

# Oracle<sup>®</sup> Receivables User Guide

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# Preface

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

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

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

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

---

## Audience for This Guide

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

- The principles and customary practices of your business area.
- Oracle Receivables

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

- The Oracle Applications graphical user interface.

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

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

---

## How To Use This Guide

This guide contains the information you need to understand and use Oracle Receivables.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1 provides a brief introduction to the graphical user interface (GUI) and the three Receivables workbenches.
- Chapter 2 describes the steps required to set up Oracle Receivables.

**Note:** There is no separate implementation manual for Oracle Receivables. All implementation information is included in this user guide.

- Chapter 3 describes how to enter and maintain customers in Oracle Receivables. This chapter also includes information about profile classes, flexible addresses, and the Customer Merge and Customer Import programs.
- Chapter 4 explains how to enter, apply, and remit receipts in Receivables. This chapter also describes how to set up discounts, use AutoLockbox, create Automatic Receipts, and reconcile receipts.

- Chapter 5 explains the collections process and the various forms and windows that are part of the Collections workbench. This chapter also tells you how to use dunning letters, calculate finance charges, and print customer statements.
- Chapter 6 explains how to enter, adjust, and credit transactions. This chapter also describes the AutoInvoice program, the Credit Memo Request Workflow, how to process credit card transactions, and print consolidated billing invoices.
- Chapter 7 describes the accounting entries that Oracle Receivables creates when you enter transactions, apply receipts, and create adjustments. This chapter also tells you how to reconcile customer accounts and transfer transactions to the General Ledger.
- Chapter 8 explains the Archive and Purge program which you can run periodically to improve system performance.
- Chapter 9 explains how to submit a report request and briefly describes each Oracle Receivables report and listing.
- Appendices A–G provide information about profile options, function security, attachments, documents on the desktop, open interface error messages, transaction printing views, and Oracle Receivables navigation paths.

---

## Finding Out What's New

From the HTML help window for Oracle Receivables, choose the section that describes new features or what's new from the expandable menu. This section describes:

- New features in 11*i*. This information is updated for each new release of Oracle Receivables.
- Information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

---

## Other Information Sources

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

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

## Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

## Related User Guides

Oracle Receivables shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle Receivables.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the

Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

## **User Guides Related to All Products**

### **Oracle Applications User Guide**

---

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

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

### **Oracle Alert User Guide**

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

### **Oracle Applications Implementation Wizard User Guide**

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

### **Oracle Applications Developer’s Guide**

---

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

### **Oracle Applications User Interface Standards**

---

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

Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

## **User Guides Related to This Product**

### **Oracle General Ledger User Guide**

---

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

### **Oracle Cash Management User Guide**

---

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

### **Oracle Purchasing User Guide**

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

### **Oracle Inventory User Guide**

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

### **Oracle HRMS User Guide**

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

### **Country-Specific Manuals**

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Use these manuals to meet statutory requirements and common business practices in your country or region. They also describe additional features added to Oracle Receivables to meet those

requirements. Look for a user guide appropriate to your country; for example, see the *Oracle Financials for the Czech Republic User Guide* for more information about using this software in the Czech Republic.

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### **Multiple Reporting Currencies in Oracle Applications**

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

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### **Multiple Organizations in Oracle Applications**

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If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Receivables installation, use this guide to learn how to set up and use Oracle Receivables with this feature.

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### **Oracle Receivables Tax Manual**

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

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### **Oracle Business Intelligence System Implementation Guide**

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This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

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### **Oracle Applications Flexfields Guide**

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

# Installation and System Administration Guides

## **Oracle Applications Concepts**

---

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

## **Installing Oracle Applications**

---

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

## **Upgrading Oracle Applications**

---

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

## **Using the AD Utilities**

---

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

## **Oracle Applications Product Update Notes**

---

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

## **Oracle Applications System Administrator's Guide**

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

## **Oracle Receivables Applications Technical Reference Manual**

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

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

## **Oracle Workflow Guide**

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

## Training and Support

### Training

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

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

### Support

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From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Receivables working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

---

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

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

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

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

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

---

## About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

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## Your Feedback

Thank you for using Oracle Receivables and this user guide.

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

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

Or, send electronic mail to [appsdoc@us.oracle.com](mailto:appsdoc@us.oracle.com).

CHAPTER

# 1

## Overview of Oracle Receivables

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

---

## Receivables Workbenches

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

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: page B – 2*.

---

### Folders

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

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

## Summary and Detail Windows

---

The Receipts and Transactions workbenches let you view records one at a time or as a group. Detail windows display only one receipt or transaction at a time, but provide more information about the record because they contain more fields and 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 Query menu.

## List of Values

---

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

## Tools menu

---

In the Receipts and Transactions 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, in the Transactions window there is no Copy button, but you can still copy a transaction by choosing Copy To from the Tools menu. Similarly, the Balances button does not appear in the Transactions Summary window, but you can display the Transaction Balances window by choosing Balances from the Tools menu.

### **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.

### **See Also**

Receipts Workbench: page 1 – 5

Transactions Workbench: page 1 – 10

Collections Workbench: page 1 – 15

---

## Receipts Workbench

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

### Default Attributes

---

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

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

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

- Payment method
- Receipt class

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

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

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

- **AR: Receipt Batch Source:** This option determines the default receipt batch source in the Receipts and Receipt Batches windows.

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

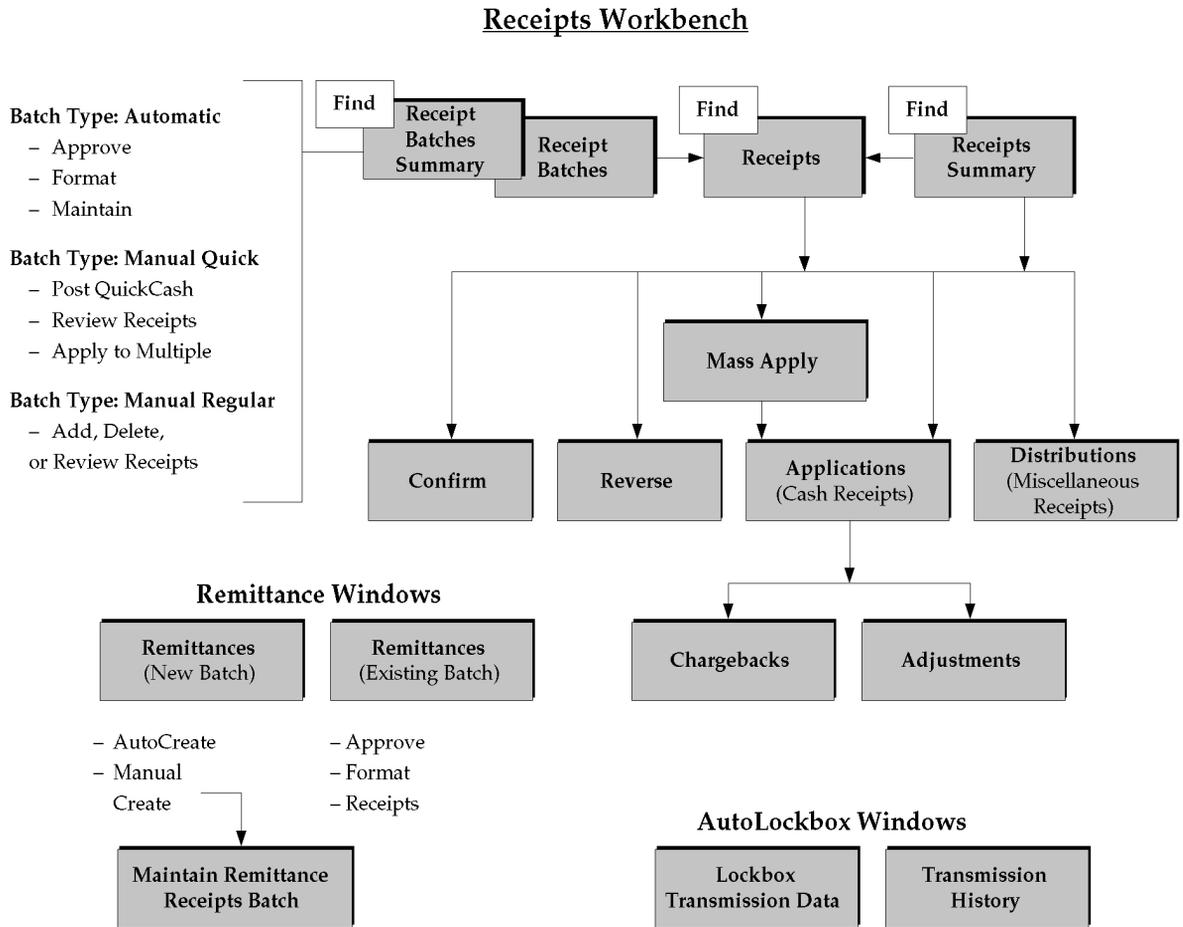
### **Folder Windows**

---

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

**Figure 1 – 1 Receipts Workbench**



Refer to the table below to help you use the Receipts Workbench and the corresponding Receivables documentation more effectively. An NA in the Window/ 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.

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Adjustments	Create an Adjustment: page 5 – 47	Applications window, choose the Adjustments button.
Applying Receipts	Apply Receipts: page 5 – 11	Receipts or Receipts Summary window
Approving Remittances	Approve Remittance Batches: page 5 – 223	Remittances window
AutoCash	AutoCash: page 5 – 167	NA
AutoLockbox	Using AutoLockbox: page 5 – 86 Running AutoLockbox: page 5 – 140	Submit Lockbox Processing window
	Create Automatic Receipts: page 5 – 194	Receipt Batches window
	Automatically Create Remittance Batches: page 5 – 217	Remittances window
	Automatically Select Transactions for Application (Mass Apply button): page 5 – 11	Applications widow
	Approve Automatic Receipts: page 5 – 201	Receipt Batches window
	Format Automatic Receipts: page 5 – 203	Receipt Batches window
	Manually Enter Automatic Receipts: page 5 – 199	Receipts window
	Confirm Automatic Receipts: page 5 – 205	Receipts or Receipts Summary window
Batch	Batching Receipts for Easy Entry and Retrieval: page 5 – 62	Receipt Batches or Receipt Batches Summary window
Chargebacks	Chargebacks and Adjustments: page 5 – 45	Applications window, choose the Chargebacks button.
Clearing Receipts	Automatic Clearing for Receipts: page 5 – 227	Run Automatic Clearing window
Confirming Automatic Receipts	Confirm Automatic Receipts: page 5 – 205	Receipts or Receipts Summary window
Discounts	Discounts: page 5 – 178	NA
Entering Receipts	Enter Receipts: page 5 – 2	Receipts; or Receipts Summary window
Factoring Remittances	Factor Remittances: page 5 – 215	Remittances
Formatting Automatic Receipts	Format Automatic Receipts: page 5 – 203	Receipt Batches window

**Table 1 – 1 (Page 1 of 2)**

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Formatting Remittance Batches	Format Remittance Layouts: page 5 – 212	Remittances window
Lockbox	Using AutoLockbox: page 5 – 86 Running AutoLockbox: page 5 – 140	Submit Lockbox Processing window
Maintaining Lockbox Transmission	Maintain Lockbox Transmission: page 5 – 150	Lockbox Transmission Data
Note Receivable	Create a Note Receivable: page 5 – 76	Receipts window
Post QuickCash	Post QuickCash: page 5 – 163	Receipt Batches Summary window
QuickCash	QuickCash: page 5 – 155	Receipt Batches window
Reapplying Receipts	Reapply Receipts: page 5 – 57	Applications window
Reconciling Receipts	Reconcile Receipts: page 5 – 231	Reconcile Bank Statements window (Oracle Cash Management)
Remitting Receipts	Create Remittance Batches: page 5 – 211	Remittances window
Remittances	Create Remittance Batches: page 5 – 217 Format Remittance Layouts: page 5 – 212 Approve Remittance Batches: page 5 – 223	Remittances window NA Remittances window
Reversing Receipts	Reverse Receipts: page 5 – 53	Receipts or Receipts Summary window
Reviewing Receipts and Applications	Review Receipts and Applications: page 5 – 59	Applications window
Risk Eliminating Factored Receipts	Automatic Clearing for Receipts: page 5 – 227	Run Automatic Clearing window
Transmission History	Viewing Lockbox Transmission History: page 5 – 153	Transmission History window

**Table 1 – 1 (Page 2 of 2)**

## See Also

Transactions Workbench: page 1 – 10

Collections Workbench: page 1 – 15

---

## Transactions Workbench

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

### Default Attributes

---

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

- Date
- Currency

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

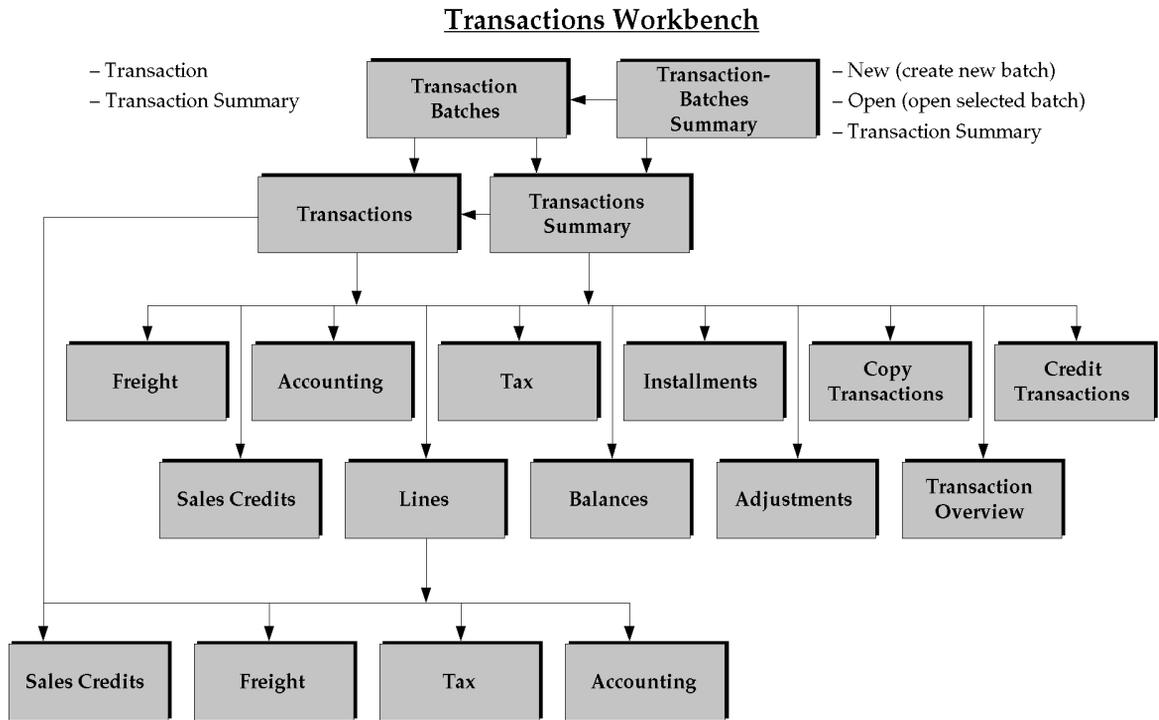
### Folder Windows

---

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

- Lines
- Transaction Batches Summary
- Transactions Summary

Figure 1 – 2 Transactons Workbench



Refer to the table below to help you use the Transactions Workbench and the corresponding Receivables documentation more effectively. An NA (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 6 – 15	Accounting window
	Accounting for Transactions: page 7 – 30	NA
Adjustments	About Adjustments: page 6 – 303	NA
	Enter Manual Adjustments: page 6 – 306	Adjustments window
	Create Automatic Adjustments: page 6 – 308	Create AutoAdjustments window

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Addresses	Define Remit To Addresses: page 2 – 175	Remit To Addresses window
AutoAccounting	Using AutoAccounting: page 6 – 326 Define AutoAccounting: page 2 – 57	NA AutoAccounting window
AutoInvoice	Import Transactions Using AutoInvoice: page 6 – 237 Overview of AutoInvoice: page 6 – 188	Run AutoInvoice window NA
Banks	Define Banks: page 2 – 70 Define Bank Charges: page 2 – 93	Banks window Bank Charges window
Batch	Batch Transactions: page 6 – 44 Define Transaction Batch Sources: page 2 – 239	Transaction Batches or Transaction Batches Summary window Transaction Batch Sources window
Chargeback	Enter Commitments: page 6 – 41 Using Commitments: page 6 – 333	Chargebacks window NA
Commitments	Enter Commitments: page 6 – 41 Using Commitments: page 6 – 333	Transactions or Transactions Summary window
Complete	Complete Transactions: page 6 – 46	Transactions or Transactions Summary window
Consolidated Billing	Consolidated Billing: page 6 – 343 Print Consolidated Billing Invoices: page 6 – 351	NA Consolidated Billing Invoices window
Copy	Copy Invoices: page 6 – 50	Copy Transactions window
Credit	Credit Transactions: page 6 – 67 Create On–Account Credits: page 6 – 87	Credit Transactions window Applications window
Finance Charges	Calculate Finance Charges: page 4 – 58 Define Customer Profile Classes: page 3 – 42	Customer Profile Classes window Customer Profile Classes window

**Table 1 – 2 (Page 2 of 4)**

Topic	Section/Task	Window/tabbed region
Freight	Define Freight Carriers: page 2 – 121	Freight Carriers window
	Enter Freight Information: page 6 – 18	Freight window
Guarantee	Enter Commitments: page 6 – 41	Transactions or Transactions Summary window
	Using Commitments: page 6 – 333	
Import	Import Transactions Using AutoInvoice: page 6 – 237	Run AutoInvoice window
Installments	Enter Invoices with Installments: page 6 – 40	Transactions or Transactions Summary window
Line	Enter Transaction Lines: page 6 – 2	Lines window (from Transactions window)
	Credit Transaction Lines: page 6 – 71	Lines window (from Credit Transactions window)
Maintain	Maintain Transactions: page 6 – 59	Transactions or Transactions Summary window
On-Account Credits	Create On-Account Credits: page 6 – 87	Applications window
Payment Methods	Define Payment Methods: page 2 – 151	Payment Methods window
Payment Terms	Define Payment Terms: page 2 – 157	Payment Terms window
Print	Print Transactions: page 6 – 55	Print Transactions window
	Understanding Your Printed Transactions: page 6 – 339	NA
Rules	Enter Invoice with Rules: page 6 – 28	Transactions or Transactions Summary window
	Invoices with Rules: page 6 – 315	NA
Sales Credits	Entering Revenue Credits: page 6 – 24	Sales Credits window
Tax	Enter or Review Tax Information: page 6 – 20	Tax window
	Calculating Tax ( <i>Oracle Receivables Tax Manual</i> )	NA

Table 1 – 2 (Page 3 of 4)

Topic	Section/Task	Window/tabbed region
Transactions	Enter Transactions: page 6 – 2 Accounting for Transactions: page 7 – 30 Import Transactions Using AutoInvoice: page 6 – 237 Print Transactions: page 6 – 55	Transactions or Transactions Summary window  Run AutoInvoice window  Print Invoices window
Types	Define Transaction Types: page 2 – 246	Transaction Types window
Update Transaction	Maintain Transactions: page 6 – 59	Transactions or Transactions Summary window

**Table 1 – 2 (Page 4 of 4)**

## See Also

Receipts Workbench: page 1 – 5

Collections Workbench: page 1 – 15

---

## Collections Workbench

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

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

### Folder Windows

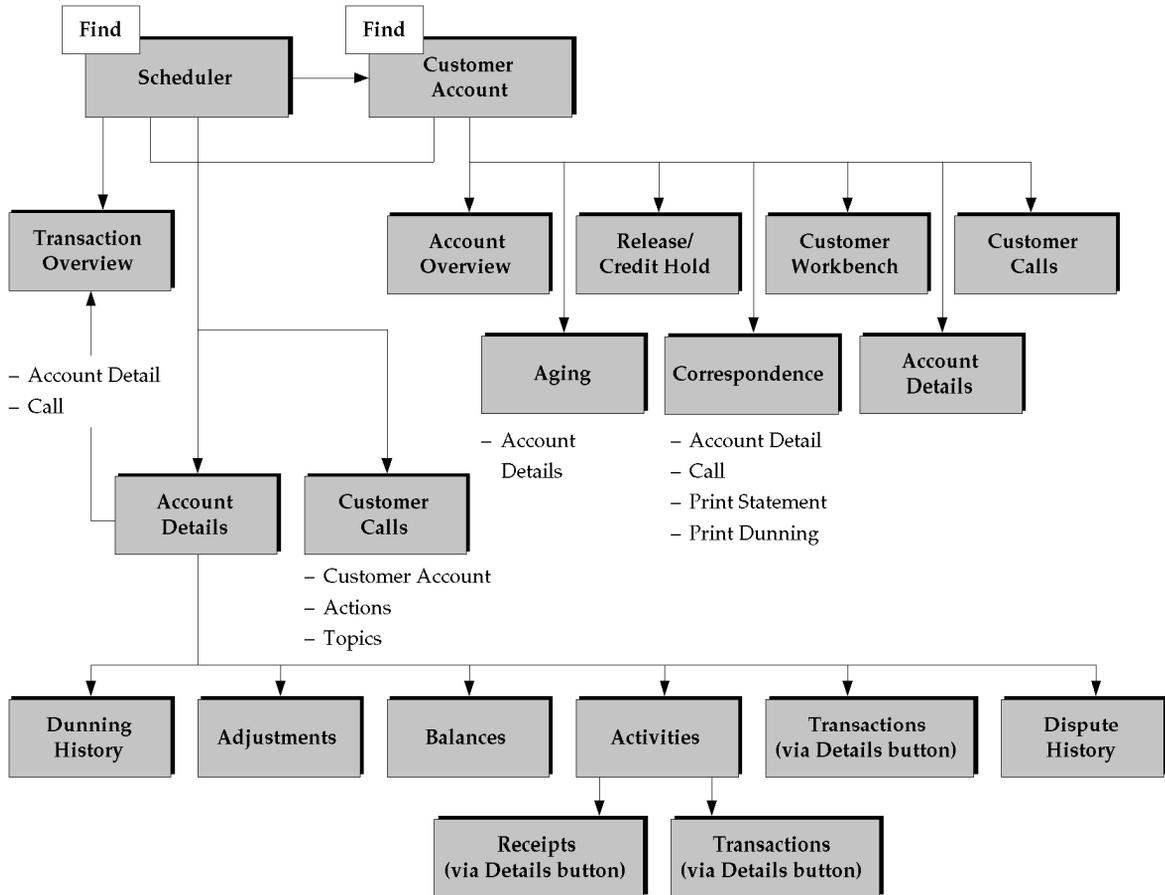
---

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

- Account Details
- Customer Account
- Scheduler

Figure 1 – 3 Collections Workbench

### Collections Workbench



Topic	Section/Task	Window/tabbed region
Account	Review a Customer Account: page 4 – 2 View Account Activity for a Specific Period: page 4 – 6 View Balances by Aging Bucket: page 4 – 8	Customer Account window Account Overview window Aging or Account Details window
Actions	Review Collector Actions: page 4 – 33 Completing a Collection Action: page 4 – 34	Scheduler window Actions window (from Customer Calls window)

<b>Topic</b>	<b>Section/Task</b>	<b>Window/tabbed region</b>
Aging	View Balances by Aging Bucket: page 4 – 8 Define Aging Buckets: page 2 – 33	Aging or Account Details window Aging Buckets window
Calls	Overview of Customer Calls: page 4 – 21 Record Call Actions: page 4 – 24 Complete a Call Action: page 4 – 34	Customer Calls window Actions window (from Customer Calls window) Actions window (from Customer Calls window)
Collector	Define Collectors: page 2 – 95	Collectors window
Correspondence	Overview of Customer Correspondence: page 4 – 32	NA
Dispute	Place an Item in Dispute: page 4 – 27	Actions window (from Customer Calls window)
Dunning	View Dunning History: page 4 – 20 Define Dunning Letters: page 2 – 110 Print Dunning Letters: page 4 – 53 Overview of Dunning Letters: page 4 – 37	Dunning History window Dunning Letters window Print Dunning Letters window NA
Finance Charges	Overview of Calculating Finance Charges: page 4 – 58 Accruing Finance Charges: page 4 – 63 Compounding Finance Charges: page 4 – 64	NA System Options window Customers window
Holds	Place/Remove Customer Credit Hold: page 4 – 30	Customer Account window
Print	Print Statements: page 4 – 74 Print Dunning Letters: page 4 – 53 Print a Collection Report: page 4 – 36	Print Statements window Print Dunning Letters window Print Collection Reports window
Report	Print a Collection Report: page 4 – 36	Print Collection Reports window

**Table 1 – 3 (Page 2 of 3)**

Topic	Section/Task	Window/tabbed region
Statements	Print Statements: page 4 – 74 Define a Statement Site: page 4 – 73  Sample Statement: page 4 – 78	Print Statements window Business Purposes window (from Customer Addresses window)  NA
Transactions	View Transactions: page 4 – 12  View Transaction Balances: page 4 – 17 View Balances by Aging Bucket: page 4 – 8	Account Details or Transaction Overview window  Balances window  Aging or Account Details window

**Table 1 – 3 (Page 3 of 3)**

## See Also

Receipts Workbench: page 1 – 5

Transactions Workbench: page 1 – 10

CHAPTER

# 2

## Setting Up

**T**his chapter explains everything you need to know about setting up Oracle Receivables. It provides detailed instructions for each step you need to perform to set up Oracle Receivables and all of your tax processing options.

---

## Overview of Setting Up

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

You can set up Receivables a number of different ways. The following graphic shows the most complete setup scenario. For a complete description of each setup step, see: Setup Steps: page 2 – 11.

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

If you plan to use Oracle Cash Management with Oracle Receivables, additional setup steps are required. For more information, refer to the *Oracle Cash Management User's Guide*.

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

---

### Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, we recommend that you use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps.

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

## See Also

*Oracle Applications Implementation Wizard User's Guide*

---

## Related Product Setup Steps

The following steps may need to be performed to implement Oracle Receivables. These steps are discussed in detail in the Setting Up sections of other Oracle product user's guides. The following table lists steps and a reference to their location within the Applications Implementation Wizard (AIW).

### Set Up Underlying Oracle Applications Technology

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

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

## See Also

*Oracle Applications Implementation Wizard User's Guide*

*Oracle Applications System Administrator's Guide*

*Oracle Workflow Guide*

## General Ledger Setup Steps

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Refer to the Setting Up General Ledger section in the *General Ledger User's Guide* to complete the following setup steps.

Step	AIW Reference
Define Chart of Accounts	Common Applications
Define Currencies	Common Applications
Define Calendars	Common Applications
Define Calendar Periods	Common Applications
Define Calendar Period Types	Common Applications
Define Document Sequencing	Common Financial
Define Sets of Books	Common Applications
Assign Set of Books to a Responsibility	Common Applications
Define Daily Conversion Rate Types	Common Applications
Define Multiple Reporting Currencies Sets of Books	Common Applications
Define Set of Books Specification	Common Applications
Define Accounting Flexfield and Accounting Flexfield Combinations	Common Applications

**Table 2 - 1 (Page 1 of 1)**

## Oracle Inventory Setup Steps

---

Refer to the Setting Up Oracle Inventory section in the *Oracle Inventory User's Guide* to complete the following setup steps.

Step	AIW Reference
Define Inventory Organizations	Common Applications
Define Items	Common Applications
Define Item Catalog	Common Applications
Define Item Category	Common Applications
Define Units of Measure and Unit of Measure Classes	Common Applications

Table 2 – 2 (Page 1 of 1)

## Oracle System Administration Setup Steps

---

Refer to the *Oracle Applications System Administrator's Guide* to complete the following setup steps.

Step	AIW Reference
Define Audit Trails	Common Applications
Define Printers	Common Applications
Define Security (for example: users, responsibilities, and concurrent programs)	Common Applications

Table 2 – 3 (Page 1 of 1)

## Oracle Global Accounting Engine Setup

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Refer to the setup section in the *Oracle Applications Global Accounting Engine User's Guide* to complete the following setup step.

Step	AIW Reference
Set Up Global Accounting Engine	Common Applications

Table 2 – 4 (Page 1 of 1)

## Oracle Human Resources Setup

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Refer to the *Oracle Human Resources North American User's Guide* to complete the following setup step.

Step	AIW Reference
Define Organizations (single or multi-org)	Common Applications

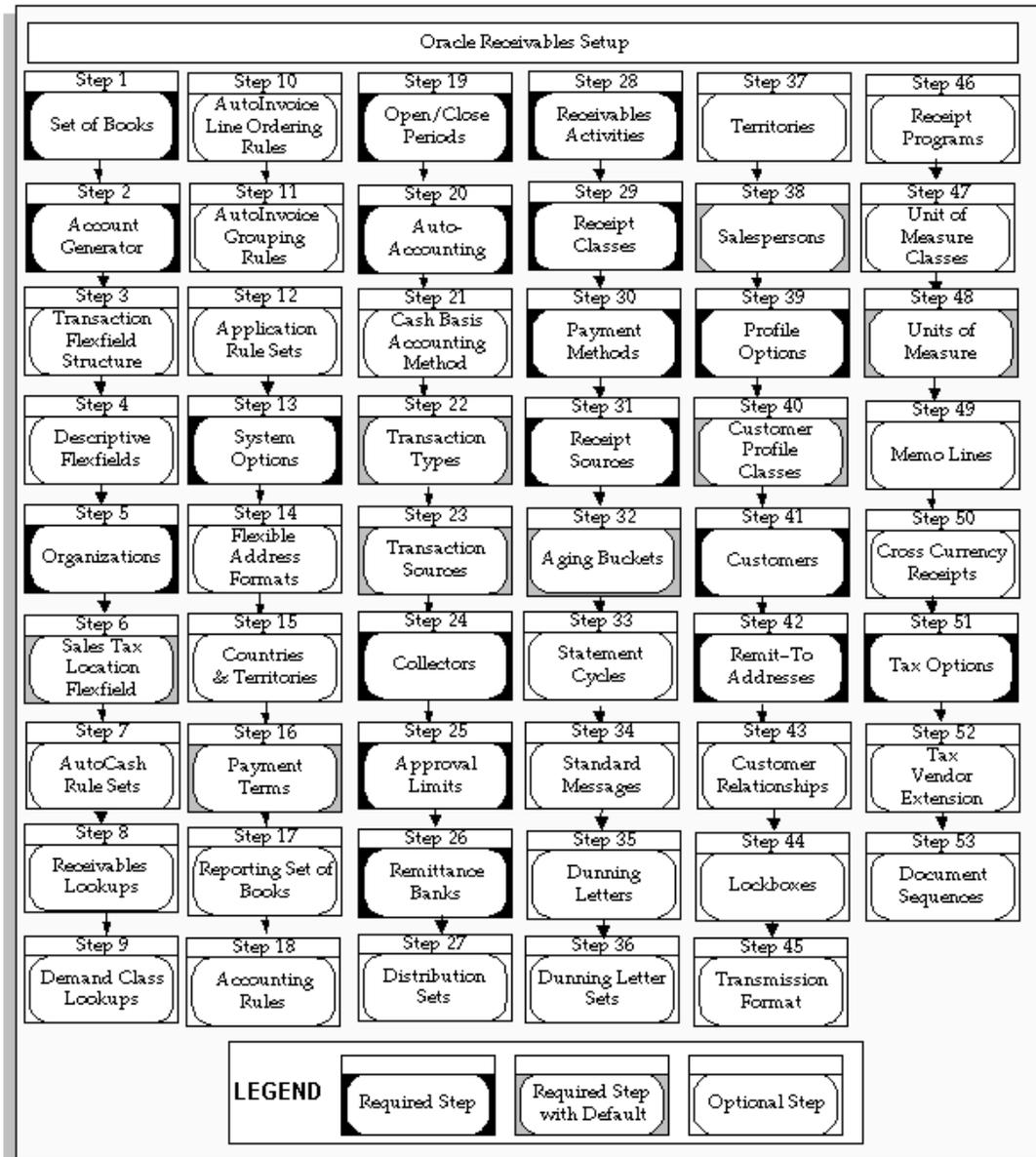
Table 2 - 5 (Page 1 of 1)

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## Setup Flowchart

Some of the steps outlined in this flowchart and setup checklist are Required and some are Optional. 'Required Step with Defaults' refers to setup functionality that comes with pre-seeded, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform that setup step. You need to perform Optional steps only if you plan to use the related feature or complete certain business functions.

Figure 2 - 1 Oracle Receivables Setup Chart



## Setup Checklist

The following table lists Oracle Receivables setup steps. A reference to each step's location within the Applications Implementation Wizard (AIW) and whether the step is optional or required is provided. After you log on to Oracle Applications, complete these steps to implement Oracle Receivables:

Step No.	Required	Step	AIW Reference
Step 1	Required	Define Sets of Books: page 2 – 11	Common Applications
Step 2	Required	Decide How to Use the Account Generator: page 2 – 12.	Common Applications
Step 3	Optional	Define Transaction Flexfield Structure: page 2 – 12	Oracle Receivables
Step 4	Optional	Define Descriptive Flexfields (System Items and Territory flexfields): page 2 – 12	Common Applications
Step 5	Required	Define Organizations: page 2 – 13	Common Applications
Step 6	Required	Define Sales Tax Location Flexfield Structure: page 2 – 14	Common Applications
Step 7	Optional	Define AutoCash Rule Sets: page 2 – 14	Oracle Receivables
Step 8	Optional	Define Receivables Lookups: page 2 – 14	Common Financial
Step 9	Optional	Define Demand Class Lookups: page 2 – 15	Oracle Receivables
Step 10	Optional	Define Invoice Line Ordering Rules: page 2 – 15	Oracle Receivables
Step 11	Optional	Define Grouping Rules: page 2 – 15	Oracle Receivables
Step 12	Optional	Define Application Rule Sets: page 2 – 15	Oracle Receivables
Step 13	Required	Define System Options: page 2 – 16	Oracle Receivables
Step 14	Optional	Define Flexible Address Formats: page 2 – 17	Oracle Receivables
Step 15	Optional	Maintain Countries and Territories: page 2 – 17	Common Financial

Table 2 – 6 (Page 1 of 4)

Step No.	Required	Step	AIW Reference
Step 16	Required	Define Payment Terms: page 2 – 17	Common Financial
Step 17	Optional	Assign Reporting Set of Books: page 2 – 18	Oracle General Ledger
Step 18	Optional	Define Accounting Rules: page 2 – 18	Oracle Receivables
Step 19	Required	Open or Close Accounting Periods: page 2 – 19	Oracle Receivables
Step 20	Required	Define AutoAccounting: page 2 – 19	Oracle Receivables
Step 21	Optional	Set Up Cash Basis Accounting Method: page 2 – 19	Oracle Receivables
Step 22	Required	Define Transaction Types: page 2 – 20	Oracle Receivables
Step 23	Required	Define Transaction Sources: page 2 – 20	Oracle Receivables
Step 24	Required	Define Collectors: page 2 – 20	Oracle Receivables
Step 25	Required	Define Approval Limits: page 2 – 21	Oracle Receivables
Step 26	Required	Define Remittance Banks: page 2 – 21	Common Financial
Step 27	Optional	Distribution Sets: page 2 – 21	Common Financial
Step 28	Required	Define Receivables Activities: page 2 – 21	Oracle Receivables
Step 29	Required	Define Receipt Classes: page 2 – 22	Oracle Receivables
Step 30	Required	Define Payment Methods: page 2 – 22	Oracle Receivables
Step 31	Required	Define Receipt Sources: page 2 – 22	Oracle Receivables
Step 32	Optional	Define Aging Buckets: page 2 – 22	Oracle Receivables

**Table 2 – 6 (Page 2 of 4)**

Step No.	Required	Step	AIW Reference
Step 33	Optional	Define Statement Cycles: page 2 – 23	Oracle Receivables
Step 34	Optional	Define Standard Messages: page 2 – 23	Oracle Receivables
Step 35	Optional	Define Dunning Letters: page 2 – 23	Oracle Receivables
Step 36	Optional	Define Dunning Letter Sets: page 2 – 23	Oracle Receivables
Step 37	Optional	Define Territories: page 2 – 23	Common Financial
Step 38	Required	Define Salespersons: page 2 – 24	Oracle Receivables
Step 39	Required	Define System Profile Options: page 2 – 24	Oracle Receivables
Step 40	Required	Define Customer Profile Classes: page 2 – 24	Oracle Receivables
Step 41	Required	Define Customers: page 2 – 25	Oracle Receivables
Step 42	Optional	Define Remit-To Addresses: page 2 – 25	Oracle Receivables
Step 43	Optional	Define Customer Relationships: page 2 – 26	Oracle Receivables
Step 44	Optional	Define Lockboxes: page 2 – 26	Oracle Receivables
Step 45	Optional	Define Transmission Formats: page 2 – 26	Oracle Receivables
Step 46	Optional	Define Receipt Programs: page 2 – 26	Oracle Receivables
Step 47	Optional	Define Unit of Measure Classes: page 2 – 27	Common Applications
Step 48	Optional	Define Units of Measure: page 2 – 27	Common Applications
Step 49	Optional	Define Standard Memo Lines: page 2 – 27	Oracle Receivables
Step 50	Optional	Set Up Cross Currency Receipts: page 2 – 28	Oracle Receivables

**Table 2 – 6 (Page 3 of 4)**

Step No.	Required	Step	AIW Reference
Step 51	Required	Set Up Tax: page 2 – 28	Oracle Receivables
Step 52	Optional	Set Up Tax Vendor Extension: page 2 – 28	Oracle Receivables
Step 53	Optional	Set Up Document Sequences: page 2 – 29	Common Financial

Table 2 – 6 (Page 4 of 4)

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## Setup Steps

For each step, we include a Context section that indicates whether you need to repeat the step for each set of books, set of tasks, inventory organization, HR organization, or other operating unit under Multiple Organizations.

### Step 1 Define Set of Books (Required)

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

You need to define at least one set of books before you can implement and use Receivables. You specify which set of books your Receivables installation uses in the System Options window.

When defining a set of books, you also need to:

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

**Context:** Perform this step for each installation.

See: Defining Sets of Books in the *Oracle General Ledger User's Guide*.



**Additional Information:** If you use the Oracle Applications Multiple Organization Support feature, you can use multiple sets of books for one Receivables installation. See: Using the Multiple Organization Support Feature: page 2 – 150.

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

The Account Generator ensures that Receivables substitutes the correct balancing segment values when you generate finance charges or post exchange rate gains and losses to your general ledger. You need to review the default process that Receivables uses to see if it meets your accounting requirements. You can optionally customize the Account Generator for each set of books that you have defined.

**Context:** Perform this step for each set of books.

See: Using the Account Generator in Oracle Receivables: page 2 – 49.

## **Step 3 Define Transaction Flexfield Structure (Optional)**

If you are not using AutoInvoice, proceed to the next step.

If you use AutoInvoice to import information from an external system and create transactions in Oracle Receivables, define Transaction Flexfields to uniquely identify these transactions. Because Transaction Flexfields are unique, you can also use them to link and reference other transaction lines.

**Context:** Perform this step for each operating unit.

See: Transaction Flexfields: page 6 – 217.



**Suggestion:** To query your Transaction Flexfield, update the Transaction Flexfield information for previously entered transactions.



**Suggestion:** Create indexes on your Transaction Flexfield columns if you want to query Transaction Flexfield information in your invoice headers and lines. Additionally, without indexes the validation portions of the AutoInvoice program can be slow. For more information about defining Transaction Flexfield indexes, see: Importing Invoice Information Using AutoInvoice: page 6 – 187.

## **Step 4 Define Descriptive Flexfields (Optional)**

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

If you have not installed Oracle Inventory or Oracle Order Management and you want to report on item information, define your

**System Items flexfield.** You must define your System Items flexfield before defining items in Oracle Receivables.

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

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

Next, set your AR: Item Flexfield Mode profile option to choose your preferred method of entry for this flexfield within Receivables. This default value is concatenated segment entry.

You can use the **Territory flexfield** for recording and customized reporting on your territory information. Receivables provides a default structure for your Territory Flexfield. You can associate Territory Flexfields with salespeople, invoices, commitments, and customer business purposes. See: Territory Flexfield: page 2 – 236.

**Context:** Perform this step for each installation.

See: Planning Your Key Flexfields (*Oracle Applications Flexfields Guide*).

## **Step 5 Define Organizations (Required)**

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

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

Set the OE: Item Validation Organization profile option to the organization of the Inventory Organization item master you want to use. If you defined an organization as described above, set the profile option to this organization. Otherwise, select an organization from the list of values.

**Context:** Perform this step for each business group.

See: Organizations: page 2 – 148.

## **Step 6 Define Sales Tax Location Flexfield Structure (Required)**

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

Following are the seeded Sales Tax Location Flexfield structures:

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

**Context:** Perform this step for each installation.

See: *Defining a Sales Tax Location Flexfield Structure in the Oracle Receivables Tax Manual.*

## **Step 7 Define AutoCash Rule Sets (Optional)**

If you are using AutoCash, define your AutoCash rule sets before defining system parameters or customer profiles classes. AutoCash rules determine the sequence of application methods Receivables uses when applying receipts imported using AutoLockbox to open debit items.

**Context:** Perform this step for each operating unit.

See: AutoCash Rule Sets: page 2 – 60.

## **Step 8 Define Receivables Lookups (Optional)**

Receivables provides several default lookups which are used throughout the application to provide validated default values and list of values choices. You can add or update these to customize your list of values and speed data entry. For example, you can define additional reasons for creating credit memos or enter the names of each freight carrier used by your business.

**Context:** Perform this step for each operating unit.

See: *Defining Receivables Lookups:* page 2 – 132.

**Step 9 Define Demand Class Lookups (Optional)**

Demand classes are categories you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently. You can then assign demand classes to customers in the Customers windows. Use the Demand Class Lookups window to modify existing or define new Lookups for your shared demand classes.

**Context:** Perform this step for each operating unit.

See: Demand Class Lookups: page 2 – 141.

**Step 10 Define Invoice Line Ordering Rules (Optional)**

If you are using AutoInvoice, define invoice line ordering rules to specify how you want to order and number transaction lines after AutoInvoice groups them into invoices, debit memos, and credit memos. Receivables provides many attributes that you can use to define your line ordering rules.

**Context:** Perform this step for each operating unit.

See: AutoInvoice Line Ordering Rules: page 2 – 66.

**Step 11 Define Grouping Rules (Optional)**

If you are using AutoInvoice, define grouping rules to indicate how you want to group transaction lines imported by AutoInvoice. For example, to include specific transaction lines on a single transaction, certain attributes must be identical. Receivables provides many attributes that you can use to define your grouping rules.

**Context:** Perform this step for each operating unit.

See: Grouping Rules: page 2 – 122.

**Step 12 Define Application Rule Sets (Optional)**

Define Application Rule Sets to control how Receivables reduces the balance due for your open debit items when you apply payments using either the Applications window or Post QuickCash. You can define your own application rule sets, assign them to transaction types, and specify a default rule set in the System Options window.

**Context:** Perform this step for each operating unit.

**Default** – If you skip this step, Receivables uses the rule set Line First – Tax After as the default. This rule set first applies the payment to the

line amount and then applies the remaining amount to any associated tax.

See: Receivables Application Rule Sets: page 5 – 38.

### Step 13 Define System Options (Required)

Define your accounting, discount, tax, and invoice system options to control how Receivables works. System options determine your accounting method, set of books, accounting flexfields, whether you use header or line-level rounding, and control the default operation of the AutoInvoice and Automatic Receipt programs.

System options also control how Receivables calculates tax on your transactions. You must specify a tax method, choose a Location Flexfield Structure, indicate whether to compound tax, select the address validation to use, and define tax defaults and rounding options. As you can set up your system to calculate Sales Tax, Value Added Tax, or Canadian Tax, we recommend that you carefully review the appropriate implementing tax essay before defining your system options.

For more information, refer to the appropriate implementing tax essay in the *Oracle Receivables Tax Manual*.



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



**Suggestion:** If you are using flexible address formats to enter and validate your customer address information, implement the seeded Sales Tax Location Flexfield structure 'Country - No Validation'. Alternatively, if you use a Sales Tax Location Flexfield that contains a segment other than 'country' and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Using Flexible Addresses: page 3 – 72.

Below is a list of optional system options; all other system options are required. There are no default values for these system options.

- Accounting Flex Tuning Segment
- AutoCash Rule Set
- Header Rounding Account

- Purge Interface Tables
- SQL Trace
- System Items Tuning Segment
- Tax Registration Number
- Territory Tuning Segment
- Unallocated Revenue Account\*

\* Required if your Accounting Method is Cash Basis.

**Context:** Perform this step for each operating unit.

See: Defining Receivables System Options: page 2 – 189.

#### **Step 14 Set Up Flexible Address Formats (Optional)**

To enter customer, supplier, bank, check, and remit-to addresses in country-specific formats, set up flexible address formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the Bundespost, or enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

**Context:** Perform this step for each operating unit.

See: Setting Up Flexible Addresses: page 3 – 64.

#### **Step 15 Maintain Countries and Territories (Optional)**

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

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

**Context:** Perform this step for each operating unit.

#### **Step 16 Define Payment Terms (Required)**

Define payment terms to determine the payment schedule and discount information for customer invoices, debit memos, and commitments. You can also define proxima payment terms to pay regular expenses such as telephone bills and credit card bills that occur on the same day each month and create split payment terms for invoice installments that have different due dates.

**Context:** Perform this step for each operating unit.

See: Payment Terms: page 2 – 157.

**Default** – If you skip this step, Receivables uses 30 NET as the default. This payment term indicates that payment is due within 30 days.

### **Step 17 Assign Reporting Set of Books (Optional)**

If you are not using Multiple Reporting Currencies (MRC) functionality, skip this step.

To maintain transactions and account balances in multiple currencies, assign your reporting set of books to your primary set of books. This enables you to generate reports in each of your reporting currencies. For example, you can maintain a primary set of books in USD (US dollars) and have Oracle General Ledger maintain reporting sets of books in CAD (Canadian dollars) and FRF (French francs).

**Context:** Perform this step for each operating unit.

For more information, refer to *Multiple Reporting Currencies in Oracle Applications*.

### **Step 18 Define Accounting Rules (Optional)**

If your accounting method is Accrual, define accounting rules to create revenue recognition schedules for your invoices. Accounting rules determine the number of periods and percentage of total revenue to record in each accounting period.

When you use accounting rules, you also need to define the appropriate periods to which your rule refers. You enter these periods in the Calendar window and they must refer to the same period type as your accounting rule. For example, if you are using an accounting rule that recognizes revenue monthly from Jan–99 through Jun–99, you must define periods from Jan–99 through Jun–99 where the period type is Month. These periods must be defined in the same calendar as your accounting periods. You define Calendars in Oracle General Ledger.



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

**Context:** Perform this step for each operating unit.

See: Accounting Rules: page 2 – 30.

### Step 19 **Open Accounting Periods (Required)**

Open or close periods in your accounting calendar to control the recording of accounting information for these periods. Receivables uses the status 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. Receivables provides the following period statuses: Not Opened, Future, Open, Close Pending, and Closed.

**Note:** Define your Receivables calendar in the Accounting Calendar window in Oracle General Ledger.

**Context:** Perform this step for each operating unit.

See: Opening and Closing Accounting Periods: page 7 – 10.

### Step 20 **Define AutoAccounting (Required)**

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

**Context:** Perform this step for each operating unit.

See: AutoAccounting: page 2 – 57.



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

### Step 21 **Set Up Cash Basis Accounting Method (Optional)**

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

If you are using the Cash Basis accounting method, you must set your Accounting Method system option to Cash Basis, define transaction types, set up an Unallocated Revenue account, and run a script to make the GL Transfer and Journal Entry Reports incompatible with each other.

**Context:** Perform this step for each operating unit.

See: Using Cash Basis Accounting: page 7 – 22.

## Step 22 Define Transaction Types (Required)

Define the transaction types that you assign to invoices, debit memos, commitments, chargebacks, credit memos, and on-account credits. Receivables uses transaction types to default payment term, account, tax, freight, creation sign, posting, and receivables information. Receivables provides two predefined transaction types: Invoice and Credit Memo.

**Context:** Perform this step for each operating unit.

See: Transaction Types: page 2 – 246.



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

## Step 23 Define Transaction Sources (Required)

Define the transaction sources that you assign to invoices, debit memos, commitments, credit memos, and on-account credits. Receivables uses transaction sources to control your transaction and transaction batch numbering, provide default transaction types for transactions in batch, and to select validation options for imported transactions. Receivables provides the following predefined transaction sources: MANUAL-OTHER, DM Reversal, and Chargeback.

**Context:** Perform this step for each operating unit.

See: Transaction Batch Sources: page 2 – 239.



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

## Step 24 Define Collectors (Required)

Define collectors to assign to your customers through credit profile class assignments. Collectors can use the Collections windows and Receivables collection reports to keep apprised of a customer's past due items. Receivables provides a predefined collector called DEFAULT.

**Context:** Perform this step for each operating unit.

See: Collectors: page 2 – 95.

**Step 25 Define Approval Limits (Required)**

Define approval limits to determine whether a Receivables user can approve adjustments or credit memo requests. You define approval limits by document type, dollar amount, reason code, and currency. Approval limits affect the Adjustments, Submit AutoAdjustments, and Approve Adjustments windows as well as the Credit Memo Request Workflow.

**Context:** Perform this step for each operating unit.

See: Approval Limits: page 2 – 40.

**Step 26 Define Remittance Banks (Required)**

**Context:** Perform this step for each operating unit.

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

Define all of the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you need and define multiple currency bank accounts to accept payments in more than one currency.

See: Defining Banks: page 2 – 71.

**Step 27 Define Distribution Sets (Optional)**

Define distribution sets if you enter non–invoice related receipts and you want to use a predefined revenue distribution set. Distribution sets are predefined groups of general ledger accounting codes that determine the credit accounts for positive miscellaneous receipt amounts and the debit accounts for negative receipt amounts.

**Context:** Perform this step for each operating unit.

See: Distribution Sets: page 2 – 97.

**Step 28 Define Receivables Activities (Required)**

Define Receivables Activities to provide default accounting information when you create adjustments, discounts, and finance charges, and miscellaneous cash transactions. Receivables also uses Receivables Activities to account for tax if you calculate tax on these activities.

**Context:** Perform this step for each operating unit.

See: Receivables Activities: page 2 – 170.

### **Step 29 Define Receipt Classes (Required)**

Define receipt classes to specify whether receipts are created manually or automatically. For manual receipts, you can specify whether to automatically remit it to the bank and/or clear your accounts. For automatic receipts, you can specify a remittance and clearance method, and whether receipts using this class require confirmation.

**Context:** Perform this step for each operating unit.

See: Receipt Classes: page 2 – 164.

### **Step 30 Define Payment Methods (Required)**

Define the payment methods to account for your receipt entries and applications and to determine a customer's remittance bank information. When defining payment methods, you must enter a receipt class, remittance bank information, and the accounts associated with your payment receivables type. You can also specify accounts for confirmation, remittance, factoring, bank charges, and short-term debt.

**Context:** Perform this step for each operating unit.

See: Payment Methods: page 2 – 151.

### **Step 31 Define Receipt Sources (Required)**

Define receipt sources to provide default values for the receipt class, payment method, and remittance bank account for receipts in a batch. Receipt Sources also determine whether the numbering for receipts in a batch is automatic or manual.

