

# **Oracle® Receivables**

User Guide

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# Send Us Your Comments

## **Oracle Receivables User Guide, Release 12**

### **Part No. B31211-03**

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

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# Preface

## Intended Audience

Welcome to Release 12 of the *Oracle Receivables User Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Computer desktop application usage and terminology

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

See Related Information Sources on page xxii for more Oracle Applications product information.

## TTY Access to Oracle Support Services

Oracle provides dedicated Text Telephone (TTY) access to Oracle Support Services within the United States of America 24 hours a day, seven days a week. For TTY support, call 800.446.2398.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site

at <http://www.oracle.com/accessibility/>.

## Accessibility of Code Examples in Documentation

Screen readers may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, some screen readers may not always read a line of text that consists solely of a bracket or brace.

## Accessibility of Links to External Web Sites in Documentation

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

## Structure

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## Related Information Sources

This document is included on the Oracle Applications Document Library, which is supplied in the Release 12 DVD Pack. You can download soft-copy documentation as PDF files from the Oracle Technology Network at <http://otn.oracle.com/documentation>, or you can purchase hard-copy documentation from the Oracle Store at <http://oraclestore.oracle.com>. The Oracle E-Business Suite Documentation Library Release 12 contains the latest information, including any documents that have changed significantly between releases. If substantial changes to this book are necessary, a revised version will be made available on the online documentation CD on Oracle *MetaLink*.

If this guide refers you to other Oracle Applications documentation, use only the Release 12 versions of those guides.

For a full list of documentation resources for Oracle Applications Release 12, see Oracle Applications Documentation Resources, Release 12, Oracle*MetaLink* Document 394692.1.

### Online Documentation

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

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at <http://otn.oracle.com/documentation>.
- **Online Help** - Online help patches (HTML) are available on Oracle*MetaLink*.
- **Oracle MetaLink Knowledge Browser** - The Oracle*MetaLink* Knowledge Browser lets you browse the knowledge base, from a single product page, to find all documents for that product area. Use the Knowledge Browser to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.
- **Oracle eBusiness Suite Electronic Technical Reference Manuals** - Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*MetaLink*.

### Related Guides

You should have the following related books on hand. Depending on the requirements of your particular installation, you may also need additional manuals or guides.

#### Oracle Applications Installation Guide: Using Rapid Install:

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

#### Oracle Applications Upgrade Guide: Release 11i to Release 12:

This guide provides information for DBAs and Applications Specialists who are responsible for upgrading a Release 11i Oracle Applications system (techstack and products) to Release 12. In addition to information about applying the upgrade driver, it outlines pre-upgrade steps and post-upgrade steps, and provides descriptions of product-specific functional changes and suggestions for verifying the upgrade and reducing downtime.

**Oracle Applications Patching Procedures:**

This guide describes how to patch the Oracle Applications file system and database using AutoPatch, and how to use other patching-related tools like AD Merge Patch, OAM Patch Wizard, and OAM Registered Flagged Files. Describes patch types and structure, and outlines some of the most commonly used patching procedures. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Maintenance Utilities and Oracle Applications Maintenance Procedures.

**Oracle Applications Maintenance Utilities:**

This guide describes how to run utilities, such as AD Administration and AD Controller, used to maintain the Oracle Applications file system and database. Outlines the actions performed by these utilities, such as monitoring parallel processes, generating Applications files, and maintaining Applications database entities. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Procedures.

**Oracle Applications Maintenance Procedures:**

This guide describes how to use AD maintenance utilities to complete tasks such as compiling invalid objects, managing parallel processing jobs, and maintaining snapshot information. Part of Maintaining Oracle Applications, a 3-book set that also includes Oracle Applications Patching Procedures and Oracle Applications Maintenance Utilities.

**Oracle Alert User's Guide:**

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

**Oracle Application Framework Developer's Guide:**

This guide contains the coding standards followed by the Oracle Applications development staff to produce applications built with Oracle Application Framework. This guide is available in PDF format on *OracleMetaLink* and as online documentation in JDeveloper 10g with Oracle Application Extension.

**Oracle Application Framework Personalization Guide:**

This guide covers the design-time and run-time aspects of personalizing applications built with Oracle Application Framework.

**Oracle Applications Concepts:**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

**Oracle Applications Flexfields Guide:**

This guide provides flexfields planning, setup, and reference information for the Oracle Applications implementation team, as well as for users responsible for the ongoing



maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

**Oracle Applications Multiple Organizations Implementation Guide:**

This guide describes the multiple organizations concepts in Oracle Applications. It describes in detail on setting up and working effectively with multiple organizations in Oracle Applications.

**Oracle Applications Supportability Guide:**

This manual contains information on Oracle Diagnostics and the Logging Framework for system administrators and custom developers.

**Oracle Applications System Administrator's Guide Documentation Set:**

This documentation set provides planning and reference information for the Oracle Applications System Administrator. *Oracle Applications System Administrator's Guide - Configuration* contains information on system configuration steps, including defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle Applications System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, managing concurrent managers and reports, using diagnostic utilities, managing profile options, and using alerts. *Oracle Applications System Administrator's Guide - Security* describes User Management, data security, function security, auditing, and security configurations.

**Oracle Applications User's Guide:**

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle Applications. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

**Oracle Integration Repository User's Guide:**

This guide covers the employment of Oracle Integration Repository in researching and deploying business interfaces to produce integrations between applications.

**Oracle Workflow Administrator's Guide:**

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

**Oracle Workflow Developer's Guide:**

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

**Oracle Workflow User's Guide:**

This guide describes how users can view and respond to workflow notifications and

monitor the progress of their workflow processes.

**Oracle Workflow API Reference:**

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

**Oracle Financials and Oracle Procurement Functional Upgrade Guide: Release 11i to Release 12:**

This guides provides detailed information about the functional impacts of upgrading Oracle Financials and Oracle Procurement products from Release 11i to Release 12. This guide supplements the Oracle Applications Upgrade Guide: Release 11i to Release 12.

**Oracle Financials Concepts Guide:**

This guide describes the fundamental concepts of Oracle Financials. The guide is intended to introduce readers to the concepts used in the applications, and help them compare their real world business, organization, and processes to those used in the applications.

**Oracle Financials Glossary:**

The glossary includes definitions of common terms that are shared by all Oracle Financials products. In some cases, there may be different definitions of the same term for different Financials products. If you are unsure of the meaning of a term you see in an Oracle Financials guide, please refer to the glossary for clarification. You can find the glossary in the online help or in the *Oracle Financials Implementation Guide*.

**Oracle Financials Implementation Guide:**

This guide provides information on how to implement the Oracle Financials E-Business Suite. It guides you through setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. It covers intercompany accounting and sequencing of accounting entries, and it provides examples.

**Oracle Financials RXi Reports Administration Tool User Guide:**

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

**Oracle Advanced Collections Implementation Guide:**

This guide describes how to configure Oracle Advanced Collections and its integrated products. It contains the steps required to set up and verify your implementation of Oracle Advanced Collections.

**Oracle Advanced Collections User Guide:**

This guide describes how to use the features of Oracle Advanced Collections to manage your collections activities. It describes how collections agents and managers can use Oracle Advanced Collections to identify delinquent customers, review payment history and aging data, process payments, use strategies and dunning plans to automate the collections process, manage work assignments, and handle later-stage delinquencies.

**Oracle Approvals Management Implementation Guide:**

Use this guide to learn how to implement Oracle Approvals Management (AME). AME is a self-service Web application that enables users to define business rules governing the process for approving transactions in Oracle Applications where AME has been integrated.

**Oracle Bill Presentment Architecture User Guide:**

This guide provides you information on using Oracle Bill Presentment Architecture. Consult this guide to create and customize billing templates, assign a template to a rule and submit print requests. This guide also provides detailed information on page references, seeded content items and template assignment attributes.

**Oracle Cash Management User Guide:**

This guide describes how to use Oracle Cash Management to clear your receipts, as well as reconcile bank statements with your outstanding balances and transactions. This manual also explains how to effectively manage and control your cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting.

**Oracle Credit Management User Guide:**

This guide provides you with information on how to use Oracle Credit Management. This guide includes implementation steps, such as how to set up credit policies, as well as details on how to use the credit review process to derive credit recommendations that comply with your credit policies. This guide also includes detailed information about the public application programming interfaces (APIs) that you can use to extend Oracle Credit Management functionality.

**Oracle E-Business Tax Implementation Guide:**

This guide provides a conceptual overview of the E-Business Tax tax engine, and describes the prerequisite implementation steps to complete in other applications in order to set up and use E-Business Tax. The guide also includes extensive examples of setting up country-specific tax requirements.

**Oracle E-Business Tax Reporting Guide:**

This guide explains how to run all tax reports that make use of the E-Business Tax data extract. This includes the Tax Reporting Ledger and other core tax reports, country-specific VAT reports, and Latin Tax Engine reports.

**Oracle E-Business Tax User Guide:**

This guide describes the entire process of setting up and maintaining tax configuration data, as well as applying tax data to the transaction line. It describes the entire regime-to-rate setup flow of tax regimes, taxes, statuses, rates, recovery rates, tax jurisdictions, and tax rules. It also describes setting up and maintaining tax reporting codes, fiscal classifications, tax profiles, tax registrations, configuration options, and third party service provider subscriptions. You also use this manual to maintain migrated tax data for use with E-Business Tax.

**Oracle E-Business Tax: Vertex Q-Series and Taxware Sales/Use Tax System**

**Implementation Guide:**

This guide explains how to setup and use the services of third party tax service providers for US Sales and Use tax. The tax service providers are Vertex Q-Series and Taxware Sales/Use Tax System. When implemented, the Oracle E-Business Tax service subscription calls one of these tax service providers to return a tax rate or amount whenever US Sales and Use tax is calculated by the Oracle E-Business Tax tax engine. This guide provides setup steps, information about day-to-day business processes, and a technical reference section.

**Oracle General Ledger Implementation Guide:**

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

**Oracle General Ledger Reference Guide:**

This guide provides detailed information about setting up General Ledger Profile Options and Applications Desktop Integrator (ADI) Profile Options.

**Oracle General Ledger User's Guide:**

This guide provides information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

**Oracle HRMS Documentation Set:**

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows.

**Oracle Inventory User's Guide:**

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

**Oracle iReceivables Implementation Guide:**

This guide provides information on how to implement Oracle iReceivables. Use this guide to understand the implementation steps required for application use, including how to set up and configure iReceivables, and how to set up the Credit Memo Request workflow. There is also a chapter that provides an overview of major features available in iReceivables.

**Oracle Order Management Documentation Set:**

Use the *Oracle Order Management User's Guide* and *Oracle Order Management Implementation Manual* to learn about credit checking and credit usage rule sets.

**Oracle Payables Implementation Guide:**

This guide provides you with information on how to implement Oracle Payables. Use

this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

#### **Oracle Payables Reference Guide:**

This guide provides you with detailed information about the Oracle Payables open interfaces, such as the Invoice open interface, which lets you import invoices. It also includes reference information on purchase order matching and purging purchasing information.

#### **Oracle Payables User Guide:**

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

#### **Oracle Payments Implementation Guide:**

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how use it with external payment systems.

#### **Oracle Payments User Guide:**

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements against credit cards and bank accounts from Oracle Receivables. This guide also describes to the Payment Administrator how to monitor the funds capture and funds disbursement processes, as well as how to remedy any errors that may arise.

#### **Oracle Public Sector Financials User Guide:**

This guide describes how to set up and administer Oracle Public Sector Advanced Features. It describes Encumbrance Reconciliation Reports, GASB 34/35 Asset Accounting, and Funds Available Enhancements.

#### **Oracle Receivables Implementation Guide:**

This guide provides you with information on how to implement Oracle Receivables. Use this guide to understand the implementation steps required for application use, including how to set up customers, transactions, receipts, accounting, tax, and collections. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

**Oracle Receivables Reference Guide:**

This guide provides you with detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Receivables functionality. This guide also describes the Oracle Receivables open interfaces, such as AutoLockbox which lets you create and apply receipts and AutoInvoice which you can use to import and validate transactions from other systems. Archiving and purging Receivables data is also discussed in this guide.

**Oracle Subledger Accounting Implementation Guide:**

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

**Oracle Trade Management Implementation Guide:**

This guide provides detailed functional and integration setup information for Oracle Trade Management, which can be used by technical consultants, application administrators, and implementation team members.

**Oracle Trade Management User Guide:**

This guide provides user information for Oracle Marketing implementation. This document includes user procedures for creating campaigns, budgets, lists, list import, data sources, and eMerchandising.

**Oracle Trading Community Architecture Administration Guide:**

This guide describes how to administer and implement Oracle Trading Community Architecture (TCA). You set up, control, and manage functionality that affects data in the TCA Registry. It also describes how to set up and use Resource Manager to manage resources.

**Oracle Trading Community Architecture Reference Guide:**

This guide contains seeded relationship types, seeded Data Quality Management data, D and B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and all products in the Oracle Customer Data Management family.

**Oracle Trading Community Architecture Technical Implementation Guide:**

This guide explains how to use the public Oracle Trading Community Architecture application programming interfaces (APIs) and develop callouts based on Oracle Workflow Business Events System (BES). For each API, this guide provides a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations. For each BES callout, this guide provides the name of the logical entity, its description, and the ID parameter name. Also

included are setup instructions and sample code.

#### **Oracle Trading Community Architecture User Guide:**

This guide describes the Oracle Trading Community Architecture (TCA) and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry. It also describes how to use Resource Manager to define and manage resources.

## **Integration Repository**

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

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

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

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





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# Overview of Oracle Receivables

## 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 Bills Receivable Workbench lets you create, update, remit, and manage your bills receivable.

Each workbench lets you find critical information in a flexible way, see the results in your defined format, and selectively take appropriate action. For example, in the Transactions Workbench, you can query transactions based on the bill-to or ship-to customer, currency, transaction number, or General Ledger date. You can then review financial, application, and installment information, perform adjustments, create a credit memo, or complete the transaction. All of the windows you need are accessible from just one window, so you can query a transaction once, then perform several operations without having to find it again.

## Function Security

You may not have access to every window, button, or tabbed region within a 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, *Oracle Receivables Implementation Guide*.

## 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.

## 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 tabbed 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 View 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.

## Tools menu

In the Receipts, Transactions, and Bills Receivable Workbenches, the Tools 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 Tools menu provides access to functions that are not accessible via action buttons. For example, the Balances button does not appear in the Transactions Summary window, but you can display the Transaction Balances window by choosing Balances from the Tools menu.

In the Bills Receivable Workbench, the Tools menu provides additional functionality for managing bills receivable. For example, in the Bills Receivable window you can view exchange rate information for currencies that are different from the functional currency, or use the Exchange option to exchange a bill receivable for a new bill receivable.

## View Accounting Windows

In the Receipts and Transactions workbenches you can view the detail accounting lines for an item in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts. Use these features to see how a transaction affects the account balances in your general ledger.

**Note:** You can also view detail accounting lines for adjustments from the Adjustments window.

## View Currency Details Windows

If you are using Multiple Reporting Currencies (MRC) functionality, then you can view transaction amounts in the primary and reporting functional currencies simultaneously from a single responsibility. You can access the View Currency Details inquiry window from either the Receipts or Transactions workbench. See: Viewing MRC Details for a Transaction, page 9-41.

## Related Topics

Receipts Workbench, page 1-3

Transactions Workbench, page 1-9

Bills Receivable Workbench, page 1-13

## 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:

- Receipt 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.

**Note:** If a user has access to multiple organizations, Receivables does not default the receipt batch source in Receipt Batches and Receipt Batches Summary windows.

For more information, see: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.

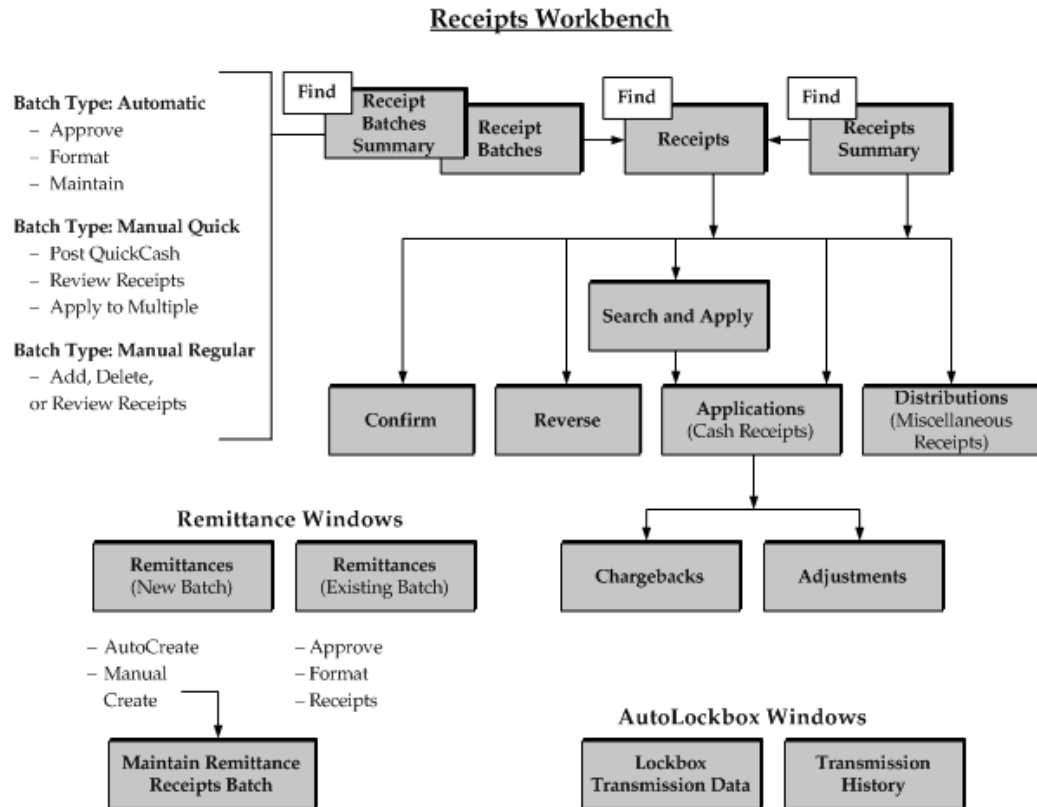
## Folder Windows

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

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

## Using the Receipts Workbench

### Receipts Workbench



For a text description of this graphic, see: Text Description of the Receipts Workbench Graphic, page F-1.

Refer to the table below to help you use the Receipts Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/ tabbed region column indicates that the documentation for that topic is an essay or general description of the feature; therefore, the corresponding window name is not applicable.

Topic	Section/Task	Window/tabbed region
Adjustments	Create an Adjustment, page 4-56	Applications window, choose the Adjustments button.
Applying Receipts	Apply Receipts, page 4-9	Receipts or Receipts Summary window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Approving Remittances	Approve Remittance Batches, page 5-36	Remittances window
AutoCash	AutoCash, page 4-142	Not Applicable
AutoLockbox	Using AutoLockbox, page 4-85 Running AutoLockbox, page 4-116	Submit Lockbox Processing window
Automatic Receipts	Create Automatic Receipts, page 5-9	Receipt Batches window
Automatic Receipts	Automatically Create Remittance Batches, page 5-30	Remittances window
Automatic Receipts	Automatically Select Transactions for Application (Search and Apply button), page 4-9	Applications window
Automatic Receipts	Approve Automatic Receipts, page 5-16	Receipt Batches window
Automatic Receipts	Format Automatic Receipts, page 5-18	Receipt Batches window
Automatic Receipts	Manually Enter Automatic Receipts, page 5-14	Receipts window
Automatic Receipts	Confirm Automatic Receipts, page 5-20	Receipts or Receipts Summary window
Batch	Batching Receipts for Easy Entry and Retrieval, page 4-69	Receipt Batches or Receipt Batches Summary window
Chargebacks	Chargebacks and Adjustments, page 4-52	Applications window, choose the Chargebacks button.
Clearing Receipts	Automatic Clearing for Receipts, page 5-38	Run Automatic Clearing window
Confirming Automatic Receipts	Confirm Automatic Receipts, page 5-20	Receipts or Receipts Summary window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Discounts	Discounts, page 4-152	Not Applicable
Entering Receipts	Enter Receipts, page 4-1	Receipts; or Receipts Summary window
Factoring Remittances	Factor Remittances, page 5-29	Remittances
Formatting Automatic Receipts	Format Automatic Receipts, page 5-18	Receipt Batches window
Formatting Remittance Batches	Format Remittance Layouts, page 5-26	Remittances window
Lockbox	Using AutoLockbox, page 4-85 Running AutoLockbox, page 4-116	Submit Lockbox Processing window
Maintaining Lockbox Transmission	Maintain Lockbox Transmission, page 4-125	Lockbox Transmission Data
Note Receivable	Create a Note Receivable, page 4-76	Receipts window
Post QuickCash	Post QuickCash, page 4-139	Receipt Batches Summary window
QuickCash	QuickCash, page 4-129	Receipt Batches window
Reapplying Receipts	Reapply Receipts, page 4-65	Applications window
Reconciling Receipts	Reconcile Receipts, page 5-41	Reconcile Bank Statements window (Oracle Cash Management)
Remitting Receipts	Create Remittance Batches, page 5-25	Remittances window
Remittances	Create Remittance Batches, page 5-30	Remittances window
Remittances	Format Remittance Layouts, page 5-26	Not Applicable
Remittances	Approve Remittance Batches, page 5-36	Remittances window



Topic	Section/Task	Window/tabbed region
Reversing Receipts	Reverse Receipts, page 4-61	Receipts or Receipts Summary window
Reviewing Receipts and Applications	Review Receipts and Applications, page 4-67	Applications window
Risk Eliminating Factored Receipts	Automatic Clearing for Receipts, page 5-38	Run Automatic Clearing window
Transmission History	Viewing Lockbox Transmission History, page 4-128	Transmission History window

## Related Topics

Transactions Workbench, page 1-9

Bills Receivable Workbench, page 1-13

## Transactions Workbench

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

## 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.

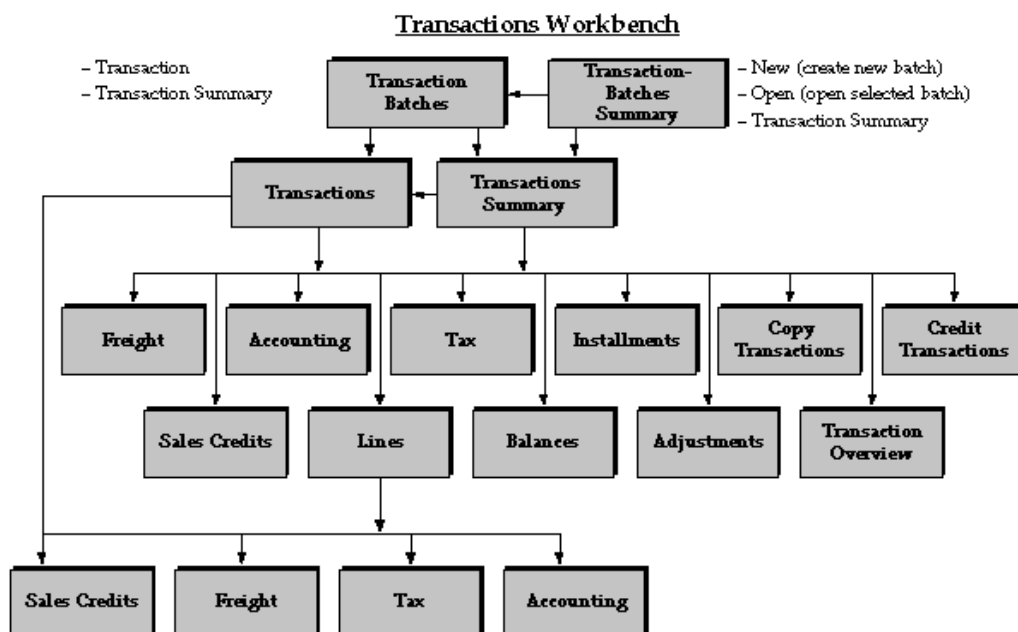
## Folder Windows

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
- Transaction Batches Summary
- Transactions Summary

## Using the Transactions Workbench

### *Transactions Workbench*



For a text description of this graphic, see: Text Description of the Transactions Workbench Graphic, page F-2.

Refer to the table below to help you use the Transactions Workbench and the corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/ tabbed region column indicates that the documentation for that topic is an overview or topical essay.

Topic	Section/Task	Window/tabbed region
Accounting	Review Accounting Information, page 2-17	Distributions window
Accounting	Default Accounting for Transactions, page 9-42	Not Applicable

Topic	Section/Task	Window/tabbed region
Adjustments	About Adjustments, page 2-56	Not Applicable
Adjustments	Enter Manual Adjustments, page 2-58	Adjustments window
Adjustments	Create Automatic Adjustments, page 2-60	Create AutoAdjustments window
Addresses	Define Remit To Addresses, <i>Oracle Receivables Implementation Guide</i>	Remit To Addresses window
AutoAccounting	Using AutoAccounting, page 9-7	Not Applicable
AutoAccounting	Define AutoAccounting, <i>Oracle Receivables Implementation Guide</i>	AutoAccounting window
AutoInvoice	Import Transactions Using AutoInvoice, page 2-199	Run AutoInvoice window
AutoInvoice	Overview of AutoInvoice, page 2-208	Not Applicable
Batch	Batch Transactions, page 2-43	Transaction Batches or Transaction Batches Summary window
Batch	Define Transaction Batch Sources, <i>Oracle Receivables Implementation Guide</i>	Transaction Batch Sources window
Chargeback	Enter Commitments, page 2-41	Chargebacks window
Chargeback	Using Commitments, page 2-252	Not Applicable
Commitments	Enter Commitments, page 2-41 Using Commitments, page 2-252	Transactions or Transactions Summary window
Complete	Complete Transactions, page 2-45	Transactions or Transactions Summary window
Copy	Copy Invoices, page 2-53	Copy Transactions window
Credit	Credit Transactions, page 2-92	Credit Transactions window

Topic	Section/Task	Window/tabbed region
Credit	Create On-Account Credits, page 2-108	Applications window
Late Charges	Calculate Late Charges, page 8-8	Customer Profile Classes window
Late Charges	Define Customer Profile Classes, <i>Oracle Receivables Implementation Guide</i>	Customer Profile Classes window
Freight	Define Freight Carriers, <i>Oracle Receivables Implementation Guide</i>	Freight Carriers window
Freight	Enter Freight Information, page 2-15	Freight window
Guarantee	Enter Commitments, page 2-41 Using Commitments, page 2-252	Transactions or Transactions Summary window
Import	Import Transactions Using AutoInvoice, page 2-199	Run AutoInvoice window
Installments	Enter Invoices with Installments, page 2-29	Transactions or Transactions Summary window
Line	Enter Transaction Lines, page 2-1	Lines window (from Transactions window)
Line	Credit Transaction Lines, page 2-95	Lines window (from Credit Transactions window)
Maintain	Maintain Transactions, page 2-82	Transactions or Transactions Summary window
On-Account Credits	Create On-Account Credits, page 2-108	Applications window
Receipt Methods	Define Receipt Methods, <i>Oracle Receivables Implementation Guide</i>	Receipt Classes window
Payment Terms	Define Payment Terms, <i>Oracle Receivables Implementation Guide</i>	Payment Terms window

Topic	Section/Task	Window/tabbed region
Print	Print Transactions, page 2-258	Print Transactions window
Print	Understanding Your Printed Transactions, page 2-261	Not Applicable
Rules	Enter Invoice with Rules, page 2-23	Transactions or Transactions Summary window
Rules	Invoices with Rules, page 2-30	Not Applicable
Sales Credits	Entering Revenue Credits, page 2-19	Sales Credits window
Tax	Enter or Review Tax Information, page 2-14	Tax window
Transactions	Enter Transactions, page 2-1	Transactions or Transactions Summary window
Transactions	Import Transactions Using AutoInvoice, page 2-199	Run AutoInvoice window
Transactions	Print Transactions, page 2-258	Print Invoices window
Types	Define Transaction Types, <i>Oracle Receivables Implementation Guide</i>	Transaction Types window
Update Transaction	Maintain Transactions, page 2-82	Transactions or Transactions Summary window

## Related Topics

Receipts Workbench, page 1-3

Bills Receivable Workbench, page 1-13

## Bills Receivable Workbench

Use the Bills Receivable Workbench to create, update, remit, and manage bills receivable. You can create a bill receivable and assign transactions to the bill either manually or automatically. You can also use this workbench to review bills receivable, update the status of a bill, and create and maintain bills receivable remittance batches.

The Bills Receivable Workbench also manages creating and applying receipts, and eliminating risk on remitted bills receivable.

You can also exchange a transaction for a bill receivable in the Transactions Workbench, and use the Receipts Workbench to reverse or unapply receipts applied to bills receivable.

## Default Attributes

When you create a bill receivable or a bills receivable remittance, Receivables provides default values for the following attributes in the Bills Receivable and Remittances windows:

- Date
- Currency

You can also define the AR: Bills Receivable Batch Source profile option to provide a default batch source for your bills receivable. This profile option determines the value of the Batch field in the Bills Receivable and Bills Receivable Transaction Batches windows.

## Setup Options

There are two profile options that belong to the Bills Receivable Workbench:

- AR: Bills Receivable Batch Source: This profile option defines a default batch source for bills receivable transactions.
- AR: Factor/Endorse Bills Receivable without Recourse: This profile option determines whether you can factor or endorse bills receivable remittances without recourse.

This system option applies to other transactions *except* bills receivable:

- Document Number Generation Level: This system option determines at what point Receivables generates a document number for transactions. For bills receivable transactions, Receivables ignores this system option and generates a document number when the transaction is completed.

## Folder Windows

There is one Folder window in the Bills Receivable Workbench. You can customize the appearance of this window by selecting options from the Folder menu:

- Bills Receivable Portfolio Management

## Using the Bills Receivable Workbench

Refer to the table below to help you use the Bills Receivable Workbench and the

corresponding Receivables documentation more effectively. The phrase "Not Applicable" in the Window/tabbed region column indicates that the documentation for that topic is an essay or general description of the feature.

Topic	Section/Task	Window/tabbed region
Accept	Accepting a Bill Receivable, page 6-19	Acceptance window
Accounting	Bills Receivable Creation, page 6-2	Not Applicable
Accounting	Accounting for Bills Receivable Remittances and Receipts, page 6-44	Not Applicable
Assignments	Manually Assigning Transactions to a Bill Receivable, page 6-7	Assignments window
Assignments	Batching Transactions for Bills Receivable, page 6-11	Bills Receivable Transaction Batches window
Assignments	Viewing Bills Receivable Assignments, page 6-31	Bills Receivable Portfolio Management window
AutoAccounting	AutoAccounting, <i>Oracle Receivables Implementation Guide</i>	Automatic Accounting window
AutoInvoice	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 6-10	Transactions window
Banks	Entering Bills Receivable Bank Account Information, page 6-6	Bills Receivable window
Banks	Creating a Bills Receivable Remittance Batch, page 6-49	Remittances window
Batch	Batching Transactions for Bills Receivable, page 6-11	Bills Receivable Transaction Batches window
Batch	Creating a Bills Receivable Remittance Batch, page 6-49	Remittances window
Batch	Transaction Batch Sources, <i>Oracle Receivables Implementation Guide</i>	Transaction Sources window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Batch	Bills Receivable Remittance Batch Management Report, page 10-42	Bills Receivable Remittance Batch Management report
Bills Receivable	Bills Receivable Creation, page 6-2	Not Applicable
Bills Receivable	Defining a Bills Receivable Creation Receipt Method, <i>Oracle Receivables Implementation Guide</i>	Receipt Classes window
Cancel	Canceling a Bill Receivable, page 6-36	Cancel window
Collections	Viewing Bills Receivable Transaction Information, page 6-33	Account Details window
Complete	Completing a Bill Receivable, page 6-17	Bills Receivable window
Document Sequences	Implementing Document Sequences, <i>Oracle Receivables Implementation Guide</i>	Sequence Assignments window
Document Sequences	Transaction Batch Sources, <i>Oracle Receivables Implementation Guide</i>	Transaction Sources window
Document Sequences	Batching Transactions for Bills Receivable, page 6-11	Bills Receivable Transaction Batches window
Drawee	Defining Customer Drawee Sites, page 7-56	Customer Addresses window
Drawee	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 6-10	Transactions window
Endorse	Endorsing a Bill Receivable, page 6-39	Endorse window
Exchange	Exchanging a Transaction for a Bill Receivable, page 6-16	Transactions window



Topic	Section/Task	Window/tabbed region
Exchange	Exchanging a Bill Receivable for a New Bill Receivable, page 6-17	Exchange window
Export	Exporting and Importing Bills Receivable Remittances, page 6-48	Not Applicable
History	Viewing Bills Receivable History, page 6-31	History window
Holds	Holding or Releasing from Hold a Bill Receivable, page 6-39	Bills Receivable Portfolio Management window
Import	Exporting and Importing Bills Receivable Remittances, page 6-48	Not Applicable
Receipt Method	Defining a Bills Receivable Creation Receipt Method, <i>Oracle Receivables Implementation Guide</i>	Receipt Classes window
Receipt Method	Defining Bills Receivable Remittance Receipt Methods, <i>Oracle Receivables Implementation Guide</i>	Receipt Classes window
Print	Automatic Receipt Programs, <i>Oracle Receivables Implementation Guide</i>	Format Programs window
Print	Printing a Bill Receivable, page 6-20	Bills Receivable window
Print	Bills Receivable Stamp Values, page 6-21	Stamp Values window
Print	Formatting and Printing Bills Receivable Remittances, page 6-57	Bills Receivable Transaction Batches window
Print	Bills Receivable Format Report Program, page 10-40	Remittance Batch Actions window
Protest	Marking a Bill Receivable as Under Protest, page 6-41	Protest window
Recall	Recalling a Bill Receivable, page 6-36	Recall window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Receipts	Receipt Sources, <i>Oracle Receivables Implementation Guide</i>	Receipt Sources window
Receipts	Creating Receipts for Bills Receivable Remittances, page 6-43	Not Applicable
Receipts	Accounting for Bills Receivable Remittances and Receipts, page 6-44	Not Applicable
Receipts	Bills Receivable Maturity and Risk Program and Report, page 6-58	Bills Receivable Maturity and Risk program
Receipts	Reversing and Unapplying Receipts for Bills Receivable, page 6-60	Not Applicable
Receipts	Transactions Awaiting Consolidation, page 10-137	Transactions Awaiting Consolidation
Reminder Letters	Bills Receivable Reminder Letters, page 10-41	Bills Receivable Reminder Letters
Remittance	Receivables Activities, <i>Oracle Receivables Implementation Guide</i>	Receivables Activities window
Remittance	Bills Receivable Remittance, page 6-42	Not Applicable
Remittance	Creating a Bills Receivable Remittance Batch, page 6-49	Remittances window
Remittance	Maintaining Bills Receivable Remittances, page 6-55	Maintain Remittance Batch window
Remittance	Bills Receivable Remittance Batch Management Report, page 10-42	Bills Receivable Remittance Batch Management report
Reports	Bills Receivable Reports, page 6-41	Not Applicable
Risk	Eliminating or Reestablishing Risk on a Bill Receivable, page 6-38	Bills Receivable Portfolio Management window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Risk	Bills Receivable Maturity and Risk Program and Report, page 6-58	Bills Receivable Maturity and Risk program
Stamps	Bills Receivable Stamp Values, page 6-21	Stamp Values window
Status	Updating Bills Receivable, page 6-33	Bills Receivable Portfolio Management window
Status	Bills Receivable By Status Report, page 10-38	Bills Receivable By Status report
Transactions	Defining Receivables System Options, <i>Oracle Receivables Implementation Guide</i>	System Options window
Transactions	Bills Receivable Transaction Types, <i>Oracle Receivables Implementation Guide</i>	Transaction Types window
Transactions	Manually Assigning Transactions to a Bill Receivable, page 6-7	Assignments window
Transactions	Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 6-10	Transactions window
Transactions	Batching Transactions for Bills Receivable, page 6-11	Bills Receivable Transaction Batches window
Transactions	Exchanging a Transaction for a Bill Receivable, page 6-16	Transactions window
Transactions	Viewing Bills Receivable Transaction Information, page 6-33	Customer Accounts window, Account Overview window, Account Details window
Transactions	Automatic Transactions Batch Report, page 10-33	Automatic Transactions Batch report
Transactions	Transactions Awaiting Consolidation, page 10-137	Transactions Awaiting Consolidation report

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Unpaid	Exchanging a Bill Receivable for a New Bill Receivable, page 6-17	Exchange window
Unpaid	Marking a Bill Receivable as Unpaid, page 6-37	Unpaid window
Unpaid	Restating a Bill Receivable, page 6-40	Restate window

### **Related Topics**

Receipts Workbench, page 1-3

Transactions Workbench, page 1-9

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## Transactions

### 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 2-82.

From this window, you can also quickly view the balance due on a transaction, and drill down to view more details in the Balances window. See: *Viewing Transaction Balances*, page 2-50.

When you enter an invoice, Receivables uses your AutoAccounting rules to determine your default general ledger accounts. See: *Using AutoAccounting*, page 9-7.

You can enter transactions one at a time or in a group called a batch. See: *Batching Transactions for Easy Entry and Retrieval*, page 2-43.

Your system administrator determines whether you can delete a transaction. See: *Function Security in Oracle Receivables*, *Oracle Receivables Implementation Guide*.

**Note:** You can view the detail accounting lines for existing transactions in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: *Viewing Accounting Lines*, page 9-31.

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view transaction amounts in both your primary and MRC reporting currencies.

See: *Viewing MRC Details for a Transaction*, page 9-41.

## Previewing Transactions Online

If you use Bill Presentment Architecture (BPA), then you can use the BPA icon to preview completed transactions online. See: Viewing Online Bills, *Oracle Bill Presentment Architecture User Guide*.

## Transaction Types

Transaction types determine whether a transaction updates your open receivables, can be posted to your general ledger, 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). See: Transaction Types, *Oracle Receivables Implementation Guide*.

### Prerequisites

- Define transaction types, *Oracle Receivables Implementation Guide*
- Define AutoAccounting, *Oracle Receivables Implementation Guide*
- Define transaction batch sources, *Oracle Receivables Implementation Guide*
- Define accounting rules (optional), *Oracle Receivables Implementation Guide*
- Set up document numbering (optional), *Oracle Receivables Implementation Guide*

## To manually enter an invoice or a debit memo:

1. Navigate to the Transactions window.
2. Enter the transaction batch Source for this transaction. The default is the value of the AR: Transaction Batch Source profile option. If no value exists, then you must enter a source.

The transaction batch source specifies automatic or manual invoice numbering and the transaction type. The transaction batch source also determines which attribute of the Invoice Transaction Flexfield is used to default into the Reference field, although you can override the default. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

3. Enter the Date of this transaction. The default date is either the batch date or, if there is no batch information, the current date.
4. 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.

**Important:** Once you save a transaction, you cannot update the transaction number.

5. Enter the GL Date for this transaction. The default date is either the batch date or, if there is no batch information, the current date.
6. Choose the Class of this transaction.
7. Enter the Currency of this transaction. The default currency is either the currency entered at the batch level or your functional currency, but you can change it to any currency that is defined in Receivables. 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 2-25.

**Note:** You can optionally account for rounding differences that can occur when you create foreign currency transactions by enabling Header and Line Level Rounding, *Oracle Receivables Implementation Guide*.

8. Choose a transaction Type.
9. If you are using manual sequence numbering, then enter a unique Document Number. See: Implementing Document Sequences, *Oracle Receivables Implementation Guide*.
10. Select the legal entity for this transaction.
11. Enter the ship-to customer (optional).
12. Enter the customer Bill-to Name and Location for this transaction.

If the bill-to customer has a primary bill-to location, then Receivables defaults the location and address.

If no primary bill-to location exists for the customer, however, then you must select a valid bill-to location from the list of values.
13. Accept the default sold-to customer, or enter a new customer.

See: Transactions Window Field Reference, page 2-8.

14. Accept the default paying customer, or enter a new customer.

Use these fields in conjunction with an automatic receipt method to indicate that this transaction will be paid by automatic receipt.

See: Transactions Window Field Reference, page 2-8.

15. If you are creating an invoice against a commitment, enter the Commitment, or choose one from the list of values.

**Note:** You can also add a deposit to an invoice that is already completed. See: Using Commitments, page 2-252.

16. Enter the Payment Term for this transaction.

Receivables calculates the Due Date based on the payment term and date of this transaction. If you enter a split payment term, the due date is the date when the first installment is due.

See: Entering Invoices with Installments, page 2-29.

Receivables uses the following hierarchy to determine the default payment terms, stopping when one is found:

- customer bill-to site level
- customer account level
- Transaction Type

17. If you want to assign invoicing rules, see: Entering Invoices with Rules, page 2-23.

18. Accept the default receipt method, or select a new receipt method. Receipt methods selected in the Payment Details region indicate that this transaction should be paid by an automatic method, such as by credit card, direct debit, or bills receivable. Transactions paid by automatic methods use Oracle Payments to complete the funds capture process. See: Enabling the Funds Capture Process, *Oracle Receivables Implementation Guide*.

The receipt method defaults based on the paying customer's receipt method assigned at the site or account level (site takes precedence). If no assigned receipt method exists, then you can select a receipt method from the list of values.

You can select any receipt method from the list of values, as long as the invoice date is within the receipt method active date range and the receipt method has bank accounts in the currency of the invoice, or at least one of its bank accounts has the Multiple Currencies Allowed check box selected.



The selected receipt method automatically defaults the payment method and instrument number.

See: Transactions Window Field Reference, page 2-8.

19. Optionally choose Select Instrument to navigate to the Payment Instrument window. To choose this button, you must first select a receipt method. In the Payment Instrument window, you can select a different payment instrument, or create a new one. You can select any payment instrument that has been assigned to the defaulted payment method at the customer account or site level.

The Payment Instrument window also displays payment instrument details. Oracle Payments populates these fields during the funds capture process.

The fields in this window display differently depending on the payment method that is associated with the receipt method. For example:

- If the payment method is a bank account transfer payment method, then the Payment Instrument window displays bank account details.

Choose Create/Update Instrument to navigate to the Payment Details page, where you can update existing bank accounts, or add or create a new bank, bank branch, or bank account.

- If the payment method is a credit card payment method, then the Payment Instrument window displays credit card details.

Choose Create/Update Instrument to navigate to the Payment Details page, where you can update existing credit cards, or add a new credit card.

For both types of payment instruments, use the Payment Details page to indicate the priority level of each payment instrument, if multiple instruments exist, as well as the customer's notification preferences, such as by e-mail or fax.

**Note:** You can also create payment instruments at the customer account or site level. See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.

20. In the More tabbed region, accept the default territory or select a new one.

21. 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 account or site level, then the default is No Sales Credit. To see how Receivables chooses a default salesperson for your transactions, see: Salespersons, *Oracle Receivables Implementation Guide*.

For more information about sales credits, see: Entering Revenue Credits, page 2-19.

The More tabbed region also includes other important attributes of the transaction that you are entering. See: More Tabbed Region, page 2-9.

22. 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.
23. 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 2-12.

**Note:** You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Management or if you want to enter a line that is not a standard inventory item. To enter a memo line, place your cursor in the Description field, then select a standard memo line from the list of values. (You must use the list of values when entering a standard memo line.) See: Standard Memo Lines, *Oracle Receivables Implementation Guide*.

Receivables displays a default Tax Classification, if one exists. If you upgraded to Release 12 from a previous version of Oracle Receivables, then tax classifications represent your migrated tax codes.

**Tip:** Oracle Receivables uses Oracle E-Business Tax as its tax engine. E-Business Tax provides a single set of application features that manage tax calculations for Receivables. Additionally, E-Business Tax is the repository of all tax-related data.

E-Business Tax migrates the tax decision making responsibility from your users to the tax experts at your enterprise. Implement E-Business Tax to leverage this powerful central tax solution. If you implement E-Business Tax to automatically calculate taxes based on transaction line content and other tax sources and corresponding rules, then you no longer need to use tax classifications.

See: Setting Up Tax, *Oracle Receivables Implementation Guide*.

When you select a tax classification, E-Business Tax searches for corresponding tax details to complete the tax calculation. If tax details are insufficient (for example, the associated tax rate is end-dated), then E-Business Tax will not calculate tax for the transaction line.

24. If you entered an inventory item, enter a Warehouse Name to indicate the ship-from location for this item (optional). If AutoAccounting is based on Standard Lines, you can use the inventory item and warehouse name to create accounting flexfield information. For example, you use multiple inventory organizations and

set up AutoAccounting to create the Revenue account based on standard lines. AutoAccounting uses the item and warehouse that you enter here to create the Product segment of your Revenue account. See: AutoAccounting, *Oracle Receivables Implementation Guide*.

25. To review or update tax information for this line, choose Tax. See: Entering Tax Information, page 2-14. To review tax exemption information for this line, choose Lines, then open the Tax Exemptions tabbed region.

**Important:** You cannot review tax information for a line if the standard line type is Freight or Charges, or if the transaction is a chargeback.

26. To enter Freight information for this transaction, choose Freight. See: Entering Freight Information, page 2-15.

To enter Freight information for an invoice line, select the line, then choose Freight. See: Entering Freight Information, page 2-15.

27. To review or update accounting information, choose Distributions. See: Reviewing Accounting Information, page 2-17.
28. To review or update Sales Credit information, choose Sales Credits. See: Entering Revenue Credits, page 2-19.
29. Save your work. If you are ready to complete this transaction, see: Completing Transactions, page 2-45.

## Related Topics

Transactions Window Field Reference, page 2-8

Lines Window Field Reference, page 2-12

Entering Quick Transactions, page 2-21

Accounting for Transactions, page 9-42

Entering Commitments, page 2-41

Batching Transactions for Easy Entry and Retrieval, page 2-43

Completing Transactions, page 2-45

Maintaining Transactions, page 2-81

Printing Transactions, page 2-258

Crediting Transactions, page 2-92

Importing Transactions Using AutoInvoice, page 2-199

Adjusting Transactions, page 2-56

Viewing Transaction Balances, page 2-50

## Transactions Window Field Reference

This section provides a brief description of fields in the Transactions window. If a field is in a different window, such as the Transactions Summary or Transaction Batches window, this is noted.

**Balance Due:** Use this region to view the balance due on a transaction. Choose Details to navigate to the Balances window. Choose Refresh to recalculate the transaction balances without closing the window. See: Viewing Transaction Balances, page 2-50.

**Balance Forward Bill Number:** Receivables displays two transaction number fields. The first field displays the balance forward bill number that is associated with this transaction. The second field displays the transaction number. You can view all transactions that appeared on a specific balance forward bill by entering a balance forward bill number and performing a query on this field.

**Control Amount:** (Transaction Batches window) 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 euros, enter 150 here.

**Instrument Number:** This field is display only. Receivables defaults this value based on the receipt method. Your customers use payment instruments to pay you. For example, a payment instrument can be a credit card or a bank account. You can change the payment instrument by choosing Select Instrument, which opens the Payment Instrument window. From this window, choose Create/Update Instrument to update or create a payment instrument on the Payment Details page.

**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:** Receivables displays two transaction number fields. The first field displays the balance forward bill number that is associated with this transaction. The second field displays the transaction number.

**Partially Purged:** (Transaction Batches window) 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:** This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

**Payment Method:** This field is display only. Receivables defaults this value based on the receipt method.

**Receipt Method:** The receipt method assigned to this transaction.

In this list of values, Receivables displays all eligible receipt methods, and indicates if a receipt method is assigned to the paying customer bill-to address or not.

Receivables uses the following hierarchy to default a value for this field:

- 1) the primary receipt method of the parent site
- 2) the primary receipt method of the primary customer
- 3) the primary receipt method of the bill-to site
- 4) the primary receipt method of the bill-to customer

**Note:** If the receipt method that you assigned to the invoice is a credit card receipt method that is not already assigned to the paying customer, then Receivables automatically updates the customer records with this receipt method information.

**Period:** (Transaction Batches window) 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.

**Reference:** The transaction batch source for this transaction determines which attribute of the Invoice Transaction Flexfield is used to default into the Reference field. For manual transactions, you can override the default in the Reference field with other information about this transaction, such as a related transaction number or a customer name.

**Sold To Customer:** The customer to whom you sold the goods and services. This customer could be different from your ship-to or bill-to customer. The default is the bill-to customer for this transaction, but you can change it.

**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 Lookups window using the lookup type BATCH\_STATUS. Receivables treats batch statuses that you create as 'Open.'

### More Tabbed Region

**Address:** The remit-to address for this transaction. The remit-to address is the address to which customers send payments. The default is the remit-to address assigned to the country, state, and postal code for this customer address, but you can change it.

**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 Management.

If you are entering a commitment, this is the agreement to associate with this commitment. You can only use agreements defined in Oracle Order Management.

**Comments:** Any comments about this transaction. If this transaction is a credit memo, this field displays information entered in the Comments field of the Credit Transactions window. This text does not appear on the printed transaction.

**Cross Reference:** The transaction to relate to this invoice. This field is optional. 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.

**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 effect 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 review your disputed 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.

**Exempt from Late Charges:** Use this check box to indicate whether late charges are calculated against this invoice, debit memo, or chargeback. If you select this box, then Receivables calculates late charges according to your customer's credit profile. If you do not select this box, then Receivables does not calculate late charges on this transaction, regardless of the customer's credit profile.

**Original Transaction:** When you query a chargeback in the Transactions window, this field shows the transaction for which the chargeback was created.

**PO Date:** The purchase order date for this transaction. Receivables displays a warning message if the purchase order date is later than the transaction date. This field is for reference only and is not validated by Receivables.

**PO Number:** The purchase order number for this transaction. This field is for reference only and is not validated by Receivables.

**PO Revision:** The purchase order revision number for this transaction. This field is for reference only and is not validated by Receivables.

**Print Date:** The date on which this transaction was last printed.

**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. If this transaction is a credit memo, this field displays information entered in the Special Instructions field of the Credit Transactions window. You can define additional instructions in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups, *Oracle Receivables Implementation Guide*.

**Status:** (Transactions window) The status of this transaction. This is a user maintainable field and you can define values for it in the Receivables Lookups 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.

**Territory:** The sales territory for this invoice. The default is the value of the Source of Territory in the System Options window (for example, bill-to, ship-to, sales rep, or none).

### Notes Tabbed Region

**Date:** If you are entering a new note, the default is the current date. If this transaction is in dispute, this is the dispute date.

**Source:** The source of this note. This is a display-only field. If you are entering a new note, the source is Invoice Maintenance.

**Memo:** Any additional information about this transaction.

**Note:** The Credit Memo Request workflow uses the information in this field to document a disputed invoice's path through the approval process. See: AME Credit Memo Request Workflow, page 2-139.

### Commitment Tabbed Region

See: Entering Commitments, page 2-41.

### Reference Information Tabbed Region

Use the fields in this region only for chargebacks and credit memos.

**Reason:** The reason for this transaction.

- If this transaction is a credit memo, then this field holds the reason why the credit was requested.

- If this transaction is a chargeback that resolved a claim, then this field holds the reason for the chargeback.

See: Resolving Claims, page 4-165.

**Customer Reference:** Additional information from the customer about the reason for this transaction.

## Related Topics

Entering Transactions, page 2-1

Lines Window Field Reference, page 2-12

Batching Transactions for Easy Entry and Retrieval, page 2-43

## Lines Window Field Reference

This section provides a brief description of some of the fields in the transaction Lines window. Fields not included in this section are described in Entering Transactions, page 2-1.

**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 Tabbed 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 Tabbed 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 Lookups 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 effect on existing invoice lines; only new invoice lines will get the new value as a default.

## More Tabbed Region

**Reason:** User-defined lookup code indicates the reason for a credit memo. Defaults from the invoice header level, but you can change it.

**Reference:** Any additional information about this line item.

**Translated Description:** A description of the inventory item in an alternate language. You enter this information when defining inventory items.

**Warehouse Name:** The ship-from location for this item. If AutoAccounting is based on Standard Lines, you can use the inventory item and warehouse you enter to create accounting flexfield information. See: *AutoAccounting, Oracle Receivables Implementation Guide*.

## Related Topics

Entering Transactions, page 2-1

Transactions Field Reference, page 2-8

Standard Memo Lines, *Oracle Receivables Implementation Guide*

Viewing Transaction Balances, page 2-50

## Entering Tax Information

Oracle Receivables uses Oracle E-Business Tax as its tax engine. E-Business Tax provides a single set of application features that manage tax calculations for Receivables. Additionally, E-Business Tax is the repository of all tax-related data.

E-Business Tax calculates tax according to predefined rules and a universe of data points from your transactions and transaction lines. These rules can be as complex as necessary to meet the specific requirements and exceptions faced by your organization. In this way, E-Business Tax migrates the tax decision making responsibility from your users who enter transactions, to the tax experts at your enterprise.

When you enter transactions, select the Tax button to review the taxes that E-Business Tax calculates. The Detail Tax Lines window displays data directly from the E-Business Tax repository. Manual changes to existing tax lines, as well as the ability to enter new tax lines, are strictly controlled by the E-Business Tax responsibility, profiles, and security.

### Prerequisites

- Set up tax  
See: *Setting Up Taxes in Oracle E-Business Tax, Oracle E-Business Tax User Guide*.
- Enter transactions, page 2-1

### 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.

**Tip:** To enter or review tax information for all of your transaction lines, choose For this Document.

See: Managing Detail Tax Lines, *Oracle E-Business Tax User Guide*.

4. Choose Tax Information to navigate to the Additional Tax Determining Factors window.

Use the Additional Tax Determining Factors window to review and enter additional tax information on Receivables transaction lines.

See: Entering Additional Determining Factor Information on Receivables Tax Lines, *Oracle E-Business Tax User Guide*.

### Related Topics

Tax Window Field Reference, page 2-15

*Oracle E-Business Tax User Guide*

*Oracle E-Business Tax Implementation Guide*

### Detail Tax Lines Window Field Reference

The fields in the Detail Tax Lines window are described in the *Oracle E-Business Tax User Guide*.

See: Managing Detail Tax Lines, *Oracle E-Business Tax User Guide*.

### Related Topics

Entering Tax Information, page 2-14

Entering Transactions, page 2-1

### 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.

By default, Receivables does not calculate tax on freight charges. However, you can calculate sales tax on freight by using inventory items to define freight services and entering these items as ordinary invoice lines.

#### **Prerequisites**

- Define freight carriers, *Oracle Receivables Implementation Guide*
- Enter transactions, page 2-1

#### **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. Select the freight Carrier from the list of values (optional). There is no default value.  
You use the Freight Carriers window to define the values that appear in the list of values.
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 tabbed 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 9-7.

#### **Related Topics**

Freight Lines in AutoInvoice, page 2-223

## Freight Window Field Reference

This section provides a brief description of some of the fields in the Freight window.

**Carrier:** The company you use to send product shipments to your customers.

**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.

**Shipping Reference:** Any related freight information you want to provide. Receivables does not validate this field.

## Related Topics

Freight Carriers, *Oracle Receivables Implementation Guide*

Entering Transactions, page 2-1

## 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 Distributions window.

**Note:** The default accounting that AutoAccounting creates is considered interim accounting only. Receivables integrates with Oracle Subledger Accounting, the E-Business Suite's centralized accounting engine, which accepts the default accounts that AutoAccounting derives without change. However, you can modify the accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: Accounting in Receivables, page 9-2.

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 3-1.

You can change the Accounting Flexfield for each account, but you cannot create or delete lines in the Distributions 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 2-82.

### Prerequisites

- Enter transactions, page 2-1
- Define AutoAccounting, *Oracle Receivables Implementation Guide*

### 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.

**Note:** You can also view the detail accounting lines in the form of a balanced accounting entry (i.e., debits equal credits) or as t-accounts by choosing View Accounting from the Tools menu.

See: Viewing Accounting Lines, page 9-31.

3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. Choose Distributions.

If this invoice uses invoicing rules, you can view the account sets for this invoice by opening the Sets for All Lines tabbed region.

**Note:** You can also view accounting information by choosing Lines in the Transaction window, and then choosing Distributions.

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.

### Related Topics

Distributions Window Field Reference, page 2-18

Using AutoAccounting, page 9-7

Accounting for Transactions, page 9-42

Technical Perspective: Transactions, page 9-51

### Distributions Window Field Reference

This section provides a brief description of some of the fields in the Distributions

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.

**Distribution 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 2-30.

**Percent (%):** The percentage of this invoice line to assign to this revenue account.

## Related Topics

Entering Transactions, page 2-1

Transactions Window Field Reference, page 2-8

Accounting for Transactions, page 9-42

## Creating Accounting Information

From the Transactions workbench, you can create accounting entries in either draft or final mode for a selected transaction. Select Create Accounting from the Tools menu, which submits the Submit Accounting program.

For a description of the program parameters, see: Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*.

Alternatively, you can create accounting for a batch of transactions. See: Creating Accounting in Receivables, page 9-13.

## Related Topics

Accounting in Receivables, page 9-2

## 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.

If you specify a salesperson, then Receivables automatically populates the salesperson's assigned sales group, if one is available. You can change the default.

You can update sales credits before posting to the general ledger. If you have already posted to the general ledger, then you must use the Revenue Accounting Management (RAM) wizard to update sales credits.

**Note:** For rule-based transactions, you cannot use the Transactions workbench to update sales credits or modify salespeople after Revenue Recognition has run, even if the transaction is incomplete. Instead, you must use the RAM wizard. See: Revenue Accounting, page 3-4.

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.

**Important:** 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 9-7.

**Warning:** When updating sales credits in the Transactions workbench, do *not* rerun AutoAccounting if:

- AutoAccounting is based on salesperson, and
- The AR: Allow Update of Existing Sales Credits profile option is set to Yes, and
- You have previously adjusted revenue on this transaction using the RAM wizard.

To safely update sales credits on transactions whose revenue was already adjusted, you should always use the RAM wizard.

### Prerequisites

- Define salespersons, *Oracle Receivables Implementation Guide*



- Define customers and assign a primary salesperson
- Enter transactions, page 2-1

### **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, 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, then enter a new percent of revenue credit for this salesperson.  
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, choose For This Line from the menu, then enter the Revenue or Non-Revenue percentage or amount.  
To update sales credits for all invoice lines, choose For All Lines from the menu, then enter the Revenue or Non-Revenue percentage or amount for each salesperson.
6. To split sales credit with another salesperson, choose Default from the menu, 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.

### **Related Topics**

Reviewing Accounting Information, page 2-17

Entering Freight Information, page 2-15

Entering Tax Information, page 2-14

### **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 any missing data, and complete each one at your convenience.

### **Prerequisites**

- Define transaction types, *Oracle Receivables Implementation Guide*
- Define AutoAccounting, *Oracle Receivables Implementation Guide*
- Define transaction batch sources and choose automatic invoice numbering, *Oracle Receivables Implementation Guide*
- Define receipt classes, *Oracle Receivables Implementation Guide*
- Define receipt methods, *Oracle Receivables Implementation Guide*
- Define payment terms, *Oracle Receivables Implementation Guide*
- Define accounting rules (optional), *Oracle Receivables Implementation Guide*
- Set up your customers. Define addresses, payment terms, receipt methods, collector, primary salesperson, profile class, freight carrier and terms, and payment details for each.
- Define customer profile classes, *Oracle Receivables Implementation Guide*. Assign primary salesperson, bill-to location, collector, payment terms, late 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 a 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, then enter a unique Document Number. See: Implementing Document Sequences, *Oracle Receivables Implementation Guide*.
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 2-45.

## Related Topics

Entering Transactions, page 2-1

Batching Transactions for Easy Entry and Retrieval, page 2-43

Completing Transactions, page 2-45

## Entering Invoices with Rules

Invoicing rules let you determine when to recognize the 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 the receivable immediately.
- **Bill in Arrears:** Use this rule to recognize the receivable at the end of the revenue recognition schedule.

Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period. See: Accounting Rules, *Oracle Receivables Implementation Guide*.

### Prerequisites

- Define transaction types, *Oracle Receivables Implementation Guide*
- Define AutoAccounting, *Oracle Receivables Implementation Guide*
- Define transaction batch sources, *Oracle Receivables Implementation Guide*
- Set up document numbering (optional), *Oracle Receivables Implementation Guide*
- Define accounting rules, *Oracle Receivables Implementation Guide*

### 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 2-1.
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.

**Important:** You need to enter an invoicing rule if you want to assign an accounting rule to line items or if you want Receivables to enter a default rule based on the item or memo line that you enter (see next step).

4. Choose Line Items, then enter the Item, Quantity, and Unit Price for this item. Receivables automatically calculates the total Amount.

**Note:** Receivables saves your invoice information when you choose the Line Items button.

**Tip:** You can use standard memo lines instead of items if, for example, you have not installed Oracle Order Management 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, *Oracle Receivables Implementation Guide*.

5. Open the Rules tabbed 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 whose type is either *Daily Revenue Rate, All Periods* or *Daily Revenue Rate, Partial Periods*, enter a rule start and end date. Do not enter a duration.

If you enter an accounting rule whose type is *Variable Schedule*, 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 whose type is *Fixed Schedule*, Receivables displays the default duration for this rule.

**Note:** The period type for the accounting rule must match a period type in the calendar that is assigned to this ledger. See: Defining Period Types, *Oracle General Ledger Implementation Guide*.

6. To view the account sets that AutoAccounting has assigned to your invoice lines, choose Distributions.
7. To view the account sets for a single invoice line, choose Sets for this Line from the menu. Or, to view the accounting information for all invoice lines, choose Sets for All Lines.

**Note:** The Revenue Recognition program uses the account sets to determine your revenue accounts. You must run the Revenue Recognition program to generate the actual distribution lines. See: *Recognizing Revenue*, page 3-1.

8. To update accounting information, you can modify the GL account codes for all classes in the Account Distribution Sets.

**Note:** Revenue is the only class that allows distribution lines. If you add additional revenue distribution lines, the total for all revenue distribution lines must equal 100% per invoice line. To update distributions after you run the Revenue Recognition program, you must change the distributions for the specified periods.

## Related Topics

Invoices with Rules, page 2-30

Importing Invoices with Rules, page 2-229

## Foreign Currency Transactions

When you create a batch or enter a receipt or transaction 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 receipt and transaction amounts to your functional currency.

**Tip:** You can also define daily conversion rates. Daily conversion rates enable Receivables to automatically calculate exchange rate information when you enter foreign currency receipts and transactions. See: *Entering Daily Rates, Oracle General Ledger User's Guide*.

## Profile Options

The following profile options affect the appearance and behavior of the Exchange Rates window:

- Journals: Display Inverse Rate
- Currency: Allow Direct EMU/Non-EMU User Rates

**Note:** EMU is an acronym for the Economic and Monetary Union

and refers to countries within the European Union who share a single currency called the euro.

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**

The profile option Currency: Allow Direct EMU/Non-EMU User Rates controls whether you can enter an exchange rate when the receipt or transaction you are entering is in an EMU currency but your functional currency is not an EMU currency (or vice versa).

If this profile option is set to No and you specify a Rate Type of User, Receivables displays three additional fields in the Exchange Rates window. Use these fields to enter an exchange rate between your functional currency and the euro. When you do this, Receivables displays both the fixed (euro to EMU) and the derived (EMU to non-EMU) exchange rates. Refer to the section below for more information.

If this profile option is set to Yes and you specify a Rate Type of User, you can enter an exchange rate between your functional currency and the receipt or transaction currency (the additional fields do not appear in this case).

## Exchange Rate and Adjust Exchange Rate Field Reference

**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 Corporate, 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.

**Important:** The Exchange Rates window displays the following fields instead of the Rate field if certain conditions are met. For more information, see: Profile Options in Oracle General Ledger, *Oracle Receivables Implementation Guide*.

**<functional currency> To EUR:** Enter the exchange rate between your functional currency and the euro.

**EUR To <transaction/receipt currency>:** The fixed exchange rate between the euro and the EMU currency. This is a display-only field.

**<functional currency> To <transaction/receipt currency>:** The exchange rate between your functional currency and the transaction or receipt currency. This is a display-only field.

**Note:** The profile option Journals: Display Inverse Rate determines in which order the currencies in these field prompts appear.

## Related Topics

Adjusting an Exchange Rate, page 2-27

Viewing Exchange Rate Information for a Receipt or Transaction, page 2-28

Entering Receipts, page 4-1

Entering Transactions, page 2-1

## 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.

You cannot adjust the exchange rate of a foreign currency transaction once it has been posted or has had a receipt applied to it. To use a different exchange rate, you must reverse the transaction (delete it, credit it, or change the transaction type to one that has Open Receivable and Post to GL set to No), then recreate the transaction at the new rate.

### Prerequisites

- Define daily conversion rate types, *Oracle General Ledger User's Guide*
- Enter a foreign currency receipt or transaction

### **To adjust the exchange rate information for a foreign currency receipt:**

1. To adjust the rate for a receipt, navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Select the receipt, then choose Adjust Exchange Rate from the Tools 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 2-25.
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.  
  
If three additional fields appear, enter the exchange rate between your functional currency and the euro. See: Exchange Rate and Adjust Exchange Rate Field Reference, page 2-26.
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 of the receipt, choose Receipt History.

### **Viewing Exchange Rate Information for a Receipt or Transaction**

You can view exchange rate information for a receipt from either the Receipts or Receipts Summary window. You can view exchange rate information for a transaction from either the Transactions or Transaction Summary window.

### **To view 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 Tools menu.  
  
If you are in the Receipts Summary window, select the receipt, then choose Exchange Rate from the Tools menu.



4. To adjust the exchange rate, see: Adjusting an Exchange Rate, page 2-27.

#### **To view exchange rate information for a transaction:**

1. Navigate to the Transactions or the Transaction Summary window.
2. Query the transaction.
3. If you are in the Transactions window, choose Exchange Rate from the Tools menu.  
If you are in the Transaction Summary window, select the transaction, then choose Exchange Rate from the Tools menu.
4. To update the exchange rate, enter a new Rate Type (if the Rate Type is Corporate or Spot). If the Rate Type is User, enter a new Rate, then choose Ok.

## **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. You can update the transaction due date in the Installments window if the profile option AR: Update Due Date is set to Yes.

#### **Prerequisites**

- Define split payment terms, *Oracle Receivables Implementation Guide*

#### **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 2-1.
3. Enter a split payment term in the Payment Term field, or select a payment term from the list of values.

4. Save your work. If you are ready to complete this invoice, see: Completing Transactions, page 2-45.

## Related Topics

Entering Invoices with Rules, page 2-23

Importing Invoices with Rules, page 2-229

## 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 specify whether accounting rules use a fixed or variable revenue recognition schedule. Accounting rules of *Fixed Schedule* span a predefined number of periods. Accounting rules of *Variable Schedule* let you define the number of periods during invoice entry.
- If your enterprise requires the precise recognition of revenue for a schedule that includes both full and *partial* accounting periods, then you can use an accounting rule of either *Daily Revenue Rate, All Periods* or *Daily Revenue Rate, Partial Periods*. These accounting rules let you meet strict revenue accounting standards by using a daily rate to calculate revenue for partial periods. You can recognize the exact amount of revenue for multiple periods in a schedule at a very granular level.
- You can also create rules that will defer revenue to an unearned revenue account. This lets you delay specifying the revenue recognition schedule until the exact details are known. When these details are known, you use the Revenue Accounting Management (RAM) wizard to manually recognize the revenue, or leverage the Revenue Adjustment API.

See: Deferred Accounting Rules, *Oracle Receivables Implementation Guide* and Revenue Accounting, page 3-4.

See: Using Rules, page 2-34.

## Invoicing Rules

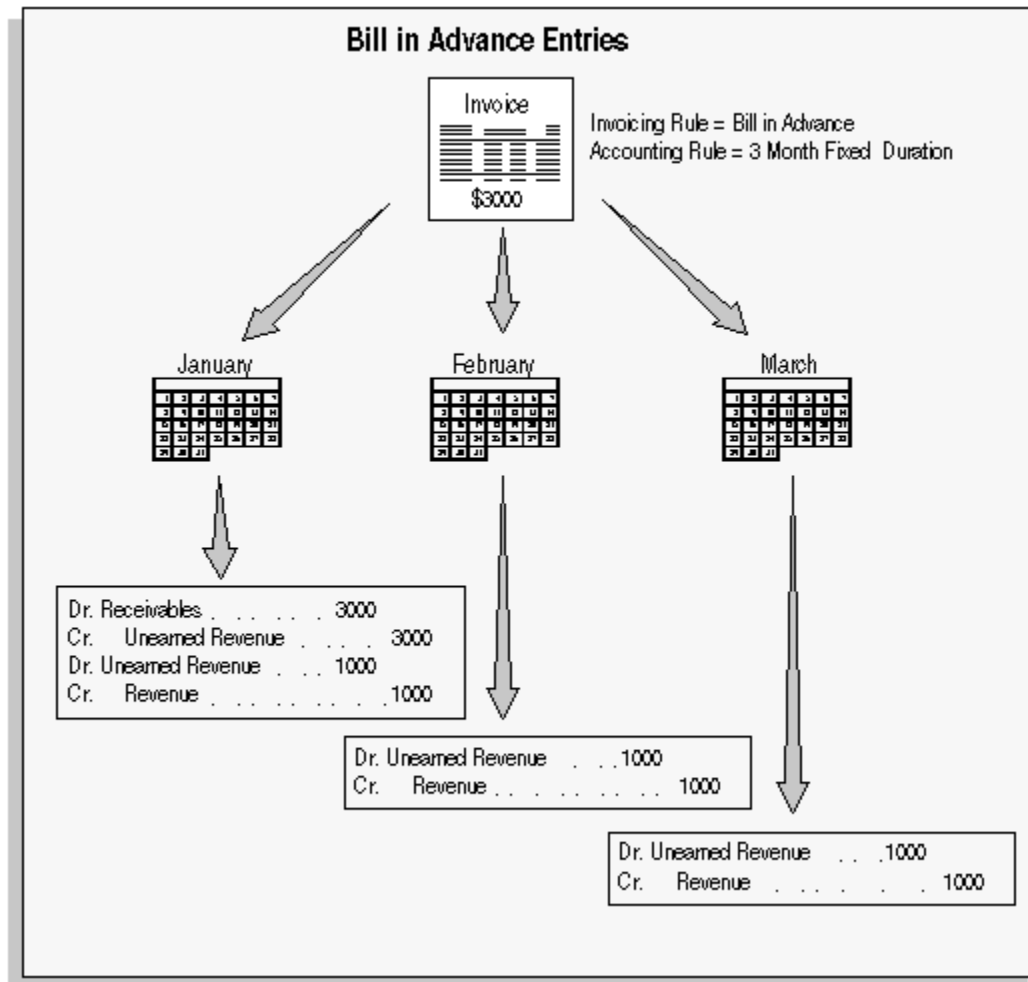
Use invoicing rules to determine when to recognize your receivable for invoices that span more than one accounting period. You can only assign one invoicing rule to an invoice.

Receivables provides the following invoicing rules:

- **Bill In Advance:** Use this rule to recognize your receivable immediately.
- **Bill In Arrears:** Use this rule if you want to record the receivable at the end of the revenue recognition schedule.

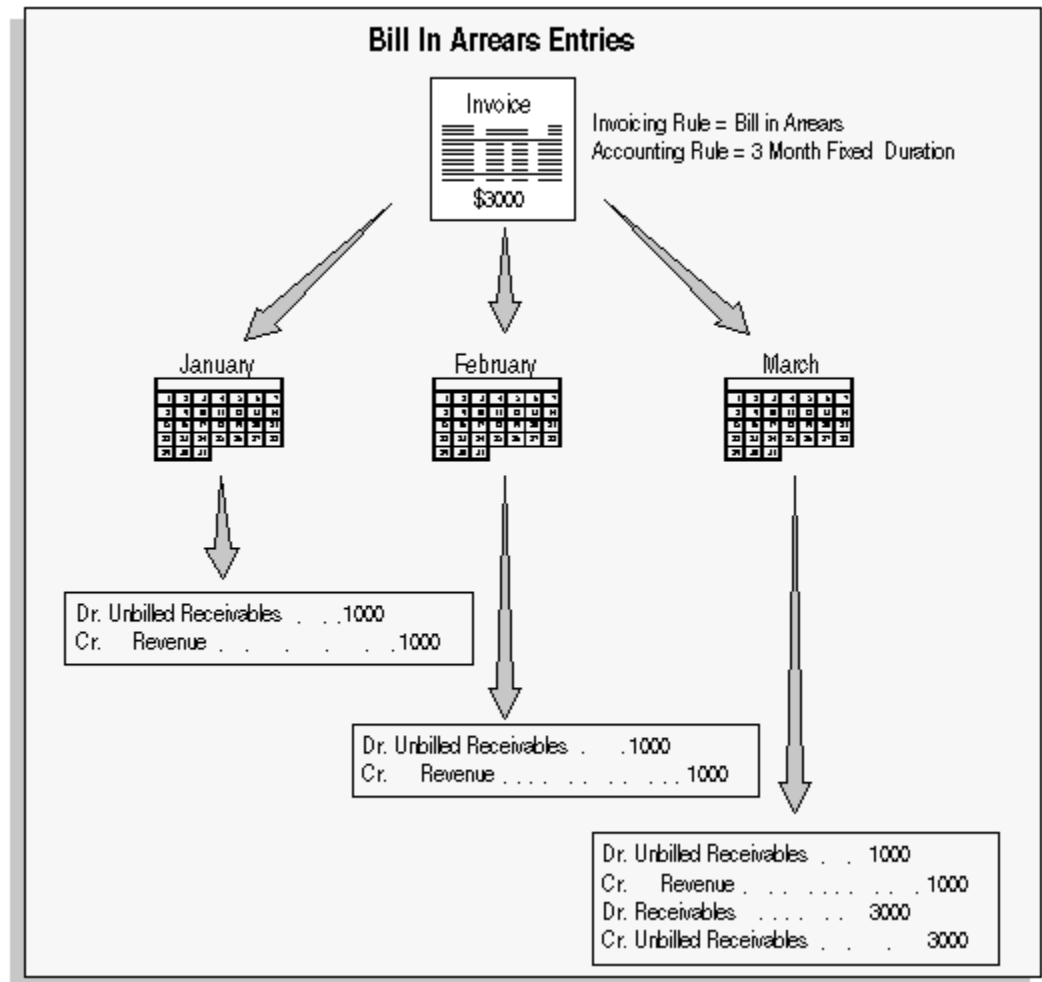
**Important:** With Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for this method of accounting, as they are designed to distribute revenue over several periods before receipt of payment. If you import invoices into a cash basis accounting system, lines with associated invoicing and accounting rules will be rejected by AutoInvoice.

## Bill in Advance Accounting Entries



For a text description of this graphic, see Text Description of the Bill in Advance Accounting Entries Graphic, page F-4.

### Bill in Arrears Entries



For a text description of this graphic, see Text Description of the Bill in Arrears Accounting Entries Graphic, page F-5.

## 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. To meet your business requirements, you can change account sets before the Revenue Recognition program is run. After the Revenue Recognition program is run, you can change the individual GL distribution lines and Receivables automatically creates reversing GL entries. AutoAccounting creates the initial revenue and offset account sets for your invoice.

## Revenue Recognition

The Revenue Recognition program identifies all new transactions and creates the revenue distributions for those transactions. The distributions are created for all periods, even in periods whose status is Not Open, using the rules associated with the transactions. See: Recognizing Revenue, page 3-1.

## Related Topics

Accounting Rules, *Oracle Receivables Implementation Guide*

Entering Invoices with Rules, page 2-23

Using Rules, page 2-34

Using AutoAccounting, page 9-7

Importing Invoices with Rules, page 2-229

## Using Rules

This section provides you with an overview of how Receivables uses invoicing and accounting rules.

## Define Accounting Rules

Use the Accounting Rules window to define an unlimited number of accounting rules. See: Accounting Rules, *Oracle Receivables Implementation Guide*.

Define accounting rules using the following rule types:

- *Daily Revenue Rate, All Periods*

Use rules of this type if you want Receivables to use a daily revenue rate to accurately calculate the revenue distributions across all accounting periods, including both full and partial periods. A partial period is an accounting period whose start date is not the first day of the period, or whose end date is not the last day of the period.

**Tip:** This accounting rule type provides you with the most precise revenue recognition schedule possible. Use rules of this type in cases where you must meet strict revenue accounting standards for partial accounting periods.

Rules of this type require the specification of an accounting rule start and end date during invoice entry. If the invoice is imported with a rule of this type, then both dates are required by AutoInvoice.

Receivables uses the total revenue amount for the line in conjunction with the

number of days in the rule duration period (including both start and end dates) to calculate the daily revenue rate:

Daily Revenue Rate = Total Revenue / Number of Days (Total Rule Duration Period)

Using the daily revenue rate, Receivables can accurately calculate the revenue for each period in the revenue recognition schedule:

Revenue Amount = Daily Revenue Rate \* Days in Period

- *Daily Revenue Rate, Partial Periods*

Use rules of this type if you want Receivables to use a daily revenue rate to accurately calculate the revenue for *only* partial periods. This rule provides you with an even, prorated revenue distribution across the schedule's full periods.

Similar to the *Daily Revenue Rate, All Periods* rule type, rules of this type also require an accounting rule start and end date to enable the calculation of the daily revenue rate.

- *Fixed Schedule*

For accounting rules with a fixed schedule, 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 schedule rules also let you 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.

- *Variable Schedule*

When defining accounting rules with a variable schedule, 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 schedule 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.

For example, suppose you bill a contract for \$900, which starts January 14 and ends April 13 (90 days), and the accounting period is *Monthly*. In this contract period, January and April are partial periods, and February and March are full periods. This table illustrates the various revenue recognition schedules that Receivables calculates,

depending on the accounting rule type:

GL Date	Period	Days in Period	Daily Revenue Rate, All Periods	Daily Revenue Rate, Partial Periods	Fixed Schedule	Variable Schedule
January 14	January	18	180	180	225	180
February 14	February	28	280	295	225	240
March 14	March	31	310	295	225	240
April 13	April	13	130	130	225	240

The above example illustrates the following:

- If the accounting rule is *Daily Revenue Rate, All Periods*, then Receivables calculates the daily revenue rate (\$900 / 90 days = \$10) and uses the rate to calculate the revenue in each period. Receivables uses the final period to catch up with any rounding issues.
- If the accounting rule is *Daily Revenue Rate, Partial Periods*, then Receivables uses the daily revenue rate to calculate the revenue for only the partial periods. The full periods receive equal revenue distributions.
- If the accounting rule is *Fixed Schedule*, then Receivables uses the rule definition and divides the revenue equally across the number of periods specified in the rule.
- If the accounting rule is *Variable Schedule*, then you specify the number of periods during invoice entry, and optionally specify the percentage of revenue to recognize in the first period. Receivables evenly distributes the revenue balance over the remaining periods.

In this example, 20% of the total revenue is recognized in the first period out of a total of four periods.

## 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 tabbed region) and to your Standard Lines in the Standard Memo Lines window.

This table shows where you can assign a default invoicing rule:



Assigned To	Window	Tabbed Region
Invoice	Transaction	Main

This table shows where you can assign an accounting rule:

Assigned To	Window	Tabbed 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.

If you import invoice data from an external system, you must populate the correct columns in the AutoInvoice tables if you want AutoInvoice to generate invoices with rules.

This table shows which column to populate if you want AutoInvoice to generate 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.

This table shows which column to populate if you want AutoInvoice to generate accounting rules:

Column	Populate if:
ACCOUNTING_RULE_DURATION	You are passing a variable schedule rule.
ACCOUNTING_RULE_ID	Your batch source validates rules by ID.
ACCOUNTING_RULE_NAME	Your batch source validates rules by value.
RULE_START_DATE and RULE_END_DATE (or ACCOUNTING_RULE_DURATION if no RULE_END_DATE)	Your are passing a rule that requires the calculation and use of a daily revenue rate.
ACCOUNTING_RULE_NAME or ACCOUNTING_RULE_ID	
AMOUNT	

**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 with a Bill In Advance invoicing rule 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 a *Fixed Schedule* accounting rule 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.

**Note:** Receivables updates the GL date, even if the date falls in a period whose status is Not Open.

## 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. When the Revenue Recognition program is run, then if the accounting rule start date is different from the invoice start date, the accounting rule will modify the invoice start date and the period in which you recognize your receivable based on whether the invoicing rule is Advanced or Arrears. 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, the GL date of the invoice is changed to February 15 and the entire schedule moved accordingly. Depending on whether the invoicing rule is Advanced or Arrears, the receivable is recognized either in February or in the last month of the schedule.

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 *Fixed Schedule* 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 Run AutoInvoice window.
- If your invoice does not use a *Fixed Schedule* accounting rule with a specific date period, or you have not elected to derive the rule start date, then AutoInvoice uses the default date you specified in the Run AutoInvoice window.

If you are using a deferred accounting rule, you can use a different GL start date than the one that you entered on the transaction line in the Revenue Accounting and Sales Credits window. See: *Deferred Accounting Rules, Oracle Receivables Implementation Guide*.

## View and Update Account Sets

Account sets for invoices with rules are created by AutoAccounting. You can manually update the account sets for both imported and manually created invoices in the Distributions window off the Transactions Workbench.

For each account set, Receivables specifies the account and percent of the line total assigned to each account. In the Sets for this Line and Sets for All Lines regions of the Distributions window, you can update account sets 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.

In the Sets for All Lines region, you can view account sets for all lines. You can also use this region to update the account assignment for a given line, but you must use the Sets for this Line region to update the percent assigned to the account.

To update an account set, specify the account set class that contains the account sets. Valid Account Set Classes include:

<b>Offset</b>	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.
<b>Revenue</b>	This account set type includes your revenue accounts.
<b>Tax</b>	This type of account set is used for tax lines.

After the Revenue Recognition program is run, the names of the regions of the Distributions window change to the Accounts for This Line and the Accounts for All Lines regions. Use these regions to review and update the actual distributions that were generated using the account set that you specified.

## 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 3-1.

The Revenue Recognition program is run automatically whenever you transfer records to your General Ledger using the Submit Accounting program. This ensures that the

revenue for invoices with rules is recognized before you post and close the period. Alternatively, 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 tabbed 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.

**Note:** Note: If you use the Unit method, then you cannot enter a credit quantity that is greater than the quantity on the target invoice line.

### Related Topics

Entering Transactions, page 2-1

Entering Credit Memos, page 2-92

Entering Invoices with Rules, page 2-23

Understanding Credit Memos, page 2-112

## 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 2-82.

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.

**Note:** You can also add a deposit to an invoice that is already completed. See: Using Commitments, page 2-252.

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:** You can specify in the transaction type whether you want to include tax and freight when applying a deposit to a transaction. See: Transaction Types, *Oracle Receivables Implementation Guide*.

### Prerequisites

- Define payment terms, *Oracle Receivables Implementation Guide*
- Define transaction types, *Oracle Receivables Implementation Guide*
- Define transaction batch sources, *Oracle Receivables Implementation Guide*
- Define salespersons, *Oracle Receivables Implementation Guide*

### To enter a customer commitment:

1. To enter a commitment, follow the same procedure that you used when entering transactions. See: Entering Transactions, page 2-1.  
The following steps are unique, however, to entering commitments.
2. Choose a transaction Class of Deposit or Guarantee.
3. Enter the payment Terms if this commitment is a deposit.  
You cannot enter installment payment terms if the commitment is a guarantee.
4. Open the Commitment tabbed region.
5. 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.

6. Enter the Amount of this commitment.

**Note:** You can never use more than the original deposit amount, or increase the deposit amount.

7. Enter either an Item or a Memo Line for this commitment, or select from the list of values.

If AutoAccounting depends on standard line items, Receivables uses the revenue account associated with this item or memo line along with your AutoAccounting setup to determine the default revenue, AutoInvoice Clearing, Unbilled Receivable, Unearned Revenue, and Receivable accounts for this commitment.

8. Enter a brief Description for this commitment.

9. To review or update accounting information, choose Distributions. See: Reviewing Accounting Information, page 2-17.

**Note:** Use the AR: Deposit Offset Account Source profile option to indicate how you want to derive the offset account for deposits. Receivables can use either AutoAccounting or the deposit's transaction type as the accounting source for the offset account.

## Related Topics

Using Commitments, page 2-252

Technical Perspective: Transactions, page 9-51

Commitment Balance Report, page 10-48

## 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 transactions, 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.

### Prerequisites

- Define transaction types, *Oracle Receivables Implementation Guide*
- Define transaction batch sources, *Oracle Receivables Implementation Guide*

- Set up document numbering, *Oracle Receivables Implementation Guide*

## 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, you can change the status 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.

**Closed:** The actual count and amount match the control count and amount.

**Important:** Receivables does not update the batch status automatically. After you enter transactions, navigate to the Status field in the Transaction Batches window and enter a status, or select one from the list of values.

## 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 2-25.
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 2-1. Receivables saves your batch information.

## Related Topics

Transactions Field Reference, page 2-8

Batching Credit Memos, page 2-106

## 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.

**Important:** 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.

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).

Use the Complete button in the Transactions or Transaction Summary window to complete transactions. Use the Complete check box when the form is in Query mode to indicate the status of transactions you want to view.

### Prerequisites

- Enter transactions, page 2-1

## 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 receipt 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.

Also, you cannot change the status of a credit memo that you entered against an invoice, debit memo, or commitment from Incomplete to Complete if you entered and completed another credit memo against this item after the initial memo.

## 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 the Complete button.

If you are in the Transactions window, choose the Complete button.

**Note:** When you complete a transaction, the button name changes from Complete to Incomplete. If you click on the button again, Receivables changes the transaction status back to Incomplete (unless the transaction was posted to GL or now has activity, such as a receipt application, against it; in this case, you cannot change the status).

## Related Topics

Entering Invoices with Rules, page 2-23

Entering Commitments, page 2-41

Crediting Transactions, page 2-92

Incomplete Invoices Report, page 10-79

## 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 void a transaction only if the following are true:

- it does not have any activity against it
- it has not been processed by the Revenue Recognition program
- it has not been posted to your general ledger

### Prerequisites

- Define a transaction type of 'void' (set Open Receivables to No), *Oracle Receivables Implementation Guide*

- Enter transactions, page 2-1

#### 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.

## Viewing Transactions

Receivables lets you view detailed or summary information about your invoices, receipts, 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 view more detailed information about a transaction by choosing the Details button. Use this window to view details about receipts, as well.

**Note:** The Account Details window does not display receipts, credit memos, on-account credits, adjustments, and debit items that have a transaction type with 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.

You can update the due date for a transaction in this window if the AR: Update Due Date profile option is set to Yes.

**Note:** You cannot update the due date of an invoice included in a draft or final balance forward bill regardless of the setting of the AR: Update Due Date profile option. Allowing update to the due date of individual invoices of a balance forward bill causes problems with aging.

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.

**Tip:** To automatically display receipts at risk and include them when calculating a customer's past due balance, set the profile option AR: Include Receipts at Risk in Customer Balance to Yes. See: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.

If this profile option is set to No, you can include receipts at risk by choosing Include Receipts at Risk in Customer Balance from the Tools menu and then re-executing your query.

### **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.
3. Choose Find.
4. Select the item to view, then choose 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.

### **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.
3. Choose Find.
4. Select the transaction to view, then choose Activities.

You can also view activities for a receipt. See: Reviewing Receipts and Applications, page 4-67.

### **To view all relevant information for a specific transaction:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window.

3. Choose Transaction Overview.
4. To view additional information about this transaction, open the More tabbed region.

**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.

## 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 late charges applied to this transaction and any discounts taken.

**Note:** If Bills Receivable is enabled, then the Balances window also displays information about your bills receivable assignments.

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 late charges balances were affected in the 'Balance' row.

Use the Line Number field to view line-level balances for a transaction, after a receipt application has been made. See: Applying Receipts in Detail, page 4-17.

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 box.

### To view current balances for a transaction:

- In the Account Details window, query a transaction and choose Balances.
- In the Transactions window, query a transaction and, in the Balance Due region, choose Details.
- In the Transactions Summary window, query a transaction and choose Balances

from the Tools menu.

## Related Topics

Adjustments, page 2-56

Account Details Field Reference, page 2-51

## 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 a transaction or receipt. Classes include invoices, receipts, credit memos, chargebacks, guarantees, deposits, and debit memos.

**Cumulative Balance:** If you select a range of transactions, then the Cumulative Balance field displays the balance for the selected items. With your mouse, use the Shift key to select a range of transactions, or the Control key to select specific transactions. If you do not select transactions, then the cumulative and total balances are equal. If you select transactions with different currencies, then only the Functional column displays the cumulative balance.

**Note:** The Account Details window lets you view transactions across operating units. If the transactions displayed in the Account Details window belong to different ledgers, then a cumulative balance will not be displayed in your functional currency. This is because ledgers can have different functional currencies.

**Dispute Amount:** The amount of the transaction that is in dispute or has pending adjustments against it.

## 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.' Amounts that are in dispute appear in collections reports. Oracle Receivables does not prevent you from applying payments to disputed transactions.

You can place transactions in dispute from Oracle Advanced Collections or from *i* Receivables by requesting a credit using the Credit Memo Workflow. See: AME Credit Memo Request Workflow, page 2-139.

If you are using Oracle Trade Management to track your customers' invoice short payments, then you can also place transactions in dispute by creating a claim. See: Applying Receipts, page 4-9.

In Receivables, you can also place items in dispute or take them off of dispute in these windows:

- Account Details
- Installments (accessed from the Transactions or Transactions Summary window)
- Transactions (More tab)

You can choose whether to calculate late charges on disputed items by selecting the Disputed Transactions option at the customer profile class, customer account, or site level. See: Defining Customer Profile Classes, *Oracle Receivables Implementation Guide* and Adding and Updating Account Late Charges, page 7-32.

### **To place an item in dispute in Receivables:**

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.

You can also place an item in dispute by entering a dispute amount and date in the Account Details window or in the Transactions window, on the More tab.

### **To mark an item as no longer in dispute:**

1. Navigate to the Account Details, Installments, or Transactions window.
2. Query the transaction.
3. Change the Dispute Amount to 0 (zero).
4. Change the Dispute Date to today's date.

### **Viewing Items in Dispute**

Review items in dispute by creating the Disputed Invoice Report. See: Disputed Invoice Report, page 10-74.



## Related Topics

Disputing Invoices, *Oracle Advanced Collections User Guide*

*Oracle iReceivables Implementation Guide*

## 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.

**Important:** 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.

During the copy process, Receivables ignores the value of the Tax Calculation box on the original invoice's transaction type, to preserve the tax calculation.

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.

Receivables also uses the accounting distributions from your model invoice on your copied invoices. If your model invoice failed collectibility analysis for automatic revenue recognition, then the copied invoices inherit the model invoice's unearned revenue distributions. Once the copied transactions are completed, you should review the accounting distributions and use the Revenue Accounting Management (RAM) wizard to make changes as appropriate. See: Revenue Accounting, page 3-4 and Event-Based Revenue Management, page 3-12.

When copying an invoice, Receivables retains the original salesperson and sales group. You can optionally modify this sales information.

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.

## To copy an invoice:

### Prerequisites

- Enter transactions, page 2-1

- Create an invoice to use as a model for the copied invoices (optional), page 2-1

1. Navigate to the Transactions Summary or the Copy Transactions window.
2. Query the invoice to use as a model for your copied invoices.

**Note:** You must select a completed invoice.

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, *Oracle Receivables Implementation Guide*.
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 2-56.

## Related Topics

Maintaining Transactions, page 2-81

## 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.

**Important:** 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.

## Related Topics

Copying Invoices, page 2-53

Completing Transactions, page 2-45

## 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.

**Research Required:** 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 lookup 'Approval Type'. See: Reviewing and Updating Receivables Lookups, *Oracle Receivables Implementation Guide*.

## Adjustment Activities

You use receivables activities to default accounting information for your miscellaneous receipt, late charge, and adjustment transactions. You can define as many receivables activities as you need. Define adjustment activities in the Receivables Activities window. See: Receivables Activities, *Oracle Receivables Implementation Guide*.

## Adjustment Types

You can create an adjustment at the invoice header level, but cannot adjust specific elements of an invoice, debit memo, credit memo, or chargeback. See: Creating an Adjustment, page 4-56.

## 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: Approval Limits, *Oracle Receivables Implementation Guide*.

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 Approval Limits window by specifying a minimum and maximum approval amount for each user and currency. See: Approval Limits, *Oracle Receivables Implementation Guide*.

You can overapply an adjustment if the transaction type of the item you are adjusting has Allow Overapplication set to Yes. See: Transaction Types, *Oracle Receivables Implementation Guide*.

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 10-17. To review only adjustments with a status of 'Approved,' see the: Adjustment Register, page 10-18.

## Adjustment Numbering

Receivables automatically generates and assigns a unique adjustment number when you create adjustments.

## Related Topics

Entering Manual Adjustments, page 2-58

Creating Automatic Adjustments, page 2-60

Entering Sales Credits, page 2-19

Printing Adjustments, page 2-258

Approving Adjustments, page 2-63

## 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.

A transaction must have a status of Complete before you can adjust it.

### Prerequisites

- Define your user approval limits, *Oracle Receivables Implementation Guide*
- Enter transactions, page 2-1

### 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.
6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, 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 approval limits, Receivables sets the status of the adjustment to Pending Approval when you save (unapproved adjustments do not update the balance due for an item).

**Important:** 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, Oracle Receivables Implementation Guide*.

8. Enter the GL Date for this adjustment (optional). 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 (optional). The default is the current date, but you can change it.
10. Open the Account IDs tabbed region, then enter the GL Account for this adjustment (optional). 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, Oracle Receivables Implementation Guide*.
12. Open the Comments tabbed region, then enter a Reason for creating this adjustment. Receivables prints your reasons on the Adjustment Register.

**Note:** An adjustment reason is optional unless you set the AR: Require Adjustment Reason profile option to Yes. See: *Overview of Receivables User Profile Options, Oracle Receivables Implementation Guide*.

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.

## Related Topics

Creating Automatic Adjustments, page 2-60

Printing Adjustments, page 2-258

Approving Adjustments, page 2-63

About Adjustments, page 2-56

Entering Sales Credits, page 2-19

Adjustments Field Reference, page 2-60

## 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.

**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 tabbed region) The status of this adjustment. Receivables assigns a status when you save this adjustment.

## Related Topics

Creating Automatic Adjustments, page 2-60

Entering Manual Adjustments, page 2-58

## 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 2-1

### **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 2-62. You can use the request ID number to check the status of your request in the Concurrent Requests Summary window.

## Related Topics

About Adjustments, page 2-56

Entering Manual Adjustments, page 2-58

Entering Sales Credits, page 2-19

Approving Adjustments, page 2-63

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 prior to 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.

## Related Topics

About Adjustments, page 2-56

Creating Automatic Adjustments, page 2-60

## Approving Adjustments

When you create an adjustment that is outside of 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.

**Note:** An adjustment that is pending approval does not reserve the transaction from updates by other types of activity, such as cash or credit memo applications.

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: Approval Limits, *Oracle Receivables Implementation Guide*.

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 2-1
- Enter adjustments, page 2-58

#### **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 tabbed 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.

**Note:** You can view the detail accounting lines for an adjustment in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-31.

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.

## **Related Topics**

About Adjustments, page 2-56  
Entering Manual Adjustments, page 2-58  
Printing Adjustments, page 2-258  
Creating Automatic Adjustments, page 2-60  
Adjustment Register, page 10-18

## **XML Receivables Documents**

You can use Oracle XML Gateway to send Receivables documents to your customers. Currently, XML receivables documents include invoices, debit memos, credit memos, chargebacks, and deposits. The largest proportion of XML documents transmitted to customers are customer invoices.

Oracle uses the Open Applications Group Process Invoice DTD called 171\_process\_invoice\_002.dtd (version 7.2.1). Your customers must comply with this standard to ensure that their payables departments can properly accept and process the XML invoice documents that you send.

Your customers can set up their systems to automatically send confirmation messages back to you. These Payables confirmation messages indicate the import status of your XML documents and the reason codes for rejected invoices. XML Gateway processes these confirmation messages and initiates the appropriate Receivables actions and notifications for documents rejected by your customers.

Use the Document Transfer request set to run the Document Transfer Scheduling program and the Document Transfer program to initially send XML documents to your customers. Or you can separately run these two programs in sequence to schedule and then process the document transfer. To review import statuses and, if necessary, retransmit XML documents, use the Document Transfer Summary page and the Document Transfer page.

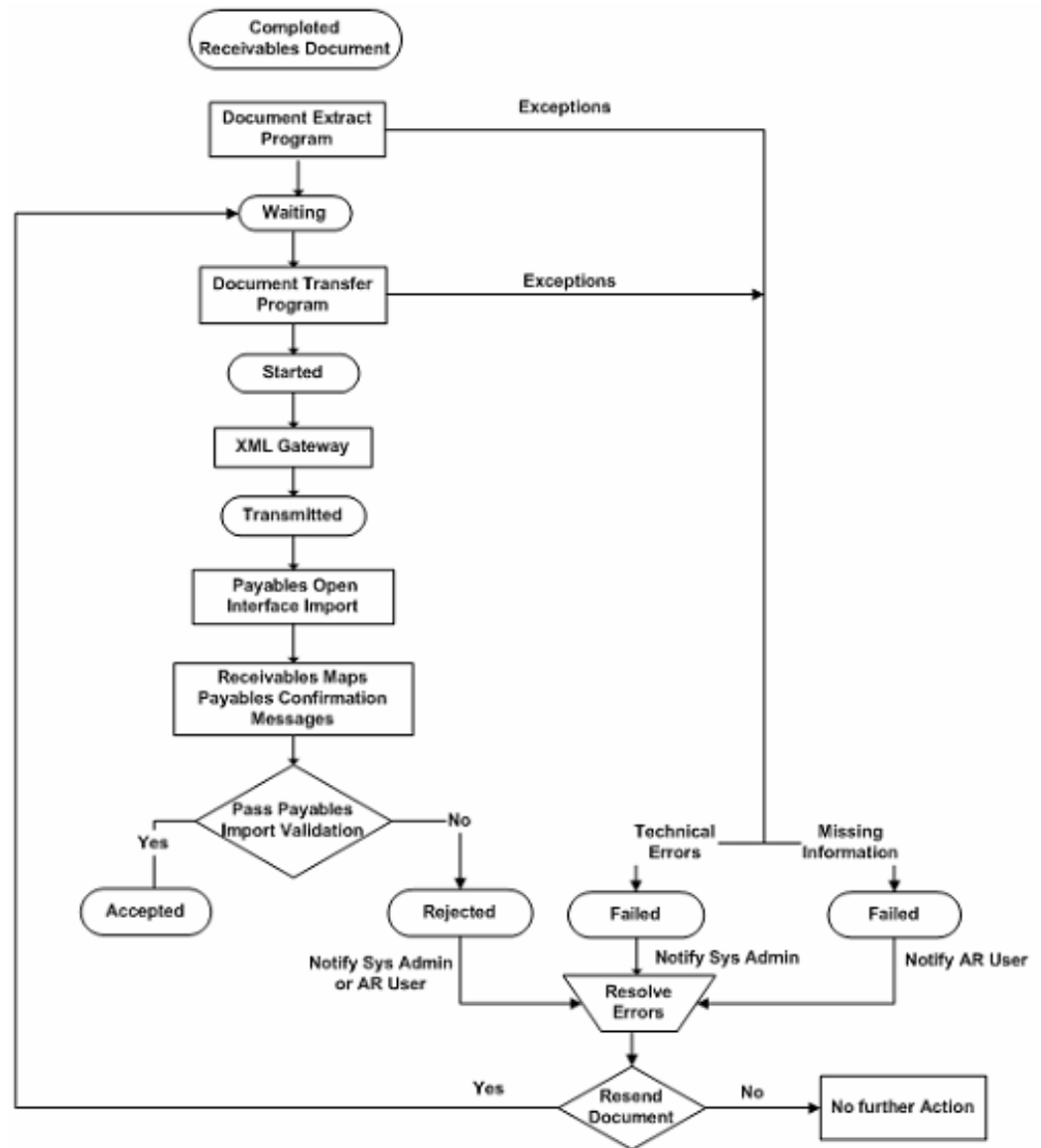
## **Open Applications Group (OAG) Standards**

This feature conforms to the Open Applications Group Integration Specification (OAGIS) Release 7.2.1 standards. Please refer to the OAG web site at [www.openapplications.org](http://www.openapplications.org) for more information on the OAGIS standard.

## XML Invoices Process Flow

The following diagram shows the complete XML invoices process flow, including the validation of invoice import by your customer's payables system and the resolution of errors.

### XML Invoices Process Flow



## XML Messages

XML invoice documents always use this XML message:

- **Process Invoice:** This XML message contains information for your customers' invoices, debit memos, credit memos, chargebacks, and deposits.

In addition, your customers can set up their systems to send this XML message back to you:

- **Confirm Business Object Document (Confirm BOD):** Your customer can send this

XML message to tell you if your XML invoice document import was successful. This is the standard OAG Confirm BOD XML message.

## Related Topics

XML Transactions Mapping, *Oracle Receivables Reference Guide*

*Oracle XML Gateway User's Guide*

*Oracle Workflow Developer's Guide*

OAG web site: [www.openapplications.org](http://www.openapplications.org)

## Implementation Considerations

You can set up your system to handle XML invoice documents to best meet the needs of your organization and your customers.

Before you can transfer and receive XML messages with a customer, you and your customer must agree to and implement the following:

- OAG standard and version 7.2.1 of the DTDs.
- Invoice information defined in the user area section of the XML DTDs.
- Invoice import status codes, other than those seeded in Oracle Payables, used in confirmation messages.
- Unique trading partner identifier, such as the Source Trading Partner Location code in XML Gateway.
- Oracle Transport Agent (OTA). Alternatively, your customer can implement a program that understands the OTA protocol.

For more information see the *Oracle XML Gateway User's Guide*.

Before you set up this feature, consider the following questions:

- Will your customers send a Confirm BOD to you? If so, will they send one every time or only when they encounter import errors with your XML document?
- Do you want notifications to be sent by e-mail, Oracle Workflow worklist, or both?
- Do you want to adjust the timeout default values in the workflow? Set the timeout value for the Confirm BOD message only if you expect your customers to send you a confirmation every time you send an XML transaction message. The default value is 10 minutes.

Review the XML Invoices Process Flow, page 2-66 to see how these decisions affect how the workflow manages your XML invoice document process.



## Setting Up Your System for XML Invoice Documents

The following table lists the cross-product steps necessary to set up XML invoice documents.

Step	Performed by	Application	Task	Required / Optional
1	Receivables user	Receivables	Define customer bill-to sites	Required
2	Implementer	XML Gateway	Define system profile values	Required
3	Implementer	XML Gateway	Verify seeded transactions	Required
4	Implementer	XML Gateway	Define customer bill-to sites as trading partners	Required
5	Implementer	XML Gateway	Test the Oracle Transport Agent server to server connection	Required
6	Implementer	Workflow	Define Workflow roles for users	Required
7	Implementer	Workflow	Adjust any timeout values that you will use	Optional
8	Implementer	Workflow	Modify any of the standard messages	Optional
9	Implementer	Workflow	Start Workflow agent listener using the following parameters: ECX_INBOUNDECX_TRANS ACTIONWF_DEFERREDWF_ ERROR	Required
10	Implementer	Oracle Transport Agent	Set any security options	Optional
11	Implementer	Your e-mail system	Set up e-mail server to receive e-mail workflow notifications	Optional

### To set up XML invoice documents:

1. In Receivables, define bill-to sites for your customers.
2. In XML Gateway, define system profile values:
  - ECX log file path for XML message and processing file
  - ECX XSLT file path for XSLT style sheets
  - Oracle XML Gateway system administrator e-mail address
  - ECX\_OAG\_LOGICALID to identify the sender's information system
3. In XML Gateway, verify transactions seeded for XML invoice documents.
  - Party type=Customer
  - Transaction type=AR
  - Transaction subtype:
    - Process invoice messages  
PROCESS\_INVOICE  
PROCESS\_DEBIT\_MEMO  
PROCESS\_CREDIT\_MEMO  
PROCESS\_CHARGE\_BACK  
PROCESS\_DEPOSIT
    - Confirm BOD messages  
CONFIRM\_BOD
4. In the XML Gateway Trading Partner Setup window, define customer bill-to sites as trading partners in XML Gateway.

**Important:** To *disable* the delivery of XML invoice documents for a customer, simply remove the customer's bill-to site from the Trading Partner Setup window in XML Gateway.

Enter the following:

- Trading Partner Type: Customer
- Trading Partner Name: customer name

- Trading Partner Site: customer bill-to site
- Company Admin E-mail: e-mail address for the message recipient

In XML Gateway, in the Trading Partner Details region of the Trading Partner Setup window, select transactions that will be used in the XML Gateway execution engine, and provide trading partner details. This setup identifies the queue from which to retrieve inbound messages or in which to place outbound messages.

1. (Required) Set up the Process Invoice message transaction details, including:

- Transaction Type: AR
- Transaction Subtype:
  - PROCESS\_INVOICE
  - PROCESS\_DEBIT\_MEMO
  - PROCESS\_CREDIT\_MEMO
  - PROCESS\_CHARGEBACK
  - PROCESS\_DEPOSIT

**Note:** When you select a Transaction Type and Transaction Subtype pair, values for the Standard Code, External Transaction Type, External Transaction Sub Type, and Direction fields are automatically populated.

- Map: 171\_process\_invoice\_002
- Protocol Type: HTTPS
- In the Connection/Hub field, enter the appropriate value. See: *Oracle XML Gateway User's Guide*.
- In the Username, Password, and Protocol Address fields, enter the appropriate values. Obtain these values from your customer's system administrator.
- In the Source Trading Partner Location Code field, enter the unique value that you have agreed upon with your customer.
- (Optional) If your customer will send confirmation that they received your XML message, then enable the inbound Confirmation BOD message. In the Document Confirmation, enter:

- 0: if your customer does not send the Confirm BOD to you
- 1: if your customer sends the Confirm BOD to you only when there is an import error
- 2: if your customer always sends the Confirm BOD to you

See: How to Implement the OAG Confirmation Business Object Document, *Oracle XML Gateway User's Guide*.

2. (Optional) Set up the Confirm BOD message transaction details, including:
  - Transaction Type: AR
  - Transaction Sub Type: CONFIRM\_BOD
  - Map: 002\_confirm\_bod\_004
5. Test the HTTPS server-to-server connection.
6. In Oracle Workflow, define workflow roles for the users who process invoice documents at your organization so that they can receive notifications. See: Setting Up an Oracle Workflow Directory Service, *Oracle Workflow Administrator's Guide*.
7. (Optional) In Oracle Workflow, adjust any timeout values you will use.
8. (Optional) In Oracle Workflow, modify any of the standard messages.
9. Start Oracle Workflow agent listener.
10. (Optional) In Oracle Transport Agent, set any security options that you plan to use. For more information about Oracle Transport Agent, see the *Oracle XML Gateway User's Guide*.
11. (Optional) Set up e-mail server to receive e-mail workflow notifications.

**Note:** You can run the XML Gateway engine in debug mode to generate a detail log file. To generate a detail log file, you must modify the event subscription that runs the XML Gateway engine process. In Oracle Workflow, navigate to the Find Event Subscription window and find the Receivables XML Invoice, Credit Memo, Debit Memo, Charge Back, Deposit event. In the Parameters field of that window, enter `ECX_DEBUG_LEVEL=3` and save your work.

## Sending XML Invoice Documents

This overview provides general information about sending XML invoice documents to your customers.

Because the XML invoice document process varies depending on your setup, refer to Document Transfer Message Workflow, page 2-78 to see details about how the workflow manages your XML invoice documents.

### Prerequisites

- Set up your system for XML invoice documents. See: Setting Up Your System for XML Invoice Documents, page 2-69.
- Ensure that Receivables transactions exist that meet these conditions:
  - the transaction must have a status of Complete
  - the transaction must never have been transmitted
  - the bill-to customer and bill-to site for the transaction must exist as an XML Gateway trading partner setup

**Important:** You must process and transfer XML invoice documents before you run the concurrent programs to print invoices. The Document Transfer program does not select receivables transactions that the Print Invoice program already printed.

### To send XML invoice documents to your customers:

For an overview of this process: see XML Invoices Process Flow, page 2-74.

1. Initiate the transfer of Receivables invoice documents in XML format by submitting the Document Transfer Request Set, which runs the Document Transfer Scheduling and Document Transfer concurrent programs.

Alternatively, you can submit the two programs separately in sequential order; first the Document Transfer Scheduling program, and then the Document Transfer program.

**Note:** Use the Document Transfer request set only for the initial XML transfer of invoice documents. If you must resend an invoice document, then you must initiate the retransmission request from the Document Transfer page. You can then submit the Document Transfer program to complete the retransmission.

Receivables selects transactions for XML transfer according to the parameters that

you specify upon program submission:

- Transaction class
  - Transaction type
  - Transaction number, low and high
  - Customer class
  - Customer
  - Transaction date, low and high
2. After the Document Transfer Scheduling program completes, Receivables changes the transmission status of the transaction to either *Waiting* or *Failed*. If the status is *Failed*, then the system administrator receives a notification via Workflow.
  3. The Document Transfer program validates the transactions that have a status of *Waiting*. During validation, the transmission status of a transaction can change to either:
    - *Started* - The document has passed all validations and is ready for transfer.
    - *Failed* - The validation process encountered errors. Workflow notifications are sent to the appropriate Receivables user or system administrator.
- The Document Transfer program then calls XML Gateway to transmit the invoice documents that pass validation. XML Gateway creates the XML invoice documents and transmits them to your customers. During this process, the transmission status of a transaction can change to either:
- *Transmitted* - The invoice document was transmitted.
  - *Failed* - The transmission process encountered a technical error in XML Gateway. Workflow notifications are sent to the system administrator.
4. Your customers can now import the transmitted XML invoice documents into their payables systems. Your customers validate the incoming invoice documents and can optionally return confirmation messages back to you. For more information about confirmation messages, see: *Confirming the Import Status of XML Invoice Documents*, page 2-74.

## Confirming the Import Status of XML Invoice Documents

You and your customer can optionally implement any messages and activities that meet your needs.

If you have set up the Process Invoice XML message for automatic receipt confirmation in XML Gateway, then when your customer receives the invoice message, the customer sends a Confirm BOD message back to your system.

These messages confirm the import status of an invoice document and provide reason codes for import failures. The Oracle Payables import statuses and reason codes are mapped to confirmation actions in Receivables.

Upon receipt of a confirmation message, Receivables translates the import status and reason code into the appropriate confirmation action, and updates the transmission status accordingly.

For each XML invoice, the transmission status will change to either:

- *Accepted*- if you receive a confirmation message with an import status of *Success*.
- *Rejected* - if you receive a confirmation message with an import status of *Failed*, with an accompanying reason code.

For information about the seeded reason codes in Receivables, refer to Troubleshooting XML Invoice Documents, page 2-75.

## Troubleshooting XML Invoice Documents

If the Oracle Payables confirmation message indicates errors, then Workflow sends a notification to the appropriate person based on the reason code:

- When errors are related to failed import validations, such as a missing invoice amount, the appropriate Receivables user is notified.
- When errors are caused by technical or transmission issues, the system administrator is notified.

The following table lists the Oracle Payables import statuses and reason codes that are mapped to the confirmation actions seeded in Receivables. If your customers do not use Oracle Payables, then they need to implement these codes so that their confirmation messages map to Receivables confirmation actions.

Status	Reason Code	Description
00	NA	Invoice document import was successful.
10	DUPLICATE_INVOICE_NUMBER	Duplicate invoice document number.
10	DUPLICATE_LINE_NUMBER	Duplicate line number.

Status	Reason Code	Description
10	INCONSISTENT_CURR	Invoice document and customer's purchase order have different currencies.
10	INCONSISTENT_PO_SUPPLIER	The value you provided for supplier does not match the supplier on the purchase order.
10	INVALID_LINE_AMOUNT	Line amount not equal to Quantity x Unit Price.
10	INVALID_INVOICE_AMOUNT	You did not provide a value for Invoice Amount.
10	INVALID_PO_NUM	Invalid purchase order number.
10	INVALID_PRICE_QUANTITY	The values for Unit Price, Quantity Invoiced, and Line amount are inconsistent. (Quantity Invoiced x Unit Price = Amount)
10	INVALID_QUANTITY	The value for Quantity (QUANTITY_INVOICED) must be greater than zero for Standard type invoices.
10	INVALID_SUPPLIER	The supplier information is invalid. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	INVALID_SUPPLIER_SITE	The supplier site information is invalid. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	INVALID_UNIT_PRICE	The value for Unit Price (UNIT_PRICE) must be greater than zero. The Trading Partner Location code in the XML Gateway trading partner setup must match to your customer.
10	NO_SUPPLIER	No supplier information is provided.



## Mapping Reason Codes against Confirmation Actions

If your customer wants to use a reason code that is not listed in the table above, they can do so. However, they must communicate the reason code to you, so that you can map a Receivables confirmation action to it.

### How to map a reason code to a confirmation action:

1. Navigate to the Confirmation Action page.
2. Click Add.
3. Enter the status 00 for successful processes and 10 for failed processes.
4. Enter a reason code that maps to a reason code that your customer uses.
5. Enter a start date, and optionally enter an end date.
6. Enter a handler type, usually PL/SQL, and the handler name, which is your PL/SQL program name.

If the import process fails and Receivables does not recognize the reason code, then the workflow notification indicates an unrecognizable reason code.

If the reason code indicates that a failed import was due to duplicate invoice numbers, then Receivables automatically initiates the Credit Memo Workflow to generate a credit memo for the duplicate invoice.

## Reviewing and Retransmitting XML Invoice Documents

Use the Document Transfer Summary page to review the transmission statuses of your XML invoice documents. From this page, you can drill down to the Document Transfer page to see transmission details and error messages. From the Document Transfer page, you can also initiate the retransmission of failed or rejected XML invoice documents.

### To review your XML transfers:

1. Navigate to the Document Transfer Summary page.

The page displays your most recently transmitted XML invoice documents. If you want to find a different invoice document transfer, then perform a query using:

- Customer name
- Customer number
- Low and high transaction numbers
- Low and high submission dates

- Document transfer number
  - Status
  - Exception Type
2. In the Results region, choose the Edit button for the invoice document transfer that you want to review.

The Document Transfer page appears. This page displays the following details:

- Document transfer number - generated after running the Document Transfer Scheduling program
  - Transaction number
  - Customer name and number
  - Last submission date - refers to the last submission dates for either the Document Transfer Scheduling program or the Document Transfer program
  - Status - indicates the transmission status of the invoice document, including Accepted, Failed, Rejected, Started, Transmitted, and Waiting
  - Event name - refers to the business event subscribed to by XML Gateway to transmit Receivables invoice documents
  - Gateway transaction name - refers to the transaction type and subtype that you defined in XML Gateway
  - Error message - includes any errors such as Setup, System, or import errors as indicated in the confirmation messages from your customer. Before submitting an XML transfer again, you must resolve the errors identified in this error message.
3. If this transmission has a status of *Failed* or *Rejected*, then make your corrections and save your changes.
  4. Click Retransmit. The transmission status changes to *Waiting*.
  5. Submit the Document Transfer program to complete the retransmission.

## Document Transfer Message Workflow

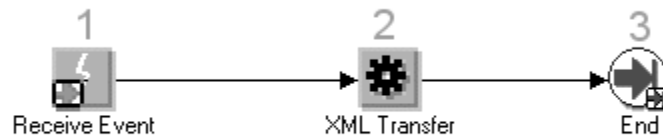
The Document Transfer Message workflow creates an XML invoice document and sends it to your customer. This workflow consists of two item types:

- AR Transfer Document item type
- AR Notification item type

### AR Transfer Document Item Type

The following diagram displays the workflow process in the AR Transfer Document item type:

#### *AR Transfer Document Item Type*



#### Retrieve Event (Node 1)

When you run the Document Transfer program, a business event is raised that starts the workflow. Workflow continues to Node 2.

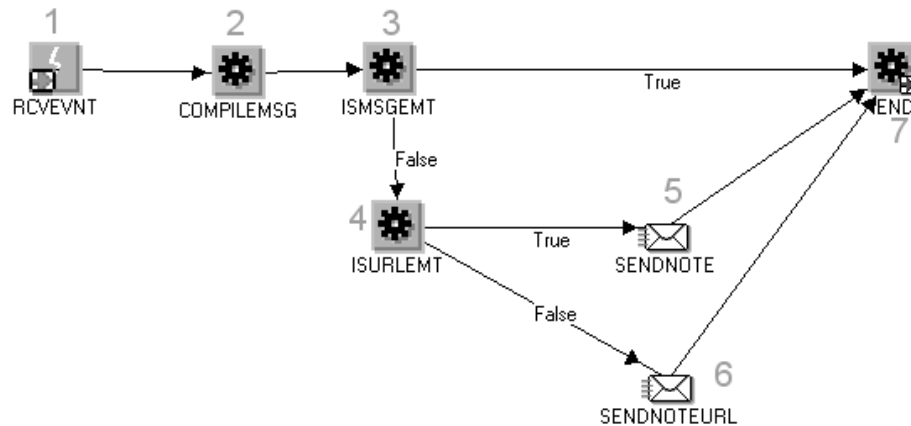
#### XML Document Transfer (Node 2)

This function triggers outbound message creation. Oracle Transport Agent then transmits the Process Invoice message to your customer. Workflow ends successfully at Node 3.

### AR Notification Item Type

The following diagram displays the workflow process in the AR Notification item type:

### ***AR Notification Item Type***



#### **Receive Event (Node 1)**

If an error occurs during the XML transfer process, a business event is raised that starts the workflow. Workflow continues to Node 2.

#### **Compile Message (Node 2)**

This node is a PL/SQL activity. The associated procedure uses the event information to construct the text of the notification. It also identifies the person who should receive the notification. Workflow continues to Node 3.

#### **Is Message Empty (Node 3)**

This function checks the message content:

- If the message has no text, then the workflow successfully ends at Node 7.
- If the message does have text, then the workflow continues to Node 4.

#### **Is URL Empty (Node 4)**

This function checks the message content to determine if the notification includes a hypertext link to the Document Transfer Summary page:

- If a hypertext link exists, then the workflow continues to Node 5.
- If a hypertext link does not exist, then the workflow continues to Node 6.

#### **Send Notification (Node 5)**

This function sends an error notification to the appropriate Receivables user. Workflow successfully ends at Node 7.

### Send Notification with URL (Node 6)

This function sends an error notification, including a hypertext link to the Document Transfer Summary page, to the appropriate Receivables user. Workflow successfully ends at Node 7.

## Workflow Troubleshooting

For Oracle Workflow or Oracle XML Gateway errors, review the log file for the details and use the Workflow Administrator functions to monitor and manage workflow processes. See: Monitor Workflow Processes, *Oracle XML Gateway User Guide*.

### Related Topics

XML Transactions Mapping, *Oracle Receivables Reference Guide*

*Oracle XML Gateway User's Guide*

*Oracle Workflow Developer's Guide*

*Oracle Workflow User's Guide*

Open Applications Group (OAG) web site at <http://www.openapplications.org>

## 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.

If the Allow Change to Printed Transactions system option is Yes, you can update most transaction information, even if it has been printed. However, once there is activity against it, Receivables does not let you update most transaction attributes. Activity includes actions such as payments, credit memos, adjustments, and including the transaction on a balance forward bill.

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 late 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 tabbed region of the Transaction window.

### Prerequisites

- Enter transactions, page 2-1

## 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 Transactions Field Reference, page 2-82.

## Related Topics

Entering Transactions, page 2-1

Accounting for Transactions, page 9-42

## Maintaining Transactions Field Reference

This section tells you under which conditions you can and cannot update specific attributes of your Receivables transactions. Some cells contain *exception numbers*, which indicate that at least one exception exists for that attribute and condition. An explanation of each exception is provided at the end of this section.

For example, the table below indicates that you can update the Bill-To Contact field when the transaction is complete. However, the number 4 indicates that there is one exception: if the transaction is a chargeback, the Bill-To Contact cannot be updated.

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.

You cannot update a transaction if it has activity against it, regardless of how you set the system option Allow Change to Printed Transactions. Examples of activity include payments, credit memos, adjustments, and including the transaction on a balance forward bill.

## 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, *Oracle Receivables Implementation Guide*. 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 choosing the Incomplete button in the Transaction window. This makes the invoice inaccessible for payment or crediting.

## Update Transactions

The following table lists changes you can make in the Transactions window to imported, manually entered, and copied transactions.

\* You cannot update a transaction's payment terms unless the Override Terms check box is checked in the Customer profile, at either the customer account or site level.

See Legend, page 2-91 for the legend that goes with this table.

HEADER LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
Agreement	No	No	No	No	No	No
Bill To Address	Yes <sup>12</sup>	No	No	No	No	No
Bill To Contact	Yes <sup>12</sup>	Yes <sup>4,12</sup>	Yes <sup>4,12</sup>	Yes <sup>8,12</sup>	No	Yes <sup>12</sup>
Bill To Customer	Yes <sup>11,12</sup>	No	No	No	No	No
Class	No	No	No	No	No	No
Comments	Yes	Yes	Yes	Yes	Yes	Yes
Commitment	Yes	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>	Yes <sup>15</sup>
Complete	Yes <sup>12</sup>	Yes <sup>4,5,12</sup>	Yes <sup>12</sup>	Yes <sup>12</sup>	No	No
Credit Reason	Yes	Yes	Yes	Yes	Yes	Yes
Credit Reference	Yes	Yes	Yes	Yes	Yes	Yes
Credit Reference Date	Yes	Yes	Yes	Yes	Yes	Yes
Cross Reference	Yes <sup>2</sup>	Yes	Yes	Yes	Yes	Yes

<b>HEADER LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Currency	Yes <sup>1</sup>	No	Yes <sup>2</sup>	Yes <sup>8</sup>	No	No
Default Tax	Yes	NA	NA	NA	NA	NA
Descriptive Flexfield [ ]	Yes	Yes	Yes	Yes	Yes	Yes
Dispute Amount	NA	Yes	Yes	Yes	No	Yes
Dispute Date	NA	Yes	Yes	Yes	No	Yes
Document Number	No <sup>13</sup>	No	No	No	No	No
Due Date	No	No	No	No	No	No
Late Charges	Yes <sup>2</sup>	Yes	Yes	Yes	No	Yes
GL Date	Yes	No	No	No	No	No
Invoicing Rule	No	No	No	No	No	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes
Original Transaction	(read only)	No	No	No	No	No
Paying Customer Name and Number	Yes	Yes	Yes	Yes	No	Yes
Paying Location	Yes	Yes	Yes	Yes	No	Yes
Receipt Method	Yes	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes	Yes	Yes
PO Date	Yes	Yes	Yes	Yes	Yes	Yes
PO Number	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes



HEADER LEVEL	Incomplete	Complete	Rules	Printed	Activity	Posted
PO Revision	Yes	Yes	Yes	Yes	Yes	Yes
Print Date	(read only)	No	No	No	No	No
Print Option	Yes	Yes	Yes	Yes	Yes	Yes
Rate	Yes <sup>1</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Rate Date	Yes <sup>2</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Rate Type	Yes <sup>1</sup>	Yes <sup>4,5</sup>	Yes <sup>4</sup>	Yes	No	No
Receivables Account	Yes	Yes	Yes	Yes	No	No
Reference	Yes	Yes <sup>7</sup>	Yes	Yes	No	Yes
Remit To Address	Yes <sup>2</sup>	Yes <sup>2</sup>	Yes	Yes <sup>8</sup>	Yes	Yes
Sales Territory	Yes	Yes	Yes	Yes	Yes	Yes
Salesperson	Yes	Yes <sup>4</sup>	Yes <sup>14</sup>	Yes <sup>8</sup>	No	No
Ship To Address	Yes <sup>1,12</sup>	No	No	No	No	No
Ship To Contact	Yes <sup>1</sup>	Yes	Yes	Yes <sup>8</sup>	No	Yes
Ship To Customer	Yes <sup>1,11,12</sup>	No	No	No	No	No
Sold To Customer	Yes	Yes	Yes	Yes	Yes	Yes
Source	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Status	Yes	Yes	Yes	Yes	No	Yes

<b>HEADER LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Terms*	Yes <sup>2</sup>	Yes <sup>4,5</sup>	Yes	Yes <sup>8</sup>	No	No
Transaction Date	Yes	No	No	No	No	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Transaction Number	No	No	No	No	No	No
Transaction Type	Yes <sup>12</sup>	No	No	No	No	No

The following table lists changes you can make in the Lines window to imported, manually entered, and copied transactions.

See Legend, page 2-91 for the legend that goes with this table.

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Accounting Rule	Yes	Yes	No	Yes	No	No
Amount Includes Tax flag	Yes	No	No	No	No	No
Description	Yes <sup>12</sup>	No	No	No	No <sup>12</sup>	No
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
First GL Date	Yes	Yes	No	Yes	No	No
Item	Yes	No	No	No	No	No
Item Flexfield	Yes <sup>12</sup>	No	No	No	No	No
Line Number	Yes	Yes <sup>5</sup>	Yes	Yes <sup>8</sup>	No	Yes

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Net Extended Price	Yes	No	No	No	No	No
Net Unit Selling Price	Yes	No	No	No	No	No
Num of Accounting Periods	Yes	Yes	No	Yes	No	No
Order Date	Yes	Yes	Yes	Yes	Yes	No
Order Line	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes	Yes	Yes	No
Order Number	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	No
Order Revision	Yes	Yes	Yes	Yes	Yes	Yes
Price	Yes <sup>12</sup>	No	No	No	No	No
Quantity	Yes <sup>12</sup>	No	No	No	No	No
Reason	Yes	Yes	Yes	Yes	Yes	Yes
Reference	Yes	Yes	Yes	Yes	No	Yes
Sales Channel	Yes	Yes	Yes	Yes	Yes	Yes
Standard Memo Line	Yes <sup>6</sup>	No	No	No	No	No
Tax Certificate	Yes	Yes <sup>5,6</sup>	No	No	No	No
Tax Code	Yes	No	No	No	No	No
Tax Handling	Yes	No	No	No	No	No
Tax Reason	Yes	Yes <sup>5,6</sup>	No	No	No	No
Transaction Code	Yes	Yes	Yes	Yes	No	No

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
UOM	Yes <sup>2</sup>	Yes <sup>2,4</sup>	Yes	Yes	Yes	Yes
Add Lines?	Yes <sup>12</sup>	No	No	No	No	No
Delete Lines?	Yes <sup>12</sup>	No	No	No	No	No

The following table lists changes you can make in the Tax window to imported, manually entered, and copied transactions.

See Legend, page 2-91 for the legend that goes with this table.

<b>TAX LINE</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Line Number	Yes	Yes	Yes	Yes	No	Yes
Precedence Number	No	No	No	No	No	No
Tax Code	No	No	No	No	No	No
Tax Rate	Yes <sup>1,12</sup>	No	No	No	No	No
Tax Amount	Yes <sup>12</sup>	No	No	No	No	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	No	No	No	No	No	No
Delete Line?	No <sup>3</sup>	No	No	No	No	No

The following table lists changes you can make in the Sales Credits window to imported, manually entered, and copied transactions.

See Legend, page 2-91 for the legend that goes with this table.

<b>SALESCREDIT LINE</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Non-Revenue %	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Non-Revenue Amount	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Revenue %	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Revenue Amount	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Salesperson	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Add Line?	Yes	Yes	Yes <sup>14</sup>	Yes	Yes	Yes
Delete Line?	Yes	Yes <sup>9</sup>	Yes <sup>9,14</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes

The following tables list changes you can make in the Distributions window to imported, manually entered, and copied transactions.

See Legend, page 2-91 for the legend that goes with this table.

This table shows details for account distributions:

<b>DISTRIBU-TIO NS</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Percent/Amount	Yes	Yes <sup>4</sup>	No <sup>4</sup>	Yes	Yes	No
Account*	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes	Yes	Yes
Delete Line?	Yes	No	No	No	No	No
Add Line?	Yes	Yes <sup>4</sup>	No <sup>4</sup>	Yes	No	No

This table shows details for account set distributions:

<b>DISTRIBUTIONS</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Percent/Amount	No	No	No	No	No	No
Account*	Yes	Yes	Yes	Yes	Yes	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	Yes	No	No	No	No	No
Delete Line?	Yes	No	No	No	No	No

\* You can update the revenue, receivable, tax, and freight accounts, but if the transaction is posted, then you can no longer update the receivable account.

The following table lists changes you can make in the Freight window to imported, manually entered, and copied transactions.

See Legend, page 2-91 for the legend that goes with this table.

<b>FREIGHT</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Carrier	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Ship Date	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Shipping Reference	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
FOB	Yes	Yes	Yes	Yes <sup>8</sup>	Yes	Yes
Amount	Yes <sup>6</sup>	No	No	No	No	No
Account	Yes <sup>6</sup>	Yes	Yes	Yes	Yes	No
Transaction Flexfield	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>

<b>FREIGHT</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Descriptive Flexfield	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	Yes <sup>6</sup>	No	No	No	No	No
Delete Line?	Yes <sup>6</sup>	No	No	No	No	No

## Legend

1. Unless the transaction is a regular credit memo (not an on-account credit memo).
2. Unless the transaction is an on-account credit memo.
3. If tax lines are added manually, they can be deleted.
4. Unless the transaction is a chargeback.
5. Unless the transaction was selected for automatic receipt but is not yet approved.
6. Unless the transaction was created by AutoInvoice or the transaction line was manually added to an imported transaction. If you must enter descriptive flexfield information for such a line, use the Invoice Line Information flexfield.
7. Unless the value was generated by a flexfield segment.
8. Unless the system option Allow Change to Printed Transactions is set to No.
9. Unless the profile option Allow Update of Existing Sales Credits is set to No.
10. Unless your accounting method is Cash Basis.
11. Unless the profile option AR: Change Customer on Transaction is set to No.
12. Unless the transaction is an on-account credit memo that has tax lines that were calculated by AutoInvoice.
13. Unless the sequence number is manual and the document number has not yet been generated.
14. Unless you have already run Revenue Recognition. (Use the Revenue Accounting Management (RAM) wizard instead. See: Revenue Accounting, page 3-4.)
15. Use the Apply Deposit window. (See: Using Commitments, page 2-252.)

NA This column is not applicable for this attribute and status.

## Related Topics

Entering Transactions, page 2-1

## 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 unapply and reapply credit memos using the Applications window. When you unapply a credit memo that was created in the Credit Transactions window, Receivables retains the originally credited transaction number in the credit memo's comments, viewable from the Distributions window.

