: The date the invoice was posted to your general ledger.

Invoices Entered Through AutoInvoice: Amount: The total amount of invoices created by AutoInvoice on the date in the Date column.

Invoices Entered Through AutoInvoice: Count: The total number of invoices created by AutoInvoice on the date in the Date column.

Invoices Manually Entered: Amount: The total amount of manually entered invoices for the date in the Date column.

Invoices Manually Entered: Count: The total number of manually entered invoices on the date in the Date column.

Invoices Posted to General Ledger: Amount: The total invoice amount posted to your general ledger on the date in the Date column.

Invoices Posted to General Ledger: Count: The total number of invoices posted to your general ledger on the date in the Date column.

Invoices Printed Amount: The total amount of invoices printed on the date in the Date column.

Invoices Printed: Count: The total number of invoices printed on the date in the Date column.

Column Headings – Summary Report

Amounts: All Periods: The total transaction amount to date.

Amounts: Current Period: The total amount of each transaction for the current period you specify.

Amounts: Percent Change: The percent change for each transaction amount between your current and prior period.

Amounts: Prior Period: The total amount of each transaction for the prior period that you specify.

Counts: All Periods: The total number of transactions to date.

Counts: Current Period: The number of transactions for the current period that you specify.

Counts: Percent Change: The percent change of transaction numbers between your current and prior periods.

Counts: Prior Period: The number of transactions for the prior period that you specify.

Row Headings – Daily Summary Report

Percent Change: The percent change between the current and prior periods for each column.

Period Totals: The current period totals for each column.

Prior Period: The prior period totals for each column.

Row Headings – Summary Report

Customers: The current number, prior number, percent change, and total number of new customers to date.

Inactive Customers: The current number, prior number, percent change, and total number of inactive customers to date.

Invoices Entered: The number, amount, and percent change of new invoices by Invoice type from the current and prior period.

New Locations: The current number, prior number, percent change, and total number of new customer locations to date.

Reasons for Credit Memos: The number, amount, and percent change of new credit memos by reason from the current and prior period.

Total: The total number, amount, and percent change of all new invoices entered from the current and prior period.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Miscellaneous Transactions Report

Use this report to review your miscellaneous receipts activity. You enter your non–invoice related receipts such as investment income, interest income, refunds, and revenue from stock sales as miscellaneous transactions in the Transactions window. Receivables prints deposit date, batch information, receipt information, code combination, and the percent allocated to each account for each receipt.

Report Headings

Currency Code: The currency code for receipts on this page. Receivables creates separate pages for different currencies.

GL Date: (Date) to (Date): The GL date range you specify for this report.

Order By: The option you chose to sort information for this report. You can order by Batch and Deposit Date.

Column Headings

Accounting Flexfield: Receivables prints the Accounting Flexfield that represents this miscellaneous receipts distribution account.

Amount: The amount of your miscellaneous receipt payment that was allocated to the Accounting Flexfield.

Percent: The percent of this miscellaneous receipt payment that is allocated to the Accounting Flexfield displayed in the Code Combination column.

Row Headings

Total: The total for all miscellaneous receipts by currency.

Total for Deposit Date (Date): The total for all miscellaneous receipts by date.

See Also

Entering Miscellaneous Transactions: page 4 – 45

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Open Items Revaluation Report

Use this report to revaluate your open items, for example, invoices, commitments, and credit and debit memos that are not fully paid. This report takes into account the changes of the value due to changes in the foreign currency rates. The report provides you with three important figures:

- The report gives evidence of completeness by listing the value of your open items before the revaluation. You can then reconcile this result to the General Ledger Balances. In addition, this report provides a complete list of all items and thus explains the balance of your receivables account.
- The report calculates the value for each open item revalued with the End–of–Period rate. The total of these itemized values is needed in countries like the United States.
- On an item by item basis, the report determines the lower of the two values, the open item before and after the revaluation. Then the report totals the lower of these values and calculates the difference between the two. This total is used in countries like Germany, where the lower market value of open items needs to be determined.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. This difference is calculated by the report for each Accounting Flexfield and summed for each balancing segment value. You would then reverse this entry at the beginning of the following periods to resynchronize your receivables with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, or for a range of balance segment values.

Attention: Be sure that you enter an End–Of–Period rate (EOP) for each currency used. If any EOP is missing, a warning will appear at the end of the report to notify you that an End of Period rate was not entered for at least one currency, and the results calculated may be wrong.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

Report Parameters

Revaluation Period: Select the period for which you want to revaluate.

Include Up To Due Date: If you want to differentiate short–term, midterm, and long–term liabilities, you can set a date. Otherwise, leave this field empty.

Balancing Segment Low/High: Enter the range of the balancing segment values you want to report on.

Report Headings

Balancing Segment From/To: The range of balancing segment values you selected when you submitted the report.

Balancing Segment: Receivables prints each value of the balancing segment in the range you selected.

Accounting Flexfield: The Accounting Flexfield of each of your accounts in the balancing segment.

Customer/Customer Number: The customer name and number, and customer site that have open items charged to the Accounting Flexfield of your receivables account.

Column Headings

Trx Number: The transaction number.

Transaction Type: The transaction type. For example, invoice, debit memo, credit memo, chargeback or deposit.

Trx Date: The date of the transaction.

Due Date: The due date of this transaction.

Cur: The currency of this transaction.

Open Orig. Amount: The balance of the transaction in the currency in which it was entered.

Exchange Rate: The exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

Open Func. Amount: The balance of the transaction, valuated at the exchange rate used when the transaction was approved.

EOP Rate: The End–Of–Period rate. This is the rate that the report uses to revaluate the balance of the transaction.

EOP Open Amount: The balance of the transaction, revaluated using the EOP rate.

Open Revaluated Amount: Receivables uses the lower of the Open Functional Amount and the Open EOP Amount to determine the market value of the open item.

Difference: The difference between the Open Functional Amount and the EOP Open Amount for each receivables Accounting Flexfield and the difference between the Open Functional Amount and the Open Revaluated Amount.

Summary: Receivables sums the differences between the original and revaluated balance for each receivables account, for each balancing segment value, and for the entire report.

Ordering and Grouping Rules Listing

Use this report to review the Ordering and Grouping rules you created in the Grouping Rules and the Invoice Line Ordering Rules windows. AutoInvoice uses these rules for ordering lines and grouping transactions when creating transactions.

Report Parameters

Create Grouping Rules Report: Choose whether to include grouping rules in this report.

Create Ordering Rules Report: Choose whether to include ordering rules in this report.

Grouping Rule Name Range: Select and print report information from the grouping rule name range you specify.

Ordering Rule Name Range: Print report information from the ordering rule name range you specify.

Ordering Rules Column Headings

Sequence: The sequence numbers in this column indicate the priority of the transaction attribute.

Transaction Attribute: The transaction attributes that you specified. These attributes determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.

Type: Ascending or Descending, depending on the type you specified.

Grouping Rules Row Headings

Ordering Rule: The invoice line ordering rule for this grouping rule. The invoice line ordering rule tells AutoInvoice how to order transactions within this grouping rule.

Transaction Class: The transaction class that you defined for this grouping rule. The valid values for class are: Invoice, Debit Memo, and Credit Memo.

Grouping Rules Column Headings:

Optional Grouping Characteristics: Any additional transaction attributes you specified to group your transactions.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Grouping Rules: page 2 – 104

Invoice Line Ordering Rules: page 2 – 102

Other Applications Report

Use this report to review all invoices against guarantees, invoices against deposits, and credit memos against invoices, guarantees, and deposits.

Report Headings

Postable: A Yes or No indicates whether the invoices, credit memos, deposits, and guarantees on this page of the report can post to your general ledger. Receivables prints all postable items first.

GL Date from (Date) to (Date): The general ledger date range you entered for your report option.

Row Headings

Postable Total: The total of all the transactions in your report that you can post to your general ledger.

Type Subtotal: The subtotal of all amounts by the Applied From type.

Report Grand Total: The grand total functional applied amounts for this report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Past Due Invoice Report

Use this report to view information about your customer's past due invoices, debit memos, deposits, chargebacks, and guarantees.

Report Headings

As of: The date Receivables used to compare against the due date to determine if the invoice is past due. This date prints on each page of your report.

Balance Due From (Amount) to (Amount): The balance due range you specified in the report parameters.

Currency: The currency code for past due items on this page.

Days Past Due From (Date) to (Date): The days past due range you specified in the report parameters.

Order By: The option you chose to sort information for this report.

Row Heading

Total for Currency: The total for all invoices, debit memos, chargebacks, deposits, credit memos, guarantees, and on–account credits by currency. The Past Due Invoice report does not include on–account cash or unapplied cash. You can review on–account and unapplied cash in the On–Account / Unapplied Payments Balance report.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Reviewing a Customer Account: page 5 – 2

Payment Terms Listing

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Payment Terms: page 2 – 80

Print Invoice Reports

Use the Print Invoices window to submit your invoices, debit memos, chargebacks, deposits, guarantees, invoices against deposits, invoices against guarantees, credit memos, on–account credits, and adjustments for printing. You can print a batch of invoices, new invoices, selected invoices, and adjustments.

Report Parameters

Invoice Print Batch of Invoices: Choose this option to display Batch, Transaction Class, Transaction Type, Tax Registration Number, and Open Invoices Only in your report.

Invoice Print New Invoices: Choose this option to display Transaction Type, Transaction Class, Print Date, Installment Number, Open Invoices Only and Tax Registration Number in your report.

Invoice Print Preview Report: Choose this option to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, on–account credits that will print if you specify these report parameters.

Invoice Print Selected Invoices: Choose this option to display Transaction Class, Transaction Type, Transaction Number, Print Date, Customer Class, Customer, Installment Number, Open Invoices Only, and Tax Registration Number.

Print Adjustments: Choose this option to display Adjustment Number, Transaction Number, and Tax Registration Number in your report. This option lets you print specific adjustments if your customer needs to see an adjustment made on one of their debit items.

Report Parameters

Adjustment Number: Receivables displays report information for the adjustment number range that you specify.

Batch: Receivables displays report information for the batch you specify.

Customer Class: Receivables displays report information for the customer class that you specify.

Customer: Receivables displays report information for the customer name that you specify.

Installment Number: For transactions with split payment terms, you can specify the installment number. To print all installments, do not enter an installment number.

Open Invoices Only: Specify whether to print only open debit items. The default value is Yes.

Order By: Receivables displays report information in the order you specify. Choose one from the following options:

- Adjustment Number
- Customer
- Postal Code
- Transaction Number

Print Date: Receivables displays report information from the print date range you specify. The print date is the transaction date unless you have specified print lead days on your payment term, in which case the print date is the number of lead days before your transaction due date.

Print Option: Select which invoice you want Receivables to include in your preview. Choose one of the following options:

- A Batch of Invoices
- Adjustments
- All New Invoices
- Print and Reprint Specific Invoices

Tax Registration Number: Receivables displays your tax registration number on each printed transaction. The default is the tax registration number that you entered in the QuickCash window.

Transaction Class: Receivables displays report information for the transaction class that you specify. You can choose Chargeback, Credit Memo, Debit Memo, Deposit, Guarantee, or Invoice.

Transaction Number: Receivables displays report information from the transaction number range you specify.

Transaction Type: Receivables displays report information for the transaction type that you specify.

Tax Options

Receivables lets you specify how tax amounts will print on your invoices and debit memos. When you define and maintain your customer profiles, you can specify the tax printing option for each site or customer. If you do not specify tax printing options for your customer or their sites, Receivables uses the value you entered in the Quick Receipts window. You can choose the from the following options:

Itemize by line	Choose this option to itemize tax information for each invoice line. Receivables displays this information after each invoice line.
Summarize by tax code	Choose this option to display all tax information under the Tax Summary by Tax Code heading. If you have two tax lines with the same tax code, rate, exemption and precedence number, Receivables will group them together.
Itemize and Summarize	Choose this option to display both itemized and summarized tax information.
Total tax only	Choose this option to display only the total tax amount at the bottom of the document.
European Tax Format	Choose this option to print tax information in the following format: Tax rates printed as the last column of invoice lines, freight items printed last, and the taxable amount with the summarized tax codes printed at the end of the invoice.

Enabling the Print Tax Yes/No Flag

There is a Tax field in the report which is controlled by a hidden SRS parameter, Print Tax Yes / No Flag. This parameter is hidden because it has been included for compatibility with Release 9 only. If you set the parameter to Yes, an X will print in the Tax field if the line has tax associated with it. If the parameter is set to No, this field will always be blank.

Since you cannot set any values for this parameter through the regular SRS screen, follow the procedure described below to set the Print Tax Yes / No Flag to Yes:

- Choose the Application Developer responsibility and navigate to the Concurrent Programs window.
- Query each of the invoice print programs by entering RAXINV% in the Short Name field.
- For each program in turn except for RAXINVAD and RAXINVPR, go to the Concurrent Program Details region and choose Parameters.
- Do several Field Nexts until you reach the Default Value field.
- Do a Field Edit and change the value from 'N' to 'Y'.
- Save your work.

Report Headings

Back Order: (Receivables does not populate this column.)

Bill–To: The bill–to customer and address for this transaction.

Currency Code: The currency code for this transaction.

Customer Contact: The customer's contact.

Customer Number: The identification number for the customer on this transaction.

Date: The transaction date.

Description: The item description for each item on the transaction.

Due Date: The date that payment for this transaction is due.

Extended Amount: The total amount for this item. This total is the quantity shipped times the unit price.

Extended Amount: The total amount for this item. This total is the quantity shipped times the unit price.

Invoice/Credit Memo/Guarantee/Adjustment: Receivables prints the type of transaction in the upper right hand corner of the report to signify whether this is an invoice, credit memo, guarantee or adjustment. Receivables prints 'Invoice' for invoices, debit memos and deposits and 'Credit Memo' for credit memos and on–account credits.

Item No: The number for the items on this transaction. The first item has an item number of 1 and each following item is numbered sequentially.

Location Number: A number for the location of this customer.

Number: The transaction number.

Our Reference: The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

Our Reference: The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

Page: The page number of this transaction. The page number is displayed in the following format: 'X of Y' where X is the page of this transaction and Y is the total number of pages for this transaction.

Purchase Order Number: The purchase order number from your customer for this invoice.

Quantity Ordered: Receivables displays the number of units that were originally ordered for this item.

Quantity Shipped: The number of units that were shipped and are being invoiced on this transaction.

Remit To: The address where your customers send their receipts.

Sales Order Number: The sales order number with which this invoice is associated.

Salesperson: The primary salesperson for this transaction.

Ship Date: The date that the items on this transaction were shipped.

Ship–To: The ship–to customer and address for this transaction.

Shipping Reference: The shipping reference number for this transaction.

Shipping/Handling: The shipping and handling charges for this transaction.

Special Instructions: Any special instructions that you have entered for this transaction.

Subtotal: The subtotal of the line items for this transaction.

Tax Registration Number: The tax registration number for this transaction.

Tax: Receivables displays a 'Y' if tax was charged on this line and an 'N' if tax was not charged on this line.

Terms: The payment terms for this transaction.

Total: The total of all line items, tax, and shipping charges for this transaction.

Transaction Description: A description of the transaction.

Unit Price: The price for one unit of this item.

See Also

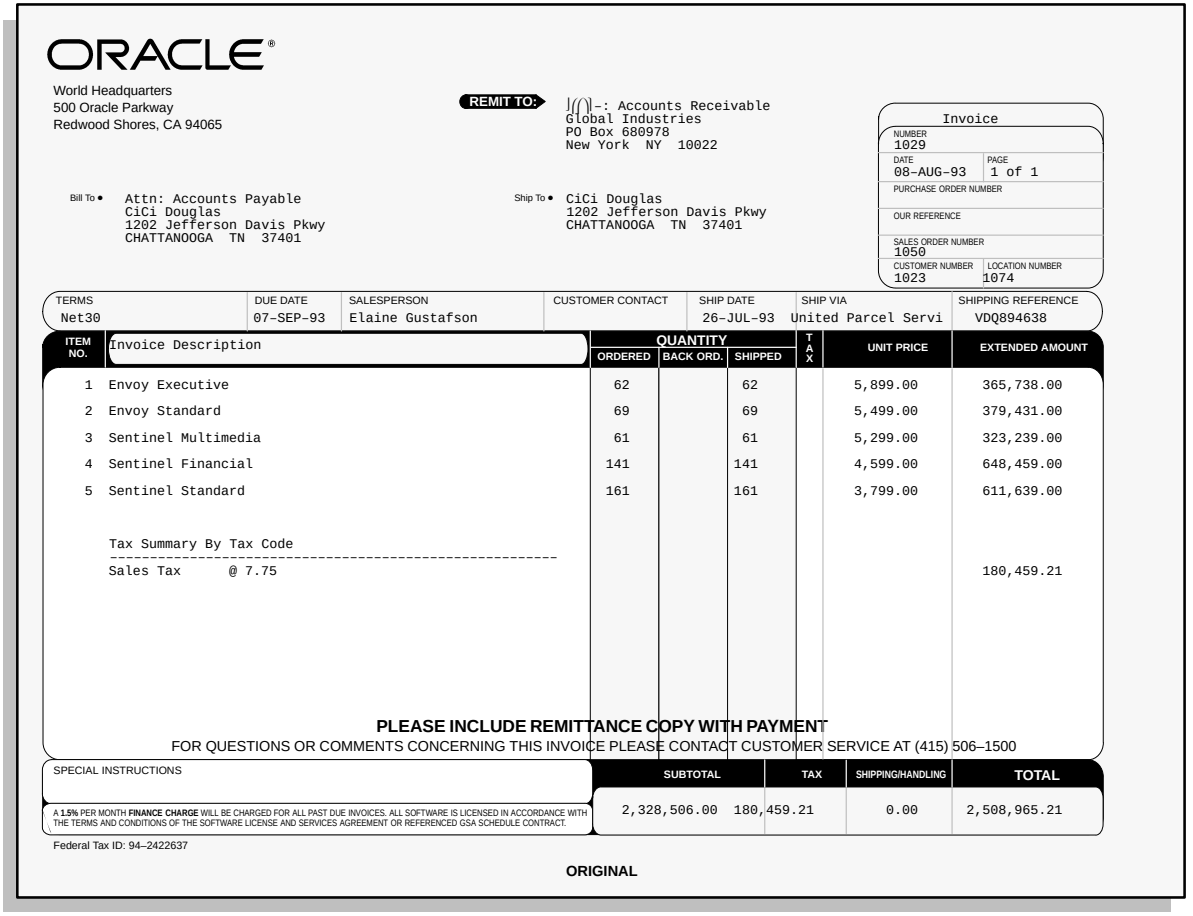
Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Printing Transactions: page 6 – 45

Invoice with Tax

Figure 9 – 4



ORACLE®

World Headquarters
500 Oracle Parkway
Redwood Shores, CA 94065

REMIT TO: Accounts Receivable
Global Industries
PO Box 680978
New York NY 10022

Invoice

NUMBER 1029
DATE 08–AUG–93 | PAGE 1 of 1
PURCHASE ORDER NUMBER
OUR REFERENCE
SALES ORDER NUMBER 1050
CUSTOMER NUMBER 1023 | LOCATION NUMBER 1074

Bill To • Attn: Accounts Payable
CiCi Douglas
1202 Jefferson Davis Pkwy
CHATTANOOGA TN 37401

Ship To • CiCi Douglas
1202 Jefferson Davis Pkwy
CHATTANOOGA TN 37401

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
Net30	07–SEP–93	Elaine Gustafson		26–JUL–93	United Parcel Servi	VDQ894638

ITEM NO.	Invoice Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT
1	Envoy Executive	62		62		5,899.00	365,738.00
2	Envoy Standard	69		69		5,499.00	379,431.00
3	Sentinel Multimedia	61		61		5,299.00	323,239.00
4	Sentinel Financial	141		141		4,599.00	648,459.00
5	Sentinel Standard	161		161		3,799.00	611,639.00

Tax Summary By Tax Code

Sales Tax	@ 7.75	180,459.21

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT

FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS

A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

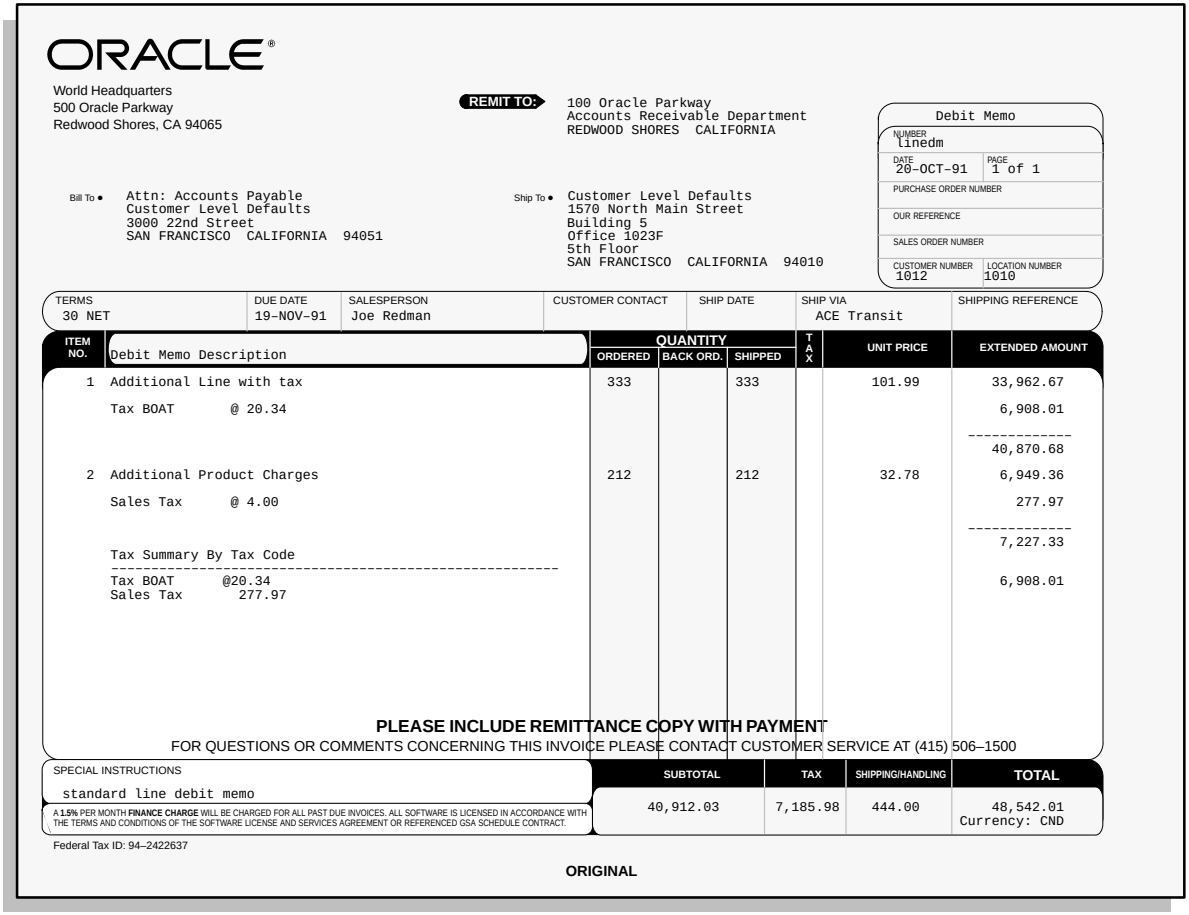
SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
2,328,506.00	180,459.21	0.00	2,508,965.21

Federal Tax ID: 94–2422637

ORIGINAL

Debit Memo with Tax

Figure 9 – 5



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Redwood Shores, CA 94065

REMIT TO: 100 Oracle Parkway
Accounts Receivable Department
REDWOOD SHORES CALIFORNIA

Debit Memo
NUMBER linedm
DATE 20–OCT–91 | PAGE 1 of 1
PURCHASE ORDER NUMBER
OUR REFERENCE
SALES ORDER NUMBER
CUSTOMER NUMBER 1012 | LOCATION NUMBER 1010

Bill To • Attn: Accounts Payable
Customer Level Defaults
3000 22nd Street
SAN FRANCISCO CALIFORNIA 94051

Ship To • Customer Level Defaults
1570 North Main Street
Building 5
Office 1023F
5th Floor
SAN FRANCISCO CALIFORNIA 94010

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
30 NET	19–NOV–91	Joe Redman			ACE Transit	