**Context:** Perform this step for each operating unit.

See: Receipt Sources: page 2 – 167.



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

### **Step 32 Define Aging Buckets (Optional)**

Define aging buckets to review and report on open receivables based on the number of days each item is past due. For example, the 4-Bucket Aging bucket that Receivables provides consists of four periods: -999 to 0 days past due, 1 to 30 days past due, 31-61 days past due, and 61-91 days past due.

**Context:** Perform this step for each operating unit.

See: Aging Buckets: page 2 – 33.

**Step 33 Define Statement Cycles (Optional)**

Define statement cycles to control when you create customer statements. You assign statement cycles to customers in the Customer Profile Classes window.

**Context:** Perform this step for each operating unit.

See: Statement Cycles: page 2 – 187.

**Step 34 Define Standard Messages (Optional)**

Define standard messages to customize the content of customer statements. Standard messages automatically print on the bottom of your statements. Use the Print Statements window to assign statement messages and submit statements for printing.

**Context:** Perform this step once for each operating unit.

See: Standard Messages: page 2 – 186.

**Step 35 Define Dunning Letters (Optional)**

Define dunning letters to inform your customers of past due items and finance charges. Receivables provides three predefined letters named STANDARD1, STANDARD2 and STANDARD3 as well as ten letters that you can customize. You can also create your own dunning letters.

**Context:** Perform this step for each operating unit.

See: Dunning Letters: page 2 – 110.

**Step 36 Define Dunning Letter Sets (Optional)**

Define dunning letters sets if you want to send your customers dunning letters. You can use dunning letter sets to combine a sequence of dunning letters into one group and increase the severity of each letter. Receivables provides one letter set called STANDARD which includes the three STANDARD letters described in the previous step.

**Context:** Perform this step for each operating unit.

See: Creating Dunning Letter Sets: page 2 – 116.

**Step 37 Define Territories (Optional)**

If you defined a Territory Flexfield and want to create customized reports based on territory information, define Territory Flexfield

combinations. You can assign Territory Flexfields to salespersons, invoices, and customer business purposes.

**Context:** Perform this step for each operating unit.

See: Territories: page 2 – 235.

### **Step 38 Define Salespersons (Required)**

Define salespersons to allocate sales credits to invoices, debit memos, and commitments. If you do not want to assign sales credits for a transaction, you can enter No Sales Credit. If AutoAccounting depends on salesperson, Receivables uses the general ledger accounts that you enter for each salesperson along with your AutoAccounting rules to determine the default revenue, freight, and receivable accounts for transactions.

**Context:** Perform this step for each operating unit.

See: Salespersons: page 2 – 178.



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

### **Step 39 Define System Profile Options (Required)**

Define profile options to provide default values for some Receivables operations, specify how Receivables processes data, and control which actions users can perform.

**Context:** Perform this once for each operating unit.

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

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

### **Step 40 Define Customer Profile Classes (Required)**

Define customer profile classes to categorize customers based on credit, payment terms, statement cycle, automatic receipt, finance charge, dunning, and invoicing information. When you initially set up your customers, you assign each customer to a profile class. To customize the profile class for a specific customer, use the Customer Profile Classes window.

**Context:** Perform this step for each operating unit.

**Default** – If you skip this step, Receivables uses the profile class DEFAULT.

See: Defining Customer Profile Classes: page 3 – 42.

#### Step 41 **Define Customers (Required)**

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

Define customers and customer site uses to enter transactions and receipts in Receivables. When you enter a new customer, you must enter the customer's name, profile class and number (if automatic customer numbering is set to No). You can optionally enter customer addresses, contacts, site uses and telephone numbers. You must enter all the components of your chosen Sales Tax Location Flexfield when entering customer addresses in your home country.

**Context:** Perform this step for each operating unit.

See: Entering Customers: page 3 – 4.

#### Step 42 **Define Remit-To Addresses (Required)**

Define remit-to addresses to inform your customers where to send payments. Associate each remit-to address with one or more state, country, and postal code combinations. For example, if you want your customers in California and Nevada to send their payments to a specific address, enter the remit-to address and associate the states CA and NV with this address. Remit-to addresses are assigned based on the bill-to address on the transaction.

**Context:** Perform this step for each operating unit.

See: Remit-To Addresses: page 2 – 175.



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



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

**Step 43 Define Customer Relationships (Optional)**

Define customer relationships to enable customers to apply receipts to related customer transactions. To restrict receipt application to only related customers, define relationships between your customers and set the system option Allow Payment of Unrelated Invoices to No. Receivables lets you define one way and reciprocal relationships between your customers.

**Context:** Perform this step for each operating unit.

See: Creating Customer Relationships: page 3 – 40.

**Step 44 Define Lockboxes (Optional)**

To import receipts from a bank file using AutoLockbox, define lockboxes. For each lockbox, enter the lockbox number, bank name, batch source, bank account, bank origination number and cash account.

**Context:** Perform this step for each operating unit.

See: Lockboxes: page 2 – 143.

**Step 45 Define Transmission Formats (Optional)**

If you use AutoLockbox to import receipts, define a transmission file format. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. Receivables provides several standard transmission formats you can modify to meet your needs.

**Context:** Perform this step for each operating unit.

See: Transmission Formats: page 2 – 253.

**Step 46 Define Receipt Programs (Optional)**

To create Automatic Receipts, define additional receipt or remittance format programs that you use to send paper and electronic documents to your customers and remittance banks. You can define as many receipt programs as you need.

**Context:** Perform this step for each operating unit.

**Default** – If you skip this step, Receivables uses the Automatic Receipt print program 'Print Created Receipts' (ARXAPFRC.rdf).

See: Automatic Receipt Programs: page 2 – 68.

### **Step 47 Define Unit of Measure Classes (Optional)**

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

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

**Context:** Perform this step for each inventory organization.

See: Unit of Measure Classes: page 2 – 260.

### **Step 48 Define Units of Measure (Required)**

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

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

**Context:** Perform this step for each inventory organization.

See: Units of Measure: page 2 – 261.

### **Step 49 Define Standard Memo Lines (Optional)**

Define standard memo lines to enter predefined lines for debit memos, on-account credits, and invoices. When you define standard memo lines, you can specify whether a line is for charges, freight, line, or tax. Receivables also lets you define one chargeback and one debit memo reversal line.

**Context:** Perform this step for each operating unit.

See: Standard Memo Lines: page 2 – 182.



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

### **Step 50 Set Up Cross Currency Receipts (Optional)**

If your organization needs to apply receipts to transactions in different currencies, set up Receivables for cross currency receipts. To do this, set the profile option AR: Enable Cross Currency to Yes, define a cross currency rounding account in the System Options window, and define a suspense account in Oracle General Ledger.

**Context:** Perform this step for each operating unit.

See: Setting Up Cross Currency Receipts: page 5 – 20.

### **Step 51 Set Up Tax (Required)**

In Step 13 you set up Receivables system options and reviewed the implementing sales tax, VAT, or Canadian tax essay. Set up the remaining features of Receivables tax by defining tax-specific profile options, tax codes and rates, tax Lookups, tax exceptions and exemptions, tax authorities, and tax groups.

**Context:** Perform this step for each operating unit.

For more information, refer to the appropriate implementing tax essay in the *Oracle Receivables Tax Manual*.

### **Step 52 Set Up Vendor Extension (Optional)**

If you are not using a tax vendor with Oracle Receivables, skip this step.

Oracle Receivables provides a tax vendor extension that integrates external tax calculation programs with Oracle Applications. This extension performs complex tax calculations while using Receivables to create and store all other tax data. You can implement either the Taxware Sales/Use Tax System or Vertex Quantum with Oracle Receivables.

**Context:** Perform this step for each operating unit.

Depending on the tax vendor you are using, refer to one of the following implementation guides: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

### **Step 53 Define Document Sequences (Optional)**

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

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

**Context:** Perform this step for each set of books.

See: Implementing Document Sequences: page 2 – 99.

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## Accounting Rules

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

If you want to credit an invoice that uses invoice and accounting rules to schedule revenue and billed receivable recognition, you can specify how you want to adjust this invoice's revenue account assignments by choosing a Rules Method in the Credit Memos window. See: *Crediting Transactions*: page 6 – 67.

You can assign a default accounting rule to your items in the Master Item window (Invoicing tabbed region) and to your Standard Memo Lines in the Standard Memo Lines window. See: *Standard Memo Lines*: page 2 – 182 and *Defining Items (Oracle Inventory User's Guide)*.



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

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### Prerequisites

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

► **To define an accounting rule:**

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

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

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

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



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

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

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

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

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

## **See Also**

Entering Invoices with Rules: page 6 – 28

Recognizing Revenue: page 6 – 36.

Invoices with Rules: page 6 – 315

Using Rules: page 6 – 319

Using AutoInvoice: page 6 – 199

Accounting Rules Listing Report: page 9 – 16

# Aging Buckets

**Aging Buckets (Vision Operations)**

Name: **4 buckets**      Description: **Standard4**

Type: **4-Bucket Aging**      Status: **Active**

**Aging Bucket Lines**

Sequence Number	Type	Days From	Days To	Column Headings		[ ]
				First	Second	
0	Current	500	0	Current		
1	Past Due	1	30	1-30 days		
2	Past Due	31	60	31-60 days		
3	Past Due	61	99999	61+ days		

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

You can define an unlimited number of aging buckets and lines (time periods) within an aging bucket. However, the Receivables aging reports will include a maximum of the first seven time periods for an aging bucket. You can also customize the aging buckets that Receivables provides. Aging buckets that you define here appear as list of values choices in the Aging, Print Statements, and the Print Collection Reports windows.

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

**Note:** If you have Multi Lingual Support (MLS), you can define aging buckets in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

► **To define a new aging bucket:**

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

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

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

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

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

4. Enter a Sequence Number to reflect the order in which Receivables prints your aging bucket period. The default is the sequence in which you define each period (for example, the first period you define is '1', the second '2' and so on).
5. Enter the Type of aging bucket line you are defining. Choose from the following types:

**Current:** Display transactions that are not yet due.

**Past Due:** Display transactions that have a number of days past due in the range you specify for this line. For example, if Days

From is 10 and Days To is 15 for this line, Receivables displays transactions that are between 10 and 15 days past due in this line.

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

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

**Dispute and Pending Adjustments:** Display transactions that are in dispute and transactions that have pending adjustments in this line. You can only have one line of this type per aging bucket. You do not specify a Days From and Days To past due range for this type.

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



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

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

For example, you define an aging bucket line for transactions from 1 to 30 days past due. If you enter '1 to 30 Days' in the First

Column Headings field and 'Past Due' in the Second Column Headings field, your report heading will print like this:

**1 to 30 Days**  
**Past Due**

9. Save your work.

## **See Also**

Viewing Account Balances by Aging Bucket: page 4 – 8

Printing a Collection Report: page 4 – 36

Accounts Receivable Aging Reports: page 9 – 30

Receivables 4 and 7 Bucket Aging Reports: page 9 – 25

# Application Rule Sets

The screenshot shows the 'Application Rule Sets' window. At the top, the 'Application Rule Set' is 'Prorate All' and the 'Description' is 'Prorate among all line types'. There is a checked 'Freeze' checkbox. Below this is a table of 'Application Rules' with two rows: '1 Prorate All' and '2 Overapplication Rule'. The bottom section is 'Rule Details', which includes a 'Rounding Correction' checkbox (checked) and a table with columns 'Type' and 'Tax Treatment'. The table has three rows: 'Line' with 'Prorate', 'Freight' with 'None', and 'Charges' with 'None'.

Type	Tax Treatment	Rounding Correction
Line	Prorate	<input checked="" type="checkbox"/>
Freight	None	<input type="checkbox"/>
Charges	None	<input type="checkbox"/>

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

Receivables provides the following application rules:

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

- **Prorate All:** Apply a proportionate amount to the line, tax, freight, and finance charges.

For more information, see: Receivables Application Rule Sets: page 5 – 38.

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

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

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

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



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

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

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

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

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

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

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



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

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



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

## See Also

Receivables Application Rule Sets: page 5 – 38

Defining Receivables System Options: page 2 – 189

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## Approval Limits

Use the Approval Limits window to define approval limits for adjustments created in Receivables and requests for credit memos initiated from AR Online. Receivables uses approval limits that have a document type of Adjustment when you create an adjustment in the Adjustments, Submit AutoAdjustments, and Approve Adjustments windows.

When you enter an adjustment that is outside your approval limit range, Receivables assigns the adjustment a status of Pending until someone with the appropriate approval limits either approves or rejects it.

The Credit Memo Request Approval Workflow uses approval limits that have a document type of Credit Memo when forwarding credit memo requests from AR Online. The workflow sends a notification to an approver if the request is within the approval limit range for the currency and reason code specified.

You define Adjustment approval limits by currency and dollar amount. You define Credit Memo approval limits by reason type, currency, and dollar amount. You must specify both lower and upper approval limits for each approver.

To review your adjustments and adjustment statuses, see the: Adjustment Register: page 9 – 22.



**Attention:** Be sure to update approval limits when personnel changes occur and whenever you define new credit memo reasons in the Receivables Lookups window.

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### Prerequisites

- Define application users (*Oracle Applications System Administrator's Guide*)
- Define currencies (*Oracle General Ledger User's Guide*)

► **To define approval limits:**

1. Navigate to the Approval Limits window.
2. Enter the Username of the person for whom you are defining approval limits, or select from the list of values. You define valid user names and descriptions in the Users window. For more information, refer to the *Oracle Applications System Administrator's Guide*.

3. Enter a Currency code. You can define multiple user approval limits for each currency defined in your system.
4. Enter a minimum approval amount in this currency for this user. You can enter either a positive or negative amount, but the From Amount must be less than or equal to the To Amount.
5. Enter a maximum approval amount in this currency for this user. You can enter either a positive or negative amount, but the To Amount must be equal to or greater than the From Amount.

**Note:** Credit memo approval ranges cannot overlap for limits with the same reason type and currency. For example, the approval range for primary approver JSMITH is from -200 USD to -100 USD and the reason code is Free Product. Therefore, you cannot define a credit memo approval range for primary approver AJONES from -250 USD to -150 USD and specify the same reason code.

6. If you specified a Document Type of Credit Memo, indicate whether this approver is the primary approver for this range by checking the Primary box.
7. Save your work.

## See Also

About Adjustments: page 6 – 303

Approving Adjustments: page 6 – 313

Adjustment Approval Report: page 9 – 20

AR Online: page 2 – 42

Credit Memo Request Approval Workflow: page 6 – 115

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## AR Online

AR Online is a web-based, self-service application your customers and employees can use to view Receivables data. Personalized, secure access to online information is provided using a standard web browser. Your collectors, salespersons, and sales representatives can use AR Online to review their customer accounts, note recent trends, and keep apprised of recent activities.

Your customers can use AR Online to view their own account information, print transactions, dispute invoices, view the current status of a credit memo request, and contact Receivables personnel with questions or comments.

AR Online is part of Oracle's suite of Self-Service Web Applications and uses the same system architecture and security features. This ensures that data is accessible only by employees and users that you define. When your customers use AR Online, they must provide a username and password to view Receivables data and can only access information for their account.

## Major Features

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### Customer Search

Your employees can use AR Online to view account information for all Receivables customers. For example, a collector can display information for all customer names that contain the word "Computer" to locate a specific account. After selecting the account, the collector can then view detailed transaction-level information for a specific bill-to site.

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### View Customer Account Information

During setup, you can determine the level of information that displays when a customer uses AR Online. By specifying an access level, you can control whether the customer sees transactions for only their bill-to site or all of their active bill-to sites.

The customer account information page displays totals for current and past due invoices as well as any on-account and unapplied payments. This page also displays recent account activities, such as recent credit memos and payments. The customer can select an individual transaction or bill-to site from this page and "drill down" to view more detailed information.

AR Online users can also display transactions matching specific selection criteria by performing an Advanced Search. For example, a customer or employee can display all transactions for Superior Plumbing Co. that range from \$100 to \$10,000 and have due dates between 01-JAN-99 and 01-FEB-99.

### **View Detailed Transaction Information**

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To view detailed information about a specific transaction, simply click on the Details icon in the customer account page. The transaction details page displays the all attributes of the selected item, including the payment terms, bill-to and ship-to address, transaction due date, each line item, payment and credit information, and the remaining balance due.

From the transaction details page you can also:

- Create a hard copy on a local printer by choosing the Print button
- Request a credit memo by choosing the Dispute button
- Review recent activities such as payments and disputes by choosing the Activities button

### **Dispute a Bill**

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If a customer believes they were overcharged or billed twice for the same invoice, they can choose to dispute the entire bill or only the line, tax, and freight amounts. Choosing the Dispute button enables the customer to enter information about their dispute, including a reason code, amount or percent to dispute, and any comments.

After submitting the request, AR Online initiates the Credit Memo Workflow to route it to the appropriate personnel in your company for approval. If the request is approved, the workflow automatically creates a credit memo in Receivables for the disputed amount and notifies the customer via email. The workflow also notifies the customer if their request is rejected.

### **Credit Memo Request Confirmation Page**

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The AR Online Notifications page displays status messages sent by the Credit Memo Request Workflow. The workflow creates notifications whenever an approver approves or rejects a request and each time a new request is created. AR Online users can view this page at any time to review the current status of their requests.

## **Contact Receivables**

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Your customers can easily send questions or comments to someone in your organization by choosing the Contact Us icon. This icon appears on each AR Online page and enables a customer to create an email message and send it to a contact person that you specify. Your employee can then research and respond to the customer's issue either by phone or a follow-up email message.

### **See Also**

*Oracle Self-Service Web Applications Administrator's Guide*

*Oracle Self-Service Web Applications Implementation Manual*

Setting Up AR Online: page 2 – 45

Credit Memo Request Workflow: page 6 – 115

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## Setting Up AR Online

This section describes both required and optional steps for defining AR Online users and configuring AR Online. This information assumes that you have already set up Oracle Receivables Release 11.0 or 11i.

► **To set up AR Online:**

1. **Define AR Online users.** Using the System Administrator responsibility, navigate to the Users window, define AR Online users and assign either the AR Online External or the AR Online Internal responsibility. Assign the AR Online External responsibility to external users (your customers). Assign the AR Online Internal responsibility to your internal users (for example, your salespersons and collectors).

To allow a customer to view information for all of their bill-to sites, assign the securing attribute `ARW_CUSTOMER_ID` to their customer number. To enable a customer to view only information for one bill-to site, assign the securing attribute `ARW_BILL_TO_SITE_USE_ID` to their customer number.

The AR Online Internal responsibility has access to all functions, so it requires no securing attributes.

See: Users Window in the *Oracle Applications System Administrator's Guide*.

2. **Define function security.** The predefined AR Online responsibilities provide access to all AR Online functions. However, you can restrict access to specific functions by using function security. Function security lets you control which operations are available for a specific user or all users assigned to a responsibility.

For example, you can remove the Dispute a Bill function or make an AR Online Web page inaccessible for a specific customer. For more information, see: Function Security in Oracle Receivables: page B - 2.

3. **Customize the AR Online HTML help.** You can customize the information that your customers and employees see when they choose the help icon in an AR Online web page. The AR Online help files `acctdets.htm`, `custsrch.htm`, `dispbill.htm`, and `trxdetl.htm` are located in the following directory:

`$PROD_TOP/help/US`

The GIF graphic files are located in the following directory:



**Suggestion:** Make a copy of your customized HTML files and store the copies in a separate directory to protect them during an upgrade.

4. **Customize your AR Online messages (optional).** You can customize any AR Online messages. All AR Online messages use the prefix ARW in the message name.

Use the Oracle Applications Object Library Messages window to edit messages. For information about editing messages, refer to Messages in the *Oracle Applications Object Library* online help. For more information about using the Message Dictionary Generator, refer to *Oracle Applications Coding Standards*.



**Warning:** When customizing HTML-based messages, do not insert any hard returns. Inserting hard returns into HTML-based messages can cause a fatal system error.



**Suggestion:** Make a copy of all custom messages and store the copy in a directory protected from upgrades. Messages are stored in the following directory:

```
$FND_TOP/mesg/<language>
```

After applying the upgrade patch, use the Message Dictionary Generator (FNDMDGEN) to restore your customized message file.



**Warning:** Do not modify text strings containing an ampersand (&). For example, &trx\_type and &salesperson represent the transaction type and salesperson name, respectively. These are parameters that AR Online replaces with actual values when displaying the transaction type and salesperson for a transaction. AR Online cannot display the messages correctly if you modify these strings.

5. **Customize AR Online (optional).** Your system administrator can modify any AR Online web page by modifying the configuration file ARWCNFGB.pls in the PL/SQL package ARW\_CONFIG. Information about modifying ARWCNFGB.pls is provided in the header section of the file.

For example, you can:

- modify the company logo that appears on each page
- update the email address assigned to the Contact Us icon
- rearrange columns and the number of rows displayed in the account details page

- change the default color scheme
  - choose the help file that appears for each Dispute a Bill reason code
  - insert banner advertisements
6. **Set Up Credit Memo Request Workflow.** The Credit Memo Request workflow routes requests from your customers to the appropriate personnel in your organization. You need to set up the workflow to specify which users will receive approval requests and define approval limits for each user in Oracle Receivables. See: *Setting Up Credit Memo Request Workflow: page 6 – 171.*
7. **Modify attributes of Account Details page through Web Applications Dictionary.** Each page in AR Online Account Details page is composed of single-record or multi-record Regions. The Account Details regions are based on the AR\_PAYMENT\_SCHEDULES\_V view. Each Region is composed of Region Items, which may be prompts for a field or columns in a multi-record display. For example, each multi-record, multi-column display corresponding to a view (determined by the 'Limit To' poplist) is a region. These regions are predefined in the Web Applications Dictionary. Whenever a page is reloaded, AR Online collects attributes of the region items of a selected view from the Web Applications Dictionary and displays them on the page.

During setup, you can modify the multi-record account details display columns by changing the Region Items form in Web Applications Dictionary. Some of the changes you can make to the Account Details display include:

- Add a new column to the display by adding a region item record.
- Modify the display sequence of the result set by changing the sequence of the attribute in Region Items form.
- Modify the attribute's long label, which appears as a column title in the web page.

See: *Web Applications Dictionary in the Oracle Self-Service Web Applications Implementation Manual.*

## System Maintenance

Receivables provides two profile options to help you resolve any problems encountered using AR Online. Note that you should only enable these profile options when investigating errors as they will adversely affect system performance.

- **AR: Enable SQL Trace:** Use this profile option to activate SQL Trace, a program that creates a log file of each SQL procedure performed while executing an AR Online function. If an error occurs when using AR Online, the log file helps application developers and your system administrator identify the cause and resolve the issue more quickly. Accept the default value of No for optimum performance during day-to-day processing. Set this profile option to Yes before reproducing and researching any SQL-related errors.
- **AR: Enable Debug Output:** Use this profile option to help resolve errors that can occur when generating AR Online pages. This profile option activates a debugging program that inserts comments into your HTML source files to help your system administrator investigate errors, such as web pages that appear with missing fields or data that displays incorrectly.

To modify profile options, navigate to the System Profile Values window using the System Administrator responsibility. For more information, see: Overview of Receivables Profile Options: page A – 4.

## See Also

AR Online: page 2 – 42

*Oracle Self-Service Web Applications Implementation Manual*

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## Using the Account Generator in Oracle Receivables

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

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

In Receivables, the Account Generator is set up to automatically update these segment values as described above. To modify the default setup using Oracle Workflow (for example, to use a different balancing segment for either the finance charges or Receivables account), see: *Customizing the Account Generator for Oracle Receivables: page 2 – 54*.

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

### See Also

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

Decide How to Use the Account Generator: page 2 – 50

Customizing the Account Generator for Oracle Receivables: page 2 – 54

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## Decide How to Use the Account Generator

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

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

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

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

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

### **Prerequisites to Using the Account Generator**

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

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

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

## See Also

The Default Account Generator Process for Oracle Receivables: page 2 – 51

Customizing the Account Generator for Oracle Receivables: page 2 – 54

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## The Default Account Generator Process for Oracle Receivables

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

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

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

- AR Substitute Balancing Segment

The AR Substitute Balancing Segment contains the following workflow processes:

- Replace Balancing Segment
- Generate Account Using FlexBuilder Rules

### Replace Balancing Segment Process

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

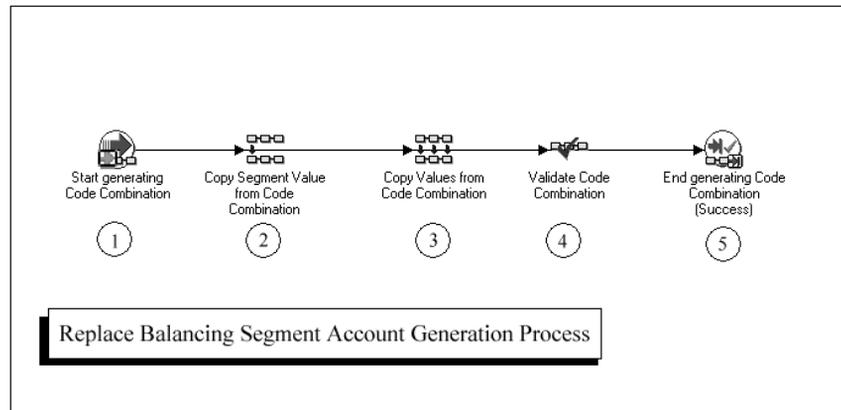
Following are the attributes of this item type:

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

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

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

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



### Sample Invoice Account Generation Activities

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

#### Start Generating Code Combination (Node 1)

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

### **Copy Segment Value from Code Combination (Node 2)**

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

### **Copy Values from Code Combination (Node 3)**

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

### **Validate Code Combination (Node 4)**

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

### **End Generating Code Combination (Node 5)**

This standard activity ends the code combination generation process.

## **Generate Account Using FlexBuilder Rules Process**

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

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

## **See Also**

Customizing the Account Generator for Oracle Receivables: page 2 – 54

## Customizing the Account Generator for Oracle Receivables

Item Type	Process Name

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

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

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

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

### Customization Example

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

## Testing a Customized Account Generator Process

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

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

## Implementing a Customized Account Generator Process

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

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

### **Choosing the Process for a Flexfield Structure**

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1. Navigate to the Account Generator Process window.  
This window is under the navigation path Application > Flexfield > Key > Accounts in the System Administrator responsibility.
2. Select the structure to which you want to assign a process. You can choose the application, flexfield title, structure, and description from the list of values.
3. Specify the Item Type containing the process, for example, Replace Balancing Segment.
4. Specify the process you want to use to generate the accounts.  
The default process, Replace Balancing Segment, will be the default. If you want to use a different process, enter the name of the process you want to use.
5. Save your work.

## Using the Account Generator Profile Option

The Account Generator:Purge Runtime Data profile option ensures that data used to build account combinations is purged after the Account Generator has completed. For more information, see: Profile Options in Oracle Application Object Library: page A – 29.

## See Also

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

Running General Ledger Interface: page 7 – 6

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# AutoAccounting

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

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

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

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



**Suggestion:** If you use the multiple organization support feature, you can set up AutoAccounting to derive the Product segment of your Revenue account based on inventory items. To do this, define the Product segment of your Revenue account to use Standard Lines and specify a Warehouse ID when entering transactions.

► **To define AutoAccounting:**

1. Navigate to the Automatic Accounting window.
2. Enter the Type of account to define. Choose from the following:
  - **Freight:** The freight account for your transaction.
  - **Receivable:** The receivable account for your transaction.
  - **Revenue:** The revenue and finance charges account for your transaction.
  - **AutoInvoice Clearing:** The clearing account for your imported transactions. Receivables uses the clearing account to hold any difference between the specified revenue amount and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for the invoice batch source of your imported transactions. See: Invoices Posted to Suspense report: page 9 – 110.
  - **Tax:** The tax account for your transaction.
  - **Unbilled Receivable:** The unbilled receivable account for your transaction. Receivables uses this account when you use the Bill In Arrears invoicing rule. If your accounting rule recognizes

revenue before your invoicing rule bills it, Receivables uses this account.

- **Unearned Revenue:** The unearned revenue account for your transaction. Receivables uses this account when you use the Bill In Advance invoicing rule. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables uses this account.

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

- **Salesreps:** Use the salesperson's table to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account. If you choose this option for your AutoInvoice clearing, tax, or unearned revenue accounts, Receivables uses the revenue account associated with this salesperson. If you choose this option for your unbilled receivable account, Receivables uses the receivable account associated with this salesperson.

**Note:** If you choose Salesreps for the revenue, freight, or receivables accounts, be sure that these accounts are also defined for the No Sales Credit record in the Sales Force window. Otherwise, Receivables displays an error message when you create a debit memo reversal or enter a transaction with No Sales Credit.

- **Transaction Types:** Use the transaction types table to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account.
- **Standard Lines:** Use the standard memo line or inventory item on the transaction to determine this segment of your revenue, AutoInvoice clearing, freight, tax, unbilled receivable, and unearned revenue account. If you choose this option for your AutoInvoice clearing, freight, tax, unbilled receivable or unearned revenue accounts, Receivables uses the revenue account associated to this standard memo line item or inventory item. If the transaction has a line type of "LINE" with an inventory item of freight ("FRT"), AutoAccounting uses the accounting rules for the freight type account rather than the revenue type account.

- **Taxes:** Enter this option to use tax codes when determining your tax account.
  - **Bill To Site:** Use the bill-to site of the transaction to determine this segment of your revenue, freight, receivable, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue account.
4. If you did not enter a Table Name, enter a Constant value for this segment, or select one from the list of values.  
  
Enter a Constant value if you want AutoAccounting to always use the same value for this Accounting Flexfield segment. Be sure to enter information that is valid for this segment. For example, if you defined your Company flexfield segment as a two-character segment with valid values ranging from 00 to 10, you must enter a two-character value within this range.
  5. Save your work.

## See Also

Entering Transactions: page 6 – 2

Using AutoAccounting: page 6 – 326

# AutoCash Rule Sets

Seq	AutoCash Rule
1	Apply to the Oldest Invoice First
2	Clear Past Due Invoices
3	Clear the Account

Define AutoCash Rule Sets to determine the sequence of AutoCash Rules that Post QuickCash uses to update your customer's account balances. You specify the sequence and the AutoCash Rules for each AutoCash Rule Set. The AutoCash Rule Sets you define display as list of values choices in the Customers, Customer Addresses, Customer Profile Classes, and the System Options windows. Post QuickCash first checks the customer site, then the customer profile class, and finally at the system options level to determine the AutoCash Rule Set to use.

Receivables provides a default AutoCash Rule Set when you assign a customer to a credit profile, but you can modify individual AutoCash Rule Set assignments at both the customer and customer site levels. If you do not assign an AutoCash Rule Set to a customer's credit profile, and you enter a receipt for this customer, Receivables uses the AutoCash Rule Set that you entered in the System Options window along with the number of Discount Grace Days you specified in this customer's credit profile to apply the receipt. If you assign an AutoCash Rule Set to a customer, but none of the AutoCash Rules apply, Receivables places the remaining amount Unapplied or

On-Account, depending on how you set the Remaining Remittance Amount option for the rule set.

If you have set up your system to use bank charges and a tolerance limit, Post QuickCash will also consider these amounts if the current AutoCash rule fails (this is true for all rules except 'Apply to the Oldest Invoice First'). If it finds a match, Post QuickCash applies the receipt; otherwise, it looks at the next rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 5 – 168.

You can disable an existing AutoCash Rule Set by changing its status to Inactive and then saving your work.

### **Prerequisites**

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Define system options: page 2 – 189

► **To define an AutoCash Rule set:**

1. Navigate to the AutoCash Rule Sets window.
2. Enter the Name of this AutoCash rule set.
3. Enter a description for this AutoCash rule set (optional).
4. Enter the type of Discount you want to automatically give to your customer for this AutoCash Rule Set. Choose one of the following Discount options:

**Earned Only:** Your customer can take earned discounts according to the receipt terms of sale. You negotiate earned discount percentages when you define specific receipt terms. You can enter this option if Allow Unearned Discounts is set to Yes in the System Options window. In this case, Receivables only allows earned discounts for this AutoCash Rule Set.

**Earned and Unearned:** Your customer can take both earned and unearned discounts. An unearned discount is one taken after the discount period passes. You cannot choose this option if the system option Unearned Discounts is set to No.

**None:** Your customer cannot take discounts (this is the default).

5. To include items in dispute when calculating your customer's open balance, check the Items in Dispute check box.
6. To include finance charges when calculating your customer's open balance, check the Finance Charges check box.

7. Define the Automatic Matching Rule for this AutoCash Rule set.
8. If this rule set will include the Apply to the Oldest Invoice First rule, choose how you want to apply any Remaining Remittance Amount. Receivables uses this value to determine how to enter the remaining amount of the receipt if none of the AutoCash Rules within this rule set apply. Choose 'Unapplied' to mark remaining receipt amounts as Unapplied. Choose 'On-Account' to place remaining receipt amounts On-Account.
9. To automatically apply partial receipts when using the Apply to the Oldest Invoice First rule, check the Apply Partial Receipts check box. A partial receipt is one in which the receipt minus the applicable discount does not close the debit item to which this receipt is applied.

The applicable discount that Receivables uses for this rule depends upon the value you entered in the Discounts field for this AutoCash Rule Set. If you exclude finance charges (by setting Finance Charges to No) and the amount of your receipt is equal to the amount of the debit item to which you are applying this receipt minus the finance charges, Receivables defines this receipt as a partial receipt. In this case, Receivables does not close the debit item because the finance charges for this debit item are still outstanding.

If Apply Partial Receipts is set to No, this AutoCash Rule Set will not apply partial receipts and will either mark the remaining receipt amount 'Unapplied' or place it on-account, depending on the value you entered in the Remaining Remittance Amount field (see step 8).

10. Enter a Sequence number to specify the order of each rule in this AutoCash Rule Set (optional). Receivables uses the rule assigned to sequence 1, then sequence 2, and so on when applying receipts using this AutoCash Rule Set.
11. Enter one or more AutoCash Rules for this AutoCash rule set. Choose from the following AutoCash rules:

**Apply to the Oldest Invoice First:** This rule matches receipts to debit and credit items starting with the oldest item first. This rule uses the transaction due date when determining which transaction to apply to first. This rule uses the values you specified for this AutoCash Rule Set's open balance calculation to determine your customer's oldest outstanding debit item.

Post QuickCash uses the next rule in the set if any of the following are true:

- all of your debit and credit items are closed
- the entire receipt amount is applied
- it encounters a partial receipt application and Allow Partial Receipts is set to No for this AutoCash Rule Set
- the next oldest debit item includes finance charges and Finance Charges is set to No for this AutoCash Rule Set

This rule marks any remaining receipt amount 'Unapplied' or places it on-account, depending on the value you entered in the Remaining Remittance Amount field for this AutoCash Rule set (see step 8).

**Clear the Account:** Post QuickCash uses this rule only if your customer's account balance exactly matches the amount of the receipt. If the receipt amount does not exactly match this customer's account balance, Post QuickCash uses the next rule in the set. This rule calculates your customer's account balance by using the values you specified for this AutoCash Rule Set's open balance calculation and the number of Discount Grace Days in this customer's profile class. This rule also includes all of this customer's debit and credit items when calculating their account balance. This rule ignores the value of the Apply Partial Receipts option.

This AutoCash Rule uses the following equation to calculate the open balance for each debit item:

**Open Balance = Original Balance + Finance Charges – Discount**

Receivables then adds the balance for each debit item to determine the customer's total account balance. The 'Clear the Account' rule uses this equation for each invoice, chargeback, debit memo, credit memo, and application of an Unapplied or On-Account receipt to a debit item.

**Note:** The discount amount for each item depends upon the payment terms of the item and the value of the Discounts field for this AutoCash Rule Set. The number of Discount Grace Days in this customer's credit profile, along with the payment terms assigned to their outstanding invoices, determine the actual due dates of each debit item.

**Clear Past Due Invoices:** This rule is similar to the 'Clear the Account' rule because it applies the receipt to your customer's debit and credit items only if the total of these items exactly matches the amount of this receipt. However, this rule only applies the receipt to items that are currently *past due*. A debit item is

considered past due if its due date is earlier than the receipt deposit date. This rule considers credit items (i.e. any pre-existing, unapplied receipt or credit memo) to be past due if the deposit date of the receipt is either the same as or later than the deposit date of this pre-existing receipt or credit memo. In this case, this rule uses a pre-existing receipt or credit memo before the current receipt for your AutoCash receipt applications.

If this AutoCash Rule Set's open balance calculation does not include finance charges or disputed items, and this customer has past due items that are in dispute or items with balances that include finance charges, this rule will not close these items. This rule ignores the value of the Apply Partial Receipts option.

**Clear Past Due Invoices Grouped by Payment Term:** This rule is similar to the 'Clear Past Due Invoices' rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date. When using this rule, Receivables can only apply the receipt if the receipt amount exactly matches the sum of your customer's credit memos and past due invoices.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt you are applying. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are applying a receipt with a receipt date of 10-JAN-93, credit memos that have a transaction date (credit memo date) on or earlier than 10-JAN-93 will be included. Credit memos do not have payment terms, so they are included in each group.

**Match Payment with Invoice:** This rule applies the receipt to a single invoice, debit memo, or chargeback that has a remaining amount due exactly equal to the receipt amount. This rule uses the values that you enter for this AutoCash Rule Set's open balance calculation to determine the remaining amount due of this customer's debit items. For example, if Finance Charges is No for this rule set and the amount of this receipt is equal to the amount due for a debit item minus its finance charges, this rule applies the receipt to that debit item. If this rule cannot find a debit item that matches the receipt amount, Post QuickCash looks at the next rule in the set. This rule ignores the value of the Apply Partial Receipts option.

## 12. Save your work.

## See Also

AutoCash: page 5 – 167

Post QuickCash: page 5 – 160

Assigning Profile Classes to Customers: page 3 – 49

Discounts: page 5 – 178

Placing an Item in Dispute: page 4 – 27

Calculating Finance Charges: page 4 – 58

AutoCash Rules Report: page 9 – 41

Miscellaneous System Options: page 2 – 204

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## AutoInvoice Line Ordering Rules

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

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

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



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

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

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

8. Save your work.

## **See Also**

Grouping Rules: page 2 – 122

Importing Transactions Using AutoInvoice: page 6 – 237

Using AutoInvoice: page 6 – 199

Using Line Ordering Rules: page 6 – 226

Ordering and Grouping Rules Listing: page 9 – 126

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## Automatic Receipt Programs

Use the Automatic Receipt Programs window to define additional receipt or remittance format programs that you use to create receipt documents such as checks or bills of exchange. You can define as many receipt programs as you want. Receivables provides sample receipt programs that you can use to create and format receipt and remittance documents. If you need a different automatic receipt program, you should copy the standard program and modify it. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.

The default Automatic Receipt print program is called Print Created Receipts (ARXAPFRC.rdf) and is located in the \$AR\_TOP/reports directory.

You specify whether each program is used for the creation, printing, or transmission of automatic receipts or remittances and provide a short, descriptive name for your receipt programs and the program name that you or Receivables defines in Oracle Application Object Library. You choose a receipt or remittance program by the short name when you define your programs for printing and transmitting your receipts and remittances.

**Note:** If you have installed European localizations, the Automatic Receipt Programs window displays any country-specific receipt and remittance format programs for your country in addition to the standard Oracle Receivables programs. For more information about the country-specific programs, please refer to the Oracle Financials user's guide for your country.

### Prerequisites

---

- Create a receipt program using Oracle Reports
- Register your program with Receivables

**Note:** Only your System Administrator can register a program. For more information, please refer to the *Oracle Applications System Administrator's Guide*.

- ▶ **To define an automatic receipt or remittance program:**
  1. Navigate to the Automatic Receipt Programs window.
  2. Enter the Name for this automatic receipt or remittance program.



**Suggestion:** Since you can use both a format receipts and a transmit receipts program with a single receipt format, you should give both the same name. You can use the same name even if the program type is different.

3. Enter the Type of program you are defining. Receivables recognizes the following types of receipt and remittance programs:
  - Print Created Receipts:** A program you use to create a batch of automatic receipts.
  - Transmit Created Receipts:** A program you use to format the output of automatic receipts that you have created on to a magnetic medium.
  - Print Bank Remittance:** A program you use to print a batch of your remittances.
  - Transmit Bank Remittance:** A program you use to format the output of bank remittance batches that you have created on to a magnetic medium.
4. Enter the Registered Name of this receipt program. This is the name that your System Administrator used to register the program. If you create a custom receipt program, the name of your payment program cannot exceed eight characters.
5. Save your work.

## See Also

Automatic Receipts: page 5 – 186

Automatic Receipts Awaiting Confirmation Report: page 9 – 44

Automatic Receipt Batch Management Report: page 9 – 42

# Banks

Bank		Bank Branch	
Name	Merchants Bank	Name	Merchants Bank
Alternate Name	Merch Bank	Alternate Name	
Number	23997	Number	1
Institution	Bank	Type	ABA
Description		EDI ID Number	90786535
Inactive On		EDI Location	
Address		EFT Number	
Country	United States	Swift Code	
Address	1011 Post St	State	CA
		County	San Mateo
		Postal Code	94062
City	San Mateo	Alternate Address	
Province			

Related Banks      Bank Accounts

Use the Banks window to enter bank information for bank branches with which you do business. Some Oracle Financial Applications, including Oracle Receivables and Oracle Payables, share bank definitions, although not every application uses all available bank information. Each bank branch can have multiple bank accounts, and each bank account you define can be associated with Payables payment documents and/or Receivables payment methods.

If you use Receivables, use the Banks window to define your internal banks, which you use for receipts, and external banks, which are your customers' banks with which you do business. If you use Receivables only, you do not need to define Payables payment documents.

If you use Payables, use the Banks window to define your internal bank accounts from which you disburse payments. For each internal bank account, you can define payment documents for checks, electronic payments (EFT and EDI), wire transfers, and other payment methods.

You can also enter supplier bank information for your suppliers to which you send electronic payments. If you use Payables only, you do not need to define clearing houses.

If you are using Oracle Cash Management, you need to define a Bank Errors Account, a Bank Charges Account, and a Cash Clearing Account for each bank account you plan on reconciling by using Cash Management. If you use Payables, you can override these accounts for each payment document you define.

## **See Also**

Defining Bank Accounts: page 2 – 73

Defining Multiple Currency Bank Accounts: page 2 – 76

Defining A Foreign Currency Bank Account: page 2 – 77

Banks Window Reference: page 2 – 78

Bank Accounts Window Reference: page 2 – 81

Bank Branch Validation by Country: page 2 – 86

Bank Account Validation by Country: page 2 – 89

Bank Charges: page 2 – 93

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## **Defining Banks**

You can define a bank or a clearing house. Define Banks to record internal banks, where you are the account holder of a receipt and/or disbursement account. If you use Payables, you can define external banks where your suppliers are the account holders. If you use Oracle Receivables, define banks to record external banks where your customers are the account holders of disbursement accounts.

Define Clearing Houses to record banks that process electronic versions of your receipt information which you send to them. These clearing institutions then create copies of your customer receipt information which they forward to each of your remittance banks.

► **To enter a basic bank:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Disbursement – USD."
2. Select Bank as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Save your work.

Proceed with Defining Bank Accounts: page 2 – 73.

► **To enter a clearing house:**

1. In the Banks window, enter all basic bank information: bank name, branch name, bank number, branch number, and address. Use a bank account name that indicates its usage, for example, "Main Clearing – USD."
2. Select Clearing House as the Institution.
3. Optionally enter the EFT (electronic funds transfer) Number.
4. Optionally enter names and information for your bank contacts in the Contact region.
5. Choose the Related Banks button. Enter the bank name and number, and branch name and number for all banks related to the clearing house.
6. Save your work.

Proceed with Defining Bank Accounts: page 2 – 73.

## See Also

Flexible Addresses: page 3 – 53

Bank Branch Validation by Country: page 2 – 86

## Defining Bank Accounts

**Bank Accounts (Vision Operations: USD)**

Bank Name **Merchants Bank** Branch Name **Merchants Bank**

**Bank Accounts**

Name **Standard Checking** Alternate Name

Account Use **Internal** Account Type **Checking**

Number **80162** Check Digits **7**

Currency **USD** Inactive On

Description **Standard Checks and expenses** [ ]

GL Accounts | Account Contact | Account Holder | Receivables Options | More Receivables Options | Payables Options

	GL Account	Description
Cash	01.110.1110.0000.000	Operations.Facilities Resource
Cash Clearing	01.110.1240.0000.000	Operations.Facilities Resource
Bank Charges	01.110.1230.0000.000	Operations.Facilities Resource
Bank Errors	01.110.1230.0000.000	Operations.Facilities Resource
Confirmed Receipts	01.110.1255.0000.000	Operations.Facilities Resource
Future Dated Payment	00.000.2580.2103.000	Balancing.Balance Sheet.Future [

This section includes the following topics:

Defining Internal Bank Accounts: page 2 – 73

Defining Customer Bank Accounts: page 2 – 75

Defining Supplier Bank Accounts: page 2 – 76

Defining Multiple Currency Bank Accounts: page 2 – 76

Defining Foreign Currency Bank Accounts: page 2 – 77

## Defining Internal Bank Accounts

You define internal bank accounts to define bank accounts for which you are the account holder. Oracle Receivables uses internal bank accounts to receive payments from customers. Oracle Payables uses internal bank accounts to disburse funds to suppliers.

## **Prerequisite**

---

- You have installed Oracle Receivables.
- Define custom payment formats for Payables payment documents if you are defining a disbursement bank account. (Optional).

### **► To define a basic bank account for receipts:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number (account numbers must be unique within a bank branch). Optionally enter an Account Type and Description.
3. If you want to use Bank Account validation, enter Check Digits.
4. Select Internal Account Use.
5. In the GL Accounts region, enter a Cash Account.
6. In the Receivables Options region, enter GL Account information for Remitted Receipts, Factored Receipts, and Short Term Debt.
7. In the More Receivables Options region, optionally enter Receipt and Discount GL Account information. See also: *Defining Accounting Flexfield Combinations (Oracle General Ledger User's Guide)*.
8. Optionally enter contact information in the Account Contact region.
9. Save your work.

## **Prerequisite**

---

- You have installed Payables

### **► To define a basic bank account for disbursements:**

1. In the Banks window query an existing Bank.
2. Choose Bank Accounts. Enter the Bank Account Name and Bank Account Number. If you will use this bank for payments you make with the e-Commerce Gateway, enter an Account Type. Optionally enter a Description. The currency defaults from your functional currency.

If you want to use Bank Account validation, enter Check Digits.

3. Select Internal Account Use.
4. In the GL Accounts region, enter the following accounts: Cash, Cash Clearing, Bank Charges, Bank Errors.
5. In the Payables Options region, enter default information for your payment batches. Record whether you allow zero-amount payments.

If you use Automatic Offsets indicate if this is a pooled account.

6. Optionally enter contact information in the Account Contact region.
7. Proceed with Defining and Maintaining Payables Payment Documents in the *Oracle Payables User's Guide*.

## Defining Customer Bank Accounts

If you use Oracle Receivables, you can enter bank account information for your customers. Receivables uses this information when you receive electronic payments from your customers.

► **To define a customer bank account:**

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Optionally enter an Account Type and Description.

If you want to use Bank Account validation, enter Check Digits.

3. Select Customer Account Use.
4. Optionally enter contact information in the Account Contact region.
5. Save your work.

## See Also

Bank Accounts Window Reference: page 2 – 81

Automatic Receipts: page 5 – 186

## Defining Supplier Bank Accounts

You can enter information for bank accounts for which your supplier is the account holder. You then assign these accounts to the supplier and its sites. Payables uses this bank information when you create electronic payments for your suppliers.

### Prerequisite

---

- Define the suppliers and supplier sites that use the bank account to receive electronic payments.

#### ► To define a supplier bank account:

1. In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Enter the EDI ID number only if you have installed Oracle Energy. Optionally enter an Account Type and Description. Optionally change the account currency, which defaults from your functional currency.

If you want to use Bank Account validation, enter Check Digits.

3. Select Supplier as the Account Use.
4. In the Supplier Assignments region list the supplier, and optionally list supplier sites, that use the account to receive electronic payments.
5. Optionally enter account holder information in the Account Holder region.

Optionally enter contact information in the Account Contact region.

6. Save your work.
7. In the Bank Accounts region of the Suppliers and Supplier Sites windows, verify for each supplier and site that all appropriate bank accounts are listed. For suppliers and supplier sites with multiple bank accounts, designate as the primary bank account one bank account per period and per currency.

## Defining Multiple Currency Bank Accounts

A multiple currency bank account is an account that accepts payments in more than one currency. If you define a multiple currency bank account, you should use manual payment reconciliation with it. Oracle

Receivables stores the payment currency you enter when you initiate a Payment Batch, enter a manual payment, or create a Quick payment. The bank file details you receive from a bank will contain the bank account currency. Since the payment and bank account currencies could differ when you use a multiple currency bank account, automatic reconciliation could result in numerous exceptions.

If you define a multiple currency bank account for payments, the currency of the bank account must be the same as your functional currency.

### **Prerequisites**

---

- Enable the Use Multiple Currencies Payables option. (Oracle Payables)
- Enable the currencies you need in the Currencies window. See: Currencies Window (*Oracle General Ledger User Guide*).

► **To define a multiple currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 73.
  - If you are defining a bank account for receipts, in the Receivables Options region, enable the Multiple Currency Receipts option.
  - If you are defining a bank account for disbursements, in the Payables Options region, enable the Multiple Currency Payments option and enter Realized Gain and Realized Loss accounts.

Proceed with Defining and Maintaining Payables Payment Documents in the *Oracle Payables User's Guide*. You can define payment documents that use a payment format with any currency.
2. Save your work.

## **Defining Foreign Currency Bank Accounts**

### **Prerequisites**

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- Enable the Use Multiple Currencies Payables option.
- Enable the currencies you need in the Currencies window. See: Currencies Window (*Oracle General Ledger User Guide or online help*).

► **To define a foreign currency bank account:**

1. Define a basic bank account for receipts or disbursements. See: Defining Bank Accounts: page 2 – 73.
  - If you are defining a bank account for disbursements, in the Payables Options tabbed region, enter Realized Gain and Realized Loss Accounts.  
  
Proceed with Defining and Maintaining Payables Payment Documents in the *Oracle Payables User's Guide*. Choose a payment document that uses a payment format with the same foreign currency as the bank account.
2. Save your work.

## See Also

Bank Accounts Window Reference: page 2 – 81

Bank Account Validation by Country: page 2 – 89

Foreign Currency Transactions: page 6 – 31

Entering Flexible Addresses: page 3 – 72

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## Banks Window Reference

### Bank region

**Name.** The name of the bank.

**Alternate Name.** You can enter an alternate name for your bank if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

**Number.** Identification number of the bank. The system uses this information to identify the bank in payment formats that use electronic payment methods. The combination of Bank Number and Branch Number must be unique.

## Bank Branch Region

**Name.** The name of the bank branch.

**Alternate Name.** You can enter an alternate name for your bank branch if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

**Number.** The number of the bank branch. Oracle Receivables uses this information to identify the bank branch in payment formats using electronic payment methods, in creating positive pay files, and when laser printing the MICR line on checks. If you are using positive pay to notify this bank of payments, you must accurately enter the American Bank Association 9 digit transit routing code in this field if this is a U.S. based bank. The combination of Branch Number and Bank Account Number must be unique within a bank.

**Type.** The banking organization to which this branch belongs. You must enter a value in this field if you will use this bank for payments with Oracle e-Commerce Gateway.