You can delete an incomplete credit memo if the system option Allow Invoice Deletion is set to Yes. See: Defining Receivables System Options, *Oracle Receivables Implementation Guide*.

A transaction must be complete before you can create a credit memo against it.

**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.

If the transaction that you want to credit has already been paid, then a refund might be in order. See: Unapplying Cash when Crediting a Transaction, page 2-104 and Automated Receipt Handling for Credits, page 5-66.

### Prerequisites

- Define credit memo sources, *Oracle Receivables Implementation Guide*
- Define credit memo transaction types, *Oracle Receivables Implementation Guide*

## To create a credit memo against a transaction:

1. Navigate to the Transactions Summary or Credit Transactions window.
2. If you are in the Transactions Summary window, query the transaction to credit, then choose Credit.



If you chose Credit Transactions from the Navigator, enter the number of the transaction to credit in the Find Transactions window. If you do not know the transaction number, enter selection criteria such as Class, Transaction Date, and Currency to limit your search.

3. To add this credit memo to a batch, see: *Batching Credit Memos*, page 2-106.
4. Enter the batch Source for this credit memo. The default, which you can change, is either:
  - The batch source of the transaction that you are crediting, or
  - The credit memo batch source that is entered on the batch source of the transaction that you are crediting.
5. 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.
6. 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, Oracle Receivables Implementation Guide*.
7. Enter a transaction type for this credit memo. The batch source provides the default transaction type. Although you can change the default transaction type, you can replace it with only those credit memo transaction types that have the same Open Receivable and Post to GL values as that of the transaction being credited.
8. 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.
9. 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.

**Note:** Note: If you use the Unit method, then you cannot enter a credit quantity that is greater than the quantity on the target invoice line.

10. 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 2-25.

11. 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.

12. If you are not using Automatic Sequence Numbering, open the More tabbed region, then enter a unique Document Number for this credit memo. See: Implementing Document Sequences, *Oracle Receivables Implementation Guide*.

13. 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.

14. 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.

15. To credit specific transaction lines, see: Crediting Transaction Lines, page 2-95.
16. 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.  
  
Receivables also copies the sales groups, if any, from the credited transaction to the new credit memo. You can change sales information, if desired, before you complete the credit memo.  
  
If you are ready to complete this credit memo, see: Completing Transactions, page 2-45.

## Related Topics

Crediting Transaction Lines, page 2-95  
Unapplying Cash when Crediting a Transaction, page 2-104  
Updating Credit Memo Installments, page 2-105  
Batching Credit Memos, page 2-106  
Creating On-Account Credit Memos, page 2-108  
Importing Credit Memos, page 2-230  
Accounting for Credit Memos, page 2-112  
Credit Transactions Field Reference, page 2-97

## 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 2-1

### 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: Crediting Transactions, page 2-92.
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, *Oracle Receivables Implementation Guide*.

**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 Distributions. See: Reviewing Accounting Information, page 2-100.

To enter or update sales credit information for a credit memo line, choose Sales Credits. See: Reviewing Revenue Credits, page 2-101.

To associate freight information with your credit memo lines, choose Freight. See: Reviewing Freight Information, page 2-102.

To review or update tax information for this credit memo line, choose Tax. See: Reviewing Tax Information, page 2-103.

## Related Topics

Credit Transactions Field Reference, page 2-97

Updating Credit Memo Installments, page 2-105

Batching Credit Memos, page 2-106

Creating On-Account Credit Memos, page 2-108

## Credit Transactions Field Reference

This section provides a brief description of some of the fields and tabbed regions in the Credit Transactions and Lines windows. It also describes how the Tax, Freight, and Distributions windows appear when you open them from the Lines window.

### Credit Transactions Window

**Customer Reference:** A reference number for your customer. You can use this information to help keep track of your customer's credit requests.

**Comments:** Any comments about this credit memo that may be helpful to you or to others. This information does *not* appear on the printed transaction.

**Special Instructions:** Any specific instructions or information that may be helpful to you or to others. You can enter up to 240 characters in this field. The first 51 characters appear on the printed transaction.

### Distributions 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:

**Amount = (Credit Memo Line Amount/Invoice Line Amount) \* 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.

**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 tabbed region only appears in the Distributions window for credit memos with accounting rules and when the Use Invoice Accounting profile option is set to No.
- The Accounts For This Line tabbed region only appears in the Distributions 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 tabbed 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 2-15.

## Lines Window

For information about the Amount, Description, Reason, and Unit Price fields, refer to *Lines Window Field Reference*, page 2-12.

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 2-12.

### **Sales Order Tabbed 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 Management uses this information for reporting purposes.

### **Tax Exemptions Tabbed 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 Lookups 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.

## **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 2-19.

Receivables also defaults the sales group or groups that were assigned to the original invoice, but you can change the default.

## **Detail Tax Lines Window**

The Tax for This Line selection only appears in the Detail Tax Lines 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: Detail Tax Lines Window Field Reference, page 2-15.

## Related Topics

Crediting Transactions, page 2-92

Crediting Transaction Lines, page 2-95

## Reviewing Accounting Information

Receivables lets you enter or review the account assignments for a credit memo or tax line in the Distributions 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 2-92
- Credit transaction lines, page 2-95

### 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.  
If you are in the Transactions Summary window, choose Open.

3. Choose Distributions.
4. 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 tabbed 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 3-1.

**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.

## Related Topics

Using AutoAccounting, page 9-7

Reviewing Revenue Credits, page 2-101

Reviewing Freight Information, page 2-102

Reviewing Tax Information, page 2-103

Distributions Window Field Reference, page 2-97

## 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.

Receivables also defaults the salesperson's assigned sales group, if one is available. You can change the default.

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 Credit Memos, page 2-108.

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.

**Warning:** Always use the Revenue Accounting Management (RAM)

wizard, *not* the Transactions workbench, to adjust sales credits on a credit memo, if that credit memo's revenue was previously adjusted via the Revenue Accounting Management (RAM) wizard. See: Entering Revenue Credits, page 2-19.

### **Prerequisites**

- Enter credit memos, page 2-92
- Credit transaction lines, page 2-95

### **To review or update the revenue credit information for your credit memo lines:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.  
If you are in the Transactions Summary window, choose Open.
3. Choose Sales Credits.
4. 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.

### **Related Topics**

Reviewing Accounting Information, page 2-100

Reviewing Freight Information, page 2-102

Reviewing Tax Information, page 2-103

### **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, *Oracle Receivables Implementation Guide*
- Enter credit memos, page 2-92
- Credit transaction lines, page 2-95

### **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.  
If you are in the Transactions Summary window, choose Open.
3. Choose Freight.
4. 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
5. 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.

### **Related Topics**

Reviewing Accounting Information, page 2-100

Reviewing Tax Information, page 2-103

Reviewing Sales Credits, page 2-101

Freight Window Field Reference, page 2-17

### **Reviewing Tax Information**

Receivables lets you review tax information for your credit memo lines in the Detail Tax Lines window.

Oracle Receivables uses Oracle E-Business Tax as its tax engine. E-Business Tax provides a single set of application features that manage tax calculations for Receivables. Additionally, E-Business Tax is the repository of all tax-related data.

E-Business Tax calculates tax according to predefined rules and a universe of data points from your transactions and transaction lines. Oracle E-Business Tax always attempts to calculate tax on credit memos, according to its predefined rules and the data existing on the credited transaction.

#### **Prerequisites**

- Set up tax  
See: Setting Up Taxes in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*.
- Enter credit memos, page 2-92
- Credit transaction lines, page 2-95

#### **To 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.

#### **Related Topics**

Reviewing Accounting Information, page 2-100  
Reviewing Sales Credits, page 2-101  
Reviewing Freight Information, page 2-102  
Detail Tax Lines Window Field Reference, page 2-15

### **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 can unapply the cash for that transaction, then create a credit memo for the full amount against the invoice.

After you unapply the cash, you can either:

- Place the cash on account for later reallocation to a different transaction, or
- Send the cash back to your customer

For example, to create a manual credit card refund, you could simply unapply the cash from a transaction, create the credit card refund, and then credit the transaction. See: Credit Card Refunds, page 5-59.

To automate this process, see Automated Receipt Handling for Credits, page 5-66.

#### **Prerequisites**

- Enter transactions, page 2-1
- 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 Apply.
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 or partial amount.  
See: Crediting Transactions, page 2-92.

#### **Related Topics**

Creating On-Account Credit Memos, page 2-108

### **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 2-1

- Enter credit memos, page 2-92

#### **To update the installments of a credited transaction:**

1. Navigate to the Transactions Summary window.
2. Query the credit memo to update.
3. Choose Credit Installments from the Actions menu.
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.

#### **Related Topics**

Updating Credit Memos and On-Account Credit Memos, page 2-111

Invoices with Rules, page 2-30

Accounting for Credit Memos, page 2-112

#### **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, *Oracle Receivables Implementation Guide*
- Define credit memo transaction types, *Oracle Receivables Implementation Guide*
- Create a batch for your credit memos, page 2-43 (optional)

#### **To add a credit memo to a batch:**

1. Navigate to the Transactions Summary or Credit Transactions window.
2. If you are in the Transaction or Transactions Summary window, query the transaction to credit, then choose Credit.

If you chose Credit Transactions from the Navigator, enter the number of the transaction to credit in the Find Transactions window. If you do not know the transaction number, enter selection criteria such as Class, Transaction Date, and Currency to limit your search.

3. 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.
4. 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.

5. Enter the credit memo. See: Crediting Transactions, page 2-92.

## Related Topics

Creating On-Account Credit Memos, page 2-108

Batching Transactions for Easy Entry and Retrieval, page 2-43

## Querying Credit Memos and On-Account Credit Memos

You can review your credit memos and on-account credit memos in the Transactions or the Transactions Summary window.

**Note:** Use the Applications button to apply on-account credit memos, or to unapply and reapply credit memos that have already been applied to transactions. See: Applying On-Account Credit Memos, page 2-109.

**Note:** If you use the Transactions Summary window to query a credit memo that has been applied to an invoice, the Applications button is not available. The Applications button in the Transactions Summary window is only used to apply on-account credit memos. See: Applying On-Account Credit Memos, page 2-109.

### Prerequisites

- Enter credit memos, page 2-92

### 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.

### Related Topics

Creating On-Account Credit Memos, page 2-108

Accounting for Credit Memos, page 2-112

## Creating On-Account Credit Memos

On-account credit memos are credits you assign to your customer's account that are not related to a specific invoice. For example, if a customer is disappointed with a product or service you sold, you can create an on-account credit memo. You can then apply this on-account credit memo to another transaction.

You can apply and reapply on-account credit memos to invoices, debit items, and chargebacks.

See: Applying On-Account Credit Memos, page 2-109.

You can also place amounts on account when manually applying receipts in the Applications window. This is on-account cash, which is different from on-account credit memos. See: Manually Applying Receipts, page 4-14.

### To create an on-account credit memo:

#### Prerequisites

- Enter transactions, page 2-1

Follow the same procedure that you used when entering transactions. See: Entering Transactions, page 2-1.

However, when you enter the transaction amount, enter the amount of this on-account credit memo as a *negative number*. For example, to enter a credit for \$25, enter -25.



## Related Topics

Applying On-Account Credit Memos, page 2-109

Updating Credit Memos and On-Account Credit Memos, page 2-111

## Applying On-Account Credit Memos

Receivables lets you apply on-account credit memos to your customer's open debit items. For example, your customer has a \$200 on-account credit memo. You can apply the on-account credit memo to one or more open debit items to either reduce or close the on-account credit memo and your customer's outstanding balance.

**Note:** Using the Applications button, you can also unapply and reapply credit memos that have already been applied to transactions.

**Note:** If you use the Transactions Summary window to query a credit memo that has been applied to an invoice, the Applications button is not available.

The Applications button in the Transactions Summary window is used only to apply *completed* on-account credit memos.

### To apply an on-account credit memo to a transaction:

#### Prerequisites

- Enter transactions, page 2-1
  - Create on-account credit memos, page 2-108
1. Navigate to the Transactions Summary window.
  2. Query the on-account credit memo to apply.
  3. Choose Applications.
  4. Select the transaction to which you want to apply this on-account credit memo from the list of values.

Receivables enters the Amount Applied and updates the Unapplied Amount of the on-account credit memo 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).

**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 application only, then you must enter an application amount which brings the debit item's balance closer to zero.
- If the transaction type does not allow overapplication, then you cannot enter an amount that would reverse the sign of the balance of the debit item.
- If the transaction type allows overapplication, then you can apply this on-account credit to a closed debit item. To access closed invoices from the Transactions workbench, you must check the Show Closed Invoices check box from the Tools menu.

**Note:** Receivables also uses the transaction type of the debit item to determine the application rule set for this application.

5. To apply this on-account credit memo 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 Memo

Receivables lets you apply a receipt with an existing on-account credit memo 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 of \$400, you can simultaneously apply this receipt with the on-account credit memo to close both the open invoice and their on-account credit memo.

You can also apply receipts and on-account credits to transactions in different currencies. For example, your functional currency is USD but your German customer has an open invoice in DEM. If the customer remits a partial payment for this invoice in USD, DEM, or EUR (euro), you can combine the receipt and the on-account credit and apply them to the open invoice. Receivables automatically records any gain, loss, or rounding amounts created by the application. See: Cross Currency Receipts, page 4-29.

#### To apply an on-account credit memo with a receipt:

1. Navigate to the Receipts or Receipts Summary window.

2. Query or enter the receipt to apply. See: Entering Receipts, page 4-1.
3. Choose Apply.
4. Select the on-account credit memo and the open transaction(s) from the list of values.
5. Apply the receipt to the on-account credit memo and the open debit item(s). See: Manually Applying Receipts, page 4-14.

## Related Topics

Applying Receipts, page 4-9

Querying Credit Memos and On-Account Credit Memos, page 2-107

Updating Credit Memos and On-Account Credit Memos, page 2-111

## Updating Credit Memos and On-Account Credit Memos

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 2-82.

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 2-92
- Create On-Account Credit Memos, page 2-108

**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 credit information as necessary.

**To update an on-account credit memo:**

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.

**Related Topics**

Accounting for Credit Memos, page 2-112

## **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.

The next several sections provide examples of how Receivables accounts for full and partial credit memos against different types of invoices.

### **Sample Invoice 102 - Bill in Advance**

On 1/1/XX an invoice is created with these details:

- **Invoice Number = 102**
- **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**

This table shows the accounting entries for invoice 102 over the five accounting periods:

ACCOUNT	Debit	Credit	GL Date	Period Status
Accounts Receivable	100.00		1/1/XX	Open
Unearned Revenue	20.00		1/1/XX	Open
Unearned Revenue		100.00	1/1/XX	Open
Revenue		20.00	1/1/XX	Open
Unearned Revenue	20.00		2/1/XX	Not Opened
Revenue		20.00	2/1/XX	Not Opened
Unearned Revenue	10.00		3/1/XX	Not Opened
Revenue		10.00	3/1/XX	Not Opened
Unearned Revenue	30.00		4/1/XX	Not Opened
Revenue		30.00	4/1/XX	Not Opened
Unearned Revenue	20.00		5/1/XX	Not Opened
Revenue		20.00	5/1/XX	Not Opened

This example describes four separate cases:

- Case 1 - A full credit memo entered against the invoice.

- Case 2 - A partial credit memo entered against the invoice, with credit method for rules set to Prorate.
- Case 3 - A partial credit memo entered against the invoice, with credit method for rules set to LIFO.
- Case 4 - A partial credit memo is entered against the invoice on 6/1/XX, with credit method for rules set to UNIT.

## Case 1

A full credit memo is entered on 2/15/XX against invoice 102 with these details:

- **Credit memo date = 2/15/XX**
- **Credit memo amount = \$100**

This table shows the reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue	100.00		2/15/XX	Open
Revenue	20.00		2/15/XX	Open
Revenue	20.00		2/15/XX	Open
Accounts Receivable		100.00	2/15/XX	Open
Unearned Revenue		20.00	2/15/XX	Open
Unearned Revenue		20.00	2/15/XX	Open
Revenue	10.00		3/1/XX	Not Opened
Unearned Revenue		10.00	3/1/XX	Not Opened
Revenue	30.00		4/1/XX	Not Opened
Unearned Revenue		30.00	4/1/XX	Not Opened
Revenue	20.00		5/1/XX	Not Opened
Unearned Revenue		20.00	5/1/XX	Not Opened

## Case 2

A partial credit memo for \$65 is entered on 2/15/XX against invoice 102, with credit method for rules set to Prorate. The credit memo details are:

- **Credit Memo Date = 2/15/XX**
- **Credit Memo Amount = \$65**

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue (65/100) * (\$100)	65.00		2/15/XX	Open
Revenue (65/100) * (\$20)	13.00		2/15/XX	Open
Revenue (65/100) *(\$20)	13.00		2/15/XX	Open
Accounts Receivable		65.00	2/15/XX	Open
Unearned Revenue		13.00	2/15/XX	Open
Unearned Revenue		13.00	2/15/XX	Open
Revenue (65/100) * (\$10)	6.50		3/1/XX	Open
Unearned Revenue		6.50	3/1/XX	Open
Revenue (65/100) * (\$30)	19.50		4/1/XX	Not Opened
Unearned Revenue		19.50	4/1/XX	Not Opened
Revenue (65/100) * (\$20)	13.00		5/1/XX	Not Opened
Unearned Revenue		13.00	5/1/XX	Not Opened

### Case 3

A partial credit memo for \$65 is entered on 2/15/XX against invoice 102, with credit method for rules set to LIFO. The credit memo amount is fully applied by Period 2. The credit memo details are:

- **Credit Memo Date = 2/15/XX**
- **Credit Memo Amount = \$65**

This table shows the partial and full reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Revenue	5.00		2/15/XX	Open
Unearned Revenue	65.00		2/15/XX	Open
Unearned Revenue		5.00	2/15/XX	Open
Accounts Receivable		65.00	2/15/XX	Open
Revenue	10.00		3/1/XX	Open
Unearned Revenue		10.00	3/1/XX	Open
Revenue	30.00		4/1/XX	Not Opened
Unearned Revenue		30.00	4/1/XX	Not Opened
Revenue	20.00		5/1/XX	Not Opened
Unearned Revenue		20.00	5/1/XX	Not Opened

**Note:** Receivables derives the partial reversal amount of \$5 in Period 2 by subtracting the Period 5, 4, and 3 Revenue amounts from the credit memo amount:  $(20 + 30 + 10 + 5 = 65)$ . There are no accounting entries for Period 1 because the credit memo was fully applied in Periods 5, 4, 3, and 2.



## Case 4

A partial credit memo for \$65 is entered on 6/1/XX for 8 units 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. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

**Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity**

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
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

This table shows the Amount to Credit (Net Unit Price \* Units to Credit) in each period as a result of the above calculations:

Period	Amount to Credit	Amount Credited (actual)
Period 5	\$2 * 8units	\$16
Period 4	\$3 * 8units	\$24
Period 3	\$1 * 8units	\$8
Period 2	\$2 * 8units	\$16

Period	Amount to Credit	Amount Credited (actual)
Period 1	\$2 * 8units	\$1 (balance of credit memo)

This table shows the partial reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
Unearned Revenue	65.00		1/1/XX	Open
Revenue	1.00		1/1/XX	Open
Accounts Receivable		65.00	1/1/XX	Open
Unearned Revenue		1.00	1/1/XX	Open
Revenue	16.00		2/1/XX	Open
Unearned Revenue		16.00	2/1/XX	Open
Revenue	8.00		3/1/XX	Open
Unearned Revenue		8.00	3/1/XX	Open
Revenue	24.00		4/1/XX	Open
Unearned Receivable		24.00	4/1/XX	Open
Revenue	16.00		5/1/XX	Open
Unearned Receivable		16.00	5/1/XX	Open

### Sample Invoice 103 - Bill in Arrears

On 1/1/XX the following invoice is created.

- **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**

This table shows the accounting entries for invoice 103 over the five accounting periods:

<b>ACCOUNT</b>	<b>Debit</b>	<b>Credit</b>	<b>GL Date</b>	<b>Period Status</b>
Unbilled Receivable	20.00		1/1/XX	Open
Revenue		20.00	1/1/XX	Open
Unbilled Receivable	20.00		2/1/XX	Not Opened
Revenue		20.00	2/1/XX	Not Opened
Unbilled Receivable	10.00		3/1/XX	Not Opened
Revenue		10.00	3/1/XX	Not Opened
Unbilled Receivable	30.00		4/1/XX	Not Opened
Revenue		30.00	4/1/XX	Not Opened
Accounts Receivable	100.00		5/1/XX	Not Opened
Unbilled Receivable	20.00		5/1/XX	Not Opened

ACCOUNT	Debit	Credit	GL Date	Period Status
Unbilled Receivable		100.00	5/1/XX	Not Opened
Revenue		20.00	5/1/XX	Not Opened

This example describes four separate cases:

- Case 1 - A full credit memo entered against the invoice.
- Case 2 - A partial credit memo entered against the invoice on 6/1/XX, with credit method for rules set to Prorate.
- Case 3 - A partial credit memo entered against the invoice on 6/1/XX, with credit method for rules set to LIFO.
- Case 4 - A partial credit memo is entered against the invoice on 6/1/XX, with credit method for rules set to UNIT.

## Case 1

A full credit memo is entered on 6/1/XX against invoice 103 with these details:

- **Credit memo date = 6/1/XX**
- **Credit memo amount = \$100**

This table shows the reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue (reverse Period 1 entry)	20.00		4/1/XX	Open
Revenue (reverse Period 2 entry)	20.00		4/1/XX	Open

ACCOUNT	Debit	Credit	GL Date	Period Status
Revenue (reverse Period 3 entry)	10.00		4/1/XX	Open
Revenue (reverse Period 4 entry)	30.00		4/1/XX	Open
Unbilled Receivable		20.00	4/1/XX	Open
Unbilled Receivable		20.00	4/1/XX	Open
Unbilled Receivable		10.00	4/1/XX	Open
Unbilled Receivable		30.00	4/1/XX	Open
Revenue (reverse Period 5 entry)	20.00		5/1/XX	Open
Unbilled Receivable		20.00	5/1/XX	Open
Unbilled Receivable (reverse original receivable)	100.00		6/1/XX	Open
Accounts Receivable		100.00	6/1/XX	Open

## Case 2

A partial credit memo for \$65 is entered on 6/1/XX against invoice 103, with credit method for rules set to Prorate. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

This table shows the partial reverse accounting entries after the credit memo is applied, with the computations used to derive the partial amounts:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue (65/100)*(\$20)	13.00		4/1/XX	Open
Revenue (65/100)*(\$20)	13.00		4/1/XX	Open
Revenue (65/100)*(\$10)	6.50		4/1/XX	Open
Revenue (65/100)*(\$30)	19.50		4/1/XX	Open
Unbilled Receivable		13.00	4/1/XX	Open
Unbilled Receivable		13.00	4/1/XX	Open
Unbilled Receivable		6.50	4/1/XX	Open
Unbilled Receivable		19.50	4/1/XX	Open
Revenue (65/100)*(\$20)	13.00		5/1/XX	Open
Unbilled Receivable		13.00	5/1/XX	Open
Unbilled Receivable	65.00		6/1/XX	Open
Accounts Receivable		65.00	6/1/XX	Open

### Case 3

A partial credit memo for \$65 is entered on 6/1/XX against invoice 103, with credit method for rules set to LIFO. The credit memo details are:

- **Credit Memo Date = 6/1/XX**
- **Credit Memo Amount = \$65**

This table shows the partial and full reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed
Revenue	5.00		4/1/XX	Open
Revenue	10.00		4/1/XX	Open
Revenue	30.00		4/1/XX	Open
Unbilled Receivable		5.00	4/1/XX	Open
Unbilled Receivable		10.00	4/1/XX	Open
Unbilled Receivable		30.00	4/1/XX	Open
Revenue	20.00		5/1/XX	Open
Unbilled Receivable		20.00	5/1/XX	Open
Unbilled Receivable	30.00		6/1/XX	Open
Accounts Receivable		30.00	6/1/XX	Open

**Note:** Receivables derives the partial reversal amount of \$5 in Period 4 by subtracting the Period 3, 4, and 5 Revenue amounts from the credit memo amount.

#### Case 4

A partial credit memo for \$40 is entered on 6/1/XX for 8 units 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. The credit memo details are:

- **Credit Memo Date = 6/1/XX**

- **Credit Memo Amount = \$40**

Receivables derives the Amount to Credit in each period by multiplying the Net Unit Price for each period by the number of units to credit (8 in this example). Receivables derives the Net Unit Price by the following formula:

**Net Unit Price = (Invoice Amount in this period - any previous credit memos in this period) / Original invoice quantity**

This table shows the Net Unit Price for each period:

Period	Calculation	Net Unit Price
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

This table shows the Amount to Credit (Net Unit Price \* Units to Credit) in each period as a result of the above calculations:

Period	Amount to Credit	Amount Credited (actual)
Period 5	\$2 * 8units	\$16
Period 4	\$3 * 8units	\$24

This table shows the partial reverse accounting entries after the credit memo is applied:

ACCOUNT	Debit	Credit	GL Date	Period Status
No Entries			1/1/XX	Closed
No Entries			2/1/XX	Closed
No Entries			3/1/XX	Closed



ACCOUNT	Debit	Credit	GL Date	Period Status
Revenue	24.00		4/1/XX	Open
Unbilled Receivable		24.00	4/1/XX	Open
Revenue	16.00		5/1/XX	Open
Unbilled Receivable		16.00	5/1/XX	Open
Unbilled Receivable	40.00		6/1/XX	Open
Accounts Receivable		40.00	6/1/XX	Open

### Sample Invoice 104 - Three Payment Installments

On 1/1/XX an invoice is created with these details:

- **Invoice Number = 104**
- **Invoice Date = 1/1/XX**
- **Invoice Amount = \$100**
- **Payment Terms = 3 Installments as follows in this table:**

Due Date	Amount
2/1/XX	\$50
3/1/XX	\$25
4/1/XX	\$25

This table shows the payment schedules for these installments:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$50	\$0

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>
3/1/XX	\$25	\$25	\$0
4/1/XX	\$25	\$25	\$0

This example describes three separate cases:

- Case 1 - A partial credit memo entered against the invoice with the credit method for split terms set to Prorate; a partial payment entered against the invoice; another partial credit memo entered against the invoice.
- Case 2 - A partial credit memo entered against the invoice with the credit method for split terms set to LIFO; a partial payment entered against the invoice; another partial credit memo entered against the invoice.
- Case 3 - A partial credit memo entered against the invoice with the credit method for split terms set to FIFO; a partial payment entered against the invoice; another partial credit memo entered against the invoice.

## Case 1

There are three transactions against invoice 104: A partial credit memo for \$45 with the credit method for split terms set to Prorate; a partial payment of \$20; another partial credit memo for \$20.

### Transaction 1

On 1/1/XX a credit memo for \$45 is entered against invoice 104. The credit method for split terms is set to Prorate. The credit memo details are:

- **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**

This table shows the calculations for the amount credited for each installment:

Due Date	Calculation	Amount Credited
2/1/XX	$\$45/100 * \$50$	\$22.50
3/1/XX	$\$45/100 * \$25$	\$11.25
4/1/XX	$\$45/100 * \$25$	\$11.25

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total 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

#### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total 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

#### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice 104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total 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

**Note:** The amounts in the Total Amount Credited column are derived from this formula:

**Total Amount Credited per installment from Transaction 2 + (Credit Memo Amount/Total Remaining Amount Due from Transaction 2 \* Remaining Amount Due per installment from Transaction 2).**

The results are rounded to two decimal places.

## Case 2

There are three transactions against invoice 104: A partial credit memo for \$45 with the credit method for split terms set to LIFO; a partial payment of \$20; another partial credit memo for \$20.

### Transaction 1

On 1/1/XX a credit memo for \$45 is entered against invoice 104. The credit method for split terms is set to LIFO. The credit memo details are:

- **Credit Memo Date = 1/1/XX**
- **Credit Memo Amount = \$45**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$50	\$0
3/1/XX	\$25	\$5	\$20

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>
4/1/XX	\$25	\$0	\$25

### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>	<b>Payment Applied</b>
2/1/XX	\$50	\$30	\$0	\$20
3/1/XX	\$25	\$5	\$20	\$0
4/1/XX	\$25	\$0	\$25	\$0

### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice #104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

<b>Due Date</b>	<b>Original Amount Due</b>	<b>Remaining Amount Due</b>	<b>Total Amount Credited</b>	<b>Payment Applied</b>
2/1/XX	\$50	\$15	\$15	\$20
3/1/XX	\$25	\$0	\$25	\$0
4/1/XX	\$25	\$0	\$25	\$0

### Case 3

There are three transactions against invoice 104: a partial credit memo for \$45 with the

credit method for split terms set to FIFO; a partial payment of \$20; another partial credit memo for \$20.

#### Transaction 1

On 1/1/XX a credit memo is entered against invoice 104. The credit method for split terms is set to FIFO. The credit memo details are:

- **Credit Memo Date = 1/1/XX**
- **Credit Memo Amount = \$45**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total Amount Credited
2/1/XX	\$50	\$5	\$45
3/1/XX	\$25	\$25	\$0
4/1/XX	\$25	\$25	\$0

#### Transaction 2

On 1/15/XX a payment is received for \$20. This payment affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total 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

**Note:** 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.

### Transaction 3

On 1/16/XX another credit memo for \$20 is entered against invoice 104. The credit memo details are:

- **Credit Memo Date = 1/16/XX**
- **Credit Memo Amount = \$20**

This credit memo affects the payment schedules of invoice 104, as shown in this table:

Due Date	Original Amount Due	Remaining Amount Due	Total 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

## Credit Memos Against Invoices Against Commitments

Below are some examples that show the accounting entries that are created when you credit invoices against commitments.

### Example 1 - A Full Credit Memo Against an Invoice Against a Deposit

This example includes three transactions.

#### Transaction 1

A deposit is entered for \$1000. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (deposit)	1000.00	
Revenue		1000.00

#### Transaction 2

An invoice for \$400 is entered against this deposit. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	400.00	
Revenue		400.00
Revenue	400.00	
Accounts Receivable (invoice)		400.00

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. (In this example, the \$400 does not include tax and freight). Therefore, there is no balance due for the \$400 invoice, as it has drawn against the \$1000 deposit in lieu of payment of the invoice.

### Transaction 3

A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	400.00	
Revenue		400.00
Revenue	400.00	
Accounts Receivable (invoice)		400.00

The first accounting entry reverses the adjustment entered in the previous step. The second accounting entry reverses the invoice entered in the previous step, leaving a deposit balance of \$600.

## Example 2 - A Full Credit Memo Against an Invoice Against a Guarantee

This example includes three transactions.

### Transaction 1

A guarantee is entered for \$1000. The accounting entry is described in this table:



ACCOUNT	Debit	Credit
Unbilled Receivables	1000.00	
Unearned Revenue		1000.00

### Transaction 2

An invoice for \$400 is entered against this guarantee. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	400.00	
Revenue		400.00
Unearned Revenue	400.00	
Unbilled Receivable		400.00

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.

### Transaction 3

A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Unbilled Receivables	400.00	
Unearned Revenue		400.00
Revenue	400.00	
Accounts Receivable		400.00

The first accounting entry reverses the adjustment entered in the previous step. The

second accounting entry reverses the invoice entered in the previous step.

### Example 3 - 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.

#### Transaction 1

A deposit is entered for \$100. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (deposit)	100.00	
Revenue		100.00

#### Transaction 2

An invoice for \$220 is entered against this deposit. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	220.00	
Revenue		220.00
Revenue	100.00	
Accounts Receivable (invoice)		100.00

The current outstanding balance for the invoice is \$120.

#### Transaction 3

A credit memo for \$150 is applied to the invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable (invoice)	30.00	

ACCOUNT	Debit	Credit
Revenue		30.00
Revenue	150.00	
Accounts Receivable (invoice)		150.00

Receivables automatically creates a receivables adjustment for \$30 against the invoice to increase the outstanding balance to \$150. The second accounting entry is for the \$150 credit memo, leaving a deposit balance of \$30.

#### Example 4 - 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.

##### Transaction 1

A guarantee is entered for \$100. The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unbilled Receivable	100.00	
Unearned Revenue		100.00

##### Transaction 2

An invoice for \$220 is entered against this guarantee. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	220.00	
Revenue		220.00
Unearned Revenue	100.00	

ACCOUNT	Debit	Credit
Unbilled Receivable		100.00

The current outstanding balance for the invoice remains at \$220.

### Transaction 3

A credit memo for \$150 is applied to the invoice. The accounting entries are described in this table:

ACCOUNT	Debit	Credit
Revenue	150.00	
Accounts Receivable (invoice)		150.00
Unearned Revenue	30.00	
Unbilled Receivable		30.00

Receivables automatically creates a receivables adjustment for \$30 against the guarantee to increase the outstanding balance to \$30. The current outstanding balance for the invoice is \$70.

## Credit Memos Against Invoices Under Collectibility Analysis

Below is an example that shows the accounting entries that Receivables creates when you credit invoices under collectibility analysis.

For more information, see: Event-Based Revenue Management, page 3-12.

### Example 1 - Partial Credit Memos plus Payments

An invoice is imported for \$750.

The invoice has 3 lines: Line 1 is \$200, Line 2 is \$450, and Line 3 is \$100. Line 1 is associated with a nonstandard 90-day refund policy, and Line 3 is associated with a 120-day cancellation provision.

In addition, you have granted an extended payment term to the customer, and you have set the Use Invoice Accounting for Credit Memos profile option to Yes.

### Transaction 1

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Accounts Receivable	750.00	
Unearned Revenue		750.00

## Transaction 2

You apply a \$300 receipt against the invoice, 45 days after the invoice date.

Based on the weighted average formula, Receivables applies \$80 to Line 1, \$180 to Line 2, and \$40 to Line 3.

- Receivables cannot recognize revenue for Line 1 or Line 3 due to the related contingencies. Receivables records payments to Line 1 and Line 3 as amounts that are pending revenue recognition at a later date.
- Receivables can recognize revenue only for Line 2.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Cash	300.00	
Accounts Receivable		300.00
Unearned Revenue	180.00	
Earned Revenue		180.00

The total amount due on this invoice is now \$450. The unearned revenue amount on this invoice is \$570.

## Transaction 3

Then, you apply a credit memo for \$200 against this invoice.

This invoice has a combination of payment-based and time-based contingencies. Therefore, the balance of the credit memo is not prorated between the Unearned Revenue and Revenue accounts. Instead, Receivables credits the Receivables account and debits the Unearned Revenue account for the full amount of the credit memo.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	200.00	
Accounts Receivable		200.00

The total amount due on this invoice is now \$250. The unearned revenue amount on this invoice is \$370.

#### Transaction 4

After 90 days pass, the Revenue Contingency Analyzer runs and identifies that the refund policy has expired. The Revenue Contingency Analyzer initiates revenue recognition for the amount of the receipt that you previously applied to Line 1.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	80.00	
Earned Revenue		80.00

The total amount due on this invoice is still \$250. However, the unearned revenue amount on this invoice is \$290.

#### Transaction 5

Later, you apply a credit memo for \$150 against this invoice.

This invoice still has a combination of payment-based and time-based contingencies. Therefore, Receivables credits the Receivables account and debits the Unearned Revenue account for the full amount of the credit memo.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	150.00	
Accounts Receivable		150.00

The total amount due on this invoice is now \$100. The unearned revenue amount on this invoice is \$140.

### Transaction 6

After 120 days pass, the Revenue Contingency Analyzer runs and identifies that the cancellation policy has expired. The Revenue Contingency Analyzer initiates revenue recognition for the amount of the receipt that you previously applied to Line 3.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Unearned Revenue	40.00	
Earned Revenue		40.00

The total amount due on this invoice is still \$100. However, the unearned revenue amount on this invoice is \$100.

### Transaction 7

Finally, you apply a \$100 receipt against the invoice.

Based on the weighted average formula, Receivables applies \$27 to Line 1, \$60 to Line 2, and \$13 to Line 3. At this point, all time-based contingencies have expired.

The accounting entry is described in this table:

ACCOUNT	Debit	Credit
Cash	100.00	
Accounts Receivable		100.00
Unearned Revenue	100.00	
Earned Revenue		100.00

The invoice is now fully paid and no more unearned revenue exists on this invoice.

## Related Topics

Crediting Transactions, page 2-92

## AME Credit Memo Request Workflow

The AME Credit Memo Request workflow is a predefined workflow process that routes

a credit memo request for approval.

This workflow uses Oracle Approvals Management (AME), which is a web-based, self-service application that employs business rules defined by your enterprise to govern the transaction approval process in Oracle Applications.

Use this workflow instead of the workflow without AME, because the AME rules that govern the approval process more easily support operations in multiple currencies and elaborate approval chains. See: Why Use Oracle Approvals Management, page 2-141.

**Important:** To use the AME workflow, set the AR: Use Oracle Approvals Management in Credit Memo Workflow profile option to Yes, and define your AME rules. See: Setting Up the AME Credit Memo Request Workflow, page 2-141.

You can initiate the AME Credit Memo Request workflow from *iReceivables* or Oracle Collections.

- *iReceivables* is a web-based, self-service application that enables registered users to access their Oracle Receivables account information using a standard web browser. When an *iReceivables* user chooses the Dispute a Bill function, Receivables places the specified amount in dispute and initiates the AME Credit Memo Request process to route the request for approval.
- Oracle Collections is a Forms-based application that enables call centers, as well as credit and collections departments, to collect from their delinquent customers. The collector can place an invoice in dispute by requesting credit on behalf of a customer.

## AME Credit Memo Request Workflow Process Flow

When a credit memo request is received, the AME Credit Memo Request workflow contacts the appropriate collector, who approves the request and indicates the request's approval path.

A credit memo request can follow one of two approval paths:

- **Limits Only path:** uses specific approval limit rules to find the next approver
- **HR Hierarchy Limits path:** uses an organization's internal management hierarchy to find the next approver

The approvers in each approval path are determined by the AME rules defined by your enterprise. Requests for approval occur via email or via notifications in the Workflow Notification Viewer window.

If the approver does not have sufficient approval authority, then the process forwards the request to the next approver based on your AME rules.

If the request is approved, then the workflow removes the amount from dispute and



notifies the requestor, collector, and primary salesperson. If the request is rejected, then the workflow removes the amount from dispute and notifies only the requestor.

Use the Disputed Invoice report to view the notes that are automatically inserted on the disputed transaction as the workflow processes the credit request. See: Disputed Invoice Report, page 10-74.

## Why Use Oracle Approvals Management?

Use the AME Credit Memo Request workflow because AME provides you with expanded flexibility.

For example, your HR department records both the departure of employees and the arrival of newly hired employees. When these kinds of organizational changes occur, you do not have to manually adjust your approval rules in AME. Instead, AME automatically reflects any organizational changes that are recorded in your HR system.

Note that AME provides a variety of other benefits. As you learn more about AME, you will discover how best to use AME to your advantage.

AME's offerings include:

- Rules that ascend the HR supervisory hierarchy in a variety of ways
- Exceptions that you can apply to specific approvers or specific types of transactions
- Automatic currency conversion to your functional currency, so that you can use standardized rules with multiple business scenarios
- The ability to easily insert SQL statements to expand your rules to fit your unique ways of doing business

## Related Topics

Setting Up AME Credit Memo Request Workflow, page 2-141

Customizing the AME Credit Memo Request Process, page 2-158

## Setting Up the AME Credit Memo Request Workflow

This section provides an overview of the required as well as optional steps for implementing the AME Credit Memo Request workflow.

The setup steps that follow provide you with basic credit memo request functionality. To fully leverage the capabilities of Oracle Approvals Management (AME), refer to the *Oracle Approvals Management Implementation Guide*.

The following setup steps span the following Oracle applications:

- Oracle HRMS, page 2-142

- Oracle System Administrator, page 2-142
- Oracle Workflow, page 2-143
- Oracle Receivables, page 2-143
- Oracle Approvals Management, page 2-146

## Oracle HRMS Setup

In Oracle HRMS:

1. Confirm that your collectors, salespeople, approvers, and Receivables user are defined as employees in Oracle HRMS.

See: Finding a Person Using the Find Person Window, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*.

The Receivables user is the employee whose approval initiates the creation of the credit memo.

See: Summary of the Receivables Approval Subprocess, page 2-190.

2. If you want the AME Credit Memo Request workflow to behave similarly to the Credit Memo workflow without AME, then you can:
  - Create jobs for the approvers in your HR Hierarchy Limits path using approval authority levels.  
See: Defining a Job, *Oracle HRMS Enterprise and Workforce Management Guide*.
  - Assign a job to each employee who will be an approver in your HR Hierarchy Limits path.  
See: Entering an Assignment, *Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*.
  - Use the approval authority levels as conditions when defining your AME rules.  
See: Oracle Approvals Management Setup, page 2-146.

## Oracle System Administrator Setup

In Oracle System Administrator:

1. Confirm that all collectors, salespeople, approvers, and the Receivables user are defined as users with the appropriate responsibilities.

**Important:** When defining users in the Users window, enter the employee name in the Person field. This indicates that the user is

also an employee and can receive workflow notifications.

**Note:** Assign the Workflow User responsibility to all users who should receive workflow notifications.

See: Defining a Responsibility, *Oracle Applications System Administrator's Guide - Security*.

2. Set the AR: Use Oracle Approvals Management in Credit Memo Workflow profile option to Yes.

The default value is No.

See: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.

## Oracle Receivables Setup

In Oracle Receivables:

1. Confirm that your collectors are set up.

See: Collectors, *Oracle Receivables Implementation Guide*.

2. (Optional) Create additional credit memo creation reason codes, using the CREDIT\_MEMO\_REASON lookup type.

Set the Tag field to Yes to publish each reason code to iReceivables. When submitting a credit memo request, the requestor can select any reason code that is defined in the system.

See: Defining Receivables Lookups, *Oracle Receivables Implementation Guide*.

3. (Optional) Define a credit memo batch source for use with this workflow.

**Note:** Define this batch source only if you want all credit memos generated by the AME workflow to use the same batch source. See: Oracle Workflow Setup, page 2-143.

If, however, you want credit memos generated by the AME workflow to obtain the credit memo batch source from the *credited transaction's* batch source, then skip this step.

See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

## Oracle Workflow Setup

To set up Oracle Workflow:

1. **Map Oracle Workflow's directory service to the users and roles currently defined in your organization's directory repository by constructing views based on those database tables.** The Notification System uses these views to send notifications to the approvers specified in your activities. Oracle Workflow provides example directory services views that you can modify and reload.

Your roles can be either individual users or a group of users. Users or groups of users do not need to be mapped here if they are going to be derived in real time. Perform this step only for users or groups that are constants, known in advance. For example, you do not have to map collectors, who are derived in real time.

2. **In Oracle Workflow, load the following workflow roles:**

- **Oracle Workflow Administrator.** This role defines all workflow users and responsibilities and provides access to Oracle Workflow administration features. See: Identifying the Workflow Administration Role in the *Oracle Workflow Administrator's Guide*.
- **System Administrator.** Load the SYSADMIN role, if not already loaded.

By default, a seeded System Administrator responsibility exists for all notifications that inform a System Administrator about a system or setup problem.

If any of these notifications need go to a different user, then you can change it for each node having "Inform Sysadmin" in its title.

To do so, in Oracle Workflow, open the Node Properties and choose a different performer from the list (which would be available from users or groups you mapped in the previous step).

3. **(Optional) Evaluate the role of the Receivables user at your enterprise.** The Receivables user's approval of a credit request initiates the creation of the credit memo.

The AME rule that you define using the Receivables Credit Memo Receivables transaction type determines the Receivables user. If you want to change the Receivables user, then change the AME rule. See: Oracle Approvals Management Setup, page 2-146.

However, if you want different users to assume multiple Receivables user functions, then override the AME rule by updating the following roles:

- **Receivables Contact.** Define the user to contact when Receivables fails to create a credit memo for an approved request. The Credit Memo Request process notifies the person assigned to this role to make a correction and resubmit, or to request a manual credit memo entry.

This Receivables user is used in the AME Credit Memo Creation process, in the Credit Memo Creation Problem - Inform Receivable User node.

- **Receivables Manual Entry.** Define the user to contact when a request is made for a manual entry. This Receivables user is used in the AME Credit Memo Creation process, in the Request for Manual Entry - Inform Receivable User node.

To update the previous roles, open the properties for the node, update the performer type to Constant, assign the selected user, and apply your changes.

See: Roles, *Oracle Workflow Developer's Guide*.

**4. (Optional) Assign the credit memo batch source that you created in Receivables to the Batch Source Name item attribute.**

Using the Oracle Workflow Builder, load the AR Credit Memo Using AME item type. Open the Properties sheet for the Batch Source Name item attribute and, in the Default Value field, enter the name of the credit memo workflow batch source that you previously defined.

Do this only if you want all credit memos generated by this workflow to use this batch source. Otherwise, do not enter a value here.

For more information, see: Modifying Objects in Oracle Workflow Builder, *Oracle Workflow Developer's Guide*.

- 5. Create a view called WF\_LANGUAGES that identifies the languages defined in your installation.** Oracle Workflow uses this view to create a row in its translation tables that maps to a row found in its non-translated base table for each installed language.
- 6. Define the environment variable WF\_RESOURCES.** You only need to define this variable if you are not using the version of Oracle Workflow embedded in Oracle Applications.
- 7. Identify the Web Agent to be used by the Credit Memo Request process.** This step identifies the Oracle Web Agent that Oracle Workflow uses to access its Web components.
- 8. To use Oracle Workflow web pages and the Workflow Monitor at your site, install Oracle WebServer.** For more information, refer to the *Oracle Workflow Administrator's Guide* and your Oracle WebServer documentation.
- 9. Secure your workflow database connection descriptor (DCD) using the Oracle WebServer authentication feature.** This step ensures that only authorized users can access workflow processes.
- 10. If you want users to receive notifications via email, set up the Notification Mailer program.** You can modify the templates for your electronic mail notifications and customize the logo and explanatory text that appears on your Workflow Notifications Web page.

11. **Set up background Workflow Engines to control the load and throughput of the primary Workflow Engine on your system.** You can specify the cost threshold level of your primary and background engines to determine which activities an engine processes and which activities the engine defers.
12. **Modify the default workflow timeout periods for your activities.** The default timeout period is three days.

See: Activities, *Oracle Workflow Developer's Guide*.

## Oracle Approvals Management Setup

The AME Credit Memo Request workflow routes a credit memo request according to the business rules that you define in AME.

To define a rule in AME, you use attributes and conditions. Receivables provides you with a selection of predefined attributes, but you can define additional attributes. See: AME Attributes for the AME Credit Memo Request Workflow, page 2-151.

The AME workflow consists of three phases, known as transaction types in AME. To implement the AME workflow, you must set up these three transaction types:

- Receivables Credit Memo Collector, page 2-146
- Receivables Credit Memo Approval Chain, page 2-147
- Receivables Credit Memo Receivables, page 2-150

The following section describes the basic setup, including some example rules, that is required to implement this workflow. However, you can use AME to create as many rules as you need for each phase of this workflow.

### For the Receivables Credit Memo Collector transaction type:

For the first workflow phase, define an AME rule to identify the collector who must evaluate a request before the request can proceed through the approval chain.

1. Create an approval group with an Action List of dynamic. In the Query box, include the following SQL statement exactly as shown:

```
SELECT  
ar_ame_cm_attributes_api.get_collector_id  
(:transactionId) FROM DUAL
```

This statement locates the collector who is assigned to the customer account or bill-to site.

Both the Limits Only and HR Hierarchy Limits paths use this approval group, which you set up once. This provides the same Find Collector functionality as the original workflow without AME.

Customers who do *not* assign their collectors by customer account or bill-to site

must create a new package to find the collector. To achieve this, modify the SELECT statement for the approval group.

Your new package should point to a function that confirms that the collector exists on the AR\_COLLECTORS table. If the collector exists, then the function should return the Employee ID to the AME workflow. Without this function, the new package will fail validation.

**Tip:** The descriptive flexfield on the AR\_COLLECTORS table can store other attributes that your new function can call, such as cost center or region.

2. Create a rule for collector assignment. For example, this table illustrates the settings for one rule that uses the approval group created in the previous step:

Rule Setting	Value
Rule type	pre-list approval-group rule
Approval type	group approvals before the chain of authority
Approval	require pre-approval from <Collector approval group that you previously defined>
Ordinary-Condition Attributes	ALWAYS_TRUE
Ordinary Conditions	ALWAYS_TRUE is TRUE

**For the Receivables Credit Memo Approval Chain transaction type:**

For the next workflow phase, define AME rules to identify the approvers in this credit memo request's approval chain.

After the collector approves a request, the workflow uses these rules to find the next approver in the approval chain.

An approval chain can follow either the Limits Only path, or the HR Hierarchy Limits path. Define a set of rules for each path that you intend to use.

**Important:** In AME, confirm that all existing rules apply to your business needs. If extraneous rules exist, then the transaction approval process might fail.

**Complete the following steps for the Limits Only path:**

1. Create approval groups, and assign members.

Then, add approvers to each group. When adding more than one approver to a group, assign a sequence to each approver.

For example:

- Create one approval group that includes John Smith, who can approve all requests less than or equal to \$1,000.
- For all requests greater than \$1,000, create another approval group that includes John Smith and Jane Doe. In this group, John is the first approver, and Jane is the second approver.

2. Create conditions. Use the seeded conditions if they meet your business needs; otherwise, create your own conditions.

Create ordinary conditions for limits for the TRANSACTION\_AMOUNT attribute.

Using the example from the previous step, you might create one condition for all transactions with amounts between \$0 and \$1,000, and one condition for all transactions with amounts between \$1,001 and \$100,000.

**Important:** When creating the condition with the highest upper limit, use an upper limit that is greater than what you will ever need. Otherwise, if the credit memo request is for \$200,000 but you set an upper limit of \$100,000, then AME will incorrectly assume that the \$200,000 request satisfies all conditions.

3. Create Limits Only rules that include the conditions you just defined.

The following table illustrates the settings for one rule that you might create. To cover all the conditions that your enterprise requires, you will need to create multiple rules.

Rule Setting	Value
Rule type	pre-list approval-group rule
Approval type	group approvals before the chain of authority
Approval	require pre-approval from <Limits Only approval group that you previously defined>



Rule Setting	Value
Ordinary-Condition Attributes	APPROVAL_PATH, AR_REASON_CODE, TRANSACTION_AMOUNT
Ordinary Conditions	APPROVAL_PATH in {LIMITS}, AR_REASON_CODE in {DAMAGED PRODUCT}, \$1,001 < TRANSACTION_AMOUNT <= \$100,000 USD

**Note:** When evaluating transactions for approval, AME automatically converts foreign currency transaction amounts into your functional currency, *unless you specify a currency in your rules.*

**Complete the following steps for the HR Hierarchy Limits path:**

1. Create conditions. Use the seeded conditions if they meet your business needs; otherwise, create your own conditions.
2. Create HR Hierarchy Limits rules that include the conditions you just defined.

**Important:** Receivables seeds an example rule, HR Hierarchy Limits. Delete this rule if you do not use it.

Your rules also include approval types. For example, you can define rules that look at:

- Supervisory or job levels  
Supervisory levels refer to the number of supervisors to ascend in a hierarchy. Job levels refer to the job level to ascend to in a hierarchy. See: *Oracle Approvals Management Implementation Guide*.
- Both supervisory or job levels, *and* approval limits  
To create the latter type of rule, you might create job levels in HRMS and assign them to your approvers. You can then define rules in AME that use both job levels as well as transaction amount limits.

For example, this table illustrates the settings for one such rule:

Rule Setting	Value
Rule type	list-creation rule
Approval type	chains of authority based on absolute job level
Approval	Require approvals up to at least level 2
Ordinary-Condition Attributes	APPROVAL_PATH, AR_REASON_CODE, TRANSACTION_AMOUNT
Ordinary Conditions	APPROVAL_PATH in {HR}, AR_REASON_CODE in {DAMAGED PRODUCT}, 0 < TRANSACTION_AMOUNT <= \$200 USD

The rule illustrated in the previous table states that for requests between \$0 and \$200, approval is required by an employee who has a job level of at least level 2.

**Complete the following optional steps for both paths:**

1. (Optional) Set the ALLOW\_REQUESTER\_APPROVAL attribute to False.  
Set this attribute to False only if you do not want requestors to approve their own credit memo requests.
2. (Optional) Create ordinary conditions for the AR\_REASON\_CODE attribute, using the lookup codes that you defined for the CREDIT\_MEMO\_REASON lookup type. See: Oracle Receivables Setup, page 2-143.

**Note:** Enter the lookup codes exactly as you defined them in the Code field.

Complete this step only if you plan to use reason codes as part of your AME rules.

**For the Receivables Credit Memo Receivables transaction type:**

For the final workflow phase, define an AME rule to identify the Receivables user whose approval initiates the creation of the credit memo.

1. Create an approval group for the Receivables user, and assign a single member.  
Both the Limits Only and HR Hierarchy Limits paths use this group. This group, which you set up once, must include only one member.

2. Create a rule for the Receivables user.

For example, if you want the Receivables user to be the final approver before credit memo creation, then use the setup that the following table illustrates:

Rule Setting	Value
Rule type	post-list approval-group rule
Approval type	group approvals after the chain of authority
Approval	require post-approval from <i>&lt;approval group that you previously defined&gt;</i>
Ordinary-Condition Attributes	ALWAYS_TRUE
Ordinary Conditions	ALWAYS_TRUE is TRUE

## Related Topics

Item Types, *Oracle Workflow Developer's Guide*

Setting Up Background Workflow Engines, *Oracle Workflow Administrator's Guide*

Conditions, *Oracle Approvals Management Implementation Guide*

Rules, *Oracle Approvals Management Implementation Guide*

## AME Attributes for the AME Credit Memo Request Workflow

You can optionally use nonmandatory attributes to create conditions and rules in AME.

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Collector transaction type:

Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None
AR_COLLECTOR_ID	AR Collector ID	None

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Approval Chain transaction type:

Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None
APPROVAL_PATH	Approval Path	None
APPROVER_ID	Approver ID	None
APPROVER_USER_NAME	Approver User Name	None
AR_BATCH_SOURCE_NAME	AR Batch Source Name	None
AR_BILL_TO_USE_ID	AR Bill To Use ID	None
AR_COLLECTOR_ID	AR Collector ID	None
AR_CUSTOMER_ID	Customer ID	None
AR_CUSTOMER_NAME	AR Customer Name	None
AR_CUSTOMER_TRX_ID	AR Customer Transaction ID	None
AR_ORIG_TRX_NUMBER	AR Original Transaction Number	None
AR_REASON_CODE	AR Reason Code	None
BILL_TO_CUSTOMER_NAME	Bill To Customer Name	None
BILL_TO_CUSTOMER_NUMBER	Bill To Customer Number	None
COLLECTOR_EMPLOYEE_ID	Collector Employee ID	None
COLLECTOR_NAME	Collector Name	None
COLLECTOR_USER_NAME	Collector User Name	None
CURRENCY_CODE	Currency Code	None
INCLUDE_ALL_JOB_LEVEL_APPROVERS	Whether to include all approvers at a given job level	Absolute job level, dual chains of authority, manager than final approver, relative job level

Attribute	Value	Requiring Approval Types
JOB_LEVEL_NON_DEFAULT_STARTING_POINT_PERSON_ID	Person ID of non-default first approver for job-level authority approval types	Absolute job level, final approver only, manager then final approver, relative job level
REQUESTOR_ID	Requestor ID	None
REQUESTOR_USER_NAME	Requestor User Name	None
SHIP_TO_CUSTOMER_NAME	Ship To Customer Name	None
SHIP_TO_CUSTOMER_NUMBER	Ship To Customer Number	None
TAX_EX_CERT_NUM	Tax Exempt Certification Number	None
TOP_SUPERVISOR_PERSON_ID	Person ID of the top person in the HR supervisory hierarchy	Supervisory level
TRANSACTION_AMOUNT	Total currency amount for the transaction	None

The following table describes the nonmandatory attributes that are available for use with the Receivables Credit Memo Receivables transaction type:

Attribute	Value	Requiring Approval Types
ALWAYS_TRUE	True Value	None

## The AME Credit Memo Request Workflow Item Type

The AME Credit Memo Request workflow consists of the AR Credit Memo Using AME item type. This item type contains all request approval workflow processes.

Currently, the AR Credit Memo Using AME item type includes six workflow processes: AR Credit Memo Request Approval; Collector Approval; Credit Memo Creation; Limits Only Approval; HR Hierarchy Approval; and Receivable Approval.

This table lists all of the attributes for the AR Credit Memo Using AME item type. Use this section if you plan to customize the workflow.

<b>Display Name</b>	<b>Description</b>	<b>Type</b>
Approval Path	The approval path.	Lookup
Approver Display Name	The approver display name.	Text
Approver ID	The approver ID number.	Number
Approver Notes	Approver notes.	Text
Approver User Name	The approver user name.	Text
Batch Source Name	The batch source name to assign to the credit memo.	Text
Bill To Customer Name	The name of the bill-to customer for this transaction.	Text
Bill To Customer Number	The number of the bill-to customer for this transaction.	Number
Bill To Site Use ID	Bill-to site use identifier	Number
Collector Display Name	The collector's display name.	Text
Collector Employee ID	Employee ID of the collector.	Number
Collector ID	Unique identifier of the collector.	Number
Collector Name	The collector name.	Text
Collector User Name	The collector user name.	Text
Comments	Any comments entered by the requestor.	Text
Credit Memo Creation Error	Error message to indicate that the credit memo could not be created.	Text
Credit Method for Accounting Rules	The credit method to use if the disputed transaction uses accounting rules (LIFO, Prorate, Unit).	Text

Display Name	Description	Type
Credit Method for Installments	The credit method to use if the disputed transaction has multiple installments (LIFO, FIFO, Prorate).	Text
Currency Code	The currency of the disputed transaction	Text
Current Hub	The current hub.	Text
Customer ID	The number of the customer for this transaction.	Number
Customer Name	The name of the customer for this transaction.	Text
Customer Trx ID	Unique identifier for disputed transaction.	Number
Entered Amount Display	Amount of the transaction that is in dispute.	Number
Escalation Count	Number of times the request has been escalated.	Number
Find Approver Count	Number of approvers in the process.	Number
Forward From Display Name	The display name of the person who forwarded the request.	Text
Forward From User Name	The user name of the person who forwarded the request.	Text
Forward To Display Name	The display name of the person to which the request is forwarded.	Text
Forward To User name	User name of the person to which the request is forwarded.	Text
Invalid Rule Message	Error message that appears when an invalid invoicing or accounting rule is entered.	Text
Invalid Rule Value	The invalid rule specified.	Text
Manager Display Name	The display name of the approver's manager as specified in the HR tables.	Text

Display Name	Description	Type
Manager ID	The ID number of the approver's manager as specified in the HR tables.	Number
Manager User Name	The user name of the approver's manager as specified in the HR tables.	Text
Notes	Any information entered by the collector, a manager, or an approver that are recorded on the disputed transaction.	Text
Original Freight Amount	The original freight amount for the disputed transaction.	Number
Original Line Amount	The original line amount for the disputed transaction.	Number
Original Tax Amount	The original tax amount for the disputed transaction.	Number
Original Total	The total amount of the disputed transaction.	Number
Reason	The reason for this request.	Text
Receivable User	User defined for the Receivable Approval subprocess.	Role
Request URL	The web address from which the request originated.	URL
Requestor Display Name	The requestor display name.	Text
Requestor ID	The requestor ID number.	Number
Requestor User Name	The requestor user name.	Text
Role	The role assigned to a performer in the workflow which allows access to a specific activity.	Role
Salesrep User Name	The salesperson user name.	Text



Display Name	Description	Type
Ship To Customer Name	The name of the ship-to customer for this transaction	Text
Ship To Customer Number	The number of the ship-to customer for this transaction	Number
Starting Point for HR Hierarchy	The starting ascension point in the HR Hierarchy.	Number
Total Credit To Freight	The total amount of freight that is in dispute.	Number
Total Credit To Invoice	The total amount of the transaction that is in dispute.	Number
Total Credit To Lines	The amount of transaction lines that is in dispute.	Number
Total Credit To Tax	The amount of tax that is in dispute.	Number
Trx Number	The number of the credit memo (once approved and created in Receivables).	Number
Workflow Document ID	Unique identifier of the workflow document.	Number

## Related Topics

Item Types, *Oracle Workflow Developer's Guide*

## Notifications

The AME Credit Memo Workflow automatically sends notifications whenever a new request is created and each time an approver approves or rejects a request.

An internal approver can receive notifications in an email message or review them in the Workflow Notification Viewer window. External users can review their notifications in the Workflow Notifications Web page.

When you select a notification record in the Notifications Summary window, the Notifications window appears, listing the details of that notification. You can do the following in the Notifications window:

- Reassign the notification to another user

- Respond to the notification or, if it does not require a response, close the notification
- Drill down to another Oracle Applications window associated with the notification (if icons exist in the References region)

Notification Result types list the possible results returned by an activity. Your workflow diagram may branch depending on the value returned by your completed activity. The result type of <None> should be used for notifications that do not require a response.

**Note:** If the request is for a line-level credit, the tax amount is not calculated until Receivables creates the credit memo. As a result, the tax amount does not appear on the notification.

## Related Topics

Overview of Notification Handling, *Oracle Workflow User's Guide*

Setting Up an Oracle Workflow Directory Service, *Oracle Workflow Administrator's Guide*.

## Customizing the AME Credit Memo Request Process

You can view the predefined AR Credit Memo Using AME workflow processes in a Process window using Oracle Workflow Builder.

### To Display the Process in Oracle Workflow Builder

1. Choose Open from the File menu, and connect to the database.  
Alternatively, you can connect to the workflow definitions file *aramecm.wft*, located in the product directory tree of your Oracle Applications server.
2. Expand the data source and then the item type branch within that data source.
3. Expand the Processes branch within your item type, and then double-click on a process activity to display the diagram of the process in a Process window.

## Optional Customizations

Although you can use the AR Credit Memo Using AME processes as delivered, you might want to customize the processes to accommodate the specific needs of your enterprise.

For example, you can:

- Modify the templates for your electronic mail notifications. For more information, see: Modifying Your Message Templates, *Oracle Workflow Administrator's Guide* and Adding Custom Icons to Oracle Workflow, *Oracle Workflow Administrator's Guide*.

- Add icons to the standard Oracle Workflow icons to customize the appearance of your workflow process.
- Modify the timeout value for workflow notifications. The default value for the AME Credit Memo Request timeout notifications is three days, but to suit your business needs, you might want to modify the amount of time for each notification. To do this, display the properties window for a notification and enter a new timeout value in the Node tabbed region.

**Note:** To help you with your customizations, refer to the sections that describe the components of this process so that you know what attributes have already been predefined and what activities are requirements in the process.

## Related Topics

The AME Credit Memo Request Workflow Item Type, page 2-153

Summary of the AR Credit Memo Request Approval Process, page 2-159

Summary of the Collector Approval Subprocess, page 2-167

Summary of the Limits Only Subprocess, page 2-175

Summary of the HR Hierarchy Approval Subprocess, page 2-182

Summary of the Receivables Approval Subprocess, page 2-190

Summary of the Credit Memo Creation Subprocess, page 2-196

## Summary of the AR Credit Memo Request Approval Process

To view the properties of the AR Credit Memo Request Approval process, select the process in the navigator tree, then choose Properties from the Edit menu. The AR Credit Memo Request Approval process has a result type of Boolean, which indicates that when the process completes, the result type is either True or False.

To initiate this process, request a credit memo by:

- Choosing the Dispute a Bill function in *iReceivables*
- Choosing the Dispute function in Oracle Collections
- Enabling the Credit Memo Approval and Creation API. See: *Credit Memo Approval and Creation API User Notes* in the *Oracle Receivables Reference Guide*.

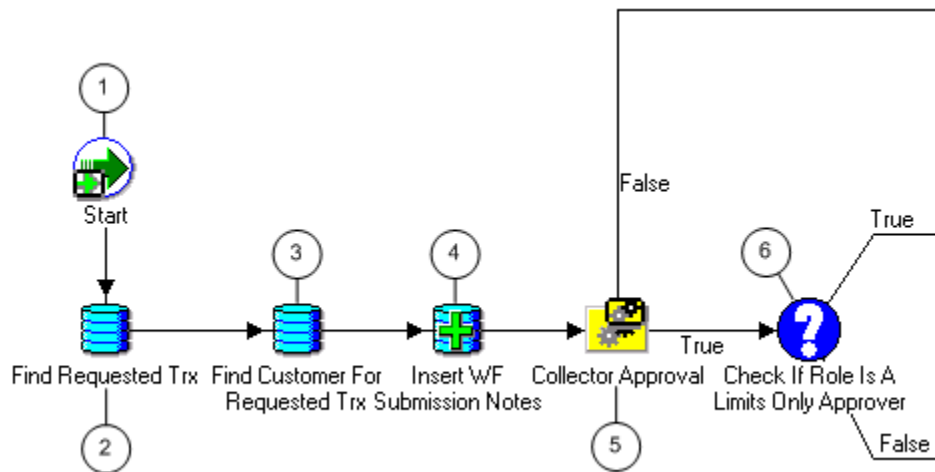
The Details region of the process activity properties page indicates that the Request Approval process has an error process called DEFAULT\_ERROR, which is initiated only when an error is encountered that is not handled by the standard process. Most errors in the process send a notification to the system administrator to resolve (for

example, if an approver is not defined as an employee in Oracle HRMS).

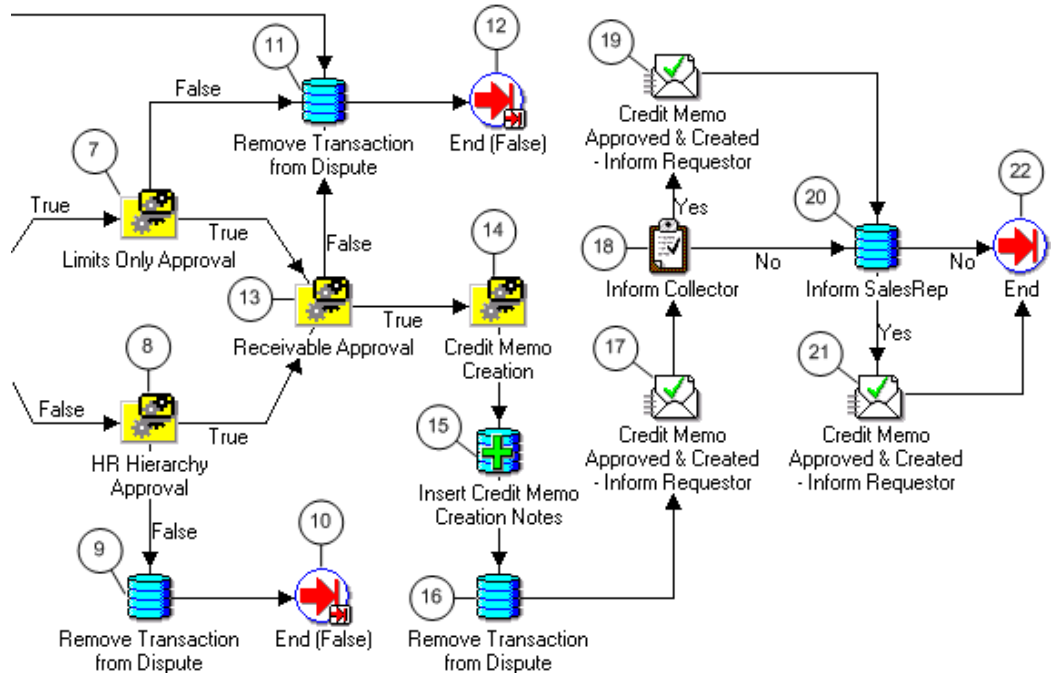
The DEFAULT\_ERROR process simply executes the standard Default Error Notification activity to provide information associated with the error. You can customize the process further to suit your needs. For more information, see: *Default Error Process, Oracle Workflow Developer's Guide*.

The Process window for the AR Credit Memo Request Approval process is shown below. The process consists of 16 unique activities, several of which are reused to comprise the 22 activity nodes that appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

#### **AR Credit Memo Request Approval Process, Part 1**



## AR Credit Memo Request Approval Process, Part 2



For a complete description of each activity in the AME Credit Memo Request process, see AR Credit Memo Request Approval Process Activities, page 2-162.

The workflow begins at Node 1 with the Start activity, which is initiated when a customer chooses the Dispute a Bill option from *iReceivables*, or a collector chooses the Dispute option from Oracle Collections.

At Nodes 2 and 3 the process retrieves transaction and customer information for the disputed transaction from Oracle Receivables.

At Node 4 the process places the requested amount "in dispute" and updates the notes on the disputed transaction. The process then forwards the request to the collector assigned to the transaction's bill-to site. If no collector is assigned to the bill-to site and the seeded routine is used, then the process forwards the request to the collector assigned to the customer.

**Note:** Instead of using the seeded routine, you can create your own SQL and replace the seeded value. For example, you might want to forward the request to the collector assigned to the customer's cost center. See: Setting Up the AME Credit Memo Request Workflow, page 2-141.

At Node 5 the collector either rejects the request or forwards it for approval. If the request is rejected, then the process removes the amount from dispute, updates the transaction notes, and the process ends at Node 12.

When forwarding the request for approval, the collector can either accept the default path, or select the HR Hierarchy Limits path and enter the first approver:

- If the collector chooses the default approver, then the request follows the Limits Only Approval subprocess in Node 7.
- If the collector forwards the request to a different approver, then the request follows the HR Hierarchy Limits subprocess in Node 8.

After the request receives the required approvals from either the Limits Only Approval or the HR Hierarchy Limits subprocess, the request follows the Receivables Approval subprocess in Node 13.

If the request receives approval from the Receivables Approval subprocess, then the Credit Memo Creation subprocess creates the credit memo in Oracle Receivables at Node 14. The process then ends at Node 22.

## AR Credit Memo Request Approval Process Activities

This section provides a description of each activity in the AR Credit Memo Request Approval process, listed by the activity's display name.

The naming convention for the PL/SQL stored procedures used in the AME Credit Memo workflow is:

`AR_AME_CMWF_API.<PROCEDURE>`

AR\_AME\_CMWF\_API is the name of the package that groups all of the procedures used by the AME Credit Memo Request process. <PROCEDURE> represents the name of the PL/SQL stored procedure.

**Note:** Oracle Workflow provides several generic activities you can use to control your process. Examples include the And/Or activities and the Start and End activities. For more information, see: Standard Activities, *Oracle Workflow Developer's Guide*.

### Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

### Find Requested Transaction (Node 2)

This function activity retrieves information about the disputed transaction from the RA\_CM\_REQUESTS table in Oracle Receivables.

<b>Function</b>	<i>AR_AME_CMWF_API.FindTrx</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	None

#### **Find Customer for Requested Transaction (Node 3)**

This function activity retrieves customer information for the disputed transaction from the RA\_CM\_REQUESTS table in Oracle Receivables.

<b>Function</b>	<i>AR_AME_CMWF_API.FindCustomer</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Find Requested Transaction

#### **Insert Workflow Submission Notes (Node 4)**

This function activity inserts notes on the disputed transaction.

Information associated with the disputed transaction includes the request ID, requestor name, amount, and reason for the request.

Disputed amounts appear in Receivables aging reports and can affect how Receivables calculates the customer's open balance in statements and dunning letters.

**Note:** Receivables users can view transaction notes in the Transactions window.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertSubmissionNotes</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Find Requested Transaction

#### **Collector Approval (Node 5)**

This activity is a subprocess that identifies the collector assigned to the bill-to site for the disputed transaction. If no collector is assigned to the bill-to site, the process uses the collector assigned to the customer.

If the collector rejects the request, this activity updates the transaction notes and notifies the requestor that it has been rejected. If the collector approves the request, then this

activity checks for any credit method information (if the transaction uses invoicing or accounting rules) and updates the notes for the disputed transaction.

If the approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on Collector Approval under the Processes branch in the navigator tree. See: Summary of the Collector Approval Sub-Process, page 2-169.

<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Find Customer for Requested Transaction

#### **Check if Role is a Limits Only Approver (Node 6)**

This function activity determines the next approver for this request by checking the collector's approval action. If the collector selects Limits Only, then the request follows the Limits Only Approval subprocess.

If the collector selects HR Hierarchy Limits and the first approver, then this activity forwards the request to that person and the request follows the HR Hierarchy Approval subprocess.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckPrimaryApprover</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

#### **Limits Only Approval (Node 7)**

This activity is a subprocess that notifies an approver that an action must be taken to approve or reject the request. The subprocess sends notifications to approvers, as determined by AME rules using the Limits Only path. If an approver does not respond within a specified time, then the process sends a reminder notification to the approver.

To view the subprocess, double-click on Limits Only Approval under the Processes branch in the navigator tree. See: Summary of the Primary Approval Subprocess, page 2-175.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval



### HR Hierarchy Approval (Node 8)

This activity is a subprocess that notifies an approver that an action must be taken to approve or reject the request. The subprocess notifies approvers defined in your organization's human resources department, as determined by AME rules using the HR Hierarchy Limits path. If an approver does not respond within a specified time, then the process sends a reminder notification to the approver.

To view the subprocess, double-click on HR Hierarchy Approval under the Processes branch in the navigator tree. See: Summary of the HR Hierarchy Approval Subprocess, page 2-182.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

### Remove Transaction from Dispute (Nodes 9, 11, and 16)

This function activity updates the status of the disputed transaction in Oracle Receivables by indicating that the amount is no longer "in dispute."

<b>Function</b>	<i>AR_AME_CMWF_API.RemoveFromDispute</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Limits Only Approval or HR Hierarchy Approval

### Receivable Approval (Node 13)

This activity is a subprocess that notifies an Oracle Receivables user that an action must be taken to approve or reject the request. If the approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on Receivable Approval under the Processes branch in the navigator tree. See: Summary of the Receivable Approval Subprocess, page 2-190.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Limits Only Approval or HR Hierarchy Approval

### Credit Memo Creation (Node 14)

This activity is a subprocess that creates a credit memo in Oracle Receivables. If the API fails to create the credit memo, the process notifies a Receivables user of the problem. The Receivables user attempts to resolve the issue and resubmits the request. If the

issue cannot be resolved, the process notifies the Receivables user that the credit memo must be created manually.

See: Summary of the Credit Memo Creation Subprocess, page 2-196.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Receivable Approval

#### **Insert Credit Memo Creation Notes (Node 15)**

This function activity inserts basic information on the disputed transaction which indicates that the credit memo received the required approvals and was forwarded for creation.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertSuccessfulApiNotes</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Receivable Approval

#### **Remove Transaction from Dispute (Node 16)**

This function activity inserts basic information on the disputed transaction, indicating that the credit memo received the required approvals and was forwarded for creation.

<b>Function</b>	<i>AR_AME_CMWF_API.RemoveFromDispute</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Insert Credit Memo Creation Notes

#### **Credit Memo Approved and Created - Inform Requestor (Nodes 17, 19, and 21)**

This activity notifies the requestor, salesperson, and collector, that the request was approved and the credit memo was created. The message includes 'Send' attributes that display the bill-to and ship-to customer, transaction number, and the total amount of lines, tax, and freight credited.

<b>Message</b>	Credit Memo Approved & Created
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Credit Memo Creation

### Inform Collector (Node 18)

This activity informs the collector that the credit memo was approved and created in Receivables, provided that the collector is not the requestor. If the collector *is* the requestor, then the collector does not receive a notification.

<b>Function</b>	AR_AME_CMWF_API. <i>InformCollector</i>
<b>Result Type</b>	Yes/No
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Credit Memo Approved and Created - Inform Requestor

### Inform Salesrep (Node 20)

This activity informs the salesperson that the credit memo was approved and created in Receivables, provided that the salesperson is not the requestor. If the salesperson *is* the requestor, then the collector does not receive a notification.

<b>Function</b>	AR_AME_CMWF_API. <i>FindPrimarySalesrep</i>
<b>Result Type</b>	Yes/No
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Inform Collector

### End (Nodes 10, 12, and 22)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

## Summary of the Collector Approval Subprocess

To view the properties of the Collector Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu.

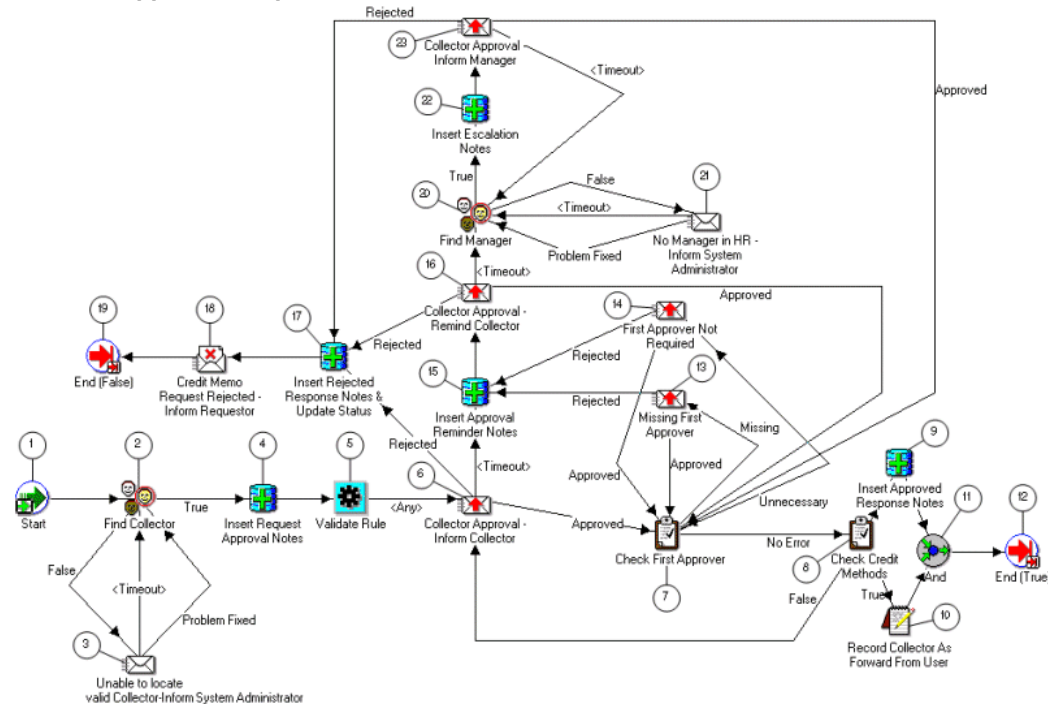
The Collector Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

This subprocess cannot be initiated as a top level process to run; it can only be run as a subprocess when called by another, higher level process.

When you display the Process window for the Collector Approval subprocess, you see that it consists of 22 unique activities (one of which is reused) which comprise the 23 activity nodes in the workflow diagram below.

The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### Collector Approval Subprocess



For a complete description of each activity in the Collector Approval subprocess, see Collector Approval Subprocess Activities, page 2-169.

The subprocess begins at Node 1 with the Start activity. At Node 6 the process notifies the collector to approve the request within a specified period of time.

If the request receives the required approvals, then the subprocess ends at Node 12 and returns a result of True to the top level Request Approval process. If the request is rejected, then the subprocess ends at Node 19 and returns a result of False.

If the collector does not respond by the due date, then the subprocess takes the <Timeout> transition to Node 16 to send a reminder to the collector to approve the request. If the collector again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue with the collector's

manager at Node 23. The collector's manager then approves or rejects the request and the workflow continues at Node 7 or 17, respectively.

### Collector Approval Subprocess Activities

Following is a list of each activity in the Collector Approval subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

#### Find Collector (Node 2)

This activity determines who the collector is, based on customer and bill-to site information if the seeded routine is used.

**Note:** Instead of using the seeded routine, you can create your own SQL and replace the seeded value. For example, you might want to assign the collector based on cost center.

If the collector is found, then this procedure returns a value of 'T' for True; otherwise, it returns a value of 'F' for False.

<b>Function</b>	<i>AR_AME_CMWF_API.FindCollector</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Insert Submission Notes

#### Unable to Locate Valid Collector - Inform System Administrator (Node 3)

This activity notifies the system administrator that a collector could not be determined, either because no collector is assigned to the customer or customer bill-to site, or because your specific AME condition was not satisfied.

After a collector is assigned to the customer, the system administrator responds to the notification with a response of "problem fixed," and the workflow process continues.

<b>Message</b>	Unable to Locate Valid Collector
<b>Result Type</b>	AR Fix No Approver Problem

<b>Prerequisite Activities</b>	Find Collector
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#### **Insert Request Approval Notes (Node 4)**

This function activity inserts basic request information on the disputed transaction, including the request ID and the collector's name.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRequestApprovalNotes</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Record Collector As Approver
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#### **Validate Rule (Node 5)**

This function activity checks for invoicing rules and accounting rules on the disputed transaction.

<b>Function</b>	<i>AR_AME_CMWF_API.AMECheckrule</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Insert Request Approval Notes
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#### **Collector Approval - Inform Collector (Node 6)**

This activity notifies the collector that an action needs to be taken to either approve or reject the request. This activity must be completed within the time period specified, otherwise it times out and sends a reminder notification.

The message includes 'Send' attributes that display the request number, description, amount, and the requestor name. The message also includes six 'Respond' attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, Revenue Rule, Path, and Send To (if Path = HR Hierarchy Limits).

The Action attribute provides the approver with the values 'APPROVE' or 'REJECT' from the Approval lookup type. Action has an internal name of Result, which indicates that the value the approver selects (approve or reject) becomes the result that determines which activity branch the Workflow Engine transitions to next. The Note attribute prompts the approver for any additional comments to include in the notification response for this request.

The Installment and Revenue rules apply to invoices with rules and invoices with installments. Valid methods for invoices with rules include LIFO, Prorate, or Unit. Valid methods for invoices with installments include LIFO, FIFO, or Prorate. The only valid method for invoices without rules, or without installments, is Null (no value).

The approver can update the credit method specified on a notification. By default, the credit method is null.

If you display the property page of this activity node you see that the activity is

assigned to a performer whose name is stored in an item type attribute called Forward To Username.

<b>Message</b>	Request Collector Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Validate Rule

#### **Check First Approver (Node 7)**

This activity checks the first approver that the collector entered in the Send To field of the workflow notification.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckFirstApprover</i>
<b>Result Type</b>	Collector Response Validation Error
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval - Inform Collector

#### **Check Credit Methods (Node 8)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Check First Approver

#### **Insert Approved Response Notes (Node 9)**

This function activity inserts basic request information on the disputed transaction, including the request ID and the approver's name.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovedResponseNotes</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Check Credit Methods

#### **Record Collector as Forward From User (Node 10)**

This function activity records the name of the collector as the person who forwarded the request for additional approval.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordCollectorAsForwardFrom</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Check Credit Methods

#### **And (Node 11)**

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

<b>Function</b>	<i>WF_STANDARD.ANDJOIN</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Must have at least two separate activities that each transition into this activity.

#### **Missing First Approver (Node 13)**

This notification alerts the collector that he selected the HR Hierarchy Limits path, but did not enter a first approver.

<b>Message</b>	Missing First Approver
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Check First Approver

#### **First Approver Not Required (Node 14)**

This notification alerts the collector that he selected the Limits Only path and unnecessarily entered a first approver.

<b>Message</b>	First Approver Not Required
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Check First Approver

#### **Insert Approval Reminder Notes (Node 15)**

This function activity inserts basic information on the disputed transaction when a reminder notification is sent to the collector to respond to the original notification.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None



**Collector Approval - Remind Collector (Node 16)**

This activity occurs only if the Request Collector Approval activity times out before being completed. This activity sends a reminder notice to the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Reminder - Approval Needed - Inform Approver Request
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Collector Approval-Inform Collector

**Insert Rejected Response Notes & Update Status (Node 17)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Collector Approval-Inform Collector

**Credit Memo Request Rejected - Inform Requestor (Node 18)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

<b>Message</b>	Credit Memo Request Rejected
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Collector Approval - Inform Collector

**Find Manager (Node 20)**

This activity identifies the collector's manager and occurs only if a time-out occurs before the collector responds to the reminder notification within the time specified.

<b>Function</b>	<i>AR_AME_CMWF_API.FindManager</i>
<b>Result Type</b>	Boolean

**Prerequisite Activities**

Collector Approval - Remind Collector

**No Manager in HR - Inform System Administrator (Node 21)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the collector's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

**Message**

No Manager in HR

**Result Type**

AR Fix No Approval Problem

**Prerequisite Activities**

Find Manager

**Insert Escalation Notes (Node 22)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the collector's manager for approval.

**Function***AR\_AME\_CMWF\_API.InsertEscalationNotes***Result Type**

None

**Prerequisite Activities**

Find Manager

**Collector Approval - Inform Manager (Node 23)**

This activity notifies the collector's manager indicating that the collector did not respond to the request. The collector's manager must then approve or reject the request for the process to continue.

**Message**

No Response Escalation

**Result Type**

AR Response to Credit Memo Request

**Prerequisite Activities**

Collector Approval - Remind Collector

**End (Nodes 12 and 19)**

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

**Function***WF\_STANDARD.NOOP*

<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

## Summary of the Limits Only Subprocess

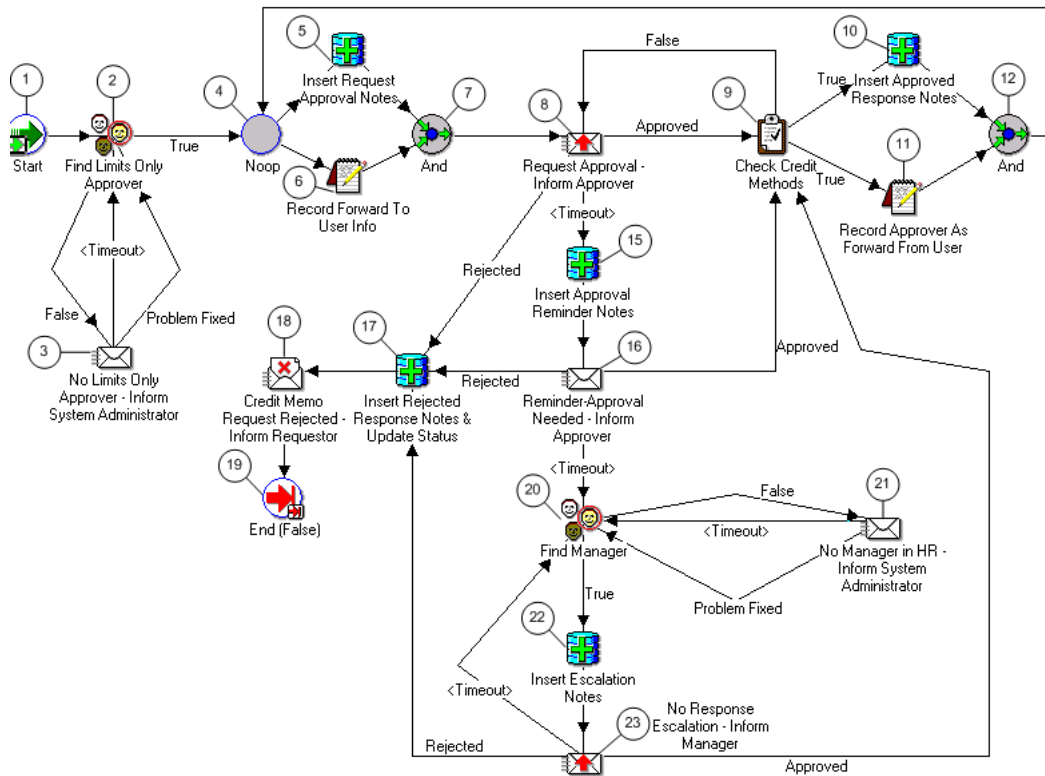
The Limits Only subprocess routes a credit memo request according to the rules you defined in AME for the Limits Only path.

The Limits Only subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

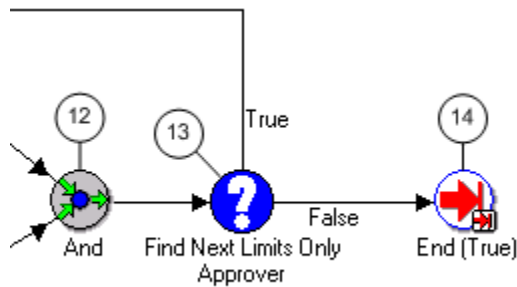
This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Limits Only subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 21 unique activities, several of which are reused to comprise the 23 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### Limits Only Subprocess, Part 1



### Limits Only Subprocess, Part 2



For a complete description of each activity in the Limits Only subprocess, see Limits Only Subprocess Activities, page 2-177.

The subprocess begins at Node 1 with the Start activity. At Node 8 the process notifies the approver to approve the request within a specified period of time.

If the approver approves the request, then the subprocess ends at Node 14 and returns a result of True to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 19 and returns a result of False.

If the approver does not respond to the notification, then the subprocess takes the <Timeout> transition to Node 16 to remind the approver to respond to the request. If the approver again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver's manager at Node 23.

The approver's manager then either approves or rejects the request at Node 9 or 17, respectively.

## Limits Only Subprocess Activities

Following is a list of each activity in the Limits Only subprocess, listed by the activity's display name.

### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Find Limits Only Approver (Node 2)

This function activity identifies the first Limits Only approver for the request by checking the AME rules that were created for this path. This activity also saves the name of the requestor as well as the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise it returns a value of 'F' for false.

<b>Function</b>	<i>AR_AME_CMWF_API.FindPrimaryApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### No Limits Only Approver - Inform System Administrator (Node 3)

This activity notifies the system administrator that the first approver could not be found in Oracle Receivables. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	No Limits Only Approver
<b>Result Type</b>	AR Fix No Approver Problem
<b>Prerequisite Activities</b>	Find Limits Only Approver

#### Noop (Node 4)

This activity acts as a place holder and performs no action; it simply calls the PL/SQL procedure WF\_STANDARD.NOOP.

**Result Type** None

**Prerequisite Activities** None

#### Insert Request Approval Notes (Node 5)

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval, as well as the user ID of the next approver.

**Function** *AR\_AME\_CMWF\_API.InsertRequestApprovalNotes*

**Result Type** None

**Prerequisite Activities** Find Limits Only Approver

#### Record Forward To User Info (Node 6)

This function activity records the name of the Limits Only approver.

**Function** *AR\_AME\_CMWF\_API.RecordForwardToUserInfo*

**Result Type** None

**Prerequisite Activities** Find Limits Only Approver

#### And (Nodes 7 and 12)

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

**Function** *WF\_STANDARD.ANDJOIN*

**Result Type** None

**Prerequisite Activities** Must have at least two separate activities that each transition into this activity.

#### Request Approval - Inform Approver (Node 8)

This activity notifies the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Request Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Request Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	And

#### **Check Credit Methods (Node 9)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Insert Approved Response Notes (Node 10)**

This function activity inserts basic information on the disputed transaction indicating that the request was approved, as well as the user ID of the approver.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### **Record Approver as Forward From User (Node 11)**

This function activity records the name of the approver for the request.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### **Find Next Limits Only Approver (Node 13)**

This function activity determines whether this approver can provide final approval for this request.

If the request amount is within the approval limits for this approver, then the activity forwards the request to the Receivable Approval subprocess. Otherwise, it calls the Find Limits Only Approver activity again (Node 2) to identify the next approver according to the AME rules defined by your enterprise.

<b>Function</b>	<i>AR_AME_CMWF_API.AMEFindPrimaryApprover</i>
<b>Result Type</b>	Yes/No
<b>Prerequisite Activities</b>	And

#### **Insert Approval Reminder Notes (Node 15)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Request Approval - Remind Approver (Node 16)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Reminder-Approval Needed
<b>Result Type</b>	AR Collector Response to Credit Memo Request
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Insert Rejected Response Notes & Update Status (Node 17)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Credit Memo Request Rejected - Inform Requestor (Node 18)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.



<b>Message</b>	Credit Memo Request Rejected
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Find Manager (Node 20)**

This activity identifies the last approver's manager and occurs only if a time-out occurs before the last approver responds to the notification within the time specified.

<b>Function</b>	<i>AR_AME_CMWF_API.FindManager</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Request Approval - Remind Approver

#### **No Manager in HR - Inform System Administrator (Node 21)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the approver's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	No Manager in HR
<b>Result Type</b>	AR Fix No Approval Problem
<b>Prerequisite Activities</b>	Find Manager

#### **Insert Escalation Notes (Node 22)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertEscalationNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

#### **Request Approval - Inform Manager (Node 23)**

This activity notifies the last approver's manager that the approver failed to respond to a reminder notification.

<b>Message</b>	No Response Escalation
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find Manager

### End (Nodes 14 and 19)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Summary of the HR Hierarchy Approval Subprocess

The HR Hierarchy Approval subprocess routes the request according to the management structure defined in your Human Resources tables and the AME rules that you created that use the HR Hierarchy Limits path.

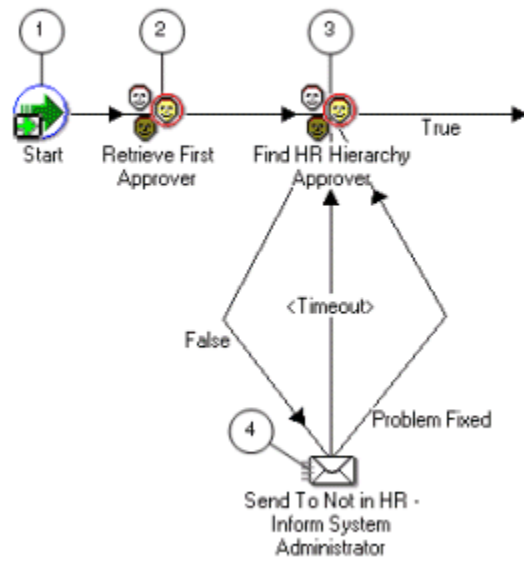
For example, a collector reports to a department manager who in turn reports to the division manager. In this example, the process forwards the request first to the collector, then to the collector's manager, and then to the division manager for final approval.

The HR Hierarchy Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

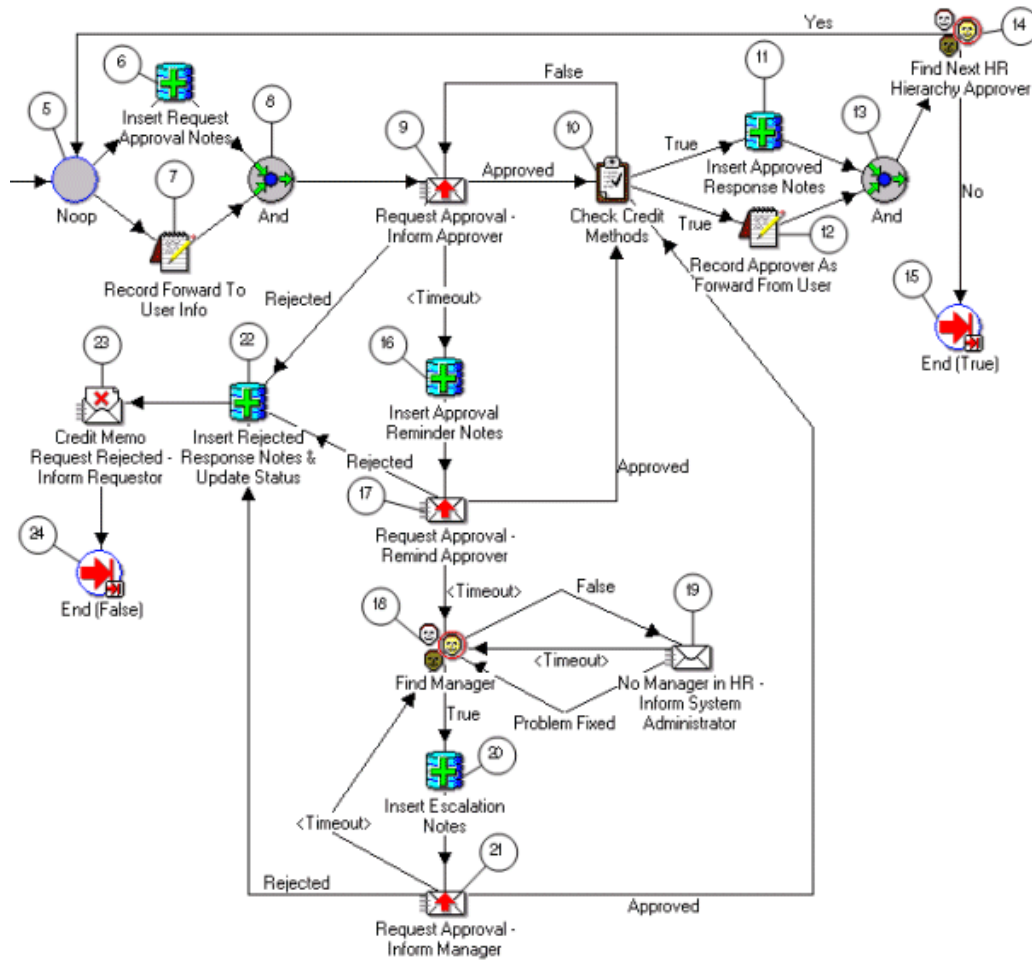
This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the HR Hierarchy Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 22 unique activities, several of which are reused to comprise the 24 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

### HR Hierarchy Approval Subprocess, Part 1



## HR Hierarchy Approval Subprocess, Part 2



For a complete description of each activity in the HR Hierarchy Approval subprocess, see HR Hierarchy Approval Subprocess Activities, page 2-185.

The subprocess begins at Node 1 with the Start activity. At Node 9 the process notifies the approver to approve the request within a specified period of time.

If the approver approves the request, then the subprocess ends at Node 15 and returns a result of True to the top level Request Approval process. Similarly, if the approver rejects the request, then the subprocess ends at Node 24 and returns a result of False.

If the approver does not respond, then the subprocess takes the <Timeout> transition to Node 17 to send a reminder to the approver to approve the request. If the approver again does not respond in the specified time, then the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver's manager at Node 21.

This loop continues until the approvers approve or reject the request at Node 10 or 22, respectively.

## HR Hierarchy Approval Subprocess Activities

Following is a list of each activity in the HR Hierarchy Approval subprocess, listed by the activity's display name.

### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

### Retrieve First Approver (Node 2)

This function activity identifies the first approver in the HR Hierarchy Approval path that the collector selected.

<b>Function</b>	<i>AR_AME_CMWF_API.AMESetNonPrimaryApprover</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Find HR Hierarchy Approver (Node 3)

This function activity identifies the next approver for the request by checking the management hierarchy defined in your HR database. This activity also saves the name of the requestor as well as the amount and reason for the request. If an approver is found, this activity returns a value of 'T' for true; otherwise, it returns a value of 'F' for false.

<b>Function</b>	<i>AR_AME_CMWF_API.AMEFindNonPrimary Approver</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Retrieve First Approver

### Send To Not in HR - Inform System Administrator (Node 4)

This activity notifies the system administrator when the Find HR Hierarchy Approver activity is unable to identify the approver. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	Send To Not in HR
<b>Result Type</b>	AR Fix No Approver Problem

<b>Prerequisite Activities</b>	Find HR Hierarchy Approver
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#### Noop (Node 5)

This activity acts as a place holder and performs no action; it simply calls the PL/SQL procedure WF\_STANDARD.NOOP.

<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	None
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#### Insert Request Approval Notes (Node 6)

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRequestApprovalNotes</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Find HR Hierarchy Approver
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#### Record Forward To User Info (Node 7)

This function activity records information about the approver.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordForwardToUserInfo</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Find HR Hierarchy Approver
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#### And (Nodes 8 and 13)

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

<b>Function</b>	<i>WF_STANDARD.ANDJOIN</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Must have at least two separate activities that each transition into this activity.
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#### Request Approval - Inform Approver (Node 9)

This activity notifies the approver to respond to the request.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Request Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	And

#### Check Credit Methods (Node 10)

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Request Approval-Inform Approver

#### Insert Approved Response Notes (Node 11)

This function activity inserts basic information on the disputed transaction indicating that the request was approved.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### Record Approver as Forward From User (Node 12)

This function activity records the name of the approver for the request.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### Find Next HR Hierarchy Approver (Node 14)

This function activity identifies the next HR Hierarchy Limits approver for the request by checking the AME rules that use the HR Hierarchy Limits path. This activity also saves the name of the requestor and the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise, it returns 'F' for false.

<b>Function</b>	<i>AR_AME_CMWF_API.AMEFindNonPrimaryApprover</i>
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<b>Result Type</b>	Yes/No
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<b>Prerequisite Activities</b>	And
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#### **Insert Approval Reminder Notes (Node 16)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovalReminderNotes</i>
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<b>Result Type</b>	None
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<b>Prerequisite Activities</b>	Request Approval - Inform Approver
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#### **Request Approval - Remind Approver (Node 17)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Reminder-Approval Needed
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<b>Result Type</b>	AR Response to Credit Memo Request
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<b>Prerequisite Activities</b>	Request Approval - Inform Approver
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#### **Find Manager (Node 18)**

This activity identifies the last approver's manager and occurs only if a time-out occurs before the last approver responds to the notification within the time specified.

<b>Function</b>	<i>AR_AME_CMWF_API.FindManager</i>
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<b>Result Type</b>	Boolean
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<b>Prerequisite Activities</b>	Request Approval - Remind Approver
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#### **No Manager in HR - Inform System Administrator (Nodes 19)**

This activity notifies the system administrator that there is no manager defined for the approver in the human resources database. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	No Manager in HR
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<b>Result Type</b>	AR Fix No Approval Problem
<b>Prerequisite Activities</b>	Find Manager

#### **Insert Escalation Notes (Node 20)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertEscalationNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

#### **Request Approval - Inform Manager (Node 21)**

This activity notifies the approver's manager that the approver failed to respond to a reminder notification within the specified time period.

<b>Message</b>	No Response Escalation
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find Manager

#### **Insert Rejected Response Notes & Update Status (Node 22)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Credit Memo Request Rejected - Inform Requestor (Node 23)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

<b>Message</b>	Credit Memo Request Rejected
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Insert Rejected Response Notes & Update Status

### End (Nodes 15 and 24)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

### Summary of the Receivables Approval Subprocess

The Receivables Approval subprocess routes the request for final approval to an Oracle Receivables user.

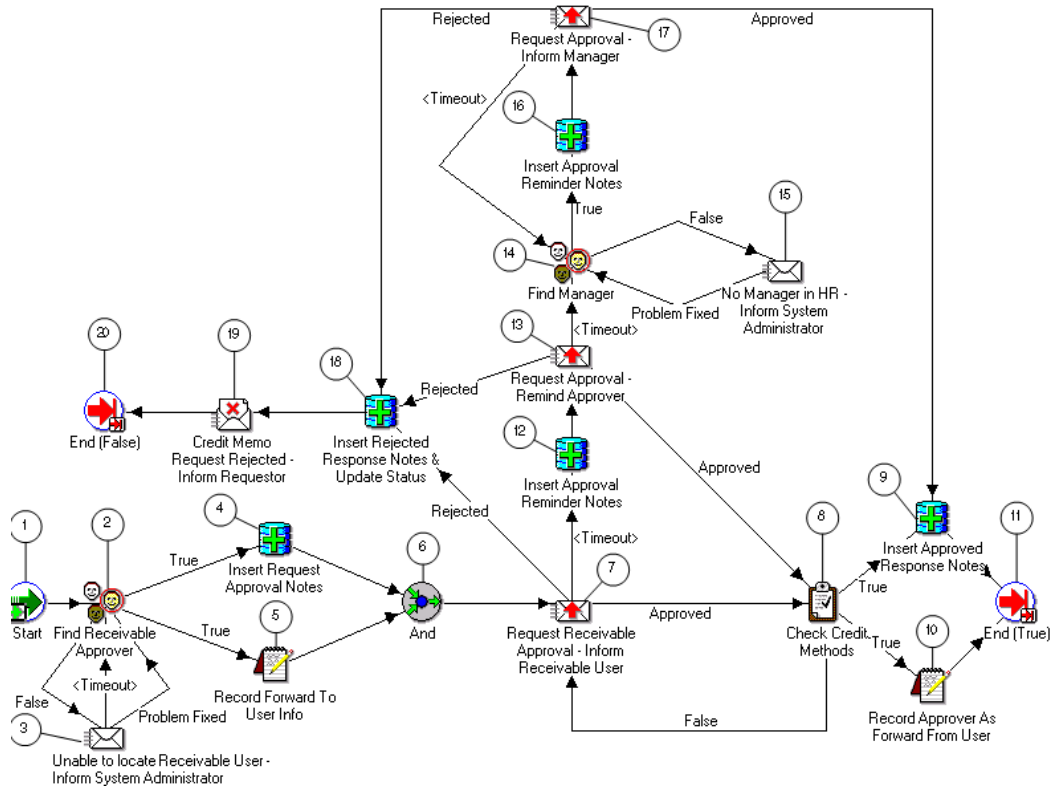
The Receivables Approval subprocess has a result type of Boolean, which indicates that when the subprocess completes, it has a result of True or False.

This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Receivables Approval subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 19 unique activities (one of which is reused) which comprise the 20 activity nodes in the workflow diagram below.

The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.

## Receivables Approval Subprocess



For a complete description of the Receivables Approval subprocess, see Receivables Approval Subprocess Activities, page 2-191.

The subprocess begins at Node 1 with the Start activity. At Node 7 the process notifies the Receivables role to approve the request within a specified period of time.

If the approver approves the request, the subprocess ends at Node 11 and returns a result of True to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 20 and returns a result of False.

If the approver does not respond in the time specified, the subprocess takes the <Timeout> transition to Node 13 to send a reminder to the Receivables role to approve the request. This loop continues until the approver approves or rejects the request at Node 8 or 18, respectively.

### Receivables Approval Subprocess Activities

Following is a list of each activity in the Receivables Approval subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	None

#### **Find Receivable Approver (Node 2)**

This function activity determines who the approver is for the request by checking the Receivables user, defined in AME rules for the Receivables Credit Memo Receivables transaction type.

This activity saves the name of the requestor as well as the amount and reason for the request.

If an approver is found, then this activity returns a value of 'T' for true; otherwise, it returns a value of 'F' for false.

<b>Function</b>	<i>AR_AME_CMWF_API.FindReceivableApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

#### **Unable to Locate Receivable User - Inform System Administrator (Node 3)**

This activity notifies the system administrator that a Receivable approver could not be found. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	Unable to Locate Receivable User
<b>Result Type</b>	AR Fix No Approver Problem
<b>Prerequisite Activities</b>	Find Receivable Approver

#### **Insert Request Approval Notes (Node 4)**

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded for approval.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRequestApprovalNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Receivable Approver

#### **Record Forward To User Info (Node 5)**

This function activity records information about the approver.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordForwardToUserInfo</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Receivable Approver

#### **And (Node 6)**

This Standard function activity merges two or more parallel branches in the flow when the activities in all of the branches are complete.

<b>Function</b>	<i>WF_STANDARD.ANDJOIN</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Must have at least two separate activities that each transition into this activity.

#### **Request Receivable Approval - Inform Receivable User (Node 7)**

This activity notifies the approver that the request needs to be approved or rejected.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Request Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find Receivable Approver

#### **Check Credit Methods (Node 8)**

This activity determines whether the credit method specified for invoices with rules and invoices with installments is valid.

<b>Function</b>	<i>AR_AME_CMWF_API.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Request Receivable Approval-Inform Receivable User

#### **Insert Approved Response Notes (Node 9)**

This function activity inserts basic information on the disputed transaction indicating that the request was approved.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### **Record Approver as Forward From User (Node 10)**

This function activity records the name of the approver for the request.

<b>Function</b>	<i>AR_AME_CMWF_API.RecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

#### **Insert Approval Reminder Notes (Node 12)**

This function activity inserts basic information on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Receivable Approval - Inform Receivable User

#### **Request Approval - Remind Approver (Node 13)**

This activity sends a reminder notice to the approver that the request needs to be approved or rejected. This activity occurs only if the Request Approval - Inform Approver activity times out before being completed.

For a description of what this message includes, see the Collector Approval - Inform Collector node (Node 6), page 2-170 in the Collector Approval subprocess. This message includes an additional 'Send' attribute that displays the previous approver's name.

<b>Message</b>	Reminder-Approval Needed
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Request Receivable Approval - Inform Receivable User

#### **Find Manager (Node 14)**

This activity identifies the last approver's manager and occurs only if a timeout occurs before the last approver responds to the notification within the time specified.

<b>Function</b>	<i>AR_AME_CMWF_API.AMEFindManager</i>
-----------------	---------------------------------------

<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Request Approval - Remind Approver

#### **No Manager in HR - Inform System Administrator (Node 15)**

This activity notifies the system administrator when the Find Manager activity is unable to locate the approver's manager. After the system administrator resolves the problem, he responds to the notification with a status of "problem fixed" and the process restarts.

<b>Message</b>	No Manager in HR
<b>Result Type</b>	AR Fix No Approval Problem
<b>Prerequisite Activities</b>	Find Manager

#### **Insert Approval Reminder Notes (Node 16)**

This function activity inserts basic information on the disputed transaction indicating that the request was forwarded to the approver's manager for approval.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

#### **Request Approval - Inform Manager (Node 17)**

This activity notifies the last approver's manager that the approver failed to respond to a reminder notification.

<b>Message</b>	No Response Escalation
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find Manager

#### **Insert Rejected Response Notes & Update Status (Node 18)**

This function activity inserts basic information on the disputed transaction when the request is rejected, and removes the transaction from dispute.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Receivable Approval - Inform Receivable User

### Credit Memo Request Rejected - Inform Requestor (Node 19)

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, and amount.

If you display the property page of this activity you see that the activity is assigned to a performer whose name is stored in an item type attribute called Requestor Username.

<b>Message</b>	Credit Memo Request Rejected
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Insert Rejected Response Notes & Update Status

### End (Nodes 11 and 20)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

## Summary of the Credit Memo Creation Subprocess

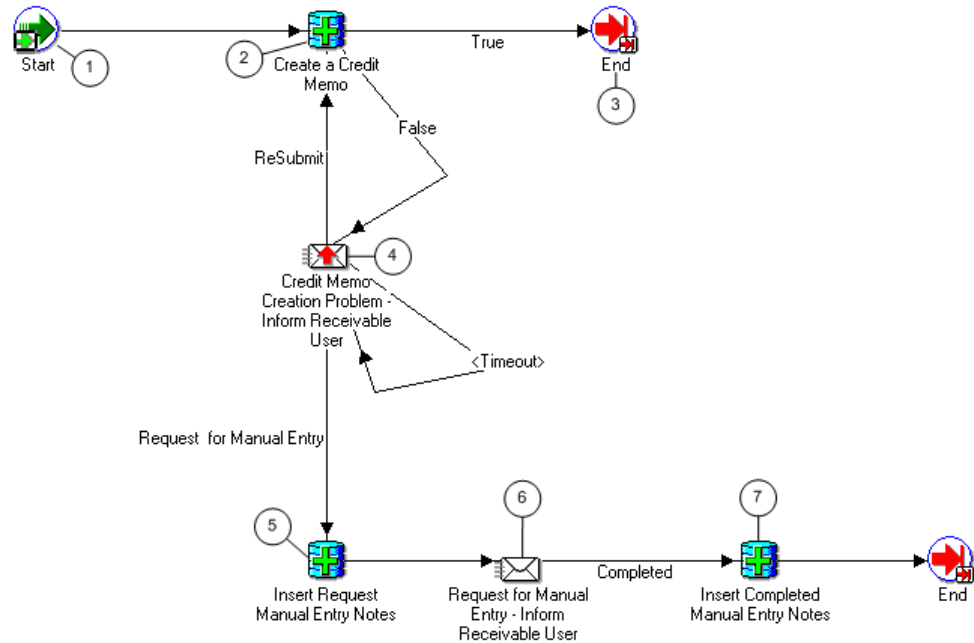
The Credit Memo Creation subprocess creates a credit memo in Oracle Receivables after the request has received all of the required approvals.

This subprocess cannot be initiated as a top level process to run; it can be run only as a subprocess when called by another, higher level process.

To view the properties of the Credit Memo Creation subprocess, select its process activity in the navigator tree, then choose Properties from the Edit menu. When you do this, you see that the subprocess consists of 7 unique activities (one of which is reused) which comprise the 8 activity nodes in the workflow diagram below. The process activity nodes are numbered to help you reference the descriptions that follow. The numbers themselves are not part of the process diagram.



### Credit Memo Creation Subprocess



For a complete description of the Credit Memo Creation subprocess, see Credit Memo Creation Subprocess Activities, page 2-197.

The subprocess begins at Node 1 with the Start activity. At Node 2 the process calls an internal API and attempts to create a credit memo for the disputed amount in Oracle Receivables.

If Receivables cannot create the credit memo, then the subprocess transitions to Node 4 and notifies the Receivables user that an error occurred and the credit memo could not be created. The Receivables user can manually create the credit memo and update the notification with the credit memo number. The process ends at Node 8.

### Credit Memo Creation Subprocess Activities

Following is a list of each activity in the Credit Memo Creation subprocess, listed by the activity's display name.

#### Start (Node 1)

This is a Standard function activity that simply marks the start of the subprocess.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

### Create a Credit Memo (Node 2)

This function activity creates a credit memo for the requested amount in Oracle Receivables.

<b>Function</b>	<i>AR_AME_CMWF_API.CallTrxApi</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### Credit Memo Creation Problem - Inform Receivable User (Node 4)

This activity only occurs if Receivables fails to create the credit memo. The process notifies the Receivables user defined for this role with information about why the credit memo could not be created. Reasons why the API might fail include missing set up steps or the disputed transaction does not have enough balance due remaining.

<b>Message</b>	Inform Receivable User - Credit Memo Creation Problem
<b>Result Type</b>	AR Credit Memo Creation Problem
<b>Prerequisite Activities</b>	Create a Credit Memo

### Insert Request Manual Entry Notes (Node 5)

This function activity inserts basic information on the disputed transaction indicating that a request was forwarded to a Receivables user to create a manual credit memo.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertRequestManualNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Credit Memo Creation Problem - Inform Receivable User

### Request for Manual Entry - Inform Receivable User (Node 6)

This activity notifies a Receivables user that the credit memo could not be created and must be entered manually.

After the user creates the credit memo, the user can enter the credit memo number into the notification and click Submit.

<b>Message</b>	Inform Receivable User - Request for Manual Entry
<b>Function</b>	<i>AR_AME_CMWF_API.FindResponder</i>
<b>Result Type</b>	AR Request for Manual Entry
<b>Prerequisite Activities</b>	Credit Memo Creation Problem - Inform Receivable User

### Insert Completed Manual Entry Notes (Node 7)

This function activity inserts basic information on the disputed transaction indicating that the credit memo was created successfully.

<b>Function</b>	<i>AR_AME_CMWF_API.InsertCompletedManualNotes</i>
<b>Result Type</b>	AR Request for Manual Entry
<b>Prerequisite Activities</b>	Request for Manual Entry - Inform Receivable User

### End (Nodes 3 and 8)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it.

The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Boolean, each End activity node must have a process type result matching one of the lookup codes in the Boolean lookup type.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

## Running 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.

See: Importing Transaction Information Using AutoInvoice, page 2-207.

**Note:** You cannot use AutoInvoice to update existing invoices in Receivables. You can, however, create credit memos and apply them to existing invoices if the invoices are still open (or if the Allow Overapplication check box is checked for that transaction type).

You can submit the AutoInvoice Import, Master, and Purge programs from the Submit Request window. However, you can only submit the AutoInvoice Master and Purge programs from the Run AutoInvoice window. The Master program lets you run several instances of AutoInvoice to improve system performance and import transactions more quickly.

**Tip:** To cancel a submission of the AutoInvoice Master program, you should cancel each child program individually. Do not cancel the Master program itself.

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, *Oracle Receivables Implementation Guide*.

**Note:** You can also *export* invoices using the Oracle e-Commerce Gateway. The e-Commerce Gateway lets you exchange information electronically with your business partners using an agreed upon, standard format. For more information, please refer to the *Oracle e-Commerce Gateway User Guide*.

#### Prerequisites

- Define setup data, *Oracle Receivables Implementation Guide*
- Import data from your feeder system, page 2-215
- (Optional) Set the AR: AutoInvoice Gather Statistics profile option, page 2-209

### To import transactions into Receivables using AutoInvoice:

1. Navigate to the Run AutoInvoice window.
2. Enter a request Name of AutoInvoice Master Program.
3. Enter the Number of Instances to submit.

An *instance* refers to how AutoInvoice groups and processes your transactions. Submitting a greater number of instances lets you import transactions into Receivables more quickly. You can submit a maximum of 15 instances.

**Tip:** Enter a number of instances based on how many CPUs are available. Use the following formula to determine the number of instances to enter:

$$(\text{Number of Available CPUs}) - 1 = \text{Number of Instances}$$

For example, if you have five CPUs, submit four instances of the AutoInvoice Master program.

4. Select an Organization. Receivables lets you select either any one operating unit from among the operating units to which you have access or All as the value for the Organization parameter.

Your choice of the Organization parameter affects the Invoice Source parameter. When you select a single operating unit, you can select only the batch sources for that operating unit as value for the Invoice Source parameter.

When you select All as the value for the Organization parameter, the list of values of batch sources includes all batch sources across all operating units to which you have access. If the value of the Organization parameter is All, when you submit the AutoInvoice Master program, the program runs one or more separate import processes for each organization containing batch source records. For example, assume that you have access to four organizations and you select All as the value for the Organization parameter while submitting the AutoInvoice Master program and select ORDER ENTRY batch source as the value for the Invoice Source parameter. If there are transaction records only in three of the organizations bearing the ORDER ENTRY batch source name then three separate import processes are run, one for each operating unit.

**Note:** When you submit the AutoInvoice Master program for All organizations, some of the other AutoInvoice Master program parameters may not work as effectively. For example, sales order numbers may not be relevant or contiguous across multiple organizations, and customers may or may not be present in each so parameters at that level of granularity may not bring the desired results if used in conjunction with All organizations.

5. Enter a Transaction Source and Default Date for this submission. These parameters are required. The Default Date must be in an open or future enterable period.

Depending on how you defined your transaction batch source and if the invoice uses rules, AutoInvoice uses the Default Date if the GL date is not provided or if the date provided is in a closed period. See: Determining Dates, page 2-245.

6. To limit the transactions AutoInvoice imports, enter selection criteria. For example, enter a Transaction Type, range of Bill to Customer Names, GL Dates, Ship Dates, 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. Use the Transaction Flexfield parameter to specify which lines you want to import.
7. Choose whether to Base the Due Date on Transaction Date.
  - If you enter Yes, then AutoInvoice derives the due date for each transaction based on the transaction date.
  - If you enter No, then AutoInvoice looks at the setting of the Derive Date option

for the transaction's batch source to derive the due date:

- If Derive Date is No, then AutoInvoice uses either the rule start date, the transaction date, or the Default Date that you specified for this submission.
- If Derive Date is Yes, then AutoInvoice uses the same derivation logic that it uses to determine the GL date. See: Determining Dates, page 2-245.

8. Enter a number of Due Date Adjustment Days (optional).

If Base Due Date on Transaction Date is Yes, then AutoInvoice ignores this parameter.

If Base Due Date on Transaction Date is No, then AutoInvoice compares the due date that was derived in the previous step against the transaction date plus the number of days that you enter here. AutoInvoice uses whichever date is later as the final due date.

If you do not enter any adjustment days, then AutoInvoice uses the due date that was derived in the previous step.

9. Choose OK.
10. 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.
11. To save the output to a file, check the Save Output check box.
12. 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 2-203.

You can view the status of your request in the Requests 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 report 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.

## Related Topics

Importing Transaction Information Using AutoInvoice, page 2-207

Using AutoInvoice, page 2-218

Importing Invoices with Rules, page 2-229

Invoices with Rules, page 2-30

Importing Credit Memos, page 2-230

Common Report Parameters, page 10-2

Monitoring Requests, *Oracle Applications User's Guide*

## 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.

This report also includes receipts that were processed according to policy, as well as receipts that were put on account because a refund was not possible. See: Automated Receipt Handling for Credits, page 5-66.

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 10-135.

**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 2-225.

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, refer to the AutoInvoice Execution report.

**Important:** You can use the Interface Lines window to modify records that fail AutoInvoice validation. See: Correcting AutoInvoice Exceptions, page 2-205.

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. If AutoInvoice groups transactions incorrectly, check the grouping rule that you are using and confirm that your transactions properly conform to the grouping rule. For more information, see Using Grouping Rules to Create Transactions, page 2-241.
- **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. Additionally, 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. AutoInvoice also prints a Summary of Transactions Rejected section at the end of the report.

You can view the AutoInvoice Execution and Validation reports online by navigating to the Requests window, selecting the report to view, and then choosing View Output.

## Related Topics

Correcting AutoInvoice Exceptions, page 2-205

Running AutoInvoice, page 2-199

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2



## Correcting AutoInvoice Exceptions

Use the Interface Exceptions window to view all records that failed AutoInvoice validation. Use the Interface Lines window to update these failed records.

Records that pass validation are transferred into Receivables tables. Records that fail validation are called *exceptions*; these records remain in the AutoInvoice interface tables. Before AutoInvoice can validate these records and create transactions in Receivables, you need to correct any invalid data, and then resubmit AutoInvoice.

Each time you run AutoInvoice, the program prints information about records that fail validation in the AutoInvoice Validation report. Use this report with the Interface Exceptions window to see which transactions failed validation and why. Then, use the Interface Exceptions window's associated drilldown windows to modify records that have errors. You can also use the Interface Lines window and its associated drilldown windows to modify records. After correcting the invalid data, resubmit AutoInvoice to import the data into Receivables tables.

## Correcting AutoInvoice Exceptions

The **Interface Exceptions window** displays the interface ID, exception type, error message, and the invalid value associated with each error. You cannot edit data in this window, but you can edit data in the drilldown windows by selecting a record and choosing the Details button.

**Note:** The interface ID is the interface\_line\_id, interface\_distribution\_id, or the interface\_salescredit\_id for this line.

The **Interface Lines window** displays records of type Line or Charges that exist in the interface tables, indicates which records contain errors, and provides general information about each record. You can edit data in this window as well as drill down to view more detailed information about each record.

**Note:** The transaction batch source determines whether AutoInvoice will reject or partially create transactions when an error occurs in one or more of the invoice lines.

## Exception Types

Records that fail validation have an associated exception type to help you identify and fix invalid data. The Interface Exceptions window displays the exception type for each record.

Valid exception types include: Charges; Freight; Freight Distribution; Line; Line Distribution; Revenue Contingency; Sales Credit; Tax; Tax Distribution.

### To correct AutoInvoice exceptions:

1. Navigate to the Interface Lines window.
2. To display all of the records in the interface tables, choose Run from the Query menu. The Errors Exist check box indicates whether a record contains one or more exceptions.

To view *only* records in the interface tables that have errors, check the Errors Exist check box, then choose Run from the Query menu.

3. Select the record to view, then choose the Errors button.

The Line Errors window appears. In the Line Errors window, Receivables displays all of the errors associated with this record.

4. Review the error(s) for this record, then decide which error you want to fix. Note the error type, message text, and the invalid value (if any).

**Note:** There might be only one but there could be many errors with various error types for a single record.

5. Return to the Interface Lines window. If the error type of the error you want to fix is either Line or Charges, enter or update the appropriate information in this window, then go to step 8, page 2-206.

**Tip:** You can use the list of values to enter data for most of the fields in the Interface Lines window. You can also view additional information by placing the cursor in any folder region field, choosing Show Field from the Folder menu, and then selecting the field to view.

6. If the error type is *not* Line or Charges, choose the button that corresponds to the error type. For example, if the error type is Sales Credit, choose the Sales Credits button. If the error type is Line Distributions, Freight Distributions, or Tax Distributions, choose the Accounting button.
7. Update the incorrect values in the Accounting Distributions window, or choose the Errors button to view all of the errors for this distribution line.

**Note:** You cannot edit data in the Distribution Errors windows. You need to return to the Accounting Distributions window to modify the error for a distribution line.

8. Save your work.

9. Repeat step 3-8 for each error. After you fix all of the errors in the AutoInvoice interface tables, resubmit AutoInvoice.

**Note:** You might have to modify data and submit AutoInvoice several times before all of the records in the interface tables will pass validation.

#### To view all exceptions in the AutoInvoice interface tables:

1. Navigate to the Interface Exceptions window.
2. Choose Run from the Query menu. Receivables displays all records and their error types.
3. Select the record to edit, then choose Details.

**Note:** The Line Type of the record that you select determines which window appears. For example, if the Line Type is Tax, Receivables displays the Interface Tax Lines window; if the Line Type is Sales Credit, Receivables displays the Sales Credits window; if the Line Type is Line, Receivables displays the Interface Lines window, and so on.

4. Enter any missing information or update the invalid data for this record. To view all of the errors associated with this record, press the Errors button.
5. Review the error(s) for this record and return to the previous window to make your changes.  
  
For example, if the Line Type of the record is Sales Credit, then return to the Sales Credits window to update the record.
6. Save your work.
7. To fix another error, return to the Interface Exceptions window, then repeat steps 3-5.

#### Related Topics

AutoInvoice Validation, page 2-216

## Importing Transaction Information Using AutoInvoice

AutoInvoice is a powerful, flexible tool you can use to import and validate transaction data from other financial systems and create invoices, debit memos, credit memos, and

on-account credits in Oracle Receivables. You use a custom feeder program to transfer transaction data from an external system into the AutoInvoice interface tables. AutoInvoice then selects data from the interface tables and creates transactions in Receivables. Receivables rejects transactions with invalid information to ensure the integrity of your data.

AutoInvoice can also initiate receipt handling when importing credits against paid invoices.

You can run AutoInvoice together with Customer Interface or separately.

**Note:** The Invoicing workflow activity transfers transaction information from Oracle Order Management into the Receivables AutoInvoice tables. For more information, see: Invoice Processing, *Oracle Order Management User's Guide*.

## Related Topics

Running AutoInvoice, page 2-199

Overview of AutoInvoice, page 2-208

Importing Data From Your Feeder System, page 2-215

AutoInvoice Validation, page 2-216

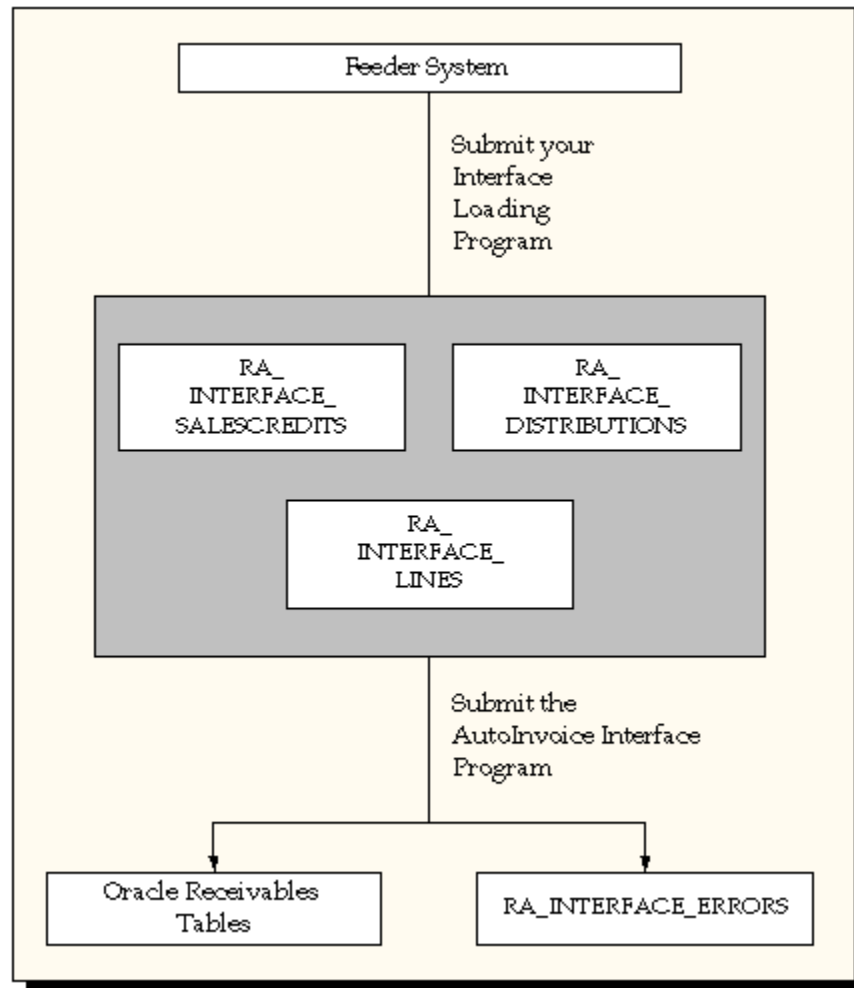
Using AutoInvoice, page 2-218

Automated Receipt Handling for Credits, page 5-66

## Overview of AutoInvoice

The following diagram shows how transaction information is imported into your Receivables tables.

### Importing transaction information using AutoInvoice



For a text description of this graphic, see: Text Description of AutoInvoice Overview Graphic, page F-3.

### Related Topics

Preparing Receivables for AutoInvoice, page 2-209

Importing Data From Your Feeder System, page 2-215

Running AutoInvoice, page 2-199

AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*

### Preparing Receivables for AutoInvoice

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 or import customers, if your original system contains data for customers that are not yet defined in Receivables.
- 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 Lookups window with a lookup 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 Receivables to automatically run the AutoInvoice Purge program after AutoInvoice has completed. The purge program only deletes records from the temporary interface tables that were successfully transferred into Receivables tables. If the Purge Interface Tables system option is set to No, you need to submit the AutoInvoice Purge program from the Run AutoInvoice window to delete the records.

### **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 AutoInvoice displays the message 'Failed to allocate memory for scratch\_memory.' Enter a higher number if AutoInvoice displays the message 'The given piece of memory is not large enough to hold a single row.'

## Log File Message Level

In the System Options window, enter a number from 0 to 3 that represents the amount of detail that you want displayed in the AutoInvoice log file. For day-to-day business needs and to improve performance, set the level to 0. If you experience errors while running AutoInvoice, set the message level to 3 to see detailed information in the log about the error. Enter a number of 10 to display information specific to AutoAccounting.

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

Message Level 10 gives you all of the above entries plus:

- AutoAccounting debugging information

## 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 2-235.

## Territory Flexfield

If you use territories, you should create your territory flexfield structure before using AutoInvoice. See: Territory Flexfield, *Oracle Receivables Implementation Guide*.