ITEM NO.	Debit Memo Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT
1	Additional Line with tax	333		333		101.99	33,962.67
	Tax BOAT @ 20.34						6,908.01
							40,870.68
2	Additional Product Charges	212		212		32.78	6,949.36
	Sales Tax @ 4.00						277.97
							7,227.33

Tax Summary By Tax Code

Tax BOAT	@20.34	6,908.01
Sales Tax	277.97	

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT

FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS
standard line debit memo

A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

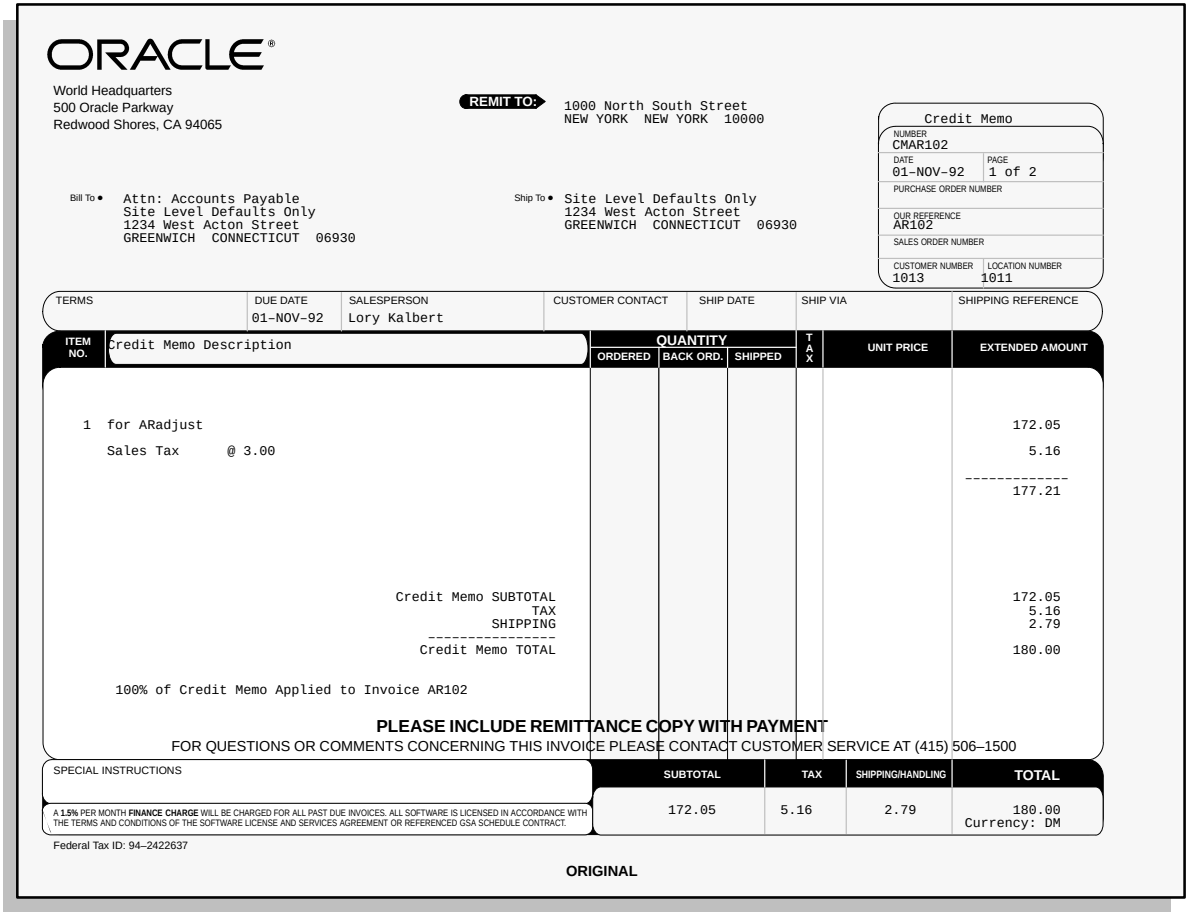
SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
40,912.03	7,185.98	444.00	48,542.01 Currency: CND

Federal Tax ID: 94–2422637

ORIGINAL

Credit Memo

Figure 9 – 6



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REMIT TO: 1000 North South Street
NEW YORK NEW YORK 10000

Credit Memo
NUMBER CMAR102
DATE 01–NOV–92 | PAGE 1 of 2
PURCHASE ORDER NUMBER
OUR REFERENCE AR102
SALES ORDER NUMBER
CUSTOMER NUMBER 1013 | LOCATION NUMBER 1011

Bill To • Attn: Accounts Payable
Site Level Defaults Only
1234 West Acton Street
GREENWICH CONNECTICUT 06930

Ship To • Site Level Defaults Only
1234 West Acton Street
GREENWICH CONNECTICUT 06930

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
	01–NOV–92	Lory Kalbert				

ITEM NO.	Credit Memo Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT
1	for ARadjust						172.05
	Sales Tax @ 3.00						5.16
							177.21

Credit Memo SUBTOTAL	172.05
TAX	5.16
SHIPPING	2.79
Credit Memo TOTAL	180.00

100% of Credit Memo Applied to Invoice AR102

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT

FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS

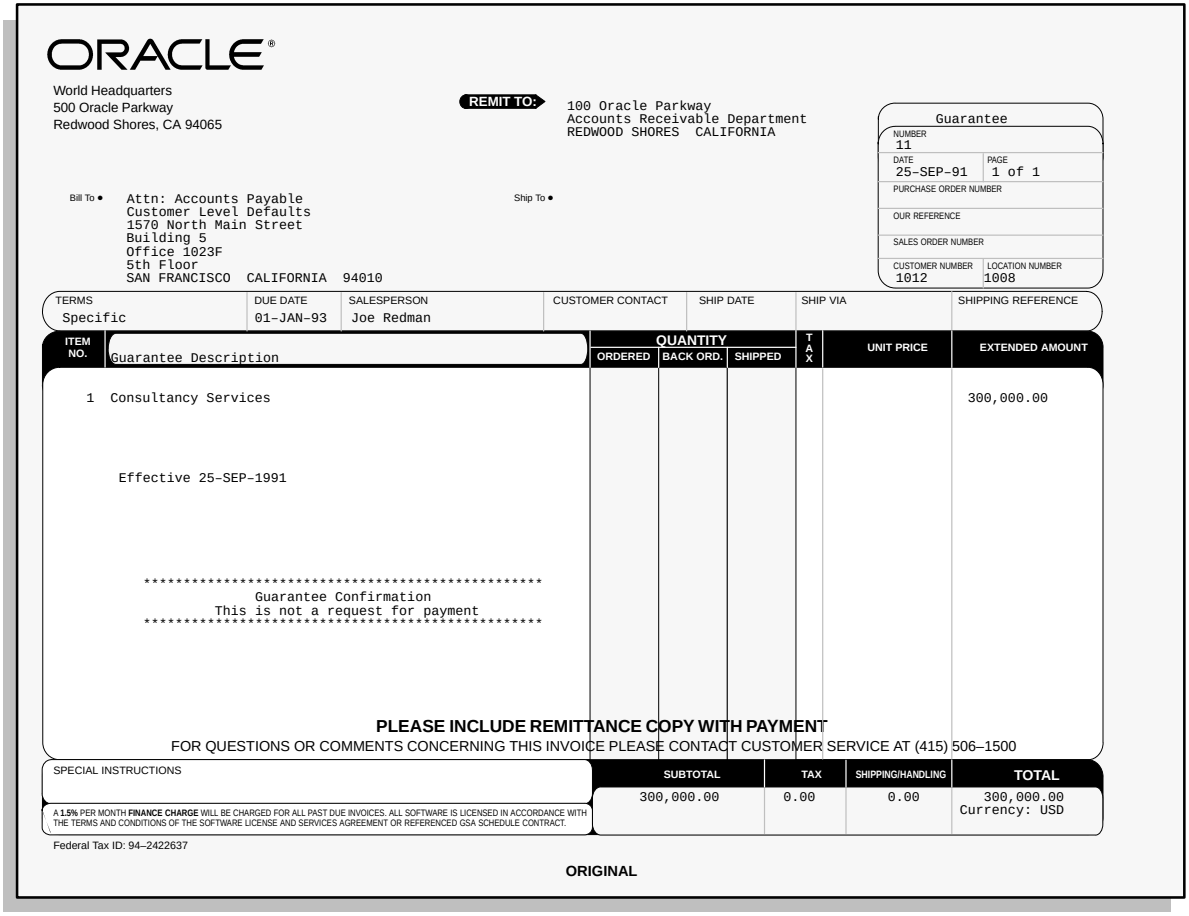
A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
172.05	5.16	2.79	180.00 Currency: DM

Federal Tax ID: 94–2422637

ORIGINAL

Figure 9 – 7



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Redwood Shores, CA 94065

REMIT TO: 100 Oracle Parkway
Accounts Receivable Department
REDWOOD SHORES CALIFORNIA

Guarantee
NUMBER 11
DATE 25–SEP–91 | PAGE 1 of 1
PURCHASE ORDER NUMBER
OUR REFERENCE
SALES ORDER NUMBER
CUSTOMER NUMBER 1012 | LOCATION NUMBER 1008

Bill To • Attn: Accounts Payable
Customer Level Defaults
1570 North Main Street
Building 5
Office 1023F
5th Floor
SAN FRANCISCO CALIFORNIA 94010

Ship To •

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
Specific	01–JAN–93	Joe Redman				

ITEM NO.	Guarantee Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT
1	Consultancy Services						300,000.00

Effective 25–SEP–1991

****
Guarantee Confirmation
This is not a request for payment
****

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS

A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

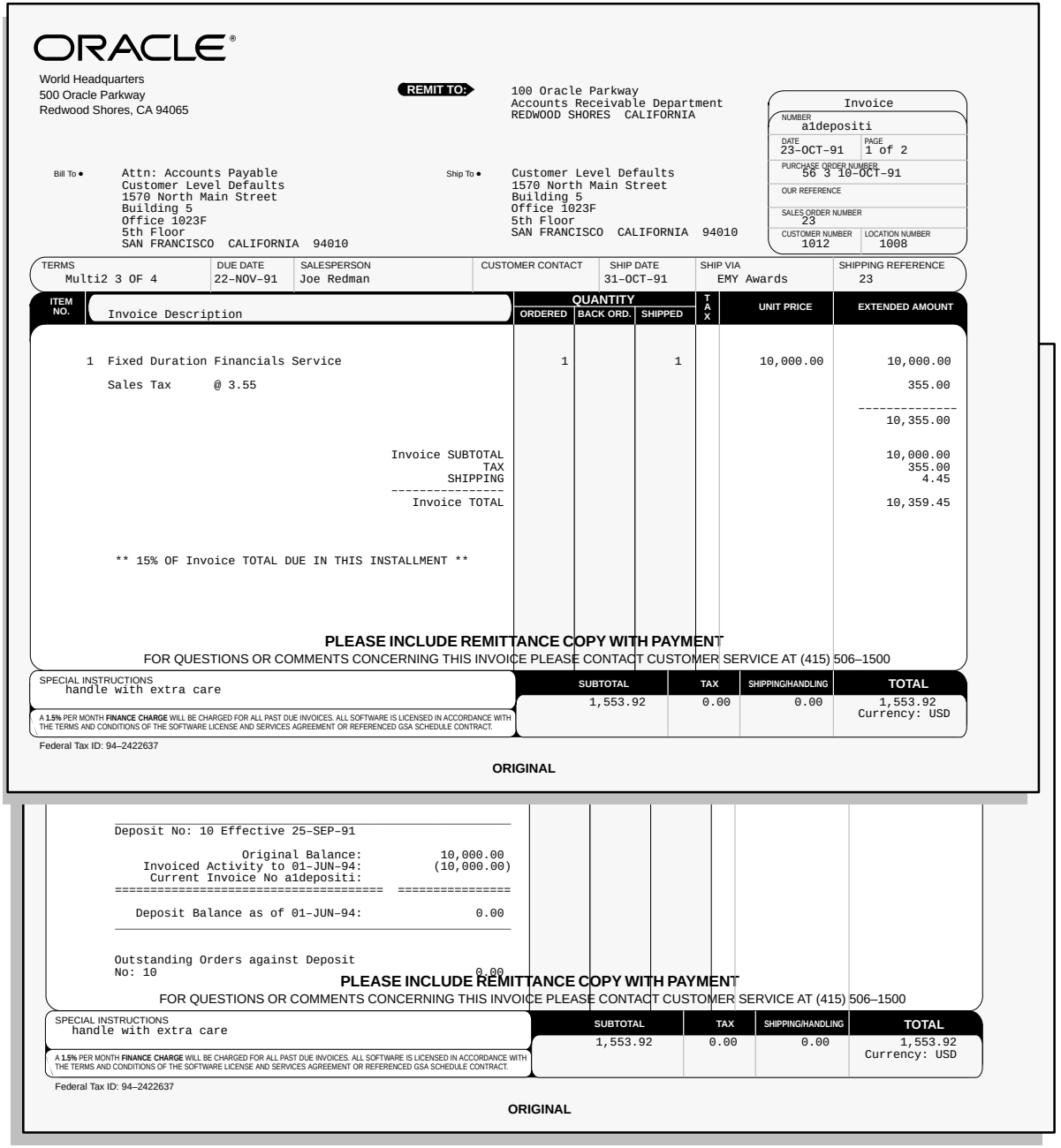
SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
300,000.00	0.00	0.00	300,000.00 Currency: USD

Federal Tax ID: 94–2422637

ORIGINAL

Invoice Against a Commitment

Figure 9 – 8



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Redwood Shores, CA 94065

REMIT TO: 100 Oracle Parkway
Accounts Receivable Department
REDWOOD SHORES CALIFORNIA

Invoice
NUMBER a1depositi
DATE 23–OCT–91 | PAGE 1 of 2
PURCHASE ORDER NUMBER 56 3 10–OCT–91
OUR REFERENCE
SALES ORDER NUMBER 23
CUSTOMER NUMBER 1012 | LOCATION NUMBER 1008

Bill To • Attn: Accounts Payable
Customer Level Defaults
1570 North Main Street
Building 5
Office 1023F
5th Floor
SAN FRANCISCO CALIFORNIA 94010

Ship To • Customer Level Defaults
1570 North Main Street
Building 5
Office 1023F
5th Floor
SAN FRANCISCO CALIFORNIA 94010

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
Multi2 3 OF 4	22–NOV–91	Joe Redman		31–OCT–91	EMY Awards	23

ITEM NO.	Invoice Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT
1	Fixed Duration Financials Service	1		1		10,000.00	10,000.00
	Sales Tax @ 3.55						355.00
							10,355.00

Invoice SUBTOTAL	10,000.00
TAX	355.00
SHIPPING	4.45
Invoice TOTAL	10,359.45

** 15% OF Invoice TOTAL DUE IN THIS INSTALLMENT **

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT

FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS
handle with extra care

SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
1,553.92	0.00	0.00	1,553.92 Currency: USD

A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

Federal Tax ID: 94–2422637

ORIGINAL

Deposit No: 10 Effective 25–SEP–91

Original Balance:	10,000.00
Invoiced Activity to 01–JUN–94:	(10,000.00)
Current Invoice No a1depositi:	
Deposit Balance as of 01–JUN–94:	0.00

Outstanding Orders against Deposit No: 10 0.00

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT

FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS
handle with extra care

SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
1,553.92	0.00	0.00	1,553.92 Currency: USD

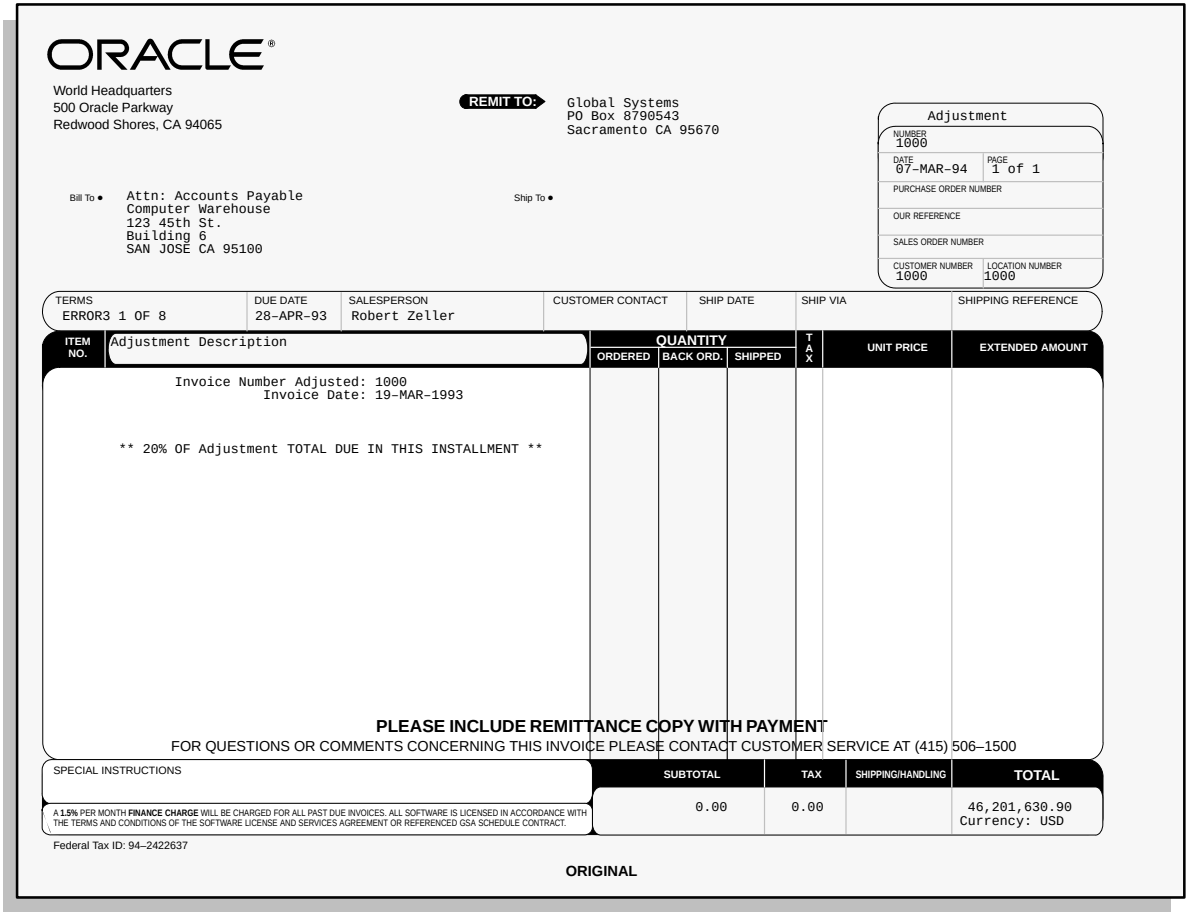
A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

Federal Tax ID: 94–2422637

ORIGINAL

Adjustments

Figure 9 – 9



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World Headquarters
500 Oracle Parkway
Redwood Shores, CA 94065

REMIT TO: Global Systems
PO Box 8790543
Sacramento CA 95670

Adjustment
NUMBER 1000
DATE 07–MAR–94 | PAGE 1 of 1
PURCHASE ORDER NUMBER
OUR REFERENCE
SALES ORDER NUMBER
CUSTOMER NUMBER 1000 | LOCATION NUMBER 1000

Bill To • Attn: Accounts Payable
Computer Warehouse
123 45th St.
Building 6
SAN JOSE CA 95100

Ship To •

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
ERROR3 1 OF 8	28–APR–93	Robert Zeller				

ITEM NO.	Adjustment Description	QUANTITY ORDERED	QUANTITY BACK ORD.	QUANTITY SHIPPED	TAX	UNIT PRICE	EXTENDED AMOUNT

Invoice Number Adjusted: 1000
Invoice Date: 19–MAR–1993

** 20% OF Adjustment TOTAL DUE IN THIS INSTALLMENT **

PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506–1500

SPECIAL INSTRUCTIONS

A **1.5%** PER MONTH **FINANCE CHARGE** WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
0.00	0.00		46,201,630.90 Currency: USD

Federal Tax ID: 94–2422637

ORIGINAL

Projected Gains and Losses Report

Use this report to review open foreign currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify. Receivables compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss. Receivables automatically sorts report information by customer name and then by invoice type for each customer.

Receivables prints the total debit item foreign currency amount for each invoice type, by currency. Additionally, Receivables prints the unrealized gain or loss for each transaction type and subtotals for each transaction type and customer. This report includes a Currency Totals section so you can review your unrealized gain and loss totals by currency.

Report Parameters

Customer Name: Receivables prints your report information between the low value and high values you specify for your customer name range.

Customer Number: Receivables prints your report information between the low value and high values you specify for your customer number range.

Exchange Rate Date: The date that corresponds to the exchange rate to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. For example, if you are using the Spot rate for June 1, 1991, enter 01–Jun–91 here. If you are using Period Average as your rate type, enter a date that is within the receivables accounting period for the Period Average rate you defined. If you enter a rate type and rate date that does not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency. The default is the current date.

Exchange Rate Type: The rate type you want to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. If you enter a rate type and rate date that do not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency.

Foreign Currency: Receivables prints your report information for the currency code that you specify.

GL Date: Receivables prints your report information from the debit item GL date range that you specify.

Transaction Type: Receivables prints your report information for the transaction type you enter.

Report Headings

Functional Currency: The functional currency code for your set of books. Your functional currency is the currency for your set of books.

GL Date between (Date) and (Date): The GL date range you specified in the report parameters.

Order By: Receivables automatically prints customer as the sort by option for this report.

Row Headings

Total for Type: (Type): The total unrealized gain and unrealized loss for each transaction type and customer.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Receipt Analysis – Days Late Report

Use this report to review your customer receipts. You can easily see which customers are constantly past due with their receipts. This report provides details of each receipt by customer, including the receipt number, amount paid, and days late. Receivables also calculates the weighted average days late for each customer so you can see how costly the late receipts are to your company.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information in this report using the value of the Alternate Name field in the Customers window.

Report Headings

Transaction Date Between (Date) and (Date): The transaction date range you specified in the report parameters.

Order By: Your sort by option for this report. You can only order by customer or Alternate name.

Row Headings

Average Days Late: The average days late for receipt by customer and currency.

Currency: The currency used by each customer. If your customer uses more than one currency, Receivables displays each currency separately.