## Remaining Bank Branch Information

**Institution.** Enter either Bank or Clearing House to indicate what type of bank branch you are defining.

- **Bank.** Bank in which you have a disbursement and/or receipt account. Or bank in which your customer has a disbursement account, or your supplier has a receipt account.
- **Clearing House.** Bank that processes a magnetic tape of your receipt information which you send to it. The clearing institution then creates tapes of your customer receipt information which it forwards to each of your remittance banks.

**Description.** A description (up to 240 characters) of the bank or bank branch.

**Inactive On.** If you enter an Inactive On date, during transaction entry, after this date the bank's accounts will no longer appear on any lists of values in Payables, and you will not be able to enter the bank accounts when you enter transactions.

**EDI ID Number.** This field is used only by Oracle Energy, if you have installed it. If you have not installed Oracle Energy, leave this field blank.

**EDI Location.** The Electronic Data Interchange (EDI) location code for this bank. For more information, see: *Oracle e-Commerce Gateway User Guide*.

**EFT Number.** Your company's EFT (electronic funds transfer) user number. This number is used to identify your company on any EFT transmissions with the bank.

[ ] Use the global descriptive flexfield if your installation uses country-specific functionality. Refer to your country-specific documentation for information on any information you enter here.

## Address Region of Banks Window

Enter address information for your bank account in this region.

**Alternate Address.** You can enter an alternate address for your bank branch if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Address field will not appear.

## Contact Region of Banks Window

Enter information for person you use as a contact at the bank branch. You can enter additional contacts in the Account Contact region of the Bank Accounts window.

**Prefix.** The prefix (Mr., Ms., etc.) of the contact.

## Clearing House Region of the Banks Window

**Clearing House.** The name of the clearing house institution that you want to assign to this remittance bank branch. Clearing houses process an electronic version of your receipt information which you send to them. These clearing institutions then create a file of your customer receipt information which they forward to each related remittance bank.

**Branch.** Enter the branch of the clearing house institution that you want to assign to this remittance bank branch. Oracle Receivables requires that you define your bank branches that have an Institution Type of Clearing House before you define your bank branches with an Institution Type of Bank. You can assign clearing houses to your bank branches.

## Clearing House Programs Region of the Banks Window

This region is only available if you are entering or reviewing information for a Clearing House.

**Print Program.** The printing program to assign to this remittance bank branch. Oracle Receivables uses this program to format the listing of remitted receipts for this bank branch. Receivables provides one standard remittance printing program. If you need a different remittance printing format, you need to copy then modify the standard program that Receivables provides.

**Transmission Program.** The name of the transmission program to assign to this bank branch. Receivables uses the transmission programs that you define to format your automatic remittances for this remittance bank branch.

---

## Bank Accounts Window Reference

**Name.** The name you use to refer to the bank account. You may want to use a name that indicates the usage of the bank account.

**Alternate Name.** You can enter an alternate name for your bank account if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, the Alternate Name field will not appear.

**Number.** The bank account identification number. The combination of Bank Account Number and Bank Branch Number must be unique within each bank.

**Account Type.** Type of your bank account. For example, Electronic.

**Account Use.** Indicate the account holder of this account.

- **Internal.** Your company or organization is the account holder of this account.
- **Customer.** Your customer is the account holder of this account. You record Customer Accounts to facilitate funds transfer between the Customer Bank Account and your internal bank account.
- **Supplier.** (Oracle Payables) Your supplier is the account holder of this account. You record Supplier Accounts so you can pay your suppliers electronically.

**Check Digits.** The value used to validate the authenticity of your bank account number according to country specific bank account validation requirements. This value is provided by your financial institution.

**Currency.** Currency for a bank account. The default value is your functional currency.

**Inactive On.** On and after this date, during transaction entry, the bank's account will no longer appear on any lists of values in Payables, and you will not be able to enter the bank account.

**Description.** Description of the Bank Account. For your reference only.

[ ] Use the global descriptive flexfield if your installation uses country-specific functionality. Refer to your country-specific documentation for information on any information you enter here.

## **Account Holder Region of the Bank Accounts Window**

**Account Holder.** Name of the person or organization within your organization who is responsible for this account (optional).

**Alternate Account Holder.** You can enter an alternate name for your bank account holder if you enable the AP: Enter Alternate Fields profile option. If you do not enable this option, this field will not appear.

**EFT Requester ID.** Numeric designation of the organization or person that is responsible for generating this account's electronic payments (optional). This number is assigned by the bank.

## **Supplier Assignments Region of the Bank Accounts Window (Oracle Payables)**

If you choose Supplier as the Bank Account type, you can use this region to assign supplier bank accounts to a supplier and the supplier's sites. Entering information in this region will update the Bank Accounts region of the Suppliers and Supplier Sites windows.

**Name.** Name of supplier that uses this bank branch to receive electronic payments. If you enter a supplier without specifying a site, Payables defaults the bank account to any new sites you enter for the supplier, but not to existing sites.

**Number.** Supplier number of the supplier that uses this bank branch to receive electronic payments.

**Site.** Supplier site of a supplier that uses this bank branch.

**Effective Dates From/To.** Enter dates if you want to limit the time during which this supplier site uses this bank account as the primary bank account for receiving electronic payments in the bank account currency.

**Primary.** Enable this check box to make this the default bank account for a supplier or site for receiving electronic payments in the bank account currency. For each supplier and supplier site that has bank account assignments, you must designate exactly one bank account per currency as the primary bank account.

## GL Accounts Region of the Bank Accounts Window

**Cash.** Enter the cash account you are associating with a bank account. This account must be an asset account.

**Cash Clearing.** If you set up Oracle Receivables to account for payments at clearing time, enter the cash clearing account you are associating with a bank account. When you create accounting entries for your unreconciled invoice payments, you credit your cash clearing account using this account. After you reconcile your invoice payments using Oracle Cash Management, when you create accounting entries for the cleared payments, you debit this cash clearing account and credit this bank account's cash account. The account you enter here defaults to the Cash Clearing Account field in the GL Accounts region of the Payment Documents window.

If you are using future dated payment methods, enter the clearing account you are associating with a payment document. When you pay an invoice with a payment document that uses a Manual Future Dated or Future Dated payment method and post payments within Payables, Receivables automatically debits your liability account and credits this account. When you clear this payment using automatic or manual reconciliation within Oracle Receivables or Oracle Cash Management then post payments within Payables, Receivables debits this cash clearing account and credits this bank account's cash account.

**Bank Charges.** If you are using Oracle Cash Management to reconcile your payments, enter the bank charges account you are associating with a bank account. After you reconcile your invoice payments, using Oracle Cash Management, Oracle Receivables accounting entries to record your bank charges using this account. The account you enter

here defaults to the Bank Charges account field in the GL Accounts region of the Payment Documents window.

**Bank Errors:** The bank errors account to associate with this bank account. When you reconcile your invoice payment using Oracle Cash Management, Receivables creates accounting entries to record any bank errors using this account. The account you enter here defaults to the Bank Errors account field in the GL Accounts region of the Payment Documents window.

**Confirmed Receipts.** If you use Automatic Receipts in Receivables and are required to send receipt information to your customer before applying the receipt, the receivable is maintained in the Accounts Receivable account until it is confirmed by the customer. Upon confirmation, it is reversed from the Accounts Receivable account and placed into the Confirmed Receipts account. If you are not required to send receipt information to your customer, the receivable is automatically reversed from Accounts Receivable and placed into Confirmed Receipts.

**Future Dated Payment.** If you will use this bank account to disburse future dated payments, enter the default value for the future dated payment account. This value will default to payment documents you enter for this bank account. When Payables accounts for future dated payments, it uses the future dated payment account from either the payment document or supplier site, depending on how the Use Future Dated Payment Account Payables option is set.

## **Payables Options Region of the Bank Accounts Window (Oracle Payables)**

You cannot enter Payables Options information for Supplier bank accounts.

**Maximum Outlay.** The largest currency outlay that you allow for a payment batch for this bank account. If the total outlay of a payment batch exceeds the maximum outlay for the payment batch, Oracle Receivables displays a warning, but allows you to continue processing the payment batch. The Maximum Outlay for a bank account defaults from the Payables Options window. When you initiate a payment batch using the bank account, Oracle Receivables uses the bank account's Maximum Outlay as a default. You can override this default.

**Maximum Payment.** The largest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank

account, Oracle Receivables uses the bank account's Maximum Payment as a default. You can override this default.

**Minimum Payment.** The lowest payment amount that you allow in a payment batch. When you initiate a payment batch using the bank account, Oracle Receivables uses the bank account's Minimum Payment as a default. You can override this default.

**Realized Gain.** If the bank account is a foreign currency or multiple currency account, enter the account you want Oracle Receivables to use when creating accounting entries for realized exchange rate gains on foreign currency payments. If you use Payables, the default for this field is the Realized Gain Account you define in the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

**Realized Loss.** If the bank account is a foreign currency or multiple currency account, enter the account you want Oracle Receivables to use when creating accounting entries for realized exchange rate losses on foreign currency payments. If you use Payables, the default account is the Realized Loss Account from the Payables Options window. If you are not using multiple currencies, you can leave this field blank.

**Multiple Currency Payments.** If you have enabled the Use Multiple Currencies Payables option and you want to use this bank account to pay invoices entered in multiple currencies, enable this option.

**Allow Zero Payments.** If you will allow zero-amount payments from this bank account, enable this option.

**Pooled Account.** If you use Automatic Offsets and you want to associate multiple companies with this bank account, then enable this option. When you enable the Automatic Offsets Payables option, Payables creates one offsetting liability distribution for each invoice distribution. If you then pay the invoice from a pooled bank account, then which Payables accounts for the invoice payment, Payables creates one corresponding cash accounting entry for each liability distribution. In addition, Payables builds the cash account based on the Cash Account defined for the bank account, and on the account segments of the liability lines.

If you do not use a pooled account, then when Payables accounts for the payment, it creates a single accounting entry for the Cash account, and uses the Cash Account that is defined for the bank account without modifying any account segments.

## Account Contact Region of the Bank Accounts Window

**Prefix.** The prefix (Mr., Ms., etc.) of the contact.

### Buttons

**Payables Documents.** Navigates to the Payment Documents window. This button is disabled if the bank account Use is Supplier.

**Bank Codes.** Navigates to the Bank Transaction Codes window. See: Bank Transaction Codes, *Oracle Cash Management User Guide*.

This document includes the following topics:

- Bank Account Validation by Country: page 2 – 86
- Bank Account Validation by Country: page 2 – 89

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## Bank Branch Validation by Country

Oracle Receivables provides country specific validation of your bank branch information for bank branches in your "home country" and displays a warning if you enter invalid bank information. In Payables, you define your "home country" in the Member State field of the VAT Information region of the Financials Options window. In Receivables, you define your "home country" in the Default Country field of the Miscellaneous region of the System Options window.

If the Country you enter in the Banks window is different from your "home country," Oracle Receivables performs the default, minimum validation. The default validation checks the data type and maximum length of bank name, branch name and institution type. All banks within Oracle Receivables have the institution type of Bank, and it is not displayed on the window.

The following are the country specific validation rules for your bank branch information. If your country is not listed separately, the default minimum validation will be used.

**Bank Branch Validation by Country**

**Default (minimum)**

<b>Required Fields</b>	<b>Accepted Data Type</b>	<b>Maximum Length</b>	<b>Padded with Leading Zeros?</b>
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	

**Austria**

<b>Required Fields</b>	<b>Accepted Data Type</b>	<b>Maximum Length</b>	<b>Padded with Leading Zeros?</b>
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Branch Number	numeric	5	

**France**

<b>Required Fields</b>	<b>Accepted Data Type</b>	<b>Maximum Length</b>	<b>Padded with Leading Zeros?</b>
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	5	yes
Branch Number	numeric	5	yes

**Spain**

<b>Required Fields</b>	<b>Accepted Data Type</b>	<b>Maximum Length</b>	<b>Padded with Leading Zeros?</b>
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	yes

**Table 2 – 7 (Page 1 of 2)**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Branch Number	numeric	4	yes

**Brazil**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	3	yes
Branch Number	numeric	6	yes

**Portugal**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Name	alphanumeric	30	
Branch Name	alphanumeric	30	
Institution Type	value set	30	
Bank Number	numeric	4	
Branch Number	numeric	4	

**Table 2 - 7 (Page 2 of 2)**

► **To set up your system for bank branch validation:**

1. Define the Default Country profile option. See: Overview of Oracle Receivables Profile Options: page A - 4.
2. Define Countries and Territories and assign VAT Member State codes in the Countries and Territories window. See: Countries and Territories: page 2 - 237
3. Enter your VAT member state code in the Financials Options window.
4. Save your work.

Payables performs the validation when you save bank branch information.

## See Also

Setting User Profile Options (*Oracle Applications System Administrator's Guide*)

---

### Bank Account Validation by Country

Oracle Receivables provides country specific validation of your bank account information for bank branches in your "home country". Payables displays a warning if you enter invalid information. In Payables, you define your "home country" in the Member State field of the VAT Information region of the Financials Options window. In Receivables, you define your "home country" in the Default Country field of the Miscellaneous region of the System Options window. If the Country you enter in the Banks window is different from your "home country," Oracle Receivables performs the default, minimum validation. The default validation checks the data type and maximum length of the bank account name, account, and currency code.

The following are the country specific validation rules for your bank account information. If your country is not listed separately, the default minimum validation will be used.

Bank Account Validation by Country			
Default (minimum)			
Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	
Belgium			
Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	

Table 2 – 8 (Page 1 of 3)

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Currency Code	value set	15	

**France**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

**Finland**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	14	
Currency Code	value set	15	

**Netherlands**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	alphanumeric	30	
Currency Code	value set	15	

**Norway**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	
Currency Code	value set	15	

**Table 2 – 8 (Page 2 of 3)**

**Portugal**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

**Spain**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	10	yes
Currency Code	value set	15	
Check Digit	numeric	2	yes

**Austria**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	11	yes
Currency Code	value set	15	

**Denmark**

Required Fields	Accepted Data Type	Maximum Length	Padded with Leading Zeros?
Bank Account Name	alphanumeric	25	
Bank Account Number	numeric	10	
Currency Code	value set	15	

**Table 2 – 8 (Page 3 of 3)**

► **To set up your system for bank account validation:**

1. Define the Default Country profile option.

2. Define Countries and Territories and assign VAT Member State codes in the Countries and Territories window.
3. Enter your VAT member state code in the Financials Options window.
4. When you define the bank accounts, optionally enter Check Digits.
5. Save your work.  
Payables performs the validation when you save bank account information.

## See Also

Payables Options (*Oracle Payables User's Guide*)

Setting User Profile Options (*Oracle Applications System Administrator's Guide*)

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## Bank Charges

Use the Bank Charges window to specify charges associated with transferring money between banks. If you use Payables you specify charges between your remittance banks and your suppliers' banks. If you use Receivables you specify charges between your customers' banks and your banks. You can define charges:

- from a single bank to a single bank
- from a single bank to all banks (i.e., to all banks including the transferring bank)
- from a single bank to all other banks (i.e., to all banks except the transferring bank)
- from all banks to a single bank
- from all banks to all banks

Any time you specify a single bank, you have the choice of selecting a particular branch of that bank or all branches.

Payables and Receivables users use this window. If you use both of these products, bank charges information you enter is shared between the products.

Different countries have different guidelines for using Bank Charges. If you use this feature, refer to your country-specific documentation to see how you should use this feature:

- Japan: Bank Charges (*Oracle Financials for Japan User Guide*)

---

## Bank Transaction Codes

If you want to load electronic bank statements or use Cash Management's AutoReconciliation feature, you must define, for each account and bank, the transaction codes that your bank uses to identify different types of transactions on its statements. You should define a bank transaction code for each code that you expect to receive from your bank.

For detailed information on this window see: Bank Transaction Codes (*Oracle Cash Management User Guide*).

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## Collectors

Receivables lets you define collectors and assign them to a profile class or to a customer's credit profile class. When you assign a collector to a profile class, that collector becomes the collector for all customers assigned that profile class. You can modify collector assignments for your customers in the Customers window and for your profile classes in the Customer Profile Classes window.

You can also print collector names and telephone numbers on dunning letters you send to your customers for past due items. Receivables displays active collectors and their descriptions as list of values choices in the Customers, Customer Profile Classes, and Customer Calls windows. Receivables does not display inactive collectors in the list of values for these windows.

You can make an existing collector inactive by unchecking the Active check box and then saving your work. If the collector you want to make inactive is associated with an active customer, Receivables displays a warning message.

► **To define a collector:**

1. Navigate to the Collectors window.
2. Enter a Name and Description for this collector. For example, enter the collector's first name in the Name field and full name in the Description field.
3. Enter a Correspondence Name and Telephone Number for this collector (optional). This information appears on your dunning letters if you enter it when formatting your dunning letters. See: *Formatting Dunning Letters*: page 2 – 112.
4. If you use the Credit Memo Request Approval workflow, enter the collector's employee name or select it from the list of values. Receivables uses this information to ensure that the collector is also an employee and therefore can receive workflow notifications.
5. Save your work.

## **See Also**

Entering Customers: page 3 – 4

Defining Customer Profile Classes: page 3 – 42

Collections by Collector Report: page 9 – 57

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## Distribution Sets

Define distribution sets to account for your non-invoice related receipts. These receipts can include refunds, revenue from the sale of stock, as well as interest and investment income. Receipts that are not related to an invoice are known as Miscellaneous Transactions in Receivables.

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

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

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

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

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### Prerequisites

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

► **To define a distribution set:**

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

## **See Also**

Entering Miscellaneous Transactions: page 5 – 50

Miscellaneous Transactions Report: page 9 – 121

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# Implementing Document Sequences

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

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

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

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## Automatic and Manual Sequences

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

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

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## Assign Sequences to Every Transaction

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

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

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## Partial Sequencing

You can choose to enter document numbers for every transaction or for selected categories of transactions. You can also assign these numbers either manually or automatically.

## **Document Categories**

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When you define a new payment method or transaction type, or define Receivables activities of type Adjustment or Finance Charge, Receivables automatically creates a corresponding document category with the same name. Document categories store the sequence numbers assigned to your transactions to ensure that they are unique within each document type (for example, receipts, transactions, and adjustments).

## **Use Document Number as Transaction Number**

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You can control whether the document number and transaction number are the same for manually entered or imported transactions assigned to a specific batch source. The transaction batch source option 'Copy Document Number to Transaction Number' determines whether these attributes are always the same or if they are assigned different values.

## **Gapless Document Numbering**

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If the document sequence type for your application is set to Gapless, you can ensure that your transaction numbers are also gapless. This ensures that transaction numbers are sequential and that there are no "missing" numbers.

To generate gapless transaction numbers, check the Copy Document Number to Transaction Number box when defining your transaction batch sources. Then, when you create transactions, Receivables always assigns the same value to both the document number and the transaction number. See: Transaction Batch Sources: page 2 – 239.

## **See Also**

Overview of Document Sequencing: page 2 – 101

Setting Up Document Sequences: page 2 – 103

Sample Implementation: page 2 – 107

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

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## Overview of Document Sequencing

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

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

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

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

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

The first category are transactions that are generated by the system to perform an adjustment or reversal. For example, when you delete a receipt application that has a chargeback applied to it, Receivables will reverse out the chargeback. To do this, Receivables creates a new transaction to zero out the original. These transactions are used to ensure the correct accounting entries are made for the adjustments and reversals you create. Receivables assigns document numbers to these items to ensure that every transaction in the system has a unique document number.

The second category consists of the following programs that assign document numbers to the transactions they create:

- AutoInvoice
- AutoLockbox

- Automatic Adjustments
- Automatic Receipts

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

- Account Details
- Transactions

## **See Also**

Setting Up Document Sequences: page 2 – 103

Sample Implementation: page 2 – 107

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

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## Setting Up Document Sequences

To ensure that the document sequence feature works correctly, perform the following steps in the order listed.

Use the System Administrator responsibility to access all windows listed in this section.

**Note:** During an upgrade, Receivables automatically creates categories for each payment method, transaction type, adjustment, and finance charge activity you have defined. When installing Oracle Receivables for the first time, the system creates categories for each seeded adjustment activity and transaction type.

### Step 1 **Enable Sequential Numbering Profile Option**

---

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

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

Valid profile option values are:

- Not Used

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

- Always Used

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

- Partially Used

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



**Attention:** The Receivables Automatic Receipts feature uses document sequences when creating receipts. Consequently, if

you are using this feature you must set this profile option to either 'Partially Used' or 'Always Used.'

## **Step 2** Define Document Number Generation Profile Option

The profile option AR: Document Number Generation Level lets you determine when Receivables generates a document number for your transactions. You can choose to generate a document number when the transaction is committed, or when the transaction is completed. The default value is 'When the transaction is committed.'

## **Step 3** Choose whether Document Number is same as Transaction Number

When you create or import transactions, the transaction batch source determines whether Receivables automatically generates the batch and transaction numbers or if you need to enter these numbers manually. The transaction batch source also determines whether Receivables uses the same number for both the document and the transaction number.

**Note:** If your application uses Gapless document sequencing, this option ensures that your transaction numbers are also gapless.

To ensure that the document number and transaction number are the same for transactions for a batch source, perform the following:

1. Navigate to the Transaction Sources window.
2. Enter or query the transaction source. See: Transaction Batch Sources: page 2 – 239.
3. Check the Copy Document Number to Transaction Number box.
4. Save your work.



**Attention:** If the Copy Document Number to Transaction Number option is set to Yes, it is possible to have more than one transaction with the same transaction number and batch source in Receivables. However, the document number and transaction number are always unique for a transaction type.

## **Step 4** Define Sequences

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

It is not necessary to define a different sequence for each transaction that you enter. You may decide, for example, to have just three

sequences set up, one for invoices, one for receipts, and one for adjustments. Alternatively, you may want to assign a different sequence to each transaction type, payment method, and adjustment activity.

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

- Adjustment Reversals
- Automatic Adjustments
- Automatic Receipts
- Chargeback Adjustments
- Chargeback Reversals
- Credit Card Payments
- Commitment Adjustments
- Finance Charge Adjustments
- LockBox Receipts

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

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

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



**Suggestion:** If you are using AutoInvoice, you can manually enter sequential numbers in the AutoInvoice interface tables. However, Receivables automatically assigns sequence numbers to the transactions you import if you use an automatic sequence type for these transactions.

## **Step 5** Assign Sequences to Categories

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

- Application
- Document Category
- Range of Transaction Dates

When you define a new payment method or transaction type or define a Receivables Activity of type Adjustment or Finance Charge, Receivables automatically creates a corresponding document category with the same name.

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

**Note:** You can assign the same sequence to one or more document flexfield combinations, but all of the categories in the flexfield must point to the same application table.

For more information, see: *Assigning a Document Sequence in the Oracle Applications System Administrator's Guide*.

## **Step 6** Implement Document Sequences in Oracle General Ledger

---

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

Receivables posts to the following General Ledger journal categories:

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

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

**See Also**

Sample Implementation: page 2 – 107

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**Sample Implementation**

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

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

**Table 2 – 9 (Page 1 of 2)**

Sequence Name	Sequence Type	Document Category
Automatic Adjustment	Automatic	Each Finance Charge Activity
Manual Adjustment	Automatic/Manual	Each Manual Adjustment Activity

**Table 2 – 9 (Page 2 of 2)**

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

## Solving Problems

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

- No assignment exists for this set of parameters.  
You must create an assignment for the document category associated with the transaction you are entering. This is done in the Sequence Assignments window (use the System Administrator responsibility).
- Sequential Numbering is always used and there is no assignment for this set of parameters.  
You must create an assignment for the document category associated with the transaction you are entering.
- The assigned sequence is inactive.  
The date of the transaction does not fall within the effective dates of the sequence assignment.
- The manual sequence value passed is not unique.  
Enter a unique document number for the transaction.

## **See Also**

Entering Transactions: page 6 – 2

Implementing Document Sequences: page 2 – 99

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## Dunning Letters

Receivables lets you create dunning letters using two different methods. You can use one of the ten dunning letters that Receivables provides, or create your own, custom dunning letters in the Dunning Letters window.

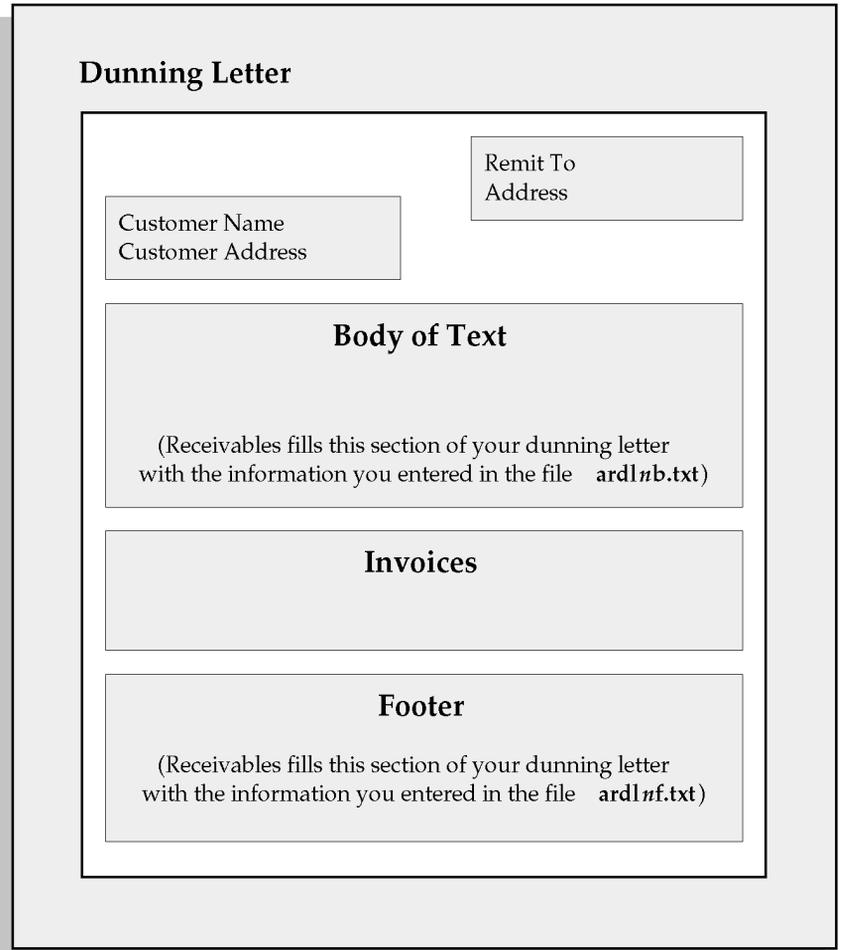
The ten dunning letters that Receivables provides include text files that you can customize to suit your dunning needs. Each of these letters (entitled USER1 – 10) include two flat files: one for the body of your dunning letter text and the other for footer information. These files reside in the Receivables \$AR\_TOP/reports directory. For example, the dunning letter USER1 has a body file of *ardl1b.txt* and a footer file of *ardl1f.txt*. The 'b' and the 'f' identify these files as body and footer files, respectively. See: Dunning Letters Format Files: page 2 – 112.

You can also use the Dunning Letters window to create the body and footer text of your dunning letters. You can create as many dunning letters as you need using this window. See: Creating Dunning Letters: page 2 – 114.

Oracle Reports generates the final output of your dunning letters by combining the body text and footer sections that you create with the Invoice section information that Receivables provides.

The diagram below shows the format Receivables uses for your dunning letters.

**Figure 2 - 2 Standard Dunning Letter Format**



The Invoices section lists the currency, interest rate, and all of the invoices in this currency that are past due for a customer or site. Receivables groups past due invoices using the dunning amount and dunning invoice amount limits you defined for each currency in the customer or customer site profile associated with these invoices. This section also includes the dunning level (if using Staged Dunning), invoice number, transaction date, due date, number of days late, original amount, and balance due of each invoice selected for dunning.

## See Also

Creating Dunning Letters: page 2 – 114

Dunning Letter Sets: page 2 – 116

Printing Dunning Letters: page 4 – 53

Using Dunning Letters: page 4 – 37

Defining Dunning Profiles for Customer and Customer Sites: page 4 – 40

How Receivables Selects Items for Dunning: page 4 – 42

Dunning Letters – Preliminary Report: page 9 – 94

Dunning Letter Generate Report: page 9 – 97

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## Dunning Letters Format Files

Receivables uses ten body text files and ten footer files to store the template for your ten user-definable dunning letters. These files reside in the \$AR\_TOP/reports directory and are named ardl*nt*, when *n* is a number from 1 to 10, and *t* is either "b" or "f" (for 'body' and 'footer', respectively).

You can also create your own, custom dunning letters in the Dunning Letters window. See: Creating Dunning Letters: page 2 – 114.

### Substitution Variables and Tokens

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Embed field variables in your body text and footers using &\_field. Receivables supports the following field variables:

&F\_collector\_name: Collector Name

&F\_collector\_telephone: Telephone Number of Collector

&F\_customer\_name: Customer Name

&F\_customer\_number: Customer Number

For example, the text "Dear &F\_customer\_name" expands to "Dear ACME Pharmaceuticals" when you print your dunning letters for this customer.



**Attention:** You can use these variables in both the letters that Receivables provides and in the letters that you create in the Dunning Letters window. However, when you use these variables in the templates USER1 – USER10, you must enter them as shown above (i.e. initial capital letter followed by all lowercase letters). When you use these variables within the text of your custom dunning letters, you must enter them using *all uppercase* letters.

### **Paragraph Formatting and Indentation**

---

Enter each paragraph in your body and footer text files as a continual line. Enter a hard carriage return to mark the end of a paragraph. You can also use hard carriage returns to mark spacing between lines. To indent text, enter a hard carriage return after each line and use the space bar to indent the lines you want to start further in from the left margin.

**Note:** This formatting information only applies when you are using the templates USER1 – USER10 to create your dunning letters. If you are creating dunning letters in the Dunning Letters window, see 'To create a custom dunning letter' in: Creating Dunning Letters: page 2 – 114.

### **See Also**

Creating Dunning Letters: page 2 – 114

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## Creating Dunning Letters

When creating dunning letters, you can either use one of the template letters that Receivables provides or create your own, custom letter. To use one of the template letters (USER1 – USER10), use a text editor to edit the body and footer text files that Receivables provides. To create a custom letter, use the Dunning Letters window.

When you create custom dunning letters, Receivables automatically numbers each paragraph by increments of ten to let you insert new text later. You can add new or update existing text for a custom dunning letter at any time. You can create as many custom dunning letters as you need.

**Note:** If you have Multi Lingual Support (MLS), you can define dunning letters in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

► **To create a dunning letter using one of the templates that Receivables provides:**

1. Open the body or footer text file, using your choice of text editor. For example, to enter body text for the dunning letter USER1, open the file \$AR\_TOP/reports/ardl1b.txt.
2. Enter text and embed field variables to create the text of your dunning letter. See: Dunning Letters Format Files: page 2 – 112.
3. Save your text file in the reports directory.
4. To review your new dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters: page 4 – 53.

► **To create a custom dunning letter:**

1. Navigate to the Dunning Letters window.
2. Enter a Name for this letter.
3. Enter a Description of this dunning letter (optional).
4. Place your cursor in the first row, then enter the header text for this letter (optional).

**Note:** Rows that you leave blank in the Dunning Letters window appear as blank spaces when you print your dunning letters.

5. Place your cursor in another row, then enter the body text for this letter. You can enter up to 4000 characters. You do not have to enter hard returns; Receivables automatically wraps the text of your letter to the next line when you print your letter.



**Attention:** You can use either regular text or substitution variables when entering customer or collector information. However, if you use substitution variables, be sure that you enter them using all *uppercase* characters. See: Dunning Letters Format Files: page 2 – 112.

6. To include your customer's invoice information in your letter, place your cursor in a blank row, then enter '&invoice'.
7. Enter any footer text as required (optional).
8. When you are satisfied with the text of this letter, save your work.

To review your new, custom dunning letter, submit the Sample Dunning Letter Print program for this letter using the Dunning Letters window. See: Printing Dunning Letters: page 4 – 53.

## See Also

Printing Dunning Letters: page 4 – 53

Dunning Letters: page 2 – 110

Creating Dunning Letter Sets: page 2 – 116

Using Dunning Letters: page 4 – 37

## Creating Dunning Letter Sets

Name   Active

Description

Resend Last Letter  Use Grace Days

Dun Disputed Items  Finance Charges

Include Unapplied Receipts  Finance Charges on Disputed Items

Send Letters in Sequence  Days Overdue  Staged Dunning [ ]

**Letter Sequence**

Letter Name	From	To	Include Current	Invoice Copies
STANDARD1	10	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STANDARD2	21	50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STANDARD3	51	9999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Receivables provides a dunning letter set entitled 'STANDARD.' This set includes three dunning letters, entitled STANDARD1 – 3, which are of increasing severity. You can use this dunning letter set or define your own using different dunning letters and dunning letter parameters. See: Dunning Letters: page 2 – 110.

Use Oracle Reports to update the content of these letters before you assign them to your dunning letter sets. You can then assign these sets to your customer and site level profiles.

If you choose to inactivate a dunning letter that you have already assigned to a dunning letter set, Receivables displays a warning message.

### Prerequisites

- Define your dunning letters: page 2 – 110

► **To define a dunning letter set:**

1. Navigate to the Dunning Letter Sets window.
2. Enter the Name and a Description for this dunning letter set.
3. To resend the last letter that was sent within this dunning letter set, check the Resend Last Letter box. If you also check the Send Letters in Sequence box for a dunning letter set, Receivables will only resend a letter if the past due date range has not been exceeded. For example, you already sent the second dunning letter in the set, but you submit dunning letters again before the third dunning letter is due. If both the Send Letters in Sequence and Resend Last Letter boxes are checked, Receivables will only resend the second letter in the set.

**Note:** If Resend Last Letter is Yes but Send Letters in Sequence is No, the Dunning Letter Generate program will select the dunning letter with a Days Past Due range that includes the number of days that the oldest outstanding debit item is past due. In this case, a customer may receive the same dunning letter twice.



- Attention:** If the dunning method for this dunning letter set is Staged Dunning (see step 9), do not check the Resend Last Letter box. If this box is checked and the dunning method is Staged Dunning, Receivables does not increment the dunning level of past due items included in this submission (because the last letter is resent).
4. To take into account the receipt grace days you specified for the customer or customer site profile to which you will assign this set, check the Use Grace Days box. Grace days help to determine which customers and sites are selected for your dunning submissions and which letters they will receive. See: Defining Dunning Profiles for Customer and Customer Sites: page 4 – 40.
  5. To include items that have been placed in dispute in all letters within this set, check the Dun Disputed Items box. You can place items in dispute in the Customer Calls and Transactions windows. Receivables also places a debit item in dispute when there are pending adjustments against it.
  6. To include finance charges for all dunning letters within this set, check the Finance Charges box. To also calculate finance charges on items in dispute, check the Finance Charges on Disputed Items box. Receivables uses the values you specify for finance charges in your customer and site profiles to calculate the total amount of finance charges displayed on the Invoices section of your dunning

letters for each currency of past due items. See: Calculating Finance Charges When Printing Dunning Letters: page 2 – 120.

7. To include On–Account and Unapplied receipts in this set, check the Include Unapplied Receipts box. If you include these receipts, Receivables groups them together with the past due invoices in the same currency to show the net balance in that currency for a customer or site.

**Note:** Checking the Include Unapplied Receipts box only affects whether these receipts are actually printed on your dunning letters. Unapplied and on–account receipts are always included before finance charges are calculated.

8. To maintain the order in which Receivables sends letters in this set, check the Send Letters in Sequence box. Sequencing lets you control and incrementally increase the severity of your dunning letters. If you check this box, Receivables ignores the value of the Resend Last Letter check box.



**Attention:** If both the Send Letters in Sequence and Resend Last Letter check boxes for this dunning letter set are *not* checked, the Dunning Letter Generate program will not select and generate a dunning letter that has already been sent to this customer unless the one of the following is true:

- A new debit item exists for this customer that is past due for a number of days which falls within the Days Past Due range of a dunning letter that was previously sent, and this item was not included in that letter.

or

- A past due invoice was included in the previous letter, even though it did not fall into that letter’s date range. The previous letter may be resent if the invoice is still open and falls into the current letter’s date range.

9. Choose the dunning method for this dunning letter set. Choose Days Overdue for the standard dunning method in which each letter is based on the number of days outstanding items are past due. Choose Staged Dunning increase the dunning level of past due items based on the last time a dunning letter was sent to this customer. See: How Receivables Selects Items for Dunning: page 4 – 42.
10. Enter the dunning Letter Name to include in this set.
11. If you chose the Days Overdue dunning method, enter the minimum number of Days Past Due From (less receipt grace days)

that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on-account payment must be to receive this dunning letter.

In the Days Past Due To field, enter the maximum number of days past due (less receipt grace days) that a customer's oldest invoice, debit memo, credit memo, chargeback and unapplied and on-account payment must be to receive this dunning letter. Enter '999999' for the last letter in this dunning letter set to ensure that customers to whom you assign this dunning letter set always receive dunning letters for their oldest outstanding debit items. See: Specifying a Days Past Due Range: page 4 – 38.

12. If you chose the Staged Dunning method, enter a number in the Dunning Level From field to indicate the minimum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

Enter a number in the Dunning Level To field to indicate the maximum dunning level that a customer's oldest invoice, debit memo, or chargeback must be assigned to receive this dunning letter.

Enter the minimum number of days (Min Days) that must pass before Receivables will increment an item to the next dunning level. For example, if an item is assigned a dunning level of 2 on March 1 and you set this field to 15 for dunning level 3, Receivables will not increment the dunning level for this debit item to level 3 until March 16, even if the dunning letter generate program is run before that date.



**Suggestion:** If you set the Dunning Level From-To range to the same number for each letter, the dunning levels for your customer's past due items will correspond to the number of times they have been selected for dunning. For example, if the Dunning Level range for the third dunning letter in your set is From 3 To 3, only past due items that have been selected for dunning three times will appear in that letter.

13. To include all of this customer's debit items that are not yet due in this dunning letter, check the Include Current box. Receivables determines that a debit item is not yet due if its due date is later than the As of Dunning Date that you specify for your dunning submission. Receivables displays the number of Days Late as a negative number for items that are not yet due.
14. To send copies of the invoices that this dunning letter includes with this dunning letter, check the Invoice Copies box.

15. Repeat steps 10 through 14 for each dunning letter to add to this set. The order in which your letters appear in the Letter Name region determines the sequence in which they will be sent.
16. Save your work.

## **See Also**

Printing Dunning Letters: page 4 – 53

Customer Profile Classes: page 3 – 42

Defining Dunning Profiles for Customers and Customer Sites: page 4 – 40

## **Calculating Finance Charges When Printing Dunning Letters**

If you check the Finance Charges box for a customer's dunning letter set that your dunning submission includes, this customer's dunning letters will display finance charges on past due items. You can also assess finance charges on a customer's past due items that are in dispute by checking the Finance Charges on Disputed Items box for a dunning letter set.

The sum of finance charges on past due items in a particular currency appear on a dunning letter after the subtotal of the balance due for all of the past due debit items in this currency.

If the Finance Charges box is not checked for a customer's dunning letter set that your dunning submission includes, this customer's dunning letters will not display any finance charges.

## **See Also**

Calculating Finance Charges: page 4 – 58

Setting Up Receivables to Calculate Finance Charges: page 4 – 67

Using Dunning Letters: page 4 – 37

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## Freight Carriers

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

### Prerequisites

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- Define unit of measure classes: page 2 – 260
- Define accounting flexfield combinations (*Oracle General Ledger User's Guide*)

► **To define carriers:**

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

### See Also

Setting Up Receivables: page 2 – 2

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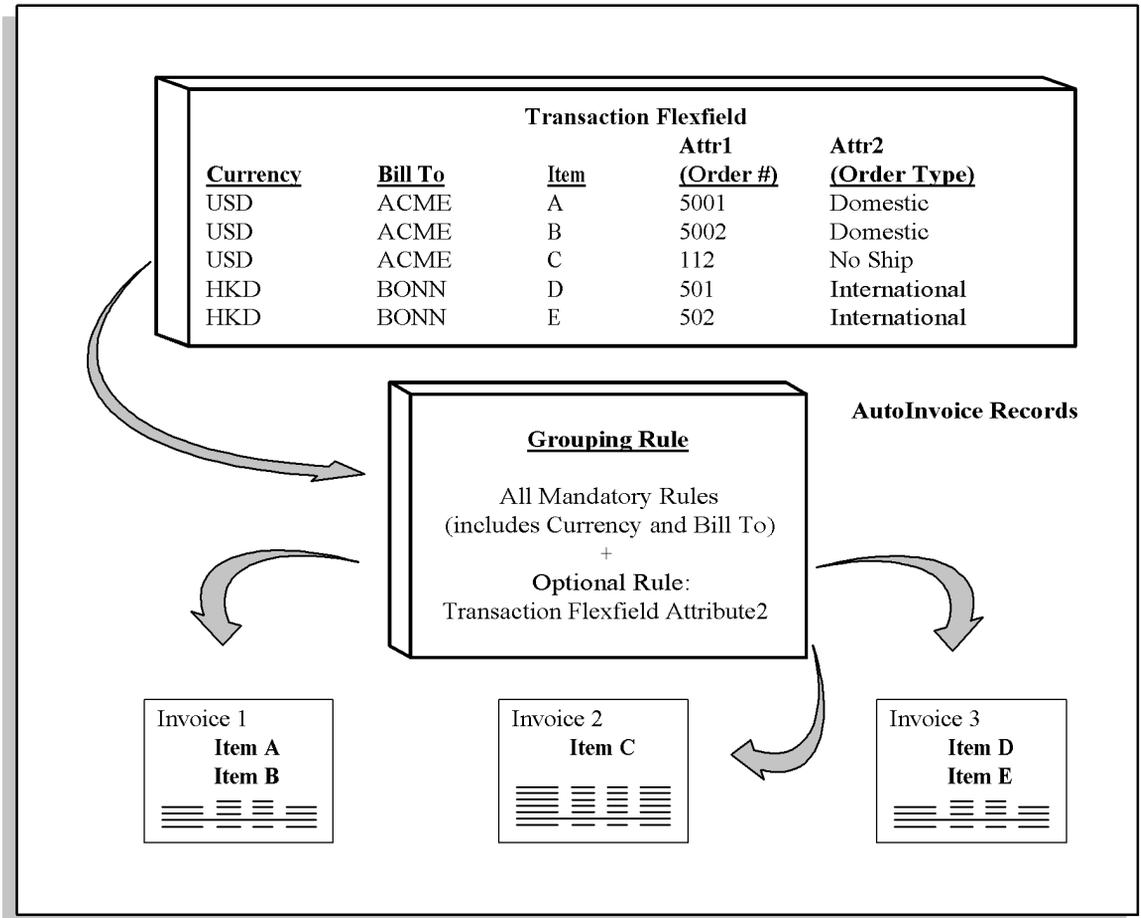
## Grouping Rules

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

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

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

Figure 2 - 3 Using Grouping Rules



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

- 1) The grouping rule specified in the Transaction Sources window for the batch source of the transaction line
- 2) The grouping rule specified in the Customer Profile Classes window for the bill-to site use of the transaction line
- 3) The grouping rule specified in the Customer Profile Classes window for the bill-to customer of the transaction line
- 4) If you do not specify a rule in either the Transaction Sources or Customer Profile Classes window, AutoInvoice uses the default

grouping rule specified in the System Options window. See: Defining Receivables System Options: page 2 – 189.

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



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

Receivables lets you assign an invoice line ordering rule to each of your grouping rules. AutoInvoice uses the invoice line ordering rule to order your transaction lines when grouping revenue and credit transactions into invoices, debit memos, and credit memos. See: Invoice Line Ordering Rules: page 2 – 66.

**Note:** You cannot view the required grouping on transaction attributes from the Grouping Rules window. Use the Ordering and Grouping Rules Listing report to view all grouping on transaction attributes that are assigned to your grouping rules. See: Ordering and Grouping Rules Listing Report: page 9 – 126.

## **Prerequisites**

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Define Invoice Line Ordering Rules: page 2 – 66

### **► To define a grouping rule:**

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

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

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

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

8. Save your work.

## See Also

Importing Transactions Using AutoInvoice: page 6 – 237

Using AutoInvoice: page 6 – 199

Ordering and Grouping Rules Listing: page 9 – 126

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## Header and Line Level Rounding

When you create a foreign currency receipt or transaction, Receivables requires you to enter an exchange rate. Receivables uses this rate to convert the amount to your functional currency and create accounting entries in both currencies.

When you create a transaction with several line items, the total amount in the two currencies may vary slightly (usually by the minimum accountable unit defined for your functional currency). These differences occur due to *rounding*, the mathematical process of approximating an amount to a specific number of decimal places. Rounding differences can occur whenever you use an exchange rate to convert transaction amounts to a different currency.

Depending on legal requirements established in your home country, you may need to round amounts at the transaction header level and then account for and post the rounding difference in a separate account. You can do this in Oracle Receivables by enabling Header Level Rounding and defining a Header Rounding Account in the System Options window. If you do not enable Header Level Rounding, the system rounds amounts at the line level and posts any rounding difference to the Receivables account.

### Example

In this example, Header Level Rounding is set to Yes and a Header Rounding Account is defined.

You have an invoice in French francs which consists of three line items. To convert the invoice to the euro, you specify an exchange rate of 6.699883. Table 2 – 10 shows the calculations Receivables performs to convert each amount when you save the invoice.

Item Description	Amount in FRF	Exchange Rate	Amount in EUR	Comment
Paper	15.00	6.699883	2.24	rounded up
Pens	12.00	6.699883	1.80	rounded up
Envelopes	25.00	6.699883	3.73	rounded down
Subtotal:	52.00		7.77	sum of items
Rounding Difference			- 0.01	
Total Amount:	52.00		7.76	rounded down

**Table 2 – 10 (Page 1 of 1) Header Level Rounding**

In this example, Receivables first converts each line item and then adds them to give a total of 7.77 EUR. The .01 is the rounding difference, which Receivables records in the Header Rounding Account that you define.

If Header Level Rounding is not enabled, Receivables converts amounts by first adding the line amounts in the invoice currency and then dividing by the exchange rate. Using the amounts in this example, the result is:

$$52 / 6.699883 = 7.76$$

## Setting Up

To enable Header Level Rounding, check the Header Level Rounding check box and define a Rounding Account in the System Options window. For more information, see: Accounting System Options: page 2 – 190.



**Warning:** After you enable Header Level Rounding and save your work, you cannot disable the feature.

## See Also

Foreign Currency Transactions: page 6 – 31

Cross Currency Receipts: page 5 – 17

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## Item Status

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



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

► **To define item statuses:**

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

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

6. Save your work.

## See Also

Items: page 2 – 129

Deleting Items: page 2 – 130

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## Items

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

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

For a complete description of this window and its fields, refer to the *Oracle Inventory User's Guide*.



**Suggestion:** You can set up AutoAccounting to create account segments based on inventory items and warehouse. For example, define the Product segment of your Revenue account to use Standard Lines and specify a warehouse name when entering transaction lines.

**Note:** If your installation does not include Oracle Order Management or Oracle Inventory, you can define standard memo lines to use instead of items when entering lines for your transactions and credit memos. See: Standard Memo Lines: page 2 – 182.

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### Prerequisites

- Define units of measure: page 2 – 261
- Define organizations: page 2 – 148

► **To define an item:**

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

5. Save your work.

## See Also

Item Status: page 2 – 128

Deleting Items: page 2 – 130

Unposted Items Report: page 9 – 193

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## Deleting Items

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

### Prerequisites

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- Define items: page 2 – 129

► **To delete an item:**

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

To delete the items, choose Delete. To view the delete Status and the Date that the concurrent program deleted this item, open the Results tabbed region.

8. Save your work. To view any errors that occurred during the concurrent program, choose Errors.

## **See Also**

Entering Transactions: page 6 – 2

Item Status: page 2 – 128

# Defining Receivables Lookups

Code	Meaning	Description	Tag	From	To	Enabled
COLLECTION	Collections		Y	11/01/1999		<input checked="" type="checkbox"/>
HIGH VOLUM	High Volume		Y	11/01/1999		<input checked="" type="checkbox"/>
LOW VOLUM	Low Volume		Y	11/01/1999		<input checked="" type="checkbox"/>
PREFERRED	Preferred		Y	11/01/1999		<input checked="" type="checkbox"/>
SUSPENDED	Suspended		Y	11/01/1999		<input checked="" type="checkbox"/>
VARIABLE V	Variable Volume		Y	11/01/1999	...	<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Lookup names display as list of value choices throughout the system to help speed data entry and accuracy. Receivables provides many lookup types for you. Some lookup types can be updated to suit your business needs. You cannot update a lookup type if Receivables requires those settings for its own internal use. For example, you cannot update attributes of the 'Tax Classification' lookup type.

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

You cannot change lookup name values after you save them. To remove an obsolete lookup you can: disable the code, enter an end date, or change the meaning and description to match a replacement code.

You can view all Receivables lookups in the Oracle Receivables Lookups window. However, you can't modify most lookups.

If you use Multiple Language Support, you can define lookups in multiple languages. Select Translations from the toolbar or menu to enter the lookup name and description in another language. When a user selects lookups from a list of values, the lookups on the list appear in the user's language.

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

**Note:** If you have Multi Lingual Support (MLS), you can define lookups in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

## See Also

Lookups (*Oracle Applications Developer's Guide*)

Reviewing and Updating Receivables Lookups: page 2 – 134

Customer Lookups: page 2 – 135

Customer Profile Lookups: page 2 – 136

Transaction Lookups: page 2 – 137

Collections Lookups: page 2 – 139

Receipt Lookups: page 2 – 140

Demand Class Lookups: page 2 – 141

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## Reviewing and Updating Receivables Lookups

You can review any predefined or new lookup types in the Receivables Lookups window. You can update a lookup type only if its access level is either User or Extensible. Receivables requires that lookup types that have an access level of System remain unchanged for its own internal use.

You can always update lookup types that you create. However, although you can make a lookup inactive, you cannot delete a record from a lookup type, regardless of its access level.

**Note:** When defining your organization types during Oracle Receivables setup, you need to switch to the Oracle Purchasing responsibility, navigate to the Lookups window, then define the ORG\_TYPE lookup. Then, switch back to the Receivables responsibility to continue Oracle Receivables setup.

For detailed information about defining and updating lookups, see: Lookups, *Oracle Applications Developer's Guide*.

### See Also

Customer Lookups: page 2 – 135

Customer Profile Lookups: page 2 – 136

Transaction Lookups: page 2 – 137

Collections Lookups: page 2 – 139

Receipt Lookups: page 2 – 140

Demand Class Lookups: page 2 – 141

## Customer Lookups

The following table lists customer lookup types. You can define lookups for these types in the Receivables Lookups, Freight Carriers, and Demand Class windows. See: Demand Class Lookups: page 2 – 141.