## 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, *Oracle Receivables Implementation Guide*.

## 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, *Oracle Receivables Implementation Guide* and Using Grouping Rules to Create Transactions, page 2-241.

**Important:** 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.

## 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, *Oracle Receivables Implementation Guide*.

## Salesperson

Add salespersons to Receivables if your original system uses salespersons that are not yet defined in Receivables. See: Salespersons, *Oracle Receivables Implementation Guide*.

## AR: AutoInvoice Gather Statistics Profile Option

When you submit the AutoInvoice Master program, AutoInvoice can first analyze the interface tables (RA\_INTERFACE\_LINES\_ALL, RA\_INTERFACE\_DISTRIBUTIONS\_ALL, and RA\_INTERFACE SALESCREDITS\_ALL) and automatically gather statistics to determine how best to execute the transaction import.

If you want AutoInvoice to automatically gather statistics, then set this profile option to Yes.

**Note:** If the number of records to be imported and the number of worker processes are approximately the same as the previous submission of AutoInvoice, then you may set the profile option to No and skip this analysis.

## Automatic Receipt Handling Batch Source Setting

If you want AutoInvoice to automatically evaluate imported credits for receipt handling, then set the Receipt Handling for Credits option on the AutoInvoice transaction batch source according to your enterprise's credit policies.

See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

## Related Topics

Importing Data From Your Feeder System, page 2-215

Transaction Flexfields, page 2-235

Using Grouping Rules to Create Transactions, page 2-241

## Importing Data From Your Feeder System

Your on-site 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:

- AR\_INTERFACE\_CONTS\_ALL
- RA\_INTERFACE\_LINES\_ALL
- RA\_INTERFACE\_SALESCREDITS\_ALL
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL

AutoInvoice uses a fifth table, RA\_INTERFACE\_ERRORS\_ALL, to store information about interface data that failed validation. For a detailed description of these tables, see:

AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.

## Related Topics

AutoInvoice Validation, page 2-216

Passing Receipt Methods and Customer Bank Accounts, page 2-222

Importing Tax Lines, page 2-225

Importing Invoices with Rules, page 2-229

Importing Credit Memos, page 2-230

Calculating Late Charges, page 2-233

## 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: AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.

## Existence

For some columns, AutoInvoice ensures that the values are already defined in Receivables or in other Oracle applications.

## Batch Sources

You use transaction batch sources that have a type of 'Imported' when importing transactions into Receivables. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

You do not have to pass values for all of the fields that are referenced in the Transaction Sources window into Receivables. If you do not want AutoInvoice to pass certain data into Receivables for a specific batch source, then you can set the related field to 'None' in the Transaction Sources window.

**Note:** Even if you set a field on a batch source to 'None' because you do not want to import this information into Receivables tables, AutoInvoice might still validate the data and could reject the containing line(s) if that data is invalid.

## 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 2-235.

## **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 2-229.

## **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 option 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 tabbed region of the Transaction Sources window determine how AutoInvoice will process transactions with invalid data. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

## **Credit Memos Against Paid Invoices**

AutoInvoice validates credit memos by reviewing the automatic receipt handling setting on the submission's transaction batch source.

If you enabled automatic receipt handling, then AutoInvoice automatically reviews each credit memo and associated invoice to determine its eligibility for receipt handling. See: Automatic Receipt Handling for Credits, page 5-66.

If you did not enable automatic receipt handling, then AutoInvoice evaluates credit memos using standard invoice validation:

- If the invoice's transaction type allows *natural application only*, then AutoInvoice rejects the credit memo.

You must unapply the receipt from the credited invoice and rerun AutoInvoice to successfully import the credit memo.

See: Correcting AutoInvoice Exceptions, page 2-205.

- If the invoice's transaction type allows *overapplication*, then AutoInvoice imports the credit memo and the invoice is overapplied until you unapply the receipt from the credited invoice.

See: Unapplying Cash when Crediting a Transaction, page 2-104.

See: Transaction Types, *Oracle Receivables Implementation Guide*.

## Related Topics

Importing Credit Memos, page 2-230

Using AutoInvoice, page 2-218

Determining Dates, page 2-245

Validating Dates, page 2-249

AutoInvoice Reports, page 2-203

## 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 box in the System Options window. If you want to delete data from the AutoInvoice Interface tables later, do not check this 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 from the interface tables 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. 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 2-250.

## 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 2-245.

## Invoices Against Commitments

AutoInvoice lets you create invoices against commitments in the same way you would with a manually entered invoice.

**Note:** Note: An invoice can be attached to only one commitment. Upon import, if an invoice has multiple lines where different commitment line values are provided in the `REFERENCE_LINE_ID` column, then Receivables creates one or more invoices, accordingly.

**Tip:** If an invoice has multiple lines but a commitment's balance covers only a partial invoice amount, then Receivables can still create a single invoice upon import. To accomplish this, all lines must have the same commitment line value but, using the `PROMISED_COMMITMENT_AMOUNT` column, some invoice lines

will deplete the commitment's remaining balance while other invoice lines will have an allocated commitment value of zero. See:

- Using Commitments, page 2-252.
- AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.

## 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 Execution 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: Running AutoInvoice, page 2-199.

## 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 overapplication 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. If AutoInvoice incorrectly groups transactions, check the grouping rule that you are using, paying particular attention to the mandatory and optional attributes that are included in this rule. For more information, see Using Grouping Rules to Create Transactions, page 2-241.

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 2-216.

The AutoInvoice Execution report also includes a detailed list of the receipts that were automatically processed. This list includes receipts that were processed according to policy, as well as receipts that were put on account because a refund was not possible. See: Automated Receipt Handling for Credits, page 5-66.

**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. The report also includes the invoices that Receivables could not select for receipt handling, and why.

You can use this information to identify which records need to be modified. Refer to the next section, Correcting Errors, page 2-221.

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.

Note that transaction lines that fail with invalid sales group IDs are also reported in this section.

Lastly, a Summary of Transactions Rejected section is printed at the end of the report. See: AutoInvoice Reports, page 2-203.

## Correcting Errors

Use the AutoInvoice Validation Report and the Interface Exceptions window to review

records that failed AutoInvoice validation. Depending on the error, you may need to make changes in Receivables, your feeder program, or the imported records in the interface tables. For example, if you receive an error message stating that the salesperson specified for an invoice does not exist in Receivables, you can either add the salesperson to Receivables or modify your feeder program to only transfer salespersons that Receivables recognizes. Use the Interface Lines window to modify invalid records in the interface tables. See: [Correcting AutoInvoice Exceptions](#), page 2-205.

## 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 2-235.

## Related Topics

[Passing Receipt Methods and Customer Bank Accounts](#), page 2-222

[Running AutoInvoice](#), page 2-199

[Importing Transaction Information Using AutoInvoice](#), page 2-207

[Importing Freight Lines](#), page 2-223

[Importing Tax](#), page 2-225

## Passing Receipt 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.

## Receipt Methods

Regardless if you are passing manual or automatic receipt methods, AutoInvoice validates that the receipt method belongs to the bill-to customer/site or the parent of the bill-to customer/site, if it has one. Additionally, the receipt 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 receipt method, AutoInvoice defaults one using the following hierarchy:

1. Primary receipt method assigned to the primary site for the parent

2. Primary receipt method assigned to the parent customer
3. Primary receipt method assigned to the bill-to site for the line
4. Primary receipt method assigned to the bill-to customer for the line

## Customer Bank Accounts

If you are passing a customer bank account and the receipt 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 receipt 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 receipt methods.

## Related Topics

Importing Freight Lines, page 2-223

Importing Tax, page 2-225

Receipt Methods, *Oracle Receivables Implementation Guide*

## Importing Freight Lines

AutoInvoice lets you pass freight lines as individual transactions or as references to

other transactions. The columns LINK\_TO\_LINE\_ATTRIBUTE1-15 and LINK\_TO\_LINE\_CONTEXT in RA\_INTERFACE\_LINES\_ALL 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

### **Calculating Tax on Freight**

If you want to calculate tax on freight for orders created in Oracle Order Management, set the profile option Tax: Inventory Item for Freight to Yes. If you do this, Order

Management creates a line item of type 'Line' on the invoice for the freight amount (in the Ship Confirm window) so that it can be taxed. When you print the invoice from Receivables, the tax amount appears as the last invoice line with the description 'Freight.'

If Tax: Inventory Item for Freight is set to Yes, also set the profile option Tax: Invoice Freight as Revenue to Yes. This profile option enables you to control the rate of tax applied to freight. To do this, define an inventory item of User Type "Freight" and set this option to your new inventory item. When Oracle Order Management identifies this inventory item, it uses the tax code assigned to it or any item exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, Receivables derives the description of the freight line from the inventory item that you defined, rather than the default description 'Freight'.

## Related Topics

Entering Freight Information, page 2-15

Importing Tax Lines, page 2-225

*AutoAccounting, Oracle Receivables Implementation Guide*

*Freight Carriers, Oracle Receivables Implementation Guide*

## 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, Sales Tax, or Location.

## 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, Sales Tax, or Location. 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. The table below shows 5 tax lines associated with one invoice line. The first line is non-precedent, the next 2 lines have precedence 1, and the remaining 2 lines have precedence 2. The interface table values for the line type, tax code, and tax precedence columns look like this:

LINE_TYPE	TAX_CODE	TAX_PRECEDENCE
TAX	CODE1	null
TAX	CODE2	1
TAX	CODE3	1
TAX	CODE4	2
TAX	CODE5	2

## Calculating Tax

Certain criteria must be met before AutoInvoice will calculate tax.

The table below shows, for each desired result, what tax information needs to be passed to the interface tables.

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.

Desired Result	Line Type	Tax Code	Tax Rate/Tax Amount	Tax Exempt Flag	Tax Exempt Number	Tax Exempt Reason Code or Meaning	Comments
You want Receivables to calculate Sales tax, but want to pass additional tax codes.	Tax	Of type VAT or Sales Tax and must be added. Or, of type Location, but such tax lines are only allowed when importing invoices from Oracle Lease Management.	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.

Desired Result	Line Type	Tax Code	Tax Rate/Tax Amount	Tax Exempt Flag	Tax Exempt Number	Tax Exempt Reason Code or Meaning	Comments
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.

## 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
- Tax code defined in the 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 and must be ad hoc. Additionally, tax codes can be of type Location, but such tax lines are only allowed when importing invoices from Oracle Lease Management.

If the tax code is not ad hoc, you must set the Invalid Tax Rate field in the AutoInvoice Options tabbed region of the Transaction Sources window to *Correct*. You must also pass either a tax rate or amount with the code. Any exemptions must be calculated into the rate or amount.

## Related Topics

Entering Tax Information, page 2-14



Importing Transaction Information Using AutoInvoice, page 2-207

Using AutoInvoice, page 2-218

Importing Invoices with Rules, page 2-229

## 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 your accounting method is 'Cash Basis' because with Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for the Cash Basis method, as they are designed to distribute revenue over several periods before receipt of payment.

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 as illustrated in this table:

Period	Account	Debit	Credit
1/1/XX	Accounts Receivable	300	
1/1/XX	Unearned Revenue		200
1/1/XX	Revenue		100
2/1/XX	Unearned Revenue	100	
2/1/XX	Revenue		100
3/1/XX	Unearned Revenue	100	
3/1/XX	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.

For a description of how Receivables determines GL dates when importing invoices with rules, see *Determining Dates*, page 2-245.

### 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

### Related Topics

Invoices with Rules, page 2-30

Importing Credit Memos, page 2-230

### Importing Credit Memos

You can use AutoInvoice to import and validate transaction data from a legacy system to create credit memos in Receivables. Receivables lets you import:

- On-account credit memos (credit memos that are not linked to an invoice)

- Credit memos against invoices with rules
- Credit memos against invoices without rules

**Note:** You cannot apply a credit memo to a chargeback using AutoInvoice.

You can import credit memos against invoices that were already paid. When importing credit memos against paid transactions, AutoInvoice can evaluate these credits for automatic receipt handling. See: Automated Receipt Handling for Credits, page 5-66.

However, if an invoice's transaction type does not allow overapplication and the Receipt Handling for Credits feature is not enabled, then AutoInvoice will leave the related credit memo in the interface tables until you unapply the invoice from the receipt. See: Transaction Types, *Oracle Receivables Implementation Guide* and AutoInvoice Validation, page 2-216.

Use the AutoInvoice table and column descriptions to determine the fields that are mandatory or optional when importing transaction data into Receivables. Pay particular attention to those columns in the interface tables that require values. See: AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.

For more information, see: Transaction Flexfields, page 2-235.

## On-Account Credit Memos

To create an on-account credit memo (i.e. not linked to an invoice), do *not* populate the REFERENCE\_LINE\_ATTRIBUTE1-15, REFERENCE\_LINE\_CONTEXT, or REFERENCE\_LINE\_ID columns on the RA\_INTERFACE\_LINES\_ALL table.

## Credit Memos against Transactions

You can link a credit memo to an invoice in one of two ways:

1. Populate the REFERENCE\_LINE\_ID column on the RA\_INTERFACE\_LINES\_ALL table with the CUSTOMER\_TRX\_LINE\_ID of the invoice, or
2. On the RA\_INTERFACE\_LINES\_ALL table, populate the REFERENCE\_LINE\_ATTRIBUTE1-15 columns with the INTERFACE\_LINE\_ATTRIBUTE1-15 columns of the invoice. The INTERFACE\_LINE\_ATTRIBUTE1-15 columns are stored on the RA\_CUSTOMER\_TRX\_LINES\_ALL table.

In addition, you must populate the REFERENCE\_LINE\_CONTEXT column with the INTERFACE\_LINE\_CONTEXT column of the invoice. The INTERFACE\_LINE\_CONTEXT column is stored on the RA\_CUSTOMER\_TRX\_LINES\_ALL table.

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\_ALL.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 RA\_INTERFACE\_LINES\_ALL.LAST\_PERIOD\_TO\_CREDIT and working backwards.

**Note:** Note: If you choose 'UNIT', then AutoInvoice rejects the credit memo if the credit quantity exceeds the quantity on the target invoice line.

### **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 Run AutoInvoice 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.

### **Related Topics**

Invoices with Rules, page 2-30

Calculating Late Charges, page 2-233

Determining Dates, page 2-245

## Late Charges

AutoInvoice processes debit memos with late charge lines and credit memos that are against debit memos with late charge lines.

If `LINE_TYPE = 'CHARGES'`, AutoInvoice does not calculate tax, freight, or sales credits on this line. Also, if you are passing your late charges distribution in `RA_INTERFACE_DISTRIBUTIONS_ALL`, `ACCOUNT_CLASS` must be 'CHARGES.'

In order for AutoInvoice to pass a late charge line, do not enter a value for the following columns in `RA_INTERFACE_LINES_ALL`:

- `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 late charges line `RA_INTERFACE_LINES.QUANTITY` must = 1. If you are passing a credit memo against a debit memo with a late charges line `RA_INTERFACE_LINES.QUANTITY` must = -1 or 1.

## Related Topics

Account Assignments, page 2-233

Calculating Late Charges, page 8-8

## 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 tabbed 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\_ALL.CODE\_COMBINATION\_ID.

**Important:** If you want the option of AutoInvoice dynamically inserting code combinations, you must pass *segments*.

If using Event-Based Revenue Management to automatically defer or recognize revenue for imported transactions, and you want to pass IDs to Receivables for those transaction lines, then ensure the RA\_INTERFACE\_LINES\_ALL.OVERRIDE\_AUTO\_ACCOUNTING\_FLAG is Y.

## Using AutoAccounting

If you want AutoAccounting to determine your general ledger accounts you must not enter values in RA\_INTERFACE\_DISTRIBUTIONS\_ALL. 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\_ALL for each invoice line in RA\_INTERFACE\_LINES\_ALL. This is true even if your system option Require Salesreps is set to No.

## Related Topics

AutoAccounting, *Oracle Receivables Implementation Guide*

Using AutoAccounting, page 9-7

## Transaction Flexfields

Transaction flexfields are descriptive flexfields that AutoInvoice uses to identify transactions and transaction 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 if you use AutoInvoice. You can use the Line Transaction Flexfield to reference and link to other lines because the Line Transaction Flexfield is unique for each transaction line. AutoInvoice always uses the Line Transaction Flexfield structure for both the Link-to and Reference information when importing invoices. You must 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 Invoice Transaction Flexfield information in the Reference column of invoice lists of values. Use the Reference Field Default Value field in the Transaction Sources window to select the Invoice Transaction Flexfield segment that you want to display. For example, if you want to be able to reference the order number for imported invoices when using an invoice list of values, you must assign the transaction flexfield segment that holds the order number in the Reference Field Default Value field in the Transaction Sources window. The order number will now display in the Reference column of invoice lists of values.

## 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.

The context that you specify in the INTERFACE\_LINE\_CONTEXT column of the RA\_INTERFACE\_LINES\_ALL table determines what information AutoInvoice places in the INTERFACE\_LINE\_ATTRIBUTE1-15 columns. Oracle Receivables provides contexts for other Oracle applications that you use with AutoInvoice, for example Order

Management. If you import transactions with AutoInvoice from a legacy system, you can define a new context for the Line Transaction Flexfield to distinguish these transactions from transactions that originated in Oracle applications.

### Reference Transaction Flexfield

Reference Transaction Flexfields have the same structure as the Line Transaction Flexfields.

Reference Transaction Flexfields are used to apply a credit memo to an invoice or associate an invoice to a specific commitment. For example, 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. To refer an invoice to a specific commitment, use the REFERENCE\_LINE\_ATTRIBUTE1-15 and REFERENCE\_LINE\_CONTEXT columns of the invoice to enter the Line Transaction Flexfield of the commitment.

### 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

This example illustrates how records described in the Line Transaction Flexfield are linked in the interface table using the Link-To or the Reference Transaction Flexfield columns.

Consider an invoice against a commitment with four records: two Line records, one header Freight record, and one Tax record. The transaction type for records of an invoice is INV.

The table below shows how the four invoice records are represented in the interface table. There are two segments enabled for the Line Transaction Flexfield OM (Order



Management) context. The combination of context plus the two segments is unique for each record. Because the invoice is against an existing commitment, the Reference\_line\_id (Reference ID) column of the two Line records is populated with the unique identifier (customer\_trx\_line\_id) of the commitment:

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Line	OM	A	1							C1
Line	OM	A	2							C1
Freight	OM	A	T1							
Tax	OM	A	3	OM	A	1				

**Note:** You can also link the invoice to the commitment using the Reference Transaction Flexfield.

**Note:** Records with different contexts can be grouped together into one invoice. See Using Grouping Rules to Create Transactions, page 2-241.

The Tax record is linked to the first line record by the Link-To Transaction Flexfield. Since the Freight record is at the header level, it is not linked to any line record.

Now consider a credit memo that credits the Freight and the first Line of the previous invoice. The transaction type for credit memos is CM. The table below shows how the Reference Transaction Flexfield is used to link the credit memo to the invoice.

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Freight	OM	A	T2				OM	A	T1	

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Line	OM	A	T3				OM	A	1	

**Note:** You can also link the credit memo to the invoice using the reference\_line\_id (Reference ID column).

AutoInvoice assumes that all records with the transaction type CM are on-account credits, as long as there are no values in the Reference Transaction Flexfield or the reference\_line\_id (Reference ID column). The table below shows how an on-account credit is represented in the Line Transaction Flexfield:

In this table, Line TF means Line Transaction Flexfield, Link-To TF means Link-To Transaction Flexfield, and Ref TF means Reference Transaction Flexfield. Also, Cont. means Context, Seg. means Segment, and Ref means Reference.

Line Type	Line TF Cont.	Line TF Seg. 1	Line TF Seg. 2	Link-To TF Cont.	Link-To TF Seg. 1	Link-To TF Seg. 2	Ref TF Cont.	Ref TF Seg. 1	Ref TF Seg. 2	Ref ID
Line	OM	B	1							

## 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 non-unique, concatenated indexes on the tables and columns that you use for your Transaction Flexfield header and line information. The tables and columns are described in this table:

Table	Columns
RA_CUSTOMER_TRX_LINES_ALL	interface_line_attribute1-15
RA_CUSTOMER_TRX_ALL	interface_header_attribute1-15
RA_INTERFACE_LINES_ALL	interface_line_attribute1-15

Table	Columns
RA_INTERFACE_DISTRIBUTIONS_ALL	interface_line_attribute1-15
RA_INTERFACE_SALESCREDITS_ALL	interface_line_attribute1-15

To determine which indexes you might need to create, 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\_ALL table.

You should then create non-unique, concatenated indexes for the same interface line attribute columns in the RA\_CUSTOMER\_TRX\_LINES\_ALL and RA\_INTERFACE\_LINES\_ALL tables and for the same interface header attribute columns in the RA\_CUSTOMER\_TRX\_ALL table.

Next, if you are importing sales credit and accounting information, then create indexes for the same interface line attribute columns in the RA\_INTERFACE\_SALESCREDITS\_ALL and RA\_INTERFACE\_DISTRIBUTIONS\_ALL tables. Create these indexes only if you are using these tables to import sales credit and accounting information.

### Indexing Transaction Flexfields: An example

For example, you have set up a Transaction Flexfield context that uses INTERFACE\_LINE\_ATTRIBUTE1-3. In addition, you are populating sales credits in the RA\_INTERFACE\_SALESCREDITS\_ALL table.

For best performance, you should create indexes for these tables:

- RA\_CUSTOMER\_TRX\_ALL
- RA\_CUSTOMER\_TRX\_LINES\_ALL
- RA\_INTERFACE\_LINES\_ALL
- RA\_INTERFACE\_SALESCREDITS\_ALL

The indexes that you create should reference the three enabled segments. For example, an index that you create for the RA\_CUSTOMER\_TRX\_LINES\_ALL table might look like this:

```
CREATE UNIQUE INDEX index_name ON RA_CUSTOMER_TRX_LINES_ALL
(INTERFACE_LINE_CONTEXT, INTERFACE_LINE_ATTRIBUTE1,
INTERFACE_LINE_ATTRIBUTE2,
INTERFACE_LINE_ATTRIBUTE3);
```

**Tip:** Including the context column in your indexes is optional.

However, if you use multiple active contexts (three or more), then you *should* include the context column as the first column in your indexes to improve performance.

## Sharing Indexes

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.

The table below shows a Line Transaction Flexfield with three contexts. Context1 has two attribute columns, Context2 has three attribute columns, and Context3 has two attribute columns. Context1 and Context2 share two attribute columns:

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

Define the combination of indexes that best meets your needs. In the example above, you can create three indexes per table, one for each context, or create just two indexes: one for Context3 and another for Context1. In the latter case, Context2 would use the same index as Context1, because Context1 and Context2 have the same first two attribute columns.

In other words, if you are using the same, or similar, attribute columns for two or more contexts, then you can optionally create a single index instead of creating an index for each context.

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];
```

## Related Topics

Using AutoAccounting, page 9-7

Using Grouping Rules to Create Transactions, page 2-241

## Using Grouping Rules to Create Transactions

AutoInvoice uses grouping rules to determine what items to include on invoices, debit memos and credit memos. Grouping rules contain transaction attributes that must be identical for all items on the same transaction. For example, transaction number (TRX\_NUMBER) is a mandatory attribute of all grouping rules. If you have two records in the interface tables with different transaction numbers, AutoInvoice will create separate transactions for each record.

Receivables provides two different types of transaction attributes: mandatory and optional. You cannot delete a mandatory attribute from any grouping rule, but you can add optional attributes to the mandatory attributes to create a new grouping rule.

Following is a list of mandatory and optional attributes from the table RA\_INTERFACE\_LINES\_ALL.

### Mandatory Attributes

AGREEMENT\_ID

COMMENTS

CONS\_BILLING\_NUMBER

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  
HEADER\_GDF\_ATTRIBUTE1-30  
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\_CONTACT\_ID  
ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID  
ORIG\_SYSTEM\_SOLD\_CUSTOMER\_ID  
ORIG\_SYSTEM\_BATCH\_NAME  
PAYMENT\_SERVER\_ORDER\_ID  
PAYMENT\_SET\_ID  
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 tabbed 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.

## Related Topics

Grouping Rules, *Oracle Receivables Implementation Guide*

Using Line Ordering Rules, page 2-244

## 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\_ALL):

ACCOUNTING\_RULE\_DURATION

ACCOUNTING\_RULE\_ID

ACCOUNTING\_RULE\_NAME

AMOUNT

ATTRIBUTE\_CATEGORY

ATTRIBUTE1-15

FOB\_POINT

INTERFACE\_LINE\_ATTRIBUTE1-15

INTERFACE\_LINE\_CONTEXT

ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID

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

## Related Topics

AutoInvoice Line Ordering Rules, *Oracle Receivables Implementation Guide*

Using Grouping Rules to Create Transactions, page 2-241

## Determining Dates

AutoInvoice determines the General Ledger date for invoices using the following criteria:

- Does a GL date exist for this invoice in the interface table?
- Does the invoice use rules?
- What is the setting of the Derive Date option for this Transaction Batch Source (Yes or No)?
- What is the setting of the GL Date in a Closed Period option for this Transaction Batch Source (Adjust or Reject)? See: Adjusting General Ledger Dates, page 2-250.

## Determining General Ledger Dates for Invoices Without Rules

If your invoice does not use rules, AutoInvoice uses the following process to determine the general ledger date:

1. AutoInvoice uses the general ledger date in the interface table, if one exists and it is in an open or future enterable period.
2. If you did not pass a general ledger date and Derive Date is set to No, AutoInvoice uses the value of the Default Date parameter for this AutoInvoice submission.

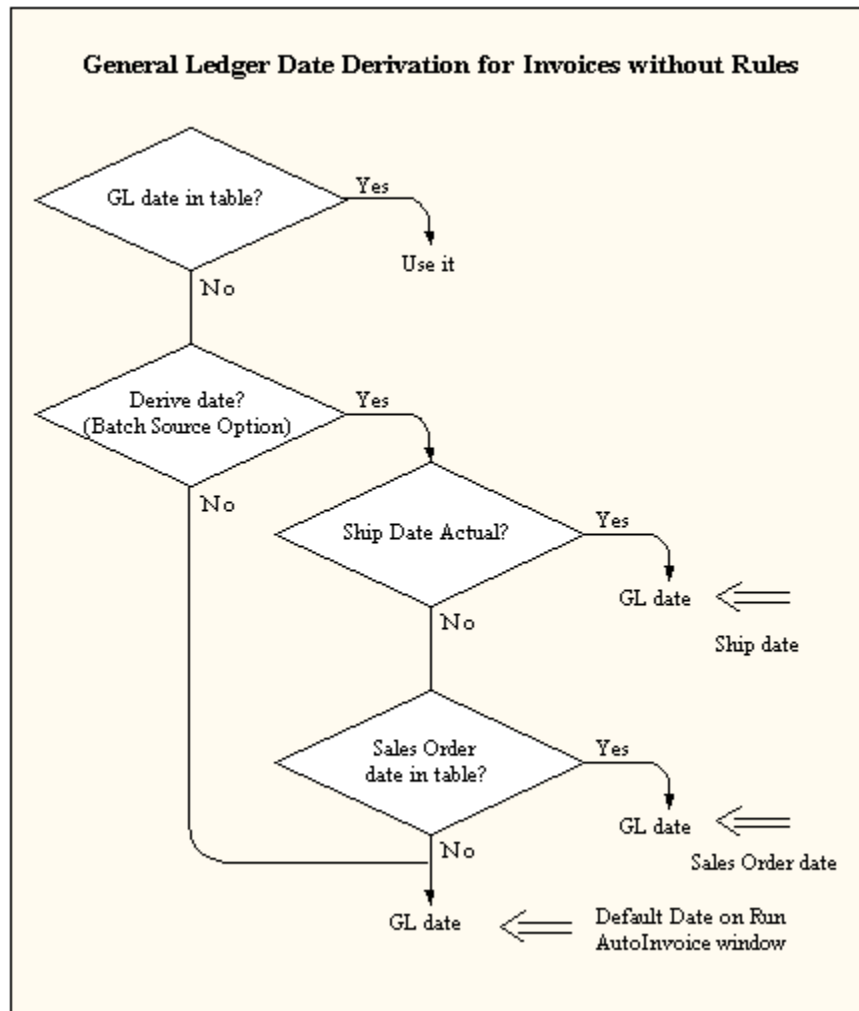
If you did not pass a general ledger date and Derive Date is set to Yes, then AutoInvoice uses the ship date in the interface table. If the ship date does not exist, then AutoInvoice uses the sales order date. If the sales order date does not exist, then AutoInvoice uses the value of the Default Date parameter for this AutoInvoice

submission.

**Note:** If the derived general ledger date for a transaction line exists but is in a closed period, and the GL Date in the Closed Period field in the Transaction Sources window is set to Adjust, then AutoInvoice automatically adjusts the GL date to the first GL date of the next open or future enterable period.

The following diagram illustrates this process.

**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, then AutoInvoice uses the GL date provided in the interface table as the invoice GL date. If no GL date is provided in

the interface table, then 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 *Fixed Schedule* 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

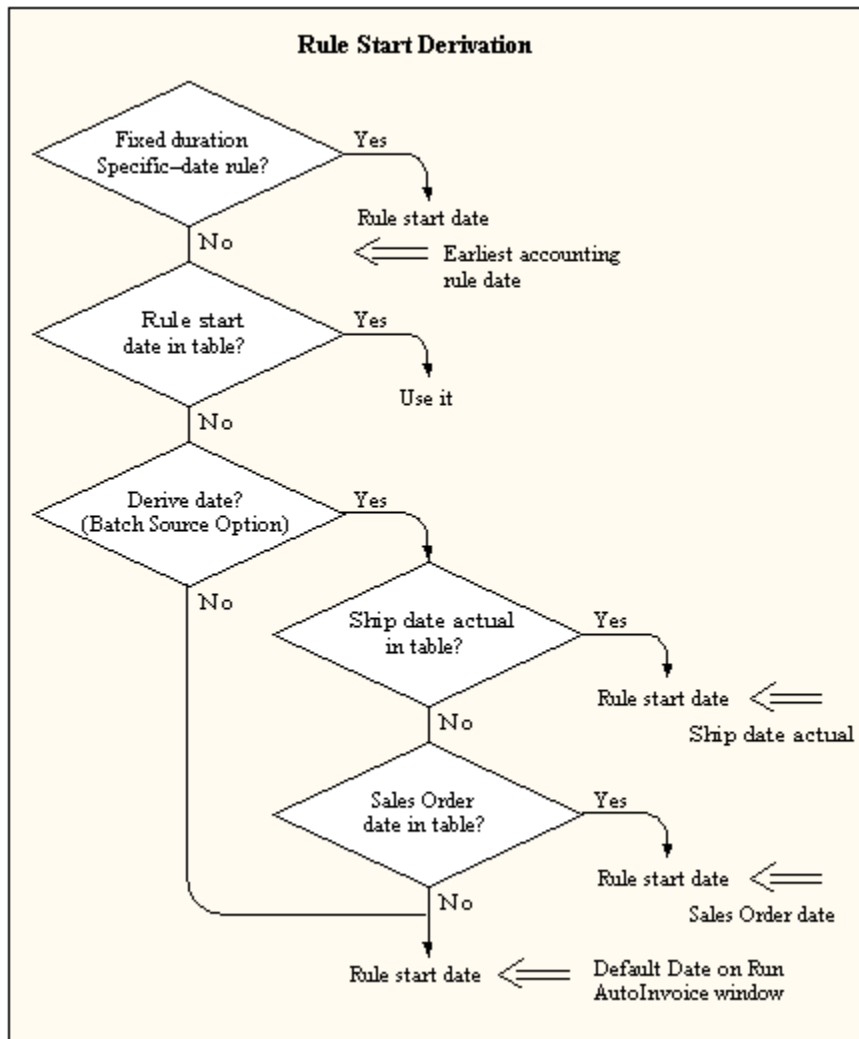
If your invoice does not use an accounting rule with a type of *Fixed Schedule* and a period of *Specific Date*, or if you have not elected to derive the rule start date, Receivables uses the date specified in the Run AutoInvoice window.

If your invoice has an accounting rule with a type of *Fixed Schedule* 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 Run AutoInvoice window.

The following diagram illustrates this process.

### Rule Start Derivation



### Determining Credit Memo Dates

If a transaction date is passed for your credit memo, AutoInvoice uses the following hierarchy to determine the credit memo date:

1. The credit memo general ledger date.
2. The general ledger date for the invoice's receivable distribution, or the Default Date in the Run AutoInvoice 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 Default Date in the Run AutoInvoice 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.

**Tip:** If you use Oracle Inventory and Oracle Order Management 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.

## Related Topics

Validating Dates, page 2-249

Adjusting General Ledger Dates, page 2-250

Determining Exchange Rates, page 2-251

## 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,' 'Closed Pending,' 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 *Fixed Schedule* and a period of *Specific Date*.

## Related Topics

Adjusting General Ledger Dates, page 2-250

AutoInvoice Validation, page 2-216

Determining Dates, page 2-245

Determining Exchange Rates, page 2-251

## Adjusting General Ledger Dates

If the GL Date in a Closed Period field for your batch source is set to 'Reject' and you pass a general ledger date that is in a Closed or Not Opened period, AutoInvoice will reject the line.

If the GL Date in a Closed Period field for your batch source is set to 'Adjust' and you pass a general ledger date that is in a Closed or Not Opened period, AutoInvoice will change the date to an open or future enterable period. If the invoice does not use rules, AutoInvoice enters a GL date using the logic described in Determining Dates, page 2-245.

If the invoice uses either the Bill in Advance or Bill in Arrears rule, AutoInvoice adjusts the GL date using the following rules in the order listed:

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 first subsequent period that has a status of Open.
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 there is more than one subsequent period with a status of Future, or if it cannot find a future period, AutoInvoice

cannot adjust the general ledger date, and the line is rejected.

## Related Topics

Determining Dates, page 2-245  
Validating Dates, page 2-249  
Determining Exchange Rates, page 2-251

## 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 AR\_INTERFACE\_CONTS\_ALL, RA\_INTERFACE\_DISTRIBUTIONS\_ALL, RA\_INTERFACE\_LINES\_ALL, and RA\_INTERFACE\_SALESCREDITS\_ALL into the following Receivables tables:

- RA\_BATCHES\_ALL
- RA\_CUSTOMER\_TRX\_ALL
- RA\_CUSTOMER\_TRX\_LINES\_ALL
- RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL
- RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL
- AR\_PAYMENT\_SCHEDULES\_ALL
- AR\_RECEIVABLE\_APPLICATIONS\_ALL
- AR\_ADJUSTMENTS\_ALL

## Related Topics

AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*

## Oracle Exchange Invoice Import Request Set

Use the Oracle Exchange Invoice Import request set to import Exchange fee data from Oracle Exchange into Receivables as new invoices and credit memos.

The Oracle Exchange Invoice Import request set populates the Receivables interface tables with information about the fees that the Exchange operator charged to the registered parties. Once the import data is loaded into the interface tables, the request set automatically submits AutoInvoice to create invoices and credit memos in Receivables.

The Oracle Exchange Invoice Import request set includes these programs:

1. Oracle Exchange Invoice Data Feeder program (AREXINVP) - The feeder program that extracts data from Oracle Exchange and stores it in the interface tables in Receivables
2. Oracle Receivables AutoInvoice program

### Prerequisites

Prior to running this request set, submit the Oracle Exchange Customer Import request set to ensure that all customers in Exchange have been imported into Receivables. See: Oracle Exchange Customer Import Request Set, page 7-58.

For complete information on the Oracle Exchange Billing integration with Receivables, see the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above.

## Using 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.

See: Entering Transactions, page 2-1.

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.

Note that you can never use more than the original deposit amount. Additionally, you



can never increase the deposit amount.

You can also add a deposit to an invoice that is already completed, and partially paid or credited. From the Transactions workbench, choose Apply Deposit from the Actions menu.

**Important:** If you set the Sequential Numbering profile option to Always Used, then you must assign a document sequence to the Commitment Adjustment document category in order to successfully enter an invoice against a commitment. See Setting Up Document Sequences, *Oracle Receivables Implementation Guide*.

Review the following sections to learn more about:

- Calculating the commitment balance, page 2-253
- Reserving commitment balances, page 2-254

Additionally, see: Setup and Accounting for Commitments, page 2-254.

## 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 Management. You can see the balance for a particular commitment when entering an order (if you are using Order Management), 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
- **minus:** Invoices against commitment: \$500
- **minus:** credit memos that reference invoices that reference commitments: <\$250>
- **plus:** credit memos against the commitment itself: <\$100>
- **Resulting Commitment Balance:** \$9,650

**Note:** The commitment balance also reflects reservations created in Order Management, if the OM: Commitment Sequencing profile option is set to Yes. See: Profile Options in Oracle Order Management, *Oracle Receivables Implementation Guide*.

## Reserve Commitment Balances

At the time of order entry, a customer can reserve some portion of an existing deposit towards payment for the order. In Order Management, you can also enter a promised amount for the freight on the order.

When the order is invoiced via AutoInvoice, Order Management or another feeder system passes the promised amount to Receivables. For a description of the AutoInvoice column that holds the promised amount, see:

- AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.
- Using AutoInvoice, page 2-218.

Receivables then adjusts the invoice and reduces the commitment balance by the lesser of the promised amount, the commitment balance, or the remaining amount due on the invoice. Depending on the deposit's transaction type, you can choose to include tax and freight when applying a deposit to a transaction. See: Transaction Types, *Oracle Receivables Implementation Guide*.

## Setup and Accounting for Commitments

### 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 may be 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, *Oracle Receivables Implementation Guide*.

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.

<b>Class</b>	The class is used to distinguish transaction types. When defining commitment types, use a class of either Deposit or Guarantee.
<b>Open Receivable and Post to GL</b>	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.
<b>Allow Freight</b>	This field is used to control freight charges. Receivables sets this field to No when you define transaction types for commitments.
<b>Tax Calculation</b>	This field controls tax charges. Receivables sets this field to No when you define transaction types for commitments.
<b>Creation Sign</b>	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.
<b>Natural Application Only</b>	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.
<b>Allow Overapplication</b>	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. For guarantees, enter the Unbilled Receivable account in the Receivable Account field, and the Unearned Revenue account in the Revenue Account field. For deposits, use the Offset Account field in the Deposits tabbed region to record the offset account for this deposit.

**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.

**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 (or Offset Account) as the credit account. Receivables automatically creates the following accounting entry as described in the table below:

Account	Debit	Credit
AR Trade (Deposit)	\$10,000	
Unearned Revenue (or Offset Account)		\$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 as described in the table below:

Account	Debit	Credit
AR Trade (Invoice)	\$500	
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, as described in the table below, to reflect this adjustment:

Account	Debit	Credit
Unearned Revenue	\$500	
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 as described in the table below:

Account	Debit	Credit
Unbilled Receivable	\$10,000	

Account	Debit	Credit
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 as described in the table below:

Account	Debit	Credit
AR Trade	\$500	
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, as described in the table below, to reflect this adjustment.

Account	Debit	Credit
Unearned Revenue	\$500	
Unbilled Receivable		\$500

## Related Topics

[Commitment Balance Report, page 10-48](#)

[Entering Commitments, page 2-41](#)

[Accounting for Transactions, page 9-42](#)

[Commitments, page 9-62](#)

## 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 Balance Forward Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Balance Forward Billing, page 2-263.

The system option Allow Change to Printed Transactions determines whether you can update a transaction after it has been printed. However, you cannot update a transaction if it has activity against it, regardless of how you set this option. Examples of activity include payments, credit memos, adjustments, and including the transaction on a balance forward bill.

The Print Date field in the Transactions window shows you the last time a transaction was printed.

## Previewing Transactions Online

If you use Bill Presentment Architecture (BPA), then you can use the BPA icon to preview completed transactions online. See: Viewing Online Bills, *Oracle Bill Presentment Architecture User Guide*.

## To print your transactions:

### Prerequisites

- Enter transactions, page 2-1
  - Enter adjustments (optional), page 2-58
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'. For a description of the print parameters for this and other print program listed here, see: Print Invoice Reports, page 10-100.

**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 with 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 with a print status of '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 with a print status of '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. For a description of the print parameters, see: Print Invoice Reports, page 10-100.

**Tip:** To print credit memos, set Open Invoices Only to No.

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.

## Related Topics

Understanding Your Printed Transactions, page 2-261

Print Invoice Reports, page 10-100

Transaction Detail Report, page 10-131

Receivables Invoice Print Reports, page 10-11

Printing Statements, page 8-22

Transaction Printing Views, page D-1



## 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 the formula 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, Oracle Receivables Implementation Guide*. If you do not enter a Tax Printing option in your customer's profile class, Receivables uses the value you entered in the System Options window.

For a description of the tax printing options in Receivables, see: *Transactions and Customers System Options, Oracle Receivables Implementation Guide*.

## Related Topics

Entering Transactions, page 2-1

Printing Transactions, page 2-258

Receivables Invoice Print Reports, page 10-11

## Balance Forward Billing

Use balance forward billing to print a single bill that includes all of a customer's transactions for the billing period and any balance carried forward from the previous billing period. This lets you send one consolidated bill to a customer, instead of a separate invoice for each transaction.

A balance forward bill includes the following items:

- A beginning balance or the balance carried over from the last billing period.
- An itemized list of current charges and activities (such as invoices, credit memos, debit memos, adjustments) in either summary or detail format.

**Important:** You cannot update transactions that are included on a balance forward bill, regardless of how you set the system option

Allow Change to Printed Transactions or the AR: Update Due Date profile option. Receivables considers inclusion on a balance forward bill to be an activity and you cannot update a transaction once it has activity against it.

- Payment received for the last billing period.
- Current total outstanding balance.

You can generate balance forward bills on a weekly, monthly, bimonthly, quarterly, yearly, or even daily basis. To indicate billing frequency, define billing cycles. Or, use external billing cycles that you maintain outside Receivables. See: Balance Forward Billing Cycles, *Oracle Receivables Implementation Guide*.

You can generate bills consolidated at either the customer account or site level:

- *Account-level balance forward billing* lets you generate one bill for each operating unit of the account, addressed to the primary bill-to site of the account.
- *Site-level balance forward billing* lets you generate a balance forward bill for each bill-to site of a customer with multiple bill-to sites.

You can exclude one or more sites, and even one or more transactions, from a balance forward bill.

See: Setting Up Balance Forward Billing, *Oracle Receivables Implementation Guide*.

Statements and balance forward bills are similar, but they have different purposes. The table below lists the differences between a statement and a balance forward bill.

Statements	Balance Forward Bill
Generated at customer account level.	Generated at account or site level.
Customer uses for informational purposes.	Customer pays from the bill.
Customers selected by statement cycle.	Customers selected by billing cycle and currency.

**Important:** Alternatively, consolidate imported invoices using the Imported Billing Number feature, instead of balance forward billing. See: Imported Billing Number, page 2-273.

## Balance Forward Bill Number

When you print a draft or final balance forward bill, Receivables generates a unique balance forward bill number, which is assigned to each transaction on the bill.

**Note:** The balance forward bill number is automatically generated by a database sequence; you cannot create one manually.

Use the bill number to:

- Query transactions that were included in a balance forward bill.
- Accept a final balance forward bill.
- Optionally reprint a draft or final balance forward bill.
- Apply payment against a balance forward bill.

**Important:** The balance forward bill number field always appears to the left of the transaction number field.

The balance forward bill number is displayed in these Receivables reports and windows:

### Windows

- Credit Transactions
- Receipts
- Transactions
- Transaction Overview

### Reports

- Account Status
- Aging Reports
- Billing and Receipt History
- Disputed Invoice
- Past Due Invoice
- Sales Journal by GL Account

- Transaction Detail

## Online Balance Forward Bill Presentment

Receivables uses Bill Presentment Architecture (BPA) to present the balance forward bill in an online view.

Use the BPA icon on the Transactions window to preview balance forward bills. These balance forward bills are the same as those seen by your customers using Oracle *i* Receivables.

BPA presents the balance forward bill in either summary or detail format, based on how Receivables originally generated the bill. You can drill down to individual invoices from the Balance Forward Bill window. See: Viewing Online Bills, *Oracle Bill Presentment Architecture User Guide*.

You can optionally modify the bill template or information as required and reprint the bill. See: Template Management, *Oracle Bill Presentment Architecture User Guide*.

## Related Topics

Setting Up Balance Forward Billing, *Oracle Receivables Implementation Guide*

How Receivables Selects Transactions for Balance Forward Billing, page 2-266

Creating Balance Forward Bills, page 2-269

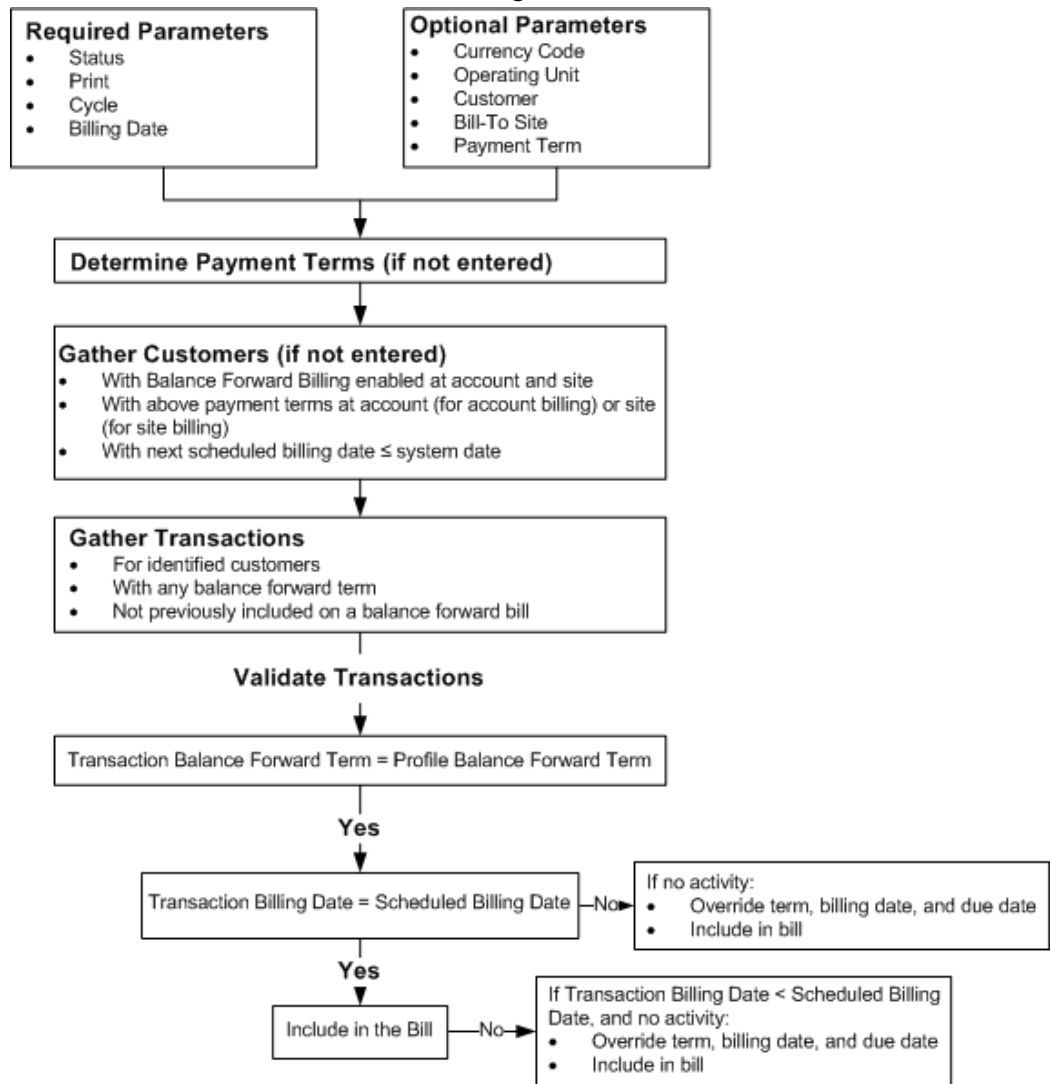
Working with Bill Presentment Architecture, *Oracle Bill Presentment Architecture User Guide*

## How Receivables Selects Transactions for Balance Forward Billing

To generate balance forward bills, submit the Generate Balance Forward Bill program. See: Creating Balance Forward Bills, page 2-269.

The following diagram illustrates how the Generate Balance Forward Bill program selects transactions for balance forward billing.

### Balance Forward Bill Generation and Printing Process Flow



The Generate Balance Forward Bill program selects transactions for inclusion on a balance forward bill by following these steps:

1. When submitting the Generate Balance Forward Bill program, you enter parameters, such as billing cycle and billing date.
2. Next, the program gathers all balance forward billing customers whose balance forward billing payment terms have a matching billing cycle.

**Note:** Transactions that have non-balance forward billing payment terms or whose bill type is Imported are not included in a balance forward bill.

Receivables checks payment terms at the account profile for customers enabled for account-level balance forward billing, and at the site profile (or account profile if no payment term is specified at a site) for customers enabled for site-level balance forward billing.

**Important:** The balance forward billing program does not select transactions from customers who are related either by customer or account relationships.

3. The program selects all transactions for the balance forward billing customers that:
  - Have a balance forward billing payment term.
  - Have not been included in a previous balance forward bill.

**Important:** The Generate Balance Forward Billing program does not include the transactions for which you select the Do Not Print option on the More tab of the Transactions window.

4. The program captures the ending balance of the previous billing period to be used as the opening balance of the new bill. For first-time balance forward billing runs, the opening balance is zero.
5. The program calculates the ending balance of the new bill, accounting for previous balance, new transactions, and any activity occurring during the billing cycle.
6. Depending on the entered parameters, the program assigns the bill the print status of Draft or Final and assigns a unique balance forward bill number.
7. Finally, depending on the entered parameters, the program prints the bill by calling the BPA Balance Forward Print program.

**Note:** The Generate Balance Forward Bill program generates a bill even if there is no activity in a billing cycle. Such a balance forward bill displays the previous balance, zero current charges, and ending balance.

## Changing Payment Terms on Transactions

You can change the billing cycle for a customer by changing the payment term assigned to the customer's profile.

Future transactions will inherit the new payment term. Receivables includes existing transactions that have the old payment term in the next submission of the Generate Balance Forward Bill program.



- Transactions with no activity inherit the new payment term, billing date, and due date.
- Transactions with activity retain their existing payment terms, billing dates, and due dates.

**Note:** This might cause an aging discrepancy, because these transactions could have due dates that are different from the other transactions on the bill.

### **Selection of Transactions with the External Cycle**

You can assign the predefined external billing cycle, Oracle Receivables, to transactions. Use this external billing cycle for billing cycles that are maintained outside Receivables.

Transactions with external billing cycles that are imported into Receivables must have an existing billing date, so that AutoInvoice can calculate the transaction due date. Transactions without billing dates will not be successfully imported into Receivables. However, you can import these transactions before their billing dates, to ensure timely revenue recognition.

### **Related Topics**

Balance Forward Billing, page 2-263

Creating Balance Forward Bills, page 2-269

Setting Up Balance Forward Billing, *Oracle Receivables Implementation Guide*

### **Creating Balance Forward Bills**

Creating balance forward bills involves the following steps:

1. Generating and Printing Draft and Final Balance Forward Bills, page 2-269.
2. Accepting or Rejecting Draft Balance Forward Bills, page 2-271.

You can optionally reprint balance forward bills, if required. See: Reprinting Balance Forward Bills, page 2-272.

### **Generating and Printing Draft and Final Balance Forward Bills**

Use the Generate Balance Forward Bill program to generate and print balance forward bills. The Generate Balance Forward Bill program includes on balance forward bills the transactions that meet its entered parameters, and calls the BPA Balance Forward Print Program to print the bills.

You can also launch this program from an external system.

## Selected Program Parameters

### Required Parameters:

- **Print Option:** Select *Print draft balance forward bills* or *Print final balance forward bills*.  
Receivables assigns the Draft print status to draft balance forward bills and lets you accept or reject them. Receivables assigns the Final print status to final balance forward bills.
- **Billing Cycle:** Specify the billing cycle for which you want to generate balance forward bills. If you submit the Generate Balance Forward Bill program from Receivables, then the Billing Cycle list of values displays all defined billing cycles. If you launch the program from an external system, then only the External billing cycle is available.
- **Print Output:** Select *Yes* to obtain a viewable output of the bills. If you select *No*, then Receivables creates the bills, but you cannot view the bills from the concurrent request. To view the bills, you must query them in the Transactions workbench and select the BPA icon.
- **Currency Code:** Receivables generates balance forward bills for customers matching the selected currency code.

### Optional Parameters:

- **Operating Unit:** To generate balance forward bills for a specific operating unit, select that operating unit from the list of values. Leave this field blank to generate balance forward bills for each eligible operating unit.
- **Billing Date (required for External billing cycles):** Specify the billing date for the bill run.  
  
The Generate Balance Forward Bill program includes on a bill only those transactions that share the same billing date or an earlier date.
- **Customer Name and Number Low/High:** Select from the list of values to generate balance forward bills for a specific customer or a range of customers. The list of values contains only customers that have balance forward billing enabled.  
  
Leave this field blank to generate balance forward bills for all eligible customers.
- **Bill-to-Site Low/High:** If you have selected a customer from the Customer Name or Number list of values, and this customer is enabled for site-level billing, then you can select a specific bill-to site. Leave this field blank to print balance forward bills for all sites that are enabled to receive them.
- **Payment Term:** The list of values includes all balance forward billing payment terms with the specified cycle. If you have specified a customer or bill-to site, then the list of values includes only the payment terms specific to the customer and bill-to site.

Leave this field blank to include all eligible transactions with balance forward billing payment terms which have the specified cycle.

## Related Topics

Creating Balance Forward Bills, page 2-269

Accepting or Rejecting Draft Balance Forward Bills, page 2-271

Reprinting Balance Forward Bills, page 2-272

## Accepting or Rejecting Draft Balance Forward Bills

Use the Confirm Balance Forward Bill program to accept or reject draft bills. The Confirm Balance Forward Bill program does not reprint the bill. To reprint a bill, submit the BPA Balance Forward Print Program.

You can also launch the Confirm Balance Forward Bill program from an external system.

## Selected Program Parameters

### Required Parameters:

- **Confirm Option:** Select *Accept draft balance forward bills* or *Reject draft balance forward bills*.

Accepting a draft balance forward bill changes the bill print status from Draft to Accepted. Rejecting a draft balance forward bill changes the bill print status from Draft to Rejected.

### Optional Parameters:

- **Operating Unit:** To generate balance forward bills for a specific operating unit, select that operating unit. Leave this field blank to generate balance forward bills for each eligible operating unit.
- **Customer Number Low/High (required if bill number or concurrent Request ID is not specified):** Confirm one or more account-level balance forward bills. The list of values includes all balance forward billing customers.
- **Bill-to Site Low/High:** Confirm one or more site-level balance forward bills. The list of values includes only bill-to locations for the selected customer.
- **Billing Date Low/High:** Enter a billing date range. Or, to print all bills for the specified account or site, do not specify a range.
- **Bill Number Low/High (required if customer number or concurrent request ID is not specified):** Confirm one or more balance forward bills.
- **Concurrent Request ID (required if no other parameters are specified):** Select the concurrent request ID for the Generate Balance Forward Bill program to accept or

reject a batch of balance forward bills.

## Related Topics

Generating and Printing Draft and Final Balance Forward Bills, page 2-269

Reprinting Balance Forward Bills, page 2-272

## Reprinting Balance Forward Bills

Use the Bill Presentment Architecture (BPA) Balance Forward Print program to reprint draft or final balance forward bills.

You can also launch this program from an external system.

### Selected Program Parameters

- **Operating Unit:** To reprint balance forward bills for a specific operating unit, select that operating unit. To reprint balance forward bills for each eligible operating unit, do not select an operating unit.
- **Customer Number Low/High (required if bill number or concurrent Request ID is not specified):** Reprint one or more account-level balance forward bills. The list of values includes all balance forward billing customers.
- **Bill to Site Low/High:** Enter a bill-to site range to reprint one or more site-level balance forward bills. The list of values includes only bill-to locations for the selected customer.
- **Billing Date Low/High:** Enter a billing date range. Or, to print all bills for the specified account or site, do not specify a range.
- **Bill Number Low/High (required if customer number or concurrent request ID is not specified):** Enter a bill number range to reprint one or more specific balance forward bills.
- **Concurrent Request ID (required if no other parameter is specified):** Select the concurrent request ID for the Generate Balance Forward Bill program to reprint a batch of balance forward bills.
- **Print Template:** To reprint bills using the originally selected format assigned by the BPA rules engine, do not specify a print template. Or, select a template to override the originally assigned print format.

**Tip:** Selecting a template overrides the originally assigned template for the reprint only. If you view the bill online, then BPA derives the template according to the BPA rules engine. To permanently change the print format, update the BPA rules engine.

## Related Topics

Creating Balance Forward Bills, page 2-269

Generating and Printing Draft and Final Balance Forward Bills, page 2-269

Accepting or Rejecting Draft Balance Forward Bills, page 2-271

## Imported Billing Number

The Imported Billing Number feature provides you with an alternative way to group your imported invoices at the site level for consolidated presentation of billing. You supply the value for the billing number and then create your own custom consolidated bill formats.

AutoInvoice has been enhanced to accept the billing number when you use this alternative method. You can use existing receipt application functionality which allows you to match your customer to their payments using this billing number.

When the Imported Billing Number feature is activated, AutoInvoice validates all of the invoices imported under a single bill. For all invoices grouped under one bill, AutoInvoice checks each invoice to ensure that:

- all invoices have the same customer bill-to address. (If any single invoice from the group fails the validation, then all of the invoices belonging to this bill will be rejected.)
- the Imported Billing Number is unique for the given operating unit.

### To use the Imported Billing Number feature:

1. Set up the customer profile to enable Balance Forward Billing. Select Imported as the format.

**Important:** The Imported format is available only if you select site as the Bill Level.

2. Run AutoInvoice to populate the CONS\_BILLING\_NUMBER column in the RA\_INTERFACE\_LINES table.

**Note:** This lets you group invoices under one bill even if the invoices have different payment terms, receipt methods, payment details, PO numbers, or invoicing rules, as long as they are all addressed to the same customer bill-to address.

3. Generate custom invoices.

## **Related Topics**

[Transaction Printing Views, page D-1](#)

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## Revenue Management

### 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. *Accounting rules* determine the number of periods and percentage of total revenue to record in each accounting period. *Invoicing rules* determine when to recognize the receivable for invoices that span more than one accounting period. See: Invoices with Rules, page 2-30 .

When you submit the program, Revenue Recognition selects all transactions that have invoicing and accounting rules and that have not yet been processed since you last submitted the program. The program creates the revenue distribution records for all accounting periods specified by the accounting rule on each transaction line:

- The Revenue Recognition program creates distribution records for the invoices and credit memos that you create in Receivables and import using AutoInvoice. The Revenue Recognition program uses the accounting distribution sets that you specify in the Transactions window or import into Receivables using AutoInvoice to determine the accounts of your newly created revenue distribution records.

Receivables considers this revenue *scheduled*.

- If a *deferred accounting rule* exists, then Revenue Recognition will create the distribution records for an unearned revenue account. Receivables considers this revenue *unscheduled*.

See: Deferred Accounting Rules, *Oracle Receivables Implementation Guide*.

- Revenue Recognition also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the GL date of each invoice included in your submission.

**Note:** Revenue Recognition creates accounting distributions for all periods of status Open, Future, or Not Open. If any period has a status of Closed or Close Pending, then Revenue Recognition creates the distributions in the next Open, Future, or Not Open period.

If you later decide that the GL distributions need to be reclassified, you can change the individual distribution on the transaction. Receivables will automatically create the reverse accounting entries.

If the Revenue Recognition program cannot create accounting distributions for a transaction, then the program generates the accounting for all other transactions in the submission, but completes with a status of Warning. Receivables includes the transaction at the bottom of the Revenue Recognition Execution report so that you know which transaction to correct, incomplete, or delete. See: Revenue Recognition Program Execution Report, page 3-4.

**Note:** Whenever you run the Submit Accounting program, Receivables first runs the standard Revenue Recognition program. See: Creating Accounting in Receivables, page 9-13.

### Matching COGS with Revenue

Oracle Costing integrates with Receivables to ensure that, during revenue recognition and deferral activities in Receivables, COGS (Cost of Goods Sold) is recognized or deferred in the same percentage as revenue. COGS is the expense of manufacturing that is associated with the sale of goods. See: Overview of Revenue and COGS Matching, *Oracle Cost Management User's Guide*.

### Prerequisites

- Define accounting calendars and accounting periods, *Oracle General Ledger Implementation Guide*

**Note:** You must define accounting calendars for at least as many periods as you plan to recognize revenue.

- Enter invoices with rules, page 2-23

## To run the revenue recognition program:

There are two Revenue Recognition programs: Revenue Recognition and Revenue Recognition Master. The Revenue Recognition Master program is for parallel processing only and takes advantage of the Oracle scalability feature to reduce processing time by running on multiple processors, or workers. The Revenue Recognition Master program determines the maximum number of parallel processors needed for your transaction volume and uniformly distributes the processing over these workers. You can set a



maximum number of processors for the Revenue Recognition Master program to use at runtime. This scheduling capability allows you to take advantage of off-peak processing time. You choose the Revenue Recognition program that you want to use at runtime.

**Important:** You cannot use the Revenue Recognition Master program on a system with less than two processors.

**Tip:** If you have a high transaction volume, we recommend that you run Revenue Recognition at regular intervals. This minimizes the number of transactions to process and improves performance.

1. Navigate to either the Run Revenue Recognition or the Requests window.
2. Choose the Revenue Recognition program you want to run:
  - Enter 'Revenue Recognition' in the Name field for the single processor program.
  - Enter 'Revenue Recognition Master Program' in the Name field for the parallel processor program.
3. Choose a print format of either Summary or Detail.
4. Select a parameter for the program you chose:
  - For the Revenue Recognition program, specify whether you want to commit your work. Enter Yes if you want to create the distribution records generated by this submission. Enter No if you want to review the distributions first in the Revenue Recognition Execution report without actually creating the distribution records.
  - For the Revenue Recognition Master Program, enter the Maximum Number of Workers (parallel processors) you want to utilize for this run. The default is 4.
5. Choose OK.
6. Change the language if desired by choosing the Languages button.
7. Schedule the run as needed. The default is As Soon as Possible. You can run Revenue Recognition more than once, as well, Periodically and/or on Specific Days.
8. Choose to save the output of the Revenue Recognition program to a file by checking the Save all Output Files box.
9. Choose Print Options to select print options, including the number of Copies to print, the Style, and the Printer to use.

10. Choose Submit Request. 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. To see all of the revenue distribution lines that the program creates for this submission, use the: Revenue Recognition Program Execution Report, page 3-4.

## Related Topics

Event-Based Revenue Management, page 3-12

Crediting Transactions, page 2-92

Importing Transactions Using AutoInvoice, page 2-199

Invoices with Rules, page 2-30

## Revenue Recognition Program Execution Report

Use the Revenue Recognition Execution report to review all revenue distributions created 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 whenever you run the Revenue Recognition program, the Revenue Recognition Master program, or the Submit Accounting program.

When the Revenue Recognition program encounters transactions with problems that prevent the creation of distributions, the program completes with a status of Warning, and Receivables includes these transactions at the bottom of this report.

**Tip:** Always review the execution report after the Revenue Recognition program completes because, even if the program completes without a warning, transactions could still appear at the bottom of this report.

## Related Topics

Recognizing Revenue, page 3-1

Posting, page 9-15

Event-Based Revenue Management, page 3-12

## Revenue Accounting

Use the Revenue Accounting feature to quickly and easily adjust revenue and sales credits at the transaction or line level. You can make manual adjustments using the

Revenue Accounting and Sales Credits window. Alternatively, use the Revenue Adjustment API to automatically perform these adjustments. See: *Revenue Adjustment API User Notes* in the *Oracle Receivables Reference Guide*.

Revenue Accounting uses the Revenue Accounting Management (RAM) wizard to guide you through the process of making and modifying revenue adjustments. You can also use the wizard to update expiration dates of existing revenue contingencies. For example, you can record early acceptance for an invoice line, if the line is associated with a contract that offers an acceptance clause.

Use the RAM wizard to:

- Earn revenue
- Unearn revenue
- Review previous revenue adjustments
- Record early acceptance
- Manage revenue contingencies
- Transfer revenue and non-revenue sales credits
- Add non-revenue sales credits

You can make revenue adjustments to completed invoices and credit memos only. You can make sales credit adjustments to completed invoices, credit memos, debit memos, and deposits only.

**Note:** When making adjustments to transactions with rules, the invoicing rule must be In Advance.

To enter the RAM wizard, query a transaction in the Revenue Accounting and Sales Credits window and choose either Manage Revenue or Manage Sales Credits.

**Tip:** These buttons are controlled by function security. See: Function Security in Oracle Receivables, *Oracle Receivables Implementation Guide*.

Use the selection criteria listed below to optionally limit the lines that are affected by an adjustment or early acceptance:

- Inventory item
- Inventory category
- Line number

- Salesperson (limits the impacted lines for adjustments only)

See: Using the Revenue Accounting Management (RAM) Wizard, page 3-7.

When you make adjustments using Revenue Accounting, Receivables uses AutoAccounting to automatically generate all necessary accounting distributions. Before Receivables saves the adjustments, the distributions and/or sales credits resulting from the adjustment are displayed for your review. At this point, you have a final opportunity to approve or cancel the adjustments. In the case of a revenue adjustment, you can also modify the account distributions before saving.

You can also review your early acceptance and other revenue contingency actions before saving. In certain cases, recording early acceptance or expiring a contingency can trigger automatic revenue recognition for the invoice line. See: Evaluating Invoices for Event-Based Revenue Management, page 3-14.

**Note:** When you create or import an invoice, you can defer all revenue to an unearned account by assigning a deferred accounting rule to the invoice. At the appropriate time, you can recognize revenue manually using the Revenue Accounting and Sales Credits window or automatically using the Revenue Adjustment API. See: Deferred Accounting Rules, *Oracle Receivables Implementation Guide*.

## Window Reference

When you query a transaction, the Revenue Accounting and Sales Credits window displays the following information:

- The Transaction tab displays transaction details, including a summary of the scheduled and unscheduled revenue on the transaction.  
  
Revenue is scheduled when Receivables creates, for a transaction line, the revenue distribution records for all accounting periods as specified by the line's assigned accounting rule. Note that scheduled revenue does *not* mean that the revenue amounts are already earned; rather, Receivables has simply created the distribution records for those amounts.
- The Actions History tab displays details about actions already recorded against this transaction. This is a folder region, so you can select and order the columns according to your preference.
- Transaction line details appear in the middle of the window. For each transaction line, you can view additional details by choosing either Line Distributions, Line Sales Credits, or Line Revenue Contingencies from the menu.

## Adjusting Sales Credits

If you transfer sales credit using the salesperson parameter All and the adjustable revenue parameter All Adjustable Revenue, Receivables transfers 100% of sales credit from all salespersons on the specified lines to the new salesperson.

If you select the salesperson parameter All and the parameter Percentage of Total Value of Selected Lines, Receivables transfers only the specified percent, prorated across the "From" salespersons based on their current sales credits.

For example:

Three salespersons are assigned to a transaction line with a revenue split of 20:30:50. If you transfer all adjustable revenue to a new salesperson, the new salesperson receives 100% (20 + 30 + 50). If you transfer 5%, however, the new salesperson receives 5% of the line total and prorates the transferred amount among the three salespersons. This table illustrates the transfer of sales credits in this example:

Salesperson	Revenue Split	Transfer Percentage	Prorated Transfer Percentage
Salesperson 1	20	5%	$.05 * 20 = 1$
Salesperson 2	30	5%	$.05 * 30 = 1.5$
Salesperson 3	50	5%	$.05 * 50 = 2.5$

When you specify a new salesperson, Receivables defaults the assigned sales group, if one is available. You can change the default.

**Warning:** Always use the Revenue Accounting Management (RAM) wizard, *not* the Transactions workbench, to adjust sales credits on a transaction, if that transaction's revenue was previously adjusted via the RAM wizard. See: Entering Revenue Credits, page 2-19.

## Using the Revenue Accounting Management (RAM) Wizard

Use the Revenue Accounting Management (RAM) wizard to:

- Adjust revenue, page 3-8
- Adjust sales credits, page 3-10
- Manage revenue contingencies, page 3-11

- Record early customer acceptance, page 3-12

### Prerequisites

- **Set System Options.** Enable the Require Salesperson system option because you must assign sales credit to all invoices that may be adjusted for either revenue or sales credits. If you wish to use the Revenue Accounting feature only for revenue adjustments and do not normally track sales credits, you can use the seeded salesperson value of No Sales Credit.

**Note:** Although you must assign sales credit to all transactions, you are not required to set up AutoAccounting to derive an Accounting Flexfield segment from the salespersons table. See: Using AutoAccounting, page 9-7.

You may optionally set the Sales Credit Percent Limit system option in the Miscellaneous tabbed region. The Sales Credit Percent Limit imposes a limit on the percentage of revenue plus non-revenue sales credit that a salesperson can have on any transaction line. You can change the value that is defined for the Sales Credit Percent Limit system option at any time. If you do not define a value for this system option, then no sales credit limit validation is performed when using Revenue Accounting. See: Defining Receivables System Options, *Oracle Receivables Implementation Guide*.

- **Create Revenue Adjustment Reason Lookup Codes.** Receivables provides three revenue adjustment reason codes, but each company has its own reasons for adjusting revenue. Before you make revenue adjustments, you can create company-specific reason code lookups using the REV\_ADJ\_REASON lookup type.
- **Recognize Revenue.** Before you can adjust transactions with rules, you must run the Revenue Recognition program.

### To make revenue adjustments:

1. When you navigate to the Revenue Accounting and Sales Credits window, the Find Transactions for Revenue Accounting window opens. In this window, enter query criteria for the transaction that you want to adjust, and click Find.

The Revenue Accounting and Sales Credits window displays the transaction that you selected. If your query returned more than one transaction, then page down until you find the record that you want.

2. Choose the Manage Revenue button.
3. Select the type of adjustment that you want to make and click Next:
  - Unschedule Revenue

- Schedule Revenue

If you want to record acceptance, see: Recording Early Acceptance, page 3-12.

4. Optionally select a salesperson to restrict a revenue adjustment to the portion of revenue that is credited to that particular salesperson.
5. Select a specific item, item category, or line number to limit the lines that are adjusted.

**Warning:** If you set AutoAccounting to derive any accounting segments from a standard line, the transaction line must be either an inventory item or standard memo line. Otherwise, AutoAccounting cannot create the valid GL account code combination.

6. For partial adjustments, select either an amount or percentage. To adjust the full amount, select All Adjustable Revenue.
7. In the Reason field, select the reason code for this adjustment from the list of values.
8. Optionally change the GL start date and add comments to this adjustment.

When you update the GL start date, Receivables ignores the original rule start date entered via the Transactions workbench and accepts the GL date that you enter as the start date for revenue recognition, provided that:

- no accounting rule exists on the transaction line, or
- the accounting rule is for a single period, or
- a deferred accounting rule exists on the transaction line

If a multi-period accounting rule exists and is not deferred, Receivables ignores the GL start date and uses the original revenue recognition schedule on the transaction, based on the rule start date entered via the Transaction workbench.

See: Deferred Accounting Rules, *Oracle Receivables Implementation Guide*.

9. After you make the adjustment, review the adjustment in the Action Results window. You can modify the adjustment's GL distributions before you save the results.

**Note:** To ensure account reconciliation, any revenue adjustments that you make to an invoice should also be made to that invoice's related credit memos.

### To adjust sales credits:

1. Navigate to the Revenue Accounting and Sales Credits window and enter your query criteria.
2. Choose the Manage Sales Credits button.
3. Select the type of adjustment that you want to make and click Next:
  - Transfer Sales Credits
  - Add Non Revenue Sales Credits

4. Specify the From and To Salespersons for this action.

Select the salesperson(s) and the sales credit type that you want to adjust.

Receivables defaults a sales group, if available, for each salesperson that you specify. You can change the default.

5. Select a specific item, item category, or line number to limit the lines that are adjusted.

**Warning:** If you set AutoAccounting to derive any accounting segments from a standard line, the transaction line must be either an inventory item or standard memo line. Otherwise, AutoAccounting cannot create the valid GL account code combination.

6. For partial adjustments, select either an amount or percentage. See: Adjusting Sales Credits, page 3-7.
7. In the Reason field, select the reason code for this adjustment from the list of values.
8. Optionally change the GL start date and add comments to this adjustment.

When you update the GL start date, Receivables ignores the original rule start date entered via the Transactions workbench and accepts the GL date that you enter as the start date for revenue recognition, provided that:

- no accounting rule exists on the transaction line, or
- the accounting rule is for a single period, or
- a deferred accounting rule exists on the transaction line

If a multi-period accounting rule exists and is not deferred, Receivables ignores the GL start date and uses the original revenue recognition schedule on the transaction,



based on the rule start date entered via the Transaction workbench.

See: Deferred Accounting Rules, *Oracle Receivables Implementation Guide*.

9. After you make the adjustment, review the adjustment in the Action Results window. You can modify the adjustment's GL distributions before you save the results.

#### To manage revenue contingencies:

1. Navigate to the Revenue Accounting and Sales Credits window and enter your query criteria.
2. Choose the Manage Revenue button.
3. Select *Modify Revenue Contingencies*.
4. Optionally select a salesperson to restrict a revenue adjustment to the portion of revenue that is credited to that particular salesperson.
5. Select a specific item, item category, or line number to limit the lines that are adjusted.

**Warning:** If you set AutoAccounting to derive any accounting segments from a standard line, the transaction line must be either an inventory item or standard memo line. Otherwise, AutoAccounting cannot create the valid GL account code combination.

6. Select the transaction line whose contingency you want to adjust. Then, in the Line Revenue Contingencies region, adjust the contingency's expiration date attributes:
  - Number of days (days added to event attribute)
  - Estimated expiration date

**Tip:** To expire a contingency, set the expiration date to today's date.

**Note:** If a parent-child relationship exists from Oracle Order Management, then you can manage contingencies only on the parent lines. Child lines inherit contingencies from parent lines.

**To record early acceptance:**

1. Navigate to the Revenue Accounting and Sales Credits window and enter your query criteria.
2. Choose the Manage Revenue button.
3. Select the Record Acceptance option and click Next.
4. Select a specific item, item category, or line number to indicate the line or lines that you want to accept.
5. The next window displays the lines that Receivables will record early acceptance for.  
Click Next to accept the selected lines.
6. Review the results in the Results window.

**Related Topics**

Event-Based Revenue Management, page 3-12

## Event-Based Revenue Management

The Revenue Management Engine automates the timing of revenue recognition for manually entered invoices, or invoices imported via AutoInvoice. If you use event-based revenue management, then Receivables evaluates these invoices and decides whether to immediately recognize revenue, or temporarily defer revenue to an unearned revenue account.

Revenue is subsequently recognized depending on certain events, such as customer acceptance or receipt of payment.

The automated process occurs as follows:

1. Receivables evaluates an invoice when manually entered or imported.

When first evaluating an invoice for revenue recognition or deferral, Receivables checks transaction lines to determine if any revenue contingencies exist.

Contingencies are defaulted to invoices when imported from a feeder system or entered manually in the Transactions workbench. Receivables defaults contingencies if the enterprise revenue policy has been violated, or if certain conditions on the related sales order or contract exist.

Receivables does not default contingencies to imported transaction lines that have deferred accounting rules.

If revenue must be deferred, then the Revenue Management Engine does so and

records the reason for the deferral.

2. Receivables then waits for an event that can remove the contingency and trigger revenue recognition. The Revenue Contingency Analyzer monitors contingencies until they expire or are removed. When such an event occurs, the Revenue Contingency Analyzer can automatically recognize the appropriate amount of unearned revenue on the invoice.

Specifically, revenue is scheduled according to the initially assigned accounting rules and rule start dates. For invoice lines without accounting rules, the revenue date is set to the latest contingency removal date.

See: Evaluating Invoices for Event-Based Revenue Management, page 3-14.

This automated revenue management process helps you to comply with the strict revenue recognition requirements mandated by US GAAP and International Accounting Standards.

**Note:** Even if you enable this automated revenue recognition process, you can always use the Revenue Accounting Management (RAM) wizard to manually adjust revenue. See: Revenue Accounting, page 3-4 and Modifying Invoices Under Collectibility Analysis, page 3-26.

However, once you manually adjust revenue, Receivables discontinues the automatic monitoring of contingencies.

### Prerequisites

- Select the Require Salesperson system option in the Miscellaneous tabbed region in the System Options window. See: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.
- (Optional) In the Revenue Policy page, populate one of the following fields:
  - Payment Term Threshold
  - Standard Refund Policy
  - Credit Classifications region

See: Defining Your Revenue Policy, *Oracle Receivables Implementation Guide*.

- (Optional) Transfer contingency information to Receivables by assigning revenue contingency IDs to billing lines, before invoice import by AutoInvoice or invoice creation by the Invoice API.

See: AutoInvoice Table and Column Descriptions, *Oracle Receivables Reference Guide*.

**Note:** When importing parent and child invoice lines from Oracle

Order Management, AutoInvoice automatically copies any contingencies from the parent line to the child line. An example of a parent and child is a purchased item and its related services, such as an extended warranty.

- (Optional) Define your own revenue contingencies, along with corresponding contingency removal events.

See: Defining Revenue Contingencies, *Oracle Receivables Implementation Guide*.

- (Optional) Define contingency defaulting rules to automatically assign a contingency to an invoice.

See: Assigning Contingencies, *Oracle Receivables Implementation Guide*.

**Note:** You cannot use this functionality with Oracle Projects invoices, because revenue from Projects is recorded directly in the general ledger, not in Receivables.

## Related Topics

Evaluating Invoices for Event-Based Revenue Management, page 3-14

## Evaluating Invoices for Event-Based Revenue Management

The Revenue Management Engine controls the process of automatically analyzing collectibility and then making revenue recognition decisions for your manually entered and imported invoices.

This process is automatically enabled if:

- You have defined a revenue policy, or
- Invoice lines are associated with contingencies

The Revenue Management Engine decides whether to initially distribute revenue to an earned or unearned revenue account.

Once this decision is made, AutoAccounting creates the actual accounting distributions, either by AutoInvoice (for invoices without rules) or by the Revenue Recognition program (for invoices with rules).

**Note:** Or, to pass accounting distributions to Receivables through the AutoInvoice interface tables, set the Override AutoAccounting flag and assign the Immediate accounting rule to each billing line. See:

The Revenue Management Engine does not analyze collectibility for invoices that are assigned deferred accounting rules. To recognize revenue for an invoice with a deferred accounting rule, use the Revenue Accounting Management (RAM) wizard. See: Revenue Accounting, page 3-4.

**Note:** The timing of revenue recognition does not impact the timing of recognition of taxes, freight, and late charges. Recognition of taxes, freight, and late charges occurs when the receivable is created.

**Tip:** You can query an invoice in the Transactions workbench at any time to review the invoice's accounting distributions.

See: Reviewing Accounting Information, page 2-17.

## Revenue Contingencies for Event-Based Revenue Management

The Revenue Management Engine considers any existing revenue contingencies when evaluating your invoices for revenue recognition.

If an invoice has no such contingencies, then the Revenue Management Engine immediately recognizes revenue (for invoices without rules) or recognizes revenue according to the initially assigned accounting rules (for invoices with rules).

If an invoice has one or more contingencies, then the Revenue Management Engine immediately defers revenue.

The extent of the revenue deferral, and subsequent timing of revenue recognition, depends on the contingency.

- Time-based contingencies must expire before the contingency can be removed and revenue can be recognized.

See: Monitoring Contingencies with the Revenue Contingency Analyzer, page 3-22.

- Some contingencies require payment before the contingency can be removed and revenue can be recognized.

See: Payment-Based Revenue Management, page 3-17.

- Post-billing customer acceptance clauses must expire (implicit acceptance), or be manually accepted using the RAM wizard (explicit acceptance) or in Oracle Order Management, before the contingency can be removed and revenue can be recognized.

See: Using the Revenue Accounting Management (RAM) Wizard, page 3-7.

- Pre-billing customer acceptance clauses require the recording of customer acceptance in the feeder system, or its expiration, *before* importing into Receivables for invoicing. Customer acceptance or its expiration must occur before the contingency can be removed, and the order can be imported into Receivables for invoicing.

See: Customer Acceptance, *Oracle Order Management User's Guide*.

- The Delivery contingency requires proof of delivery before the contingency can be removed and revenue can be recognized.

The following table indicates each contingency that Receivables provides, and its corresponding removal event:

Contingency Name	Contingency Removal Event
Cancellation	Contingency expiration date or expiration period
Customer Creditworthiness	Receipt application
Delivery	Proof of Delivery
Doubtful Collectibility	Receipt application
Due to conditions such as:	
<ul style="list-style-type: none"> <li>• Late charges</li> <li>• Other fees</li> </ul>	
Explicit Acceptance	Customer acceptance
Extended Payment Term	Receipt application
Fiscal Funding Clause	Contingency expiration date or expiration period
Forfeitures	Contingency expiration date or expiration period
Impaired Loans	Receipt application
Installation	Customer acceptance

Contingency Name	Contingency Removal Event
Leasing Doubtful Collectibility	Receipt application
Due to conditions such as:	
<ul style="list-style-type: none"> <li>Lease payments for evergreen lease agreements</li> <li>Miscellaneous leasing fees</li> </ul>	
Pre-Billing Acceptance	Invoicing
Refund	Contingency expiration date or expiration period

**Note:** You can define your own contingencies, as well as defaulting rules for contingency assignment. See: Defining Revenue Contingencies, *Oracle Receivables Implementation Guide*.

## Related Topics

Event-Based Revenue Management, page 3-12

Contingency-Based Deferred Revenue Report, page 10-49

## Payment-Based Revenue Management

Certain revenue contingencies place the likelihood of collectibility in doubt. For such transactions, you should not recognize revenue until you receive payment. Oracle Receivables automates this process with Payment-Based Revenue Management.

See: Contingencies for Payment-Based Revenue Management, page 3-18.

If certain revenue contingencies are found on an invoice, then:

- The Revenue Management Engine initially defers revenue on the sum of all line balances, excluding taxes, freight, and late charges.

**Note:** If collectibility of a particular invoice *line* is doubtful, then Receivables defers revenue only for the line, not the entire invoice. See: Doubtful Collectibility, page 3-19.

- When you apply a cash receipt to an invoice that is under collectibility analysis, Receivables analyzes the invoice to determine if deferred revenue exists.

- Under certain circumstances, full or partial receipt application on an imported invoice can trigger automatic recognition of previously deferred revenue. In such cases, Receivables initiates the distribution of revenue in the amount of the applied receipt from an unearned revenue account to the appropriate earned revenue account.

If Receivables bases revenue recognition on receipt application, then the total amount of revenue that is recognized can never exceed the original amount due on the invoice line, less any applicable credit memos.

If you later need to reverse a receipt after application, then Receivables automatically moves the amount of the reversed receipt back to an unearned revenue account. See: *Modifying Invoices Under Collectibility Analysis*, page 3-26.

**Note:** If you are applying a receipt to an invoice with rules, but you haven't yet run Revenue Recognition, then Receivables automatically runs Revenue Recognition for that invoice only.

See: *Evaluating Invoices for Event-Based Revenue Management*, page 3-14.

## Contingencies for Payment-Based Revenue Management

Payment-based revenue management occurs when deferred revenue exists on the invoice due to these revenue contingencies:

- **Creditworthiness**

You can select up to three credit classifications that indicate noncreditworthiness in the Revenue Policy page. See: *Defining Your Revenue Policy, Oracle Receivables Implementation Guide*.

Receivables uses information from Credit Management to determine a customer's creditworthiness.

If the Revenue Management Engine cannot associate the customer on the invoice with one of these three credit classifications, then the customer is presumed to be creditworthy.

However, if a customer *can* be associated with one of these three credit classifications, then Receivables assigns the Creditworthiness contingency to all invoice lines and the Revenue Management Engine defers the entire invoice amount.

- **Extended Payment Term**

You can define the payment term threshold in the Revenue Policy page. See: *Defining Your Revenue Policy, Oracle Receivables Implementation Guide*.

If an invoice payment term exceeds the stated threshold, then Receivables assigns the Extended Payment Term contingency to all invoice lines and the Revenue



Management Engine defers the entire invoice amount.

- **Doubtful Collectibility**

Collectibility of the following line items is typically in doubt, and should not be considered earned revenue until payment is received:

- Late charges
- Impaired loans
- Lease payments for evergreen lease agreements
- Miscellaneous leasing fees
- Other fees

Decisions about doubtful collectibility are typically made in feeder systems, before AutoInvoice import occurs.

**Important:** If an invoice line is entered or imported with this contingency, then the Revenue Management Engine defers revenue only on the imported line, *not* the entire invoice amount.

Deferred revenue can exist on an invoice due to a combination of the contingencies listed above, *as well as* time-based contingencies. In such a case, applied payments initiate revenue recognition only if time-based contingencies have expired.

See: Event-Based Revenue Management When Multiple Contingencies Exist, page 3-24.

### **Payments that do *not* initiate revenue recognition**

Receipt application has no impact on revenue recognition if:

- The receipt is a miscellaneous receipt. Only standard (cash) receipts have potential revenue recognition implications.
- You are applying a receipt against an invoice whose revenue was manually deferred by the Revenue Accounting feature using the RAM wizard.
- You are applying a receipt against an invoice whose revenue was deferred by the Revenue Management Engine due to unexpired time-based contingencies.

In this case, Receivables keeps the revenue amount for that invoice line in the unearned revenue account, but flags it as revenue that is pending recognition until after the contingency expires.

## Related Topics

Event-Based Revenue Management, page 3-12

Applying Receipts, page 4-9

Contingency-Based Deferred Revenue Report, page 10-49

## Calculating Revenue for Partial Receipt Application

When applying a partial receipt, Receivables uses a weighted average formula to calculate the revenue amounts to recognize for each line.

For example, you import a \$350 invoice with three lines.

When you imported this invoice, the Revenue Management Engine deferred all revenue on this invoice because the customer was not creditworthy.

Later, you apply a receipt for \$100 against this invoice. Because customer is not creditworthy, Receivables can recognize revenue only to the extent of the applied receipt. Because this is a partial receipt, Receivables must calculate how much revenue to attribute to each invoice line.

Receivables calculates the revenue for each line as follows:

- Line 1 = \$50

$$(\$50/\$350) * \$100 = \$14.28571$$

Receivables rounds this amount down to \$14.28.

- Line 2 = \$100

$$(((\$100+\$50)/\$350) * \$100) - \$14.28 = \$28.5771$$

Receivables rounds this amount down to \$28.57.

- Line 3 = \$200

$$(((\$200+\$100+\$50)/\$350) * \$100) - (\$14.28 + \$28.57) = \$57.15$$

Receivables rounds the last amount up to account for the rounding of the previous lines.

For additional receipts against this invoice, Receivables calculates the revenue for each line using this same method.

**Tip:** You can also apply receipts at the line level. See: Applying Receipts in Detail, page 4-17.

## Overpayments

Revenue that is recognized based on receipt application can never exceed the original

amount due on the invoice line, less any applicable credit memos. Therefore, in the event of an overpayment, Receivables will not recognize the overpayment as revenue, even if you selected the Allow Overapplication check box on the invoice's transaction type.

## Receipt Application Examples

These examples illustrate the impact of receipt applications on the event-based revenue management process.

### Scenario 1

You apply a payment for \$200 against invoice 1001.

- After reviewing the original invoice 1001, Receivables determines that this transaction was never eligible for automatic revenue recognition. This could be due to several reasons:
  - The invoice was not imported via AutoInvoice or created by the Invoice API.
  - A deferred accounting rule is assigned to the invoice.
  - Event-based revenue management was never activated for the invoice.  
Either no revenue policy was entered in the System Options window, or contingencies did not exist on the invoice during import.
- In this case, Receivables does *not* proceed with further analysis of this receipt. Applying a payment to invoice 1001 will not trigger revenue recognition.

### Scenario 2

You apply a payment for \$600 against invoice 2002. The amount due on this invoice is \$600.

- Receivables reviews the original invoice 2002, and determines that the Revenue Management Engine deferred revenue on this invoice because the customer was not creditworthy.
- Since the payment has now been received and applied against the invoice, Receivables recognizes the revenue by debiting \$600 from the unearned revenue account and crediting \$600 to an earned revenue account, according to the initially assigned accounting rules.

### Scenario 3

You apply a payment for \$400 against invoice 3003. This invoice has 5 lines: Line 1 is \$200, Line 2 is \$450, Line 3 is \$100, Line 4 is \$700, and Line 5 is \$550.

- Receivables reviews the original invoice 3003, and determines that the Revenue

Management Engine deferred revenue on this invoice because the invoice was assigned an extended payment term, Line 3 is associated with a non-standard refund policy, and Line 5 is associated with a cancellation provision.

- The \$400 receipt is a partial payment. Receivables prorates this payment across the invoice lines, based on a weighted average formula. However, for simplicity, assume that Receivables applies \$80 to each invoice line.
  - Receivables recognizes revenue for Lines 1, 2 , and 4 in the amount of \$80 each.
  - Receivables cannot recognize revenue for Lines 3 and 5 due to the unexpired time-based contingencies. However, Receivables flags the \$80 payments for Lines 3 and 5 as amounts that are pending revenue recognition at a later date.
- When the contingencies later expire, Receivables recognizes revenue for Lines 3 and 5 in the amount of \$80 each. See: Monitoring Contingencies with the Revenue Contingency Analyzer, page 3-22.
- Future receipts that you apply against this invoice will be analyzed in this same manner.

## Monitoring Contingencies with the Revenue Contingency Analyzer

The Revenue Management Engine immediately defers revenue on any invoice line that is associated with a time-based contingency. Receivables uses the Revenue Contingency Analyzer to monitor contingencies until they expire.

Once a contingency expires, the Revenue Contingency Analyzer automatically initiates revenue recognition for the related invoice line(s).

**Note:** After a contingency period expires, the Revenue Contingency Analyzer does *not* initiate revenue recognition if other contingencies still exist which place into doubt the collectibility of the entire invoice. In this case, Receivables can recognize revenue only in the amount of applied receipts. See: Payment-Based Revenue Management, page 3-17.

The Revenue Contingency Analyzer is a concurrent program. You can define a submission schedule that controls how frequently the program will run. For example, you can define your schedule to run the program repeatedly at specific intervals, or on specific days of the week or month.

**Note:** Whenever you run the Submit Accounting program, Receivables first runs the Revenue Contingency Analyzer.

## Time-Based Contingencies

Time-based contingencies include:

- **Nonstandard refund policies**

You define the standard refund period in the Revenue Policy page. See: Defining Your Revenue Policy, *Oracle Receivables Implementation Guide*.

An invoice line amount is deferred if the Refund contingency is found on an invoice line.

- **Fiscal funding clauses**

An invoice line amount is deferred if the Fiscal Funding Clause contingency is found on an invoice line.

- **Cancellation provisions**

An invoice line amount is deferred if the Cancellation contingency is found on an invoice line.

- **Forfeiture allowances**

An invoice line amount is deferred if the Forfeiture contingency is found on an invoice line.

- **Acceptance clauses**

An invoice line amount is deferred if the Acceptance contingency is found on an invoice line.

Acceptance clauses can be an exception. Sometimes your customer might send written acceptance *before* the acceptance period expires. In such cases, use the Revenue Accounting Management (RAM) wizard to record this early acceptance. Once recorded, Receivables determines if revenue recognition can be initiated for the invoice line:

If multiple contingencies exist on multiple invoice lines, then revenue recognition can occur at different times for different lines on the invoice. If multiple contingencies exist on a single invoice line, then revenue recognition for that line occurs only after the latest contingency expires.

- If no unexpired contingencies remain on the invoice line, then Receivables initiates revenue recognition according to the initially assigned accounting rules.
- If other unexpired contingencies remain on the invoice line, then Receivables does not initiate revenue recognition for the invoice line.

For example, you enter or import an invoice for a creditworthy customer, and one of the invoice lines is associated with both a nonstandard refund policy (50 days) and an acceptance clause (120 days). Receivables will not recognize revenue on this invoice line

until the acceptance clause expires after 120 days.

If you obtain written acceptance from the customer after 80 days have elapsed, then use the Revenue Accounting Management (RAM) wizard to record the early acceptance. Since no other contingencies exist, this early acceptance triggers revenue recognition. Note that the GL date when you enter this early acceptance becomes the revenue recognition date for this invoice line.

### **Event-Based Revenue Management When Multiple Contingencies Exist**

A single invoice may contain both time-based contingencies, as well as contingencies that require payment before revenue can be recognized. In this case, revenue recognition will occur at different times for different lines on the invoice.

Upon receipt application:

- Receivables recognizes revenue for lines that require only payment to initiate revenue recognition.
- For the lines that are associated with one or more unexpired contingencies, Receivables keeps the revenue amount for that invoice line in the unearned revenue account, but flags it as revenue that is pending recognition until after the contingency expires.

For example, you enter or import an invoice for a customer who is not creditworthy. Additionally, Line 2 of the invoice is associated with a nonstandard refund policy (80 days).

- The Revenue Management Engine initially defers the entire invoice amount to an unearned revenue account.
- For all lines except Line 2, the Revenue Management Engine recognizes revenue in the amount of applied receipts only, according to the initially assigned accounting rules.
- For Line 2, the Revenue Management Engine flags the amount of any applied receipts as pending revenue recognition. After the contingency expires, receipts that were already applied to Line 2 can be fully recognized as earned revenue.
- Beginning on the 81st day, all future receipts applied to Line 2 will be immediately recognized as revenue.

### **Revenue Contingency Analyzer Examples**

In the examples below, the Revenue Contingency Analyzer runs every 30 days.

#### **Scenario 1**

You enter a customer invoice with 6 lines. Lines 2 and 3 are associated with a fiscal funding clause (60 days) and Line 5 is associated with a cancellation provision (90

days).

- Revenue for Lines 1, 4, and 6 can be fully recognized, either immediately or according to the invoice's initially assigned accounting rules.
- After 60 days, the Revenue Contingency Analyzer runs and identifies that the fiscal funding clause on Lines 2 and 3 has expired. The Revenue Contingency Analyzer initiates revenue recognition in full for Lines 2 and 3.
- After another 30 days, the Revenue Contingency Analyzer runs and identifies that the cancellation provision on Line 5 has expired. The Revenue Contingency Analyzer initiates revenue recognition in full for Line 5.

## Scenario 2

You import a customer invoice with 2 lines. Line 1 is \$150 and Line 2 is \$1,000. Line 2 is associated with an acceptance clause (60 days) and a cancellation provision (150 days). Additionally, the customer has been granted extended payment terms on this invoice.

- Due to the existing contingencies, the Revenue Management Engine cannot recognize revenue for either line on this invoice.
- After the first 30 days, the Revenue Contingency Analyzer runs, but does not initiate revenue recognition for either line on this invoice.
- Another 15 days pass. You apply a \$500 receipt against this invoice.
- The \$500 receipt is a partial payment. Receivables prorates this payment across the invoice lines, based on a weighted average formula.
  - Receivables recognizes revenue for Line 1 in the amount of \$65.21.
  - Receivables cannot recognize revenue for Line 2 due to the acceptance clause and cancellation provision. Therefore, Receivables flags \$434.79 for Line 2 as an amount that is pending revenue recognition.
- Another 15 days pass. It has now been 60 days since the transaction date. The Revenue Contingency Analyzer runs on the 61st day, and identifies that the 60-day acceptance clause on Line 2 has expired. However, the \$434.79 that is still pending cannot yet be recognized due to the cancellation provision.
- 75 days after the transaction date, you apply a \$650 receipt against this invoice.
- Receivables recognizes the remaining \$84.79 in revenue for Line 1 and flags another \$565.21 for Line 2 as an amount that is pending revenue recognition. The total amount for Line 2 that is pending revenue recognition is now \$1,000.
- On the 151st day, the Revenue Contingency Analyzer runs again and recognizes the

entire \$1,000 in revenue for Line 2.

## Related Topics

Event-Based Revenue Management, page 3-12

Evaluating Invoices for Event-Based Revenue Management, page 3-14

Contingency-Based Deferred Revenue Report, page 10-49

Submitting a Request, *Oracle Applications User's Guide*

## Modifying Invoices Under Collectibility Analysis

You can modify invoices or invoice lines that are still under collectibility analysis. Modifications to invoices include:

- Manually adjusting revenue using the Revenue Accounting Management (RAM) wizard
- Adjusting invoices
- Modifying distributions or sales credits in the Transactions workbench
- Crediting invoices
- Incompleting invoices
- Reversing receipts

When modifying invoices under collectibility analysis, however, you should be aware of the following:

## Using the Revenue Accounting Management (RAM) Wizard

You can use the RAM wizard to manually adjust revenue on an invoice or invoice line that is under collectibility analysis.

When you move revenue on an invoice or invoice line from an unearned to earned revenue account, or vice versa, Receivables removes the invoice or invoice line from further collectibility analysis. The invoice is no longer subject to automatic revenue recognition.

**Note:** Adjustments of sales credits performed with the RAM wizard do not impact future collectibility analysis, because you can use the RAM wizard to adjust sales credits only for revenue that has already been scheduled.



## Adjusting Invoices

You can manually adjust an invoice that is under collectibility analysis. However, if the GL Account Source for the specified adjustment activity is Revenue on Invoice, then Receivables removes the invoice from further collectibility analysis after making the adjustment.

This is because Receivables calls the Revenue Adjustment API if revenue on the specified invoice is unearned. The Revenue Adjustment API uses AutoAccounting to derive the anticipated revenue accounting distribution accounts and amounts, thereby overriding the event-based revenue management process.

If you want Receivables to continue monitoring an invoice for automatic revenue recognition, then always use a credit memo to adjust an invoice under collectibility analysis.

## Using the Transactions Workbench to Modify Accounting Distributions or Sales Credits

You can manually change the accounting distributions and sales credits for an invoice that is under collectibility analysis. When making a change in either the Distributions window or Sales Credits window, Receivables removes the invoice from further collectibility analysis if:

- You change an existing accounting distribution to a revenue account or unknown account in the Distributions window
- You rerun AutoAccounting when you modify sales credits in the Sales Credits window

**Warning:** You should always use the RAM wizard, *not* the Transactions workbench, to adjust sales credits on a transaction, if that transaction's revenue was previously adjusted via the RAM wizard. See: Entering Revenue Credits, page 2-19.

## Crediting Invoices

If you issue a credit memo against an invoice whose revenue was automatically deferred upon import, then the impact of the credit memo differs depending on the original reason for the revenue deferral. This is applicable only if you set the Use Invoice Accounting for Credit Memos profile option to Yes.

For example, perhaps you apply a credit memo against an invoice whose revenue was initially deferred due to one or more contingencies, but was later partially recognized. A portion of this invoice's revenue, therefore, is still in an unearned revenue account.

- If revenue on this invoice was deferred due to unmet payment-based contingencies, then Receivables always debits the unearned revenue account for the full amount of the credit memo, according to the initially assigned accounting rules.

**Note:** This is a departure from standard functionality. When you credit a typical invoice that is *not* under evaluation for event-based revenue management, Receivables prorates the amount of the credit memo between the earned and unearned revenue invoice amounts.

If the amount of the credit memo exceeds the amount of the unearned revenue on the invoice, and you selected the Allow Overapplication check box on the credit memo's transaction type, then Receivables records the excess amount as a debit to the unearned revenue account. You can optionally use the RAM wizard to clear the negative unearned revenue on this invoice.

- If revenue on this invoice was deferred due to unexpired time-based contingencies, then Receivables always prorates the credit memo amount between the earned and unearned revenue amounts on the invoice. If a multi-period accounting rule exists on a line, then Receivables further prorates the credit memo amount across future periods.

See: Credit Memos Against Invoices Under Collectibility Analysis, page 2-136.

### **Crediting Manually Adjusted Invoices**

If you apply a credit memo against an invoice whose revenue was already manually adjusted via the RAM wizard, then Receivables follows standard credit memo functionality. Even if the invoice was initially analyzed for collectibility and acceptance, Receivables prorates the credit memo amount between the earned and unearned revenue amounts on the invoice.

In that case, you must confirm that the earned and unearned revenue on the invoice is stated appropriately for each period. If necessary, use the RAM wizard to make any further adjustments.

### **Incompleting Invoices**

In the Transactions workbench, you cannot incomplete invoices that initially failed collectibility and acceptance analysis, and which are still under analysis for future event-based revenue management.

### **Reversing Receipts**

If you apply a receipt against an invoice whose revenue was automatically deferred upon import, and you later reverse that receipt, then the impact of the receipt reversal differs depending on the original reason for the revenue deferral:

- If revenue on an invoice was deferred due to payment-based contingencies, then Receivables initiates revenue recognition whenever you apply a receipt to the invoice. If you reverse a previously applied receipt, then Receivables automatically

unearns the previously earned revenue.

In some cases, you might apply a receipt against an invoice line, but Receivables cannot recognize revenue for that line due to unexpired time-based contingencies. Therefore, Receivables leaves the receipt amount as unearned revenue, but flags the amount as pending revenue recognition at a later date.

If you later reverse the receipt, then Receivables reflects the receipt reversal by simply removing that pending flag from the receipt amount.

- If revenue on an invoice was deferred due to unexpired time-based contingencies only, then the reversal of a receipt does not impact the amount and timing of revenue recognition.

### Scenario 1

You import a customer invoice with 3 lines. All lines are associated with a nonstandard refund policy (90 days). In this case, Receivables recognizes revenue only upon the expiration of the 90-day period. Applying and later reversing a receipt against this invoice has no impact on the timing and amount of revenue recognition.

### Scenario 2

You import a customer invoice with 2 lines. Line 1 is \$226 and Line 2 is \$350. Line 2 is associated with a cancellation provision (120 days). Additionally, the Revenue Management Engine finds that the customer is not creditworthy.

- You apply a receipt for \$126 against this invoice. For simplicity, assume that Receivables applies \$63 to each line.
  - Receivables recognizes revenue for Line 1 in the amount of \$63.
  - Receivables cannot recognize revenue for Line 2 due to the cancellation provision. Therefore, Receivables flags \$63 for Line 2 as an amount that is pending revenue recognition.
- Several days later, you reverse the receipt.
  - Receivables automatically unearns the previously earned \$63 in revenue for Line 1.
  - Receivables removes the pending flag that was assigned to \$63 for Line 2.
- After this receipt reversal, the entire amount of the invoice is in the unearned revenue account.

### Related Topics

Event-Based Revenue Management, page 3-12

Revenue Exceptions Report, page 10-119

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## Receipts

### Entering Receipts

Use the Receipts window to enter new or query existing receipts.

You can enter two types of receipts in Receivables:

- **Standard receipts:** Payment (such as cash or a check) that you receive from your customers for goods or services. Also known as *cash receipts*.
- **Miscellaneous receipts:** Revenue earned from investments, interest, refunds, stock sales, and other nonstandard 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.

You can apply receipts to invoices, debit memos, deposits, 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 also apply receipts to other open receipts. See: Receipt-to-Receipt Applications, page 4-11.

If you are using Oracle Trade Management, then you can place your customers' overpayments and short payments into claim investigation while the claim is being researched. See: Applying Receipts, page 4-9 and Working with Claims, page 4-164.

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 (Balances region). You cannot apply an unidentified receipt.

**Note:** You can view the detail accounting lines for an existing receipt in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose

to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-31.

**Note:** If you are using Multiple Reporting Currencies (MRC) functionality, then you can use the View Currency Details window to view receipt amounts in both your primary and MRC reporting currencies.

See: Viewing MRC Details for a Transaction, page 9-41.

## Viewing the Receipt History

Use the Receipt History window to view additional details about your saved receipts. This window displays a history of the receipt's statuses, as well as exchange rate adjustments. You can also view all application notes that were made to this receipt.

This window also includes Oracle Cash Management-related information. See: Receipts Field Reference, page 4-6.

From the Receipts window, click Receipt History.

See: Reviewing Receipts and Applications, page 4-67.

## 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:** For manually entered receipts, this status indicates the receipt belongs to a receipt class that requires remittance.

**Remitted:** This receipt has been remitted.

**Cleared:** The payment of this receipt was transferred to your bank account and the bank statement has been reconciled within Receivables.

**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.

**Note:** A receipt's state is different from its status. See: Receipts Field Reference, page 4-6.

### Prerequisites

- Define receipt classes, *Oracle Receivables Implementation Guide*

- Define receipt methods, *Oracle Receivables Implementation Guide*
- Define receipt sources, *Oracle Receivables Implementation Guide*
- Define receivables activities, *Oracle Receivables Implementation Guide*
- Define profile options, *Oracle Receivables Implementation Guide*
- Open accounting periods, page 9-1

## To manually enter a receipt:

1. Navigate to the Receipts or Receipts Summary window.
2. Enter a receipt method. Receivables uses the receipt method to determine the accounting and remittance bank accounts for this receipt.  
  
The selected receipt method automatically defaults the payment method and instrument number. Receipts paid by automatic methods use Oracle Payments to complete the funds capture process. See: *Enabling the Funds Capture Process, Oracle Receivables Implementation Guide*.
3. Enter the receipt information, including receipt number, currency, receipt amount, GL date, and receipt date. The default GL date is the same as the batch GL date. If there is no batch information, the GL date is the same as the receipt date. The default receipt date is the current date, but you can change it. If the Receipt date is not in an open period, Receivables changes the GL date to the last date of the most recent open period. You can change the GL date, but it must be in an open or future period. If this receipt is part of a batch and you change the receipt date, Receivables does not automatically modify the GL date.

**Note:** After you create the receipt, you cannot update the receipt or GL date. To make changes to these dates, either delete and recreate the receipt, or reverse the receipt.

You can enter transactions in any currency defined in Oracle Receivables if you have at least one remittance bank account which has the Multiple Currencies Allowed check box selected. If no such bank account exists, you are limited to entering only those currencies in which bank accounts exist. (The currency of a multiple currency bank account must be the same as your functional currency.)

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 2-25*.

4. Choose a receipt type of Standard.

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 defaults the 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.

**Important:** 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 bank charges apply, 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, *Oracle Receivables Implementation Guide*.

**Note:** This field is available only if the AR: Create Bank Charges profile option is Yes.

8. The receipt method that you previously selected automatically defaults the payment method and instrument number.

Optionally choose Select Instrument to navigate to the Payment Instrument window. To choose this button, you must first select a receipt method. In the Payment Instrument window, you can select a different payment instrument, or create a new one. You can select any payment instrument that has been assigned to the defaulted payment method at the customer account or site level.

**Note:** You cannot add a payment instrument if the receipt method is assigned to a receipt class whose creation method is Manual.

The Payment Instrument window also displays payment instrument details. Oracle Payments populates these fields during the funds capture process.

The fields in this window display differently depending on the payment method that is associated with the receipt method. For example:

- If the payment method is a bank account transfer payment method, then the



Payment Instrument window displays bank account details.

Choose Create/Update Instrument to navigate to the Payment Details page, where you can update existing bank accounts, or add or create a new bank, bank branch, or bank account.

- If the payment method is a credit card payment method, then the Payment Instrument window displays credit card details.

Choose Create/Update Instrument to navigate to the Payment Details page, where you can update existing credit cards, or add a new credit card.

For both types of payment instruments, use the Payment Details page to indicate the priority level of each payment instrument, if multiple instruments exist, as well as the customer's notification preferences, such as by e-mail or fax.

**Note:** You can also create payment instruments at the customer account or site level. See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.

9. The Payment Server Order Number (PSON) field is a display only field and is populated by Oracle Payments.

This number is the order number used by Payments during the funds capture settlement process.

10. Receivables derives the default remittance bank account from the receipt method you entered. You can accept this value or enter any bank account assigned to the receipt method if the bank account is in the same currency as that of the receipt or the bank account has the Multiple Currencies Allowed check box selected. Only bank accounts that are in your functional currency can accept multiple currency deposits. See: Manually Entering Automatic Receipts, page 5-14.

11. If you are using manual document numbering, then open the More tabbed region and enter a unique document number.

Otherwise, Receivables assigns this transaction a unique number when you save.

See: Implementing Document Sequences, *Oracle Receivables Implementation Guide*.

12. Enter the receipt deposit date (optional). The default is either the deposit date entered at the batch level or, if there is no batch information, the receipt date. The default receipt maturity date is the deposit date.

Receivables uses the deposit date as the exchange date when the receipt currency is different from your functional currency. If you later change the deposit date, then Receivables also updates the exchange date.

13. To prevent the receipt remittance bank from being automatically overridden during the remittance process, choose *Don't Allow* in the Override 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 5-30.

14. Save your work. If you entered a customer, the receipt amount appears in the Unapplied field in the Balances region. Otherwise, the entire receipt amount appears in the Unidentified field.

To apply this receipt, see: Applying Receipts, page 4-9.

## Related Topics

Receipts Field Reference, page 4-6

Entering Miscellaneous Receipts, page 4-58

Batching Receipts for Easy Entry and Retrieval, page 4-69

Creating Chargebacks and Adjustments, page 4-52

Reversing Receipts, page 4-61

Reapplying Receipts, page 4-65

Receipt Analysis - Days Late Report, page 10-106

Receipt Register, page 10-110

Unapplied and Unresolved Receipts Register, page 10-143

## Receipts Field Reference

This section provides a brief description of some of the fields in the Receipts, Receipts Summary, Receipt Batches, and Receipt History 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.

**Actual Value Date:** (Receipt History window) The date when cash is withdrawn (for a payment) or deposited (for a receipt) in a bank account. Your bank usually provides this date on your bank statement. When you reconcile receipts with your bank statement in Oracle Cash Management, Receivables automatically updates this field with the bank statement line's value date.

**Anticipated Value Date:** (Receipt History window) The date you expect cash to be withdrawn (for a payment) or deposited (for a receipt) in your bank account. This field is optional. The bank uses this date to determine the available balance to apply interest

calculations. This field is used by Oracle Cash Management's Cash Forecasting feature.

**Application Notes:** (Receipt History window) This field is used for receipts that are imported into Receivables via AutoLockbox.

If you select the Post Partial Amount as Unapplied box as one of your AutoLockbox options, then AutoLockbox can import a receipt into QuickCash with an unapplied amount even if any of the receipt's matching numbers are invalid. Receivables stores the invalid matching numbers in the Application Notes field.

This field, which you can update, holds a maximum of 2,000 characters.

You can display the Application Notes field in the Receipts Summary or QuickCash windows by choosing Show Field from the Folder menu.

**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.

**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.

**Cash Claims:** The amount of non-invoice related claim investigation applications on the receipt.

**Cash Claims Count/Amount:** The total number and amount of non-invoice related claim investigation applications in this batch. Receivables updates these values when the claims that are part of this batch are settled.

**Deposit Date:** The deposit date for the receipt or receipt batch. This date defaults from the receipt or batch date. If you later change the receipt or batch date, then Receivables updates the deposit date accordingly, *unless* the deposit date has already been manually updated.

**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.

**Instrument Number:** This field is display only. Receivables defaults this value based on the receipt method. Your customers use payment instruments to pay you. For example, a payment instrument can be a credit card or a bank account. You can change the payment instrument by choosing Select Instrument, which opens the Payment Instrument window. From this window, choose Create/Update Instrument to update or create a payment instrument on the Payment Details page.

**Line Number:** (Receipt History window) 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.

**Payment Method:** This field is display only. Receivables defaults this value based on the receipt method.

**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.

**Postmark Date:** The postmark date for the receipt.

**Prepayments Count/Amount:** The total number and amount of prepayment receipts in this batch. A prepayment receipt is not included in the Applied Count/Amount totals until the Automatic Receipts program applies the prepayment receipt to a prepaid invoice.

**Prepayments:** The total amount of prepayment receipts.

**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.

**Remittance Method:** (Receipt Batches Summary window) A read-only field that indicates the remittance method of the batch in which this receipt is included. If the receipt is not included in a remittance batch, this field is null.

**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'.

**State:** (Receipts Summary window) Possible receipt states are Applied, Unapplied, Unidentified, Non-Sufficient Funds, Stopped Payment, and Reversal-User Error. You cannot apply receipts with a state of Non-Sufficient Funds, Stopped Payment, or Reversal-User Error.

**Statement Date:** (Receipt History window) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Statement Number:** (Receipt History window) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Tax Code:** This field is used to report VAT in Germany. For more information, see "German VAT for On-Account Receipts Report" in the *Oracle Financials for Europe User Guide*.

**(Identify By) Trans Number:** The transaction number that identifies this receipt.

**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.

## Related Topics

Applying Receipts, page 4-9

Batching Receipts for Easy Entry and Retrieval, page 4-69

## Applying Receipts

Use the Applications window to apply your receipts or on-account credits. You can apply receipts to any type of transaction except guarantees and standard credit memos. 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 can apply receipts to an entire transaction and prorate the receipt amount across all transaction lines. Or, you can apply receipts to specific transaction lines. See: Applying Receipts in Detail, page 4-17.

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 a receipt to a related customer's debit items if the Related Customers check box is checked. 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 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.

**Note:** On-account credits (credit memos) are different from on-account cash on a receipt. See: Creating On-Account Credit Memos, page 2-108.

If you leave partial receipt amounts unapplied or if a receipt underpays an invoice, then you can write off the receipt. See: Writing Off Receipts, page 4-159.

You can even apply receipts against other open receipts. See: Receipt-to-Receipt Applications, page 4-11.

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 2-25.

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 4-39.

To validate the application amount, Receivables uses the transaction type of the debit item to which you are applying the receipt. See: Transaction Types, *Oracle Receivables Implementation Guide*.

- If the transaction type allows natural application only, then you cannot enter an amount that would reverse the sign of the debit item.
- If the transaction type allows overapplication, then you can apply a receipt to a closed debit item. To access closed invoices from the Receipts workbench, you must check the Show Closed Invoices check box from the Tools menu.

**Important:** If you want to automatically manage receipts for refunds as well as claim creation, then the transaction type of the debit item to which you are applying the receipt must be set to allow natural application only.

See: Automated Receipt Handling for Credits, page 5-66, How AutoLockbox Creates Claims, page 4-104, and QuickCash, page 4-129.

- If the transaction type specifies Natural Application only, then you must enter an amount that brings the balance due closer to zero.

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 late 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 4-45.

## Using Oracle Trade Management to Track Claims

If you are using Trade Management, then you can create a claim for invoice-related short payments in the Applications window. When you create a claim for an invoice, Receivables places the invoice in dispute until the claim is resolved.

For individual receipt over payments or short payments that are *not* related to any invoice, you can create a claim using the Claim Investigation application type. You can create multiple claim investigation applications per receipt.

Claims that you create in the Applications window are then automatically passed to Trade Management for tracking and further research. See: Working with Claims, page 4-164.

## Receipt-to-Receipt Applications

You can net receipts in Receivables. To net receipts, you apply a receipt against another open receipt, and then apply the resulting unapplied receipt balance to a transaction.

Open receipts include receipts that have:

- Unapplied cash
- On-account cash
- Open claim investigation applications

You can also apply one receipt against another receipt that has an open claim investigation application. A claim investigation application results from either a noninvoice-related deduction or an overpayment. See: Working with Claims, page 4-164.

**Note:** Receivables automatically updates Trade Management when you make a receipt application against a second receipt that has an open claim investigation.

**Important:** When netting receipts, both receipts must be in the same currency.

You can also net a QuickCash receipt against multiple open receipts. See: QuickCash, page 4-129.

### Prerequisites

- Enter receipts, page 4-1

## Applying a Receipt

### To apply a receipt to several transactions:

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts, page 4-1.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Search and 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, transaction dates, balances, or PO numbers. Leave a field blank if you do not want to limit the search to transactions matching that criteria.

**Note:** If the Show Billing Number system option check box is selected, then Receivables displays two transaction Numbers fields. You can enter a balance forward bill number in the first field, or use the second field to enter a transaction number.

**Note:** If you want to include closed invoices in your query, then you must check the Show Closed Invoices check box from the Tools menu.

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.

**Tip:** 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.

**Note:** If a customer location is specified in the Location field, then Receivables ignores this check box and selects only the specified customer's transactions for receipt application.



**Note:** If you check the Disputed Transactions box, then you must also indicate the classes of disputed transactions that you want to include in this query.

Use the AR: Default Open Receipts for Application profile option, *Oracle Receivables Implementation Guide* to always include open receipts.

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 item 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.

**Note:** If applying this receipt against an open receipt, then skip to the next step.

The default amount applied can be 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). Use the AR: Always Default Transaction Balance for Applications profile option, *Oracle Receivables Implementation Guide* to control how Receivables defaults the applied amount.

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 4-152.

11. If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:
  - the amount remaining on the receipt, or
  - the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)
12. To place any remaining amount on account, use the down arrow to insert a new record, then enter 'On Account' in the Apply To field. The default amount is the unapplied amount of the receipt, but you can change it.
13. If you are using Trade Management, then you can create an invoice-related claim for any short payment, or a noninvoice-related claim for any overpayment.  
See: Manually Applying Receipts, page 4-14.
14. 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 4-1.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Apply.
5. In the Apply To field, from the list of values, select the transaction to which you want to apply this receipt.

**Note:** If you want to include closed invoices in the list of values, then you must first check the Show Closed Invoices check box from the Tools menu.

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 can be 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). Use the AR: Always Default Transaction Balance for Applications profile option, *Oracle Receivables Implementation Guide* to control how Receivables defaults the applied amount.

**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 4-152.

6. To apply this receipt against specific transaction lines, choose Apply in Detail.  
See: Applying Receipts in Detail, page 4-17.
7. You can apply this receipt against open receipts, as well. See: Receipt-to-Receipt Applications, page 4-11.

**Note:** To include open receipts in the list of values:

- Check the Include Open Receipts box from the Tools menu, or
- Use the AR: Default Open Receipts for Application profile option, *Oracle Receivables Implementation Guide* to always include open receipts.

If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:

- the amount remaining on the receipt, or
- the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)

8. To apply this receipt to another transaction or open receipt, repeat steps 5 and 6.
9. To place an amount on account, enter 'On Account' in the Apply To 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'.
10. If you are using Trade Management, then complete this step. If not, then skip to the next step.

Receivables integrates with Trade Management to let you record, research, and resolve your customers' short payments and over payments on their receipts. These payment discrepancies are called claims.

You can place any short payment or over payment into claim investigation when entering a receipt in the Applications window. When you save the application, the claim is automatically sent to Trade Management, which then populates the Application Reference field with the claim number.

Use the down arrow to insert a new record, then enter either an invoice related or non-invoice related claim:

- To create an invoice related claim for the short payment of a transaction, enter the transaction number in the Apply To field and enter the application amount in the Amount Applied field. Select *Trade Management Claim* in the Reference Type field; this selection tells Receivables to create a claim on the transaction and pass the claim to Trade Management. The claim amount is the balance due on the transaction.

Additionally, the related invoice is not closed; rather, the invoice remains an open receivable. Receivables puts the invoice in dispute and records a message in AR Notes.

You do not need to assign a receivable activity, because invoice related claims do not generate new accounting entries.

- To create a non-invoice related claim for an over payment or short payment that your customer references on a receipt, select *Claim Investigation* from the list of values in the Apply To field and enter the application amount in the Amount Applied field. The default amount is the unapplied amount of the receipt, but you can change it.
  - If your customer deducts \$1,000 from the receipt for an unknown reason, then you should enter the claim amount as <\$1,000>, because an unresolved deduction represents an *increase* in the unapplied amount of the receipt.
  - If your customer over pays \$1,000 on the receipt for an unknown reason, then you should enter the claim amount as \$1,000, because an unresolved over payment represents a *reduction* in the unapplied amount of the receipt.

Select a receivable activity for this claim from the list of values in the Activity field; the receivable activity provides the accounting for the claim investigation application. The list of values includes activities that you defined using the Claim Investigation activity type. The Reference Type field defaults to *Trade Management Claim*.

Receivables views a non-invoice related claim as an open receipt credit or unresolved cash. The receipt remains open until all claim investigation applications on the receipt are resolved. You can enter an unlimited number of non-invoice related claims in this window.

**Important:** For both types of claims, if you want to create a new

claim, then you must leave the Application Reference field blank. Otherwise, you can associate this application with an existing unresolved claim by selecting a claim number from the list of values.

For more information, see: Working with Claims, page 4-164.

11. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Related Topics

Applying Receipts in Detail, page 4-17  
Applications Field Reference, page 4-22  
Chargebacks and Adjustments, page 4-52  
Reapplying Receipts, page 4-65  
Reviewing Receipts and Applications, page 4-67  
Applying On-Account Credit Memos, page 2-109  
Unapplying Cash when Crediting a Transaction, page 2-104  
Applied Receipts Register, page 10-110  
Unapplied and Unresolved Receipts Register, page 10-143  
Deposited Cash Report - Applied Detail/Open Detail Reports, page 10-71

## Applying Receipts in Detail

During receipt application, you can allocate cash against an entire transaction. Or, use Oracle Receivables' line-level cash application functionality to apply cash against specific transaction *lines*, according to your customer's remittance advice. For example, if your customer received only Item A, but not Item B, then you can apply your customer's payment to Item A. Later, after your customer receives Item B and remits payment, you can apply the payment to Item B.

Receivables lets you apply receipts in these ways:

- To an entire transaction  
See: Applying Receipts, page 4-9.
- To a specific transaction line type, such as lines only, tax, freight, or late charges, or any combination of these types
- To specific transaction lines

- To groups of transaction lines

**Note:** Line-level cash application functionality is available only for invoices, debit memos, and chargebacks with line details. You cannot apply receipts in detail to all other transactions, including invoices with installments.

The line-level cash application functionality does not use application rule sets, because you make application decisions according to your customer's remittance advice.

You can update existing line-level cash applications. For example, after applying a receipt against an entire transaction, you later learn that the customer only wanted to *partially* pay the transaction. In this case, you can unapply the original receipt application and reapply the receipt to specific transaction lines. See: Reapplying Receipts, page 4-65.

You can also unapply line-level cash applications and reapply a receipt against an entire transaction. In this case, Receivables automatically removes all existing line-level cash applications, before applying cash at the transaction level.

After applying a partial payment against a specific transaction line, you can later apply a second payment against the remaining balance of the transaction. Receivables prorates the second receipt amount across all remaining transaction lines.

## Applying Receipts in Detail

### Prerequisites:

1. If necessary, modify the AR: Always Default Transaction Balance for Applications profile option.  
See: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.
2. Optionally modify the various system options that control discounts. For example, set the Allow Unearned Discounts or Discount on Partial Payment system options.  
See: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.
3. Optionally modify the discount options for your customer profile classes. For example, enable discounts for a customer profile class, and set the number of discount grace days.  
See: Customer Profile Class and Customer Account Profiles Field Reference, *Oracle Receivables Implementation Guide*.

### To apply receipts in detail:

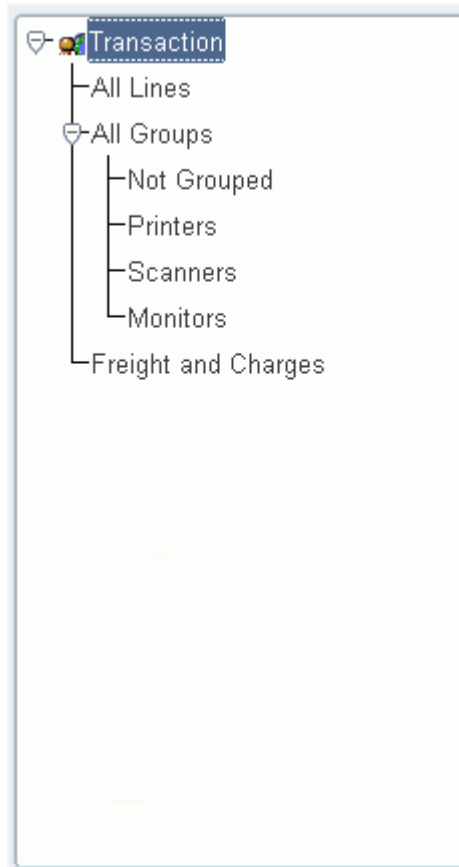
1. Navigate to the Receipts window.

2. Enter or query the receipt to apply. See: Entering Receipts, page 4-1.
3. Choose Apply.
4. In the Apply To field, from the list of values, select the transaction to which you want to apply this receipt.
5. Choose Apply in Detail to navigate to the Detailed Applications window.

**Important:** You cannot apply receipts in detail to invoices from Release 11i, if activity already exists on those invoices. Examples of invoice activity include credit memos, deposits, guarantees, or adjustments.

The Detailed Applications window includes four regions:

- Receipt Application region  
Provides an overview of receipt details, including the available unapplied receipt amount.
- Transaction region  
Provides an overview of transactions details, including amount applied to the invoice, and current balance due.
- Application Tree region



Displays the application levels at which you can apply this receipt to the selected transaction. See next step.

- Detailed applications region

Displays application details according to the application level that you selected in the Application Tree region.

6. In the Application Tree region, select the application level for this receipt. Your selection controls which transaction details are made available for application in the Detailed Applications region.

- Transaction

Select this option to apply cash at a summary level.

You can enter amounts by line type: Line, Tax, Freight, or Charges. If you enter a Line or Tax amount, then Receivables prorates the application across all transaction lines.

- All Lines



Select this option to apply cash to specific lines.

You can select one or more transaction lines. Receivables enters the Amount Applied for this receipt and updates the Balance Due for this transaction, but you can change the amount applied.

**Tip:** If you want to apply cash to most, but not all, transaction lines, then choose Select All Lines. Receivables applies the receipt to all transaction lines; you can then deselect the unwanted transaction lines.

- All Groups

Select this option if you want to apply cash to a selected group's transaction lines. This option displays only if group attributes were imported into Receivables from a feeder system, such as Oracle Service Contracts.

You can select one or more groups. Receivables prorates the application across all transaction lines assigned to the selected group.

**Tip:** If you want to apply cash to most, but not all, groups, then choose Select All Groups. Receivables applies the receipt to all transaction lines in all groups; you can then deselect the unwanted groups.

- Specific Groups

Select a group to apply cash to selected transaction lines within the selected group. Specific groups display only if group attributes were imported into Receivables from a feeder system, such as Oracle Service Contracts.

You can select one or more transaction lines assigned to the selected group.

- Freight and Charges

Select this option to apply cash to freight and charges at the invoice level only.

You can apply cash to freight and charges either before or after you apply cash to transaction lines. When you select this option, Receivables displays freight and charges on separate lines, if they exist.

Receivables automatically calculates earned discounts. You must manually enter unearned discounts.

7. When you are satisfied with all applications, save your work. Receivables updates your customer's account balances.

## Related Topics

Applying Receipts, page 4-9

Reapplying Receipts, page 4-65

Reviewing Receipts and Applications, page 4-67

## Applications Field Reference

This section provides a brief description of some of the fields in the Applications window.

**Activity:** The receivable activity for this application. Receivables uses the receivable activity to derive the accounting for this application. You cannot enter an activity when applying receipts to transaction numbers.

**Allocated Receipt Amount:** The amount of the receipt to apply in the *receipt* currency. This field is used for cross currency receipt applications.

**Amount Applied:** The amount of the receipt to apply in the *transaction* currency. This field is used for cross currency receipt applications.

**Application Reference Number:** If you are using Oracle Trade Management, then the Reference Number is the claim number.

If this application line was made to a refund activity, such as Credit Card Refund, then this column holds the miscellaneous receipt number that was created to generate the customer refund. See: Credit Card Refunds, page 5-59.

If this application line was made to the Prepayment application type, then this column indicates the number of the transaction, such as the order number, that generated this prepayment.

**Application Reference Reason:** Select a reason for this claim (both short payments and overpayments) from the list of values in this field. This field is used for integration with Trade Management only.

You can also use this field to indicate why you are performing any manual receipt activities.

**Application Reference Type:** To create a claim, select *Trade Management Claim* from the list of values in this field.

If this application line was made to a refund activity, such as Credit Card Refund, then Receivables populates this field with *Miscellaneous Receipt*.

If this application line was made to the Prepayment application type, then this column indicates where the prepayment originated, such as from Order Management.

**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.

**Apply To:** 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.

You can enter a balance forward bill number and Receivables will find all the transactions that are associated with this balance forward bill. You can then apply payment to the individual invoices within the balance forward bill. The total balance of the balance forward bill is thus reduced by the amount of the payment. See: Balance Forward Billing, page 2-263.

You can also apply receipts against other open receipts. See: Receipt-to-Receipt Applications, page 4-11.

The Apply To list of values also displays other types of applications that you can make in this window:

- Claim Investigation (only for users of Trade Management)
- Credit Card Chargeback
- Credit Card Refund
- On Account
- Receipt Write-off
- Refund

**Cash Claims:** The amount of the receipt that you have placed in claim investigation.

This total represents only noninvoice-related claims, which Receivables views as open cash. Noninvoice-related claims are similar to unapplied or on-account cash; further action is required *on the receipt* before this receipt is fully applied. These action points are thus represented in the same area of the Applications window.

- For noninvoice-related short payments, Receivables automatically updates the Unapplied and Cash Claims fields to represent an *increase* in the unapplied amount of the receipt.
- For noninvoice-related overpayments, Receivables automatically updates the Unapplied and Cash Claims fields to represent a *reduction* in the unapplied amount of the receipt.

For invoice-related claims, however, further action is required *on the transaction*. The Cash Claims total, therefore, does not include open invoice-related claims.

This field is for users of Trade Management only.

See: Working with Claims, page 4-164.

**Customer Reason:** The customer's reason for a payment discrepancy.

This column is a hidden folder field, and is used by Trade Management.

**Customer Reference:** Customer-supplied information, if AutoLockbox determines that the transaction number is invalid.

This column is a hidden folder field, and is used by Trade Management.

**GL Date:** The date on which to post this application to your general ledger. The default is the current date, the receipt GL date, or the invoice GL date, whichever is latest. 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:** The line that you enter is for reference only. 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.

Or, apply receipts to specific transaction lines by choosing Apply in Detail. See: Applying Receipts in Detail, page 4-17.

**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.

**Original Transaction Reference:** The number of the document that this receipt amount was originally applied to.

For example, if this application line was applied to a transaction, but was later unapplied and reapplied to a special refund activity, then this column holds the original transaction number. See: Credit Card Refunds, page 5-59.

Receivables automatically populates this column with a nonupdatable value.

**Original Transaction Reference Type:** The type of the document that this receipt amount was originally applied to.

**Prepayments:** The amount of the prepayment application.

**Reference Reason:** The claim reason, translated from the customer's original reason into the deploying company's reason code (used by Trade Management).

**Transaction Code:** Transaction codes are typically used by U.S. federal government customers to produce both proprietary and budgetary accounting entries for a given transaction. This feature is available only in public sector installations.

## Managing Prepayment Receipts

Oracle Receivables integrates with any feeder system, such as Oracle Order

Management, to let you record prepayments from customers before the delivery of goods or services.

This section describes how the process works.

## What is a prepayment?

A prepayment is payment in advance of the delivery of goods or services.

Receivables creates prepayments as receipts *before* the related invoices are created. Later, a business event from your feeder system triggers the invoicing process in Receivables, and an AutoInvoice postprocess matches the prepaid receipts to their related invoices.

See: Prepayments Process Flow, page 4-26.

The creation of prepayment receipts and the subsequent application to matching prepaid invoices is a process that occurs *without user intervention*.

**Note:** You cannot manually create prepayments in Receivables. Instead, your feeder system initiates the creation of prepayments in Receivables.

Your customers can use any of these Oracle Payments payment methods to make a prepayment:

- Automatic Clearing House (ACH) bank account transfer
- Cash
- Check (tendered to order taker)
- Credit card/purchase card
- Direct debit

Your customers can use more than one of the above payment methods for a single prepayment. Receivables creates one prepayment receipt for each payment method.

## When are prepayments required?

You can create and track prepayments in Receivables. However, your unique business requirements dictate whether or not you require a prepayment. Your enterprise must implement specific business practices to determine which orders require prepayments.

For example, you might require customers to prepay all orders for consulting services. Or, you might require a down payment for any order over \$1,000.

## Prepayments Process Flow

1. When you determine that a prepayment is required, you record the payment information in your feeder system, and the information is passed to Oracle Receivables.
2. A public API creates a prepayment receipt in Receivables, and processes the receipt using the payment information provided.

Receivables immediately applies all prepayment receipts against the Prepayment application type, and records accounting according to a special prepayment receivables activity.

Receivables reserves these receipts for subsequent reapplication to the invoice or invoices that are eventually generated for the order.

3. When the order is later sent to Receivables for invoicing, AutoInvoice creates an invoice that is marked as prepaid.

Additionally, AutoInvoice initiates a postprocess matching program to identify any open prepaid invoices and search for matching prepayment receipts. When a match is found, the program unapplies the receipt from the Prepayment application type and reapplies the receipt to the corresponding invoice.

Reapplication of the receipt against the appropriate invoice occurs without any user intervention.

4. You can review your prepayment receipts history:
  - Use the Other Receipt Applications report to view the receipts that were applied to the Prepayment application type.
  - Use the Receipts Summary window to view a history of your receipt applications.

## Related Topics

Managing Prepayment Receipts, page 4-24

Managing Your Customers' Prepayments, page 4-27

Reapplying Receipts, page 4-65

## Setting Up Prepayments

### Prerequisites

- Establish your prepayments business practices.  
See: Prepayments API User Notes in the *Oracle Receivables Reference Guide*.

- If integrating with Receivables from Order Management, then review the *Oracle Order Management User's Guide* or online help for instructions on how to implement prepayments.
- If you want to accept credit card or Automatic Clearing House (ACH) prepayments, then ensure that Oracle Payments is set up. See: *Oracle Payments Implementation Guide* or online help.

### To set up prepayments:

1. Define a prepayment receivables activity. See: Receivables Activities, *Oracle Receivables Implementation Guide*.
2. Define receipt methods. See: Receipt Methods, *Oracle Receivables Implementation Guide*.
3. Set the Sequential Numbering profile option to *Always Used* or *Partially Used*. Next, define an automatic document sequence, or use an existing sequence, and assign it to the document category that Receivables automatically created for the receipt methods you defined in the previous step. See: Setting Up Document Sequences, *Oracle Receivables Implementation Guide*.
4. (Optional) Define a prepayment payment term. See: Payment Terms, *Oracle Receivables Implementation Guide*.

**Tip:** Optionally set the number of days to zero if you are defining a prepayment payment term.

**Note:** The prepayment payment term does not require the capture of funds in advance of invoicing or the delivery of prepaid goods or services. Establish specific business practices at your enterprise if you want to capture these funds in advance.

### Related Topics

Prepayments Process Flow, page 4-26

Managing Your Customers' Prepayments, page 4-27

## Managing Your Customers' Prepayments

You can easily modify or cancel prepayments while maintaining a strict accounting and audit trail for orders that you process. You can:

- **Change an order without changing the order amount:** If an order change does not

result in a price change, then Receivables does nothing.

- **Cancel an order:** For credit card prepayments where the prepayment receipt has already been remitted, Receivables refunds the original credit card using standard credit card refund functionality.

See: Credit Card Refunds, page 5-59.

**Note:** Use a receipt class with a remittance method of *Standard* on the original credit card prepayments, if you are using Oracle Payments.

If the prepayment receipt has not yet been remitted, or for prepayments made with other payment methods, Receivables places the refund amount on account.

- **Decrease the order amount:** For credit card prepayments where the prepayment receipt has already been remitted, you can refund the original credit card for a full or partial refund.

Receivables unapplies the receipt and reapplies the refund amount to the Credit Card Refund application type. If an amount remains on the prepayment receipt, then Receivables reapplies the amount to the Prepayment application type.

If multiple prepayment receipts exist for a single order, then Receivables refunds the receipt with the largest open balance first to minimize any transaction fees.

If the prepayment receipt has not yet been remitted, or for prepayments made with payment methods other than credit card, Receivables places the refund amount on account.

- **Increase the order amount:** You must manually increase the prepayment amount in your feeder system. Receivables creates a new prepayment receipt for the incremental amount.
- **Reallocate prepaid funds towards an overdue invoice:** You can unapply a prepayment receipt and manually reapply the amount to another invoice. When you later import the order into Receivables using AutoInvoice, Receivables considers the prepaid invoice that was associated with the receipt to be unpaid and treats it as a typical overdue invoice.

## Related Topics

Managing Prepayment Receipts, page 4-24

Prepayments Process Flow, page 4-26



## 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 (CAD) but your customer sends a receipt in euro (EUR) 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.

**Note:** You can also apply a receipt with an on-account credit to open debit items in different currencies. See: Applying a receipt with an on-account credit memo, page 2-110.

## 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 each 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 4-33.

## Euro Validation

In accordance with the laws of the European Monetary Union, from January 1, 1999 to December 31, 2001, certain former European currencies were considered National Currency Units of the euro currency, and had a fixed-rate relationship with the euro. Receivables supports currencies that are fixed-rate denominations of the euro.

Because the National Currency Units of the euro had fixed, predefined exchange rates, the Applications window can enter some default values when you create applications for NCU 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 NCU A, then later apply a receipt to that invoice in NCU B. Because the rate for these NCUs 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)

## 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. 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 Apply
- 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 2-25.

## 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 4-33.

## Related Topics

Setting Up Cross Currency Receipts, page 4-31

Applying Cross Currency Receipts - Examples, page 4-33

Applying Cross Currency Receipts, page 4-39

## Setting Up Cross Currency Receipts

To set up Receivables to use cross currency receipts, perform the following steps.

### Step 1 Define Cross Currency Rounding Account

Define a Cross Currency Rounding Account in the System Options window.

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.

## Step 2 Define a Suspense Account in Oracle General Ledger

When you create a cross currency receipt application, the resulting accounting entry includes several currencies: the receipt currency, the functional currency, and the accounting or functional 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 EUR receipt is applied to a CAD invoice). See: *Applying Cross Currency Receipts - Examples*, page 4-33.

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.

**Important:** You do not need to *enable* suspense accounting for your ledger 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 with a category of '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 ledger, enter a Source of 'Receivables' and a Category of 'Cross Currency.' See: *Defining Suspense Accounts, Oracle General Ledger Implementation Guide*.

### Step 3 Define Journals: Display Inverse Rate Profile Option

The profile 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:

$$\text{Transaction Amount} * \text{Cross Currency Rate} = \text{Receipt Amount}$$

Receivables will always use multiplication as the operation to convert the transaction currency to the receipt currency. In Example 1, page 4-33 Receivables multiplies the Amount Applied (90 CAD) by the cross currency rate (0.7111111) to calculate the Allocated Receipt Amount (64 EUR). See: Profile Options in Oracle General Ledger., *Oracle Receivables Implementation Guide*

### Related Topics

Applying Cross Currency Receipts - Examples, page 4-33

Applying Cross Currency Receipts, page 4-39

### 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.

**Note:** The Applications window is a folder form, which means you can choose the fields you want to see and the order in which they appear. The examples below show one possible way to set up the Applications window to help you create cross currency receipt applications; your implementation may be different. For more information about folders, see: Customizing the Layout of a Folder, *Oracle Applications User's Guide*.

### Example 1

This example shows how you can apply a receipt in euro (EUR) to an invoice in Canadian dollars (CAD). 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 (CAD). The corporate

exchange rate on JAN-01 is 1 USD = 1.5 CAD. 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, as illustrated in this table:

Account	Debit	Credit
Accounts Receivable	100 CAD [66.67 USD]	
Sales		100 CAD [66.67 USD]

## Step 2: Enter and Apply Receipt

On JAN-31, you receive payment of 64 EUR for Invoice 101. Your customer informs you that the entire amount (64 EUR) is a partial payment of 90 CAD for Invoice 101. The corporate exchange rate on JAN-31 is 1 USD = 1.13 EUR. When you enter the receipt information, Receivables uses this rate to calculate a receipt amount in your functional currency of 56.64 USD ( $64 / 1.13 = 56.64$ ).

You choose Apply, then enter '101' in the Apply To field. Receivables enters the balance due in your functional currency (Balance Due Base) and the invoice currency (Balance Due).

The Applications window now appears as shown in the table below (see Note above):

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	66.67	100.00						

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 currency (Amount Applied Base) and updates the balance due in your functional currency (Balance Due Base) and the invoice currency (Balance Due).

The Applications window now appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00				

#### Calculations

- Balance Due = 100 - 90 = 10 (CAD)
- 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 (64 EUR) in the Allocated Receipt Amount field. Receivables uses this amount to determine the Cross Currency Rate of 0.7111111 (64/90). Receivables then determines the Allocated Receipt Amount Base (in your functional currency) of 56.64 USD, using the exchange rate as of the receipt date (see Example Summary below). Finally, Receivables calculates an Exchange Loss of 3.36 USD.

The Applications window now appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	0.7111111	64.00	56.64	<3.36>

#### Calculations

- Cross Currency Rate = 64 (EUR) / 90 (CAD) = 0.7111111
- Allocated Receipt Amount = 64 (EUR) / 1.13 = 56.64 (USD)
- Exchange Gain/Loss = 56.64 (USD) - 60 (USD) = <3.36> (USD)

When you save this application, Receivables creates the accounting entries as illustrated in this table:

Account	Debit	Credit
Cash	64 EUR [56.64 USD]	
Foreign Exchange Loss	3.36 USD	
Accounts Receivable		90 CAD 60 USD]

### Example Summary

The table below summarizes each step in this example and the corresponding calculations that Receivables performs.

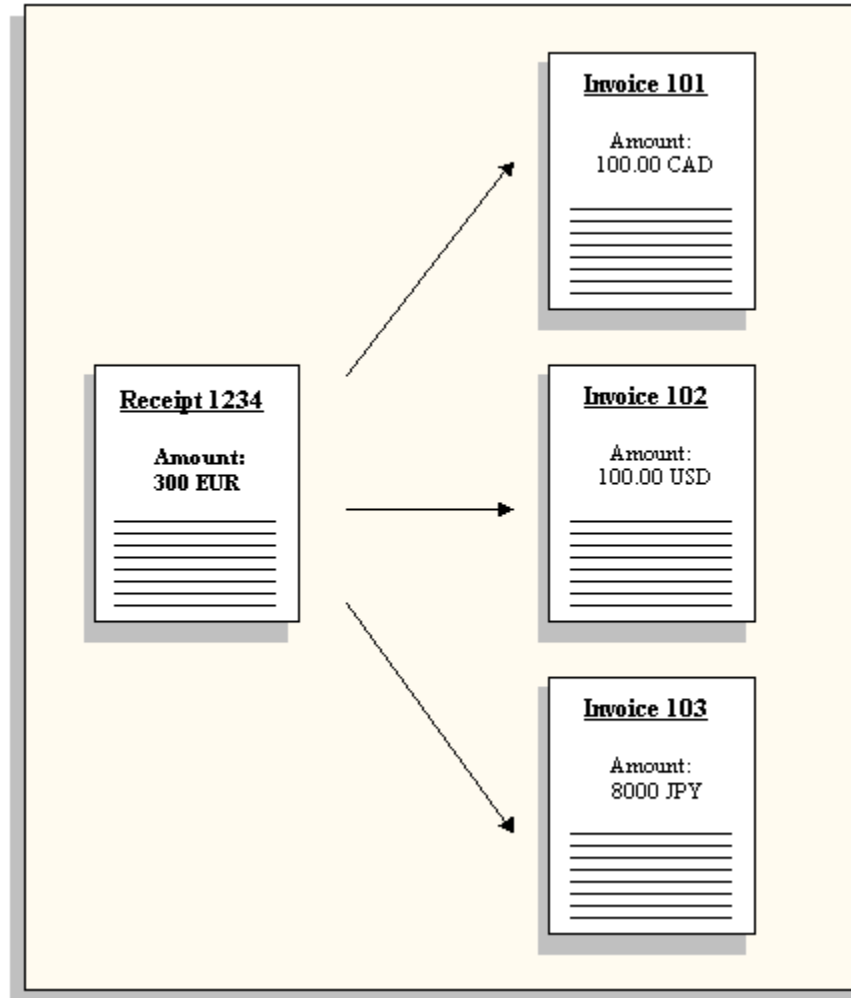
Action	Exchange Rate	Calculation
You create Invoice 101 for 100 CAD.	1 USD = 1.5 CAD (exchange rate on invoice date)	100 CAD / 1.5 = 66.67 USD
You enter receipt for 64 EUR. Receivables calculates amount in functional currency.	1 USD = 1.13317 EUR (exchange rate on receipt date)	64 EUR / 1.13 = 56.64 USD
You enter 90 CAD in Amount Applied field. Receivables calculates Amount Applied in your functional currency.	1 USD = 1.5 CAD	90 CAD / 1.5 = 60 USD
You choose to apply the entire 64 EUR receipt to Invoice 101. Receivables calculates the cross currency exchange rate from this value.	0.7111111 (cross currency rate derived by Receivables)	64 EUR / 90 CAD = 0.7111111
Receivables calculates Allocated Receipt Amount in your functional currency.	1 USD = 1.13 EUR (as of JAN-31, receipt date)	64.00 / 1.13 = 56.64
Receivables calculates Foreign Exchange Gain or Loss.	(NA)	57.48 USD - 60 USD = <3.36> USD



## 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.

### *Applying a Cross Currency Receipt*



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 300 EUR and includes the information as described in this table:

Invoice Num	Date	Invoice Balance	Paid Amount	Rate to EUR	EUR Remitted
101	1-JAN	100 CAD	90 CAD	.725298	65.28
102	2-JAN	100 USD	100 USD	1.15989	115.99
103	4-JAN	8000 JPY	8000 JPY	.0086927	69.54

- **Total Remitted Amount:** 250.78 EUR
- **On Account:** 49.22
- **Total Remittance:** 300.00 EUR

**Note:** In this example, your customer's remittance advice included rate information for each invoice. This 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 when you enter the Cross Currency Rate.

After you enter and apply the receipt according to your customer's remittance information, the Applications window appears as shown in the table below:

Apply To	Balance Due Base	Balance Due	Amount Applied	Amount Applied Base	Cross Currency Rate	Allocated Receipt Amount	Allocated Receipt Amount Base	Exchange Gain/Loss
101	6.67	10.00	90.00	60.00	.725298	65.28	57.14	(2.86)
102	0.00	0.00	100.00	100.00	1.15989	115.99	99.12	(0.88)
103	0.00	0.00	500.00	96.15	.0086927	69.54	94.61	1.54
On Account						49.22	6.27	

**Tip:** You can also use the Receivables Search and Apply feature to automatically select transactions for cross currency receipt application. For more information, see: Automatically Selecting Invoices for Cross

## 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 0.7111111. The Rate Reconciliation section of Cross Currency Exchange Gain/Loss report will default the system's Corporate rate, for example, between CAD and EUR on 31-Jan of 0.726556. Based on this rate, it would have taken 65.39 EUR to close 90 CAD (where  $90 \text{ CAD} \times 0.726556 = 65.39 \text{ EUR}$ ) 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 4-43.

## Related Topics

Creating On-Account Credit Memos, page 2-108

Entering Receipts, page 4-1

Foreign Currency Transactions, page 2-25

Applying Cross Currency Receipts, page 4-39

## 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 USD receipt to one invoice denominated in euros (EUR) and another in Canadian dollars (CAD). 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, define a Suspense Account for your ledger. See: Setting Up Cross Currency Receipts, page 4-31.

**Tip:** To help you manage cross currency receipt applications, we recommend that you set up the Applications window to display the fields shown in the section Applying Cross Currency Receipts - Examples, page 4-33. Since the Applications window is a folder form, you can choose which fields to display and in what order they will appear. For example, to include the Balance Due field in the window, choose Show Field from the Folder pulldown menu, then choose Balance Due from the list of available fields. Receivables will insert the field at the cursor's current location. You can also reposition fields by choosing Move Left or Move Right from the Folder menu.

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 4-29.

You can also use the Search and Apply window to automatically select a range of invoices for cross currency receipt application. See: Automatically Selecting Invoices for Cross Currency Receipt Application, page 4-41.

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 4-43.

#### **Prerequisites**

- Enter receipts, page 4-1

#### **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 4-1.
3. If the receipt is unidentified, enter the Customer or Customer Number who remitted this receipt.
4. Choose Apply.
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 currency (Balance Due) and your functional currency (Balance Due Base).

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 (Balance Due) and your functional currency (Balance Due Base)
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 Exchange Gain/Loss for this application.
8. To apply this receipt to another transaction, repeat steps 5-7.

**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 set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 4-152.
9. To place any remaining amount on account, create a separate application and enter 'On Account' in the Apply To 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 Search and Apply window to automatically select transactions for cross currency receipt application. Use this window to 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 Search and Apply window. Check this box to apply a receipt to transactions in different currencies.

If you set Cross Currency to Yes, then 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 4-1.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Search and Apply.
5. 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.
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.

**Tip:** Use sort criteria to ensure that the invoices you want to pay first are listed first in the Applications window.

7. Specify the type of transactions to include for this receipt application. For example, check the Invoices, Debit Memos, and Disputed Transactions check boxes to include these transactions.
8. Check the Cross Currency box. This lets you apply this receipt to transactions regardless of their currency.
9. 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.
10. Choose Preview.
11. Select the invoices to which you want to apply this receipt. See: Applying Cross Currency Receipts, page 4-39.

**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 set to Yes, you can apply these

discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts, page 4-152.

12. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Related Topics

Reviewing Receipts and Applications, page 4-67

Cross Currency Exchange Gain/Loss Report, page 4-43

## 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.

**Important:** To run this report, you must set up Receivables to use cross currency settlements. See: Setting Up Cross Currency Receipts., page 4-31

## Report Parameters

**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 not 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

**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.

**Location:** The customer site. 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

### 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

**Important:** 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.

### Related Topics

Reviewing Receipt Applications, page 4-67

Applying On-Account Credit Memos, page 2-109

## Receivables Application Rule Sets

Application Rule Sets determine the steps Receivables uses to apply partial payments

and credit memos 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 late 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 late 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, debit memo, or deposit
- Apply a credit memo to an invoice, debit memo, or deposit
- 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

## 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 4-47.

### 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. Late charges

Any remaining receipt amount is applied using the Overapplication Rule. This is the default application rule set in the System Options window. See: Overapplication Rule, page 4-47.

## Line and 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. Late charges

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule, page 4-47.

## 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 late charge amounts for this item).

Receivables uses the following formula to determine the applied amount:

**Applied Amount = open application line type amount / sum of application line types in rule details \* Receipt Amount**

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule, page 4-47.

## 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 4-142.

## 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 = \$1,000

- Tax = \$140
- Freight = \$200
- Total = \$1,340

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.

See: Calculations for Applying Payments Using Application Rules, page 4-48.

Application Rule Set	Total Amount Applied	Line Amount Applied	Tax Amount Applied	Freight Amount Applied
Line First - Tax After	1040	1000	40	0
Line and Tax Prorate	1040	912.28 <sup>1</sup>	127.72 <sup>2</sup>	0
Prorate All	1040	776.12 <sup>3</sup>	108.66 <sup>4</sup>	155.22 <sup>5</sup>

#### Calculations for Applying Payments Using Application Rules:

##### Line First - Tax After

First apply payment to open line amount; apply any remaining amount to tax.

##### Line and 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

$$^3(1040/1340) \times 1000 = 776.12$$

(Receipt Amount / Invoice Total) x Open Line Amount = Line Amount Applied

$$^4(1040/1340) \times 140 = 108.66$$

(Receipt Amount / Invoice Total) x Open Tax Amount = Tax Amount Applied

$$^5(1040/1340) \times 200 = 155.22$$

(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.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Line First - Tax After	1340	300	1000	0	140	100	200	200

### Line and 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.

See: Calculations for Applying Payments Using the Line and Tax Prorate Application Rule, page 4-49.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Line and Tax Prorate	1340	300	1000	87.72 <sup>1</sup>	140	12.28 <sup>2</sup>	200	200

### Calculations for Applying Payments Using the Line and Tax Prorate Application Rule:

$$^1 1000 - 912.28 = 87.72$$

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 4-47.

The table below compares each line type before and after you apply an amount using this rule.

App. Rule Set	Amount Due Orig.	Amount Due Remaining	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining
Prorate All	1340	300	1000	223.38	140	31.34	200	44.78

## Transactions with Mixed Sign Balances

An additional consideration is the situation in which you apply a payment to a transaction that has mixed sign balances. 'Mixed sign balances' indicates that not all of the charges that make up a transaction have the same sign (positive or negative). In this case, the procedure Receivables uses to apply a payment is different than when applying to transaction amounts that are all positive or all negative (i.e. "same sign" balance).

When you apply a payment to a transaction that has mixed sign balances, Receivables applies the payment *only to those amounts that have the same sign as the payment*. For example, if the payment is for a positive amount (i.e. not a credit memo), Receivables only reduces the charges that have a positive balance; any negative balances are not affected.

As with transactions having a same sign balance, Receivables will apply any remaining amounts according to the overapplication rule assigned to your Application Rule Set.

Consider the following example:

### Invoice #101

- Line = <\$100>
- Tax = \$100
- Freight = \$30
- Charges = \$10

Assume that you are using the Application Rule 'Prorate All.' Your customer remits a receipt of \$100, and you apply this amount to invoice 101. Receivables prorates the amount among the tax, freight, and charges, because, like the receipt, these amounts are positive. The Line amount (-100) is not affected.

The new invoice balance is shown below:

**Invoice #101**

- Line = <\$100>
- Tax = \$28.56
- Freight = \$8.58
- Charges = \$2.86

The table below compares each line type for this invoice before and after you apply the payment.

App. Rule Set	Line Items Orig.	Line Items Remaining	Tax Orig.	Tax Remaining	Freight Orig.	Freight Remaining	Charges Orig.	Charges Remaining
Prorate All	<100>	<100>	100	28.56	30	8.58	10.00	2.86

The amount applied to each line type and the calculations Receivables performs are shown in the table below.

See: Calculations for Applying Payments Using the Prorate All Application Rule, page 4-51.

Total Amount Applied	Line Amount Applied	Tax Amount Applied	Freight Amount Applied	Charges Amount Applied
100	0	71.44 <sup>1</sup>	21.42 <sup>2</sup>	7.14 <sup>3</sup>

**Calculations for Applying Payments Using the Prorate All Application Rule:**

$$^1 100 - (21.42 + 7.14) = 71.44$$

$$^2 (30 * 100) / 140 = 21.42$$

$$^3 (10.00 * 100) / 140 = 7.14$$

**Related Topics**

Application Rule Sets, *Oracle Receivables Implementation Guide*

Defining Receivables System Options, *Oracle Receivables Implementation Guide*

## Chargebacks and Adjustments

Receivables lets you create adjustments and chargebacks against transactions to which you are applying a receipt.

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.

If you use Oracle Trade Management, then you can create chargebacks against receipts when resolving cash claim investigations. You can use the Receipt Applications window to create a chargeback against a receipt. Or, Trade Management users can create chargebacks against transactions and receipts without any intervention required by a Receivables user. See: *Working with Claims*, page 4-164.

### Chargebacks and Adjustments against Transactions

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 overapplication, 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, Oracle Receivables Implementation Guide*.

If the profile option AR: Cash - Allow Actions is set to No, the Chargebacks and Adjustments buttons are not available in the Applications window.

### Chargebacks against Receipts

If you use Trade Management to track your customers' short payments and over payments (claims) on receipts, then the claims that you create in Receivables are automatically passed to Trade Management for claim tracking, analysis, and resolution. If a chargeback is required to resolve a claim, then the chargeback is created *directly* in Trade Management:

- To resolve an invalid invoice related claim, the Trade Management user can create a chargeback against the related transaction.
- To resolve an invalid non-invoice related claim (for a short payment), however, there is no related transaction to create the chargeback against. Instead, the Trade Management user can create a chargeback against the receipt that held the claim. A



chargeback against a receipt brings the Cash Claims total closer to zero and increases the Applied total for the receipt.

**Note:** Trade Management passes additional information about the claim back to Receivables after the chargeback is created. View the chargeback's transaction flexfield (Trade Management context) in the Transactions Summary window to see the customer reason, customer reference, claim number, and claim reason.

You can view the Trade Management claim reason if you set up claim reasons correctly in Trade Management. See: Resolving Claims, page 4-165.

Alternatively, you can manually create a chargeback against a receipt in the Receipt Applications window in Receivables.

Both the chargeback application on the receipt and the actual chargeback transaction are created in the currency of the receipt. In the event of an exchange rate adjustment, Receivables calculates a foreign exchange gain or loss on the receipt for the functional difference between the chargeback transaction and the chargeback application.

For other resolution options, see: Working with Claims, page 4-164.

## Creating a Chargeback

Receivables requires that you automatically number your chargebacks. The base number for your chargeback numbering sequences is determined when you install Oracle Receivables. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

### Prerequisites

- Define chargeback standard memo line, *Oracle Receivables Implementation Guide*
- Define reason lookups, *Oracle Receivables Implementation Guide*
- Define chargeback adjustment activity, *Oracle Receivables Implementation Guide*
- Define chargeback transaction types, *Oracle Receivables Implementation Guide*
- Enter receipts, page 4-1
- Apply receipts, page 4-9

### To create a chargeback against a transaction:

1. Navigate to the Receipts window.

2. Query or enter the receipt. See: Entering Receipts, page 4-1.
3. Choose Apply.
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, *Oracle Receivables Implementation Guide*.
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 tabbed region, then enter a Reason for creating this chargeback and any Comments (optional). You can define additional chargeback reasons in the Receivables Lookups window. See: Defining Receivables Lookups, *Oracle Receivables Implementation Guide*.

**Note:** See: Applications Field Reference, page 4-22 for a description of the Transaction Code field.

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.

### To create a chargeback against a receipt:

**Note:** If you have Trade Management installed, then the Trade Management user, *not* the Receivables user, will create these transactions to resolve invalid non-invoice related claims.

1. Navigate to the Receipts window.
2. Query or enter the receipt. See: Entering Receipts, page 4-1.
3. Choose Apply.
4. Select or enter the claim investigation application for which you want to create the chargeback. See: Applying Receipts, page 4-9.

**Note:** After entering a claim investigation application, you must first save the application record before you can enter a chargeback against it.

5. Choose the Chargebacks button.
6. Enter the transaction type of this chargeback. The default chargeback amount is for the full amount of the claim, and cannot be changed.
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. Enter a reason for creating this chargeback and any comments (optional). You can define additional chargeback reasons in the Receivables Lookups window. See: Defining Receivables Lookups, *Oracle Receivables Implementation Guide*.

**Note:** See: Applications Field Reference, page 4-22 for a description of the Transaction Code field.

11. Save your work.

Receivables uses the chargeback batch source to automatically number your chargeback and assigns the default payment term 'IMMEDIATE.'

In the Applications window, Receivables automatically unapplies the claim investigation application and reapplies the claim amount to a chargeback with an activity of Chargeback Adjustment.

**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.

**Note:** If you create an adjustment during a receipt application (for example, to write off a small remaining amount) and then unapply the application later, Receivables reverses the adjustment and assigns it a status of 'Adjustment Reversal.'

### Prerequisites

- Define adjustment activity, *Oracle Receivables Implementation Guide*
- Define approval limits, *Oracle Receivables Implementation Guide*
- Define adjustment reason lookups, *Oracle Receivables Implementation Guide*

### To create an adjustment:

1. Navigate to the Receipts window.
2. Enter or query the receipt. See: Entering Receipts, page 4-1.
3. Choose Apply.
4. Select or enter the Transaction to which you want to apply the receipt. See: Applying Receipts, page 4-9.
5. Choose Adjustments.

**Note:** You can view the detail accounting lines for an adjustment in

the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-31.

6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, 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 approval limits, Receivables sets the status of the adjustment to Pending Approval when you save (unapproved adjustments do not update the balance due for an item).

**Important:** 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, *Oracle Receivables Implementation Guide*.

8. Enter the GL Date for this adjustment (optional). The default is the later of either the transaction GL date or the current date. However, if this date is not in an open or future-enterable 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 (optional). The default is the current date, but you can change it.
10. Open the Account IDs tabbed region, then enter the GL Account for this adjustment (optional). 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, *Oracle Receivables Implementation Guide*.
12. Open the Comments tabbed region, then enter a Reason for creating this adjustment. Receivables prints your reasons on the Adjustment Register.

**Note:** An adjustment reason is optional unless you set the AR: Require Adjustment Reason profile option to Yes. See: Overview of

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.

## Related Topics

About Adjustments, page 2-56

Foreign Currency Transactions, page 2-27

Transaction Types, *Oracle Receivables Implementation Guide*

Adjustment Register, page 10-18

## Entering Miscellaneous Receipts

Non-invoice related transactions such as investment and interest income are known as miscellaneous receipts in Receivables. Use the Receipts or Receipts Summary window to enter your miscellaneous receipts.

You can enter miscellaneous receipts in any currency defined in the system if you have at least one remittance bank account which has the Multiple Currencies Allowed check box selected. If no such bank account exists, you can only enter receipts in the same currency in which bank accounts exist.

Receivables uses distribution sets that you define to account for miscellaneous receipts. See: Distribution Sets, *Oracle Receivables Implementation Guide*.

### Prerequisites

- Define miscellaneous cash receivable activities, *Oracle Receivables Implementation Guide*
- Define distribution sets, *Oracle Receivables Implementation Guide*
- Define receipt classes, *Oracle Receivables Implementation Guide*
- Define receipt methods, *Oracle Receivables Implementation Guide*
- Define receipt batch sources, *Oracle Receivables Implementation Guide*
- Open your accounting periods, page 9-1

- Define your profile options, *Oracle Receivables Implementation Guide*

## To enter a miscellaneous receipt:

1. Navigate to the Receipts window.
2. Enter receipt information, including Receipt Method, Receipt Number, Currency, Receipt Amount, and GL Date.  
See also: Entering Receipts, page 4-1.
3. Choose a Receipt Type of Miscellaneous.
4. Enter a Reference Type for this transaction (optional).
5. If you entered a Reference Type, enter the corresponding Reference Number, or choose from the list of values. This table illustrates some examples:

Reference Type	Reference Number
Payment	Check Number
Payment Batch	Payment Batch Name
Receipt	Receipt Number
Remittance	Remittance Batch Name

If your Reference Type is Payment, the list of values lets you choose from checks recorded in Oracle Payables that are written from the same bank account as the remittance account you entered for this transaction.

If your Reference Type is Payment Batch, the list of values lets you choose from payment batches created in Oracle Payables that have the same bank account as this transaction.

If your Reference Type is Receipt, the list of values lets you choose from receipts in Receivables that have the same bank account as this transaction.

If your Reference Type is Remittance, the list of values lets you choose from Receivables remittance batches that have the same bank account as this transaction.

6. In the Paid By region, specify from where this payment originated (optional). This field is for informational purposes only.
7. Enter an activity, or choose one from the list of values.

The Receivables activity determines the default distribution set and accounting for this transaction.

You can enter any Receivables activity with a Miscellaneous Cash type except an activity that was previously set up with a location-based tax code. You cannot enter a location-based tax code because you cannot enter ship-to information in the Receipts window.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous receipts, the Receivables Activity also determines the tax code and tax rate for this transaction.

**Note:** To create a miscellaneous receipt with a negative amount, you must confirm that the receivables activity with the Miscellaneous Cash activity type has a liability tax code with a tax type of Input. See: Receivables Activities, *Oracle Receivables Implementation Guide*

8. If you want to change the tax code for this transaction, enter a Tax Code (optional). You can enter any predefined tax code with a type of Sales or VAT.

**Important:** You can change the default Tax Rate and Tax Amount if the tax code is an ad hoc tax code and the profile option Tax Allow Ad Hoc Tax Changes is set to Yes. Otherwise, these fields are for display only.

9. Modify the remittance Bank Account (optional).
10. If you are using manual document numbering, then open the More tabbed region and enter a unique Document Number.
11. Modify the Deposit Date (optional).
12. To review or update the general ledger account information for this transaction, choose Distributions.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous receipts, the Distributions window displays the tax code and tax amount for this transaction.

## Related Topics

Miscellaneous Receipts Register, page 10-90



## 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 insufficient funds. You can also reverse a receipt if you want to re-enter and reapply it in Receivables.

You can reverse these types of receipts:

- Invoice-related receipts
- Non-invoice related (miscellaneous) receipts
- Credit Card refund (negative miscellaneous) receipts
- Receipts that are part of a batch (use the Receipt Batches window to re-enter a receipt in a batch)
- Receipts with unresolved claims that can be canceled (for users of Oracle Trade Management only)
- Receipts that were applied to open receipts (provided that neither receipt is drawn negative by the reversal)

Receivables lets you create two types of receipt reversals:

- Standard Reversal
- Debit Memo Reversal

To view a list of reversed receipts, see: Reversed Receipts Report, page 10-121.

**Note:** After you reverse a receipt, you cannot update any of the receipt's attributes.

## Standard Reversals

When you create a standard 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 receipt that has applied transactions that are related to chargebacks, provided that there is no activity against the chargeback and the chargeback has not been posted to the general ledger. If the chargeback has been posted to the general ledger, then you must create a debit memo reversal (see below).

If you create a standard reversal for a receipt that you have applied, then Receivables

reverses any adjustments or chargebacks that you created, as long as you have not posted these adjustments to your general ledger.

## Debit Memo Reversals

Debit memo reversals are used when you need to reverse a receipt, but you want to maintain the link between the billing activity and the payment. When you create a debit memo reversal, Receivables reverses the receipt, but does not update any of the receipt activity that is associated with the original receipt.

A debit memo reversal is different from a standard reversal because, instead of reopening the debit and credit items that were closed with the original receipt, Receivables creates one *new* receivable in the amount of the net of the closed debit and credit transactions. As a result, the reversed receipt shows the transaction as still applied.

You create a debit memo reversal by checking the Debit Memo Reversal check box in the Reverse window when you reverse a receipt. Do not check the Calculate check box on the transaction type for the debit memo reversal, because the tax was already accounted for on the original invoice. See: *Transaction Types, Oracle Receivables Implementation Guide*.

You must create a debit memo reversal if:

- you are reversing a receipt from which you have created a chargeback and this chargeback has had activity against it (for example, another receipt, credit memo, or adjustment), or
- you are reversing a receipt with a remitted credit card refund application.
- you are reversing a receipt (Receipt A) that was applied to another receipt (Receipt B), if the reversal would draw Receipt B's balance negative.

**Important:** You cannot create a debit memo reversal for a miscellaneous (non-invoice related) receipt.

When you create a debit memo for a receipt reversal, Receivables generates the line item from the predefined memo line. Receivables creates this line on the debit memo: *Debit memo for reversal of payment &PAYMENT\_NUMBER&*, where &PAYMENT\_NUMBER& represents the original receipt number.

The accounting for a debit memo reversal is automatically created, but Receivables does not use AutoAccounting as it does for a standard debit memo. See: *Accounting for Debit Memo Reversals*, page 4-63.

In addition, when you save the reversal, Receivables assigns a unique transaction number to the new debit memo. If the receipt that you are reversing uses a receipt method with the Debit Memo Inherit Receipt Number option set to Yes, then you can control whether the debit memo has the same transaction number as the original

receipt. If the Debit Memo Inherit Receipt Number option is set to No, then Receivables uses the DM Reversal transaction source to determine the numbering for the debit memo reversal.

See: Receipt Methods, *Oracle Receivables Implementation Guide* for more information about the Debit Memo Inherit Receipt Number option. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide* for more information on transaction numbering.

## Accounting for Debit Memo Reversals

When you create a debit memo reversal, Receivables creates the accounting entries on the new debit memo transaction, rather than on the original receipt. This ensures that you do not make duplicate entries, and eliminates the need for a clearing account.

For a regular debit memo, AutoAccounting creates both the revenue and receivable accounts. But, for a debit memo reversal, AutoAccounting does not create the accounting entries on the new debit item. Instead, the receivable account defaults from the transaction type. The revenue account defaults from the cash account on the receipt. The GL cash account that defaults depends on the status of the receipt at the time when you create the debit memo reversal. For example, if the receipt was remitted, then the GL cash account is the same as the remitted account that is assigned to the receipt method of this receipt. See: Default Accounting for Transactions, page 9-42.

Receivables creates these two entries:

1. The first entry decreases the cash account.

Receivables already recognized revenue with the original invoice. To avoid overstating the cash and revenue accounts, Receivables does not create an additional entry to revenue. Instead, Receivables assigns the cash account to the revenue line on the debit memo.

2. The second entry creates the new receivable.

When you applied the original receipt, Receivables closed the invoices and their associated receivables. You must establish a new receivable, therefore, because you want to track this new debit item.

The receivable account defaults from the receivable account that was assigned to the predefined debit memo reversal transaction type.

## To reverse a receipt:

### Prerequisites

- Enter receipts, page 4-1 or miscellaneous receipts, page 4-58
- Apply receipts, page 4-9
- Define reverse payment reason lookups, *Oracle Receivables Implementation Guide*

- Define Reversal category lookups, *Oracle Receivables Implementation Guide*

**To reverse a receipt:**

1. Navigate to the Receipts window.
2. Query the receipt to reverse.

**Note:** You can view the detail accounting lines for a receipt by choosing View Accounting from the Tools menu.

See: Viewing Accounting Lines, page 9-31.

3. To review the applications for this receipt, choose Apply.

To review the distributions for a miscellaneous receipt, choose the Distributions button.

4. Choose the Reverse button.

5. In the Date field, 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.

Receivables verifies that the GL date you enter for this reversal is in an open period. However, if the current date is not in an open period, then the default is the last date of the most recent 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. In the Category field, enter the category for this reversal. Valid categories include Non-Sufficient Funds, Reverse Payment, and Stop Payment.

**Note:** Use the Reverse Payment category when the receipt has been incorrectly entered and you wish to re-enter it. Oracle Cash Management does not reconcile receipts that are reversed with this category, because this category is reserved for entry errors only.

If you are reversing a credit card refund miscellaneous receipt, then the Credit Card Refund Reversal category defaults into this field.

**Note:** The Credit Card Refund Reversal category displays only during credit card refund reversals.

7. In the Reason field, 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 the Reverse button.
9. To create a debit memo reversal:
  1. Check the Debit Memo Reversal check box, then enter a transaction type for this reversal in the Type field.
  2. In the Account field, enter the account for this new receivable. The debit memo transaction type provides the default value for this field, but you can change it.
  3. If you are using manual document numbering, enter a unique document number for this reversal in the Document Num field. Otherwise, Receivables assigns a number when you choose Reverse. See: *Implementing Document Sequences, Oracle Receivables Implementation Guide*.
  4. Choose the Reverse button.

## Related Topics

Standard Memo Lines, *Oracle Receivables Implementation Guide*

Transaction Types, *Oracle Receivables Implementation Guide*

Reversed Receipts Report, page 10-121

Entering Receipts, page 4-1

Applying Receipts, page 4-9

Creating Chargebacks and Adjustments, page 4-52

Entering Miscellaneous Receipts, page 4-58

## 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 or transaction line 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).

You can unapply a receipt that was applied to another open receipt, provided that

neither receipt is drawn negative by the unapplication. See: Receipt-to-Receipt Applications, page 4-11.

#### Prerequisites

- Enter receipts, page 4-1 or create automatic receipts, page 5-9
- Apply receipts, page 4-9

### To reapply a receipt:

1. Navigate to the Receipts window.
2. Query the receipt to reapply.

**Note:** To include open receipts in the list of values, check the Include Open Receipts box from the Tools menu, or set the AR: Default Open Receipts for Application profile option to Yes.

3. Select the receipt, then choose Apply.
4. Reverse applications by unchecking the Apply check box next to each transaction.

Or, if you applied this receipt at the transaction line level, then choose Apply in Detail and deselect the transaction lines that you want to unapply.

Receivables changes the Applied Amount for each transaction or transaction line to zero, and increases the Unapplied Amount of the receipt.

Receivables enters a Reversal GL Date date for each transaction or transaction line 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 transaction line. See: Applying Receipts, page 4-9 or Applying Receipts in Detail, page 4-17.
6. Save your work. Receivables creates reversing journal entries for each application that you reopened.

### Related Topics

Entering Receipts, page 4-1

Applying Receipts, page 4-9

Applying Receipts in Detail, page 4-17

Chargebacks and Adjustments, page 4-52

Reversing Receipts, page 4-61

Reviewing Receipts and Applications, page 4-67

## 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 Balances region to view the amount applied, unapplied, placed on-account or in claim investigation, 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 2-25.

You can view all activities against a receipt in the Activities window. Use this window to view each activity, its application date and amount, and status. You can also use the Activities window to view all activities against existing receipt *applications* (applied transactions).

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 4-1
- Apply receipts, page 4-9

### To review receipt applications:

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipt to view.

The application summary fields are displayed in the Balances region of the Receipts window.

**Note:** You can also view these totals 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).

**Note:** You can view the detail accounting lines for a receipt in the form of a balanced accounting entry (i.e., debits equal credits) by choosing View Accounting from the Tools menu. You can also choose to view the detail accounting as t-accounts.

See: Viewing Accounting Lines, page 9-31.

3. To review the specific applications for a cash receipt, choose Apply. To review the distributions for a miscellaneous receipt, choose Distributions.

**Tip:** 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 Tools menu.

### To view a receipt's activities:

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Choose Activities from the Actions menu.

The Activities window displays all activity, both current and historical.

To view only current activities for a receipt, choose Apply. In the Applications window, you can view all current receipt application activities.

### To view activities against existing receipt applications:

1. Navigate to the Receipts or the Receipts Summary window.



2. Query the receipt.
3. Choose Apply.
4. Select an applied transaction on the receipt, then choose Activities from the Actions menu.

The Activities window displays all activity, both current and historical, against the *transaction* that you applied this receipt to. This lets you see if any other payments were made to the selected transaction.

### **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 Tools 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 More tabbed region.

### **Related Topics**

Applying Receipts, page 4-9

Receipt Analysis - Days Late Report, page 10-106

## **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, receipt 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.

If you are remitting receipts, see: *Creating Remittance Batches*, page 5-30.

Receivables lets you add receipts denominated in different currencies to a batch. However, the total in the Receipt Batches window reflects amounts entered in *all* currencies, not the batch currency. For example, if there are two receipts in a batch, one for 400 USD and one for 200 EUR, the total amount for this batch is 600, regardless of the batch currency.

**Note:** You can specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies using the profile option *Currency:Mixed Currency Precision*. See: *Profile Options in Oracle Application Object Library*, *Oracle Receivables Implementation Guide*.

**Important:** 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 Statues

A batch has a status that indicates whether it is complete. Receivables automatically updates the status of a receipt batch when you add new or apply existing receipts in the batch. 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 one or more receipts that are unidentified or unapplied.

**Closed:** The actual count and amount match the control count and amount and there are no receipts that are either unidentified or unapplied.

## To create a batch of receipts:

### Prerequisites

- Define transaction batch sources, *Oracle Receivables Implementation Guide*
  - Define receipt methods, *Oracle Receivables Implementation Guide*
  - Define receipt classes, *Oracle Receivables Implementation Guide*
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 receipt method, receipt class, and whether receipt numbers are assigned automatically.

Receivables uses the receipt method to determine the accounting and remittance bank accounts for this receipt. The receipt class determines the processing steps for this receipt.

**Note:** If a user has access to multiple organizations, Receivables does not default the receipt batch source in Receipt Batches and Receipt Batches Summary windows.

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.

**Tip:** 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 2-25.

**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.

Receivables uses the deposit date as the exchange date when the receipt currency is different from your functional currency. If you later change the deposit date, then Receivables also updates the exchange date.

7. Enter the Receipt Class, Receipt Method, and Bank Name for this batch. The batch source provides default values, but you can change them.

**Note:** You can only enter receipt methods assigned to this receipt class. You can enter any bank account assigned to the receipt 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 4-1.

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.

## Related Topics

Receipts Field Reference, page 4-6

QuickCash, page 4-129

Post QuickCash, page 4-135

## 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 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 prior to 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

Use the Notes Receivable reports to review note statuses. A note can have one of the following statuses:

**Confirmed:** 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.

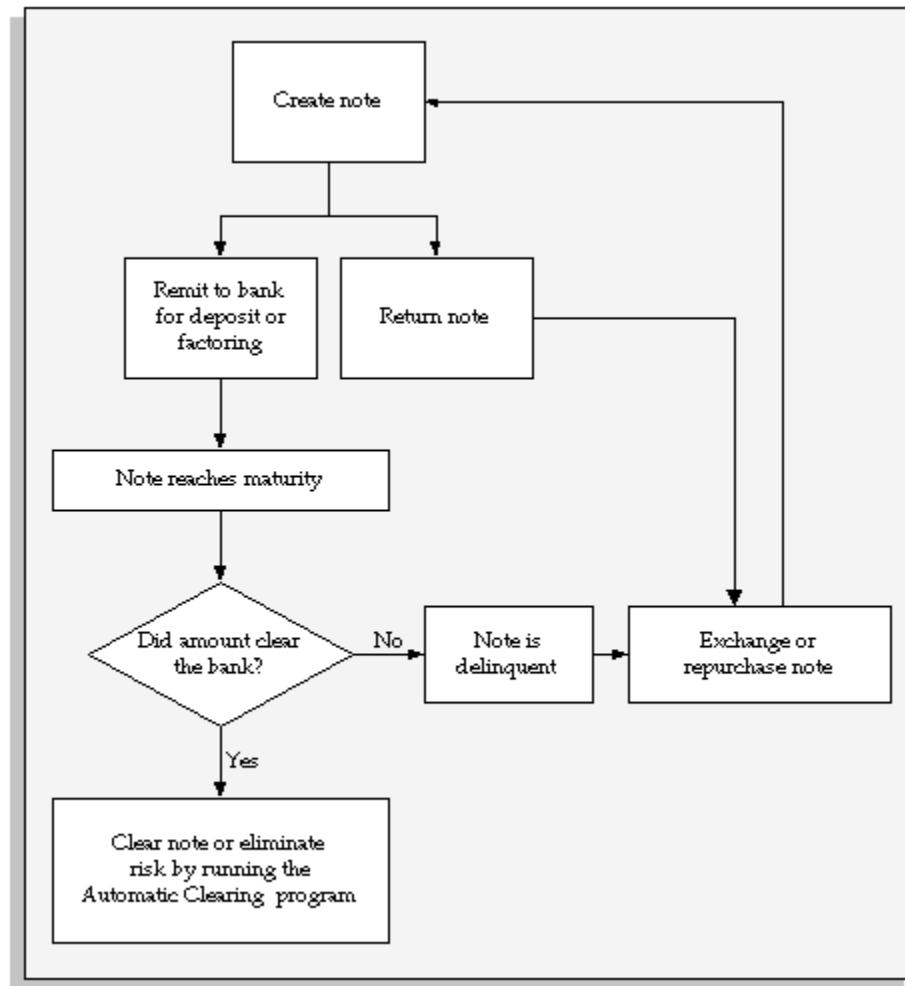
**Factor:** You can factor a note with your bank prior to the note maturity date. A factored note is one that you sign over to your bank in exchange for cash. Similar to a receipt, you can choose to factor a note receivable by assigning it to a receipt class that has a remittance method of Factoring or Standard and Factoring. Factored notes are subject to bank discounting (factoring) fees. See: Factoring Remittances, page 5-29 and Automatic Clearing for Receipts, page 5-38.

**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 5-25.

**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 4-61.

The figure below shows the possible note activities within Receivables.

### Processing Notes Receivable



To see a text description of this graphic, see: Text Description of the Processing Notes Receivable Graphic, page F-6.

### Related Topics

Setting Up Notes Receivable, page 4-75

Clearing Notes Receivable, page 4-78

Reversing a Note Receivable, page 4-78

Accounting for Notes Receivable, page 4-80

### 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: Bank Account Model Overview, *Oracle Cash Management User Guide*.

## 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, *Oracle Receivables Implementation Guide*.

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 Receipt Methods and Remittance Banks

Assign a receipt 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 receipt 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: Receipt Methods, *Oracle Receivables Implementation Guide* and Assigning Remittance Banks, *Oracle Receivables Implementation Guide*.

## Related Topics

Creating a Note Receivable, page 4-76

## 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. Enter the Receipt Method that you assigned to your Notes Receivable Receipt Class.
3. Enter basic information for this note including note Number, Currency, Amount, and GL Date.

See also: Entering Receipts, page 4-1.

4. Enter the maturity 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.
5. Choose a Receipt Type of Standard.
6. If the system option Require Billing Location for Receipts is set to Yes, enter a bill-to Location.
7. If bank charges apply, then enter an amount for Bank Charges.
8. Modify the remittance Bank Account (optional).
9. If you are using manual document numbering, then open the More tabbed region and enter a unique Document Number.

10. Enter the note Deposit Date.

The default deposit date is today's date. You can change the deposit date, but for a note receivable, the deposit date should not precede the Receipt Date (note date).

11. Optionally use the Override field to prevent the receipt Remittance bank from being automatically overridden during the remittance process.

12. In the Notes Receivable region, 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.

13. Save your work. Receivables assigns this note a status of Confirmed.

## Related Topics

Reversing a Note Receivable, page 4-78

Clearing Notes Receivable, page 4-78

Notes Receivable Report, page 4-81

Notes Receivable, page 4-72

## 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 receipt method must be set to 0. See: Setting Up Notes Receivable, page 4-75.

When you clear a note receivable, the Automatic Clearing program updates its status to Matured.

## Related Topics

Automatic Clearing for Receipts, page 5-38

Accounting for Notes Receivable, page 4-80

Notes Receivable Report, page 4-81

## 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 4-61.
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 4-61.
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 4-61.
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 4-76.
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.

**Related Topics**

Notes Receivable Report, page 4-81

Reversed Notes Receivable Report, page 4-83

**Accounting for Notes Receivable**

This table compares the accounting entries that Receivables creates for a regular receipt and a note receivable.

Cash Receipt	Note Receivable
Create Receipt Requiring Remittance	Create Note Requiring Remittance
DR Confirmation	DR Notes Receivable
CR Receivables	CR Receivables

Cash Receipt	Note Receivable
Standard Remittance	Standard Remittance
DR Remittance	DR Notes Receivable
CR Confirmation	CR Notes Receivable
Factored Remittance	Factored Remittance
DR Factor	DR Factor
CR Confirmation	CR Confirmation
Clear	Clear Factored Note (prior to maturity date)
DR Cash	DR Cash
DR Bank Charges	DR Bank Charges
CR Short Term Debt	CR Short Term Debt
Maturity Date	Maturity Date
DR Short Term Debt	DR Cash
CR Factor	CR Notes Receivable
Risk Eliminate	Risk Eliminate
DR Short Term Debt	DR Short Term Debt
CR Factor	CR Factor

## Related Topics

Notes Receivable Report, page 4-81

Reversed Notes Receivable Report, page 4-83

## 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:

- **Confirmed:** This is a newly created note.
- **Remitted:** This note has been remitted to the 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: Exchange, Matured, Open, or Remitted. 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 Receipt Method:** The total amount of notes for this receipt 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. An AutoLockbox 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.

If you are using Oracle Trade Management, then during AutoLockbox and Post QuickCash processing, Receivables can automatically prepare eligible remittance lines for claim creation in Trade Management. See: *How AutoLockbox Creates Claims*, page 4-104.

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. **Import:** During this step, AutoLockbox reads and formats the data from your bank file into the AutoLockbox table using an SQL \*Loader script.
2. **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. **Post QuickCash:** This step applies the receipts and updates your customer's balances. See: *Post QuickCash*, page 4-135.

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.

**Note:** AutoLockbox cannot process receipts that are not related to invoices. Process non-invoice related receipts, such as investment income, through the Receipts window using a receipt type of Miscellaneous.

## Import

During the import step, Lockbox uses an SQL\*Loader control file to import receipt information contained in the bank file into the AR\_PAYMENTS\_INTERFACE\_ALL table. AutoLockbox uses the transmission format you specify in the Submit Lockbox Processing window to ensure that data is correctly transferred from the bank file into the AR\_PAYMENTS\_INTERFACE\_ALL table. Transmission formats contain information such as the customer number, bank account number, the amount of each receipt to apply, and transaction numbers to which to apply each receipt. You can define your own transmission format or use one of two formats that Receivables provides. See: *Transmission Formats, Oracle Receivables Implementation Guide*.

**Important:** 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 submit AutoLockbox.

## Validation

During the validation step, AutoLockbox ensures that no duplicate entries exist, the customer and receipt information is valid, the amount to apply does not exceed the receipt amount, and that columns in the AR\_PAYMENTS\_INTERFACE\_ALL table reference the correct values and columns in Receivables. If the receipt and transaction currencies are different, AutoLockbox also requires specific application information and must be able to determine the exchange rate between the two currencies. See: *Using AutoLockbox to Process Cross Currency Receipts*, page 4-107.

Lockbox transfers the receipts that pass validation to the AR\_INTERIM\_CASH\_RECEIPTS\_ALL and AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL interim tables in Receivables. Receipts that fail validation remain in the AR\_PAYMENTS\_INTERFACE table until you manually correct errors using the Maintain Transmission Data window. You can then resubmit just the validation step for these receipts using the Submit Lockbox Processing window. After a receipt is successfully imported into Receivables, you can apply, reverse, remit, or place it on account, just like a manually entered receipt. If you did not run Post QuickCash when you submitted AutoLockbox, you can review each receipt and optionally update their application information in the QuickCash window. See: *AutoLockbox Validation*, page 4-89.

## Post QuickCash

When you submit Post QuickCash, the program tries to apply each receipt based on the information contained in the AR\_INTERIM\_CASH\_RECEIPTS\_ALL and AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL tables. To be able to apply a receipt to a transaction, Post QuickCash must be able to determine the following:

- The *customer* for whom the open debit item was created - The customer is usually determined by providing either a customer number or a MICR (magnetic ink character recognition) number in the bank file. If the customer and MICR number are not provided, and AutoAssociate is set to Yes for this Lockbox, AutoLockbox will use matching rules to identify the customer. See: AutoAssociate, page 4-94 and Matching Rules, page 4-98.

If the customer and MICR number are not provided, AutoAssociate is set to No, and Lockbox is unable to identify the customer using matching rules, Post QuickCash assigns the receipt a status of Unidentified. You need to manually assign each Unidentified receipt to a customer in the QuickCash or Receipts window. You can then apply these receipts manually in the Applications window, or automatically by submitting Post QuickCash.

- The *transaction numbers* to which each receipt should be applied - If Lockbox is able to identify the customer for a receipt and the transaction number is provided within the receipt record, Lockbox uses this information to apply the receipt. If the transaction number is not provided and AutoAssociate is set to No for this Lockbox, Post QuickCash assigns the receipt a status of Unapplied. You need to use the Applications window to manually apply these receipts.

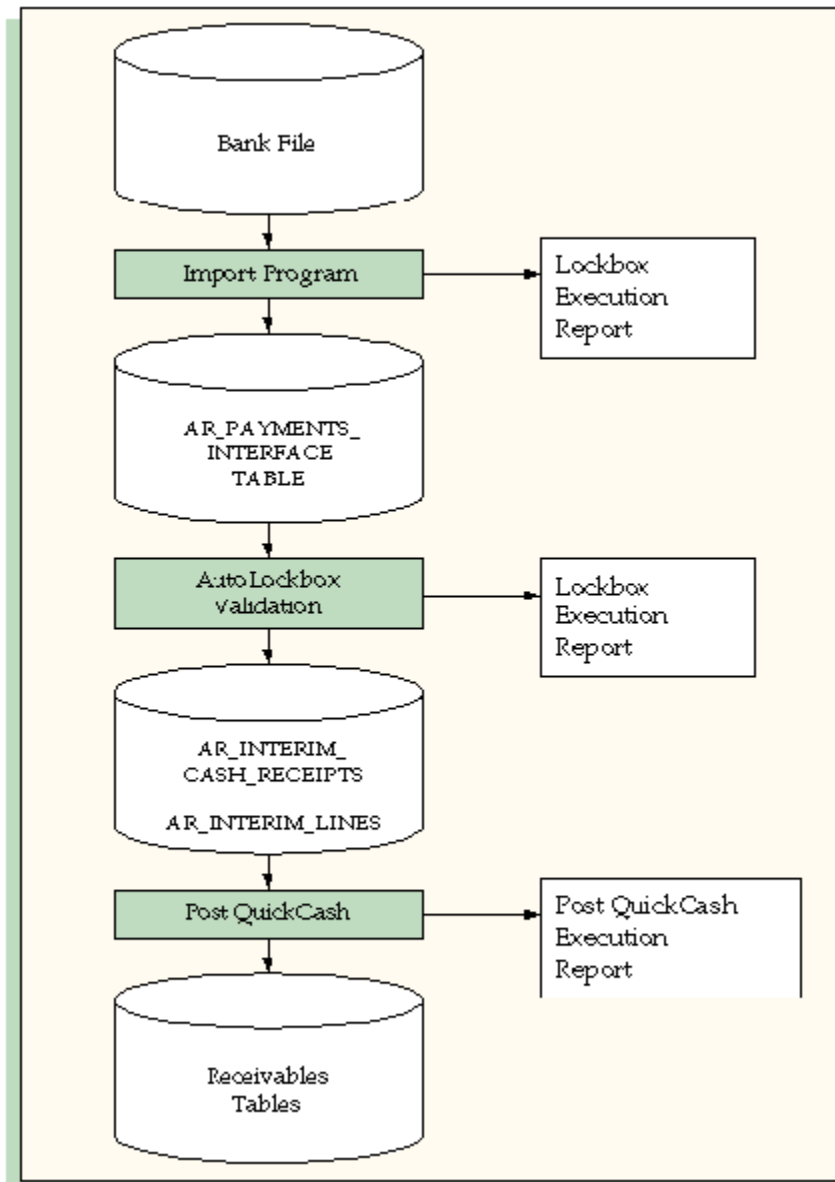
If the transaction number is not provided but AutoAssociate is set to Yes, Post QuickCash uses the matching rules defined for this customer site, customer, or Lockbox to apply the receipt. See: Matching Rules, page 4-98.

If the matching rules fail, then Post QuickCash applies the receipt using the AutoCash rule set defined at the customer site, customer, or system options level, stopping when one is found

If the AutoCash rules also fail to apply the receipt, Lockbox assigns the receipt a status of Unapplied. You can apply unapplied receipts in either the QuickCash or Applications window.

The following illustration shows how receipt data from your bank file is imported into Receivables tables. The illustration also shows that Receivables generates the Import section when you submit the import step of AutoLockbox, and generates the Validation section when you submit the validation step of AutoLockbox. See Lockbox Execution Report, page 4-123. Receivables automatically generates the Post QuickCash Execution Report each time you submit Post QuickCash or AutoLockbox. See: Post QuickCash Execution Report, page 4-140.

### *Importing Data from your Bank File*



## **Related Topics**

How AutoLockbox Identifies Customers for a Receipt, page 4-93

How AutoLockbox Applies Receipts, page 4-96

How AutoLockbox Creates Claims, page 4-104

Running AutoLockbox, page 4-116

Commonly Asked Questions, page 4-113

## 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\_ALL reference the appropriate values and columns in Receivables.

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.

**Note:** If proper controls are not in place, it is possible to reimport and reapply receipts that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

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, AutoLockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice in the system with the same number, then AutoLockbox cannot determine to which invoice to apply the payment. The receipt will either be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number or 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

AutoLockbox completes the following validations:

- **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 (If the transmission format includes the transmission header or trailer, Lockbox counts all records in this transmission. The validated count includes all receipts and detail records transferred to the interim table.)
- 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 included in the Lockbox Header or the Lockbox Trailer if these records are present, and the lockbox number 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)
- Invoice1-8 are either valid or are left blank

**Important:** 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).

If Lockbox imports the remaining receipt amount as unapplied, then Receivables retains the invalid matching numbers in the Application Notes field. See: Receipts Field Reference, page 4-6.

- 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
- Receipt 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)

**Important:** 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).

If Lockbox imports the remaining receipt amount as unapplied, then Receivables retains the invalid matching numbers in the Application Notes field. See: Receipts Field Reference, page 4-6.

- 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)

See: How AutoLockbox Identifies Customers for a Receipt, page 4-93.

- **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 tabbed region).

## Related Topics

Transmission Formats, *Oracle Receivables Implementation Guide*

Running AutoLockbox, page 4-116

Lockbox Execution Report, page 4-123

Commonly Asked Questions, page 4-113

## 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, import the receipt and assign it a status of Unidentified.

### Customer Number

If you provide a customer number for receipts that you import through AutoLockbox, Receivables will try to apply the receipts using whatever application information is provided in your transmission format.

## MICR Number

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
- the MICR number *is* included in the transmission

An MICR number consists of two segments. The first segment is the *transit routing number* that is part of your Lockbox transmission format; this identifies the bank from which your customer draws their check. The second segment identifies your customer's account at that bank. Enter the transit routing number in the Bank Branch Number of the Banks window. Enter the customer account number in the Bank Account Number field of the Bank Accounts window.

**Note:** If a receipt is imported with a new MICR number, but AutoLockbox was able to identify the customer using another method, Receivables stores the new number for future reference.

## 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, balance forward bill 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 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 with a receipt record and AutoAssociate is set to No, Lockbox imports the receipt and assigns it a status of Unidentified. You can use the Receipts or Applications window to assign customers to unidentified receipts.

The AutoLockbox validation program will identify a customer for a receipt using the matching number only if all of the transactions listed to be paid by this receipt are associated with the *same* customer.

- If a unique customer cannot be determined, AutoLockbox imports the receipt and assigns it a status of Unidentified.
- If a unique customer cannot be determined and duplicate invoices are supplied as the matching number for a receipt, AutoLockbox does not validate the receipt because it cannot determine how to apply the receipt

You can use the validation section of the Lockbox Processing Report to examine transactions that AutoLockbox could not apply to because the customer could not be uniquely identified. See: Lockbox Execution Report, page 4-123.

The table below shows examples of three separate AutoLockbox 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 Information	Invoice Number - Customer	Identify Customer?	Apply Receipt?
Invoice 101	101 - Customer ABC	Yes	Yes
	102 - Customer ABC		
Invoice 101	101 - Customer ABC	Yes	No
	101 - Customer ABC		
Invoice 101	101 - Customer ABC	Yes	Yes
	101 - Customer XYZ (related to Customer ABC)		
Invoice 101	101 - Customer ABC	No	No
	101 - Customer XYZ		

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'.

**Note:** Depending on your setup, Lockbox might create a claim for an unmatched remittance.

See: How AutoLockbox Creates Claims, page 4-104.

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 (Customer ABC) if the receipt record includes the customer or MICR number; otherwise, Lockbox assigns the receipt a status of Unidentified.

In the last example, two invoices with the same number exist for two different customers. Lockbox does not validate the receipt because it cannot determine how to apply the receipt. You can review receipts that failed the validation step in the Lockbox Execution Report. See: Lockbox Execution Report, page 4-123.

## Associate Receipts 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. Additionally, if you set this system option to Yes, Post QuickCash will create unidentified receipts for payments that do not have billing locations. If Require Billing Location for Receipts is Yes at the system options level, you should also set this option to Yes when defining your Lockboxes; otherwise, Receivables displays an error when you submit AutoLockbox. For more information, see: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.

## Related Topics

How AutoLockbox Applies Receipts, page 4-96

How AutoLockbox Creates Claims, page 4-104

Commonly Asked Questions, page 4-113

Receipts Without Sites Report, page 10-114

Lockboxes, *Oracle Receivables Implementation Guide*

## 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 provided in your Lockbox transmission.

To successfully apply a receipt, AutoLockbox must know the name or number of the remitting customer and to which transaction(s) each receipt should be applied. If the Lockbox transmission includes both the customer name or number and the transaction(s) to which each receipt should be applied, AutoLockbox uses this information to apply the receipts during Post QuickCash. If customer information is not provided, you can set up your Lockbox to use *matching rules* to identify the remitting customer and partially or fully apply each receipt.

A Lockbox transmission usually includes matching numbers. These are most often transaction numbers, but they can also be other types of numbers, such as a purchase

order or sales order number. To use matching rules, you need to specify a Match Receipts By method and set the AutoAssociate parameter to Yes when defining your Lockbox. The Match Receipts By method determines which type of number to search for during the validation step. When it finds a match, AutoLockbox identifies the customer using the information from the matched transaction and then applies the receipt during the final step, Post QuickCash.

If AutoLockbox cannot identify the customer or to which transaction to apply the receipt, it assigns the receipt a status of Unidentified.

If AutoLockbox identifies the customer for a receipt but cannot determine to which transaction this receipt should be applied, then AutoLockbox might create a claim, depending on your setup. See: How AutoLockbox Creates Claims, page 4-104.

If you did not define your lockbox to automatically create claims, or if you did but no remittance lines are eligible, then AutoLockbox applies the receipt using the AutoCash Rule Set defined for this customer.

AutoLockbox can also import and apply cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts, page 4-107.

You can pay for another customer's invoices through AutoLockbox 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: Defining and Updating Account Relationships, page 7-27.

You can also set up a party paying relationship. See: Using Party Paying Relationships, page 7-14.

**Note:** When applying a receipt to an invoice through AutoLockbox, 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 how you set the Allow Unearned Discounts and Discount on Partial Payment system options. The discount can be manually overridden in the Receipts window.

## Matching Rules

If the customer number or MICR number is not included in your transmission but AutoAssociate is set to Yes, AutoLockbox will try to identify the customer and to which transaction(s) each receipt should be applied based on whatever type of number *is* provided.

AutoLockbox always searches for the type of matching number in the following order:

1. Transaction Number
2. Sales Order Number
3. Purchase Order Number
4. Balance Forward Bill Number
5. Other, user defined number

If the matched number is a *sales order number*, AutoLockbox searches for the first invoice that belongs to this order. Then, when you run Post QuickCash, the program will apply the receipt to that invoice.

If the matched number is a *purchase order number*, AutoLockbox searches for a reference number that refers to this purchase order. Then, when you run Post QuickCash, the program will apply the receipt to that invoice.

If the matched number is a *balance forward bill number*, AutoLockbox will be able to identify the customer and Post QuickCash will apply the receipt to the transactions included on the balance forward bill using the AutoCash rule Clear Past Due Invoices Grouped by Payment Term.

If the matched number is determined using a *custom matching rule*, Lockbox uses the rule that you specify to determine how to apply this receipt. See: Implementing a Custom Matching Rule, page 4-102.

## Match Receipts By Option

When it finds an item with the same number and type as the current search, AutoLockbox checks the following locations for the Match Receipts By parameter, stopping when a value is found:

1. Customer Bill-to Site
2. Customer
3. Lockbox

The setting of the Match Receipts By parameter must be the *same* as the current search for AutoLockbox to match a receipt with an open item.

For example, if AutoLockbox finds a matching transaction number in the first search, it checks the customer site for the Match Receipts By parameter. If the parameter is set to Transaction, AutoLockbox matches the receipt with this transaction and applies the receipt when you run Post QuickCash. If the setting at the customer site is a value *other than* Transaction, AutoLockbox searches for the next type of matching number (in this example, a sales order number). If the setting at the customer site is *null*, AutoLockbox checks the next location for the value of the Match By Receipts parameter (in this example, the customer profile).

Refer to the examples and the illustration below for more information.

### Matching Rules Examples

**Example 1:** A receipt record indicates that a receipt should be applied to open debit item 12345. AutoLockbox first searches for a transaction (invoice, debit memo, chargeback) with this number. AutoLockbox finds an invoice with this number, so it checks the value of the Match Receipts By parameter at this customer's site. The Match Receipts By parameter is null for this customer's site, so AutoLockbox checks the setting in the customer's profile. Match Receipts By is set to Transaction in the customer's profile, so AutoLockbox matches the receipt with this invoice and will apply it to this transaction when you run Post QuickCash.

**Example 2:** Using the same receipt record information as Example 1, assume that AutoLockbox fails to find a transaction with the number 12345. The second time the program searches for a sales order with this number. AutoLockbox does not find a sales order with this number, so it now searches for a purchase order that has the number 12345. AutoLockbox finds purchase order 12345 in this transmission, so it checks the Match Receipts By parameter at the customer's site. The parameter is null at the customer's site, so the program checks the customer's profile. The parameter is also null in the customer's profile, so AutoLockbox checks the parameter for this Lockbox. The Match Receipts By parameter is set to Purchase Order Number for this Lockbox, so the program matches the receipt with this purchase order and will apply it to this transaction when you run Post QuickCash.

If AutoLockbox cannot find a match after searching for each type of number in the sequence, it applies the receipt using the AutoCash rule set defined for this customer. See: AutoCash Rules, page 4-100.

If the AutoCash rule set is unable to apply the receipt, AutoLockbox assigns it a status of Unapplied. You must then manually apply the receipt in the QuickCash or Applications window.

**Note:** Depending on your setup, Lockbox might create a claim for an unmatched remittance.

See: How AutoLockbox Creates Claims, page 4-104.

## 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, *Oracle Receivables Implementation Guide*.

## AutoCash Rules

Post QuickCash uses AutoCash rules to apply any identified receipts that could not be applied using matching rules. To use AutoCash rules to apply receipts imported using Lockbox, be sure that you:

- Include the MICR or customer number in your transmission
- Do *not* include matching numbers in your transmission (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)

If you submit Post QuickCash as a separate step, you can review each unapplied receipt in the QuickCash 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

To allow overapplication using AutoLockbox, set the profile option AR: Allow Overapplication in Lockbox to Yes. If this profile option is set to Yes and the transaction type of the debit item allows overapplication, AutoLockbox applies the receipt and, if the payment exceeds the balance due, changes the sign of the debit item.

For example, AR: Allow Overapplication in Lockbox is set to Yes and Post QuickCash applies a \$50 payment to a \$25 invoice. If the transaction type allows overapplication, Post QuickCash applies the entire amount and the invoice balance due changes to -\$25. If the transaction type does not allow overapplication or the profile option is set to No, Post QuickCash applies \$25 of the receipt (closing the invoice) and leaves the remaining amount unapplied.

**Note:** If the transaction type does not allow overapplication or the profile option is set to No, *and* you are using Oracle Trade Management to track and resolve claims, then Post QuickCash applies \$25 of the receipt (closing the invoice) and creates a claim for the remaining amount.



See: How AutoLockbox Creates Claims, page 4-104.

**Note:** You cannot overapply a receipt to an open debit item using AutoCash rules.

**Important:** If the sign of your application is different from the sign of the balance due on your invoice, Post QuickCash does not apply the receipt. In this case, the entire receipt amount remains unapplied.

### Applying Remaining Amounts

If part of a receipt is left unapplied, you can control whether it remains unapplied or if AutoLockbox applies it using AutoCash Rules. To apply remaining amounts in a Lockbox transmission using AutoCash Rules, specify a Remainder Rule Set in the remitting customer's profile class. To import receipts with remaining amounts as Unapplied, leave the Remainder Rule Set field blank. See: Assigning Profile Classes to Customers, *Oracle Receivables Implementation Guide*.

### 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 (such as lines, freight, and tax). 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 4-45.

### 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 successfully applied this receipt during Post QuickCash.

**Important:** If you are using the automatic receipts feature, AutoLockbox ignores all transactions that are selected for automatic receipt (transactions assigned to a receipt class with an Automatic Creation Method).

## Related Topics

How AutoLockbox Identifies Customers for a Receipt, page 4-93

How AutoLockbox Creates Claims, page 4-104

AutoCash, page 4-142

Automatic Receipts, page 5-2

Post QuickCash, page 4-135

AutoLockbox Validation, page 4-89

Commonly Asked Questions, page 4-113

Transmission Formats, *Oracle Receivables Implementation Guide*

Lockboxes, *Oracle Receivables Implementation Guide*

Importing and Applying Cross Currency Receipts, page 4-107

## Implementing a Custom Matching Rule

Receivables supplies the packaged procedure `arp_lockbox_hook.cursor_for_matching_rule` which 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. If the SQL statement does not match with the given matching number and matching date (optional), the statement must return the following:

```
customer_id = -9999,
trx_number = null,
trx_date = null.
```

7. If the statement matches to multiple customers but the same trx 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.

## How AutoLockbox Creates Claims

You can track your customers' overpayments and short payments as *claims*.

AutoLockbox can initiate claim creation for eligible remittances. Claim creation, along with claim tracking and resolution, actually occurs in Oracle Trade Management. See: Working with Claims, page 4-164.

You can initiate claim creation:

- Manually, when applying receipts in the Applications window or in the QuickCash window. See: Applying Receipts, page 4-9 and QuickCash, page 4-129.
- Automatically, when importing receipts via AutoLockbox.

This section describes automatic claim creation via AutoLockbox.

### Prerequisites

- **Implement Trade Management.** See: *Oracle Trade Management Implementation Guide*, *Oracle Trade Management User Guide*, or online help.
- **Define Lockbox.** AutoLockbox reviews imported receipts for possible claim creation *only* if you select the Evaluate for Claim Eligibility box when defining your lockbox. See: Lockboxes, *Oracle Receivables Implementation Guide*.

- **Set System Options.** If you select the Evaluate for Claim Eligibility box, then AutoLockbox looks at your claims system options to determine which imported receipts are eligible for claim creation. See: Claims System Options, *Oracle Receivables Implementation Guide*.

These system options tell AutoLockbox what to do with both unmatched as well as matched remittance lines.

- **Define a receivables activity of type Claim Investigation for each combination of receipt class and receipt method.**

See: Receivables Activities, *Oracle Receivables Implementation Guide*.

## Unmatched Remittance Lines

Your claims system options indicate the type of unmatched remittance lines, positive or negative, that AutoLockbox creates claims for.

If an unmatched remittance line is eligible for claim creation, then AutoLockbox creates a noninvoice-related claim by applying the remittance line against the Claim Investigation application type. Trade Management receives the claim when you run Post QuickCash. See: QuickCash, page 4-129.

**Note:** Unapplied receipt balances are not considered unmatched, and therefore do not cause claim creation.

For each claim, AutoLockbox copies the following items to the claim investigation line:

- The customer's reason for the payment discrepancy, copied to the Customer Reason column.
- Customer comments about this payment, copied to the Customer Reference column. If comments do not exist and the customer-provided matching number could not be matched, then this column holds the invalid matching number.

Receivables also retains invalid matching numbers in the Application Notes field. See: Receipts Field Reference, page 4-6.

If the remittance line is *not* eligible for claim creation, then AutoLockbox handles the receipt according to the lockbox setting for Invalid Transaction Number Handling. See: Lockboxes, *Oracle Receivables Implementation Guide*.

## Unmatched cross currency remittance lines

When evaluating an unmatched remittance line for claim creation, AutoLockbox always assumes that the currency of the line matches that of the receipt header.

## Matched Remittance Lines

Your claims system options also indicate whether or not AutoLockbox should create

claims for matched remittance lines.

You can set up your system so that AutoLockbox considers all matched remittance lines for possible claim creation. Or, you can choose to exclude short payments of credit memos from consideration.

AutoLockbox evaluates matched remittance lines for claim creation by reviewing each remittance line's matched transaction. AutoLockbox creates a claim if:

- The amount of the remittance line is less than the balance due on the matched transaction.
- The application violates the Natural Application or Overapplication setting on the matched transaction's transaction type.

**Note:** The Natural Application Only and Allow Overapplication settings are mutually exclusive. You must select a setting before AutoLockbox can create claims.

## Natural Application

Natural application refers to the type of application, either positive or negative, that brings a transaction's balance closer to zero. See: *Transaction Types, Oracle Receivables Implementation Guide*.

The AutoLockbox validation program confirms that imported remittance lines do not violate their matched transactions' Natural Application rule. If a violation does occur, then AutoLockbox reassigns the remittance line to the Claim Investigation application type.

For example, an invoice has a positive balance and is assigned a transaction type with the Natural Application Only box selected. You can apply only a negative application to this invoice.

If, however, AutoLockbox matches a remittance line to this invoice that actually increases the invoice balance, then the validation program will update the remittance line to a Claim Investigation application.

**Note:** AutoLockbox copies the original matched transaction number to the Application Notes for the receipt as well as to the Customer Reference column on the claim investigation line.

## Overapplication

Overapplication occurs when you apply a \$500 receipt, for example, to a \$400 invoice. This application overapplies the invoice and reverses the invoice's sign (from positive to negative).

You can set the Allow Overapplication setting on a transaction type to disallow

overapplication. See: Transaction Types, *Oracle Receivables Implementation Guide*.

If an application would violate its matched transaction's Allow Overapplication setting, then AutoLockbox marks the remittance line with an Overapplication Indicator. After you import receipts, you can optionally correct the overapplication in the QuickCash window before you run Post QuickCash.

If the overapplication violation still exists when you run Post QuickCash, then Post QuickCash fully applies the transaction, and creates a claim investigation line for the overpayment amount.

**Note:** If the AR: Allow Overapplication in Lockbox profile option is No, yet the Evaluate for Claims Eligibility box is selected, then AutoLockbox will allow remittance lines that overapply their matched transactions into QuickCash, but only for overapplication violations.

## Related Topics

Using AutoLockbox, page 4-85

Working with Claims, page 4-164

Maintaining Lockbox Transmission Data, page 4-125

## Importing and Applying Cross Currency Receipts

You can use AutoLockbox to import and apply receipts when the currencies of the receipt and the transaction are different. For example, your functional currency is the US dollar, and you create invoices for your customers in that currency. However, you have many international customers, so you need to accept payments in different currencies. AutoLockbox can import and apply cross currency receipts for each currency defined in your system.

You can also use AutoLockbox to import receipts and apply euro receipts to transactions denominated in former National Currency Units of the euro. AutoLockbox also supports euro to predecessor currency applications, and vice versa.

## Floating and Fixed Rate Relationships

Currencies that have a "floating" relationship do not have an established exchange rate. Floating exchange rates change frequently and can vary considerably from one day to the next. The US dollar and the Japanese yen, for example, have a floating exchange rate. To apply a receipt when the receipt and transaction currencies are different and do not have a fixed relationship, AutoLockbox requires that application and exchange rate information be provided in your bank transmission file.

Currencies with a "fixed" relationship have an established, non-fluctuating exchange rate. For example, when EMU currencies were abolished and replaced by the euro in 1999, the former currencies were used as National Currency Units (NCU) of the euro.

These NCUs had a fixed exchange rate with the euro until December 31, 2002 when they were abolished. To process euro and NCU transactions using AutoLockbox, you must define fixed exchange relationships using the official European Union fixed rates.

## Defining Fixed Exchange Rate Relationships

Before using AutoLockbox to process euro receipts and transactions, you need to define a fixed rate relationship between the euro and each NCU in which you do business. You do not need to define fixed relationships between NCUs: Oracle's currency engine and the features that use it, such as AutoLockbox, fully support the concept of Triangulation during the euro transitional period. AutoLockbox uses fixed exchange rates for the following types of cross currency applications:

- euro to NCU
- NCU to euro
- NCU to NCU

## Transmission File Format - Required Values

AutoLockbox uses the following field types in the bank transmission file to apply cross currency receipts:

- **amount\_applied:** The amount of the receipt to apply in the *transaction* currency. This is the Transaction Amount Applied shown below.
- **amount\_applied\_from:** The amount of the receipt to apply in the *receipt* currency. This is the Receipt Amount Applied shown below.
- **trans\_to\_receipt\_rate:** The exchange rate between the two currencies.

The formula AutoLockbox uses to apply a cross currency receipt is shown below:

$$\text{Transaction Amount Applied} * \text{Exchange Rate} = \text{Receipt Amount Applied}$$

If the receipt and transaction currencies have a fixed rate relationship, AutoLockbox can apply the receipt regardless of whether the bank file has only one or two of these values or all of them.

If the receipt and transaction currencies do *not* have a fixed rate relationship, AutoLockbox must either have the exchange rate or be able to determine it to apply the receipt. For example, the exchange rate is not included in the transmission file for two currencies that do not have a fixed rate. If the **amount\_applied** and **amount\_applied\_from** are included, AutoLockbox can calculate the missing exchange rate. If the exchange rate *and* one of the other values is missing, AutoLockbox checks the setting of the Cross Currency Rate Type system option and either derives the rate (and the missing value) or rejects the receipt. See: Cross Currency Rate Type, page 4-109.

This table shows how AutoLockbox responds to different combinations of information



provided in the bank transmission file.

Information Provided in Transmission File	Action	Result
Transaction Amount Applied, Receipt Amount Applied, and Exchange Rate	Validate that all values are correct.	If all values are correct, apply the receipt; otherwise, reject the application.
Transaction Amount Applied and Receipt Amount Applied	Calculate the exchange rate to use or derive it from General Ledger.	Apply the receipt.
(Fixed rate relationship) Exchange Rate, Transaction Amount Applied, or Receipt Amount Applied	Calculate the missing value(s).	Apply the receipt.
(No fixed rate relationship) Exchange Rate AND either the Transaction Amount Applied or the Receipt Amount Applied	Calculate the missing value.	Apply the receipt.
(Fixed rate relationship) Transaction Amount Applied OR the Receipt Amount Applied	Derive fixed exchange rate and then calculate the missing value.	Apply the receipt.
(No fixed rate relationship) Transaction Amount Applied OR the Receipt Amount Applied	Check AR: Cross Currency Rate Type profile option.	If rate is defined, use it to apply the receipt; otherwise, reject the receipt.

See: Transmission Formats, *Oracle Receivables Implementation Guide*.

### Cross Currency Rate Type

The Cross Currency Rate Type system option determines the exchange rate type that AutoLockbox uses to apply cross currency receipts when all of the following are true:

- the receipt and transaction do *not* have a fixed rate relationship
- the bank file does not include the exchange rate
- the bank file includes either the amount\_applied or the amount\_applied\_from (but not both)

If the Cross Currency Rate Type system option is not defined, then AutoLockbox rejects receipts matching this criteria.

To define a rate for this system option, see: *Accounting System Options, Oracle Receivables Implementation Guide*.

### Cross Currency AutoLockbox Validation

If the transmission file includes the exchange rate and the amount to apply in both the receipt and transaction currencies, AutoLockbox ensures that the amounts are consistent before importing the receipt. If the amounts are not correct, AutoLockbox rejects the receipt.

AutoLockbox ensures that the following calculations are true:

$$\text{amount\_applied} * \text{trans\_to\_receipt\_rate} = \text{amount\_applied\_from}$$
$$\text{amount\_applied\_from} / \text{trans\_to\_receipt\_rate} = \text{amount\_applied}$$

**Note:** AutoLockbox also rejects duplicate receipts. AutoLockbox considers receipts to be duplicates if they have the same receipt number, amount, currency, and customer number. See: AutoLockbox Validation, page 4-89.

### QuickCash Window

You can use the QuickCash window to enter cross currency receipts and application information. The QuickCash window displays the Amount Applied and Allocated Receipt Amount fields to help you apply cross currency receipts. You can apply both manually entered and imported cross currency receipts in the QuickCash window.

Like the Applications window, the QuickCash window provides defaulting logic to help you enter information and reduce manual errors. For more information, see: Applying Cross Currency Receipts - Examples, page 4-33 and QuickCash, page 4-129.

**Tip:** Define the Cross Currency Rate Type system option. This system option determines the default exchange rate type that the QuickCash window uses when the receipt and transaction currency are different and the two currencies do *not* have a fixed rate relationship. See: *Accounting System Options, Oracle Receivables Implementation Guide*.

### Rounding Remittance Amounts

The method your customer uses to sum payment amounts in the bank transmission file can effect whether AutoLockbox fully applies a cross currency receipt.

Consider the following example:

1 EUR = .860956 USD

Your customer has three invoices, each for 1000 EUR. The customer adds the invoice amounts and then converts the total to USD. The result is shown below:

```
Transaction * Rate = Amount (in receipt currency)
3,000.00 EUR * .860956 = 2,582.87 USD (rounded)
```

Although this method is mathematically correct, AutoLockbox calculates remittance amounts differently. AutoLockbox calculates remittance amounts using the following procedure:

1. Convert each transaction to the receipt currency.
2. Add the amounts in the receipt currency.
3. Remit the sum as the amount\_applied\_from.

The result of this method (using the values from the previous example) is shown below:

```
Transaction * Rate = Amount (in receipt currency)
1,000.00 EUR * .860956 = 860.96 USD (rounded)
1,000.00 EUR * .860956 = 860.96 USD (rounded)
1,000.00 EUR * .860956 = 860.96 USD (rounded)
Total = 2,582.88 USD
```

As you can see, the receipt amount (amount\_applied\_from) in the bank transmission file is 2582.87, but AutoLockbox calculates it as 2582.88. As a result of this discrepancy, AutoLockbox leaves .01 unapplied and one of the invoices remains open. To avoid situations like this, we recommend that you establish business procedures with your customers to ensure that remittance amounts are calculated using the same method as AutoLockbox.

## Rounding Differences

Rounding differences are not uncommon when processing cross currency receipts between currencies. These errors occur because there are usually more decimal places defined for an exchange rate than for the standard precision for your functional currency. When a receipt amount is multiplied by an exchange rate and then rounded to match your standard precision, the result can be slightly different from the transaction amount specified in the transmission file.

Receivables records rounding errors in the Cross Currency Rounding Account. You define a Cross Currency Rounding Account in the System Options window. See: *Accounting System Options, Oracle Receivables Implementation Guide*.

## Foreign Exchange Gains and Losses

Due to fluctuating exchange rates, it is possible to incur either a foreign exchange gain or loss whenever you apply a cross currency receipt. These gains and losses occur when the exchange rate between the two currencies changes after the invoice is created but before the receipt is applied. For more information, see: *Calculating the Foreign*

Currency Exchange Gain or Loss, page 4-29.

Receivables records foreign exchange gains and losses in the Realized Gains and Realized Losses accounts. You define these accounts in the System Options window. See: Accounting System Options, *Oracle Receivables Implementation Guide*.

## Related Topics

Transmission Formats, *Oracle Receivables Implementation Guide*

## 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. Receivables provides a sample control file called arzung.ctl you can use to import bank files in the Zengin format. See: Transmission Formats, *Oracle Receivables Implementation Guide*.

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, see: Using AutoLockbox, *Oracle Financials for Asia/Pacific User Guide*.

## Related Topics

Using AutoLockbox, page 4-85

Lockbox Execution Report, page 4-123

AutoLockbox Field Reference, page 4-121

## 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 Receipts, page 4-58.

### **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: Defining and Updating Account Relationships, page 7-27.

You can also set up party paying relationships. See: Using Party Paying Relationships, page 7-14.

### **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:

This table illustrates how trimming occurs with the settings Character Field, 10 characters long, Right Justified, Zero Filled:

Before Trimming	After Trimming
1122000000	1122000000
1234067000	1234067000
0004560000	4560000

This table illustrates how trimming occurs with the settings Character Field, 10 characters long, Left Justified, Zero Filled:

Before Trimming	After Trimming
1122000000	1122
1234067000	1234067
0004560000	000456

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.

**Note:** If proper controls are not in place, it is possible to reimport and reapply receipts that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

### **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, AutoLockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice with the same number within a Lockbox transmission, then AutoLockbox cannot determine to which invoice to apply the payment. The receipt will either be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number or 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 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.
2. The receivable item is not an invoice, a debit memo, a deposit, a credit memo, a chargeback, or an on-account credit.
3. The receivable item is a duplicate or invalid for the customer.
4. The receivable item has been selected for automatic receipt.
5. 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 four 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
- The group is less than the maximum size of a batch
- There are no batch records in the data file

## Related Topics

Running AutoLockbox, page 4-116

## 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.

**Caution:** If proper controls are not in place, it is possible to reimport



and reapply a receipt that AutoLockbox has already processed. We recommend that you establish standard operating procedures to ensure that users do not process the same bank file more than once using AutoLockbox.

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.

**Important:** 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 receipt class with an Automatic Creation Method).

If you are using Oracle Trade Management, then you can set up AutoLockbox to automatically initiate claim creation in Trade Management. See: How AutoLockbox Creates Claims, page 4-104.

#### **Prerequisites**

- Define AutoCash rule sets, *Oracle Receivables Implementation Guide*
- Define lockboxes, *Oracle Receivables Implementation Guide*
- Define transmission formats, *Oracle Receivables Implementation Guide*
- Define receipt classes, *Oracle Receivables Implementation Guide*
- Define receipt sources, *Oracle Receivables Implementation Guide*
- Define system options, *Oracle Receivables Implementation Guide*
- Define profile options, *Oracle Receivables Implementation Guide*
- Define receipt methods, *Oracle Receivables Implementation Guide*
- Define sequential numbering (optional), *Oracle Receivables Implementation Guide*

#### **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. When you run the import step, Receivables automatically generates the import section of the Lockbox Execution Report.

**Important:** You must enter the file extensions in the data file field.  
For example, /home/ar/lockbox/bofa9101.dat

4. In the Alternate Name Search field, select *Manual* or *Automatic* if you are importing a bank file with a Japanese Zengin character set. Otherwise, select *None*.

The default value is None.

5. Optionally select a transaction code from the list of values in the Transaction Code field.

**Important:** To view the Transaction Code field in the Submit Lockbox Processing window, enable the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, *Oracle Receivables Implementation Guide*. Additionally, you must check the Submit Import check box to activate this field.

Receivables uses the transaction code that you select as the default transaction code for all payment and application records included in this lockbox transmission. After the import phase, you can review and update each transaction code in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data, page 4-125.

This feature is available only in public sector installations.

6. To validate or revalidate imported data and create QuickCash receipt batches, perform the following:
  - a. Check the Submit Validation check box.

**Important:** If you check the Submit Validation check box, you can view only the transaction codes that fail validation in the Lockbox Transmission Data window. Therefore, if you want to review all the transaction codes in the Lockbox Transmission Data window, do not check the Submit Validation check box until after the transaction codes are reviewed.

Transaction codes are available only in public sector installations.

- 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.

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 4-123.

**Note:** Use the Maintain Lockbox Transmission data window to review and edit records that fail validation. See: Maintaining Lockbox Transmission Data, page 4-125.

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.

7. If the Post Partial Amount as Unapplied 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 QuickCash with an unapplied amount, and you can then manually apply payment to a valid invoice(s) using the Applications window.

**Note:** When AutoLockbox imports a receipt with an unapplied amount into QuickCash, Receivables retains the invalid matching numbers in the Application Notes field in the Receipt History window. You can also display the Application Notes field in the Receipts Summary or QuickCash windows by choosing Show Field from the Folder menu.

If the Reject Entire Receipt box is checked and AutoLockbox encounters an invalid transaction number, the receipt that Lockbox cannot fully apply will remain in the AR\_PAYMENTS\_INTERFACE\_ALL 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 the receipt.

8. To apply receipts in this transmission and update your customer's receivable balance, check the Submit Post QuickCash box. Do not check this box if you want to review and edit your receipt batches in the QuickCash window before applying them to your customer's open debit items. See: Reviewing Receipts in a Lockbox Transmission, page 4-120.

**Note:** You can also submit Post QuickCash from the Receipt Batches window. See: Post QuickCash, page 4-135.

9. Save your work. Receivables displays the Request ID of your concurrent process and generates the Lockbox Execution report. See: Lockbox Execution Report, page 4-123.

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 4-128.

## Reviewing Receipts in a Lockbox Transmission

After you successfully import and validate your receipts using Lockbox, you can review them in the QuickCash window. Use the Transmission region in the Receipt Batches window to query all receipt batches that were included in one transmission and to 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 review these receipts only in the Receipts or the Adjustments window. See: Running AutoLockbox, page 4-116.

You can review receipts that failed the validation step in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data, page 4-125.

**Note:** Lockbox receipt batches have a Batch Type of Manual-Quick.

### 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 Receipts.

## Related Topics

Maintaining Lockbox Transmission Data, page 4-125

AutoLockbox Field Reference, page 4-121

Lockbox Execution Report, page 4-123

Using AutoLockbox, page 4-85

Commonly Asked Questions, page 4-113

## 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.

**Alternate Name Search:** (Submit Lockbox Processing window) Indicates 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. Your choices are:

- Automatic
- Manual
- None

**Bank Origination Number:** (Lockbox Control window) 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.

**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.

**Tip:** 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'.

**Important:** You must store the control file in your \$AR\_TOP/bin directory with an extension of .ctl. When you enter a control file name in the Submit Lockbox Processing window, you do not need to enter the path or the extension of the control file. For example, if your control file is in \$AR\_TOP/bin and is named bankabc.ctl, you just need to enter bankabc in the control file field to submit the file successfully.

**Data File:** (Submit Lockbox Processing window) 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.

**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.

**Important:** The item number is also used to associate an overflow record with the receipt record. Each overflow record must have the same item number as the parent receipt record.

**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.

**Transaction Code:** (Submit Lockbox Processing window) The transaction code that AutoLockbox uses as the default code for all payment and application records in a lockbox transmission. AutoLockbox uses transaction codes to manage receivables accounting in a manner that is consistent with federal regulations. This feature is

available only in public sector installations.

After the bank file is imported, you can optionally update transaction codes in the Lockbox Transmission Data window.

**Important:** To view the Transaction Code field in the Submit Lockbox Processing window and in the Lockbox Transmission Data window, enable the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, *Oracle Receivables Implementation Guide*.

**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 several sample format files in the \$AR\_TOP/bin directory. You can modify these transmission formats or create new ones.

## Related Topics

Using AutoLockbox, page 4-85

Running AutoLockbox, page 4-116

Lockbox Execution Report, page 4-123

## 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 4-125.

## **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.

## **Related Topics**

Running AutoLockbox, page 4-116

QuickCash, page 4-129

Commonly Asked Questions, page 4-113

## **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 to import 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.

**Note:** The Lockbox Transmission Data window is a Folder window. You can customize the appearance of this window by selecting options from the Folder menu. For example, you may choose to add the Alternate Name and Customer Name fields to your default folder.

### Prerequisites

- Run AutoLockbox, page 4-116
- 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 Data 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:
  - **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.

**Important:** In the Lockbox Receipt window, you can update the transaction codes that Receivables automatically assigned to receipt records during the import phase. To view the Transaction Code field in the Lockbox Receipt window, enable

the Enable Transaction Code profile option. See: Profile Options in Oracle General Ledger, *Oracle Receivables Implementation Guide*.

This feature is available only in public sector installations.

- **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.

**Important:** In the Lockbox Applications window, you can update the transaction codes that Receivables automatically assigned to application records during the import phase. To view the Transaction Code field in the Lockbox Applications window, enable the Enable Transaction Code profile option. See: Define profile options, *Oracle Receivables Implementation Guide*.

This feature is available only in public sector installations.

Select the Cross Currency Data region to review information about cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts, page 4-107.

- **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.

**Important:** Lockbox formats receipt amounts during the validation step. Therefore, values in the Lockbox Control window do not contain decimals.

6. Save your work.

7. Resubmit the transmission for validation. See: Running AutoLockbox, page 4-116.

## Related Topics

Using AutoLockbox, page 4-85

Lockbox Execution Report, page 4-123

Viewing Transmission History, page 4-128

Commonly Asked Questions, page 4-113

## 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 4-125.

## 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 4-116

## 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).

## Related Topics

Using AutoLockbox, page 4-85  
Running AutoLockbox, page 4-116  
Commonly Asked Questions, page 4-113

## QuickCash

Create a batch of QuickCash receipts when you need to enter and apply receipts quickly. The QuickCash window requires only minimal information for each receipt and application. QuickCash also provides an extra level of control for entering high volume receipts because it does not immediately affect your customer's account balance.

When you enter receipts and applications in a QuickCash batch or import them using AutoLockbox, Receivables stores the data in an interim table. You can then use the QuickCash window to review receipts and ensure that application information is correct.

**Note:** If a receipt that you imported contains invalid matching numbers *and* you selected the Lockbox option Post Partial Amount as Unapplied, then AutoLockbox imports the receipt with an unapplied amount into QuickCash. For your convenience, Receivables retains the invalid matching numbers in the Application Notes field in the QuickCash window. To view the Application Notes field, choose Show Field from the Folder menu.

You must batch QuickCash receipts. Receivables does not update the status, applied, on account, unapplied, and unidentified fields for your QuickCash batch until you save your work.

**Important:** You cannot add miscellaneous receipts to a QuickCash batch.

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. You can also apply receipts to transactions in different currencies.

You can also apply a QuickCash receipt against other open receipts. See: Applying a QuickCash Receipt to Multiple Transactions, page 4-133.

In addition, you can use the QuickCash window to:

- Review any automatic claims that AutoLockbox created for imported receipts (invoice-related claims)

- Create manual claims for both overpayments, short payments, and unapplied receipts (noninvoice-related claims)

After reviewing a QuickCash batch for accuracy, run Post QuickCash to update your customer's account balances.

After you run Post QuickCash, Receivables treats QuickCash receipts like any other receipts; you can reverse and reapply them and apply any unapplied, unidentified, or on-account amounts.

**Note:** If you do not identify the customer for a receipt, Receivables automatically assigns the receipt a status of Unidentified.

## 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'.)

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 4-142.

## Entering Quick Receipts

### Prerequisites

- Perform all required set up steps preceding receipt entry. See: Entering Receipts, page 4-1.
- Define AutoCash Rule Sets, *Oracle Receivables Implementation Guide*

### 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 4-69.

To add receipts to an existing QuickCash batch, query the batch.

**Tip:** To query a batch of receipts imported by AutoLockbox, query the transmission number or the Lockbox name in the Transmission region.

3. Choose Receipts.
4. Enter the Receipt Number, Receipt Date, and GL Date. The batch Deposit Date and GL Date provide the default Receipt and GL Dates, but you can change them. The receipt GL Date must be in an open or future-enterable period.
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 with the Receipts Multi-Currency flag set to Yes. See: Foreign Currency Transactions, page 2-25.
6. Enter the Net 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 an AutoCash rule Set assigned to it, Receivables uses the AutoCash Rule Set defined in the System Options window. See: AutoCash, page 4-142.

**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 4-133.

**Note:** (Optional) You can create claims when applying a QuickCash receipt using either the Single or Multiple application type. You can enter a customer reference and reason, if provided. Receivables passes this information to Oracle Trade Management when you run Post QuickCash.

**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.

**Claim Investigation:** Create non-invoice related claim for this receipt. For use with Trade Management only.

**Note:** (Optional) You can enter a customer reference and reason, if provided. Receivables passes this information to Trade Management when you run Post QuickCash.

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), but 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.

**Tip:** 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 Apply To field. When you do this, Receivables displays the name of the customer associated with this transaction. Then, enter the appropriate application type.

**Important:** 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. If you chose an Application Type of Single, enter a transaction number or select one from the list of values. Receivables enters the customer and remittance bank information for this transaction.

If the transaction currency is different from the receipt currency, enter either the Amount Applied or Cross Currency Rate.

**Note:** To apply an amount greater than the balance due, the transaction type of the open debit item must allow overapplication and the profile option AR: Allow Lockbox Overapplication must be set to Yes.

If the transaction type does not allow overapplication and you try to overapply the transaction when Trade Management is installed, then QuickCash applies the balance due and creates a claim for the overapplication amount.



10. Enter the Receipt Method if it did not default from the batch information, or if you changed the receipt currency. You can only select receipt 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 Multiple Currencies Allowed check box selected.
11. 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, Oracle Receivables Implementation Guide*.
12. Move to the next record and repeat the steps above for each receipt to add to this batch.

## 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.

You can apply a receipt to a transaction even if the GL date is in a future accounting period or the transaction currency is different from the receipt currency. You can also apply a receipt to other customer's transactions if the system option Allow Payment of Unrelated Invoices is set to Yes.

You can also apply a QuickCash receipt against open receipts that are in the same currency. See: *Receipt-to-Receipt Applications*, page 4-11.

### 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 4-130.
3. Choose Receipts.
4. If this is a new batch, enter receipt information and choose an Application Type of Multiple. If the receipt currency is different from the batch currency, specify exchange rate information.
5. Choose the Multiple button.
6. Enter a transaction or open receipt, or select one from the list of values.
7. Enter the amount of the receipt to apply to this transaction.

**Note:** If applying this receipt against an open receipt, then skip to

the next step.

Use the AR: Always Default Transaction Balance for Applications profile option, *Oracle Receivables Implementation Guide* to control how Receivables defaults the applied amount.

**Note:** To apply an amount greater than the balance due, the transaction type of the open debit item must allow overapplication and the profile option AR: Allow Lockbox Overapplication must be set to Yes.

If the transaction type does not allow overapplication and Trade Management is installed, then QuickCash applies the balance due and creates a claim for the overapplication amount if you try to overapply the transaction.

The default Discount 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 discount is the amount that, along with the receipt amount applied, closes this item. However, the discount amount cannot be greater than the maximum discount allowed for the transaction (which is determined by the transaction's payment terms). If you do not want Receivables to calculate a discount, change the value of the Discount field to null (no value). See: Discounts, page 4-152.

**Note:** Use the hidden field, Estimated Balance Due, to obtain a preview of the remaining balance due on a transaction after considering the current application line that Post QuickCash program might create upon submission. The values displayed in this column are estimates only, and do not convey:

- Multiple applications to the same transaction.

Rather, each field reflects the estimated balance due for the current application line.

- Discounts for AutoLockbox receipts.

AutoLockbox does not calculate discounts. Therefore, for application lines coming from AutoLockbox, the discount field will be empty.

8. If applying this receipt against an open receipt, then the amount applied defaults to the *greater* of either:

- the amount remaining on the QuickCash receipt, or

- the amount of the open receipt's open item (unapplied or on-account cash, or open claim investigation application)
9. If the receipt and transaction currencies are different, enter either the Allocated Receipt Amount or the Cross Currency Rate. The Allocated Receipt Amount is the amount to apply in the *receipt* currency. If you enter the Allocated Receipt Amount, Receivables calculates the cross currency rate, and vice versa.
  10. Move to the next record and repeat the steps above for each transaction to which you want to apply this receipt.

## Related Topics

Post QuickCash, page 4-135

Post QuickCash Execution Report, page 4-140

Receipts Field Reference, page 4-6

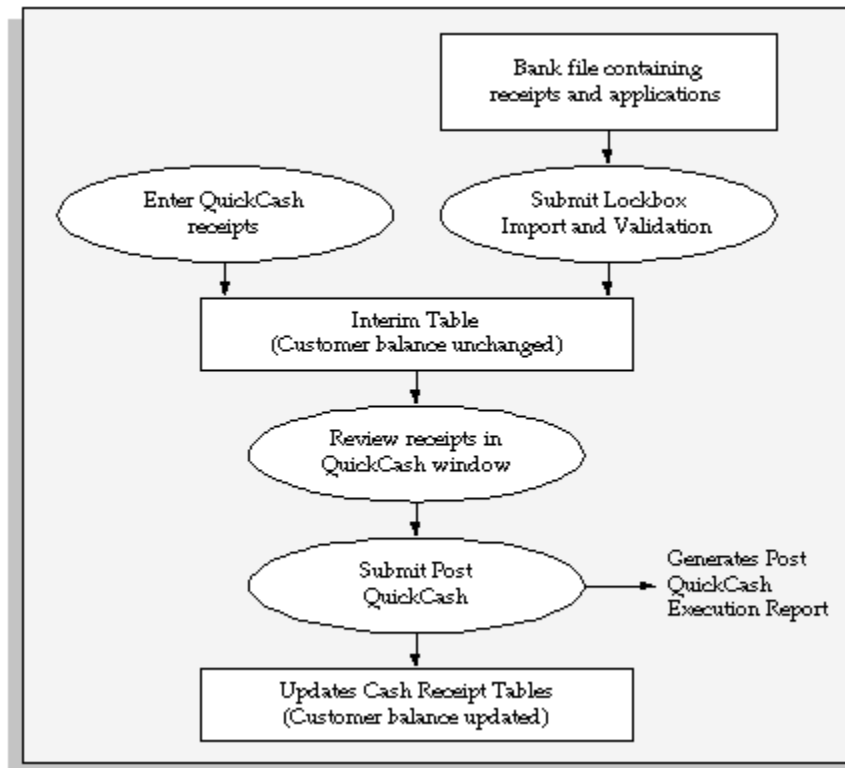
## Post QuickCash

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.

### Post QuickCash



## 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 the customer site or profile class to determine how to apply receipts. If an AutoCash Rule Set has not been assigned to the customer's site, Post QuickCash uses the rule set in the customer's profile class; if the 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 4-142.

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, *Oracle Receivables Implementation Guide*.

### **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 4-143.

### **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 4-45.

### **Cross Currency Receipts**

You can use Post QuickCash to apply a receipt when the receipt and transaction currencies are different. See: Importing and Applying Cross Currency Receipts, page 4-107.

### **Invoice-related and Noninvoice-related Claims**

When you run Post QuickCash, qualified QuickCash application lines are passed to Oracle Trade Management for claim creation and management:

- Application lines that short pay their applied transactions
- Claim investigation application lines
- Application lines with the Overapplication Indicator selected

A claim number is passed back to Receivables after Trade Management creates the claim.

### **Receipt-to-Receipt Applications**

You can net receipts by applying a QuickCash receipt against multiple open receipts. See: Receipt-to-Receipt Applications, page 4-11.

- You can apply a QuickCash receipt against an open receipt's unapplied cash.

When you post the QuickCash batch, Post QuickCash confirms that the open receipt still has enough unapplied cash to accept the application on the QuickCash receipt.

If enough unapplied cash exists, then Post QuickCash creates two new applications, one on each receipt.

If not enough unapplied cash exists, then Post QuickCash will not overapply the open receipt. Instead, the QuickCash receipt remains in the interim tables and the Post QuickCash Execution report documents the error.

- You can apply a QuickCash receipt against an open receipt's on-account cash or open claim investigation.

When you post the QuickCash batch, Post QuickCash confirms that the on-account cash or claim investigation application on the open receipt still exists, or is not locked by another process.

If the application line is available, then Post QuickCash unapplies the on-account cash or claim investigation application line on the open receipt, and creates two new applications, one on each receipt.

If the application on the QuickCash receipt is *not* the full amount of the open receipt's on-account or claim investigation application line, then Post QuickCash reapplies the remaining amount back to On Account or Claim Investigation on the open receipt.

**Note:** Receivables automatically notifies Trade Management if the application amount settles all or part of a claim investigation application.

If the application line no longer exists or is locked, then Post QuickCash reviews the status of the open receipt. Depending on the status, either:

- The QuickCash receipt remains in the interim tables (the Post QuickCash Execution report documents the error), or
- Post QuickCash rolls back the application to the open receipt, and creates the QuickCash receipt as an unapplied receipt.

## Related Topics

QuickCash, page 4-129

Running Post QuickCash, page 4-139

Post QuickCash Execution Report, page 4-140

## Running Post QuickCash

Run Post QuickCash to update your customer's account balances for batches created either in the QuickCash 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 4-116.

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 4-69.

Post QuickCash sends qualified application lines to Oracle Trade Management for claim creation if you have properly set up your system. See: How AutoLockbox Creates Claims, page 4-104.

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 or place on-account each receipt in the batch, Receivables updates the batch status to Closed and changes the batch type to Manual-Regular (this is true for both manually entered batches and those created by AutoLockbox).

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 4-143.

### Prerequisites

- Enter QuickCash receipts, page 4-130 or run AutoLockbox, page 4-116

### 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.

**Tip:** To review a batch of receipts imported by AutoLockbox, perform a query using the Lockbox or Transmission Name.

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 Apply To 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.

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 Requests 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 4-116.
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 4-140.

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 Requests window.

#### **Related Topics**

QuickCash, page 4-129

Post QuickCash Execution Report, page 4-140

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, Receivables 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.

**Note:** The report does not consider receipts that are not fully applied when adding the number of applied receipts in a batch. For example, you create a batch with two receipts, one for \$100 and one for \$75. Post QuickCash applies \$50 of the \$100 receipt but the other receipt is left unapplied. The execution report lists applied receipts as described in this table:

Count	Percentage	Amount	Percentage
1	50	50	29

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 the 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 4-152.

In the Distribution section, Receivables displays the total amount of the receipts applied to line items, tax, freight, and receivables charges.

**Important:** If your batch contains receipts in different currencies, the

totals in this report contain amounts in mixed currencies. For example, if the batch includes one receipt for 100 USD and another for 50 EUR, the total amount is 150.00.

## Related Topics

QuickCash, page 4-129

Running Post QuickCash, page 4-139

## 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 4-145. When you define your AutoCash rule sets, you specify which rules to use and the sequence of these rules.

To determine which AutoCash Rule Set to use when applying receipts, Receivables uses the following hierarchy, stopping when one is found:

1. Customer site
2. Customer profile class
3. System Options window

**Note:** AutoCash rules do not support cross-currency receipt applications.

## Calculating Your Customer's Open Balance

For each AutoCash rule set, you can determine how Receivables calculates 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**

**Late Charges = Yes**

**Items in Dispute = No**

**Receipt = \$100**

**Invoice #25 = \$100**

**Late 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 and the invoices in the table below:

Receipt = \$980

Bank Charge = \$3

Tolerance Limit = \$20

Invoice Number	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 4-143.

### 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**

**Late Charges = No**

**Receipt = \$1800**

**Receipt Date = 14-JAN-93**

**Discount Grace Days = 5**

This table shows the invoice details:

Invoice Num	Invoice Amount	Discount	Payment Terms	Invoice Date	Due Date
600	\$2000	\$20	10% 10/Net 30	01-JAN-93	30-JAN-93

Since Late Charges is not enabled, Receivables subtracts the \$20 late 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 4-143.

## 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:

**Late Charges = Yes**

**Items in Dispute = Yes**

**Receipt = \$590**

The table below shows this customer's activity:

Past Due Debits/Credits	Invoice Amount	Late Charges	In Dispute
Invoice #45	\$500	\$40	Yes
Invoice #46	\$300	\$0	N/A
Credit Memo #100	\$50	N/A	N/A
Unapplied Cash	\$200	N/A	N/A

Since Late Charges and Items in Dispute are enabled, 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 4-143.

### 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 Late 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:

**Late Charges = No**

**Items in Dispute = No**

**Receipt = \$420**

The table below shows this customer's activity:

Past Due Debits/Credits	Invoice Amount	Late Charges	In Dispute
Invoice #209	\$300	\$0	N/A
Invoice #89	\$250	\$0	Yes
Invoice #7	\$120	\$30	N/A

Since Late Charges and Items in Dispute are not enabled, Receivables does not include Invoice #89 (\$250) or late 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 4-143.

### 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 Late 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 and activity in the table below:

**Receipt = \$900 on 25-JUN**

Transaction Number	Payment Term	Due	Invoice Amount
1	A	25-MAY	\$500
2	A	25-JUNE	\$200
3	A	25-JUNE	\$200
4	B	20-JUNE	\$900
5	C	25-MAY	\$905

Receivables will group these transactions as follows:

Group 1: Trans 1,2,3

Amount: \$900

Group Due Date: 25-MAY

Group 2: Trans 4

Amount: \$900

Group Due Date: 20-JUN

Group 3: Trans 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 4-143.

### Apply to the Oldest Invoice First

When using this rule, Receivables applies receipts to your customer's debit and credit items starting with the item having the oldest due date. Receivables uses the values that you entered for the open balance calculation to determine your customer's oldest outstanding item.

For example, you have the following situation plus activity in the table below:

**Apply Partial Receipts = Yes**

**Late Charges = No**

**Receipt = \$200**

Invoice Number	Invoice Amount	Late 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 Late Charges is not enabled, Receivables ignores invoice #801 (since the remaining amount only consists of late 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 (Assume that the customer, Global Freight Carriers, has no payment or discount grace days)
- Late 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

A payment was entered for Global Freight Carriers for \$600 through the QuickCash window with a deposit date of 10-DEC-92.

As illustrated in the table below, Global Freight Carriers has the following outstanding invoices, none of which are in dispute:

Number	Amount Remaining	Due Date	Discount Date/Amount
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 late charges previously assessed for this item. Late 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 late charges previously assessed for this item. Late 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 late charges for this invoice, the amount due remaining for invoice #125 is reduced from \$150 to \$50, and remains open.

## Related Topics

AutoCash Rule Sets, *Oracle Receivables Implementation Guide*

Post QuickCash, page 4-135

AutoCash Rules Report, page 10-31

Discounts in Post QuickCash, page 4-158

## 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. If the discount is unearned, the default earned discount is zero and the maximum value of the unearned discount is dictated by the payment terms. If the discount is earned, the default discount is the amount of the earned discount. Receivables lets you override the discount amount during payment entry. You specify whether your customers can take unearned discounts in the System Options window. See: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.

For more information, see: Determining the Discount Percent, page 4-154.

## 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 applied 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, *Oracle Receivables Implementation Guide*.

## 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, Oracle Receivables Implementation Guide* and *AutoCash*, page 4-142.

## 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: *Miscellaneous System Options, Oracle Receivables Implementation Guide*.

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 tabbed region).
- Choose whether to allow discounts and assign discount grace days to your customers in the Customer Profile Classes window or the Profile:Transaction tabbed 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:

**Earned Discount = (Receipt Amount \* Discount Percent) / 1 - 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**

### **Earned Discounts with Partial Payment Discounts 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 earned discounts if partial payment discounts are not allowed:

$$\text{Earned Discount} = \text{Amount Due Original} * \text{Discount Percent}$$

### 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 late charges and uses the following formula to determine the discount amount:

$$\text{Line Percent} = \text{Discount Percent} * (\text{Sum of Lines} + \text{Sum of Line Adjustments} - \text{Sum of Line Credits} / \text{Amount Due Original} + \text{Sum of Adjustments} - \text{Sum of Credits})$$

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

This table shows the discount details:

Percent	Date	On Lines Only	On Partial Payments
5	17-DEC-93	NO	YES



Percent	Date	On Lines Only	On Partial Payments
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
After 17-DEC-93	\$990	0  To take the unearned discount, you must update the amount in the Discount field.	Discount Earned = 0, Total = 110	None	\$110
From 02-DEC-93 to 12-DEC-93	\$1000  \$100 of the receipt is left as Unapplied.	\$110	Discount Earned = 110, Total = 110	\$110	None
From 13-DEC-93 to 17-DEC-93	\$1000  \$100 of the receipt is left as Unapplied.	\$52.63  To take the unearned discount, you must update the amount in the Discount field.	Discount Earned = 52.63, Total = 110	\$52.63	\$57.37

Receipt Apply Date	Receipt Amount	Default Discount Amount	Message Line	Earned Discount Allowed	Unearned Discount Allowed
After 17-DEC-93	\$1000	0	Discount Earned = 0, Total = 110	None	\$110
	\$100 of the receipt is left as Unapplied.	To take the unearned discount, you must update the amount in the Discount field.			

## Determining the Default Amount to Apply

Receivables defaults applied receipt amounts into the receipt application windows.

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 than 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.

## 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 4-135.

## 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:

**Earned Discount = (Receipt Amount \* Discount Percent) / 1 - Discount Percent**

**Maximum Discount = Discount Taken \* Amount Due Original - Highest Discount**

## Related Topics

Defining Receivables System Options, *Oracle Receivables Implementation Guide*

Payment Terms, *Oracle Receivables Implementation Guide*

Entering Discount Information, *Oracle Receivables Implementation Guide*

AutoCash, page 4-142

Discount Projection Report, page 10-73

Profile Options, *Oracle Receivables Implementation Guide*

## Writing Off Receipts

In Oracle Receivables, you can write off the following:

- Unapplied receipt amounts
- Underpayments on receipts

## Unapplied Receipts

When you apply a receipt to debit items, a small unapplied amount may remain on the receipt. Receivables lets you write off unapplied receipt balances during or after receipt application.

With Receivables you can:

- Use the Applications window to manually write off unapplied receipt balances
- Use the Automatic Receipt Write-off program to automatically write off receipts

## Underpayments on Receipts

When a receipt underpays an invoice by a small amount, you can manually write off the underpayment rather than bill your customer for the difference.

## Reversal

To reverse the write off, you can unapply the original write-off application by unchecking the Apply check box in the Applications window for the write-off amount that you want to reverse.

## Exchange Rates

When you write off a foreign currency receipt, Receivables uses the same exchange rate information from the original receipt for the write-off record.

When you adjust the exchange rate of a foreign currency receipt, Receivables reverses the write-off with the original exchange rate and then applies the new exchange rate to the write-off. Receivables reverses the write-off only if the converted amount does not exceed the system level write-off limit. If the converted amount exceeds the system level write-off limit, Receivables leaves the write-off amount as unapplied.

## Creating Manual Receipt Write-Offs

The manual write-off process gives you the flexibility to write off both overpayments and underpayments when you enter and apply a receipt, or at any time.

You can enter multiple write-offs in the Applications window, provided that the total write-off amount does not fall outside the range of both your Receipt Write-off approval limits and system level write-off approval limits.

### Prerequisites

- Define your system level write-off limits for receipts, *Oracle Receivables Implementation Guide*
- Define Receipt Write-off approval limits, *Oracle Receivables Implementation Guide*
- Define receivable activities using the Receipt Write-off activity type, *Oracle Receivables Implementation Guide*

### To create a manual write-off:

1. Navigate to the Receipts window.
2. Enter the receipt information or query an existing receipt. See: Entering Receipts, page 4-1.
3. Choose Apply.
4. In the Apply To field, select Receipt Write-off.
5. In the Amount Applied field, enter the amount to be written off. Receivables

validates the value that you enter against your write-off approval limit.

6. In the Activity field, select a receivables activity. You can select from all active receivables activities defined with the activity type of "Receipt Write-off."

## Creating Automatic Receipt Write-Offs

Use the Automatic Receipt Write-off program to write off multiple receipts at once with minimum manual intervention to individual receipt records. When you submit the Automatic Receipt Write-off program, a concurrent program creates the write-offs and closes the receipts.

**Important:** Use the Automatic Receipt Write-off program to write off only unapplied amounts on receipts.

Use the Create Receipt Write-off window to submit the Automatic Receipt Write-off program. When you submit the program, you must select a receivables activity with an activity type of Receipt Write-off. The receivables activity tells Receivables which GL account to credit in the write-off process.

**Note:** Always use the Generate Report Only option to preview the receipts that you want to write-off before submitting the program. You can only reverse the write-off by manually unapplying each write-off from the Applications window.

### Prerequisites

- Define your system level write-off maximum for receipts, *Oracle Receivables Implementation Guide*
- Define Receipt Write-off approval limits, *Oracle Receivables Implementation Guide*
- Define receivable activities using the Receipt Write-off activity type, *Oracle Receivables Implementation Guide*

### To create an automatic write-off:

1. Navigate to the Create Receipt Write-off window.
2. In the Selection region, enter the currency of the receipts to write off. The default value is your functional currency if the user level write-off limit has been defined for the functional currency. You can change the default value to another currency.
3. Enter either an unapplied amount or unapplied amount percentage, or both. If you enter an unapplied amount, Receivables validates that the amount entered is within

your receipt write-off approval limit.

4. Use the remaining fields in the Selection region to enter additional selection criteria for the receipts that you want to write off.
5. Navigate to the Parameters region.
6. Choose a receivables activity. The receivables activity tells Receivables which GL account to credit for the write-off. This field is optional if you choose the Generate Report only option.
7. Enter the apply date. The value that you enter in this field becomes the apply date of the write-off record for the receipt.
8. Enter the GL Date. The value you enter in this field becomes the GL date of the write-off application.
9. Enter optional comments. You can view the comments that you enter here from the Applications window after Receivables creates the write-off record.
10. Navigate to the Options region.
11. Select either the Generate Report Only or Create Write-off option.
  - The Generate Report Only option produces the Write-off Unapplied Receipt Balances: Pre Write-off Report, which lists the receipts that were selected based on the selection criteria that you defined. Use this option to preview the write-off results before you submit the process. Once you have previewed the results, you must submit the Automatic Receipt Write-off program using the Create Write-off option to process the write-off.
  - The Create Write-off option submits the Automatic Receipt Write-off program that creates the write-off records, and then generates the Write-off Unapplied Receipt Balances: Write-off Report that displays the write-off records that Receivables processed based on your selection criteria.

## Write-Off Process

Both the manual and automatic write-off processes initiate a concurrent program to process the write-off records. This program validates the data that you enter and selects the records to write off. The program then creates the accounting entries and updates the receipt balances.

## Accounting Entries

See: Default Accounting for Transactions, page 9-42 for an example of the accounting entries that Receivables creates when writing off unapplied receipts.

## Create Receipt Write-off Field References

This section provides a brief description of the fields in the Create Receipt Write-off window.

**Receipt Currency:** The currency of the receipts that you want to write off. Only receipts with the same currency entered here are eligible for write-off.

**Unapplied Amount:** The maximum amount that you want to write off. Oracle Receivables selects receipts with unapplied amounts less than or equal to this value and that meet the other selection criteria.

**Unapplied Amount Percent:** The percentage of unapplied amount against the original receipt amount that you want to write off. For example, if you want to write off receipts with an unapplied balance of 5% or less of the original receipt amount, then enter 5 in the field.

**Receipt Date** (Optional): The date range for the receipts that you want to write off. Receivables selects receipt records that fall within the specified date range.

**Receipt GL Date** (Optional): The GL date range for the receipts that you want to write off. Receivables selects receipt records with a GL date that falls within the specified receipt GL date range.

**Receipt Method** (Optional): If you specify a receipt method, then Receivables selects receipt records with this specific receipt method.

**Customer Name** (Optional): The name of a specific customer whose unapplied receipts you want to write off. Receivables defaults the Customer Name when a valid customer number is entered in the Customer Number field.

**Customer Number** (Optional): The number of a specific customer whose unapplied receipts you want to write off. Receivables defaults the Customer Number when a valid customer name is entered in the Customer Name field.

**Receipt Number** (Optional): When you select a receipt number from the list of values, the Customer Name and Customer Number fields are defaulted according to the selected receipt number. If you specify the Receipt Method, Customer Number, or Customer Name, the list of values in the Receipt Number field filters the receipt numbers according to your selection criteria.

**Activity:** The selected receivables activity determines the GL account that Receivables credits for the write-off.

**Apply Date:** The value entered in this field becomes the apply date of the write-off record for the receipt.

**GL Date:** This date determines the GL date of the write-off record. The GL date defaults to the current date and, during the write-off process, is validated to make sure that it is in an Open or Future period. You can change this date.

**Comments** (Optional): Comments entered here can be viewed from the Applications window after the write-off record is created.

**Generate Report Only:** When this option is selected, Receivables generates a report that shows the receipts that will be processed using your selection criteria. No receipts are actually written off. This option gives you an opportunity to review the selected records and projected results, so that you can make changes if necessary.

**Create Write-off:** When this option is selected, the Automatic Receipt Write-off program is submitted.

## Working with Claims

Your customers can communicate disputes with you in a number of ways. One option is via their remittances.

For example, on a receipt, a customer might include short payments (deductions) or over payments due to promotional deals, short shipments, damages, and so on. If the remittance advice does not supply you with supporting details, such as an on-account credit memo number or promotional code, then additional research may be required to determine if the discrepancies between the billed amount and the paid amount are warranted.

Receivables integrates with Oracle Trade Management to let you manage these discrepancies, or claims.

Create claims:

- Manually, via the Applications or QuickCash window
- Automatically, via AutoLockbox and QuickCash processing

See: Creating Claims, page 4-164 and How AutoLockbox Creates Claims, page 4-104.

When you create a claim in Receivables, Receivables automatically passes the claim to Trade Management for further research. Trade Management assigns a claim number and the claim investigation process can begin. After a claim's validity is determined, the claim can be resolved directly from Trade Management without any manual intervention by a Receivables user.

See: Resolving Claims, page 4-165.

In certain instances, however, claim resolution must occur directly in Receivables. In those cases, Trade Management sends settlement instructions to Receivables via Workflow notifications.

See: Claims Overview, *Oracle Trade Management User Guide*.

## Creating Claims

Receivables can automatically initiate claim creation during AutoLockbox and Post QuickCash processing. See: Using AutoLockbox, page 4-85.

Additionally, you can create claims when manually entering receipts in the



Applications window or in the QuickCash window. See: Applying Receipts, page 4-9 and QuickCash, page 4-129.

You can also create claims directly in Trade Management. See: Claims Overview, *Oracle Trade Management User Guide*.

Claims can be either invoice related or non-invoice related:

- If a customer short pays a particular invoice, then you can create an invoice related claim. Invoice related claims take the currency of the invoice.

This type of claim places the related invoice in dispute; the invoice remains open until the claim is resolved. You can choose to age or summarize disputed transactions in aging reports.

**Note:** In Receivables, invoice related claims are always short payments. If you receive an over payment that is related to an invoice, then you should fully apply the invoice and record the remaining amount as a non-invoice related claim using the Claim Investigation application type.

- If a customer includes a deduction or over payment on a remittance but does not indicate a related invoice number, then you can create a non-invoice related claim using the Claim Investigation application type. Non-invoice related claims take the currency of the receipt.

This type of claim is an open receipt credit; the receipt remains open until the claim is resolved. You can choose to age or summarize open credits.

**Note:** A negative claim investigation is a positive claim in Trade Management, because Trade Management and Receivables are on opposite sides of the balance sheet. Trade Management is a liability/expense product while Receivables is an asset/revenue product.

## Related Topics

Working with Claims, page 4-164

Accounting for Transactions, page 9-42

## Resolving Claims

After research on a claim is completed and its validity determined, the claim can be resolved directly from Trade Management. In cases where a Trade Management user cannot resolve a claim directly, however, Workflow notifications alert you that the claim should be resolved in Receivables.

For example, see: Chargebacks and Adjustments, page 4-52.

To learn about settlement options in Trade Management, see: Claim Settlement Methods, *Oracle Trade Management User Guide*.

## Resolving a split claim

Trade Management users have the flexibility to split an existing claim into two or more separate claims. A split claim might be required, for example, in the case of a partial claim resolution.

When a claim is split in Trade Management, however, claim information is not immediately updated in Receivables.

Claim information is automatically updated in Receivables when one of the claims is resolved directly from Trade Management.

See: Splitting a Claim, *Oracle Trade Management User Guide*.

## Passing Claim Information from Oracle Trade Management

Trade Management users can create chargebacks to resolve invoice-related and noninvoice-related claims. See: Chargebacks and Adjustments, page 4-52.

Use the Receivables Transactions window to view these chargebacks. By default, Receivables populates the Reason field on the Reference Information tab with *Invalid Claim*. Or, complete the following setup steps to display the Trade Management claim reason for chargeback creation.

**Note:** Receivables displays the Trade Management claim reason on record when the chargeback was initially created. Subsequent changes to the claim reason in Trade Management are not reflected in Receivables.

### To display the Trade Management claim reason:

1. In Receivables, create the same invoice and adjustment reasons. For example, *Invalid Promotion*.

Use both the Invoice Reason and Adjustment Reason lookup types in the Oracle Receivables Lookups window. See: Transaction Lookups, *Oracle Receivables Implementation Guide*.

2. In Trade Management, create claim reasons, and map them to the Receivables adjustment reasons that you already created.

See: Claim Types and Reasons, *Oracle Trade Management User Guide*.

## Related Topics

Claims Overview, *Oracle Trade Management User Guide*

Working with Claims, page 4-164  
Crediting Transactions, page 2-92  
Creating On-Account Credit Memos, page 2-108  
Reapplying Receipts, page 4-65  
Writing Off Receipts, page 4-159

## Payables and Receivables Netting

The Payables and Receivables Netting feature enables the automatic netting of Payable and Receivable transactions within a business enterprise. You can predefine a netting agreement that incorporates the netting business rules and transaction criteria needed to run your tailored netting process. The netting process automatically creates the Payables payments and Receivables receipts required to clear a selected number of Payables and Receivables transactions.

You can view the receipts that the Netting process creates by querying the netted receipts in the Receipts workbench. To view additional details about the netting batch, select AP/AR Netting from the Actions menu.

**Note:** You cannot update netted receipts in the Receipts workbench.

### General Ledger Setup Prerequisites

- Define a netting control account.
- Define the exchange rate types if using multi-currency netting.

### Cash Management Setup Prerequisites

- Define a netting bank account.
- Define the bank account at the legal entity level.
- Define the netting control account.
- Enable the Multi Receipt Currency check box for each netting bank account. This option lets you create receipts in foreign currencies.

### Receivables Setup Prerequisites

- Before multiple customers are netted, you must set up a paying relationship for the customers.

- Associate the bank account used in the netting agreement with the AP/AR Netting receipt class.
- Enable the Allow Payment of Unrelated Transactions Receivables System Option. See: Transactions and Customers System Options, *Oracle Receivables Implementation Guide*.

## Netting Agreements

A netting agreement controls how a group of trading partners net Payables and Receivables transactions. You can create a netting agreement for each group of trading partners that agrees to net transactions. Netting agreements include the business rules that define the types of transactions that may be selected for netting, and which suppliers and customers can be netted.

See: Netting Agreements, *Oracle Payables User Guide*.

## Netting Process

The netting process includes the following steps:

- Create a netting batch.
- Review and modify the netting batch.
- Submit the netting batch.
- Submit the Trading Partner Approval process, if trading partner approval is required.
- Settle the netting batch.
- Review netting batch details.

See: Netting Batch Process, *Oracle Payables User Guide*.

## Related Topics

Payables and Receivables Netting, *Oracle Payables User Guide*

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# Electronic Payment Processing

## Remitting Electronic Payments

Your customers can send payments to you in a variety of ways. For example, Receivables accepts payment via:

- Cash or check
- Credit cards or purchase cards
- Electronic funds transfer via:
  - Automatic Clearing House (ACH) bank account transfer
  - Non-ACH direct debit

With payments by cash or check, you enter and apply the receipt after you receive it.

To accept or initiate an electronic payment, however, you must complete some additional setup.

## Credit Cards

See: Credit Cards, page 5-42.

## Purchase Cards

Receivables supports the acceptance of purchase cards, also known as procurement cards, from your customers. You accept purchase cards just as you accept credit cards; the two procedures are the same.

Purchase cards offer multiple benefits to both the merchant (you) and to buyers (your customers). For example, fees charged to merchants for purchase card transactions are generally less than those charged for credit card transactions. On the buyer side,

purchase cards help to streamline the order process by reducing paperwork and automating spending limits.

## Automatic Clearing House (ACH) Bank Account Transfer

To let your customers pay by ACH bank account transfer, you must:

- Define a receipt method with a payment method of Bank Account Transfer. See: *Receipt Methods, Oracle Receivables Implementation Guide*.
- Assign this receipt method to an automatic receipt class. See: *Receipt Classes, Oracle Receivables Implementation Guide*.
- Enter bank information for the ACH depositing bank and assign the receipt method and payment instrument to the transaction (in the Payment Details region of the Transactions window).
- Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used.' Next, define an automatic document sequence, or use an existing sequence, and assign it to the document category that Receivables automatically created for this ACH receipt method. See: *Setting Up Document Sequences, Oracle Receivables Implementation Guide*.

You use the Receivables remittance process to initiate the ACH payment. Oracle Payments handles the external processing of credit card payments and ACH bank account transfers.

See: *Enabling the Funds Capture Process, Oracle Receivables Implementation Guide*.

## Non-ACH Direct Debit

To let your customers pay by non-ACH direct debit, create a new receipt method, or use an existing receipt method, whose payment method is Bank Account Transfer.

You use the Receivables remittance process to initiate the direct debit payment. Oracle Payments also handles the external processing of these payments.

## Related Topics

*Enabling the Funds Capture Process, Oracle Receivables Implementation Guide*

## 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. 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 direct debits.

Once created, automatic receipts can be reapplied in the same way as manual receipts. You can reverse an automatic receipt only if its status is Approved.

**Note:** You cannot create cross currency receipt applications using Automatic Receipts. For more information, see: Cross Currency Receipts, page 4-29.

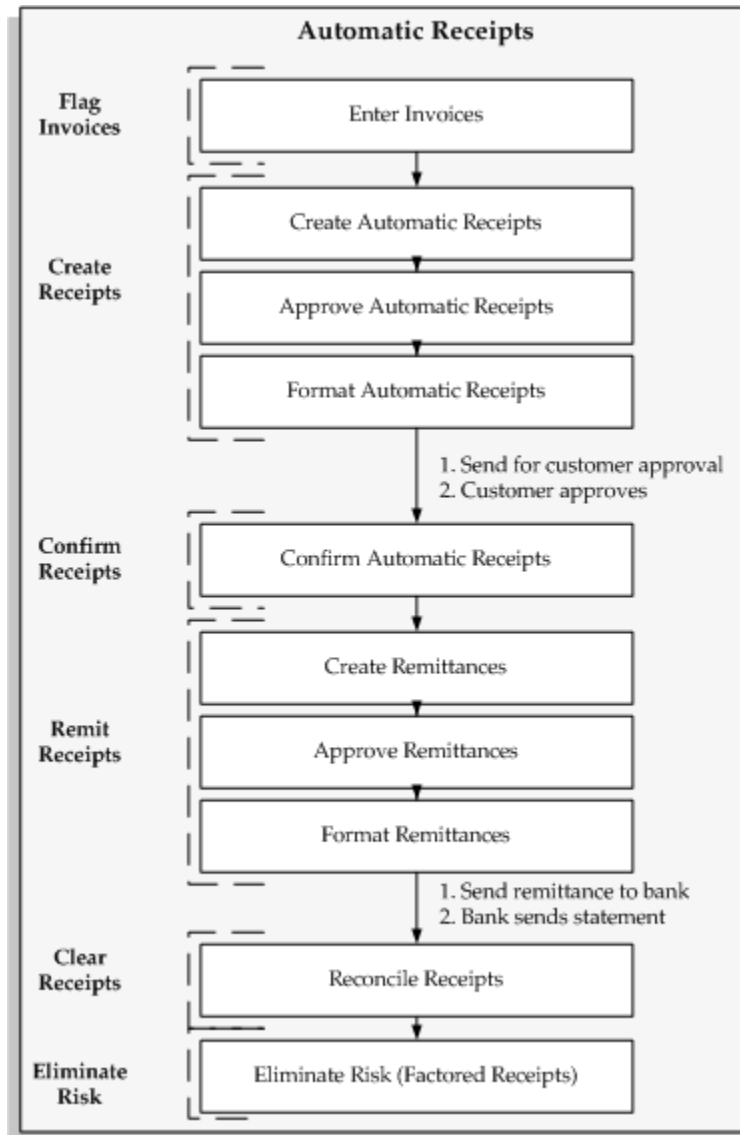
Creating automatic receipts involves three steps:

- **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.

You can perform these steps at the same time or separately.

The following diagram provides an overview of the Automatic Receipts and Remittance processes.

### ***Automatic Receipts and Remittance Process***



For a text description of this graphic, see Text Description of the Automatic Receipts Graphic, page F-6.

### **Related Topics**

Accounting for Automatic Receipts and Remittances, page 5-24

Troubleshooting, page 5-5

Reporting on Automatic Receipts and Remittances, page 5-22

About Remittances, page 5-25



Automatic Clearing for Receipts, page 5-38

Transactions Awaiting Consolidation Report, page 10-137

Credit Cards, page 5-42

Managing Prepayment Receipts, page 4-24

## **Troubleshooting the Automatic Receipts Process**

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 4-152.

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 2-56.

### **Start and End Date Ranges**

Many of the components that are used in automatic receipts have start and end date ranges, such as receipt methods, remittance bank accounts, and customer bank accounts. When you set up your Receivables 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 receipt 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 receipt 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 receipt 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 bank account, Receivables will use this account. This lets you avoid bank charges and allows funds to be transferred more quickly.

You can update remittance bank information for an automatic receipt if the receipt status is Confirmed and the bank's Unapplied and On Account GL accounts are the same. To modify bank information, query the receipt in the Receipts window.

## 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 receipt 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 receipt method document category, Receivables displays the following error message when you try to approve your automatic receipt:

<b>PAP-00251</b>	An assignment does not exist for these parameters and one is mandatory.
<b>Cause:</b>	The profile option Sequential Numbering is defined to have sequential numbering always used. The current set of parameters does not have a sequence assigned.
<b>Action:</b>	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, *Oracle Receivables Implementation Guide*.

## 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 receipt 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, *Oracle Receivables Implementation Guide*.

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 on which the 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: Defining and Updating Account Relationships, page 7-27.

### **Related Topics**

Implementing Document Sequences, *Oracle Receivables Implementation Guide*

Reporting on Automatic Receipts and Remittances, page 5-22

### **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, enter paying customer information and specify a receipt method/receipt class with an Automatic Creation Method.

When you create automatic receipts, the program picks up all complete transactions that have automatic receipt methods and closes out their outstanding balances.

#### **Prerequisites**

- Define remittance bank accounts in either the currency of the transaction or with the Multiple Currencies Allowed check box selected.  
See: Bank Account Model Overview, *Oracle Cash Management User Guide*.
- Assign default payment details at the customer account or site level.  
When you enter payment details, you create payment instruments (credit cards and customer bank accounts) for a customer account or site. This customer payment information that you create is actually stored in Oracle Payments for use during funds capture processing.  
See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.
- 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, *Oracle Receivables Implementation Guide*.
- Define receipt methods for your receipt classes and assign your remittance 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. See: Receipt Methods, *Oracle Receivables Implementation Guide*.
- Assign automatic receipt methods to your customers.

#### **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 2-1.
3. In the Paying Customer region, enter the Name or Number, and the Paying Location.
4. Enter a receipt method with an associated receipt class that has an Automatic creation method, or select from the list of values.

**Note:** The list of values displays only receipt methods assigned to the paying customer.

The selected receipt method automatically defaults the payment method and instrument number.

5. Optionally choose Select Instrument to select a different payment instrument.

**Tip:** Use the Transactions Awaiting Consolidation report to see which

transactions are flagged and waiting for Automatic Receipt creation.  
See: Transactions Awaiting Consolidation, page 10-137.

### **To flag imported transactions to be paid by Automatic Receipt:**

- When importing your transactions, ensure that each transaction to import has payment details defined and is assigned to a receipt method with an associated receipt class that has an Automatic Creation Method.

### **Related Topics**

Entering Receipts, page 4-1

Creating Automatic Receipts, page 5-9

Automatic Receipts, page 5-2

Importing Transactions Using AutoInvoice, page 2-199

Credit Cards, page 5-42

Managing Prepayment Receipts, page 4-24

## **Creating Automatic Receipts**

Select invoices to include in your automatic receipt batch by entering a receipt class with an Automatic creation method and specifying other selection criteria such as currency, due dates, and range of customer names. The create automatic receipts program picks up all complete transactions that meet this criteria and create receipts to close out these transactions. In addition to the criteria you specify, Receivables checks the customer's profile to determine whether a transaction should be included in an automatic receipt 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 receipt 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 receipt method, thus one lead days value. Receivables compares the invoice due date and lead days with the batch date.

**Tip:** 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 5-24.

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 window or Customer set of pages. 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 5-16.

Depending upon the function security options set up by your system administrator, you might be able to create, format, and approve automatic receipt batches in one step. See: Function Security in Receivables, *Oracle Receivables Implementation Guide*.

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.

### Prerequisites

- Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used' and assign document sequences to each automatic receipt method you define. Receipt numbers for automatic receipts are generated based on document sequence numbers. See: Implementing Document Sequences, *Oracle Receivables Implementation Guide*.
- Define Print programs for your Automatic Receipts.
- Run the Transactions Awaiting Consolidation report to review which invoices will be picked up by the Automatic Receipt program (optional). See: Transactions Awaiting Consolidation, page 10-137.
- Define the number of Auto Receipts Invoices per Commit and Receipts per Commit in the System Options window (Miscellaneous tabbed region).

**Tip:** 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, *Oracle Receivables Implementation Guide*

- If using Automatic Receipts to pay foreign currency transactions, then set the AR: Default Exchange Rate Type profile option to a value other than *User*.  
See: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.  
Also, define daily exchange rates. See: Entering Daily Rates, *Oracle General Ledger User's Guide*.

## 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.

## 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 2-25.
4. Enter the Batch date. The default is the current date, but you can change it.
5. 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.
6. Enter a Receipt Class and Receipt Method for this batch, or select from the list of values. Receivables lets you select active Receipt Classes with a Creation Method of Automatic.

When you use the list of values to select a Receipt Method, Receivables displays the Receipt Class to which each Receipt Method is assigned and indicates whether receipts using this Receipt Class require confirmation. When you enter selection

criteria for this batch in step 9, page 5-12, Receivables requires that each transaction selected for payment has the Receipt Method you specify here.

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 selection criteria to create Automatic Receipts for specific transactions or customers (optional). For example, enter the low and high values of the transaction Due Dates, Transaction and Document Numbers, Customer Names, or Customer Numbers to create Automatic Receipts for those transactions. Leave a field blank if you do not want to limit your query.

**Note:** Enter a range of credit card numbers in the Bank Accounts to create Automatic Receipts for transactions marked for payment by credit card.

10. Choose OK. Receivables generates a Batch Name by using the next number after the value in the Last Number field of the receipt source 'AUTOMATIC RECEIPTS.' See: Receipt Sources, *Oracle Receivables Implementation Guide*.

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 5-16.

**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.

**Tip:** 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 10-31.

## Scheduling the Automatic Receipts Creation program

Use the Automatic Receipts Creation program to schedule the Automatic Receipts program to run at predetermined times.



For example, you can schedule the Automatic Receipts program to run immediately after AutoInvoice completes.

You can initiate the Automatic Receipts Creation program using Standard Request Submission from the Receipts menu.

See: Submitting a Request, *Oracle Applications User's Guide*.

### Selected Parameters

**Batch Date:** Enter the batch date that you want to run the process for.

**Batch GL Date:** Enter the batch date for General Ledger that you want to run the process for.

**Approve:** Indicate if you want the Automatic Receipts Creation program to automatically approve this batch of automatic receipts.

**Format:** Indicate if you want the Automatic Receipts Creation program to automatically format this batch of automatic receipts.

**Receipt Amount Range:** Enter the receipt amount range that you want to run the process for.

### Deleting an automatic receipts batch

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.

### Related Topics

Automatic Receipts, page 5-2

Approving Automatic Receipts, page 5-16

Formatting Automatic Receipts, page 5-18

Confirming Automatic Receipts, page 5-20

Manually Entering Automatic Receipts, page 5-14

Automatic Receipts Awaiting Confirmation Report, page 10-32

Automatic Receipt Batch Management Report, page 10-31

Monitoring Requests, *Oracle Applications User's Guide*

## Manually Entering Automatic Receipts

If your customer remits a manual 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, *Oracle Receivables Implementation Guide*
- Define your receipt methods, *Oracle Receivables Implementation Guide*
- Define your receipt sources, *Oracle Receivables Implementation Guide*
- Open your accounting periods, page 9-1
- Define your profile options, *Oracle Receivables Implementation Guide*

### To manually enter automatic receipts:

1. Navigate to the Receipts window.
2. Choose a Receipt Method assigned to a receipt class that has a Creation Method of Automatic and a Remittance Method of Standard, Factoring, or Standard and Factoring.
3. Specify the receipt maturity date. The default is the receipt deposit date, but you can change it.
4. Choose a Receipt Type of Standard.
5. Enter receipt information. See: Entering Receipts, page 4-1.
6. In the Payment Details region, select a payment instrument.

### Related Topics

Automatic Receipts, page 5-2

Approving Automatic Receipts, page 5-16

Formatting Automatic Receipts, page 5-18

Confirming Automatic Receipts, page 5-20

## Numbering Automatic Receipts

To help you track receipts that the Automatic Receipts program creates, you can ensure that the automatic receipt's transaction number is the same as the number of the transaction to which it is applied. To do this, set the Receipt Inherit Invoice Number option to Yes when defining the receipt class for your automatic receipt.

If the Receipt Inherit Invoice Number option is set to No, the Automatic Receipts program automatically generates a unique automatic receipt number. See: Receipt Classes, *Oracle Receivables Implementation Guide*.

**Important:** The Receipt Inherit Invoice Number option affects only receipts created by the Automatic Receipts program. When creating a receipt in the Receipts window, you must enter a receipt number.

**Note:** It is possible for an automatic receipt, transaction, and a debit memo reversal to have the same document number. However, Receivables maintains a complete audit trail for these transactions by ensuring that all document numbers are unique within a transaction batch source.

## Viewing Receipts at Risk

In Receivables, you can apply a receipt to an open debit item before cash is actually received from the bank. Therefore, receipts with a Standard remittance method are considered *receipts at risk* if they have been confirmed, but not yet cleared. Receipts with a Factored remittance method are at risk if they have not yet been risk-eliminated.

You can view the number and amount of receipts at risk and their effect on your customer's open balance in the Receipts Summary window.

To include receipts at risk and receipts that were created by the Bills Receivables Remittance or Maturity and Risk program, select *Yes* in the appropriate areas in the Find Receipts window.

To display receipts at risk and include them when calculating a customer's past due balance in the Account Details window, set the AR: Include Receipts at Risk in Customer Balance profile option to Yes. This profile option affects the Account Details window.

If this profile option is set to No, you can choose to include items at risk by performing the following:

1. Choose the Include Receipts at Risk option from the Tools menu.
2. Execute your query.

**Important:** The AR: Include Receipts at Risk in Customer Balance profile option and the option on the Tools menu do not affect the customer balance calculation in any Receivables standard reports or listings. These options only affect whether Receivables displays receipts at risk and includes them in the open balance calculation for Account Details.

## 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.

### Related Topics

Common Report Parameters, page 10-2

Creating Automatic Receipts, page 5-9

Approving Automatic Receipts, page 5-16

Formatting Automatic Receipts, page 5-18

Managing Prepayment Receipts, page 4-24

## 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 close the invoices they are paying. Receipts that require confirmation close invoices when they are confirmed. See: Confirming Automatic Receipts, page 5-20.

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 receipt 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 receipt 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 5-11

#### **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 5-16.

**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.

**Tip:** Use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report, page 10-31.

## Related Topics

Creating Automatic Receipts, page 5-9

Formatting Automatic Receipts, page 5-18

Confirming Automatic Receipts, page 5-20

Monitoring Requests, *Oracle Applications User's Guide*

## 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 notify them 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 5-19.

To format a batch, it must have a Process Status of Approval Completed.

### Prerequisites

- Create automatic receipts, page 5-11
- Approve automatic receipts, page 5-16

## 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.

## Related Topics

Creating Automatic Receipts, page 5-9

Approving Automatic Receipts, page 5-16

Confirming Automatic Receipts, page 5-20

Monitoring Requests, *Oracle Applications User's Guide*

## 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.

## Related Topics

Formatting Automatic Receipts, page 5-18

Creating Remittance Batches, page 5-30

Running Standard Reports and Listings, page 10-1

Common Report Headings, page 10-6

## Confirming Automatic Receipts

Confirm automatic receipt batches to indicate that your customer has reviewed each receipt and agrees that the payment information is correct. Depending on the agreement you have with your customer, certain types of automatic receipts require confirmation from your customer before they can be considered 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. Receipts that require confirmation automatically close the invoices for which they were created when you confirm them. After confirming the batch, you can create a remittance batch to initiate the transfer of funds for each receipt. See: *Creating Remittance Batches*, page 5-30.

To indicate that a receipt requires customer confirmation, you assign a receipt class that has the Require Confirmation option set to Yes. Receipts that do not require confirmation are created as confirmed. See: *Receipt Classes, Oracle Receivables Implementation Guide*.

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 5-16.

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. Once confirmed, Receivables automatically applies the receipt and updates the balance of the transaction(s) to which it is applied.

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 closed by this receipt can no longer be selected for automatic receipt. However, transactions that have a remaining balance due *can* be included in a subsequent automatic receipt batch.

To view a list of all receipts requiring confirmation, review the Automatic Receipts Awaiting Confirmation report, page 10-32.

### Prerequisites

- Create automatic receipts, page 5-9
- Approve automatic receipts, page 5-16



- Format automatic receipts, page 5-18 (optional)

#### **To confirm automatic receipts individually:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipts to confirm.

**Tip:** If you are using the Receipt Summary window, you can query all of the receipts in an Automatic Receipt batch, and then select and confirm only specific receipts. To confirm all receipts in the batch at the same time, see: To confirm a batch of automatic receipts, page 5-21.

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.

**Tip:** 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 Apply. 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.

#### **To confirm a batch of automatic receipts:**

1. Navigate to the Receipt Batches window.

2. Query the batch to confirm. To confirm a receipt batch, it must have a status of Approved.
3. Choose Confirm. After processing all receipts in the batch, Receivables displays a message indicating how many receipts were successfully confirmed.

## **Related Topics**

Automatic Receipts, page 5-2

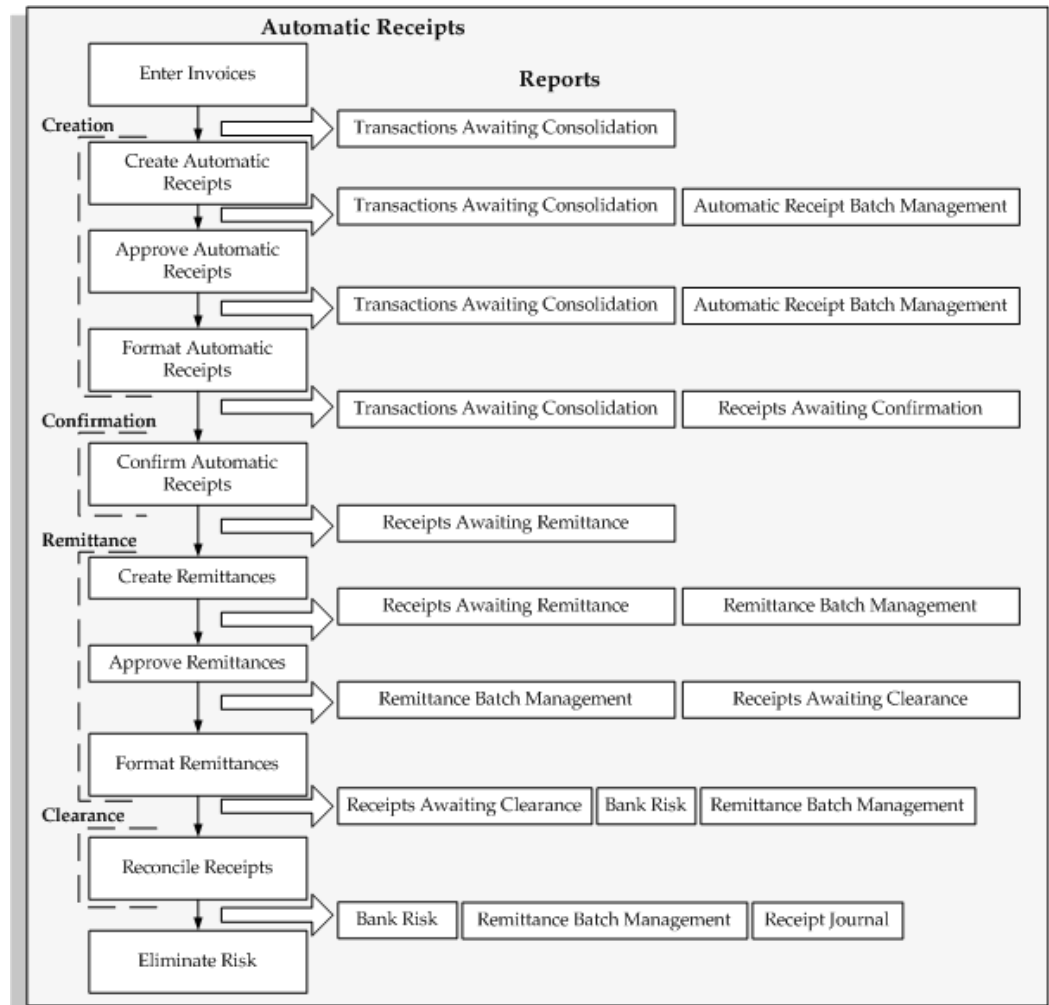
Creating Automatic Receipts, page 5-9

Automatic Receipts Awaiting Confirmation Report, page 10-32

## **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 receipt 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.

## Reporting on Automatic Receipts and Remittances



For a text description of this graphic, see: Text Description of the Reporting on Automatic Receipts and Remittances Graphic, page F-7.

### Related Topics

Automatic Receipts, page 5-2

Format Automatic Receipts Report, page 5-19

About Remittances, page 5-25

Format Automatic Remittances Report, page 5-38

Automatic Receipts Awaiting Confirmation, page 10-32

Automatic Receipt Batch Management Report, page 10-31

## 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
Clear Receipts	Standard Remittance: DR Cash DR Bank Charges CR Remittance Factored Remittance: DR Cash DR Bank Charges CR Short Term Debt

Action	Accounting Entries
Eliminate Risk	Factored Remittance: DR Short Term Debt CR Factoring

**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.

## Related Topics

Troubleshooting the Automatic Receipts Process, page 5-5

Reporting on Automatic Receipts and Remittances, page 5-22

## 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 Multiple Currencies Allowed check box selected. 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.

The remittance process initiates the transfer of payment for transactions that are paid by credit card or electronic funds transfer (both direct debit and Automatic Clearing House bank account transfer).

For information about enabling ACH bank account transfers, see: Remitting

Electronic Payments, page 5-1.

- **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.

You can schedule the remittance process to automatically run at predetermined times. See: Scheduling the Automatic Remittances Creation Program, page 5-35.

## Related Topics

Creating Remittance Batches, page 5-30

Accounting of Automatic Receipts and Remittances, page 5-24

Factoring Remittances, page 5-29

Automatic Clearing for Receipts, page 5-38

Remittance Batch Management Report, page 10-118

## 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.

### 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 described in this table:

Column Numbers	Contents
1 - 2	Record code: 03 for Header
3 - 4	Operation Code
5 -12	Always filled by zeros

Column Numbers	Contents
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 described in this table:

Column Numbers	Contents
1 - 2	Record code: 06 for Detail
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 20	Blank

Column Numbers	Contents
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 described in this table:

Column Numbers	Contents
1 - 2	Record code: 08 for Tail
3 - 4	Operation Code
5 -12	Always filled by zeros



Column Numbers	Contents
13 - 102	Blank
103 - 115	Total Amount
116 - 160	Blank

## Related Topics

Factoring Remittances, page 5-29

Formatting Remittance Batches, page 5-37

## 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, *Oracle Receivables Implementation Guide*.

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 5-30.

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 Management 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 5-38.

The following table shows the accounting entries that Receivables creates when you factor receipts with a receipt class that requires confirmation, remittance, and clearance.

Action	Accounting Entries
Confirm Receipts	DR Confirmation CR Accounts Receivable

Action	Accounting Entries
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

## Related Topics

About Remittances, page 5-25

Creating Remittance Batches, page 5-30

Automatic Clearing for Receipts, page 5-38

## Creating Remittance Batches

Create remittance batches to select automatic receipts for remittance to your customer's bank to initiate the transfer of funds as payment for transactions previously closed by these receipts. 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 receipt methods whose receipt class requires remittance.

**Note:** A receipt class requires remittance if its remittance method is *Standard*, *Factoring*, or *Standard and Factoring*.

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 Currencies Allowed check box selected.

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, *Oracle Receivables Implementation Guide*.

You can schedule the remittance process to automatically run at predetermined times. See: Scheduling the Automatic Remittances Creation Program, page 5-35.

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**

At remittance time, Receivables lets you override a receipt's remittance bank account with the remittance batch bank account. Three options control system behavior:

- The Override option on the receipt  
See: Entering Receipts, page 4-1.
- The Override Bank option on the receipt's remittance bank  
See: Assigning Remittance Banks, *Oracle Receivables Implementation Guide*.
- The Ignore Override option on the remittance batch

If the Ignore Override option is selected when creating a remittance batch, Receivables will override a receipt's remittance bank information and include the receipt in this remittance batch, regardless of how you set the receipt's Override option.

If the Ignore Override option is *not* selected, Receivables will override bank accounts for receipts and include them in this remittance batch, only if:

- The receipt's Override option is *Allow*
- The receipt's remittance bank's Override Bank option is selected
- Both the receipt and batch remittance banks have the same GL accounts defined for remittances, and for unapplied, unidentified, and on-account receipts.

If the receipt's Override option is *Don't Allow*, Receivables will include the receipt in this remittance batch only if the receipt's remittance bank is the same as the remittance batch bank.

**Note:** If the receipt status is Confirmed, you can manually update an automatic receipt's remittance bank information in the Receipts window.

### Prerequisites

- Define receipt classes and set the remittance method to:
  - *Standard*, for credit card payments
  - *Standard*, *Factoring*, or *Standard and Factoring*, for all other automatic receipts
- Define print programs for your remittances
- Define the number of Auto Receipts Receipts per Commit in the System Options window, *Oracle Receivables Implementation Guide*

**Tip:** 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.

- If using Automatic Remittances to pay foreign currency transactions, then set the AR: Default Exchange Rate Type profile option to a value other than *User*.

See: Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.

Also, define daily exchange rates. See: Entering Daily Rates, *Oracle General Ledger User's Guide*.

### 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 5-25.

5. Enter the Receipt Class, Receipt Method, and Remittance Bank information for this batch, or select from the list of values. You can select both inactive and active receipt methods for your remittance batches. You must select a remittance bank that has accounts assigned to the receipt method you entered.

**Note:** The default remittance bank is generally the primary remittance bank account associated with the receipt 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 5-34.
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 selects all confirmed automatic receipts and manual receipts that match the criteria you specify and have a receipt class with a remittance method of *Standard*, *Factoring*, or *Standard and Factoring*.

**Note:** If you remit Miscellaneous Receipts and you enter a range of Maturity Dates as selection criteria, Receivables looks at the transaction Deposit Date when determining whether it should be added to this remittance batch. (Miscellaneous Receipts do not have a maturity date.)

**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 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 5-16.

### 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 Receipt Methods and Maturity Dates to display only those receipts, or choose from the following:

**Query Batch Only:** If you check this box, Receivables will only display receipts that are associated with this batch. If this is a new batch, this box is not checked by default.

**Ignore Override:** Check this box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt's Override option.

Leave this box unchecked to display all confirmed automatic receipts and manual receipts that have the same remittance bank as the batch and a receipt class with a remittance method of *Standard*, *Factoring*, or *Standard and Factoring*.

**Select All:** Check this box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

**Note:** If you remit Miscellaneous Receipts and you enter a range of Maturity Dates as selection criteria, Receivables looks at the transaction Deposit Date when determining whether it should be added to this remittance batch. (Miscellaneous Receipts do not have a maturity date.)

**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 box next to each receipt to add to this batch. Uncheck the 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 5-16.

### Scheduling the Automatic Remittances Creation Program

Use the Automatic Remittances Creation program to schedule the remittance process to run at predetermined times.

For example, if your enterprise processes a high volume of credit card receipts, then you might want to schedule the remittance process to run once every few hours.

You can initiate the Automatic Remittances Creation program using Standard Request Submission from the Receipts menu.

See: Submitting a Request, *Oracle Applications User's Guide*

### Selected Parameters

**Batch Date:** Enter the batch date that you want to run the process for.

**Batch GL Date:** Enter the batch date for General Ledger that you want to run the process for.

**Approve:** Indicate if you want the Automatic Remittances Creation program to automatically approve this remittance batch.

**Format:** Indicate if you want the Automatic Remittances Creation program to automatically format this remittance batch.

**Remittance Total Range:** Enter the total remittance range that you want to run the process for.

### Related Topics

About Remittances, page 5-25

Approving Remittance Batches, page 5-36

Formatting Remittance Batches, page 5-37

Remittance Batch Management Report, page 10-118

## 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 payment details, and bank charges information for each individual receipt. When you are satisfied with the content of a remittance batch, approve the batch to prepare it for formatting.

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 5-30

### 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 box to display all receipts matching the selection criteria, regardless of the batch remittance bank and the receipt's Override option.

Leave this box unchecked to display all transactions that have the same remittance bank as the batch and a receipt class with a remittance method of *Standard, Factoring*



, or *Standard and Factoring*.

**Select All:** Check this 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 5-16.

## Related Topics

About Remittances, page 5-25

Formatting Remittance Batches, page 5-37

Remittance Batch Management Report, page 10-118

## Formatting Remittance Batches

Format approved automatic receipt remittance batches on paper or magnetic media to send payment information your remittance banks to initiate the transfer of funds from your customer's bank 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 receipt methods, and to your clearing institutions when you define the clearing institution itself. See: Receipt Methods, *Oracle Receivables Implementation Guide*.

You can customize the program Receivables uses to format your remittances to suit your specific needs. See: Formatting Remittance Layouts, page 5-26.

There is no limit to the number of times you can format a remittance batch.

### Prerequisites

- Create remittance batches, page 5-30
- Approve remittance batches, page 5-36

### 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 5-38.

## Related Topics

About Remittances, page 5-25

Creating Remittance Batches, page 5-30

Approving Remittance Batches, page 5-36

Remittance Batch Management Report, page 10-118

## 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 payment details, the receipt method, the due date and the receipt number and amount. Receivables displays the total amount remitted for each bank branch.

## Related Topics

Creating Remittance Batches, page 5-30

Formatting Automatic Receipts, page 5-18

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Receipt Classes, *Oracle Receivables Implementation Guide*

## 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 debits

your cash account and credits your remittance or factoring account. Clearing factored receipts debits your cash account and credits a short term debt account that is created to account for your risk in case of customer default. The Automatic Clearing program will debit the short term debt account and credit your factoring account  $y$  days after each receipt's maturity date, where  $y$  is the number of risk elimination days defined for the receipt 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 receipt 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 5-29.

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 with an Automatic Clearance Method.

**Tip:** You can also use Oracle Cash Management to clear receipts. See: Using Oracle Cash Management to Clear Receipts, page 5-41.

### Prerequisites

- Define receipt classes with Require Clearance Method set to Automatic, *Oracle Receivables Implementation Guide*
- Remit receipts, page 5-30

### 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 with a Standard remittance method, enter Yes in the Clear Remitted Receipts field. To clear receipts with a Factored remittance method, 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 Receipt Method or Remittance Bank Account, 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 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 5-40.

## Related Topics

About Remittances, page 5-25

Automatic Receipts, page 5-2

Using Oracle Cash Management to Clear Receipts, page 5-41

Bank Risk Report, page 10-35

## 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 that are in a different currency than 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.

## Related Topics

Automatic Clearing for Receipts, page 5-38

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

Bank Risk Report, page 10-35

## 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 might not match your Cash Management reports. This is because when you use Cash Management to clear receipts, Cash Management 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.

**Tip:** 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.

**Important:** You must use Oracle Cash Management to reconcile your receipts.

## Related Topics

Automatic Clearing for Receipts, page 5-38

Reconciling Receipts Using Oracle Cash Management, page 5-41

Manually Clearing and Unclearing, *Oracle Cash Management User Guide*

## Reconciling Receipts Using Oracle Cash Management

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.

To reconcile your receipts in Oracle Cash Management, assign them to a Receipt Class that requires remittance and has a Clearance Method of By Matching. See: Receipt Classes, *Oracle Receivables Implementation Guide*.

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 9-16.

## Related Topics

Reconciling Bank Statements Manually, *Oracle Cash Management User Guide*

Reconciling Bank Statements Automatically, *Oracle Cash Management User Guide*

## Credit Cards

Receivables lets your customers use a credit card to remit payments for open debit items. The procedure for processing credit card payments in Receivables is similar to the procedure for creating automatic receipts.

By providing a credit card number as payment, your customer expects that the credit card issuer will transfer funds to your bank account as payment for their open debit items. The Automatic Receipts program lets you collect payments according to a predefined agreement with your customer. The Automatic Remittances program integrates with Oracle Payments to transfer funds from the customer's bank account to yours on the receipt maturity date.

When you create a remittance batch, Receivables creates a funds capture process request and sends it to Payments, which completes the authorization and settlement steps. Payments communicates directly with third party payment networks to authorize and reserve funds.

You must complete these steps to process credit card payments in Receivables:

- Assign a credit card receipt method and credit card payment instrument to the transactions that you want to pay by credit card. This assignment "flags" transactions for credit card payment. See: *Setting Up Receivables for Credit Card Transactions and Payments*, page 5-47.
- Run the Automatic Receipts program to select the transactions that are flagged for credit card payment. The Automatic Receipts program creates a batch of receipts (payments) for the selected transactions. See: *Creating and Approving Automatic Receipt Batches*, page 5-51.
- Approve the batch of automatic receipts to reserve the payment amount from your cardholder's account and close the selected transactions. The Approve Automatic Receipts program sends the receipt batch to Oracle Payments for credit card authorization. Payments integrates with third party payment processors to authorize your customer's credit card account number and assign an approval code to the transaction record in Payments. See: *Authorizing Credit Card Payments*, page 5-45.

If authorization is successful, then Payments assigns the approval code and the receipt is approved. If authorization is not successful, then the receipt is rejected from the batch.

To decrease processing time, you can create and approve your automatic receipts in one step. See: *Creating and Approving Automatic Receipt Batches*, page 5-51.

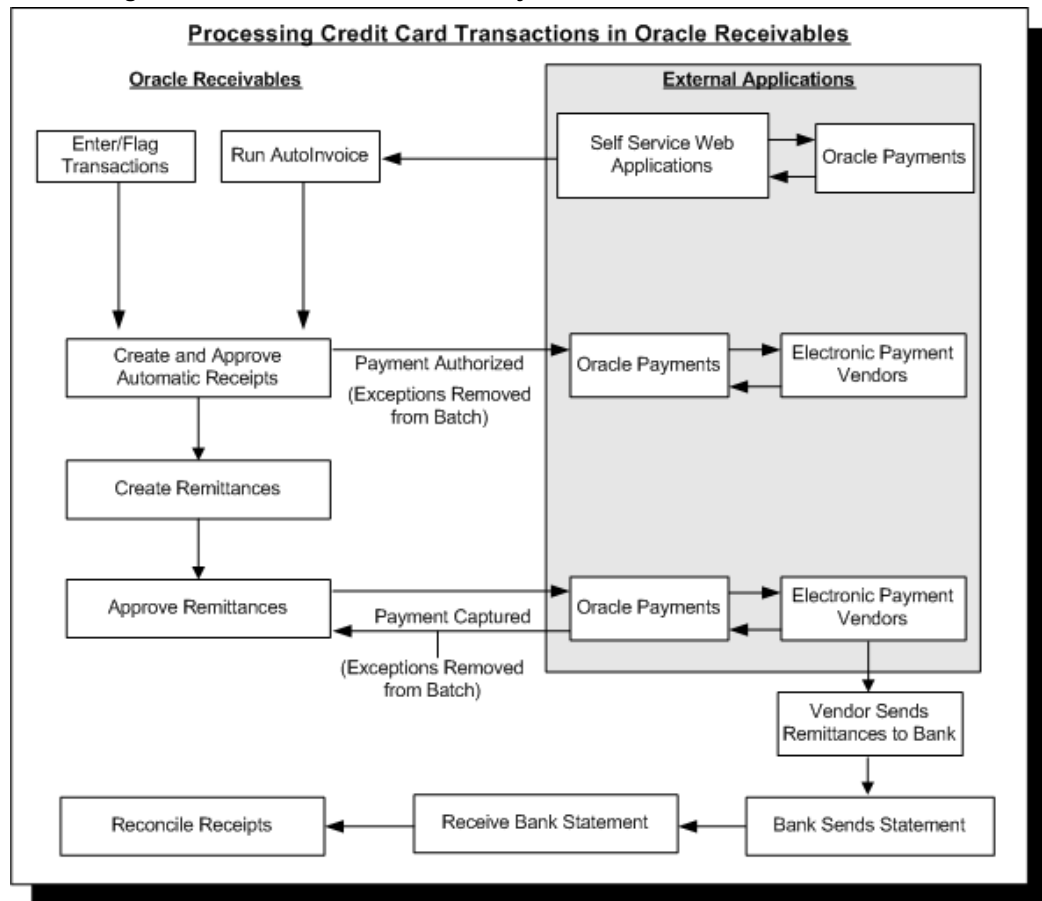
**Note:** Payments can authorize your customer's credit card account number at different times during the payment processing flow. For example, credit card authorization can take place at the time of the order (in Oracle Order Management) or at the time of billing (in Receivables). This section primarily addresses credit card authorization in Receivables only.

- Create and approve a remittance batch to request transfer of funds (funds settlement) from the credit card issuer to your bank. See: *Capturing Credit Card Payments*, page 5-45 and *Creating and Approving Remittance Batches*, page 5-52.

Payments handles the funds settlement processing as part of the funds capture process request that Receivables initiates.

The following figure shows how Receivables uses Oracle Payments and external payment processors to process transactions (invoices) and credit card receipts (payments).

## Processing Credit Card Transactions and Payments



## Processing Credit Card Refunds

Receivables also lets you process refunds to your customers' credit card accounts. Receivables passes refund information via Oracle Payments to the third party payment processor, which in turn credits your customer's credit card account. For more information, see: Credit Card Refunds, page 5-59.

## Correcting Credit Card Errors

Receivables provides you with a funds transfer error handling feature that lets you quickly and efficiently correct credit card errors that occur during payment authorization and capture. See: Correcting Funds Transfer Errors, page 5-56.

## Related Topics

Credit Card Validation and Integration, page 5-45



## Credit Card Validation and Integration

This section describes the procedures that Receivables follows to validate credit card payments. This section also provides information about the external software modules that Receivables integrates with when requesting and receiving credit card payment authorization.

### Oracle Payments

Oracle Receivables integrates with Oracle Payments, the Oracle Applications payment engine, during the funds capture process. Oracle Payments provides a central repository for your customers' payment information and uses that information to interact directly with third party payment systems and financial institutions. Payments handles all funds capture processing for Receivables transactions that have automatic receipt methods.

For more information, refer to *Oracle Payments Implementation Guide* and the *Oracle Payments User's Guide*.

### Authorizing Credit Card Payments

When you approve an Automatic Receipts batch of credit card payments, Receivables creates a funds capture process request and sends it to Payments, which communicates directly with third party payment networks, such as CyberCash or Verifone, to authorize and reserve funds.

The third party payment processor verifies that the credit card is valid, ensures that the customer has not exceeded their credit limit, and reserves the payment amount from the cardholder's account. For each receipt that receives authorization, the credit card issuer generates an approval code and passes it to Payments via the third party payment processor.

After authorization is successfully obtained, authorization details are recorded as attributes of the approved receipt within Payments.

### Capturing Credit Card Payments

To "capture" the credit card payment, you must initiate the transfer of funds as payment for the selected transactions by creating and approving remittances for each receipt in Receivables.

If authorization already exists on a receipt in a remittance batch, then authorization has already occurred and Receivables will not call Payments to try to reauthorize a receipt. Instead, Receivables calls Payments to interact with the third party payment processor to capture the credit card payment. The third party payment processor determines whether an approval code is still valid. If an approval code has expired, then Payments

captures the error message from the third party payment processor and returns it to Receivables, which includes the error in the exception reports.

See: Correcting Funds Transfer Errors, page 5-56.

If authorization does not exist on a receipt in a remittance batch, then Receivables calls Payments to perform both authorization and capture for the receipt.

For each receipt that is approved, the credit card issuer initiates the transfer of funds from their bank to yours. Payment information is returned to Receivables and to your bank so that you can reconcile your receipts.

For more information about this process, refer to Processing Credit Card Transactions and Payments, page 5-44.

### **Split Payment Terms (Installments)**

When you have a transaction with split payment terms (invoice payments with multiple installments), the Automatic Receipts program creates multiple receipts with the *same* authorization details. Because authorization exists for this invoice, the Automatic Receipts program will not ask Payments to reauthorize any of the installment receipts.

For security purposes, you cannot submit the same authorization details more than once for capture. When you submit the approval process of the Remittances program, Payments detects the duplicate authorization details on the subsequent installment receipts for your credit card payments. After detecting the duplicate authorization information, Payments automatically reauthorizes your customer's credit card account, and captures the payment in one step.

See: Entering Invoices with Installments, page 2-29.

### **Integration with External Applications**

Other Oracle applications that are integrated with Payments store information such as the receipt method, credit card information, and authorization details for each order. The applications may then pass this information to Oracle Order Management (OM) to create the orders.

If authorization takes place at the time of the order, then Order Management works with Payments to obtain authorization.

Authorization details are recorded as attributes of the *order* and are passed to Receivables during the import process.

### **Split Shipments**

Frequently, you may have multiple shipments that are based on the same order (split shipments), but the entire order does not interface into Receivables at the same time. This can cause the generation of multiple invoices that reference the same order number.

If credit card authorization occurred with Order Management and Payments, then each

invoice that was generated by each shipment will be created with the same authorization details. When generating receipts, the Automatic Receipts program may then create multiple receipts that also have the *same* authorization details.

When you submit the approval process of the Remittances program, Payments detects the duplicate authorization details on the multiple receipts. Payments automatically reauthorizes your customer's credit card account and assigns that information to the duplicate receipt's record in Payments. Even though new authorization details are assigned to the receipt, the imported transactions retain the authorization details.

## Related Topics

Setting Up Receivables for Credit Card Transactions and Payments, page 5-47

Processing Credit Card Transactions, page 5-49

Credit Cards, page 5-42

## Setting Up Receivables for Credit Card Transactions and Payments

This section describes the steps that you must complete to process credit card transactions and payments in Receivables.

### Prerequisites

- Set up Oracle Payments.

See: Enabling the Funds Capture Process, *Oracle Receivables Implementation Guide*.

### To set up Receivables to process credit card transactions and payments:

1. Define remittance banks.

If an existing remittance bank allows credit card processing, then you may only need to update an existing bank record.

See: Bank Account Model Overview, *Oracle Cash Management User Guide*.

2. Define a receipt class and associated receipt method to determine the processing steps for your credit card transactions.

**Note:** To use credit card refund functionality, use a receipt class on credit card transactions where the remittance method is *Standard* and the Require Confirmation option is *No*.

A transaction can be paid via the Automatic Receipts program, if its assigned receipt method is associated with a receipt class that has an Automatic creation method. See: Receipt Classes, *Oracle Receivables Implementation Guide*.

Alternatively, you can assign an automatic receipt method directly to a manual receipt, manually apply transactions to the receipt, and submit the Automatic

Remittances program to authorize and capture the credit card payment. See: *Creating Manual Receipts*, page 5-53.

When defining your credit card receipt method, select an Oracle Payments credit card payment method. See: *Receipt Methods, Oracle Receivables Implementation Guide*.

3. Define a document sequence for your credit card transactions, then assign this sequence to your credit card document category. The credit card document category is automatically created when you create the credit card receipt method.

When defining a document sequence for credit cards, be sure to choose a sequence type of Automatic. See: *Setting Up Document Sequences, Oracle Receivables Implementation Guide*.

4. Define the following profile option.
  - **Sequential Numbering:** You must set this profile option to enable document sequencing. Document sequencing is required by the Automatic Receipts program to assign numbers to the credit card receipts. Set this profile option to *Always Used* or *Partially Used*.

See: *Overview of Receivables User Profile Options, Oracle Receivables Implementation Guide*.

5. Define customers who use a credit card as payment for open debit items (if these customers do not already exist in Receivables). See: *Entering and Updating Customer Information*, page 7-4.

**Tip:** For customers who always use a credit card as payment for open debit items, you should:

- mark the credit card receipt method as primary, and
- mark the credit card bank account as their primary bank account.

This lets Receivables use credit card bank information as the default when you enter transactions for these customers.

### To set up Receivables to process credit card refunds:

1. Create one active receivables activity using the Credit Card Refund activity type. You must include information about the Refund Clearing GL account when you define this receivables activity. See: *Receivables Activities, Oracle Receivables Implementation Guide*.
2. Define Credit Card Refund reversal reason lookups (optional). See: *Defining*

Receivables Lookups, *Oracle Receivables Implementation Guide*.

3. On the original credit card transactions, use a receipt class with a remittance method of *Standard*.

If you later refund these payments, the credit card refund (negative miscellaneous receipt) inherits the remittance method from the original receipt.

4. On the original credit card transactions, use a receipt class whose Require Confirmation option is not selected. If the original credit card receipt requires confirmation, then you will not be able to create a credit card refund against that receipt.

## Related Topics

Processing Credit Card Transactions, page 5-49

Processing Credit Card Refunds, page 5-61

## Processing Credit Card Transactions

You can create credit card transactions in Receivables by:

- manually creating them in the Transactions window
- importing them using AutoInvoice

This section provides an overview of how to create, import, and process transactions in Receivables to be paid by credit card.

This section does not describe the setup procedures that you must complete before Receivables can process credit card transactions. For information about setup, see: Setting Up Receivables for Credit Card Transactions and Payments, page 5-47.

## Creating Credit Card Transactions

You can mark manually entered transactions for credit card payment by specifying:

- paying customer information
- the receipt method that you defined for your credit card transactions
- the Oracle Payments payment instrument

### Prerequisites

Setting Up Receivables for Credit Card Transactions and Payments, page 5-47

### To flag manually entered transactions for credit card payment:

1. Navigate to the Transactions window.

2. For existing transactions, query the transaction.
3. For new transactions, enter general information. For example, enter a transaction number, transaction type, payment terms, and customer and bill-to site information.
4. In the Paying Customer region, enter the paying customer name or number and the paying location.

**Note:** When you first create a transaction, the default paying customer is the bill-to customer. You can change this information.

5. Enter a receipt method that you defined for your credit card transactions.

The selected receipt method automatically defaults the payment method and instrument number.

**Tip:** If your customer always pays by credit card, then set up Receivables to use the receipt method and bank information as the default for your customer's manually entered and imported transactions, by assigning payment details to the customer's bill-to site.

See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.

6. Optionally choose Select Instrument to select a different payment instrument.

See: Entering Transactions, page 2-1.

## Importing Credit Card Transactions

To import credit card transactions into Receivables, either from an Oracle or non-Oracle source, you must provide the credit card number, expiration date, and credit card receipt method. This information will be automatically imported when you submit AutoInvoice. See your product-specific user documentation for additional information about how to export credit card transactions to Receivables.

If an Oracle product is the external source, then credit card authorization may already have been obtained and will be automatically passed to Receivables during the import process.

## Related Topics

Credit Card Integration and Validation, page 5-45

Importing Invoice Information Using AutoInvoice, page 2-207

## Creating and Approving Automatic Receipt Batches

This section describes how to create and approve a batch of automatic receipts to close your customers' credit card transactions.

**Note:** To decrease your processing time, thereby increasing your cash flow, you should create and approve a batch of automatic receipts in one step. You would create and approve a batch of automatic receipts in two separate steps if you want to review or need to confirm your receipts before approval.

### Creating Automatic Receipt Batches

The procedure for creating a batch of automatic receipts for credit card payment is similar to the procedure for creating automatic receipts for other Receivables transactions. First, you must specify selection criteria in the Create Automatic Receipts Batch window. Next, Receivables creates an automatic receipt for each transaction that matches your selection criteria.

When you approve automatic receipts, Receivables removes receipts from the batch where the approval code has expired. These receipts appear as exceptions on the Automatic Receipts and Remittances Execution report. See: Approving Automatic Receipt Batches, page 5-51.

**Tip:** For easier reconciliation, create a separate batch of automatic receipts for each type of credit card that you accept.

### Creating Vendor-Specific Automatic Receipt Batches

To create a batch of automatic receipts for a specific credit card issuer, enter a range of bank accounts (credit card numbers) in the Create Automatic Receipts Batch window.

For example, to create a batch of automatic receipts for American Express transactions, enter a bank account range from 300,000,000,000,000 to 399,999,999,999,999 (do not include commas).

**Tip:** Contact your depositing bank or credit card processor for the range of numbers for other credit card issuers.

See: Creating Automatic Receipts, page 5-9.

### Approving Automatic Receipt Batches

When you approve a batch of automatic receipts, Receivables calls Payments to obtain authorization for the receipt. If authorization details already exist, then Receivables will not attempt to call Payments, but will create and approve the receipts. See: Authorizing Credit Card Payments, page 5-45.

For each authorized transaction, the Approve Automatic Receipts program approves the receipt. Transactions that do not receive authorization are removed from the batch and appear as exceptions on the Automatic Receipts and Remittances Execution report. Receivables automatically creates this report whenever you create or approve a batch of automatic receipts.

**Note:** A receipt can fail authorization if, for example, the credit card number is invalid, the payment amount exceeds the cardholder's credit limit, or the card has been reported lost.

When the approval process is complete, automatic receipts that do not require confirmation close the invoices that they are paying. Receipts that require confirmation close invoices when you manually confirm the receipts in the Receipts window.

## Creating and Approving Remittance Batches

This section describes how to create and approve a remittance batch. The remittance process initiates the transfer of funds from the credit card issuer to your bank for each receipt. You create remittance batches to remit both manually entered and automatic receipts.

### Creating Remittance Batches

To create a remittance batch for credit card transactions, you must specify the receipt class and receipt method that you used to flag your transactions for credit card payment. See: *Creating Credit Card Transactions*, page 5-49.

If you do not specify a credit card receipt method when you submit the Automatic Remittances program, then Receivables will not create a remittance batch for your credit card transactions.

### Approving Remittance Batches

When you approve a remittance batch, the program calls Oracle Payments to authorize each receipt.

If authorization details already exist on a receipt in a remittance batch, then authorization has already occurred and Receivables will not call Payments to try to reauthorize a receipt.

If the program does not authorization details on a receipt in a remittance batch, then Receivables calls Payments to perform both authorization and capture for the receipt in one step. For each receipt that receives authorization, Receivables records the details on the receipt (you can view this information in the Payment Details region on the Receipts window).

The authorization details could be null if you created a manual receipt with an automatic receipt method, because manual receipts are not authorized until they are remitted. See: *Creating Manual Receipts*, page 5-53.



## Capturing the Payment

The Approve Remittances program then calls Payments to request capture for the authorized receipts from the credit card issuer via the third party payment processor. *Capture* indicates that the credit card issuer has reserved the receipt amount and agrees to remit the payment to your bank. The credit card processor returns either a success or failure status to Payments, which then transfers the status of each request to Receivables.

Receivables marks successfully captured receipts as *Remitted*. Receipts that fail authorization or capture are removed from the batch and appear as exceptions on the Automatic Receipts and Remittances Execution report. Receivables automatically creates this report whenever you create or approve a remittance batch.

**Tip:** Approve your remittance batches promptly because credit card approval codes expire shortly after they are issued (the actual number of days varies by credit card issuer).

See: Creating Remittance Batches, page 5-30.

## Expired Credit Card Authorization

If the approval code has expired, then you must manually delete the authorization details from the receipt before you resubmit the Automatic Remittances process. Otherwise, the Remittances program will continue to reject the receipt, rather than try to reauthorize it.

## Related Topics

Credit Cards, page 5-42

Correcting Funds Transfer Errors, page 5-56

Setting Up Receivables for Credit Card Transactions and Payments, page 5-47

Processing Credit Card Transactions, page 5-49

## Creating Manual Receipts

This section describes how to create manual receipts to close your customers' credit card transactions.

To create credit card payments to close your customers' open debit items, you can assign an automatic receipt method directly to a *manual* receipt. With a manual receipt, you can manually apply transactions to the receipt, and then submit the Automatic Remittances program to authorize and capture the credit card payment in one step.

**Note:** Receivables does not require that you first apply the manual receipt before you remit it.

**Tip:** You can create a manual receipt to enter a credit card prepayment. Later, you can apply the receipt after Receivables generates the related invoices.

### Prerequisites

Complete these prerequisites only if your customer has never used this credit card:

- Add the payment details to your customer.

See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.

### To manually enter receipts for credit card transactions:

1. Navigate to the Receipts window.
2. Enter general receipt information. For example, enter the receipt number, currency, amount, and customer information.
3. Enter a receipt method that you defined for your credit card transactions.  
The selected receipt method automatically defaults the payment method and instrument number.

4. Optionally choose Select Instrument to select a different payment instrument.  
See: Entering Receipts, page 4-1.

**Important:** You cannot manually authorize receipts by entering authorization details in the Receipts window. These codes are automatically generated during the remittance process.

## Credit Card Chargebacks

Customers who pay you with credit cards might occasionally request a refund or credit due to various reasons. For example, perhaps the ordered goods or services were delivered late or in the wrong amount, or were not delivered at all.

When this happens, customers have a choice:

- Customers can request a refund directly from you.

Oracle Receivables lets you process refunds to your customers' credit card accounts. The credit card refunds functionality uses negative miscellaneous receipts; these receipts must be remitted so that customers can obtain their refunds.

See: Credit Card Refunds, page 5-59.

- Or, customers can interact directly with the credit card issuer.

To resolve the dispute, the credit card issuer credits the customer's account for the disputed amount, deducts the amount from *your* bank account (the merchant bank account), and notifies you that a *credit card chargeback* has occurred.

Receivables lets you record these credit card chargebacks in the system as negative miscellaneous receipts. In this case, however, the customer has already received the refund directly from the credit card issuer; these negative miscellaneous receipts are thus created solely to ensure accurate accounting and reconciliation.

**Important:** A credit card chargeback is different from chargebacks that you create against transactions during receipt application. A credit card chargeback occurs between a credit card issuer and a credit cardholder. A chargeback that you create in Receivables when closing an existing debit item creates a new debit item for your customer. See: Chargebacks and Adjustments, page 4-52.

## Credit Card Chargebacks Process Flow

This section describes the credit card chargebacks process flow:

1. First, a customer uses a credit card to make a payment on a transaction.
2. Later, due to a problem with the order, your customer (the credit cardholder) contacts the credit card issuer.
3. The credit card issuer *charges back* the disputed amount to the customer, withdraws the chargeback amount from your bank (the merchant bank), and sends a credit card chargeback notification to you.
4. You record the credit card chargeback in the system as a negative miscellaneous receipt. See: Recording Credit Card Chargebacks, page 5-56.
5. You then investigate if the chargeback is valid. After investigating the chargeback request:
  1. You can acknowledge the credit card chargeback.  
If the chargeback request was valid, then you create a credit memo against the transaction for the chargeback amount.
  2. Or, you can provide sufficient proof of delivery or other supporting documents to the credit card issuer to prove that the credit card chargeback was invalid.  
If the chargeback request was invalid, then you unapply the credit card chargeback activity from the receipt and reapply the receipt for the full amount. This action automatically reverses the negative miscellaneous receipt that was

originally created when you first recorded the credit card chargeback.

## Recording Credit Card Chargebacks

### Prerequisite

- Define a new receivables activity of type *Credit Card Chargeback*.  
See: Receivables Activities, *Oracle Receivables Implementation Guide*.

### To record a credit card chargeback:

1. Query the credit card receipt that the chargeback was requested for.
2. Unapply the invoice from the receipt.
3. Apply the receipt in the amount of the chargeback request to the predefined credit card chargeback activity. Receivables automatically generates a negative miscellaneous receipt.

**Note:** The credit card issuer has already deducted your bank account for the chargeback amount. Even if the negative miscellaneous receipt status is created with a status of *Confirmed* (based on the original receipt class), the money has already been remitted back to the customer. When this negative miscellaneous receipt is included in a remittance batch, Receivables will change the receipt status to *Remitted*, but will not perform any other action on this receipt.

4. If required, reapply the receipt for the nondisputed amount.

For example, if the receipt was originally applied to a transaction for \$100, and the chargeback request was for \$25, then you can apply the receipt to the credit card chargeback activity for \$25, and reapply the receipt to the original transaction for \$75.

## Related Topics

Receivables Activities, *Oracle Receivables Implementation Guide*

Credit Card Refunds, page 5-59

## Correcting Funds Transfer Errors

During the funds capture stages, errors might occur. For example, during authorization, a credit card number might be invalid. Or, during payment capture, an approval code

might have expired.

When errors occur, your third party credit card processor or financial institution returns specific error codes based on the particular issue. Oracle Receivables can automatically correct those errors, provided that you mapped these error codes to appropriate actions. See: Enabling Automatic Funds Transfer Error Corrections, *Oracle Receivables Implementation Guide*.

If the automatic correction feature is not successful or not enabled for specific error codes, then failed transactions display on the Correct Funds Transfer Errors page for manual correction. Use this page to view and quickly correct funds transfer errors, instead of querying individual transactions to update payment details. Prompt handling of funds transfer errors accelerates the payment process.

To view errors that require manual correction, navigate to this page after submitting an Automatic Receipts or Remittances batch. The Correct Funds Transfer Errors page displays errors incurred during both processes, grouped by error code and category.

**Note:** The same error code can appear multiple times for different categories.

#### To correct funds transfer errors:

1. Indicate which transactions to correct for each error code:
  - Select the error code itself to correct all nested transactions at once, or
  - Select one or more transactions within the error code
2. Select an action. You can:
  - Change Instrument
  - Clear Payment Information
  - Retry
  - Reverse Receipt

For a description of these actions, see: Enabling Automatic Funds Transfer Error Corrections, *Oracle Receivables Implementation Guide*.

**Note:** Updates to payment details automatically update the original transaction that recorded the error.

3. Optionally enter notes for automatic inclusion on the transaction that recorded the error.

All errors appear on the Automatic Receipts and Remittances Execution report, page 5-

## Creating Refunds

Receivables provides you with an automated refunds process for your transactions, from the initial creation of a credit memo to the refund disbursement, without any user intervention required.

Receivables automates the refunds of credit memos that are imported by AutoInvoice. Imported credit memos can apply to credit card or non-credit card transactions:

- Credit card transactions

Receivables submits a refund request directly to Oracle Payments to create the disbursement. Payments applies the refund to the same credit card used on the original transaction.

See: Credit Card Refunds, page 5-59.

- Non-credit card transactions

Receivables submits a refund request to Oracle Payables, which uses Oracle Payments to create the disbursement.

See also: Automated Receipt Handling for Credits, page 5-66.

For manually created refund requests, you apply the receipt to the Refund application type in the Receipt Applications window.

### Prerequisites

- Define a receivable activity using the Refund type. See: Receivables Activities, *Oracle Receivables Implementation Guide*.
- Set the Receipt Handling for Credits option on your transaction batch source to Refund.  
See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.
- Set up Oracle Payable and Oracle Payments to disburse funds to your customers.  
See: *Oracle Payables Implementation Guide* and *Oracle Payments Implementation Guide*.

### To create a manual refund request:

1. Enter or query the receipt that you want to refund in the Receipts window, and select Applications.
2. In the Apply To field, select Refund.
3. Enter the refund amount in the Amount Applied field.

4. Select Refund Attributes to navigate to the Refund Attributes window. Use this window to enter the refund disbursement details that Payables requires.

For example, select a customer, select a refund payment method, and indicate where to send the refund.

5. When you save the receipt, Receivables sends a refund request to Payables, which uses its workflow approval process to validate the information before sending a payment request to Payments.

**Tip:** After you create a refund, you can view the refund status by selecting Refund Status in the Applications window.

## Credit Card Refunds

Receivables lets you process refunds to your customers' credit card accounts. You can refund all or part of a previously remitted credit card receipt.

**Note:** Refund of a previously remitted credit card receipt is initiated even if the expiry date of the credit card is past because card issuers usually renew the same credit card. In case the credit card issuer declines the transaction, the refund is appropriately reversed using Oracle Payments framework.

To create a credit card refund, you apply a special credit card refund application to the receipt, which generates a negative miscellaneous receipt. The Automatic Remittances program works with Oracle Payments to process this negative receipt, thereby transferring funds from your account back to your customer's credit card.

**Important:** You can automate the credit card refund process for all imported credit memos against paid invoices. See: Automatic Receipt Handling for Credits, page 5-66.

To manually process credit card refunds, complete these steps:

- Query the credit card receipt that you want to refund.
- Create an unapplied balance in the amount of the refund against the receipt. You can create this unapplied amount in one of two ways:
  - Unapply the amount of the refund from one or more application lines on the original credit card receipt, or
  - Apply an on-account credit memo in the amount of the refund to the original credit card receipt.

- Apply the refund to the receipt using the Credit Card Refund application type. Receivables automatically creates a negative miscellaneous receipt for the amount of the refund.

You can apply as many credit card refund lines to a receipt as you would like. You cannot, however, refund more than the unapplied amount of a receipt. The total amount of the refund lines that you create, therefore, cannot exceed the lesser of the unapplied amount or the total amount of the receipt.

You can also apply credit card refund lines to different dates on a receipt. For example, a customer may request three different refunds for transactions on three different invoices, all of which were paid with a single credit card receipt. You can unapply each refund amount from the three different invoice application lines on the receipt, and reapply the refund using three separate credit card refund application lines. Creating multiple refund lines on a receipt lets your customer see multiple refund transactions on their credit card statement.

**Tip:** Each credit card refund line that you apply to a receipt generates a separate refund transaction. If the credit card issuer charges a separate transaction fee for each refund against a receipt, then you should consider the potential costs before applying multiple credit card refund lines to a receipt, if one refund line will suffice.

See: Processing Credit Card Refunds, page 5-61.

- Run the Automatic Remittances program to remit the negative miscellaneous receipt and initiate the refund.

When you run the Automatic Remittances program, Receivables passes the negative miscellaneous receipt information to Oracle Payments. The Automatic Remittances program uses Payments to transfer funds back and forth between your customer's credit card issuer and your bank.

Payments will initiate a refund even if the credit card has expired because, typically, expired credit cards are automatically reissued with a new expiration date. If a credit card has truly expired and was not reissued, then the credit card issuer will decline the transaction and Payments will reverse the refund accordingly.

**Note:** Unlike the credit card payment process, the refund process does not require authorization before funds can be transferred back to your customer's credit card. You must build refund approvals into your business process, therefore, if you wish to approve credit card refunds before processing.

For more information about Oracle Payments and the internal processes that

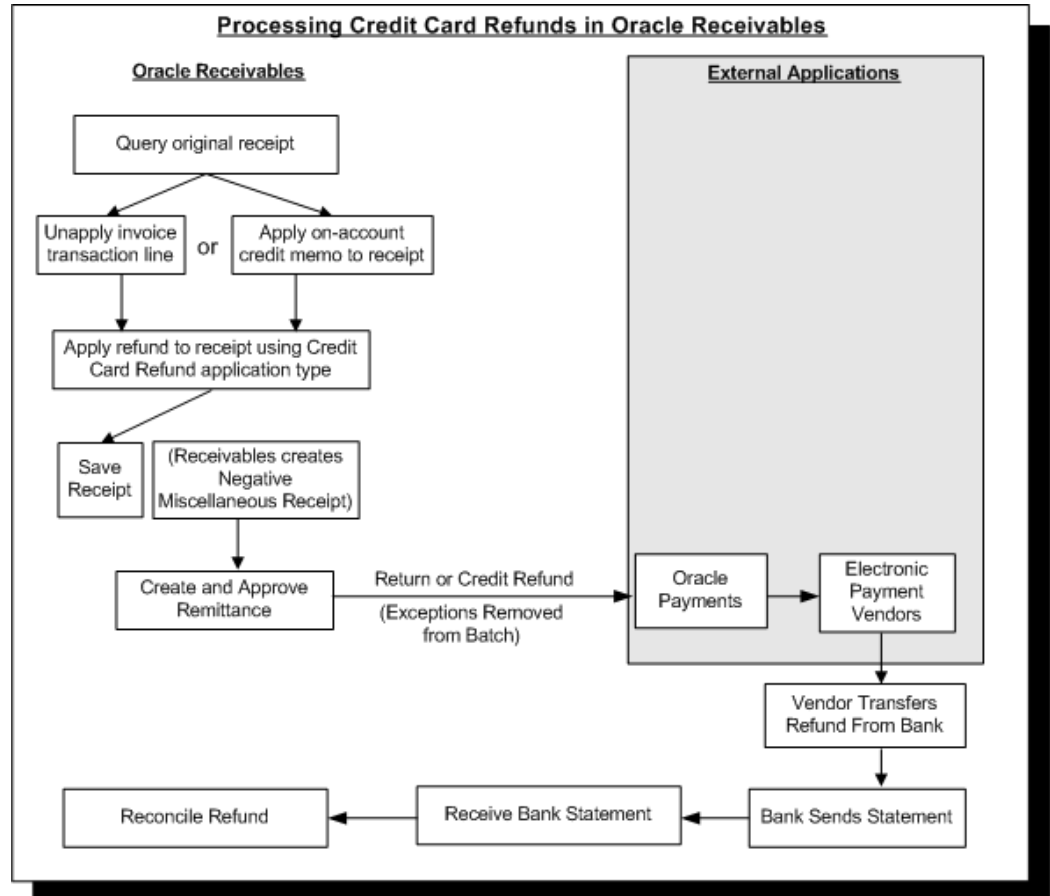


Receivables uses to validate credit card payments and refunds, see: Credit Card Validation and Integration, page 5-45.

For more detailed information about the steps that are required to process credit card refunds, see: Processing Credit Card Refunds, page 5-61.

This illustration shows the manual and automatic steps involved in processing credit card refunds in Receivables.

### ***Processing Credit Card Refunds***



## **Processing Credit Card Refunds**

This section provides an overview of how to create and process full or partial manual credit card refunds in Receivables.

To automate this process, see: Automated Receipt Handling for Credits, page 5-66.

Before you can apply a credit card refund line to a receipt, an unapplied balance must exist on the receipt. You must either:

- unapply the amount of the refund from one or more of the transaction lines on the

receipt, or

**Tip:** After you process the credit card refund, you might want to create credit memos to remove the remaining amount due on the original transaction. See: *Crediting Transactions*, page 2-92.

- apply an on-account credit memo in the amount of the refund to the receipt.

#### **Prerequisites**

- Set up Oracle Payments.  
See: *Enabling the Funds Capture Process, Oracle Receivables Implementation Guide*.
- Set up Receivables to process credit card refunds, page 5-48
- Ensure that the credit card receipt was remitted, page 5-25

#### **To process a full credit card refund:**

1. Navigate to the Receipt Summary window.
2. Query the receipt that you want to refund.
3. Choose Apply.
4. Uncheck the Apply check box next to all the transactions. See: *Reapplying Receipts*, page 4-65.

Alternatively, you can apply an on-account credit memo in the full amount of the receipt.

5. On a new application line, select *Credit Card Refund* from the list of values in the Apply To field.

Receivables automatically populates the Amount Applied field with the total unapplied amount on the receipt. See: *Applying Receipts*, page 4-9.

#### **To process a partial credit card refund or multiple refunds to a receipt:**

1. Navigate to the Receipt Summary window.
2. Query the receipt that you want to refund.
3. Choose Apply.
4. Enter the appropriate amount in the Amount Applied field of the transaction line that you want to refund.

For example, if you want to refund \$40 of a \$100 credit card transaction, then you should enter \$60 in the Amount Applied field.

Alternatively, you can apply an on-account credit memo in the amount of the refund.

5. On a new application line, select *Credit Card Refund* from the list of values in the Apply To field.

Receivables automatically populates the Amount Applied field with the total unapplied amount on the receipt. You can modify the Amount Applied if necessary. For more information, see: Applying Receipts, page 4-9.

## Viewing Credit Card Refund Activity on the Customer Account

After you process a credit card refund, you can view the refund activity on the customer account by querying the receipt from the Account Details window. See: Viewing Transactions, page 2-48.

### To view refund activity on the customer account:

1. Navigate to the Account Details window.
2. Query the receipt that you refunded.
3. Select the receipt and choose the Activities button.
4. In the Activities window, select the credit card refund and choose the Details button.
5. Receivables open the original receipt and you can view the applications to the receipt. In the Applications window, Receivables populates the Reference Number field with the receipt number of the negative miscellaneous receipt.

## Correcting Credit Card Refund Errors

If you make a mistake while initiating a credit card refund, then you can correct your error in one of two ways, depending on whether or not the refund's negative miscellaneous receipt refund has been remitted.

- **If the Automatic Remittances program has not yet approved and remitted the negative miscellaneous receipt:**

You may unapply the credit card refund application line on the receipt. Receivables automatically reverses the negative miscellaneous receipt and creates all necessary journal entries.

You can also change the amount applied to the credit card refund application.

Receivables automatically reverses the original negative miscellaneous receipt and creates a new one for the correct amount.

- **If the Automatic Remittances program has already approved and remitted the negative miscellaneous receipt for a credit card refund:**

You must bill your customer to recover the refund.

**Note:** If you discover during reconciliation that the transfer of funds to the customer did not occur even though the remittance was approved, then you should reverse the negative miscellaneous receipt.

**To change the credit card refund application amount before the associated negative miscellaneous receipt is remitted:**

1. Navigate to the Receipt Summary window.
2. Query the receipt containing the credit card refund application that you need to change.
3. Choose Apply.
4. Navigate to the application line that you want to change.
5. If you want to change only the amount, then you can change the value directly in the Applied Amount field. If the entire application line is incorrect, however, then you can unapply the line and re-enter the application line.

**To change the credit card refund application amount after the associated negative miscellaneous receipt was remitted:**

To recover the refund, create a debit memo to bill to your customer. See: Entering Transactions, page 2-1.

**Note:** If the associated negative miscellaneous receipt was already remitted, but funds were not transferred to the customer's account, then you can correct the credit card refund application line only by reversing the negative miscellaneous receipt. This action unapplies the refund from the original payment. You could then apply a new refund application to the original payment, if necessary.

For more information on reversing negative miscellaneous receipts, see: Reversing Receipts with Credit Card Refunds, page 5-65. For more information on reversing receipts, see: Reversing Receipts, page 4-61.

## Correcting Payments Applied to an Incorrect Credit Card

You can use the credit card refund feature in cases where charges were mistakenly applied to an incorrect credit card.

For example, a customer may use multiple credit cards, and may request that you charge a different credit card than the one that was originally charged for a transaction. To correct this type of mistake, you first refund the incorrect credit card, and then create a new charge to the correct credit card.

### Prerequisites

- Set up Receivables to process credit card refunds, page 5-48
- Ensure that the credit card receipt that you want to refund was remitted, page 5-25

### To refund an incorrect credit card and recharge a new credit card:

1. Refund the original receipt. See: Processing Credit Card Refunds, page 5-61.
2. In the Transactions Summary window, query the original transaction.
3. Under the Payment Details region, select a new payment instrument. See: Creating Credit Card Transactions, page 5-49.
4. Run the Automatic Receipts program to create a receipt (payment) for this transaction. The Automatic Receipts program uses the corrected credit card information for the credit card payment. See: Creating and Approving Automatic Receipt Batches, page 5-51.

## Reversing Receipts with Credit Card Refunds

You can reverse a receipt with a credit card refund application either before or after the associated negative miscellaneous receipt has been remitted.

If you reverse a receipt with a credit card refund application and:

- **The associated negative miscellaneous receipt has not been remitted:**

Receivables automatically unapplies the credit card refund lines on the receipt and automatically reverses the associated negative miscellaneous receipt.

- **The associated negative miscellaneous receipt has been remitted:**

Receivables does not automatically unapply the credit card refund application because it assumes that the receipt was already refunded. In this case, when you reverse the original receipt, you must create a debit memo reversal. See: Reversing Receipts, page 4-61.

**Tip:** If you discover during reconciliation that neither the original payment nor the refund settled, then you must reverse both. By reversing the miscellaneous receipt first, you will not be required to create a debit memo reversal when you reverse the original payment.

## Reversing Credit Card Refunds

If neither the original payment nor the refund settled, then you can reverse the actual credit card refund (the negative miscellaneous receipt) and the payment in order to reconcile with your bank.

Reversing a negative miscellaneous receipt automatically unapplies the refund from the original receipt. You can then reverse the original receipt, which reopens the invoice.

## Accounting for Exchange Rate Gains and Losses When Applying Credit Card Refunds

If you apply a credit card refund to a receipt that is not in the functional currency, then you must account for the exchange rate gain or loss between the time of the original transaction and the time of the refund.

When you enter a foreign currency credit card refund, Receivables creates a negative miscellaneous receipt in the foreign currency using the same rate as the original receipt. During reconciliation, when you know the exchange rate that the bank used at the time of the refund, you can adjust the exchange rate on the negative miscellaneous receipt to reflect the information on the bank statement.

Receivables automatically creates the necessary journal entries to account for the exchange rate gain or loss. You can view the exchange rate gain or loss accounting entries on the original credit card payment.

## Related Topics

Adjusting an Exchange Rate, page 2-27

Accounting for Receivables, page 9-42

## Automated Receipt Handling for Credits

Whenever you credit a *paid* invoice, you must decide how to credit the overpaid funds to your customer. Do you want to put the credit amount on account? Or, do you want to issue a refund directly to your customer?

In Oracle Receivables, this process involves first unapplying the original invoice from a receipt, and then performing actions on the receipt, or *handling the receipt*, to generate a refund or put funds on account to allocate at a later time.

You can automate this process. When importing a credit memo against a paid invoice,

AutoInvoice can identify the receipt and decide, based on your setup, how to handle the funds.

For example:

- If your enterprise processes a high volume of imported credit memos that require the creation of customer refunds, then you can set up your system to automatically *refund* the affected transactions.
- If your enterprise does not customarily provide refunds to your customers, then you can set up your system to automatically place all credits *on account*.

To set up your system to automatically handle receipts and create refunds, or place credits on account, see: Setting Up the Automated Receipt Handling Process, page 5-68.

**Important:** Receivables assumes that AutoInvoice imports only *approved* credit memos. Be sure to set up your feeder systems with business processes that support this assumption. See: RMA Processing, *Oracle Order Management User's Guide*.

Alternatively, you can manually generate the refund. See: Crediting Transactions, page 2-92 and Creating Refunds, page 5-58.

## Related Topics

Automated Receipt Handling Process Flow, page 5-67

Setting Up the Automated Receipt Handling Process, page 5-68

Exception Conditions for the Automated Receipt Handling Process, page 5-69

## Automated Receipt Handling Process Flow

If you set up your system to automatically manage receipts when importing credits, then the automated receipt handling process occurs as follows:

1. AutoInvoice reviews the transaction batch source for each submission, to determine if automated receipt handling is enabled.

See: Setting Up Automated Receipt Handling for Credits, page 5-68.

2. If enabled, then AutoInvoice evaluates each credit memo and its associated invoice to determine eligibility for automatic receipt handling.

To be eligible, the paid invoice's transaction type must be set to allow natural application only.

Additionally, the transaction must not be in doubt. See: Transactions in Doubt, page 5-69.

3. If eligible, then AutoInvoice unapplies the paid invoice (original transaction) from the receipt to be credited.
4. AutoInvoice automatically creates the credit memo in the amount of the requested credit, and applies the credit to the correct invoice.
5. If your policy is to automatically refund your customers, then AutoInvoice evaluates the receipt for refund eligibility.  
To be eligible, the receipt must not be in doubt. See: Receipts in Doubt, page 5-70.
6. Finally, AutoInvoice applies the appropriate receivable activity to the receipt, as determined by your batch source setup.

## Related Topics

Automated Receipt Handling for Credits, page 5-66

## Setting Up the Automated Receipt Handling Process

This section describes how to set up Oracle Receivables so that AutoInvoice can automatically generate customer credits according to the refund policies at your enterprise.

For example, you can tell AutoInvoice to automatically create a refund in preparation for remittance to your customer.

Under certain circumstances, AutoInvoice will not consider a credit memo for automated receipt handling, or will place the funds on account instead of creating a refund. See: Exception Conditions for the Automated Receipt Handling Process, page 5-69.

### To set up AutoInvoice to evaluate receipts for automatic handling:

1. Set your receipt handling policy in the Transaction Sources window.  
See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.
2. If creating refunds, specify the minimum amount that AutoInvoice will create refunds for.  
See: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.
3. To process credit card refunds, use a receipt class with a remittance method of *Standard* on your original credit card transactions.  
See: Setting Up Receivables for Credit Card Transactions and Payments, page 5-47.
4. To process non-credit card refunds, define a receivable activity using the Refund type.



See: Receivables Activities, *Oracle Receivables Implementation Guide*

5. For transactions for which you want to automate receipt handling for credits, be sure that the transaction type allows natural application only.

**Important:** If the transaction type is set to Allow Overapplication, then AutoInvoice will not begin the automated receipt handling process. Instead, you will need to manually manage the receipt.

See: Exception Conditions for the Automatic Receipt Handling Process, page 5-69.

## Related Topics

Automated Receipt Handling for Credits, page 5-66

Credit Card Refunds, page 5-59

Creating Refunds, page 5-58

Unapplying Cash when Crediting a Transaction, page 2-104

## Exception Conditions for the Automated Receipt Handling Process

AutoInvoice can evaluate credit memos that it imports into your system and handle receipts according to your setup, to create customer refunds or on-account credits. See: Setting Up the Automated Receipt Handling Process, page 5-68.

However, AutoInvoice will not create a refund if doubt exists as to whether a refund is appropriate.

Doubt can exist in relation to either:

- The original transaction, against which the credit memo is imported.
- The receipt that paid the original transaction.

## Transactions in Doubt

For each submission, AutoInvoice reviews the automatic receipt handling setting on the transaction batch source. If the setting is enabled, then AutoInvoice evaluates the credit memo and its associated invoice.

AutoInvoice will reject a credit memo from automated receipt handling if one of the following conditions exists on the transaction to be credited:

- The original invoice's transaction type is set to allow overapplication.
- An on-account credit memo was already applied against the invoice.

- An adjustment already exists against the invoice:
  - Regular adjustment
  - Chargeback adjustment
  - Bills receivable assignment
- The credit memo is imported against an invoice with a negative creation sign.

If the credit memo is ineligible due to one of the conditions above, then AutoInvoice processes the credit memo using standard validation.

AutoInvoice takes this precaution so that you can evaluate the appropriateness of the credit request before taking action on it.

## Receipts in Doubt

AutoInvoice might automatically place on account the amount of a refund request, if:

- The receipt to be refunded has not yet been remitted.
- Multiple payment types (ACH, cash, credit card) exist on the same transaction to be credited.
- Installments exist and are not fully paid.
- The following items exist against the receipt:
  - Unresolved claims
  - Receipt chargebacks (noninvoice-related)
  - On-account credit memos
- The amount of the refund request is less than the minimum refund amount specified in your system options.

See: Miscellaneous System Options, *Oracle Receivables Implementation Guide*.

**Note:** The AutoInvoice Execution report lists all the receipts that were processed for receipt handling. See: Using AutoInvoice, page 2-218.

## Related Topics

Automated Receipt Handling for Credits, page 5-66

Automated Receipt Handling Process Flow, page 5-67

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## Bills Receivable

### Bills Receivable Overview

Oracle Receivables provides a comprehensive solution to managing the entire life cycle of bills receivable: creation, acceptance, remittance, updates, history, and closing.

A bill receivable is a document that your customer formally agrees to pay at some future date (the maturity date). The bill receivable document effectively replaces, for the related amount, the open debt exchanged for the bill. Bills receivable are often remitted for collection and used to secure short term funding.

### Creating Bills Receivable

Oracle Receivables treats a bill receivable as a separate transaction. You can create bills receivable individually through the Bills Receivable window, directly exchange a completed invoice for a bill receivable in the Transactions workbench, or create bills receivable in batch using the Bills Receivable Transaction Batches window or the Bills Receivable Batch Creation concurrent program. You can create signed, unsigned, and customer-issued (promissory note) bills receivable.

### Remitting Bills Receivable

You can remit bills receivable to a bank or factoring company using the Remittances window. Choose to factor remittances with or without recourse. Optionally print bills receivable as supporting documentation for the bank or for your own records. Run the Bills Receivable Maturity and Risk program and report to apply receipts and eliminate risk on remitted bills factored with recourse. You can further automate the creation of a remittance batch by using the inbound API.

### Managing Bills Receivable

Use the Bills Receivable Portfolio Management window as an analysis tool and to record changes to a bills receivable transaction. You can:

- Record customer acceptance of a bill receivable
- Endorse a bill
- Manage risk associated with factored bills
- Mark a bill as unpaid or protested
- Cancel a bill
- Recall a bill from a remittance batch
- Exchange one bill for another
- Place or remove a bill on hold
- View bill details, including the current status
- View the life cycle of events for each bill
- Utilize folder functionality to meet your analysis needs

You can also review bills receivable transactions using the Receipt workbench features.

To further automate the update of items not paid by a customer, you can choose to utilize the Unpaid Bills Receivable API.

## **Bills Receivable Reporting**

Oracle Receivables offers several reports that are specific to bills receivable. You can send reminder letters for items that are pending customer acceptance, set up and review stamp values for tax authorities that require stamps, and review bills receivable creation and remittance batches. There are also two RXi reports that let you customize the report layout to suit your needs.

## **Bills Receivable Creation**

There are four methods in Oracle Receivables for exchanging transactions for bills receivable:

- Manually, using the Bills Receivable window and the Assignments window.
- Directly, by exchanging a transaction in the Transactions window for a bill receivable.
- Automatically, by creating a bills receivable batch using the Bills Receivable Transaction Batches window.

- Automatically, by submitting the Bills Receivable Batch Creation concurrent program in the Submit Request window.

When you create a bill receivable manually, you can assign and group transactions that have the same currency and exchange rate as the bill according to your own requirements.

When you create bills receivable automatically, you must assign transactions a bills receivable creation receipt method. Receivables collects and groups transactions into bills receivable based on selection criteria, currency, exchange rate, paying customer bank account, and the rules defined on the bills receivable creation receipt method.

The bills receivable transaction type assigned to the bill receivable determines if the bill is issued by the drawee (promissory note), requires drawee acceptance (signed bill), or does not require drawee acceptance (unsigned bill). The transaction type also determines the printing options for the bill.

**Note:** While a transaction is assigned to a bill receivable that is pending drawee acceptance, you cannot perform any activity on the transaction, such as applying receipts, credit memos, or adjustments.

## Bills Receivable Accounting

After you exchange a transaction for a bill receivable, the transaction is reduced by the exchanged amount. Accounting for the bill receivable occurs:

- when the bill receivable is accepted by the drawee

*or*

- when a bill receivable that does not require acceptance is completed.

The initial accounting for a bill receivable is a debit to Bills Receivable and a credit to Accounts Receivable for each transaction exchanged. Receivables derives the Bills Receivable account segments from AutoAccounting and inherits the Accounts Receivable account segments from each transaction exchanged.

## Manually Creating a Bill Receivable

Use the Bills Receivable window to manually create a bill receivable and assign transactions to the bill. You can also query and update existing bills receivable in this window.

You can designate a maximum amount for the bill. If you do, then the total amount of the transactions assigned to the bill must equal the designated maximum amount in order to complete the bill. If you do not designate a maximum amount, Receivables calculates the amount of the bill as the sum of assigned amounts when you complete the bill.

The values for the Signed and Issued by Drawee boxes are derived from the bills receivable transaction and are displayed for reference only. Receivables updates the Acceptance Date and Acceptance GL Date when a bill that requires acceptance is accepted, and updates the Remittance Date and Remittance Batch when the bill is remitted.

After you enter general information to create the bill, you can:

- Enter drawee and remittance bank information. See: *Entering Bills Receivable Bank Account Information*, page 6-6.
- Assign transactions to the bill. See: *Manually Assigning Transactions to a Bill Receivable*, page 6-7 and *Using Selection Criteria to Assign Transactions to a Bill Receivable*, page 6-8.
- Complete the bill. See: *Completing a Bill Receivable*, page 6-17.
- Accept a bill. See: *Accepting a Bill Receivable*, page 6-19.

#### **Prerequisites**

- Define AutoAccounting, *Oracle Receivables Implementation Guide*
- Define bills receivable transaction types, *Oracle Receivables Implementation Guide*
- Define transaction batch source(s), *Oracle Receivables Implementation Guide*
- Define customer drawees and drawee sites, page 7-56
- Define document sequences (optional), *Oracle Receivables Implementation Guide*

### **To create a new bill receivable manually:**

1. Navigate to the Bills Receivable window.  
  
If you assigned a transaction batch source to the AR: Bills Receivable Batch Source profile option, the batch source defaults in the Source field. If the transaction batch source contains a bills receivable transaction type, the transaction type defaults in the Type field.  
  
Otherwise, enter or update the transaction batch Source.
2. Enter or update the bills receivable transaction Type.
3. If the batch source does not specify automatic transaction numbering or copying of the document sequence number to the bill number, enter a transaction Number.  
Otherwise, Receivables assigns a number when you save.
4. Enter the bill receivable Maturity Date.

5. Enter a Currency for the bill. The default is the functional currency.  
Receivables determines the exchange rate based on the transactions assigned to the bill. You can view exchange rate information for a completed bill using the Tools menu.
6. If you want to set a maximum amount for this bill, enter the Amount for the bill. The sum of the transactions that you assign to the bill must equal this amount.  
If you leave the field blank, Receivables updates this field with the total amount of all assigned transactions upon completion of the bill.
7. Enter an Issue Date for the bill.
8. If the bill does not require acceptance, enter a GL Date. The date that you enter must belong to an open or future period.  
If the bill requires acceptance, leave this field blank. Receivables updates the GL date with the Acceptance GL date that you enter when the bill is accepted. See: Accepting a Bill Receivable, page 6-19 for more information.
9. If you are using manual sequence numbering, enter a unique Document Number. Otherwise, Receivables assigns a unique document number when you complete the bill.  
If your transaction batch source has Copy Document to Transaction Number set to Yes, then Receivables assigns this number as the bill receivable number.
10. Open the Main tabbed region.
11. Enter the customer drawee for this bill. You can enter the drawee by Name, Number, or Taxpayer ID.
12. Enter the customer drawee Location, Address, and Contact.  
If you defined a primary drawee site and contact for the customer, this information defaults into the respective fields.
13. Select a legal entity.
14. In the Print Option field, enter Print to allow formatting of bills receivable or Do Not Print to disable formatting. The default value is derived from the transaction type.
15. Open the More tabbed region.
16. Enter any internal Comments about this bill.  
These comments are for internal use only and do not appear on the printed bill.

17. Enter a Special Instruction for this bill.  
Special instructions appear on the printed bill.
18. Optionally enter reference information.

## Entering Bills Receivable Bank Account Information

Use the Bank Accounts tabbed region in the Bills Receivable window to enter customer drawee and remittance bank information.

The drawee bank defaults from the drawee's primary bank account for the bill receivable currency, if a primary bank account is defined that is in the currency of the bill.

### Prerequisites

- Define customer drawees, page 7-56.
- Define customer banks and bank accounts.  
See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.
- Define bills receivable remittance receipt methods, *Oracle Receivables Implementation Guide*.
- Assign remittance bank accounts to bills receivable remittance receipt methods, *Oracle Receivables Implementation Guide*.

### To enter bills receivable bank account information:

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Open the Bank Accounts tabbed region.
4. In the Drawee Bank region, Receivables displays a display-only Oracle Payments payment method, Bills Receivable.  
Select a customer drawee bank account.
5. In the Remittance Bank region, select a remittance bank account.
6. Leave the Allow Override box checked if you want to consider this bill when remitting to other banks. Uncheck the Allow Override box if you only want this bill included in remittances to this bank.



## Related Topics

Creating a Bills Receivable Remittance Batch, page 6-49

## Manually Assigning Transactions to a Bill Receivable

Use the Assignments window to manually assign transactions to a bill receivable, remove transactions from a bill receivable, and review assigned transactions. You can assign and unassign transactions to a bill until the bill is completed or, for bills that require acceptance, until the bill is accepted.

You can manually assign any class of transaction to a bill except guarantees. You can also assign a bill that has a status of Unpaid to a new bill receivable. See: Exchanging a Bill Receivable for a New Bill Receivable, page 6-17 for more information.

By default, you can only assign transactions that belong to the drawee and its related customers. If you set the Receivables system option Allow Payment of Unrelated Transactions to Yes, you can assign transactions of unrelated customers.

You can assign full or partial transaction amounts to a bill. The unassigned portion of a transaction remains an open item. If you designated a maximum amount for the bill, you can only assign transactions up to the designated maximum amount. You cannot complete a bill receivable with a designated maximum amount until the bill is fully assigned.

**Note:** Bills receivable assignments follow the natural application rule, even though the individual transactions assigned to the bill may allow for overapplication.

You can only assign transactions that have the same currency as the bill receivable. Transactions assigned to the bill must share the same functional exchange rate. The bill inherits the exchange rate from the transactions assigned to it when you complete the bill. If you want to assign transactions with a different currency, you must uncheck any transactions already assigned to the bill and enter the new currency in the Currency field.

### To manually assign transactions to a bill receivable:

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Choose the Assignments button.
4. Enter a Transaction Number to assign to the bill. Receivables defaults the remaining amount due for the transaction in the Amount Assigned field and updates the

Assigned total of the bill.

If a transaction has more than one installment, a separate row for each payment schedule due date is displayed.

**Note:** Receivables displays the billing invoice number only if you select the Show Billing Number system option check box.

5. If you want to assign a partial amount, update the Amount Assigned.
  6. Check the Assign box to assign this transaction to the bill. Uncheck the box to unassign a transaction.
  7. Save your work.
  8. Repeat steps 4 to 7 for each transaction that you want to assign to the bill.
- You can continue to assign and unassign transactions to the bill until it is completed or, for bills that require acceptance, until it is accepted.

## Related Topics

Entering Transactions, page 2-1

## Using Selection Criteria to Assign Transactions to a Bill Receivable

Use the Quick Assign window to assign groups of transactions to a bill receivable. You can retrieve transactions using selection criteria based on customer drawee information, transaction information, and transaction classes.

You can automatically assign transactions that match your selection criteria, or preview the selected transactions in the Assignments window and manually assign each transaction. If the bill has a designated maximum amount, Receivables assigns transactions until the full amount of the bill is assigned.

### To assign transactions to a bill receivable using selection criteria:

1. Navigate to the Bills Receivable window.
2. Query or enter a bill receivable.
3. Choose the Quick Assign button.
4. Enter Customer selection criteria.

If the customer drawee for the bill has a bill-to address, the Customer Name defaults. Enter a Customer Name or Number to search only this customer's transactions. You can narrow the search further by choosing a Customer Location.

Leave the Customer fields blank to include transactions for both the customer and related customers.

**Note:** For manually created bill receivables, if a customer drawee was previously assigned during creation, but you enter a different customer name in the Quick Assign window, then the search results will include transactions for both customers.

5. Enter Transaction selection criteria:
  - Transaction Receipt Method
  - Transaction Type
  - Range of transaction Due Dates
  - Range of transaction Dates
  - Range of transaction Numbers
  - Range of outstanding transaction Balances
6. Specify how to sort selected transactions by entering a Primary Sort Criteria. The default is Transaction Number. If the bill is in a currency other than your functional currency, and the currency is outside the EMU, then the default is Exchange Rate. You can sort in Ascending or Descending order by:
  - Exchange Rate
  - Balance Due
  - Due Date
  - Transaction Date
  - Transaction Number
7. If necessary, choose the Secondary Sort Criteria and sort in Ascending or Descending order.
8. In the Include region, indicate the transaction classes that you want to include in the search by checking or unchecking the appropriate boxes.
9. To automatically assign all transactions that match your selection criteria, choose the Assign button. To review the results of your selection criteria before assignment, choose the Preview button.

10. Update the transaction assignments in the Assignments window by checking or unchecking the Assign box. You can also update the Amount Assigned for each transaction.

## Flagging Transactions for Automatic or Direct Exchange into Bills Receivable

To exchange a transaction for a bill receivable using the Bills Receivable Transaction Batches window, the Bills Receivable Batch Creation concurrent program, or the Exchange action in the Transactions window, you must update the transaction with a bills receivable creation receipt method. The currency, exchange rate, paying customer bank account, and the grouping rule assigned to the receipt method determine how transactions are grouped into bills receivable. To flag transactions for automatic or direct exchange into a bill receivable, you must assign each transaction a paying customer defined as a drawee, with a bills receivable creation receipt method.

A paying customer bank account on a flagged transaction acts as an additional grouping rule. Bills receivable transactions inherit the bank account entered on a flagged transaction if:

- the drawee is also a bill-to site

*and*

- the bills receivable creation receipt method does not have a grouping rule of One per Customer or One Per Customer Due Date.

If the grouping rule on the bills receivable creation receipt method is One per Customer or One per Customer Due Date, then the bills receivable transaction inherits the bank account only if:

- the bank account is assigned to the primary drawee site

*and*

- the primary drawee site is a bill-to site.

If the bank account on flagged transactions is not assigned to the primary drawee site, then Receivables creates the bills receivable transactions without a drawee bank account.

For transactions imported using AutoInvoice or entered manually, set the bills receivable creation receipt method as primary at the customer or customer bill-to site level, if you want to default the bills receivable creation receipt method to the transaction. If you also want to default the customer bank account, set the customer bank account as primary for the bill-to site.

### Prerequisites

- Define bills receivable creation receipt methods, *Oracle Receivables Implementation Guide*.
- Define customer drawees, page 7-56.
- Define customer banks in the transaction currency.

Assign bills receivable creation receipt methods and bank accounts to the paying customer, bill-to, or drawee site.

See: Entering and Updating Account Payment Details, page 7-24 and Entering and Updating Account Site Payment Details, page 7-41.

### **To flag transactions for automatic or direct exchange into bills receivable:**

1. Navigate to the Transactions window.
2. Query or enter the transaction that you want.
3. In the Paying Customer region, enter the Name or Number, and the Paying Location.
4. Enter a bills receivable creation receipt method. Optionally select the drawee bank account information.
5. Save your work.
6. Repeat steps 2 to 6 for each transaction that you want to make available for exchange into a bill receivable.

### **Related Topics**

Defining Customer Drawee Sites, page 7-56

## **Batching Transactions for Bills Receivable**

Use the Bills Receivable Transaction Batches window or the Bills Receivable Batch Creation concurrent program to select and group transactions to exchange for bills receivable. Batching transactions lets you automatically generate bills receivable and assign transactions marked with bills receivable creation receipt methods to the bills.

When you submit a batch, Receivables runs the Bills Receivable Batch Creation concurrent program and prints the Automatic Transactions Batch report. The Automatic Transactions Batch report lists the bills receivable created from the batch and the transactions assigned to each bill. You can both print the report and submit the batch, or only print the report for review before submitting the batch. When you submit the batch, you can also print bills receivable if:

- the bills receivable transaction type assigned to the batch source is for bills that require acceptance,

*and*

- the transaction type contains a format program.

You cannot assign disputed transactions or other bills receivable to a bill using a bills receivable batch. If you are batching debit and credit memos with the payment term Immediate, Receivables includes these debit and credit memos in the first available bill receivable, without regard to the due date grouping rule assigned to the bill.

**Note:** The amounts of the debit and credit memos must still respect the maximum amount assigned to the bill, if there is one. If the sum of debit and credit memos assigned to a bill exceeds the maximum amount of the bill, Receivables excludes one or more debit/credit memos from assignment.

## Numbering Bills Receivable Transactions

If only one transaction is exchanged for a bill receivable, then Receivables uses the transaction number as the bill number if:

- The Inherit Transaction Number box is checked for the bills receivable creation receipt method assigned to the exchanged transaction, and
- The transaction number is not already used by another transaction with the same batch source as the bill receivable.

If the Inherit Transaction Number box is not checked, or if the bill contains more than one transaction, then Receivables numbers bills receivable transactions according to the transaction batch source assigned to the batch.

Ordinarily, a bills receivable transaction batch source has the Automatic Transaction Numbering box checked. If you are using document sequences and the Copy Document to Transaction Number box is checked, then Receivables uses the document sequence number assigned to the bill as the bill receivable number.

## Batch Statuses

A bills receivable batch has one of the following statuses after it is submitted:

- **Creation Started:** The Bills Receivable Batch Creation concurrent program is running.
- **Creation Completed:** The batch was successfully submitted and the Automatic Transactions Batch report was printed.

- **Draft:** Only the Automatic Transactions Batch report was printed. You can query Draft batches to modify selection criteria, submit the batch, or delete the batch.

## To automatically batch transactions for bills receivable:

1. Navigate to the Bills Receivable Transaction Batches window.
2. Select an operating unit.
3. Enter or update the bills receivable transaction batch Source.  
Receivables defaults the batch source from the AR: Bills Receivable Batch Source profile option, if there is one.
4. Enter a Batch Name if the batch source does not use automatic batch numbering. Otherwise Receivables assigns a name when you submit the batch.
5. Enter the Batch Date. The default is the current date.
6. Enter the batch GL Date.

**Note:** Bills that do not require acceptance inherit the GL date from the batch GL date. For bills that require acceptance, the GL date is derived when you enter an Acceptance GL date.

7. Enter the Issue Date for bills receivable created with this batch.
8. Enter a Maturity Date for bills receivable created with this batch (optional). The maturity date cannot be earlier than the issue date.  
If you leave this field blank, Receivables derives the maturity date from the bills receivable creation receipt method.
9. Enter a bills receivable Currency (optional).  
If you enter a currency, Receivables only exchanges transactions and creates bills receivable in this currency. If you leave the field blank, Receivables can create bills receivable in different currencies, depending on the transactions selected.
10. Enter any internal Comments.  
These comments are updated on each bill that is created by the batch and appear in the Bills Receivable window and Bills Receivable Portfolio Management window when you review the bill.
11. Enter any Special Instructions for this bill.  
These instructions are updated on each bill that is created by the batch and appear

in the Bills Receivable window and Bills Receivable Portfolio Management window when you review the bill. You can also choose to print special instructions on bills receivable.

12. Open the Selection Criteria tabbed region (optional).
13. Select transactions by payment schedule Due date range or Transaction date range.
14. In the Transactions region, enter any of these criteria:
  - Transaction Type
  - Receipt Method
  - Transaction Numbers range
15. In the Customers region, enter any of these criteria:
  - Customer Class
  - Customer Category
  - Customer Name
  - Customer Number
  - Customer Location

**Note:** The Class and Category fields are mutually exclusive. Use either the Name field or the Number field to identify a customer.

16. Choose the Submit button.
17. Choose the Draft radio button to print the Automatic Transactions Batch report only. Choose the Create radio button to print the report and submit the batch.
18. If you choose Create, check the Print box if you want to print bills receivable.

**Note:** You can only print bills receivable that require acceptance. The transaction type assigned to the bill must also contain a format program.

19. Choose the OK button.

After you run the batch, you can view and update the bills receivable and their assignments in the Bills Receivable window and the Assignments window.



## Related Topics

Transaction Batch Sources, *Oracle Receivables Implementation Guide*

Batching Transactions for Easy Entry and Retrieval, page 2-43

Automatic Transactions Batch Report, page 10-33

## Batching Transactions Using the Bills Receivable Batch Creation Concurrent Program

You can run the Bills Receivable Batch Creation concurrent program directly from the Submit Request window to create bills receivable automatically. You can use bills receivable parameters and selection criteria, and schedule the concurrent program to run periodically.

You can only create bills receivable in Create mode using the Submit Request window. Use the Bills Receivable window to review bills receivable created automatically.

## Request Parameters

Enter the following parameters to specify the desired options for the batch. You can enter additional parameters to limit the selection of transactions to exchange for bills receivable. For example, enter a Bills Receivable Receipt Method, Customer Class, or enter a range of transaction numbers, due dates, or transaction dates. Leave a field blank if you do not want to limit the search to transactions matching these criteria.

### Print

Enter Yes to print the bills receivable. You can only print bills receivable that require acceptance and that have a format program assigned to the transaction type.

### Batch Source

Enter a batch source.

### Batch Date

Enter the batch date. The default is the current date.

### GL Date

Enter the GL date for bills receivable created with this batch. The default is the current date.

### Issue Date

Enter the issue date for bills receivable created with this batch. The default is the current date.

### Maturity Date

Enter the maturity date for bills receivable created with this batch. The maturity date cannot be earlier than the issue date. If you leave this field blank, Receivables derives the maturity date from the bills receivable creation receipt method.

**Currency**

Enter the currency to use for the bill receivable. You can only exchange transactions that have the same currency and exchange rate that you enter here.

**Comments**

Enter any internal comments for bills receivable created with this batch.

**Special Instructions**

Enter any special instructions for bills receivable created with this batch.

## Exchanging a Transaction for a Bill Receivable

Use the Exchange option in the Actions menu of the Transactions window to exchange a transaction directly for a bill receivable. Choosing the Exchange option runs the Bills Receivable Batch Creation concurrent program to create a bill receivable from the selected transaction.

You can exchange only one transaction per bill receivable using this action. In addition, you can only exchange a completed transaction for a bill receivable.

**Prerequisites**

- Define AutoAccounting, *Oracle Receivables Implementation Guide*
- Define the customer bill-to site as a Drawee site, page 7-56
- Flag transactions for bills receivable, page 6-10
- Define bills receivable transaction batch source, *Oracle Receivables Implementation Guide*
- Assign a bills receivable transaction batch source to the AR: Bills Receivable Batch Source profile option, *Oracle Receivables Implementation Guide*
- Define document sequences (optional), *Oracle Receivables Implementation Guide*

### To exchange a transaction for a bill receivable:

1. Navigate to the Transactions window.
2. Query or enter a completed transaction.
3. Choose Exchange from the Actions menu.

Receivables submits the Bills Receivable Batch Creation concurrent program to exchange the completed transaction for a bill receivable.

4. Save your work.

After you exchange the transaction for a bill receivable, you can view and update the bill and its assignment in the Bills Receivable window and Assignments window.

## Related Topics

Entering Transactions, page 2-1

## Exchanging a Bill Receivable for a New Bill Receivable

Use the Exchange option in the Tools menu of the Bills Receivable window or the Bills Receivable Portfolio Management window to exchange an unpaid bill receivable for a new bill receivable.

You can only exchange for the full amount of the original bill. When you exchange an existing bill for a new bill, Receivables assigns a new bills receivable number to the new bill and defaults the maturity date and other existing information from the original bill. You can use the Bills Receivable window to update information and complete the bill.

Receivables updates the status of the original bill to Closed when you complete the new bill, or when you accept the new bill if acceptance is required.

### To exchange a bill receivable for a new bill receivable:

1. Navigate to the Bills Receivable window or the Bills Receivable Portfolio Management window.
2. Query or enter the bill receivable that you want to exchange.
3. Choose Exchange from the Tools menu.  
The Exchange window appears with the bill number for the new bill receivable.
4. Navigate to the Bills Receivable window.
5. Query the new bill number.
6. Update the information that you want for the new bill.
7. Save your work.

## Completing a Bill Receivable

Use the Complete Bill button in the Bills Receivable window to complete a bills receivable transaction. To complete a bill receivable, you must:

- Enter all required information for the bill.

- Assign transactions to the bill. Transactions must have the same currency as the bill, and all transactions must have the same exchange rate.
- Assign transactions up to the designated maximum amount of the bill, if applicable.

If the bill requires customer acceptance, completing the bill changes its status to Pending Acceptance. While a bill receivable has the status of Pending Acceptance, Receivables reserves the transactions that are assigned to the bill. When you receive written acceptance from the customer, you can update the bill using the Accept Bill button. See: Accepting a Bill Receivable, page 6-19 for more information.

If the bill does not require customer acceptance, completing the bill changes its status to Pending Remittance. Receivables records the first accounting for the bill, the assignments reduce the amount due on the exchanged transactions, and the bill appears in the customer's outstanding balance.

If you are using document sequences, Receivables ignores the Document Number Generation Level system option and generates the document number when you complete the bill receivable. If you want the document number and bill receivable number to be the same, check the Copy Document Number to Transaction Number box in the bills receivable transaction batch source.

### **To complete a bill receivable:**

1. Navigate to the Bills Receivable window.
2. Query or enter the bill receivable that you want.
3. Review the contents of the bill in the Bills Receivable window and the Assignments window to check that all information necessary for completing the bill is correct.
4. Choose the Complete Bill button.

Receivables checks the Complete box, changes the status of the bill, and generates the document sequence number, if applicable.

### **Returning a Bill Receivable to Incomplete Status**

You can return a completed bill receivable to the status Incomplete by using the Incomplete Bill button. This action applies only to these types of bills receivable:

- a bill that requires acceptance with the status Pending Acceptance,

*or*

- a bill that does not require acceptance with the status Pending Remittance.

For more information about when you can return a bill to the status Incomplete, see: Bills Receivable Management, page 6-22.

**To return a bill receivable to Incomplete status:**

1. Navigate to the Bills Receivable window.
2. Query or enter the bill receivable that you want.
3. Choose the Incomplete Bill button.

Receivables unchecks the Complete box and changes the status of the bill to Incomplete.

**Accepting a Bill Receivable**

Use the Acceptance window to enter drawee acceptance information. The Acceptance window is enabled only if a bill requires acceptance and the bill receivable is complete.

Receivables assigns the status Pending Acceptance to completed bills receivable that require drawee acceptance, with no GL date specified. Upon acceptance, Receivables records the first accounting for the bill, the assignments reduce the amount due on the exchanged transactions, and the bill appears in the customer's outstanding balance. The bill is updated with the status Pending Remittance.

**To enter acceptance information for a bill receivable:**

1. Navigate to the Bills Receivable window or the Bills Receivable Portfolio Management window.
2. Query or enter the bill receivable that you want.
3. Choose the Accept Bill button.
4. In the Acceptance Date field, enter the date that the customer accepted the bill receivable.

The acceptance date that you enter becomes the assignment date for the transactions exchanged for the bill.

5. If necessary, update the acceptance GL date in the Acceptance GL Date field.

The acceptance GL date that you enter updates the bill GL date and the assignment GL date for the transactions exchanged for the bill. Receivables calculates the acceptance GL date according to the open accounting period rules for the exchanged transactions.

6. Enter any comments in the Comments field.

## Printing a Bill Receivable

You can print bills receivable at different stages of the bill cycle. You can print bills receivable that require drawee acceptance individually or in batch after the bill is completed. You can also print bills receivable when you prepare a bills receivable remittance.

To print a bill receivable, you must:

- Set the Printing Option to Print for the bill. The Printing Option defaults from the transaction type, but you can change it.
- Assign a format program.

You can assign a format program to bills receivable transaction types.

If your printed bills receivable require stamps, you must set up stamp values according to the requirements of your tax authority. Prepare stamps that use preprinted forms or continuous stationery before printing your bills.

You can print bills receivable in these ways:

- **Individually:** Print an individual bill receivable from the Bills Receivable window by choosing Print Bill from the Actions menu, provided that the bill is complete and the Bills Receivable: Print function is enabled.

See: How Function Security Works, *Oracle Applications System Administrator's Guide - Security*.

- **Bills Receivable Batch:** You can print bills receivable when you create a bills receivable batch by choosing the Print Bill button in the Bills Receivable Transaction Batches window.
- **Bill Receivable Remittance Batch:** You can print bills receivable (other than promissory notes) that do not require drawee acceptance or were not previously printed when you run a bills receivable remittance batch, by checking the Print Bills box in the Remittance Batch Actions window.
- **Bills Receivable Format Report Program:** You can run the Bills Receivable Format Report program to print a bills receivable batch or bills receivable remittance batch.

## Related Topics

Transaction Types, *Oracle Receivables Implementation Guide*

Creating a Bills Receivable Remittance Batch, page 6-49

Bills Receivable Stamp Values, page 6-21

## Bills Receivable Stamp Values

Use the Stamp Values window to define ranges of bills receivable amounts and their corresponding stamp values. You must define bills receivable ranges and stamp values in the functional currency of your ledger.

Certain countries use stamps to provide legal protection for bills receivable. Depending on country requirements, you can purchase bills receivable stamps individually, as pre-stamped bills receivable documents, or as continuous-feed preprinted bills receivable.

The price of each stamp is based on the value of the bills receivable. The government normally publishes a listing of stamp prices for given ranges of bills receivable. For example, a stamp may cost 1,000 Spanish pesetas for bills receivable between 10,000 and 30,000 pesetas, and 2,000 pesetas for bills receivable between 31,000 and 60,000 pesetas, and so on.

After you define ranges of bills receivable amounts and their corresponding stamp values, you can use the Stamp Values report to determine the number and total cost of stamps required for a given bills receivable transaction batch.

### To define bills receivable stamp values:

1. Navigate to the Stamp Values window.
2. Select an operating unit.
3. In the From and To fields, enter the first range of bills receivable amounts.
4. Enter the Stamp Value that corresponds to this range of bills receivable amounts.
5. Repeat these steps for each bills receivable range and corresponding stamp value.

**Important:** Make sure that the bills receivable ranges do not overlap and that there are no gaps between ranges.

### Stamp Values Report

Use the Stamp Values report to review the number and amount of stamps that you must purchase for a given bills receivable batch. The report lists, for each bills receivable amount range, the number and total value of stamps required, with totals for the number of stamps and the stamp amount.

You can run the Stamp Values report before you print a bills receivable batch to determine how many stamps of each denomination you must purchase from your government shop.

**Tip:** If you are using preprinted bills receivable stationery or continuous-feed bills, you can divide your batches and/or print jobs based on ranges of values to match the preprinted stamp values.

Use the Standard Request Submission windows to submit the Stamp Values report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Creation Date From:** Enter the first bills receivable creation date to include in the report.

**Creation Date To:** Enter the last bills receivable creation date to include in the report.

**Transaction Type:** Enter the transaction type to use for the report.

**Transaction Batch Name:** Enter the transaction batch to use for the report.

## Report Headings

**<Report Title>:** *Stamp Values Report.*

**<Ledger>:** The reporting ledger.

**Report Date:** The report date and time.

**Page:** The page number.

**Creation Date From:** The creation date range included in the report.

**Transaction Type:** The bills receivable transaction type used in the report.

**Transaction Batch:** The bills receivable transaction batch used in the report.

## Column Headings

**Amount From:** The beginning bills receivable amount range.

**Amount To:** The ending bills receivable amount range.

**Stamp Value:** The stamp value for the bills receivable amount range.

**Number:** The number of stamps for the bills receivable amount range.

**Stamp Amount:** The total stamp purchase amount for the bills receivable amount range.

## Bills Receivable Management

The Bills Receivable Portfolio Management window lets you display bills receivable transactions according to your selection criteria, and provides you with many tools to review, update, and manage the entire life cycle of your bills receivable portfolio.



## Bills Receivable View and Analysis

View, analyze, and monitor your bills receivable in the Bills Receivable Portfolio Management window:

- View detailed information about a bill receivable, including current balance, current status, drawee, and remittance details. See: Viewing Bills Receivable, page 6-23.
- View the transactions assigned to a bill receivable. See: Viewing Bills Receivable Assignments, page 6-31.
- View the history of a bill receivable, including activities on the bill and significant dates in the life of the bill. See: Viewing Bills Receivable History, page 6-31.
- Use standard Receivables windows to review bills receivable transaction information in your customer accounts. See: Viewing Bills Receivable Transaction Information, page 6-33.

## Bills Receivable Updates

The life cycle of a bill receivable can vary from bill to bill. To manage your bills receivable, the following activities are available from the Bills Receivable Portfolio Management window:

Accept, page 6-35

Cancel, page 6-36

Eliminate Risk, page 6-38

Endorse, page 6-39

Exchange, page 6-40

Hold, page 6-39

Protest, page 6-41

Recall, page 6-36

Reestablish Risk, page 6-38

Release, page 6-39

Restate, page 6-40

Unpaid, page 6-37

## Viewing Bills Receivable

View and manage your bills receivable transactions in the Bills Receivable Portfolio Management window. Analyze bills receivable transactions by status or other criteria,

and view the history of actions taken on an individual bill.

The Bills Receivable Portfolio Management window is a folder window that you can customize. Use the Find Bills Receivable window to enter selection criteria for the bills receivable that you want.

### To select and view bills receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want to view.

**Note:** You cannot select and view bills receivable with the status Incomplete in the Bills Receivable Portfolio Management window. Use the Bills Receivable window to view Incomplete bills receivable.

3. Select a bill to review its details, assignments, and history. See: Bills Receivable Portfolio Management Window Reference, page 6-24 for a description of the fields in this window.
4. Use the Tools menu and available buttons in the Bills Receivable Portfolio Management window to take action on a bill. See: Updating Bills Receivable, page 6-33 for more information.

## Bills Receivable Portfolio Management Window Reference

This section provides a brief description of the fields in the Bills Receivable Portfolio Management window.

**Transaction Number:** The bill receivable transaction number.

**Transaction Status:** The status of the bill receivable: Pending Acceptance, Pending Remittance, Remitted, Factored, Matured Pending Risk Elimination, Unpaid, Protested, or Closed.

**Maturity Date:** The date when full payment is due on the bill.

**Drawee Name:** The name of the drawee who owes the debt on this bill.

**Issued by Drawee (check box):** If checked, indicates that the bill is a promissory note issued by the drawee.

**Signed (check box):** If checked, indicates that the bill requires drawee acceptance.

**Transaction Type:** The bills receivable transaction type that is assigned to the bill.

**Acceptance Date:** The date that a bill receivable requiring drawee acceptance was accepted by the drawee.

**Functional Amount:** The functional amount of the bill.

**Functional Balance:** The functional amount due on the bill.

**Balance Due:** The entered amount due.

**Original Entered Amount:** The original amount due.

**On Hold (check box):** Indicates that the bill is on hold.

**Drawee City:** The city of the drawee on the bill.

**Comments:** Any comments that were entered at the time the bill was created and/or completed.

**Drawee Contact:** The name of the drawee contact on the bill.

**Days Late:** The number of days after the maturity date that the bill remains unpaid.

**Document Number:** The document number.

**Drawee Account Number:** The drawee bank account number that is assigned to the bill.

**Drawee Bank City:** The city of the drawee bank branch that is assigned to the bill.

**Drawee Bank Country:** The country of the drawee bank branch that is assigned to the bill.

**Drawee Bank Number:** The bank number of the drawee bank that is assigned to the bill.

**Drawee Branch Name:** The name of the drawee bank branch that is assigned to the bill.

**Drawee Branch Province/State:** The province or state of the drawee bank branch that is assigned to the bill.

**Drawee Branch Postal Code:** The postal code of the drawee bank branch that is assigned to the bill.

**Drawee Category:** The drawee customer category.

**Drawee Class:** The drawee customer class.

**Drawee Number:** The drawee customer number.

**Bill Currency:** The bill receivable currency.

**Drawee Taxpayer ID:** The drawee taxpayer identification number.

**Drawee Location:** The location of the drawee site.

**Magnetic Format Code:** The magnetic format code to be used at remittance time.

**Selected For Remittance (check box):** If checked, indicates that the bill was selected for remittance.

**Drawee Postal Code:** The postal code of the drawee location.

**Last Printed Date:** The date that the bill was last printed.

**Drawee Province/State:** The drawee site province or state.

**Remittance Receipt Method:** The receipt method chosen when the bills was remitted.

**Remittance Account Currency:** The currency of the remittance bank account.

**Remittance Account Name:** The name of the remittance bank account.

**Remittance Account Number:** The number of the remittance bank account.

**Remittance Branch Postal Code:** The postal code of the remittance bank branch.

**Remittance Branch City:** The city of the remittance bank branch.

**Remittance Branch Country:** The country of the remittance bank branch.

**Remittance Bank Name:** The name of the remittance bank.

**Remittance Branch Number:** The branch number of the remittance bank.

**Remittance Bank Number:** The remittance bank number.

**Remittance Branch Province/State:** The province or state of the remittance bank branch.

**Remittance Branch Name:** The name of the remittance bank branch.

**Last Approved Batch:** The name of the last approved remittance batch that contained this bill.

**Remittance Batch Date:** The date of the remittance batch.

**Remittance Method:** The remittance method used when the bill was remitted.

**Reversal Reason:** The reason that the bill receivable was reversed (if applicable).

**Risk Elimination Days:** The number of risk elimination days on the bill.

**Special Instructions:** Any special instructions entered on the bill.

**Drawee VAT Number:** The drawee Value Added Tax identification number.

**Drawee Country:** The country in which the drawee site is located.

**Issue Date:** The date that the bill was first issued.

**Unpaid Date:** The date that the bill was marked as unpaid (if applicable).

**With Recourse (check box):** If checked, indicates the ownership of the debt.

**Selected For Remittance Batch:** If the bill is selected for remittance, the name of the remittance batch.

**Remittance Allow Override (check box):** If checked, indicates that the remittance bank information that is assigned to the bill can be overridden and the bill can be remitted to a different remittance bank account.

## Bills Receivable Portfolio Management Window Field Restrictions

The table below shows, for each bills receivable status, the update restrictions on each field in the Bills Receivable Portfolio Management window.

For the explanations of the footnotes that accompany this table, see Field Restrictions Legend, page 6-30.

Field	Inc. <sup>1</sup>	Pend. Accept <sup>2</sup>	Pend. Remit. <sup>3</sup>	Fact. <sup>4</sup>	Mat. Pend. Risk Elim. <sup>5</sup>	Remit. <sup>6</sup>	Closed
Accept Date	NA	Yes	No	No	No	No	No
Allow Override check box	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Amount	Yes	Yes	No	No	No	No	No
Comments	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Currency	Yes	No	No	No	No	No	No
Rate	Yes <sup>9</sup>	No	No	No	No	No	No
Rate Date	Yes	No	No	No	No	No	No
Rate Type	Yes	No	No	No	No	No	No
Doc Number	Yes <sup>11</sup>	No	No	No	No	No	No
Drawee Name	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Number	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Taxpayer ID	Yes <sup>13,15</sup>	No	No	No	No	No	No
Drawee Location	Yes	Yes	No	No	No	No	No
Drawee Address	Yes	Yes	No	No	No	No	No
Drawee Bank Details	Yes	Yes	Yes	No	No	No	No
GL Date	Yes <sup>10</sup>	NA	No	No	No	No	No
Issue Date	Yes	No	No	No	No	No	No

Field	Inc. <sup>1</sup>	Pend. Accept <sup>2</sup>	Pend. Remit. <sup>3</sup>	Fact. <sup>4</sup>	Mat. Pend. Risk Elim. <sup>5</sup>	Remit. <sup>6</sup>	Closed
Maturity Date	Yes	Yes	Yes	Yes <sup>12</sup>	No	Yes <sup>12</sup>	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number	No	No	No	No	No	No	No
Print Option	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>
Remittance Bank Details	Yes	Yes	Yes	No	No	No	No
Source	No	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Flexfields	Yes	Yes	Yes	Yes <sup>16</sup>	Yes	Yes	Yes
Type	Yes	No	No	No	No	No	No
Incomplete	NA	Yes <sup>17</sup>	Yes	No	No	No	No
Delete	Yes <sup>16</sup>	No	No	No	No	No	No

The table below shows, for each bills receivable status, the update restrictions on each field in the Bills Receivable Portfolio Management window.

For the explanations of the footnotes that accompany this table, see Field Restrictions Legend, page 6-30.

Field	Endrs. <sup>7</sup>	Unpaid	Protest	Cancel	Active	Posted	Selctd. for Remit. <sup>8</sup>
Accept Date	No	No	No	No	No	No	No
Allow Override check box	Yes	Yes	Yes	Yes	Yes	Yes	No

<b>Field</b>	<b>Endrs.<sup>7</sup></b>	<b>Unpaid</b>	<b>Protest</b>	<b>Cancel</b>	<b>Active</b>	<b>Posted</b>	<b>Selctd. for Remit. <sup>8</sup></b>
Amount	No	No	No	No	No	No	No
Comments	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Contact	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Currency	No	No	No	No	No	No	No
Rate	No	No	No	No	No	No	No
Rate Date	No	No	No	No	No	No	No
Rate Type	No	No	No	No	No	No	No
Doc Number	No	No	No	No	No	No	No
Drawee Name	No	No	No	No	No	No	No
Drawee Number	No	No	No	No	No	No	No
Drawee Taxpayer ID	No	No	No	No	No	No	No
Drawee Location	No	No	No	No	No	No	No
Drawee Address	No	No	No	No	No	No	No
Drawee Bank Details	No	Yes	Yes	No	Yes	Yes	No
GL Date	No	No	No	No	No	No	No
Issue Date	No	No	No	No	No	No	No
Maturity Date	No	Yes	No	No	Yes	Yes	No
Notes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Number	No	No	No	No	No	No	No
Print Option	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>	No	Yes <sup>14</sup>	Yes <sup>14</sup>	Yes <sup>14</sup>

Field	Endrs. <sup>7</sup>	Unpaid	Protest	Cancel	Active	Posted	Selctd. for Remit. 8
Remittance Bank Details	No	Yes	No	No	Yes	Yes	No
Source	No	No	No	No	No	No	No
Special Instructions	Yes	Yes	Yes	Yes	Yes	Yes	No
Flexfields	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Type	No	No	No	No	No	No	No
Incomplete	No	No	No	No	No	No	No
Delete	No	No	No	No	No	No	No

### Field Restrictions Legend

1	Incomplete
2	Pending Acceptance
3	Pending Remittance
4	Factored
5	Matured Pending Risk Elimination
6	Remitted
7	Endorsed
8	Selected for Remittance
9	Unless the functional currency is euro and the currency has a fixed rate relationship with the euro.
10	Unless the bill requires acceptance.
11	Unless the sequence number is manual and the document number has not yet been generated.



12	Unless the current maturity date has passed. Maturity Date > sysdate.
13	Unless the AR: Change Customer on Transaction profile option is set to No.
14	Unless a format is not defined for the transaction type.
15	Unless assignments are for customer transactions that are not related to the drawee, and Allow Payment of Unrelated Invoices is set to No.
16	Unless the System Option Allow Transaction Deletion is set to No.
17	Unless the bill requires drawee acceptance.

## Viewing Bills Receivable Assignments

Use the Assignments window to view the transactions assigned to a bill receivable.

### To view the transactions assigned to a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Assignments button.
4. Review the transactions assigned to the bill.

## Viewing Bills Receivable History

Use the History window to view the history of a bill receivable. The History window has three regions:

- **Header region** - Displays the totals of all activities on the bill.
- **Activities region** - Displays the payments, endorsements, and exchanges made against the bill.
- **Life Cycle region** - Displays each of the events in the bill's cycle.

### To view the history of a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.

2. Query the bills receivable that you want.
3. Select a bill and choose the History button.
4. Review the bill's history. See: History Window Reference, page 6-32 for a description of the fields in this window.
5. Select an activity in the Activities region and choose the Details button to review the actual record belonging to this activity.

## History Window Reference

This section provides a brief description of the fields in the History window.

### Header Region

Displays this information about the bill:

**Original Amount:** The original amount of the bill receivable transaction.

**Receipts:** The total receipt amount applied to the bill.

**Endorsements:** The total endorsement amount applied to the bill.

**Exchanges:** The total amount exchanged for another bill.

**Balance:** The total outstanding balance.

### Activities Region

Displays this information for each activity:

**Number:** The receipt, endorsement, or exchanged bill receivable number.

**Class:** Displays Payment for receipts, Adjustment for endorsements, and Exchange for exchanges.

**Date:** The date of the displayed activity.

**Currency:** The currency of the displayed activity.

**Amount:** The amount of the displayed activity.

**GL Date:** The GL date of the displayed activity.

### Life Cycle Region

Displays this information for each bill receivable event:

**Event:** The name of the displayed event. Bills receivable events are: Accepted, Canceled, Closed, Deselected for Remittance, Endorsed, Exchanged, Factored, Formatted, Hold, Matured Pending Risk Elimination, Maturity Date Updated, Pending Acceptance, Printed, Protested, Recalled, Reestablished Risk, Released, Restated, Risk Eliminated, Selected for Remittance, Standard Remitted, and Unpaid.

**Date:** The date of the event.

**Comments:** Additional information about the event, such as a status changed, either provided by a user or generated by Receivables.

## Viewing Bills Receivable Transaction Information

Oracle Receivables records bills receivable as separate transactions.

Use the Account Details window to view detailed information for bills receivable transactions. You can view the due date, number of days late, dispute amount, status, means of payment, and balance due for bills receivable and all other open documents that make up the customer balance.

You can use the Account Details window to review transactions that are assigned, or selected for assignment but not yet assigned, to bills receivable that have the status Pending Acceptance. You cannot perform any activity, such as applying receipts, credit memos, or adjustments, to transactions reserved for assignment that will cause the transaction amount to drop below the value that is reserved for exchange.

### Related Topics

Viewing Transactions, page 2-48

## Updating Bills Receivable

Use the Bills Receivable Portfolio Management window to update your completed bills receivable.

The specific actions that you can perform on a particular bill receivable depend on the current status of the bill. Use the table below to determine which actions you can perform for a given bill receivable status.

For the explanations of the footnotes that accompany this table, see Updates Legend, page 6-35.

Status	Accept	Cancel	Hold	Unhold	Recall	Risk Elim. <sup>1</sup>
Pending Acceptance	Yes	Yes	No	No	No	No
Pending Remittance	No	Yes <sup>2</sup>	Yes <sup>3</sup>	Yes <sup>4</sup>	No	No
Standard Remitted	No	No	No	No	Yes	No

<b>Status</b>	<b>Accept</b>	<b>Cancel</b>	<b>Hold</b>	<b>Unhold</b>	<b>Recall</b>	<b>Risk Elim.<sup>1</sup></b>
Factored Remitted	No	No	No	No	Yes	No
Matured Pending Risk Elimination	No	No	No	No	No	Yes <sup>8</sup>
Closed	No	No	No	No	No	No
Unpaid	No	Yes <sup>2</sup>	Yes <sup>3</sup>	Yes <sup>4</sup>	No	No
Protested	No	No	No	No	No	No
Endorsed	No	No	No	No	Yes	Yes

Use the table below to determine which actions you can perform for a given bill receivable status.

For the explanations of the footnotes that accompany this table, see Updates Legend, page 6-35.

<b>Status</b>	<b>Uneliminate</b>	<b>Unpaid</b>	<b>Protest</b>	<b>Endorse</b>	<b>Restate</b>	<b>Exchanged</b>
Pending Acceptance	No	No	No	No	No	No
Pending Remittance	No	Yes <sup>3</sup>	No	Yes <sup>2</sup>	No	No
Standard Remitted	No	Yes <sup>5</sup>	No	No	No	No
Factored Remitted	No	No	No	No	No	No
Matured Pending Risk Elimination	Yes <sup>7</sup>	Yes	No	No	No	No
Closed	Yes <sup>7</sup>	Yes <sup>6</sup>	No	No	No	No

Status	Uneliminate	Unpaid	Protest	Endorse	Restate	Exchanged
Unpaid	No	No	Yes	Yes <sup>2</sup>	Yes	Yes <sup>2</sup>
Protested	No	Yes	No	No	No	No
Endorsed	No	Yes <sup>5</sup>	No	No	No	No

## Updates Legend

- |   |  |
|---|--|
| 1 | Risk Eliminate   |
| 2 | If the original amount equals the amount due remaining, and if it is not selected for remittance, on hold, or reserved by another bill pending acceptance. |
| 3 | If not selected for remittance, on hold, or reserved by another bill pending acceptance.   |
| 4 | If on hold.  |
| 5 | If matured.  |
| 6 | If matured and paid by one receipt or one endorsement adjustment.  |
| 7 | If previously eliminated from risk (receipt or endorsement).   |
| 8 | If the receipt has been cleared.   |

## Accepting a Bill Receivable

If a bill receivable requires drawee acceptance (status of Pending Acceptance), enter acceptance information after the drawee returns the signed bill.

### To accept a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Accept button.
4. Enter the Acceptance Date and Acceptance GL Date. These dates must be on or after

the bill issue date.

The acceptance GL date updates the bill GL date and the assignment GL date for the transactions that are exchanged for the bill.

5. Enter any Comments.
6. Choose the OK button.

Receivables updates the GL Date with the acceptance GL date and updates the bill status to Pending Remittance.

## Canceling a Bill Receivable

Cancel a bill receivable to return the debt to the transactions that were originally exchanged for the bill. You can cancel a bill that is Pending Acceptance, Pending Remittance, or Unpaid. If the bill is Pending Acceptance, canceling the bill releases the exchanged transactions and has no accounting effect. If the bill is Pending Remittance or Unpaid, Receivables unassigns the exchanged transactions and creates reverse accounting entries.

### To cancel a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Cancel button.
4. Enter the Cancellation Date.
5. If applicable, enter the GL Date. You do not enter a GL date for bills Pending Acceptance.
6. Enter any Comments.
7. Choose the OK button.

Receivables updates the bill status to Canceled.

## Recalling a Bill Receivable

Recall a bill receivable that has been remitted or endorsed without recourse. Recalling a bill returns the bill to its earlier status of Pending Remittance or Unpaid. When you recall a bill that is Factored with Recourse, Receivables reverses the receipt(s) created when the bill was factored. When you recall a bill that is Endorsed with Recourse, Receivables creates a reversing endorsement adjustment.

**To recall a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Recall button.
4. Enter the Recall Date and GL Date. These dates must be on or after the remittance or endorsement date.
5. Enter any Comments.
6. Choose the OK button.

Receivables reverses the receipt or creates a reversing endorsement adjustment, if applicable, and updates the bill to its previous status of Pending Remittance or Unpaid.

**Marking a Bill Receivable as Unpaid**

On the bill receivable maturity date, the drawee is expected to pay the bill. If payment is not received, you should mark the bill as Unpaid. When marking a bill Unpaid, Receivables updates the status of the bill to Unpaid. The open balance is recorded as a debit to Unpaid Bills Receivable. In addition, Receivables performs different actions depending upon the status of the bill that you are marking as Unpaid:

- When you mark a bill that is Matured Pending Risk Elimination as Unpaid, Receivables reverses the receipt created when the bill was factored with recourse.
- When you mark a bill that is Remitted or Factored with Recourse and then Closed as Unpaid, Receivables reverses the receipt created as a result of the remittance.
- When you mark a bill that was Endorsed with Recourse and then Closed as Unpaid, Receivables reverses the endorsement adjustment.

**Note:** If any deferred VAT was accounted for at maturity, it is reversed.

You can later restate a bill that was marked as Unpaid. See: Restating a Bill Receivable, page 6-40 for more information.

**To mark a bill receivable as Unpaid:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Unpaid button.

4. Enter the Unpaid Date and the GL Date.
5. Enter the Reason that you are marking this bill as Unpaid.
6. Enter any Comments.

## **Eliminating or Reestablishing Risk on a Bill Receivable**

### **Eliminating Risk**

You can eliminate risk on matured, factored, or endorsed bills receivable. When you eliminate risk on a factored bill receivable, Receivables reverses the short term debt entry and closes the bill. When you eliminate risk on an endorsed bill receivable, Receivables approves the pending endorsement adjustment and closes the bill.

#### **To eliminate risk on a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Eliminate Risk button.

### **Reestablishing Risk**

You can reestablish risk on a bill that was previously eliminated from risk.

When you reestablish risk on a Closed bill receivable that was factored with recourse, Receivables unapplies the receipt that was created when the bill was factored and applies the receipt to short term debt. The status of the bill is updated to Matured Pending Risk Elimination.

When you reestablish risk on a Closed bill receivable that was endorsed with recourse, Receivables reverses the endorsement adjustment and creates an endorsement adjustment pending risk elimination. The status of the bill is updated to Endorsed.

#### **To reestablish risk on a bill receivable:**

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Reestablish Risk button.



## Holding or Releasing from Hold a Bill Receivable

### Holding

If you place a bill receivable on Hold, Receivables excludes the bill from remittance.

#### To place a bill receivable on hold:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Hold button.

### Releasing from Hold

You can release a bill receivable that is on hold to make it available again for remittance.

#### To release a bill receivable from hold:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Release Hold button.

## Endorsing a Bill Receivable

You can endorse a bill receivable and use it as payment against your supplier invoices.

If you endorse the bill receivable with recourse, Receivables updates the status to Endorsed and creates a pending approval endorsement adjustment. If you endorse the bill receivable without recourse, Receivables closes the bill with an approved adjustment and updates the status to Closed.

**Important:** Additional steps are required in your Payables application to record the endorsement.

#### To endorse a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select Endorse from the Tools menu.

4. If necessary, uncheck the Endorse With Recourse box.

**Note:** The AR: Factor/Endorse Bills Receivable Without Recourse profile option controls whether you can uncheck the Endorse With Recourse box. See: Profile Options, *Oracle Receivables Implementation Guide*.

5. Enter the Endorsement Activity.
6. Enter the Endorsement Date and the GL Date.
7. Enter any Comments.

## Exchanging a Bill Receivable

You can exchange an Unpaid bill receivable for a new bill receivable. When you exchange a bill, Receivables creates a new bill with the existing bill assigned to it.

You can assign additional transactions to the new bill, including debit memos that you create to pass on processing charges to the drawee. See: Manually Assigning Transactions to a Bill Receivable, page 6-7 for more information.

### To exchange a bill receivable for a new bill:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Exchange button. The Exchange window appears.
4. Choose the OK button.
5. Use the Bills Receivable window to review and update the transactions assigned to the bill.

## Restating a Bill Receivable

When you restate a bill receivable, Receivables reclassifies the bill from Unpaid to Pending Remittance.

### To restate a bill receivable:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.

3. Select a bill and choose the Restate button.
4. Enter a Restatement Date.
5. Enter the GL Date.
6. Enter any Comments.

## Marking a Bill Receivable as Under Protest

In the collection process, the drawee may officially protest the bill receivable. During this time, you can mark the bill as Under Protest. There is no accounting impact.

### To mark a bill receivable as under protest:

1. Navigate to the Bills Receivable Portfolio Management window.
2. Query the bills receivable that you want.
3. Select a bill and choose the Protest button.
4. Enter the Protest Date.
5. Enter any Comments.

## Bills Receivable Reports

Receivables provides you with a number of reports to help you manage your bills receivable activity. There are nine bills receivable reports:

- Automatic Transactions Batch report, page 10-33
- Bills Receivable By Status report, page 10-38
- Bills Receivable Format Report program, page 10-40
- Bills Receivable Maturity and Risk program and report, page 6-58
- Bills Receivable Reminder Letters, page 10-41
- Bills Receivable Remittance Batch Management report, page 10-42
- Bills Receivable Summary report, page 10-45
- Bills Receivable Stamp Values, page 6-21
- Transactions Awaiting Consolidation, page 10-137

The Bills Receivable By Status report and the Bills Receivable Summary report are RXi reports.

## Related Topics

Using Standard Request Submission, *Oracle Applications User's Guide*

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Bills Receivable Remittance

Remit bills receivable to your remittance bank or other financial institution to initiate the collection process from your customers. Before remitting to a bank, you must create, approve, and format/print bills receivable using a remittance batch.

Receivables lets you record the following types of bills receivable remittances:

- **Standard remittances:** You remit bills receivable to your bank, and the bank manages the collection process. On the bill receivable maturity date, the bank collects payment in full from your customers and transfers the funds directly to your bank account, less any fees or other charges. With standard remittances, you bear the financial risk of customer default.
- **Factored remittances:** You remit bills receivable as collateral in return for cash advances or loans from your bank. Receivables creates a receipt for the bill receivable upon remittance. If the bill receivable is factored with recourse, you bear the financial risk of customer default, and Receivables records a short-term debt for the default risk. If the bill receivable is factored without recourse, the bank assumes the risk of customer default, and Receivables closes the bill upon creation of the receipt.

When you create a bills receivable remittance, the receipt class determines the remittance processes, and the bills receivable remittance receipt method that is assigned to the receipt class determines the accounting for the bills receivable. Receivables selects qualifying bills receivable for remittance and groups them according to the remittance bank that is assigned to each bill. You can specify additional selection criteria to limit the bills receivable that are selected for remittance. See: *Creating a Bills Receivable Remittance Batch*, page 6-49 for more information about selecting bills receivable for remittance.

You can use one or both of these methods to create a bills receivable remittance:

- **Automatic method:** Receivables selects bills receivable that meet selection criteria for a remittance batch.
- **Manual method:** Receivables lets you review the bills receivable included in a batch

and update the selections before creating the remittance batch.

## Creating Receipts for Bills Receivable Remittances

Receivables creates a receipt for each bill receivable that is remitted to the bank. The remittance method for the remittance batch determines when a receipt is created. You create a receipt to record the accounting event of the expected fund transfer.

**Standard remittances:** Run the Bills Receivable Maturity and Risk program to create receipts and apply them to bills receivable, either at the maturity date plus the number of collection days or at the remittance date plus the number of collection days, whichever comes later. Receivables updates the status of the bill receivable to Closed when the receipt is applied to the bill receivable.

**Factored remittances:** Receivables creates a receipt when a remittance is approved. For bills receivable that are factored with recourse, the receipt is applied to short-term debt and the status of the bill is updated to Remitted. For bills receivable factored without recourse, the receipt is applied to the bill receivable upon remittance and the status of the bill is updated to Closed.

**Note:** If you want to use the bill receivable number as the receipt number, check the Receipts Inherit Transaction Numbers box when you define the receipt method for the bills receivable remittance.

## Clearing Receipts for Bills Receivable Remittances

The clearing method of the bills receivable receipt class determines when Receivables clears receipts and recognizes cash in the remittance process of bills receivable. You indicate a clearing method when you define the receipt class with a creation method of Bills Receivable Remittance. You enter the number of clearing days and risk elimination days when you define the bills receivable remittance receipt method assigned to the receipt class. Choose one of these clearing methods:

- **Directly:** Receivables clears the receipt upon creation, and recognizes cash on the receipt date.
- **Automatic Clearing:** Run the Automatic Clearing program to clear receipts on the receipt dates plus the number of clearing days. For standard remittances, the receipt date is either the maturity date plus the number of collection days or the remittance date plus the number of collection days, whichever comes later. For factored remittances, the receipt date is simply the remittance date.
- **By Matching:** Use Oracle Cash Management to clear the receipt and reconcile cash to your bank statements.

## Related Topics

Receipt Methods, *Oracle Receivables Implementation Guide*

Receipt Classes, *Oracle Receivables Implementation Guide*

## Accounting for Bills Receivable Remittances and Receipts

### Bills Receivable

When you Complete a bill receivable (or Accept a bill receivable if it requires acceptance), Receivables creates this journal entry:

```
DR Bills Receivable
   CR Receivables
```

### Remitted Bills Receivable

When you Remit a bill receivable with a Standard remittance method, Receivables creates this journal entry:

```
DR Remitted Bills Receivable
   CR Bills Receivable
```

On Maturity (or Maturity plus the number of collection days if the bill is remitted on or after maturity), Receivables creates this journal entry:

```
DR Remittance
   CR Remitted Bills Receivable
```

**Note:** If the original transactions exchanged for the bill have deferred tax entries, Receivables also creates this journal entry:

```
DR Interim Tax
   CR Collected Tax
```

When you Clear the receipt, Receivables creates this journal entry:

```
DR Cash
DR Bank Charges
   CR Remittance
```

### Factored Bills Receivable with Recourse

When you Factor a bill receivable with recourse, Receivables creates this journal entry:

```
DR Factored Bills Receivable
   CR Bills Receivable
DR Remittance
   CR Short Term Debt
```

When you Clear the receipt, Receivables creates this journal entry:

```
DR Cash
DR Bank Charges
   CR Remittance
```

If the bill was remitted before maturity and if the original transactions exchanged for the bill have deferred tax entries, Receivables creates this journal entry on Maturity:

DR Interim Tax  
CR Collected Tax

When you Eliminate the Risk on a factored bill receivable, Receivables creates this journal entry:

DR Short Term Debt  
CR Factored Bills Receivable

### Factored Bills Receivable without Recourse

When you Factor a bill receivable without recourse, Receivables creates this journal entry:

DR Remittance  
CR Bills Receivable

When you clear the receipt, Receivables creates this journal entry:

DR Cash  
DR Bank Charges  
CR Remittance

### Endorsed Bills Receivable

When you Endorse a bill receivable without recourse or when you Risk Eliminate a bill receivable endorsed with recourse, Receivables creates this journal entry:

DR Endorsement  
CR Bills Receivable

**Note:** If the original transactions exchanged for the bill have deferred tax entries, Receivables also creates this journal entry:

DR Interim Tax  
CR Collected Tax

### Unpaid Bills Receivable

When you mark a bill receivable as Unpaid, Receivables creates this journal entry:

DR Unpaid Bills Receivable  
CR Bills Receivable

**Note:** The credit account depends on the last receivable classification of the bill prior to marking the bill as Unpaid.

**Important:** Additional entries may result if a receipt created during the remittance process is reversed and if deferred VAT was moved to collected tax.

## Bills Receivable Remittance Accounting Entries and Statuses

The tables in this section describe the accounting entries and bills receivable statuses throughout the entire remittance and clearing process. Each table shows, for a particular type of remittance, the actions that you can perform on a bill receivable and the corresponding accounting entries and status that Receivables creates.

### Before Remittance

This table shows the accounting entries and status of a bill receivable Before Remittance:

Action and Date	Accounting Entries	Status of Bills Receivable
Assign accounts receivable to a bill receivable	DR Bills Receivable CR Accounts Receivable	Pending Remittance

### Standard Remittance

This table shows the accounting entries and statuses of a bill receivable for a Standard Remittance:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances	DR Remitted Bills Receivable CR Bills Receivable	Remitted
Create receipts on maturity date plus collection days	(Directly/Automatic Clearing and By Matching) DR Cash/ Remittance DR Bank Fees CR Remitted Bills Receivable	Closed
Clear receipts	(Automatic Clearing and By Matching) DR Cash CR Remittance	Receipt Cleared



**Remittance Factored with Recourse**

This table shows the accounting entries and statuses of a bill receivable for a Remittance Factored with Recourse:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances	DR Factored Bills Receivable CR Bills Receivable	Factored
Create receipts upon remittance of bills receivable	(Direct/Automatic Clearing and By Matching) DR Cash/ Remittance DR Bank Fees CR Short Term Debt	Factored
Clear receipts	(Automatic Clearing and By Matching) DR Cash CR Remittance	Receipt Cleared
Maturity date	None	Matured Pending Risk Elimination
Maturity date plus risk elimination days	DR Short Term Debt CR Factored Bills Receivable	Closed

**Remittance Factored without Recourse**

This table shows the accounting entries and statuses of a bill receivable for a Remittance Factored without Recourse:

Action and Date	Accounting Entries	Status of Bills Receivable
Approve remittances and create receipts	(Direct/Automatic Clearing and By Matching)  DR Cash/ Remittance  DR Bank Fees  CR Bills Receivable	Closed
Clear receipts	(Automatic Clearing and By Matching)  DR Cash  CR Remittance	Receipt Cleared

## Exporting and Importing Bills Receivable Remittances

### Export

Use the Receivables Export function to export the remittance batch information in the Maintain Remittance Batch window to a file.

In the Maintain Remittance Batch window, query a remittance batch that has not yet been approved and display the fields in the Bills Receivable window that are required by the bank. Use the Export function from the Tools menu to save the information of this batch to a file. The bank uses the information in the file to confirm and select bills receivable to include in the remittance batch.

### Import

Use the Import API to import data from bills receivable remittance batches that were confirmed by banks or created in another system. You can call the Import API through a feeder program or a customized user window. After importing the data into Receivables, you can create, approve, and format/print bills receivable remittance batches.

When you import data into Receivables, the Import API performs a set of validations to ensure that the Remittance Bank Number, the Remittance Bank Branch Number, and the Remittance Bank Account Number correspond to a valid remittance bank. The Import API validates these items:

- Media Reference is unique and is used to identify a batch.
- Remittance Method is either Standard or Factoring.

- Receipt Method corresponds to a valid bills receivable remittance receipt method with a Remittance Bank Account assigned to it.
- With Recourse Indicator is either Yes or No.
- Remittance Date is a valid date.
- Remittance GL Date is in an open or future period.
- Remittance Currency is a valid currency.
- CUSTOMER\_TRX\_ID, the internal reference number that Receivables uses to identify a bill receivable, is unique.

## Related Topics

About Remittances, page 5-25

## Creating a Bills Receivable Remittance Batch

Use the Remittances window to create a bills receivable remittance batch. All bills receivable with the status Pending Remittance are eligible for selection. In creating a bills receivable remittance batch, Receivables uses the currency and the remittance bank information to select bills receivable. You can specify additional selection criteria to limit the bills that are selected for remittance.

**Note:** Bills receivable with the status Unpaid are eligible for selection if the Include Unpaid Status box is checked in the Criteria tabbed region.

Based on the remittance bank information of the batch, Receivables selects bills receivable that have:

- the same remittance bank account as the remittance batch, and
- no remittance bank account, and
- a different bank account from that of the remittance batch, if the Allow Override box is checked for the remittance bank.

**Note:** You can change the batch remittance bank information after the remittance batch is created. However, you will receive a warning if the remittance bank of any bill receivable in the batch is different from the new remittance bank of the batch, unless the Allow Override box is checked on that bill receivable.

You can create a bills receivable remittance batch using the Auto Create method or the

Manual Create method. Auto Create selects all bills receivable that meet the selection criteria of the batch. Manual Create gives you the option to review the bills receivable and change the bills selected before creating the batch.

There are three steps to creating a bills receivable remittance batch:

- 1. Create:** Create a bills receivable remittance batch using the specified selection criteria.
- 2. Approve:** Initiate the accounting event for the specific type of bills receivable remittance.
- 3. Format/Print:** Format bills receivable remittance batches on magnetic media to send to your bank (or choose Print to print bills receivable on paper).

With either creation method (Auto Create or Manual Create) you can also create, approve, and format/print remittance batches in a single step.

## Process Status

You can track the progress of a bills receivable remittance batch by referring to the batch process status. Valid statuses are:

- Started Creation
- Started Approval
- Started Format
- Started Cancellation
- Completed Creation
- Completed Approval
- Completed Format
- Completed Cancellation

## Selecting Bills Receivable for Remittance

When you create a remittance batch, Receivables validates the status, currency, and remittance bank information of the bills receivable included in the batch. Receivables then selects bills receivable in maturity date order, starting with the earliest maturity date.

**Note:** Once a bill receivable is selected for a remittance batch, you cannot apply customer payments or other activities to the bill, or select the bill for another remittance batch.

### Prerequisites

- Define remittance bank accounts.  
See: Bank Account Model Overview, *Oracle Cash Management User Guide*.
- Define a receipt class with a creation method of bills receivable remittance, *Oracle Receivables Implementation Guide*.
- Define bills receivable remittance receipt methods and assign bank accounts to receipt methods, *Oracle Receivables Implementation Guide*.
- Set up document sequences (optional), *Oracle Receivables Implementation Guide*.

### To create a bills receivable remittance batch:

1. Navigate to the Remittances window. The Batch Type displayed is Remittance Bills Receivable. You cannot change the Batch Type.
2. Select an operating unit.
3. If your Receipt Source does not specify Automatic Batch Numbering, enter a unique Batch Name or number. Otherwise, Receivables assigns a number when you save.  
See: Receipt Sources, *Oracle Receivables Implementation Guide*.
4. Enter the Currency for this batch. The default is your functional currency, but you can change it. You can only group bills receivable with the same currency into a remittance batch.
5. Enter the Remittance and GL Dates. The default Remittance 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, then the default is the last date of the most recent open period. The GL Date must be in an open or future period. The GL Date determines when the remittance batch is posted to General Ledger.
6. If your format requires that you submit to the remittance bank printed bills receivable along with the magnetic transmission, check the Include Printed Bills Receivable box. This box is required if you are using the Spanish Bills Receivable CSB32 Template for the remittance.
7. Choose a Remittance Method. The default is Factoring. Choose Standard to remit this batch to the bank for collection of the bills receivable on maturity date; or choose Factoring to borrow money against the bills receivable before maturity date.

**Note:** If you choose Factoring, the With Recourse box is checked by default. Use this check box to indicate whether the bank has the right of recourse in the event a customer defaults on the bills

receivable. The box is unchecked if you choose Standard.

8. Choose a Receipt Class. The list of values displays only receipt classes with a creation method of Bills Receivable Remittance and a Remittance Method for the batch. The receipt class determines the processing steps of the remittance.
9. Choose a Receipt Method. The list of values displays only receipt methods assigned to the Receipt Class with a Remittance Method for the batch. You can select only active receipt methods for remittances.
10. In the Media Reference field, enter your user-defined reference to include on a magnetic transmission of the remittance to the bank (optional).
11. Enter Remittance Bank information for this batch. You can only select a remittance bank that has bank accounts assigned to the receipt method selected for this remittance batch. The default is the primary remittance bank account of the receipt method, if the primary remittance bank account is in the same currency as that of the remittance batch.
12. Choose the Print Program. Receivables uses the Print Program for the print format on paper. The default is the print program that you selected for the remittance bank, with the remittance bank assigned to receipt method of this batch. You can override the default for this program.
13. Enter the Deposit Number reference to include in the magnetic transmission of the remittance batch (optional).
14. Enter any Comments about this batch.

**Note:** The Count and Amount fields display the number and total amount of bills receivable selected for this remittance batch. Receivables assigns a unique Request ID number for your concurrent request every time you run a task or tasks from the Remittance Batch Actions window. Use the Request ID to check the status of your remittance process in the View Requests window.

15. Open the Selection Criteria tabbed region, and enter selection criteria to create a remittance batch for specific bills receivable transactions or drawees (optional). Leave a field blank if you do not want to limit your query. See: Selection Criteria Tabbed Region Field Reference, page 6-54.
16. Choose the Auto Create button or the Manual Create button. If you choose the Auto Create button, go to step 18.

17. Manual Create lets you review, in the Maintain Remittance Batch window, bills receivable that meet the selection criteria of this batch. Check the Select box to include a bill receivable in the batch, or choose bills receivable from the list of values. See: Maintaining Bills Receivable Remittances, page 6-55.
18. Choose the Actions button.
19. In the Remittance Batch Actions window, check the boxes to perform the following tasks:
  - **Create:** Create a remittance batch of bills receivable. Receivables checks the Select box in the Bills Receivable Portfolio Management window to indicate that bills receivable were selected for a pre-approved remittance batch.
  - **Cancel:** Cancel a remittance batch that was not approved. This deselects bills receivable from the batch, making them available for inclusion in a different remittance batch.
  - **Approve:** Approve the remittance batch to initiate the accounting event that reclassifies the bills receivable that were selected for remittance. Depending on the remittance method, the status of the bills receivable is updated to Standard or Factored.
  - **Format:** Format the remittance batch using Oracle Payments.
  - **Print Report:** Print the Bills Receivable Remittance Batch Management report for this remittance batch. You can print a report for the remittance in any status. See also: Bills Receivable Remittance Batch Management Report, page 10-42.
  - **Print Bills:** Run the Print Program that you selected for this batch to print bills receivable on paper.

**Tip:** To create a bills receivable remittance, you need to Create, Approve, and Format/Print. You can perform all three tasks in one step.

20. Choose the OK button. Receivables generates a batch Name if your Receipt Source specifies Automatic Batch Numbering. 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 remittance batch in the View Requests window.

**Important:** If your batch has a status of Started Creation and the concurrent process terminates, you must delete the batch and resubmit the bills receivable remittance creation process.

**Tip:** Use the Bills Receivable Remittance Batch management report to review the status of your bills receivable remittance batch.

### Selection Criteria Tabbed Region Field Reference (All fields are optional)

**Remittance Minimum Total:** Enter a minimum amount for this remittance batch. Receivables does not create a remittance if the total amount of the selected bills receivable is less than the minimum total specified for the batch.

**Remittance Maximum Total:** Enter a maximum amount for this remittance batch. Bills receivable with the earliest maturity dates are selected first.

To ensure that the total amount of bills receivable is as close to the maximum total as possible, Receivables selects a bill receivable for inclusion in the batch if the bill maturity date is within the maturity date range of the batch, and if including the bill does not cause the remittance total to exceed the maximum amount.

**Bills Receivable Transaction Type:** Specify the bills receivable transaction types to include in the batch.

**Bills Receivable Maturity Dates:** Select bills receivable by a range of maturity dates.

**Bills Receivable Numbers:** Select bills receivable by a range of bill numbers.

**Bills Receivable Amounts:** Select bills receivable by a range of bill amounts.

**Drawee Issued:** Check this box, and leave the Signed and Unsigned boxes unchecked, to include only bills that are issued by drawee.

**Signed:** Check this box to include only bills receivable that require drawee acceptance. Leave the box unchecked to include only bills receivable that do not require drawee acceptance.

**Unsigned:** Check this box, and leave the Drawee Issued and Signed boxes unchecked, to include only unsigned bills receivable.

**Include Unpaid Status:** Check this box to include bills receivable with the status of Unpaid.

**Drawee Names:** Select bills receivable by a range of drawee names.

**Drawee Numbers:** Select bills receivable by a range of drawee numbers.

**Drawee Classes:** Select bills receivable by a range of drawee customer classes.

**Drawee Bank:** Select only bills receivable for drawees with the specified drawee bank name.

**Drawee Branch:** Select only bills receivable for drawees with the specified drawee bank branch.

**Bills Receivable Sort Criteria:** The primary sort criteria for the selected bills receivable is maturity date in ascending order. You can specify additional sort criteria, in



ascending or descending order, by bills receivable transaction Number or Amount, or by bills receivable Transaction Type.

**Drawee Sort Criteria:** You can sort in ascending or descending order using one of the Drawee selection criteria. This sort comes after the maturity date and bills receivable sort criteria.

## Related Topics

Creating Remittance Batches, page 5-30

Entering Receipts, page 4-1

Approving Remittance Batches, page 5-36

Factoring Remittances, page 5-29

Manually Creating a Remittance Batch, page 5-34

Selecting Bills Receivable for Remittance, page 6-50

## Maintaining Bills Receivable Remittances

Use the Maintain Remittance Batch window to update the selection of bills receivable in a remittance batch. Once you are satisfied with the bills that are selected, you can submit a request to create, approve, and format/print the remittance.

You can select and deselect bills receivable for a remittance batch in the Maintain Remittance Batch window until the batch is approved. Depending on the remittance method, approving a remittance batch updates the status of the bills receivable from Pending Remittance to either Remitted or Factored. Use the Bills Receivable Portfolio Management window to manage bills receivable remittances after they are approved.

You navigate to the Maintain Remittance Batch window from the Remittances window. There are two ways to navigate to the Maintain Remittance Batch window:

- Query an existing unapproved remittance batch in the Remittances window and then choose Maintain,

*or*

- Enter new remittance batch information in the Remittances window and then choose Manual Create.

### To maintain bills receivable remittances:

1. Navigate to the Remittances window.
2. Query a remittance batch and choose the Maintain button. Go to step 4.
3. Enter a new remittance batch and choose the Manual Create button. See: Creating a

Bills Receivable Remittance Batch, page 6-49.

4. Choose Bills Receivable Numbers from the list of values. You can only query bills receivable that have the same currency and remittance bank as the remittance batch, unless the Allow Override box is checked for the remittance bank.
5. Check the Select box to include bills receivable in this remittance batch. Receivables updates the Remittance Amount and Count for this batch. To deselect a bill receivable, uncheck the Select box.
6. When you are satisfied with your selections, choose the Actions button to open the Remittance Batch Actions window.
7. In the Remittance Batch Actions window, you create, approve, and format/print the remittance batch. Depending upon the function security set up by your system administrator, you may be able to perform all three of these tasks at the same time. Choose from these tasks:
  - **Print Report:** Print the Bills Receivable Remittance Batch Management report for this remittance batch. You can print a report for the remittance in any status. See also: Bills Receivable Remittance Batch Management Report, page 10-42.
  - **Print Bills:** Run the Print Program that you selected for this batch to print bills receivable on paper.

**Note:** In a remittance batch, you can only print unsigned bills receivable that have not already been printed.

- **Create:** Create a remittance batch of selected bills receivable and check the Select box in the Bills Receivable Portfolio Management window for each selected bill receivable.
  - **Format/Reformat:** Format the remittance batch using Oracle Payments.
  - **Approve:** Initiate the accounting event to reclassify the bills receivable transactions selected for remittance. Depending on the remittance method, the status of the bills receivable is updated to Standard or Factored.
  - **Cancel:** Cancel a remittance batch that has not been approved. This deselects bills receivable from the batch, making them available for inclusion in another remittance batch.
8. You can update the selection of bills receivable for this batch until the remittance is approved.

## Formatting and Printing Bills Receivable Remittances

You format bills receivable remittances on magnetic media for transmission to your remittance bank. You can also print the bills receivable document on paper for remittance purposes. You can format or print bills receivable remittance batches as often as you need to both before and after approval.

You select the print program when creating a bills receivable remittance batch. You can assign a print program to a bills receivable remittance by entering a print program in the Remittance Print field in the Formatting Programs region of the Remittance Banks window, or in the Print Program field in the Remittances window. Receivables prints the bills receivable using the print program.

You can also specify a printing program when you assign a remittance bank to a bills receivable remittance receipt method. See: *Defining a Bills Receivable Remittance Receipt Method, Oracle Receivables Implementation Guide*.

Oracle Payments provides you with the ability to configure and format electronic files for submission to financial institutions. See: *Enabling the Funds Capture Process, Oracle Receivables Implementation Guide*.

### To format or print a remittance batch:

1. Navigate to the Remittances window.
2. Navigate to the Maintain Remittance Batch window by querying an existing remittance batch or creating a new remittance batch. See: *Maintaining Bills Receivable Remittances*, page 6-55.
3. In the Maintain Remittance Batch window, choose the Actions button.
4. Check the Format box to format the bills receivable.
5. Check the Print Bills box to print the bills receivable on paper.

## Payments Received Prior to Remittance Approval

If a customer drawee makes a payment prior to a bills receivable remittance batch being approved, you can either:

- Deselect the bill receivable from a remittance batch in the Maintain Remittance Batch window and apply the payments directly to the bill receivable in the Receipts workbench. See: *Maintaining Bills Receivable Remittances*, page 6-55.

*or*

- Cancel the bill receivable in the Bills Receivable Portfolio Management window and apply the payment directly to the transactions included in the bill receivable.

## Bills Receivable Maturity and Risk Program and Report

Use the Bills Receivable Maturity and Risk program and report to create and apply receipts for standard remitted bills receivable, and to apply receipts and eliminate risk on bills receivable factored with recourse. The report lists the adjustments to each bill receivable and shows all receipts that were cleared by the program run.

You can run the Bills Receivable Maturity and Risk program to accomplish a number of different tasks in relation to bills receivable remittances. These tasks are:

- Create the receipt on the maturity date for standard remittances.
- Create the receipt when the remittance is approved for factored remittances.
- Unapply the receipt from short-term debt and apply it to the bill receivable at the maturity date plus risk elimination days for remittances factored with recourse.
- Update the bill receivable status to Matured Pending Risk Elimination at the maturity date plus risk elimination days, and update the bill status to Closed for eliminating risk on bills factored with recourse.
- Approve the endorsement adjustment, change the bill receivable status to Closed, and move any deferred VAT associated with the bill receivable from the Deferred VAT to the Output VAT accounts when eliminating risk on bills endorsed with recourse.

For standard remitted bills receivable, Receivables both creates the receipt and applies it to the bill receivable. The apply date is the same as the receipt date. Receivables normally performs these operations on the bill maturity date. If the bill was remitted with insufficient time for the bank to collect the funds from the drawee by the maturity date, then Receivables performs these operations on the remittance date plus the number of remittance bank collection days. You can clear receipts for standard remitted bills receivable manually, or use the Automatic Clearing program to clear receipts that have a clearance method of Automatic Clearing.

For bills receivable factored with recourse, Receivables applies receipts created at the time of remittance to bills receivable and eliminates the risk on each bill. The apply date is the bill receivable maturity date plus the number of risk elimination days.

Use the Standard Request Submission windows to submit the Bills Receivable Maturity and Risk program and report.

### Report Parameters

Enter the following parameters to specify the desired reporting options:

**GL Date:** Enter the GL date for the transactions generated by the program and report. You can enter any date in an open GL period.

- For standard remittances, Receivables uses the GL date you enter here unless the date is not in an open period, in which case it will use the GL date on the bill. If the GL date on the bill is also not in an open period, then it will use the first day of the next available open period.
- For factored remittances, Receivables uses the GL date you enter here unless the date is not in an open period, in which case it will use the GL date entered for the remittance. If the GL date entered for the remittance is also not in an open period, then it will use the first day of the next available open period.
- For endorsed remittances, Receivables uses the GL date originally entered at the time the endorsement was created unless the date is not in an open period, in which case it will use the GL date you enter here. If the GL date you enter here is not in an open period, then it will use the first day of the next available open period.

**Effective Date:** Enter the effective date for this program and report. Receivables performs all operations on bills receivable based on this date. If you do not enter a date, Receivables uses the current date.

**Transaction Type:** Enter a bills receivable transaction type to include bills receivable of this type only.

**GL Date From:** Enter the first bills receivable GL date to include in the program and report.

**GL Date To:** Enter the last bills receivable GL date to include in the program and report.

**Maturity Date From:** Enter the first bills receivable maturity date to include in the program and report.

**Maturity Date To:** Enter the last bills receivable maturity date to include in the program and report.

**Include Endorsed:** Enter *Yes* to include endorsed bills receivable. Enter *No* to exclude endorsed bills receivable.

**Include Factored:** Enter *Yes* to include bills receivable factored with recourse. Enter *No* to exclude factored bills receivable.

**Include Remitted:** Enter *Yes* to include remitted bills receivable. Enter *No* to exclude remitted bills receivable.

## Report Headings

<Ledger>: The reporting ledger.

<**Report Title**>: *Bills Receivable Maturity and Risk*.

**Report Date:** The report date and time.

**Request ID:** The concurrent request ID.

**Page:** The page number.

## Column Headings

**Currency:** The bill receivable currency.

**Bills Receivable Number:** The bill receivable number.

**Customer Name:** The customer drawee name.

**Bills Receivable Date:** The bill receivable maturity date.

**Adjustment Number:** The bill receivable adjustment number.

**Amount:** The bill amount.

**Functional Amount:** The bill amount in the functional currency.

## Reversing and Unapplying Receipts for Bills Receivable

Use the Receipts workbench to reverse or unapply receipts for bills receivable, if the receipts are applied to the bills receivable and not to short-term debt. You can reverse or unapply receipts that were created for payments received from customer drawees or receipts that were created from the remittance process.

**Note:** For bills receivable factored with recourse, receipts are applied to short-term debt before the bill maturity date plus risk elimination days. Use the Bills Receivable Portfolio Management window to recall bills receivable and reverse the receipt applications.

### Reversing Receipts for Bills Receivable

When you reverse a receipt for a bill receivable, Receivables automatically creates reversal journal entries for the receipt application.

- If the receipt is reversed before the maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is reversed after the maturity date, the status of the bill receivable is updated to Unpaid.

### Unapplying Receipts for Bills Receivable

When you unapply a receipt for a bill receivable, Receivables automatically creates reversal journal entries for the receipt application.

- If the receipt is unapplied before maturity date, the status of the bill receivable is updated to Pending Remittance.
- If the receipt is unapplied after maturity date, the status of the bill receivable is updated to Unpaid.

### **Related Topics**

Automatic Clearing for Receipts, page 5-38

Reversing Receipts, page 4-61

Bills Receivable Management, page 6-22





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# Customers

## Customers Overview

Use the Customers set of pages to manage customer information in Oracle Receivables.

You create customers so that you can properly record and account for sales transactions, as well as all other attributes of your selling relationships. Recording a sales transaction requires that a customer, stored as a party in Oracle Trading Community Architecture, has an account as well as an account site. Consequently, to understand the role of a customer in the context of your trading community, you should also understand other concepts such as party, customer account, and account site.

- **Party:** An entity that can enter into a business relationship, such as buying and selling, and can be of the type Organization or Person. A party exists separately from any business relationship that it enters into with another party. For example, Vision Distribution could be a party within your trading community.
- **Customer:** A party, either an organization or person, with whom you have a selling relationship. This selling relationship can result from the purchase of products and services or from the negotiation of terms and conditions that provide the basis for future purchases. For example, a division of Vision Distribution could become one of your customers.
- **Customer Account:** A customer account represents the attributes of the business relationship that a party can enter into with another party. The account has information about the terms and conditions of doing business with the party. For example, you could open a commercial account for purchases made by Vision Distribution for its internal use and a reseller account for purchases made by Vision Distribution for sales of your products to end-users.

You can create multiple customer accounts for a party, to maintain information about different categories of business activities. For example, to track invoices for different types of purchases, you can maintain an account for purchasing office

supplies and another account for purchasing furniture.

You can also maintain multiple customer accounts for a customer that transacts business with more than one line of business in your organization.

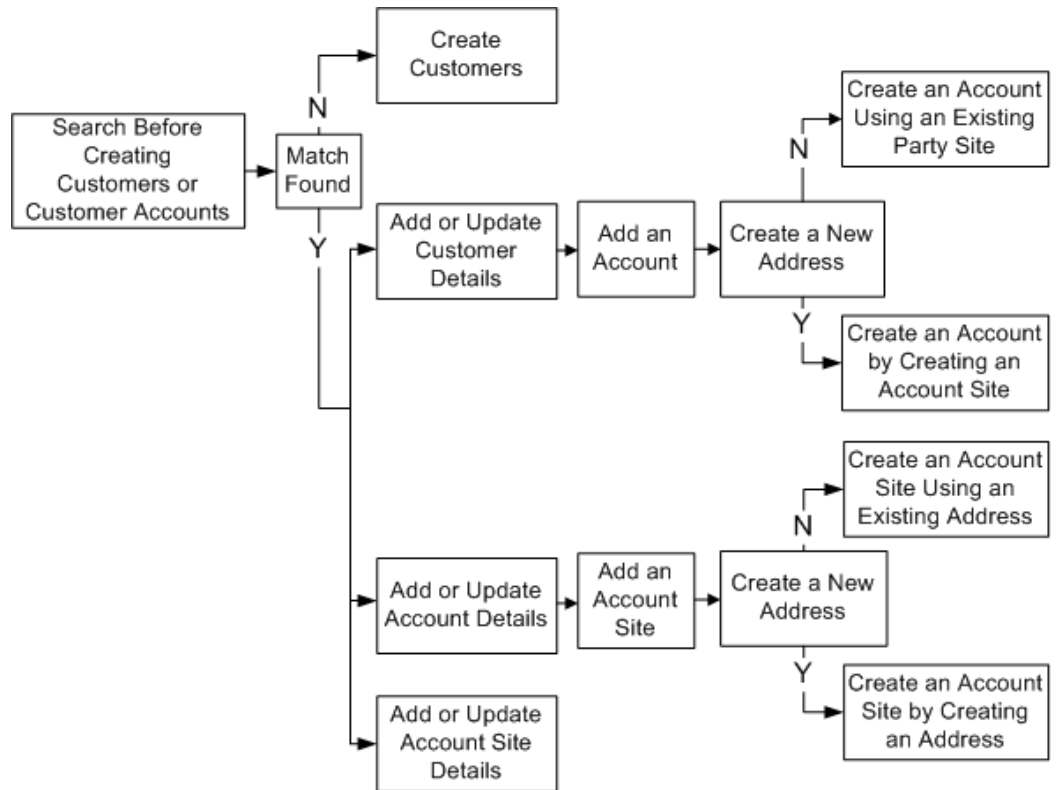
Information about a party such as profile, addresses, and contacts can be shared across a party's customer accounts. In addition, you can also maintain separate profiles and contacts, along with the contacts' contact addresses and contact points, for each customer account.

- **Sites/Addresses:**
  - A *location* is a point in space described by an address.
  - A *party site* is the location where a party is physically located. Every party has only one identifying address, but a party can have multiple party sites.
  - An *account site* is a party site that is used in the context of an account. An account can have multiple account sites.
  - A *customer address* is an account site that is used for billing, shipping, or other purposes.
- **Relationship:**
  - A *party relationship* is a party's role in the context of another party. Party relationships can be either seeded or user defined. Examples include, affiliate, subsidiary, partner, employee of, or contact of.
  - An *account relationship* is established between different accounts of a party to allow sharing of billing, shipping, and pricing information.
- **Contact:** A person who communicates for or acts on behalf of a party or customer account. A contact can exist for a customer at the account or address level. A person usually acts as a contact for an organization, but can also be a contact for another person. For example, an administrative assistant could be the contact for an executive.

For a detailed discussion of these Oracle Trading Community Architecture concepts and examples of how to model your customers using the Customers set of pages, see: Oracle Trading Community Best Practices Setting Up Customer and Prospect Data (Note 269124.1 on [OracleMetaLink](#)).

## Process Flow

This diagram shows the process flow for managing, searching, creating, and updating customer information.



## Data Quality Management Overview

The Customers set of pages comes with Oracle Trading Community Architecture (TCA) Data Quality Management (DQM) feature. The DQM feature lets you:

- Perform advanced searches for parties and customer accounts with user-defined criteria.
- Prevent duplicate entries by determining if the customer that you are creating or updating is a potential duplicate of any existing customer.

To turn on DQM search, set the HZ: Enable DQM Party Search profile option to Yes. See: Setting Up DQM, *Oracle Receivables Implementation Guide*

## Related Topics

Data Quality Management Overview, *Oracle Trading Community Architecture Administration Guide*

Major Features, *Oracle Trading Community Architecture Administration Guide*

Data Quality Management Process, *Oracle Trading Community Architecture Administration Guide*

## Searching for Customers

Use this procedure:

- To search for the customer whose details you want to update.
- To determine if a customer account already exists and minimize the possibility of creating duplicate party or customer accounts.

### To search for a customer:

1. Navigate to the customer search page.
2. Select a Customer Type: Organization or Person.
3. Select a search type, Simple or Advanced, and specify search criteria.
4. Click Go.

In the Customers region, the first customer record is selected by default, and the Accounts region displays this customer's accounts that match the search criteria. If you select any other customer record, then the Accounts region is automatically updated.

**Important:** You must specify at least one search criterion.

## Related Topics

Customers Overview, page 7-1

## Entering and Updating Customer Information

Use this procedure:

- To create a customer.
- To add and update information about existing customers.

This procedure involves the following steps:

- Creating and Updating Customers, page 7-5
- Creating and Updating Accounts, page 7-19
- Creating and Updating Account Sites, page 7-33

- Customer and Account Site Duplication Prevention, page 7-45
- Creating and Updating Contacts, page 7-50
- Creating and Updating Contact Points, page 7-53

## Related Topics

Customers Overview, page 7-1

## Creating and Updating Customers

Use this procedure to perform the following tasks:

- To enter information about new customers. See: Creating a Customer, page 7-5.
- To add and update details about existing customers. See:
  - Adding and Updating Accounts, page 7-7.
  - Adding and Updating Customer Profiles, page 7-9.
  - Entering and Updating Customer Communication Information, page 7-12.
  - Defining and Updating Party Relationships, page 7-12.
  - Adding and Updating Customer Tax Profiles, page 7-18.

## Related Topics

Entering and Updating Customer Information, page 7-4

## Creating a Customer

This procedure lets you create:

- A new customer
- An account for the customer
- An account site for the account
- A business purpose for the account site

## Prerequisites

This table describes some terms in the pages used for this procedure.

### ***Selected Terminology***

<b>Term</b>	<b>Description</b>
Profile Class	A category previously defined in the Customer Profile window. You can classify your customers by industry, location, size, creditworthiness, business volume, and payment cycles. If you choose industry, you might want to define classes such as High-Tech, Real Estate, Wholesale, and Retail.
Account Type	The type of account you are entering. Use <i>Internal</i> to track customer accounts within your company and <i>External</i> to track customer accounts outside your company.
Account Description	Lets you store the descriptions of a customer account, such as account name. Account descriptions cannot be loaded using the Customer Interface tables. Although you can manually store account description data or populate the data using the TCA APIs, that data is displayed only on the Customer set of pages.

#### **To create a customer:**

1. Navigate to the Create Customer page.

The Create Customer page displays differently, depending upon your customer type selection, Organization or Person, on the Customer Search page.

2. Enter customer, account, and account site details.

**Important:** To create a customer, you must specify at least a customer name, account number, and account site address. All other details are optional depending on the business requirements at your enterprise.

**Note:** You can either enter a customer account number or enable Automatic Customer Numbering. See: Transactions and Customers System Options, *Oracle Receivables Implementation Guide*.

Even if you do not enable Automatic Customer Numbering, customer account numbers are automatically generated if the MO: Default Operating Unit profile option does not have a value.

3. Click Save And Add Details or Apply.

**Important:** Click Save And Add Details to go to the Account Overview page to add further **account details**, such as account sites, profile, payment, and communication details. Click Apply to go to the Customer Overview page to add further **customer details**, such as accounts, profile, communication, party relationship, and tax profile.

If the information you entered already exists, the Customer Duplicate Prevention page is displayed. See: Customer Duplication Prevention, page 7-46. Otherwise, Receivables creates the customer and displays the Account Overview page (or the Customer Overview page if you clicked apply). See:

- Creating and Updating Customers, page 7-5.
- Creating and Updating Accounts, page 7-19.

## Related Topics

Creating and Updating Customers, page 7-5

## Adding and Updating Accounts

Use the Customer Overview page to manage details of your existing customers.

This page has five subtabs:

- Accounts.
- Profile, page 7-9.
- Communication, page 7-12.
- Party Relationships, page 7-12.
- Tax Profile, page 7-18.

**Important:** Customer details provided during customer creation default on the corresponding subtabs of the Customer Overview page. For example, account information, such as account number, account

description, and profile class, defaults on the Accounts subtab of the Customer Overview page.

Use the Accounts subtab of the Customer Overview page to view, add, and update the accounts of existing customers.

#### Prerequisites

- Define customers

This table describes some terms in the pages used for this procedure.

#### ***Selected Terminology***

Term	Description
Enrich	Lets you review, purchase, import, and update third-party data about a customer.
Status	When you change the value from the default Active to Inactive or All, or vice versa, the accounts/sites region is refreshed. Status filters the lists of accounts/sites such that Active, Inactive, or All (both the Active and Inactive) accounts/sites are seen.
Remove	Displayed if Status is Active. Lets you inactivate the corresponding site.
Restore	Displayed if Status is Inactive. Lets you activate the corresponding site.

#### **To view and update an account:**

1. Navigate to the Accounts subtab of the Customer Overview page.

All active accounts of the customer are displayed in the Accounts region. The first account in the region is selected by default and its active sites are displayed in the Sites region.

If you select any other account record, depending on the site status, Active, Inactive, or All sites for that account are displayed in the Sites region.

**Note:** The sites displayed in the Sites region belong to an operating unit that is on your access list. Oracle Receivables lets you explicitly



select the operating unit whose account sites you wish to view.

2. In the Accounts region, click Details for the account you want to update.

**To view and update an account site:**

1. In the Sites region of the Accounts subtab of the Customer Overview page, click Details for the site you want to update.

**To create an account:**

1. On the Accounts sub tab of the Customer Overview page, click Create Account.
2. See: Creating and Updating Accounts, page 7-19.

**To create an account site:**

1. On the Accounts subtab of the Customer Overview page, click Create Site.
2. See: Creating and Updating Account Sites, page 7-33.

**Related Topics**

Creating and Updating Accounts, page 7-19

Creating and Updating Account Sites, page 7-33

Creating and Updating Customers, page 7-5

**Adding and Updating Customer Profiles**

Use the Profile subtab of the Customer Overview page to add and update the profiles of existing customers.

**Prerequisites**

- Define customers

This table describes some terms in the pages used for this procedure.

### ***Selected Terminology***

<b>Term</b>	<b>Description</b>
Tax Registration Number	<p>The customer's unique taxpayer registration number, also known as the VAT number. Oracle Receivables prints this number on customer invoices.</p> <p>Receivables provides country-specific validation of the tax registration number. The validation rules are based on the value of the Default Country field in the System 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, Receivables validates the tax registration number based on the rules of your default country. If these values are different, Receivables performs no validation.</p> <p>Receivables validates the tax registration number for the following countries:</p> <ul style="list-style-type: none"><li>• Austria</li><li>• Belgium</li><li>• Italy</li><li>• Netherlands</li><li>• Spain</li></ul>
Credit Classification	<p>Displays the credit classification for a particular profile class.</p>
Credit Analyst	<p>Indicates who is responsible for monitoring the creditworthiness of the account and for assisting in the resolution of credit-related issues.</p>
Review Cycle	<p>Specifies how often to review the credit status of the customer account. For example, you can specify that the creditworthiness of the account is reviewed each month.</p>

Term	Description
Credit Limit	<p>The total amount of credit in a particular currency to give to customers to whom you assign a particular profile class. This field is used by Oracle Order Management. If credit checking is active for this customer and their outstanding credit balance exceeds this amount, then all new orders for this customer are automatically put on hold in Oracle Order Management.</p> <p>A customer's outstanding credit balance is calculated using Credit Check Rules that you define in Oracle Order Management. See: <i>Defining Credit Check Rules, Oracle Order Management Implementation Manual</i>.</p> <p><b>Note:</b> If you are using Oracle Credit Management, then you should update credit limits only via the submission of credit recommendations following a credit review.</p>
1099 Indicator	<p>Indicates whether or not a customer is subject to IRS Form 1099 reporting. The IRS may require this form when you write off debts for a customer, or when a customer abandons property that they used as security for a loan from your company. You can create more than one eligibility period for a customer, as long as the periods do not overlap.</p>

**To add and update customer profiles:**

1. Navigate to the Profile subtab on the Customer Overview page.
2. Enter organization information:
  - Total number of employees.
  - Industrial classification.
  - Tax and financial information.
3. Verify credit profile.

**Note:** The Credit Profile fields are assigned values in the Customer Profile Classes window and appear read-only in the Customers set of pages.

4. Verify credit limits.

**Note:** The Credit Limit fields are assigned values in Oracle Credit Management and appear read-only in the Customers set of pages.

5. Enter 1099 Indicator related information.

#### Related Topics

Creating and Updating Customers, page 7-5

### Entering and Updating Customer Communication Information

Use the Communication subtab of the Customer Overview page to enter and update contact information, such as phone numbers, e-mail addresses, and URLs, of existing customers.

#### Prerequisites

- Define Customers

See: Creating and Updating Contact Points, page 7-53.

#### Related Topics

Creating and Updating Customers, page 7-5

### Defining and Updating Party Relationships

Use the Party Relationship subtab of the Customer Overview page to define, view, and update relationships among existing customers (parties), using predefined relationship types and roles.

**Note:** Relationship types and roles are defined using Oracle Trading Community Architecture Relationship Manager. See: Creating Relationship Types, *Oracle Trading Community Architecture Administration Guide*.

Party relationships model your party registry as a realistic business world so that you can better understand and make decisions about the parties (customers) that you transact with.

A relationship represents the way two entities interact with each other, based on the role that each entity takes with respect to the other. For example, the employment *relationship type* between a person and an organization is defined by the *role* of the person as the employee and the organization as the employer.

A relationship can be reciprocal. Each entity is either the subject or object, depending on the perspective, or direction. The party that you define relationships for is the subject, and the party that you relate to is the object. For example, if Joe is the *employee of* Oracle, then Joe is the *subject* and Oracle is the *object*. Oracle as the *employer of* Joe, which reverses the subject and object, still describes the same relationship.

This example shows that a relationship comprises:

- **Interacting parties:** In this example, Joe and Oracle.
- **Relationship type:** In this example, employment.
- **Relationship phrase and role pair:** In this example, employee of and employer of. A *relationship phrase and role pair* contains a correlating *phrase pair* and *role pair*, which describe the reciprocal roles that the two entities play in the relationship. The relationship phrase and role pair, *employee of* and *employer of*, contains the *employee of* and *employer of* phrase pair as well as the *employee* and *employer* role pair.

Oracle Receivables also supports hierarchical relationships, and in some cases, you can relate parties to themselves. For example, a party can be the headquarters of not only its subsidiaries but also of itself.

#### Prerequisites

- Define customers
- Define relationship roles and relationship types

This table describes some terms in the pages used for this procedure.

#### Selected Terminology

Term	Description
Relationship Role	Describes the role that an entity plays in a relationship.

#### To define and update party relationships:

1. Navigate to the Party Relationship subtab on the Customer Overview page.
2. Click Add Another Row.

3. Select the party to which you want to relate.
4. Select the appropriate relationship role.
5. Enter the relationship start date and end date.

## Related Topics

Creating and Updating Customers, page 7-5

## Using Party Paying Relationships

The party relationships that you can use in Receivables for various payment-related functions are called *party paying relationships*.

In a party paying relationship, all corresponding accounts and transactions that are associated with one party are accessible to another party. For example, if you create a party paying relationship between Business World and Acme Worldwide, then you can select from among both Business World and Acme Worldwide transactions when applying a Business World receipt.

**Note:** Note: With party paying relationships, you cannot apply receipts to invoices across operating units.

Customer account relationships also provide this type of access. See: Defining and Updating Account Relationships, page 7-27.

Customer account relationships, however, build only flat hierarchies that can be difficult to maintain when multiple parties are involved. With party paying relationships, you can define groups of related parties that are easy to create and maintain in Relationship Manager. You can therefore use this flexibility to efficiently model the complex business relationships within your trading community.

**Note:** Paying parties must have at least one account.

Receivables supports both party paying relationships and customer account relationships during the following activities:

- Applying receipts, including:
  - manual receipts
  - Search and Apply receipts
  - QuickCash receipts
  - Lockbox receipts

- Applying invoices against commitments and bills receivable
- Adjusting or crediting transactions
- Entering, on the Transactions workbench, the paying customer for a transaction
- Creating automatic receipts (via the paying customer that you specified on the Transactions workbench)

**Note:** In Oracle Order Management's Sales Orders window, you can enter an agreement that you defined for either a selected customer or related customers. Order Management recognizes related customers, however, only if the relationships were built via customer account relationships.

If you want to let a party pay for another party's transactions, you do not have to define relationships for each of these. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options, *Oracle Receivables Implementation Guide*.

Use the Customer Relationships Listing to view a listing of all relationships that exist for a customer. See: Customer Relationships Listing, page 10-69.

#### **Creating Party Paying Relationships**

To create a party relationship, you begin by selecting the subject party (the party that you want to create a relationship for) and a relationship type from the Overview page in Relationship Manager. A relationship type controls the characteristics of the relationship. See: Creating Relationships, *Oracle Trading Community Architecture User Guide*.

When creating a party relationship, you can select an existing relationship type or you can define a new one. See: Creating Relationship Types, *Oracle Trading Community Architecture Administration Guide*.

In both cases, the relationship type that you use to create a party paying relationship must meet these two requirements:

- The relationship type must be hierarchical, and the subject and object parties must be of type Organization.
- The relationship type must be assigned to one of these relationship groups, either:
  - Pay Within
  - Pay Below

A relationship group is a mechanism for grouping similar relationship roles and phrases together. It indicates the type of paying relationship that you want to create for use in Receivables.

To assign a relationship type to a relationship group, you assign one phrase of the relationship type to the group. Relationship phrases describe the roles of the subject and object parties within each direction of the relationship.

See: Assigning Relationship Phrases and Roles to Relationship Groups, *Oracle Trading Community Architecture Administration Guide*.

**Important:** To create party paying relationships, you must also assign one phrase of the relationship type to the Customer Account Information relationship group.

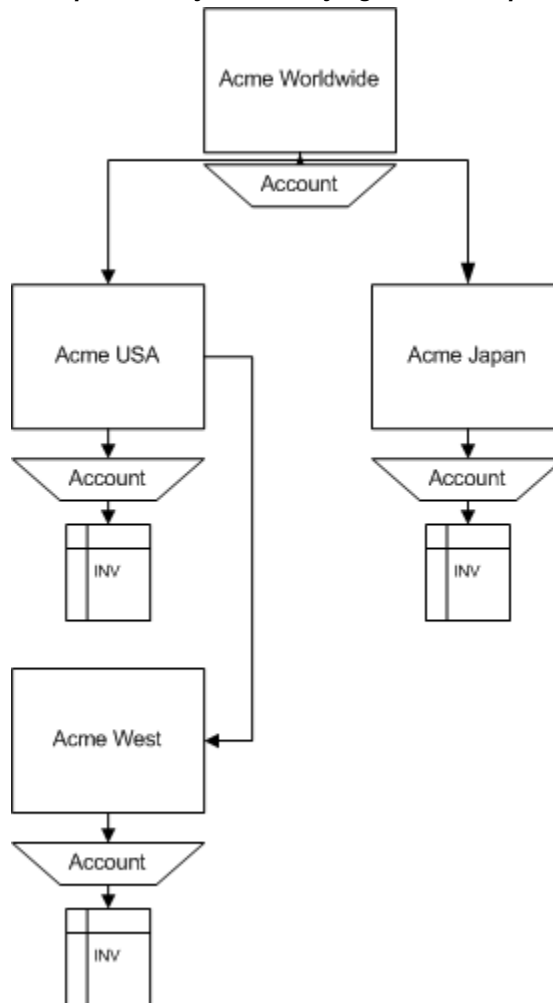
### **Pay Within Paying Relationships**

If you assign one phrase of a relationship type to the Pay Within relationship group, then relationships that you create using that relationship type are Pay Within paying relationships. This means that any party within the relationship can pay for the accounts of any other party within the relationship.

The following diagram illustrates several parties within a Pay Within paying relationship. In this scenario, all accounts of each party in the relationship are available to all other parties in the relationship for receipt application, commitment application, and so on.



### ***Example of a Pay Within Paying Relationship***



In other words:

- Acme Worldwide can pay for Acme USA, Acme Japan and Acme West
- Acme USA can pay for Acme Worldwide, Acme Japan, and Acme West
- Acme Japan can pay for Acme Worldwide, Acme USA, and Acme West
- Acme West can pay for Acme Worldwide, Acme USA, and Acme Japan

### **Pay Below Paying Relationships**

If you assign one phrase of a relationship type to the Pay Below relationship group, then relationships that you create using that relationship type are Pay Below paying relationships. A Pay Below paying relationship is a parent-child relationship where each party can pay for its own transactions, as well as the transactions of all parties that are lower in the hierarchy (children, grandchildren, and so on).

If the parties in the diagram shown in the Pay Within paying relationship section are in a Pay Below paying relationship, then all accounts of each child party in the relationship will be available to each parent party in the relationship for receipt application, commitment application, and so on.

In other words:

- Acme Worldwide can pay for Acme USA, Acme Japan, Acme West, and its own transactions.
- Acme USA can pay for Acme West and its own transactions.
- Acme Japan can pay for its own transactions.

#### **Relationship Types and Relationship Groups**

You can assign one phrase of a relationship type to more than one relationship group. For party paying relationships, however, you should not assign the same phrase to both the Pay Within and Pay Below relationship groups, because Receivables will recognize only the Pay Within group.

Therefore, if Business World wants to create a Pay Within paying relationship with Company A and a Pay Below paying relationship with Company B, they must:

- Define two different relationship types.
- For each relationship type, assign one phrase to a relationship group, either Pay Within or Pay Below.
- Use the two relationship types to create two paying relationships, one for Company A and one for Company B.

#### **Related Topics**

Creating and Updating Customers, page 7-5

Administering Relationships, *Oracle Trading Community Architecture Administration Guide*

Relationships Overview, *Oracle Trading Community Architecture User Guide*

Searching for Parties and Viewing Results, *Oracle Trading Community Architecture User Guide*

Creating Relationships, *Oracle Trading Community Architecture User Guide*

### **Adding and Updating Customer Tax Profiles**

Use the Tax Profile subtab of the Customer Overview page to set up, view, and update tax profiles for your customers. See: Setting Up a Third Party Tax Profile, *Oracle E-Business Tax User Guide*.

## Related Topics

Creating and Updating Customers, page 7-5

Party Tax Profiles in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*

Setting Up a Tax Registration, *Oracle E-Business Tax User Guide*

Setting Up Party Fiscal Classifications, *Oracle E-Business Tax User Guide*

Setting Up Tax Exemptions, *Oracle E-Business Tax User Guide*

Setting Up Tax Reporting Types, *Oracle E-Business Tax User Guide*

## Creating and Updating Accounts

Use this procedure:

- To add accounts to existing customers. See: Creating an Account, page 7-19.
- To add and update site, profile, profile amounts, payment, communication, account relationship, order management, and late charges details about existing accounts. See:
  - Adding and Updating Account Sites, page 7-20.
  - Adding and Updating Account Profiles, page 7-21.
  - Defining and Updating Account Profile Amounts, page 7-23.
  - Entering and Updating Account Payment Details, page 7-24.
  - Entering and Updating Account Communication Information, page 7-26.
  - Defining and Updating Account Relationships, page 7-27.
  - Entering and Updating Account Order Management Information, page 7-29.
  - Entering and Updating Account Late Charges, page 7-32.

## Related Topics

Entering and Updating Customer Information, page 7-4

## Creating an Account

Use this procedure to add an account to an existing customer.

**Important:** Creating an account in Oracle Receivables requires that you also create an account site for the new account.

You can create an account:

- Using an existing party address.
- By creating a party address.

#### **Prerequisites**

- Define customers

#### **To create an account using an existing party address:**

1. Navigate to the Create Account page.
2. Enter account information.
3. Select a party address that you want to specify as the address for the account site.
4. Click Continue.
5. Enter account site details.
6. Enter account site business purposes.

If the information that you entered already exists, the Duplicate Prevention pages are displayed. See: Customer and Account Site Duplication Prevention, page 7-45.

Otherwise, Receivables creates the account and displays the Account Overview page to enable you to create additional account sites, and add and update account details. See:

- Creating and Updating Accounts, page 7-19.
- Creating and Updating Account Sites, page 7-33.

#### **To create an account by creating a party address:**

See: Creating and Updating Account Sites, page 7-33.

#### **Related Topics**

Creating and Updating Accounts, page 7-19

#### **Adding and Updating Account Sites**

Use the Account Overview page to manage details of an existing account.

This page has eight subtabs:

- Sites.
- Account Profile, page 7-21.

- Profile Amounts, page 7-23.
- Payment Details, page 7-24.
- Communication, page 7-26.
- Relationships, page 7-27.
- Order Management, page 7-29.
- Late Charges, page 7-32.

**Important:** The information provided during the create customer or account flows defaults on the corresponding subtabs of the Account Overview page. For example, account site information, such as address and business purpose, defaults on the Site subtab of the Account Overview page.

Use the Sites subtab of the Account Overview page to view, add, and update the sites of existing accounts.

#### Prerequisites

- Define accounts

#### To view and update an account site:

1. Navigate to the Sites subtab of the Account Overview page.  
All the active sites for the account are displayed in the Sites region.
2. In the Sites region, click Details for the site you want to update.

#### To create an account site:

1. On the Sites subtab of the Account Overview page, click Create Site.
2. See: Creating and Updating Account Sites, page 7-33.

#### Related Topics

Creating and Updating Account Sites, page 7-33

Creating and Updating Accounts, page 7-19

#### Adding and Updating Account Profiles

Use the Account Profile subtab of the Account Overview page to add and update the profiles of existing accounts.

The values for most fields on the Account Profile subtab are defaulted from the assigned customer profile class and are updatable. See: *Customer Profile Class and Customer Account Profiles Field Reference, Oracle Receivables Implementation Guide*.

### Prerequisites

- Define accounts

### To add and update account profiles:

1. Navigate to the Account Profile subtab on the Account Overview page.
2. Select a profile class to assign to this account.

Profile classes are generic categories that you define in the Customers Profile Classes window to group customer accounts with similar creditworthiness, business volume, and payment cycles. See: *Defining Customer Profile Classes, Oracle Receivables Implementation Guide*.

When you create a customer or add a new account to an existing customer, Receivables assigns the profile class DEFAULT to the account. You can use this profile class, modify this profile class information, or choose a previously defined profile class.

The Account Profile subtab lets you:

- Replace a generic profile class, such as the DEFAULT profile class that Receivables automatically assigns when the customer or account is created, with a more appropriate profile class.

**Important:** Selecting a new profile class causes all values, including currency rates and limits, to be reset to the newly selected profile class's defaults.

- Update or modify the default values of a generic profile class for a particular account.

**Important:** Modifications to the profile on the Account Profile subtab apply only to that particular customer account or site. Modifications do not update the actual profile class definition.

3. (Optional) Update the profile information:
  - Credit and Collection information
  - Balance Forward Billing information

- Terms information
- Receipts information
- Statements and Dunning information
- Invoicing information

## Related Topics

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

Adding and Updating Customer Profiles, page 7-9

Balance Forward Billing, page 2-263

Setting Up Balance Forward Billing, *Oracle Receivables Implementation Guide*

Creating and Updating Accounts, page 7-19

## Defining and Updating Account Profile Amounts

Use the Profile Amounts subtab of the Account Overview page:

- To add or update currencies for a customer assigned to a certain profile class.
- To define and update customer profile amounts, including Minimum Statement Amount, Minimum Dunning Amount, and Credit Limit.

The values for most fields on the Profile Amounts subtab are defaulted from the assigned customer profile class and are updatable. See: Customer Profile Class and Customer Account Profiles Field Reference, *Oracle Receivables Implementation Guide*.

**Important:** If you do not assign an interest rate to a currency, then Receivables does not calculate late charges for past due items in that currency. See: Currencies Without Rates, page 8-14.

**Note:** If Oracle Credit Management is installed, then Credit Management matches the currencies assigned in the profile class with the credit usage rules in Oracle Order Management to identify the transactions to include in a credit review.

## Prerequisites

- Define accounts

**To add a currency:**

1. Navigate to the Profile Amounts subtab of the Account Overview page.
2. Choose Add Currencies.

**Note:** You define currencies in the Currencies window.

**To define and update profile amounts:**

1. Enter the following information:
  - Minimum Receipt Amount
  - Credit Limit
  - Order Credit Limit
  - Minimum Statement Amount
  - Minimum Dunning Amount
  - Minimum Dunning Invoice Amount

**Related Topics**

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

Adding and Updating Customer Profiles, page 7-9

Adding and Updating Account Profiles, page 7-21

Creating and Updating Accounts, page 7-19

**Entering and Updating Account Payment Details**

Use the Payment Details subtab of the Account Overview page to add and update the following payment details of existing accounts:

- **Receipt Methods**

Assign automatic receipt methods to your customers' accounts if you are using automatic receipts. Receipt methods determine the required processing steps for your automatic receipts, such as confirmation, remittance, and reconciliation.

You can assign manual receipt methods to your customer accounts to indicate which form of receipt, such as a credit card or bank account transfer, will be used to collect payment for that customer's transactions. You can assign multiple receipt methods to a customer account as long as the start and end dates of the methods do not overlap.



During transaction and receipt entry, Oracle Receivables uses the primary receipt method that you defined for your customer accounts as the default. However, you can override the receipt method, along with the payment method and payment instrument, at the transaction or receipt level. See: *Entering Transactions*, page 2-1 and *Entering Receipts*, page 4-1.

- **Payment Instruments**

This customer payment information that you create is actually stored in Oracle Payments for use during funds capture processing.

- **Credit Cards**

- **Bank Account Transfer:**

Assign bank accounts to customer accounts to allow funds to be automatically transferred from these accounts to your remittance bank accounts when using automatic receipts. Receivables allows multiple customer bank accounts in different currencies and lets you assign bank accounts to 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 receipt methods, *Oracle Receivables Implementation Guide*.
- Define banks.  
See: *Bank Account Model Overview*, *Oracle Cash Management User Guide*.
- Create a customer, page 7-5.
- Enter a bill-to location.

## **To assign receipt methods:**

1. Navigate to the Payment Details subtab of the Account Overview page.
2. Click Add Receipt Method.
3. Search and select an appropriate receipt method.

**Note:** You define receipt methods in the Receipt Classes window.

4. Specify the start and end dates for the method.
5. Select Primary, if this receipt method is the primary one for this customer account.

**To assign credit cards:**

You can assign a credit card either by adding a predefined credit card or by creating a new credit card.

**To add a credit card**

1. On the Payment Details subtab of the Account Overview page, click Add.
2. Search and select an appropriate credit card.

**To create a credit card**

1. On the Payment Details subtab of the Account Overview page, click Create.
2. Enter credit card details such as number, expiration date, and statement billing address.

**Note:** You can also create a billing address.

**To assign bank accounts:**

You can assign a bank account either by adding a predefined bank account or by creating a new bank account.

**To add a bank account**

1. On the Payment Details subtab of the Account Overview page, click Add.
2. Search and select an appropriate bank account.

**To create a bank account**

1. On the Payment Details subtab of the Account Overview page, click Create.
2. Enter bank account details such as country, bank, branch, and account number.

**Note:** You can also create a bank and a bank branch.

**Related Topics**

Creating and Updating Accounts, page 7-19

Enabling the Funds Capture Process, *Oracle Receivables Implementation Guide*

**Entering and Updating Account Communication Information**

Use the Communication subtab of the Account Overview page to enter and update account contact persons and their contact points, such as phone numbers, e-mail addresses, and URLs.

## Prerequisites

- Define accounts

See:

- Creating and Updating Contacts, page 7-50.
- Creating and Updating Contact Points, page 7-53.

## Related Topics

Creating and Updating Accounts, page 7-19

## Defining and Updating Account Relationships

Use the Relationship subtab of the Account Overview page to define, view, and update relationships among existing accounts to control payment and commitment application. You can create relationships between any customer accounts and indicate that the relationship is either one-way or reciprocal.

You must also indicate if the relationship is a bill-to or ship-to relationship, or both. When you specify a customer account for billing, you enable the relationship in Receivables and establish a one-way, or parent-child, relationship, unless you indicate that the relationship is reciprocal.

When you specify a relationship for one account, Receivables automatically sets up the relationship for the related account. For example, if you check the Bill To and Ship To check boxes for the parent account, the check boxes are automatically checked for the related account.

When you apply receipts to an invoice in a one-way relationship, the parent account can apply receipts to the invoices in the related account, but receipts in the related account cannot be applied to the parent account's invoices. When applying invoices to commitments, an account can only apply invoices to commitments that it owns or to commitments of a parent customer account to which it is related.

Reciprocal account relationships allow parties to pay each other's debit items and enter invoices against each other's commitments.

**Important:** In Receivables, you can also create relationships between parties using Oracle Trading Community Architecture Relationship Manager. See:

- Creating Relationship Types, *Oracle Trading Community Architecture Administration Guide*.
- Using Party Paying Relationships, page 7-14.

If you want to let a party pay for another party's transactions, you do not have to define

relationships for each of these. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options, *Oracle Receivables Implementation Guide*.

You can define an unlimited number of customer account relationships.

In Order Management, related customers share agreements, commitments, invoice-to and ship-to addresses, and contacts.

Oracle Order Management provides a Setup Parameter, Customer Relationships, that you can use to determine how to process customer account relationships when entering orders. If you check the Customer Relationships check box, then you can choose agreements, commitments, invoice-to and ship-to addresses, and contacts of a related customer. If you clear the check box, then relationships are not used, and therefore you can only select agreements, commitments, invoice-to and ship-to addresses, and contacts of the sold-to customer.

#### Prerequisites

- Define Accounts

#### To update a relationship:

1. Navigate to the Relationship subtab of the Account Overview page.  
All active relationships of the account are displayed in the Account Relationships region.
2. In the Account Relationships region, click Update.
3. Select (or deselect) the relationship types, Bill To or Ship To, and status, Active or Inactive, as appropriate.

#### To create a relationship:

1. In the Account Relationships region on the Relationship subtab of the Account Overview page, click Create Account Relationship.
2. Search and select the related account (account to which you want to relate).
3. Select the relevant operating unit.
4. Select one or more relationship types.

**Note:** Unless you indicate that the relationship is reciprocal (by selecting the Reciprocal relationship type), selecting the Bill To or Ship To relationship types establishes a one-way, or parent-child, relationship.

## Related Topics

Creating and Updating Accounts, page 7-19

## Entering and Updating Account Order Management Information

Use the Order Management subtab of the Account Overview page to enter and update order management information, such as price list, freight terms, and warehouse, for existing accounts.

## Prerequisites

- Define Accounts

This table describes some terms in the pages used for this procedure.

### ***Selected Terminology***

Term	Description
Price List	Lets you search and select the price list that you want Order Management to use as the default value in the Sales Orders window when you enter an order for a customer account. Receivables does not let you specify a price list if you do not have Order Management installed. Use the Price Lists window in Order Management to define and maintain your price lists.
Item Identifier Type	Lets you specify the Cross-reference Type (Internal, Customer, or Generic) for each order line created for a particular customer.
Overship Invoice Base	Indicates whether to invoice for the ordered quantity or the fulfilled quantity.
Over Shipment Tolerance	The amount by which an over shipment can exceed the original order, expressed as a percentage.
Over Return Tolerance	The amount by which an over return can exceed the original order, expressed as a percentage.

Term	Description
Lines in Arrival Sets	Select to set the value of the Line Set field to Arrival on the Sales Orders window and to include all lines added to a sales order in the default arrival set.
Lines in Ship Sets	Select to set the value of the Line Set field to Ship on the Sales Orders window and to include all lines added to a sales order in the default ship set.
Request Date Type	Determines whether the ship date or arrival date will be used as request date.
Freight Terms	The freight terms to associate with this customer account. Freight terms determine whether the customer is responsible for the freight charges for an order. You can use the Order Management Lookups window to define freight terms.
Free On Board Point (FOB)	<p>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 Receivables Lookups window with the lookup type 'FOB'.</p> <p>You can use this field as a source for your standard value rule sets in Oracle Order Management.</p>
Warehouse	<p>The standard shipping warehouse to associate with this customer account in Oracle Order Management. You define warehouses using the Organizations window of Order Management.</p> <p>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 Management 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).</p>

Term	Description
Ship Method	<p>The shipping method that your organization intends to use to transport items. Receivables first uses the ship-to and then the bill-to freight carrier as the default freight carrier during transaction entry. You can define freight carriers in the Freight Carriers window.</p> <p>If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer account level; you can only enter a carrier for a customer's Bill-to, Ship-to, or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and each of their site uses.</p> <p>You can use this field as a default source for your standard value rule sets for Freight Carriers fields in the Sales Orders window in Oracle Order Management. Oracle Order Management also uses this field as one of the default values for the Freight Carrier field in the Returns window (the RMA Default Source specifies the priority of the defaults).</p> <p>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.</p>
Under Shipment Tolerance	The amount by which an under shipment can be less than the original order, expressed as a percentage.
Under Return Tolerance	The amount by which an under return can be less than the original order, expressed as a percentage.

**To enter and update account order management information:**

1. Navigate to the Order Management subtab of the Account Overview page.
2. Enter or update the order management information.

**Related Topics**

Creating and Updating Accounts, page 7-19

## Adding and Updating Account Late Charges

Use the Late Charges subtab of the Account Overview page to add and update the late charge profiles of existing accounts.

The values for most fields on the Late Charges subtab are defaulted from the assigned customer profile class. See: *Setting Up Late Charges, Oracle Receivables Implementation Guide*.

The defaulted values are updatable. For example, even if your organization has a late charge policy, you can exclude a customer account from late charges by deselecting the Enable Late Charges box in the Late Charges subtab.

If balance forward billing is enabled for this customer account, then you can select the Average Daily Balance charge calculation method. Selecting this particular charge calculation method has the following impact on the Late Charges subtab:

- These fields are not available:
  - Credit Items
  - Disputed Transactions
  - Use Multiple Interest Rates
  - Interest Days Period
  - Interest Calculation Period
  - Hold Charged Invoices
  - Minimum Invoice Amount Overdue
- These fields are not updatable:
  - Late Charge Type  
This value defaults to *Invoice*.
  - Interest Calculation Formula
  - Payment Terms  
This value defaults from the payment term on the balance forward bill.

### Prerequisites

- Define your late charge policy.



## Related Topics

Calculating Late Charges, page 8-8

Setting Up Late Charges, *Oracle Receivables Implementation Guide*

Creating and Updating Accounts, page 7-19

Balance Forward Billing, page 2-263

## Creating and Updating Account Sites

Use this procedure:

- To add sites to existing accounts. See: Creating an Account Site, page 7-33.
- To add and update details about existing sites. See:
  - Adding and Updating Account Site Business Purposes, page 7-34.
  - Entering and Updating Account Site Details, page 7-40.
  - Entering and Updating Account Site Communication Information, page 7-41.
  - Entering and Updating Account Site Payment Details, page 7-41.
  - Adding and Updating Account Site Profiles, page 7-42.
  - Defining and Updating Account Site Profile Amounts, page 7-43.
  - Adding and Updating Account Site Tax Profile, page 7-44.
  - Adding and Updating Account Site Late Charges, page 7-45.

## Prerequisites

- Define Accounts

## Related Topics

Entering and Updating Customer Information, page 7-4

## Creating an Account Site

Use this procedure to add a site to an existing account.

You can create an account site:

- Using an existing address.

- By creating an address.

### Prerequisites

- Define Accounts

This table describes some terms in the pages used for this procedure.

### *Selected Terminology*

Term	Description
Identifying Address:	You can designate one address per party as an identifying address.

### To create an account site using an existing address:

1. Navigate to the Create Account Site page.
2. Select an address for the account site.
3. Enter account site details and business purposes.

### To create an account site by creating an address:

1. On the Create Account Site page, click Create Address.
2. Enter account site address, business purposes, and other details.

**Note:** Select Primary, if a business purpose is the primary one for this account site. Only one instance of a site use type can be active and primary for an operating unit.

### Related Topics

Creating and Updating Account Sites, page 7-33

### Adding and Updating Account Site Business Purposes

Use the Account Site Overview page to manage details of an existing account site. This page:

- Displays a Tax Profile button to let you add and updating account site tax profile. See: Adding and Updating Account Site Tax Profile, page 7-44.
- Comprises seven subtabs:

- Business Purposes.
- Site Details, page 7-40.
- Communication, page 7-41.
- Payment Details, page 7-41.
- Profiles, page 7-42.
- Profile Amounts, page 7-43.
- Late Charges, page 7-45.

**Important:** The information provided during customer, account, or site creation defaults on the corresponding subtabs of the Account Site Overview page. For example, account site information, such as address, defaults on the Site Details subtab of the Account Site Overview page.

Use the Business Purposes subtab of the Account Site Overview page to view, add, and update the business purposes of existing account sites.

#### Prerequisites

- Define Account Sites

This table describes some terms in the pages used for this procedure.

#### ***Selected Terminology: Bill To Business Purpose***

Term	Description
Receivable	The receivable account for an address. AutoAccounting uses this value if you chose to derive the Receivable account from the transaction bill-to site.
Revenue	The revenue account for this address. AutoAccounting uses this value if you chose to derive the Revenue account from the transaction bill-to site.

<b>Term</b>	<b>Description</b>
Tax	The Tax account for this address. AutoAccounting uses this value if you chose to derive the Tax account from the transaction bill-to site.
Freight	The Freight account for this address. AutoAccounting uses this value if you chose to derive the Freight account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.
Unbilled Receivable	The Unbilled Receivable account for this address. AutoAccounting uses this value if you chose to derive the Unbilled Receivable account from the transaction bill-to site. You can enter a value in this field only if the business purpose for this address is Bill-to.
Unearned Revenue	The Unearned Revenue account for this address. AutoAccounting uses this value if you chose to derive the Unearned Revenue account from the transaction bill-to site.
SIC Code	The Standard Industry Classification (SIC) code for your business. Receivables does not validate this field.

***Selected Terminology: Ship To Business Purpose***

<b>Term</b>	<b>Description</b>
Internal Location	Used for creation of Internal sales orders from internal requisitions using the location.
Internal Organization	This field is populated based on the internal location when the location is associated with an inventory organization.

***Selected Terminology: Common to Bill To and Ship To Business Purposes***

<b>Term</b>	<b>Description</b>
Sales Territory	The Territory Flexfield to associate with this address. You define Territories in the Countries and Territories window.
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.
Contact	The primary contact person for this business purpose for this address.
Order Type	The order type you want Oracle Order Management 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.
Demand Class	A classification of demand to allow the master scheduler to track and consume different types of demand. You define Demand Classes in the Demand Class window. This field is used by Oracle Manufacturing.
General Services Administration	Indicates whether this customer is a government agency that orders against General Services Administration (GSA ) agreements in Oracle Order Management.

***Selected Terminology: Drawee Business Purpose***

<b>Term</b>	<b>Description</b>
Bills Receivable	The Bills Receivable account for an address. AutoAccounting uses this value if you chose to derive the Bills Receivable account from the transaction drawee site.

Term	Description
Unpaid Bills Receivable	The Unpaid Bills Receivable account for this address. AutoAccounting uses this value if you chose to derive the Unpaid Bills Receivable account from the transaction drawee site. You can enter a value in this field only if the business purpose for this address is Drawee.
Remitted Bills Receivable	The Remitted Bills Receivable account for this address. AutoAccounting uses this value if you chose to derive the Remitted Bills Receivable account from the transaction drawee site. You can enter a value in this field only if the business purpose for this address is Drawee.
Factored Bills Receivable	The Factored Bills Receivable account for this address. AutoAccounting uses this value if you chose to derive the Factored Bills Receivable account from the transaction drawee site.

**To add a business purpose:**

1. Navigate to the Business Purposes subtab of the Account Site Overview page.  
All the active business purposes for the account site are displayed.
2. Click Add Another Row and select a business purpose.
3. Select Primary if a business purpose type (site use) is the primary one for this account site.

When you define a new business purpose type, such as bill-to or ship-to, for an account site, Receivables automatically classifies the first site use as primary. Receivables creates subsequent definitions as non-primary, unless you indicate otherwise.

**Note:** Only one instance of a site use type can be active and primary for an operating unit. For example, you can have only one active, primary ship-to address and one active, primary bill-to address.

**To view and update a business purpose:**

1. On the Business Purposes subtab of the Account Site Overview page, click Details for the business purpose you want to update.
2. Enter Account Site Business Purpose information.

The application renders the Account Site Business Purpose page differently, depending upon your business purpose selection:

- **Bill To:** On the Account Site Business Purpose: Bill To page, enter the following information:
  1. Accounting information
  2. Site use details
  3. Order management
- **Ship To:** On the Account Site Business Purpose: Ship To page, enter the following information:
  1. Site use details
  2. Order management
- **Drawee:** On the Account Site Business Purpose: Drawee page, enter the following information:
  1. Accounting information
  2. Site use details
- **Late Charges:** On the Account Site Business Purpose: Late Charges page, enter the following information:
  1. Accounting information
  2. Site Use Details
- **Other:** For any other business purpose, enter only the following site use details on the Account Site Business Purpose page:
  1. Sales Territory
  2. Contact

## Related Topics

Creating and Updating Account Sites, page 7-33

## Entering and Updating Account Site Details

Use the Site Details subtab of the Account Site Overview page to add and update site details, such as address, and category, of existing account sites.

## Prerequisites

- Define Account Sites

This table describes some terms in the pages used for this procedure.

### ***Selected Terminology***

Term	Description
Category	The category for an address. You can define address categories in the Receivables Lookups window. Oracle Inventory lets you define customer items at the Address Category level. For example, if you ship an item to multiple customer ship-to sites that have been grouped as an address category, you can define the customer item for that address category. See: <i>Defining Customer Items, Oracle Inventory User's Guide</i> and <i>Defining Receivables Lookups, Oracle Receivables Implementation Guide</i> .
Territory	This field stores the NLS_TERRITORY attribute for this address. The NLS_TERRITORY attribute is used to determine the appropriate date and numeric formats used on printed documents.
Translation	You can enter your customer's name in another language. This will be used to replace the customer name on external documents. This field is used with the Language field.



Term	Description
EDI Location	The Electronic Data Interchange (EDI) location code for an address. When an EDI transaction is sent or received, this code identifies the address to use for the ship-to or bill-to information. For more information, refer to the <i>Oracle e-commerce Gateway User's Guide</i> .

**To add and update account site details:**

1. Navigate to the Site Details subtab of the Account Site Overview page.
2. Enter account site address and details.

**Related Topics**

Creating and Updating Account Sites, page 7-33

**Entering and Updating Account Site Communication Information**

Use the Communication subtab of the Account Site Overview page to enter and update contact information of existing account sites.

**Prerequisites**

- Define Account Sites

**To enter and update account site communication information:**

1. See: Creating and Updating Contacts, page 7-50.
2. See: Creating and Updating Contact Points, page 7-53.

**Related Topics**

Creating and Updating Account Sites, page 7-33

**Entering and Updating Account Site Payment Details**

Use the Payment Details subtab of the Account Site Overview page to add and update the payment details, such as receipt methods and payment instruments, of existing account sites.

This customer payment information that you create is actually stored in Oracle Payments for use during funds capture processing.

For further information on receipt methods and payment instruments, see: Entering and

Updating Account Payment Details, page 7-24.

#### Prerequisites

- Define receipt methods, *Oracle Receivables Implementation Guide*.
- Define banks.  
See: Bank Account Model Overview, *Oracle Cash Management User Guide*.
- Create a customer, page 7-5.
- Create an account, page 7-19.
- Enter a bill-to location.

#### To enter and update account site payment details:

1. Navigate to the Payment Details subtab of the Account Site Overview page.
2. See: Entering and Updating Account Payment Details, page 7-24.

#### Related Topics

Entering and Updating Account Payment Details, page 7-24

Creating and Updating Account Sites, page 7-33

Enabling the Funds Capture Process, *Oracle Receivables Implementation Guide*

#### Adding and Updating Account Site Profiles

Use the Profile subtab of the Account Site Overview page to add and update the profiles of existing account sites. For further information on profile classes, see:

- Adding and Updating Account Profiles, page 7-21.
- Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*.

**Note:** Oracle Trading Community best practices are not to create profiles at the account site level. See: Oracle Trading Community Best Practices Setting Up Customer and Prospect Data (Note 269124.1 on [OracleMetaLink](#)).

#### Prerequisites

- Define account sites

**To add and update account site profiles:**

1. Navigate to the Profile subtab on the Account Site Overview page.
2. (For newly created account sites only) Select *Yes* in response to the Assign Profile Class confirmation message, in case you decide to create a profile at the account site level.

By default, the account site inherits the profile class assigned at the account level. However, you can change the account site profile class as required.

**Important:** The profile class assigned at the account site level overrides the profile class assigned at the account level.

3. See: Adding and Updating Account Profiles, page 7-21.

**Related Topics**

Adding and Updating Account Profiles, page 7-21

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

Balance Forward Billing, page 2-263

Setting Up Balance Forward Billing, *Oracle Receivables Implementation Guide*

Creating and Updating Account Sites, page 7-33

**Defining and Updating Account Site Profile Amounts**

Use the Profile Amounts subtab of the Account Site Overview page to define and update profile amounts for existing account sites. For further information on profile amounts, see: Defining and Updating Account Profile Amounts, page 7-23.

**To define and update account site profile amounts:**

1. Navigate to the Profile Amounts subtab on the Account Site Overview page.
2. (For newly created account sites only) Select *Yes* in response to the Assign Profile Class confirmation message.

By default, the account site inherits the profile class assigned at the account level.

**Important:** Profile amounts are related to profile classes and, hence, you cannot define profile amounts for account sites that do not have profile classes attached to them.

3. Either modify the profile class assigned by default, or navigate again to the Profile Amount subtab.

4. See: Defining and Updating Account Profile Amounts, page 7-23.

## Related Topics

Defining and Updating Account Profile Amounts, page 7-23

Adding and Updating Account Profiles, page 7-21

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

Creating and Updating Account Sites, page 7-33

## Adding and Updating Account Site Tax Profile

Use the Tax Profile button on the Account Site Overview page to view, add, and update the tax profiles of existing account sites. For further information on tax profiles, see: Adding and Updating Customer Tax Profiles, page 7-18.

**Important:** The tax profile defined at the Customer Overview page does not default on the Account Site overview page. However, the tax profile defined at the account site level takes precedence over the tax profile defined at the customer level. For example, a customer level tax profile might not include tax exemptions. However, one of the account site of the customer might be located in a developing region and might be eligible for tax exemption. In this case, you need to define a separate tax profile for this account site.

## Prerequisites

- Define account sites

## To add and update account site tax profile:

See: Adding and Updating Customer Tax Profiles, page 7-18.

## Related Topics

Creating and Updating Account Sites, page 7-33

Setting Up a Third Party Tax Profile, *Oracle E-Business Tax User Guide*

Party Tax Profiles in Oracle E-Business Tax, *Oracle E-Business Tax User Guide*

Setting Up a Tax Registration, *Oracle E-Business Tax User Guide*

Setting Up Party Fiscal Classifications, *Oracle E-Business Tax User Guide*

Setting Up Tax Exemptions, *Oracle E-Business Tax User Guide*

Setting Up Tax Reporting Types, *Oracle E-Business Tax User Guide*

## Adding and Updating Account Site Late Charges

Use the Late Charges subtab of the Account Site Overview page to add and update the late charge profiles of existing account sites.

The values for the fields on the Late Charges subtab are defaulted from the assigned customer profile class. See: *Setting Up Late Charges, Oracle Receivables Implementation Guide*.

The defaulted values are updatable. For example, even if your organization has a late charge policy, you can exclude a customer site from late charges by deselecting the Enable Late Charges box in the Late Charges subtab.

For more information about the Late Charges subtab, see: *Adding and Updating Account Late Charges*, page 7-32.

Optionally set the AR: Use Statement, Dunning, and Late Charges Site Profiles profile option to control which account site's late charge setup is used by the Generate Late Charges program. You can select:

- *Yes*

The Generate Late Charges program uses the late charge policy specified on the account site with a Late Charges business purpose.

- *No*

The Generate Late Charges program uses the late charge policy specified on the billing site.

### Prerequisites

- Define your late charge policy.

### Related Topics

*Calculating Late Charges*, page 8-8

*Setting Up Late Charges, Oracle Receivables Implementation Guide*

*Creating and Updating Account Sites*, page 7-33

*Balance Forward Billing*, page 2-263

## Customer and Account Site Duplication Prevention

The Customers set of pages includes duplicate prevention functionality at two levels:

- Customer. See: *Customer Duplication Prevention*, page 7-46.
- Customer Address. See: *Address Duplication Prevention*, page 7-47.

In addition, Receivables lets you prevent the creation of:

- Invalid addresses. See: Invalid Address Creation Prevention, page 7-48.
- Duplicate contacts. See: Contact Duplication Prevention, page 7-49.

## Related Topics

Entering and Updating Customer Information, page 7-4

## Customer Duplication Prevention

If the customer information that you enter on the Create Customer page already exists then Receivables displays a Customer Duplicate Prevention page.

**ORACLE® Receivables** Home Logout Preferences Personalize Page Diagnostics

**Customers** Customers >

**Create Organization** Cancel

**Warning: Possible Duplicate Organizations**

**Option 1: Create New Organization**

Create New Organization

Name	Address	Country
AT&T Universal Card	5645 Main Street,, JACKSONVILLE, FL 32202, UNITED STATES	United States

**Option 2: Use Existing Organization**

Use Existing Organization

Select	Name	Registry ID	Address	Country	Match (%)
<input checked="" type="radio"/>	<a href="#">AT&amp;T Universal Card</a>	58997	5645 Main Street, JACKSONVILLE, FL, UNITED STATES	United States	100%
<input type="radio"/>	<a href="#">AT&amp;T Universal Card</a>	1005	5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States	100%

## Prerequisites

- Existence of duplicate customer information

### To prevent creation of duplicate customers:

1. On the Customer Duplicate Prevention page, select any one of the following options:
  - Use Existing Customer (organization or person)
  - Create Customer (organization or person)

When you make the selection:

- If the Customer Duplicate Prevention page was displayed when you clicked Save And Add Details, Receivables displays the Account Overview page to let you add further account details, such as account sites, profile, payment, and communication details.
- If the Customer Duplicate Prevention page was displayed when you clicked Apply, Receivables displays the Customer Overview page to let you add further customer details, such as accounts, profile, communication, party relationship, and tax profile.

### **Related Topics**

Customer and Account Site Duplication Prevention, page 7-45

### **Address Duplication Prevention**

If the account site address you entered on the Create Address page already exists for the Customer, then Receivables displays the Site/Address Duplicate Prevention page. This page is displayed when you click Apply with the intention to create:

- A customer (on the Create Customer page).
- An account (on the Create Address page).
- An account site (on the Create Address page).

**ORACLE® Receivables** Home Logout Preferences Personalize Page Diagnostics

**Customers**  
Customers > Customer: AT&T Universal Card >

**Create Account Site** Cancel

**Warning: Possible Duplicate Addresses**

**Option 1: Create New Address**  
Create New Address

Address	Country	Purpose
5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States	

**Option 2: Use Existing Address**  
Use Existing Address

Select Address	Country	Purpose	Match (%)
<input checked="" type="radio"/> 5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States	Sold to, Bill To, Ship To	96%
<input type="radio"/> 5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States		96%
<input type="radio"/> 5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States		96%
<input type="radio"/> 5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States	Credit Card Billing, Ship To, Bill To	96%
<input type="radio"/> 5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States		96%

## Prerequisites

- Existence of duplicate account site address

## To prevent creation of duplicate addresses:

- On the Site/Address Duplicate Prevention page, select any one of the following options:
  - Use Existing Address
  - Create Address

When you make the selection, Receivables:

- Creates the account site page.
- Displays the Account Site Overview page. See: Creating and Updating Account Sites, page 7-33.

## Related Topics

Customer and Account Site Duplication Prevention, page 7-45

## Invalid Address Creation Prevention

While creating an account or an account site:



- If you choose to use an existing address and the existing address is invalid, Receivables displays the Account Site Address area of the Create Account Site page in the update mode with an error message prompting you to correct the invalid address elements.
- If you choose to create an address and the address you entered is invalid, Receivables displays an error message prompting you to correct the invalid address elements. In case you ignore the error message and click Apply, Receivables displays a Suggestions drop-down menu and does not let you create the address unless you either adopt the suggestion or enter a valid address.

**Note:** Receivables displays the Suggestions drop-down menu only if you have set up address validation appropriately.

#### **Prerequisites**

- Existence of invalid party site addresses

#### **To prevent creation of invalid addresses:**

1. Correct the invalid address.
2. Click Apply.

If the address is valid then Receivables creates the account site and displays the Account Site Overview page.

#### **Related Topics**

Customer and Account Site Duplication Prevention, page 7-45

#### **Contact Duplication Prevention**

If the contact information you entered already exists, Receivables displays the Contact Duplicate Prevention page.

**ORACLE® Receivables** Home Logout Preferences Personalize Page Diagnostics

Customers

Customers > Customer Account >

Create Account Contact

Cancel

**Warning: Possible Duplicate Persons**

**Option 1: Create New Person**

Create New Person

Name	Address	Country	Phone	Email
Daniel Steele	5645 Main Street, JACKSONVILLE, FL 32202, UNITED STATES	United States		

Person Table

**Option 2: Use Existing Person**

Use Existing Person

[Expand All](#) | [Collapse All](#)

⊕

Select	Focus	Name	Registry ID	Address	Country	Email	Primary Phone	Match (%)
<input checked="" type="radio"/>		⊕ Daniel Steele	75655					100%

## Prerequisites

- Existence of duplicate contact information

## To prevent creation of duplicate contact:

- On the Contact Duplicate Prevention page, select either of the following options:
  - Use Existing Person.
  - Create Person.

When you make the selection, Receivables creates the contact and displays the Communications subtab of the Account Overview page to enable you to create additional contacts, and add and update contact details. See: [Creating and Updating Contact Points](#), page 7-53.

## Related Topics

[Creating and Updating Contacts](#), page 7-50

[Customer and Account Site Duplication Prevention](#), page 7-45

## Creating and Updating Contacts

Contacts are persons who receive communications for or act on behalf of a customer account. Oracle Receivables lets you create contacts for customers both at the account and account site levels. See:

- Creating and Updating Account Contacts, page 7-51.
- Creating and Updating Account Site Contacts, page 7-51.

You can enter as many contacts as you need as well as enter multiple contact points for each contact.

## Related Topics

Entering and Updating Customer Information, page 7-4

## Creating and Updating Account Contacts

Use this procedure:

- To create account contacts.
- To view and update account contacts.

## Prerequisites

- Define customers, accounts, and account sites

This table describes some terms in the pages used for this procedure.

### ***Selected Terminology***

Term	Description
Role	<p>The role of a contact person such as Bill-to, Ship-to, Statements, or Marketing.</p> <p>The role controls where this contact appears on the Sales Orders and Returns windows in Order Management. Ship To contacts and contacts with no primary role are included in the list of values for the Ship To and Receive From fields. Bill To contacts and contacts with no primary role are included in the list of values for the Invoice To and credit To fields. All contacts are included in the first Contact field list of values for these windows.</p>

Term	Description
Job	<p>The job title that you enter for your contact person appears in:</p> <ul style="list-style-type: none"> <li>the Job Title field of the Customer Calls window when you select this contact person.</li> <li>the Contact field list of values in the Oracle Order Management Sales Orders window.</li> </ul>
Mail Stop	The mailing location for a contact.

**To create an account contact:**

1. Navigate to the Communications subtab of the Account Overview page.
2. Click Create Contact.
3. Enter contact information such as address and roles.

If the contact information you entered already exists, Receivables displays the Contact Duplicate Prevention page. See: Contact Duplication Prevention, page 7-49. Otherwise, Receivables creates the contact and displays the Communications subtab of the Account Overview page to enable you to create additional contacts, and add and update contact details. See: Creating and Updating Contact Points, page 7-53.

**To view and update an account contact:**

Use this procedure to view and update an existing account contact.

1. Navigate to the Communications subtab of the Account Overview page.  
All the active contacts for the account are displayed in the Account Contacts region.

**Note:** Set the contact status to Inactive or All to view respectively Inactive or both Active and Inactive contacts.

2. In the Account Contacts region, click Details for an account contact and update the following account contact details:
  - Address
  - Contact phone numbers

- Contact e-mail
- Contact URL
- Contact roles

See: Creating and Updating contact points for account contacts, page 7-54.

## Related Topics

Creating and Updating Contacts, page 7-50

## Creating and Updating Account Site Contacts

Use this procedure:

- To view and update account site contacts.
- To create account site contacts.

## Prerequisites

- Define customers, accounts, and account sites

## To view, update, and create an account site contact:

1. Navigate to the Communications subtab of the Account Site Overview page.
2. See: Creating and Updating Account Contacts, page 7-51.
3. See: Creating and Updating Contact Points for Account Site Contacts, page 7-56.

## Related Topics

Creating and Updating Contacts, page 7-50

## Creating and Updating Contact Points

Use this procedure:

- To create and update customer contact points. See: Creating and Updating Customer Contact Points, page 7-54.
- To create and update contact points for account contacts. See: Creating and Updating Contact Points for Account Contacts, page 7-54.
- To create and update account site contact points. See: Creating and Updating Account Site Contact Points, page 7-56.

- To create and update Creating and Updating Contact Points for Account Site Contacts. See: Creating and Updating Contact Points for Account Site Contacts, page 7-56.

## Related Topics

Entering and Updating Customer Information, page 7-4

## Creating and Updating Customer Contact Points

Use this procedure to create and update customer contact points, such as phone numbers, e-mail addresses, and URLs.

### Prerequisites

- Define customers

### To create or update customer contact points:

1. Navigate to the Communication subtab of the Customer Overview page.

#### **To create or update customer phone numbers:**

1. In the Phone Numbers area, select the type of contact number you want to create and click Create.
2. On the Create Customer Phone page, enter contact number details.

#### **To create or update customer e-mail addresses:**

1. In the E-mail Addresses area, click Create.
2. On the Create Customer E-mail page, enter the e-mail address along with related details.

#### **To create or update customer URLs:**

1. In the URLs area, click Create.
2. On the Create Customer URL page, enter the URL along with related details.

## Related Topics

Creating and Updating Contact Points, page 7-53

## Creating and Updating Contact Points for Account Contacts

Use this procedure to create and update contact points for account contacts such as addresses, phone numbers, e-mail addresses, and URLs.

## Prerequisites

- Define account contacts

### To create or update contact points for account contacts:

1. Navigate to the Communication subtab of the Account Overview page.  
All the active contacts for the account are displayed in the Account Contacts region.

2. In the Account Contacts region, click Details for an account contact:

#### **To create or update account contact address:**

1. In the Contact Addresses area on the Account Contact Details page, click Create.
2. On the Create Account Contact Address page, enter the contact address and select an address purpose such as Bill To, Ship To, and Dunning.

#### **To create or update account contact phone numbers:**

1. In the Contact Phone Numbers area on the Account Contact Details page, select the type of contact number that you want to create (update) and click Create (Update).
2. See: Creating and Updating Customer Contact Points, page 7-54.

#### **To create or update account contact e-mail addresses:**

1. In the Contact E-mail area on the Account Contact Details page, click Create (Update).
2. See: Creating and Updating Customer Contact Points, page 7-54.

#### **To create or update account contact URLs:**

- In the Contact URLs area on the Account Contact Details page, click Create (Update).
- See: Creating and Updating Customer Contact Points, page 7-54.

#### **To create or update account contact roles**

- In the Contact Roles area on the Account Contact Details page:
  - Click Add Another Role to create a contact role.
  - Click Delete to remove an existing contact role.

## Related Topics

Creating and Updating Contact Points, page 7-53

## Creating and Updating Account Site Contact Points

Use this procedure to create and update account site contact points such as phone numbers, e-mail addresses, and URLs.

### Prerequisites

- Define account sites

### To create or update account site contact points:

1. Navigate to the Communication subtab of the Account Site Overview page.
2. See: Creating and Updating Customer Contact Points, page 7-54.

### Related Topics

Creating and Updating Contact Points, page 7-53

## Creating and Updating Contact Points for Account Site Contacts

Use this procedure to create and update contact points for account site contacts such as addresses, phone numbers, e-mail addresses, and URLs.

### Prerequisites

- Define account contacts

### To create or update contact points for account site contacts:

1. Navigate to the Communication subtab of the Account Site Overview page.  
All the active contacts for the account site are displayed in the Account Site Contacts region.
2. In the Account Site Contacts region, click Details for the account site contact you want to update.  
The Account Site Contact Details page is displayed.
3. See: Creating and Updating Contact Points for Account Contacts, page 7-54.

### Related Topics

Creating and Updating Contact Points, page 7-53

## Defining Customer Account Drawee Sites

Define customer account addresses as drawees for bills receivable. You must define a



drawee site for each customer account for whom you create bills receivable. You can define more than one address as a drawee, but for each account you can designate only one address as the primary drawee site.

For each drawee site, assign the business purpose 'Drawee' and define bills receivable accounts. You can assign bills receivable, unpaid bills receivable, remitted bills receivable, and factored bills receivable accounts to each drawee site. If you want to default the bills receivable creation receipt method or bank account to transactions that you enter manually or import with AutoInvoice, set the receipt method and bank account as primary at the customer account level or customer account bill-to site level.

**Note:** If the bills receivable creation receipt method uses the grouping rule One Per Customer or One Per Customer Due Date, then you must designate the customer drawee as primary to generate bills receivable automatically.

### Prerequisites

- Enter customer accounts and customer account addresses
- Assign banks to customer accounts
- Define bills receivable creation receipt methods, *Oracle Receivables Implementation Guide*

### To define a customer drawee site:

1. Navigate to the Search Criteria or Find/Enter Customers window.
2. Find the customer account for which you want to assign a business purpose.
3. Open the Customer Addresses window for the first customer address that you want to define as a drawee site.
4. Open the Business Purposes tabbed region.
5. Enter Drawee in the Usage field.
6. Enter the Location for this site.
7. If this is the primary drawee site, check the Primary box.
8. Choose Open.
9. In the Accounts region, enter the bills receivable accounts for this drawee site.

**Important:** Before you can enter accounts for this drawee site, a bill-to site must exist for this customer account.

10. Save your work.
11. Repeat steps 2 to 9 for each customer account address that you want to define as a drawee site.

## Related Topics

Receipt Methods, *Oracle Receivables Implementation Guide*

Flagging Transactions for Automatic or Direct Exchange into Bills Receivable, page 6-10

## Oracle Exchange Customer Import Request Set

Use the Oracle Exchange Customer Import request set to import your Oracle Exchange customer data into Receivables.

The Oracle Exchange Customer Import request set populates the Receivables interface tables with customer information about your registered parties in Exchange. Once the import data is loaded into the interface tables, the request set automatically submits the Customer Interface program to validate the data and convert it into Receivables customer information.

The Oracle Exchange Customer Import request set includes these programs:

1. Oracle Exchange Customer Data Feeder program (AREXCUSP) - The feeder program that extracts data from Exchange and stores it in the Customer interface tables in Receivables
2. Oracle Receivables Customer Interface program

Customer information that is imported from Exchange includes:

- Customer name and address
- Customer contact
- Customer bank account
- Customer receipt method

**Note:** Customers that are imported from Exchange are assigned the predefined DEFAULT profile class.

Please refer to the *Oracle Exchange and Oracle Sourcing System Operator Implementation Guide*, Release 6.2.2 and above, for complete information on the Oracle Exchange Billing integration with Receivables.



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# Collections

## Managing Collections

Oracle Receivables integrates with Oracle Advanced Collections to provide you with a complete collections management solution. With this integration, all collections activities take place from within Advanced Collections.

Advanced Collections enables a simpler, more automated collections process flow for your users, yet also supports a more complex collections approach with many powerful features.

### **Simpler Process Flow**

For example, users work primarily within one main screen to easily review accounts, take promises, and process payments, adjustments, and disputes, all while recording the interaction with the customer. Additionally, the Advanced Collections Collector's Work Queue displays a high-level list of all actionable work assigned to or owned by a collections agent. In this manner, collections activities are effectively "pushed" to the user, creating a simpler and more efficient user experience.

### **Powerful Collections Functionality**

Behind the scenes, Advanced Collections employs configurable collections strategies that determine various collections approaches for different segments of your customers. A strategy can be as complex as necessary to meet your business requirements. For example, a strategy can automatically send a reminder letter about an imminent payment due, then send a dunning letter, and finally push a task to a collector to personally call the delinquent customer.

## Integrating with Oracle Advanced Collections

The out-of-the-box integration between Receivables and Advanced Collections provides you with basic collections functionality wherein all activities take place from within Advanced Collections. This default level of integration with Advanced Collections, which is available to all Receivables users, includes a limited subset of the product's

features:

- For example, you can leverage the Advanced Collections scoring engine both to automatically determine whether a transaction is delinquent, and to score a customer's collectibility. With the default level of integration, however, the scoring engine includes a predefined set of scoring components, which you cannot modify.
- Additionally, Advanced Collections provides two collections methods: dunning plans and collections strategies. With the default level of integration, you can use only dunning plans.

See: Collections Features for Receivables, page 8-3.

Advanced Collections requires a separate license outside the standard E-Business Suite license. If you purchase a separate license for Advanced Collections, then you have full access to all Advanced Collections features:

- For example, similar to the default level, you have access to scoring engines; with a license, however, these scoring engines are fully configurable.
- You can also use both dunning plans *and* collections strategies.

See: Oracle Advanced Collections Features, page 8-4.

## Setting Up Collections Functionality

To activate the default level of integration with Advanced Collections, you must complete the following setup steps:

1. Complete the Collections Checklist and Questionnaire in Oracle Advanced Collections.

See: Setting Up Oracle Advanced Collections, *Oracle Advanced Collections Implementation Guide*.

**Tip:** You can also access this checklist from the Receivables navigator.

- Evaluate Advanced Collections menus and responsibilities to configure user access of product functionality.

See: Set Up Security and Responsibilities, *Oracle Advanced Collections Implementation Guide*.

2. Customize the preconfigured dunning letters in Oracle Advanced Collections according to your business needs, if you are sending dunning letters.

See: Overview of Using Dunning, *Oracle Advanced Collections Implementation Guide*.

3. Install XML Publisher, if you are sending dunning letters.  
See: Set Up Oracle XML Publisher, *Oracle Advanced Collections Implementation Guide*.
4. Schedule concurrent processes in Oracle Advanced Collections.  
See: Running Concurrent Programs, *Oracle Advanced Collections Implementation Guide*.

If you are fully licensed to use all features within Oracle Advanced Collections, then consult the *Oracle Advanced Collections Implementation Guide* for a complete discussion of all required implementation tasks.

If you have used a previous release of Receivables, see: *Migration to Oracle Advanced Collections: An Overview for Oracle Receivables Users*, OracleMetaLink Document 389443.1.

## Collections Features for Receivables

- Collector's Work Queue, *Oracle Advanced Collections User Guide*
- Search tool, *Oracle Advanced Collections User Guide*
- Collections header and tabs, *Oracle Advanced Collections User Guide*
  - Profile with preconfigured metrics, *Oracle Advanced Collections User Guide*
  - History, *Oracle Advanced Collections User Guide*
  - Account, *Oracle Advanced Collections User Guide*
  - Transaction, *Oracle Advanced Collections User Guide*
  - Aging, *Oracle Advanced Collections User Guide*
  - Notes, *Oracle Advanced Collections User Guide*
  - Tasks, *Oracle Advanced Collections User Guide*
- Assign collectors using the AR Collector field
- View collections information by customer, account, bill to, or delinquency data levels, *Oracle Advanced Collections User Guide*
- Process payments, *Oracle Advanced Collections User Guide*
- Create promises, *Oracle Advanced Collections User Guide*
- Enter disputes, *Oracle Advanced Collections User Guide* and adjustments, *Oracle Advanced Collections User Guide*

- View invoices using Oracle Bill Presentment Architecture, *Oracle Advanced Collections User Guide*
- Run Receivables and Collections reports, *Oracle Advanced Collections User Guide*
- Preconfigured delinquency creation engine, *Oracle Advanced Collections Implementation Guide*
- Preconfigured customer scoring engine, *Oracle Advanced Collections Implementation Guide*
- Configurable dunning, *Oracle Advanced Collections Implementation Guide* tool including dunning correspondence and callbacks

**Note:** You perform all dunning activities in Oracle Advanced Collections. However, Oracle Receivables provides you with the Dunning Letter Reprint - Historical Receivables Only program so that you can reprint historical *Days Overdue* dunning letters that were sent to your customers in a previous release of Receivables. Use this program to conduct collections research for a specific customer. See: Reprinting Historical Dunning Letters, page 8-5.

- Correspondence, *Oracle Advanced Collections Implementation Guide* for disputes, adjustments, reversals, invoices, promises, and payments

## Oracle Advanced Collections Features

Oracle Advanced Collections provides the functionality listed above plus the following features:

- Configurable scoring, *Oracle Advanced Collections Implementation Guide*
- Configurable strategies and work items, *Oracle Advanced Collections Implementation Guide*
- Configurable segments, *Oracle Advanced Collections Implementation Guide* (database views for use with scoring and strategies)
- Create collections territories using Territory Manager, *Oracle Advanced Collections Implementation Guide*
- Reassigning Work , *Oracle Advanced Collections User Guide*
- Additional Advanced Collections tabs:
  - Strategy, *Oracle Advanced Collections User Guide*



- Lifecycle, *Oracle Advanced Collections User Guide*
- Custom 1, *Oracle Advanced Collections User Guide*
- Custom 2, *Oracle Advanced Collections User Guide*
- Tabs available with additional licensing:
  - If you use Oracle Loans - Loans, *Oracle Advanced Collections User Guide*
  - Case Management, if you use Oracle Lease Management
  - If you use Oracle Contracts - Contracts, *Oracle Advanced Collections User Guide*

## Reprinting Historical Dunning Letters

Use dunning letters to inform your customers of past due invoices, debit memos, and chargebacks. Oracle Receivables integrates with Oracle Advanced Collections to provide you with a complete collections management solution. As part of this integration, you perform all dunning activities in Advanced Collections, using dunning plans. See: Managing Collections, page 8-1.

If you used dunning functionality that was offered in a previous version of Receivables, then you can access those historical dunning letters by using the Dunning Letter Reprint - Historical Receivables Only program. This program reprints individual dunning letters that were created in earlier versions of Receivables, *before* the integration with Advanced Collections.

Before the integration with Advanced Collections was available, Receivables offered two dunning methods:

- **Days Overdue:** Letters were based on the total number of days that debit items were past due. This method generated letters for a specific customer based on a range of days overdue that you defined for each dunning letter set. Receivables considered the number of receipt grace days defined for a customer (if any) when calculating the number of days items were past due.
- **Staged Dunning:** Letters were based on the *dunning levels* of past due debit items. This method let you send dunning letters based on the number of days since the last letter was sent, rather than the number of days that items were past due. For each dunning letter, you specified the minimum number of days that had to pass before Receivables could increment an item's dunning level and include this item in the next letter that was sent.

**Important:** The Dunning Letter Reprint - Historical Receivables Only program reprints only those dunning letters that were originally

generated using the Days Overdue dunning method. To view dunning letters that were generated using the Staged Dunning method, run the Dunning History - Receivables Generated Letters Only report.

### To reprint historical dunning letters:

1. Navigate to the Print Dunning Letters or the Submit Requests window.
2. Select the Dunning Letter Reprint - Historical Receivables Only program.
3. Select an operating unit.
4. Enter print parameters, such as:
  - Customer Name
  - Customer Number
  - Letter Name
  - Letter Date
  - Dunning Method

You can select only *Days Overdue*.

**Note:** To view historical information about dunning letters that were generated using the Staged Dunning method, see: Dunning History - Receivables Generated Letters Only Report, page 10-75.

## 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 Requests 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 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.

## Related Topics

Common Report Parameters, page 10-2

Receivables Collection Reports, page 10-10

## 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*.

Oracle Receivables integrates with Oracle Credit Management to *automatically* put customers on credit hold, or release customers from credit hold, depending on the outcome of a credit review. See: *Oracle Credit Management User Guide*.

You can also *manually* place a customer account or site on credit hold using the Customer set of pages.

When a customer account is on credit hold, you can still create new sales orders for that customer in Oracle Order Management. However, all new orders will have a status of 'on hold' and you will not be able to book or ship them until the hold on the customer account is removed.

A credit hold does *not* prevent you from creating new transactions for a customer in Receivables.

### To manually place a customer account or site on credit hold:

1. Navigate to the Customer set of pages.

2. Query the customer account or site.
3. At the account level, select the Credit Hold check box on the Account Profile tab.  
At the site level, this check box appears on the Profile tab.

### **To manually release a customer account or site from credit hold:**

1. Navigate to the Customer set of pages.
2. Query the customer account or site.
3. Deselect the Check Hold check box.

### **Related Topics**

Credit Hold Report, page 10-50

## **Calculating Late Charges**

You can calculate late charges against past due debit items for each customer, account, or site. Late charges are calculated according to your organization's late charge policy.

Your late charge policy indicates if you assess late charges against your customers and, if so, how those late charges are calculated. See: *Setting Up Late Charges, Oracle Receivables Implementation Guide*.

For example, you can set up your late charge policy to assess late charges using different calculation methods. You can also vary the charge based on the number of days that a payment is overdue; for example, you can assess increasingly higher charges as a payment becomes more overdue. You can even choose to assess a penalty fee *in addition to* any calculated late charges.

Once you define your late charge policy (one policy per organization), you can indicate for which customers you will assess late charges. You can assess late charges on a set of customers using a customer profile class. You can also exclude one or more customers, or one or more transactions, from late charge calculations.

Use the Generate Late Charges program to actually generate the charges. You can run the program in draft mode to preview late charges and make corrections, if required. See: *Generating Late Charges*, page 8-14.

Receivables lets you decide how to account for late charges. You can also choose how to present late charges to your customers: as an adjustment against the original transaction; as an interest invoice; or as a debit memo.

Receivables calculates late charges independently of dunning and statements. To ensure that late charges appear on Receivables statements, as well as on dunning letters that Oracle Advanced Collections prints, you must run the Generate Late Charges program

before you create statements or dunning letters.

## Related Topics

Setting Up Late Charges, *Oracle Receivables Implementation Guide*

Generating Late Charges, page 8-14

Determining the Past Due Amount, page 8-9

Currencies Without Rates, page 8-14

## Determining the Past Due Amount

This section includes examples of how Receivables calculates late charges:

- Using Interest Tiers for Late Charges, page 8-9
- Using the Average Daily Balance Charge Calculation Method, page 8-10
- Setting a Minimum Customer Balance for Late Charges, page 8-11

## Using Interest Tiers for Late Charges

Use interest tiers to assess increasingly higher late charges as a payment becomes overdue. See: Define Interest Tiers and Charge Schedules, *Oracle Receivables Implementation Guide*.

In the table below, you define a charge schedule which includes 4 interest tiers, each with an assigned interest rate.

Days Overdue Tiers	Interest Rate
1-30 days	2%
31-45 days	3%
46-60 days	4%
Over 60 days	5%

In this example:

- An invoice for \$1,000 is overdue.
- There are 30 days in the billing period.

- Late charges are calculated using the Simple interest calculation formula:

$$\text{Amount Overdue} * (\text{Interest Rate}/100) * (\text{Number of Days Late}/\text{Number of Days in Period})$$

Using the above scenario, late charges are calculated as follows, for an invoice that is 45 days overdue:

$$\$1,000 * (3/100) * (45/30) = \$45$$

Late charges are calculated as follows, 15 days later:

$$\$1,000 * (4/100) * (45/30) = \$60$$

## Using the Average Daily Balance Charge Calculation Method

Average Daily Balance example, including impact of post-billing debit items and calculation period.

Use the Average Daily Balance charge calculation method to calculate late charges based on the average daily balance of overdue invoices. If you send balance forward bills to your customers, then use this charge calculation method. See: Balance Forward Billing, page 2-263.

In the table below, there are 5 days in the billing period, and a student enrolls in a class and makes a partial payment 2 days later.

Date	Activity	Student Balance
June 1	No activity	\$0
June 2	Enroll in class	\$1,000
June 3	No activity	\$1,000
June 4	\$250 payment	\$750
June 5	No activity	\$750

In this example:

- The beginning balance for this customer is \$0 and there is no account activity for first, third, and fifth day.
- When the student enrolls in a class on June 2, there is a single charge for \$1,000.
- The student makes a partial payment of \$250 against that enrollment fee on June 4.
- The last column represents the daily balance. The average daily balance is \$700.

- If the interest rate is 10%, then the total late charge for this billing period is \$70:  

$$(\$0 + \$1,000 + \$1,000 + \$750 + \$750 = \$3,500) / 5 \text{ days} = \$700$$

$$\$700 * 10\% \text{ interest rate} = \$70 \text{ total late charge}$$

### Setting a Minimum Customer Balance for Late Charges

It might not be cost effective to calculate and collect late charges for small amounts. Accordingly, you can set a minimum customer balance to indicate whether late charges should be assessed against a customer account or site. Receivables assesses late charges if the minimum customer balance is exceeded.

This example illustrates the difference between calculating the minimum customer balance for both the Average Daily Balance and Overdue Transactions Only charge calculation methods. In this example, the minimum customer balance is \$250.

This example also illustrates how submitting the Generate Late Charges program on different dates (May 20 or May 30) can potentially change the activity that is selected for late charge calculations.

This table includes a timeline of debits and credits to a customer's account:

Date	Charge Type	Amount
April 10	Debit	\$200
April 12	Debit	\$200
May 4	Debit	\$100
May 6	Credit	\$50
May 13	Credit	\$25
May 18	Credit	\$200
May 24	Credit	\$50
May 27	Debit	\$100

### Submitting the Generate Late Charges Program on May 20

**Using the Overdue Transactions Only charge calculation method:**

Using this method, Receivables compares the minimum customer balance to the sum of all customer debit and credit activities as of the date when you run the Generate Late Charges program.

If you submit the program on May 20, then the customer balance includes 3 overdue invoices (April 10, 12, and May 4) for a total of \$500. The balance also includes 3 payments (May 6, 13, and 18) for a total of \$275.

The total customer balance is \$225, which is below the minimum balance of \$250. Therefore, Receivables will not calculate late charges for this customer.

**Using the Average Daily Balance charge calculation method:**

Using this method, Receivables starts with the ending balance of the last balance forward bill, and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days to determine if the customer balance is eligible for charges.

In this example:

- The billing date is May 1 and the billing cycle is first to last day of month.
- The due date is the 10th of the following month.
- The receipt grace period is 3 days.

To calculate late charges, Receivables starts with the ending balance of the last balance forward bill and includes only invoices that were on the last bill. In this case, Receivables includes invoices that were created before May 1 (April 10 and 12) for a total of \$400.

Receivables then subtracts all credits that were recorded before May 13 (the due date plus receipt grace days). Credits include the receipts from May 6 and 13 for a total of \$75.

In this case, the total customer balance is \$325, which is higher than the minimum balance of \$250. Therefore, Receivables will calculate late charges for this customer, using the Average Daily Balance charge calculation method described above. See: Using the Average Daily Balance Charge Calculation Method, page 8-10.

**Submitting the Generate Late Charges Program on May 30**

**Using the Overdue Transactions Only charge calculation method:**

If you submit the program on May 30, then the customer balance includes 4 overdue invoices (April 10, 12, and May 4, 27) for a total of \$600. The balance also includes 4 payments (May 6, 13, 18, and 24) for a total of \$325.

The total customer balance is \$275, which is higher than the minimum balance of \$250. On this day, Receivables will calculate late charges for this customer.

**Using the Average Daily Balance charge calculation method:**

Submitting the program on May 30, as opposed to May 20, does *not* change the customer balance calculation. To determine the customer balance, Receivables still starts with the ending balance of the last balance forward bill (May 1), and subtracts all credits (receipts and credit memos) up through the due date plus receipt grace days (May 13).



## Additional Setup Options Using the Average Daily Balance Charge Calculation Method

If you send balance forward bills to your customers, then use the Average Daily Balance region in the System Options window to modify how Receivables calculates the average daily balance. See: Transactions and Customers System Options, *Oracle Receivables Implementation Guide*.

### Balance Calculation

You can indicate whether to include or exclude post-billing debit items as part of the average daily balance calculation:

- If you exclude post-billing debit items, then Receivables calculates the average daily balance as described in Using the Average Daily Balance Charge Calculation Method, page 8-10.
- If you include post-billing debit items, then Receivables includes invoices that were created after the bill cutoff date, when calculating the average daily balance.

In the previous example, the bill cutoff date is May 1. If you run the Generate Late Charges program on May 20, then Receivables includes the invoice for \$100 from May 4 in the average daily balance calculation.

### Calculation Period

You can specify the calculation period that Receivables uses to calculate the average daily balance:

- Due-Date to Run-Date
- Run-Date to Run-Date

In the previous example, if you choose Due-Date to Run-Date, then Receivables calculates late charges only on the average overdue balances that remain between the due date (May 10) and the run date of the Generate Late Charges program submission (May 20). Receivables does not include activity from any other time of the month in the average daily balance calculation, and the number of days late does not impact the late charge calculations.

If you choose Run-Date to Run-Date, then Receivables calculates late charges on the average overdue balances that remain between the prior run date (April 20) and the current run date (May 20).

## Related Topics

Calculating Late Charges, page 8-8

Generating Late Charges, page 8-14

Setting Up Late Charges, *Oracle Receivables Implementation Guide*

Currencies Without Rates, page 8-14

## Currencies Without Rates

If you do not assign an interest rate to a currency in the Customer Profile Classes window, then Receivables does not calculate late charges for past due items in that currency.

For example, a customer does business in two currencies, USD and EUR. Both currencies have a past due balance, but no rate is assigned to either the customer account or site level profile for EUR:

- Late charges were last calculated on June 30, and you now calculate late charges on July 31.

For the period from July 1 to July 31, Receivables calculates late charges for USD, but not for EUR.

**Note:** Receivables first checks the charge beginning date on the customer's late charge profile to confirm when to start assessing late charges for this customer. In this example, the charge beginning date is January 1.

- Next, you assign a rate to EUR and calculate late charges on August 31.

For the period from August 1 to August 31, Receivables calculates late charges for past due items whose currency is USD. Receivables *also* calculates late charges for any past due items whose currency is EUR, starting from the charge beginning date of January 1.

## Related Topics

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

Defining Currencies, *Oracle General Ledger User Guide*

Calculating Late Charges, page 8-8

## Generating Late Charges

Use the Generate Late Charges program to calculate late charges according to your organization's defined late charge policy. See: Setting Up Late Charges, *Oracle Receivables Implementation Guide*.

You can submit this program in Draft mode to create a batch of draft late charges that you can first review. To review each batch, use one of two methods:

- Review the Late Charges report, which the Generate Late Charges program automatically creates during program submission. This report outlines the draft or final late charges that were created. See: Late Charges Report, page 10-89.

- Review the batch of late charges online using the Late Charges Batches window.  
See: Reviewing Late Charge Batches, page 8-16.

After reviewing the batch, you can modify your late charge policy if required, and then run the program in Final mode to create permanent late charges. Or, you can use the Late Charges Batches window to modify batch details and generate the final charges.  
See: Reviewing Late Charge Batches, page 8-16.

If your late charge policy generates late charges as interest invoices or debit memos, then the Invoice API creates the late charges. If your late charge policy records late charges as adjustments, then the Adjustment API creates the late charges.

Once created, the charges are available for inclusion on statements and dunning letters. You can review final late charges in both the Late Charges Batches window, as well as against each charged customer's account.

Later, when your customers send payment for late charges, AutoLockbox records such payments as overpayments and, if you are using Oracle Trade Management, creates an invoice-related claim. You can optionally implement a manual process in which your receivables department applies these overpayments or claims to late charges.

## Selected Program Parameters

**Operating Unit:** Select the operating unit that you want to create late charges for. Leave this parameter empty to calculate late charges for all accessible operating units and for all customers in those operating units.

**Location:** If you specify a customer, then you can limit late charge calculations to a specific site.

**GL Date:** Receivables uses this date as the GL date for the newly created interest invoice or debit memo, or as the adjustment date for the newly created adjustment.

**Late Charge Date:** Receivables uses this date as the "as of" date during late charge calculations.

**Currency:** Receivables creates late charges for any transaction whose currency matches this selection.

**Mode:** Select *Draft* if you wish to preview the charges. Otherwise, select *Final*.

**Number of Parallel Workers:** Enter the number of parallel workers you want to use to run this program. Parallel processing lets you split the program into several processes and run each process simultaneously thus decreasing the total run time of the program.

## Related Topics

Reviewing Late Charge Batches, page 8-16

Calculating Late Charges, page 8-8

Setting Up Late Charges, *Oracle Receivables Implementation Guide*

## Reviewing Late Charge Batches

Use the Late Charges Batches window to review late charge batches that Receivables creates when you submit the Generate Late Charges program. From this window, you can query a batch, and navigate to the Late Charge Documents window, where you can view the individual late charges in a batch.

From the Late Charge Documents window, you can:

- Review draft late charge documents, including errors.
- Modify batch details.

For example, you can delete a particular late charge from a batch. Or, you can modify the currency exchange rate type for interest invoices and debit memos.

From the Late Charges Batches window, you can:

- View batches of draft or final late charges.
- Delete draft late charge batches.
- Submit your modified batch for final late charge calculation.

**Note:** The changes that you make in the Late Charge Documents window override your late charge policy. When you submit a batch for final late charge calculation from the Late Charges Batches window (rather than using the Generate Late Charges program), Receivables ignores your late charge policy. Instead, Receivables uses the modified batch information from the Late Charge Documents window to create the final late charges.

### To view a late charge batch:

1. Navigate to the Late Charges Batches window.
2. Select the operating unit, and execute a query for the draft late charge batch that you want to review.

To view a final late charge batch, select the Display Completed Batch box before executing the query.

3. The Late Charges Batches window displays several important details about a batch. For example:
  - **Mode:** Indicates if you are reviewing a draft or final batch.
  - **Status:** Indicates the condition of a batch. Possible statuses include:

- *Ready*

Batch is ready for final late charge calculation.

- *Error*

Batch includes errors. Some errors might have been produced by the Invoice API or Adjustment API, which actually create the late charges.

- *Transferred*

Batch includes final late charges.

- *In Process*

Batch includes draft late charges.

4. You can optionally delete a draft late charge batch in this window by selecting Delete from the Edit menu.
5. To view the late charges in a batch, choose the View Document button to navigate to the Late Charge Documents window.
6. In the Late Charge Documents window, you can:
  - Use the Header Display Option list to view late charges by category: *All*, *Transferred*, *Error*, or *Ready*.
  - Delete a draft late charge by selecting Delete from the Edit menu.
  - Modify a draft late charge, such as the Rate Type for foreign currency transactions.

**Note:** For adjustments, the exchange rate type and rate are defaulted from the original overdue transaction and cannot be updated. You can, however, update the exchange rate type for interest invoices and debit memos.

7. To make changes to individual charges on a draft interest invoice, debit memo, or adjustment, choose the Lines button.

For example, you can delete individual charge lines. Or, you can change the number of days that Receivables used for the late charge calculation.

8. Once the batch has been modified, you should regenerate the final late charge batch from the Late Charges Batches window. This tells Receivables to ignore your late charge policy and instead use the modified batch information to create the final late charges. To generate the final late charge batch:

1. Change the Mode to *Final* and Status to *Ready*.
2. Choose the Generate button.

Upon successful charge creation, the batch status changes to *Transferred*.

### To view final late charges:

Use these methods to view final late charges:

- Before executing a query in the Late Charges Batches window, select the Display Completed Batch box.
- Run the Late Charges report for a final late charge batch.
- Query the interest invoice or debit memo in the Transactions workbench, and view the transaction's line items.

Each line description includes information about the overdue invoice that the charge was created for.

You can also execute a query in the Transactions workbench using the transaction types that you defined for interest invoices and debit memos.

- To view late charge adjustments, query the adjusted overdue transaction and view the transaction's activity.

### Related Topics

Calculating Late Charges, page 8-8

Late Charges Report, page 10-89

## 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.

**Note:** You can also use Balance Forward Billing to create a single document that summarizes all of a customer's activity for a specific

period.

**Important:** When you print statements for all of a particular customer's locations, (by entering the customer name, but leaving the location blank), you must select a single language for the entire print run. If, however, you enter a specific customer's name and select a specific location, Receivables *automatically* selects the correct language in which to print the statements. Note that if you are printing statements for *all* customers, you do not select the language in which the statements are generated: Receivables automatically prints them in the correct language as specified for each of your customer's statement locations.

## 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 that you produce by defining 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 8-22.

# 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.

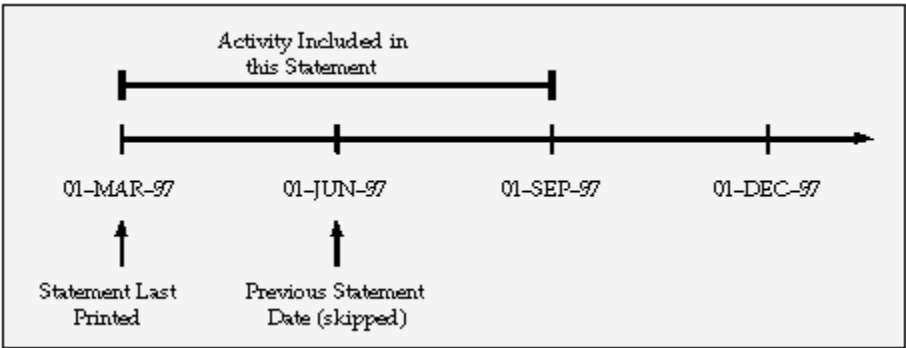
If you define a statement site for a customer, Receivables uses the statement cycle defined in the customer profile to determine when statements should be sent. If you have not defined a statement site, Receivables uses the statement cycle defined in the customer's site level profile to determine when 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

The activity included in this statement spans the date the statement was last printed of 01-MAR-97 to the current statement date of 01-SEP-97. The previous statement dated 01-JUN-97 had been skipped, so the activity for that period now shows on the current statement. The following illustration shows the activity that is included in this statement:

Statement Cycles



This table illustrates which invoices would be included in the example statement:



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, *Oracle Receivables Implementation Guide*.

## 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

**Note:** When you print statements for a customer who has a statement site defined, Receivables uses the statement profile amounts defined at the statement site, provided that you set the AR: Use Statement, Dunning, and Late Charges Site Profiles profile option to *Yes*. Otherwise, Receivables uses the statement profile amounts defined on the billing site.

See: Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*.

## Statement Setup

Before you can print statements for your customers, you need to define the following:

- Statement cycles, *Oracle Receivables Implementation Guide*
- Standard messages, *Oracle Receivables Implementation Guide*
- Statement aging buckets, *Oracle Receivables Implementation Guide*

- Customer profile classes, *Oracle Receivables Implementation Guide*

## Related Topics

Printing Statements, page 8-22

Defining a Statement Site, page 8-22

Cross Site and Cross Customer Receipts, page 8-25

Sample Statement, page 8-27

Statements (print parameters and column headings), page 10-128

## 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.

**Note:** To use the site level credit profile amounts instead of the customer level profile, set the AR: Use Statement Site & Dunning Site Profiles to Yes.

To create a statement site, assign the business purpose Statements to a customer's address.

## 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 bill-to sites that have the Send Statement option set to Yes.

## Related Topics

Cross Site and Cross Customer Receipts, page 8-25

Defining Customer Profile Classes, *Oracle Receivables Implementation Guide*

## 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 8-18.

### **Prerequisites**

- Define statement cycles, *Oracle Receivables Implementation Guide*
- Define standard messages, *Oracle Receivables Implementation Guide*
- Define aging buckets, *Oracle Receivables Implementation Guide*
- Define customer profile classes, *Oracle Receivables Implementation Guide*
- To include late charges on statements, generate late charges, page 8-14.

### **To print statements:**

1. Navigate to the Print Statements window.
2. Select an operating unit.
3. 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.

**Reprint Statements:** Reprint any statements that you have previously printed.

4. Enter the aging Bucket to use. You can only select active aging buckets that have a type of 'Statement Aging.' See: Aging Buckets, *Oracle Receivables Implementation Guide*.
5. Enter the Customer name or Number and the billing Location for this submission. Alternatively, you can specify a customer name range or customer number range.

**Note:** You can enter either a customer name range or a customer number range but not both. When you enter a customer name or number range, the location field is disabled and the statement cycle does not default.

If you do not select a customer, then:

- Receivables will print statements for *all* customers for the statement cycle that you specify, and

- You cannot enter a value for either the Transaction Type or Primary Salesperson parameter.

**Tip:** To print statements for *all* customers by transaction type or by salesperson, submit a subsequent request using the Reprint Statements option. To conserve paper, do not send the first request to a printer.

6. Enter a statement Cycle. The default is the cycle you specified in this customer's profile class. See: Customer Profile Classes, *Oracle Receivables Implementation Guide*.
7. 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.
8. Enter the Statement Date for this submission. 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, *Oracle Receivables Implementation Guide*.

9. To include only specific transactions in this statement, enter a Transaction Type.  
This field is not enabled when printing statements for all customers for a specific statement cycle.

**Note:** All On-Account and Unapplied receipts appear on the statement that you print. Since On-Account and Unapplied receipts are not linked to any transactions, they cannot be excluded from the statement because of transaction type.

10. To include only transactions assigned to a specific salesperson, enter a Primary Salesperson.  
This field is not enabled when printing statements for all customers for a specific statement cycle.
11. To use the bitmapped, graphical version of Oracle Reports 2.0 to print your statement, check the Bitmapped box.
12. 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.

13. 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 Requests 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 one sample page of Xs to show you how your statement will print. This lets you make any necessary adjustments before you start printing your statements.

## Related Topics

Statements (overview), page 8-18

Sample Statement, page 8-27

Statements (print parameters and column headings), page 10-128

## 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

### SF Site

This table illustrates the statement that the SF site receives:

Invoice	Transaction	Reference	Location	Transaction 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	

### CA Site

This table illustrates the statement that the CA site receives:

Invoice	Transaction	Reference	Location	Transaction Amount	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

Invoice	Transaction	Reference	Location	Transaction Amount	Amount
Cross Rcpt	Payment	check p1 200.00	CA	150.00	
Cross Rcpt	Payment	check p6 600.00	CA	600.00	0.00

## Related Topics

Sample Statement, page 8-27

## Sample Statement

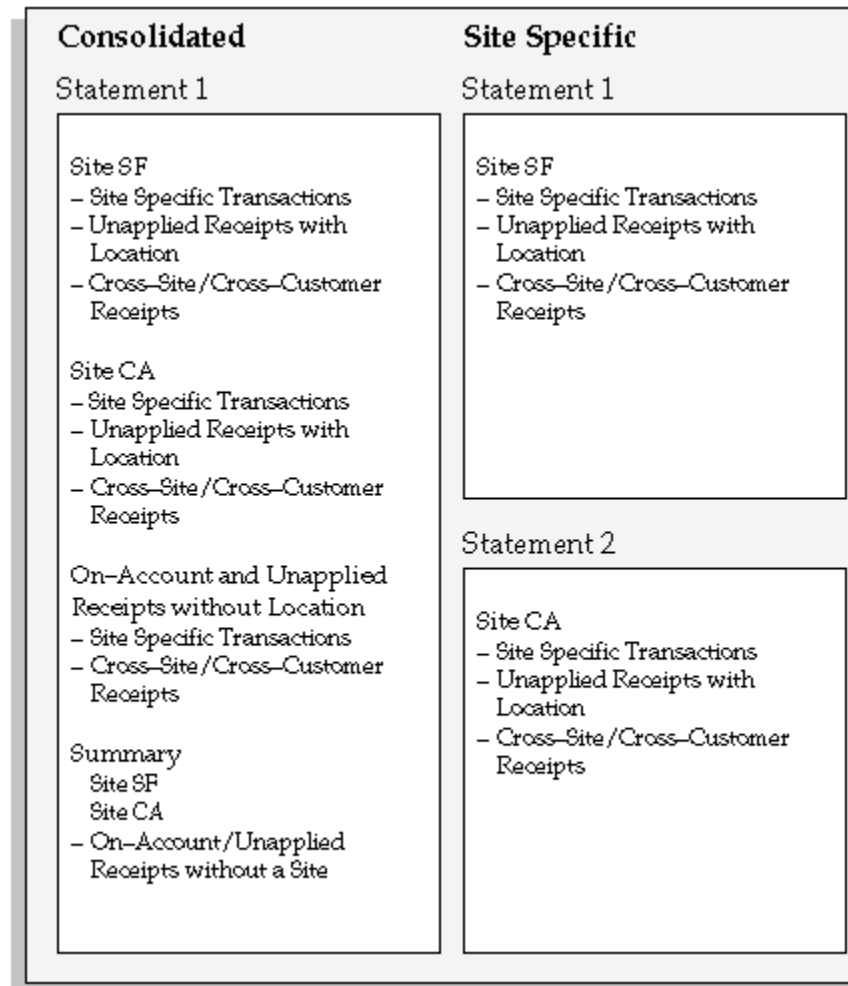
If you have defined a statement site for your customer, Receivables will create one consolidated statement for the statement site, rather than creating a separate, site-specific statement for each bill-to site. Receivables subdivides each customer's consolidated statement to show subtotals for each of 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.

### Statement Cycles



For a text description of this graphic, see: Text Description of the Statement Cycles Graphic, page F-8.

### Related Topics

Printing Statements, page 8-22

Statements (print parameters and column headings), page 10-128

Cross Site and Cross Customer Receipts, page 8-25



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# Accounting for Receivables

## 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 10-46.

## Period Status

An accounting period can have one of the following statuses:

**Closed:** 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. Posting and transaction entry are not allowed unless the accounting period is reopened.

**Note:** Before using the Close Pending status, you must run Revenue Recognition for transactions with accounting rules.

**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 but you can enter transactions in this period. However, you cannot post in this period until you open it.

**Open:** Transaction entry and posting are allowed.

**Prerequisites**

- Define your ledgers, *Oracle General Ledger User Guide*
- Define your accounting periods, *Oracle General Ledger User Guide*
- Define your accounting calendar, *Oracle General Ledger User 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.'

**Related Topics**

Entering Transactions, page 2-1

**Accounting in Receivables**

You create accounting entries for invoices and other transactions in Oracle Receivables using the Oracle Subledger Accounting architecture.

Oracle Subledger Accounting is a rule-based accounting engine, toolset, and repository that centralizes accounting across the E-Business Suite. Acting as an intermediate step between each of the subledger applications and Oracle General Ledger, Oracle Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to Oracle General Ledger.

Receivables includes a set of predefined accounting rules that Subledger Accounting uses to create accounting, but you can define your own detailed accounting rules using a centralized accounting setup in a common user interface.

Leveraging this accounting architecture, Receivables lets you:

- Store a complete and balanced subledger journal entry in a common data model for each business event that requires accounting
- Maintain multiple accounting representations for a single business event, resolving conflicts between corporate and local fiscal accounting requirements

- Retain the most granular level of detail in the subledger, with different summarization options in the general ledger, allowing full auditability and reconciliation because the link between transaction and accounting data is preserved

For more information about Subledger Accounting, see: *Oracle Subledger Accounting Implementation Guide*.

## How Does Accounting in Receivables Work?

Each business event that has accounting impact is called an *accounting event*. See: Receivables Accounting Event Model, page 9-4.

For each accounting event, Receivables uses AutoAccounting to derive the default accounting. You then submit the Submit Accounting program to create the accounting in Subledger Accounting. (Receivables predefines setup in Oracle Subledger Accounting so that the Submit Accounting program accepts the default accounts that AutoAccounting derives without change.) See: Creating Accounting in Receivables, page 9-13.

Finally, Subledger Accounting transfers the final accounting to Oracle General Ledger. See: Posting, page 9-15.

You can optionally define your own accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: Subledger Accounting Setup for Receivables, *Oracle Receivables Implementation Guide* and *Oracle Subledger Accounting Implementation Guide*.

If you customize the Subledger Accounting setup to create your own accounting, then Subledger Accounting overwrites the default accounts, or individual segments of accounts, that AutoAccounting originally derived during transaction entry. However, you must still set up AutoAccounting. See: Using AutoAccounting, page 9-7.

## Related Topics

*Oracle Subledger Accounting Implementation Guide*

## Multi-Fund Accounts Receivable

Multi-fund accounts receivable is an optional accounting feature that lets you post invoices, receipts, debit memos, credit memos, and adjustments to multiple balancing segment values or funds.

A fund is a source of money. Public sector entities have multiple funds in a single transaction. Examples of typical public sector funds include a general operating fund, an endowment fund, and a gift fund. Every fund has a different purpose and a different reporting requirement.

Many public sector entities must report the amount of cash that was deposited and

disbursed by fund. To assist public sector organizations in meeting their reporting requirements, Oracle Financials provides predefined application accounting definitions that can be assigned to the subledger accounting methods. The predefined accounting definitions used for multi-fund accounts receivable are:

- Multi-Fund Accrual - Account Method
- Multi-Fund Accrual - Balancing Method

These accounting definitions let agencies track receivables, receipts, and adjustments by fund. With multi-fund accounts receivable, you can:

- Post multiple matching revenue and receivables entries to many different operating funds
- Create matching cash receipts, adjustments, and discount journal entries against the receivables balances in all necessary operating funds
- Record revenue, tax, and freight in multiple funds within a single invoice
- Automatically record matching receivables balances in each corresponding fund

## Related Topics

Multi-Fund Accounts Receivable Balancing and Accounting Method Example, page E-1

Cash Receipts in Multi-Fund Accounts Receivable Model, page E-3

Credit Memo Examples, page E-4

Multi Fund Accounts Receivables Receipt Examples, page E-9

Adjusting Multi-Fund Accounts Receivable Invoice Examples, page E-13

## Receivables Accounting Event Model

An *accounting event* is a business event in Oracle Receivables that has accounting impact. For example, creating or applying a receipt is an accounting event. Not all business events have accounting impact; you can modify the accounting setup to create accounting for some events and not for others.

In Oracle Subledger Accounting, accounting events are categorized into event types. Event types are grouped into event classes that in turn are grouped into event entities. The overall grouping of these components is called an event model. The Oracle Receivables accounting event model is predefined for you, and includes each Receivables transaction type (event class) and its life cycle. You should understand the Receivables accounting event model because the model classifies Receivables accounting events, which are the basis for creating subledger accounting.

As the foundation of the event model, Receivables predefines event entities. An *event*

*entity* enables Oracle Subledger Accounting to handle the accounting for similar business events in a consistent manner. The event entities for Receivables are as follows:

- Transactions
- Receipts
- Adjustments
- Bills Receivable

Each event entity is associated with one or more event classes. An *event class* represents a category of business events for a particular transaction type or document. For example, some event classes that Receivables predefines for the event entity Transactions include Receivables Invoice, Credit Memo, Debit Memo, and Chargeback.

Event classes group similar event types and enable the sharing of accounting definitions. An *event type* represents a business operation that you can perform for an event class. An accounting event has both an event class and an event type that affect how the Submit Accounting program determines the subledger accounting for it. Event types provide the lowest level of detail for storing accounting definitions. For example, the Receivables event class Miscellaneous Receipt is subject to three types of business operations that are represented by the following event types: Miscellaneous Receipt Created, Miscellaneous Receipt Reverse, and Miscellaneous Receipt Updated.

Receivables provides a predefined set of event classes and event types for each accounting event entity. For detailed information on the accounting entities, event classes, event types, and other data that Receivables predefines, see: Predefined Setup for Oracle Subledger Accounting, *Oracle Receivables Reference Guide*.

### Transactions Event Entity

This table describes the event classes and types that Receivables predefines for the Transactions event entity.

Event Class	Event Types
Chargeback	Chargeback Created
Credit Memo	Credit Memo Created
	Credit Memo Updated
Debit Memo	Debit Memo Created
	Debit Memo Updated

Event Class	Event Types
Deposit	Deposit Created
	Deposit Updated
Guarantee	Guarantee Created
	Guarantee Updated
Invoice	Invoice Created
	Invoice Updated

### Receipts Event Entity

This table describes the event classes and types that Receivables predefines for the Receipts event entity.

Event Class	Event Types
Miscellaneous Receipt	Miscellaneous Receipt Created
	Miscellaneous Receipt Reverse
	Miscellaneous Receipt Updated
Receipt	Receipt Created
	Receipt Reverse
	Receipt Updated

### Adjustments Event Entity

This table describes the event classes and types that Receivables predefines for the Adjustments event entity.

Event Class	Event Types
Adjustment	Adjustment Created

## Bills Receivable Event Entity

This table describes the event classes and types that Receivables predefines for the Bills Receivable event entity.

Event Class	Event Types
Bills Receivable	Bill Receivable Created
	Bill Receivable Updated

## 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.

## AutoAccounting and Oracle Subledger Accounting

The default accounting that AutoAccounting creates is considered interim accounting only. Receivables integrates with Oracle Subledger Accounting, the E-Business Suite's centralized accounting engine, which accepts the default accounts that AutoAccounting derives without change. However, you can modify the accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: Accounting in Receivables, page 9-2.

## 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.

**Important:** Receivables uses AutoAccounting to derive the default accounting, and predefines setup in Oracle Subledger Accounting so that the Submit Accounting program accepts the default accounts that AutoAccounting derives without change. However, if you modify the Oracle Subledger Accounting setup to define *custom* accounting, then select a constant value for all Accounting Flexfield segments.

## User Changeable Defaults

AutoAccounting always lets you override the default Accounting Flexfields.

## Related Topics

AutoAccounting Structure, page 9-9

How to Use AutoAccounting, page 9-11

AutoAccounting, *Oracle Receivables Implementation Guide*

## Defining AutoAccounting - Overview

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, *Oracle Receivables Implementation Guide*.

## Related Topics

Using AutoAccounting, page 9-7

AutoAccounting Structure, page 9-9



## 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.

<b>AutoInvoice Clearing Account</b>	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, customer bill-to site, 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.
<b>Freight</b>	The freight account controls the account in your general ledger to which you post your freight amounts. You can use constant, customer bill-to site, 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.
<b>Receivable</b>	The receivable account controls the account in your general ledger to which you post your receivable amounts. You can use transaction types, customer bill-to sites, salespeople, and constant values to specify your receivable account.
<b>Revenue</b>	The revenue account controls the account in your general ledger to which you post your revenue amounts. You can use transaction types, customer bill-to sites, 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, customer bill-to site, 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, customer bill-to site, 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, customer bill-to site, 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 table showing what types of information you can use to create each type of account. (Rec) and (Rev) indicate whether the account information will be taken from the corresponding Receivables or Revenue Accounting Flexfield.

Information Source / AutoAccounting Type	Constant	Customer Bill-to Site	Salesperson	Transaction Type	Standard Item	Tax Code
AutoInvoice Clearing Account	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	No
Freight	Yes	Yes	Yes	Yes	Yes (Rev)	No

Information Source / AutoAccounting Type	Constant	Customer Bill-to Site	Salesperson	Transaction Type	Standard Item	Tax Code
Receivable	Yes	Yes	Yes	Yes	No	No
Revenue	Yes	Yes	Yes	Yes	Yes	No
Tax	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	Yes
Unbilled Receivable	Yes	Yes	Yes (Rec)	Yes	Yes (Rev)	No
Unearned Revenue	Yes	Yes	Yes (Rev)	Yes	Yes (Rev)	No

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.

## Related Topics

How to Use AutoAccounting, page 9-11

AutoAccounting, *Oracle Receivables Implementation Guide*

## 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.

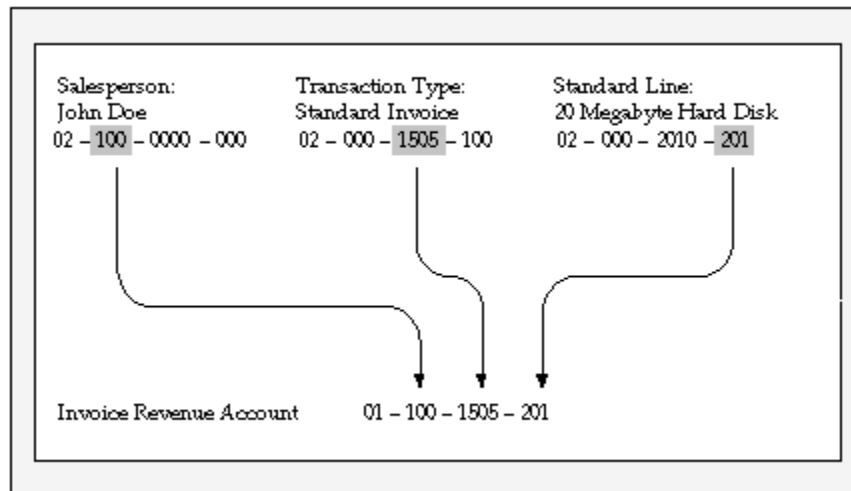
**Important:** Receivables uses AutoAccounting to derive the default accounting, and predefines setup in Oracle Subledger Accounting so that the Submit Accounting program accepts the default accounts that AutoAccounting derives without change. However, if you modify the Oracle Subledger Accounting setup to define *custom* accounting, then select a constant value for all Accounting Flexfield segments.

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.

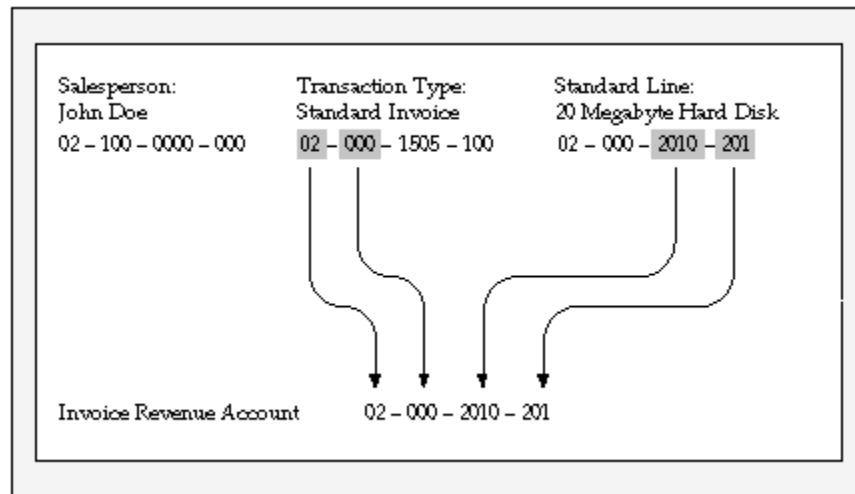
#### Using AutoAccounting to Create Flexfield Segments



#### 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.

### Using AutoAccounting to Create Flexfield Segments



## Creating Accounting in Receivables

For each accounting event, Receivables uses AutoAccounting to derive the default accounting. You then submit the Submit Accounting program to actually create accounting entries in Oracle Subledger Accounting. Receivables predefines setup in Oracle Subledger Accounting so that the Submit Accounting program accepts the default accounts that AutoAccounting derives without change.

You can optionally define your own accounting rules in Subledger Accounting to create accounting that meets your business requirements. If you do so, then Subledger Accounting overwrites the default accounts, or individual segments of accounts, that AutoAccounting originally derived. However, you must still set up AutoAccounting. See: Using AutoAccounting, page 9-7.

## Submitting the Submit Accounting Program

From the Submit Requests window, run the Submit Accounting program in either draft mode, if you want to review the results before you create the final accounting, or final mode.

For a description of the program parameters, see: Create Accounting Program, *Oracle Subledger Accounting Implementation Guide*.

During program submission, if you create final accounting, then those entries are automatically transferred to Subledger Accounting's interface table and, depending on other entered parameters, imported by the Journal Import program and posted in General Ledger. Draft accounting cannot be transferred to General Ledger. See: Posting, page 9-15.

At the conclusion of the process, the Submit Accounting program generates the

Subledger Accounting Program Report. See: Oracle Subledger Accounting Program Report, *Oracle Subledger Accounting Implementation Guide*.

You can also create accounting entries from the Transactions window for a specific transaction, in either draft or final mode. See: Creating Accounting Information, page 2-19.

## Prerequisites

- Open the period in Receivables. See: Opening and Closing Accounting Periods, page 9-1.
- Set up AutoAccounting. See: Using AutoAccounting, page 9-7.
- Set up receivables activities. See: Receivables Activities, *Oracle Receivables Implementation Guide*.

## Related Topics

Viewing Accounting Lines, page 9-31

## Using Oracle Subledger Accounting Inquiries

You can query accounting events, journal entries, and journal entry lines based on multiple selection criteria. You can perform the following subledger accounting inquiries:

- View information about an accounting event or journal entry error
- View detailed information about the subledger journal entry headers for an accounting event
- Compare subledger journal entry information for any two journal entries
- View subledger journal entry lines for multiple documents or transactions
- View subledger journal entry in a t-account format
- View transactions for an accounting event or journal entry

## Related Topics

Accounting Events Inquiry, *Oracle Subledger Accounting Implementation Guide*

Subledger Journal Entry Headers Inquiry, *Oracle Subledger Accounting Implementation Guide*

Subledger Journal Entry Lines Inquiry, *Oracle Subledger Accounting Implementation Guide*

## Oracle Subledger Accounting Reports

Oracle Subledger Accounting provides accounting reports that you can run from an Oracle Receivables responsibility to review accounting information:

- Journal Entries report
- Account Analysis report
- Third Party Balances report
- Multiperiod Accounting reports
- Subledger Period Close Exceptions report
- Open Account Balances Listing

### Related Topics

Subledger Accounting Reports Overview, *Oracle Subledger Accounting Implementation Guide*

Open Account Balances Listing, *Oracle Subledger Accounting Implementation Guide*

### Posting

To initiate the transfer of Receivables accounting information from Oracle Subledger Accounting to Oracle General Ledger, run the Create Accounting program in final mode. When you create final accounting, the Create Accounting program transfers data about your adjustments, chargebacks, credit memos, commitments, debit memos, invoices, and receipts to a Subledger Accounting interface table and, depending on other entered parameters, runs Journal Import and posts the journal entries in General Ledger.

Or, you can create draft accounting first; later, when you create the final accounting, you can complete the transfer and posting process. Draft accounting entries cannot be transferred to General Ledger.

See: Accounting Program Defaults Region, *Oracle Subledger Accounting Implementation Guide*.

### Reconcile Customer Balances

To internally reconcile your outstanding account balances before submitting the Create Accounting program, use standard Oracle Receivables reports. For more information, see: Reconciling Receivables, page 9-16.

## Posting Detail

Depending on your subledger accounting options setup, you can post to the general ledger in either summary or detail. See: Subledger Accounting Options Setup Description, *Oracle Subledger Accounting Implementation Guide*.

## Posting Reports

When you run the Create Accounting program, the program automatically generates the Subledger Accounting Program Report. This report documents the results of the Create Accounting program at either the summary or detail level. See: Oracle Subledger Accounting Program Report, *Oracle Subledger Accounting Implementation Guide*.

## Related Topics

Reconciling Receivables, page 9-16

## Reconciling Receivables

Periodically, you need to reconcile the transactions in your accounts receivable system, both before and after you post to the general ledger. Oracle Receivables reduces the amount of manual reconciling activity typically required and simplifies the overall reconciliation process by:

- Providing a set of reports that let you quickly and easily view how transactional and accounting data tie together.
- Highlighting potential reconciling items whose underlying causes can be corrected, to prevent future occurrences of similar errors.

This section describes the recommended Receivables reconciliation process, which consists of two main phases:

1. **Internal reconciliation:** Reconcile the period's operational activity with Receivables accounting data, before posting to the general ledger.  
See: Reconciling Subledger Details, page 9-17.
2. **External reconciliation:** After posting, reconcile subledger details with the general ledger.  
See: Reconciling General Ledger Details, page 9-21.

## Related Topics

Reconciling Subledger Details, page 9-17



Reconciling General Ledger Details, page 9-21

Reconciliation Reports, page 10-9

## Reconciling Subledger Details

Reconcile the subledger internally before posting to promote a smoother transfer process from Oracle Receivables to the general ledger. This pre-posting activity also minimizes the amount of manual journal entries that might later be required in the general ledger, thus ensuring that you maintain adequate supporting detail in the subledger for future audit purposes.

Receivables provides a comprehensive set of reports to help reconcile outstanding customer balances, transactions, receipts, and account balances. Before posting to the general ledger, use these reports to research transactions and receipts and the different accounts that they affect, for a given period:

1. Use the AR Reconciliation report, page 10-27 to compare transactional data against accounting data.
2. Optionally run the Potential Reconciling Items report, page 10-104 to view suggested journal items that might potentially post to incorrect GL account types.
3. Run the Journal Entries report, page 10-85 to confirm that the actual GL accounts are correct.

The Journal Entries report shows the transaction and receipt numbers that contribute to a particular GL account. Run this report using the Detail by Account parameter to review the details that make up your general ledger journal entries. This report selects all transactions that will be posted to the general ledger (where associated transaction type has Post to GL set to Yes).

**Note:** The Journal Entries report can generate multiple reports. The 'Detail by Account' version of this report is probably most useful for reconciliation purposes.

4. Run the Aging - 7 Buckets - By Account or the Aging - 4 Buckets report to view beginning and ending customer balances. See: Aging Reports, page 10-20.
5. For a more detailed look at the period's activity, run the registers and journal reports.

Use this table to see which registers and journals to run for which type of accounting data.

Accounting Data	Accounting Report	Related Transaction Report
Beginning balance	Not applicable	Aging - 7 Buckets - By Account or Aging - 4 Buckets
Transactions accounting data	Sales Journal by Account (for account type of Receivables)	Transaction Register (for postable items)
Adjustments accounting data	Adjustments Journal	Adjustment Register
Not applicable	Not applicable	Invoice Exception Report (for non-postable items)
Unapplied receipts accounting data	Unapplied Receipts Journal	Unapplied and Unresolved Receipts Register
Applied receipts accounting data	Applied Receipts Journal	Applied Receipts Register
Not applicable	On-Account Credit Memo Gain and Loss Journal	Not applicable
Ending balance	Not applicable	Aging - 7 Buckets - By Account or Aging - 4 Buckets

See: Reconciliation Reports, page 10-9.

The AR Reconciliation report uses the following formula to ensure your period activity matches your receivables aging ending balance:

```

Beginning Balance
+   Transactions
+/-  Adjustments
-   Invoice Exceptions
-   Applied Receipts
-   Unapplied Receipts
+/-  Credit Memo Gain/Loss
=   Ending Balance

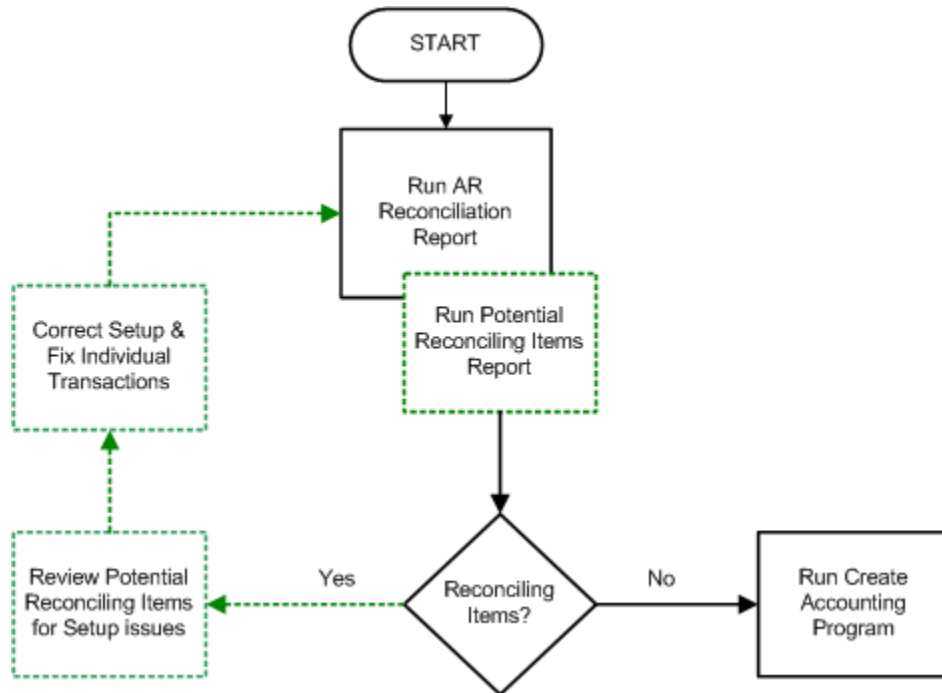
```

After identifying and correcting in Receivables those items that did not reconcile, run the Submit Accounting program to initiate the transfer of Receivables data into the general ledger. See: Posting, page 9-15.

After posting, you are ready to reconcile the posted data. See: Reconciling General

Ledger Details, page 9-21.

The following illustration describes the above internal reconciliation process.



## Related Topics

Reconciling Receipts, page 9-19

Reconciling General Ledger Details, page 9-21

Reconciling Receivables, page 9-16

Receipt Journal, page 10-108

Sales Journal by Customer, page 10-122

## Reconciling Receipts

This section describes how to use register and journal reports to reconcile receipts according to the receipt life cycle (confirmed, remitted, cleared), from a *cash* perspective. This is different from reconciling receipts from a *customer balance* perspective, which is discussed in Reconciling Subledger Details, page 9-17.

This type of reconciliation, which looks at both trade and miscellaneous receipts, does not employ the AR Reconciliation report. Instead, use the reports described in this table.

Accounting Data	Accounting Report	Related Transaction Report
total receipts (trade plus miscellaneous)	Receipt Journal	Receipt Register

- Periodically check that Receivables receipts balance by running the Receipt Journal report and the Receipt Register for the same GL Date range.
  - Use the Receipt Journal to view information about receipts that appear in your Journal Entries report. Use the Receipt Register to review a list of receipts for the date range that you specify.
  - The total of the Receipt Journal should equal the total of all receipts in the Receipt Register. These reports display information about both invoice-related and miscellaneous receipts.

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.

- Run the Other Receipt Applications report, page 10-96 to view details about receipt activity that do not impact customer open receivables.

Run this report to view details about activities such as receipt write-offs and credit card refund activities. (The credit memo associated with a credit card refund affects the customer open receivable balance and is displayed on the Transaction Register.)

**Note:** You can also use Oracle Cash Management to reconcile your deposits with a bank statement. See: Reconciling Bank Receipts Using Oracle Cash Management, page 5-41.

## Related Topics

Receipt Journal, page 10-108  
 Receipt Register, page 10-110  
 Reconciling General Ledger Details, page 9-21  
 Reconciling Receivables, page 9-16  
 Reconciliation Reports, page 10-9

## Reconciling General Ledger Details

After you internally reconcile Oracle Receivables data (see: Reconciling Subledger Details, page 9-17) and post to the general ledger, complete the external reconciliation process. The external reconciliation process includes two main steps:

1. Confirm that what was sent from Receivables matches what was posted in Oracle General Ledger.

Posting from Receivables operates through Oracle Subledger Accounting, and consists of two stages: General Ledger transfer and posting.

Run the Create Accounting program to extract transaction and receipt data from Receivables, create final accounting in Subledger Accounting, and then transfer the accounting into Oracle General Ledger and post the journal entries. Receivables provides reporting tools to track and reconcile the posting process.

See: Reconciling the General Ledger Transfer Process, page 9-21.

2. Confirm that all journals posted to the correct GL accounts.

See: Verifying GL Accounts, page 9-23.

## Reconciling the General Ledger Transfer Process

Follow these recommended reconciling steps:

1. The Create Accounting program produces the Subledger Accounting Program report that shows you the subledger journal entries created for successful accounting events. Compare this report to the Journal Entries report (run in Posted status mode) and verify that they match. Use the same General Ledger date ranges for the Journal Entries report and the Create Accounting program.

See: Oracle Subledger Accounting Program Report, *Oracle Subledger Accounting Implementation Guide*.

2. When reconciling the Journal Entries report with the Subledger Accounting Program report, review the total untransferred items that appear on the report as well.

If some transactions cannot successfully post to the general ledger due to invalid GL accounts, then make corrections, and rerun draft accounting.

3. Once transactions and receipts have been transferred to Oracle General Ledger, they are considered *posted* within the Receivables subledger.

## Reconciling the Journal Import Process

Journal Import lets you create detail or summary journal entries in Oracle General Ledger. 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. See: Posting, page 9-15.

Follow these recommended reconciling steps:

1. 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.

**Note:** Journal import is run by Group ID, which is equivalent to the post control ID from the General Ledger Transfer program execution report.

2. 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. Confirm transfer dates with journal dates, in case multiple transfers occurred.

**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.

3. Once you have run the Oracle General Ledger Post Journals program, view posted journal entries by running the General Journals report (submitted for posted journals). The grand totals on this report should match the totals on the Journal Import Execution report. This allows a direct comparison of what was transferred by Receivables to what is posted in the general ledger. See: General Journals Report - Posted Journals, *Oracle General Ledger User's Guide*.

## Report Options

Be sure to use the same General Ledger Date ranges and accounting periods when running these reports:

- Submit the above reconciliation reports from the Print Accounting Reports or the Submit Requests window.
- Submit the Posted and Unposted Journals reports from Oracle General Ledger.

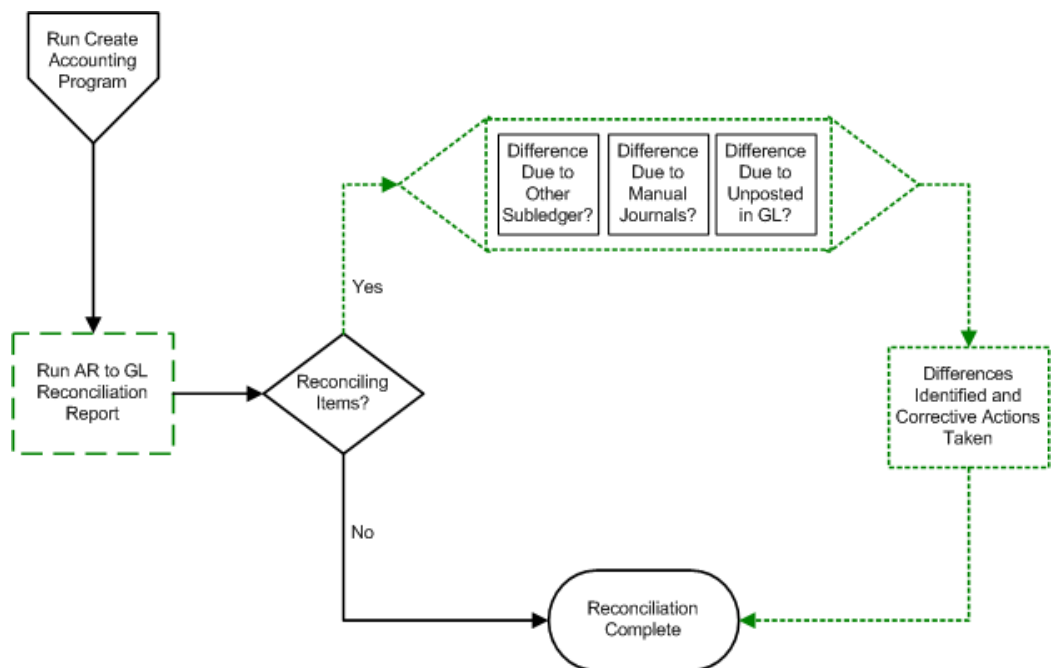
## Verifying GL Accounts

Run the AR to GL Reconciliation report, page 10-28 to verify that all Receivables journal entries posted to the correct GL accounts.

**Note:** If the GL account you are reviewing has had postings from other journal sources, such as Oracle Payables, be sure to account for these postings when reconciling Receivables with General Ledger. Postings from non-Receivables journal sources, summarized on the AR to GL Reconciliation report, might explain balance discrepancies between Receivables and General Ledger.

After making corrections where necessary, the reconciliation process is complete.

The following illustration describes the external reconciliation process.



## Related Topics

Posting, page 9-15

Reconciling Receivables, page 9-16

Reconciliation Reports, page 10-9

## 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.

## Related Topics

Accrual vs. Cash Basis Accounting, page 9-24

Journal Entries, page 9-29

Preparing Receivables, page 9-30

Defining Receivables System Options, *Oracle Receivables Implementation Guide*

Accounting for Transactions (Accrual method), page 9-42

## Accrual vs. Cash Basis Accounting

Receivables handles transactions differently depending on the method of accounting you use. This table outlines major differences between accrual and cash basis accounting.

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.



Accrual Accounting	Cash Basis Accounting
Automatic receipts, such as Direct Debits, 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.

### 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 in the table below is created when cash is received:

Account	Debit	Credit
Cash	\$1100	
Revenue		\$1000
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 as follows in this table:

Account	Debit	Credit
Cash	\$1100	

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Revenue		\$1000 (Original amount)
Revenue		\$100 (Adjustment)

In case of multiple line invoices, Receivables creates a separate account to record the full adjustment. Consider an example in the table below:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cash	\$1100	
Line #1 Revenue		\$800
Line #2 Revenue		\$200
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 in the table below:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cash	\$1100	
Line #1 Revenue		\$800 (Original amount)
Line #1 Revenue		\$80 (Adjustment)
Line #2 Revenue		\$200 (Original amount)
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, as described in this

table:

Account	Debit	Credit
Cash	\$1800	
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 following journal entry is created, as described in this table:

Account	Debit	Credit
Cash	\$800	
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, as described in this table:

Account	Debit	Credit
Cash	\$200	
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.

This table shows the journal entries that are created:

Account	Debit	Credit
Revenue (on-account credit)	\$100	
Revenue (invoice)		\$100

Instead of applying the on-account credit memo to an invoice, the user combines it with a cash receipt of \$200.

This table shows the journal entries that are created:

Account	Debit	Credit
Cash	\$200	
Unapplied Cash		\$200
Revenue (on-account credit)	\$100	
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.

This table shows the journal entries that are created:

Account	Debit	Credit
Unapplied Cash	\$300	
Revenue (invoice)		\$300

## Related Topics

Default Accounting for Transactions (Accrual method), page 9-42

## 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

**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).

## Related Topics

Accrual vs. Cash Basis Accounting, page 9-24

## 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  $(50 \times 100) / 0$  and  $(50 \times (-100)) / 0$ . 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 as follows in the table below:

Account	Debit	Credit
Cash	\$50	
Unallocated Revenue		\$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/admin/sql
$ sqlplus <AOL username>/<AOL password>
SQL> @arsedpcf.sql
```

### Related Topics

Using Cash Basis Accounting, page 9-23

## Viewing Accounting Lines in Receivables

When you query a invoice, payment, or adjustment in Oracle Receivables, you can choose to view the detail accounting lines for the queried transaction in the form of a balanced accounting entry (i.e., debits equal credits). You can also choose to view the detail accounting as t-accounts. Use these features to see how a transaction affects the account balances in your general ledger.

### To view accounting lines:

1. Query the invoice, payment, or adjustment for which you want to view accounting lines.

**Note:** Transactions include invoices, debit/credit memos, chargebacks, deposits, and guarantees. Receipts include cash or miscellaneous receipts.

2. Choose View Accounting from the Tools menu.

The View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting window appears, depending on whether you queried an invoice, payment, or adjustment.

See: View Accounting Windows, page 9-32.

3. (Optional) If your organization uses Multiple Reporting Currencies, choose the Alternate Currency button to view the accounting using an alternate currency. For example, if you are viewing the accounting in your primary functional currency (e.g., BEF), you can switch to EUR (reporting functional currency).

From the poplist that appears after you choose the Alternate Currency button, choose the ledger whose transactions you want to view. The View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting window changes to reflect amounts in the appropriate currency for the chosen ledger.

4. (Optional) To view the accounting detail as t-accounts, choose the T-Accounts button.

See: T-Accounts, *Oracle General Ledger User's Guide*.

## View Accounting Windows

The first time you open the View Invoice Accounting, View Payment Accounting, or View Adjustment Accounting windows, the following information will be displayed for the detailed accounting lines:

Column Name	Transaction	Receipt	Adjustment
Account	X	X	X
Applied Date		X	
Credit	X	X	X
Curr Conversion Rate	X	X	X
Debit	X	X	X
Deposit Date		X	
Detail Line Num	X		
Entered Credit	X	X	X
Entered Curr	X	X	X
Entered Debit	X	X	X



Column Name	Transaction	Receipt	Adjustment
Item	X		
Item Description	X		
Line Type	X	X	X
Quantity	X		
Reversal Date		X	
Tax Code	X	X	X
Tax Rate	X		
Trans Line Num	X		
Trans Line Type	X		
Trans Num		X	
Unit Price	X		
UOM	X		

When you select a detailed accounting line, Oracle Receivables displays the following information at the bottom of the related View Accounting window:

**For Transactions:** Account Description, Accounting Rule, Comments, Accounting Date, Transferred to GL

**For Receipts:** Account Description, Transaction Num, Comments, Accounting Date, Transferred to GL

**For Adjustments:** Account Description, Transaction Num, Comments, Accounting Date, Transferred to GL

### Customizing the View Accounting Windows

The View Invoice Accounting, View Payment Accounting, and View Adjustment Accounting windows are *folders*. You can easily customize the information that is displayed in the windows.

See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

When customizing the View Accounting windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Transaction	Receipt	Adjustment
Account Description	X	X	X
Accounting Date	X	X	X
Accounting Rule	X		
Activity Name		X	X
Adjustment Class			X
Adjustment Creation Type			X
Adjustment Date			X
Adjustment Num			X
Adjustment Type			X
Applied to Invoice Curr	X		
Applied to Invoice Date	X		
Applied to Invoice Line Num	X		
Applied to Invoice Line Type	X		
Applied to Invoice Num	X		
Bank Account		X	
Cash Receipt Date			X
Cash Receipt Num			X

Column Name	Transaction	Receipt	Adjustment
Chargeback Num			X
Comments	X	X	X
Curr Conversion Date	X	X	X
Curr Conversion Type	X	X	X
Customer	X	X	X
Customer Num	X	X	X
Customer Site	X	X	X
Distribution Set		X	
Document Seq Name		X	X
Document Seq Num	X	X	X
Document Seq Type	X		
Entered Taxable Credit		X	X
Entered Taxable Debit		X	X
Line Reference	X	X	X
Receipt Method		X	
Receipt Date		X	
Reversal Comments		X	
Sales Order Num	X		
Sales Rep	X		
Tax Exemption Num	X		

Column Name	Transaction	Receipt	Adjustment
Taxable Credit		X	X
Taxable Debit		X	X
Transaction Class	X		
Transaction Date	X	X	X
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num	X		X
Transaction Type	X		
Transferred to GL	X	X	X

## Related Topics

Drilling Down to Oracle Receivables from Oracle General Ledger, page 9-36

## Drilling Down to Oracle Receivables from Oracle General Ledger

From General Ledger, you can drill down to subledger details from the Account Inquiry, Enter Journals, or Journal Entry Inquiry windows for journals that have specific journal sources assigned to them. For example, if a journal source is Receivables, you can drill down to the transaction details in Oracle Receivables.

Depending on the nature of the originating Receivables transaction, drilling down from General Ledger opens the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window.

The first time you open one of these windows, the following information will be displayed:

Column Name	Transaction	Receipt	Adjustment
Account	X	X	

Column Name	Transaction	Receipt	Adjustment
Adjustment Class			X
Adjustment Date			X
Adjustment Num			X
Applied Date		X	
Bank Account		X	
Credit	X	X	X
Curr Conversion Rate	X	X	X
Customer	X	X	X
Debit	X	X	X
Deposit Date		X	
Detail Line Num	X		
Entered Credit	X	X	X
Entered Curr	X	X	X
Entered Debit	X	X	X
Item	X		
Item Description	X		
Line Type	X	X	X
Receipt Method		X	
Quantity	X		
Receipt Date		X	

Column Name	Transaction	Receipt	Adjustment
Receipt Num		X	
Reversal Date		X	
Tax Code	X	X	X
Tax Rate	X		
Transaction Date	X		
Transaction Line Num	X		
Transaction Line Type	X		
Transaction Num	X	X	
Transaction Type	X		
Unit Price	X		
UOM	X		

When you select a detailed accounting line, Oracle Receivables displays the following information at the bottom of the related window:

**For Transactions:** Transaction Class, Accounting Rule, Document Seq Num, Comments, Transaction Source, Accounting Date

**For Receipts:** Transaction Curr, Transaction Num, Document Seq Num, Comments, Receipt Curr, Accounting Date

**For Adjustments:** Adjustment Class, Transaction Num, Comments, Document Sequence, Adjustment Type, Accounting Date

## Customizing the Drilldown Windows

The drilldown windows are *folders*. You can easily customize the information that is displayed in the windows.

See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

When customizing the drilldown windows, you can hide the columns that normally appear in the windows and you can choose to display any additional columns that are available.

Following is a list of all the hidden columns that you can choose to display:

Column Name	Transaction	Receipt	Adjustment
Account			X
Account Description	X	X	X
Accounting Date	X	X	X
Accounting Rule	X		
Activity Name			X
Adjustment Creation Type			X
Adjustment Type			X
Applied Date	X		
Applied to Invoice Curr	X		
Applied to Invoice Date	X		
Applied to Invoice Line Num	X		
Applied to Invoice Line Type	X		
Applied to Invoice Num	X		
Bill to Customer Name			X
Cash Receipt Date			X
Cash Receipt Num			X
Chargeback Num			X
Comments	X	X	X
Curr Conversion Date	X	X	X

Column Name	Transaction	Receipt	Adjustment
Curr Conversion Type	X	X	X
Customer Num	X	X	X
Customer Site	X	X	X
Distribution Set		X	
Document Seq Name	X	X	X
Document Seq Num	X	X	X
Entered Taxable Credit		X	X
Entered Taxable Debit		X	X
Line Reference	X	X	X
Receipt Class		X	
Receipt Curr		X	
Reversal Comments		X	
Reversal Curr		X	
Sales Order Num	X		
Sales Rep	X		
Tax Exemption Num	X		
Taxable Credit		X	X
Taxable Debit		X	X
Transaction Class	X		
Transaction Date		X	X



Column Name	Transaction	Receipt	Adjustment
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num			X
Transaction Source	X		
Transferred to GL	X	X	X

### Drilling Down Further

From the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window, you can drill down even further to view detail transactions or you can choose to view the underlying transaction accounting.

#### To drill down to detail transactions or to view transaction accounting:

1. From the Payables Invoice Accounting, Payables Payment Accounting, or Receivables Adjustment Accounting window, select a detail accounting line.
2. Choose the Show Transaction button to view detail transactions.
3. Choose the Show Transaction Accounting button to view the transaction accounting.

### Related Topics

Viewing Accounting Lines, page 9-31

Drilling Down to Subledger Detail, *Oracle General Ledger User's Guide*

T-Accounts, *Oracle General Ledger User's Guide*

## Viewing MRC Details for a Transaction

If you use Multiple Reporting Currencies (MRC) functionality, and if you are using a responsibility associated with your primary functional currency, then you can use the View Currency Details window to see, in a single window, transaction amounts in your primary functional currency and in all the reporting ledger currencies. If the transaction currency is different from your primary functional currency, then the amounts are also displayed in the transaction currency.

The window also displays currency conversion details such as the rate, rate date, and rate type.

For a transaction, the window displays:

- Transaction header information
- Conversion details
- Transaction information. For each transaction, you see the total amount, plus the amounts of any receipts, credit memos, adjustments, discounts, or bills receivable, converted to each currency.

For a receipt, the window displays:

- Receipt header information
- Conversion details
- A list of receipt applications. For each application, you see the amount that was applied to the receipt. You see this amount in each currency. You can drill down from each invoice to the invoice currency detail.

To open the View Currency Details window, use a responsibility associated with your primary functional currency. Select a transaction in one of the following windows, then either choose the View Currency Details option from the Tools menu, or choose the View Currency Details icon in the toolbar.

- Transactions
- Transactions Summary
- Balances
- Receipts
- Receipts Summary

**Note:** You must save a transaction before you can open the View Currency Details window for it.

## Default Accounting for Transactions

This essay describes the default 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, late charges, and AutoInvoice clearing (suspense)

accounts using the information specified in your AutoAccounting structure.

You then submit the Submit Accounting program to actually create accounting entries in Oracle Subledger Accounting. Receivables predefines setup in Oracle Subledger Accounting so that the Submit Accounting program accepts the default accounts that AutoAccounting derives without change. See: Accounting in Receivables, page 9-2.

You can optionally define your own accounting rules in Subledger Accounting to create accounting that meets your business requirements. See: *Oracle Subledger Accounting Implementation Guide*.

**Note:** This section does not include examples of accounting for tax on discounts, adjustments, miscellaneous receipts, and cash applications. For more information, see: *Oracle E-Business Tax User Guide* and *Oracle E-Business Tax Implementation Guide*.

## 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 with a three month fixed duration accounting rule, Receivables creates the following journal entries:

In the first period of the rule:

```
DR Unbilled Receivables
  CR Revenue
```

In the second period of the rule:

```
DR Unbilled Receivables
  CR Revenue
```

In the third and final period of the rule:

```
DR Unbilled Receivables
  CR Revenue
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)
DR Unearned Revenue
  CR Revenue
```

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 2-92.

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 Offset Account
```

Use the AR: Deposit Offset Account Source profile option to determine how Receivables derives the Offset Account to credit for this deposit. For more information, see:

Overview of Receivables User Profile Options, *Oracle Receivables Implementation Guide*.

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 Offset Account (such as 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 that 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 Receivables
  CR Revenue
```

Receivables uses the Receivable Account and Revenue Account fields on this guarantee's transaction type to obtain the accounting flexfields for the Unbilled Receivables and Unearned Revenue accounts, respectively. See: Transaction Types, *Oracle Receivables Implementation Guide*.

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 Revenue
  CR 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, Receivables creates the following journal entries:

DR Cash  
CR Receivables

When you fully apply a receipt to an invoice, Receivables creates the following journal entry:

DR Cash  
DR Unapplied Cash  
CR Unapplied Cash  
CR Receivables

**Note:** These examples assume that the receipt has a Remittance Method of No Remittance and a Clearance Method of Directly.

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 Unapplied  
DR Unapplied  
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 write off the unapplied amount on a receipt, Receivables creates the following journal entries:

```
DR Unapplied Cash
    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 Chargeback (Activity)
DR Chargeback (Activity)
    CR Receivables (Invoice)
```

You set up a Chargeback account when defining your Receivables Activity.

To move funds between receipts, you can apply one receipt to another open receipt (also called netting receipts). For example, you can move funds from Receipt 1 to Receipt 2 by opening Receipt 2 in the Applications window, and selecting Receipt 1 in the Apply To field.

See: Receipt-to-Receipt Applications, page 4-11.

Following the example above, Receivables creates these journal entries:

```
DR Unapplied Cash (Receipt 1)
    CR Netting (Receipt 1)
DR Netting (Receipt 2)
    CR Unapplied Cash (Receipt 2)
```

After this receipt-to-receipt application completes, Receipt 2 gains additional funds that you can then apply to a debit item.

You set up a Netting account when defining your Receivables Activity.

**Important:** When netting receipts, both receipts must be in the same currency.

If both receipts are in a *foreign* currency, however, then you could have an exchange gain or loss when you net the receipts. The exchange gain or loss is realized on the main receipt (Receipt 2) at the time of receipt application (netting).

If you later adjust the exchange rate on Receipt 1 or 2, then Receivables:

- Rolls back all accounting for both receipts.
- Re-creates the accounting, including the netting application, using the adjusted

exchange rate.

- Recalculates the exchange gain or loss on whichever receipt is open in the Applications window.

## 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 Late 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)
```

## Credit Card Refunds

### Creating a credit card refund

When you unapply a receipt and reapply the receipt to a credit card refund, Receivables creates these journal entries:

```
DR Receivables
   CR Unapplied
DR Unapplied
   CR Receivable Activity (Clearing Account)
```

After you apply the receipt to a credit card refund, Receivables automatically creates a negative miscellaneous receipt in the amount of the refund and creates this journal entry:

DR Receivable Activity (Clearing Account)  
CR Cash

### Reversing a credit card refund

When you reverse a credit card refund, either by reversing the negative miscellaneous receipt or by unapplying the credit card refund activity, Receivables creates this journal entry for the negative miscellaneous receipt:

DR Cash  
CR Receivable Activity (Clearing Account)

and Receivables creates this journal entry for the original payment receipt:

DR Receivables Activity (Clearing Account)  
CR Unapplied

## Claims

### Creating an invoice related claim

When you record an invoice related short payment as a claim in the Applications window, Receivables creates the standard accounting entries for the invoice and for the receipt application. There are no additional accounting entries for the invoice related claim.

### Creating a non-invoice related claim

When you record a non-invoice related short payment or over payment as a claim investigation application in the Applications window, Receivables creates these journal entries:

DR Claim Investigation  
CR Unapplied Cash

Receivables derives the accounting flexfield for the claim investigation application from the receivable activity that you assigned in the Applications window.

## Related Topics

About Remittances, page 5-25

Credit Card Refunds, page 5-59

Defining Receivables System Options, *Oracle Receivables Implementation Guide*

Transaction Types, *Oracle Receivables Implementation Guide*

AutoAccounting, *Oracle Receivables Implementation Guide*

Receivables Activities, *Oracle Receivables Implementation Guide*

Receipt Classes, *Oracle Receivables Implementation Guide*

Using Cash Basis Accounting, page 9-23

## 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.

Receivables uses the following tables to store your accounts receivable transactions:

#### **RA\_CUSTOMER\_TRX table**

- CUSTOMER\_TRX\_ID column
- TRX\_NUMBER column
- BILL\_TO\_CUSTOMER\_ID column
- TRX\_DATE column

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 table**

- CUSTOMER\_TRX\_LINE\_ID column
- CUSTOMER\_TRX\_ID column
- LINK\_TO\_CUST\_TRX\_LINE\_ID column
- LINE\_TYPE column

- EXTENDED\_AMOUNT column

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 table**

- CUST\_TRX\_LINE\_SALESREP\_ID column
- SALES\_REP\_ID column
- CUSTOMER\_TRX\_LINE\_ID column
- REVENUE\_AMOUNT\_SPLIT column
- NON\_REVENUE\_AMOUNT\_SPLIT column
- PREV\_CUST\_TRX\_LINE\_SALESREP\_ID column

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 table**

- CUST\_TRX\_LINE\_GL\_DIST\_ID column
- CODE\_COMBINATION\_ID column

- CUSTOMER\_TRX\_LINE\_ID column
- ACCOUNT\_CLASS column
- AMOUNT column

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 table**

- PAYMENT\_SCHEDULE\_ID column
- AMOUNT\_DUE\_ORIGINAL column
- AMOUNT\_DUE\_REMAINING column
- CUSTOMER\_TRX\_ID column
- CASH\_RECEIPT\_ID column
- TRX\_NUMBER column
- STATUS column
- AMOUNT\_APPLIED column
- CLASS column

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.

The table below illustrates the tables that Receivables updates for billing and payment transactions.

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 table**

- `ADJUSTMENT_ID` column
- `AMOUNT` column
- `CUSTOMER_TRX_ID` column
- `TYPE` column
- `PAYMENT_SCHEDULE_ID` column

- CODE\_COMBINATION\_ID column

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 table**

- RECEIVABLE\_APPLICATION\_ID column
- AMOUNT\_APPLIED column
- STATUS column
- PAYMENT\_SCHEDULE\_ID column
- CODE\_COMBINATION\_ID column
- CASH\_RECEIPT\_ID column
- APPLIED\_PAYMENT\_SCHEDULE\_ID column
- APPLIED\_CUSTOMER\_TRX\_ID column

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 table**

- CREDIT\_MEMO\_AMOUNT\_ID column
- CUSTOMER\_TRX\_LINE\_ID column
- GL\_DATE column
- AMOUNT column

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 table**

- CASH\_RECEIPT\_ID column
- AMOUNT column
- STATUS column
- RECEIPT\_NUMBER column
- TYPE column

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 table**

- CASH\_RECEIPT\_HISTORY\_ID column
- AMOUNT column
- STATUS column

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 table**

- MISC\_CASH\_DISTRIBUTION\_ID column
- CASH\_RECEIPT\_ID column
- CODE\_COMBINATION\_ID column

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.
- Late charges will not be calculated on overdue items.
- Examples involving sales credit assignments will be expressly identified.

## **Related Topics**

Invoices, page 9-59

Debit Memos, page 9-62

Commitments, page 9-62

Invoice Against a Deposit, page 9-64  
 Invoice Against a Guarantee, page 9-67  
 Credit Memos, page 9-70  
 On-Account Credit Memos, page 9-73  
 Unapplied Receipts, page 9-75  
 Applied Receipts, page 9-77  
 Reverse Receipts, page 9-81  
 Miscellaneous Receipts, page 9-83  
 Chargebacks, page 9-85  
 About Adjustments, page 2-56

## 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	\$2,000	\$160		\$2,160
10 tables @ \$300	\$3,000	\$240		\$3,240
<b>Subtotal:</b>	\$5,400			
<b>Freight Charges:</b>	\$1,000			
<b>Total:</b>	\$6,400			

## RA\_CUSTOMER\_TRX

Invoice number I-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
101467	I-101	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice number I-101 is stored in this table as follows:

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

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

Invoice number I-101 is stored in this table as follows:

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

<b>cust_trx_line_salesrep_id</b>	<b>sales_rep_id</b>	<b>customer_trx_line_id</b>	<b>revenue_amount_split</b>	<b>non_revenue_amount_split</b>	<b>prev_cust_trx_line_salesrep_id</b>
140200	1624	103	0	240	NULL
140201	1492	104	0	200	NULL
140202	1525	104	0	200	NULL
140203	1624	104	0	600	NULL

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.

#### **RA\_CUST\_TRX\_LINE\_GL\_DIST**

Invoice number I-101 is stored in this table as follows:

<b>cust_trx_line_gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_id</b>	<b>account_class</b>	<b>amount</b>
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

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

Invoice number I-101 is stored in this table as follows:

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

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.

### Related Topics

Debit Memos, page 9-62

Commitments, page 9-62

Invoice Against a Deposit, page 9-64

Invoice Against a Guarantee, page 9-67

Chargebacks, page 9-85

About Adjustments, page 2-56

## 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 9-59.

### Related Topics

Commitments, page 9-62

Invoice Against a Deposit, page 9-64

Invoice Against a Guarantee, page 9-67

Credit Memos, page 9-70

## 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

### RA\_CUSTOMER\_TRX

Guarantee number G-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
122341	G-101	ABC Inc	20-May-94

### RA\_CUSTOMER\_TRX\_LINES

Guarantee number G-101 is stored in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
108	122341		LINE	500

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

Guarantee number G-101 is stored in this table as follows:

<b>cust_trx_line_gl_dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_id</b>	<b>account_class</b>	<b>amount</b>
12345	01-1100-1000-3000		REC	500
12346	01-6200-1000-3000	108	REV	500

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

Guarantee number G-101 is stored in this table as follows:

<b>payment_schedule_id</b>	<b>amount_due_original</b>	<b>amount_due_remaining</b>	<b>customer_trx_id</b>	<b>cash_receipt_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_applied</b>	<b>class</b>
81194	500	500	122341	NULL	G-101	OP	NULL	GUAR

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.

## Related Topics

Invoice Against a Deposit, page 9-64

Invoice Against a Guarantee, page 9-67

## 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:

Invoice Line	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

## RA\_CUSTOMER\_TRX

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
10895	I-102	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

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

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

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

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

## AR\_PAYMENT\_SCHEDULES

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

payment_schedule_id	amount_due_origin	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

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

## AR\_ADJUSTMENTS

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
45678	-500	10895	INVOICE	302301	01-6200-1000-3000

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

Invoice I-102 applied against deposit D-101 is stored in this table as follows:

<code>payment_schedule_id</code>	<code>amount_due_origin</code>	<code>amount_due_remaining</code>	<code>customer_trx_id</code>	<code>trx_number</code>	<code>status</code>	<code>amount_applied</code>	<code>class</code>	<code>amount_adjusted</code>
302301	1100	600	10895	I-102	OP	NULL	INV	-500

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.

## Related Topics

Invoice Against a Guarantee, page 9-67

## 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:

Invoice Line	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

## RA\_CUSTOMER\_TRX

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
110120	I-103	ABC Inc	22-May-94

## RA\_CUSTOMER\_TRX\_LINES

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

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

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

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

<b>cust_trx_line_gl _dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_ id</b>	<b>account_class</b>	<b>amount</b>
200101	01-1200-1000-3000		REC	1100
200102	01-8100-1000-3000	120	REV	1000
200103	01-4100-1000-3000	121	TAX	100

## AR\_PAYMENT\_SCHEDULES

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

<b>payment_ schedule _id</b>	<b>amount_d ue_origin al</b>	<b>amount_d ue_remain ing</b>	<b>customer _trx_id</b>	<b>cash_receip t_id</b>	<b>trx_num ber</b>	<b>status</b>	<b>amount_a pplied</b>	<b>class</b>
401100	1100	1100	110120	NULL	I-103	OP	NULL	INV

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

## AR\_ADJUSTMENTS

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

<b>adjustment_id</b>	<b>amount</b>	<b>customer_trx_id</b>	<b>type</b>	<b>payment_sched ule_id</b>	<b>code_combination_id</b>
56789	-500	110120	INVOICE	302302	01-6200-1000-3000

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

Invoice I-103 applied against guarantee G-102 is stored in this table as follows:

payment_s chedule_id	amount_ due_orig inal	amount_due _remaining	customer _trx_id	trx_numbe r	status	amount_ applied	class	amount_a djusted
302302	500	0	110120	G-102	CL	NULL	GUAR	-500

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.

### Related Topics

Commitments, page 9-62

Invoice Against a Deposit, page 9-64

## 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

## RA\_CUSTOMER\_TRX

Credit memo number CM-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date	previous_customer_trx_id
123456	CM-101	ABC Inc	01-Jun-94	101467

The previous\_customer\_trx\_id column references the original transaction you have credited.

## RA\_CUSTOMER\_TRX\_LINES

Credit memo number CM-101 is stored in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_customer_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

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

Credit memo number CM-101 is stored in this table as follows:

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

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

Credit memo number CM-101 is stored in this table as follows:

<code>cust_trx_line_gl_dist_id</code>	<code>code_combination_id</code>	<code>customer_trx_line_id</code>	<code>account_classes</code>	<code>amount</code>
150160	01-1200-1000-3000		REC	-1000
150161	01-8100-1000-3000	150	REV	-926
150162	01-4100-1000-3000	151	TAX	-74

Because this is a credit memo, the revenue and tax accounts will be debited and the receivable will be credited.

## AR\_PAYMENT\_SCHEDULES

Credit memo number CM-101 is stored in this table as follows:

<code>payment_schedule_id</code>	<code>amount_due_original</code>	<code>amount_due_remaining</code>	<code>customer_trx_id</code>	<code>trx_number</code>	<code>status</code>	<code>amount_applied</code>	<code>class</code>	<code>amount_credited</code>
400100	-1000	0	123456	CM-101	CL	-1000	CM	NULL

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

Credit memo number CM-101 is stored in this table as follows:



payment_s chedule_id	amount_d ue_origin al	amount_du e_remainin g	customer_t rx_id	trx_num ber	status	amount_ applied	class	amount _credite d
30191	6400	5400	101467	I-101	OP	NULL	INV	-1000

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

Credit memo number CM-101 is stored in this table as follows:

receivable_appli cation_id	amount_a pplied	status	payment_s chedule_id	customer _trx_id	cash_recei pt_id	applied_pa yment_sch edule_id	applied_cu stomer_trx _id
400	1000	APP	400100	123456	NULL	30191	101467

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.

## Related Topics

On-Account Credit Memos, page 9-73

## 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

## RA\_CUSTOMER\_TRX

On-Account Credit transaction number OC-101 is stored in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date	previous_customer_trx_id
660108	OC-101	ABC Inc	05-Jun-94	NULL

The previous\_customer\_trx\_id column is NULL because the credit does not apply to a specific invoice.

## RA\_CUSTOMER\_TRX\_LINES

On-Account Credit transaction number OC-101 is stored in this table as follows:

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		

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

On-Account Credit transaction number OC-101 is stored in this table as follows:

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

Because this is an on-account credit, the revenue account will be debited and the receivable will be credited.

## Related Topics

Credit Memos, page 9-70

## 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

## AR\_CASH\_RECEIPTS

Receipt number R-101 is stored in this table as follows:

credit_receipt_id	amount	status	receipt_number	type
338700	4000	UNAPP	R-101	CASH

## AR\_CASH\_RECEIPT\_HISTORY

Receipt number R-101 is stored in this table as follows:

cash_receipt_history_id	amount	status
457890	4000	CLEARED

## AR\_PAYMENT\_SCHEDULES

Receipt number R-101 is stored in this table as follows:

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

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

Receipt number R-101 is stored in this table as follows:

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

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.

## Related Topics

Applied Receipts, page 9-77

Reverse Receipts, page 9-81

Miscellaneous Receipts, page 9-83

## 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 than 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

### AR\_CASH\_RECEIPTS

Receipt number R-101 is stored in this table as follows:

<code>credit_receipt_id</code>	<code>receipt_number</code>	<code>amount</code>	<code>status</code>	<code>type</code>	<code>currency</code>	<code>rate</code>
1521	R-101	4000	UNAPP	CASH	USD	NULL

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

Receipt number R-101 is stored in this table as follows:

payment_sch e_id	amount _due_or iginal	amount_ due_rem aining	cash_rec eipt_id	customer _trx_id	trx_nu mber	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

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

Receipt number R-101 is stored in this table as follows:

receivable_applicat ion_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

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 = 0.729355 EUR.

- Receipt Number: R-102
  - Received From: ABC Inc.
  - Transaction Date: 5-JUL-97
  - Receipt Amount: 100 EUR
  - Exchange Rate: 1 EUR = .860956 USD
- Invoice Number: I-102
  - Transaction Date: 05-JUN-97
  - Invoice Amount:
  - Exchange Rate: 1 CND = .666667 USD

## AR\_CASH\_RECEIPTS

Receipt number R-102 is stored in this table as follows:

credit_receipt_id	receipt_number	amount	status	type	currency	rate
1520	R-102	100	APP	CASH	EUR	.865956

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

Receipt number R-102 is stored in this table as follows:

payment_sch e_id	amount _due_or iginal	amount_ due_rem aining	cash_re ceipt_id	customer _trx_id	trx_num ber	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	EUR

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

Receipt number R-102 is stored in this table as follows:

receivable_ application _id	status	trx_num ber	amt_applie d	amount_a pplied_fro m	trx_to_rc pt_rate	acct_amt _applied _to	acct_amt _applied _from	code_combi nation_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

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.

## Related Topics

Commitments, page 9-62

Credit Memos, page 9-70

Unapplied Receipts, page 9-75

Reverse Receipts, page 9-81

Miscellaneous Receipts, page 9-83

## 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.

## AR\_CASH\_RECEIPTS

The reverse receipt is represented in this table as follows:

<code>credit_receipt_id</code>	<code>amount</code>	<code>status</code>	<code>receipt_number</code>	<code>type</code>
338700	4000	REV	R-101	CASH

Receivables updates the status column of the original receipt from APP, applied, to REV, reversed.

## AR\_CASH\_RECEIPT\_HISTORY

The reverse receipt is represented in this table as follows:

<b>cash_receipt_history_id</b>	<b>amount</b>	<b>status</b>
545352	4000	REVERSED

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

The reverse receipt is represented in this table as follows:

<b>payment_schedule_id</b>	<b>amount_due_original</b>	<b>amount_due_remaining</b>	<b>cash_receipt_id</b>	<b>customer_trx_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_applied</b>	<b>class</b>
510555	-4000	0	338700	NULL	R-101	CL	0	PMT
30191	6400	6400	NULL	101467	I-101	OP	0	INV

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

The reverse receipt is represented in this table as follows:

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

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.

## Related Topics

Applied Receipts, page 9-77

Unapplied Receipts, page 9-75

Miscellaneous Receipts, page 9-83

## 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

## AR\_CASH\_RECEIPTS

Receipt number R-102 is stored in this table as follows:

<b>cash_receipt_id</b>	<b>amount</b>	<b>status</b>	<b>receipt_number</b>	<b>type</b>
345678	500	APP	R-102	MISC

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

Receipt number R-102 is stored in this table as follows:

<b>cash_receipt_history_id</b>	<b>amount</b>	<b>status</b>
467890	500	CLEARED

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

## AR\_MISC\_CASH\_DISTRIBUTIONS

Receipt number R-102 is stored in this table as follows:

<b>misc_cash_distribution_id</b>	<b>cash_receipt_id</b>	<b>code_combination_id</b>	<b>amount</b>
101789	345678	01-1190-1000-3000	250
101790	345678	01-1195-1000-3000	250

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.

## Related Topics

Unapplied Receipts, page 9-75

Applied Receipts, page 9-77

## 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.

### RA\_CUSTOMER\_TRX

This transaction is represented in this table as follows:

customer_trx_id	trx_number	bill_to_customer_id	trx_date
765432	CB-101	ABC Inc	01-Jun-94

### RA\_CUSTOMER\_TRX\_LINES

This transaction is represented in this table as follows:

customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
711	765432		CB	4400

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

This transaction is represented in this table as follows:

<b>cust_trx_line_gl_ dist_id</b>	<b>code_combination_id</b>	<b>customer_trx_line_ id</b>	<b>account_class</b>	<b>amount</b>
660116	01-1200-1000-3000	NULL	REC	4400
660117	01-8100-1000-3000	711	REV	4400

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

This transaction is represented in this table as follows:

<b>adjustment_id</b>	<b>amount</b>	<b>customer_trx_id</b>	<b>type</b>	<b>payment_schedul e_id</b>	<b>code_combination_i d</b>
57931	-4400	101467	INVOICE	30191	01-8100-1000-3000

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

This transaction is represented in this table as follows:

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

The class column, CB, identifies this payment schedule as a chargeback. The example chargeback has a status of OP (open) and an amount\_applied of NULL because no payment has been applied against it. The amount\_due\_original and amount\_due\_remaining columns equal the amount of the chargeback.

## AR\_PAYMENT\_SCHEDULES

This transaction is represented in this table as follows:

payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
30191	6400	0	101467	I-101	CL	2000	INV	-4400

Receivables updates the invoice payment schedule in the AR\_PAYMENT\_SCHEDULES by reducing the amount\_due\_remaining column to zero, to reflect the application of the chargeback to the invoice. The amount\_adjusted column equals the amount of the chargeback and the status column is changed to closed (CL).

## Related Topics

Adjustments, page 9-87

## Adjustments

You can create adjustments to increase or decrease invoice balances. You can make adjustments to invoices, lines, tax or freight. Receivables uses the following tables to store your adjustment information:

- AR\_ADJUSTMENTS
- AR\_PAYMENT\_SCHEDULES

For example, adjust invoice number I-104 to write off the remaining balance of 2400.

## AR\_ADJUSTMENTS

This transaction is represented in this table as follows:

<b>adjustment_id</b>	<b>amount</b>	<b>customer_trx_id</b>	<b>type</b>	<b>payment_schedule_id</b>	<b>code_combination_id</b>
987654	-2400	899143	INVOICE	646566	01-5100-3000-1000

Receivables inserts a record into AR\_ADJUSTMENTS to record adjustment details such as the amount, the type of adjustment, the customer\_trx\_id and the payment\_schedule\_id of the invoice you want to adjust. The amount column equals the amount of the adjustment. The code\_combination\_id column stores the general ledger distribution for the adjustment transaction.

## AR\_PAYMENT\_SCHEDULES

This transaction is represented in this table as follows:

<b>payment_schedule_id</b>	<b>amount_due_original</b>	<b>amount_due_remaining</b>	<b>customer_trx_id</b>	<b>trx_number</b>	<b>status</b>	<b>amount_applied</b>	<b>class</b>	<b>amount_adjusted</b>
646566	6400	0	899143	I-104	CL	4000	INV	-2400

Receivables updates the payment schedule record of the invoice in AR\_PAYMENT\_SCHEDULES, by adjusting the amount\_due\_remaining to zero, changing the status to CL, and changing the amount\_adjusted to -2400.

## Related Topics

Chargebacks, page 9-85

About Adjustments, page 2-56



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## Receivables Standard Reports and Listings

### 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 (e.g. 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.

#### Related Topics

Common Report Parameters, page 10-2

Common Report Parameters for Reconciliation Reports, page 10-5

Common Report Headings, page 10-6

Accounting Reports, page 10-7

Collection Reports, page 10-10

Execution Reports, page 10-11

Invoice Print Reports, page 10-11

Listing Reports, page 10-11

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 with a GL date that 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 default date.

The default for this parameter is Yes, which prompts AutoInvoice to use the transaction dates as the due dates for your invoices.

If you change the value to No, then AutoInvoice looks at the setting of the Derive Date option on a transaction's batch source to determine the due date. Depending on the Derive Date setting, AutoInvoice derives the due date in a different way. See: Importing Transactions Using AutoInvoice, page 2-199 and Determining Dates, page 2-245.

Additionally, if the value of this parameter is No, then AutoInvoice uses this parameter in conjunction with the Due Date Adjustment Days parameter, page 10-3 to determine the final due date.

**Currency/Entered 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 entered 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.

If two customers with the same name exist, then Receivables includes both customers on the report. To include a specific customer on a report, use the Customer Number parameter.

**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 Adjustment Days:** Use this parameter to adjust your invoice due date calculations. You can enter any integer between the range of -9999 and 9999. AutoInvoice uses this parameter only when the Base Due Date on Trx Date parameter is set to No.

When Base Due Date on Trx Date is No, AutoInvoice compares the due date that it derived against the transaction date plus the number of days that you enter here. AutoInvoice uses whichever date is later as the final due date.

The examples in the following table assume a Net 30 payment term:

Transaction Date	Ship Date	Submission Date	Base Due Date on Transaction Date	Derive Date on Transaction Batch Source	Due Date Adjusted Days	Final Derived Due Date
15-Sep-94	20-Sep-94	15-Oct-94	Yes	Yes	Null	15-Oct-94
15-Sep-94	20-Sep-94	15-Oct-94	No	Yes	0	20-Oct-94
15-Sep-94	20-Sep-94	15-Oct-94	No	No	0	15-Nov-94
15-Sep-94	20-Sep-94	15-Oct-94	No	Yes	10	25-Oct-94
15-Sep-94	15-Sep-94	15-Oct-94	No	Yes	-10	15-Oct-94

**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.

**Low and High parameters:** Throughout Receivables reports, certain Low and High parameters, such as Batch Name Low and Batch Name High, accept alphanumeric values. In such cases, Receivables does *not* compare each number as a whole when determining the range of data to display in the report. Instead, Receivables determines the range by comparing the first digit in each entered parameter value, and then the next digit, and so on. In other words, if the low and high values are 99 and 100, then Receivables perceives 99 as higher than 100, and cannot successfully determine a range to report on.

To resolve this issue, submit reports in separate batches, if necessary. For example, if you entered low and high batch name values, then submit the report for batches 1-999, 1000-1999, and so on.

**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 in certain reports according to the value you enter in the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

For a list of reports that sort according to a customer's alternate name, refer to the profile option AR: Sort Customer Reports by Alternate Fields in: Overview of Receivables Profile Options, *Oracle Receivables Implementation Guide*.

- **Reporting Level:** If you use Multiple Organization Support, then specify the level at which you want to run the report.

- If you choose Ledger, then you can run this report for any ledger that you have access to. Ledger access means that you have access to at least one operating unit assigned to the ledger.

Use the Reporting Context parameter to select a ledger. The report will run for all operating units that are assigned to the selected ledger, and which you have access to.

**Note:** If you have access to only some operating units that are assigned to the selected ledger, then a message will inform you that the report provides only a partial view of the ledger.

- If you choose Operating Unit, then you can run this report for any operating unit that you have access to, as defined in your security profile.

Use the Reporting Context parameter to select an operating unit.

**Reporting Context:** If you use Multiple Organization Support, then specify the level at which you want to run the report. The list of values for this parameter depends on the Reporting Level that you specified.

**Note:** If you are not using the multiple organization support feature then the report ignores the Reporting Level and Reporting Context parameters.

For more information, see: *Oracle Applications Multiple Organizations Implementation Guide*.

## Related Topics

Common Report Parameters for Reconciliation Reports, page 10-5

Common Report Headings, page 10-6

Running Standard Reports and Listings, page 10-1

Accounting Reports, page 10-7

Collection Reports, page 10-10

Listing Reports, page 10-11

## Common Report Parameters for Reconciliation Reports

**Note:** When you run reports for use during reconciliation, be sure to run all reconciliation reports using the *same* parameter values. Consistent data selection across reports will ensure more accurate and

meaningful comparisons.

See: Common Report Parameters, page 10-2.

**Ledger Currency:** Currency you want to use for the report output. If Multiple Reporting Currencies (MRC) functionality is enabled, and if you are using your primary responsibility, then you can submit the report for any defined reporting currency as well as your primary currency.

The list of values for this parameter varies depending on the Reporting Level and Reporting Context parameter values. Available values for this parameter are the reporting currencies of the ledgers associated with the ledger, legal entity, or operating unit selected in the previous two parameters.

For more information, see: *Oracle Applications Multiple Organizations Implementation Guide*.

**GL Date:** The general ledger date range to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

**Company Segment:** The company segment range to include in the report.

**Posting Status:** Select which journals to include in accounting reports. Choose:

- Unposted
- Posted
- Both

**GL Account:** The GL account range to include in the report. This is the complete GL account code combination created for your accounting flexfield.

**Summary Account:** Optionally limit the range of GL accounts to display by using the general ledger summary account.

## Common Report Headings

Report headings provide you with general information about the contents of your report or listing such as your ledger name, report title, date and time you run your report, and page number.

**Tip:** Set up RXi reports to have all parameter values print on every report page, or only on the first page. See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

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.

## Related Topics

Common Report Parameters, page 10-2

## Accounting Reports

You can submit the following reports from the Print Accounting Reports window.

Account Status Report, page 10-14

Adjustment Approval Report, page 10-17

Adjustment Register, page 10-18

Aging - 7 Buckets By Account Report, page 10-20

Applied Receipts Register, page 10-25

AR Reconciliation Report, page 10-27

Automatic Receipt Batch Management, page 10-31

Automatic Receipts Awaiting Confirmation, page 10-32

Bad Debt Provision Report, page 10-35

Bank Risk Report, page 10-35

Billing and Receipt History, page 10-36

Billing History Report, page 10-37

Commitment Balance Report, page 10-48

Contingency-Based Deferred Revenue Report, page 10-49

Credit Hold Report, page 10-50

Cross Currency Exchange Gain/Loss Report, page 4-43

Customer Balance Revaluation Report, page 10-56

Customer Open Balance Letter, page 10-67

Deduction Transaction Detail Report

Discount Projection Report, page 10-73

Disputed Invoice Report, page 10-74  
High Volume Receipt Entry Report  
Internal Deduction Report  
Invoice Exception Report, page 10-81  
Invoices Posted to Suspense, page 10-83  
Journal Entries Report, page 10-85  
Journal with GL Details Report, page 10-87  
Miscellaneous Receipts Register, page 10-90  
Notes Receivable Report, page 4-81  
Open Items Revaluation Report, page 10-91  
Other Applications Report, page 10-95  
Other Receipt Applications Report, page 10-96  
Projected Gains and Losses Report, page 10-105  
Publish Actual Receipt, page 10-16  
Publish Receipt Forecast, page 10-107  
Publish Transaction Check, page 10-139  
Receipt Analysis - Days Late Report, page 10-106  
Receipts Journal Report, page 10-108  
Receipt Register, page 10-110  
Receipts Awaiting Bank Clearance, page 10-111  
Receipts Awaiting Remittance Report, page 10-112  
Remittance Batch Management Report, page 10-118  
Revenue Exceptions Report, page 10-119  
Reversed Notes Receivable Report, page 4-83  
Reversed Receipts Report, page 10-121  
Sales Journal By Customer, page 10-122  
Sales Journal by GL Account, page 10-123  
Transaction Reconciliation Report, page 10-134  
Transaction Register, page 10-135  
Unapplied and Unresolved Receipts Register, page 10-143  
Unposted Items Report, page 10-144



## Reconciliation Reports

See: Reconciling Receivables, page 9-16.

Use these reports to help reconcile transactional and accounting activity, *before* posting to the general ledger.

AR Reconciliation Report, page 10-27

Potential Reconciling Items Report, page 10-104

Use these aging reports to view outstanding customer balances for the beginning and end of a period:

Aging 7-Buckets - By Account, page 10-20

Aging 4-Buckets, page 10-20

These registers provide a detailed view into your transactional data:

Transaction Register, page 10-135

Adjustment Register, page 10-18

Applied Receipts Register, page 10-25

Unapplied and Unresolved Receipts Register, page 10-143

Receipt Register, page 10-110

Miscellaneous Receipts Register, page 10-90

Use these other reports during reconciliation:

Other Applications Report, page 10-95

Other Receipt Applications Report, page 10-96

Invoice Exception Report, page 10-81

These journals provide a detailed view into the accounting data:

Sales Journal by Customer, page 10-122

Sales Journal by GL Account, page 10-123

Receipt Journal, page 10-108

Journal Entries Report, page 10-85

Adjustments Journal, page 10-85

Unapplied Receipts Journal, page 10-85

Applied Receipts Journal, page 10-85

On Account Credit Memo Gain and Loss Journal, page 10-85

Use this report after you post to the general ledger:

AR to GL Reconciliation Report, page 10-28

Use this report at any time to view the activity balance of a GL account as of a specific date:

Cumulative Activity Balance Report, page 10-55

## Report Options

**Note:** See: Common Report Parameters for Reconciliation Reports, page 10-5.

Submit all of the above reports (except the Aging 4-Buckets report) from either the Print Accounting Reports or the Submit Requests window. Submit the Aging reports from the Submit Requests window. See: Aging Reports, page 10-20.

Select the same GL Dates for all the reports.

## Collection Reports

You can submit the following reports from the Print Collection Reports window.

Account Status Report, page 10-14

Aging - 4 and 7 Bucket Report, page 10-20

Aging Reports, page 10-20

Applied Receipts Register, page 10-25

Automatic Receipt Batch Management, page 10-31

Automatic Receipts Awaiting Confirmation, page 10-32

Bad Debt Provision Report, page 10-35

Billing and Receipt History, page 10-36

Billing History Report, page 10-37

Collection Effectiveness Indicators, page 10-46

Credit Hold Report, page 10-50

Customer Credit Snapshot Report, page 10-58

Disputed Invoice Report, page 10-74

Journal Entries Report, page 10-85

Past Due Invoice Report, page 10-99

Receipt Analysis - Days Late Report, page 10-106

Receipt Register, page 10-110

Receipts Awaiting Bank Clearance, page 10-111

Receipts Awaiting Remittance Report, page 10-112

Remittance Batch Management Report, page 10-118  
Transactions Awaiting Consolidation Report, page 10-137

## **Execution Reports**

Receivables automatically creates the following reports when you submit the corresponding processes.

Archive Detail and Summary Reports, page 11-60  
AutoAdjustment Reports, page 2-62  
AutoInvoice Reports, page 2-203  
Automatic Clearing for Receipts Execution Report, page 5-40  
Automatic Receipts and Remittances Execution Report, page 5-16  
Lockbox Execution Report, page 4-123

## **Invoice Print Reports**

Invoice Print Preview Report, page 10-82  
Invoice Batch Sources Listing, page 10-131  
Invoice Exception Report, page 10-81  
Transactions Awaiting Consolidation Report, page 10-137  
Invoices Posted to Suspense, page 10-83  
Print Invoice Reports, page 10-100

## **Listing Reports**

You can submit the following reports from the Print Listing Reports window.

Accounting Rules Listing Report, page 10-15  
AutoCash Rules Listing, page 10-31  
Customer Listing Detail/Summary, page 10-61  
Customer Profiles Report, page 10-68  
Customer Relationships Listing, page 10-69  
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## Country-Specific Reports

Oracle Receivables provides country-specific reports to meet your global reporting needs. These reports are documented in regional Oracle Financials user guides.

### Country-Specific Reports for the Americas

These reports are documented in the *Oracle Financials for the Americas User Guide*:

- Argentine Receivables AutoInvoice Batch Source Update Report
- Brazilian Receivables Bank Collection GL Interface Report
- Brazilian Receivables Bank Return Import Report
- Brazilian Receivables Collection Remittance Batch Report
- Brazilian Receivables Complementary Invoices
- Brazilian Receivables Customer Account Detail Report
- Brazilian Receivables Customer Interface Error Report
- Brazilian Receivables Factoring Remittance Batch Report
- Brazilian Receivables Invoice Print
- Brazilian Receivables Occurrences Remittance Batch Report
- Brazilian Receivables Post Bank Return Report
- Colombian Receivables Cash Receipt Report
- Colombian Receivables Income Tax Self Withholding Report
- Colombian Receivables Sales Fiscal Book Report
- Latin Tax Engine Reports

### Country-Specific Reports for Asia/Pacific

These reports are documented in the *Oracle Financials for Asia/Pacific User Guide*:

- Alternate Customer Name Receipt Matching Report
- Taiwanese EDI Government Uniform Invoice Report
- Taiwanese Output VAT Report
- Taiwanese Pro Forma 401 Report
- Taiwanese Receivables Government Uniform Invoice
- Taiwanese Receivables Zero-Rate Tax Report
- Taiwanese Sales Return and Discount Report

### **Country-Specific Reports for Europe**

These reports are documented in the *Oracle Financials for Europe User Guide*:

- Customer Balances Detail and Summary Reports
- Customer Interface Transfer Report
- French Bills Receivable Bank Remittance
- French Bills Receivable Format
- Italian Bills Receivable Bank Remittance
- Italian Bills Receivable Format
- Italian Receipt Format
- Italian Remittance EFT Format
- Portuguese Receivables Taxpayer ID Exception Report
- Receipt Acknowledgment Letter
- Regional Dunning Letter
- Regional Invoice Format
- Spanish Bills Receivable Bank Remittances
- Spanish Bills Receivable Format
- Spanish Receivables Bills of Exchange Format
- Spanish Remittance Report

## Account Status Report

Use this report to review your customer accounts. For each customer in your Account Status report, the report displays all open debit items, credit items, and total balance due in your functional currency, or if Multiple Reporting Currencies (MRC) is enabled, in a selected reporting currency.

For more information, see: *Oracle Applications Multiple Organizations Implementation Guide*.

### Report Parameters

**Ledger Currency:** Currency you want to use for the report output.

### 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 displays one row for each due date.

**Invoice Type:** Receivables displays the transaction type for each transaction in your report. If this transaction is a payment, Receivables displays Payment.

**Functional Balance Due:** Receivables displays the remaining amount due for each transaction converted to your functional currency. Receivables displays credit balances as negative numbers.

**Functional Original Amount:** Receivables displays the original amount of the transaction in your functional currency. Receivables displays 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.

### Related Topics

Running Standard Reports and Listings, page 10-1

## 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.

### Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Actual Receipt Report

Use the Actual Receipt report to help you reconcile receipts as well as determine how to apply and reapply receipts to multiple invoices.

The Actual Receipt report is an RXi report. The default attribute set shows receipt activity by bank account, receipt date, and receipt status, and displays the invoices to which each receipt was applied. You can copy this attribute set and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

You can submit this report from the Submit Request window.

**Important:** To print this report from the Submit Request window, choose the Publish Actual Receipt report. The RX Only: Actual Receipt report is intended for use with Applications Desktop Integrator (ADI).

## Selected Report Parameters

Enter parameters to define the content of the report.

**Receipt Date Low/High:** Enter a date range to indicate which receipts to include in the report.

**Currency Code:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all receipts, regardless of currency.

**Bank Account Name:** To include only receipts assigned to a specific bank account, enter a bank account.

**Receipt Method:** To include only receipts assigned to a specific receipt method, enter a receipt method.

## Column Headings

**Sequence Name:** The document sequence name used to generate a document number for this transaction.

**Voucher Number:** The document sequence number.

**Status:** The status of the receipt (for example, applied or unapplied).

**Receipt Type:** Valid receipt types include Cash and Miscellaneous. Miscellaneous receipts are receipts that are not related to an invoice (for example, investment income or a rent payment).

**Total Receipt Date:** The total amount of receipts entered on this date.



**Total Bank Account:** The total amount of receipts deposited into this bank account.

**Net Receipt Amount:** The total amount of the receipt.

**Exc Rate:** The exchange rate used to convert a foreign currency receipt to your functional currency.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

## Row Headings

**(Currency Code) Sum for (Adjustment Name, Adjustment Status, or Creator):** For each group of adjustments, Receivables prints the total balance due and dispute amount in either the entered or functional currency, depending on the value of the Currency parameter.

**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.

**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):** If you specify a currency during report submission, then for each group of adjustments, Receivables prints the total balance due and dispute amount in the entered currency. Otherwise, Receivables prints amounts organized by entered currency, but displayed in the functional 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## Adjustment Register

Use the Adjustment Register report to review approved adjustments that affect transaction balances for the selected period.

Adjustments include manual adjustments, automatic adjustments, bills receivable endorsements, invoices applied to commitments, and credit memos applied to commitment-related invoices. This report groups and displays transactions by currency, postable status, document sequence name, and balancing segment.

The Adjustment Register also includes reductions to guarantees and deposits, although these reductions do not affect the commitment balance.

When reconciling, the Adjustment Register's total should match the Adjustments Journal.

The Adjustment Register report is an RXi report with a default attribute set and three other available attribute sets: Customer, Document Number, and Invoice Number. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: *Working with Attribute Sets, Oracle Financials RXi Reports Administration Tool User Guide* and *Using the RXi Reports Concurrent Program, Oracle Financials RXi Reports Administration Tool User Guide*.

## Report Parameters

Enter parameters to define the content of the report.

For more information, see: Common Report Parameters, page 10-2.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

## Column Headings

**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.

**Adjustment Number:** The transaction number of this adjustment.

**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.

**Document Number:** The document sequence number for the adjustment. This column appears only if you submitted the report using the Document Number attribute set.

**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.

**Entered 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 of the adjusted transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

**Invoice Type:** The transaction type of the adjusted transaction. If this is an adjustment against a deposit, Receivables displays the transaction type of the invoice.

**Adjustment Type:** For example, Freight, Tax, or Invoice adjustment.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Aging Reports

Use the Receivables Aging reports to review information about outstanding receivables as of a specific date. 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 age or summarize on-account credits, unidentified payments, and on-account and unapplied cash amounts.

If you are using Oracle Trade Management, then you can also see cash claims.

The aging reports are sorted by company with each item allocated to a company.

Receivables aging reports do not include customers with a zero balance.

Review information about open items using these aging reports:

- **Aging - 4 Buckets and Aging - 7 Buckets:** Use these two reports, along with the Aging - 7 Buckets - By Account report, during reconciliation. If you run these reports using the last day of the prior period and last day of current period, then the totals match the beginning and ending outstanding balances respectively on the AR Reconciliation report.

Submit these reports using the Customer Summary option to display customer totals. Or, use the Invoice Summary option to display detailed invoice information.

Do not use other aging reports for reconciliation purposes, because the report totals might not agree with the total outstanding receivables on the AR Reconciliation report.

- **Aging - 7 Buckets - By Account:** This report provides GL account information and automatically displays invoice details. Use this report during reconciliation.
- **Aging - 7 Buckets - 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. This organization-specific report is always based on current date.
- **Aging - 7 Buckets - By Collector:** Does not include unidentified receipts, because a collector cannot be associated with an unidentified receipt.

The Aging - 7 Buckets - By Collector report sorts information by collector, and then

groups information by balancing segment, customer name and number, and site ID.

- **Aging - 7 Buckets - By Salesperson:** Does not include receipt chargebacks, because a salesperson is not associated with a receipt chargeback.

The Aging - 7 Buckets - By Salesperson sorts information by balancing segment, and then groups information by salesperson and customer name.

**Note:** Receivables ages transactions according to due date. The aging reports, however, select transactions according to GL date.

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

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

Choose to order all the reports by customer. This will let you research transactions based on customer name or number.

**Tip:** When sorted by customer, the Aging reports do 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 - By Account report for reconciliation.

**Order By:** The option that you want Receivables to use to sort your information. For example, you can sort by:

- Customer (Aging - 4 Buckets, Aging - 7 Buckets, and Aging - 7 Buckets - By Amount reports)

This option displays customer balances only, no invoice detail.

- Transaction Type (Aging - 4 and 7 Bucket reports)

This option displays invoice detail by transaction type.

**Note:** If you set the Order By parameter to Type, you cannot set the Show On Account parameter to Summarize.

- Balance Due (Aging - 7 Buckets - By Amount 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 Summary:** The type of report summary. The Invoice Summary option prints information on all customers' open receivables. The Customer Summary option prints customers' names with their total open balances.

**Report Format:** Format parameters include 'Brief' and 'Detailed', and affects customer information, not transaction information. The Brief format prints customer name and customer number with item information. The Detailed format also prints customer's city and state with contact name and telephone number.

**As of GL Date:** Receivables includes all open items whose GL date is before or the same as the date you enter, and whose GL date closed is after the date you enter. The default is the current date.

**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.

**Show Open Credits/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. This is the default option.

**Summarize** Receivables displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

**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.

**Show Claims:** Claims are non-invoice related claims that are not yet resolved. Receivables considers non-invoice related claims to be unresolved cash, similar to on-account or unapplied cash. For users of Trade Management only.

Select one of the following values for your report:

**Age** Include non-invoice related claims in this report. Receivables displays the claims with other open receipts in the appropriate bucket and includes them when determining the customer's balance.

**Summarize** Receivables displays the sum of your claims in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

**Do Not Show** Claims will not be included in this report. This value is used as the default.

Invoice related claims that are not yet resolved place the related invoices in dispute. Depending on how you set up your aging buckets, these disputes can be included in the appropriate aging period or as a separate total. These disputes are also shown in the Disputed Invoice report.

## 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.

**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.

**Type:** The transaction type for each open item, displayed if Order By parameter is Transaction Type. Receivables lets you review reports for a specific transaction type or for all existing types. For each customer, Receivables prints transaction types first, then payments, on-account credit memos, and bills receivable.

## 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. Payments include both unapplied and on-account cash. This total is included in the Customer Balance row for each customer.

**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.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6



## 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, see: Alternate Customer Name Receipt Matching Report, *Oracle Financials for Asia/Pacific User Guide*.

## Related Topics

Importing Zengin Format Data Using AutoLockbox, *Oracle Financials for Asia/Pacific User Guide*

## Applied Receipts Register

Use this report to review all receipt applications that affect your customer balances.

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.

This report includes cash receipts, any discount information, and shows the possible exchange rate gain or loss for foreign currency receipts. Miscellaneous receipts are not included.

This report displays receipt-to-receipt applications as one receipt with a positive application and the other receipt with a negative application. Receipt amounts not applied to other types of transactions are displayed on the Unapplied Receipts Register.

**Note:** Items on the Other Receipt Applications report do not affect the customer balance, and are not recorded on the Applied Receipts Register.

When reconciling, the Applied Receipts Register's total should match the Applied Receipts Journal.

The Applied Receipts Register is an RXi report with a default attribute set and seven other available attribute sets: Apply Date, Batch, Customer, GL Date, Invoice Number, Receipt Number, and With Gain/Loss and Discount Information. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

If comparing the Applied Receipts Register against the AR Reconciliation report, then use the attribute set that includes gain and loss and discount information.

## Selected Report Parameters

Enter additional parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

For more information, see: *Oracle Applications Multiple Organizations Implementation Guide*.

## 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 application general ledger date range, if you entered one.

**Order By:** The sort by option.

## Column Headings

**Applied Amount:** The receipt amount applied in your functional currency. Receivables prints a negative amount for receipt reversals.

**Apply Date:** The date of the receipt application or application reversal.

**Batch:** The receipt batch number.

**Document Number:** The document sequence number of the receipt. This column appears only if you submitted the report using the Document Number attribute set.

**Exchange Rate Gain/Loss:** The foreign currency exchange rate gain or loss amount. An exchange rate gain is shown as a positive (+) amount; a loss is shown as a negative (-) amount.

**Earned Discount:** The earned discount amount in your functional currency.

**Related Customer:** The customer name and number of the transaction to which the receipt is applied (usually the customer who remitted the receipt). This does not refer to a customer relationship that might be defined for this customer.

**Unearned Discount:** The unearned discount amount in your functional currency.

**Total amount in functional currency:** The total amount applied in functional currency.

**Allocated Receipt Amount:** Amount applied in receipt currency.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## AR Reconciliation Report

The AR Reconciliation report lets you obtain a quick update on the status of your receivables by comparing transactional data against accounting data. Use this report during the internal reconciliation process to see if the balances on the various registers match those on the journal reports. You can also see which items affect aging, and which items affect GL account balances. This helps you to more easily reconcile your accounts receivable activities, before you post to Oracle General Ledger.

Run the AR Reconciliation report as the first step in the reconciliation process. See: Reconciling Receivables, page 9-16. This report displays transactional data in an Activity column, and accounting data in a Journal column. If discrepancies exist between the two columns, then contact Oracle Support Services for assistance.

The AR Reconciliation report displays summarized information consistent with detailed registers and journal reports. To view the underlying detail, run these reports:

- Aging 7-Buckets - By Account report or Aging 4-Buckets report (to view the beginning and ending balances)
- Transaction Register and Sales Journal
- Adjustment Register and Adjustment Journal
- Applied Receipts Register and Applied Receipts Journal

- Unapplied and Unresolved Receipts Register and Unapplied Receipts Journal
- On-Account Credit Memo Gain/Loss Journal
- Invoice Exception Report

**Important:** This report tells you only that your transactional and accounting data match. Use the Potential Reconciling Items report, page 10-104 to view suggested items that might have potential accounting setup errors. You can automatically submit the Potential Reconciling Items report when you run the AR Reconciliation report.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 10-5.

**Potential Reconciling Items:** Indicate if you want to submit the Potential Reconciling Items report, page 10-104 when you run the AR Reconciliation report. The default is No.

## Related Topics

Reconciling Receivables, page 9-16

Potential Reconciling Items Report, page 10-104

Running Standard Reports and Listings, page 10-1

## AR to GL Reconciliation Report

The AR to GL Reconciliation report compares the account balances in Oracle Receivables to those in Oracle General Ledger, and highlights journal sources where discrepancies might exist. This report simplifies the reconciliation process by comparing Receivables and General Ledger account balances in a single place.

Run the AR to GL Reconciliation report:

1. After the Submit Accounting program in Receivables has completed, and
2. You have reviewed the Unposted Items report to confirm that all journal entries have posted, and
3. You have used the posting execution reports to confirm that the journal entries exported from Receivables match those posted in General Ledger.

The AR to GL Reconciliation report prints by ledger and organizes data first by

company segment, then account type (assets, liabilities, income, and expense).

This report will show a difference between Receivables and GL account balances only if items did not successfully post to GL accounts. The Difference column indicates that the activity in Receivables compares to the journal source of Receivables in the general ledger. If the actual balance of a specific account is different in Receivables than in the general ledger, then the following columns highlight the type of journals that affect the account balances:

- **GL Source Manual:** Manual journal entries made in the general ledger.
- **GL Subledgers Not AR:** Journal entries posted to the general ledger from other subledgers, such as Oracle Payables or a legacy feeder system.
- **Unposted in GL:** Unposted journals in the general ledger.

If manual journal entries exist in the general ledger, then you might need to reverse these journal entries if corrections were already made in Receivables.

If other subledgers post to these accounts, then you might need to make corrections in those subledgers, make manual corrections in the general ledger, or reconcile your other feeder systems separately.

After taking the required corrective actions, run the AR to GL Reconciliation report again to confirm that AR and GL accounts are now in balance.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 10-5.

**Out of Balance Only:** Indicate if only out of balance AR and GL accounts should be displayed. The default is No, so you can see the journal sources that might cause discrepancies between AR and GL account balances.

**GL Period:** Indicate the GL period to run the report for.

## Selected Report Headings

**Subledgers Not AR:** Includes journal entries from another Oracle application or legacy feeder system. Does not include manual journals, unposted items in GL, and journal entries with a Receivables source.

**Calculated Balance Exclude AR:** Equals the beginning GL account balance plus all activity for the current period except journal entries with a Receivables source.

Use these formulas to understand the relationships between the AR to GL Reconciliation report columns:

**Calculated Balance Exclude AR - Actual GL Balance = GL Actual Less Calculated**

and

**GL Actual Less Calculated = GL Source AR = Receivables Posted**

These columns indicate that the actual balance in the general ledger, less all activities except those with source of Receivables, equals that which is recorded in the Receivables subledger.

## Related Topics

Reconciling Receivables, page 9-16

Running Standard Reports and Listings, page 10-1

## 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:

<b>Entered</b>	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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## 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:

<b>Completed Creation</b>	All automatic receipt batches that have been created but not approved.
<b>Completed Approval</b>	All automatic receipt batches that have been approved for automatic receipt but not formatted, and have a receipt method assigned to them with a receipts class of Require Confirmation set to Yes.
<b>Completed Deletion</b>	All automatic receipt batches that have been deleted.
<b>Started Creation</b>	All automatic receipt batches that have started, but not completed, the creation process.
<b>Started Approval</b>	All automatic receipt batches that have started, but not completed, the approval process.
<b>Started Format</b>	All automatic receipt batches that have started, but not completed, the formatting process.
<b>Started Deletion</b>	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.

## Related Topics

About Automatic Receipts, page 5-2

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## 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 receipt 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.



## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## Automatic Transactions Batch Report

Use the Automatic Transactions Batch report to review the contents of a bills receivable batch. You can run the report in Detailed mode or Summary mode.

The Automatic Transactions Batch report lists the bills receivable created in a batch, or the bills receivable that will be created in a batch submitted in Draft mode. If you run the report in Detailed mode, the report also includes information about the transactions assigned to each bill.

Receivables prints the Automatic Transactions Batch report in Detailed mode when you run the Bills Receivable Batch Creation concurrent program. You can also run the Automatic Transactions Batch report in Summary or Detailed mode from the Submit Request window to review a previously created bills receivable batch.

Use the Standard Request Submission windows to submit the Automatic Transactions Batch report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Batch Name:** Enter the name of the bills receivable batch that you want to report on.

**Version:** Enter *Detailed* or *Summary*.

## Report Headings

**<Report Title>:** *Automatic Transactions Batch Report.*

**<Ledger>:** The reporting ledger.

**Report Date:** The report date and time.

**Page:** The page number.

**Batch Name:** The name of the bills receivable batch.

**Batch Status:** The batch status.

**Currency:** The bills receivable functional currency.

**Dates Due:** The range of due dates for bills receivable that were created with this batch.

**Transaction Dates:** The range of transaction dates for transactions assigned to bills

receivable in this batch.

**Transaction Type:** The bills receivable transaction type.

**Transaction Numbers:** The range of transaction numbers for transactions assigned to bills receivable in this batch.

**Receipt Methods:** The creation receipt methods that were used to create bills receivable in this batch.

**Version:** *Detailed* or *Summary*.

**Issue Date:** The issue date for bills receivable that were created with this batch.

**Source:** The transaction batch source.

**Customer Class:** The customer class.

**Customer Category:** The customer category.

**Customer Name:** The customer drawee name.

**Customer Number:** The customer drawee customer number.

**Customer Location:** The customer drawee site.

**Customer Bank Name:** The customer drawee bank name for the batch.

## Column Headings

**Bill Number:** The bill receivable number.

**Currency:** The bill receivable currency.

**Amount:** The amount assigned to the bill.

**Maturity Date:** The bill receivable maturity date.

**Drawee Bank Name:** The customer drawee bank name for each bill.

**Contact Name:** The contact person for the customer drawee bank.

**Special Instructions:** Special instructions for the bill.

**Transaction Type:** The bills receivable transaction type.

**Transaction Number:** The transaction number assigned to the bill.

**Amount Assigned:** The transaction amount assigned to the bill.

**Transaction Date:** The date of the transaction assigned to the bill.

## Row Headings

**<Drawee Name>:** The customer drawee.

**<Drawee Number>:** The customer drawee customer number.

**<Batch Information>:** The receipt method, grouping rule, maximum amount, minimum

amount, and lead days settings for this batch.

**Drawee Total:** For each customer drawee, the subtotal of bills receivable in the bill receivable currency.

**Drawee Batch Total:** For each customer drawee, the total of bills receivable in the functional currency.

**Batch Total:** The total of bills receivable in this batch in the functional currency.

## Bad Debt Provision Report

Use this report to review your bad debt exposure. Receivables uses the percent collectible 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 collectible. You specify the percent collectible in the Account Profile tabbed region of the Customers page.

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 collectible in this report.

### Column Headings

**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.

### Related Topics

About Automatic Receipts, page 5-2

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## 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.

## Related Topics

Automatic Clearing for Receipts, page 5-38

About Automatic Receipts, page 5-2

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## 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 10-36.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## Bills Receivable By Status Report

Use the Bills Receivable By Status report to review historical information for your existing bills receivable. The report lets you view amounts, history, drawees, and other detailed information for bills receivable transactions.

The Bills Receivable By Status report is an RXi report that has one default attribute set. The attribute set sorts bills receivable by functional currency, status and transaction type, and prints transaction type and status subtotals in the functional currency. You can copy this attribute set and customize the layout to suit your reporting needs.

Use the Standard Request Submission windows to submit the Bills Receivable By Status report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

See also: Common Report Parameters, page 10-2.

**Status As Of Date:** Enter the first bills receivable date for the report. Receivables

includes all bills receivable with the designated statuses from the date that you enter up to the current date.

**First Status:** Enter the first bills receivable status to include in the report.

**Second Status:** Enter the second bills receivable status to include in the report.

**Third Status:** Enter the third bills receivable status to include in the report.

**Excluded Status:** Enter the bills receivable status to exclude from the report.

**Transaction Type:** Enter the bills receivable transaction type to include in the report. If you leave this field blank, Receivables includes all bills receivable transaction types.

**Maturity Date From:** Enter the first bills receivable maturity date to include in the report.

**Maturity Date To:** Enter the last bills receivable maturity date to include in the report.

**Drawee Name:** Enter the customer drawee for the report.

**Drawee Number From:** Enter the first customer drawee customer number to include in the report.

**Drawee Number To:** Enter the last customer drawee customer number to include in the report.

**Remittance Batch Name:** Enter the name of the remittance batch to use in the report.

**Remittance Bank Account Name:** Enter the name of the remittance bank account to use in the report.

**Drawee Bank Name:** Enter the name of the customer drawee bank to use in the report.

**Original Amount From:** Enter the first bills receivable original amount to include in the report.

**Original Amount To:** Enter the last bills receivable original amount to include in the report.

**Transaction Issue Date From:** Enter the first bills receivable issue date to include in the report.

**Transaction Issue Date To:** Enter the last bills receivable issue date to include in the report.

**On Hold:** Enter *Yes* to include bills receivable on hold. Enter *No* to exclude bills receivable on hold.

## Report Headings

<Ledger>: The reporting ledger.

<Report Title>: *Bills Receivable By Status Report*.

**Report Date:** The report date and time.

**Page:** The page number.

**Currency:** The bills receivable functional currency.

## Column Headings

**Status:** The bills receivable status.

**Transaction Type:** The bills receivable transaction type.

**Transaction Number:** The bill number.

**Transaction Date:** The date the bill was created.

**Maturity Date:** The date the bill was accepted.

**Drawee Name:** The customer drawee name.

**Drawee Taxpayer ID:** The customer drawee taxpayer ID.

**Balance Due:** The open balance on the bill.

## Row Headings

**Total for <transaction type>:** The bills receivable subtotal by transaction type.

**Total for <status>:** The bills receivable subtotal by status.

**Total for <currency>:** The bills receivable subtotal by functional currency.

**Report Total:** The report total.

## Related Topics

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Bills Receivable Format Report Program

Use the Bills Receivable Format Report program to print a batch of bills receivable. You can print bills belonging to a bills receivable batch or a bills receivable remittance batch. The bills receivable belonging to the batch can have different format programs assigned to them.

Specify the format program to use for bills receivable when you define bills receivable transaction types. For bills receivable remittance batches, enter the format program in the Remittance Print field in the Formatting Programs region of the Remittance Banks window or in the Print Program field in the Remittances window. Refer to your country-specific user guide for information about country-specific format programs.

Use the Standard Request Submission windows to submit the Bills Receivable Format Report program.



## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Bills Receivable Batch:** Enter the bills receivable batch or bills receivable remittance batch to print bills receivable for.

**Amount From:** Enter the beginning range of bills receivable amounts to print.

**Amount To:** Enter the ending range of bills receivable amounts to print.

## Report Headings

**<Ledger>:** The reporting ledger.

**Report Date:** The report date and time.

**Request ID:** The concurrent request ID.

**Page:** The page number.

## Column Headings

**Curr:** The bill receivable currency.

**Bills Receivable Number:** The bill receivable number.

**Customer Name:** The customer drawee name.

**Bills Receivable Date:** The bill receivable maturity date.

**Adjustment Number:** The bill receivable adjustment number.

**Amount:** The bill receivable amount.

**Functional Amount:** The bill receivable amount in the functional currency.

## Bills Receivable Reminder Letters

Use the Bills Receivable Reminder Letters to print reminders for drawees that have not signed and returned bills receivable requiring their acceptance. The reminder letter lists all of the outstanding bills receivable for the designated customer.

You can print reminder letters for a range of drawees or a range of dates. You can use Oracle Reports to modify the text of the letter.

Use the Standard Request Submission windows to submit Bills Receivable Reminder Letters.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Creation Date From:** Enter the first bills receivable creation date to include in reminder letters.

**Creation Date To:** Enter the last bills receivable creation date to include in reminder letters.

**Days Late Since Creation:** Enter the number of days late for bills receivable. Receivables includes in reminder letters all bills that are this number of days late since creation.

**Drawee Name From:** Enter the first customer drawee to print reminder letters for.

**Drawee Name To:** Enter the last customer drawee to print reminder letters for.

**Drawee Number From:** Enter the first customer drawee customer number to print reminder letters for.

**Drawee Number To:** Enter the last customer drawee customer number to print reminder letters for.

## Report Headings

<**Customer Name and Address**>: The drawee name and site address.

<**Remit To Name and Address**>: The company name and address.

<**Date**>: The date that the letter is printed.

## Column Headings

**Reference Number:** The bill receivable number.

**Amount:** The bill receivable amount.

**Creation Date:** The bill receivable creation date.

## Bills Receivable Remittance Batch Management Report

Use the Bills Receivable Remittance Batch Management report to review the details of a bills receivable remittance batch. You can run the report in Summary mode to review the batch details only or in Detailed mode to review both the batch details and the bills receivable that are included in the batch.

You can run the Bills Receivable Remittance Batch Management report in Summary mode when you create the remittance batch by checking the Print Report box in the Auto Create window or Maintain Remittance Batch window.

You can also use the Standard Request Submission windows to run the report in Detailed or Summary mode for a range of remittance batches using report parameter selection criteria.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

**Order By:** Enter *Batch Name* to order remittance batches by batch name, or *Remittance Account* to order remittance batches by remittance account.

**Status:** Enter a status to include remittance batches of this status only in the report.  
Choose from:

- Completed Approval
- Completed Cancellation
- Completed Creation
- Completed Deletion
- Processed
- Started Approval
- Started Cancellation
- Started Creation
- Started Deletion
- Waiting Post Batch

**Summary or Detailed:** Enter *Summary* or *Detailed* to specify the type of report.

**Remittance Date From:** Enter the first remittance date to include in the report.

**Remittance Date To:** Enter the last remittance date to include in the report.

**Deposit Number Low:** Enter the first remittance deposit number to include in the report.

**Deposit Number High:** Enter the last remittance deposit number to include in the report.

**Batch Name Low:** Enter the first remittance batch to include in the report.

**Batch Name High:** Enter the last remittance batch to include in the report.

**Include Formatted Batches:** Enter *Yes* to include formatted batches or *No* to exclude formatted batches.

**Remittance Method:** Enter a remittance method to include only remittances with this remittance method in the report.

**Remittance Bank:** Enter a remittance bank to include only remittances to this

remittance bank in the report.

**Remittance Bank Branch:** Enter a remittance bank branch to include only remittances to this remittance bank branch in the report.

**Remittance Bank Account:** Enter a remittance bank account to include only remittances to this remittance bank account in the report.

## Report Headings

**<Report Title>:** *Bills Receivable Remittance Batch Management Report.*

**<Ledger>:** The reporting ledger.

**Report Date:** The report date and time.

**Page:** The page number.

## Column Headings

**Status:** The remittance batch status.

**Batch Name:** The remittance batch name.

**Batch Date:** The remittance batch date.

**Deposit Number:** The remittance batch deposit number.

**Remittance Bank Account Name:** The remittance bank account name.

**Remittance Method:** The remittance method.

**With Recourse:**

- *Yes* - Bills receivable factored with recourse.
- *No* - Bills receivable other than factored with recourse.

**Receipt Method:** The remittance receipt method assigned to the bill.

**GL Date:** The remittance GL date.

**Currency:** The remittance functional currency.

**Amount:** The remittance amount.

**Customer Name:** The customer drawee name.

**Customer Number:** The customer drawee customer number.

**Bank:** The customer drawee bank.

**Account:** The customer drawee bank account.

**Bills Receivable Number:** The bill receivable number.

**Remittance Method:** The remittance method.

**Receipt Method:** The remittance receipt method assigned to the bill.

**Maturity Date:** The bill receivable maturity date.

**Amount:** The bill receivable amount.

## Row Headings

**Remittance Account Total:** The remittance batch total for the remittance bank account.

**Batch Total:** The remittance batch total in the functional currency.

## Bills Receivable Summary Report

Use the Bills Receivable Summary report to review summary information for your existing bills receivable. The report provides summary totals of the number and amount of bills receivable by status and transaction type.

The Bills Receivable Summary report is an RXi report that has two default attribute sets: *Summary by Status* and *Summary by Transaction Type*. You can copy these attribute sets and customize their layouts to suit your reporting needs.

Use the Standard Request Submission windows to submit the Bills Receivable Summary report.

## Report Parameters

Enter the following parameters to specify the desired reporting options:

See also: Common Report Parameters, page 10-2.

**As Of Date:** Enter the first bills receivable date for the report. Receivables includes all bills receivable from the date that you enter up to the current date.

## Report Headings

**<Report Title>:** *Bills Receivable Summary Report*.

**<Ledger>:** The reporting ledger.

**Report Date:** The report date and time.

**Page:** The page number.

**Currency:** The bills receivable functional currency.

## Column Headings

**Status:** The bills receivable status.

**Transaction Type:** The bills receivable transaction type.

**Count:** The number of bills receivable for the designated status and transaction type.

**Amount:** The open amount of the bill.

## Row Headings

**Total for <status or transaction type>:** The bills receivable subtotal by status or transaction type.

**Total for <report>:** The bills receivable total in the functional currency.

## Related Topics

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Collection Effectiveness Indicators

Use this report to monitor your customers' overall payment patterns and see debit item information by the split amount that you defined in the System Options window.

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)

**Creation Date:** The date on which Receivables calculates the values for the current period.

**Credit Memos Created:** The total amount of credit memos and on-account credits created during each period.

**Current Sales:** The percent you collect of your current sales.

**DSO Calculation Days:** The number of days to use in calculating your Conventional Day Sales Outstanding. You specify the number of days in the Days in Days Sales Outstanding Calculation 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

**Note:** The commitment balance also reflects reservations created in Order Management, if the OM: Commitment Sequencing profile option is set to Yes. See: Profile Options in Oracle Order Management, *Oracle Receivables Implementation Guide*.

## Report Parameters

**Format Level:** Enter the amount of detail that you want to see in the report.

- A detailed report displays header level amounts and balances, as well as line details, of the invoices and credit memos that have been entered against a commitment.



- A summary report displays only the header level amounts and balances of the invoices and credit memos that have been entered against a commitment.

Both options also display information about orders that have been entered in Oracle Order Management against commitments in Receivables.

## 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.

## Related Topics

Using Commitments, page 2-252

Entering Commitments, page 2-41

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Contingency-Based Deferred Revenue Report

Use the Contingency-Based Deferred Revenue report to review the revenue deferral decisions that the Revenue Management Engine makes for your imported invoices. See: Event-Based Revenue Management, page 3-12.

This report displays the current deferred revenue and contingency statuses for each invoice that has deferred revenue. These statuses can change whenever events such as receipt application or the expiration of contingency periods occur. This report therefore provides you with a real-time snapshot of the conditions behind the automatic deferral and recognition of revenue for your imported invoices.

**Note:** This report excludes invoices whose revenue was originally deferred, but which you have since removed from further collectibility analysis. See: Modifying Invoices Under Collectibility Analysis, page 3-26. In addition, this report excludes invoices that are assigned deferred accounting rules.

The Contingency-Based Deferred Revenue report is an RXi report.

## Selected Report Parameters

**Organization Name:** The organization that you want to run the report for.

## Selected Column Headings

**Customer Name:** The customer that has invoices with deferred revenue. Receivables groups this report by customer.

**GL Date:** GL date of the invoice that has deferred revenue.

**Line Number:** Invoice line that has deferred revenue.

**Line Amount:** Total invoice line amount (includes both already recognized and deferred revenue amounts).

**Credit Memo Amount:** Total amount of credit memos, if any, that were applied to this invoice line.

**Net Unscheduled Revenue:** Deferred revenue less any applicable credit memos.

**Accounting Rule Name:** The invoice line's assigned accounting rule.

**Revenue Contingency:** Revenue contingency on this invoice line.

**Contingency Removal Event:** Contingency removal event that is associated with the revenue contingency on this invoice line.

**Estimated Contingency Expiration Date:** Expiration date of any contingency on this invoice line.

**Contingency Removal Date:** Actual date when the contingency was removed from the invoice line, either by the removal event or by the expiration date.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide*

Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*

## Credit Hold Report

Use this report to review your customers and customer addresses that are on credit hold. You can place a customer or customer site on credit hold in the Customers set of pages.

The Credit Hold report displays information as described in the following table:

Credit Hold Level	Information Display
Customer account	<p>Receivables places all bill-to sites across all organizations on hold.</p> <p>The Credit Hold report displays the Balance Due and Past Due Balance for each bill-to site. You can use the Reporting Level and Reporting Context parameters to control whether the report displays information across the organizations that you have access to.</p> <p><b>Note:</b> If you want your customer hold to apply to only one organization, then you should apply the customer hold at the bill-to site level.</p>
Customer bill-to site	<p>Receivables places only the selected bill-to site on hold.</p> <p>The Credit Hold report displays the Balance Due and Past Due Balance for that one bill-to site.</p>

## Selected Report Parameters

See: Common Report Parameters, page 10-2.

## 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.

**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.

**Balance Past Due:** The total amount for all past due invoices, debit memos, and chargebacks minus any open credit items for this customer.

**Collector:** The collector who is linked to the site that is on credit hold.

**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.

**Currency Subtotal:** The total balance due and balance past due for each currency.

**Customer Subtotal:** The total balance due and balance past due for each customer.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Credit Limit Usages Report

The Credit Limit Usages Report enables you to review credit information by credit profile types. The report is available from Oracle Receivables Listing SRS window, providing you with a listing of credit limits, credit usage rules, and currency credit limit usages associated with either:

- Customer or Customer Site Credit Profiles  
Review credit limits by customer or customer site (order and overall), and usage rules assigned to a customer or customer site. You can specify a range of customers or list customers assigned to a specific rule set.
- Customer Class Credit Profile  
Review credit limits (order and overall), and usage rules by customer class credit profile. You can specify a range of profile classes or list customer class credit profiles assigned to a specific rule set.
- Operating Unit Credit Profiles

Review credit limits (order and overall) and default usage rules by Operating Unit. You can specify effective dates and usage rules.

- **Item Categories Credit Profiles**

Review credit limits (order only), effective dates and usage rules by Item category. You can specify a range of item categories or list categories assigned to a specific rule set.

The Credit Limit Usages Report can also be used to view customers credit limits that do not have any associated credit usages rule sets and currencies included or excluded within a specific rule set

## Submission

From an Accounts Receivables responsibility, *Report Listing* standard report submission window, select the Credit Limit Usages Report in the Name field. If you leave any parameters blank, this report includes all records that meet your other parameter criteria. In order to obtain specific input selection, enter the same value in the *From/To fields*.

## Parameters

When you request a Customer Credit Limits and Usages Report, the application provides you with the following input parameters to limit the report output.

### (Operating Unit)

- **Include Operating Unit:** Optionally, determine whether to display operating unit credit profile information  
The default value is No.
- **Operating Unit:** Optionally, select a single operating unit to display it's associate credit profile information or leave the parameter blank to include all operating units credit profile information for the report output

- **Using Rule Set:** Optionally, select a specific Credit Usage Rule Set name to further limit operating unit selection criteria for your report output

For example, if you choose to leave the Operating Unit input parameter blank, specify a Credit Usage Rule Set name in this field to display only operating units using the specific Credit Usage Rule Set name selected

### (Item Category)

- **Include Item Category Information:** Optionally, determine whether to display Order Entry Item Category Code credit profile information

The default value is No.

- **Item Categories (From/To):** Optionally, select a specific Item Category credit profile or a range of Item Categories credit profiles for the report output
- **Using Rule Set:** Optionally, select a specific Credit Usage Rule Set name to further limit item category selection criteria for your report output

For example, if you choose to leave the Item Category From/To input parameters blank, specify a Credit Usage Rule Set name in this field to display only item categories using the specific Credit Usage Rule Set name selected

#### **(Profile Classes)**

- **Include Profile Class:** Optionally, determine whether to display Customer Profile Class credit profile information

The default value is No.

- **Profile Classes (From/To):** Optionally, select a specific profile class or a range of profile classes for the report output
- **Using Rule Set:** Optionally, select a specific Credit Usage Rule Set name to further limit item category selection criteria for your report output

For example, if you choose to leave the Profile Class From/To input parameters blank, specify a Credit Usage Rule Set name in this field to display only profile classes using the specific Credit Usage Rule Set name selected.

#### **(Customer)**

- **Include Customer Information:** Optionally, determine whether to display Customer Credit Profile information

The default value is No.

- **Customers (From/To):** Optionally, select a specific customer name or range of customer names to include customer credit profile information for the report output
- **Using Rule Set:** Optionally, select a specific Credit Usage Rule Set name to further limit item category selection criteria for your report output

For example, if you choose to leave the Customer Name From/To input parameters blank, specify a Credit Usage Rule Set name in this field to display only customer names using the specific Credit Usage Rule Set name selected

#### **(Global Rule Set Information)**

- **Include Rule Set Information:** Optionally, determine whether to display Credit Usage Rule Set information

The default value is No.

- Credit Usages Rule Sets (From/To): Optionally, select a specific Credit Usage Rule Set Name or a range of Credit Usage Rule Set Names to include in this report

**Note:** The values entered for Global Rule Set Information are independent of all other report input parameter sections that utilize the parameter *Using Rule Sets*.

**Note:** For example, if you choose a specific *Using Rule Set* name for input parameters under the Operating Unit section, and specified a different usage rule set name in the *Rule Set From/To* fields within the Global Rule Set section, you will still receive output usage rule set information under the operating unit section of the report. You will also receive additional usage rule set information under the Usage Rules output section of the report.

## Report Output

The application displays all report input parameters and respective input values selected on the first page of the report output.

The report output may contain up to 5 headings. Output report heading are available for printing if the appropriate input parameter is set accordingly:

- Include Operating Unit = Yes: Print operating unit credit information
- Include Item Category Information = Yes: Print Item category credit information
- Include Customer Information = Yes: Print Customer credit information
- Include Profile Class = Yes: Print Profile Class credit information
- Include Rule Set Information = Yes: Print Rule Set Information

If no records exist based upon your input selection criteria, the application will display a message informing you no records met your respective criteria.

## Cumulative Activity Balance Report

The Cumulative Activity Balance report displays all transactions that comprise the balance for any Asset and Liability account in Oracle Receivables, as of a specified date. This report lets you easily create audit reports of any balance sheet account which Receivables posts to, at either the GL natural account or GL account level.

Use this report to view the net activity in accounts such as Unearned Revenue and Unbilled Receivables.

For improved report performance, baseline accounting data is created when you first

run this report. Subsequent report submissions will collect accounting data *after* the original baseline date. This data collection method helps to improve report performance for subsequent runs.

When you first run the report to create the baseline data, enter your last audit date in the GL As Of Date parameter. It is less likely that reports will be needed prior to this date.

## Selected Report Parameters

**Note:** See: Common Report Parameters for Reconciliation Reports, page 10-5.

**Reporting Format:** Indicate if the report should be run at the GL natural account or GL account level.

**GL As Of Date:** Receivables prints all open activity for an account as of this GL date.

## Related Topics

Reconciling Receivables, page 9-16

Running Standard Reports and Listings, page 10-1

## 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.

**Important:** 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 revalue.

**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 valued at the exchange rate used

when the transaction was approved.

**EOP Rate:** The End-Of-Period rate, which the report uses to reevaluate 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.

Receivables retrieves information from Oracle Credit Management to present the most accurate view of your customer's credit history.

### Report Parameters

See: Common Report Parameters, page 10-2.

**Collector Name:** Receivables prints information for collectors between the low and high values you specify. Receivables prints all collectors by default.

**Note:** This report captures collectors that are assigned at the customer account or site level in the Customers set of pages.

**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.

**Bucket Name:** Enter the bucket set to use for aging. You can enter any bucket set with a bucket set type of Credit Snapshot.

### 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 and Interest Tiers window whose type is Credit SnapShot. Debit items that have any adjustments whose status is pending are treated as disputed items.

**Bucket:** Receivables prints the aging periods that you define in the Aging Buckets and Interest Tiers window for these aging buckets.

**Amount:** Receivables prints the total amount of open invoices, debit memos, and chargebacks for each aging category.

**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 and Interest Tiers 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

- Late 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.

## Related Topics

Common Report Parameters, page 10-2

Running Standard Reports and Listings, page 10-1

## 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.

**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, Sell-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.

**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 Receipt Methods Section

Receivables prints receipt methods for this business purpose, if you entered any. If you did not enter receipt methods, Receivables does not print this section.

**End Date:** The end date on which this receipt method becomes inactive.

**Receipt Method:** The receipt methods that you assigned to this business purpose.

**Primary:** Yes or No indicates whether this receipt method is the primary one for this business purpose.

**Start Date:** The date on which this receipt 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.

**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 Receipt Methods Section

Receivables prints receipt methods for your customer, if you entered any. If you did not enter receipt methods, Receivables does not print this section.

**End Date:** The date on which this receipt method becomes inactive.

**Receipt Method:** The receipt methods that you assigned to this customer.

**Primary:** Yes or No indicates whether this receipt method is the primary one for this customer.

**Start Date:** The date on which this receipt 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.

Submit the Customer Relationships Listing to see a list of the customer account and party relationships that exist for a customer. See: Customer Relationships Listing, page 10-69.

**Related Customer:** The name of the related customer.

**Related Number:** The number of the related customer.

**Type:** The type of this relationship.

**Status:** The status of this relationship.

**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 Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Customers Overview, page 7-1

## Customer Open Balance Letter

Use the Customer Open Balance Letter to periodically inform your customers of open balances or for your own internal auditing purposes. This letter contains an introductory paragraph, individual transaction information, and the outstanding balance due for a customer site as of a specific date.

You can include transactions for all currencies in which a customer does business or for only one currency. If you include multiple currencies, the report lists the total balance in each currency separately.

When calculating a customer's open balance, Receivables includes invoices, debit memos, credit memos, bank charges, payments, discounts, on-account credits, and unapplied receipts. Receivables uses the following formula to calculate the balance due:

**Sum of Open Invoices - On-Account Credits - On-Account Receipts - Unapplied Receipts = Open Balance**

## Report Parameters

Enter parameters to define the content of the report.

**As of Date:** The date for which you want to review the customer's open balance. For example, if you enter 30-SEP-99, the report displays the customer's open balance as of September 30, 1999.

**Currency:** The currency of transactions to include in the report. Leave this field blank to report on transactions in the currencies in which they were entered.

**Minimum Invoice Balance:** The minimum open amount for a transaction to appear in the report.

**Minimum Open Balance:** The minimum open balance for a customer to appear in the report.

**Include On Account Credits:** Choose whether to display on-account credits in the report.

**Include On Account Receipts:** Choose whether to display on-account receipts in the report.

**Include Unapplied Receipts:** Choose whether to display receipts that have not been fully applied in the report.

**Include Uncleared Receipts:** Choose whether to display receipts for which the cash has not yet been recognized in Receivables.

**Reference Number:** A reference number to uniquely identify this report.

**Customer Name From/To:** To limit the report to one customer, enter the same customer name in both fields. Leave these parameters blank to include open balances for all customers.

## Report Headings

**Reference Number:** The number you entered to uniquely identify the report.

**Customer Tax Reference Number:** The tax reference number for this customer. You enter a customer tax registration number in the Customers window.

**On Account Credits and Receipts:** The sum of any on-account credits and receipts for this customer.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Customer Profiles Report

Use this report to review customer profile information assigned to each customer account or 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.

## Selected Column Headings

**Currency:** The currency for each currency amount limit.

**Late Charge Interest Rate:** The interest rate for each currency.

**Max Charge per Invoice:** The maximum late charge amount that you charge for each invoice in this currency.

**Min Customer Balance for Late Charge:** The minimum customer balance that must be met before you assess late charges for past due items in this currency.

**Min Invoice Balance for Late Charge:** The minimum debit item balance that must be met before you assess late charges for past due items in this currency.

**Minimum Statement Amount:** The minimum outstanding balance that a customer must meet before you send your customers statements in this currency.

**Min Receipt Amount:** The minimum receipt amount that must be met before you can create automatic receipt 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 for each debit item before you send your customers dunning letters in this currency.

**Total Credit Limit:** The total amount of credit that you want to give to this customer in this currency.

**Credit Limit Per Order:** The amount of credit that you give to this customer for each order in this currency.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

This report also shows the party relationships that exist for the selected customers. See: Registry Relationships Section, page 10-70.

## Selected Report Parameters

Enter parameters to define the content of the report. For more information, see: Common Report Parameters, page 10-2.

**Registry ID/ Low High:** Range of party IDs of customers to include on the report. Leave blank to include all.

**Relationship Type/ Low High:** Range of relationship types of customers to include on the report. Leave blank to include all.

## Registry Relationships Section

Receivables displays the parties who are directly related, via Oracle Trading Community Architecture Relationship Manager, to a customer. Receivables displays only parties of type Organization that have accounts.

If no party relationships exist for a customer, then Receivables does not include this section.

For information about party relationships, see: *Creating Relationships, Oracle Trading Community Architecture User Guide*.

**Primary Customer Name:** Name of the customer.

**Primary Registry ID:** Party ID of the customer.

**Relationship Type:** Type of this relationship.

**Relationship Phrase:** Relationship phrase of this party type.

**Related Customer Name:** Name of the related customer.

**Related Registry ID:** Party ID of the related customer.

**From Date:** Starting effective date of the party relationship.

**To Date:** Ending effective date of the party relationship.

## Relationship Groups Section

Use this section to see the relationship groups, such as Pay Within or Pay Below, that the relationship types listed in the Registry Relationships section are assigned to.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Using Party Paying Relationships, page 7-14

Creating Relationships, *Oracle Trading Community Architecture User Guide*

## Deposited Cash Reports - Applied Detail and Open Detail

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 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 that 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.

## Related Topics

Running Standard Reports and Listings, page 10-1



## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Discounts, page 4-152

## 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 these windows:

- Account Details
- Installments (accessed from the Transactions or Transactions Summary window)
- Transactions (More tab)

This report captures collectors that are assigned at the customer account or site level in the Customers set of pages.

## 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. These notes are created by the Credit Memo Workflow, which you can view in the Notes tab of the Transactions window.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Placing an Item in Dispute, page 2-51

## Dunning History - Receivables Generated Letters Only

Use the Dunning History - Receivables Generated Letters Only report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

**Important:** If you generated dunning letters using the Staged Dunning method in a previous version of Oracle Receivables, then this report is the only way to print historical information about those letters.

Use the Submit Requests window to run the Dunning History - Receivables Generated Letters Only report.

## Report Parameters

**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.

**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.

**Note:** This report captures collectors that are assigned at the customer account or site level in the Customers set of pages.

**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.

**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.

**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.

## Related Topics

Reprinting Historical Dunning Letters, page 8-5

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Merging Customers, *Oracle Trading Community Architecture User Guide*

## 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.

**Site Reported:** Choose the site use for the VAT registration numbers that you want printed in this report.

If you choose Ship To, but a ship-to site use for a VAT registration number was never defined, then Receivables prints the bill-to site use for the VAT registration number.

## 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.

## Column Headings

**Line Number:** Receivables prints a sequential line number for each line of the Detail part of this Header/Detail report.

**Country:** The Country Name of the member state being reported on. This is the member state of the Trader's Customer.

**VAT Number:** The VAT Number of the Trader's customer being reported.

**Currency:** The currency of the amount in the Net Total column.

**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.

**Functional Total:** The total of sales for the respective VAT number in your functional currency.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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 Transactions 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Intercompany 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Intercompany 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.



## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Invoice Exception Report

Use this report to see detail for any transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display on your aging reports.

Even if these items do not affect aging, they may still affect GL balances, if postable.

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.

## Selected Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Printing Transactions, page 2-258

## Invoices Posted to Suspense

Use this report to view a list of all transactions that have revenue amounts posted to suspense accounts. Receivables posts revenue amounts to a Suspense account if you are importing invoices through AutoInvoice and both of the following are true:

- the amount specified for an invoice line does not match the Price \* Quantity
- the Create Clearing option for the transaction batch source is set to Yes

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 euros, 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

AutoAccounting, *Oracle Receivables Implementation Guide*

Transaction Batch Sources, *Oracle Receivables Implementation Guide*

## Journal Entries Report

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable subledger with the General Ledger. Using this report you can review the details that make up your general ledger journal entries.

This report selects all transactions that will be posted to the General Ledger (i.e. associated transaction type has Post to GL set to Yes).

The Journal Entries report displays:

- Details of what is or will be posted to each GL account for a specific period
- Journals by receivables categories

Receivables provides you with four different parameters that enable you to generate multiple formats for this report:

- Print Detail by Category
- Print Detail by Account
- Print Summary by Category
- Print Summary by Account

Select one or more formats. If you select each parameter, then Receivables prints four different reports in one report submission.

If Multiple Reporting Currencies (MRC) is enabled you can run this report for a reporting currency.

## Using Specific Journal Entries Reports

Use the following journal entries reports to confirm that account balances match the appropriate registers:

- Adjustments Journal
- Unapplied Receipts Journal
- Applied Receipts Journal
- On-Account Credit Memo Gain and Loss Journal
- Sales Journal

These specific journals ensure that you access *only* the data that you need during

reconciliation activities.

If reports are submitted in Receivables Mode, then only the journals for the selected category (AR) are displayed and the total will match the related value on the AR Reconciliation report. If not, then all categories will print.

## Selected Report Parameters for the Journal Entries Report

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Print Detail By Category:** Print each transaction for each category and its "Receivables" equivalent GL account and currency.

**Print Detail By Account:** Print each transaction for each GL account, category, 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, Miscellaneous Receipts, and Bills Receivable.

Or, run specific journal reports. See: Using Specific Journal Entries Reports, page 10-85.

**Exclude Rounding Equals Zero:** If this option is Yes, then the report does not print journal entries that impact rounding accounts and have a balance of zero.

## 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 Receivables:** The total functional currency debit and credit amounts for the Receivables account.

**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.

**Category:** Categories include Cash, Misc Receipts, Debit Memos, Credit Memos, Adjustments, Invoices and Trade receipts.

## Related Topics

Common Report Parameters, page 10-2

## 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.

**Important:** To ensure the accuracy of receipt information in this report, you should always transfer data to your general ledger in Detail format.

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 the currency in which it was entered.

**Accounted Dr/Cr:** The debit/credit amount of the journal entry line in your functional currency.

## Late Charges Report

Receivables automatically creates the Late Charges report when you run the Generate Late Charges program. The Late Charges report outlines the specific late charges that were calculated, whether you ran the process in Draft or Final mode.

You can also reprint the report for a particular final late charge batch, independently of the Generate Late Charges program.

The report includes sections for each type of charge, such as overdue transactions, late payments, and penalties.

For interest invoice late charges, the report can display multiple rows for multiple overdue transactions or late payments, as well as a total that includes all charges. Receivables creates one interest invoice per customer site and currency.

For adjustment or debit memo late charges, Receivables creates only one adjustment or

debit memo per overdue transaction or late payment. Accordingly, the report displays one page per adjustment or debit memo. Within the report, the sections for overdue transactions, late payments, or penalties includes no more than one row.

## Related Topics

Calculating Late Charges, page 8-8

Reviewing Late Charge Batches, page 8-16

Setting Up Late Charges, *Oracle Receivables Implementation Guide*

## Miscellaneous Receipts Register

Use this report to review miscellaneous receipts and document number information. Enter miscellaneous receipts in the Receipts window to record non-invoice related payments such as investment income, interest income, refunds, and revenue from stock sales.

Credit card refunds will display on this report as negative miscellaneous receipts. See: Credit Card Refunds, page 5-59.

For each receipt, Receivables prints deposit date, batch information, receipt information, GL account, and the percent allocated to each account.

The Miscellaneous Receipts Register is an RXi report with a default attribute set and three other available attribute sets: Batch, Deposit Date, and Document Number. The attribute set determines how information is ordered and what information is included in report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Start/End Receipt Date:** Enter a date range to indicate which receipts to include in the report.

**Receipt Currency:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all receipts, regardless of currency.

**Bank Account:** To include only receipts assigned to a specific bank account, enter a bank account.

**Receipt Method:** To include only receipts assigned to a specific receipt method, enter a receipt method.

## 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.

**Document Number:** The document sequence number of the transaction. This column appears only if you submitted the report using the Document Number attribute set.

**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.

## Related Topics

Entering Miscellaneous Receipts, page 4-58

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Open Items Revaluation Report

Use the Open Items Revaluation report to revalue your open items, such as invoices, commitments, credit memos, and debit memos.

This report takes into account changes in the value of your receivables due to changes in foreign currency rates. You revalue open items based on the revaluation rate that you specify, which is either an end of period rate or a daily rate.

This report provides you with three amounts:

- The value of your open items before revaluation, which you can reconcile with your General Ledger Balances. The Open Items Revaluation report also provides a complete list of all open items and explains the balance of your Receivables account.
- The value for each revalued open item with the revaluation rate. This itemized total is needed in some countries, such as the United States.
- The higher of the two item values both before and after the revaluation. Oracle Receivables totals these values and calculates the difference. This total is needed in some countries, such as Germany, where the lower market value of open items needs to be determined.

The report is divided into sections for each unique combination of balancing segment and receivable account. Within each section, the report lists open items for each customer.

The Open Item Revaluation report determines the amount needed to manually adjust your General Ledger balance to reflect the difference between the original and revalued balance. This revaluation difference is calculated for each asset accounting flexfield and summed for each balancing segment. You should reverse this adjustment at the beginning of the next period to synchronize Receivables and General Ledger balances.

You can run the Open Items Revaluation report for a revaluation period, up to a particular due date, and for a range of balance segment values. Check that you have entered rate information for each currency that you use. Use the Include Up To Due Date parameter to split your assets into short-term, mid-term, or long-term receivables.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

## Prerequisites

- If you are using a daily rate, then enter daily rates for the rate type you want to use, whether that rate type is predefined or user defined. See: *Defining Conversion Rate Types, Oracle General Ledger User's Guide*, *Entering Daily Rates, Oracle General Ledger User's Guide*.

## Report Parameters

**Revaluation Period:** Enter the period that you want to revalue. All open invoices with invoice dates up to the last date of this period are selected.

**Include Up To Due Date:** Enter a date if you want to differentiate short-term, mid-term, and long-term receivables. Otherwise, leave this field blank. The date is the maximum due date included in this report.

**Rate Type:** Select the type of rate you want to use to revalue the open transactions:

- **Period.** Rate at the end of the revaluation period.

- **Daily.** If you select Daily, then also enter values for the Daily Rate Type and Rate Date.

**Daily Rate Type:** If you select Daily as your rate type, then select a daily rate type.

**Rate Date:** If you select Daily as your rate type, then select the daily rate date.

**Balancing Segment Low:** Enter the lowest balancing segment value for the range of values that you want to report.

**Balancing Segment High:** Enter the highest balancing segment value for the range of values that you want to report.

**Apply Posted Transactions Only:** Enter Yes if you want the report only to include transactions transferred to General Ledger. Only receipts transferred to General Ledger can decrease the transaction balance. Enter No if you want both posted and not yet posted transactions and receipts to take effect for open balances of your receivables.

**Apply Cleared Receipts Only:** Enter Yes if you want receipts to have an effect on the transaction open balances only if the receipts were cleared. Enter No if you want both cleared and not yet cleared receipts to take effect for open balances.

## Report Headings

**Balancing Segment From/To:** Range of balancing segment values that you selected when you submitted the report.

**Balancing Segment:** Each value of the balancing segment for the selected balancing segment range.

**Accounting Flexfield:** The accounting flexfield for each of the accounts with the balancing segments within the selected range.

## Column Headings

**Customer/Customer Number:** The customer name and number, as well as customer sites that have open items charged to the accounting flexfield of your Receivables account.

**Transaction Number:** The transaction number.

**Transaction Type:** The transaction type, such as invoice, debit memo, credit memo, chargeback, and deposit.

**Transaction Date:** The transaction date.

**Due Date:** The transaction due date.

**Curr.:** The transaction currency.

**Open Original Amount:** The transaction in the entered currency. Oracle Receivables prints an asterisk if the open amount differs from the original amount. The open amount may differ if receipts were applied or adjustments made to the transaction.

**Exchange Rate:** The exchange rate for foreign currency transactions. This value is 1 for functional currency transactions.

**Open Functional Amount:** The functional currency balance of the transaction, valued at the exchange rate used when the transaction was approved.

**Revaluation Rate:** Rate that the report uses to revalue the balance of the transaction.

**Revaluation Open Amount:** Transaction balance, revalued using the revaluation rate.

**Open Revalued Amount:** The difference between the Revaluation Open Amount and the Open Functional Amount. During reconciliation, debit the Receivables account if the difference is positive; credit the Receivables account if the difference is negative. In other words, Open Revalued Amount = Revaluation Open Amount - Open Functional Amount (with sign).

## Row Headings

**Total for [customer]:** The supplier that the totals are calculated for.

**Total for [balancing segment]:** The balancing segment that the totals are calculated for.

## Summary Headings

**Accounting Flexfield:** The accounting flexfield that totals are calculated for.

**Open Functional Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Revalued Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Difference:** The total for the difference between the Open Functional Amount and Revaluation Open Amount for each accounting flexfield, balancing segment, and the entire report.

**Open Revalued Amount:** The total for each accounting flexfield, balancing segment, and the entire report.

**Difference:** The total for the difference between the Open Functional Amount and Open Revalued Amount for each accounting flexfield, balancing segment, and the entire report.

**Total:** The total for the 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Grouping Rules, *Oracle Receivables Implementation Guide*

AutoInvoice Line Ordering Rules, *Oracle Receivables Implementation Guide*

## Other Applications Report

Use this report to review all invoices against guarantees, invoices against deposits, and

credit memos against invoices, guarantees, and deposits.

This report also displays refunds against on-account credit memos. See: Applying On-Account Credit Memos, page 2-109.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Other Receipt Applications Report

Use the Other Receipt Applications report to view the non-invoice applications that you made for cash receipts. This report can display these types of receipt applications:

- Chargeback
- Credit Card Refund
- Receipt Write-off
- Short Term Debt

These applications impact cash balances only, not customer open receivables. Note the following clarifications:

- For receipt chargebacks, the chargeback activity affects cash and is reported here. The actual chargeback transaction affects the customer balance and is reported on the Transaction Register.



- For credit card refunds, the refund activity affects cash, while the actual credit memo affects the customer balance.
- Receipt write-offs *do* affect customer balances, but not the open receivable amount.

For a single application type, the report displays receipt information, customer information, the amount applied in both entered and functional currency, and the account that Receivables posted the transaction to.

Use the Other Receipt Applications report to reconcile non-invoice applications against cash receipts. You can also use this report to reconcile the GL account balances and the receipt balances.

You submit the Other Receipt Applications report from the Submit Requests window.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify the data to include in your report and the order in which it appears. Use DEFAULT to print the report using a predefined attribute set, or select a different attribute set from the list of values.

**Output Format:** Enter the output file type for the report. Choose HTML, Tab Delimited, or Text.

**Receipt Date Low/High:** Receivables prints non-invoice application for receipt with receipt dates between the low and high receipt dates that you specify. If you leave these fields blank, Receivables prints information for all receipt dates.

**Apply Date Low/High:** Receivables prints apply dates between the low and high apply dates that you specify. If you leave these fields blank, Receivables prints information for all receipt dates.

**Batch Name Low/High:** Receivables prints information between the low and high range of batch names that you specify. If you leave this field blank, Receivables prints information for all batches.

**Receipt Number Low/High:** Receivables prints information between the low and high range of receipt numbers that you specify. If you leave this field blank, Receivables prints information for all receipts.

**Customer Name:** Receivables selects and prints the information based on the customer name that you specify.

**Customer Number:** Receivables selects and prints the information based on the customer number that you specify.

**Application Type:** The application type of the receipt.

**Receipt Currency:** A specific currency code. If you do not enter a code, Receivables displays all of your receipts converted to your functional currency. If you choose a specific currency, then Receivables displays only receipts in that currency in the report.

## Report Headings

**Receipt Date Low/High:** The range of receipt dates that you specify for this report.

**Apply Date Low/High:** The range of applied dates that you specify for this report.

**Batch Name Low/High:** The range of batch names that you specify for this report.

**Receipt Number Low/High:** The range of receipt numbers that you specify for this report.

**Customer Name:** The customer name that you specify for this report.

**Customer Number:** The customer number that you specify for this report.

**Application Type:** The application type of the receipt.

**Receipt Currency:** The receipt currency that you specify for this report.

## Column Headings

**Customer Number:** The customer ID number for this receipt.

**Customer Name:** The customer name for this receipt.

**Receipt Currency:** The currency of this receipt.

**Receipt Number:** The receipt number.

**Receipt Date:** The receipt date.

**Apply Date:** The apply date of the receipt application.

**GL Date:** The application general ledger date.

**Receipt Amount:** The total receipt amount.

**Accounting Flexfield:** The account to which this application line was credited.

**Amount Applied:** The amount applied in receipt currency.

**Accounted Amount:** The amount applied in your functional currency.

## Row Headings

**Total for Currency:** The total amount of receipts for the currency.

**Total for Customer:** The total amount of receipts for the customer.

## Past Due Invoice Report

Use this report to view information about your customer's past due invoices, debit memos, credit 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. To review on-account and unapplied cash, see the: Unapplied and Unresolved Receipts Register, page 10-143.

### Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Payment Terms Listing

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

### Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Payment Terms, *Oracle Receivables Implementation Guide*

## 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 System Options 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 System Options window.

For a description of the tax printing options in Receivables, see: Transactions and Customers System Options, *Oracle Receivables Implementation Guide*.

## 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'.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Printing Transactions, page 2-258

## Potential Reconciling Items Report

During the internal reconciliation process, use the AR Reconciliation report, page 10-27 to confirm that your transactional and accounting data match. Even if the data matches, however, the journals could still post to incorrect GL accounts. The Potential Reconciling Items report addresses this issue by suggesting journal items that might potentially post to GL accounts with *unexpected account types*, thus creating reconciliation issues in Oracle General Ledger.

An unexpected account type refers to GL account types that are not normally associated with an item's GL category. General Ledger account types used by Oracle Receivables include assets, liabilities, income, and expense.

For example, a receivable item might be expected to post to an asset account; if the item posts to a non-asset account, then it will display on the Potential Reconciling Items report. Typical items that the Potential Reconciling Items report includes are:

- Adjustment journals with offset accounts that are asset accounts, rather than income or expense.
- Revenue journals for invoices and credit memos that post to account types other than income.
- Unearned revenue journals that post to an account type other than liability.
- Unbilled journals created for deferred billing that post to an account type other than asset.
- Late charge journals that post to an account type other than income.
- Cash, confirmation, or remittance journals that post to account types other than asset.
- Short term debt journals created by factoring receipts that post to account types other than liability.
- Nonrecoverable tax that posts to an account type other than expense.

Possible causes of this discrepancy could be due to:

- Incorrect accounting setup



- Incorrect manual updating of GL account distributions
- Setup created for activities that is inconsistent with the intended use of Oracle Receivables

When a potential reconciling item is an error, correct the individual transaction as well as the incorrect setup to prevent future occurrences of the same error.

Run the Potential Reconciling Items report as an automatic step during the submission of the AR Reconciliation report. The Potential Reconciling Items report is an exception report that will print only if you select it as a parameter when you run the AR Reconciliation report. Typically, run the Potential Reconciling Items report:

- For new software installations, to confirm the correct derivation of accounting.
- Whenever accounting setup has been modified, such as the creation of new transaction types or receivables activities.

## Related Topics

AR Reconciliation Report, page 10-27

Reconciling Receivables, page 9-16

## 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 ledger. Your functional currency is the currency for your ledger.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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 number of days late for receipts by customer and currency.

**Average Days Late = Sum of Days Late / Total Number of Receipts**

**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 the weighted average days late to see the average amount that past due debit items cost you.

**Weighted Average Days Late = Sum of Weighted Days Late / Total Amount Paid**

## Related Topics

Common Report Parameters, page 10-2

## Receipt Forecast Report

The report shows the date you can expect to receive payment for open debit items. The report prints information by receipt method, due date, and customer name. Use this report to help you plan the flow of cash in and out of your business.

**Important:** To print this report from the Submit Request window, choose the Publish Receipt Forecast report. The RX Only: Receipt Forecast report is intended for use with Applications Desktop Integrator (ADI).

## Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify

the data to include in your report and the order in which it appears. Use DEFAULT to print the report using a predefined attribute set, or select a different attribute set from the list of values.

**Output Format:** Enter the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Attribute Set and Output Format are Report eXchange (RXi) parameters that enable you to choose the content, format, and output file type of the report. For more information, refer to the *Oracle Financials RXi Reports Administration Tool User Guide*.

**Currency Code:** To include only receipts in a specific currency, enter a currency. Leave this field blank to include all transactions, regardless of currency.

**Customer Name Low/High:** To limit the report to one customer, enter a customer name, or select from the list of values. Leave this field blank to include transactions for all customers.

**Receipt Method:** To include only receipts assigned to a specific receipt method, enter a receipt method.

**Start/End Due Date:** Enter a date range to indicate which transactions to include in the report.

## Column Headings

**Site Name:** The name assigned to the customer bill-to site.

**Scheduled Amount:** The receipt amount expected by the due date.

**Total Due Date:** The total amount of receipts entered between the due dates you specified.

**Total Receipt Method <receipt method name>:** The total amount of receipts for this receipt method.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Receipt Journal

Use this report to review details of receipts that appear in your Journal Entries 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.

This report includes the journal entries for both standard and miscellaneous receipts. When reconciling, the Receipts Register's total should match the Receipt Journal. Both reports include standard and miscellaneous receipts.

**Note:** Receipt Journal by Account is in functional currency, while Receipt Journal by Customer is in entered currency.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Order By:** Choose how you want Receivables to sort your information. Choose from the following:

- Accounting Flexfield
- Status
- Type

**Receipt Method:** The receipt method for which this report is generated. If you do not specify receipt method, Receivables prints information for all the receipt 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.

**Status:** The account type for which this report is generated. Type options include:

- Bank Charges
- Cash
- Confirmation
- Factor
- Remittance

- Short Term Debt

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Receipt Register

Use this report to review a list of receipts for the range of dates, receipt numbers, or document numbers that you specify.

This report includes both standard trade receipts and miscellaneous receipts. The report total should tie to the total of the Receipts Journal, which displays the GL account assignments of all the receipts.

When reconciling, the Receipts Register's total should match the Receipt Journal. Both reports include standard and miscellaneous receipts.

This report uses an asterisk (\*) to indicate changed amounts for receipts from prior periods. For example, a prior period receipt might experience an exchange rate adjustment.

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.

The Receipt Register is an RXi report with a default attribute set and seven other available attribute sets: Batch, Customer, Deposit Date, Document Number, GL Date, Receipt Number, and Receipt Status. The attribute set determines how information is ordered and what information is included in the report. You can copy any of the attribute sets and customize the layout to suit your reporting needs.

See: *Working with Attribute Sets, Oracle Financials RXi Reports Administration Tool User Guide* and *Using the RXi Reports Concurrent Program, Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Receipt Status Low/High:** Enter a range of receipt statuses to include in this report.

**Document Sequence Name:** To include receipts associated with a specific document sequence, enter a document sequence name or select from the list of values.

**Document Sequence Number From/To:** If you entered a document sequence name, enter a range of document numbers to include in the report. Leave this parameter blank to include all numbers for this document sequence name.

## Report Headings

**Currency:** Receivables prints the currency above all receipts belonging to this currency. Receivables creates separate pages for different currencies.

**Document Number:** The document sequence number of the receipt. This column appears only if you submitted the report using the Document Number attribute set.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Enter Receipts, page 4-1

## 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

**Receipt Method:** The receipt method you want used to select receipts for this report. If you do not select a method Receivables includes information for all receipt 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.

## Related Topics

Common Report Parameters, page 10-2

## 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

**Receipt Method:** Receivables prints report information for the receipt 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:

<b>Available for Remittance</b>	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.
<b>Creation Completed</b>	Include receipts that have been selected for remittance but have not been approved.
<b>Deletion Completed</b>	Include receipts that have been deleted.
<b>Started Creation</b>	Include receipts that have started, but not completed, the remittance creation process.
<b>Started Approval</b>	Include receipts that have started, but not completed, the remittance approval process.
<b>Started Deletion</b>	Include receipts that have started deletion, but not completed the process.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

## Receivables Key Indicators Report and Receipts Key Indicators Report

Use the **Receivables Key Indicators report** to view your customers, invoices, credit memos, payments, discounts, and adjustments for a specific accounting period.

Use the **Receipts Key Indicators report** to view your receipt batches, manual receipts, miscellaneous receipts, receipt statuses, and adjustments for a specific accounting 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 - Detail 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

**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 receipt 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.

## 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 - Summary 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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:

<b>Creation Completed</b>	Remittance batches that have been created but not approved.
<b>Approval Completed</b>	Remittance batches that have been approved but not formatted.
<b>Deletion Completed</b>	Remittance batches that have been deleted.
<b>Started Creation</b>	Remittance batches that have started, but not completed, the creation process.
<b>Started Approval</b>	Remittance batches that have started, but not completed, the approval process.
<b>Started Format</b>	Remittance batches that have started, but not completed, the format process.
<b>Started Deletion</b>	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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Creating Remittance Batches, page 5-30

## Revenue Exceptions Report

Use the Revenue Exceptions report to view the invoices that the Revenue Management Engine initially analyzed for event-based revenue management, but which were later removed from collectibility analysis due to certain manual adjustments.

For a complete list of the types of manual adjustments that remove invoices from collectibility analysis, see: Modifying Invoices Under Collectibility Analysis, page 3-26.

This report displays both the already scheduled, as well as the unscheduled, revenue amounts for each invoice that was manually adjusted during a period of time that you specify.

For a definition of scheduled revenue, see: Revenue Accounting, page 3-4.

This report identifies these invoices so that your revenue managers know which invoices to analyze for manual revenue recognition. In addition, your finance managers can use this report to analyze and control the frequency of the manual adjustments that impact collectibility analysis.

The Revenue Exceptions report is an RXi report.

## Selected Report Parameters

**Organization Name:** The organization that you want to run the report for.

**Manual Adjustment Date Low/High:** Receivables displays the invoices that were manually adjusted during this time period.

For example, if the manual adjustment period is from March 1 through March 31, then the Revenue Exceptions report will show the scheduled and unscheduled revenue amounts for all transactions that were manually adjusted during that time period.

## Selected Column Headings

**Customer Name:** The customer whose invoice(s) was removed from collectibility analysis. Receivables groups this report by customer.

**Invoice Number:** The invoice that was removed from collectibility analysis.

**GL Date:** GL date of the invoice that was removed from collectibility analysis.

**Line Number:** The invoice line that was removed from collectibility analysis.

**Line Amount:** Total invoice line amount (includes both already recognized and deferred revenue amounts).

**Credit Memos:** Total amount of credit memos, if any, that were applied to this invoice line.

**Unscheduled Revenue:** Deferred revenue amount for this invoice line.

**Scheduled Revenue:** Scheduled revenue amount for this invoice line.

**Accounting Rule Name:** The invoice line's assigned accounting rule.

**Manual Adjustment Date:** Date when the invoice line was manually adjusted.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2



## Reversed Receipts Report

Use this report to review receipt reversals. You reverse receipts when your customer stops the payment or when a 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. You can sort information by either Customer or Remittance Bank.

### 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Reversing Receipts, page 4-61

## Sales Journal by Customer

Use this report to review all journal entries associated with a receivables activity for a specific period. This report includes all debit and credit entries by type of account, such as Receivable, Revenue, Tax, or Freight.

The summary totals for the sales journal are by Posting Status, Company, and Transaction Currency.

When reconciling, run this report by account type of Receivable, and match to the Transaction Register in entered currency.

**Note:** The Sales Journal by Customer report displays amounts only in entered currency. Use this report only when reconciling by entered currency, not by functional currency.

## Selected Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**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.

**Order By:** The option you want Receivables to use to sort information for this report.

Choose from the following:

- Customer
- Invoice Number

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Sales Journal by GL Account

This report shows all transactions and the associated GL account information for the GL date range and accounts that you specify. Use the Sales Journal when balancing your accounts receivable aging to the general ledger.

When reconciling, the total on the Sales Journal by GL Account should equal the total of postable items in the Transaction Register.

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

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Entered Currency:** To match foreign currency amounts against your general ledger, select the foreign currency code. If you do not select a code, then the report will not display amounts in the Foreign Currency columns.

**GL Account Type:** The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types.

**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.

## 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.

## Related Topics

Transaction Register, page 10-135

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Sales Register

Use the Sales Register for reconciliation purposes or, in general, to print detailed transaction and line distribution information. For example, you can report on transactions within a certain GL date range, with a support revenue over a specified amount or with a specified tax amount.

The Sales Register provides the same basic information as the Transaction Register does, but the Sales Register can display line information. The distribution level details include the line type, amount, item name, tax code, General Ledger date, and General Ledger account information.

If you want only line information for certain lines, select 'Line' in the Line or Transaction parameter and use the line parameters Distribution Account From/To and

Distribution Amount From/To.

The Sales Register is an RXi report with a default attribute set that displays the distribution level details and other transaction information. You can copy this attribute set and customize the layout to suit your reporting needs.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

Use the Standard Request Submission windows to submit the Sales Register.

## Report Parameters

**GL Date From:** Enter the earliest GL date that you want to report from.

**GL Date To:** Enter the latest GL date that you want to report to.

**Posting Status:** Enter the posting status for the transactions that you want to report on:

- **Posted.** Posted transactions only.
- **Posted and Unposted.** All transactions.
- **Unposted.** Unposted transactions only.

Unposted transactions include invoices that are on hold and invoices that are not yet approved. The default is *Posted and Unposted*.

**Transaction Type:** Enter the transaction type that you want to report on.

**Line or Transaction:** Enter *Line* if you only want to report on lines that correspond to what you enter in the parameters for lines. Enter *Transaction* if you want to report on those lines as well as all lines within the same transaction.

**Transaction Number From:** Enter the first transaction number that you want to report from.

**Transaction Number To:** Enter the last transaction number that you want to report to.

**Document Sequence Name:** Enter the document sequence name that you want to report on.

**Document Sequence Number From:** Enter the first document sequence number that you want to report from.

**Document Sequence Number To:** Enter the last document sequence number that you want to report to.

**Receivables Natural Account From:** Enter the first Receivables natural account that you want to report from.

**Receivables Natural Account To:** Enter the last Receivables natural account that you want to report to.

**Distribution Account From:** Enter the first distribution account that you want to report from.

**Distribution Account To:** Enter the last distribution account that you want to report to.

**Currency Code:** Enter the currency that you want to report on.

**Distribution Amount From:** Enter the lowest distribution amount that you want to report from.

**Distribution Amount To:** Enter the highest distribution amount that you want to report to.

**Customer Name From:** Enter the first customer name that you want to report from.

**Customer Name To:** Enter the last customer name that you want to report to.

**Customer Number From:** Enter the lowest customer number that you want to report from.

**Customer Number To:** Enter the highest customer number that you want to report to.

## Column Headings

**Trans Number:** The transaction number.

**Trans Date:** The date that the transaction is created.

**Currency:** The transaction currency code.

**Exchange Rate:** The exchange rate for the transaction.

**Payment Terms:** The payment terms for the transaction.

**Transaction Type:** The transaction type.

**Sequence Name:** The document sequence name for the transaction.

**Sequence Number:** The document sequence number for the transaction.

**Line:** The line number of the transaction.

**Type:** The line type.

**Item:** The item name for the line.

**Quantity:** The quantity of the item for the line.

**UOM:** The unit of measure.

**Unit Price:** The selling price per unit.

**Tax Code:** The tax code.

**Amount:** The line distribution amount in the functional currency.

**GL Date:** The General Ledger date.

**Account:** The General Ledger account for the line.

**Account Description:** The description for the General Ledger account.

## Row Headings

**Bill To Customer Name:** The bill-to customer.

**Bill To Customer Number:** The bill-to customer number.

**Transaction Total:** The total line amounts for the transaction.

**Customer Total:** The total line amounts per customer.

**Report Total:** The line amounts report total.

## Setup Details Report

Use the Setup Details report to view a wide range of information about the system setup configuration in Oracle Receivables. Displaying setup information in a single report lets you easily anticipate and correct possible setup errors when running large processes such as AutoInvoice. You can use the Setup Details report to review:

- Tax setup
- Tax defaults and rules
- Transaction and Customer details
- Batch Source details
- AutoAccounting setup
- General Ledger period information
- Transaction Type details
- Remit-to Addresses
- Profile option values

You can submit this report from the Setup Details window.

**Important:** You cannot submit this report from the Submit Requests window.

## Report Parameters

**Batch Source ID:** Choose from the list of values the name of the transaction batch source for which you want to see system setup details. See: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

**Max GL Date:** Enter a cutoff general ledger date (DD-MON-YYYY) for the report. The Setup Details report will contain information about the periods before the date you enter.

**Transaction Type (optional):** If you would like to see setup details for one particular transaction type, choose the type from the list of values. If you do not choose a transaction type, the Setup Details report will provide setup information for every transaction type defined in the AutoInvoice interface tables.

## Related Topics

Importing Invoice Information Using AutoInvoice, page 2-207

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Common Report Headings, page 10-6

Standard Memo Lines, *Oracle Receivables Implementation Guide*

## Statements

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.

**Important:** When you print statements for all of a particular customer's locations, (by entering the customer name, but leaving the location blank), you must select a single language for the entire print run. If, however, you enter a specific customer's name and select a specific location, Receivables *automatically* selects the correct language in which to print the statements. Note that if you are printing statements for *all* customers, you do not select the language in which the statements are generated: Receivables automatically prints them in the correct language as specified for each of your customer's statement locations.



## 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.

**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.

**Late Charge Rate:** Past due items are subject to a LATE CHARGE of (Percent) per month which is an ANNUAL RATE of (Percent).

**Late Charges:** The total amount of late charges your customer owes your company.

**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
- Late 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Printing Statements, page 8-22

## Transaction Batch Sources Listing

Use this listing to review all batch sources that you defined in the Transaction Sources window.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Transaction Batch Sources, *Oracle Receivables Implementation Guide*

## 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.

**Receipt Method:** The receipt 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.

## Related Topics

Transaction Register, page 10-135

Transaction Types Listing, page 10-137

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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 the list of values.

**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 (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 (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

The Transaction Register includes all transactions (such as invoices, credit memos, debit memos, chargebacks, deposits, and guarantees) that increase or decrease a customer's outstanding balance for a specified period, including transactions that do not post or age. Receivables groups and prints transactions by company, currency, and postable status.

To gain a more complete picture of your transactions, use the Transaction Register in conjunction with the Invoice Exception report and the Adjustment Register. The Invoice Exception report displays any transactions that do not age. The Adjustment Register includes the applied amounts of commitments (deposits and guarantees).

When reconciling, the Transaction Register's posted total should match the receivables

accounts on the Sales Journal. To ensure that the two reports match, run the Sales Journal by Account for the receivables account type.

The Transaction Register is an RXi report with a default attribute set and four other available attribute sets: Alternate Name, Customer, Document Number, and Invoice Number. You can copy any attribute set and customize the layout to suit your reporting needs.

- **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.)
- **Customer:** Sort information by the invoice type, then by customer.
- **Document Number:** Sort information by the document sequence number of each transaction.
- **Invoice Number:** Sort information by the invoice type, then by invoice number.

See: Working with Attribute Sets, *Oracle Financials RXi Reports Administration Tool User Guide* and Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

## Selected Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Transaction Date:** The transaction date range to include in this report.

**Transaction Type:** The transaction type range to include in this report.

**Document Sequence Name:** To include transactions associated with a specific document sequence, enter a document sequence name or select from the list of values.

**Document Sequence Number From/To:** If you entered a document sequence name, enter a range of document numbers to include in the report. Leave this parameter blank to include all document numbers for this document sequence name.

## Report Headings

**Company:** The balancing segment for this group of transactions.

**Currency:** The currency code for this group of transactions.

**Document Number:** The document sequence number of the transaction. This column appears only if you submitted the report using the Document Number attribute set.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters for Reconciliation Reports, page 10-5

Common Report Parameters, page 10-2

## Transaction Types Listing

Use this report to review the standard transaction types you entered in the Transaction Types window.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Transaction Types, *Oracle Receivables Implementation Guide*

## Transactions Awaiting Consolidation

Use this report to review a list of transactions (debit memos, credit memos, on-account credits, invoices) that have been designated for automatic receipt application (i.e., that have been assigned an automatic receipt method). You can also review transactions that have been designated to be exchanged for bills receivable (i.e., that have been assigned a bill receivable receipt 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:

<b>Available for Automatic Receipt</b>	Include all transactions with an automatic receipt method. Guarantees will not be included because they cannot have a receipt method assigned to them.
<b>Creation Completed</b>	Include all transactions that have been selected for automatic receipt.
<b>Approval Completed</b>	Include all transactions that have been approved for automatic receipt. These transactions must have a receipt method assigned to them with a receipts class of Require Confirmation set to Yes.
<b>Format Completed</b>	Include all transactions that have been formatted but not yet confirmed and have been assigned a receipt method with a receipt class of Require Confirmation set to Yes.
<b>Deletion Completed</b>	Include all transactions that have been deleted.
<b>Started Creation</b>	Include all transactions that were submitted for automatic receipt creation, but did not complete the creation process.
<b>Started Approval</b>	Include all transactions that were submitted for automatic receipt approval, but did not complete the approval process.
<b>Started Format</b>	Include all transactions that were submitted for automatic receipt formatting, but did not complete the format process.
<b>Started Deletion</b>	Include all transactions that were submitted for deletion.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

Automatic Receipts, page 5-2

## Transactions Check Report

Use this report to verify the accuracy of information entered for your transactions. The report also shows you which Receivables user last updated each debit item, as well as all line item information for each, including the GL date, tax code, transaction type, document sequence name, customer, and accounting information.

**Important:** To print this report from the Submit Request window, choose the Publish Transactions Check report. The RX Only: Transactions Check report is intended for use with Applications Desktop Integrator (ADI).

### Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Enter the attribute set for the report. You can use attribute sets to specify the data to include in your report and the order in which it appears.

**Output Format:** Enter the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Attribute Set and Output Format are Report eXchange (RXi) parameters that enable you to choose the content, format, and output file type of the report. For more information, refer to the *Oracle Financials RXi Reports Administration Tool User Guide*.

**Invoice Class Low/High:** Enter a range of invoice classes to include in the report, or select from the list of values.

**Customer Name Low/High:** To limit the report to only one customer, enter a customer name, or select from the list of values. Leave this field blank to include invoices for all customers.

**Start/End Update Date:** Enter a date range to indicate which transactions to include in the report.

**Last Updated By:** To include only invoices updated by a specific user, enter a user name, or select from the list of values.

### Column Headings

**Invoice Date:** The date the invoice was created.

**Exchange Rate:** The exchange rate used to convert a foreign currency transaction to your functional currency.

**Sequence Name:** The document sequence name used to generate a document number

for this transaction.

**Sequence Value:** The document number for this transaction.

**Type:** The line type (for example, Line or Tax).

**UOM:** The unit of measure for this transaction line.

**Tax Code:** The tax code assigned to this transaction line. Tax codes determine how Receivables calculates tax on an item.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Transactions Key Indicators Report/Customers and Transactions Key Indicators Report

Use the **Transactions Key Indicators 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 manually entered and imported invoices plus all your standard and on-account credit memos.

Use the **Customers and Transactions Key Indicators report** to summarize the number of customers, new locations, and inactive customers for the current and prior period. This report also provides a count and summary of invoices and credit memos.

Use these reports to view summary information for a specific accounting period and compare it to another period. You can choose any two periods to compare. Receivables summarizes your transactions for the two periods that 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 invoices created during your current and prior periods to compare overall productivity.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Unapplied and Unresolved Receipts Register

Use the Unapplied and Unresolved Receipts Register to review detailed information about your customers' on-account and unapplied payments for the date range that you specify. Having an understanding of a customer's on-account and unapplied payments more accurately indicates how much a customer actually owes you.

This report includes all receipts that are not fully applied to customer transactions. This includes receipts with unapplied cash, in addition to receipts with applications that require resolution, such as applications to:

- On Account
- Claim Investigation (for users of Oracle Trade Management only)
- Prepayment

This report excludes receipts applied to activities that do not affect the customer balance, such as receipt write-offs, short-term debt, and credit card refunds. For example, when you create a credit card refund, it is the credit memo associated with the refund that affects the customer balance (and is reported in the Transaction Register).

This report also excludes miscellaneous receipts.

When reconciling, the Unapplied and Unresolved Receipts Register's total should match the Unapplied Receipts Journal.

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.

The Unapplied and Unresolved Receipts Register is an RXi report.

See: Using the RXi Reports Concurrent Program, *Oracle Financials RXi Reports Administration Tool User Guide*.

## Report Parameters

**Note:** See also: Common Report Parameters for Reconciliation Reports, page 10-5.

**Format Option:** Choose the format to use to print your report. You can choose from the following:

<b>Detailed</b>	This option includes customer name, customer number and the GL date for this line as well as the payment balance information.
<b>Summarize</b>	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.

**Entered Currency:** 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.

**GL Date:** Print your report information for the general ledger date or general ledger date range that you specify. Specify a complete GL date range to display all unapplied and unresolved receipts for that period. Or, to display all unapplied and unresolved receipts as of a particular date, enter a date for the GL Date To parameter only.

**Receipt Number:** Print report information for the receipt number range that you specify.

## Report Headings

**Company Segment:** The balancing segment from the Accounting Flexfield.

**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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## Unposted Items Report

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. Generate this report through the Submit Requests window.

## 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.

## Related Topics

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

## 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.

**Important:** 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.

## 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.

## Related Topics

Updating a Customer Profile Class, *Oracle Receivables Implementation Guide*

Running Standard Reports and Listings, page 10-1



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## Archive and Purge

### Using Archive and Purge

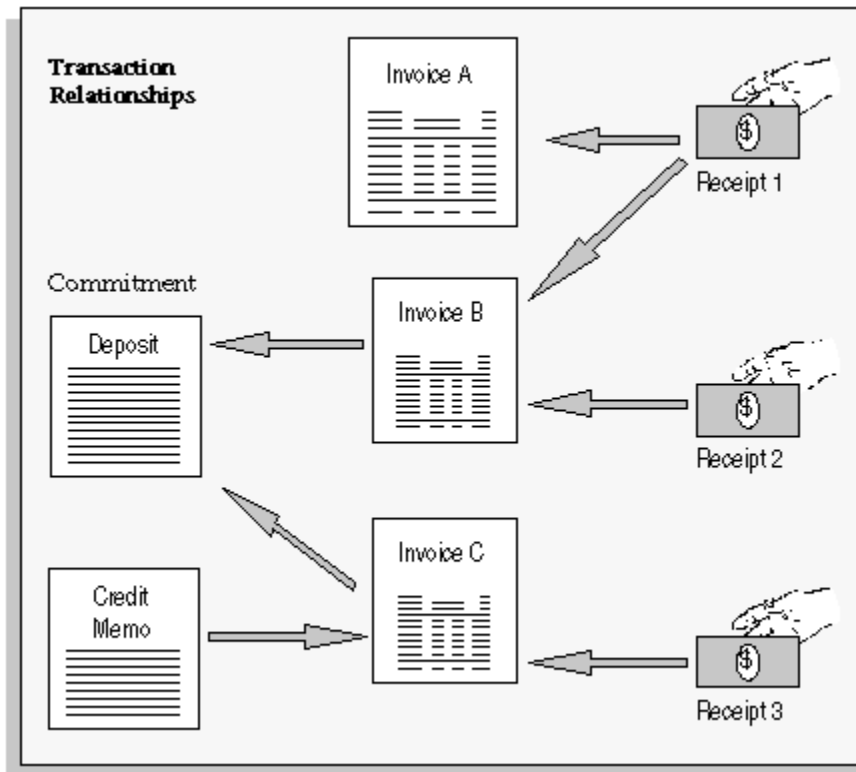
**Important:** You should not use the Receivables Archive and Purge program if you are using cash basis accounting.

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.

### ***Chain of Related Transactions***



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.

## **Related Topics**

Preparing to Run Archive and Purge, page 11-3

Archive and Purge Cycle, page 11-5

Purge Criteria, page 11-10

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

## Preparing to Run Archive and Purge

Before running the standard 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.

Not all of these steps are required before running the Call New Archive and Purge Process. If a step is optional or not required for this program, this is indicated in the step description.

### 1. Clear archive tables (standard Archive and Purge only)

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 (standard Archive and Purge only)

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 (optional, but recommended)**

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 (optional, but recommended)**

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 (optional, but recommended)**

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:
  - Adjustments Register
  - Miscellaneous Receipts Register
  - Sales Journal by General Ledger Account
  - U.S. Sales Tax Report
- If your tax type is VAT, run the following:
  - Adjustments Register
  - Customers with 0 VAT and No VAT Registration Number
  - Miscellaneous Receipts Register
  - Sales Journal by General Ledger Account
  - Tax Reconciliation Report
  - VAT Exception Report

## 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.

### Related Topics

Running Archive and Purge, page 11-57

Archive and Purge Cycle, page 11-5

Purge Criteria, page 11-10

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

Archive Tables, page 11-27

### Archive and Purge Cycle

The cycle for the standard Archive and Purge program 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 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 Requests window.

The Call New Archive and Purge Process includes the all of the processes as the standard Archive and Purge program, but it does not generate a preview report of items selected for purging or the Archive Detail/Summary reports. This process selects an item based on the criteria you entered and ensures that it meets the requirements for purging. It then purges the transaction and moves on to the next transaction available for archive and purge. Information about transactions that could not be purged and items that are purged is written to a log file. This file name is the same as the concurrent request ID.

**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 IDs stored in AR\_ARCHIVE\_PURGE\_INTERIM.

**Archive and Purge**

The Archive and Purge program 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 Requests window 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 Requests window 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.

**Call New Archive and Purge Process**

Submit this program manually from the Requests window. Users do not have to log off the system to run this program. This option does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions. This option does not create the Archive Purge Detail or Summary reports; instead, the program writes information about the purge process to a log file.

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 (standard Archive and Purge program only)**

In the Run Archive and Purge window, 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 11-58.

**3. Review Archive Report (standard Archive and Purge program only)**

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 window 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 11-58.

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.

**Important:** 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 window, 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.

**Important:** Archived data is for reference purposes only. After you move the data to your storage area, you cannot bring it back into Oracle Receivables for additional processing.

## 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

**Important:** The following information in this step is true for the standard Archive and Purge program, but not the Call New

## Archive and Purge Process.

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.

## Related Topics

Archive and Purge Parameters, page 11-58

Purge Criteria, page 11-10

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

## 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).
- Standard Archive and Purge program: 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.

Call New Archive and Purge: Transactions applied to commitments are not eligible for purge.

- 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. This parameter applies only to the standard Archive and Purge program.

- 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 receipts 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:

<b>Invoice</b>	Invoice balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, Approved Adjustments, or Deposits.
<b>Debit Memo</b>	Debit Memo balance is reduced to zero by application of one or more of the following: Cash Receipts, Credit Memos, or Approved Adjustments.
<b>Credit Memo</b>	Credit Memo balance is fully applied to one or more of the following: Invoices, Debit Memos, Chargebacks, or Cash Receipts.
<b>Chargeback</b>	Chargeback is fully applied to either a Cash Receipt, Credit Memo, or an Approved Adjustment.
<b>Deposit</b>	Deposit balance and commitment balance is fully applied to one or more invoices.
<b>Guarantee</b>	Commitment balance is fully covered by one or more invoices.  <b>Important:</b> The Call New Archive and Purge program does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions.
<b>Cash Receipt</b>	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.
<b>Adjustment</b>	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 Project Accounting. 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 PAXARPGP.pls located in the Oracle Project Accounting install/sql/ directory. Oracle Project Accounting provides the parameter of customer\_trx\_id to the client\_purgeable function.

## Transaction Related to Orders

Transactions will not be purged if they are referenced by open return lines in Oracle Order Management. In addition, commitments that are referenced by open order lines within Oracle Order Management 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 11-27.

## Transactions Under Collectibility Analysis

Transactions will not be purged if Event-Based Revenue Management is enabled and collectibility analysis is still in progress. Receivables determines the status of collectibility analysis using the LINE\_COLLECTIBILITY\_FLAG on the AR\_DEFERRED\_LINES\_ALL table.

## Receipts Reconciled in Cash Management

Receipts that were reconciled in Cash Management cannot be purged in Receivables until the related bank statement records in Cash Management are purged.

## 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.

## Related Topics

Tables Purged, page 11-14

Archive and Purge Cycle, page 11-5

Archive Level, page 11-15

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

## 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\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_CORRESPONDENCE\_PAY\_SCHED
- AR\_CUSTOMER\_CALL\_TOPICS
- AR\_DEFERRED\_LINES\_ALL
- AR\_LINE\_CONTS\_ALL
- AR\_MISC\_CASH\_DISTRIBUTIONS
- AR\_NOTES
- AR\_PAYMENT\_SCHEDULES
- AR\_RATE\_ADJUSTMENTS

- AR\_RECEIVABLE\_APPLICATIONS
- AR\_TRANSMISSIONS
- RA\_BATCHES
- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- RA\_CUST\_TRX\_LINE\_SALESREPS
- AR\_CORRESPONDENCES
- AR\_DISTRIBUTIONS

## Related Topics

Archive Level, page 11-15

Archive and Purge Cycle, page 11-5

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

## Archive Level

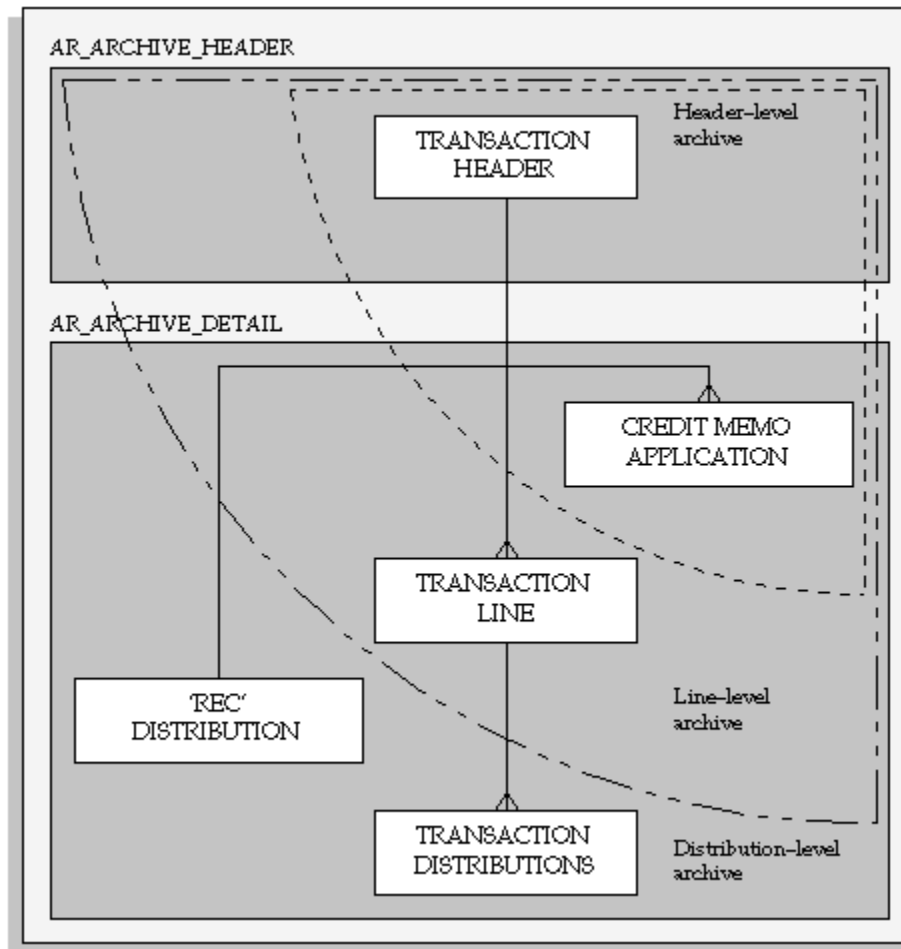
The Archive and Purge program provides three levels of detail for archiving transaction information. You can archive just header level data for your transactions; header and line level data; or header, line, and distribution data.

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.

**Archive different levels of transaction data**

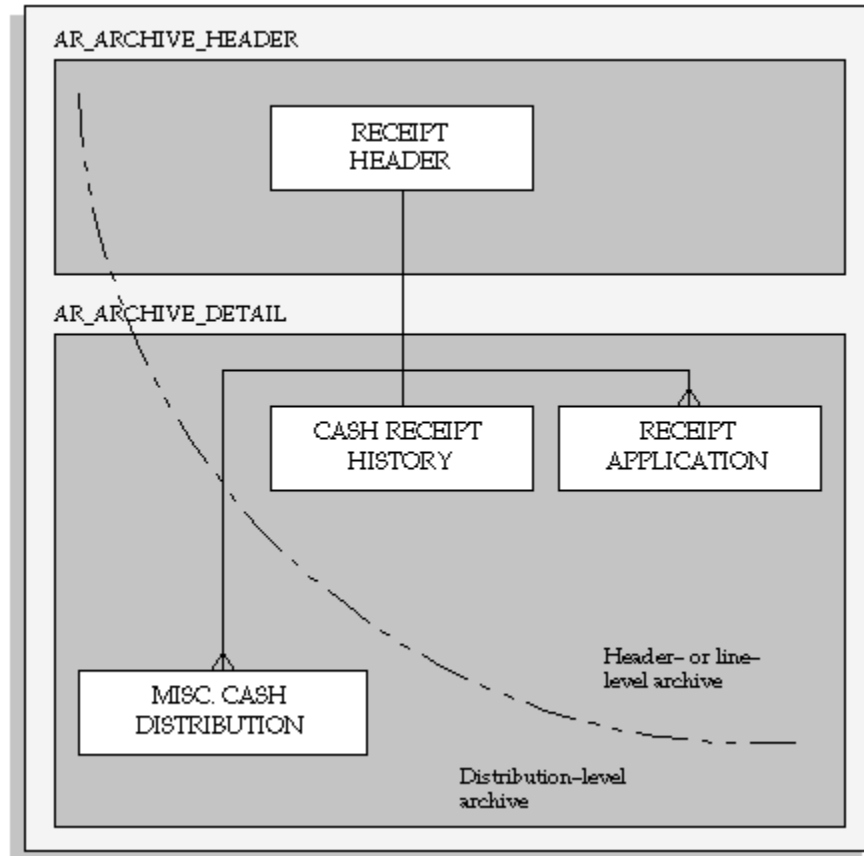


Notes on the above diagram:

- 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

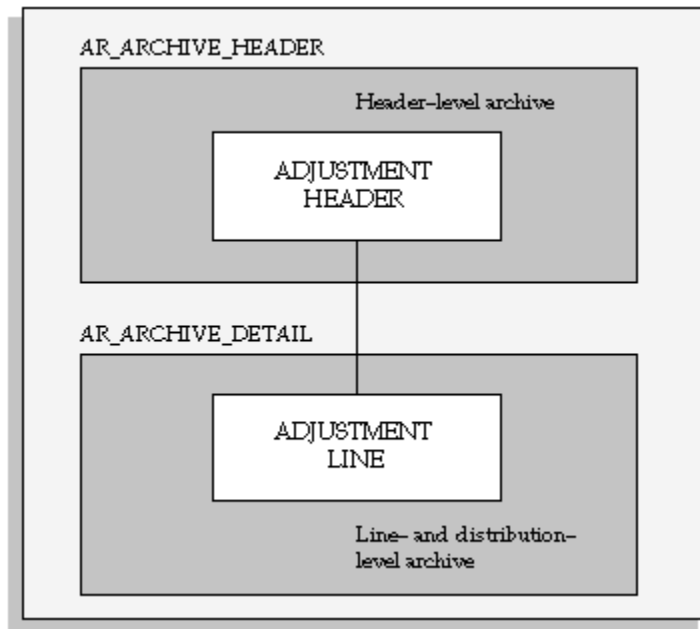
***Archive different levels of cash receipt data***



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.

### 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
Headers	AR_ARCHIVE_DETAIL	1 record for each credit memo and receipt application

Level	Storage Table	Number of Records Archived
Headers	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
Headers and Lines	AR_ARCHIVE_DETAIL (see Header Level)	1 record for each adjustment plus the Header level records
Header, Lines and Distributions	AR_ARCHIVE_DETAIL	1 record for each transaction distribution
Header, Lines and Distributions	AR_ARCHIVE_DETAIL	1 record for each miscellaneous cash distribution
Header, Lines and Distributions	AR_ARCHIVE_DETAIL (see Header and Line Level)	Additional accounting related columns archived on above line records plus the Header and Line level records

For a detailed list of all the columns archived for each level, see the Archive Tables, page 11-31.

## Related Topics

Archive and Purge Cycle, page 11-5

Preparing to Run Archive and Purge, page 11-3

Purge Criteria, page 11-10

Tables Purged, page 11-14

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

## 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

**Important:** The Archive/Purge programs should not be used if your Accounting Method is Cash Basis (as defined in the System Options window).

## Related Topics

Monitoring Your Archive and Purge, page 11-21

Preparing to Run Archive and Purge, page 11-3

Archive and Purge Cycle, page 11-5

Purge Criteria, page 11-10

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

Archive Tables, page 11-27



## 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 RRMDDHHMISS>';
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.

**This table shows control module status messages:**

Message	Message Description
AR_ARCHIVE_CONT_START	Starting the <i>&lt;program_name&gt;</i> . This message is used each time the control module starts a new program.
AR_ARCHIVE_SUB_START	Calling <i>&lt;program_name&gt;</i> process. This message appears as the control module calls each child program.
AR_ARCHIVE_REQ_SUB	Submitted concurrent request <i>&lt;request_id&gt;</i> . This message appears as the control module submits a concurrent request for each child program.
AR_ARCHIVE_REQ_TERM	Request: <i>&lt;request_id&gt;</i> Completed/Errored. This message returns the status of the above request.
AR_ARCHIVE_ERROR	<i>&lt;function_name&gt;</i> <i>&lt;error_message&gt;</i> <i>&lt;error_code&gt;</i> . This 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_SUB_COMP	<i>&lt;program_name&gt;</i> process complete. This message is the last message for each child process called.
AR_ARCHIVE_CONT_COMP	Completed the <i>&lt;program_name&gt;</i> . This message appears at the very end, when everything completes.

**This table shows 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
AR_ARCHIVE_COUNT	Loaded <count> rows into auxiliary tables. This message prints every 10,000 lines.
AR_ARCHIVE_COMP_SEL	Data selection complete
AR_ARCHIVE_CONTEXT	Oracle Projects context is <PA_transaction_flexfield_context>. This message appears if PA is installed.
AR_ARCHIVE_START_CYC	Validating data
AR_ARCHIVE_COMP_CYC	Validation complete
AR_ARCHIVE_INS_INT	Inserting into AR_ARCHIVE_PURGE_INTERIM

**This table shows 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>
AR_ARCHIVE_ARC_TRX_C	Finished archiving transaction ID range: <id_low> to <id_high>

Message	Message Description
AR_ARCHIVE_ARC_COMP	Archive Complete
AR_ARCHIVE_REP_START	Running archive report
AR_ARCHIVE_REP_COMP	Archive report complete

**This table shows purge module status messages:**

Message	Message Description
AR_ARCHIVE_PUR_START	Purging...
AR_ARCHIVE_PUR	Purging Transaction/Receipt/Batch_ID range: <i>&lt;id_low&gt;</i> to <i>&lt;id_high&gt;</i>
AR_ARCHIVE_PUR_C	Finished purging Transaction/Receipt/Batch_ID range: <i>&lt;id_low&gt;</i> to <i>&lt;id_high&gt;</i>
AR_ARCHIVE_PUR_COMP	Purge Complete

**Error Messages:** 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.

**This table shows generic error messages that are used for more than one error situation where noted.**

Message	Message Description
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. This message appears at the very start if the archive tables are not empty.
AR_ARCHIVE_NO_DATE	No date retrieved. Exiting program. This message appears if you cannot get the last day of the period from the period parameter entered.
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive-Preview. This message appears when you submit Archive-Preview and it fails during the selection and validation process.
AR_ARCHIVE_FAIL_A	Your archive process failed. Please submit Archive-Restart. This message appears when you submit Archive-Preview and it fails during the archive module.

Message	Message Description
AR_ARCHIVE_FAIL_A	Your archive summary/detail report process failed. Please submit Archive Summary/Detail Report. This message appears when you submit Archive-Preview and it fails during the report module.
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive and Purge. This message appears when you submit Archive and Purge and it fails during the selection and validation module.
AR_ARCHIVE_FAIL_B	Your archive process failed. Please submit Archive-Restart, then Purge. This message appears when you submit Archive and Purge and it fails during the archive module.
AR_ARCHIVE_FAIL_C	Your archive was successful, but your purge process failed. Please resubmit Purge. This message appears when you submit Archive and Purge and it fails during the Purge process.
AR_ARCHIVE_FAIL_D	Your Archive was successful, but your report failed. Please submit your Archive Report then Purge. This message appears when you submit Archive and Purge and it fails during the report module.
AR_ARCHIVE_FAIL_A	Your Purge process failed. Please submit Purge. This message appears when you submit Purge and it fails.
AR_ARCHIVE_FAIL_A	Your Archive to File process failed. Please submit Archive to File. This message appears when you submit Archive to File and it fails.
AR_ARCHIVE_FAIL_A	Your Archive Restart process failed. Please submit Archive Restart. This message appears when you submit Archive Restart and it fails during the archive.
AR_ARCHIVE_FAIL_C	Your archive was successful, but your Summary/Detail Report process failed. Please resubmit Summary/Detail Report. This message appears when you submit Archive Restart and it fails during the report.

## Related Topics

Archive Tables, page 11-27

Preparing to Run Archive and Purge, page 11-3

Archive and Purge Cycle, page 11-5

Purge Criteria, page 11-10

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

## 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 Management 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 IDs of qualifying transactions. The Purge program uses these IDs to identify transactions to purge but does not re-validate the IDs.

- 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 Receipts 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 Receipts

## 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 Columns	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_CLASS	RA_CUST_TRX_TYPE	TYPE	RA_CUSTOMER_TRANSACTION	CUST_TRX_TYPE_ID
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_TYPE	NAME (TRX)	RA_CUSTOMER_TRANSACTION	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRANSACTION	CUSTOMER_TRANSACTION_ID		

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
	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_X	PREVIOUS_CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
		TYPE (Commitment related to an invoice) (TRX)	RA_CUSTOMER_TRX_X	INITIAL_CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS RA_CUSTOMER_TRX_X	CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
RELATED_TRANSACTION_TYPE	RA_CUST_TRX_TYPES	NAME (Invoice being credited) (TRX)	RA_CUSTOMER_TRX_X	PREVIOUS_CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
		NAME (Commitment related to an invoice) (TRX)	RA_CUSTOMER_TRX_X	INITIAL_CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
		NAME (Invoice being adjusted) (ADJ)	AR_ADJUSTMENTS RA_CUSTOMER_TRX_X	CUSTOMER_TRX_ID  CUST_TRX_TYPE_ID
RELATED_TRANSACTION_ID	RA_CUSTOMER_TRX_X	PREVIOUS_CUSTOMER_TRX_ID (TRX)		

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
TRANSACTION_NUMBER		INITIAL_CUSTOMER_TRX_ID (TRX)		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID (ADJ)		
	RA_CUSTOMER_TRX	TRX_NUMBER		
TRANSACTION_DATE	AR_CASH_RECEIPTS	RECEIPT_NUMBER		
	AR_ADJUSTMENTS	ADJUSTMENT_NUMBER		
	RA_CUSTOMER_TRX	TRX_DATE		
BATCH_NAME	AR_CASH_RECEIPTS	RECEIPT_DATE		
	AR_ADJUSTMENTS	APPLY_DATE		
	RA_BATCHES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_ID
BATCH_SOURCE_NAME	AR_BATCHES	NAME (CR)	AR_CASH_RECEIPT_HISTORY	BATCH_ID (Receipt batch from first posted record)
	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

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
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:'INVOICING_REASON') (TRX)	RA_CUSTOMER_TRX	REASON_CODE
		MEANING (Type:'ADJUST_REASON') (ADJ)	AR_ADJUSTMENTS	REASON_CODE

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
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	HZ_PARTIES	PARTY_NUMBER  (CR)	RA_CUSTOMER_TRX  AR_CASH_RECEIPTS	BILL_TO_CUSTOMER_ID  PAY_FROM_CUSTOMER
BILL_TO_CUSTOMER_NAME	HZ_PARTIES	PARTY_NAME (TRX)  (CR)	RA_CUSTOMER_TRX  AR_CASH_RECEIPTS	BILL_TO_CUSTOMER_ID  PAY_FROM_CUSTOMER
BILL_TO_CUSTOMER_LOCATION	HZ_CUST_ACCT_SITE	LOCATION  (CR)	RA_CUSTOMER_TRX  HZ_CUST_SITE_USES  AR_CASH_RECEIPTS  HZ_CUST_SITE_USES	BILL_TO_SITE_USE_ID  SITE_USE_ID  CUSTOMER_SITE_USE_ID  SITE_USE_ID
BILL_TO_CUSTOMER_ADDRESS1,2,3,&4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX  HZ_CUST_SITE_USES  HZ_LOCATION	BILL_TO_SITE_USE_ID  SITE_USE_ID  CUSTOMER_SITE_ID

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
BILL_TO_CUSTOMER_CITY	HZ_LOCATIONS	(CR)	AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
		CITY (TRX)	RA_CUSTOMER_TRX	BILL_TO_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
		(CR)	AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
BILL_TO_CUSTOMER_STATE	HZ_LOCATIONS	STATE (TRX)	RA_CUSTOMER_TRX	BILL_TO_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_LOCATION	CUSTOMER_SITE_ID
		(CR)	AR_CASH_RECEIPTS	CUSTOMER_SITE_USE_ID
			HZ_CUST_SITE_USES	SITE_USE_ID
			HZ_CUST_ACCT_SITE	CUSTOMER_SITE_ID



AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
BILL_TO_CUSTOMER_COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	BILL_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
		(CR)	AR_CASH_RECEIPTS HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	CUSTOMER_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
BILL_TO_CUSTOMER_POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	BILL_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
		(CR)	AR_CASH_RECEIPTS HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	CUSTOMER_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
SHIP_TO_CUSTOMER_NUMBER	HZ_PARTIES	PARTY_NUMBER	RA_CUSTOMER_TRX	SHIP_TO_CUSTOMER_ID
SHIP_TO_CUSTOMER_NAME	HZ_PARTIES	PARTY_NAME (TRX)	RA_CUSTOMER_TRX	SHIP_TO_CUSTOMER_ID
SHIP_TO_CUSTOMER_LOCATION	HZ_CUST_SITE_USES	LOCATION (TRX)	RA_CUSTOMER_TRX	SHIP_TO_SITE_USE_ID

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
SHIP_TO_CUSTOMER_ADDRESS1,2,3,&4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	SHIP_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
SHIP_TO_CUSTOMER_CITY	HZ_LOCATIONS	CITY (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	SHIP_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
SHIP_TO_CUSTOMER_STATE	HZ_LOCATIONS	STATE (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	SHIP_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
SHIP_TO_CUSTOMER_COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	SHIP_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID
SHIP_TO_CUSTOMER_POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX HZ_CUST_SITE_USES HZ_CUST_ACCT_SITE	SHIP_TO_SITE_USE_ID SITE_USE_ID CUSTOMER_SITE_ID

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
REMIT_TO_ADDRESS1,2,3,4	HZ_LOCATIONS	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX HZ_CUST_ACCT_SITE	REMIT_TO_ADDRESS_ID CUSTOMER_SITE_ID
REMIT_TO_CITY	HZ_LOCATIONS	CITY (TRX)	RA_CUSTOMER_TRX HZ_CUST_ACCT_SITE	REMIT_TO_ADDRESS_ID CUSTOMER_SITE_ID
REMIT_TO_STATE	HZ_LOCATIONS	STATE (TRX)	RA_CUSTOMER_TRX HZ_CUST_ACCT_SITE	REMIT_TO_ADDRESS_ID CUSTOMER_SITE_ID
REMIT_TO_COUNTRY	HZ_LOCATIONS	COUNTRY (TRX)	RA_CUSTOMER_TRX HZ_CUST_ACCT_SITE	REMIT_TO_ADDRESS_ID CUSTOMER_SITE_ID
REMIT_TO_POSTAL_CODE	HZ_LOCATIONS	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX HZ_CUST_ACCT_SITE	REMIT_TO_ADDRESS_ID CUSTOMER_SITE_ID
SALESREP_NAME	RA_SALESREPS	NAME (TRX)	RA_CUSTOMER_TRX	PRIMARY_SALESR EP_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)		

<b>AR_ARCHIVE_HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
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)		

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
CURRENCY_CODE	RA_CUSTOMER_TRX X	INVOICE_CURRENCY_CODE  (TRX)		
	AR_CASH_RECEIPTS	CURRENCY_CODE  (CR)		
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 X	ATTRIBUTE_CATEGORY		

AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
ATTRIBUTE1-15	AR_CASH_RECEIPTS	ATTRIBUTE_CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_CATEGORY		
	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		
	AR_CASH_RECEIPTS	DOC_SEQUENCE_VALUE		
	AR_ADJUSTMENTS	DOC_SEQUENCE_VALUE		

<b>AR_ARCHIVE_HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
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 X	INVOICING_RULE_ID
CUSTOMER_BANK_ACCOUNT_NAME	AP_BANK_ACCOUNTS	BANK_ACCOUNT_NAME (TRX)	RA_CUSTOMER_TRX X	CUSTOMER_BANK_ACCOUNT_ID
DEPOSIT_DATE	AR_CASH_RECEIPTS	DEPOSIT_DATE (CR)	AR_CASH_RECEIPTS	CUSTOMER_BANK_ACCOUNT_ID
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)

<b>AR_ARCHIVE_HEADER</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
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_AMOUNT _APPLIED_FROM)		
	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)		



AR_ARCHIVE_HEADER	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
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)		

## 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 Columns	Source Columns	Derived From Database Tables	Derived From Columns
ARCHIVE_ID				
TRANSACTION_CLASS	RA_CUST_TRX_TYPE	TYPE	RA_CUSTOMER_TRANSACTION	CUST_TRX_TYPE_ID

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_TYPES	NAME	RA_CUSTOMER_TRANSACTION	CUST_TRX_TYPE_ID
TRANSACTION_ID	RA_CUSTOMER_TRANSACTION	CUSTOMER_TRANSACTION_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
TRANSACTION_LINE_ID	RA_CUSTOMER_TRANSACTION_LINES	CUSTOMER_TRANSACTION_LINE_ID		
	RA_CUST_TRX_LINE_GL_DIST	CUSTOMER_TRANSACTION_LINE_ID		
RELATED_TRANSACTION_CLASS	RA_CUST_TRX_TYPES	TYPE (Invoice being credited)	RA_CUSTOMER_TRANSACTION	PREVIOUS_CUSTOMER_TRANSACTION_ID  CUST_TRX_TYPE_ID
		TYPE (Commitment relating to an invoice)	RA_CUSTOMER_TRANSACTION	INITIAL_CUSTOMER_TRANSACTION_ID  CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted)	AR_ADJUSTMENTS  RA_CUSTOMER_TRANSACTION	CUSTOMER_TRANSACTION_ID  CUST_TRX_TYPE_ID

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
		TYPE (credit memo and receipt applications)	AR_RECEIVABLES_APPLICATIONS RA_CUSTOMER_TRANSACTION	APPLIED_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
RELATED_TRANSACTION_TYPE	RA_CUST_TRX_TYPES	NAME	RA_CUSTOMER_TRANSACTION	PREVIOUS_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	RA_CUSTOMER_TRANSACTION	INITIAL_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	AR_ADJUSTMENTS RA_CUSTOMER_TRANSACTION	CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
		NAME	AR_RECEIVABLES_APPLICATIONS RA_CUSTOMER_TRANSACTION	APPLIED_CUSTOMER_TRX_ID CUST_TRX_TYPE_ID
RELATED_TRANSACTION_ID	RA_CUSTOMER_TRANSACTION	PREVIOUS_CUSTOMER_TRX_ID		
		INITIAL_CUSTOMER_TRX_ID		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID		
	AR_RECEIVABLES_APPLICATIONS	APPLIED_CUSTOMER_TRX_ID		

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
RELATED_TRANSACTION_LINE_ID	RA_CUSTOMER_TRANSACTION_LINES	PREVIOUS_CUSTOMER_TRX_LINE_ID  (Line being credited)  INITIAL_CUSTOMER_TRX_LINE_ID  (Commitment relating to an invoice)		
LINE_NUMBER	RA_CUSTOMER_TRANSACTION_LINES	LINE_NUMBER  (used only for TRX and line level credit memo applications)		
DISTRIBUTION_TYPE	RA_CUSTOMER_TRANSACTION_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		
	RA_CUST_TRX_LINE_GL_DIST	ACCOUNT_CLASS		
APPLICATION_TYPE	AR_RECEIVABLES_APPLICATIONS	APPLICATION_TYPE		

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
REASON_CODE_MEANING	AR_LOOKUPS	MEANING (TYPE: INVOICING_REASON)	RA_CUSTOMER_TRANSACTION_LINES	REASON_CODE
LINE_DESCRIPTION	RA_CUSTOMER_TRANSACTION_LINES	DESCRIPTION		
ITEM_NAME	MTL_SYSTEM_ITEMS	concatenated SEGMENT1..20	RA_CUSTOMER_TRANSACTION_LINES	INVENTORY_ITEM_ID
QUANTITY	RA_CUSTOMER_TRANSACTION_LINES	QUANTITY_CREDITED		
	RA_CUSTOMER_TRANSACTION_LINES	QUANTITY_INVOICED		
UNIT_SELLING_PRICE	RA_CUSTOMER_TRANSACTION_LINES	UNIT_SELLING_PRICE		
LINE_TYPE	RA_CUSTOMER_TRANSACTION_LINES	LINE_TYPE		
ATTRIBUTE_CATEGORY	RA_CUSTOMER_TRANSACTION_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		

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
ATTRIBUTE1-15	RA_CUSTOMER_TRANSACTION_LINES	ATTRIBUTE1-15		
	RA_CUST_TRX_LINE_GL_DIST	ATTRIBUTE1-15		
	AR_CASH_RECEIPT_HISTORY	ATTRIBUTE1-15		
	AR_MISC_CASH_DISTRIBUTIONS	ATTRIBUTE1-15		
	AR_ADJUSTMENTS	ATTRIBUTE_1- 15		
	AR_RECEIVABLE_APPLICATIONS	ATTRIBUTE_1 -15		
UOM_CODE	RA_CUSTOMER_TRANSACTION_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_TRANSACTION_LINES	TAX_RATE		
	AR_VAT_TAX	TAX_RATE	AR_CASH_RECEIPTS	VAT_TAX_ID

<b>AR_ARCHIVE_DET AIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
TAX_CODE	AR_VAT_TAX	TAX_CODE	RA_ CUSTOMER_TRX_L INES	VAT_TAX_ID
			AR_CASH_RECEIP TS	VAT_TAX_ID
TAX_PRECEDENCE	RA_CUSTOMER_TR X_LINES	TAX_PRECEDENCE		
LAST_PERIOD_TO_ CREDIT	RA_CUSTOMER_TR X_LINES	LAST_PERIOD_TO_ CREDIT		
COMMENTS	AR_RECEIVABLE_ APPLICATIONS	COMMENTS		
	AR_MISC_CASH_D ISTRIBUTIONS	COMMENTS		
LINE_ADJUSTED	AR_ADJUSTMENTS	LINE_ADJUSTED		
FREIGHT_ADJUSTE D	AR_ADJUSTMENTS	FREIGHT_ADJUSTE D		
TAX_ADJUSTED	AR_ADJUSTMENTS	TAX_ADJUSTED		
RECEIVABLES_CH ARGES_ADJUSTED	AR_ADJUSTMENTS	RECEIVABLES_CH ARGES_ADJUSTED		
LINE_APPLIED	AR_RECEIVABLE_ APPLICATIONS	LINE_APPLIED		
FREIGHT_APPLIED	AR_RECEIVABLE_ APPLICATIONS	FREIGHT_ APPLIED		
TAX_APPLIED	AR_RECEIVABLE_ APPLICATIONS	TAX_APPLIED		
RECEIVABLES_CH ARGES_APPLIED	AR_RECEIVABLE_ APPLICATIONS	RECEIVABLES_CH ARGES_APPLIED		

<b>AR_ARCHIVE_DET AIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
EARNED_DISCOU NT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	EARNED_DISCOU NT_TAKEN		
UNEARNED_DISC OUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_DISC OUNT_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_DI SCOUNT_TAKEN		
ACCTD_UNEARNE D_DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_UNEARNED _DISCOUNT_TAKE N		
FACTOR_DISCOUN T_AMOUNT	AR_CASH_RECEIP T_HISTORY	FACTOR_DISCOUN T_AMOUNT		
ACCTD_FACTOR_ DISCOUNT_AMOU NT	AR_CASH_RECEIP T_HISTORY	ACCTD_ FACTOR_DISCOUN T_AMOUNT		
INTERFACE_LINE_ CONTEXT	RA_CUSTOMER_TR X_LINES	INTERFACE_LINE_ CONTEXT		
INTERFACE_LINE_ ATTRIBUTE1-15	RA_CUSTOMER_TR X_LINES	INTERFACE_ LINE_ATTRIBUTE1- 15		
EXCHANGE_RATE _TYPE	AR_CASH_RECEIP T_HISTORY	EXCHANGE_RATE _TYPE		
EXCHANGE_RATE _DATE	AR_CASH_RECEIP T_HISTORY	EXCHANGE_RATE _DATE		
EXCHANGE_RATE	AR_CASH_RECEIP T_HISTORY	EXCHANGE_RATE		



AR_ARCHIVE_DETAIL	Source Database Columns	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_RECEIVABLES_APPLICATIONS	APPLY_DATE		
	AR_MISC_CASH_DISTRIBUTIONS	APPLY_DATE		
MOVEMENT_ID	RA_CUSTOMER_TRANSACTION_LINES	MOVEMENT_ID		
TAX_VENDOR_RETURNS_CODE	RA_CUSTOMER_TRANSACTION_LINES	TAX_VENDOR_RETURNS_CODE		
TAX_AUTHORITY_TAX_RATES	AR_SALES_TAX	LOCATION_RATE1-10	RA_CUSTOMER_TRANSACTION_LINES	SALES_TAX_ID
TAX_EXEMPTION_FLAG	RA_CUSTOMER_TRANSACTION_LINES	TAX_EXEMPTION_FLAG		
TAX_EXEMPTION_ID	RA_CUSTOMER_TRANSACTION_LINES	TAX_EXEMPTION_ID		
TAX_EXEMPTION_TYPE	RA_TAX_EXEMPTIONS	EXEMPTION_TYPE	RA_CUSTOMER_TRANSACTION_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_TRANSACTION_LINES RA_CUSTOMER_TRANSACTION_LINES	TAX_EXEMPTION_REASON_CODE TAX_EXEMPTION_ID TAX_EXEMPTION_REASON_CODE

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
TAX_EXEMPTION_NUMBER	LINE_TYPE = TAX RA_TAX_EXEMPTIONS LINE_TYPE = LINE RA_CUSTOMER_TRX_LINES	CUSTOMER_EXEMPTION_NUMBER TAX_EXEMPTION_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
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  RA_CUST_TRX_LINE_GL_DIST  AR_ADJUSTMENTS  AR_CASH_RECEIPT_HISTORY  AR_MISC_CASH_DISTRIBUTIONS  AR_RECEIVABLES_APPLICATIONS	EXTENDED_AMOUNT  AMOUNT  AMOUNT  AMOUNT  AMOUNT AMOUNT_APPLIED		
ACCTD_AMOUNT	RA_CUST_TRX_LINE_GL_DIST  AR_ADJUSTMENTS	ACCTD_AMOUNT  ACCTD_AMOUNT		

AR_ARCHIVE_DETAIL	Source Database Columns	Source Columns	Derived From Database Tables	Derived From Columns
GL_DATE	AR_CASH_RECEIPT_HISTORY	ACCTD_AMOUNT		
	AR_MISC_CASH_DISTRIBUTIONS	ACCTD_AMOUNT		
	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		
GL_POSTED_DATE	AR_CASH_RECEIPT_HISTORY	GL_DATE		
	RA_CUST_TRX_LINE_GL_DIST	GL_POSTED_DATE		
	AR_MISC_CASH_DISTRIBUTIONS	GL_POSTED_DATE		
	AR_ADJUSTMENTS	GL_POSTED_DATE		
	AR_RECEIVABLE_APPLICATIONS	GL_POSTED_DATE		
ACCOUNTING_RULE_NAME	AR_CASH_RECEIPT_HISTORY	GL_POSTED_DATE		
	RA_RULES	NAME	RA_CUSTOMER_TRANSACTION_LINES	ACCOUNTING_RULE_ID
RULE_DURATION	RA_CUSTOMER_TRANSACTION_LINES	ACCOUNTING_RULE_DURATION		

<b>AR_ARCHIVE_DET AIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
RULE_START_DATE	RA_CUSTOMER_TRANSACTION_LINES	RULE_START_DATE		

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.

<b>AR_ARCHIVE_DET AIL</b>	<b>Source Database Columns</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
ACCOUNT_COMBINATION1	GL_CODE_COMBINATIONS	SEGMENT1-SEGMENT30	RA_CUST_TRANSACTION_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
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

## Related Topics

Preparing to Run Archive and Purge, page 11-3

Archive and Purge Cycle, page 11-5

Purge Criteria, page 11-10  
Tables Purged, page 11-14  
Archive Level, page 11-15  
Data Not Archived, page 11-19  
Monitoring Your Archive Purge, page 11-21

## 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 eight different programs available from this window. 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 11-3

### 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 11-58.

**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 report uses the format RRMDDHHMISS for the Archive ID (two digit numerical designations for year, month, day, hour, minute, and seconds). 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.

## Related Topics

Monitoring Your Archive Purge, page 11-21

Status and Error Messages, page 11-22

Archive Detail/Summary Reports, page 11-60

Using Archive and Purge, page 11-1

Monitoring Requests, *Oracle Applications User's Guide*

## Archive and Purge Parameters

Following are the parameters for the standard Archive and Purge program. No users can be on the system when running this program.

To run archive and purge while users are working on the system, run the Call New Archive and Purge Process, page 11-59.

## Standard Archive and Purge Process

**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:

<b>Invoice GL Date</b>	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.
<b>Receipt GL Date</b>	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.
<b>All GL Dates</b>	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 with 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 with 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. 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 program uses the format RRMMDHMMSS for the Archive ID (two digit numerical designation for the year, month, day, hour, minute, and seconds). This value is based on the time the archive program is submitted.

### Call New Archive and Purge Process

Following are the parameters for the Call New Archive and Purge Process. Users do not have to log off the system to run this program. This option does not create the Archive

Purge Detail or Summary reports; instead, it writes information about the purge to a log file.

**Important:** This option does not purge deposits, guarantees, miscellaneous receipts or any items linked to these transactions.

**Cut Off Date:** The date to use when selecting transactions for archive purge. The program selects each transaction according to the GL date or transaction date. Transactions that do not post to the general ledger (post to GL flag is set to No) do not have a GL date. The program selects a transaction for purging if the GL or transaction date is earlier than the date you enter here.

**Archive Level:** The level of detail you want to archive. For more information, see: Archive Level, page 11-15.

**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. The default value for this parameter is one.

## Related Topics

Purge Criteria, page 11-10

Archive and Purge Cycle, page 11-5

Tables Purged, page 11-14

Archive Level, page 11-15

Data Not Archived, page 11-19

Monitoring Your Archive Purge, page 11-21

Archive Tables, page 11-27

Running Archive and Purge, page 11-57

## 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 Receipts will not be Purged unless you run Archive and Purge for all customers because Miscellaneous Receipts are not related to specific customers. Therefore, if you run Archive and Purge for a specific customer, Miscellaneous Receipts 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 Receipts 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 Receipts 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 receipts are not related to Customers and are therefore totalled separately at the end of the report. Miscellaneous receipts have no related invoice and so will not net to zero. Consequently, they are not included in the Grand Total of the report.

Miscellaneous Receipts 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 Receipts, 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.

## Related Topics

Running Archive and Purge, page 11-57

Using Archive and Purge, page 11-1

Running Standard Reports and Listings, page 10-1

Common Report Parameters, page 10-2

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## Oracle Receivables Menu Paths

### Receivables Navigation Paths

This table lists each Receivables window and corresponding navigation path, although your system administrator may have customized your navigator.

Window/Page Name	Navigator Path
Account Contact Address, page 7-54	Customer Search > Account Overview: Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Overview: Communication: Contact Details
Account Contact Contact Point, page 7-54	Customer Search > Account Overview: Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Overview: Communication: Contact Details
Account Contact Details, page 7-51	Customer Search > Account Overview: Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Overview: Communication: Contact Details
Account Details, page 2-48	Transactions->Account Details
Account Overview, page 7-19	Navigator > Customers > Customers > Customer Search: Account Details/Navigator > Customers > Customers > Customer Search: Customer Details > Customer Overview: Account: Account Details

Window/Page Name	Navigator Path
Account Site Business Purpose, page 7-34	Customer Search > Account Overview: Sites: Details > Account Site Overview: Business Purposes: Details
Account Site Contact Address, page 7-56	Customer Search > Account Overview: Site: Details > Account Site Overview > Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Site Overview: Communication: Contact Details
Account Site Contact Contact Point, page 7-56	Customer Search > Account Overview: Site: Details > Account Site Overview > Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Site Overview: Communication: Contact Details
Account Site Contact Details, page 7-53	Customer Search > Account Overview: Site: Details > Account Site Overview > Communication: Contact Details/Customer Search > Customer Overview: Accounts: Details > Account Site Overview: Communication: Contact Details
Account Site Contact Point, page 7-56	Customer Search > Account Overview: Site: Details > Account Site Overview > Communication/Customer Search > Customer Overview: Accounts: Details > Account Site Overview: Communication
Account Site Overview, page 7-33	Customer Search > Customer Overview: Accounts: Account Site Details/Account Overview: Sites: Account Site Details
Accounting Distributions, page 2-205	Control->AutoInvoice->Interface Lines. Choose Accounting button.
Accounting Periods, page 9-1	Accounting->Open/Close Periods
Activities, page 2-48	Receipt->Receipts. Choose Actions->Activities. Transactions->Account Details. Choose Activities.
Aging Buckets and Interest Tiers, <i>Oracle Receivables Implementation Guide</i>	Setup->Collections->Aging Buckets and Interest Tiers
Alternate Name Receipt Matches, page 4-112	Receipts->Alternate Name Matches

Window/Page Name	Navigator Path
Applications, page 4-9	Receipts->Apply
Approval Limits, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Adjustment Limits
Approve Adjustments, page 2-63	Control->Adjustments->Approve Adjustments
Assign Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Descriptive->Security->Define
Assign Key Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Descriptive->Security->Define
Assign Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Descriptive->Security->Define
Assignment Rules, <i>Oracle Receivables Implementation Guide</i>	Revenue Contingencies-> Assignment Rules (use the Revenue Management Super User responsibility)
AutoCash Rule Sets, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->AutoCash Rule Sets
AutoInvoice Grouping Rules, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->AutoInvoice ->Grouping Rules
Automatic Accounting, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions-> AutoAccounting
Balance Forward Billing Cycles, <i>Oracle Receivables Implementation Guide</i>	Setup->Print->Balance Forward Billing Cycles
Category Codes, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item->Category->Define->Category
Category Sets, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item-> Category Define->Default Sets
Charge Schedules, <i>Oracle Receivables Implementation Guide</i>	Late Charges->Charge Schedules
Clear/Risk Eliminate, page 5-38	Receipts->Clear/Risk Eliminate
Completed Requests, <i>Oracle Applications User's Guide</i>	Control->Requests->View

Window/Page Name	Navigator Path
Concurrent Requests Summary, <i>Oracle Applications User's Guide</i>	Control->Concurrent
Confirmation Action, page 2-77	Setup->Transaction->Confirmation Action
Conversion Rate Types, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Accounting-> Currencies-> Rates->Conversion Type
Copy Transactions, page 2-53	Transactions->Copy
Countries and Territories, <i>Oracle Receivables Implementation Guide</i>	Setup->System->Countries
Create AutoAdjustments, page 2-60	Control->Adjustments->Create AutoAdjustments
Create Account, page 7-19	Navigator > Customers > Customers > Customer Search/Customer Overview:Accounts
Create Account Contact, page 7-51	Customer Search > Account Overview: Communication/Customer Search > Customer Overview: Accounts: Details > Account Overview: Communication
Create Account Site, page 7-33	Customer Search > Customer Overview: Accounts/Account Overview: sites
Create Account Site Contact, page 7-53	Customer Search > Account Overview: Site: Details > Account Site Overview > Communication/Customer Search > Customer Overview: Accounts: Details > Account Site Overview: Communication
Create Customer, page 7-5	Navigator > Customers > Customers > Customer Search
Credit Card Errors, page 5-56	Receipts->Correct Credit Card Errors
Create Receipt Write-off, page 4-159	Control->Create Receipt Write-off
Credit Transactions, page 2-92	Transactions->Credit Transactions
Cross Validation Rules, <i>Oracle Applications User's Guide</i>	Setup->Financials->Flexfields-> Key-> Rules

<b>Window/Page Name</b>	<b>Navigator Path</b>
Currencies, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Accounting->Currencies->Currencies
Customer Contact Point, page 7-54	Customer Search > Customer Overview: Communication
Customer Profile Classes, <i>Oracle Receivables Implementation Guide</i>	Customers->Customer Profile Classes
Customers Overview, page 7-5	Navigator > Customers > Customers > Customer Search: Customer Details
Customers, page 7-4	Customers->Customers
Customers Search, page 7-4	Navigator > Customers > Customers
Daily Rates, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Accounting->Currencies->Rates->Daily
Default Category Sets, <i>Oracle Inventory User Guide</i>	Setup->Transactions->Item->Category->Define->Sets
Define Organization, <i>Oracle Receivables Implementation Guide</i>	Setup->System->Organization
Define Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Descriptive->Security->Define
Demand Class Lookups, <i>Oracle Receivables Implementation Guide</i>	Setup->System->QuickCodes->Demand Class
Descriptive Flexfield Segments, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Descriptive->Segments
Distribution Sets, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Distribution Sets
Document Sequences, <i>Oracle Receivables Implementation Guide</i>	Application->Document->Define (use System Administrator responsibility)
Document Transfer Summary, page 2-77	Transactions->Document Transfer Summary
Format Programs, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Format Programs

Window/Page Name	Navigator Path
Freight Carriers, <i>Oracle Receivables Implementation Guide</i>	Setup->System->QuickCodes-> Freight
Freight, page 2-15	Transactions->Transactions. Choose the Freight button. Or Transactions->Transactions->Line Items. Choose the Freight button.
Funds Transfer Error Handling, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receipt Classes->Funds Transfer Error Handling
GL Accounts, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Accounting->GL Accounts
Interfaces: AutoInvoice, page 2-199	Interfaces->AutoInvoice
Interface Exceptions, page 2-205	Control->AutoInvoice->Interface Exceptions
Interface Freight Lines, page 2-205	Control->AutoInvoice->Interface Lines. Choose Freight button.
Interface Lines, page 2-205	Control->AutoInvoice->Interface Lines
Interface Tax Lines, page 2-205	Control->AutoInvoice->Interface Lines. Choose Tax button.
Inventory Delete Items, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Item->Delete Items
Invoice Line Ordering Rules, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->AutoInvoice ->Line Ordering
Invoicing and Accounting Rules, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Rules
Item Status Codes, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Item->Status
Key Flexfield Security Rules, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Key ->Security->Define
Late Charge Documents, page 8-16 and Late Charge Lines, page 8-16	Setup->Late Charges->Batch Maintenance. Choose the View Documents button. Then choose the Lines button.



Window/Page Name	Navigator Path
Late Charges Batches, page 8-16	Setup->Late Charges->Batch Maintenance
Line Errors, page 2-205	Control->AutoInvoice->Interface Lines. Choose Errors button.
Lockbox Transmission History, page 4-128	Receipts->Lockbox->Transmission History
Lockboxes, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts-> Lockbox->Lockbox
Lockbox Transmission Data, page 4-125	Receipts->Lockbox->Maintain Transmission Data
Memo Lines, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Memo Lines
Open/Close Accounting Periods, page 9-1	Accounting->Open/Close Periods
Payment Programs, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receipt Programs
Payment Terms, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Payment Terms
Period Types, <i>Oracle General Ledger User Guide</i>	Setup->Financials->Accounting->Calendars->Calendars
Print Accounting Reports, page 10-7	Reports->Accounting
Print Collection Reports, page 10-10	Reports->Collections
Print Dunning Letters, page 8-5	Print Documents->Historical Dunning Letters
Print Invoices, page 2-258	Print Documents->Invoices
Print Listing Reports, page 10-11	Reports->Listing
Print Statements, page 8-22	Print Documents->Statements
Profile User Values, <i>Oracle Receivables Implementation Guide</i>	Control->Profile Options
Receipt Batches Summary, page 4-69	Receipts->Receipts Summary

Window/Page Name	Navigator Path
Receipt Batches, page 4-69	Receipts->Batches
Receipt Classes, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receipt Classes
Receipt Methods, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receipt Classes
Receipt Sources, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receipt Sources
Receipts Summary, page 4-1	Receipts->Receipts Summary
Receipts, page 4-1	Receipts->Receipts
Receivables Activities, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Receivable Activity
Receivables Lookups, <i>Oracle Receivables Implementation Guide</i>	Setup->System->QuickCodes-> Receivable
Remit-To Addresses, <i>Oracle Receivables Implementation Guide</i>	Setup->Print->Remit To Addresses
Remittances Summary, page 5-25	Receipts->Remittances
Remittances, page 5-25	Receipts->Remittances
Requests Submit, page 10-1	Control->Requests->Run
Resource, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Salespersons
Revenue Accounting and Sales Credits, page 3-4	Control-> Accounting -> Revenue Accounting
Revenue Contingencies, <i>Oracle Receivables Implementation Guide</i>	Revenue Contingencies-> Contingencies Definition (use the Revenue Management Super User responsibility)
Revenue Policy, <i>Oracle Receivables Implementation Guide</i>	Revenue Policy-> Revenue Policy (use the Revenue Management Super User responsibility)
Run AutoInvoice, page 2-199	Interfaces->AutoInvoice
Run Revenue Recognition, page 3-1	Control->Accounting->Revenue Recognition

Window/Page Name	Navigator Path
Sales Credits, page 2-205	Control->AutoInvoice->Interface Lines. Choose Sales Credits button.
Search and Apply, page 4-9	Receipts->Search and Apply
Segment Values, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields-> Descriptive->Values
Setup Details, page 10-127	Setup->System->Setup Details
Shorthand Aliases, <i>Oracle Applications Flexfields Guide</i>	Setup->Financials->Flexfields->Key ->Aliases
Standard Memo Lines, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Memo Lines
Standard Messages, <i>Oracle Receivables Implementation Guide</i>	Setup->Print->Standard Messages
Statement Cycles, <i>Oracle Receivables Implementation Guide</i>	Setup->Print->Statement Cycles
Submit Lockbox Processing, page 4-116	Interfaces->Lockbox
System Options, <i>Oracle Receivables Implementation Guide</i>	Setup->System->System Options
Tax, page 2-14	Transactions->Transactions->Tax Choose the Tax button.  Or Transactions->Transactions->Line Items. Choose the Tax button.
Territories, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Territories
Transaction Batches Summary, page 2-43	Transactions->Batches Summary
Transaction Batches, page 2-43	Transactions->Batches
Transaction Sources, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Sources
Transaction Summary, page 2-1	Transactions->Transaction Summary
Transaction Types, <i>Oracle Receivables Implementation Guide</i>	Setup->Transactions->Transaction Types

Window/Page Name	Navigator Path
Transactions, page 2-1	Transactions->Transactions
Transactions Summary, page 2-1	Transactions->Transactions Summary
Transmission Formats, <i>Oracle Receivables Implementation Guide</i>	Setup->Receipts->Lockbox Transmission
Units of Measure Classes, <i>Oracle Receivables Implementation Guide</i>	Setup->System->UOM->Class
Units of Measure, <i>Oracle Receivables Implementation Guide</i>	Setup->System->UOM->UOM
Viewing Requests, <i>Oracle Applications User's Guide</i>	Other->Requests->View

## Related Topics

Function Security, *Oracle Receivables Implementation Guide*

Receivables Workbenches, page 1-1

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# Oracle Receivables Documents on the Desktop

## Desktop Documents

Desktop Documents is an Oracle Applications feature that lets you save an Oracle Receivables window and the current record to the Navigator for easy access. You can use this feature as a to-do list or to quickly resume working on a specific record after attending to more urgent tasks.

For example, you are viewing information about a customer account in the Account Details window, but another task requires your immediate attention. To save the Account Details window and the customer account information, choose Place on Navigator from the File menu. When you do this, Receivables creates an Account Details item in the Documents region on the Navigator.

When you are ready to resume work, you can quickly reopen the window by double clicking the Account Details icon. Receivables reopens the window, which still displays the record you were viewing when you placed it on the Navigator.

You can display your desktop documents either as icons or items in a list by selecting either the Icon View or List View radio buttons.

**Note:** If you have documents on the desktop when you exit Receivables, then Receivables displays the Documents region to remind you of the saved items the next time you log on.

## Renaming and Removing Desktop Documents

To rename a document on the desktop, select it, and then choose the Rename button. Enter the new name in the Rename Label dialog, then choose OK. If you are displaying your desktop document in icon form, you can also display the Rename Label dialog by placing the cursor over the name of the item, and then double clicking.

To remove a desktop document, select the item, choose the Remove button, and then choose OK to acknowledge the message.

Receivables lets you save the following windows as Desktop Documents:

- Account Details
- Credit Transactions
- Customer Calls
- Receipts
- Receipts Summary
- Scheduler
- Transactions
- Transactions Summary
- Transaction Overview

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# Attachments in Oracle Receivables

## Attachments in Receivables

To illustrate or clarify your application data, you can link non-structured data such as images, word processing documents, spreadsheets, or video to more structured application data. For example, you could attach an image file to an invoice to show the item or items that your customer ordered.

The Attachment icon in the toolbar indicates whether the Attachments feature is enabled in a Receivables window. When the button is greyed out, the Attachment feature is not available. When the Attachment feature is enabled in a window, the icon becomes a solid paper clip. The icon changes to a paper clip holding a paper when the Attachment feature is enabled in a window and the current record has at least one attachment.

To view the attachment, choose the Attachment icon, or choose Attachments from the View menu.

In Receivables, you can use Attachments in the following windows and pages:

- Credit Transactions
- Customer Calls
- Customers set of pages
- Receipt Batches and Receipt Batches Summary
- Receipts, Receipts Summary, and Receipt Applications
- Remittances and Remittances Summary
- Transactions, Transaction Lines, and Transactions Summary

## Viewing Attachments from Related Windows

In certain windows, Receivables also lets you view attachments from related windows.

For example, you can view a file attached to a customer record when looking at that customer's transaction in the Transactions window.

To see attachments that are attached to related entities, choose Attachments from the View menu, or choose the Attachment icon, to open the Attachments window. When you check the Include Related Documents check box, the Attachments window queries those related attachments as well as the attachments for the base entity.

In Receivables, you can see:

- Attachments to customers from the Transactions and Transactions Summary windows
- Attachments to Order Management orders and order lines from the Transaction Lines window
- Attachments to customers from the Receipts and Receipts Summary windows
- Attachments to customers and transactions from the Receipt Applications window
- Attachments to customers and transactions from the Account Details window
- Attachments to customers, transactions, and receipts from the Account Details Activities window

For more information, see: About Attachments, *Oracle Applications User's Guide*.



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# Oracle Receivables Transaction Printing Views

## Transaction Printing Views

Use the Receivables Transaction Printing Views with Oracle Applications or any third party SQL-based system to collect Receivables transaction information and print it in a format you define. The Transaction Printing Views cannot be accessed from any Receivables window or program. Your system administrator or Oracle consultant must write custom SQL scripts to extract the transaction data that you need from the views. You can then use Oracle Reports 2.5 or later (or a similar SQL-based report generator) to format and print the data according to your needs.

While the Transaction Printing Views and the Receivables Print Invoice program are somewhat similar, you use each differently and for different purposes. The Receivables Print Invoices program prints selected transactions based on a series of runtime parameters that you specify, such as transaction class, transaction type, or a range of transaction numbers. Transaction Printing Views select *all* Receivables transaction information from the database. Your system administrator or Oracle consultant extracts the transaction information needed from the views by entering parameters in the WHERE clause for each SQL statement. A list of valid parameters is included with each view.

**Note:** The Transaction Printing Views also provide several functions to extract complex data that cannot be accessed using SQL select statements. These functions are for select purposes only and cannot update the database due to *pragma restrictions*, compiler directives that indicate which kinds of SQL statements can be used in a PL/SQL function. These restrictions are declared in the package specification for each function. The Pragma Restrict-Reference is located in the package header with the specification for the function.

**Note:** When you print your reports, you will want to update the transaction header indicating when the transaction was successfully printed. This is done by calling the Oracle Receivables API, ARTPSQB.pls. Select the "updated\_customer\_trx" function. This API updates the following columns: PRINTING\_COUNT, PRINTING\_LAST\_PRINTED, PRINTING\_ORIGINAL\_DATE, and LAST\_PRINTED\_SEQUENCE\_NUM.

## New Modules

The following modules create the view structure for the transaction printing procedure. You must run these modules in the order in which they appear, because dependencies exist between some of the files.

- **ARTPSQS.pls** is the package specification for view functions
- **ARTPSQBS.pls** is the package body for view functions
- **arvpinvv.sql** is the other views creation script
- **arvphdrv.sql** is the header view creation script
- **arvpadv.sql** is the adjustment view creation script
- **arvplinv.sql** is the lines view creation script

## New Views

Receivables provides the following Transaction Printing Views you can use to select transaction data.

- **AR\_INVOICE\_HEADER\_V** is the main view. It retrieves the header information of the report. It has two parts, one for adjustments and one for nonadjustments.
- **AR\_INVOICE\_ADJ\_V** retrieves the details for an adjustment.
- **AR\_INVOICE\_LINES\_V** retrieves the line items of each transaction retrieved by AR\_INVOICE\_HEADER\_V.
- **AR\_INVOICE\_TAX\_SUMMARY\_V** retrieves tax summary information for a transaction.
- **AR\_INVOICE\_COMMITMENT\_INFO\_V** retrieves commitment information for a transaction.
- **AR\_INVOICE\_TOTALS\_V** retrieves the total amounts for all lines and associated

charges for a transaction (for example, lines, freight, and tax).

- **AR\_INVOICE\_INSTALLMENTS\_V** retrieves installment information for transactions with multiple installments.
- **AR\_INVOICE\_COUNT\_TERMS\_V** retrieves the number of terms for a transaction (that is, transactions assigned to split payment terms).

For more information about these views and the tables and columns from which they select data, refer to the Oracle eBusiness Suite Electronic Technical Reference Manual (eTRM) on *OracleMetaLink*.

See: Printing Transactions, page 2-258.



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# Multi-Fund Accounts Receivable Accounting Examples

## Multi-Fund Accounts Receivable Balancing and Accounting Method Example

Multi-Fund Accounts Receivable accounting methods are predefined in Oracle Applications and have two accounting options:

- Balancing Method, page E-2
- Account Method, page E-2

For example, a non-profit research group, Big Think Tank Institute, must issue approximately 30 invoices per week to various foundations, endowments, and government agency grants for funding of its continued operations. Typically, one funding agency, such as the National Science Foundation (NSF), provides money for several operational funds operated by Big Think Tank.

The following conditions exist in this example:

- NSF provides funding for the General Fund, Operating Fund, and Trust Fund of Big Think Tank.
- In the Big Think ledger, the General, Operating, and the Trust funds are represented by the balancing fund segment values 100, 200, and 300.
- NSF wants to receive the invoice for their funding dollars in a single invoice.

## Related Topics

Multi-Fund Accounts Receivable, page 9-3

## Balancing Method

If the Balancing accounting method of multi-fund accounts receivable is assigned to the Big Think Tank ledger, Big Think Tank can debit the natural receivables account, 1210, for all three funds: 100, 200, and 300. Big Think Tank can now track the outstanding receivables for each balancing segment fund.

The invoice accounting for NSF using the Balancing method appears as shown in the table below. For the Receivables accounts, the balancing segment values are copied from the revenue credit lines and all other segments from the receivables account.

### *Invoice with Multi-Fund Accounts Receivable, Balance Method*

Line	Description	\$ Amount	Revenue Account (Fund-Cost Center-Natural Account)	Receivables Account (Fund-Cost Center-Natural Account)
1	General Funds	1,000	100 - 35 - 5500	100 - 00 - 1210
2	Operating Funds	2,500	200 - 35 - 5600	200 - 00 - 1210
3	Trust Funds	3,000	300 - 35 - 5700	300 - 00 - 1210

## Account Method

If the Account accounting method of multi-fund accounts receivable is assigned to the Big Think Tank ledger, Big Think Tank can debit the natural receivables account, 1210, for all three funds: 100, 200, and 300. Big Think Tank can now track the outstanding receivables for each balancing segment other than the account segment.

The invoice accounting for NSF using the Account method appears as shown in the table below. For the Receivables accounts, all the segments other than the account segment value are copied from the revenue credit lines. The account segment value comes from the receivables account.

***Invoice with Multi-Fund Accounts Receivable, Account Method***

Line	Description	\$ Amount	Revenue Account (Fund-Cost Center-Natural Account)	Receivables Account (Fund-Cost Center-Natural Account)
1	General Funds	1,000	100 - 35 - 5500	100 - 35 - 1210
2	Operating Funds	2,500	200 - 35 - 5600	200 - 35 - 1210
3	Trust Funds	3,000	300 - 35 - 5700	300 - 35 - 1210

## Cash Receipts in Multi-Fund Accounts Receivable Model

Multi-fund accounts receivable provides the ability to track separate cash balances within multiple fund segments.

If an agency maintains separate Receivables balances within each separate fund, it is most likely required to maintain separate cash balances within each fund.

The multi-fund accounts receivable accounting method lets you track cash balances in several funds. When you apply a receipt against an invoice with more than one Receivables line, the multi-fund accounts receivable generates one debit cash entry for each Receivables line in the invoice.

### Related Topics

Cash Receipts Example, page E-3

Multi-Fund Accounts Receivable, page 9-3

### Cash Receipts Example

In the previous example, Big Think Tank issued an invoice with multi-fund accounts receivable. The invoice has three Receivables lines and three Receivables balances in funds 100, 200, and 300 as shown in the table below.

***Invoice with Multi-Fund Accounts Receivable, Account Method***

Line	Description	\$ Amount	Revenue Account (Fund-Cost Center-Natural Account)	Receivables Account (Fund-Cost Center-Natural Account)
1	General Funds	1,000	100 - 35 - 5500	100 - 35 - 1210
2	Operating Funds	2,500	200 - 35 - 5600	200 - 35 - 1220
3	Trust Funds	3,000	300 - 35 - 5700	300 - 35 - 1230

The multi-fund accounts receivable accounting method lets you perform line-level cash receipt applications to invoices and to track cash balances in separate funds as shown in the table below, using check number 12345 as an example.

***Cash Receipts Application Accounting, Account Method, Check Number 12345***

Line	\$ Amount Applied	Receivables Account	Cash Account
1	1,000	100 - 35 - 1210	100 - 35 - 1113
2	2,500	200 - 35 - 1220	200 - 35 - 1114
3	3,000	300 - 35 - 1230	300 - 35 - 1115

## Credit Memo Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account. The accounting examples are discussed for the following transaction types:

- Invoice
- Direct credit memo at header level (line, tax, and freight)
- Direct credit memo at header level (line only)
- Direct credit memo at line level



- On-account credit memo

## Invoice

The credit memo examples are based on the following invoice.

### ***Transactions - Invoice Entry – Distribution Lines Example***

<b>Debit/Credit Account Name</b>	<b>Debit Description</b>	<b>Credit Description</b>
Cr. Revenue		\$1,000 Account - 02.101.3000
Cr. Tax		\$50 Account - 02.000.2500
Cr. Freight		\$20 Account- 02.101.4500
Cr. Revenue		\$500 Account - 03.102.3000
Cr. Tax		\$25 Account - 03.000.2500
Cr. Freight		\$10 Account - 03.102.4500
Dr.Receivables	\$1,605 Account 01-000-1200	

### ***Multi-Fund Accounts Receivable Invoice Accounting Example***

<b>Debit/Credit Account Name</b>	<b>Debit Description</b>	<b>Credit Description</b>
Dr. Receivables	\$1,000 Account - 02.000.1200	
Dr. Receivables	\$50 Account - 02.000.1200	
Dr. Receivables	\$20 Account - 02.000.1200	
Dr. Receivables	\$500 Account - 03.000.1200	
Dr. Receivables	\$25 Account - 03.000.1200	
Dr. Receivables	\$10 Account - 03.000.1200	

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Revenue		\$1,000 Account - 02.101.3000
Cr. Tax		\$50 Account - 02.000.2500
Cr. Freight		\$20 Account- 02.101.4500
Cr. Revenue		\$500 Account - 03.102.3000
Cr. Tax		\$25 Account - 03.000.2500
Cr. Freight		\$10 Account - 03.102.4500

### Direct Credit Memo at Header Level (Line, Tax, and Freight)

The following example shows the accounting for a direct credit memo at the header level. The credit memo credits 100% of the line amount, 100% of the tax amount, and 100% of the freight amount.

#### *Multi-Fund Accounts Receivable Direct Credit Memo at Header Level (Line, Tax, and Freight) Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivable		\$1,000 Account - 02.000.1200
Cr. Receivable		\$50 Account - 02.000.1200
Cr. Receivable		\$20 Account - 02.000.1200
Cr. Receivable		\$500 Account - 03.000.1200
Cr. Receivable		\$25 Account - 03.000.1200
Cr. Receivable		\$10 Account - 03.000.1200
Dr. Revenue	\$1,000 Account - 02.101.3000	
Dr. Tax	\$50 Account - 02.000.2500	

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Freight	\$20 Account - 02.101.4500	
Dr. Revenue	\$500 Account - 03.102.3000	
Dr. Tax	\$25 Account - 03.000.2500	
Dr. Freight	\$10 Account - 03.102.4500	

## Direct Credit Memo at Header Level (Line Only)

The following example shows the accounting for a direct credit memo at the header level. The credit memo credits 20% of the line amount.

### *Multi-Fund Accounts Receivable Direct Credit Memo at Header Level (Line Only) Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$200 Account - 02.000.1200
Cr. Receivables		\$100 Account - 03.000.1200
Dr. Revenue	\$200 Account - 02.101.3000	
Dr. Revenue	\$100 Account - 03.101.3000	

## Direct Credit Memo at Line Level

The following example shows the accounting for a direct credit memo at the line level. The credit memo is applied to a specific invoice line.

### *Multi-Fund Accounts Receivable Direct Credit Memo at Line Level Example*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Revenue	\$1,000 Account - 02.101.3000	

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Tax	\$50 Account - 02.000.2500	
Dr. Freight	\$20 Account - 02.101.4500	
Cr. Receivables		\$1,000 Account - 02.000.1200

## On-Account Credit Memo

The following example shows the accounting for an on-account credit memo. By default, multi-fund accounts receivable reallocates the credit memo against a customer account.

### *On Account Credit Memo Entry – Distribution Lines*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Revenue	\$1,000 Account - 02.101.3000	
Cr. Receivables		\$1,000 Account - 02.000.1200

### *Multi-Fund Accounts Receivable On-Account Credit Memo Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$623.05 Account - 02.000.1200
Cr. Receivables		\$31.15 Account - 02.000.1200
Cr. Receivables		\$12.46 Account - 02.000.1200
Cr. Receivables		\$311.53 Account - 03.000.1200
Cr. Receivables		\$15.58 Account - 03.000.1200
Cr. Receivables		\$6.23 Account - 03.000.1200

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Revenue	\$1,000 Account - 02.101.3000	

## Related Topics

Multi-Fund Accounts Receivable, page 9-3

## Multi Fund Accounts Receivables Receipt Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account:

## Invoice

The receipt examples are based on the following invoice.

### *Transactions - Invoice Entry - Distribution Lines*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Receivables	\$100 Account - 01.000.1200	
Invoice Line 1		\$40 Account - 02.101.3000
Cr. Revenue		
Invoice Line 2		\$60 Account - 03.102.3000
Cr. Revenue		

### *Multi-Fund Accounts Receivable Invoice Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Receivables	\$40 Account - 02.000.1210	
Dr. Receivables	\$60 Account - 03.000.1210	

Debit/Credit Account Name	Debit Description	Credit Description
Invoice Line 1		\$40 Account - 02.101.3000
Cr. Revenue		
Invoice Line 2		\$60 Account - 03.102.3000
Cr. Revenue		

## Apply Receipt

The following example shows the accounting when applying a receipt to an invoice.

### Multi-Fund Accounts Receivable

Multi-fund accounts receivable generate multiple cash entries. For example, for a \$100.00 receipt, the cash accounting is as follows:

#### *Multi-Fund Accounts Receivable Applying Receipt Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Cash	\$100 Account - 01.000.1115	
Cr. Unapplied Receipts		\$100 Account - 01.000.1220
Dr. Unapplied receipts	\$100 Account - 01.000.1220	
Cr. Cash		\$100 Account - 01.000.1115
Dr. Cash	\$40 Account - 02.000.1115	
Dr. Cash	\$60 Account - 03.000.1115	
Cr. Receivables		\$40 Account - 02.000.1210
Cr. Receivables		\$60 Account - 03.000.1210

## Unapply Receipt

The following example shows the accounting when unapplying a receipt.

***Multi-Fund Accounts Receivable Unapplying Receipt Example***

<b>Debit/Credit Account Name</b>	<b>Debit Description</b>	<b>Credit Description</b>
Dr. Cash	\$100 Account - 01.000.1115	
Cr. Unapplied receipts		\$100 Account - 01.000.1220
Cr. Cash		\$40 Account - 02.000.1115
Cr. Cash		\$60 Account - 03.000.1115
Dr. Receivables	\$40 Account - 02.000.1210	
Dr. Receivables	\$60 Account - 03.000.1210	

**Reverse Receipt**

The following example shows the accounting when reversing a receipt.

***Multi-Fund Accounts Receivable Reversing Receipt Accounting Example***

<b>Debit/Credit Account Name</b>	<b>Debit Description</b>	<b>Credit Description</b>
Dr. Receivables	\$40 Account - 02.000.1210	
Dr. Receivables	\$60 Account - 03.000.1210	
Dr. Unapplied	\$100 Account - 01.000.1220	
Cr. Unapplied		\$100 Account - 01.000.1220
Cr. Cash		\$100 Account - 01.000.1115
Dr. Cash	\$100 Account - 01.000.1115	
Cr. Cash		\$40 Account - 02.000.1115
Cr. Cash		\$60 Account - 03.000.1115

## Receipt Partially Applied Specifically to Invoice Line

The following example shows a receipt of \$100 partially applied specifically to invoice line one.

### *Multi-Fund Accounts Receivable Partial Receipt to Invoice Line Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Cash	\$1040 Account - 01.000.1115	
Cr. Unapplied		\$4100 Account - 01.000.1220
Dr. Unapplied	\$40 Account - 01.000.1220	
Dr. Cash	\$40 Account - 02.000.1115	
Cr. Cash		\$40 Account - 01.000.1115
Cr. Receivables		\$40 Account - 02.000.1210

## Partial Receipt Applied Generally to Invoice

The following example shows a receipt of \$100 partially applied generally to the invoice.

### *Standard Receivables Partial Receipt Applied Generally Example*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Cash	\$1040 Account - 01.000.1115	
Cr. Unapplied		\$100 Account - 01.000.1220
Dr. Unapplied	\$40 Account - 01.000.1220	
Dr. Cash	\$16 Account - 02.000.1115	
Dr. Cash	\$24 Account - 03.000.1115	



Debit/Credit Account Name	Debit Description	Credit Description
Cr. Cash		\$40 Account - 01.000.1115
Cr. Receivables		\$16 Account - 02.000.1210
Cr. Receivables		\$24 Account - 03.000.1210

## Related Topics

Multi-Fund Accounts Receivable, page 9-3

## Adjusting Multi-Fund Accounts Receivable Invoice Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account. The following accounting examples are considered.

- Invoice
- Invoice type adjustment
- Line type adjustment
- Tax type adjustment
- Freight type adjustment
- Line type adjustment to a single line

## Invoice

The adjustment examples are based on the following invoice.

### *Transactions - Invoice Entry- Distributions Window*

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Receivables	\$1,605 Account - 01.000.1200	
Cr. Revenue		\$1,000 Account - 02.101.3000

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Tax		\$50 Account - 02.000.2500
Cr. Freight		\$20 Account- 02.101.4500
Cr. Revenue		\$500 Account - 03.102.3000
Cr. Tax		\$25 Account - 03.000.2500
Cr. Freight		\$10 Account - 03.102.4500

***Multi-Fund Accounts Receivable Invoice Accounting Example***

Debit/Credit Account Name	Debit Description	Credit Description
Dr. Receivables	\$1,000 Account - 02.000.1200	
Dr. Receivables	\$50 Account - 02.000.1200	
Dr. Receivables	\$20 Account - 02.000.1200	
Dr. Receivables	\$500 Account - 03.000.1200	
Dr. Receivables	\$25 Account - 03.000.1200	
Dr. Receivables	\$10 Account - 03.000.1200	
Cr. Revenue		\$1,000 Account - 02.101.3000
Cr. Tax		\$50 Account - 02.000.2500
Cr. Freight		\$20 Account- 02.101.4500
Cr. Revenue		\$500 Account - 03.102.3000
Cr. Tax		\$25 Account - 03.000.2500
Cr. Freight		\$10 Account - 03.102.4500

## Invoice Type Adjustment

The following example shows an adjustment against an entire invoice.

### *Multi-Fund Accounts Receivable Invoice Type Adjustment Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$1,000 Account - 02.000.1200
Cr. Receivables		\$50 Account - 02.000.1200
Cr. Receivables		\$20 Account - 02.000.1200
Cr. Receivables		\$500 Account - 03.000.1200
Cr. Receivables		\$25 Account - 03.000.1200
Cr. Receivables		\$10 Account - 03.000.1200
Dr. Adjustment	\$1,000 Account - 02.000.1260	
Dr. Adjustment	\$50 Account - 02.000.1260	
Dr. Adjustment	\$20 Account - 02.000.1260	
Dr. Adjustment	\$500 Account - 03.000.1260	
Dr. Adjustment	\$25 Account - 03.000.1260	
Dr. Adjustment	\$10 Account - 03.000.1260	

## Line Type Adjustment

The following example shows an adjustment at the line level.

***Multi-Fund Accounts Receivable Line Type Adjustment Accounting Example***

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$200 Account - 02.000.1210
Cr. Receivables		\$100 Account - 03.000.1210
Dr. Adjustment	\$200 Account - 02.000.1260	
Dr. Adjustment	\$100 Account - 03.000.1260	

**Tax Type Adjustment**

The following example shows an adjustment to invoice tax lines.

***Multi-Fund Accounts Receivable Tax Type Adjustment Accounting Example***

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$50 Account - 02.000.1210
Cr. Receivables		\$25 Account - 03.000.1210
Dr. Adjustment	\$50 Account - 02.000.1260	
Dr. Adjustment	\$25 Account - 03.000.1260	

**Freight Type Adjustment**

The following example shows an adjustment to invoice freight lines.

***Multi-Fund Accounts Receivable Freight Type Adjustment Accounting Example***

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$20 Account - 02.000.1210

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$10 Account - 03.000.1210
Dr. Adjustment	\$20 Account - 02.000.1260	
Dr. Adjustment	\$10 Account - 03.000.1260	

## Line Type Adjustment to Single Line

The following example shows a line type adjustment to a single line.

### *Multi-Fund Accounts Receivable Line Type Adjustment to Single Line Accounting Example*

Debit/Credit Account Name	Debit Description	Credit Description
Cr. Receivables		\$1,000 Account - 02.000.1210
Dr. Adjustment	\$1,000 Account - 02.000.1260	

## Related Topics

Multi-Fund Accounts Receivable, page 9-3



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## Image Reference

### Text description of the Receipts Workbench Graphic

The Receipts Workbench illustration is a graphical representation of the windows in the Receipts Workbench and their relationship to each other. The following table describes these relationships:

From the Receipts Workbench window...	You can navigate to the following windows...
Find Receipt Batches	Receipt Batches Summary
Receipt Batches Summary	Receipt Batches, Receipts
Find Receipts	Receipts
Receipts	Confirm, Reverse, Search and Apply, Applications, Distributions
Search and Apply	Applications
Applications	Chargebacks, Adjustments
Find Receipts Summary	Receipts

The Receipts Workbench illustration also shows information for Remittance Windows and AutoLockbox Windows. The Remittance Windows are used to send information to banks. The AutoLockbox windows are used to receive transmissions from banks. The information that is sent or received through these windows can be accessed through the main Receipt windows, but there is no direct connection to the Receipts Workbench.

The Remittance Windows contain AutoCreate and Manual Create functions which are used to create new remittance batches. You can also approve and format a remittance batch using the Remittances window.

The Receipts Workbench diagram shows additional functions that you can perform using the Receipt Batches Summary window. If the Batch Type is Automatic, you can Approve, Format, and Maintain batches. If the Batch Type is Manual Quick, you can Review Receipts, allocate the receipts to multiple transactions, and Post QuickCash. If the Batch Type is Manual Regular, you can Add, Delete, or Review Receipts.

## Text description of the Transactions Workbench Graphic

The Transactions Workbench illustration is a graphical representation of the windows in the Transaction Workbench and their relationship to each other. The following table describes these relationships:

<b>From the Transactions Workbench window...</b>	<b>You can navigate to the following windows...</b>
Transactions Batches Summary	Transaction Batches, Transactions Summary
Transaction Batches	Transactions, Transactions Summary
Transactions	Freight, Distributions, Tax, Installments, Copy Transactions, Credit Transactions, Sales Credits, Lines, Balances, Adjustments, Transaction Overview
Transactions Summary	Freight, Distributions, Tax, Installments, Copy Transactions, Credit Transactions, Sales Credits, Lines, Balances, Adjustments, Transaction Overview
Lines	Sales Credits, Freight, Tax, Distributions

## Text description of the Collections Workbench Graphic

The Collections Workbench illustration is a graphical representation of the windows in the Collections Workbench and their relationship to each other. The following table describes these relationships:



From the Collections Workbench window...	You can navigate to the following windows...
Find Scheduler	Scheduler
Scheduler	Transaction Overview, Customer Account, Account Details, Customer Calls
Account Details	Transaction Overview, Call, Dunning History, Adjustments, Balances, Activities, Transactions (via Details button), Dispute History
Activities	Receipts (via Details button), Transactions (via Details button)
Customer Calls	Customer Account, Actions, Topics
Find Customer Account	Customer Account
Customer Account	Account Overview, Release/Credit Hold, Customer Workbench, Customer Calls, Aging, Correspondence, Account Details
Aging	Account Details
Correspondence	Account Details, Call, Print Statement, Print Dunning

## Text Description of the AutoInvoice Overview Graphic

This illustration shows how you use an import program to format and load data from a feeder system into the AutoInvoice Interface tables. The AutoInvoice Interface tables are:

- RA\_INTERFACE\_SALESCREDITS
- RA\_INTERFACE\_DISTRIBUTIONS
- RA\_INTERFACE\_LINES

You then run the AutoInvoice Interface program to validate your imported data and transfer the data to the tables within Oracle Receivables, or to the RA\_INTERFACE\_ERRORS table for data that was not properly validated.

## Text Description of the Bill in Advance Accounting Entries Graphic

This illustration shows how you can use the Bill in Advance invoicing rule to recognize your receivable immediately. For example, you receive an invoice payment for \$3,000. The invoicing rule is Bill in Advance, and the accounting rule is 3 Month Fixed Duration. Over the course of three months, your accounting entries would be as follows:

### January

Account	Debit	Credit
Receivables		\$3,000
Unearned Revenue		\$3,000
Unearned Revenue		\$1,000
Revenue		\$1,000

### February

Account	Debit	Credit
Unearned Revenue		\$1,000
Revenue		\$1,000

### March

Account	Debit	Credit
Unearned Revenue		\$1,000
Revenue		\$1,000

## Text Description of the Bill in Arrears Entries Graphic

This illustration shows how you can use the Bill in Arrears invoicing rule to record your receivable at the end of the revenue recognition schedule. For example, you receive an invoice payment for \$3,000. The invoicing rule is Bill in Arrears, and the accounting rule is 3 Month Fixed Duration. Over the course of three months, your accounting entries would be as follows:

### January

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000

### February

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000

### March

Account	Debit	Credit
Unbilled Receivables		\$1,000
Revenue		\$1,000
Receivables		\$3,000
Unbilled Receivables		\$3,000

## Text Description of the Processing Notes Receivable Graphic

This illustration shows the life cycle of a note receivable.

1. You create a note receivable.
2. You can either remit the note to the bank for deposit or factoring, or you can return the note. If you return the note, go to step 3. If you remit the note, go to step 4.
3. To return the note, you can either exchange or repurchase the note. Go to step 1.
4. After you remit the note, the note reaches maturity. Go to step 5.
5. When the note reaches maturity, the amount should clear the bank. If the amount did not clear the bank, go to step 6. If the amount cleared the bank, go to step 7.
6. If the amount did not clear the bank, the note is delinquent. Go to step 3.
7. If the amount did clear the bank, you can clear the note or eliminate risk by running the Automatic Clearing program.

## Text Description of the Automatic Receipts Graphic

This illustration provides an overview of the Automatic Receipts and Remittance processes.

1. First, you flag the transactions that you want the Automatic Receipts process to pay by assigning a receipt method with an associated receipt class that has an Automatic creation method.
2. When you run the Automatic Receipts program, Receivables creates receipts to close out all completed transactions that meet the selection criteria. Receivables also lets you update, delete, and approve the receipts that were selected. You can also optionally 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.
3. The next step in the process involves confirming your automatic receipt batches, if required, to indicate that your customer has reviewed each receipt and agrees that the payment information is correct.
4. After confirmation, you create remittance batches to select automatic receipts for remittance to your bank to initiate the transfer of funds from your customer's account to your account as payment for the transactions that were previously closed by these receipts. You can create unapproved, approved, or approved and formatted remittance batches, which you then send to your bank.

5. When you receive your bank statement, you can then reconcile your receipts. You can optionally submit the Automatic Clearing program to automatically clear remitted receipts and clear or risk eliminate factored receipts in Receivables.

## Text Description of the Reporting on Automatic Receipts and Remittances Graphic

The following table lists reports that you can use to manage the automatic receipt, remittance, and clearance processes. It also indicates when each needs to be run to help you manage the automatic receipts process most effectively.

Activity Step	Run the following report...
1. Enter Invoices	Invoices Awaiting AutoReceipt
2. Create Automatic Receipts	Invoices Awaiting AutoReceipt, Automatic Receipt Batch Management
3. Approve Automatic Receipts	Invoices Awaiting AutoReceipt, Automatic Receipt Batch Management
4. Format Automatic Receipts	Invoices Awaiting AutoReceipt, Receipts Awaiting Confirmation
5. Confirm Automatic Receipts	Receipts Awaiting Remittance
6. Create Remittances	Receipts Awaiting Remittance, Remittance Batch Management
7. Approve Remittances	Remittance Batch Management, Receipts Awaiting Clearance
8. Format Remittances	Receipts Awaiting Clearance, Bank Risk, Remittance Batch Management
9. Reconcile Receipts	Bank Risk, Remittance Batch Management, Receipt Journal
10. Eliminate Risk	Receipt Journal

## Text Description of the Statement Cycles Graphic

This illustration shows the differences between a consolidated statement for two bill-to sites (San Francisco and California) and the site-specific statements for these two sites.

- The consolidated statement shows how Receivables displays subtotals for each of the customer's bill-to sites. Cross-site and cross-customer receipts are displayed below the unapplied receipts for each bill-to site. On-account or unapplied receipts with no location are printed on a separate page of the consolidated statement. The consolidated statement contains a summary page at the end of the report with summarized subtotals by currency for each of the customer's bill-to sites.
- The site-specific statements show how Receivables prints a separate statement for each bill-to site. Each statement shows all the transactions relating to that site, subtotaled by currency. Cross-site and cross customer receipts are displayed below the unapplied receipts for each bill-to site.

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