Weighted Average Days Late: Receivables prints the weighted average days late for receipts within the date range by customer and currency. Use average weighted days late to see the average amount that past due debit items cost you.

$$\textbf{Weighted Average Days Late} = \frac{\textbf{Amount * Days Late}}{\textbf{Average Days Late}}$$

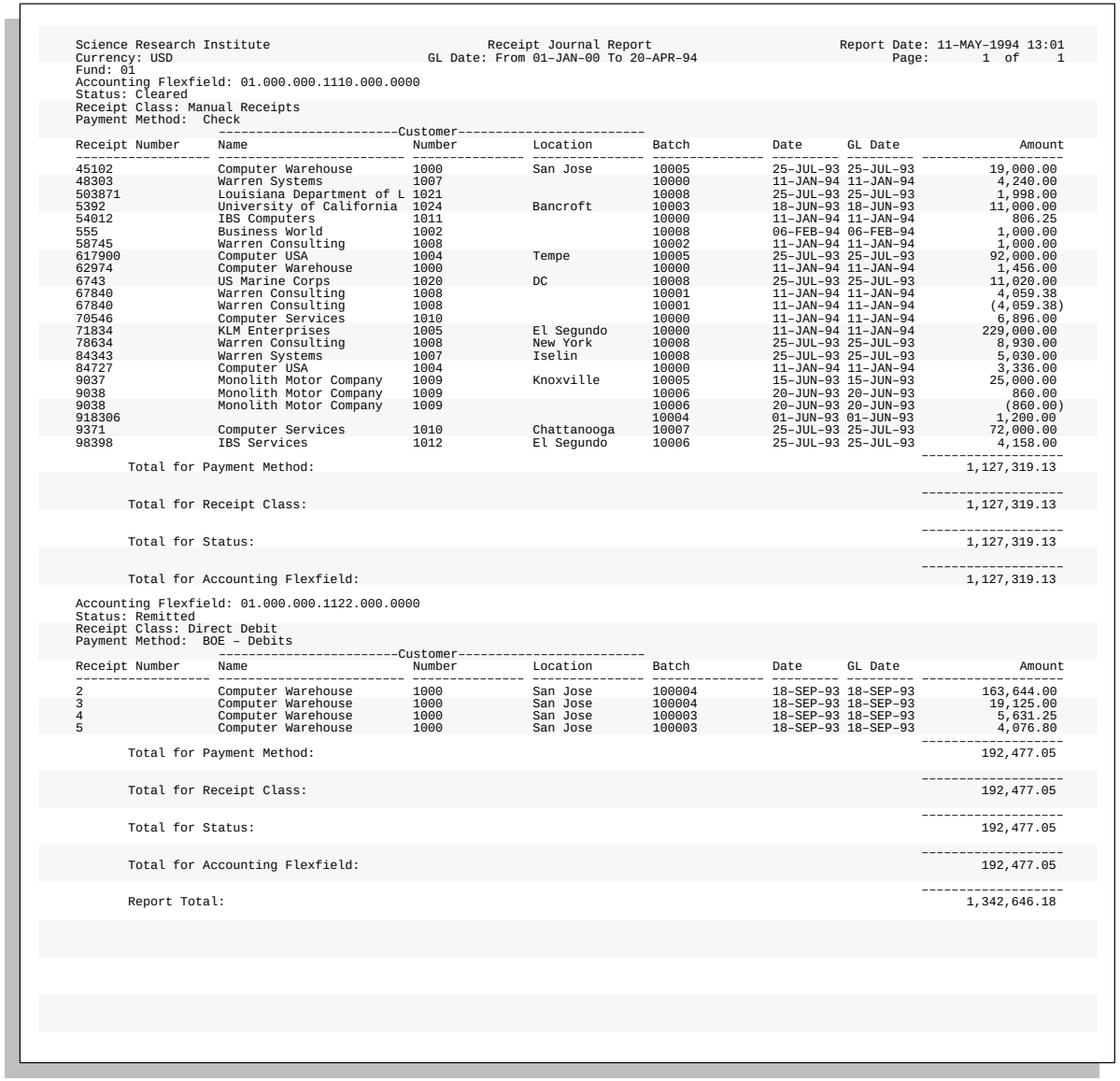
See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Receipt Journal Report

Figure 9 – 10



Science Research Institute — Receipt Journal Report — Report Date: 11-MAY-1994 13:01
Currency: USD — GL Date: From 01-JAN-00 To 20-APR-94 — Page: 1 of 1
Fund: 01
Accounting Flexfield: 01.000.000.1110.000.0000
Status: Cleared
Receipt Class: Manual Receipts
Payment Method: Check

Receipt Number	Customer Name	Customer Number	Location	Batch	Date	GL Date	Amount
45102	Computer Warehouse	1000	San Jose	10005	25-JUL-93	25-JUL-93	19,000.00
48303	Warren Systems	1007		10000	11-JAN-94	11-JAN-94	4,240.00
503871	Louisiana Department of L	1021		10008	25-JUL-93	25-JUL-93	1,998.00
5392	University of California	1024	Bancroft	10003	18-JUN-93	18-JUN-93	11,000.00
54012	IBS Computers	1011		10000	11-JAN-94	11-JAN-94	806.25
555	Business World	1002		10008	06-FEB-94	06-FEB-94	1,000.00
58745	Warren Consulting	1008		10002	11-JAN-94	11-JAN-94	1,000.00
617900	Computer USA	1004	Tempe	10005	25-JUL-93	25-JUL-93	92,000.00
62974	Computer Warehouse	1000		10000	11-JAN-94	11-JAN-94	1,456.00
6743	US Marine Corps	1020	DC	10008	25-JUL-93	25-JUL-93	11,020.00
67840	Warren Consulting	1008		10001	11-JAN-94	11-JAN-94	4,059.38
67840	Warren Consulting	1008		10001	11-JAN-94	11-JAN-94	(4,059.38)
70546	Computer Services	1010		10000	11-JAN-94	11-JAN-94	6,896.00
71834	KLM Enterprises	1005	El Segundo	10000	11-JAN-94	11-JAN-94	229,000.00
78634	Warren Consulting	1008	New York	10008	25-JUL-93	25-JUL-93	8,930.00
84343	Warren Systems	1007	Iselin	10008	25-JUL-93	25-JUL-93	5,030.00
84727	Computer USA	1004		10000	11-JAN-94	11-JAN-94	3,336.00
9037	Monolith Motor Company	1009	Knoxville	10005	15-JUN-93	15-JUN-93	25,000.00
9038	Monolith Motor Company	1009		10006	20-JUN-93	20-JUN-93	860.00
9038	Monolith Motor Company	1009		10006	20-JUN-93	20-JUN-93	(860.00)
918306				10004	01-JUN-93	01-JUN-93	1,200.00
9371	Computer Services	1010	Chattanooga	10007	25-JUL-93	25-JUL-93	72,000.00
98398	IBS Services	1012	El Segundo	10006	25-JUL-93	25-JUL-93	4,158.00
	Total for Payment Method:						1,127,319.13
	Total for Receipt Class:						1,127,319.13
	Total for Status:						1,127,319.13
	Total for Accounting Flexfield:						1,127,319.13

Accounting Flexfield: 01.000.000.1122.000.0000
Status: Remitted
Receipt Class: Direct Debit
Payment Method: BOE – Debits

Receipt Number	Customer Name	Customer Number	Location	Batch	Date	GL Date	Amount
2	Computer Warehouse	1000	San Jose	100004	18-SEP-93	18-SEP-93	163,644.00
3	Computer Warehouse	1000	San Jose	100004	18-SEP-93	18-SEP-93	19,125.00
4	Computer Warehouse	1000	San Jose	100003	18-SEP-93	18-SEP-93	5,631.25
5	Computer Warehouse	1000	San Jose	100003	18-SEP-93	18-SEP-93	4,076.80
	Total for Payment Method:						192,477.05
	Total for Receipt Class:						192,477.05
	Total for Status:						192,477.05
	Total for Accounting Flexfield:						192,477.05
	Report Total:						1,342,646.18

Use this report to review details of receipts that appear in your Journal Entry report. The Journal Entries report shows the receipt numbers that contribute to a particular GL account. Using the receipt number you can see the detailed information on the Receipt Journal report.

Report Parameters

Account Range: Receivables prints your report information for the account range that you specify.

Company Range: Receivables prints your report information for the company range that you specify.

Currency: Receivables prints your report information for the currency code you specify. If you do not specify a currency, the report displays all amounts in the functional currency.

GL Date Range: Receivables prints your report information for the GL date range that you specify.

Order By: Choose how you want Receivables to sort your information. Choose from the following:

- Accounting Flexfield
- Type

Payment Method: The payment method for which this report is generated. If you do not specify payment method, Receivables prints information for all the payment methods associated with the specified receipt class.

Receipt Class: The receipt class for which this report is generated. If you do not specify a receipt class, Receivables prints information for all receipt classes.

Report Mode: The mode in which to print the report. If run in Balance mode, Receivables displays receipts only in their last status. If run in Transaction mode, Receivables displays every transaction entering and leaving each status. For example, if a receipt that had been remitted is now cleared, it will appear in both the remitted status and the cleared status of the report. In the remitted status it will appear as entering the status (as a positive amount) as well as leaving the status (as a negative amount). The net effect being a zero balance in the remittance account.

Type: The account type for which this report is generated. Type options include:

- Bank Charges
- Cash
- Confirmation
- Factor
- Remittance

- Short Term Debt

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Receipt Promises Report

Use this report to review collector call information for invoices, debit memos, and chargebacks with promise dates and promise amounts entered through the Customer Calls window. You can easily see what commitments your customers made and decide what follow–up action to take.

You can submit this report from either the Print Collection Reports or the Submit Request windows.

Report Headings

Collector: Receivables prints the collector above all items belonging to this collector.

Currency: Receivables prints the currency above all items belonging to this currency.

Promise Date From (Date) to (Date): Receivables prints the promise date range, if you entered one.

Promise Date: Receivables prints the promise date above all items belonging to this date.

Row Headings

Sum for Collector: The totals by collector for the promise amount and the total amount collected.

Sum for Currency: The totals by each currency for the promise amount and the total amount collected.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Customer Calls: page 5 – 20

Receipt Register

Use this report to review a list of receipts for the date range that you specify.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

Report Headings

Company: Receivables prints the company above all receipts belonging to this company.

Currency: Receivables prints the currency above all receipts belonging to this currency. Receivables creates separate pages for different currencies.

GL Date (Date) to (Date): The receipt general ledger date range, if you entered one.

Order By: The report parameter you chose to sort information in this report.

Row Headings

Other: The total amount of non–invoice related receipts within this company.

Total for Company: The total amount of invoice–related and non–invoice related receipts for each company.

Total for Currency: The total amounts for all amounts as well as the total amount of all receipts by currency.

Total for customer: The total amount of invoice related receipts for each customer.

Total for Invoice Related Cash Receipts: The total amount of all invoice–related receipts by currency.

Total for Miscellaneous Transactions: The total amount of all non–invoice related receipts by currency.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Enter Receipts: page 4 – 2

Receipts Awaiting Bank Clearance

Use this report to review a list of receipts that are waiting to be cleared by your remittance bank. This includes automatic and manual receipts that have been remitted but not cleared and have bank clearance as a step for the receipt class. Also, automatic and manual receipts that have been confirmed and require bank clearance, but do not require remittance as a step for the receipt class will be included in this report.

Report Parameters

Bank Account Name: The name of a bank account you want used to select receipts for this report. If you do not select a bank account Receivables includes information for all bank accounts.

Currency: The currency you want used to select receipts for this report.

Maturity Date Range: A maturity date range for the receipts you want to include in this report.

Order By: Select the option you want Receivables to use to sort your information from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

Payment Method: The payment method you want used to select receipts for this report. If you do not select a method Receivables includes information for all payment methods

Remittance Amount Range: The amount range for the receipts you want to include in this report

Remittance Method: The remittance method you want used to select receipts for this report. If you do not select a method, Receivables includes information for all remittance methods.

See Also

Running Standard Reports and Listings: page 9 – 2

Receipts Awaiting Remittance Report

Use this report to review a list of manual and automatic receipts that are awaiting remittance to your bank. Before an automatic receipt can be included in this report, it must be confirmed or created as confirmed, and the receipt class assigned to it must have Require Remittance set to Yes. Before a manual receipt can be included in this report, the receipt class assigned to it must have Require Remittance set to Yes. You can review all receipts waiting to be sent to your remittance bank or receipts that are in different stages of the remittance process.

Once a receipt has been approved for remittance it will no longer be displayed in this report.

Receipts that have started, but not yet completed, the creation or approval process also appear in this report.

Selected Report Parameters

Summarize: Enter Yes to print information in summary format.

Bank Account Name: Receivables prints report information for the bank account name that you specify.

Currency: Receivables prints report information for the currency that you specify.

Maturity Date: Receivables prints report information from the maturity date range that you specify.

Order By: The option you want Receivables to use to sort your information. Choose from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

Payment Method: Receivables prints report information for the payment method that you specify.

Remittance Amount: Receivables prints report information from the remittance amount range that you specify.

Remittance Method: Receivables prints report information for the remittance method that you specify.

Status: Choose the status of the Invoices to include in your report from the following:

Available for Remittance	Include automatic receipts that have been confirmed but not yet selected for remittance and have a receipt class of Require Remittance set to Yes. This option will also include automatic receipts that have been approved and have a receipt class of Require Confirmation set to No, but have not yet been selected for remittance and have receipt class of Require Remittance set to Yes. Additionally, manual receipts that have a receipt class with Require Remittance set to Yes will also be included.
Creation Completed	Include receipts that have been selected for remittance but have not been approved.
Deletion Completed	Include receipts that have been deleted.
Started Creation	Include receipts that have started, but not completed, the remittance creation process.
Started Approval	Include receipts that have started, but not completed, the remittance approval process.
Started Deletion	Include receipts that have started deletion, but not completed the process.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Receipts Without Sites Report

Use this report to review all receipts that do not have an address assigned to them. The address is required to determine on which bill–to site's statement the receipt should appear.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Receivables Key Indicators – Daily and Summary Reports

Use the Receivables Key Indicators–Daily report to view summary information for a specific accounting period and compare it to another period. You can compare your current period to any prior period. Receivables summarizes all of your transactions for the two periods so you can spot, track, and take action on developing trends.

These reports let you view changes in your receivables activity or measure your employees performance and productivity.

Report Parameters

Accounting Period: Print report information for the current period that you specify.

Currency: Print report information for the currency that you specify.

Prior Accounting Period: Print report information for the previous period that you specify.

Report Headings

Currency: Receivables prints the report by currency and prints the currency denomination at the top of each page.

Period: The current period range for this report.

Prior: Receivables prints the previous period range for this report.

Column Headings – Daily Report

Adjustments: Count: The total number of adjustments for all payment batches with the same entry date.

Adjustments: Amount: The total amount of adjustments for all payment batches with the same entry date.

Averages for period: Batches per day: The average number of payment batches per day for the current period and prior period and the percent change.

Averages for period: Payments per day: The average number of invoices paid per day for the current and prior period and the percent change.

Batches: Cash: The number, amount, and percent changes of cash in your payment batches from the current and prior period.

Customer Exceptions: **On Credit Hold:** The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

Entry Date: The date you entered the receipt batch or adjustment. All payment batches displayed have entry dates within the current period you specified as your selection option. Receivables displays the oldest payment batches first. The entry date may be in a period other than the period that was current when you entered your receipt batch.

New Customers: **Customers:** The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

New Customers: **Locations:** The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

Payment Status: **Applied:** The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

Payment Exceptions: **NSF:** The number, amount, and percent change of non–sufficient fund transactions from the current and prior period.

Row Headings – Detail Report

Percent Change: The percent of change between your prior and current period totals. You define the current and prior periods as your selection option.

Period Totals: The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the current period you specify.

Prior Period Totals: The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the prior period you specify.

Column Headings – Summary Report

Current Period: The number of transactions for the current period that you specify.

Current Period: The total amount of each transaction for the current period that you specify.

Percent Change: The percent change for each transaction amount between your current and prior period.

Percent Change: The percent change of transaction numbers between your current and prior periods.

Prior Period: The number of transactions for the prior period that you specify.

Prior Period: The total amount of each transaction for the prior period that you specify.

Year to Date: The total number of transactions for the year to date.

Year to Date: The total transaction amount year to date.

Row Headings – Detail Report

Adjustments: The number, amount, and percent change for each adjustment activity name for the current and prior period. You define your adjustment activity names in the Receivables Activities window.

Averages for period: Batches per Day: The average number of payment batches per day for the current period and prior period and the percent change.

Averages for Period: Payments per Batch: The average number of payments per receipt batch for the current period and prior period and the percent change.

Averages for period: Payments per Day: The average number of invoices paid per day for the current and prior period and the percent change.

Batches: Cash: The number, amount, and percent changes of cash in your payment batches from the current and prior period.

Batches: QuickCash: The number, amount, and percent change of QuickCash payment batches from the current and prior period.

Currency: Receivables prints this report by currency and prints the currency at the top of each page.

Customer Exceptions: Off Credit Hold: The current number, prior number, percent change, and year to date number of customers off credit hold from the current and prior period.

Customer Exceptions: On Credit Hold: The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

Discounts: Earned Taken: The number, amount, and percent change of earned discounts taken from the current and prior period. An earned discount is a discount you give to a customer who pays prior to the discount date or within the discount grace period. Discounts are determined by the terms you assign to the invoice during invoice entry.

Discounts: Unearned Taken: The number, amount, and percent change of unearned discounts taken from the current and prior period. If you allow unearned discounts, Receivables lets you give your customer the unearned discount if the customer pays after the discount date or after the discount grace period.

New Customers: Customers: The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

New Customers: Locations: The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

Payment Exceptions: NSF: The number, amount, and percent change of non–sufficient fund transactions from the current and prior period.

Payment Exceptions: Reversal: The number, amount, and percent change of payment reversals from the current and prior period.

Payment Exceptions: Stop Payment: The number, amount, and percent change of stop payment transactions from the current and prior period.

Payment Status: Applied: The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

Payment Status: On–Account: The number, amount, and percent change of on–account payments from the current and prior period. On Account payments are payments that you intentionally apply all or part of the payment amount to a customer without reference to an invoice, debit memos, or chargeback.

Payment Status: Unapplied: The number, amount, and percent change of unapplied payments from the current and prior period. Unapplied payments are payments where you know the customer, but you have not applied or placed on–account all or part of the payment. For example, your customer may have invoices to pay, but you cannot identify the invoice to pay.

Payment Status: Unidentified: The number, amount, and percent change of unidentified payments from the current and prior period.

Unidentified payments are payments for which you cannot identify the customer.

Payments: The number, amount, and percent change for different payment methods from the current and prior period.

Receivables: Invoices Due: The number, amount, and percent change of invoices due from the current and prior period.

Receivables: Invoices Past Due: The number, amount, and percent change of invoices that are past due from the current and prior period.

Receivables: New Credits: The number, amount, and percent change of new credit memos from the current and prior period.

Receivables: New Invoices: The number, amount, and percent change of new invoices from the current and prior period.

Total Adjustments: The total number, amount, and percent change for all adjustments the current and prior period.

Total: The total number, amount, and percent change of all your payments from the current and prior period.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Remittance Batch Management Report

Use this report to review the status of your Remittance Batches and a total for the Remittance Batches in each currency within a status. Receivables automatically sorts the batches by status, but you can order the information within each status by batch name or remittance account.

This report also displays Remittance Batches that have started, but not completed, the creation, approval, or formatting process.

Report Parameters

Batch Name: Prints remittances whose batch names fall within the range you specify.

Deposit Number: Print remittances whose deposit numbers fall within the range you specify.

Include Formatted Batches: Enter Yes to display Remittance Batches that have been formatted. If you specify No for this parameter, the report does not display Remittance Batches that have been formatted.

Order By: The option you want Receivables to use to sort the information in this report. Choose from the following:

- Batch Name
- Remittance Account

Remittance Bank Account: The remittance bank account name. If you leave this field blank, Receivables includes remittances for all accounts in this report.

Remittance Bank Branch: The remittance bank branch name. If you leave this field blank, Receivables includes remittances for all branches in this report.

Remittance Bank: The remittance bank name. If you leave this field blank, Receivables includes remittances for all banks in this report.

Remittance Date: Prints remittances that fall within the remittance date range that you specify.

Remittance Method: The remittance method of the batch to select. Valid values for this parameter are Standard, Factoring, and Standard and Factoring.

Status: The status of the Remittance Batches to include in your report. Choose from the following:

Creation Completed	Remittance batches that have been created but not approved.
Approval Completed	Remittance batches that have been approved but not formatted.
Deletion Completed	Remittance batches that have been deleted.
Started Creation	Remittance batches that have started, but not completed, the creation process.
Started Approval	Remittance batches that have started, but not completed, the approval process.
Started Format	Remittance batches that have started, but not completed, the format process.
Started Deletion	Remittance batches that have started, but not completed, the deletion process.

Summary Or Detailed: The Summary option will report only batch level information. The Detailed option will produce extra detail lines for each receipt in the remittance batch. The default is Detailed.

See Also

Running Standard Reports and Listings: page 9 – 2

Creating Remittance Batches: page 4 – 195

Remittance Format for Bills of Exchange Report

Use this report to review the format of an automatic remittance for Bills of Exchange for Spanish Globalizations. You specify this format in the Remittance Print Program and Factoring Print Program fields in the Remittance Bank region of the Payment Methods window. This report is sent to the bank to initiate the transfer of funds.

For more information, refer to the Spanish BOE Remittance Report in the *Oracle Applications Spanish Globalizations Reference Manual*.

Reversed Receipts Report

Use this report to review receipt reversals. You reverse receipts when your customer stops the payment or when your payment comes from an account with non–sufficient funds.

The first section of the report contains receipts you reversed by reopening the items. The second section contains receipts you reversed by creating a debit memo.

Report Headings

Reversed Receipts GL Date from (Date) to (Date): The reversed receipts GL date range that you specified for this report.

Order By: The option you chose to sort information for this report.

Row Headings for Order by Customer

Grand Total for All Reversed Receipts: The grand total for all reversed receipts for the parameters you specify.

Total for Customer Reversed Receipts: The total amounts for all reversed receipts by customer for the parameters you specify.

Row Headings for Order by Bank

Total for Bank Account Reversed Receipts: The total amounts of all reversed receipts by bank account.

Total for Invoice Related Cash Receipts: The total amount of all invoice–related receipt reversals.

Total for Miscellaneous Cash Receipt: The total amount of all non–invoice related receipt reversals.

Total for Non–Sufficient Funds: The total amount of all receipts with reversal category of NSF.

Total for Reversed Receipts: The total amount of all receipts with reversal category of Reverse Receipts.

Total for Stop Receipts: The total amount of all receipts with reversal category of Stop Receipt.

Total for all Reversed Receipts: The total amount of all reversed receipts for the parameters you specify. The totals are calculated separately for Invoice–Related Receipts, Miscellaneous Receipts,

Non–Sufficient Funds, Reversed Receipts and Stop Receipts in your functional currency.

Debit Memo Reversal Section

This section will have an additional column to show the debit memo number associated with each reversal. The row headings for order by customer and bank in case of debit memo reversals will be same as those for standard reversals.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Reversing Receipts: page 4 – 50

Sales Journal by Customer

Use this report to review all transactions. The summary totals for the sales journal are by Posting Status, Company, and Transaction Currency.

Selected Parameters

Company Segment: The company range you want to include in this report. This is the company segment of your general ledger account.

Currency Code: The currency code to include in this report.

Customer Name: The customer range to include in this report. If you leave this field blank the report will include all customers.

GL Account Type: The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types. If you leave this field blank the report will show all types.

GL Date: The invoice general ledger date range you want to include in this report.

Order By: The option you want Receivables to use to sort information for this report. Choose from the following:

- Customer
- Invoice Number

Posting Status: The posting status to include in this report. You can enter Posted or Unposted. If you leave this field blank the report will show all items.

Report By Line: Enter Yes or No to indicate whether you want the invoice line details printed on the report.

Transaction Date: The transaction date range to include in this report.

Transaction Number: The transaction Number to include in this report.

Transaction Type: The transaction type you want to include in this report. If you leave this field blank the report will include all transaction types.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Sales Journal by GL Account

Use the Sales Journal by GL Account with the following formula to ensure that the Transaction Register matches your Sales Journal. You also use the Sales Journal when you balance your accounts receivable aging to your general ledger.

To match both foreign and functional currency amounts to your general ledger, run your Sales Journal by currency. If you want to preview your post to see if your debits match your credits, run the Sales Journal with a posting status of Unposted.

Report Parameters

Account: Enter the full Accounting Flexfield range you want to include in this report. You can use this range to query for Tax Transactions not posted to Sales Tax Liability Accounts and for Non–Tax Transactions posted to Sales Tax Liability Accounts.

Currency Code: The currency code you want to include in this report.

GL Account Type: The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types.

GL Date: The invoice general ledger date range you want to include in this report.

Order By: Sort your information by choosing one of the following:

Customer	Sort and print your sales journal information by customer name.
Invoice Number	Sort and print your sales journal information by invoice number.

Posting Status: The posting status to include in this report (Posted or Unposted). If you do not specify a status then the report will show all items.

Report Headings

Company: The balancing segment for this group of transactions.

Currency: The currency code for this group of transactions.

GL Account Type: The general ledger account type for the sales journal information on this page of the report.

GL Date (Date) to (Date): The range of invoice general ledger dates you selected to print on this report.

Posting Status: The posting status for sales journal information on this page of your report.

Row Headings

Subtotal by Invoice Currency: The total amount of debits and credits for an invoice in your functional currency.

Totals: The total amount of debits and credits for this report in both your foreign and functional currency.

See Also

Transaction Register: page 9 – 150

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Sample Dunning Letter Print

Use the Sample Dunning Letter Print to review a copy of your dunning letters. You can print one of the 'STANDARD' or 'USER' dunning letters that Receivables provides, or your custom dunning letters.

Receivables provides three standard dunning letters, STANDARD1, STANDARD2 and STANDARD3, that you can customize using Oracle*Reports. Receivables also provides ten user–definable dunning letters: USER1 through USER10. You can use a standard text editor to customize the text for these letters. You can also create your own, custom dunning letters in the Dunning Letters window. See: Creating Dunning Letters: page 2 – 180.

Receivables prints your dunning letter with sample transaction data and displays each of the variable values that would be populated if you were to run this dunning letter with real data.