Lookup Types		
Meaning/Type	Code	Where Used
Address Categories	ADDRESS_CATEGORY	Category in the Customer Addresses window.
Country codes	COUNTRY	Country in the Customer Addresses window.
Business purposes for a customer address	SITE_USE_CODE	Usage in the Business Purpose region and Description in the Contact Roles region.
Categories for Customers	CUSTOMER_CATEGORY	Category in the Classification region of the Customers window.
Customer Class	CUSTOMER_CLASS	Class in the Classification region of the Customers window.
Demand Class (Demand Class Lookups window)	DEMAND_CLASS	Demand Class in the Business Purpose Detail window.
FOB (free on board)	FOB	FOB in the Classification region of the Customers window.
Freight Carriers (Freight Carriers window)	FREIGHT_CODE	Carrier in the Classification region of the Customers window.
Primary language used at a customer site	LANGUAGE	Language field in the Customer Addresses window.
Job Titles for Customer Contact	RESPONSIBILITY	Job in the Contact: Roles and Contact:Telephones regions.
Titles for contact persons at customer sites	CONTACT_TITLE	Title in the Contact: Roles and Contact:Telephones regions.
Types of communication used in contacting customers	COMMUNICATION_TYPE	Type in the Telephones and Contact: Telephones regions of the Customers window.

Table 2 – 11 (Page 1 of 2)

Meaning/Type	Code	Where Used
Types of documents to send to customers with this relationship to primary customer	RELATIONSHIP_TYPE	Type in the Relationships tabbed region of the Customers window.
State codes	STATE	State in the Customer Addresses window.

Table 2 – 11 (Page 2 of 2)

## See Also

Reviewing and Updating Receivables Lookups: page 2 – 134

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## Customer Profile Lookups

The following table lists customer profile lookup types. You can define lookups for these types in the Receivables Lookups window.

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

Table 2 – 12 (Page 1 of 1)

## See Also

Reviewing and Updating Receivables Lookups: page 2 – 134

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## Transaction Lookups

The following table lists lookup types used for Receivables transactions. You can define lookups for these types in the Receivables Lookups window.

Lookup Types		
Meaning/Type	Code	Where Used
Adjustment Reason	ADJUST_REASON	Assigned to a manual adjustment in Adjustments window.
Approval Type	APPROVAL_TYPE	Status of approvals such as Approved, Pending approval and Rejected.
Batch Status	BATCH_STATUS	Status of batches such as Closed, New, Open, and Out of Balance.
Canadian Provinces	AR_CANADIAN_PROVINCE	Assigned to a tax code in the Tax Groups window.
Credit Memo Reason	CREDIT_MEMO_REASON	Assigned to credit memos.
Credit Memo Request Status	CREDIT_MEMO_REQUEST_STATUS	Assigned to credit memo requests generated using AR Online.
Invoice Reason	INVOICING_REASON	Assigned to an invoice line in the More region of the Lines window.
Location Qualifier	ARTAXVDR_LOC_QUALIFIER	Determines whether your tax vendor creates tax lines separately for state, county, and city or sums tax amounts into a single tax line.
Tax Classification	AR_TAX_CLASSIFICATION	Assigned to a tax code in the Tax Groups window.

Table 2 – 13 (Page 1 of 2)

Meaning/Type	Code	Where Used
Tax Exemption Reason	TAX_REASON	Assigned to a tax exemption when entered manually or when importing transactions using AutoInvoice.
Tax Rate Exception reason	TAX_EXCEPTION_REASON	Assigned to a tax rate exception in the Item Tax Rate Exceptions window.
Tax Types	TAX_TYPE	Assigned to a tax code in the Tax Codes and Rates window.
Types of Messages	STANDARD_MSG_TYPES	Used for Printing Statements.
Type of Standard Text Usage	STANDARD_TEXT	Used for Printing Statements.
Values for Special Instructions	SPECIAL_INSTRUCTIONS	Assigned to a transaction in the More tabbed region of the Transactions window.

**Table 2 - 13 (Page 2 of 2)**

## See Also

Reviewing and Updating Receivables Lookups: page 2 - 134

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## Collections Lookups

The following table lists lookup types used for collections. You define lookups for these types in the Receivables Lookups window.

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

Table 2 – 14 (Page 1 of 1)

### See Also

Reviewing and Updating Receivables Lookups: page 2 – 134

Recording Call Actions: page 4 – 24

Reviewing Collector Actions: page 4 – 33

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## Receipt Lookups

The following table lists lookup types used for receipts. You define values for these types in the Receivables Lookups window.

Lookup Types		
Meaning/Type	Code	Where Used
Matching Method	ARLPLB_MATCHING_OPTION	Match Receipts By field in Lockboxes window.
Match on corresponding date	ARLPLB_USE_MATCHING_DATE	Match on Corresponding Date poplist in Lockboxes window.
Payment Type	CASH_RECEIPT_TYPE	Payment Type poplist in the Receipt Classes window.
Mandatory field prompt for message dictionary	MANDATORY_FIELD_PROMPT	Used in the Receipts and QuickCash windows to generate a message that the field must be entered.
Reverse Payment Reason	REVERSE_PAYMENT_REASON	Used in the Reverse window as a reason for reversing a receipt.

Table 2 - 15 (Page 1 of 1)

## See Also

Reviewing and Updating Receivables Lookups: page 2 - 134

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## Demand Class Lookups

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

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

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

### Access Levels

---

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

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

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

**System:** You can only modify code meanings and descriptions.

► **To define a demand class lookup:**

1. Navigate to the Demand Class Lookups window.
2. Choose the Application associated with this demand class type. Choose 'Oracle Inventory' or 'Oracle Manufacturing.'
3. Enter the Code for your demand class. You cannot change this value after saving your work. If you are updating lookups with an access level of System, you cannot add new lookups to this lookup type.
4. Enter the Meaning and a Description of this demand class.

5. Enter a range of Effective Dates in the From and To fields (optional). If you do not enter a start date, this demand class is valid immediately. If you do not enter an end date, this demand class is valid indefinitely.
6. Save your work. To use your new lookups, exit, then reenter Receivables.

## **See Also**

Reviewing and Updating Receivables Lookups: page 2 – 134

# Lockboxes

Lockboxes

Number   Active

Batch Source

Bank Account

Bank Name  [ ]

Bank Receipts Transactions

Address

Contact

Telephone

Bank Origination Number

Accounting Flexfield

**Accounting Flexfield Description**

Define lockboxes to use the Receivables AutoLockbox program. AutoLockbox automatically creates receipts in Receivables using electronic information that your bank provides. Receivables lets you specify the payment method for each Lockbox you define. Payment methods provide the default accounting information for receipts you create through AutoLockbox.

Receivables displays active Lockboxes as list of values choices in the Submit Lockbox Processing window.

You can disable a Lockbox by unchecking the Active box, and then saving your work.

## Prerequisites

- Define banks: page 2 – 71

- Define receipt sources: page 2 – 167
- Define payment methods: page 2 – 151

► **To define a lockbox:**

1. Navigate to the Lockboxes window.
2. Enter the lockbox Number provided by your bank.
3. Enter the receipt Batch Source for this lockbox. You must enter a batch source that uses automatic numbering. Receivables enters the bank name and account, address, contact person, and accounting flexfield information associated with this batch source.
4. Enter the Bank Origination Number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.
5. Open the Receipts tabbed region, then enter the Batch Size you want the Lockbox Validation program to assign to each receipt batch. For example, if you have 991 receipts, and you set Batch Size to 10, Receivables will create 99 batches with 10 receipts and 1 batch with 1 receipt. If you do not want Receivables to separate your lockbox batch into multiple receipt batches, enter a number that is larger than the number of receipts in your lockbox transmission for this lockbox, then check the Complete Batches Only box in the Submit Lockbox Processing window when you submit your lockbox transmission. See: Running AutoLockbox: page 5 – 140.
6. Enter your GL Date Source. This source determines the general ledger date for your receipts in this lockbox. Choose from the following sources:
  - **Constant Date:** Receivables uses the date you enter in the GL Date field of the Submit Lockbox Processing window. If you do not enter a date when you choose Constant Date, Receivables does not validate your data.
  - **Deposit Date:** Receivables uses the date that your bank deposits your receipts. If you choose this source and the lockbox transmission's deposit date is not defined, Receivables displays an error message indicating that you must define a deposit date to submit the lockbox.
  - **Import Date:** Receivables uses the date on which you import your receipts.

7. If you are using this lockbox to transfer foreign currency receipts and you did not specify exchange rate type in the bank file, enter an Exchange Rate Type.
8. Enter the Receipt Method to assign to this lockbox. The default is the payment method associated with the receipt batch source you entered.
9. If you want AutoLockbox to be able to transfer receipts without billing locations into Receivables, uncheck the Require Billing Location box. If this box is checked, AutoLockbox will only validate the receipt if the billing location is provided; otherwise, Lockbox will import and validate these receipts successfully.



- Attention:** If the system option Require Billing Location for receipts is set to Yes, this option should also be set to Yes for your Lockbox. If the system option is set to Yes but it is set to No for your Lockbox, Receivables displays an error message when you submit AutoLockbox. The setting at the system options level determines whether Post QuickCash can process receipts without billing locations.
10. Choose a Match Receipts By method. Lockbox uses this value to determine what type of matching numbers will be used in this transmission. Choose one of the following methods:

- **Transaction Number:** Match receipts with transaction numbers.
- **Consolidated Billing Number:** Match receipts with consolidated billing invoice numbers. To use this method, both the user profile option AR: Show Billing Number and the Send Consolidated Billing Invoice option for this customer must be set to Yes. See: Setting Up Consolidated Billing: page 6 – 346.

Lockbox uses the Consolidated Billing Invoice number to identify the customer. Post QuickCash then uses this customer's AutoCash Rule Set to determine how to apply the receipt to each invoice. For more information, refer to the 'Clear Past Due Invoices Grouped by Payment Term' rule in: AutoCash Rules: page 5 – 170.

- **Sales Order:** Match receipts with sales order numbers. Lockbox uses this number to determine the corresponding invoice number.

**Note:** Receivables allows more than one sales order number per invoice because different invoice lines can be generated from different sales orders. Therefore, this method is valid even if other lines on the same invoice reference different sales orders.

- **Purchase Order:** Match receipts with purchase order numbers. Lockbox uses this number to determine the corresponding invoice number.

**Note:** Receivables allows more than one invoice per sales order or purchase order. If you choose a Match Receipt By method of Sales Order or Purchase Order, Lockbox will match with the first invoice that it finds.

- **Hook:** Match receipts to any other type of matching number that is passed with this transmission. This is a custom matching method that you define. Lockbox uses this number to determine the corresponding invoice number.

For more information, see: How AutoLockbox Applies Receipts: page 5 – 94.

11. Choose whether to Match on Corresponding Date for transactions in this Lockbox transmission. The matching date will correspond to either the transaction, sales order, purchase order, or consolidated billing invoice date, depending on the Match Receipts By method you choose. Choose one of the following:

- **Always:** Always verify that the date for the transaction or other matched item is the same as the date specified in this transmission.
- **Duplicates Only:** Only verify that the matching date and the specified date are the same if duplicate matching numbers were found and Lockbox needs to determine which is correct.
- **Never:** Ignore the specified date. This is the default value.



**Suggestion:** If you have customers that match receipts using different methods and either Allow Payment of Unrelated Invoices is Yes for this Lockbox submission or AutoAssociate is Yes for this Lockbox, set Match on Corresponding Date to either Always or For Duplicates only. Because different customers can have transactions with the same number, setting the Match on Corresponding Date option to one of these values ensures that Lockbox will check both the transaction number *and* the date before matching it with a receipt.

12. If you do not want the Lockbox Validation program to use the debit item number to determine a customer, open the Transactions tabbed region, uncheck the Auto Associate box. By default, the Lockbox Validation program uses an invoice or debit memo number to determine the customer with which the receipt should be associated (if there is no customer information or MICR number

in your Lockbox transmission). For more information, see:  
AutoAssociate: page 5 – 91.

13. Choose how this Lockbox will handle receipts that were identified by the customer or MICR number but could not be fully applied because of invalid transaction numbers. For example, your receipt record indicates that Lockbox should apply the receipt to several invoices, but one of the invoices is invalid. Choose one of the following options:
  - **Post Partial Amount as Unapplied:** Apply the receipt to the valid transactions, then transfer the receipt to the interim table with the remaining receipt amount Unapplied. You can then manually apply the receipt to the invalid transaction using the Applications window.
  - **Reject Entire Receipt:** Do not import the receipt (it will remain in the AR\_PAYMENTS\_INTERFACE table). You need to edit the invalid record in the Lockbox Transmission Data window, then resubmit the Validation step for the receipt before Lockbox can import it into the Receivables interim table.
14. Save your work.

## See Also

Transmission Formats: page 2 – 253

Using AutoLockbox: page 5 – 86

Running AutoLockbox: page 5 – 140

Maintaining Lockbox Transmission Data: page 5 – 150

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## Organizations

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

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

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

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

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

**Note:** You can use the Oracle Applications Multiple Organization Support feature (multi-org) to use multiple sets of books for a single Receivables installation. See: Using the Multiple Organization Support Feature: page 2 – 150.

### Prerequisites

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- Define your set of books (*Oracle General Ledger User's Guide*)
- Define your organization types using the ORG\_TYPE lookup: page 2 – 134
- Define your job key flexfield structures, segments, and segment values (*Oracle Applications Flexfields Guide*)

► **To define an organization:**

1. Navigate to the Organization window.
2. Enter a unique Name for this organization.

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

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

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

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

9. Select 'Accounting Information' to enter set of books information.  
Select 'Inventory Information' to enter inventory set up options.  
Select 'Receiving Information' to enter receiving set up options (this option is not applicable for an 'Inventory Organization' classification).
10. If you chose 'Accounting Information,' enter a set of books identifier. A set of books describes a group of accounts that share a common general ledger account structure, calendar, and functional currency. See: *Defining Sets of Books (Oracle General Ledger User's Guide)*.  
If you chose 'Inventory information,' enter a unique Organization Code.
11. Save your work.

## See Also

Organization Parameters Window (*Oracle Inventory User's Guide*)

Setting Up Receivables: page 2 - 2

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## Using the Multiple Organization Support Feature

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

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

### See Also

*Multiple Organizations in Oracle Applications (Release 10.7)*

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## Payment Methods

Receivables uses payment methods to account for your receipt entries and applications. Payment methods also determine a customer's remittance bank information.

You can assign multiple remittance banks to each payment method, but only one bank account can be the primary account for each currency. For each remittance bank branch account assigned to a payment method, you must define all of your receipt accounts. You can then assign your payment methods to your receipt sources to use with your AutoLockbox and manually entered receipts.

The receipt class you assign to each of your payment methods determines the processing steps that Receivables requires for receipts that you create using this payment method. These steps include whether to require confirmation, remittance, and bank clearance for receipts that you create with a specific receipt class. See: Receipt Classes: page 2 – 164.

Receivables requires that you specify a payment method when you create your automatic receipts through the Receipt Batches window. You also assign payment methods to invoices when you manually enter them in the Transaction window.

Only automatic payment methods can be associated with invoices. If you remit receipts in several currencies for a single payment method, you must enter at least one remittance bank per currency. At least one of these remittance banks must be primary.

**Note:** You define payment methods in the Receipt Classes window. See: Receipt Classes: page 2 – 164.

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### Number of Receipts Rules

When defining payment methods for a receipt class with an Automatic creation method, you can choose from the following receipts rules:

**One Per Customer:** Create one payment for each customer.

**One per customer and Due Date:** Create one payment for each customer and due date. This option creates several payments for a customer if a customer's invoices have several due dates.

**One per Site:** Create one payment for each site.

**One per Invoice:** Create one payment for each invoice.

**One per Site and Due Date:** Create one payment for each customer site and due date.

## Prerequisites

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- Define receipt classes: page 2 – 164
- Define banks: page 2 – 71

► **To define a payment method:**

1. Navigate to the Receipt Classes window.
2. Query or enter the receipt class to assign to this payment method.  
See: Receipt Classes: page 2 – 164.
3. Enter a unique Name for your payment method, then enter how you want this payment method to be printed on your statements in the Printed Name field. The default Printed Name is the payment method name.
4. To assign the same transaction number to the debit memo generated when you create a debit memo reversal, check the Debit Memo Inherit Receipt Number box. Do not check this box if you want Receivables to generate unique debit memo numbers automatically.  
See: Reversing Receipts: page 5 – 53.
5. If the receipt class associated with this payment method has a Manual creation method, skip to step 12.  
  
If the receipt class associated with this payment method has an Automatic creation method, enter a Number of Receipts Rule (see Number of Receipts Rules above).
6. To ensure that the receipt number is always the same as the transaction number to which it is applied, check the Receipt Inherit Invoice Number box. This option helps you track Automatic Receipts. Do not check this box if you want Receivables to generate document numbers for Automatic Receipts assigned to this receipt class and payment method.
7. Enter a Receipt Maturity Date Rule. Receivables uses this rule to pay invoices that have different due dates with a single receipt using this payment method. Enter Earliest if you want the receipt maturity date to be the earliest due date of all of the invoices that your receipt covers. Enter Latest if you want the maturity date to be the latest due date of all of the invoices that your receipt covers.
8. Enter the Automatic Print Program for transmissions using this payment method. Receivables provides one standard receipt print program to format the output of your payment selection and creation programs when you physically create the receipt document.

If you need a different receipt print program format, you must copy this standard receipt print program, and modify it accordingly.

9. Specify a number of Lead Days. Lead days indicate the number of days before the invoice due date that an invoice can be selected for application by the Automatic Receipts program using this payment method.
10. Select a Payment Type. Select Cash, Check, or Credit Card. Select Credit Card to use this payment method with transactions to be paid by credit card; otherwise, select either Cash or Check. See: Credit Cards: page 6 – 175.

**Note:** Receivables currently does not use the Cash and Check payment types. These values are provided to support functionality planned for a future release.

11. If you selected a payment type of Credit Card, specify a Merchant ID number. This number is usually provided by your bank or credit card issuer. Your credit card vendor requires this number to process credit card transactions.
12. Enter the range of Effective Dates for this payment method. The default start date is the current date, but you can change it. If you do not enter an end date, this payment method will be active indefinitely.
13. Save your work. To assign a remittance bank to this payment method, see: Assigning Remittance Banks: page 2 – 154.

## Assigning Remittance Banks

Remittance Banks (Vision Operations) - A1 CUSTOMER PAYMENTS, A1 CUSTOMER PAYMENTS

Bank Name: **Barclay's Bank** Branch Name: **London**

Account Name: **Barclay's - NL** Currency: **NLG**

Minimum Receipt Amount: [ ] Risk Elimination Days: [ ]

Clearing Days: [ ]  Override Bank

Effective Dates: **09/14/1999** - [ ]  Primary [ ]

GL Accounts | Formatting Programs

Cash	<b>01-000-1110-0000-000</b>
Receipt Confirmation	<b>01-740-7610-0000-000</b>
Remittance	<b>01-520-5250-0000-000</b>
Factoring	[ ]
Short Term Debt	[ ]
Bank Charges	<b>01-740-7870-0000-000</b>
Unapplied Receipts	<b>01-520-5370-0000-000</b>
Unidentified Receipts	<b>01-450-7730-0000-000</b>
On Account Receipts	<b>01-520-5250-0000-000</b>
Unearned Discounts	<b>SD Unearned</b>
Earned Discounts	<b>Receivable Activity-Earned Discounts - Upgrade11</b>

Description: [ ]

Assign remittance banks to your payment methods to facilitate data entry and specify the General Ledger accounts Receivables will use when you enter or apply receipts. A remittance bank can be assigned to a payment method only if its institution type is 'Bank.'

You can assign multiple bank accounts to a payment method, but you can only have one primary account for each currency defined for that payment method.

### Prerequisites

- Define banks: page 2 – 71
- Define receipt classes: page 2 – 164

- Define payment methods: page 2 – 151
- Define accounts (*Oracle General Ledger User's Guide*)
- Define Default Country profile option: page A – 4

► **To assign a remittance bank to a payment method:**

1. Navigate to the Receipt Classes window.
2. Query the receipt class or payment method to which you want to assign this remittance bank.
3. Choose Bank Accounts.
4. Enter general Remittance Bank information, such as Bank, Branch, Account Name, and range of Effective Dates. You can only select active banks and bank branches.
5. If the creation method of the receipt class is Automatic, enter a Minimum Receipt Amount. This is the minimum amount in this currency that must be specified when you create automatic receipts with this payment method.

**Note:** You can also define a minimum receipt amount at the customer profile level. Receivables uses the larger of the two minimum receipt amounts when creating automatic receipts.

6. If the remittance method for this receipt class is either Factoring or Standard and Factoring, specify the number of Risk Elimination Days for receipts created with this receipt class (optional). When you factor receipts, Receivables creates a short term debt to account for your risk in case of customer default. When you run the Automatic Clearing program to clear or risk eliminate these receipts, the debt is cleared *y* days after each receipt's maturity date, where *y* is the number of risk elimination days that you enter here.
7. If the remittance method is *not* No Remittance, enter the number of Clearing Days for receipts created with this receipt class (optional). Remitted receipts are cleared *x* days after their maturity date, where *x* is the number of clearing days that you enter here. Factored receipts are cleared immediately on the remittance date.
8. To be able to override this bank during the remittance process, check the Override Bank box.
9. If you do not want this to be the primary remittance bank account in this currency for this payment method, uncheck the Primary check box. You can only assign one primary remittance account per

currency to your payment method. Receivables ensures that at least one remittance account per currency is primary.

10. Enter GL Account information for this remittance bank.
11. If the creation method of the associated receipt class is Automatic, open the Formatting Programs tabbed region, then enter formatting program information. Otherwise, skip to step 16.
12. To use a transmission format when you format batches of remitted receipts for this payment method, enter a Remittance Transmission. When you factor your remittances, Receivables notifies your transmission program so it functions accordingly.
13. To run a printing program when you format remittance batches for receipts remitted to you using this payment method, enter a Remittance Print program. When you factor your remittances, Receivables notifies your print program so that it functions accordingly. You can use this program to create and send remittance advice to customers to whom you assign this payment method.
14. To run a factoring transmission program when you format your batches of remitted receipts created using this payment method, enter a Factoring Transmission program. When you factor your remittances, Receivables notifies your factoring transmission program so that it functions accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is paper.
15. To run a factoring print program when you format your batches of remitted receipts for this payment method, enter a Factoring Print program. When you factor your remittances, Receivables notifies your factoring print program so that it behaves accordingly. You cannot enter a factoring transmission program for this payment method if your bank branch account's factoring creation medium is magnetic medium.
16. Save your work.

## See Also

Entering Receipts: page 5 – 2

About Remittances: page 5 – 211

Automatic Clearing for Receipts: page 5 – 227

# Payment Terms

**Payment Terms (Vision Operations)**

Name: **20/10 Net 30** Base Amount: **100**

Description: **20% Discount if paid in 30 days**

Allow Discount on Partial Payments  Credit Check

Discount Basis: **Lines Only** Cutoff Day:  Day of month  Last day of month

Effective Dates: **04/07/1999** -

Print Lead Days:

First Installment: **Allocate tax and freight**

---

**Payment Schedule**

Seq	Relative Amount	Due		Day of Month	Months Ahead	[ ]
		Days	Date			
<b>1</b>	<b>100</b>	<b>30</b>				

Discounts

Receivables lets you define standard payment terms for your customers to specify the due date and discount date for their open items. Payment terms can include a discount percent for early payment and you can assign multiple discounts to each payment term line. For example, the payment term '2% 10, Net 30' indicates that a customer is allowed a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the transaction date with no applicable discount. You can define proxima payment terms to pay regular expenses such as telephone bills and credit card bills that occur on the same day each month. You can also create split payment terms for invoice installments that have different due dates.

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

**Note:** If you have Multi Lingual Support (MLS), you can define payment terms in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

### **Default Payment Terms Hierarchy**

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Receivables uses the following hierarchy to determine the default payment term for your transactions, stopping when one is found:

1. Bill To site
2. Customer Address
3. Customer
4. Transaction Type

### **Predefined Payment Terms**

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Receivables provides the following predefined payment terms:

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

► **To define a payment term:**

1. Navigate to the Payment Terms window.
2. Enter the Name of this payment term.
3. Enter the Base Amount for this payment term. The default is 100, but you can change it. The base amount is the denominator for the ratio Receivables uses to determine the amount due for installments of invoices to which you assign this payment term. The sum of the relative amounts for all of the payment schedules that you define for these payment terms must be equal to the value that you specify as a base amount. See: Payment Terms Field Reference: page 2 – 163.

4. If this payment term uses proxima terms, enter the day to start the new billing cycle for the next month in the Day of Month field (Cutoff Day region). Customers who have invoices that fall due before the cutoff day of the invoice payment terms receive invoices on the day that you specify in the Due: Day of Month field for the current month. Customers who have invoices with payment terms that fall due after the terms' cutoff day receive invoices on the day that you specify in the Due: Day of Month field for the next month of each of these terms.

If you are creating an 'immediate' payment term (transaction due when created), enter a Cutoff Day of 31. This enables Receivables to correctly calculate the due date for transactions created on the last day of months that have 31 days. Additionally, set Day of Month to 31 and Months Ahead to 0.

To create a payment term to use with consolidated billing invoices that includes all transactions created during the month you specify, check the Last Day of Month check box. See: Printing Consolidated Billing Invoices: page 6 – 351.

5. If you want transactions assigned to this payment term to be printed before the due date, enter a number of Print Lead Days. Receivables will print this transaction x number of days before the due date, where x is the number of days you enter here.
6. To associate a credit check with this payment term, check the Credit Check box. Oracle Order Management uses this information to determine when to place an order on hold.

In Oracle Order Management, if the profile for an address does not have credit checking limits defined in a particular currency but the customer does, then the order passes credit check. If the address does not have limits in the currency and neither does the customer, then the order is compared to the customer limit in that currency.

7. If you do not want to let your customers take discounts for partial payments on items associated with this payment term, uncheck the Allow Discount on Partial Payments box. If the system option Discount on Partial Payment is set to No, your customers cannot take discounts on partial payments. (In this case, this option is set to No by default and you cannot update it.)
8. Enter the First Installment option for items assigned to this payment term. This indicates how Receivables will allocate the freight and tax charged to transactions using this payment term. Choose 'Include tax and freight' to include all tax and freight charges in the

first installment. Choose 'Allocate tax and freight' to distribute tax and freight charges across all installments.

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

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

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

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

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

10. Enter a range of Effective Dates for this payment term. If you do not enter an end date, this payment term will be active indefinitely.
11. Enter a line number for the installment term that you are defining in the 'Seq' field. Enter a higher number for each installment term with a later due date. For example, if you create terms with 50% due in 15 days and 50% in 30 days, enter '1' in this field for the first line and '2' for the second line.
12. Enter the Relative Amount for this payment term. This is the numerator of the ratio that Receivables uses to determine the amount due for this installment of these payment terms. The sum of the relative amounts for all of the payment schedules that you define for each payment term must be equal to the base amount for this term.
13. Enter the number of Days after the invoice date that payment is due for this installment term (optional). For split payment terms, this number indicates the number of days after the invoice date that an installment is due.
14. Enter the Date on which payment is due for this installment term (optional). If you do not complete this field, enter a value for either Due Days or both Day of Month and Months Ahead.

15. If you are defining proxima terms, enter the Day of Month that payment is due for this installment term. For example, if payment is due on the fifteenth of each month, enter '15.'
16. If you are defining proxima terms and you entered a value for Day of Month, enter the Months Ahead to which this installment term of the proxima terms refer. For example, if you entered '15' for Day of Month and you enter '2' here, an invoice dated in May will have a due date of July 15.
17. Save your work. To assign discounts to each payment schedule line of your payment term, see: Entering Discount Information: page 2 – 161.

## See Also

Payment Terms Field Reference: page 2 – 163

Entering Transactions: page 6 – 2

Defining Customer Profile Classes: page 3 – 42

Payment Terms Field Reference: page 2 – 163

Payment Terms Listing: page 9 – 130

## Entering Discount Information

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

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

### Prerequisites

---

- Define payment terms: page 2 – 157

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

## **See Also**

Discounts: page 5 – 178.

Discount Projection Report: page 9 – 88

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## Payment Terms Field Reference

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

$$\text{Amount Due} = \text{Relative Amount} / \text{Base Amount} * \text{Invoice Amount}$$

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

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

$$\text{Amount Due} = (\text{Relative Amount} / \text{Base Amount} * \text{Base Line Amount}) + \text{Base Freight Amount} + \text{Base Tax Amount}$$

## Receipt Classes

**Receipt Class**

Name: **AX-LCR**  Notes Receivable

Creation Method: **Automatic**  Require Confirmation

Remittance Method: **Standard**  Bill Of Exchange

Clearance Method: **By Matching**

**Payment Method**

Name: **AX-LCR** Printed Name: **AX-LCR**

Debit Memos Inherit Receipt Numbers

**Automatic Receipts**

Number of Receipts Rule: **One per Site Due Date**  Receipts Inherit Transaction Numbers

Receipt Maturity Date Rule: **Earliest**

Automatic Print Program: **Lettre de change** Lead Days: **1**

Payment Type: **Check** Merchant ID:

Effective Dates: **04/19/1999** -

[Bank Accounts](#)

Define receipt classes to determine the required processing steps for receipts to which you assign payment methods with this class. These steps include confirmation, remittance, and reconciliation. For example, you must create and remit a direct debit, but you must create, confirm, and remit a bill of exchange. You can specify any combination of these processing steps with one exception: if you confirm and reconcile, then you must also remit. If you enter No for all three of these steps, Receivables automatically creates receipts assigned to this receipt class with a status of Cleared.

Receivables uses the payment method you assign to a receipt class to determine how to account for receipts you create using this receipt class.

For each receipt class, you can specify a creation method, remittance method, and whether to require bank clearance for receipts that you assign to this class.

► **To define a receipt class:**

1. Navigate to the Receipt Classes window.
2. Enter a unique Name for your Receipt Class.
3. If you are creating a Notes Receivable receipt class, check the Notes Receivable check box. You cannot change this attribute after you assign a payment method and then save this receipt class. See: Notes Receivable: page 5 – 71.
4. Choose a Creation Method. If you choose Automatic, you can create receipts with this receipt class using the Automatic Receipt program. See: Creating Automatic Receipts: page 5 – 194. If you choose Manual, receipts using this receipt class must either be entered manually in the Receipts or QuickCash window, or imported into Receivables using AutoLockbox. See: Entering Receipts: page 5 – 2.
5. To require automatic receipts assigned to this receipt class to be confirmed before they can be remitted, check the Require Confirmation check box. You need to check this box to confirm automatic receipts using this receipt class in the Confirm Automatic Receipts window. If you check this box, the Create Automatic Remittances window does not let you create remittances for unconfirmed receipts that were created using a payment method with this receipt class. See: Confirming Automatic Receipts: page 5 – 205.
6. If you checked the Require Confirmation box, choose a Remittance Method. The remittance method determines the accounts that Receivables uses for automatic receipts that you create using payment methods to which you assign this receipt class. Choose one of the following methods:
  - **Standard:** Use the remittance account for automatic receipts assigned to a payment method with this receipt class.
  - **Factoring:** Use the factoring account for automatic receipts assigned to a payment method with this receipt class.
  - **Standard and Factoring:** Choose this method if you want Receivables to select receipts assigned to this receipt class for remittance regardless of the batch remittance method. In this case, you can specify either of these remittance methods when creating your remittance batches. See: Creating Remittance Batches: page 5 – 217.

- **No Remittance:** Choose this method if you do not require receipts assigned to this receipt class to be remitted.

**Note:** If the Require Confirmation box is not checked and you choose a Remittance Method of No Remittance, automatic receipts that you create using this payment method and receipt class will be created as 'Confirmed.' See: Confirming Automatic Receipts: page 5 – 205.

7. If you are creating a bill of exchange receipt class, check the Bill of Exchange box. You cannot change this attribute after you assign a payment method and then save this receipt class. See: Bills of Exchange: page 5 – 66.
8. To require receipts created using a payment method assigned to this receipt class to be reconciled before posting them to your cash account in the general ledger, choose one of the following Clearance Methods:
  - **Directly:** Choose this method if you do not expect the receipts to be remitted to the bank and subsequently cleared. These receipts will be assumed to be cleared at the time of receipt entry and will require no further processing. Choosing this method is the same as setting Require Bank Clearance to No in previous releases of Receivables.
  - **By Automatic Clearing:** Choose this method to clear receipts using the Automatic Clearing program. See: Automatic Clearing for Receipts: page 5 – 227. (Receipts using this method can also be cleared in Oracle Cash Management.)
  - **By Matching:** Choose this method if you want to clear your receipts manually in Oracle Cash Management.
9. Enter the Payment Method to assign to this receipt class. See: Payment Methods: page 2 – 151.
10. Save your work.

## See Also

Assigning Remittance Banks: page 2 – 154

Using Oracle Cash Management to Clear Receipts: page 5 – 230

# Receipt Sources

**Receipt Sources**

Name:

Description:

**Receipt Source Type**

Manual  Automatic

Receipt Class:  Payment Method:

Bank Account:

**Batch Numbering**

Manual  Automatic Last Number:

Effective Dates:  -

Define receipt batch sources to provide default values for the receipt class, payment method, and remittance bank account fields for receipts you add to a receipt batch. You can accept these default values or enter new ones. Receipt batch sources can use either automatic or manual batch numbering.

You can specify a default receipt batch source when defining the profile option AR: Receipt Batch Source. If you specify a default receipt batch source, Receivables displays this source in the Receipt Batches window when you create your receipt batches.

When you select a receipt batch source to enter receipts, Receivables automatically uses the Cash, Unapplied, Unidentified, On-Account, and Earned and Unearned Discount account information you assigned to the payment method for this batch source. The payment method accounts for the receipt entries and applications you make using this receipt batch source. See: Payment Methods: page 2 - 151.

Receivables will issue a warning if you enter a receipt source that includes a payment method that has activities allocated to more than one company. Allocating activities to more than one company will cause some reconciliation reports to distribute data of previously

entered transactions across multiple companies. Therefore, information regarding a particular receipt may be distributed across multiple company reports. For example, the Applied and Earned Discount amounts in the Applied Receipt Register would be shown across multiple company reports if you allocated them to different companies.

Receivables provides the automatic receipt source 'Automatic Receipts.' You cannot update this predefined receipt source except for the Last Number field. All of the receipt batch sources you define are created with a Receipt Source Type of Manual.

### **Prerequisites**

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- Define banks: page 2 – 71
- Define receipt classes: page 2 – 164 (optional)
- Define payment methods: page 2 – 151 (optional)

► **To define a receipt source:**

1. Navigate to the Receipt Sources window.
2. Enter a unique Name and Description for this source.
3. Enter a Receipt Class. The receipt class determines the required processing steps for receipts you create using this batch source (for example, confirmation, remittance, and bank clearance). See: Receipt Classes: page 2 – 164.
4. If you entered a Receipt Class, enter a Payment Method (optional). The payment method determines the accounting for your automatic and manual receipts.
5. To associate a remittance bank with this receipt batch source, enter a Bank Account. A remittance bank account is the bank to which you will remit receipts created using this receipt batch source.
6. To manually enter batch numbers for receipt batches you create using this source, choose Manual Batch Numbering.  
  
To have Receivables automatically assign sequential batch numbers to receipt batches you create using this source, choose Automatic Batch Numbering.
7. If you chose Automatic Batch Numbering, enter the Last Number you want Receivables to use when numbering your receipt batches. For example, to number receipt batches using this source starting with 1000, enter a last number of 999.

8. Enter the range of dates that this receipt batch source will be active. The default Start Date is the current date, but you can change it. If you do not specify an End Date, this source will be active indefinitely.
9. Save your work.

## **See Also**

Batching Receipts for Easy Entry and Retrieval: page 5 – 62

QuickCash: page 5 – 155

## Receivables Activities

**Receivables Activities (Vision Operations)**

Name: **Adjust Net Tax Non-Deduct**

Description: **Adjust Net Tax Non-Deduct**

Type: **Adjustment**

Active

**Accounting**

GL Account Source: **Tax Code On Invoice**

Tax Code Source: **Invoice**

Recoverable  Non-Recoverable

Activity GL Account: **01-410-2710-0000-000**

Distribution Set:

GL Account Description: **Ope-Sales Manage-Tax Liab 10%-No Sub Account**

Define receivables activities to default accounting information for your miscellaneous cash, discounts, finance charges, and adjustments. Activities that you define appear as list of values choices in various Receivables windows (see: Activity Types: page 2 – 171). You can define as many activities as you need.

The Tax Code Source you specify determines whether Receivables calculates and accounts for tax on adjustments, discounts, finance charges, and miscellaneous transactions assigned to this activity. If you specify a Tax Code Source of Invoice, Receivables uses the tax accounting information defined for the invoice tax code(s) to automatically account for the tax. If the Receivables Activity type is Miscellaneous Cash, you can allocate tax to the Asset or Liability tax

accounts that you define for this Receivables Activity. For more information, see: *Tax Accounting in the Oracle Receivables Tax Manual* and *Tax Accounting for Tax Codes and Locations: page 2 – 217*.

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

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

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



**Attention:** Once you define an activity, you cannot change its type. Additionally, you cannot update an existing activity's GL account if you have assigned this activity to a transaction.

## Activity Types

---

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

**Adjustment:** You use activities of this type in the Adjustments window. You must create at least one activity of this type.

**Bank Error:** You use activities of this type in the Receipts window when entering Miscellaneous transactions. You can use this type of activity to help reconcile bank statements using Oracle Cash Management.

**Earned Discount:** You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust a transaction if payment is received within the discount period (determined by the transaction's payment terms).

**Finance Charge:** You use activities of this type in the Customers and System Options window. You must define a finance charge activity if you include finance charges on your statements or dunning letters. You can only define one activity of this type.

**Miscellaneous Cash:** You use activities of this type in the Receipts window when entering Miscellaneous transactions. You must create at least one activity of this type.

**Unearned Discount:** You use activities of this type in the Adjustments and the Remittance Banks windows. Use this type of activity to adjust

a transaction if payment is received after the discount period (determined by the transaction's payment terms).

### **Prerequisites**

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- Define distribution sets: page 2 – 97
- Define accounts (*Oracle General Ledger User's Guide*)

► **To define a receivables activity:**

1. Navigate to the Receivables Activities window.
2. Enter a Name and Description for this activity. The activity name should not exceed 30 characters.
3. Choose the Type of activity you are defining (see Activity Types: page 2 – 171).

**Note:** You cannot implement tax accounting for activities with a type of Bank Error because there is no business need to calculate tax on these activities. However, you can still create Receivables Activities of this type and assign a GL Account Source of either Activity GL Account or Distribution Set.

4. Indicate how Receivables should derive the accounts for the expense or revenue generated by this activity by specifying a GL Account Source. Choose one of the following:
  - **Activity GL Account:** Allocate the expense or revenue to the general ledger account that you specify for this Receivables Activity (see Step 7).
  - **Distribution Set:** Allocate the expense or revenue to the distribution set that you specify for this Receivables Activity (see Step 8). A distribution set is a predefined group of general ledger accounting codes that determine the accounts for miscellaneous receipts and payments. You can choose this option only if the activity type is Miscellaneous Cash.
  - **Revenue on Invoice:** Allocate the expense or revenue net of any tax to the revenue account(s) specified on the invoice. If Tax Code Source is set to None, allocate the *gross* amount to these accounts. You cannot choose this option if the activity type is Miscellaneous Cash.
  - **Tax Code on Invoice:** Allocate the net portion using the Expense/Revenue accounts specified by the tax code on the

invoice. If Tax Code Source is set to None, allocate the *gross* amount to these accounts.

5. Specify a Tax Code Source to indicate where Receivables derives the tax code for this activity. Choose one of the following:
  - **Activity:** Allocate the tax amount to the Asset or Liability tax accounts specified by the Receivables Activity.
  - **Invoice:** Distribute the tax amount to the tax accounts specified by the tax code on the invoice. You cannot choose this option if the activity Type is Miscellaneous Cash.
  - **None:** Allocates the entire tax amount according to the GL Account Source you specified. Choose this option if you do not want to separately account for tax.

**Note:** For more information, see: *Tax Accounting in the Oracle Receivables Tax Manual* and *Tax Accounting for Tax Codes and Locations*: page 2 – 217.

6. If the activity type is *not* Miscellaneous Cash, indicate whether tax for this activity can be taken as a deduction. Choose the Tax Recoverable radio button if the tax is deductible; otherwise, choose Non-Recoverable. If your Tax Code Source is Activity or None, Non-Recoverable is the default and you cannot change it. See: *Types of Tax Accounts in the Oracle Receivables Tax Manual*.
7. Enter an Activity GL Account, or select from the list of values. If the activity type is Miscellaneous Cash and the GL Account Source is Distribution Set, you cannot enter a value here.



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

8. If your activity type is Miscellaneous Cash, enter a Distribution Set, or select from the list of values. You use distribution sets to automatically distribute miscellaneous cash across various accounts.



**Suggestion:** Specify a distribution set for your Miscellaneous Cash activities to properly distinguish them from your invoice-related activities.

9. If the activity type is Miscellaneous Cash and you specified a tax Code Source of Activity, enter an Asset and Liability tax code, or select from the list of values. The Asset tax code is your collected

tax account (tax received); use this tax code to account for tax on miscellaneous receipts. The Liability tax code is your deductible account (tax paid); use this tax code to account for tax on miscellaneous payments.

**Note:** You can only enter a tax code with a tax class of Input in the Liability Tax Code field. You can only enter a tax code with a tax class of Output in the Asset Tax Code field. See: Tax Codes and Rates: page 2 – 209.



**Attention:** You cannot enter a tax *group* in the Asset and Liability tax code fields. Receivables does not support tax groups for miscellaneous cash transactions. See: Tax Groups: page 2 – 227.

10. Save your work.

## See Also

About Adjustments: page 6 – 303

# Remit-To Addresses

Country: United States

Address: PO Box 8790543

ATTN: Accounts Receivable

Vision Corporation

Alternate Name:

City: San Mateo

State: CA

Postal Code: 94002

Province:

County: San Mateo

Receipts From

Country	State	From	To	[ ]
United States	CA	00000	99999	[ ]

Define remit-to addresses to let your customers know where to send payment for their invoices. Receivables uses the addresses that you define in the Remit To Addresses window to provide default remit-to information when you enter transactions.

If you use AutoInvoice but have not defined a remit-to address for a location, AutoInvoice will reject all invoices for which it could not determine a remit-to address. However, if you do not wish to set up a remit-to address for each location, you can set up one remit-to address with a default assignment. Receivables will then use this address for all locations or for any locations for which you do not have specific location assignments. This ensures that AutoInvoice will not reject invoices because it could not determine a remit-to address. See: Defining a Default Remit To Address: page 2 – 177.

If you check the Print Remit-To Address box in the System Options window, Receivables prints the remit-to address that you define here on your dunning letters and statements.

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

## Prerequisites

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Define system options: page 2 - 189

### ► To define a remit-to address:

1. Navigate to the Remit-To Addresses window.
2. Enter the Country for this address. The default is the country you entered in the System Options window.

**Note:** If you have implemented flexible address formats and the country you enter has an address style assigned to it, Receivables opens a window in which you can enter address information in the style most appropriate for that country. See: Flexible Addresses: page 3 - 53.
3. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers - Enter Alternate Fields is Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes.
4. Enter a remit-to Address.
5. If the Country for this address is 'United States', enter a City and State; otherwise, these fields are optional.
6. Enter the Postal Code for this remit-to address. You must enter a postal code if you entered values for both the From Postal Code and the To Postal Code in the System Options window. This postal code appears when you print your remit-to address on either your statements or your dunning letters.
7. Enter each Country to assign to this remit-to address. Receivables assigns all of your customers who have bill-to addresses in the countries that you enter to this remit-to address.
8. Enter the State and range of Postal Codes for each country (optional). You can define multiple assignments for a remit-to

address that has the same country, state, or province but different postal code ranges.

9. Save your work.

## **Defining a Default Remit To Address**

Define default remit-to addresses to ensure that:

- Receivables is able to provide a default remit to address when you enter transactions
- AutoInvoice will not reject invoices because it is not able to determine a remit-to address

You can only have one default remit-to address for each country and state combination. For example, you can have one default remit-to address for United States/California, one for United States/Nevada, and so on.

### **► To define a default remit-to address:**

1. Perform steps 1-6 from 'To define a remit to address' (see above).
2. Enter 'Default value' in the Country field, or select this from the list of values.
3. Save your work.

## **See Also**

Printing Dunning Letters: page 4 – 53

Printing Statements: page 4 – 74

Defining Receivables System Options: page 2 – 189

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## Salespersons

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

Receivables uses No Sales Credit as the default in the Salesperson field when you enter transactions if the system option Require Salesperson is set to Yes and no salesperson is defined at the bill-to, ship-to, or customer level.



**Attention:** If AutoAccounting is based on Salesperson, query the No Sales Credit record in the Sales Force window and enter Receivables, Revenue, and Freight accounting information. If these accounts are not defined, Receivables displays an error message when you create a debit memo reversal or enter transactions with No Sales Credit.

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

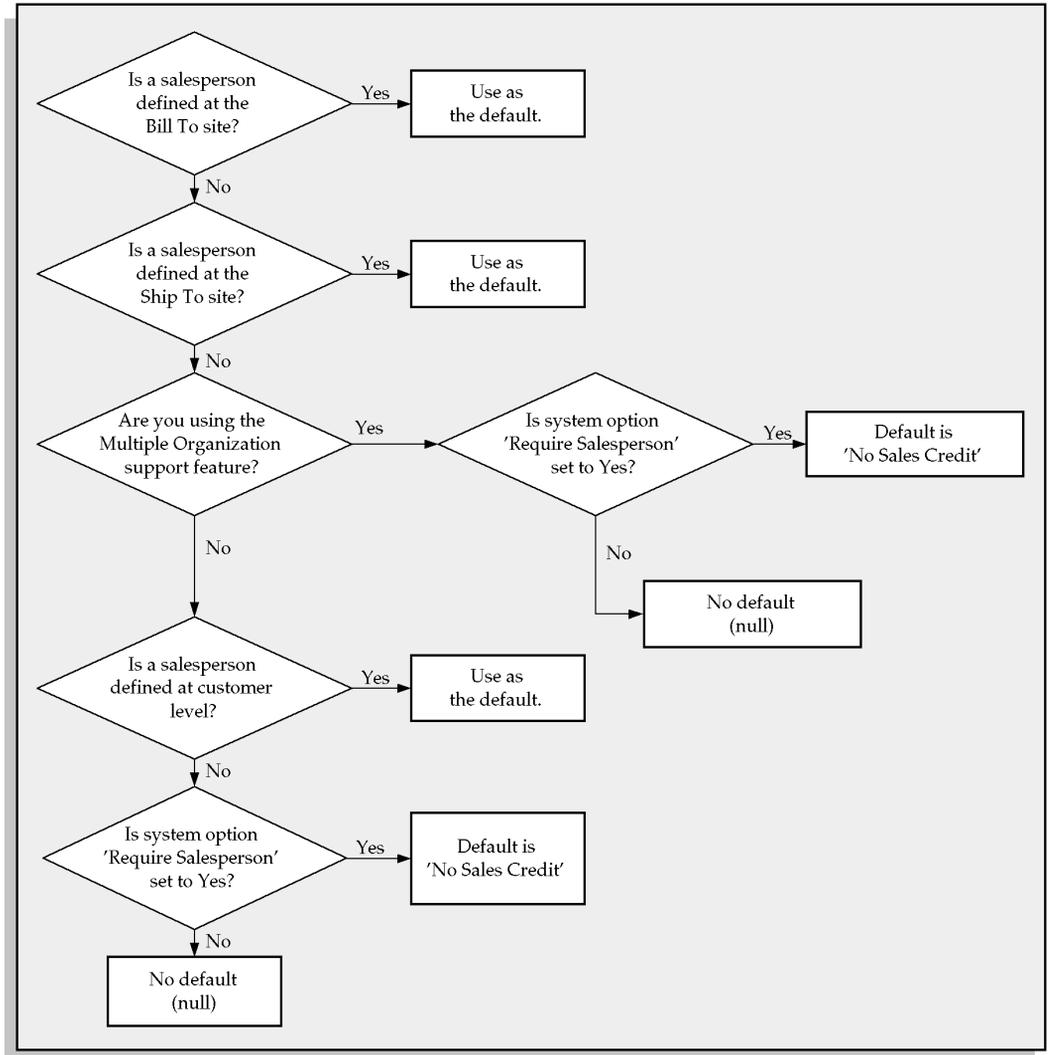
You can make a salesperson inactive by unchecking the Active check box and then saving your work, or by specifying an end date for this salesperson.



**Additional Information:** Information you enter in this window is shared by Oracle Sales and Oracle Sales Compensation. For more information, refer to the online documentation for these products.

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

**Figure 2 - 4 Determining the default salesperson during transaction entry.**



### **Prerequisites**

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

#### **► To define a salesperson:**

1. Navigate to the Sales Force window.

2. Select a Type of Others.
3. Enter the salesperson's Name.
4. Enter a unique Salesrep Number.
5. Enter the range of dates that this salesperson will be active. The Start Date is the current date, but you can change it. If you do not enter an End Date, this salesperson will be active indefinitely.

If the salesperson's status is Active but the date of the transaction you are entering is not within this date range, Receivables will not display this salesperson in the list of values in the Transactions window.



**Additional Information:** Taxware and Vertex use a two or nine digit code when the state, city, and zip code do not uniquely identify a tax jurisdiction. This value determines the point of order acceptance (Vertex) or point of order origin (Taxware) that your tax vendor uses to calculate tax. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System, Release 11i* or *Integrating Oracle Receivables with Vertex Quantum, Release 11i*.

6. Enter a Sales Credit Type of Quota Sales Credit.

**Note:** Receivables does not currently use this information. Oracle Order Management uses this information to determine if the sales credit for an order is a quota or non-quota amount. You can define additional sales credit types in Oracle Order Management. However, you can only assign Sales Credit Types that are of type 'Quota' to salespersons in Receivables.
7. Enter the Accounting Flexfield for your Revenue, Freight, and Receivable Accounts (optional). Receivables uses this information, along with your AutoAccounting rules, to determine the revenue, freight, AutoInvoice Clearing, Tax, Unbilled Receivable, Unearned Revenue, and Receivable accounts for invoices you assign to this salesperson.
8. To assign a territory to this salesperson, open the Territory Assignment tabbed region, then enter Territory Flexfield information.
9. If you assigned a territory to this salesperson, enter the range of dates that this territory will be assigned to this salesperson. The Start Date is the current date, but you can change it. If you do not enter an End Date, this territory will be active for this salesperson indefinitely.

10. To enter compensation information for this salesperson, open the Compensation Information tabbed region. Information in this region is used only by Oracle Sales.
11. Save your work.

## **See Also**

Entering Transactions: page 6 – 2

Entering Customers: page 3 – 4

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

## Standard Memo Lines

Name	1052
Description	1052
Type	Line
Tax Code	VAT
Unit List Price	100.23
Unit of Measure	Each
Revenue Account	01-420-1110-0000-000
Account Description	Ope-Consulting-Cash-No Sub Account-No Product
Invoicing Rule	ADVANCE INVOICE
Accounting Rule	test
Active Dates	04/19/1999 - [ ] [ ]

Standard memo lines are lines that you assign to a transaction when the item is not an inventory item (for example, 'Consulting Services'). You can assign memo lines to debit memos, on-account credits, debit memo reversals, chargebacks, commitments, and invoices. Receivables displays your standard memo lines as list of values choices during credit memo entry in the Credit Transactions window and during invoice entry in the Lines window. When you create chargebacks and debit memo reversals, you can either use the standard line that Receivables provides or enter your own. You can create an unlimited number of standard memo lines.