Report Parameter

Letter Name: Select and print a sample dunning letter for the letter name you specify.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Printing Dunning Letters: page 5 – 52

Dunning Letters: page 5 – 36

Standard Memo Lines Listing

Use this listing to review all standard memo lines you entered in the Standard Memo Lines window. You can enter standard memo lines for charges, freight, line, and tax. Receivables displays all information you entered for each standard memo line.

See Also

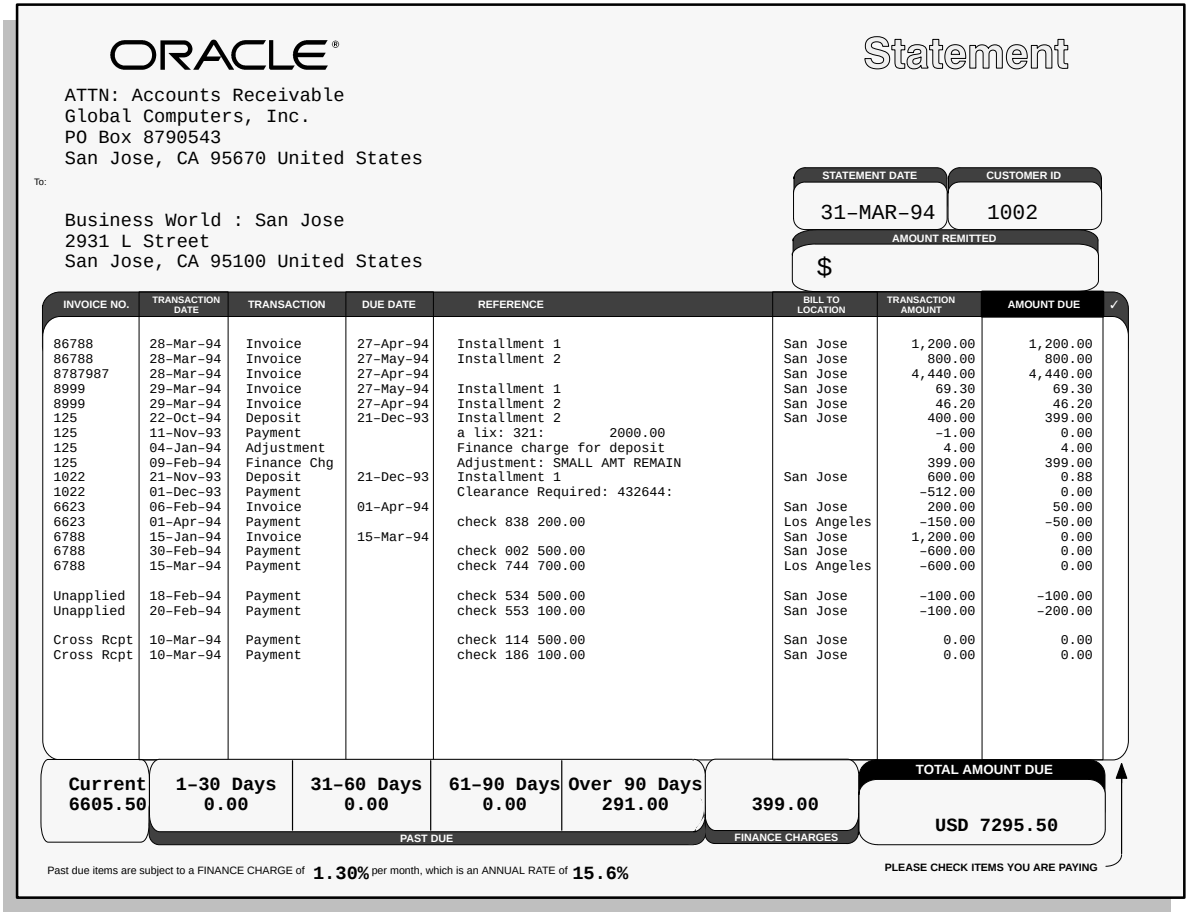
Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Common Report Headings: page 9 – 6

Standard Memo Lines: page 2 – 114

Figure 9 – 11



ORACLE®

Statement

ATTN: Accounts Receivable
Global Computers, Inc.
PO Box 8790543
San Jose, CA 95670 United States

To:

Business World : San Jose
2931 L Street
San Jose, CA 95100 United States

STATEMENT DATE	CUSTOMER ID
31–MAR–94	1002

AMOUNT REMITTED: $

INVOICE NO.	TRANSACTION DATE	TRANSACTION	DUE DATE	REFERENCE	BILL TO LOCATION	TRANSACTION AMOUNT	AMOUNT DUE	✓
86788	28–Mar–94	Invoice	27–Apr–94	Installment 1	San Jose	1,200.00	1,200.00	
86788	28–Mar–94	Invoice	27–May–94	Installment 2	San Jose	800.00	800.00	
8787987	28–Mar–94	Invoice	27–Apr–94		San Jose	4,440.00	4,440.00	
8999	29–Mar–94	Invoice	27–May–94	Installment 1	San Jose	69.30	69.30	
8999	29–Mar–94	Invoice	27–Apr–94	Installment 2	San Jose	46.20	46.20	
125	22–Oct–94	Deposit	21–Dec–93	Installment 2	San Jose	400.00	399.00	
125	11–Nov–93	Payment		a lix: 321: 2000.00		–1.00	0.00	
125	04–Jan–94	Adjustment		Finance charge for deposit		4.00	4.00	
125	09–Feb–94	Finance Chg		Adjustment: SMALL AMT REMAIN		399.00	399.00	
1022	21–Nov–93	Deposit	21–Dec–93	Installment 1	San Jose	600.00	0.88	
1022	01–Dec–93	Payment		Clearance Required: 432644:		–512.00	0.00	
6623	06–Feb–94	Invoice	01–Apr–94		San Jose	200.00	50.00	
6623	01–Apr–94	Payment		check 838 200.00	Los Angeles	–150.00	–50.00	
6788	15–Jan–94	Invoice	15–Mar–94		San Jose	1,200.00	0.00	
6788	30–Feb–94	Payment		check 002 500.00	San Jose	–600.00	0.00	
6788	15–Mar–94	Payment		check 744 700.00	Los Angeles	–600.00	0.00	
Unapplied	18–Feb–94	Payment		check 534 500.00	San Jose	–100.00	–100.00	
Unapplied	20–Feb–94	Payment		check 553 100.00	San Jose	–100.00	–200.00	
Cross Rcpt	10–Mar–94	Payment		check 114 500.00	San Jose	0.00	0.00	
Cross Rcpt	10–Mar–94	Payment		check 186 100.00	San Jose	0.00	0.00	

Current	1–30 Days	31–60 Days	61–90 Days	Over 90 Days	FINANCE CHARGES	TOTAL AMOUNT DUE
6605.50	0.00	0.00	0.00	291.00	399.00	USD 7295.50

PAST DUE

Past due items are subject to a FINANCE CHARGE of 1.30% per month, which is an ANNUAL RATE of 15.6%

PLEASE CHECK ITEMS YOU ARE PAYING

Use statements to communicate invoice, debit memo, chargeback, deposit, payment, on–account credit, credit memo, and adjustment activity to your customers. Receivables also prints your customer's past due information based on the aging buckets whose type is Statement Aging. You can customize your statements with messages in the Standard Messages window.

Report Parameters

As of Date: The as of date on which you want Receivables to print these statements. The default is the current date.

Bucket: The name of the aging bucket you want to use for this statement.

Calculate Finance Charges: Enter Yes or No to indicate whether you want to calculate finance charges for statements included in this statement submissions.

Charge Finance on Disputed Items: Enter Yes or No to indicate whether you want to calculate finance charges on disputed items.

Customer: Enter the customer name if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

Cycle: The statement cycle for this statement submission.

Invoice Type: If you want to restrict the transactions that appear on statements specify the transaction type to be included here.

Location: The customer billing location for which you want to generate a statement.

Number: Enter the customer number if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

Option: Choose Print Statements to print statements for a particular customer or statement cycle. Choose Print a Draft statement to print a draft statement for a customer. Choose Reprint Statements to reprint statements for a specific customer or statement cycle.

Primary Salesperson: Enter the primary salesperson if you want to restrict the transactions to those to which you have assigned the specific salesperson.

Standard Messages: Enter the name of the standard message you want to print on the statements.

Statement Date: The date on which these statements should be printed.

Report Headings

Amount Remitted: Your customer uses this space to print the payment amount they remit with this statement.

Customer ID: The identification number for each customer.

Statement Date: The statement date you specify in the Statement Date field of the Print Statements window.

To: The customer name and address for each statement. Receivables prints the address you define as the statement address for customer in the Customers window. The country of the customer address will also be printed if it is different than the home country you specified in the System Options window. If you do not have a statement address defined for this customer, Receivables prints a statement for each bill–to address that has activity during the statement period.

Column Headings

1–30 Days Past Due: Receivables prints your customer's open item information based on the aging bucket you define as your second bucket in the Aging Bucket window.

31–60 Days Past Due: Receivables prints your customer's open item information based on the aging bucket you define as your third bucket in the Aging Bucket window.

61–90 Days Past Due: Receivables prints your customer's open item information based on the aging bucket you define as your fourth bucket in the Aging Bucket window.

Over 90 Days Past Due: Receivables prints your customer's open item information based on the aging bucket you define as your fifth bucket in the Aging Bucket window.

Amount Due: Receivables prints the remaining amount due for each customer's invoices, debit memos, and chargebacks. Credit items appear here with negative amount due values.

Bill To Location: Receivables prints the name of the bill–to location for each invoice, debit memo, chargeback, or deposit.

Current: Receivables prints your customer's open item information based on the aging bucket you define as your first bucket in the Aging Buckets window. If you want to print all of your customer's current open items, select Current in the Type field of the Aging Buckets window.

Due Date: Receivables prints the due date for invoices, debit memos, chargebacks, deposits, credit memos, and on–account credits.

Finance Charge Rate: Past due items are subject to a FINANCE CHARGE of (Percent) per month which is an ANNUAL RATE of (Percent).

Finance Charges: The total amount of finance charges your customer owes your company. Receivables lets you choose whether to charge finance charges for each customer in the Customer Profile Classes window.

Invoice No: The invoice, debit memo, chargeback, credit memo, or on–account number associated with each transaction. For example, if a transaction is a payment, Receivables prints the debit item number to which this payment applies. If this is a cross–site or cross–customer receipt, Receivables displays 'Cross Rcpt' in this column.

Reference: Additional information about each transaction including payment number, credit memo number, purchase order number, and adjustment name.

Total Amount Due: The total amount due and the currency. If your customer has open items in multiple currencies, Receivables prints a separate page for each currency.

Transaction: The name of each transaction. Valid transactions include:

- Invoice
- Deposit
- Adjustment
- Credit Memo
- Debit Memo
- Payment
- Finance Charge

Receivables does not print NSF or STOP payments that were reversed after your statement date.

Transaction Amount: Receivables prints the amount of each transaction. For example, if a transaction is an invoice, Receivables prints the invoice amount.

Transaction Date: The date of each transaction. For example, if a transaction is an adjustment, Receivables prints the adjustment date.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Printing Statements: page 5 – 73

Supplier Customer Netting Report

This report displays the net balance in Oracle Payables and Oracle Receivables for any Vendors and Customers who have the same name, NIF Code, or VAT Registration number.

The Supplier Customer Netting report will show a transaction listing and total balance for Receivables and Payables where the transactions are in the selected currency and for the selected range of customers or suppliers. The report will calculate a net amount owed where a customer and supplier exist, with exactly the same name. This amount will be calculated as Receivables minus Payables.

Report Parameters

Currency Code: Enter the currency code of the transactions you want used to calculate the suppliers or customers balance. If you do not enter a currency code, the report will show the balance for each currency for which transactions exist for that supplier or customer.

Join Criteria: The join criteria for the report. You may join customers and suppliers by NIF Code, Name, or VAT / Tax code.

Supplier/Customer Low – High Range: If your Join Criteria is Supplier / Customer Name, use this parameter to enter the range of Supplier or Customer names to include in the report.

Supplier/Customer NIF Low – High Range: If your Join Criteria is NIF Code, use the this parameter to enter the range of Supplier or Customer NIF Codes to include in the report.

Supplier/Customer VAT Low – High Range: If your Join Criteria is VAT / Tax Code, use this parameter to enter the range of Supplier or Customer VAT / Tax Codes to include in the report.

Report Headings

Currency Code: The report is grouped by currency within supplier/customer. This heading shows which currency balances are being shown in this section of the report. The heading also shows the exchange rate being used if the currency code is not the functional currency for this set of books. The Period End exchange rate must be set up for this exchange rate to be found.

Sub–ledger: This heading shows whether the balances are from Oracle Receivables or Oracle Payables.

Column Headings

Original Amount/Amount Due Remaining (DEM): The original amount/amount due remaining of this invoice in the entered currency. The currency code is shown in brackets.

Original Amount/Amount Due Remaining (GBP): The original amount/amount due remaining of this invoice in the functional currency. The currency code is shown in brackets. The entered currency amount is converted to the functional currency amount using the period end average rate entered in GL.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Transaction Batch Sources Listing

Use this listing to review all batch sources that you defined in the Transaction Sources window.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Transaction Batch Sources: page 2 – 96

Transaction Detail Report

Use this report to review all of the information you entered for your invoices, credit memos, debit memos, chargebacks, guarantees, and deposits.

Report Parameters

Transaction Number: Enter the transaction number range to include in this report. Receivables displays all transactions based on the transaction number range you enter here.

Transaction Class: Receivables prints your report information for the transaction class you specify.

Report Headings

From Invoice Number (Number) to (Number): The transaction number range you specify for this report.

Row Headings

Comments: Any comments about this transaction appear in this column.

Credit Method for Installments: The method the credit memo uses to credit invoices with installments.

Credit Method for Rules: The method the credit memo uses to adjust the revenue accounts of an invoice that uses invoicing and accounting rules.

Special Instructions: Any special instructions about this transaction appear in this column.

Transaction Flexfield: Receivables prints the transaction flexfield for this transaction, if you entered one.

Invoices Credited Column Headings

Batch Source: The Batch source of the transaction you are crediting.

Commitment Number: If the transaction you are crediting refers to a commitment, Receivables prints the commitment number. Otherwise, this column is blank.

Currency: The currency code for the transaction you are crediting.

Customer Name: The customer name of the transaction you are crediting.

Customer Number: The customer number of the transaction you are crediting.

Exchange Rate: The exchange rate used by this transaction.

Exchange Rate: The exchange rate used for this transaction.

Invoice Amount: The original transaction amount.

Invoice Due Date: The due date for the transaction you are crediting.

Invoice GL Date: The general ledger date for the transaction you are crediting.

Invoice Number: The number of the transaction you are crediting.

Payment Method: The Payment Method of the transaction you are crediting.

Rate Date: The exchange rate date used by this transaction.

Rate Type: The exchange rate type used by this transaction.

Total Credited: The total credit memo amount.

Transaction Class: The Transaction Class of the transaction you are crediting.

Transaction Type: The Transaction Type of the transaction you are crediting.

Revenue Accounts Column Headings

Accounting Flexfield: The revenue account for this invoice line item distribution.

Accounting Rule: The accounting rule associated to the invoice line you are crediting if one exists for this invoice line.

Amount: The amount of this invoice line item distributed to this revenue account.

Comments: Any comments about this invoice line item distribution appear in this column.

GL Date: The accounting period to which this invoice line item distribution will be posted.

Line No: The transaction line item number that refers to this revenue account. One transaction line item can be distributed to many revenue accounts.

Percent: The percent of the transaction line amounts that is associated to this account.

Posted GL Date: If this invoice line item distribution has posted to your general ledger, Receivables prints this date here. Otherwise, this column is blank.

Account Sets Column Headings

Account Class: The account class for the accounting flexfield.

Accounting Flexfield: The accounting flexfield for the tax account.

Accounting Rule: The accounting rule for the transaction line.

Comments: Any comments for the transaction line appear in this column.

Line No: The transaction line number to which this account set is applied.

Line Type: The line type.

Other Line: The tax or freight line number.

Percent: The percent of the transaction line amounts that is associated with this account.

See Also

Transaction Register: page 9 – 150

Transaction Types Listing: page 9 – 152

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Transaction Reconciliation Report

Use this report to identify the General Ledger journal entry lines imported from specific transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator.

This report totals the debits and credits for each transaction, customer, and customer site.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

Report Parameters

When you request this report, Receivables provides the following reporting options.

Trx GL Date From/To: Enter the range of GL Dates for this report. Receivables prints transactions whose GL dates are within this range.

Customer Name From/To: Enter the customer or range of customers whose transactions you want to print, or select from QuickPick.

Trx Number From/To: Enter the transaction number or range of transaction numbers for which you want to submit this report. Leave this field blank to submit the report for all transactions.

Trx Date From/To: Enter a range of transaction dates to include in this report. Receivables prints transactions whose dates are within this range. Leave this field blank to submit the report for all transaction dates.

Report Headings (Oracle Receivables Information)

Trx GL Date: The GL date of the subledger transaction.

Trx Doc Seq Name: If you are using document sequencing, Receivables prints the name of the document sequence used for the transaction.

Trx Doc Seq No: If you are using document sequencing, Receivables prints the document number.

Associated Trx: The number of the transaction associated with the original transaction. For example, for a receipt applied to an invoice, Receivables prints the invoice number.

Customer Name/Customer Address: The customer's name and address.

Trx Date: The date of the transaction. This can be the invoice date, receipt date, or credit memo date.

Transaction: The transaction type.

Trx Number: The transaction number.

LN: If there are line numbers for transactions (for example, invoice lines), Receivables prints the invoice line number. This column is empty for transactions without line numbers (for example, receipts).

Accounting Flexfield: The account to which this transaction line was charged.

Rate: The exchange rate used for the transaction.

Cur: The currency used for this transaction.

Entered Dr/Cr: The invoice or receipt line amount in the currency in which it was entered.

Accounted Dr/Cr: The invoice or receipt line amount in your functional currency.

Column Headings (Oracle General Ledger Information)

GL Batch Name: The name of the general ledger journal batch to which this transaction was transferred.

Header Name: The name of the general ledger journal entry to which this transaction was transferred.

LN: The line number of the general ledger journal entry line to which this transaction was transferred.

GL Date: The general ledger date of the journal entry line.

Description: The description of the Journal Entry line.

GL Doc Seq: The sequence name of the journal entry, if you use sequential numbering.

Doc Seq No: The document number of the journal entry, if you use sequential numbering.

Entered Dr/Cr: The credit / debit amount of the journal entry line in the currency of the original transaction.

Accounted Dr/Cr: The debit / credit amount of the journal entry line in the functional currency.

Transaction Register

Use the Transaction Register to check that all postable items are reflected on your Sales Journal. Use the following formula to ensure that the Transaction Register matches your Sales Journal:

Transaction Register (postable items) + 2 (Credit Memo Total) = Sales Journal (debits + credits)

You must adjust the Transaction Register total for any credits because they are negative on the Transaction Register and positive on the Sales Journal. Receivables groups and prints transactions by company, currency, and postable status.

You also use the Transaction Register when you balance your revenue accounts to your accounts receivable aging. Use the following formula to ensure that your revenue accounts match your accounts receivable:

This month's aging = Last month's aging + Transaction Register – Adjustment Register total – Invoice Exception Report total – Payments

You must use the Invoice Exception Report to adjust the Transaction Register for any transactions that do not show up on your agings. You also must use the Adjustment Register to adjust for amounts applied to commitments since the Transaction Register displays both the commitment amount and the applied amount and the agings only show the commitment amount.

Report Parameters

Company Segment: The company range to include in the report.

Currency Code: The currency code range to include in this report.

GL Date: The invoice general ledger date range to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

Invoice Type: The transaction type range to include in this report.

Order By: Select the option you want Receivables to use to sort your information from the following:

- Customer: Sort information by the invoice type, then by customer.
- Alternate Name: Sort customers according to the value you entered in the Alternate Name field of the Customers window. (Oracle Receivables only displays this option if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.)
- Invoice Number: Sort information by the invoice type, then by invoice number.

Transaction Date: The transaction date range to include in this report.

Transaction Type: The transaction type range to include in this report.

Report Headings

Company: The balancing segment for this group of transactions.

Currency: The currency code for this group of transactions.

GL Date From (Date) to (Date): The range of general ledger dates you selected to print on this report.

Invoice Date From (Date) to (Date): The range of invoice dates you selected to print on this report.

Postable: The post to general ledger status for this group of transactions.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Transaction Types Listing

Use this report to review the standard transaction types you entered in the Transaction Types window.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Transaction Types: page 2 – 86

Unapplied Receipts Register

Use the Unapplied Receipts Register to review detailed information about your customers on–account and unapplied payments for the date range that you specify. You can use this report to determine how much your customer owes after taking into account all on–account and unapplied amounts. Receivables displays information about your on–account or unapplied payment such as GL date, batch source, batch name, payment method, payment number, payment date, on–account amount, and unapplied amount.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

Report Parameters

Format Option: Choose the format to use to print your report. You can choose from the following:

Detailed This option includes customer name, customer number and the GL date for this line as well as the payment balance information.

Summarize This option includes customer name and customer number as well as the payment balance information.

Batch Name: Print report information for the receipt batch range that you specify.

Batch Source: Print report information for the receipt batch source range that you specify.

Currency Code: Print report information for the currency code that you specify. If you do not enter a currency, Receivables prints all amounts in your functional currency.

Customer Name: Prints report information for the customer name range that you specify.

Customer Number: Print report information for the customer number range that you specify.

Receipt GL Date: Prints your report information for the general ledger date or general ledger date range that you specify.

Receipt Number: Print report information for the receipt number range that you specify.

Report Headings

Company Segment: The balancing segment from the Accounting Flexfield.

Currency: The currency code you specified for this report in the report parameters.

Format: The format you selected for this report in the report parameters.

GL Date (Date) to (Date): The GL date range you specified for this report in the report parameters.

See Also

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Unposted Items Report

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. There are two ways to generate this report: through the Submit Requests window or by running the General Ledger Interface Program. If you submit this report through the Submit Requests window, the output will consist of all unposted items for the specified GL date range.

The General Ledger Interface Program automatically generates this report if there are items that you attempt to transfer to your general ledger that are out of balance. In this case, Receivables prints a reminder on the Posting Execution Report to check your log file for out of balance items. See: Posting Execution Report: page 7 – 4.

Report Parameters

GL Dates: Prints report information for the general ledger date range that you specify.

Report Heading

Category: Receivables prints the category of the transactions. Categories include Adjustments, CM Applications, Sales Invoices, Miscellaneous Receipts, or Trade Receipts.

Column Headings

Adjustment/Credit Memo/Invoice/Receipt Number: The transaction number for each unposted transaction.

Batch Source/Name/Activity: The receipt batch source and receipt batch name for each unposted transaction. If category is Adjustments, Receivables prints the type of adjustment in this column.

Credit Amount: Any credit amount that may exist for each unposted transaction.

Currency Code: The currency code of each unposted transaction.

Debit Amount: Any debit amount that may exist for each unposted transaction.

GL Date: The date on which you transfer a transaction, and create an entry for this transaction in your general ledger.

Invoice Number/GL Account Type/Transaction Description: For credit memo applications or adjustments, Receivables prints the invoice number associated with the particular transaction.

For Invoices, Receivables prints the GL Account Type for each unposted invoice.

For Receipts, Receivables prints the Transaction description for each unposted receipt.

Row Heading

Total for Currency: The total amounts of debits and credits for each currency.

See Also

Running GL Interface: page 7 – 2

Running Standard Reports and Listings: page 9 – 2

Common Report Parameters: page 9 – 3

Update Customer Profiles Report

Receivables automatically generates this report when you choose either 'Update All Profiles' or 'Update All Uncustomized Profiles' when saving changes in the Customer Profile Classes window. Receivables does not generate this report if you choose 'Do Not Update Existing Profiles.'

If you choose to Update All Uncustomized Profiles, this report will consist of the following two sections:

- **Exceptions:** Use this section to review the customized profiles that were excluded from the automatic update process.
- **Audit:** Use this section to review summary information about changes made to your existing customer profiles belonging to this credit class.

If you choose Update All Profiles, Receivables will only generate the Audit section of this report.

Report Headings for Exceptions

Customer Name: The name of the customer that was excluded from automatic update.

Customer Number: The number of the customer that was excluded from automatic update.

Location: The customer location with a customized profile class that was excluded from update.

Customized Profile Option: The name of the customized profile option

Current Value: The value of the customized profile option for the customer or customer location.

Attention: The Current Value and the Credit Class Value may be the same if the profile option for the Customer Profile Class was updated to the same value as the customized profile option.

Credit Class Value: The value of the profile option in the Customer Profile Class.

Column Headings

Previous Value: The value that the attribute had prior to your modification.

Profile Option Updated Value: The attribute of the customer profile class that was modified.

Update Option: The update option selected when you updated the customer profile class.

Updated Value: The updated value of the attribute that you modified.

Report Headings for Audit

Credit Class: The name of the customer profile class that was updated.

Number of Profiles Updated: The number of customers whose profile options were updated when you modified the customer profile class.

Update Option: The update option that you selected when you updated the customer profile class. This report will only be generated if you select either Update All Profiles or Update All Uncustomized Profiles.

Column Headings

Previous Value: The value that the attribute had prior to your modification.

Profile Option Updated Value: The attribute of the customer profile class that was modified.

Update Option: The update option selected when you updated the customer profile class.

Updated Value: The updated value of the attribute that you modified.

See Also

Updating a Customer Profile Class: page 3 – 45

Running Standard Reports and Listings: page 9 – 2

APPENDIX

A

Oracle Receivables Menu Paths

This appendix describes the default paths for each window on the Oracle Receivables Navigator menu.

Receivables Navigation Paths

This section lists each Receivables window and corresponding navigation path.

If you have recently upgraded Receivables from Release 10 character mode to Release 10SC or Release 11 GUI, you can consult the *Oracle Applications Character Mode to GUI Menu Path Changes* book for information on how the navigation has changed.

Window Name	Navigator Path
Account Details: page 5 – 11	Collections–>Account Details
Account Overview: page 5 – 2	Collections–>Account Overview
Accounting Calendar (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Calendars–> Periods
Accounting Periods: page 7 – 6	Accounting–>Open / Close Periods
Aging: page 5 – 7	Collections–>Aging
Alternate Name Receipt Matches: page 4 – 95	Customers–>Alternate Name Matches
Adjustment Approval Limits: page 2 – 137	Set Up–>Transactions–>Adjustment Limits
Aging Buckets: page 2 – 71	Set Up–>Collections–>Aging Buckets
Aging: page 5 – 7	Collections–>Aging
Approve Adjustments: page 6 – 119	Control–>Adjustments–>Approve Adjustments
Assign Flexfield Security Rules (*Oracle Applications Flexfield Guide)*	Set Up–>Financials–>Flexfields–> Descriptive–>Security–>Define
Assign Key Flexfield Security Rules (*Oracle Applications Flexfield Guide)*	Set Up–>Financials–>Flexfields–> Descriptive–>Security–>Define
Assign Security Rules (*Oracle Applications Flexfield Guide)*	Set Up–>Financials–>Flexfields–> Descriptive–>Security–>Define
AutoCash Rule Sets: page 2 – 139	Set Up–>Receipts–>AutoCash Rule Sets
AutoInvoice Grouping Rules: page 2 – 104	Set Up–>Transactions–>AutoInvoice –>Grouping Rules
Automatic Accounting: page 2 – 117	Set Up–>Transactions–> AutoAccounting
Automatic Payment Programs: page 2 – 156	Set Up–>Receipts–>Receipt Programs
Bank Charges: page 2 – 198	Set Up–>Receipts–>Bank Charges

Table 9 – 2 (Page 1 of 6)

Window Name	Navigator Path
Banks: page 2 – 188	Set Up–>Receipts–>Bank
Category Codes (*Oracle Inventory User's Guide)*	Set Up–>Transactions–>Item–> Category–>Define–>Category
Category Sets (*Oracle Inventory User's Guide)*	Set Up–>Transactions–>Item–> Category Define–>Default Sets
Clear / Risk Eliminate: page 4 – 204	Receipts–>Clear / Risk Eliminate
Collectors: page 2 – 158	Set Up–>Collections–>Collectors
Completed Requests (*Oracle Applications User's Guide)*	Control–>Requests–>View
Concurrent Requests Summary (*Oracle Applications User's Guide)*	Control–>Concurrent
Conversion Rate Types (*Oracle General Ledger User's Guide*	Set Up–>Financials–>Currencies–> Rates–>Types
Copy Transactions: page 6 – 40	Transactions–>Copy
Correspondence: page 5 – 31	Collections–>Correspondence
Countries and Territories: page 2 – 69	Set Up–>System–>Countries
Create AutoAdjustments: page 6 – 114	Control–>Adjustments–>Create AutoAdjustments
Credit Transactions: page 6 – 47	Transactions–>Credit Transactions
Cross Validation Rules (*Oracle Applications User's Guide)*	Set Up–>Financials–>Flexfields–> Key–> Rules
Currencies (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Currencies–> Define
Customer Accounts: page 5 – 2	Collections–>Customer Account
Customer Calls: page 5 – 20	Collections–>Record A Call
Customer Interface: page 3 – 91	Interfaces–>Customer
Customer Merge: page 3 – 78	Customers–>Merge
Customer Profile Classes: page 3 – 37	Customers–>Customer Profile Classes
Customers Quick: page 3 – 3	Customers–>Customer Quick
Customers Standard: page 3 – 3	Customers–>Customer Standard
Customers Summary: page 3 – 3	Customers–>Customer Summary
Daily Rates (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Currencies–> Rates–>Daily
Default Category Sets (*Oracle Inventory User's Guide)*	Set Up–>Transactions–>Item–> Category–>Define–>Sets

Table 9 – 2 (Page 2 of 6)

Window Name	Navigator Path
Define Security Rules (*Oracle Applications Flexfields Guide*)	Set Up–>Financials–>Flexfields–>Descriptive–>Security–>Define
Descriptive Flexfield Segments (*Oracle Applications Flexfields Guide*)	Set Up–>Financials–>Flexfields–>Descriptive–>Segments
Distribution Sets: page 2 – 135	Set Up–>Receipts–>Distribution Sets
Document Sequences: page 2 – 39	Application–>Document–>Define (use System Administrator responsibility)
Dunning History: page 5 – 18	Collections–>Account Details. Choose Dunning History button.
Dunning Letter Sets: page 2 – 182	Set Up–>Print–>Dunning Letter Sets
Dunning Letters: page 5 – 52	Set Up–>Print–>Dunning Letters
F4 Define Organization: page 2 – 77	Set Up–>System–>Organization
Freight Carriers: page 2 – 76	Set Up–>System–>QuickCodes–>Freight
GL Accounts (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Combinations
Interface: Customer: page 3 – 91	Interfaces–>Customer
Interfaces: AutoInvoice: page 6 – 73	Interfaces–>AutoInvoice
Inventory Delete Items: page 2 – 131	Set Up–>Transactions–>Item–>Delete Items
Invoice Line Ordering Rules: page 2 – 102	Set Up–>Transactions–>AutoInvoice –>Line Ordering
Invoicing and Accounting Rules: page 2 – 108	Set Up–>Transactions–>Rules
Item Status Codes: page 2 – 128	Set Up–>Transactions–>Item–>Status
Item Tax Rate Exceptions: page 2 – 223	Set Up–>Tax–>Exceptions
Key Flexfield Security Rules (*Oracle Applications Flexfields Guide*)	Set Up–>Financials–>Flexfields–>Key –>Security–>Define
Lockbox Transmission History: page 4 – 132	Receipts–>Lockbox–>Transmission History
Lockboxes: page 2 – 165	Set Up–>Receipts–>Lockbox–>Lockbox
Lockbox Transmission Data: page 4 – 130	Receipts–>Lockbox–>Maintain Transmission Data
Memo Lines: page 2 – 114	Set Up–>Transactions–>Memo Lines
Open / Close Accounting Periods: page 7 – 6	Accounting–>Open / Close Periods

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Window Name	Navigator Path
Payment Methods: page 2 – 151	Set Up–>Receipts–>Receipt Classes
Payment Programs: page 2 – 156	Set Up–>Receipts–>Receipt Programs
Payment Terms: page 2 – 80	Set Up–>Transactions–>Payment Terms
Period Rates (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Currencies–>Rates–>Period
Period Types (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Currencies–>Rates–>Type
Print Accounting Reports: page 9 – 2	Reports–>Accounting
Print Dunning: page 5 – 52	Print–>Documents–>Dunning
Print Invoices: page 6 – 45	Print–>Documents–>Invoices
Print Statements: page 5 – 73	Print–>Documents–>Statements
Profile User Values: page B – 2	Control–>Profile Options
Quick Codes Demand Class: page 2 – 37	Set Up–>System–>QuickCodes–>Demand Class
Quick Find by Alternate Name: page 3 – 7	Customers–>Quick Find by Alternate Name
Receipt Batches Summary: page 4 – 59	Receipts–>Receipts Summary
Receipt Batches: page 4 – 59	Receipts–>Batches
Receipt Classes: page 2 – 148	Set Up–>Receipts–>Receipt Classes
Receipt Sources: page 2 – 145	Set Up–>Receipts–>Receipt Sources
Receipts Summary: page 4 – 2	Receipts–>Receipts Summary
Receipts: page 4 – 2	Receipts–>Receipts
Receivables Activities: page 2 – 132	Set Up–>Receipts–>Receivable Activity
Receivables Quick Codes: page 2 – 28	Set Up–>System–>QuickCodes–>Receivable
Remit–To Addresses: page 2 – 162	Set Up–>Print–>Remit To Addresses
Remittances Summary: page 4 – 189	Receipts–>Remittances
Remittances: page 4 – 189	Receipts–>Remittances
Request Sets (User Mode) *(Oracle Applications System Administrator's Guide)*	Control–>Requests–>Set
Requests Accounting: page 9 – 2	Reports–>Accounting
Requests Collection: page 9 – 2	Reports–>Collections

Table 9 – 2 (Page 4 of 6)

Window Name	Navigator Path
Requests Listing: page 9 – 2	Reports–>Listing
Requests Other: page 9 – 2	Reports–>Other
Requests Submit: page 9 – 2	Control–>Requests–>Run
Run AutoInvoice: page 6 – 73	Interfaces–>AutoInvoice
Run Customer Interface: page 3 – 105	Interfaces–>Customer
Run General Ledger Interface: page 7 – 2	Interfaces–>General Ledger
Run Revenue Recognition: page 6 – 28	Control–>Accounting–>Revenue Recognition
Run Tax Rate Interface (*Oracle Receivables Tax Manual*)	Interfaces–>Tax Rate
Sales Tax Rates: page 2 – 209	Set Up–>Tax–>Sales Tax Rates
Salespersons: page 2 – 111	Set Up–>Transactions–>Salespersons
Scheduler: page 5 – 32	Collections–>Scheduler
Segment Values *(Oracle Applications Flexfields Guide)*	Set Up–>Financials–>Flexfields–>Descriptive–>Values
Set of Books (*Oracle General Ledger User's Guide*)	Set Up–>Financials–>Books
Shorthand Aliases *(Oracle Applications Flexfields Guide)*	Set Up–>Financials–>Flexfields–>Key –>Aliases
Standard Memo Lines: page 2 – 114	Set Up–>Transactions–>Memo Lines
Standard Messages: page 2 – 161	Set Up–>Print–>Standard Messages
Statement Cycles: page 2 – 159	Set Up–>Print–>Statement Cycles
Submit Lockbox Processing: page 4 – 120	Interfaces–>Lockbox
System Options: page 2 – 48	Set Up–>System–>System Options
Tax Authorities: page 2 – 217	Set Up–>Tax–>Authorities
Tax Codes and Rates: page 2 – 209	Set Up–>Tax–>Codes
Tax Exemptions: page 2 – 219	Set Up–>Tax–>Exemptions
Tax Locations and Rates: page 2 – 212	Set Up–>Tax–>Locations
Tax Options (*General Ledger User's Guide*)	Set Up–>Tax–>GL Tax Assignments
Territories: page 2 – 66	Set Up–>Transactions–>Territories
Transaction Batches Summary: page 6 – 35	Transactions–>Batches Summary

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Window Name	Navigator Path
Transaction Batches: page 6 – 35	Transactions–>Batches
Transaction Overview: page 5 – 11	Collections–>Transaction Overview
Transaction Sources: page 2 – 96	Set Up–>Transactions–>Sources
Transaction Summary: page 6 – 2	Transactions–>Transaction Summary
Transaction Types: page 2 – 86	Set Up–>Transactions–>Transaction Types
Transactions: page 6 – 2	Transactions–>Transactions
Transactions Summary: page 6 – 2	Transactions–>Transactions Summary
Transmission Formats: page 2 – 170	Set Up–>Receipts–>Lockbox Transmission
Units of Measure Classes: page 2 – 74	Set Up–>System–>UOM–>Class
Units of Measure: page 2 – 75	Set Up–>System–>UOM–>UOM
Viewing Requests (*Oracle Applications User's Guide*)	Other–>Requests–>View

Table 9 – 2 (Page 6 of 6)

See Also

Function Security: page C – 2

Receivables Workbenches: page 1 – 2

APPENDIX

B

Oracle Receivables Profile Options

This appendix describes profile options that affect the operation of Oracle Receivables. We provide a brief description of each profile option that you can view and/or set, and tell you at which levels to set the profile option. In addition, we provide descriptions of the Oracle Receivables profile options that are available only to your System Administrator.

Profile Options

During your implementation, you set a value for each Receivables user profile option to specify how Receivables controls access to and processes data. Receivables lets you govern the behavior of many of the windows that use profile options.

Profile options can be set at the following levels:

- **Site:** This is the lowest profile level. Site level profile option values affect the way all applications run at a given site.
- **Application:** These profile option values affect the way a given application runs.
- **Responsibility:** These profile option values affect the way applications run for all users of a given responsibility.
- **User:** These profile option values affect the way applications run for a specific application user. The values you enter for options at the User level supersede the values that your system administrator has entered for you for these options.

Each of these user profile options affect the behavior of Receivables in different contexts. In Receivables, operations that profile options can affect include receipt application, the entry of adjustments, the creation and remittance of automatic receipts and taxes, and posting to your general ledger.

You may also have additional user profile options on your system that are specific to applications other than Receivables.

To change profile options at the Site, Application, or Responsibility level, choose the System Administrator responsibility, then navigate to the Personal Profile Values window. Query the Profile Name field to display the profile options with their current settings, make your changes, then save your work.

You can change profile options at the User level in the Personal Profile Values window. To do this, navigate to the Personal Profile Values window, query the profile option to change, enter a new User Value, then save your work.

Generally, your system administrator sets and updates profile values at each level.

Attention: For any changes that you make to profile options to take effect, you must either exit, and then reenter Receivables, or switch responsibilities.

See Also

Update Personal Profile Options
(*Oracle Applications User's Guide)*

Update System Profile Options
(*Oracle Applications System Administrator's Guide)*

Overview of Receivables User Profile Options: page B – 4

Profile Options in Oracle General Ledger: page B – 19

Profile Options in Oracle Application Object Library: page B – 21

Overview of Receivables User Profile Options

This section lists each Receivables profile option. For each user profile option, we give a brief overview of how Receivables uses that profile, and tell you at which level to set or update it.

The following table describes which profiles can be set by the user, the levels at which the options may be set by the system administrator, which options are required, and which options have a default value provided at the site level by AutoInstall. This table also includes profile options from other applications that Receivables uses.

Profile Options not Owned by Receivables

The following profile options affect the operation of Receivables, but are not "owned" by Receivables:

- **MO: Operating Unit:** This profile option controls to which operating unit a particular responsibility corresponds and is used only if you have installed multiple organization support. For more information, see: Using the Multiple Organization Support Feature: page 2 – 79.
- **Indicate Attachments:** This profile option lets you turn off the indication of attachments when querying records in Receivables. Setting this profile option to No can increase system performance. For more information, see the *Oracle Applications System Administrator's Guide*.

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
Tax: Allow Ad Hoc Tax Changes		✓	✓	✓	✓	Required	Yes
Tax: Allow Manual Tax Lines		✓	✓	✓	✓	Required	Yes
Tax: Allow Override of Customer Exemptions		✓	✓	✓	✓	Required	No
Tax: Allow Override of Tax Code		✓	✓	✓	✓	Required	No
Tax: Calculate Tax on Credit Memos		✓	✓	✓		Optional	
Tax: Inventory Item for Freight	✓	✓	✓	✓	✓	Optional	
Tax: Invoice Freight as Revenue	✓	✓	✓	✓	✓	Optional	
Tax: Use Tax Vendor		✓	✓	✓		Optional	Yes

Table 9 – 3 (Page 1 of 3)

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
AR: Allow Update of Existing Sales Credits	✓	✓	✓	✓	✓	Optional	
AR: Alternate Name Search		✓	✓	✓		Optional	Yes
AR: Automatic Contact Numbering		✓	✓	✓	✓	Required	
AR: Cash – Allow Actions		✓	✓	✓	✓	Required	
AR: Cash – Default Amount Applied	✓	✓	✓	✓	✓	Required	
AR: Change Customer on Transaction		✓	✓	✓	✓	Required	Yes
AR: Change Customer Name		✓	✓	✓	✓	Required	Yes
AR: Close Periods – Run Collection Effectiveness Report	✓	✓	✓	✓	✓	Required	
AR: Commit Between Validation		✓	✓	✓	✓	Optional	Yes
AR: Create Bank Charges	✓	✓	✓	✓		Optional	Yes
AR: Customer Merge Commit Size		✓	✓	✓		Optional	1
AR: Customers – Enter Alternate Fields		✓	✓	✓		Optional	Yes
AR: Debug Level for PostBatch		✓	✓	✓	✓	Optional	
AR: Default Exchange Rate Type		✓	✓	✓		Optional	
AR: Dunning Letter Remit To Address Label Size		✓	✓	✓		Optional	
AR: Enable Cross Currency		✓	✓		✓	Optional	No
AR: GL Transfer Balance Test		✓	✓	✓	✓	Required	Yes
AR: Invoices with Unconfirmed Receipts		✓	✓	✓	✓	Required	None
AR: Item Flexfield Mode	✓	✓	✓	✓	✓	Optional	Concatenated Segment Entry
AR: Override Adjustment Activity Account Option		✓	✓	✓	✓	Required	Yes
AR: Receipt Batch Source	✓	✓	✓	✓	✓	Required	
AR: Show Billing Number	✓	✓	✓	✓		Optional	
AR: Sort Customer Reports by Alternate Fields		✓	✓	✓		Optional	
AR: Transaction Batch Source	✓	✓	✓	✓	✓	Required	

Table 9 – 3 (Page 2 of 3)

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
AR: Transaction Flexfield QuickPick Attribute	✓	✓	✓	✓	✓	Optional	interface_ header_ attribute1
AR: Update Due Date		✓	✓	✓	✓	Required	
AR: Use Invoice Accounting For Credit Memos		✓	✓	✓	✓	Required	Yes
AR: Zengin Character Set		✓				Optional	
Default Country	✓	✓	✓	✓	✓	Optional	
Enable Transaction Codes (Oracle Public Sector Receivables only)		✓	✓	✓		Optional	No
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	Optional	No
OE: Item Flexfield		✓				Optional	
OE: Item Validation Organization		✓				Required	
Sequential Numbering		✓		✓		Optional	Always Used

Table 9 – 3 (Page 3 of 3)

Tax: Allow Ad Hoc Tax Changes

This profile option lets you choose whether to update rates and amounts assigned to tax codes in the Transactions window in Receivables, if you defined tax codes in the Tax Codes and Rates window and set Ad Hoc to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

Tax: Allow Manual Tax Lines

This profile option determines whether users can enter manual tax lines in the Transactions windows in Receivables. You might want to restrict this data entry by setting the profile option to No.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

Tax: Allow Override of Customer Exemptions

Use this profile option to prevent users from entering unapproved exemptions in Receivables. You can use this profile option to control

whether you allow sales tax systems to automatically create unapproved sales tax exemptions during invoice entry. This modification only relates to invoice entry, as AutoInvoice previously allowed unapproved exemptions to be entered when this profile option was set.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

Tax: Allow Override of Tax Code

This profile option lets you choose whether to override a system–derived tax code during order or invoice entry. If you override a system derived tax code, Receivables will use the rate and amount assigned to the new tax code to determine the tax for the transaction.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

Tax: Calculate Tax on Credit Memos

This profile option allows Receivables to automatically calculate tax on credit memos imported using AutoInvoice. By default, Receivables uses the payment applications and the line, tax, and freight amounts to calculate tax. If this profile option is Yes, tax for each credit memo is calculated without taking into account the outstanding balances. This flexibility is required for installations that support partial payments and is useful for implementations that integrate third party tax ledgers using the Tax Vendor Extension.

Tax: Inventory Item for Freight

Use this profile if you have set 'Tax: Invoice Freight as Revenue' to Yes (so that freight can be taxed) and you need to control the rate of tax applied to freight. You can do this by defining an inventory item of User Type "Freight" and setting this option to your new inventory item. When Order Entry identifies this inventory item, it uses the Tax Codes (or Groups) assigned to it or Item Exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, the description of the freight line will be derived from the inventory item that you defined, rather than the default description 'Freight'.

Tax: Invoice Freight as Revenue

If you are using Oracle Order Entry, this profile option determines how Order Entry imports freight amounts to Receivables when you run the Receivables Interface program. Use this profile if you require freight amounts to be taxed. If this option is Yes, Order Entry will create a line item of type 'Line' on the invoice for the freight amount identified on the Ship Confirm window, so that it can be taxed. When Receivables prints the invoice, this amount will be printed as the last invoice line with the description of 'Freight.'

Tax: Use Tax Vendor

This profile option allows your system administrator to control which users can call an installed third party application for tax calculations. This profile option is required in multiple organization installations in which one set of executables is shared across many different tax compliance requirements. The default value is Yes; this indicates that a user can call a third party application to calculate tax.

AR: Allow Update of Existing Sales Credits

This profile option determines whether a user can update existing sales credits or if additional sales credit records need to be created to maintain an audit trail.

AR: Alternate Name Search

This profile option determines whether you can transfer bank information in the Zengin file format into Receivables (Zengin is the standard file format for bank transfers in Japan). Instead of using a customer number or invoice number to identify which customer remitted payment, the Zengin format uses "alternate names" to match customers with receipts. An alternate name is usually the customer's phonetic name spelled with Japanese Kana characters.

If this profile option is set to Yes, Receivables displays the Alternate Name Search field in the Submit Lockbox Processing window and the fields required to match receipts with customers in the Maintain Lockbox Transmission Data window. Please refer to the profile option AR: Zengin Character Set in this section.

AR: Automatic Contact Numbering

This profile option determines whether your customer contact numbers are automatically generated when you enter new customers.

The value for this option can be set by the system administrator at the site level only.

AR: Cash – Allow Actions

This profile option determines whether you can create adjustments and chargebacks when applying receipts in the Applications window.

Your system administrator selects either Yes or No to indicate whether Receivables lets you create item level actions in the Applications window while you apply receipts. Valid item level actions include adjustments to your debit items or the creation of chargebacks for specific debit items.

If your system administrator sets this profile option to Yes, when you choose either Chargebacks or Adjustments in the Applications window Receivables displays the Chargebacks or Adjustments window and lets you create chargebacks and adjustments. If your system administrator sets this profile option to No, Receivables disables the Chargebacks and Adjustments buttons in the Applications window.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Cash – Default Amount Applied

This profile option determines the default value of the Amount Applied field in the Receipts, Applications, and QuickCash windows when you enter an application. This profile option also takes into account discount amounts. See: Discounts: page 4 – 156.

Available values are:

Remaining Amount of the Invoice

If the unapplied amount of the receipt is greater than or equal to the transaction, the default amount applied is the remaining amount of the transaction.

If the unapplied amount of the receipt is less than the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt.

If the unapplied amount of the receipt is currently negative, the default amount applied is the remaining amount of the transaction (to prevent the negative unapplied amount from increasing).

Unapplied Amount of the Payment

If the unapplied amount of the receipt is less than or equal to the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt.

If the unapplied amount of the receipt is greater than the remaining amount of the transaction, the default amount applied is the remaining amount of the transaction.

If the unapplied amount of the receipt is currently negative, the default amount applied is zero (to prevent the negative unapplied amount from increasing).

Use the following table to understand how Receivables derives the default amount to apply.

Remaining Amount of Transaction	Unapplied Receipt Amount	Value of AR: Cash – Default Amount Applied	Default Amount Applied
1000	100	Remaining amount of invoice	100
		Unapplied amount of the payment	100
1000	2000	Remaining amount of invoice	1000
		Unapplied amount of the payment	1000
–1000	100	Remaining amount of invoice	–1000
		Unapplied amount of the payment	–1000
1000	–100	Remaining amount of invoice	1000
		Unapplied amount of the payment	0

Table 9 – 4

Attention: During receipt application, the unapplied amount of the receipt can become negative, but it must be zero or positive before you save your receipt application.