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



**Warning:** When you enter a standard memo line in the Lines window, place the cursor in the Description field and then use the list of values to select a memo line. If AutoAccounting is based on Standard Lines and you *type* or *copy* the memo line

information, Receivables will not generate the proper accounting entries for this line when you save.

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

**Note:** If you have Multi Lingual Support (MLS), you can define standard memo lines in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

### **Prerequisites**

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- Define units of measure: page 2 – 261
- Define invoicing and accounting rules: page 2 – 30

#### **► To define a standard memo line:**

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

**Note:** If you are modifying your chargeback or debit memo reversal standard line, Receivables lets you embed variables within the text of your description. For example, you may want to print the receipt number on your debit memo reversals. To do this, enter &receipt\_number& within your the text of your description. Receivables then prints the corresponding receipt number on your debit memo reversal. The following are valid variable types: receipt\_number for debit memo reversals and invoice\_number for invoices, chargebacks, and debit memos.

3. Choose a line type of Chargeback Line, Charges, Debit Memo Receipt Reversal, Freight, Line, or Tax.
4. Enter the ad hoc tax code to associate with this standard line (optional). If you are defining a standard invoice line and AutoAccounting depends on tax codes, Receivables uses the tax code you enter here along with your AutoAccounting rules to determine the default tax account for invoices with this standard line.

5. Enter the Unit List Price for this memo line (optional). Receivables displays this price on the debit memos, on-account credits, chargebacks, and invoices you create using this standard line.
6. If the type of this memo line is 'Line,' enter a Unit of Measure. Receivables defaults the unit of measure to this value when you choose this standard line item during invoice or memo entry.
7. Enter the Revenue Account for this memo line (optional). When you create a debit memo or on-account credit, this revenue account will be the default for each standard memo line that you select. When you create debit memo reversals or chargebacks, Receivables uses the Revenue Flexfield from the original receivable item as the credit account. Therefore, Receivables does not let you specify a value for the Revenue Flexfield for your debit memo reversal and chargeback standard lines.

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

8. Enter the Invoicing Rule to use with this standard line (optional). Receivables does not currently use this information when you select a standard line (in the Lines window during invoice entry) to which you have assigned a standard invoicing rule. Oracle Order Management assigns standard invoicing rules to standard lines for orders that you import through AutoInvoice.
9. Enter the Accounting Rule to use with this standard line (optional). If you select a standard line during invoice entry to which you have assigned a standard accounting rule, Receivables uses this rule to determine this line's revenue recognition schedule. Oracle Order Management lets you assign standard accounting rules to standard lines for orders that you import through AutoInvoice.
10. Enter the range of Active Dates for this standard line. The start date is today's date, but you can change it. If you do not enter an end date, this memo line will be active indefinitely.

**Note:** You can have only one line type of Chargeback Line active at a time.

11. Save your work.

## See Also

Items: page 2 – 129

Standard Memo Lines Listing Report: page 9 – 171

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## Standard Messages

Define standard messages to provide the text that Receivables prints on the bottom of your customer's statements. You can use messages to inform your customers of special promotions or to make your statements more personal.

Active standard messages appear as list of values choices in the Print Statements window.

**Note:** If you have Multi Lingual Support (MLS), you can define standard messages in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

► **To define standard messages:**

1. Navigate to the Standard Messages window.
2. Enter a Name for this message.
3. Enter the Type of message you are defining. Valid standard message types include 'Holiday' and 'Promotional'.
4. Enter the Start and End Dates during which this standard message will be active.
5. Enter the standard Message to appear on your customer's statement. The text of your standard message cannot exceed 255 characters.
6. Save your work.

### See Also

Statement Cycles: page 2 – 187

Using Statements: page 4 – 70

Printing Statements: page 4 – 74

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## Statement Cycles

Define statement cycles to determine when to send statements to your customers. You enter statement cycles when you define or modify individual customer and site profile classes in the Customer Profile Classes window.

If a customer site is defined as a statement site, Receivables generates a single, consolidated statement for all of this customer's transactions. This statement is sent to this statement site. If you have not defined a statement site for a customer, Receivables creates statements for each customer site to which you have assigned a Bill-To business purpose and for each credit profile that has the Send Statements parameter set to Yes.

You choose a statement cycle when you print your statements. Active statement cycles appear as list of values choices in the Print Statements and Customer Profile Classes windows. Statement cycle dates appear as list of values choices in the Print Statements window.

You can disable a statement cycle by unchecking the Active box, and then saving your work.

► **To define a statement cycle:**

1. Navigate to the Statement Cycles window.
2. Enter a Name and Description for this statement cycle.
3. Enter the Interval for this statement cycle to indicate how often Receivables will generate your statements. You can choose Weekly, Monthly, or Quarterly.
4. Enter Statement Dates for this statement cycle. Receivables uses the statement date to determine past due items and calculate finance charges.
5. To prevent Receivables from printing a statement on a specific statement date, check the Skip box.

**Note:** The Date Printed field displays the last date you printed statements from the Print Statements window for each statement date within a statement cycle. Receivables does not display a printed date for statement dates that you have either elected to skip or have not yet selected for a statement submission.

6. Save your work.

## See Also

Statements: page 4 – 70

Sample Statement: page 4 – 78

Printing Statements: page 4 – 74

Statements (print parameters, column headings): page 9 – 172

Defining Customer Profile Classes: page 3 – 42

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## Defining Receivables System Options

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

### **Prerequisites**

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- Define your set of books (*Oracle General Ledger User's Guide*)
- Define your AutoCash Rule sets: page 2 – 60
- Define Grouping Rules: page 2 – 122
- Define Key Flexfield Segments (*Oracle Applications Flexfields Guide*)

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

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

### **See Also**

Accounting System Options: page 2 – 190

Tax System Options: page 2 – 193

Transactions and Customers System Options: page 2 – 201

Miscellaneous System Options: page 2 – 204

Setting Up Receivables: page 2 – 8

Using the Multiple Organization Support Feature: page 2 – 150

Creating Dummy Accounting Reference Data for Oracle Training Administration (*Oracle Training Administration User's Guide*)

## Accounting System Options

System Options (Vision Operations)

Accounting | Tax | Tax Defaults and Rules | Trans and Customers | Miscellaneous

Accounting Method: **Accrual**      Name: **Vision Operations (USA)**

Finance Charge Activity	<b>Finance Charge</b>
Realized Gains Account	<b>01.740.7830.0000.000</b>
Realized Losses Account	<b>01.740.7840.0000.000</b>
Tax Account	<b>01.000.2520.0000.000</b>
Unallocated Revenue Account	<b>01.000.1110.0000.000</b>
Cross Currency Rounding Account	<b>01.000.1222.0000.000</b>
Header Rounding Account	<b>01.580.7740.0000.000</b>

Automatic Journal Import      Days per Posting Cycle: **25**

Header Level Rounding

Accounting Flexfield Description

Use the Accounting tabbed region to specify an accounting method and set of books and define your accounting flexfields. You can also choose whether to use automatic journal import, enable header level rounding, and specify how many days should be included in each posting cycle.

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

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

Enter 'Cash Basis' to recognize revenue at the time you receive payment for an invoice, debit memo, or chargeback. Receivables debits cash and credits revenue when using the Cash Basis method. See: Using Cash Basis Accounting: page 7 – 22.



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

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

If you are using the Oracle Applications Multiple Organization Support feature, you can have multiple sets of books within a single Receivables installation. For more information, see: Using the Multiple Organization Support Feature: page 2 – 150.

4. Enter a Finance Charge Activity (optional). Receivables provides a default activity called Finance Charge, but you can enter an activity that you defined. You can define accounting rules for Receivables Activities to specify how Receivables accounts for tax calculated on finance charges. When calculating tax on finance charges, Receivables searches for an activity first at the customer ship-to site, then the bill-to site, and then the System Options window, stopping when one is found. See: Receivables Activities: page 2 – 170.
5. If your accounting method is Accrual, enter your Realized Gains and Realized Losses Accounts. Receivables posts changes in your functional currency to your Realized Gains or Losses account in your general ledger if there are differences in exchange rate gains or losses.

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

6. Enter the Tax Account to use as the default value in the Tax Codes and Rates window. See: Tax Codes and Rates: page 2 – 209.
7. If your accounting method is Cash Basis, enter your Unallocated Revenue Account. Receivables uses this account when you apply a cash receipt with a balance other than zero to an invoice with a zero balance.

8. Enter a Cross Currency Rounding Account. Receivables uses this account to record any rounding error amounts created during a cross currency receipt application for currencies that have a fixed rate relationship. You need to define a rounding error account if you create cross currency receipts. See: Cross Currency Receipts: page 5 – 17.
9. Define a Header Rounding Account and enable Header Level Rounding (optional). Receivables uses this account to record any rounding differences that occur when converting foreign currency transactions to your functional currency. For more information, see: Header Level Rounding: page 2 – 126.



**Warning:** After you enable Header Level Rounding and save your work, you cannot disable the feature.

10. To import the batches of transaction records that you post into your general ledger, check the Automatic Journal Import box. The value you enter becomes the default value for the Run GL Journal Import field in the Run General Ledger Interface window. See: Running General Ledger Interface: page 7 – 6.
11. Enter the number of Days per Posting Cycle. This lets you process the transactions you are posting in smaller groups to ensure that you do not run out of rollback space during posting. For example, if your accounting period is 30 days and you set this value to 30, the posting program uses only one cycle. If your accounting period is 30 days and you set this value to 17, the posting program uses two cycles. We recommend that you set this field to a value that is less than the number of days in your accounting period.
12. Save your work.

## See Also

Tax System Options: page 2 – 193

Transactions and Customers System Options: page 2 – 201

Miscellaneous System Options: page 2 – 204

Calculating Finance Charges: page 4 – 58

Discounts: page 5 – 178

## Tax System Options

The screenshot shows the 'System Options (Vision Operations)' window with the 'Tax' tab selected. The window has a title bar with standard OS controls and a tabbed interface with tabs for 'Accounting', 'Tax', 'Tax Defaults and Rules', 'Trans and Customers', and 'Miscellaneous'. The 'Tax' tab is active, displaying various configuration fields. The 'Tax Method' is set to 'Sales Tax'. The 'Location Flexfield Structure' is 'State.County.City'. The 'Postal Code Range' is '00000 - 99999.9999'. 'Address Validation' is set to 'Warning' and 'Compound Taxes' is checked. 'Invoice Printing' is 'Itemize With Recap'. The 'Tax Registration Number' is '98-1234567' and 'Tax Vendor Views' is 'Oracle'. The 'Sales Tax Geo Override' field is empty. Below these fields, there is a section for 'Rounding Options' with 'Calculation Level' set to 'Header', 'Rounding Rule' set to 'Nearest', 'Reporting Currency' set to 'USD', 'Precision' set to '2', and 'Min Accountable Unit' field empty. The 'Allow Override' checkbox is checked.

Tax Method	Sales Tax
Location Flexfield Structure	State.County.City
Postal Code Range	00000 - 99999.9999
Address Validation	Warning <input checked="" type="checkbox"/> Compound Taxes
Invoice Printing	Itemize With Recap
Tax Registration Number	98-1234567
Tax Vendor Views	Oracle
Sales Tax Geo Override	
<input type="checkbox"/> Inclusive Tax Used	
<b>Rounding Options</b>	
Calculation Level	Header
Rounding Rule	Nearest
Reporting Currency	USD
Precision	2
Min Accountable Unit	
<input checked="" type="checkbox"/> Allow Override	

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

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

1. Open the Tax tabbed region, then enter your Tax Method. Choose either 'Sales Tax' or 'VAT' (value added tax). Receivables uses this tax method, along with the value you entered for the Calculate Tax field assigned to your transaction type, to determine whether to

calculate tax for your transactions. See: Transaction Types: page 2 – 246.

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

2. Enter your sales tax Location Flexfield Structure. You can use this to validate customer addresses as well as calculate sales tax based on your customer's shipping address. Alternatively, you could perform address validation using flexible address formats. See: Flexible Addresses: page 3 – 53.

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

3. Enter the Postal Code Range that you want to be the default value when entering sales tax rate assignments in the Tax Locations and Rates window.
4. If you are not using a flexible address format for validation, enter the type of Address Validation to use. This option is only valid for addresses in your home country. Enter one of the following:

**Error:** Receivables displays an error message when you enter an invalid address format. If the location combination does not exist for the customer's Ship-To address, Receivables displays an error message and prevents you from saving the record. In this case, you must manually add the location in the Tax Locations and Rates window before you can save the address.



**Suggestion:** If you choose Error, Receivables displays a list of values to help you select specific components when entering a new address. For example, if you enter 'New' in the City field and then press Tab or Return, Receivables displays all cities prefixed with 'New' such as New York, New Brunswick and New Bedford. (Receivables derives this information from locations that you previously entered or imported.)

**Warning:** Receivables displays a warning message if a tax rate or location is not defined for this address. However, you can save the record. Receivables creates locations that were not defined but does not create the corresponding rates for these new locations.

**No Validation:** Receivables does not validate the address. This validation level lets you save an address without displaying an error or warning message, even if all of the locations do not exist. If these locations do not exist, the system creates them for you but does not create the corresponding rates for these new locations.

See: Address Validation: page 3 – 74.



**Attention:** If you do assign a flexible address style to your home country to validate address information, you should use the correct Sales Tax Location Flexfield structure. See: Flexible Addresses: page 3 – 53.



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

5. To compound taxes in Receivables, check the Compound Taxes box. Compound taxes are taxes that are based on other taxes. If you check this box, Receivables lets you assign precedence numbers to your tax lines when entering invoices.
6. Enter the Invoice Printing method to use. This is the method Receivables will use when printing tax amounts on your invoices. The value you enter here becomes the default for your customer profile classes. Choose one of the following methods:

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

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

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

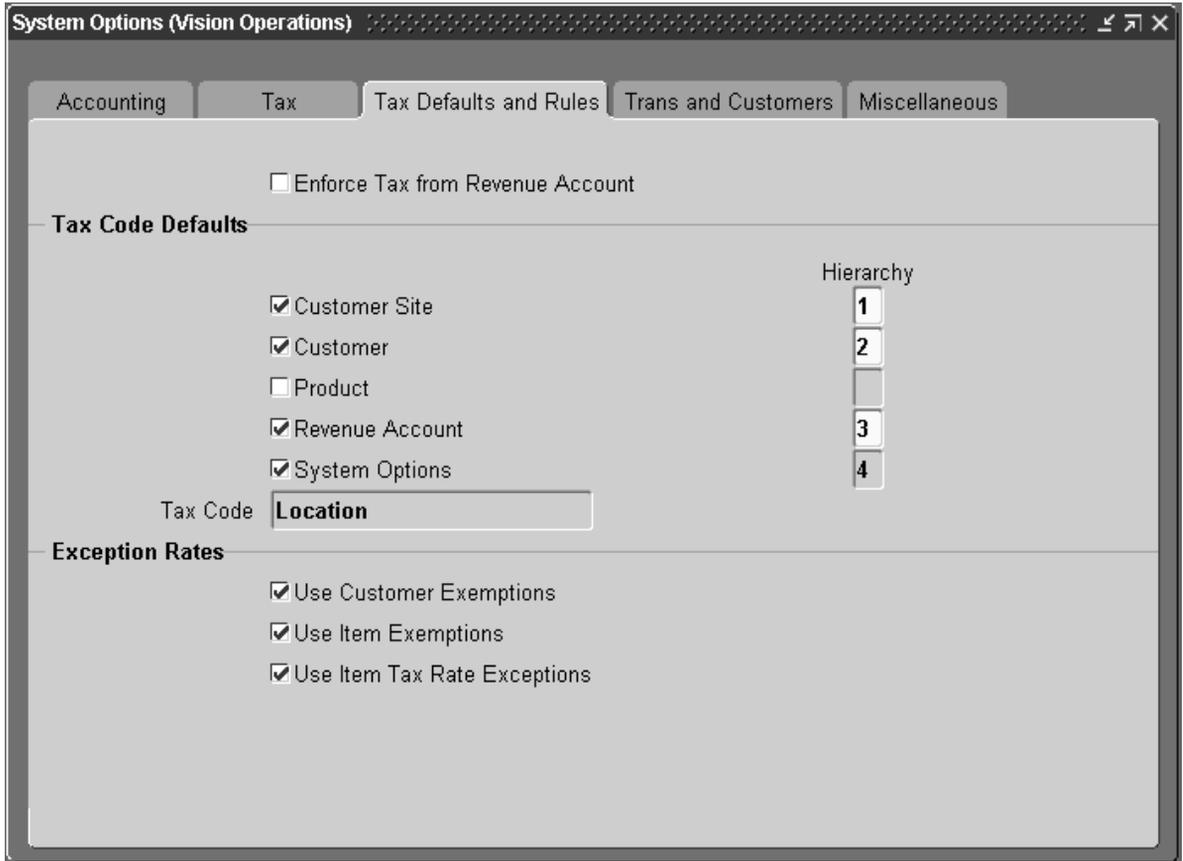
**Summarize by Tax Code:** Display all tax information under the heading 'Tax Summary by Tax Code.' If you have two tax lines with the same tax code, rate, exemption, and precedence number, Receivables will group them together.

**Summarize By Tax Name:** Display all tax information under the heading 'Tax Summary by Tax Name.' If you have two tax lines

with the same tax name, rate, exemption, and precedence number, Receivables will group them together.

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

7. If you charge your customer's tax and want to print a registration number on their invoices, enter a Tax Registration Number.
8. Enter the Tax Vendor Views to use to calculate tax, or select one from the list of values. Receivables provides a *Tax Vendor Extension* to integrate external tax calculation programs with Oracle Applications. If implemented, the Tax Extension returns a tax rate or amount from the vendor program whenever you manually enter, import, or copy transactions in Receivables. Enter Oracle if you are not implementing a tax vendor extension and want to calculate tax using the tax engine. See: *Implementing the Tax Vendor Extension (Oracle Receivables Tax Manual)*.
9. If your sales tax vendor is Taxware Sales/Use Tax System, enter a value for the Sales Tax Geo Override. Taxware uses a two or nine digit code when the state, city, and zip code do not uniquely identify a tax jurisdiction. Receivables uses the value you enter here to determine the point of order acceptance (POA) when calculating tax if no code is defined at the customer site level. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System, Release 11i*.
10. Check the Inclusive Tax Used box if you use inclusive tax codes (optional). This option determines at what point Receivables updates the total line amount in the Lines window when you add, update, or delete a tax line. If this option is Yes, Receivable does not update the 'Lines' total until you save your work; otherwise, Receivables enters a null value when you make the change, then updates the total when you save your work.
11. Specify your tax Rounding Options. See: *Tax Rounding System Options: page 2 – 198*.
12. Open the Tax Defaults and Rules tabbed region, then choose whether to Enforce Tax from your Revenue Account. You can optionally set up your system to ensure that the tax code for your invoice lines is the same as the tax code assigned to the 'Account' segment of your Revenue account. See: *Setup Steps for Value Added Tax in the Oracle Receivables Tax Manual*.



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

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

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

**Customer:** Use the tax rate defined at the customer level.

**Product:** Use the tax rate defined at the item level.

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

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

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

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

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

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

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

16. Save your work.

## Tax Rounding System Options

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

If you set Allow Override to Yes, you can also set these options at the customer or customer site level. The values you enter at the customer or site level take precedence over the values you enter here. See: *Entering Customers*: page 3 – 4.

If you pass tax amounts into Receivables using AutoInvoice, Receivables will not recalculate tax. When importing Tax Lines into Receivables, you must disable automatic tax calculation using a transaction type that has Automatic Tax Calculation set to No. Any rounding used in the original system will be brought into Receivables unchanged. See: *Importing Transactions Using AutoInvoice*: page 6 – 237.

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

1. Choose a Calculation Level. Choose Line to calculate tax for each invoice line (this is the default). Choose Header to calculate tax once for each invoice for each rate.

2. Choose a Rounding Rule. Choose from the following rules:

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

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

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

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

<b>Rounding Rule</b>	<b>Unit Price (USD)</b>	<b>Rounds To</b>
<b>Up</b>	<b>3.444, 3.445, or 3.446</b>	<b>3.45</b>
<b>Down</b>	<b>3.44, 3.445, or 3.446</b>	<b>3.44</b>
<b>Nearest</b>	<b>3.444</b> <b>3.445</b> <b>3.446</b>	<b>3.44</b> <b>3.45</b> <b>3.45</b>

Table 2 - 16 (Page 1 of 1)

3. Enter your Reporting Currency (this is the same as your functional currency).
4. Enter the standard Precision to use for tax calculations in this currency. This is the number of digits to the right of the decimal point that are used in regular currency transactions. The standard precision must be greater than or equal to zero, and must be less than or equal to your functional currency precision. For example, if your functional currency is USD, enter a number less than or equal to 2. (If your Reporting Currency is USD, 2 is the default.)
5. Enter the Minimum Accountable Unit for tax rounding in this currency. This is the smallest denomination used in this currency (this might not correspond to the standard precision). This must be greater than your functional currency minimum accountable unit.

For example, if your functional currency is USD (Precision = 2), your Minimum Accountable Unit must be .02 or greater.

6. To be able to specify Tax Calculation and Tax Rounding at the customer or site level, check the Allow Override box. If you do not check this box, Receivables disables the Tax Calculation and Tax Rounding fields in the Customers window.
7. Save your work.

## See Also

Transactions and Customers System Options: page 2 – 201

Miscellaneous System Options: page 2 – 204

Accounting System Options: page 2 – 190

Calculating Tax (*Oracle Receivables Tax Manual*)

## Transactions and Customers System Options

The screenshot shows the 'System Options (Vision Operations)' dialog box with the 'Trans and Customers' tab selected. The dialog has several sections:

- Accounting:**  Allow Change to Printed Transactions,  Allow Transaction Deletion,  Allow Payment of Unrelated Transactions
- AutoInvoice:**
  - Tuning Segments:**
    - Accounting Flex:
    - System Items:
    - Territory:
  - SQL Trace, Max Memory (in bytes):
  - Purge Interface Tables, Log File Message Level:
- Customers:**
  - Automatic Customer Numbering
  - Automatic Site Numbering (D)
  - Create Reciprocal Customer (F)
  - Grouping Rule Name:

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

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

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

1. Open the Transactions and Customers tabbed region.
2. To allow updates to transactions that have been printed, check the Allow Change to Printed Transactions box. This option also determines whether you can update a customer's address when printed, posted, or applied transactions are assigned to that address. See: Entering Customer Addresses: page 3 – 18.



**Attention:** 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 consolidated billing invoice.

3. To allow transactions to be deleted from Receivables after they have been saved, check the Allow Transaction Deletion box. If you set this option to Yes, you can still specify at the responsibility level which users can delete transactions by using function security. Setting this option to No prevents all Receivables users from deleting transactions; this is a requirement for installations that are legally required to number transactions sequentially with no missing transaction numbers.
4. To allow receipt applications to debit items of unrelated customers, check the Allow Payment of Unrelated Invoices box. If you check this box, Receivables lets you select debit items for unrelated customers and apply your receipts to them in the Applications window. See: Applying Receipts: page 5 – 11.
5. Enter the Accounting, System Items, and Territory Flexfield segments that are most often selected by AutoInvoice. Receivables uses this information to increase AutoInvoice performance.
6. To activate SQL trace for AutoInvoice, check the SQL Trace box.
7. Enter the Maximum Memory (in bytes) to allocate to AutoInvoice for validation. For best results, enter a value that is the maximum number of records that you import (rounded to an even number) multiplied by 1024. For example, if you use AutoInvoice to import no more than 100 records at a time, enter a value of 102400.
8. To automatically purge the AutoInvoice Interface tables after running AutoInvoice, check the Purge Interface Tables box. If you check this box, Receivables deletes the records that have successfully transferred into permanent Receivables tables. Do not check this box if you want to submit the AutoInvoice Purge program manually after running AutoInvoice. See: Importing Transactions Using AutoInvoice: page 6 – 237.

9. Enter a Log File Message Level. This number (from 0 to 3) indicates the amount of detail you want AutoInvoice to display in the AutoInvoice log file. The higher the number, the greater the detail.

**Note:** For more information about the AutoInvoice system options, see: Preparing Receivables for AutoInvoice: page 6 – 189.

10. To automatically assign unique numbers to your customers when you define new customers, check the Automatic Customer Numbering box. Do not check this box if you want to manually assign customer numbers.
11. To automatically assign numbers to your customer's business purposes, check the Automatic Site Numbering box. See: Assigning a Business Purpose to a Customer Address: page 3 – 25.



- Suggestion:** If you do not check the Automatic Site Numbering box, you can provide descriptive location names for your business purposes. For example, your customer has several addresses, but they want all invoices to be sent to their office in Chicago. For the Bill-To business purpose, enter a location name of 'Chicago-Bill To Site Only.' This will help you identify the correct address to enter when creating invoices.
12. To automatically create a reciprocal relationship between two customers when you are defining customer relationships, check the Create Reciprocal Customer box. A reciprocal relationship is one in which related customers can apply payments to each others invoices. See: Creating Customer Relationships: page 3 – 40.
  13. Enter the default Grouping Rule Name you want AutoInvoice to use. AutoInvoice uses grouping rules to group revenue and credit transactions into invoices, debit memos, and credit memos.

## See Also

Accounting System Options: page 2 – 190

Tax System Options: page 2 – 193

Miscellaneous System Options: page 2 – 204

Entering Customers: page 3 – 4

Defining Customer Profile Classes: page 3 – 42

## Miscellaneous System Options

The screenshot shows the 'System Options (Vision Operations)' window with the 'Miscellaneous' tab selected. The window has a title bar with standard OS controls. Below the title bar are five tabs: 'Accounting', 'Tax', 'Tax Defaults and Rules', 'Trans and Customers', and 'Miscellaneous'. The 'Miscellaneous' tab is active. The form contains several fields and checkboxes:

- Split Amount: 2500
- Days in Days Sales Outstanding Calculation: 30
- Discount Basis: Lines Only
- AutoCash Rule Set: Standard
- Accrue Interest:
- Allow Unearned Discounts:
- Discount on Partial Payment:
- Require Billing Location for Receipts:
- Require Salesperson:
- Print Remit to Address:
- Print Home Country:
- Auto Receipts** section:
  - Invoices per Commit: 100
  - Receipts per Commit: 100
- Chargeback Due Date: Open Invoice Due Date
- Default Country: United States
- Source of Territory: None
- Application Rule Set: Line First--Tax After

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

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

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

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

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

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

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

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

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

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

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

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

Your AutoCash Rule set and the Discount Grace Days you specify in a customer's credit profile determine the sequence of AutoCash Rules that Receivables uses when you run Post QuickCash to automatically apply receipts to this customer's open debit items. See: AutoCash Rules; page 5 – 167.

5. If you want Receivables to automatically update the open balance in the Transactions workbench for transactions that are past due, check the Accrue Interest box. If this option is set to No, the Lines window in the Transaction workbench will always display the original

balance of your transactions; it will not update the balance due to include any finance charges.

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

6. To require that a bill-to location be associated with a cash receipt, check the Require Billing Location for Receipts box. If this option is Yes, the Post QuickCash program creates unidentified payments for receipts that do not have billing locations.

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



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

7. To allow Receivables to accept unearned discounts, check the Allow Unearned Discounts box. Unearned discounts are discounts a customer takes after the discount period passes. You define discount periods when defining your payment terms. See: Payment Terms: page 2 – 157.
8. To require that salespersons be entered when entering your transactions, check the Require Salesreps box.
9. To allow discounts to be taken for partial payments, check the Discount on Partial Payment box. A partial payment is a payment that is less than the remaining amount due for a transaction. If this option is Yes, you can still choose to not allow discounts on partial payments at the transaction level when defining your Payment Terms. Set this option to No if you never allow discounts on partial payments.
10. To print your remit-to addresses on your customers' statements, check the Print Remit to Address box. You use remit-to addresses to inform your customers of where they should send their payments. See: Remit-To Addresses: page 2 – 175.

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

11. To print your home country on your invoices and statements that refer to addresses in that country, check the Print Home Country box.
12. Enter the number of invoices you want the Automatic Receipt program to process before saving in the Invoices per Commit field.
13. Enter the number of receipts you want the Automatic Receipt program to process before saving in the Receipts per Commit field.



**Suggestion:** Set the Receipts per Commit option to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this gives you the number of receipts marked for this batch. Enter this number in the Receipts per Commit field. You should only reduce the number if you run out of rollback segments.

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

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

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

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

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

15. Enter a Default Country. Receivables uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses (you can override this value by setting the user profile option 'Default Country.' See: Profile Options in Oracle Application Object Library: page A – 29).
16. Enter the Source of Territory you want Receivables to default into the Salespersons, Transactions, and Customers windows. Receivables uses the value you enter here to determine the default territory for your invoices and commitments. Choose from the following sources:
  - Bill-To Site:** Use your customer's Bill-To Address as the default.
  - Salesrep:** Use the territory assigned to your customer's primary salesperson as the default.

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

**None:** Do not enter a default territory.

17. Enter an Application Rule Set or select one from the list of values. Your Application Rule Set determines the default payment steps when you use the Applications window or Post QuickCash to apply receipts. Receivables uses this rule set if none is assigned to the debit item's transaction type. See: Receivables Application Rule Sets: page 5 – 38.
18. Save your work.

## See Also

Territories: page 2 – 235

Accounting System Options: page 2 – 190

Tax System Options: page 2 – 193

Transactions and Customers System Options: page 2 – 201

Entering Transactions: page 6 – 2

Automatic Receipts: page 5 – 186

Printing Statements: page 4 – 74

# Tax Codes and Rates

Tax Code	Tax Type	Taxable Basis	Tax Rate %	Tax Amount	Sign	F
RX10q	Value Added Tax	Quantity		10.00	Credit	
RX10qD	Deferred Vat	Quantity		10.00	Credit	
RX12	Value Added Tax	Before Discount	12		Credit	
RX20	Value Added Tax	Before Discount	20		Credit	
RX20D	Deferred Vat	Before Discount	20		Credit	
RX5	Value Added Tax	Before Discount	5		Credit	
RdE7	Value Added Tax	Before Discount	7		Credit	
SDVAT	Value Added Tax	Before Discount	10		Credit	
SDVAT2	Sales Tax	After Discount	10		Credit	

Account Descriptions

Tax: Ope-Balance Shee-State Sales and-No Sub Account-No Product

Tax Accounting

Use the Tax Codes and Rates window to enter and maintain your tax codes and their associated tax rates. You can define as many tax codes of type VAT (Value Added Tax) or Sales Tax as you need. You can have only one enabled tax code of type Location for any given date range. This code cannot have a rate associated with it.

You can enter a tax code at the customer Ship-To and Bill-To business purpose level, as well as at the customer level. You can also assign tax codes to inventory items. If your tax method is VAT, you can include a tax code in the Tax Defaulting Hierarchy in the System Options window.

You can specify whether a tax code:

- is enabled
- allows tax exemptions
- lets you modify the tax rate when entering transactions

- displays line amounts inclusive or exclusive of tax
- lets you change a tax code from tax inclusive to tax exclusive when entering transactions
- appears in the list of values in Receivables windows

Tax codes that you define appear on your tax reports, in the Tax windows when you enter transactions, and in the Tax Groups window when you define your tax groups.

**Note:** If you have Multi Lingual Support (MLS), you can define tax codes in each of your installed languages. To enter translations, select Translations from the View menu or click on the globe icon. For more information, see: *Oracle Applications Concepts* or the *Oracle Applications User's Guide*.

### Prerequisites

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- Define system options: page 2 – 189

#### ► To define a tax code:

1. Navigate to the Tax Codes and Rates window.
2. Enter a unique name for this Tax Code.
3. Choose a Tax Type. If you are using location based tax, you can only enter one enabled tax code with tax type of Location Based Tax for a given date range. Receivables displays subtotals by tax type in various tax reports. You can define additional tax types in the Receivables Lookups window.
4. Specify a Taxable Basis to control how Receivables calculates tax on transactions assigned to this tax code. Choose one of the following:
  - **After Discount:** Calculate tax on the invoice line amount, after any early payment discount is taken.
  - **Before Discount:** Calculate tax on the invoice line amount, before any early payment discount is taken.
  - **Quantity:** Calculate tax based on the quantity ordered and unit of measure of the invoice line. If you choose this option, specify a Tax Amount (see step 6).
  - **PL/SQL:** Calculate tax using the PL/SQL formula that you specify. If you choose this option, go to Step 8.
  - **Prior Tax:** Select this option if you use this tax code as part of a tax group (to calculate multiple taxes) and you want to calculate

tax on only the tax for the previous tax line. See: Calculating Tax on Prior Tax in a Tax Group in the *Oracle Receivables Tax Manual*.

5. If the tax type is *not* 'Location Based Tax' and you specified a taxable Basis of either After Discount or Before Discount, enter a Tax Rate.
6. If the Taxable Basis is Quantity, enter a Tax Amount. For example, you enter a Tax Amount of 2 for this tax code. If you create an invoice line with a quantity of 7 and assign this tax code to it, Receivables calculates tax of \$14 for this line.
7. Indicate whether this tax code is positive or negative by setting the Sign parameter to either 'Cr' or 'Dr', respectively. When you use a tax code with a sign of 'Dr' (negative), Receivables debits your tax account. When you use a tax code with a sign of 'Cr' (positive), Receivables credits your tax account.
8. If the Taxable Basis is PL/SQL, enter the name of a PL/SQL stored procedure in the Formula field. Receivables uses this stored procedure to calculate tax when you assign this tax code to a transaction. See: Available Parameters for PL/SQL Stored Procedures in the *Oracle Receivables Tax Manual*.
9. Open the Effective region, and then enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
10. To disable this tax code, uncheck the Enabled box. You can have multiple disabled tax codes for the same date range.
11. Open the Control region, then choose a Tax Class. Choose Output to use this tax code with invoices, debit memos credit memos, adjustments, discounts, finance charges and miscellaneous cash receipts. Choose Input to use this tax code with miscellaneous cash payments (negative receipts). Input tax codes appear only in the list of values for the Liability Tax Code field in the Receivables Activities window; output tax codes appear in all Receivables transaction and set up windows.

**Note:** Receivables also displays subtotal amounts by tax class in various tax reports.

**Note:** To define tax codes for use in Oracle Payables, use the Payables Tax Codes window. See: Tax Codes in the *Oracle Payables User Guide*.

12. To allow tax exemptions for items using this tax code, check the Allow Exempt box.

13. To be able to change the tax rate for this tax code in the Transaction windows, check the Ad-hoc box. You can only check this box if the tax type is *not* 'Location Based Tax.' You can update this option after you save this tax code.
14. If you want this tax code to automatically display line amounts including tax, check the Inclusive Tax box. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.
15. If you do not want to be able to change this tax code from inclusive to exclusive (or vice versa) when entering invoices, uncheck the Allow Inclusive Override box.

**Note:** Location-based tax codes are always tax exclusive and you cannot change them to be tax inclusive.

16. To prevent this tax code from appearing in Receivables windows, uncheck the Displayed box. If this box is not checked, you cannot assign this tax code to individual transactions.



**Suggestion:** If you want to be able to use this tax code only within a tax group, uncheck this box.

17. To update the Tax Account assigned to this tax code, open the More tabbed region. The default account is the Location Tax Account you defined in the System Options window. AutoAccounting uses this value if the AutoAccounting structure for your tax account is derived from the tax code.
18. Enter the Printed Tax Name as you want it to appear on printed transactions.
19. Enter a description for this tax code (optional). Receivables displays this information in country-specific reports as required.
20. Enter a VAT Transaction Type (optional). This field is used for Spanish and Belgian Tax reporting. For more information, see the *Oracle Applications Spanish Globalizations Reference Manual* or the *Oracle Applications Belgium Globalizations Reference Manual*.
21. To define additional tax accounting for this tax code, choose the Tax Accounting button. See: Defining Tax Accounting for Tax Codes and Locations: page 2 – 217.
22. Save your work.

## See Also

Defining Tax Accounting for Tax Codes and Locations: page 2 – 217

AutoAccounting: page 2 – 57

Reviewing Sales Tax Rates: page 2 – 219

Tax Groups: page 2 – 227

Calculating Tax (*Oracle Receivables Tax Manual*)

## Tax Locations and Rates

Oracle Tax Locations And Rates - State.County.City

Find

**Locations**

State	Description	Tax Account	
AK	Alaska	01-000-2520-2122-000	02
AL	Alabama	01-000-2520-2123-000	01
AR	Arkansas	01-000-2520-2101-000	
AS	American Samoa	01-000-2520-2124-000	60
AZ	Arizona	01-000-2520-2102-000	
CA	California	01-000-2520-2103-000	

Tax Acct Desc

**Rates**

Tax Rate %	Override	Effective Dates		Postal Codes		
		From	To	From	To	
3		01/01/1900	03/24/1999	99500	99990-9999	02
10		03/25/1999		99500	99999-9999	

Use the Tax Locations and Rates window to enter and update your locations and their associated tax rates. For each location you can define multiple tax rates and postal code ranges, as long as the date and postal code range do not overlap. Receivables uses these locations and tax rates to create authorities and sales tax rates for tax calculations. Receivables also uses locations to validate your customers' addresses.

Use this window to assign tax accounts to the components of your segment that has a tax account qualifier assigned to it. You assign a tax account qualifier to any one segment of your location flexfield structure using the Key Flexfield Segments window.

You can also implement country-specific validation of foreign customer address information using the Flexible Address Formats feature. For more information, see: Flexible Addresses: page 3 – 53.

If you do not want to manually enter or maintain location and tax rates, you can use the Sales Tax Rate Interface program to load this

information from an outside tax service. See: *Using the Sales Tax Rate Interface and Implementing the Tax Vendor Extension in the Oracle Receivables Tax Manual*.

### **Prerequisites**

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- Define your sales tax location flexfield structure: page 2 – 193
- Assign the tax account qualifier to any one of the segments of your location flexfield structure in the Define Key Flexfields window (*Oracle Applications Flexfields Guide*)

► **To define a new or update an existing tax location and its associated tax rate:**

1. Navigate to the Tax Locations and Rates window.
2. Choose the type of sales tax structure to define. Choose City, County, or State.
3. If you chose a sales tax structure of 'County,' enter the Given State in which this county is located, then choose Find.

If you chose a sales tax structure of 'City,' enter the Given County in which this city is located, then choose Find.

If you chose a sales tax structure of 'State,' choose Find.

4. To update an existing location or rate, update the Tax Account, Tax Rate, and range of Effective Dates or Postal Codes for this location, then go to step 10.

**Note:** You can also define additional tax accounting information for adjustments, discounts, or other Receivables activities by choosing the Tax Accounting button. See: *Defining Tax Accounting for Tax Codes and Locations: page 2 – 217*.

To add a new location, choose New Record from the Edit menu.

5. Enter the Name and Description of this location.
6. If this segment has been assigned to the tax account qualifier, Receivables enters a default Tax Account. This is the account you defined for the 'Location' tax code type in the Tax Codes and Rates window. You can update this information.
7. Enter the Tax Rate percentage to assign to this location (optional). You can enter multiple tax rates for this location as long as the date and postal code range do not overlap. Receivables uses the date and

postal code range for each tax rate assignment to determine when this assignment is active for this location.

8. If you are entering city level rate assignments and you include City in your tax location flexfield structure, you can optionally override the sales tax rates for the senior segments (State and/or County) of this structure. To override the sales tax rate for this city's state or county, enter a new rate in the Override Sales Tax Rates popup window. See: *Defining a Sales Tax Location Flexfield Structure Oracle Receivables Tax Manual*.



**Attention:** You can only use the override feature if you include City in your Sales Tax Location Flexfield Structure.

9. Enter a range of Effective Dates for this tax rate. The default start date is today's date, but you can change it. If you do not enter an end date, this tax rate will be valid indefinitely.
10. Enter a range of Postal Codes for this tax rate. Receivables uses the date and postal code range for your locations to determine which tax rate assignments to use when creating your sales tax rates. You can review these compiled sales tax rates in the Review Sales Tax Rates window.
11. Save your work.

## See Also

Defining Tax Accounting for Tax Codes and Locations: page 2 – 217

Reviewing Sales Tax Rates: page 2 – 219

Tax Codes and Rates: page 2 – 209

Tax Exemptions: page 2 – 223

Calculating Tax (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

U.S. Sales Tax Report (*Oracle Receivables Tax Manual*)

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## Defining Tax Accounting for Tax Codes and Locations

Use the Tax Accounting window to enter additional accounting information about your tax codes and tax locations. You can specify expense, revenue, and non-recoverable accounts for your adjustment, finance charge, and earned and unearned discount activities. You can also use the Tax Accounting window to set up *deferred tax*, an accounting method in which tax is due when payment is applied to an invoice, rather than when the invoice is created.

If you use tax codes, use the Tax Accounting window to assign tax accounts to your tax codes. If you use location-based tax, use the Tax Accounting window to assign tax accounts to your tax locations.

To record tax on adjustments, discounts, and finance charges, specify an expense or revenue account and a non-recoverable account. The non-recoverable account records decreases in the total amount of tax that you collect for activities that the government does not consider a legitimate tax deduction.



**Suggestion:** You can define regular or deferred tax accounting for existing tax codes. To do this, select the tax code to modify, then disable it by entering the current date in the To field. Create a new record, then choose Duplicate Record Above from the Edit menu. Enter a new effective date range then define additional tax accounting for this tax code.

To use deferred tax accounting, use the Tax Accounting window to specify an *Interim Tax Account*. When you create an invoice, Receivables accounts for the liability in the Interim Tax Account. When you apply a payment to the invoice, Receivables automatically transfers the tax liability to the Tax Account.



**Attention:** If you are upgrading from a previous release of Oracle Receivables, you cannot update the tax accounting for transactions that have a status of 'complete.' Once a transaction is complete, Receivables creates all corresponding accounting entries and does not let you enter a different tax code or modify the existing accounting information.

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### Prerequisites

- Define tax codes and rates: page 2 – 209
- Define your sales tax location flexfield structure: page 2 – 193
- Define tax locations and rates: page 2 – 214
- Define Receivables Activities: page 2 – 170

► **To define additional tax accounting for existing tax codes or locations:**

1. If you use tax codes, navigate to the Tax Codes and Rates window.  
If you use location-based tax, navigate to the Tax Locations and Rates window.
2. Select the tax code or location, then choose the Tax Accounting button.
3. To use deferred tax, check the Deferred box and then enter an Interim Tax Account, or select from the list of values.



**Warning:** Once you save your work, you cannot update the Deferred check box or modify the Interim Tax Account.

4. Enter an Expense/Revenue Account for each Receivables Activity type, including Adjustment, Earned Discount, Unearned Discount, and Finance Charge (optional).
5. If tax is not deductible for an activity type, enter a Non-Recoverable Tax Account. The Non Recoverable Tax Account records tax amounts that you cannot claim as a legitimate deduction to decrease your tax liability.

**Note:** You can also calculate and account for tax on Miscellaneous Cash transactions when defining your Receivables Activities. Miscellaneous Cash transactions always use the Tax Account.

6. Save your work.

## See Also

Tax Accounting for Discounts and Miscellaneous Transactions (*Oracle Receivables Tax Manual*)

Tax Accounting for Adjustments and Finance Charges (*Oracle Receivables Tax Manual*)

Deferred Tax Accounting (*Oracle Receivables Tax Manual*)

## Reviewing Sales Tax Rates

Use the Review Sales Tax Rates window to review your existing sales tax rates. Receivables creates these sales tax rates when you enter customer addresses in the Customers window. You can view the locations and associated rates for your customer addresses in the Tax Locations and Rates window. If you have a situation where locations are defined without rates and these locations are included in existing authorities, Receivables also creates sales tax rates when you assign rates to these locations.

If you update rates belonging to locations that are already included in an authority, Receivables automatically updates all of the sales tax rates that are associated to this authority. You can review the changes in this window.

The number of sales tax rates created for each authority depends upon the postal code and date ranges that you assigned to each location included in your authority.

The following example demonstrates the criteria that Receivables uses to create sales tax records for your customer addresses. In this case, you have the following locations and rate assignments defined in Receivables where CA is the state of California, San Mateo is a county within California, and Foster City and Belmont are cities within San Mateo county:

Segment Value	From Zip	To Zip	Start Date	End Date	Tax Rate
CA	96199	96199-9999	15-JUL-90	-----	6.25%
CA	85364	89999-9999	15-JUL-90	-----	6.25%
CA	90000	94999-9999	15-JUL-90	-----	6.25%
San Mateo	00000	99999-9999	07-JUL-88	31-DEC-90	0%
San Mateo	00000	99999-9999	01-JAN-91	31-JAN-91	2%
Foster City	94063	94065-9999	01-JAN-91	31-JAN-91	1%
Belmont	94065	94069-9999	01-JAN-90	31-JAN-91	0%

Table 2 - 17 (Page 1 of 1 - Locations and Rates as defined)

When you enter and save these locations and their rate assignments, Receivables generates the following sales tax rate records:

Authority	From Zip	To Zip	Start Date	End Date	Tax Rate
CA.San Mateo.Foster City	94063	94065-9999	01-Jan-91	31-Jan-91	6.25+2+1
CA.San Mateo.Belmont	94065	94069-9999	15-Jul-90	31-DEC-90	6.25+0+0
CA.San Mateo.Belmont	94065	94069-9999	01-Jan-91	31-Jan-91	6.25+2+0

**Table 2 - 18 (Page 1 of 1 - Sales Tax Rates for review)**

Receivables only calculates sales tax rates for authorities that exist within your home country. For example, if you set up your sales tax system to handle business in the United States but you enter addresses in a foreign country, Receivables does not create locations, authorities, or sales tax records.

### Prerequisites

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- Enter customers: page 3 - 4
- Enter customer addresses: page 3 - 18

► **To review your sales tax rates:**

1. Navigate to the Review Sales Tax Rates window.
2. Choose Run from the Query menu.

## See Also

Tax Codes and Rates: page 2 - 209

Tax Locations and Rates: page 2 - 214

Calculating Tax (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

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

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## Tax Authorities

Tax Authorities represent a unique combination of locations and are created manually through the Tax Authorities window or automatically when you enter customer addresses. Receivables uses authorities to expedite sales tax calculations.

When you enter a customer address, Receivables first checks if this authority already exists for the appropriate date range. If it exists, Receivables uses the combined sales tax rate associated with this authority to calculate any tax amounts. If the authority does not exist, Receivables first checks if the locations and associated rates exist. If they exist, Receivables creates the authority and all of the sales tax rates. If the locations do not exist, Receivables creates the authority and the locations in the Tax Locations and Rates window.

You can also implement country specific validation of foreign customer address information using Flexible Address Formats. See: Flexible Addresses: page 3 – 53.

You can disable an existing tax authority either by unchecking the Enabled check box or entering an ending effective date, and then saving your work.

### Prerequisites

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Define tax locations and rates: page 2 – 214

► **To define a new or review an existing tax authority:**

1. Navigate to the Tax Authorities window.
2. If you are reviewing an existing authority, query the authority to view.

If you are defining a new authority, enter the Authority location, or select from the list of values. Receivables displays an error message if you enter an authority that already exists.

3. Enter a range of Effective Dates for this authority. The default start date is today's date, but you can change it. If you do not enter an end date, this authority will be active indefinitely.
4. Save your work.

## See Also

Reviewing Sales Tax Rates: page 2 – 219

Tax Codes and Rates: page 2 – 209

Entering Customer Addresses: page 3 – 18

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

# Tax Exemptions

**Tax Exemptions**

Exemptions By:  Customer  Item  Range

Name:  Number:

Location:  Site:

**Exemptions**

Tax Code	Exemption			Effective Dates		Status	Optional Exempt %
	%	Number	Reason	From	To		
CST	100.00		Reseller	01/MAR/1998		Unapproved	
Exempt	100.00		Reseller	01/JUN/1996		Unapproved	
GNOPST	100.00		Reseller	01/AUG/1997		Unapproved	
GNPST	100.00		Reseller	01/AUG/1997		Unapproved	

Define tax exemptions to fully or partially exempt a customer, item, or range of items from specific tax codes. You can create exemptions against customers or items for either locations or specific tax codes.

To use customer exemptions, set the Use Customer Exemptions system option to 'Yes.' To use product exemptions, set the Use Product Exemptions system option to 'Yes.' To exempt customers or products from tax codes with a type of 'VAT' or 'Sales,' set the appropriate Use Tax Code system option to 'Yes.' See: Tax System Options: page 2 – 193.

To exempt a customer from all taxes, use the Customers window to assign this customer to a tax code with a zero tax rate. To exempt an item from all taxes, use the Items window to assign this item to a tax code with a zero tax rate. See: Items: page 2 – 129.

You can only define a tax rate exemption for items that can be entered on an invoice and have a status of 'Active.' In addition, if you create more than one exemption for the same customer, item, tax code, reason,

or certificate number, the date ranges of these exemptions cannot overlap.

You can also use the Tax Exemptions window to update the status of your exemptions. If you need to add an exemption number to an Unapproved exemption created in the Transaction window, you must change the status of this exemption to 'Expired' and recreate the exemption with the number.

### **Prerequisites**

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- Define system options: page 2 – 189
- Enter customers: page 3 – 4
- Define items: page 2 – 129
- Define tax codes and rates: page 2 – 209

► **To define an exemption for a customer:**

1. Navigate to the Tax Exemptions window.
2. Choose to create Exemptions By Customer.
3. Enter the customer Name or Number.
4. To view existing exemptions for this customer or item(s), choose Find.
5. Enter the Locations for which this exemption will be valid (optional).
6. Enter the Site to exempt (optional). Leave this field blank to exempt all of this customer's sites or if you want to create a regional exemption using the Location flexfield (see previous step).
7. Define your Exemption. See: Defining an Exemption: page 2 – 225.

► **To define an exemption for an item:**

1. Choose to create Exemptions By Customer.
2. Choose to create Exemptions By Item.
3. Enter the Item, or select from the list of values.
4. To view existing exemptions for this item, choose Find.
5. To create a new exemption, choose New Record from the Edit menu.
6. Define your Exemption. See: Defining an Exemption: page 2 – 225.

- ▶ **To define an exemption for a range of items:**
  1. Choose to create Exemptions By Range.
  2. Enter the Category and Category Set to which the range of items belongs (optional). (You use categories to group items with similar characteristics; a category set is a group of categories.)
  3. Enter the User Item Type. For example, Finished Good, ATO Model, or Subassembly.
  4. Enter the range of Items for this exemption.
  5. Define your Exemption. See: Defining an Exemption: page 2 – 225.

## Defining an Exemption

1. Enter the Tax Code from which you are partially or fully exempting this customer or item(s). You can enter exemptions for VAT tax codes, or for location based tax, using your 'Location' tax code.
2. Enter the tax code percentage to exempt. You must enter a percent between 0 and 100.
3. Enter an exemption Number (optional).
4. Enter a Reason for this exemption, or select from the list of values.
5. Enter the range of Effective Dates for this exemption. The default start date is today's date, but you can change it. If you do not enter an end date, this exemption will be valid indefinitely.

If an exemption exists for an item, the new exemption you define takes precedence. For example, item A1 has an exemption with no ending effective date. If you define an exemption for this item with an effective start date of January 1, 1996, Receivables sets the existing exemption's end date to December 31, 1995, and creates the new exemption with the effective dates that you specify.

6. Enter a Status for this exemption.

**Unapproved:** Exemptions created automatically during Invoice entry or import are recorded as Unapproved. Exemptions with this status may be changed to any of the statuses listed here.

**Manual:** This exemption has been approved but Receivables will not automatically use it. You have to explicitly use this exemption. Exemptions with this status can only be changed to Primary or Expired.