The value you specify for this profile option at the User level takes precedence over the value set by the system administrator at the site, application, responsibility, or user level.

AR: Change Customer on Transaction

This profile option determines whether you can update customer names in the Transaction windows. If this option is Yes, you can update the bill–to and ship–to names of customers on your transactions.

> **Note:** You cannot update the customer bill–to or ship–to information if the transaction is a chargeback, has activity against it, or has been posted, even if this profile option is set to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Change Customer Name

Choose whether to let users update customer names in the Customer windows.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Close Periods – Run Collections Effectiveness Report

This profile option determines whether Receivables automatically submits the Collections Effectiveness Report when a period is closed.

Available values are:

Yes	Receivables automatically submits the Collections Effectiveness Report when a period is closed
No	You must manually invoke the Collections Effectiveness Report

The value for this option can be set by the system administrator at the site level only.

AR: Commit Between Validation

This profile option determines whether the AutoLockbox program will commit (save) after validating each record in a Lockbox transmission. If you set this profile option to No, AutoLockbox will only commit after validating *all* of the records in the transmission.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels.

AR: Create Bank Charges

This profile option determines whether users can create bank charges when entering receipts in Receivables. Other operations that this profile can affect include the following:

- QuickCash
- PostBatch

For more information, see: Bank Charges: page 2 – 198.

AR: Customer Merge Commit Size

This profile option lets you control how many customers to include in a commit cycle during Customer Merge. This is an optional profile option, and the default value is 1. This means that data will be committed after each customer is merged.

AR: Customers – Enter Alternate Fields

This profile option controls whether users can enter information in the Alternate Name field in the Customers and Customer Addresses windows. This field lets you enter a phonetic representation of a customer name. Alternate names are used primarily in Japan to enter and sort customer information using Kana characters.

Receivables also uses this information when you choose Customer Name Sort as a parameter when printing certain Receivables reports (for example, the Customer Listing – Detail or Summary report). Refer to the AR: Sort Customer Reports by Alternate Fields profile option in this section.

AR: Debug Level for PostBatch

This profile option determines whether PostBatch is run in debug mode. If this option is set to Yes, enter one of the following values to indicate how extensive the debugging information saved to the log file will be:

- **0** – Save only the most severe messages and errors (default setting).
- **1** – Save messages that indicate entering and exiting various functions.

- **2** – Save any useful and informative messages.
- **3** – Save all other debug messages, including printing values of several important variables.

AR: Default Exchange Rate Type

This option contains the default value for the exchange rate type that appears in the exchange rate window. Valid values are Corporate Exchange Rate, Spot Exchange Rate, and User Specified Rate.

AR: Dunning Letter Remit–To Address Label Size

This profile option determines the width and height (in characters) of your customer's remit–to address when printing your dunning letters. Choose from one of the following values:

- **Default:** Use the length and width set for this field by Receivables. This is usually between 7–19 characters (height) by 20 characters (width).
- **Wide:** 8 characters (height) by 30 characters (width)

AR: Enable Cross Currency

This profile option controls whether you can apply a receipt in one currency to one or more transactions in a different currency using the Applications window.

You can define this profile option at the site, application, or user level.

AR: GL Transfer Balance Test

This profile option controls whether the GL Transfer program will reject debit and credit balances that are not equal before posting to the general ledger.

Available values are:

Yes	Receivables will reject unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits will be listed in the Unposted Items Report which runs automatically during the posting program.
No	Receivables will not reject unbalanced debits and credits before posting to general ledger.

The value for this option can be set by the system administrator at the site level only.

AR: Invoices with Unconfirmed Receipts

This profile option lets you choose whether to adjust or credit invoices selected for automatic receipt. You can adjust transactions that have been approved, but not confirmed.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Item Flexfield Mode

This profile option lets you choose the format to use for entering flexfield information for Line Items for commitments in the Transactions and Item Tax Rate Exceptions windows.

Available values are:

Always Pop a Flexfield Window	The item flexfield always pops up as you navigate through the field.
Concatenated Segment Entry	The item flexfield never pops up as you navigate through the field. Instead, you can type the item flexfield information directly into the field.
No Window for a Single Segment Flexfield	The item flexfield will only pop if it has more than one segment enabled.

The value you specify for this profile option at the User level in this window takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Override Adjustment Activity Account Option

This profile option lets you choose whether you can override the default adjustment account when entering or updating manual adjustments and when updating automatic adjustments. These changes must be made before posting to the general ledger.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Receipt Batch Source

This is the default receipt source for the Batch field in the Receipts and Receipt Batches windows.

Only Receipt sources with a Receipt Source Type of 'Manual' will be displayed in the list of values.

The value that you specify for this profile option at the User level in this window takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Show Billing Number

When you print a draft or final version of your consolidated billing invoices, Receivables assigns a unique billing invoice number. If you set this profile option to Yes, Receivables displays this number on related reports and windows.

Receivables windows that can display the consolidated billing invoice number include the Receipts, Transactions, Account Details, Credit Transactions, Transaction Overview, Customer Calls, Applications, and Mass Apply windows. Reports that can display the consolidated billing invoice number include the Account Status, Adjustment Register, Applied Receipts Register, Billing and Receipt History, Disputed Invoice, Dunning Letter Generate, Past Due Invoice, Sales Journal by GL Account, Transaction Detail, and the Transaction Register.

For more information, see: Consolidated Billing: page 6 – 279.

AR: Sort Customer Reports by Alternate Fields

This profile option controls whether Receivables will sort information using the value of the Alternate Name field in the Customers window when you run certain reports. To use this option, the AR: Customers – Enter Alternate Fields profile option must also be set to Yes.

Reports that can use this option include: the Customer Profiles Report, Receipt History Report, Applied Receipts Register, Unapplied Receipts Register, Automatic Receipts Awaiting Confirmation, Print Statements, Transaction Register, and the Customer Listing Detail and Summary reports.

AR: Transaction Batch Source

This profile option determines the default invoice source that will appear in the Batch field of the Transaction and Credit Memo windows. Receivables only displays batch sources with a Transaction Source Type of 'Manual' in the list of values for this option.

The value you specify for this profile option at the User level in this window takes precedence over the value set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Transaction Flexfield QuickPick Attribute

This is the Invoice Transaction Flexfield attribute that appears in the invoice list of values throughout Receivables. Receivables uses this to further identify the invoice and displays this value under the 'reference' column in the list of values. The default value is interface_header_attribute1. See: Transaction Flexfields: page 6 – 178.

The value that you specify for this profile option at the User level in this window takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

AR: Update Due Date

This profile option determines whether you can update the due dates of debit items in the Transaction window.

Available values are:

Yes Receivables lets you update the due date of a debit item in the Transaction window to any date that is greater than the transaction date of this item. If you change the due date of your debit item, Receivables does not update the terms of this item.

No Prevents you from updating the due dates of debit items in the Transaction window.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Use Invoice Accounting For Credit Memos

This profile option determines whether to assign your credit memo to the same accounts that are assigned to the invoice you are crediting.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

AR: Zengin Character Set

This profile option lets you specify the character set you will use when importing bank files in the Zengin format using AutoLockbox. You must define this profile option to import bank files in the Japanese Zengin format into Receivables. Choose from one of the following Japanese character sets:

- EBCDIC
- SJIS

Please refer to the profile option AR: Alternate Name Search in this section.

See Also

Profile Options: page B – 2

Profile Options in Oracle General Ledger: page B – 19

Profile Options in Oracle Application Object Library: page B – 21

Profile Options In Oracle Order Entry: page B – 18

Profile Options in Oracle Order Entry

Because some Oracle Applications products have overlapping functions, the following Oracle Order Entry profile options also affect the operation of Receivables, even if you have not installed Oracle Order Entry.

OE: Item Flexfield

This profile option indicates the structure of the Item Flexfield (System Items) used by Order Entry. This structure should be the same across all applications in the same database.

This profile option is visible and updatable at the site level.

OE: Item Validation Organization

This profile option indicates the Oracle Manufacturing organization against which items are validated. You must define all items that can be included in your transactions in this organization.

Set the **OE: Item Validation Organization** profile at the site level for the inventory organization whose master item number you want to use. This profile option indicates the organization that Receivables uses to validate items.

This profile option is visible and updatable at the site level.

See Also

Overview of Receivables User Profile Options: page B – 4

Profile Options in Oracle General Ledger: page B – 19

Profile Options in Oracle Application Object Library: page B – 21

Profile Options in Oracle General Ledger

Because some Oracle Applications products have overlapping functions, the following Oracle General Ledger profile option also affects the operation of Receivables, even if you have not installed Oracle General Ledger.

Journals: Display Inverse Rate

Use this profile option to determine how you enter and display conversion rates in the Oracle Order Entry Enter Sales Orders and Returns windows, and the Oracle Receivables Receipts and Applications windows.

Yes — You can enter and display conversion rates in the functional–to–foreign format; that is, the rate by which you multiply the functional amount to determine the foreign amount.

No — You can enter and display conversion rates in the foreign–to–functional format; that is, the rate by which you multiply the foreign amount to determine the functional amount.

The default value is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility, or user level.

> **Note:** In Receivables, this profile option also affects how the the exchange rate appears in the Exchange Rate pop–up window when you choose a Rate Type of either Corporate or Spot. See: Defining Conversion Rate Types (*Oracle General Ledger User's Guide).*

See Also

Overview of Receivables User Profile Options: page B – 4

Profile Options In Oracle Order Entry: page B – 18

Profile Options in Oracle Application Object Library: page B – 21

Setting General Ledger Profile Options (*Oracle General Ledger User's Guide*)

Profile Options in Oracle Application Object Library

This section lists each profile option in Oracle Application Object Library, which are available to every Oracle Application. For each profile option, we give a brief overview of how Oracle Application Object Library uses the profile's setting.

Account Generator:Purge Runtime Data

Setting this profile option to Yes ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to Yes unless you are debugging the Account Generator; in this case, we recommend that you set it to No temporarily at the User level. Running the Account Generator with this profile option set to No fills up the workflow tables and can slow system performance.

Users can see and update this profile option.

This profile option is visible and updatable at all levels.

AutoCommit

You can automatically commit any new or updated information when you leave a window.

- "Yes" means you do not need to save your changes by choosing Save from the Action menu when leaving a window.
- "No" means a message asks if you want to commit your work or transactions before leaving the window, providing a default value of Yes as the response.

Users can see and update this profile option.

Calculator:Type

You can display either a calculator or an adding machine.

- "Adding Machine" displays a standard adding machine in a pop–up window.
- "Calculator" displays a simple calculator in a pop–up window.

Users can see and update this profile option.

Concurrent:Hold Requests

You can automatically place your concurrent requests on hold when you submit them.

The default value is No. The concurrent managers run your requests according to the priority and start time specified for each.

Changing this value does not affect requests you have already submitted.

A value of Yes means your concurrent requests and reports are automatically placed on hold. To take requests off hold, you:

- Navigate to the Concurrent Requests Summary window to select a request
- Select the Request Control alternative region
- Uncheck the Hold check box

Users can see and update this profile option.

Concurrent:Report Access Level

This profile option determines access privileges to report output files and log files generated by a concurrent program. This option can be set to User or Responsibility.

Setting the Concurrent:Report Access Level profile option to 'User' means only the user who submitted a request may:

- view the completed report output for that request online
- view the diagnostic log file for that request online (System Administrator also has this privilege)
- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review do not change, but are still determined by the user who submitted the concurrent requests.

Setting the Concurrent:Report Access Level profile option to 'Responsibility' means access to reports and diagnostic log files is based on the responsibility the user is currently using. In this case, for any requests submitted from their current responsibility, any user may:

- view the completed report output for a request online
- view the diagnostic log file for a request online (System Administrator also has this privilege)

- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review change to match the user's current responsibility. Users can always see the output and log files from reports they personally submitted, but may also see reports and log files submitted by any user from the current responsibility.

Users can see this profile option, but they cannot update it.

Concurrent:Report Copies

You can set the number of output copies that print for each concurrent request. The default value is 1.

- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

Concurrent:Request Priority

This displays the default priority number for your concurrent requests. You cannot change your request priority. The priority of your requests is set by your System Administrator.

Requests normally run according to start time on a "first–submitted, first–run" basis. Priority overrides request start time. A higher priority request starts before an earlier request.

Priorities range from 1 (highest) to 99 (lowest). The standard default value is 50.

Users can see this profile option, but they cannot update it.

Concurrent:Request Start Time

You can set the date and time that your requests are available to start running:

- If the start date and time is at or before the current date and time, requests are available to run immediately.
- If you want to start a request in the future, for example, at 3:45 pm on June 12, 1998, you enter 12–JUN–98 15:45:00 as the profile option value.
- You must include both a date and a time.

- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

Concurrent:Save Output

You can save your request outputs in a standard file format.

- The default setting saves request outputs in standard file format.
- Some concurrent requests do not generate an output file.
- If your request output is saved, you can reprint a request. This is useful when requests complete with an Error status. For example, the request runs successfully, but a printer malfunctions.
- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

Concurrent:Sequential Requests

You can force your requests to run one at a time (sequentially) according to the requests' start dates and times, *or* allow them to run concurrently, when their programs are compatible.

- Concurrent programs are incompatible if simultaneously accessing the same database tables incorrectly affects the values each program retrieves.
- When concurrent programs are defined as incompatible with one another, they cannot run at the same time.

"Yes" prevents your requests from running concurrently. Requests run sequentially in the order they are submitted.

"No" means your requests *can* run concurrently when their concurrent programs are compatible.

Changing this value does not affect requests you have already submitted.

Users can see and update this profile option.

Currency:Mixed Currency Precision

Use Mixed Currency Precision to specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies.

- Normally, currency numbers are right–justified.
- Each currency has its own precision value that is the number of digits displayed to the right of a decimal point. For U.S. dollars the precision default is 2, so an example display is 345.*70*.
- Set Mixed Currency Precision to be equal to or greater than the *maximum* precision value of the currencies you are displaying. For example, if you are reporting on rows displaying U.S. dollars (precision=2), Japanese yen (precision=0), and Bahraini dinar (precision=3), set Mixed Currency Precision=3.

Users can see and update this profile option.

Currency:Negative Format

You can use different formats to identify negative currency. The default identifier is a hyphen (–) preceding the currency amount, as in ”–xxx”. You can also select:

Angle brackets	< >	< xxx >
Trailing hyphen	–	xxx –

If you run Oracle Applications in character mode, you can also use:

Parentheses	( )	(xxx)
Square Brackets	[ ]	[xxx]

If you use the negative number formats of “(xxx)” or “[xxx]” in the GUI version of Oracle Applications, your negative numbers appear as “<xxx>”.

Users can see and update this profile option.

Currency:Positive Format

You can use different formats to identify positive currency values. The default condition is no special identifier.

This is the only format available for positive numbers in the GUI version of Oracle Applications. If you use the character mode positive number formats of ”+xxx” or ”xxx+,” your positive numbers appear as ”xxx” in the GUI windows.

Users can see this profile option.

Currency:Thousands Separator

You can separate your currency amounts in thousands by placing a thousands separator, for example, a comma (,), every three digits (or 10^3 power).

If your currency amount does not fit within the field window, the thousands separator does not display.

Users can see and update this profile option.

Default Country

This is the default source for the Country field for all address regions and is used by the Flexible Address Formats feature, the Flexible Bank Structures feature, and the Tax Registration Number and Taxpayer ID validation routines.

This profile can be set to any valid country listed in the Maintain Countries and Territories window and can be set to a different value for each user.

If the Default Country profile option is not defined, Receivables uses the value of the Default Country field in the System Options window as the default when you enter addresses.

The Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation routines are only performed for customers and banks in the home Country. If the current transaction does not have a Country value, the Default Country profile value is used to determine whether validation is required. If the Default Country profile is not defined, validation will not be performed.

Users can see and update this profile option.

Flexfields:AutoSkip

You can save keystrokes when entering data in your flexfields by automatically skipping to the next segment as soon as you enter a valid value into a segment.

- "Yes" means after entering a valid value in a segment you automatically move to the next segment.
- "No" means after entering a valid value in a segment you must press [Return] to go to the next segment.

Users can see and update this profile option.

Flexfields:Shorthand Entry

If shorthand flexfield entry is defined for your flexfield, you can use a shorthand alias to automatically fill in values for some or all of the segments in a flexfield.

Not Enabled	Shorthand Entry is not available for any flexfields for this user, regardless of whether shorthand aliases are defined.
New Entries Only	Shorthand Entry is available for entering new records in most foreign key windows. It is not available for combinations windows, updating existing records, or entering queries.
Query and New Entry	Shorthand Entry is available for entering new records or for entering queries. It is not available for updating existing records.
All Entries	Shorthand Entry is available for entering new records or updating old records. It is not available for entering queries.
Always	Shorthand Entry is available for inserting, updating, or querying flexfields for which shorthand aliases are defined.

Users can see and update this profile option.

Flexfields:Show Full Value

If an alias defines valid values for *all* of the segments in a flexfield, and Flexfields: Shorthand Entry is enabled, when you enter the alias the flexfield window does not appear.

You can override this by selecting Flexfields: Show Full Value, which displays the full flexfield window with the cursor resting on the last segment.

Users can see and update this profile option.

Language

This profile option displays the name of the language used by your applications' windows and menus. Only your system manager can change this profile option.

Users can see this profile option, but they cannot update it.

Maximum Page Length

You can set the maximum number of lines per page for your printer.

- You should set “Maximum Page Length” to a value appropriate for the paper size your printer uses.
- The default value of 58 accommodates A4 type paper in landscape mode.
- If your printer uses 8 1/2” by 11” size paper, you can set “Maximum Page Length” to 66.

Users can see and update this profile option.

Menu Style

You can choose between Lotus–style (left–to–right scrolling) or Macintosh–style (pull–down) menus.

- Both menus have the same sequence of menu choices for each application function.

Users can see and update this profile option.

Message:Prompt for Explanation

You can automatically display a pop–up window asking if you want to see a message explanation. By setting this option to:

- ”Yes” you see a DecisionPoint window when a message explanation is available.
- ”No” you do not see a DecisionPoint window when a message explanation is available. You acknowledge messages by pressing any key.

Users can see this profile option, but they cannot update it.

Message:Shared Application

Messages appearing in the message line near the bottom of the screen are typically generated by the application you are running.

Occasionally, an application may share another application’s messages. The Message:Shared Application profile option lets you identify another application whose error messages can be referenced.

Users can see and update this profile option.

Printer

You can select the printer that prints your reports. If a printer cannot be selected, contact your System Administrator. Printers must be registered with Oracle Applications.

Users can see and update this profile option.

QuickPick:AutoReduction

You can automatically reduce a list of values to a list containing only values starting with a character(s) you specify, by selecting AutoReduction: ”Normal”.

When you select AutoReduction: ”PowerSkip”, you can reduce a list of values to only those starting with a character(s) you specify, *and* your cursor automatically skips to the next *differing* character.

- For example, if you had a long list of quarterly reports, two starting with the letter ”z” (ZDept CF1 and ZDept CF2), when you type the letter ”z” the list of values list is reduced to two values, and the cursor automatically skips to the last character. You then type ”1” or ”2” to select a report.
- In the example above, with AutoReduction set to Normal, you must type all the characters if you want to use the AutoReduction feature to select one of the reports.

Users can see and update this profile option.

QuickPick:AutoSelect

After you reduce a list of values to a single choice, AutoSelect automatically enters the value for you.

Use QuickPick:AutoReduction to help reduce list of value lists to a single choice. Then with QuickPick:AutoSelect you can, for example:

- Specify the first character(s) of the choice you want
- If only one value begins with the character(s), AutoSelect automatically selects the correct choice, closes the pop–up window, and enters the value.

To enter a QuickPick value when AutoSelect is set to ”No”, you must press [Return] after selecting the value.

Users can see and update this profile option.

Sequential Numbering

Sequential Numbering assigns numbers to documents created by windows in Oracle financial products. For example, when you are in a window that creates invoices, each invoice document can be numbered sequentially.

- Sequential numbering provides a method of checking whether documents have been posted or lost.
- Not all windows within an application can be selected to support sequential numbering.
- Sequential Numbering has the following profile option settings:

Always Used You may not enter a document if no sequence exists for it.

Not Used You may always enter a document.

Partially Used You will be warned, but not prevented from entering a document, when no sequence exists.

Only system administrators can change this profile option.

Users can see this profile option, but they cannot update it.

This profile option is visible and updatable at the site, application, and responsibility levels.

> **Note:** The ability to set the Sequential Numbering profile option at the responsibility level was added for the Multiple Organizations Support feature. We recommend setting this option at either the site or application level unless you are implementing this feature.

Level	Visible	Allow Update
Site	Yes	Yes
Application	Yes	Yes
Responsibility	Yes	Yes
User	No	No

Table 9 – 5 (Page 1 of 1)

The internal name for this profile option is UNIQUE:SEQ_NUMBERS.

Sign–On:Notification

You can display a message at login that indicates:

- If any concurrent requests failed since your last session.
- How many times someone tried to log on to Oracle Applications with your username, but an incorrect password.
- When the default printer identified in your user profile is unregistered or not specified.

Users can see and update this profile option.

See Also

Overview of Receivables User Profile Options: page B – 4

Profile Options in Oracle General Ledger: page B – 19

Profile Options In Oracle Order Entry: page B – 18

Profile Options in Oracle Application Object Library *(Oracle Applications System Administrator's Guide)*

APPENDIX

C

Oracle Receivables Function Security

This appendix describes which Receivables windows and features are controlled by function security. Function security lets you determine whether a user can access a window or perform a specific operation within Receivables.

Function Security in Oracle Receivables

Use function security to control user access to Receivables functions. By default, access to Receivables functionality is *not* restricted. Your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

The following examples are common results that enforcing function security may produce:

- Button is hidden
- Field is not updatable
- Alternative region is hidden
- Window is inaccessible

For example, your system administrator creates a Billing responsibility that lets users enter, update and delete all transactions except commitments. Depending on the type of restriction he wishes to impose, he could exclude one or more of the following functions:

Comm: View
    Comm: Enter
    Comm: Update
    Comm: Delete

If Comm: View is excluded from a responsibility, the user cannot perform any functions on commitments (for example, enter, update, delete, or view).

If Comm: Enter is excluded from a responsibility, the user cannot enter new commitments, but can query existing commitments to view, update, or delete them.

If Comm: Enter, Comm: Update, and Comm: Delete are excluded, the user can only query existing commitments for review, he cannot perform any other actions.

Function Security is used in several Set Up windows and in each of the following workbenches: Transactions Workbench, Receipts Workbench, Collections Workbench, and the Customers Workbench. If a workbench is completely removed from the menu, all functions associated with the workbench are automatically removed.

See Also

Receivables Functions: page C – 3

How Function Security Works (*Oracle Applications System Administrator's Guide*)

Customer Window Parameters (when function security definitions conflict with window parameters): page C – 8

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

Receivables Functions

The following tables list restrictions by workbench. In addition, your System Administrator can restrict access to any workbench, setup windows, or alternative regions within a window.

Transactions Workbench

The following functions can be excluded in the Transactions Workbench.

Function Name	Restriction(s)
Inv: View	View invoices
Inv: Enter	Enter invoices
Inv: Update	Update invoices
Inv: Delete	Delete invoices
DM: View	View debit memos
DM: Enter	Enter debit memos
DM: Update	Update debit memos
DM: Delete	Delete debit memos
Reg CM: View	View credit memos
Reg CM: Enter	Enter credit memos
Reg CM: Update	Update credit memos

Function Name	Restriction(s)
Reg CM: Delete	Delete credit memos
OnAcc: View	View on account credits
OnAcc: Enter	Enter on account credits
OnAcc: Update	Update on account credits
OnAcc: Delete	Delete on account credits
OnAcc: Applications	Apply on account credits
Comm: View	View commitments
Comm: Enter	Enter commitments
Comm: Update	Update commitments
Comm: Delete	Delete Commitments
Adj: View	View Adjustments
Adj: Enter	Enter Adjustments
Adj: Update	Update Adjustments
Adj: Approve	Approve Adjustments
Transactions: Complete	Complete transactions
Transactions: Copy**	Copy Transactions
Transactions: Dispute*	Place transactions in dispute
Transactions: Print**	Print transactions

Receipts Workbench

The following functions can be excluded in the Receipts Workbench.

Function Name	Restriction(s)
Cash: View	View cash receipts
Cash: Enter	Enter cash receipts
Cash: Update	Update cash receipts
Cash: Delete	Delete cash receipts
Misc: View	View miscellaneous transactions

Function Name	Restriction(s)
Misc: Enter	Enter miscellaneous transactions
Misc: Update	Update miscellaneous transactions
Misc: Delete	Delete miscellaneous transactions
Auto: View	View automatic receipts
Auto: Create	Create automatic receipts
Auto: Maintain	Maintain automatic receipts
Auto: Approve	Approve automatic receipts
Auto: Format	Format automatic receipts
Auto: Confirm	Confirm automatic receipts
Auto:Unconfirm	Unconfirm automatic receipts
Remit: View^^	View automatic remittances
Remit: Create	Create automatic remittances
Remit: Maintain	Maintain automatic remittances
Remit: Approve	Approve automatic remittances
Remit: Format	Format automatic remittances
QuickCash: View	View QuickCash receipts
QuickCash: Enter	Enter QuickCash receipts
QuickCash–Manual: Update	Update manually entered quickcash
QuickCash–Lbox: Update	Update QuickCash receipts imported through lockbox
QuickCash: Post	Post QuickCash
Reverse: Std	Allow standard reversal
Reverse: DM	Allow debit memo reversal
Exchange Rate Adj	Create exchange rate adjustments

Collections Workbench

The following functions can be excluded in the Collections Workbench.

Function Name	Restriction(s)
Scheduler**	Access the Scheduler window
Call**	Access the Calls window
Customer Account**	Access the Customer Account window
Account Details**	Access the Account Details window
Aging**	Access the Aging window
Correspondence**	Access the Correspondence window
Account Overview**	Access the Account Overview window
Transaction Overview**	Access the Transaction Overview window
Credit Hold	Place / Release a customer credit hold
Transactions: Dispute*	Place transactions in dispute
Customer WB	Access the Customer Workbench from the Collections Workbench
Dunning**	Print Dunning Letters
Statements**	Print Statements

Customers Workbench

The following functions can be excluded in the Customers Workbench.

Function Name	Restriction(s)
Customers:Telephones	Enter customer telephone numbers
Customers:Contacts	Enter contacts names, contacts telephone numbers, and contacts roles
Customers:Profile	Assign and maintain customer profiles
Customers:Banks	Assign banks to customers
Customers:Payment Methods	Assign payment methods to customers
Customers:Marketing	Enter Marketing information
Customers:Relationship	Create and view customer relationships
Customers:Address Telephones	Enter address telephone numbers

Function Name	Restriction(s)
Customers:Address Contacts	Enter contacts names, contacts telephone numbers and contacts roles
Customers:Address Profile	Assign and maintain customer site profiles
Customers:Address Banks	Assign banks to addresses
Customers:Address Payment Methods	Assign payment methods to addresses

You cannot restrict access to the Classification, Addresses, or Business Purposes alternative regions using function security.

Banks

The following functions can be excluded in the Banks window.

Function Name	Restriction(s)
Banks: Receivable Options	Access the AR Options and More AR Options regions of the Bank Accounts window to define GL Accounts
Banks: Related Banks	Assign related banks to a Clearing House.
Banks: Payable Options	Access the AP Options region of the Bank Accounts window to define various attributes for Oracle Payables
Banks: Payment Documents	Access Payment Documents window to enter new payment documents

Note: ** Implies that the functionality may be accessed either via a button or directly from the menu. Excluding the function will disable access via the button. However, the system administrator is still required to remove access from the menu when defining menu structures.

Note: * The Transactions: Dispute function lets a user place transactions in dispute. This function can be performed in both the Transactions and the Collections workbenches. If your system administrator has excluded the function from the Transactions Workbench, it will automatically be excluded from the Collections Workbench. However, if the entire Transaction Workbench is excluded from a responsibility, then the system administrator may choose to explicitly include or exclude the function in the Collections Workbench.

Note: ^^ If you exclude access to this function, it will remove the Remittance window from the menu. There are no buttons that access this window in other Receivables windows.

See Also

Overview of Function Security: page C – 2

How Function Security Works (*Oracle Applications System Administrator's Guide*)

Customer Window Parameters (when function security definitions conflict with window parameters): page C – 8

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

Customer Window Parameters

You can control the appearance or behavior of certain customer windows by specifying parameter values when you define menus.

If you use a parameter to specify that a window displays a particular alternative region, but access to that region is disallowed by function security, Receivables will open the default alternative region instead. (See the relevant window parameter section to see how these conflicts are resolved.)

For example, you want your collections agents to see contact telephone numbers automatically after retrieving a customer record. To ensure that the Customers window shows the "Contacts:Telephones" alternative region when it is first opened, add the following parameter to a window function that opens ARXCUDCI, then add that function to your collections responsibility:

```
CUST_FIRST_CANVAS=CUST_CONT
```

The following parameters control the behavior of the Customers windows.

Customer window initial alternative region

Use the CUST_FIRST_CANVAS parameter to specify which alternative region is visible when you first open the Customers window. Valid values include:

- **CUST_MKT:** Marketing region
- **CUST_CLASS:** Classification region
- **ADDR_SUMMARY:** Addresses region
- **CUST_PROF:** Profile:Transaction region
- **CUST_CONT:** Contacts:Telephones region
- **CUST_PHONE:** Telephones region
- **CUST_PAYMETH:** Payment Methods region
- **CUST_REL:** Relationships region
- **CUST_BANK:** Bank Accounts region

If you do not specify a value for this parameter, or if you specify an alternative region that is disallowed by a responsibility's function security definitions, the Classification alternative region displays.

Customer Address window initial alternative region

Use the ADDR_FIRST_CANVAS parameter to specify which customer address alternative region is visible when you first open the Customer Addresses window. Valid values include:

- **ADDR_SU:** Business:Purposes region
- **ADDR_PROF:** Profile:Transaction region
- **ADDR_BANK:** Bank Accounts region
- **ADDR_PHONE:** Telephones region
- **ADDR_PAYMETH:** Payment Methods region
- **ADDR_CONT:** Contacts:Telephones region

If you do not specify a value for this parameter, or if you specify an alternative region that is disallowed by a responsibility's function security definition, Receivables displays the Business Purposes alternative region.

Business Purpose display for addresses

Use the ADDR_MODE parameter to specify the mode for displaying business purposes. Valid values include:

- **STANDARD:** Business:Purposes (multi–row format)
- **QUICK:** Business:Purposes (check boxes)

Summary or Detail business purposes

Use the CUST_RECORD_COUNT parameter to specify which alternative region is visible when you first open the Customers window:

- **1:** Customer window first displays the Customer detail window
- **2:** Customer window first displays the summary gateway window

See Also

Overview of Function Security: page C – 2

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

Glossary

2–way matching The process of verifying that purchase order and invoice information matches within accepted tolerance levels. Receivables uses the following criteria to verify two–way matching:

Invoice price <= Order price
Quantity billed <= Quantity ordered

3–way matching The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Receivables uses the following criteria to verify three–way matching:

Invoice price <= Purchase Order price
Quantity billed <= Quantity ordered
Quantity billed <= Quantity received

4–way matching The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Receivables uses the following criteria to verify four–way matching:

Invoice price <= Order price
Quantity billed <= Quantity ordered
Quantity billed <= Quantity received
Quantity billed <= Quantity accepted

Account Generator A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and / or modify the default process(es), depending on the application. See also *activity, function, item type, lookup type, node, process, protection level, result type, transition, Workflow Engine*

Account segment One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as –, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

Account segment value A series of characters and a description that define a unique value for a particular value set.

Accounting Flexfield The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

Accounting Flexfield structure The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

Accounting Flexfield value set A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

accounting rule start date The date Oracle Receivables uses for the first accounting entry it creates when you use an accounting rule to recognize revenue. If you choose a variable accounting rule, you need to specify a rule duration to let Receivables know how many accounting periods to use for this accounting rule.

accounting rules Rules that Receivables AutoInvoice uses to specify revenue recognition schedules for your transactions. You can define an accounting rule where revenue is recognized over a fixed or variable period of time. For example, you can define a fixed duration accounting rule with monthly revenue recognition for a period of 12 months.

accrual accounting An accounting method you use to recognize revenue when you create invoices.

activity An Oracle Workflow unit of work performed during a business process. See also *activity attribute, function activity*

activity attribute A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

ad hoc Concerned with or formed for a particular purpose. For example, ad hoc tax codes or an ad hoc database query.

address validation The type of validation you want the system to use for your address, if you are not using a flexible address format for validation. You can implement address validation at three levels: Error, No Validation, or Warning. 'Error' ensures that all locations exist for your address before it can be saved. 'Warning' displays a warning message if a tax rate does not exist for this address (allows you to save the record). 'No Validation' does not validate the address.

adjustment A Receivables feature that allows you to increase or decrease the amount due of your invoice, debit memo, chargeback, deposit, or guarantee. Receivables lets you create manual or automatic adjustments.

aging buckets Time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due.

applied Payment in which you record the entire amount as settlement for one or more debit items.

approval limits Limits you assign to users for adjustment entry. Receivables enforces the limits that you define here as your users enter receivables adjustments. When users enter adjustments that are within their approval limit, Receivables automatically approves the adjustment. When users enter adjustments outside their approval limit, Receivables assigns a status of pending to the adjustment.

archive To store historical transaction data outside your database.

attribute See *activity attribute, item type attribute*

AutoAccounting A feature that lets you determine how the Accounting Flexfields for your revenue, receivable, freight, tax, unbilled receivable and unearned revenue account types are created.

AutoAdjustment A feature used to automatically adjust the remaining balances of your invoices, debit memos, and chargebacks that meet the criteria that you define.

AutoAssociate An option that allows you to specify whether you want Receivables to determine the customer using invoice numbers if the customer cannot be identified from either the MICR number or the customer number. Receivables checks the invoice numbers until it finds a unique invoice number for a customer. Receivables then uses this invoice number to identify the customer. You can only use this feature if your bank transmits invoice numbers and if the AutoLockbox Validation program can identify a unique customer for a payment using an invoice number. Otherwise, Receivables treats the payment as unidentified.

AutoCash Rule A feature that Post QuickCash uses to automatically apply receipts to a customer's open items. AutoCash Rules include: Apply to the Oldest Invoice First, Clear the Account, Clear Past Due Invoices, Clear Past Due Invoices Grouped by Payment Term, and Match Payment with Invoice. See also *AutoCash Rule Set, Post QuickCash.*

AutoCash Rule Set A feature that determines the order of the AutoCash Rules that the Post QuickCash program will use when automatically applying receipts to a customer's open items. You can choose to include discounts, finance charges, and items in dispute when calculating your customer's open balance.

AutoInvoice A program that imports invoices, credit memos, and on account credits from other systems to Receivables.

AutoLockbox See *lockbox*.

automatic receipt In addition to standard check processing, you can use the automatic receipt feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you transfer funds from the customer's bank account to yours on the receipt maturity date.

AutoReduction An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

BAI An acronym for the Banking Administration Institute. This organization has recommended a common format that is widely accepted for sending lockbox data. See also *bank statement*.

balancing segment An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

bank file The data file you receive from the bank that contains all of the payment information that the bank has deposited in your bank account.

bank statement A report sent from a bank to a customer showing all transaction activity for a bank account for a specific period of time. Bank statements report beginning balance, deposits made, checks cleared, bank charges, credits, and ending balance. Enclosed with the bank statement are cancelled checks, debit memos, and credit memos. Large institutional banking customers usually receive electronic bank statements as well as the paper versions.

base amount The amount that represents the denominator for the ratio used to determine the amount due. You specify your base amount when you define your payment terms.

Amount Due = Relative Amount / Base Amount * Invoice Amount

batch source A source you define in Oracle Receivables to identify where your invoicing activity originates. The batch source also controls invoice defaults and invoice numbering. Also known as **transaction batch sources**.

beginning balance The beginning balance is the balance of the transaction item as of the beginning GL Date that you specified. This amount should be the same as the Outstanding Balance amount of the Aging – 7 Buckets Report where the As Of Date is the same as the beginning GL Date.

bill in advance An invoicing rule that enables you to record the receivable at the beginning of the revenue recognition schedule for invoices that span more than one accounting period. See also *invoicing rules, bill in arrears.*

bill in arrears An invoicing rule that records the receivable at the end of the revenue recognition schedule for invoices that span more than one accounting period. See also *invoicing rules, bill in advance.*

Bill of Exchange An agreement made with your customer in which they promise to pay a specified amount on a specific date (called the maturity date) for goods or services. This process involves the transfer of funds from your customer's bank account to your bank account.

Bill To Address The address of the customer who is to receive the invoice. Equivalent to **Invoice To Address** in Oracle Order Entry.

Bill To Site A customer location to which you have assigned a Bill–To business purpose. You can define your customer's bill–to sites in the Customers windows.

billing invoice number A system–generated number assigned to a consolidated billing invoice when you print draft or final versions of these invoices. This number appears in some Receivables windows (next to the transaction number) and reports if the profile option AR: Show Billing Number is set to Yes. See also *consolidated billing invoice.*

business group The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

business purpose The business reason you have for communicating with a customer's address. For example, you would assign the business purpose of Ship To to an address if you ship products to that address. If you also send invoices to that address, you could also assign the business purpose Bill To.

cache A temporary storage area for holding information during processing.

call actions Actions that you record and plan to take as a result of a call with a customer. Examples of actions that you might note for future reference include creating a credit memo, excluding a customer from dunning, or alerting another member of your staff about an escalated issue.

call topics Each call can have many points or topics of discussion. Examples include invoice, debit memo, invoice lines, and customer problems.

cash basis An accounting method that lets you recognize revenue at the time payment is received for an invoice.

cash basis of accounting An accounting method in which you only recognize an expense when you incur the expense. With the Cash Basis of Accounting, Receivables only creates journal entries for invoice payments.

chargebacks A new debit item that you assign to your customer when closing an existing, outstanding debit item.

child segment value A detail–level segment value that is part of a parent segment value. See also *parent segment value.*

chart of accounts structure A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

clearing A process that assigns a cleared date and status to a transaction and creates accounting entries for the cash clearing account. See also *manual clearing*, *reconciliation*.

columns Oracle database tables consist of columns. Each column contains one type of information. The format to indicate tables and columns is: (TABLE_NAME.COLUMN_NAME).

commitment A contractual guarantee with a customer for future purchases, usually involving deposits or prepayments. You can create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments. Oracle Order Entry allows you to enter order lines against commitments.

complete invoice An invoice whose status is Complete. In order for an invoice to have a status of Complete, the invoice total must be greater than or equal to zero, have at least one invoice line, revenue records must exist for each line, revenue records for each line must add up to the line amount, and a tax and sales credit record must exist for each line.

compound tax A method of calculating tax on top of other tax charges. You can create compound taxes in the Transactions window or with AutoInvoice.

consolidated billing invoice An invoice that you send to a customer to provide a summary of their receivables activity for the month. This invoice includes a beginning balance, the total amount of any payments received since the prior consolidated billing invoice, an itemized list of new charges (for example, invoices, credit memos, and adjustments) in either summary or detail format, a separate reporting of consumption tax, and the total balance due for this customer.

concurrent manager A unique facility that manages many time–consuming, non–interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

concurrent process A non–interactive task that you request Oracle Applications to complete. Each time you submit a non–interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

concurrent processing Allows a single processor to switch back and forth between different programs.

concurrent queue A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

concurrent request A request to Oracle Applications to complete a non–interactive task for you. You issue a request whenever you submit a non–interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

consolidated billing invoice A single, monthly invoice that includes all of your customer's transactions for the period. This feature lets you send a customer one, consolidated billing invoice instead of a separate invoice for each transaction.

contact A representative who is responsible for communication between you and a specific part of your customer's company. For example, your customer may have a shipping contact person who handles all questions regarding orders shipped to that address. Receivables lets you enter contacts for your customers, addresses, and business purposes.

contact role A responsibility that you associate to a specific contact. Receivables provides 'Bill To', 'Ship To', and 'Statements,' but you can enter additional responsibilities.

context field value A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

context response See *context field value*.

context segment value A response to your context–sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context–sensitive segment, such as Redwood Shores, Oracle Corporation Headquarters, or Minneapolis, Merrill Aviation's Hub.

context–sensitive segment A descriptive flexfield segment that appears in a second pop–up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop–up window. Each context–sensitive segment typically prompts you for one item of information related to your context response.

control file A file used by SQL*Loader to map the data in your bank file to tables and columns in the Oracle database. You must create one control file for each different bank file you receive, unless some or all of your banks use the exact same format.

conversion A process that converts foreign currency transactions to your functional currency.

corporate exchange rate An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

credit items Any item you can apply to an open debit item to reduce the balance due for a customer. Receivables includes credit memos, on account credits, and unapplied and on account cash as credit items. Credit items remain open until you apply the full amount to debit items.

credit memo A document that partially or fully reverses an original invoice. You can create credit memos in the Receivables Credit Memo window or with AutoInvoice.

credit memo reasons Standard explanations as to why you credit your customers. (Receivables QuickCode) See also *return reason*.

cross currency receipt A receipt that is applied to a transaction denominated in a currency different than that of the receipt. Cross currency receipt applications usually generate a foreign exchange gain or loss due to fluctuating exchange rates between currencies.

cross site and cross customer receipts Receipts that you apply across customers and sites and are fully applied. Each of these receipts appears on the statements of the customer site that owns the receipt. The invoice(s) to which you have applied a cross receipt appear on the statement of the customer or site that owns the invoice.

customer address A location where your customer can be reached. A customer can have many addresses. You can also associate business purposes with addresses.

customer bank A bank account you define when entering customer information to allow funds to be transferred from these accounts to your remittance bank accounts as payment for goods or services provided. See also *remittance bank*.

customer business purpose See *business purpose*.

customer contact A specific customer employee with whom you communicate. Receivables lets you define as many contacts as you wish for each customer. You can also define contacts for an address and assign previously defined contacts to each business purpose.

customer interface A program that transfers customer data from foreign systems into Receivables.

customer interface tables A series of two Oracle Receivables database tables from which Customer Interface inserts and updates valid customer data into your customer database.

customer merge A program that merges business purposes and all transactions associated to that business purpose for different sites of the same customer or for unrelated customers.

customer number A number assigned to your customers to uniquely identify them. A customer number can be assigned manually or automatically, depending on how you set up your system.

customer phone A phone number that is associated with a customer. You can also assign phone numbers to your customer contacts.

customer profile A method used to categorize your customers based on credit information. Receivables uses credit profiles to assign statement cycles, dunning letter cycles, salespersons, and collectors to your customers. You can also decide whether you want to charge your customers interest. Oracle Order Entry uses the order and total order limits when performing credit checking.

customer profile class A category for your customers based on credit information, payment terms, currency limits, and correspondence types.

customer relationship An association that exists between customers which lets you apply payments to related customers, apply invoices to related customer's commitments, and create invoices for related customers.

customer response Explanations, comments, or claims that customers make during conversation with a collector regarding the call reason.

customer site A site where a customer is located. A customer can have more than one site. Site names can more easily identify a customer address, facilitating invoice and order entry. See also *location*.

customer status The Active/Inactive flag you use to inactivate customers with whom you no longer do business. If you are using Oracle Order Entry, you can only enter orders, agreements, and returns for active customers, but you can continue to process returns for inactive customers. If you are using Receivables, you can only create invoices for active customers, but you can continue collections activities for inactive customers.

cutoff day The day of the month that determines when an invoice with proxima payment terms is due. For example, if it is January and the cutoff day is the 10th, invoices dated before or on January 10 are due in the next billing period; invoices dated after the 10th are due in the following period.

database table A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you. See also *customer interface tables.*

debit items Any item that increases your customer's balance. Receivables includes invoices, debit memos, and chargebacks as debit items. Debit items remain open until the balance due is zero.

debit memo reversal A reversal of a payment that generates a new debit memo, instead of reopening old invoices and debit memos.

debit memos Debits that you assign to your customer for additional charges that you want to collect. For example, you may want to charge your customers for unearned discounts taken, additional freight charges, taxes, and finance charges.

demand class A category you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently. You can define a demand class for a very important customer or a group of customers. (Manufacturing QuickCode)

deposit A type of commitment whereby a customer agrees to deposit or prepay a sum of money for the future purchase of goods and services.

Descriptive Flexfield A field that your organization can extend to capture extra information that is otherwise not tracked by Oracle Applications. A Descriptive Flexfield appears on your window as a single character, unnamed field. Your organization can customize this field to capture additional information that is necessary and unique to your business.

direct debit An agreement made with your customer to allow the transfer of funds from their bank account to your bank account. The transfer of funds occurs when the bank receives a document or tape containing the invoices to be paid.

discount The amount or percentage that you allow a customer to decrease the balance due for a debit item. In Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts. See also e*arned discounts, unearned discounts, payment terms.*

distribution set A predefined group of general ledger accounting codes that determine the debit accounts for other receipt payments. Receivables lets you relate distribution sets to receivables activities to speed data entry.

document category A document category is used to split transactions into logical groups. You can assign a different sequence to each category and, by doing so, separately number each logical group. Each category is associated with a table. When you assign a sequence to a category, the sequence numbers the transactions in that table. Receivables lets you set up categories for each type of transaction, receipt, and adjustment.

document sequence Used to uniquely number documents created by Receivables. A Document Sequence has a sequence name, an initial value, and a type of either Automatic or Manual.

document sequence number A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Receivables or journal entries in General Ledger.

domestic transaction Transactions between registered traders in the same EU (European Union) country. Domestic transactions have VAT charged on goods and services with different countries applying different VAT rates to specific goods and services. See also *external transaction, EU*.

dunning letter set A group of dunning letters that you can assign to your customer's credit profile.

dunning letters A letter that you send to customers to inform them of past due debit items. Receivables lets you specify the text and format of each letter and whether to include unapplied and on–account payments.

dynamic insertion An Oracle Applications feature that lets you automatically create new key flexfield combinations when you enter transactions or customers. If you do not use dynamic insertion, you can only create new key flexfield combinations using the various flexfield setup forms.

earned discounts Discounts your customers are allowed to take if they remit payment for their invoices on or before the discount date. The discount date is determined by the payment terms assigned to an invoice. Receivables takes into account any discount grace days you assign to this customer's credit profile. For example, if the discount due date is the 15th of each month, but discount grace days is 5, your customer must pay on or before the 20th to receive the earned discount. Discounts are determined by the terms you assign to an invoice during invoice entry. See also *unearned discounts*.

ending balance The ending balance represents the balance of the transaction as of the ending GL Date that you have specified. This column should be the same as the Outstanding Balance of the Aging – 7 Buckets Report for this item.

EU The EU (European Union) is a single European market where customs and tariff barriers between member states have been removed.

exchange rate A rate that represents the amount in one currency that you can exchange for another at a particular point in time. You can enter and maintain daily exchange rates for Receivables to use to perform foreign currency conversion. Receivables multiplies the exchange rate by the foreign currency to calculate the functional currency.

exchange rate type A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate, spot exchange rate.*

exemption certificate A document obtained from a taxing authority which certifies that a customer or item is either partially or fully exempt from tax. The document details the reason for the exemption and the effective and expiration dates of the certificate.

export To move archive data to a different storage device.

external transaction Transactions between an EU (European Union) trader and a supplier or customer located in a non–EU country. Customers and sites in non–EU countries are tax exempt and should have a zero tax code assigned to all invoices. See also *domestic transaction*, *EU*.

factoring The process by which you sell your accounts receivable to a financial institution (such as a bank) in return for cash. Financial institutions usually charge a fee for factoring.

feeder program A custom program you write to transfer your transaction information from an original system into Oracle Application interface tables. The type of feeder program you write depends on the environment from which you are importing data.

field type Each record you import is divided into regions and each region holds a different piece of information. Receivables calls these regions "fields" and provides you with a list of the types of fields that can be interfaced through AutoLockbox.

finance charges Additional charges that you assign to customers for past due items. You specify whether you want to charge your customers finance charges in their customer profiles. Finance charges can be included on your customer's statements and dunning letters.

fiscal year Any yearly accounting period without regard to its relationship to a calendar year.

fixed rate currencies Currencies with fixed exchange rates. For example, the Euro and currencies of countries in the European Monetary Union (EMU).

flat file A file where the data is unformatted for a specific application.

flat tax A specific amount of tax, regardless of the amount of the item. There is no rate associated with flat taxes. Flat taxes are charged on items such as cigarettes, gasoline, and insurance.

flexfield segment One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as –, /, or \). Each segment typically represents an element of your business, such as cost center, product, or account.

flexible address format Oracle Applications allows you to enter an address in the format most relevant for the country of your customer, supplier, bank, or remit–to site. This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The descriptive flexfield opens if the country you enter has a flexible address style assigned to it, allowing you to enter an address in the layout associated with that country.