**Primary:** This exemption has been approved and Receivables will automatically calculate tax. Exemptions with this status can only be changed to Manual or Expired.

**Expired:** Discontinue a previously approved exemption. Once discontinued, their status cannot be changed.

**Rejected:** Reject an Unapproved exemption. Once rejected, their status cannot be changed.

7. Save your work.

## See Also

Customer Exemption Certificates (*Oracle Receivables Tax Manual*)

Calculating Tax (*Oracle Receivables Tax Manual*)

Tax Rate Exceptions: page 2 – 233

Tax Exempt Customer Report (*Oracle Receivables Tax Manual*)

Tax Exempt Product Listing (*Oracle Receivables Tax Manual*)

# Tax Groups

The screenshot shows the 'Tax Groups' window with the following configuration:

- Group Code: CNTX02 GROUP3
- Group Name: CNTX02 GROUP3
- Effective: 01/JAN/1999
- Description: VAT Tax group for tax triangulation script
- Constraint Name: [ ]
- Output:  Output
- Input:  Input
- Enabled:  Enabled

**Tax Codes**

Display Order

Display Order	Tax Code	Tax Rate %	Tax Amount	Sign	Formula	Inclusive Tax	Corr Pre
1	CNTX0203	10		Cr		<input checked="" type="checkbox"/>	
2	CNTX0203	10		Cr		<input checked="" type="checkbox"/>	
3	CNTX0205	8		Cr		<input checked="" type="checkbox"/>	
4	CNTX0203	10		Cr		<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	

Buttons: Group Constraints, Exceptions, Conditions

Use the Tax Groups window to group multiple, conditional taxes under one name. Tax groups allow countries with multiple taxes to automatically calculate each applicable tax within Receivables and Oracle Order Management. For example, Canada has two types of taxes: Goods and Services Tax (GST) and Provincial Sales Tax (PST). GST is a federal sales tax applied for all shipments, and it has one standard tax rate. PST is applied at the provincial level and has a different tax rate for each province. Similarly, India has multiple taxes, both Government and State Sales Tax is applicable, and the state tax rate is controlled by the ship-to address.

## Compound Tax

Tax groups support compounded tax rates within the group. Compound tax enables you to calculate multiple taxes for a transaction. To compound tax, specify an order of precedence for each tax code in

the group. Once set up, Receivables automatically calculates the compounding of multiple taxes within the group when you assign it to a transaction.

Tax groups can also contain multiple independent branches of compounded tax. Within each compounding branch, Receivables adds tax to the original amount, so each subsequent tax line within the branch calculates tax on the new taxable amount. Receivables then adds the tax for each compounding branch to determine the total tax amount.



**Attention:** A compounding branch within a Tax Group can contain either inclusive or exclusive tax codes, but not both. Additionally, only one compounding branch in a Tax Group can have inclusive tax codes.

**Note:** Tax groups consisting of tax inclusive tax codes cannot contain some tax codes with a Taxable Basis of After Discount and some with a Taxable Basis of Before Discount.

For more information, see: *Compounding Tax Codes in a Tax Group in the Oracle Receivables Tax Manual.*

### **Inclusive Tax**

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Inclusive tax codes include the tax for a transaction line in the line amount, rather than displaying these amounts separately. Certain restrictions apply when using inclusive tax codes in compounding branches of a Tax Group. See: *Compounding Tax: page 2 – 227.*

For more information, see: *Tax Codes and Inclusive Tax in the Oracle Receivables Tax Manual.*

**Note:** If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship-to address or the line item could change the default tax code.

### **Condition Sets**

---

You can use a *Condition Set* to indicate that each tax code within the Tax Group is dependent on one or more conditions that you specify. You can also specify an action for each Condition Set. For example:

”If the ship-to country is Canada and the ship-to province is Quebec, use this tax code; otherwise, do not use this tax code.”

Following are the valid options for defining a Condition Set:

<u>Condition Set Options</u>				
Clause	Entity	Field	Operator	Action
If, And, Or	Ship From	Country; State; County; Province; City	< >, =	Error Message
	Ship-To	Country; State; County; Province; City	< >, =	Use This Tax Code
	Bill-To	Country; State; County; Province; City; Tax Classification	< >, =	Do Not Use this Tax Code
	Order Origin	Country; State; County; Province; City	< >, =	Default Tax Code
	Order Acceptance	Country; State; County; Province; City	< >, =	
	Transaction	FOB; Type	< >, =	System Error
	Item	User Item Type	< >, =	

Table 2 – 19 (Page 1 of 1)

You can use a Condition Set in multiple Tax Groups.

**Note:** If you are upgrading from a previous release of Oracle Receivables, the name of the Condition Set of each tax code in your existing Tax Groups is 'Upgrade'.

### Exception Sets

To automatically change the rate for a tax code within a Tax Group, assign an *Exception Set* to the tax code. When this tax code is used, Receivables changes the tax rate to the rate specified in the Exception Set. For example, the tax code 'Standard' has a rate of 7%. However, if the bill-to site is located in New York city, the tax rate must be 9.5%. You create an Exception Set with the following definition and assign it to this tax code:

”If Bill-to City = New York, then Apply Exception rate of 9.5%.”

When the Standard tax code is used and the bill-to address is New York city, Receivables applies a tax rate of 9.5%; otherwise, Receivables uses the predefined rate of 7%.

You can use an Exception Set in multiple Tax Groups.

**Note:** Valid options for defining an Exception Set are the same as for Condition Sets, except:

- the list of available Operators also includes 'Not Found'
- the list of available Actions also includes 'Apply Exception' and 'Do Not Apply Exception'

## **Group Constraints**

---

Assign *Group Constraints* to a Tax Group to ensure specific conditions are met before using this Tax Group. Receivables checks all Group Constraints when you assign a Tax Group to a transaction. If none of the constraints are found, Receivables uses the Tax Group to calculate tax; otherwise, Receivables performs the action specified (for example, use a default tax code).

Following is an example of a Group Constraint:

"If ship-to or ship-from Province not found, display system error message."

You can use a Group Constraint Set in multiple Tax Groups.

**Note:** Valid options for defining a Group Constraints are the same as for Condition Sets, except:

- the list of available Entities also includes Tax Code
- the list of available Operators also includes 'Not Found'
- the list of available Actions are Error Message, Default Tax Code, System Error, and Use This Tax Group

## **Prerequisites**

---

Define tax codes and rates: page 2 – 209

### **► To define a Tax Group:**

1. Navigate to the Tax Groups window.
2. Enter the Group Code for this Tax Group.
3. Enter a Group Name for this Tax Group. The default is the Group Code, but you can change it.
4. Enter a range of Effective dates for this Tax Group. The default start date is the current date, but you can change it. If you do not enter an end date, this Tax Group will be active indefinitely.
5. Enter a Description of this Tax Group (optional).
6. Choose Output to use this Tax Group with invoices, debit memos credit memos, adjustments, discounts, finance charges and

miscellaneous cash. Choose Input to use this Tax Group in Oracle Payables.

7. To disable this Tax Group, uncheck the Enabled box.
8. Enter a Tax Code or select one from the list of values. You can only select tax codes with effective dates that are within the effective dates for this Tax Group. For example, if the effective date for your Tax Group is from 01-JAN-97, you cannot enter a tax code with a start date before 01-JAN-97, even if the tax code has no end date. Receivables places this restriction because an end date could be added to the tax code later to make it inactive, thereby making it invalid within the Tax Group.
9. To limit the dates in which this tax code will be active within this Tax Group, enter an End Date. The default Start Date is today's date, but you can change it. If you do not enter an end date, this tax code will remain active within this Tax Group until you specify an end date or uncheck the Enabled box.
10. To specify conditions for using this tax code, choose a Condition Set or choose New to define a new Condition Set. To always use this tax code, do not specify a Condition Set. See: Condition Sets: page 2 – 228.
11. To specify a rate exception for this tax code, choose an Exception Set or choose New to define a new Exception Set. See: Exception Sets: page 2 – 229.



**Attention:** The Tax Code, Tax Rate, Tax Amount, Sign, Formula, and Inclusive Tax fields are for display only. You define these values in the Tax Codes and Rates window.

12. Enter a Compounding Precedence number (optional). This number indicates the order in which Receivables selects tax codes when compounding taxes in a Tax Group.
13. Repeat steps 8 through 12 for each tax code to add to this Tax Group.
14. To specify a Group Constraint for this Tax Group, choose an existing Group Constraint, or choose New to define a new one. See: Group Constraints: page 2 – 230.
15. Save your work.

**Note:** If this Tax Group has no Condition Set, Receivables validates the Tax Group definition when you save your work. If this Tax Group has a Condition Set, Receivables does not validate the Tax Group definition until you assign it to a transaction. See: Condition Sets: page 2 – 228.



**Suggestion:** After setting up your Tax Groups, run the Tax Code and Tax Group Listing reports to ensure they are defined correctly.

## See Also

Calculating Tax (*Oracle Receivables Tax Manual*)

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

Tax Inclusive (*Oracle Receivables Tax Manual*)

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## Tax Rate Exceptions

Use the Item Tax Rate Exceptions window to assign special tax rates to products that you ship to specific authorities.

You can only define a tax rate exception for items that can be entered on an invoice and have a status of 'Active.'

Item tax rate exceptions apply only to location based tax. Therefore, to use tax rate exceptions, your Location Flexfield Structure must be State.County.City. To use the exceptions that you define in this window, ensure that the system option Use Item Tax Rate Exceptions is set to Yes.

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### Prerequisites

- Define items: page 2 – 129
- Define tax codes and rates: page 2 – 209
- Define tax rate exception reason lookups: page 2 – 134
- Define tax authorities: page 2 – 221

► **To define a tax rate exception:**

1. Navigate to the Item Tax Rate Exceptions window.
2. Choose to create an Exception By Item or Range.
3. If you chose exceptions by Item, enter the Item to exempt or select from the list of values.  
  
If you chose exceptions by Range, enter the Category Set, User Item Type, and a range of Items.
4. To query existing exceptions for this item or range, choose Find.
5. Enter the range of Effective Dates for this exception. The default start date is today's date, but you can change it. If you do not enter an end date, this exception will be valid indefinitely.
6. Enter the authority Location for which you want to define a tax exception for this item or range of items. You can choose to selectively enter values for the different segments in the authority. For example, to enter a tax exception for the entire state of California, you would enter a value for California in the state segment, and leave all the child segments blank. To enter the exception for a particular county within California, enter the state and county values, but leave the city segment blank. (This assumes

that you are using state–county–city as your location flexfield structure.)

Note that you cannot leave a segment blank if its child segment has a value assigned to it. For example, if you have assigned a value to city, its parent segments county and state must have values assigned to them. You cannot update the location flexfield for an exception once the exception has been used within Receivables.

7. Enter the Tax Rates for each location in your authority.

You can choose to leave the tax rates blank for one or more locations of your authority if you do not wish to override that location's default tax rate. For example, if your state is California and you do not wish to override California's default tax rate, leave the state tax rate blank. You cannot update the tax rate flexfield for an exception once the exception has been used within Receivables.

8. Choose a Reason for creating this tax exception. You can define tax exception reasons in the Receivables Lookups window by specifying the lookup type 'Tax Rate Exception Reason.' See: Defining and Updating Receivables Lookups: page 2 – 134.
9. Save your work.

## See Also

Calculating Tax (*Oracle Receivable Tax Manual*)

Tax Exemptions: page 2 – 223

Tax Exceptions Listing (*Oracle Receivable Tax Manual*)

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## Territories

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

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

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

### Prerequisites

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- Define system options: page 2 – 189
- Define your Territory Flexfield: page 2 – 236

► **To define a territory:**

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

### See Also

Defining Receivables System Options: page 2 – 189

Entering Transactions: page 6 – 2

Salespersons: page 2 – 178

*Oracle Applications Flexfield Guide*

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## Territory Flexfield

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

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

Next, you need to navigate to the Territories window to create your Territory Flexfield combinations. The Territory Flexfield does not allow dynamic insert, so you must ensure that you have defined all of your flexfield combinations before you assign them. See: Territories: page 2 – 235.

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

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

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

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



**Attention:** The Territory Flexfield is optional, so if you do not wish to group your receivables data by territory, you do not have to implement this flexfield. However, you must enable at

least one segment of your territory flexfield if you use AutoInvoice.

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

**Table 2 – 20 (Page 1 of 1)**

## See Also

Territories: page 2 – 235

Defining Descriptive Flexfields (*Oracle Applications Flexfields Guide*)

Maintaining Countries and Territories: page 2 – 237

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## Maintaining Countries and Territories

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

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

### Prerequisites

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- Define your Territory Flexfield: page 2 – 236

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

1. Navigate to the Countries and Territories window.
2. Update the predefined Description of the country or territory (optional).
3. Update the VAT Member State Code for a country belonging to the European Union. Receivables uses member state codes to determine which customers to include in the European Sales Listing. If a country does not belong to the European Union, you should not enter a VAT member state code. See: European Sales Listing: page 9 – 100.
4. Update the Address Style to use for addresses within a country throughout Oracle Financials. If you leave this field blank, the system uses the default address style. Choose one of the following predefined address styles:
  - **Japan:** Address Style used in Japan.
  - **Northern Europe:** Address Style used in Northern Europe.
  - **South America:** Address Style used in South America.
  - **Southern Europe:** Address Style used in Southern Europe.
  - **UK/Africa/Australasia:** Address Style used in the United Kingdom, Africa, and Australasia.

**Note:** You can also create your own address styles. See: Flexible Addresses: page 3 – 53.
5. If you made any changes, save your work.

## See Also

Organizations: page 2 – 148

Territories: page 2 – 235

## Transaction Batch Sources

The screenshot shows the 'Transaction Sources' dialog box. At the top, the title bar reads 'Transaction Sources'. Below the title bar, there are two main fields: 'Name' with the value 'AA01' and 'Type' with a dropdown menu set to 'Imported'. Below these are four tabs: 'Batch Source', 'AutoInvoice Options', 'Customer Information', and 'Accounting Information'. The 'Batch Source' tab is selected. Inside this tab, there is a 'Description' field with the value 'AA01 - Imported'. Below the description, there is a checked checkbox for 'Active'. To the right of the 'Active' checkbox is the 'Effective Dates' field, which contains '01/02/1952' followed by a blank field. Below the 'Active' checkbox, there are three more checkboxes: 'Automatic Batch Numbering' (unchecked), 'Automatic Transaction Numbering' (checked), and 'Copy Document Number to Transaction Number' (unchecked). To the right of these checkboxes are two 'Last Number' fields. The first 'Last Number' field is empty, and the second 'Last Number' field contains the value '781'. At the bottom of the dialog, there are two more fields: 'Standard Transaction Type' with the value 'Invoice-Service' and 'Credit Memo Batch Source' which is empty. There is also a small icon in the bottom right corner of the dialog.

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

You can define two types of transaction batch sources:

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

You can make a batch source inactive by unchecking the Active check box and then saving your work. Receivables does not display inactive

transaction batch sources as list of values choices or let you assign them to your transactions.



**Suggestion:** If you have installed multiple organization support (multi-org), define an imported batch source with the same name in each organization (these sources can have the same or different settings). This enables you to import order lines that belong to different organizations in Oracle Order Management into Receivables.

### **Prerequisites**

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- Define transaction types: page 2 – 246
- Define credit memo batch sources (optional)
- Define grouping rules: page 2 – 122 (optional)

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

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

**Note:** Receivables automatically updates the Last Number fields, so you can review this batch source later and see the last transaction number that was generated (note that this number is only an approximation due to caching).

7. To use the same value for both the document number and the transaction number for transactions assigned to this source, check the Copy Document Number to Transaction Number box (optional).



- Suggestion:** If your application uses Gapless document sequences, check this box if you require gapless transaction numbers. Checking this box ensures that transaction numbers are generated sequentially and there are no "missing" numbers. See: Implementing Document Sequences: page 2 – 99.
8. Enter the Standard Transaction Type for this batch source. When you choose a batch source during transaction entry, this is the default transaction type. You can define new transaction types in the Transaction Types window.
  9. To number your credit memos created against invoices and commitments with this source differently than the invoices or commitments they are crediting, enter a Credit Memo Batch Source. Before you can assign a credit memo batch source, you must first define your credit memo batch sources using this window. If you do not specify a credit memo batch source, Receivables enters the invoice or commitment batch source here.
  10. If you are defining a Manual transaction batch source, skip to step 25.  
  
If you are defining an Imported transaction batch source, open the AutoInvoice Processing Options tabbed region.
  11. Specify how you want AutoInvoice to handle imported transactions that have Invalid Tax Rates. An invalid tax rate is one in which the imported transaction's tax rate does not match its tax code. Enter 'Correct' if you want AutoInvoice to automatically update the tax rate that you supplied to the one that you defined previously for the tax code. Enter 'Reject' if you want AutoInvoice to reject the transaction.
  12. Specify how you want AutoInvoice to handle imported transactions with Invalid Lines by entering either 'Reject Invoice' or 'Create Invoice.'
  13. Specify how you want AutoInvoice to handle imported transactions that have lines in the Interface Lines table that are in a closed period. To have AutoInvoice automatically adjust the GL dates to the first GL date of the next open or future enterable period, enter 'Adjust' in the GL Date in a Closed Period field. Enter 'Reject' to reject these transactions.

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

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

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

If you check this box, AutoInvoice puts any difference between the revenue amount and the selling price times the quantity for a transaction into the AutoInvoice Clearing account that you have defined. Otherwise, AutoInvoice requires that the revenue amount be equal to the selling price times the quantity for all of the transactions it is processing. Define your clearing account in the Automatic Accounting window. See: AutoAccounting: page 2 – 57.

16. Indicate whether sales credits can be entered for transactions using this source by checking or unchecking the Allow Sales Credit box. This option and the Require Salesreps option in the System Options window determine whether sales credits are optional or required. See: Transaction Batch Sources Field Reference: page 2 – 245.

17. Open the Customer Information tabbed region, then choose either 'Value' or 'ID' for each option to indicate whether AutoInvoice validates your customer information for this batch source using a value or identifier. Choose 'None' for no validation.

Choose Value to import a record into AutoInvoice tables using its actual name; choose ID to use its internal identifier. For example, if Payment Term is set to Value, you must pass the name of the payment term, such as 'Standard-Check' when running AutoInvoice. If Payment Term is set to ID, you must pass the number that identifies the payment term (the term\_id), not the name

itself. Choose Value if you use this source to import data from a non-Oracle system.

18. Open the Accounting Information tabbed region, then choose ID, Value, or None to indicate how AutoInvoice validates your Invoice and Accounting Rule data for this batch source.
19. Choose either 'Id' or 'Segment' to indicate whether you want AutoInvoice to validate the identifier or the flexfield segment for this batch source.
20. Check the Derive Date check box to derive the default rule start date and default GL date from the ship date, rule start date, order date and the default date that you supply when you submit AutoInvoice.



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

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

21. Choose either 'Id' or 'Value' to indicate whether AutoInvoice validates your Payment Terms for this batch source using identifiers or values.
22. Choose either 'Amount' or 'Percent' to indicate how you want AutoInvoice to validate your Revenue Account Allocation data for this batch source.
23. Open the Other Information tabbed region, then choose how you want AutoInvoice to validate data. Choose 'None' for no validation.
24. Open the Sales Credits Data Validation tabbed region, then choose how you want AutoInvoice to validate data for salespersons, sales credit types and sales credit. Choose Number, ID, or Value to validate information using identifiers, numbers, or values for this batch source. Choose to validate Sales Credits based on either Amount or Percent.
25. Save your work.

## See Also

Entering Transactions: page 6 – 2

Importing Transactions Using AutoInvoice: page 6 – 237

Transaction Batch Sources Field Reference: page 2 – 245

Transaction Batch Sources Listing: page 9 – 179

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## Transaction Batch Sources Field Reference

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

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

Table 2 – 21 (Page 1 of 1)

\*\* AutoInvoice ignores any values that you pass.

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

## Transaction Types

The screenshot shows the Oracle Transaction Types window with the following configuration for a 'Chargeback' transaction type:

- Name: Chargeback
- Description: Chargeback
- Class: Chargeback
- Terms: 10/10 Net 30
- Printing Option: Print
- Transaction Status: Open
- Creation Sign: Any Sign
- Application Rule Set: (empty)
- Receivable Account: 01-000-1210-0000-000
- Revenue Account: 01-410-4110-0000-000
- Unbilled Receivable Acct: (empty)
- Tax Account: 01-000-2520-0000-000
- Invoice Type: (empty)
- Start Date: 04/23/1997
- Freight Account: (empty)
- Clearing Account: (empty)
- Unearned Revenue Acct: (empty)
- Credit Memo Type: (empty)
- End Date: (empty)

Options and checkboxes:

- Open Receivable
- Post To GL
- Allow Freight
- Tax Calculation
- Natural Application Only
- Allow Overapplication

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

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

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

values choices in the Transactions, Reverse Receipts, Credit Transactions, and Transaction Sources windows.

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

You should define your transaction types in the following order:

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

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



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

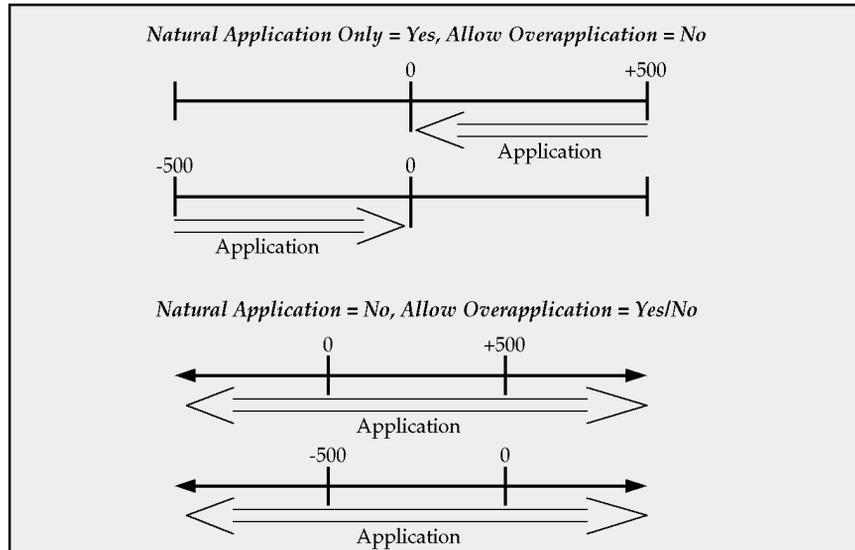
### **Natural Application and Allow Overapplication Rules**

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

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

**Figure 2 – 5 Natural Application and Overapplication**



### **Prerequisites**

- Define your key segment values (refer to the *Oracle Applications Flexfields Guide*)
- Define your key flexfield segments (refer to the *Oracle Applications Flexfields Guide*)
- Define payment terms: page 2 – 157

► **To define a transaction type:**

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

If you choose Deposit or Guarantee, Receivables sets Open Receivable and Post to GL to Yes, Allow Freight, Tax Calculation, and Allow Overapplication to No, Creation Sign to 'Positive Sign,' and Natural Application Only to Yes. See: Define Your Commitment Transaction Types: page 6 – 335.

4. If this transaction type's class is not Deposit or Guarantee, indicate whether you want transactions with this type to update your customer balances by checking or unchecking the Open Receivable box.

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

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



- Suggestion:** You can use the Open Receivable option to implement an approval cycle for any temporary or preliminary debit memos, credit memos, on-account credits, chargebacks, and invoices that you may use in your business. For particularly sensitive debit memos, credit memos, on-account credits, chargebacks, and invoices that you may want to review, you can define a transaction type called Preliminary with Open Receivable set to No. This transaction type does not update your customer balances. When you review and approve the item, you can then change the transaction type to Final (a transaction type that you define with Open Receivable set to Yes) which will update your customer's balances.
5. To be able to post transactions with this type to your general ledger, check the Post To GL box. The default is the value you specified for the Open Receivables option. This box must be checked if the class is Deposit or Guarantee.  
  
If you are defining a 'void' transaction type, do not check this box.
  6. Enter the payment Terms to use for transactions with this transaction type.
  7. Choose a default Printing Option for transactions with this transaction type. Choose Print or Do Not Print. You can override this value when entering transactions.
  8. Choose a Transaction Status of Open, Closed, Pending, or Void. Use these statuses to implement your own invoice approval system. Enter 'Void' to void debit memos, on-account credits or invoices to which you assign this transaction type.
  9. To allow freight to be entered for transactions with this transaction type, check the Allow Freight box.

10. To let Receivables calculate tax for transactions with this transaction type, check the Tax Calculation box. If you do not check this box, the Tax Code field in the Lines window will not be required and Receivables will not perform tax calculations or create tax accounting entries for transactions with this transaction type (this is also true for transactions in Oracle Order Management and Oracle Sales and Marketing).
11. Choose a Creation Sign. The default is Positive Sign for transaction types with a class of either Guarantee or Deposit. If you are using the Cash Basis accounting method, your transaction's creation sign must be either Positive or Negative. You cannot update this field after you enter transactions with this type.
12. If this transaction type's class is not Deposit or Guarantee and you want to restrict the direction in which items with this transaction type can be updated by applications entered against them, check the Natural Application Only box. If you check this box, Receivables sets Allow Overapplication to No. You cannot update this option after you save this transaction type.
13. Enter an Application Rule Set for this transaction type or select one from the list of values (optional). An Application Rule Set determines the default payment steps when you use the Applications window or AutoLockbox to apply receipts to transactions using this type. If you do not enter a rule set, Receivables uses the rule set in the System Options window as the default. See: Receivables Application Rule Sets: page 5 – 38.
14. If this transaction type's class is not Deposit or Guarantee, and you did not check the Natural Application Only box, choose whether to Allow Overapplication against items with this transaction type by checking or unchecking this box. If you check this box, Receivables sets Natural Application to No and you cannot update it after you save this transaction type. If you use the Cash Basis accounting method, the default value is No and you cannot change it.
15. Enter the Receivable Account for transactions with this transaction type. Receivables uses this information, along with your AutoAccounting definition, to determine the receivable accounts for transactions with these types. Receivables creates a receivables transaction record using this account so you can transfer to your general ledger and create a journal entry if Post To GL is Yes for this transaction type.



**Suggestion:** For guarantee transaction types, enter the Accounting Flexfield for your Unbilled Receivable account. Receivables only uses the Unbilled Account field to determine

the Unbilled Receivable account for invoices with the rule 'Bill in Arrears.'



**Suggestion:** For Chargeback transaction types, enter the Receivable Chargeback account. The offset to the Receivable account on the original debit transaction will be generated by the chargeback adjustment.

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

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



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

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

18. If this transaction type's class is Invoice or Debit Memo, enter a Clearing Account for transactions with this transaction type. Receivables uses this account to hold any difference between the revenue amount specified for the Revenue account and the selling price times the quantity for imported invoice lines. Receivables only uses the clearing account if you have enabled this feature for transaction sources that you use for your imported transactions.
19. If this transaction type's class is Invoice or Credit Memo, enter an Unbilled Receivable Account. When you use the Bill In Arrears invoicing rule, Receivables uses this information, along with your AutoAccounting definition, to determine the Unbilled Receivable account for transactions with this transaction type.



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

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



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

21. If this transaction type's class is Invoice, Credit Memo, or Debit Memo, enter a Tax Account. Receivables uses this information along with your AutoAccounting definition to determine the tax account for transactions with this transaction type.
22. If this transaction type's class is either Deposit or Guarantee, enter the Invoice Type to use for invoices entered against commitments or deposits with this transaction type. When you enter an invoice against either a deposit or a guarantee with this transaction type, the value you enter here is the default invoice transaction type.
23. If this transaction type's class is Deposit, Guarantee, Debit Memo, or Invoice, enter the Credit Memo Type to use when crediting items with this transaction type (optional). When you enter a credit memo against an invoice with this transaction type, the value you enter here is the default credit memo transaction type.
24. Enter the range of dates that this transaction type will be active. The default Start Date is today's date, but you can change it. If you do not enter an End Date, this transaction type will be active indefinitely.
25. Save your work.

## See Also

Using AutoAccounting: page 6 – 326

Transaction Types Listing Report: page 9 – 190

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## Transmission Formats

Use the Transmission Formats window to define the transmission formats that AutoLockbox uses when importing data into Receivables. Transmission formats specify how data in your lockbox bank file is organized so it can be successfully imported into the Receivables interface tables. You can define as many transmission formats as you want.

Receivables provides the following transmission formats:

- **Example (arxmpl.ctl):** A format that contains an example of lockbox header information, several receipt records, and overflow receipt records.
- **Default (ardeft.ctl):** A standard BAI (Bank Administration Institute) format used by most banks.
- **Convert (arconv.ctl):** A standard format used for transferring payment information from other systems.
- **Cross Currency (arxcrr.ctl):** A default format used for importing cross currency receipts.
- **Zengin (arzeng.ctl):** A format used to import bank files in the Japanese Zengin format. See: Alternate Names Receipt Matching Window: page 5 – 113.

These files are located in the \$AR\_TOP/bin directory and are compatible with corresponding standard SQL\*Loader control files.

You use an SQL\*Loader control file to import data from bank files to Receivables. If you define a different transmission format or edit the existing Default or Convert formats, you must edit the SQL\*Loader control file before you can import data into Receivables. The transmission format is used by the validation program to ensure that data is correctly transferred from the bank file into Receivables.

Active transmission formats appear in the list of values of the Submit Lockbox Processing window. You can make a transmission format obsolete by changing its status to Inactive, and then saving your work.

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### Valid Field Types

When defining your transmission fields, you can choose from the following field types:

**Account:** Your customer's bank account. The bank account number and the transit routing number make up your customer's MICR number.

**Alternate Name:** The alternate name for this customer.

**Amount Applied 1 to 8:** The amount applied to each invoice, debit memo, or chargeback. Each payment or overflow payment record can accommodate up to eight debit item numbers. For cross currency applications, this is the amount to apply in the *transaction* currency and corresponds to the Amount Applied field in the Applications window.

**Amount Applied From 1 to 8:** Used for cross currency receipt applications, this is the amount applied to each transaction in the *receipt* currency. Each payment or overflow payment record can accommodate up to eight debit item numbers. This field corresponds to the Allocated Receipt Amount field in the Applications window.

**Attribute 1 to 15:** Use attributes to enter Descriptive Flexfield segments. Attributes can only be assigned to Payment records, and they become the Descriptive Flexfield data in the QuickCash, Receipts, and Applications windows.

**Bank Transaction Code:** A code defined for each account that is used by your bank to uniquely identify the kind of transaction in a bank statement (for example, debit, credit, void). This is also used by Oracle Cash Management to determine a receipt's effective date.

**Batch Amount:** The total receipt batch amount for a specific bank batch.

**Batch Name:** The name of the batch for a specific bank batch.

**Batch Record Count:** The total number of payment records in a specific bank batch. The total number of all batch record counts equals the Lockbox Record Count. This does not include overflow payments, headers, or trailers.

**Billing Location:** Your bank will be able to transmit the billing location of the payment. You must only specify the field name and the field positions that the billing location occupies in the transmitted data file.

**Comment:** Any comments you want to associate with this transmission.

**Currency Code:** The currency of the payment. For cross currency payments, you can also enter the Invoice Currency Code (see below). If you do not enter a value in this field, AutoLockbox derives the currency code from the information that is provided in the Amount Applied and Amount Applied From fields.

**Customer Bank Branch Name:** The name of your customer's bank branch.

**Customer Bank Name:** The name of your customer's bank.

**Customer Number:** The identification number of the customer who submitted a payment.

**Deposit Date:** The date the bank receives and deposits your customer's payment.

**Deposit Time:** The time at which the bank receives and deposits your customer's payment.

**Destination Account:** Your business's bank account. Your business may have more than one bank account.

**Effective Date:** The date on which the bank determines a customer's balance to apply interest (used by Oracle Cash Management's Cash Forecasting feature).

**Exchange Rate:** The exchange rate associated with this payment if you are using AutoLockbox to import foreign currency receipts.

**Exchange Rate Type:** The exchange rate type used to convert a foreign currency receipt to your functional currency. Values include Corporate, Spot, or User. For more information, see: Foreign Currency Transactions: page 6 – 33.

**Invoice 1 to 8:** The invoices, debit memos, and chargebacks to which you apply your payment. Each payment or overflow payment record can accommodate up to eight debit item numbers.

**Invoice 1 to 8 Installment:** The installment number for this invoice.

**Invoice Currency Code 1 to 8:** The currency of the transaction. This field is used for cross currency receipt applications. This field is optional.

**Item Number:** A sequence number that your bank assigns to a specific payment. This number associates an invoice with a receipt.

**Lockbox Amount:** The total payment amount in a specific lockbox.

**Lockbox Batch Count:** The total number of bank batches in a specific lockbox.

**Lockbox Number:** The identification number for a specific lockbox.

**Lockbox Record Count:** The number of payment records in a specific lockbox (this does not include overflow payments, headers, or trailers).

**Matching Date 1-8:** The dates to use to match receipts with transactions if you are using the Match on Corresponding Date option for this Lockbox.

**Origination:** The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

**Overflow Indicator:** This type indicates whether there are any additional overflow records for this payment.

**Overflow Sequence:** A sequence number that your bank assigns to each overflow payment.

**Payment Method:** The payment method associated to this lockbox.

**Receipt Date:** The date your customer made a payment.

**Receipt Number:** The identification number of a payment. For example, a check number.

**Record Identifier:** A number that identifies the kind of transmission record. You specify this number in the Identifier field in the Transmission Formats window.

**Remittance Amount:** The amount of a payment.

**Remittance Bank Branch Name:** The name of the bank branch from which this payment originated.

**Remittance Bank Name:** The name of the bank from which this payment originated.

**Status:** The status of this payment.

**Total Record Count:** The total number of transmission records in a bank file. This includes headers, trailers, payments, and overflow records.

**Trans to Receipt Rate 1 to 8:** The exchange rate used to convert the receipt amount from the receipt currency to the transaction currency. This field is used for cross currency receipt applications when the receipt and transaction currencies do *not* have a fixed exchange rate (the euro and all EMU currencies have fixed exchange rates with each other). If the currencies have a fixed rate, this field is optional (AutoLockbox derives the rate to use in this case).

**Transit Routing Number:** The number that uniquely identifies your customer's bank. The transit routing number and the customer bank account number make up your customer's MICR number.

**Transmission Amount:** The total amount of payments for a bank file.

► **To define a transmission format:**

1. Navigate to the Transmission Formats window.

2. Enter a Name for this transmission format.
3. Enter a Description of this transmission format (optional).
4. Enter an Identifier that uniquely identifies each record type in a transmission format. Your bank defines this value and uniquely identifies each type of record in the bank file.
5. Enter the Record Type associated with this identifier. Following are valid record types:
  - **Batch Header:** A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.
  - **Batch Trailer:** A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.
  - **Lockbox Header:** A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.
  - **Lockbox Trailer:** A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.
  - **Overflow Receipt:** An Overflow Payment usually contains invoice information for a specific payment such as batch number, item number, sequence number, overflow indicator, invoice number, debit memo number, or chargeback number, and debit item amounts. Receivables combines the overflow and payment records to create a logical record to submit payment applications.
  - **Receipt:** A Payment usually contains information such as MICR number, batch number, item number, check number, and remittance amount.
  - **Service Header:** Service Header records contain general information about your transmission.
  - **Transmission Header:** A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.
  - **Transmission Trailer:** A Transmission Trailer marks the end of a specific data file. Transmission Trailers usually contain information such as total record count.

**Note:** Your bank file might not contain all of these record types. You should define your transmission format to only include the record types you actually use.

6. Choose Transmission Fields. Identify the characteristics of your transmission format records. You specify the size, order, and format of each transmission record. Receivables lockbox transmission program only validates fields that you define in your transmission format. The transmission format must be fully compatible with how you organize data in your lockbox file.
7. Enter Start and End Position numbers for this record type. These positions determine how Receivables identifies the starting and ending position of your field type when you import data from your bank file.
8. Enter the Field Type to assign to the start and end positions (see Valid Field Types above).
9. Enter either Left or Right in the Justify field to indicate from which side Receivables will start reading data in the transmission field. For example, if you enter 'Left,' Receivables starts reading data from left to right. The default is Left.
10. Enter the type of character that your bank places in the extra spaces for this field type in the Fill Symbol field. Valid values are 'Blank' or 'Zero.'
11. If the field type is related to a date, enter the Date format your bank uses, or select from the list of values. This field is required when Field Type is either Deposit Date or Receipt Date.
12. If the field type is related to time, enter the Time format your bank uses. This field is required when your Field Type is Deposit Time.
13. Enter either Yes or No in the Format Amount field to indicate whether you want Receivables to reformat the amount transmitted (optional). If you enter Yes, Receivables will round the amount to the same degree of precision and the same number of decimal places as your functional currency format. For example, if your functional currency is USD (precision = 2) and you set this option to Yes, a value of '50000' in the bank's data file will be formatted as '500.00;' otherwise, this value will not be formatted and will appear as '50000.'

This field is required when your Field Type is Amount Applied 1–8, Batch Amount, Lockbox Amount, Remittance Amount, or Transmission Amount.

14. Enter a value that indicates that there are additional overflow records for your transmission record (optional). For example, in the Default format the overflow indicator is 0.
15. Enter a Description for the field type you are defining (optional). Use field descriptions to help you recognize what information is contained in a particular field type.
16. Save your work.

## **See Also**

Using AutoLockbox: page 5 – 86

Running AutoLockbox: page 5 – 140

Viewing Transmission History: page 5 – 153

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## Unit of Measure Classes

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

For a complete description of this window and its fields, see: Overview of Units of Measure in the *Oracle Inventory Reference Manual*.

You define and assign units of measure (other than the base unit) to a class in the Units of Measure window. See: Units of Measure: page 2 – 261.

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

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

### See Also

Units of Measure: page 2 – 261

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## Units of Measure

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

For a complete description of this window and its fields, see: Overview of Units of Measure in the *Oracle Inventory Reference Manual*.

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

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### Prerequisites

Define unit of measure classes: page 2 – 260

► **To define units of measure:**

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

### See Also

Items: page 2 – 129

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



CHAPTER

# 3

## Customers

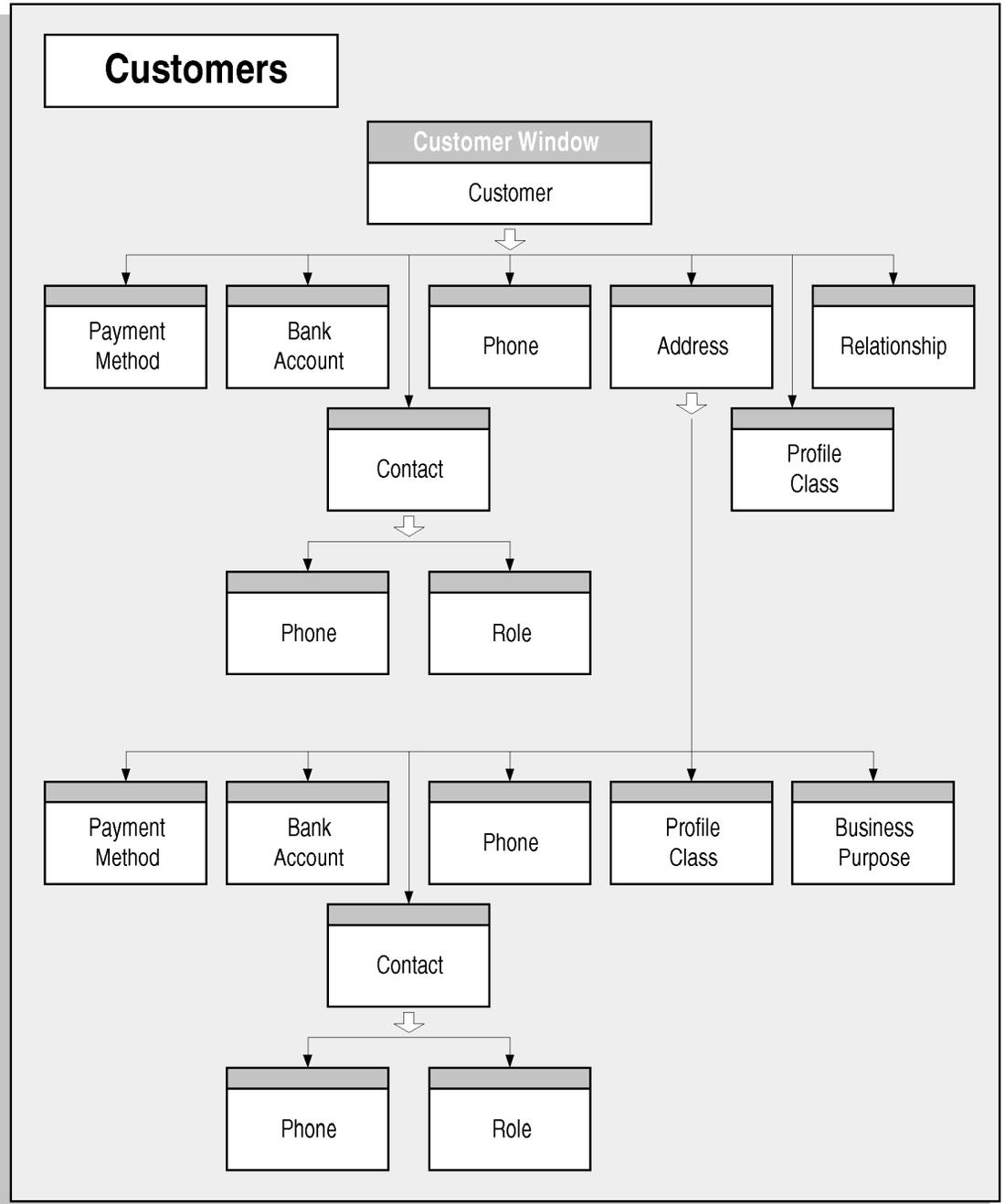
**T**his chapter explains everything you need to know about entering and updating customer information in Oracle Receivables. It also describes how to create customer relationships, use flexible address formats, and implement address validation. In addition, this chapter tells you how to run the Customer Interface program, which lets you import customer information into Receivables from another application.

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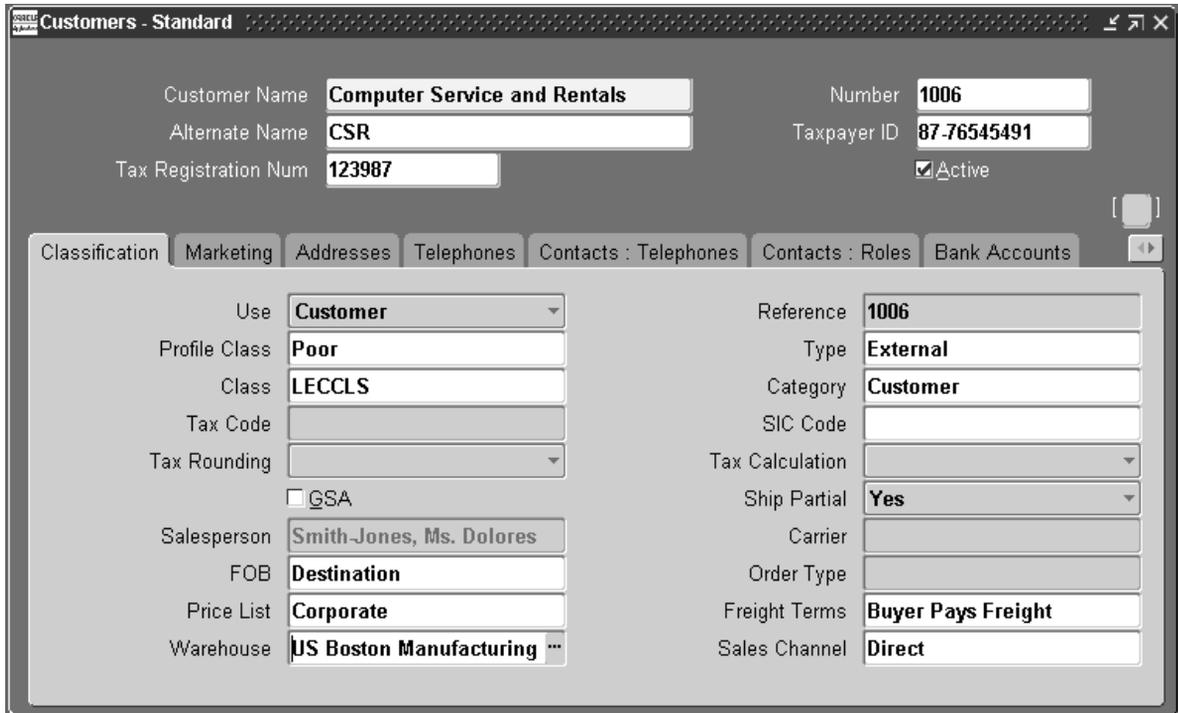
## Customer Overview

This diagram shows the relationships between different types of customer information. You can define an unlimited number of items at each level. For example, you can define an unlimited number of addresses and contacts for each customer.

Figure 3 - 1 Overview of Customers



## Entering Customers



Customer Name	Computer Service and Rentals	Number	1006
Alternate Name	CSR	Taxpayer ID	87-76545491
Tax Registration Num	123987		<input checked="" type="checkbox"/> Active

Classification | Marketing | Addresses | Telephones | Contacts : Telephones | Contacts : Roles | Bank Accounts

Use	Customer	Reference	1006
Profile Class	Poor	Type	External
Class	LECCLS	Category	Customer
Tax Code		SIC Code	
Tax Rounding		Tax Calculation	
<input type="checkbox"/> GSA		Ship Partial	Yes
Salesperson	Smith-Jones, Ms. Dolores	Carrier	
FOB	Destination	Order Type	
Price List	Corporate	Freight Terms	Buyer Pays Freight
Warehouse	US Boston Manufacturing	Sales Channel	Direct

The system lets you enter new and modify existing information about your customers. You can enter multiple addresses for a customer and assign a business purpose for each address. You can also define contact people, bank accounts, payment methods, telephone numbers, and relationships for each customer. The system also lets you change a customer's status from Active to Inactive and specify variable tax information.

You can enter as much or as little information about your customers as you want. The only information that is required for a new customer is a customer name, number, and address. If you do not assign a profile class, the system assigns the profile class 'DEFAULT' to each new customer you enter.

The profile option AR: Change Customer Name determines whether you can change a customer's name after saving their information. This profile option is set to Yes by default.

If you are using the Multiple Organization support feature (multi-org), you cannot enter a salesperson or a tax code at the customer level; you

can only assign this information to a customer site (for example, Bill To, Ship To, or Dunning site). If you are *not* using multiple organizations, you can assign a salesperson and tax code at both the customer and site levels. For more information, see: Using the Multiple Organization Support Feature: page 2 – 150.

To assign a salesperson to a customer site, see: Assigning a Business Purpose to a Customer Address: page 3 – 25.

**Note:** If you applied a patch that updated the Release 11i Customers windows, refer to the online help for an update to this section.

## Prerequisites

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- Choose automatic or manual customer and site numbering (optional). See: Defining Receivables System Options: page 2 – 189
- Define customer profile classes: page 3 – 42 (optional)
- Define customer lookups: page 2 – 135 (optional)

### ► To view a range of customers:

1. Navigate to the Customer Summary window.  
**Note:** This is a folder window, so you can customize how you view your data.
2. Enter your search criteria, which can be any customer attribute, then query the customers to view.
3. To view the details of a specific customer, choose Open. To view all addresses for a specific customer, choose Addresses.

### ► To enter basic information for a new customer:

1. Navigate to either the Customers or the Customer Summary window.
2. Enter a unique Customer Name.



**Suggestion:** To avoid duplicate customer names, query existing customer names before entering another. For example, to enter a customer called ACME, first query all customers with ACME in their name to be sure this name does not already exist. The Find Customers window lets you view the results of your query as multiple records in the Customer Summary window. You can query customers by name, type,

taxpayer ID, class, category, status, or address. To use the Find Customers window, choose Find from the Query menu.

You can also search for existing customer names using an alternate name in your query. See: Find Customers Using Alternate Names: page 3 – 8.

If you find duplicate customer names, deactivate the duplicate customer name as soon as possible to avoid using it in data entry. Then, merge the duplicate customers. See: Merging Customers: page 3 – 84.

3. If you are not using Automatic Customer Numbering, enter a unique customer Number.
4. Enter an Alternate Name for this customer (optional). You can only enter information in this field if the profile option AR: Customers – Enter Alternate Fields is set to Yes. Receivables also uses the value you enter here to sort customer names in certain reports if the profile option AR: Sort Customer Reports by Alternate Fields is Yes. See: Overview of Receivables User Profile Options: page A – 4.

**Note:** To use flexible address formats with the Alternate Name field in the Customer Addresses window, see: Implementing Flexible Addresses for the Address Alternate Name Field: page 3 – 66.

5. Indicate the status of the customer by checking or unchecking the Active box. You cannot enter new transactions for an inactive customer, but you can process and apply payments to existing transactions.
6. Enter the Taxpayer ID for this customer as an additional reference (optional). The Taxpayer ID is used in many European countries as the principal means of identifying and querying customers.

**Note:** The system provides country-specific validation of the taxpayer ID number for Italy, Spain, and Portugal. (This number is also known as the NIF.) If you entered either Italy, Spain, or Portugal in the Default Country field of the Systems Options window, and you set the Default Country profile option to the same value, the system validates the Taxpayer ID field based on the rules of your default country. If these values are different, the system performs no validation. For more information, see: Taxpayer ID Validation in the *Oracle Payables User's Guide*.

7. In the Use field, indicate whether this customer is a Customer or a Prospect. You cannot update this value after you save your work. This information is used by Oracle Sales.
8. Assign a Profile Class to this customer (optional). Receivables assigns the profile class 'DEFAULT' to new customers, but you can choose any profile class that you have defined. To modify this profile class or assign a different profile class to this customer, see: Assigning Profile Classes to Customers: page 3 – 49.



**Attention:** The Profile Class field in the Customers window (Classification tabbed region) and the Customer Summary window is a display-only field. To update the profile class assigned to this customer, use the Profile:Transaction tabbed region.

9. Enter a primary salesperson for this customer (optional). The system uses this salesperson as the default when you enter transactions for this customer. If the system option Require Salespersons is Yes, you must enter a salesperson when entering transactions in Receivables. You define salespersons in the Salespersons window. See: Salespersons: page 2 – 178.

**Note:** If you are using Oracle Order Management, when you enter an order or a return for this customer in the Sales Orders or Returns window, all sales credits default to this salesperson.

10. Enter general customer information, such as Category, Tax Code, Tax Calculation, and Order Management information (optional). For more information, see: Customers Field Reference: page 3 – 9.

**Note:** If you do not enter a value in the Reference field, the default value is the customer ID. You cannot change this value after you save your work. If you import customers using Customer Interface, Receivables generates a unique customer reference to uniquely identify each customer.

**Note:** You can only enter Tax Rounding and Tax Calculation values if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level. See: Tax Rounding System Options: page 2 – 198.

11. Enter a customer address: page 3 – 18.
12. Enter customer contacts: page 3 – 34 (optional).
13. Enter customer and contact telephone numbers: page 3 – 38 (optional).

14. Save your work. If you are using Automatic Customer Numbering, the system assigns a unique customer number.

**Note:** If you do not have Oracle Sales (OS) installed, Receivables displays an error message when you save your new customer information. You can prevent this error message from appearing by setting the value of the profile option OSM: Use Customer Keys to No.