FOB (Free On Board) The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination (e.g. 'FOB Our warehouse in New York'). (Receivables QuickCode)

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

follow up date The date when you plan to perform a subsequent action. Examples include a date that you specify for verifying that you have received payment or a date that you note for calling the customer again.

foreign currency A currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. See also *exchange rate, functional currency.*

foreign currency conversion The conversion of a foreign currency transaction, such as an invoice or a payment, into your functional currency. Receivables automatically performs this conversion whenever you enter an invoice or make a payment in a currency other than your functional currency. See also *foreign exchange gain or loss.*

foreign currency exchange gain or loss The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss, unrealized gain or loss.*

Free On Board (FOB) See *FOB.*

freight carrier A commercial company used to send product shipments to your customers.

function A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. See also *function activity.*

function activity An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure. See also *function.*

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

functional currency The principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, Receivables automatically converts the foreign currency into your functional currency based on the exchange rate you define. Receivables creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

general ledger date The date used to determine the correct accounting period for your transactions. The Receivables posting program uses this date when posting transactions to your general ledger.

GL Date range An accounting cycle that is defined by a beginning and ending GL Date.

guarantee A contractual obligation to purchase a specified amount of goods or services over a predefined period of time.

hold A feature that prevents an order or order line from progressing through the order cycle. You can place a hold on any order or order line.

import program A program that imports your bank file from an external system into Receivables. Receivables is set up to work with SQL*Loader as the import program. Two sample SQL*Loader control files are included with Receivables to assist you in writing your own custom control file.

imported invoice An invoice that is imported into Receivables using the AutoInvoice program.

incomplete invoice An invoice whose status has not been changed to Complete or that has failed validation.

installment One of many successive payments of a debt. You specify a payment schedule when you define your payment terms.

installment number A number that identifies the installment for a specific transaction.

intraEU, taxed transaction Transactions between non–registered traders in different EU (European Union) countries. VAT must be charged to customers within the EU if you do not know their VAT registration number. The destination country and inventory item controls which VAT rate to use.

intraEU, zero rated transactions Transactions between registered traders in different EU (European Union) countries. An Intra–EU transaction is zero rated if and only if you know the customer's VAT registration number; otherwise, VAT must be charged on the invoice.

invoice A document that you create in Oracle Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

invoice batch A group of invoices you enter together to ensure accurate invoice entry. Invoices within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts. An invoice batch can contain invoices in different currencies.

invoice date The date an invoice was created. This is also the date that Receivables prints on each invoice. Receivables also use this date to determine the payment due date based on the payment terms you specify on the invoice. Receivables ensures that your invoice date always matches your general ledger date.

invoice distribution line A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice number A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

invoice split amount See *split amount*.

invoicing rules Rules that Receivables uses to determine when you will bill your customer and the accounting period in which the receivable amount is recorded. You can bill In Advance or In Arrears. See also *bill in advance, bill in arrears.*

Item Flexfield See *System Items Flexfield*.

item type A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. See also *item type attribute*

item type attribute A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

Item Validation Organization The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. See also *organization*.

Japanese consumption tax The Value Added Tax (VAT) paid on any expense (Input VAT) is usually recoverable against the VAT charged on revenue (Output VAT). This ensures that VAT is not inflationary within a supply chain.

job title A brief description of your customer contact's role within their organization.

Journal Import A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL_INTERFACE table. Journal entries are created and stored in GL_JE_BATCHES, GL_JE_HEADERS, and GL_JE_LINES.

jurisdiction code An abbreviated address that is specific to a Tax Supplier and more accurate than a simple five digit zip code.

key flexfield An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Receivables uses the following key flexfields:

- Accounting Flexfield
- Sales Tax Location Flexfield
- System Items Flexfield
- Territory Flexfield

key indicators A report that lists statistical receivables and collections information that lets you review trends and projections. Also an Oracle Applications feature you can use to gather and retain information about your productivity, such as the number of invoices paid. You define key indicator periods and Receivables provides a report that shows productivity indicators for your current and prior period activity.

lamp A one–word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

line ordering rules You define line ordering rules for invoice lines that you import into Receivables using AutoInvoice. AutoInvoice uses these rules to order invoice lines when it groups the transactions it creates into invoices, debit memos, and credit memos.

location A shorthand name for an address. Location appears in address list of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

lockbox A service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers.

lookup code The internal name of a value defined in an Oracle Workflow lookup type. See also *lookup type.*

lookup type An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. See also *lookup code.*

manual clearing The process where, prior to receiving their bank statement, users mark transactions that are known to be cleared through the bank, which creates an up–to–date cash position. These cleared transactions are still available for the actual reconciliation process. Once the bank statement is received, Oracle Cash Management can automatically perform all appropriate reconciliation steps. See also *clearing.*

manual reconciliation The process where you manually reconcile bank statement details with the appropriate batch or detail transaction. Oracle Cash Management generates all necessary accounting entries. See also *reconciliation.*

manual invoice An invoice that you enter using either the Transactions or Transactions Summary window.

maturity date A date that determines when funds for an automatic receipt can be transferred from your customer's bank account to your bank account. See also *Bill of Exchange.*

memo pad An area where you write as many notes as you need regarding your conversation with a customer.

message distribution A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

message line A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

MICR number (Magnetic Ink Character Recognition number) A number that appears on a receipt and associates your customer with a bank. This number consists of two segments. The first segment is the Transit Routing number, which identifies the bank from which your customer draws their check. The second segment identifies your customer's account at that bank.

minimum accountable unit The smallest meaningful denomination of a currency (this might not correspond to the standard precision). While a currency may require a precision of three places to the right of the decimal point, for example, .001 (one thousandth), the lowest denomination of the currency may represent 0.025 (twenty–five thousandths). Under this example, the Minimum Accountable Unit would be .025. Calculations in this currency would be rounded to .025 (the Minimum Accountable Unit), not .001 (the precision).

miscellaneous receipts A feature that lets you record payments that you do not apply to debit items, such as refunds and interest income.

model invoice An invoice used as a template that you copy to create new invoices.

multi–org See *multiple organizations.*

multiple organizations The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

Multiple Reporting Currencies An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

natural account segment In Oracle General Ledger, the segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account. When you define your chart of accounts, you must define one segment as the natural account segment. Each value for this segment is assigned one of the five account types.

Natural Application Only A Transaction Type parameter that, if enabled, does not let you apply a transaction to a debit item if the application will reverse the sign of the debit item (for example, from a positive to a negative balance). Natural Application does not apply to chargebacks and adjustments. See *Overapplication.*

node An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. See also *process.*

non–revenue sales credit Sales credit you assign to your salespeople that is not associated with your invoice lines. This is sales credit given in excess of your revenue sales credit. See also *revenue sales credit*.

offset account An offset account is used to balance journal entries in your General Ledger. For example, offsetting accounts for a guarantee are the Unbilled Receivables and the Unbilled Revenue accounts.

on account Payments where you intentionally apply all or part of the payment amount to a customer without reference to a debit item. On account examples include prepayments and deposits.

on account credits Credits that you assign to your customer's account that are not related to a specific invoice. You can create on account credits in the Transactions window or using AutoInvoice.

on account payment The status of a payment of which you apply all or part of its amount to a customer without reference to a specific debit item. Examples of these are prepayments and deposits.

online processing When, during the execution of a single process, no further input is allowed until the process is complete.

open batch Status of a batch that is in balance, but contains unapplied or unidentified payments.

open items Any item, such as an invoice, debit memo, credit memo, chargeback, on account credit, on account payment, or unapplied payment, whose balance due is not yet zero.

Oracle8 tables A table is a two–dimensional graphic representation of data consisting of columns and rows. Categories of information are listed across the top of each table, while individual listings of information are listed down the left side. In this format, you can readily visualize, understand, and use the information. Oracle Financials products use Oracle8 tables to store the information you need to run your business.

order date The date upon which an order for goods or services is entered.

organization A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also business group.

original system The external system from which you are transferring data into Receivables tables.

other receipts See *miscellaneous receipts.*

out of balance batch The status of a batch when the control count or amount does not equal the actual count or amount.

Overapplication A Transaction Type parameter that, if enabled, lets you apply a transaction to a debit item even if it will reverse the sign of the debit item (for example, from a positive to a negative balance). Overapplication applies to debit items such as debit memos, deposits, guarantees, credit memos, and on–account credits. See also *Natural Application Only.*

overflow record A type of bank file record that stores additional payment information that could not fit on the payment record. Each overflow record must have a payment record as a parent. Typically, an overflow record will store additional invoice numbers and the amount of the payment to apply to each invoice.

parallel processing Parallel processing allows segments of a program to be processed by different processors at the same time to reduce the overall time to complete the program.

parameter (report) See *report parameter.*

parent segment value An Accounting Flexfield segment value that references a number of other segment values, which are referred to as child segment values. Receivables uses parent segment values for creating Accounting Flexfields that summarize others and for creating summary reports. See also *child segment value.*

payment Any form of remittance, including checks, cash, money orders, credit cards, and Electronic Funds Transfer.

payment application This report column represents the payments that were applied to the item within the GL Date range that you specified. If the transaction number corresponds to the item the payment was applied to, then the amount should be positive. If the transaction number is the payment itself, then the amount should be negative. The amount in this column should match the sum of the amounts in the Applied Amount, Earned Discount, and Unearned Discount columns of the Applied Receipts Register Report.

payment batch (Also known as a *receipt batch*.) A group of payments that you enter together to help you ensure accurate payment entry. Payments within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts.

payment format An Oracle Receivables feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers. Receivables updates your scheduled payments the same way, regardless of which payment method you use. You can assign a payment method to suppliers, supplier sites, invoice scheduled payment lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables associates receipt class, remittance bank, and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts.

payment method An attribute that associates receipt class, remittance bank and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts.

payment schedules The due date and discount date for payment of an invoice. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days with the full invoice amount due within 30 days of the invoice date. See also *scheduled payment, payment terms.*

payment terms The due date and discount date for payment of a transaction. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the invoice date with no applicable discount. See also *discount, scheduled payment.*

precedence numbers Numbers used to determine how Receivables will compound taxes. The tax line with the highest precedence number will calculate tax on all tax lines with a lower precedence number.

Post QuickCash Receipts entered through the QuickCash window or using AutoLockbox are stored in interim tables; this lets you review them to ensure that all receipt and application information is correct. After verifying that all information is correct, you can run Post QuickCash to update your customer's account balances. See also *QuickCash.*

primary customer information Address and contact information for your customer's headquarters or principal place of business. Primary addresses and contacts can provide defaults during order entry.

primary role Your customer contact's principle business function according to your company's terminology. For example, people in your company may refer to accounting responsibilities such as Controller or Receivables Supervisor.

primary salesperson The salesperson that receives 100% of the sales credits when you first enter an invoice or commitment.

print lead days The number of days you subtract from the payment due date to determine the invoice date for each installment. You can only specify Print Lead Days when you are defining split payment terms.

process A set of Oracle Workflow activities that need to be performed to accomplish a business goal. See also *Account Generator, process activity, process definition*.

process activity An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. See also *process*.

process definition An Oracle Workflow process as defined in the Oracle Workflow Builder. See also *process*.

profile option A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. Refer to the Receivables Profile Option appendix for more information.

promise date The date on which a customer promises to pay for products or services.

proprietary account An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Owner's Equity, Revenue, and Expense.

Proprietary account An account that contains a proprietary account.

proprietary account type Any of the five account types: Asset, Liability, Owner's Equity, Revenue, and Expense.

proprietary funds A fund type that uses accounting and reporting techniques similar to commercial enterprises. Examples of proprietary funds include internal service funds, such as a central motor pool or central public works facility, and enterprise funds.

protection level In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. See also *Account Generator*.

proxima payment terms A payment term you define for invoices due on the same day each period, such as your credit card or telephone bills. When you define a proxima payment term, you specify a cutoff day and the day of month due. This type of payment term is also used with consolidated billing invoices. See also *cutoff day, consolidated billing invoice.*

purge A Receivables process where you identify a group of records for Receivables to delete from the database. Receivables purges each record and its related records. Receivables maintains summary data for each record it purges.

QuickCash A feature that lets you enter receipts quickly by providing only minimal information. After using QuickCash to enter your receipts, you can post your payment batches to your customer accounts by running Post QuickCash. See also *Post QuickCash.*

QuickCodes Codes that you define for the activities and terminology you use in your business. For example, you can define QuickCodes for personal titles, such as 'Sales Manager', so you can refer to people using these titles.

quota sales credits See *revenue sales credit, non–revenue sales credit.*

realized gain or loss The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Income Statement. See also *unrealized gain or loss, foreign currency exchange gain or loss.*

reasons Standard definitions that you can customize to clarify your adjustment entries, debit memos, customer responses, invoices, credit memos, payment reversals and on account credits. Use reasons to improve the quality of your reporting.

receipt batch source A name that you use to refer to how your company accounts for receipts. Receipt batch sources relate your receipt batches to both the bank and the accounting information required for recording and posting your receipts.

receipt class Automatic receipt processing steps that you relate to your payment methods. You can choose whether to confirm, remit, and clear automatic receipts.

receipt grace days A specific number of days that you assign to your customers and sites to effectively extend the due dates for their outstanding debit items.

receipt source Your name for a source from which your company receives cash. Your receipt sources determine the accounting for payments that are associated with them. Receipts that you deposit in different banks belong in different payment sources.

receipts Payment received in exchange for goods or services. These include applied and unapplied receipts entered within the GL date range that you specified. If the receipt is applied within the GL date range that you specified, it will appear in the Applied Receipts register; otherwise it will appear in the Unapplied Receipt Register. See also *cross site and cross customer receipts*, *cross currency receipts*.

receivable activities Predefined Receivables activities used to define the general ledger accounts with which you associate your receivables activities.

receivables activity name A name that you use to refer to a receivables activity. You use your receivables activities during the setup process to create accounting distributions for cash and miscellaneous receipt payments, receivables adjustments, discounts, receivables accounts, and finance charges.

reciprocal customer relationship An equal relationship shared between two customers. Both customers can enter invoices against each others commitments as well as pay each others debit items.

reconciliation An analysis that explains the difference between two balances. If you are using Cash Management to reconcile receipts, payments are reconciled when they are matched to a bank statement line.

record type A bank file is made up of many different rows or records. Each record must have a type. For example, a record may store information about a payment record or a batch record. Record types help Receivables determine where different types of data are stored in your bank file.

recurring invoice A feature that lets you create invoices for an expense that occurs regularly and is not usually invoiced. Monthly rents and lease payments are examples of typical recurring payments. You define recurring invoice templates and Receivables lets you define recurring invoices using these templates. See also *recurring rule*.

recurring rule A rule that is applied to the model invoice to determine the invoice dates of the recurring invoices. You can choose Annually, Bi–Monthly, Days, Monthly, Quarterly, Semi–Annually, Single Copy, and Weekly.

recurring schedule A schedule used to determine the number of recurring invoices created. You specify the recurring rule and number of recurring invoices you want to create.

relationship An association you can create between two or more customers in Receivables to make payment applications easier. See also *reciprocal customer relationship*.

relative amount The amount that represents the numerator for the ratio used to determine the amount due. You specify your relative amount when you define your payment terms.

Amount Due = Relative Amount / Base Amount * Invoice Amount

remit to addresses The address to which your customers remit their payments.

remittance bank The bank in which you deposit your receipts.

report An organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

report headings A descriptive section found at the top of each report giving general information about the contents of the report.

report option See *report parameter.*

report parameter Options that let you sort, format, select, and summarize the information in your reports.

report set A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month–end management reports.

Reserve for Encumbrance A portion of fund balance you use to record anticipated expenditures. In Oracle Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle Financials uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Purchasing, Payables, and General Ledger.

responsibility A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

result code In Oracle Workflow, the internal name of a result value, as defined by the result type. See also *result type, result value.*

result type In Oracle Workflow, the name of the lookup type that contains an activity's possible result values. See also *result code, result value.*

result value In Oracle Workflow, the value returned by a completed activity, such as *Approved.* See also *result code, result type.*

return reason Justification for a return of product. Many companies have standard reasons that are assigned to returns to be used to analyze the quantity and types of returns. See also *credit memo reasons.*

revaluation Restatement of assets of liabilities denominated in a foreign currency using exchange rates that you enter. Fluctuations in exchange rates between the transaction and revaluation dates result in revaluation gains or losses.

revenue credit See *revenue sales credit.*

revenue recognition The point at which revenue is recorded. The concept of revenue recognition is central to accrual–basis accounting. Revenue recognition schedules detail the points at which percent amounts of a sale are recognized as revenue.

revenue sales credit Sales credit you assign to your salespeople that is based on your invoice lines. The total percentage of all revenue sales credit must be equal to 100% of your invoice lines amount. Also known as **quota sales credits**. See also *non–revenue sales credit, sales credit.*

rollforward The process of taking the beginning balance of a period and then accounting for the transactions within that period by attempting to equate the beginning balance with the ending balance for the period.

sales credit Credits that you assign to your salespeople when you enter orders, invoices, and commitments. Credits can be either quota or non–quota and can be used in determining commissions. See also *non–revenue sales credit, revenue sales credit.*

sales tax A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

sales tax structure The collection of taxing bodies that you will use to determine your tax authority. 'State.County.City' is an example of a Sales Tax Structure. Receivables adds together the tax rates for all of these components to determine a customer's total tax liability for a transaction.

salesperson A person who is responsible for the sale of products or services. Salespeople are associated with orders, returns, invoices, commitments, and customers. You can also assign sales credits to your salespeople.

scheduled payment A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered. See also *payment terms.*

selection options For each report, Receivables provides you with parameters you can choose to make your report as brief as possible. For example, on the Aging – 4 Buckets report, you can specify that you want to review the report for a range of customers or only the aging information for one customer. This feature saves time and lets you retrieve data in different ways.

senior tax authority The first tax location in your sales tax structure. This segment does not have a parent location. For example, in the sales tax structure 'State.County.City', State is the senior tax authority.

sequence type Receivables provides two types of sequences: Automatic and Manual. Automatic numbering sequentially assigns a unique number to each transaction as it is created. Manual numbering requires that you manually assign a unique number to each transaction when you create it. You can skip or omit numbers if desired.

sequencing A parameter you can set when defining your dunning letter sets to ensure that your customers and sites receive proper notification of past due debit items. Sequencing ensures that a customer receives each of the dunning letters in their dunning letter set in the proper order. See also *document sequence.*

set of books A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. You must define at least one set of books for each business location.

ship date The date upon which a shippable item is shipped.

Ship To Address The address of the customer who is to receive products or services listed on the invoice or order.

ship via See *freight carrier.*

shorthand flexfield entry A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

SIC code (Standard Industry Classification Code) A standard classification created by the government that is used to categorize your customers by industry.

site use See *business purpose.*

split amount A dollar amount that determines the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either $300 or $500. You choose $400 as your split amount so that you can review how much of your open receivables are comprised of your $300 business and how much corresponds to your $500 business. The split amount appears in the Collection Effectiveness Indicators Report.

split payment terms A feature used to automatically schedule multiple payments for an invoice. You can split payments using either a flat amount or a percentage of the total amount due.

spot exchange rate A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

staged dunning A dunning method in which letters are based on the dunning levels of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days items are past due. For each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next letter that you send.

standard memo lines A type of line that you assign to an invoice when the item is not an inventory item (for example, 'Consulting Services'). You define standard memo lines to speed data entry when creating your transactions.

standard reversal A payment reversal where Receivables automatically updates your general ledger and re–opens the debit items you closed by reversing the original payment.

statements Printed documents you send to your customers to communicate their invoice, debit memo, chargeback, deposit, payment, on–account credit, credit memo, and adjustment activity.

status See *customer status.*

status line A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: **^** or **v** symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the **<Insert>** indicator or *lamp* informs you that the current window is in insert character mode; and the **<List>** lamp appears when a list of values is available for the current field.

System Items Flexfield A flexfield that allows you to define the structure of your item identifier according to your business requirements. You can choose the number and order of segments (such as product and product line), the length of each segment, and other characteristics. You can define up to twenty segments for your item. Also known as **Item Flexfield.**

tablespace The area in which an Oracle database is divided to hold tables.

tax authority A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local and federal governments in the US), while in others there may be only one. Each authority may charge a different tax rate. Within Receivables, tax authority consists of all components of your tax structure. For example: California.San Mateo.Redwood Shores for State.County.City. Receivables adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice.

tax codes Codes to which you assign sales tax or value–added tax rates. Oracle Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables QuickCode)

tax engine A collection of programs, user defined system parameters, and hierarchical flows used by Receivables to calculate tax.

tax exempt A customer, business purpose, or item to which tax charges do not apply. See also *exemption certificate.*

Tax Identification Number In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number.

tax location A specific tax location within your tax authority. For example 'Redwood Shores' is a tax location in the Tax Authority California.San Mateo.Redwood Shores.

tax type A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. Receivables uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, Receivables creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, Receivables does not create the invoice distribution line.

territory A feature that lets you categorize your customers or salespeople. For example, you can categorize your customers by geographic region or industry type.

Territory Flexfield A key flexfield you can use to categorize customers and salespersons.

tolerance percentage The percentage amount by which customers are allowed to exceed their credit limit and still pass the credit check.

transaction type An invoice control feature that lets you specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

transactions These include invoices, debit memos, credit memos, deposits, guarantees and chargebacks entered with a GL date that is between the beginning and ending GL dates. The transactions are displayed in the Transaction Register in the Functional Currency column. See also *batch source.*

transaction batch sources See *batch source.*

transition In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition. See also *activity, Workflow Engine.*

translation See *revaluation.*

transmission format A transmission format defines what data your bank is sending in the bank file, and how that data is organized. In Receivables, you define a transmission format that identifies what types of records you want to import, what data is in each type of record, and the position in which that data is located on the record.

unapplied payment The status of a payment for which you can identify the customer, but you have not applied or placed on account all or part of the payment. For example, you receive a check for $1200.00 and you apply it to an open debit item for $1000.00. The remaining $200.00 is unapplied until you either apply the payment to a debit item or place the amount On Account.

unearned discounts Discounts your customers are allowed to take if they pay for their invoices after the discount date. (The discount date is determined by the payment terms.) You can specify at the system level whether you want to allow customers to take unearned discounts. See also *payment terms.*

unidentified payment The status of a payment for which the customer is unknown. Receivables retains unidentified payments for you to process further.

unrealized gain or loss The measured change in value of an asset or liability over time. Payables provides a report (the Unrealized Gain and Loss Report) that you can submit from the standard report submission form at any time to review your unrealized gains and losses. See also *realized gain or loss.*

user procedures Receivables provides you with a report set so that you can run through your concurrent manager to generate the reports from the rollforward process. You must specify the report parameters as you are prompted. You must also specify the same GL Date range for all of the reports in the set except for the Aging reports. The Aging reports require that you declare an As Of Date. The As Of Date represents the date that Receivables uses to determine the balance of the transaction. Receivables determines the balance by taking the current balance of an item, and then reversing any transactions against this item that occurred after the As Of Date. You must enter the beginning GL Date of your GL Date range to determine your beginning balance. You must enter the ending GL Date of your GL Date range to determine the ending balance. When the process completes, you should verify the amounts on the reports.

US Sales and Use tax Levied on the end consumer, prior stages of supply are exempt by certificate awarded by the state of the recipient. Government and other organizations are exempt by statue. Many taxes may apply to a single transaction, including state, County, City, Transit, and Muni tax. Monthly returns to each state are required only if the operating company is registered for business within that state. Monthly reporting of Sales and Use tax can be on an accrual or cash basis.

value Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

value set A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

value added tax (VAT) A tax on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. The collection and payment of value added tax amounts is usually reported to tax authorities on a quarterly basis and is not included in the revenue or expense of a company. With Receivables, you control the tax names on which you report and the reference information you want to record. You can also request period–to–date value added tax reports.

Workflow Engine The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made. See also *Account Generator, activity, function, item type.*

Zengin The standard file format for bank transfers in Japan. The profile option AR: Alternate Name Search determines whether you can transfer this type of bank file into Receivables using AutoLockbox. The profile option AR: Zengin Character Set lets you choose the character set to use when importing bank files of this type.

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