## Find Customer or Supplier Names By Using Alternate Names

You can look up a Receivables customer name or a Payables supplier name by entering their corresponding alternate name in the Quick Find By Alternate Name window. This can be useful if, for example, you know a customer's alternate name but not their official, business name as it appears in the Customer Name field.

**Note:** You can enter an alternate customer name in the Customers window only if the profile option AR: Customers – Enter Alternate Fields is set to Yes. See: Entering Customers: page 3 – 4.

**Note:** You can enter an alternate supplier name in the Suppliers window only if the profile option AP: Enter Alternate Fields is set to Yes. See: Alternate Names in Payables (*Oracle Payables User's Guide*).



**Attention:** The Quick Find By Alternate Name window is only available from the Navigator if your System Administrator has added the AR\_ARXCUFBA function to your responsibility. See: *Oracle Applications System Administrator's Guide*.

- **To find a customer or supplier name using their alternate name:**
  1. Navigate to the Quick Find By Alternate Name window.
  2. Enter the Alternate Name you want to find, or select one from the list of values.
  3. Press Tab or Return to execute your query.

## See Also

Transactions and Customers System Options: page 2 – 201

Customer Overview: page 3 – 2

Customers Field Reference: page 3 – 9

Assigning Profile Classes to Customers: page 3 – 49

Assigning Payment Methods: page 3 – 15

Entering Customers In Oracle Sales: page 3 – 17

Entering Customer Contacts: page 3 – 34

Assigning Customer Banks: page 3 – 13

Creating Customer Relationships: page 3 – 40

Customer Detail/Summary Reports: page 9 – 72

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## Customers Field Reference

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

**Analysis Year:** (Marketing tabbed region) The fiscal year to which the financial information you enter for this customer refers (for example, number of employees; potential revenue).

**Carrier:** The name of the freight carrier that your company intends to use to transport items. The system first uses the Ship-To and then the Bill-To freight carrier as the default during transaction entry. You can define freight carriers in the Freight Carriers window.

If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer level; you can only enter a carrier for a customer's Bill To, Ship To, and/or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and each of their site uses.

**Category:** A category that you have previously defined in the Receivables Lookups window with the lookup type 'Categories for Customers'. This field is used for informational purposes only.

**Class:** A category that you have previously defined in the Receivables Lookups window with the lookup type 'Customer Class'. You can classify your customers by industry, location, or size. If you choose

industry, you might want to define classes such as High-Tech, Real Estate, Wholesale, and Retail.

**End Month:** The month in which the fiscal year ends for this customer.

**FOB (free on board):** The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship-To FOB and then the Bill-To FOB as the default value when you enter transactions. You can define FOB categories in the Receivables Lookups window with the lookup type 'FOB'.

**GSA Indicator:** Indicates whether this customer is a government agency that orders against GSA (General Services Administration) agreements in Oracle Order Management.

**Revenue:** (Marketing tabbed region) Use the Current Year and Next Year fields to estimate potential revenue for this customer for the current and next fiscal year.

**Ship Partial:** Indicates whether this customer allows partial shipments of orders in Oracle Order Management. You can use this field as a default source for your standard value rule sets for the Ship Partial field in the Sales Orders window.

**SIC Code:** The Standard Industry Classification (SIC) code for your business. Receivables does not validate this field.

**Tax Calculation:** If your Tax Method is VAT (value added tax), choose a tax calculation level. Choose 'Line' to calculate VAT for each invoice line. Choose 'Header' to calculate VAT once for each invoice for each rate.

You can only enter a Tax Calculation level if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

**Tax Code:** The tax code to assign to this customer. You define tax codes in the Tax Codes and Rates window. You can select any active tax code except those of type 'Location Based Tax'. If you are using the multiple organization support feature (multi-org), you can assign a tax code at the customer site, but not at the customer level.

If your tax method is Sales Tax and you want Receivables to calculate tax based on your Ship-To or Bill-To address, do not enter a tax code in this field. Instead, open the Addresses window, select either the Bill To or Ship To address for this customer, then choose Open. Enter a Tax Code in the Business Purpose Detail window, then save your work. See: Entering Customer Addresses: page 3 - 18.

**Tax Registration Number:** The customer's unique taxpayer registration number. This is also known as the VAT number. The system prints this number on your customer's invoices.

The system provides country-specific validation of the tax registration number. The validation rules are based on the value of the Default Country field in the Systems Options window and the setting of the Default Country profile option. If the value in the System Options window is the same as the Default Country profile option, the system validates the tax registration number based on the rules of your default country. If these values are different, the system performs no validation.

The system validates the tax registration number for the following countries:

- Austria
- Belgium
- Italy
- Netherlands
- Spain

For more information on the validation that the system performs for this field, see: *Tax Registration Number Validation in the Oracle Payables User's Guide*.

**Tax Rounding:** If your Tax Method is VAT (value added tax) and the Allow Override option in the System Options window is Yes, specify how you want Receivables to calculate your VAT amounts by choosing a Rounding Rule. Choose Up to round tax calculations to the greater amount, Down to round tax calculations to the lesser amount, or choose Nearest to round calculations to the nearest decimal point or integer.

You can only enter a Tax Rounding rule in the Customers window if the Allow Override option in the System Options window is set to Yes. If Allow Override is Yes, the values you enter in the Customers window take precedence over the settings at the system level.

**Type:** The type of customer you are entering. Internal is used to track customers within your company while External is used to track customers outside your company. The default is External.

## Order Management Fields

**Freight Terms:** The freight terms to associate with this customer. Freight terms determine whether the customer is responsible for the freight charges for an order. You can use the Order Management Lookups window to define freight terms.

You can use this field as a default source for your standard value rule sets for the Freight Terms field in the Sales Orders window.

**Order Type:** The order type you want Order Management to enter as a default value in the Returns window when you enter returns for this customer. Order type determines characteristics of orders such as the order cycle, standard value rules, and demand class. Use the Order Types window to define new order types.

If you are using the multiple organization support feature (multi-org), you can assign an order type at the customer site, but not at the customer level.

**Price List:** If you are using Oracle Order Management, choose the name of 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 this customer. Receivables does not let you enter this field if you do not have Order Management installed. Use the Price Lists window in Order Management to define and maintain your price lists.

**Sales Channel:** The sales channel to associate with this customer. Use the Order Management Lookups window to define new sales channels.

You can use this field as a default source for your standard value rule sets for the Sales Channel field in the Sales Orders window.

**Warehouse:** The standard shipping warehouse to associate with this customer in Oracle Order Management. You define warehouses using the Organizations window.

You can use this field as a default source for your standard value rule sets for Warehouse fields in the Sales Orders window. Oracle Order 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).

## See Also

Setting Up in Oracle Order Management (*Oracle Order Management User's Guide*)

Tax System Options: page 2 – 193

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## Assigning Customer Banks

Assign bank accounts to customers to allow funds to be automatically transferred from these accounts to your remittance bank accounts when using Automatic Receipts. The system allows multiple customer bank accounts in different currencies and lets you assign accounts to a customer addresses.

The primary bank account for a particular currency is used as the default account when you use Automatic Receipts. You can define multiple, non–primary accounts in the same currency, even if the date ranges overlap.

### Prerequisites

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- Define banks: page 2 – 71
- Enter customers: page 3 – 4
- Enter a bill–to location (if you are assigning a bank account to a customer address)

► **To assign bank accounts to a customer or address:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer to which you want to assign bank information.

**Note:** You can restrict your query to only specific customers by using the Find Customers window. For example, you can query customers by name, type, class, category, status, or address. To use the Find Customers window, choose Find from the Query menu.

3. If you are in the Customer Summary window, choose Open.

To assign a bank account to a specific address, open the Addresses tabbed region, select the address, then choose Open.



**Attention:** You cannot assign a bank account to a customer address unless that address has a bill-to location.

4. Open the Bank Accounts tabbed region.
5. Enter either the Account Name or Account Number for this bank account, or select an account from the list of values.

**Note:** If the profile option AR: Mask Bank Account Numbers is set to Yes, some bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options: page A – 4.

6. Check the Primary box if this bank account is the primary one for this customer or customer address.

You may only assign one active, primary account per currency for the customer or site.

7. Enter the dates you want this bank account to be active in the From and To fields. If you do not specify an end date, the system will use this bank account indefinitely.
8. Save your work.

## See Also

Entering Customer Addresses: page 3 – 18

Automatic Receipts: page 5 – 186

Bank Charges: page 2 – 93

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## Assigning Payment Methods to Customers

Assign automatic payment methods to your customers if you are using Automatic Receipts. Payment methods determine the required processing steps for your automatic receipts, such as confirmation, remittance, and reconciliation.

You can assign manual payment methods to your customers to indicate which form of payment will be used to pay that customer's transactions, such as a check or wire transfer. You can assign multiple payment methods to a customer as long as the start and end dates of each method do not overlap.

During transaction and receipt entry, the system uses the primary payment method that you defined for your customer addresses as the default.

### Prerequisites

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- Define payment methods: page 2 – 151
- Enter customers: page 3 – 4
- Enter a Bill-To Location (if you are assigning a payment method to a customer address)

► **To assign a payment method to a customer or address:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer to which you want to assign a payment method.
3. If you are in the Customer Summary window, choose Open.

If you are assigning a payment method to a customer, skip to the next step.

If you are assigning a payment method to an address, open the Addresses tabbed region, select the address, then choose Open.



**Attention:** To assign a payment method to a customer address, the address must have a bill-to location.

4. Open the Payment Methods tabbed region.
5. Enter the Payment Method Name or select one from the list of values.
6. Enter the dates that this payment method will be active. Change the From field to a date in the future if necessary. Leave the To

field blank if you want the payment method to be active indefinitely.

7. To use a particular payment method as the default, check the Primary box next to that payment method.
8. Save your work.

## **See Also**

Entering Customer Addresses: page 3 – 18

Payment Methods: page 2 – 151

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## Entering Customers in Oracle Sales

When entering customers for use with Oracle Sales, you can enter additional information to help track your customers.

### Prerequisites

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- Enter customers: page 3 – 4

► **To enter marketing information for a customer:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign marketing information.

If you are using the Customer Summary, choose Open, then continue with this step.

If you are assigning marketing information to a customer, skip to the next step.

If you are assigning a marketing information to an address, open the Addresses tabbed region. Select the address to which you want to assign the marketing information, then choose Open.

3. Open the Marketing tabbed region.
4. Enter statistical information such as number of employees and year established.
5. Enter the ending month for the analysis year and the analysis year (fiscal year).
6. Enter revenue for the current year and projected revenue for the next year.

If you are entering information for an account that is a new address for an existing company, that account inherits fiscal information from its company. You can change the information for an account if it differs from the previous listing.

7. Indicate whether the company is a competitor, a sales partner, or can be used as a reference by checking the appropriate check boxes.
8. Enter the customer's mission statement (optional).
9. Save your work.

## Entering Customer Addresses

**Customer Addresses - Computer Service and Rentals, 1006**

Country: **United States** EDI Location:

Address: **2164 Broadway**

Alternate Name:  City: **Tempe** State: **AZ**

Postal Code: **85282** Province:  County: **Maricopa**

Geo Override:   Inside City Limits  Active

Reference: **1036** Territory:  Category:

Translation:  Language: **American English**

Business Purposes: **Telephones** | **Contacts : Telephones** | **Contacts : Roles** | **Bank Accounts** | **Payment Methods**

Usage	Location	Bill To Location	Primary	Active
<input checked="" type="checkbox"/> <b>Bill To</b>	<b>Tempe</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>Ship To</b>	<b>Tempe</b>	<b>Chattanooga</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

The system lets you enter, add, change, or deactivate customer address information. You can enter multiple addresses for each of your customers and specify one or more business purposes for each address (such as Ship-To, Bill-To, or Statements). You can also enter various levels of information for your customer addresses. For example, you can enter telephone numbers for a specific address or for a specific customer contact.

You can validate your addresses using flexible address formats or the address validation system option. If your tax method is Sales Tax, the system uses validated customer address information to determine tax liability on your customer's transactions.

In a sales tax based system, Receivables calculates tax based on the address components of your sales tax structure (for example, State.County.City). Since tax rates can change over time, modifying one of these components for a customer's address could cause the tax

for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements. This restriction also applies to the Country and Postal Code address components and if your tax method is 'VAT'.

The system will *not* let you update the components of an address if the following are true:

- The system option Allow Change to Printed Invoices is No.
- At least one printed, posted, or applied transaction exists for this bill-to or ship-to site in Receivables and that transaction has associated tax lines.

You can modify the Address field (street address) at any time, regardless of the restrictions mentioned above.

Addresses assigned to Bill-To business purposes are used for all transactions. Addresses assigned to Ship-To business purposes are used for all transactions except commitments, since commitments do not need a Ship-To address.

When you create an address, its status is Active by default. You can make a customer address inactive by unchecking the Active box in the Customer Addresses window. When you make an address inactive, you can no longer create new transactions for this address, but you can process existing transactions that use this address. AutoInvoice does not import transactions that have inactive addresses.

Values that you assign to a customer site (address) take precedence over values that you enter at the customer, profile class, or system options level.

### **Prerequisites**

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- Define Flexible Address Styles: page 3 – 64 (optional)
- Choose Address Validation Options: page 3 – 74
- Enter customers: page 3 – 4

► **To view all addresses for a customer:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer whose addresses you want to view.
3. If you are in the Customers window, open the Addresses tabbed region.

If you are using the Customer Summary window, choose Addresses.

4. Choose Open to view details for a specific address.

► **To enter a new address for a customer:**

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer whose address you want to enter.
3. If you are using the Customers window, open the Addresses tabbed region.

If you are using the Customer Summary window, choose Addresses.

4. Choose New.
5. Enter the Country for this address. The default is the value of the Default Country field in the System Options window, but you can change it.



**Attention:** If this country has a flexible address style assigned to it, a pop-up window will display the associated address format. For more information, see: *Flexible Addresses: page 3 – 53*.

6. In the Address field(s), enter the street address for this customer.  
Use country and state to determine the Remit-To address for your printed documents.
7. Enter an Alternate Name for this address (optional). You can only enter information in this field if the profile option AR: Customers – Enter Alternate Fields is set to Yes. See: *Overview of Receivables Profile Options: page A – 4*.
8. Enter additional address information for this customer, such as City, State, Postal Code, and County.

If you are using Address Validation and are not using a flexible address format, the system tries to default elements of your address based on locations you have already entered or imported using the Sales Tax Rate Interface. (To enable this feature, you must set the Address Validation Level in the System Options window to Error.) See: *Using Sales Tax Rate Interface in the Oracle Receivables Tax Manual*.

For example, if you enter a unique city name, the system populates the County and State fields. If that city has only one postal code, the system also populates the Postal Code field (otherwise you must enter a Postal Code). Alternatively, if you first enter a unique

Postal Code, the system populates the City, State, and County fields. If you enter only part of the City name, the system displays a list of choices from which you can select the correct city.



**Attention:** Some of your address components may be required if you are using sales tax and/or address validation. Additionally, you must enter a postal code if you entered values in the Postal Code range field in the System Options window during Receivables setup. See: *Defining Receivables System Options*: page 2 – 189.

9. If you are using a flexible address format, choose OK in the address pop-up window after you enter the address.
10. Enter a Reference for this address (optional). If you do not enter a value in this field, the default is the unique identification number of this address. If you import customers using Customer Interface, the system displays the original system address reference for the address in this field. You cannot change this value after you save your work.
11. Enter your Language of operations from the list of installed languages at your site and enter a Category for this address (optional). You define address categories in the Receivables Lookups window. See: *Defining Receivables Lookups*: page 2 – 132.

**Note:** The Language field indicates the primary language used at this site. This field is for informational purposes only.



**Additional Information:** Taxware and Vertex use a two or nine digit code when the state, city, and zip code do not uniquely identify a tax jurisdiction. This value determines the point of order acceptance (Vertex) or point of order origin (Taxware) your tax vendor uses to calculate tax for transactions assigned to this address. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System, Release 11i* or *Integrating Oracle Receivables with Vertex Quantum, Release 11i*.

12. Assign a Business Purpose to this customer address: page 3 – 25.
13. Enter customer contacts for this address: page 3 – 34 (optional).
14. Save your work.



**Attention:** You cannot access any of the Profile regions until you save the address information.

## **See Also**

Addresses Field Reference: page 3 – 23

Assigning Customer Banks: page 3 – 13

Assigning Payment Methods to Customers: page 3 – 15

Entering Customer and Contact Telephones: page 3 – 38

Creating Customer Relationships: page 3 – 40

Address Validation: page 3 – 74

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## Addresses Field Reference

This section provides a brief description of some of the fields in the Profile: Transaction, Profile: Document Printing, and Profile: Amounts tabbed regions of the Customer Addresses window.

**AutoReceipts Include Disputed Items:** Indicates whether to include items that are in dispute when you create your automatic receipts for this customer.

**Category:** The category for this 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: *Defining Customer Items in the Oracle Inventory User's Guide*.

**Clearing Days:** The number of days it will take for a bank to clear a receipt that has been remitted to it. For a factored receipt, this is also the number of days after the maturity date when the customer risk of non-payment is eliminated.

You can also enter the clearing days at the Payment Method/Bank level. However, the clearing days at the customer or site level override those defined for the payment method and bank account.

- Name: Customer Profile Credit Hold
- Type: Credit Check
- Cycle Action: No Cycle

This prevents the customer or locations from placing new orders. If the customer or location is removed from credit hold, Oracle Order Management also removes the hold.

Additionally, if a customer or location is placed on credit hold in Oracle Order Management, using the above Customer Profile Credit Hold, the system will automatically update the Credit Hold field for the customer or location.

**Charge Interest:** Check this box to charge interest to customers using this profile and display these charges on dunning letters and statements.

**Collectable:** The percentage amount of this customer's account balance that you expect to collect regularly.

**Days In Period:** The daily interest rate is equal to the interest rate that you specify divided by the number of days that you enter for Days in

Period. For example, if you want an interest rate of 1.3% per month, enter 1.3 in the Interest Rate field and 30 for the Days In Period field.

**Discount Grace Days:** The number of days after the discount term that this customer can take discounts. For example, if you enter 5, the system gives this customer an earned discount for up to 5 days after the discount expiration date.

**EDI Location:** The Electronic Data Interchange (EDI) location code for this address. When an EDI transaction is sent or received, this code identifies the address to use for the ship-to or bill-to information. For more information, refer to the *Oracle e-commerce Gateway User's Guide*.

**Grouping Rule:** Grouping rules are used with AutoInvoice. Define your grouping rules in the Grouping Rules window.

**Letter Set:** You define dunning letters in the Maintain Dunning Letters window, and you define dunning letter sets in the Maintain Dunning Letter Sets window. You cannot assign a dunning letter set to a profile class if the high-end value of the Days Past Due date range of its first dunning letter is less than the number of receipt grace days that you assign to this profile class.

The default is the value you entered for the Invoice Printing system option in the System Options window. The tax printing options include Itemize and Summarize, Itemize by Line, Summarize By Tax Code, Total Tax Only, and European Tax Format. If you have not entered a value in the System Options window and you do not specify one here, the system uses Total Tax Only as the default value when printing invoices.

**Override Terms:** Indicates whether you can enter payment terms that are different from the terms which default from your customer or transaction type during transaction entry.

**Payment Terms:** If you do not have a payment term assigned to the Bill-To site use, the payment term assigned to the customer or site profile defaults during transaction entry. If you do not assign payment terms to either your customer profile or site use, the payment terms assigned to the transaction type will default during transaction entry. You define payment terms in the Payment Terms window.

**Receipt Grace Days:** Receivables uses receipt grace days when calculating finance charges for statements and dunning letters. Receivables also uses the receipt grace days when it creates dunning letters for your customers. For example, if your customer has 5 receipt grace days and their oldest invoice is 4 days past due, Receivables does not select this invoice for dunning. However, if this customer has an invoice that is 7 days past due (still assuming that this customer has 5

receipt grace days) and another invoice that is 3 days past due, Receivables automatically selects both past due invoices for dunning. The system verifies that this value is less than the high end of the date range of the first dunning letter in the dunning letter set you have chosen for this customer. The system warns you if the number of receipt grace days is greater than this date.

**Reference:** The address reference for this address. If you do not enter a value here, Receivables uses the ID of the address as the default. If you import customers through Customer Interface, Receivables generates a unique system address reference for each address. You cannot change this value after you save this address.

**Send Credit Balance:** Indicates whether to send statements to this customer, even if they have a credit balance on their account.

**Send Letters:** Indicates whether to send dunning letters to customers of this profile class when they have invoices, debit memos and chargebacks that become past due

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## Assigning a Business Purpose to a Customer Address

The system lets you add, change, or deactivate business purpose information for a specific address. Since customers can have multiple addresses, business purposes let you describe which functions are performed at a particular customer site. For example, assign a Ship-To business purpose to the address where you ship your goods and a Dunning business purpose to the address where you will send Dunning Letters.

Addresses can have multiple business purposes, such as shipping, billing, or sending statements, dunning letters, marketing collateral, and legal documents. You can also define your own business purposes in the Receivables Lookups window. See: Customer Lookups: page 2 – 135.

**Note:** An address assigned to a Ship-To business purpose is also referred to as a 'Ship-To site', an address assigned to a Dunning business purpose is referred to as a 'Dunning site', and so on.

If you are using the Multiple Organization support feature, you can assign a salesperson to a customer site. If you are *not* using multiple organizations, you can assign a salesperson to a customer *and* to each of their site uses. You can also create a centralized statement and dunning site for each customer in a multiple organization environment. For

more information, see: Using the Multiple Organization Support Feature: page 2 – 150.

### **Types of Business Purposes**

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**Bill To:** Send invoices to this address. The Bill-To address can be different from this customer's Ship-To address.

**Ship To:** Send your goods or services to this address. The Ship-To address can be different from this customer's Bill-To address.

**Statements:** Send your customer's statements to this address. You can only define one active statement business purpose for each customer. Receivables produces one statement for your Statement business purpose. If you do not define a 'Statement' business purpose, Receivables generates a statement for each of this customer's addresses that is defined as a Bill-To business purpose when you print statements.

**Dunning:** Send your customer's dunning letters to this address. You can only define one active dunning business purpose for each customer address. The system produces one dunning letter for your dunning business purpose. If you do not define a dunning business purpose, Receivables generates a dunning letter for each of this customer's addresses that is defined as a Bill-To business purpose when you print dunning letters.

**Legal:** Use this address as the customer's legal site. A legal site is responsible for all government reporting requirements.

**Marketing:** Send marketing collateral to this address.

The system uses the following hierarchy to determine the order of default values during transaction entry:

- Ship-To address
- Bill-To address
- Information at the customer level

Therefore, information that you enter for a customer address overrides information that you enter at the customer level. For example, you define Federal Express as the freight carrier at the customer level and DHL as the freight carrier at the Bill-To level. When you enter transactions, Receivables enters 'DHL' as the default freight carrier.

If you are using Oracle Order Management, the values you enter here become default values in the Enter Sales Orders and the Returns windows according to the Standard Value Rule Sets you define in

Oracle Order Management. You can override most defaults when entering orders. For example, you can set up rules to default payment terms from the values you define for Ship-To payment terms, Bill-To payment terms, payment terms defined at the customer level, and payment terms that you define for your price lists.

If you do not wish to deactivate an entire address, you can deactivate a single business purpose for an address. For example, if you have an address with a Bill-To and Ship-To business purpose, and you want to continue billing to – but not shipping to – that address, you can deactivate the Ship-To business purpose for that address.

## **Prerequisites**

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Enter customer addresses: page 3 – 18

### **► To assign business purpose information to an address:**

1. Navigate to either the Customers or Customer Summary window.
2. Query the Customer to update.
3. If you are using the Customers window, open the Addresses tabbed region.

If you are using the Customer Summary window, choose Addresses, then go to step 5.

4. Select the address to which you want to assign a business purpose, then choose Open.
5. If you are using the Customer Addresses window, see: 'To assign detailed business purpose information to an address': page 3 – 28.

If the Business Purpose region appears as check boxes, you are using the Quick business purpose entry window. Define the business purposes for this address by checking the appropriate check boxes (see: Types of Business Purposes: page 3 – 26).

**Note:** If you are using the Quick business purpose entry window, you cannot update the location name or number, or make this business purpose inactive or non-primary. To update this information, query this customer in the Customers or the Customer Summary window, then navigate to the Customer Addresses window. Check or uncheck the Active or Primary boxes as necessary.

6. Save your work.

Business Purpose Detail - 2164 Broadway

Usage	Bill To	Location	Tempe
Bill To Location		Tax Code	ES16
Tax Registration Number	15132254-12	<input checked="" type="checkbox"/> Active	
Payment Terms	20/10 Net 30	SIC Code	
Carrier	Federal Express	FOB	Destination
<input type="checkbox"/> GSA		Ship Partial	Yes
Sales Territory		Contact	Brown , Gerry
Salesperson	Lewis, Mr. Barry	Demand Class	Vision Demand Class
Order Type	Approval Required -- Int'l	Price List	Omni Wireless Package
Freight Terms	Buyer Pays Freight	Warehouse	US Vision Operations ...
		Charges Activity	Finance Charge

Tax   Accounts

<b>Internal</b>	Location		<b>Tax</b>	Classification	
	Organization			Calculation	
				Rounding	

► **To assign detailed business purpose information to an address:**

1. In the Usage field, enter the business purpose for this address. Valid business purposes include Bill To, Dunning, Legal, Marketing, Ship To, or Statements. Each business purpose you choose is active and non-primary by default. You cannot assign a duplicate, active business purpose to an address.

**Note:** You might not have access to this window. See: Function Security in Oracle Receivables: page B – 2.



**Attention:** You can only have one active Statement and Dunning business purpose for each customer.

2. If Automatic Site Numbering in the System Options window is set to No, enter a Location name for this business purpose. Otherwise, the system assigns a location number when you save your work.

Location names are a shorthand way for you to refer to a customer's address. For example, by naming a Ship-To address 'Warehouse 10' or 'Salt Lake City Office', you will be able to

quickly choose the correct address when creating transactions for this customer.

3. If you assigned a Ship-To business purpose to this address, enter a Bill To Location. Valid Bill To locations include all Bill-To sites for this customer, and all Bill-To sites of related parent customers.

If you choose this Ship-To business purpose during either invoice or order entry, Receivables uses this address as the default Bill-To address.

**Note:** If the Bill-To business purpose for this address is inactive, AutoInvoice will not import invoices and credit memos that have this as their remit to address.

4. If this is the primary business purpose for this address, check the Primary box. You can only have one active, primary business purpose for each customer. For example, you can only have one active, primary Bill-To site per customer.
5. Choose Open, then enter detailed information for this business purpose. For example, enter your Tax and SIC Codes, Payment Terms, a Salesperson, a freight Carrier, and Oracle Order Management information. For more information, see: Business Purposes Field Reference: page 3 – 30.
6. Save your work.

## See Also

Entering Customers: page 3 – 4

Customer Interface: page 3 – 97

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## Business Purposes Field Reference

This section provides a brief description of some of the fields in the Business Purposes tabbed region of the Customer Addresses window and the Business Purpose Detail window.

**Carrier:** The shipping carrier your company uses to transport items for this business purpose. Receivables uses the Ship-To and then the Bill-To freight carrier as the default value during invoice entry.

If you are using the Multiple Organization support feature, you cannot enter a carrier at the customer level; you can only enter a carrier for a customer's Bill To, Ship To, and/or Dunning site. If you are not using multiple organizations, you can assign a carrier to a customer and to each of their site uses.

**Charges Activity:** The default finance charges activity for this customer. You can define accounting rules for your Receivables Activities to specify how Receivables accounts for tax on finance charges. When calculating tax on finance charges, Receivables searches for a Receivables Activity first at the customer ship-to site, then the bill-to site, and then the System Options window, stopping when one is found. See: Receivables Activities: page 2 – 170.

**Clearing Account:** The AutoInvoice Clearing account for this address. AutoAccounting uses this value if you chose to derive the AutoInvoice Clearing 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.

**Contact:** The primary contact person for this business purpose for this address.

**Demand Class:** You define Demand Classes in the Demand Class window. This field is used by Oracle Manufacturing.

**FOB (free on board):** The point or location where the ownership title of goods is transferred from the seller to the buyer. Receivables uses the Ship-To FOB and then the Bill-To FOB as the default value when you enter transactions.

**Freight Account:** 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.

**Freight Terms:** The freight terms to associate with this business purpose (if you are using Oracle Order Management). Freight Terms

determine whether the customer is responsible for freight charges associated with a sales order.

**GSA:** This box indicates whether this customer is a government agency that orders against GSA (General Services Administration) agreements in Oracle Order Management.

**Location:** (Customer Addresses window, Business Purposes tabbed region; also top of Business Purpose Detail window) If you entered Yes for the Automatic Location Numbering option in the System Options window, Receivables generates and assigns a unique number to each of your customer's locations. If this system option is set to No, you can enter a shorthand description of the location in this field (for example, Warehouse 10).

**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.

**Payment Terms:** Receivables uses this as a default value during transaction entry. If you do not enter a value here, the payment terms default from your customer or site.

**Price List:** The price list you want Oracle Order Management to use as the default in the Enter Sales Orders and the Returns window. You cannot enter a value in this field if you do not have Oracle Order Management installed.

**Receivable Account:** The Receivable account for this address. AutoAccounting uses this value if you chose to derive the 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.

**Revenue Account:** The Revenue account for this address. AutoAccounting uses this value if you chose to derive the Revenue 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.

**Sales Territory:** The Territory Flexfield to associate with this address. You define Territories in the Countries and Territories window.

**Ship Partial:** Indicates whether this customer at this business purpose address allows partial shipments of orders in Oracle Order Management.

**SIC Code:** The Standard Industry Classification (SIC) code for your business. Receivables does not validate this field.

**Tax Account:** The Tax account for this address. AutoAccounting uses this value if you chose to derive the Tax 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.

**Tax Code:** The tax code assigned to this address. If your tax method is Sales Tax and you want Receivables to calculate tax based on your Ship-To or Bill-To address, do not enter a value in this field. If this field is null, Receivables uses the tax code and rate you assigned to this customer in the Customers window.

**Unbilled Receivable Account:** 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 Account:** 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. You can enter a value in this field only if the business purpose for this address is Bill-To.

### **Internal Region (Business Purpose Detail window)**

You can only enter values in this region if this is a Ship-To site.

**Location:** The location of inventory for this business purpose address. If your site uses Oracle Purchasing, enter the Internal inventory Location and Organization for your ship-to business purpose. Oracle Purchasing uses the customer site use information to create internal sales orders when you enter an internal requisition for the location. You cannot change the inventory location of a ship-to site if the location is being used on a requisition. Also, you cannot assign the same inventory location to more than one ship-to site.

**Organization:** This field is for display only. If the inventory location you entered is associated with an organization, the system displays the organization name in this field.

### **Tax Region (Business Purpose Detail window)**

You can only enter values in this region if this is a Bill-To site and Allow Override is set to Yes in the Tax tabbed region of the System Options window. The values you enter here take precedence over those defined at the customer or system options level.

**Classification:** Choose one of the Tax Classifications that you defined in the Receivables Lookups window (for example, Country, Province, or State).

**Calculation:** If your Tax Method is VAT (value added tax), choose a tax calculation level. Choose Line to calculate VAT for each invoice line. Choose Header to calculate VAT once for each invoice for each rate.

**Rounding:** Choose a tax rounding rule for transactions billed to this site. Choose one of the following rounding rules:

- **Up:** Choose this option to round tax calculations to the greater amount.
- **Down:** Choose this option to round tax calculations to the lesser amount.
- **Nearest:** Choose this option to round calculations to the nearest decimal point or integer.

## See Also

Customer Lookups: page 2 – 135

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## Entering Customer Contacts

The system lets you enter, add, change, or inactivate information for your customer contacts. You can enter as many contacts as you want for a customer or address. You can also assign a specific customer contact to a business purpose. You can enter multiple telephone numbers for each contact, but you can assign only one primary telephone number.

The system displays contacts in the Transaction and Collections windows. If you defined telephone numbers of type General or Fax for these contacts, these numbers appear in the Phone and Fax fields in the Customer Calls window.

You can also define one or more roles for each contact that you assign to a customer or address.

### Prerequisites

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- Define customer lookups: page 2 – 135
- Enter customers: page 3 – 4

► **To enter a contact for a customer or address:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to enter contact information.

If you are using the Customer Summary window, choose Open, then continue with this step.

If you are assigning a contact to a customer, skip to the next step.

If you are assigning a contact to an address, open the Addresses tabbed region. Select the address to which you want to assign the contact, then choose Open.

3. Open the Contacts Roles tabbed region.
4. Enter the contact details, including Last and First name, Title, Job, Mail Stop, and Reference.
5. Enter contact roles: page 3 – 36 (optional).
6. Open the Contact: Telephone tabbed region. Enter telephone information for this contact: page 3 – 38 (optional).
7. Save your work.

► **To assign a primary customer contact to a business purpose:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to assign a primary contact to the address business purpose.
3. If you are using the Customer Summary window, choose Open.
4. Define customer contacts: page 3 – 34.
5. Define address contacts.
6. If you are assigning a business purpose to a customer, skip to the next step.

If you are assigning a business purpose to an address, open the Addresses tabbed region. Select the address to which you want to assign this business purpose, then choose Open.

7. Open the Business Purposes tabbed region.



**Attention:** If the Business Purposes region appears as check boxes, you are using the Quick business purpose entry window. To assign a contact to a business purpose, use the Standard business purpose window. You can access this window from either the Customers or the Customer Summary window. If you do not have access to either of these windows, you will not be able to assign a contact to a specific business purpose. See: Function Security in Receivables: page B – 2.

8. Select the business purpose to which you want to assign a primary customer contact, then choose Open.
9. In the Contact field, choose the primary customer contact for this business purpose. You can choose any contact person whom you previously defined for this customer or any of its addresses.

You can use this contact as a source in your standard value rule sets in Oracle Order Management as the Invoice-To Location Contact and Ship-To Location Contact.

10. Save your changes.

## See Also

Entering Customer Telephone Numbers: page 3 – 38

Record A Call: page 4 – 21

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## Entering Customer Contact Roles

Use the Contacts Roles tabbed region to define roles for your contacts, such as Bill-To, Ship-To, Statements, or Marketing. Contact roles let you assign a contact to a particular business purpose or function. For example, you may have a customer address with a Ship-To and Bill-To business purpose. If you have two contact people for that address (for example, a shipment receiving agent and an accounts payable clerk), you may want to assign a Ship-To role to one and a Bill-To role to the other.

Contact roles are for informational purposes only.

### Prerequisites

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- Enter customers: page 3 – 4
- Enter customer contacts: page 3 – 34
- Define customer lookups: page 2 – 132

► **To enter customer contact roles:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign a contact role.
3. If you are using the Customer Summary window, choose Open, then continue with this step.

If you are assigning a role to a customer contact, skip to the next step.

If you are assigning a role to an address contact, open the Addresses tabbed region. Select the address to which you want to assign the contact role, then choose Open.

4. Open the Contacts Roles tabbed region.
5. Select the contact to which you want to assign a role.
6. Use the list of values in the Description field to indicate the contact's function. Each contact can have multiple roles.

7. To indicate that this is the primary role for this contact, check the Primary check box. A contact can have only one primary role.
8. Save your work.

---

## Contacts and Roles Field Reference

This section provides a brief description of some of the fields in the Contacts and Roles tabbed region of the Customers and Customer Addresses windows.

**Active:** This check box indicates whether this contact is active. The system only lets you choose contact people who have a status of Active in the Contact fields of the Sales Orders window. You can choose from both active and inactive contacts in the Returns window. You cannot select inactive contacts in the Contact field of the Call or Transaction window.

**Description:** The role of this contact person such as Bill-To, Ship-To, Statements, or Marketing.

**Email:** The electronic mail address for this contact.

**Job:** The job title that you enter for your contact person appears in the Job Title field of the Customer Calls window when you select this contact person.

**Mail Stop:** The mailing location for this contact.

**Reference:** Reference information for this contact. This field is for informational purposes only, but the value you enter must be unique for each contact at this customer or site.

### See Also

Entering Customer Contact Roles: page 3 – 36

Entering Customer Contacts: page 3 – 34

## Entering Customer Telephone Numbers

You can enter, add, change, or inactivate telephone numbers for a customer, address, or customer contact. You can enter multiple telephone numbers for each customer, address, or contact, but you can only assign one primary telephone number at each level.

### Prerequisites

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- Enter customers: page 3 – 4
- Enter customer addresses: page 3 – 18
- Enter a communication type lookup: page 2 – 132

► **To enter telephone information for a customer, address, or contact:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign telephone information.
3. If you are using the Customer Summary window, choose Open, then continue with this step.

If you are assigning telephones to a customer, skip to the next step.

If you are assigning telephones to an address, open the Addresses tabbed region. Select the address to which you want to assign the telephone information, then choose Open.

4. If you are assigning telephones to a customer or address, open the Telephones tabbed region.

If you are assigning telephones to a contact, open the Contacts Telephones tabbed region, then select the contact to which you want to assign the telephone information.

5. Enter the Area Code, Telephone Number, and Extension (optional).
6. Enter the telephone Type. You can choose from one of the following types of telephone numbers: General, Fax, Inbound Watts, Outbound Watts, and Telex.



**Suggestion:** Enter the telephone numbers to use for collections as Type General or Fax, because general and fax numbers appear in the Phone and Fax fields of the Customer Calls window.

7. To indicate that this telephone number is the primary number, select the Primary check box. You can only specify one primary number for each customer, address, or contact.
8. Repeat steps 4, 5, 6, and 7 until you enter all telephone numbers for this customer, address, or contact.
9. Save your work.

## **See Also**

Entering Customer Contacts: page 3 – 34

Entering Customer Contact Roles: page 3 – 36

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## Creating Customer Relationships

Define relationships between customers to control payment and commitment application. You can create relationships between any customers and indicate that the relationship is either one-way or reciprocal.

When you apply receipts to an invoice in a one-way relationship, the parent customer can apply receipts to the related customer's invoices, but the related customer's receipts cannot be applied to the parent customer's invoices. When applying invoices to commitments, a customer can only apply invoices to commitments that it owns or to commitments of a parent customer to which it is related.

Reciprocal customer relationships allow customers to pay each others debit items and enter invoices against each others commitments.

If you want to let a customer pay another customer's transactions, you do not have to define relationships for all customers. You can simply set the system option Allow Payment of Unrelated Invoices to Yes. See: Defining Receivables System Options: page 2 – 189.

You can define an unlimited number of customer relationships.

Receivables provides an application-level profile option, OE: Customer Relationships, to let you decide whether to honor customer relationships when entering orders. If you set this option to Yes, you can only choose agreements, commitments, invoice to and ship to addresses and contacts of related customers; if you set it to No there are no restrictions and relationships are ignored.

### Prerequisites

---

- Define customer lookups: page 2 – 135
- Enter customers: page 3 – 4

► **To view customer relationships:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer whose relationships you want to view.
3. If you are in the Customer Summary window, choose Relationships.

If you are in the Customers window, open the Relationships tabbed region.

► **To create a relationship between two customers:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer for which you want to define a relationship.
3. If you are using the Customer Summary window, choose Relationships.  
  
If you are in the Customers window, open the Relationships tabbed region.
4. Enter the Name or Number of the customer you want to relate to the queried customer, or select a customer from the list of values. You can choose from any customer you previously defined. When you enter a customer name, the system displays the related customer number, and vice versa
5. If you do not want this relationship to be active, uncheck the Active check box. By default, customer relationships you create in Receivables are Active.
6. To create a reciprocal relationship between the two customers, check the Reciprocal check box. The default value depends on the value of the Create Reciprocal Customer option in the System Options window. See: Transactions and Customers System Options: page 2 – 201.
7. Enter the Type of relationship to use to classify your customers, or select a type from the list of values. This field is only for informational purposes. Receivables provides the relationship type 'All' but you can define your own types in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups: page 2 – 134.
8. Enter any additional information about this customer or relationship in the Comment field (optional).
9. Save your work.

**See Also**

Customer Overview: page 3 – 2

Customer Relationships Listing: page 9 – 84

## Defining Customer Profile Classes

**Customer Profile Classes**

Name: **Average**      **Good Credit Rating**       Active

Profile Class      Profile Class Amounts

**Credit**

Collector: **Joseph Murphy**      ...

Tolerance: **2**

Credit Check

**Receipts**

Match Receipts By: **Transaction Number**

Auto Cash Rule Set: **Oldest Invoice**

Remainder Rule Set: **Clear the Account**

AutoReceipts Include Disputed Items

**Statements**

Send Statement

Send Credit Balance

Cycle: **Monthly**

**Consolidated Billing Invoice**

Send      Format: [ ]

**Terms**

Payment Terms: **2/10, Net 30**

Override Terms       Allow Discount

Discount Grace Days: **2**

Receipt Grace Days: **1**

**Finance Charges**

Charge Interest

Compound Interest

Days In Period: **30**

**Invoicing**

Tax Printing: **Itemize With Recap**

Grouping Rule: **STANDARD DEFAULT**

**Dunning**

Send Letters

Letter Set: **STANDARD**

[ ]      [ ]

Use Customer Profiles to group customers with similar credit worthiness, business volume, and payment cycles. For each profile class you can define information such as credit limits, payment terms, statement cycles, invoicing, and discount information. You can also define amount limits for your finance charges, dunning, and statements for each currency in which you do business.

Define your standard customer profiles in the Customer Profile Classes window. These profiles contain generic options you can use to group your customers into broad categories. For example, you might define three categories: one for prompt paying customers with favorable credit limits; one for late paying customers with high finance charge rates; and a third for customers who mostly pay on time, with discount incentives for early payment. You can also use the profile class 'DEFAULT,' which the system provides.

Assign a profile class to each of your customers and addresses in the Customers window. The customer profile class you assign provides

the default values, then you can optionally customize these values to meet your specific requirements for each customer or address. If a profile is assigned to both a customer and one of that customer's addresses, the options set for the address take precedence over those set at the customer level.

### **Prerequisites**

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- Define customer profile lookups: page 2 – 136
- Define statement cycles: page 2 – 187
- Define dunning letters: page 2 – 110
- Create dunning letter sets: page 2 – 116
- Define collectors: page 2 – 95
- Define payment terms: page 2 – 157
- Define AutoCash rule sets: page 2 – 60
- Define System Options: page 2 – 189
- Define grouping rules: page 2 – 122
- Define currencies (*Oracle General Ledger User's Guide*)

#### **► To define a new customer profile class:**

1. Navigate to the Customer Profile Classes window.
2. Enter a Name and a brief description of this profile class.
3. Check the Status check box to make this profile class active. Active profile classes appear in the Profile Class field list of values in the Customers windows.
4. Enter other profile class information. For example:

**Credit:** Enter a default Collector and the Tolerance (percentage over the credit limit) that customers using this profile class can exceed before you will begin collection action. If you check the Credit Check box, Oracle Order Management will check this customer's credit before creating a new order if the Payment Term and the Order Type associated with the order also require credit checking. The system does *not* check your customer's credit when you create transactions in Receivables. If credit checking is active for this customer and they have exceeded their credit limit, all new

orders for this customer are put on hold in Oracle Order Management.



**Attention:** To prevent new orders from being created for this customer in Oracle Order Management, check the Credit Hold box. If this box is checked, you cannot create new invoices for this customer in Oracle Projects; however, you can still create new transactions for this customer in Receivables.

**Terms:** Enter the default payment term for customers assigned to this profile class. To be able to change the default payment term when entering transactions for customers using this profile class, check the Override Terms check box. If you allow discounts for customers using this profile class, enter the number of Discount Grace Days after the discount term date that customers using this profile class can take. If you do not allow discounts, the system skips this field. See: Discounts: page 5 – 178.

Enter the number of Receipt Grace Days that you allow customers using this profile class to be overdue on receipts before they will be assessed finance charges. For example, if you enter 10, customers with this profile class have 10 days beyond the transaction due date to pay before they incur a penalty or finance charges. See: Defining Dunning Profiles for Customers and Customer Sites: page 4 – 40.

**Note:** Receipt Grace Days do not affect how Receivables calculates finance charges on customer statements. This feature determines whether an item is included in a dunning letter and how finance charges are calculated on each item included in the letter.

**Receipts:** Enter a number of Clearing Days (optional). This is the number of days that it will take for a bank to clear a receipt that has been remitted (for factored receipts, this is also the number of days after the maturity date when the customer risk of non-payment is eliminated). Enter an AutoCash Rule Set for this profile class (optional). If you do not assign an AutoCash Rule Set to this profile class, the system uses the AutoCash Rule Set that you specify in the System Options window.

Enter a Match Receipts By rule to indicate the number that customers using this profile class will use to match receipts with invoices during AutoLockbox validation (optional). Enter a Remainder Rule Set to specify how Post QuickCash applies any leftover receipt amounts created by a partial receipt application (optional). If you do not enter a Remainder Rule Set, Receivables marks the remaining amount Unapplied. Check the AutoReceipts Include Disputed Items check box to include debit items that have

been placed in dispute when you create automatic Receipts for customers using this profile class.

**Statements:** To send statements to customers using this profile class, check the Send Statement check box. To send statements to customers with this profile class even if they have a credit balance, check the Send Credit Balance check box. If you check the Send Statement check box, enter a Statement Cycle. Statement cycles indicate how often to print your statements.

**Finance Charges:** To charge finance charges for customers using this profile class, check the Charge Interest check box. To calculate finance charges on customer's outstanding balances including previously assessed finance charges, check the Compound Interest check box. If you check the Charge Interest check box, enter the number of Days In Period over which the interest charges will be calculated.

**Dunning:** To send dunning letters to customers when they have invoices, debit memos, and chargebacks that are past due, check the Send Letters check box. If you check the Send Letters check box, enter the Dunning Letter Set to assign to customers using this profile class.

**Invoicing:** To indicate how to print tax on invoices for customers to whom you assign this profile class, enter a Tax Printing value. If you did not enter a default Tax Printing value in the System Options window and you do not specify one here, the system uses Total Tax Only as the default value when you print invoices. See: Tax System Options: page 2 – 193. Enter the Grouping Rule to use for customers to whom you assign this profile class. See: Grouping Rules: page 2 – 122.

**Consolidated Billing Invoice:** To send a single, consolidated billing invoice to customers using this profile class, check the Send check box. Choose either Summary or Detail to specify the printing format of your consolidated billing invoice. See: Consolidated Billing: page 6 – 343.

5. Open the Profile Class Amounts tabbed region, then enter the Currency in which customers assigned to this profile class will do business. For each currency that you enter, define the currency rates and limits for customers using this profile class, including Minimum Invoice Balance for Finance Charges, Minimum Dunning Amount, and Credit Limit. See: Customer Profile Classes Field Reference: page 3 – 46.



**Attention:** If you do not assign an interest rate to a currency, Receivables does not calculate finance charges for past due items in that currency. See: Currencies Without Rates: page 4 – 62.

6. Save your work.

## See Also

Assigning Profiles to Customers: page 3 – 49

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## Customer Profile Classes Field Reference

This section provides a brief description of some of the fields in the Customer Profile Classes window.

**Account Status:** The status of this account. You can define additional account statuses in the Receivables Lookups window by selecting the lookup type 'Account Status.'

**Credit Limit:** The total amount of credit in this currency to give to customers to whom you assign this 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, all new orders for this customer are automatically put on hold in Oracle Order Management.

A customer's outstanding credit balance is calculated using Credit Check Rules that you define in Oracle Order Management. For more information, see: Defining Credit Check Rules in the *Oracle Order Management User's Guide*.

**Credit Rating:** The credit rating for this customer. You can define additional credit rating names in the Receivables Lookups window by selecting the lookup type 'Credit rating for customers.'

**Currency:** The currency for which you want to define amount limits. You define currencies in the Currencies window.

**Finance Charges Interest Rate (%):** The interest rate to charge customers to whom you have assigned this profile class for this currency. Finance charges are calculated on statements and dunning letters.

**Maximum Interest Per Invoice:** If the amount of interest that the system calculates for a past due debit item in this currency is greater than the amount that you enter here, the system charges this amount.

**Minimum Customer Balance for Finance Charges:** If the customer balance of past due items in this currency is less than the minimum amount that you specify here, Receivables does not assess finance charges when you submit dunning letters or statements for this customer.

**Minimum Invoice Balance for Finance Charges:** If the balance of a past due invoice in this currency is less than the minimum invoice amount that you specify here, Receivables does not assess finance charges on this item when you submit dunning letters or statements for this customer.

**Minimum Receipt Amount:** The system will not generate automatic receipts in this currency that are less than this amount. You can also define a minimum receipt amount for a payment method. Receivables will use the larger of the two minimum receipt amounts when creating automatic receipts.

**Minimum Statement Amount:** The minimum outstanding balance in this currency that customers to whom you assign this profile class must exceed in order for Receivables to generate a statement. For example, if you enter 100 in U.S. dollars, Receivables does not generate a statement if this customer's outstanding balance is less than or equal to 100 USD. The default minimum statement amount is 0.

**Minimum Dunning Amount:** If a customer has a past due balance in this currency that is greater than the minimum dunning amount specified for this currency, Receivables selects this customer for dunning. The dunning letter that is selected when you choose to print sample or actual dunning letters does not include past due debit items in currencies with minimum dunning amounts that have not been exceeded.

**Minimum Dunning Invoice Amount:** Customers do not receive dunning letters if the amount that you enter here is greater than the balance of each of their past due items in this currency.

**Order Limit:** The maximum amount of an individual order. This field is used by Oracle Order Management. If credit checking is active for this customer and they exceed this amount on a new order, all new orders for this customer are put on credit hold in Oracle Order Management.

The default order limit is the amount you enter in the Credit Limit field. If you enter a Credit Limit, you must either enter an Order

**Credit Limit** or accept the default. The limit per order must be less than or equal to the Credit Limit. You must enter a Credit Limit before entering an Order Credit Limit.

**Percent Collectable:** The percentage amount of this customer's account balance that you expect to collect regularly.

**Risk Code:** The credit risk code for your customer. You can define additional risk codes in the Receivables Lookups window by selecting the lookup type 'Customer credit risk.'

## See Also

Defining Customer Profile Classes: page 3 – 42

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## Assigning Profile Classes to Customers

After you define your standard profile classes, you can assign them to your customers. You can also update specific information for a customer when you assign a new profile class.

When you enter a new customer, Receivables assigns the profile class 'DEFAULT'. You can use this profile class, modify this profile class information, or choose one of the profile classes that you have defined.

### Prerequisites

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- Enter customers: page 3 – 4
- Enter customer addresses and define one address as a Bill-To location: page 3 – 18
- Define customer profile classes: page 3 – 42

► **To assign a profile class to a customer:**

1. Navigate to the Customer Summary or the Customers window.
2. Query the customer to which you want to assign a profile class.

If you are using the Customer Summary window, choose Open, then continue with this step.

3. Open the Profile:Transaction tabbed region, then enter a Profile Class or select one from the list of values.

**Note:** Not all fields in the Customer Profile Classes window appear in the Profile:Transaction tabbed region.

4. To assign a profile class to an address, open the Addresses tabbed region, select the address, then choose Open. Repeat step 3.

**Note:** To assign a profile class to an address, the address must already have a bill-to location defined. Additionally, you must save the profile class assigned to this address before you can access the tabbed regions described below.

5. To update profile class information for this customer, modify information in the following tabbed regions:

**Profile:Transaction:** Open this region to update credit, payment terms, or receipt information.

**Profile:Document Printing:** Open this region to update statement, dunning, finance charges, invoicing, and consolidated billing information.

**Profile:Amounts:** Open this region to update rates and limits for each currency in which this customer does business.



**Attention:** The changes you make at the customer level only affect the profile class for *this* customer; they do not affect other customers using this profile class.

6. Save your work.

► **To view a customer profile class:**

1. Navigate to the Customer Summary or the Customers window.

2. Query the Customer whose profile class you want to view.

If you are using the Customer Summary window, choose Open.

3. Open the Profile:Transaction, Profile:Amounts, or Profile:Document Printing tabbed region.

## See Also

Entering Customers: page 3 – 4

Entering Customer Addresses: page 3 – 18

Defining Customer Profile Classes: page 3 – 42

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## Updating a Customer Profile Class

You can modify an existing customer profile class in the Customer Profile Classes window. When you modify profile class information using this window, Receivables requires that you indicate whether and in what way your changes will affect other customers using this profile class.

To update profile class information for a specific customer, use the Customers window. See: Assigning Profile Classes to Customers: page 3 – 49.

### Prerequisites

---

Define profile classes: page 3 – 42

► **To update a customer profile class:**

1. Navigate to the Customer Profile Classes window.
2. Query the profile class to update.
3. Update information in the Profile Class and Profile Class Amounts tabbed regions as necessary.
4. Save your work. The system displays a pop-up window that lets you decide how to apply your changes. Choose one of the following options:

**Do Not Update Existing Profiles:** Choose this option if you do not want to update existing customer profiles with your new profile class values. When you choose this option, the system only assigns the new profile values to any new customers to whom you assign this profile class.

**Update All Profiles:** Choose this option to update your new profile class values for all existing customers whom you previously assigned to this profile class. To preserve your customizations to a customer's individual profile, this option does not update every field on a customer's profile with values from the newly modified profile class; only the fields you changed for this profile class will affect your customer's profile. When you choose this option, the system automatically generates the Update Customer Profiles report so you can review your changes.

**Update All Uncustomized Profiles:** Choose this option to update only customer profiles for which the corresponding option(s) have the same original setting.

For example, you change the Statement Cycle for a profile class from Weekly to Monthly. When you choose Update All Uncustomized Profiles, the system selects all profile classes that have a Statement Cycle currently set to Weekly and changes this option to Monthly. All of the other profile class options remain the same.

When you choose this option, the system generates the Update Customer Profiles report. Refer to the 'Exceptions' section of this report to review the customized profile classes that were excluded from the update process. You can then use the Customers window to update customers whose profile classes were not automatically updated.

## **See Also**

Entering Customers: page 3 – 4

Entering Customer Addresses: page 3 – 18

Assigning Profiles to Customers: page 3 – 49

Update Customer Profiles Report: page 9 – 195

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## Flexible Addresses

Oracle Applications let you enter customer, supplier, bank, check, and remit-to addresses in country-specific formats. For example, if you have customers in Germany, you can enter German addresses in the format recommended by the Bundespost, or you can enter addresses for customers in the United Kingdom in the format recommended by the Royal Mail.

This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The flexfield window opens if the country you enter has a flexible address style assigned to it, which lets you enter an address in the layout associated with that country. If there is no address style associated with the country, the system uses the standard address format.



**Attention:** (Receivables users only) If you use a Sales Tax Location Flexfield that contains a segment other than country and wish to set up a flexible address format for your home country, every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. See: Flexible Addresses with the Sales Tax Location Flexfield: page 3 – 63.

---

### Address Style

An address style tells Oracle Applications how to format and arrange the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time.

You assign address styles to countries using the Countries and Territories window. You can assign one of the address styles provided or you can create your own. See: Address Style Mappings: page 3 – 55.

---

### Address Validation

You can define country-specific validation on any element of your address style. This controls the information you enter in these address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or restrict a postal code to a certain range of numbers. See: Defining Flexible Address Validation: page 3 – 78.

## **Customized Address Styles**

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You can define your own address formats if you have specific address entry requirements not covered by the address styles the system provides. You can also set up validation against any address styles you define. See: *Creating Custom Address Styles: page 3 – 67.*

## **Default Country**

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The Default Country profile option expedites address entry. For example, if most of the addresses you enter are in France, you can set the profile to 'France' so that this will be the default country for all addresses entered.

This profile is also used for Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation for banks, customers, and suppliers.

## **See Also**

*Entering Flexible Addresses: page 3 – 72*

*Defining Banks: page 2 – 71*

*Suppliers (Oracle Payables User's Guide)*

*Oracle Applications Flexfields User's Guide*

---

## Address Style Mappings

Oracle Applications provides five predefined address styles. These address styles cover the basic entry requirements of many countries. The following address styles are provided:

- Japanese: page 3 – 55
- Northern European: page 3 – 56
- Southern European: page 3 – 58
- South American: page 3 – 59
- United Kingdom/Asia/Australasia: page 3 – 61

Address information is stored in different tables for different functions, so there are different mapping of address elements to the database columns for each of the following:

- Customer and remit-to addresses
- Bank addresses
- Supplier addresses
- Payment addresses

The following charts show the address elements contained in each of the seeded address styles and the mappings of these address elements to the database columns.

### Japanese Address Style

#### Customer and Remit-To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(20)
Province	RA_ADDRESSES	STATE	VARCHAR2(25)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)

(Table 1 of 1)

## Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(20)
Province	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)

(Table 1 of 1)

## Northern European Address Style

### Customer and Remit-To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
Country Code	RA_ADDRESSES	STATE	VARCHAR2(2)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)
City	RA_ADDRESSES	CITY	VARCHAR2(25)

(Table 2 of 2)

### Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
Country Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(2)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)

(Table 1 of 1)

## Southern European Address Style

### Customer and Remit-To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
State	RA_ADDRESSES	STATE	VARCHAR2(25)

(Table 1 of 1)

### Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES	ADDRESS_LINE3	VARCHAR2(35)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
State	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)

(Table 2 of 2)

## South American Address Style

### Customer and Remit-To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
City	RA_ADDRESSES	CITY	VARCHAR2(25)
Province	RA_ADDRESSES	PROVINCE	VARCHAR2(25)
State	RA_ADDRESSES	STATE	VARCHAR2(25)
State Code	RA_ADDRESSES	COUNTY	VARCHAR2(2)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)

(Table 1 of 1)

## Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)
Province	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	PROVINCE	VARCHAR2(25)
State	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
State Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	COUNTY	VARCHAR2(2)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 1 of 1)

## United Kingdom/Africa/Australasia Address Style

### Customer and Remit-To Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	RA_ADDRESSES	ADDRESS1	VARCHAR2(35)
Address Line2	RA_ADDRESSES	ADDRESS2	VARCHAR2(35)
Address Line3	RA_ADDRESSES	ADDRESS3	VARCHAR2(35)
Town/City	RA_ADDRESSES	CITY	VARCHAR2(25)
County	RA_ADDRESSES	STATE	VARCHAR2(25)
Postal Code	RA_ADDRESSES	POSTAL_CODE	VARCHAR2(10)

(Table 1 of 1)

### Supplier, Bank and Payment Addresses

User Prompt	Table Name	Database Column	Display Type (Size)
Address Line1	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE1	VARCHAR2(35)
Address Line2	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE2	VARCHAR2(35)
Address Line3	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ADDRESS_LINE3	VARCHAR2(35)
Town/City	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	CITY	VARCHAR2(25)

(Table 1 of 2)

User Prompt	Table Name	Database Column	Display Type (Size)
County	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	STATE	VARCHAR2(25)
Postal Code	PO_VENDOR_SITES AP_BANK_BRANCHES AP_CHECKS	ZIP	VARCHAR2(10)

(Table 2 of 2)

## See Also

Flexible Addresses: page 3 – 53

Setting Up Flexible Addresses: page 3 – 64

Creating Custom Address Styles: page 3 – 67

Entering Flexible Addresses: page 3 – 72

Banks: page 2 – 71

Suppliers (*Oracle Payables User's Guide*)

Remit-To Addresses: page 2 – 175

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## Flexible Addresses with the Sales Tax Location Flexfield

During Receivables setup, you must choose a Location Flexfield Structure in the System Options window. The Sales Tax Location Flexfield, along with several other system options, affect the way tax is calculated for your transactions and the way you enter your customer addresses in Receivables. This section describes the issues you need to consider when implementing flexible addresses with the Sales Tax Location Flexfield. Your choices depend on the type of flexible address formatting you wish to perform as well as your location-based taxing requirements. See: *Defining a Sales Tax Location Flexfield Structure in the Oracle Receivables Tax Manual*.

### Implement Flexible Formats For All Addresses

If you wish to use flexible address formats to enter and validate your customer address information and are not required to charge your customers tax based on their shipping address, we recommend that you implement the seeded Sales Tax Location Flexfield structure 'Country - No Validation' and set the Address Validation system option to None. All countries are validated against the values defined in the Maintain Countries and Territories window, so setting the Address Validation system option would have no effect. If necessary, you can use flexible address formats to validate other address segments. See: *Address Validation: page 3 - 74*.

### Implement Flexible Foreign Addresses

If you use a Sales Tax Location Flexfield for tax calculation or address validation and wish to set up flexible address formats to enter and validate customer addresses in *foreign* countries, you can use the flexible address features described in this document (the Sales Tax Location Flexfield only applies to customer addresses in your home country).

### Implement Flexible Home Addresses

If you use a Sales Tax Location Flexfield that contains a segment other than country and you wish to set up a flexible address format for customers in your home country (defined in the Default Country field of the System Options window), every component in your Sales Tax Location Flexfield structure must also exist in your flexible address style for that country. This is because all components of your Sales Tax Location Flexfield are mandatory during customer address entry.

Additionally, if your Address Validation system option is set to 'Error' or 'Warning,' it is advisable to create value sets on your flexible address segments which return the same lists of locations as the value sets on your Sales Tax Location Flexfield. You cannot use the same value sets

because the Sales Tax Location Flexfield value sets return location identifiers and the flexible address descriptive flexfields require you to return a location name. Also, if the Sales Tax Location Flexfield has multiple segments, you should set up the same parent-child validation on your new value sets as exists on the Sales Tax Location Flexfield value sets. For details about the Sales Tax Location Flexfield value sets, see: *Defining a Sales Tax Location Flexfield Structure in the Oracle Receivables Tax Manual*.

## See Also

Flexible Addresses: page 3 – 53

Setting Up Flexible Addresses: page 3 – 64

Creating Custom Address Styles: page 3 – 67

Entering Flexible Addresses: page 3 – 72

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## Setting Up Flexible Addresses

Flexible Address Formats let you enter and validate addresses in country-specific formats. Following are the setup steps you need to perform to implement this feature.

### Prerequisites

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If you are using Receivables, Order Management, or Projects:

- Define your Default Country system option. See: *Miscellaneous System Options: page 2 – 204*

If you are using Payables or Purchasing:

- Define the financials option member state. See: *Oracle Payables User's Guide*.

► **To implement flexible address formats:**

1. Choose an address style.

Before you can enter an address using the flexible addresses functionality, you must decide which address styles best suit your address entry requirements. Receivables provides five predefined address styles, but you can also create customized address styles. See: *Creating Custom Address Styles*: page 3 – 67.

2. Define address validation.

You can use specific validation for a particular country that uses a flexible address format. See: *Address Validation*: page 3 – 74.

3. Assign an address style.

Once a country has been assigned an address style, all addresses entered or modified for that country will use the flexible address functionality. See: *Assigning an Address Style to a Country*: page 3 – 66.

4. Assign a value to the Default Country profile option. See: *Profile Options in Oracle Application Library*: page A – 29.

The flexible address formats feature checks the value in the Country field of the address region to determine which address style to use. The country assigned to the Default Country profile option will be the default for the Country field in this window.

The Default Country profile option is not mandatory; it lets you change the default country by user, responsibility, site, or application. If you do not set the profile, the default value is the Default (home) Country defined in the System Options window. See: *Miscellaneous System Options*: page 2 – 204.

If you are using Payables or Purchasing and do not set the Default Country profile option, the default value is the Member State in the VAT Registration Information region of the Financials Options window.

5. Assign a value to the AR: Item Flexfield Mode profile option. See: *Overview of Receivables User Profile Options*: page A – 4.

If this option is set to 'Always Pop a Flexfield Window,' the descriptive flexfield opens automatically when you navigate to an address field. If it is set to 'Concatenated Segment Entry,' the descriptive flexfield will not open when you navigate through the field. If this option is set to 'No Window for a Single Segment Flexfield,' the descriptive flexfield will only open if it has more than one segment enabled.

## Assigning an Address Style to a Country

► **To assign address styles to a country:**

1. Navigate to the Countries and Territories window.
2. Query the countries to which you want to assign a flexible address.
3. Select the address style you want from the list of values for the address style field.

**Note:** Setting the Address Style back to a blank value will turn off the flexible address functionality for that country.

4. Save your work.

**Note:** Addresses within a country that is not assigned an address style will use the standard address format.

## Implementing Flexible Addresses for the Address Alternate Name Field

If you want to use the flexible address format with the Alternate Name field in the Customer Addresses window, perform the following setup steps.

► **To set up flexible address formatting for the Alternate Name field in the Addresses window:**

1. Choose the Application Developer responsibility, then navigate to the Descriptive Flexfield Register window.
2. Query the descriptive flexfield 'Remit Address,' then choose Columns.
3. Check the Enabled check box for the column name 'ADDRESS\_LINES\_PHONETIC.'
4. Save your work.
5. Navigate to the Descriptive Flexfield Segments window.
6. In the Title field, query the descriptive flexfield 'Remit Address.'
7. Select the Context Field Value 'JP' (Japanese Address Style), then choose Segments.
8. Add the segment 'Alternate Address' and the column ADDRESS\_LINES\_PHONETIC, then choose Open.
9. Enter segment information. For example:

**Name:** Alternate Address

**Number:** 7

**Required:** No

**Security Enabled:** No

**Display Size:** 50

**Description Size:** 50

**List of Values:** Alternate Address

**Window:** Alternate Address

**Concatenated Description Size:** 25

10. Save your work.

## See Also

Flexible Addresses: page 3 – 53

Entering Flexible Addresses: page 3 – 72

Update Personal Profile Options: page A – 2

Defining Value Sets (*Oracle Applications Flexfields User's Guide*)

Descriptive Flexfield Concepts (*Oracle Applications Flexfields User's Guide*)

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## Creating Custom Address Styles

If the five address styles that Receivables provides do not suit the requirements of the countries in which you do business, you can create your own, custom address styles. You can then use these custom address styles for entering addresses for your customers, banks, suppliers, payments, and remit-to sites.

► **To create a custom address style:**

1. Choose address style database columns.



**Attention:** When you set up a new address style you must decide which columns from the database you are going to use and how you are going to order them. See: Choosing address style database columns: page 3 – 68.

2. Map address style to database columns.

Define the appearance of your flexible address window and the information it will include. See: Mapping address style to database columns: page 3 – 69.

3. Add address style to the address style lookup.

Add the address style name to the Address Style Special lookup so that you will be able to assign the style to countries and territories. See: Adding a new style to the address style lookup: page 3 – 70.

4. Assign the address style to the appropriate country using the Countries and Territories window. See: Assigning an address style to a country: page 3 – 66.

## Choosing address style database columns

► **To choose address style database columns:**

- Decide which columns from the database you are going to use and how you are going to order them.

All the seeded address styles use the following database columns. See: Address Style Mappings: page 3 – 55.

- Bank Addresses
  - AP\_BANK\_BRANCHES.ADDRESS\_LINE1
  - AP\_BANK\_BRANCHES.CITY
  - AP\_BANK\_BRANCHES.STATE
  - AP\_BANK\_BRANCHES.ZIP
- Customer and Remit-To Addresses
  - RA\_ADDRESSES.ADDRESS1
  - RA\_ADDRESSES.CITY
  - RA\_ADDRESSES.POSTAL\_CODE
  - RA\_ADDRESSES.STATE
- Supplier Addresses
  - PO\_VENDOR\_SITES.ADDRESS\_LINE1
  - PO\_VENDOR\_SITES.CITY
  - PO\_VENDOR\_SITES.STATE
  - PO\_VENDOR\_SITES.ZIP
- Payment Addresses

- AP\_CHECKS.ADDRESS\_LINE1
- AP\_CHECKS.CITY
- AP\_CHECKS.STATE
- AP\_CHECKS.ZIP

For example, notice in the Japanese address style that the address element called Province maps onto the STATE database column and that in the United Kingdom/Africa/Australasia address style the address element called County also maps onto the STATE database column.

We recommend that all custom address styles also include at least the above database columns because these address columns are used extensively throughout the system for printing and displaying.



**Warning:** Most reports do not display the PROVINCE, COUNTY, or ADDRESS4/ADDRESS\_LINE4 database columns for addresses.

## Mapping address styles to database columns

► **To map address styles to database columns:**

To do this mapping, you must create a new context value for each of the following descriptive flexfields:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Payment Address	Payment Summary, Payment Overview
Site Address	Suppliers

**Table 3 - 1 (Table 1 of 1)**

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield and uncheck the Freeze Flexfield Definition check box.

3. Navigate to the Context Field Values region. This region contains the address styles that have already been defined for the flexfield.
4. Enter a name and description for your new address style. The name should be a short, unique code similar to the ones already provided.
5. Choose Segments, then create address elements for your address style. Each segment consists of a database column, which will store the address information, and the prompt the user will see inside the address window. The columns you assign to your address elements are restricted to the address columns that have been predefined for the flexfield.

You can also define any validation you want to use on a particular segment of your address in this region. To do this, enter an existing Value Set, or choose Value Set, then enter a new value set. See: Address Validation: page 3 – 74.

6. Recheck the Freeze Flexfield Definition check box, then save your new address style.
7. Follow the above steps to set up the same address style for each address descriptive flexfield that you use.

The address styles must be identical across all address flexfields; otherwise, you risk creating addresses that are incompatible with different windows.

## Adding a new style to the address style lookup

### ► To add a new style to the address style lookup:

1. Using the Application Developer responsibility, navigate to the Special Lookups window.
2. Query the ADDRESS\_STYLE lookup.  
Receivables displays all of the address styles used by Flexible Addresses.
3. To add your new address style, enter the following information:

- Language
- Code

This must correspond *exactly* to the name you assigned your flexfield context value in the Context Field Values region of the Descriptive Flexfield Segments window.

- **Meaning**

This should correspond to the short description you provided for your address style in the Context Field Values region of the Descriptive Flexfield Segments window.

**Note:** Do not enter a start or end date.

4. Enable this style by checking the Enabled check box.
5. Save your work.

## **See Also**

Flexible Addresses: page 3 – 53

Setting Up Flexible Addresses: page 3 – 64

Entering Flexible Addresses: page 3 – 72

Maintain Countries and Territories: page 2 – 237

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## Using Flexible Addresses

### Prerequisites

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- Set Up Flexible Addresses: page 3 – 64

## Entering Flexible Addresses

► **To enter a flexible address:**

1. Navigate to the window in which you want to enter your flexible address.

Flexible address regions are provided in the following windows:

- Customers (Receivables, Order Management, and Projects)
- Suppliers (Payables and Purchasing)
- Banks (Payables and Receivables)
- Remit-To Addresses (Receivables)
- Payments Summary (Payables)

2. To determine whether an address is to be entered using the standard layout or a flexible address format, you must first enter a value in the Country field.

If you enter the name of a country that does not have an address style assigned to it, the address will be entered using the standard layout. If you enter a country that has an address style assigned to it, a window opens containing the address elements defined for the address style associated with that country.

3. Enter the address, then choose OK.

The system displays the concatenated address in the standard address fields. Whenever you move the cursor into any of the address fields, the window opens. This prevents you from using the standard address entry for an address entered using flexible addresses.

4. Save your work.

► **To query a flexible address:**

1. Navigate to the window in which you want to query your flexible address. For a list of windows in which flexible addresses are available, see: *Entering Flexible Addresses: page 3 – 72.*

Any addresses entered using the flexible address functionality can be queried using the standard querying methods. However, you can also query the address in the same format in which it was entered.

2. Select Enter from the Query menu.
3. Enter the Country name.
4. Execute the query to return all addresses for that country. Or, navigate to the address fields to enter additional query criteria.

If the country you choose has a flexible address style assigned to it, Receivables opens a window when you navigate to the address fields.

5. Choose OK.
6. Execute the query.

## See Also

*Flexible Addresses: page 3 – 53*

*Setting Up Flexible Addresses: page 3 – 64*

*Creating Custom Address Styles: page 3 – 67*

*Address Validation: page 3 – 74*

*Defining Banks: page 2 – 71*

*Suppliers (Oracle Payables User's Guide)*

*Remit-To Addresses: page 2 – 175*

*Oracle Applications Flexfields User's Guide*

---

## Address Validation

You can define country-specific validation rules on any element of your address style. Validation rules determine the information you can enter in these address elements. The validation rules the system uses to verify your address information during address entry depend on the following:

- your home country and the country of the address you are entering
- the Sales Tax Location Flexfield structure you are using
- the address validation level you choose
- the flexible address format and validation rules assigned to the country of the address you are entering

---

### Home Country

You define your home country in the Default Country field of the Systems Options window. The system uses this information to specify the home country for tax calculation, flexible bank structures, flexible address formats, and taxpayer id and tax registration number validation. It also provides a default value of the Country field when you enter addresses; however, you can override this value by setting the user profile option 'Default Country.' See: Overview of Receivables User Profile Options: page A – 4.

**Note:** If you assign a flexible address style to your home country to validate address information, please refer to Implementing Flexible Addresses with the Sales Tax Location Flexfield: page 3 – 63 for information on the recommended Sales Tax Location Flexfield structure to use.

---

### Sales Tax Location Flexfield Structure

Your Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a Location Flexfield Structure in the System Options window whether your Tax Method is Sales or VAT.

---

### Address Validation Level

You can choose how the system will respond when you enter an invalid address. You can choose to display an error message, a warning, or simply choose 'No Validation'.

## **Flexible Address Format and Validation Rules**

---

The Country field is the first field of the address region on every window because it determines the format and validation for the rest of the address fields.

If you are using a location-based tax method and you enter the value for your home country in this field, the system requires you to enter a value for every component of your Sales Tax Location Flexfield.

If you implement the Flexible Address Formats feature, when you enter a value in the Country field that has been assigned to an address style, a window opens with the address elements defined for that style. See: Flexible Addresses: page 3 – 53.

### **See Also**

Defining Receivables System Options: page 2 – 189

Sales Tax Location Flexfield Structure: page 3 – 75

Address Validation Level: page 3 – 76

Entering Customer Addresses: page 3 – 18

---

## **Sales Tax Location Flexfield Structure**

The Sales Tax Location Flexfield structure validates addresses within your home country and calculates sales tax based on your customer's shipping address. You must enter a value for this structure in the Systems Options window regardless of the tax method you are using. To see how the system uses this structure to calculate sales tax, see the tax flowcharts in the Calculating Tax essay.

To ensure that location-based taxation will function properly, you must have values for each customer address in your home country. Therefore, every component of your Sales Tax Location Flexfield structure is mandatory when entering addresses in your home country. This requirement is not affected by the address validation level you choose, since Receivables only requires that these address components exist, it does not check whether the components are valid.



**Attention:** Even if the Required field of the Key Flexfield Segments window is set to No for a segment of the structure, that segment will still be required when you enter an address.

You can also define your own structure using any combination of state, county, city, province, postal code, and address. See: Customizing Your Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.



**Warning:** You should not update the Sales Tax Location Flexfield structure after you have entered customer addresses or transactions.

## See Also

Calculating Tax (*Oracle Receivables Tax Manual*)

Address Validation Level: page 3 – 76

Setup Steps for U.S. Sales Tax (*Oracle Receivables Tax Manual*)

---

## Address Validation Level

You set your address validation level in the System Options window. This information only validates addresses that are in your home country. This lets you enter international addresses with address formats different from that of your Sales Tax Location Flexfield structure, even if you are using the address validation feature.

The system validates customer addresses with locations that you enter in the Tax Locations and Rates window or from locations loaded from a third party vendor using the Sales Tax Rate Interface program. For each address you enter, the system will validate all segments of your Sales Tax Location Flexfield structure.

There are three levels of address validation:

### Error

This level ensures that all components of your customer address are valid before you can save it in the Customer windows. If the location that you enter does not already exist, you will receive an error and must manually add the location in the

Tax Locations and Rates window before you can save the address.

**Warning**

This level lets you save an address even if all of the locations do not exist, but displays a warning message informing you of locations that are not defined. If these locations do not exist, the system creates them for you, but does not create the corresponding rates for these new locations.

**No Validation**

This level lets you save an address without displaying a warning message, even if all of the locations do not exist. If these locations do not exist, the system creates them for you but does not create the corresponding rates for these new locations.



**Suggestion:** If you are using Sales Tax, you should ensure that all your existing locations have rates. In this case, we suggest you have address validation set to Error, so that new locations will not be automatically created with no corresponding rate.

**See Also**

Defining Receivables System Options: page 2 – 189

Tax Locations and Rates: page 2 – 214

Address Validation: page 3 – 74

Defining Flexible Address Validation: page 3 – 78

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

---

## Defining Flexible Address Validation

Use the Flexible Address Formats feature to enter and validate addresses in country-specific formats. See: Flexible Addresses: page 3 – 53.

For each address style, you can define country-specific validation that controls the information you enter in certain address elements. For example, you may want to restrict the entry of cities for French addresses to a predefined list, or you may want to restrict a postal code to a certain range of numbers.

Validation can take the form of a simple list of values or a complex parent-child relationship between address elements. This section discusses how to implement list of value validation on your flexible address formats. Refer to the *Oracle Applications Flexfields Guide* for information on complex validation.

This section uses the Southern European address style for Spanish and French address entry to demonstrate how to set up a list of values on an address style. Assume that within this flexfield you want to have a list of values on the City field that will list either Spanish or French cities, depending upon the country of the address you are entering. For more information about the Southern European and other address styles, see: Address Style Mappings: page 3 – 55.

### Prerequisites

---

- Set up flexible addresses: page 3 – 64
- Create custom address styles: page 3 – 67 (optional)

#### ► To define flexible address format validation:

1. Decide which values you want to display in your list of values.  
This example uses the following locations: France, Spain, Bordeaux, Barcelona, Lyon, Balboa, Paris, and Madrid.
2. Navigate to the Countries and Territories window.
3. Query the countries for which you wish to validate address information.
4. Note the two character short code which identifies each of the countries you want to validate against in the list of values.

The country codes for Spain and France are 'ES' and 'FR', respectively.



**Attention:** It is very important to identify the correct country code. Otherwise, the list of values will return no data for these countries and you will be unable to enter any information in the address element to which the value is assigned.

5. Create a valid list of values for each address component you wish to validate: page 3 – 79.
6. Define a value set listing your location values: page 3 – 80. This value set will be attached to the appropriate segment of the address style.
7. Assign the value set to the appropriate address element in each of the address descriptive flexfields: page 3 – 81.



**Warning:** The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.

## Creating a valid list of values for address components

► **To create a valid list of values for each address component you wish to validate:**

1. Using the Application Developer responsibility, navigate to the Special Lookups window.
2. Enter your new lookup Type.

The lookup should belong to the Application Object Library application and should have an Access Level of System.

You should name all of your flexible address lookups consistently to avoid confusion. For example, FAF\_<column\_name>, where <column\_name> is the name of the address column to which you are assigning the list of values choice. In this example you would call your lookup type FAF\_CITY.



**Attention:** If more than one country uses a particular address style, you can only have one lookup type for each address element. For example, you can only have one City lookup type for all countries using the Northern European address style. It is advisable to adopt this policy for all lookup types, regardless of the number of countries using them, because they will be easier to maintain.

3. Enter a list of valid locations. You only need to enter three pieces of information: Language, Code, and Meaning.

The Code is a unique identifier which will enable the system to identify which city to select when it displays the list of values. Therefore, the Code column must be called `<country_code><n>`, where `<country_code>` is the two character short code for the country of the address information you are entering, and `<n>` is a sequential number which ensures the Code is unique.

4. Enter the actual information you wish to retrieve in the Meaning column.

In this example, the code and meaning values would look as follows:

Code	Meaning
ES1	Barcelona
ES2	Balboa
ES3	Madrid
FR1	Bordeaux
FR2	Lyon
FR3	Paris

5. Save your work.

## Defining a value set

### ► To define a value set that lists your location values:

1. Using the Application Developer responsibility, navigate to the Value Sets window.
2. Enter the name of your value set.

For example, `FAF_<address_column>`, where `<address_column>` is the name of the column that you will attach to the value set. In this example you would call your value set `FAF_CITY`.

3. Ensure that the Format Type and Maximum Size correspond to the type and size of the column you will be populating with this value set.
4. Set the Validation Type to Table.

5. Choose Edit Information.
6. Enter Application Object Library as the Table Application.
7. Enter FND\_LOOKUP\_VALUES as the Table Name.
8. Enter MEANING as the Value Column.
9. Enter the following statement in the WHERE / ORDER BY region:

```
WHERE LOOKUP_TYPE = '<lookup_name>'
AND SUBSTR(LOOKUP_CODE,1,2) = :WORLD.FAF_COUNTRY
```

Where *<lookup\_name>* is the name of the lookup you defined which contains the valid values you want to include in the list of values. See: *Creating a valid list of values for address components: page 3 – 79.*

In this example the following statement would be used:

```
WHERE LOOKUP_TYPE = 'FAF_CITY'
AND SUBSTR(LOOKUP_CODE,1,2) = :WORLD.FAF_COUNTRY
```

The field `:WORLD.COUNTRY` exists in all windows that use flexible addresses and contains the two character short code of the country of the address that you are currently entering. Using this short code enables you to develop country specific validation within a flexfield that can be used by many countries.

## Assigning a value set to an address element

In this example, we will assign the value set to the City segment in the Southern European address style for the Site Address descriptive flexfield.

► **To assign a value set to the appropriate address element in the descriptive flexfield:**

1. Using the Application Developer responsibility, navigate to the Descriptive Flexfield Segments window.
2. Query the appropriate address descriptive flexfield, then uncheck the Freeze Flexfield Definition check box.

The system provides the following address descriptive flexfields:

Descriptive Flexfield Name	Displayed in:
Bank Address	Banks
Remit Address	Remit-to Address, Customers
Check Address	Payment Summary, Payment Overview
Site Address	Suppliers

**Table 3 - 2 (Page 1 of 1)**

3. Navigate to the Context Field Values tabbed region, then select the address style to which you are assigning the value set.

In this example the value set will be added to the Southern European address style.

4. Choose Segments, then select the relevant address segment.

In this example it is the City segment.

5. Enter the name of the Value Set that you created (in this example it is FAF\_CITY).

6. Return to the Descriptive Flexfield window and check the Freeze Flexfield Definition check box.

7. Save your work.

8. Follow the above steps to set up the same validation for each address descriptive flexfield.

The address styles should be identical across all address flexfields. If they are not the same, you risk creating addresses that are incompatible with different windows.



**Warning:** Do not assign a value set to a flexfield if *any* of the countries using that flexfield do not have any data defined in the lookup. Using the list of values will return no data for these countries and you will be unable to enter any information in the address element on which the value set is used.

## See Also

Flexible Addresses: page 3 - 53

Address Style Mappings: page 3 - 55

Setting Up Flexible Addresses: page 3 – 64

Creating Custom Address Styles: page 3 – 67

Entering Flexible Addresses: page 3 – 72

Maintaining Countries and Territories: page 2 – 237

# Merging Customers

**Customers Merge**

**From**

Name: Computer Service and Rentals  
Number: 1006  
 Delete After Merge

Address	Usage
1 Main Street, Ontario, Ontario, 080-14	Bill To
1 Main Street, Ontario, Ontario, 080-14	Ship To

Reference: 1490  
Location: Ontario  
 Primary Site

**To**

Name: Computer Service and Rentals  
Number: 1006

Address	Usage
1 Main Street, MANCHESTER, ST LOU	Bill To
1 Main Street, MANCHESTER, ST LOU	Ship To

Reference: 1488  
Location: ST LOUIS  
 Primary Site

Request ID: [ ]  Processed Merge

Use Customer Merge to consolidate any duplicate customers or transfer site use activity from a customer or site that is no longer active or has been taken over by another customer or site. After the merge completes successfully, all activity that was previously associated with the old customer or site is now associated with the new customer or site. Activity includes invoices, debit memos, commitments, credits, receipts, adjustments, and chargebacks. The merge process also checks for records in the AutoInvoice interface tables.



**Attention:** In a sales tax based system, Receivables calculates tax based on the address components of your Sales Tax Structure (for example, State.County.City) that you define in the System Options window. Since tax rates can change over time, modifying one of these components could cause the tax for transactions previously assigned to this address to be invalid, and be in violation of US sales tax audit requirements.

For this reason, you can only merge customers or sites if the address components of their Sales Tax Structure are the same. For example, if your Sales Tax Location Flexfield Structure is State.County.City, you can only merge customers or sites that are located in the same state, county, and city. See: Setup Steps for US Sales Tax in the *Oracle Receivables Tax Manual*.

### **Merge Customers or Sites**

---

You can either merge site uses for the same customer or all of the site uses for two different customers. Predefined site uses include Bill-To, Ship-To, Statements, Marketing, Legal, and Dunning. You can only merge a Bill-To site with a Bill-To site, a Ship-To site with a Ship-To site and so on whether you are merging different customers or two sites for the same customer.

You can also choose to either inactivate or delete your old customer and sites use information. If you choose to delete the customer or site use information, it is removed from the database and Receivables does not maintain an audit trail of this data. If you are merging sites for the *same* customer, you cannot choose to delete the old customer information (since the customers are the same).

Old customers and site uses that are merged are assigned a status of 'Inactive' after the merge process is complete. Inactive customers cannot generate new transactions, but you can view their information or reactivate them at any time in the Customers window.

### **Identify Duplicate Customers**

---

Use the Duplicate Customer Report to see a list of all duplicate customers before you initiate the customer merge program. This report tries to match duplicate customer names based on the search criteria that you specify.

### **Review Customer Details**

---

To see active or inactive customer information, use the Customer Listing Summary and Detail reports: page 9 – 72. The Detail report displays contacts, addresses, and relationships for each customer you choose in your search criteria. The Summary report displays a list of your customers and their addresses.

## **Merge Transactions From Other Applications**

---

If you have any of the following applications installed and you run customer merge, the system automatically merges all transactions associated with the merge candidates in those applications as well:

- Automotive
- Customer Service
- Inventory
- Master Scheduling /MRP Planning
- Order Management
- Payables
- Project Accounting
- Purchasing
- Sales and Marketing

## **Update Transaction Information**

---

When you merge customers, Customer Merge updates the customer information for all of the old customers transactions. For example, if you merge ACME with Customer XYZ, the program updates all of ACME's transactions with Customer XYZ's ship-to and bill-to information.

## **Maintain Custom Data Integrity**

---

If you have custom tables in your AR account that have foreign keys to RA\_CUSTOMERS, RA\_ADDRESSES, or RA\_SITE\_USES, you can use the package ARP\_GENERIC\_CMERGE to ensure that the foreign keys remain valid. This package needs to be modified to include your custom table names and foreign keys. Use the \$AR\_TOP/install/sql/arplbtrx.sql file as a guideline on how to modify this package.

## **See Also**

Submitting the Merge Process: page 3 – 93

Merging Sites for the Same Customer: page 3 – 87

## Merging Sites for the Same Customer

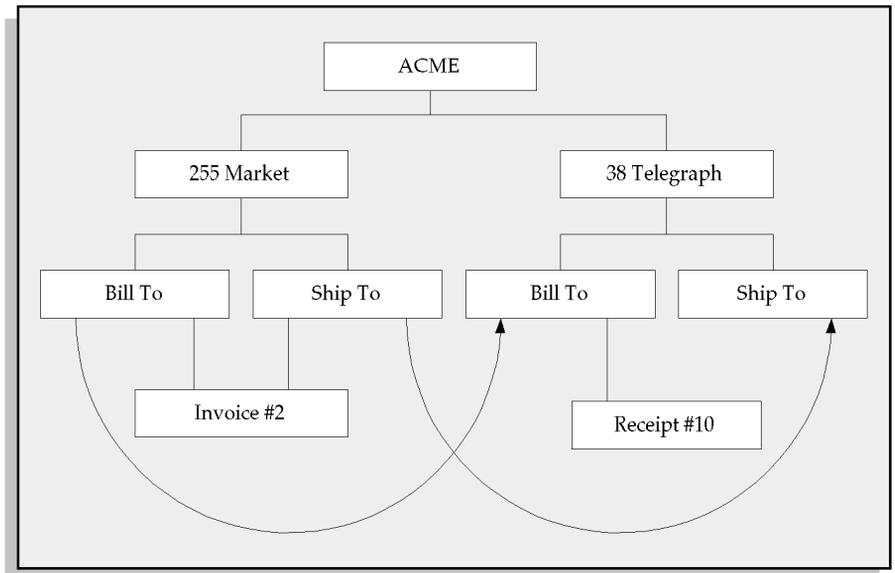
If a customer is closing one of their sites and there is activity assigned to this site, you can use Customer Merge to transfer all activity from the old site to one of this customer's existing sites. For example, ACME currently has two Bill-To sites, but they are planning to close one of these locations. Customer Merge lets you transfer all of their activity from the site that will be closed to their remaining open site.

Any predefined site uses or site uses that you defined in the Receivables Lookups window must be merged with similar site uses. For example, you are merging two of Customer ABC's sites. This customer has defined the following sites:

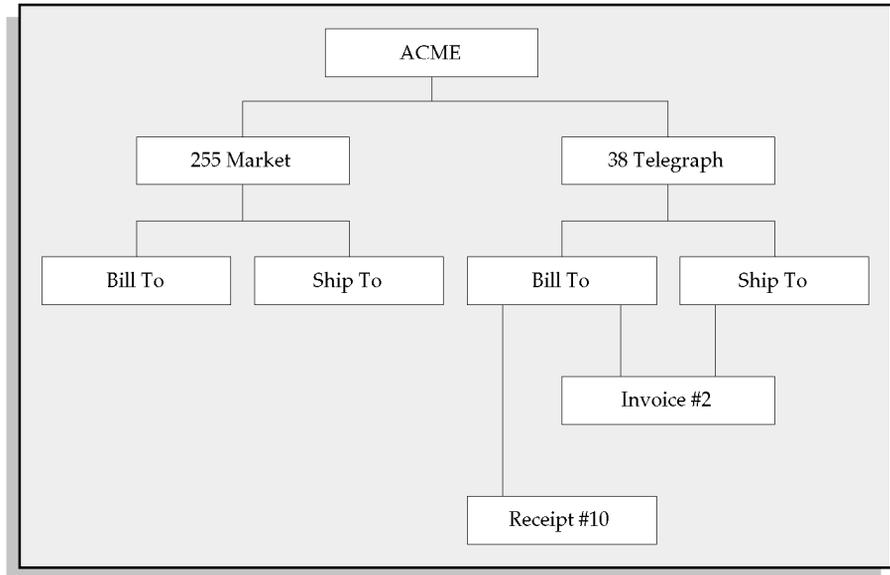
<u>Address</u>	<u>Site Usage</u>
Address1	Bill-To
Address1	Ship-To
Address2	Ship-To

In this example, you can only merge the Ship-To site of Address1 with Address2 because they are both Ship-To sites of different addresses.

Figure 3 – 2 Before the Merge



**Figure 3 – 3 After the Merge**



**Attention:** When merging two sites for the same customer, you cannot submit the merge if Delete After Merge is set to Yes.

### **Prerequisites**

---

- Generate the Customer Listing report to see detailed information about the customer and site uses (optional). See: Customer Listing Detail/Summary reports: page 9 – 72.
- Create a map that shows the site uses you want to merge and the sites you want to maintain. Check that you are merging like site uses (for example, Bill-To's merged with Bill-To's).
- Determine whether to inactivate or delete old site use information.

► **To merge site usages for the same customer:**

1. Navigate to the Merge Customers window.
2. In the From region, enter the customer Name whose business purposes you want to merge, or select a customer from the list of values.
3. In the To region, enter the same customer Name, or select the same customer from the list of values.

4. Enter each Address and Usage you want to merge in the From region, or select from the list of values.
5. In the To region, enter the new Address and Usage for each Usage you entered in the From region.  
  
For example, for each old Bill-To site use, enter a new Bill-To. You must merge like site uses, so in this example, only existing Bill-To addresses are available in the To Address region.
6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.  
  
To submit the merge process immediately, choose Merge. See: Submitting the Merge Process: page 3 – 93.

## See Also

Merge Customers: page 3 – 84

Merging Customers: page 3 – 93

Merging Different Customers: page 3 – 89

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## Merging Different Customers

When merging two different customers, you must merge all site uses associated with the customer being merged. For example, ACME purchases Pacific Express and each has one Bill-To site and one Ship-To site. You can transfer activity from Pacific Express to ACME by merging like site uses assigned to Pacific Express (for example, Bill-To's merged with Bill-To's). The system automatically associates all transaction activity and customer relationships with the new customer.

Customer Merge ensures that you inactivate or delete *all* site uses for the old customer; you cannot inactivate some site uses and delete others. In addition, you must assign all of the old customer site uses to one or more of the new customer's site uses. For example, you want to merge the following customers:

Customer ABC

Address1 (Bill-To)

Address2 (Ship-To)

Address3 (Statements)

Customer XYZ

Address1 (bill-to)

Address1 (ship-to)

You cannot merge these customers because Customer XYZ does not have a 'Statements' site defined. To merge these customers, define a Statements site for Customer XYZ, map Address3 with this site in the Customers Merge window, then resubmit the merge.

Figure 3 - 4 Before the Merge

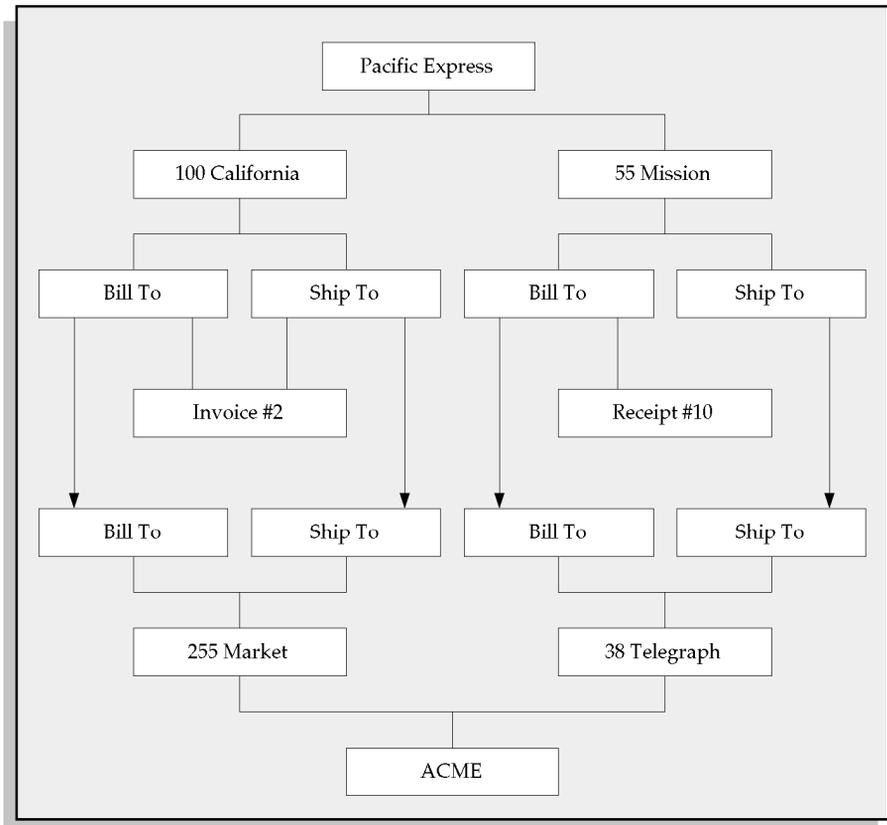
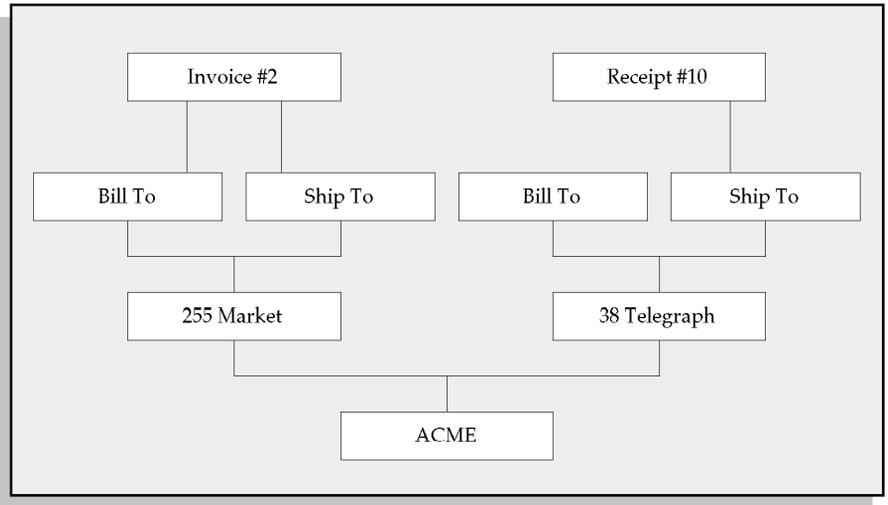


Figure 3 – 5 After the Merge



### Prerequisites

- Generate the Duplicate Customers Report to see a list of potential duplicated customers (optional). See: Duplicate Customer Report: page 9 – 99.
- Create a map that shows the site uses for the old customer that you want to merge with the To customer. Check that you are merging like site uses (for example, Bill-To's merged with Bill-To's).
- Create new site uses for the To customer (if the old customer has any site uses which does not exist for the To customer).
- Determine whether to inactivate or delete the old customer.

### ► To merge two different customers:

1. Navigate to the Customers Merge window.
2. In the From region, enter the Name of the customer to merge, or select a customer from the list of values.
3. Enter the customer Name with whom you want to merge the old customer. The system automatically maps all the old customer's site uses to the same site use of the new customer.
4. For each 'From' address and site usage, enter a 'To' Address that has the same site usage.

**Note:** If the old customer has a site use that does not exist for the new customer, the system will leave the To address blank. You must assign this site use to the new customer before you continue your merge. See: *Assigning a Business Purpose to a Customer Address*: page 3 – 25.

5. Choose to delete or inactivate the old customer information.

To keep an audit trail of old the customer information, do not check the Delete After Merge check box. The system assigns a status of 'Inactive' to the old customer after you complete the merge.

To delete the old customer information, check the Delete After Merge check box.

6. To save your merge details *without* submitting the merge, save your work. This lets you review your mapping for accuracy before actually merging your customer and site information.

To submit the merge process, choose Merge. See: *Submitting the Merge Process*: page 3 – 93.

## See Also

Merging Customers: page 3 – 84

Merging Sites for the Same Customer: page 3 – 87

---

## Submitting the Merge Process

You can submit the customer merge process immediately after entering your merge details, or you can save your work and submit the merge later. You may not want to submit the merge immediately if, for example, you want to review the merge candidates before transferring the customer and/or site information.

### Prerequisites

---

- Enter merge details. See: [Merging Different Customers: page 3 – 89](#) or [Merging Sites for the Same Customer: page 3 – 87](#).

► **To submit the merge process:**

1. Navigate to the Customers Merge window.
2. When you are certain that all of the information in the Merge Customers window is correct, choose Merge. The system submits the Customer Merge program as a concurrent process and assigns a Request ID.

The Processed check box indicates the status of your customer merge. If this box is checked, your concurrent process has completed. You can view the details of your merge in the [Customer Merge Execution Report: page 3 – 94](#).

### See Also

[Merging Customers: page 3 – 84](#)

[Customer Merge Execution Report: page 3 – 94](#)

## Customer Merge Execution Report

Use the Customer Merge Execution report to review the customers and site uses involved in the merge process. Receivables automatically generates this report when you initiate the Customer Merge program. See: Submitting the Merge Process: page 3 – 93.

The report heading displays the request ID for your concurrent process. The report body displays Inactive or Delete in the Status column to indicate the status of your old customer or site use. It displays an error message if the Customer Merge program failed.

Figure 3 – 6

Set of Books 2 (Release 10)		Customer Merge Execution Report			Date: 03-JAN-1995 03:06	
		Request Id: 851			Page: 1 of 1	
Status	Name [Number]	Address	Site Use	Primary	Location	
Inactive	Old: Customer #90000 [90000] New: Customer #91000 [91000]	1023 1st Street OMAHA, OMAHA, NEBRASKA, 54035, 1023 1st St OMAHA, OMAHA, NEBRASKA, 54035,	Ship To Ship To	No No	Ship to location - Ship to location -	
		1900 West Circle SAN MATEO, SAN MATEO, CALI 1023 1st St OMAHA, OMAHA, NEBRASKA, 54035,	Ship To Ship To	No No	Ship to location - Ship to location -	
		2000 Divisadero St SAN FRANCISCO, SAN FRANCISCO, 1023 1st St OMAHA, OMAHA, NEBRASKA, 54035,	Ship To Ship To	Yes No	Ship to location - Ship to location -	
		20345 44nd Street DENVER, DENVER, COLORADO, 20345 44nd Street DENVER, DENVER, COLORADO,	Bill To Bill To	Yes Yes	Bill to location - Bill to location -	
		3000 22nd Street SAN FRANCISCO, SAN FRANCISCO, 20345 44nd Street DENVER, DENVER, COLORADO,	Bill To Bill To	No Yes	Bill To location - Bill to location -	
Error	Old: Customer Level Defaults [1012] New: Customer and Site Use Defa [1014]	1570 North Main Street Building 5 Office 1023 1234 West Acton Street GREENWICH, GREENWICH	Bill To Bill To	Yes Yes	Bill to location Bill to location 1	
		3000 22nd Street SAN FRANCISCO, SAN FRANCISCO, 1234 West Acton Street GREENWICH, GREENWICH	Bill To Bill To	No Yes	Bill to location - Bill to location 1	
Error: APP-43750 All Bill To, Ship To, and Marketing sites of a customer must be merged						

You can also review details of past merges online using the Customers Merge window. See: Reviewing Merged Customers: page 3 – 96.

### Report Headings

**Request ID:** The request ID for your concurrent process.

### Column Headings

**Address:** The address associated to the business purpose of the old and new customers that you merged.

**Location:** The location for the business purposes of the old and new customers that you merged.

**Name [Number]:** The name and number of the old and new customers that you merged.

**Primary:** Receivables prints Yes or No to indicate whether this is the primary Site Use.

**Site Use:** The business purpose of the old and new customers that you merged.

**Status:** Receivables displays Inactive or Delete to indicate the status of your old customer, address, and business purpose. If you choose to delete old customer information, Receivables removes this information from the customer tables.

## See Also

Merging Customers: page 3 – 84

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## Reviewing Merged Customers

You can review details of your merged customer online using the Customers Merge window.

### Prerequisites

---

- Enter merge details. See: Merging Different Customers: page 3 – 89 or Merging Sites for the Same Customer: page 3 – 87.
- Submit the merge process: page 3 – 93

► **To review previously merged customers:**

1. Navigate to the Customers Merge window.
2. Query a specific customer or query all Processed customers.
3. Execute the query. The system will display the concurrent request ID of the customer merge.

### See Also

Merging Customers: page 3 – 84

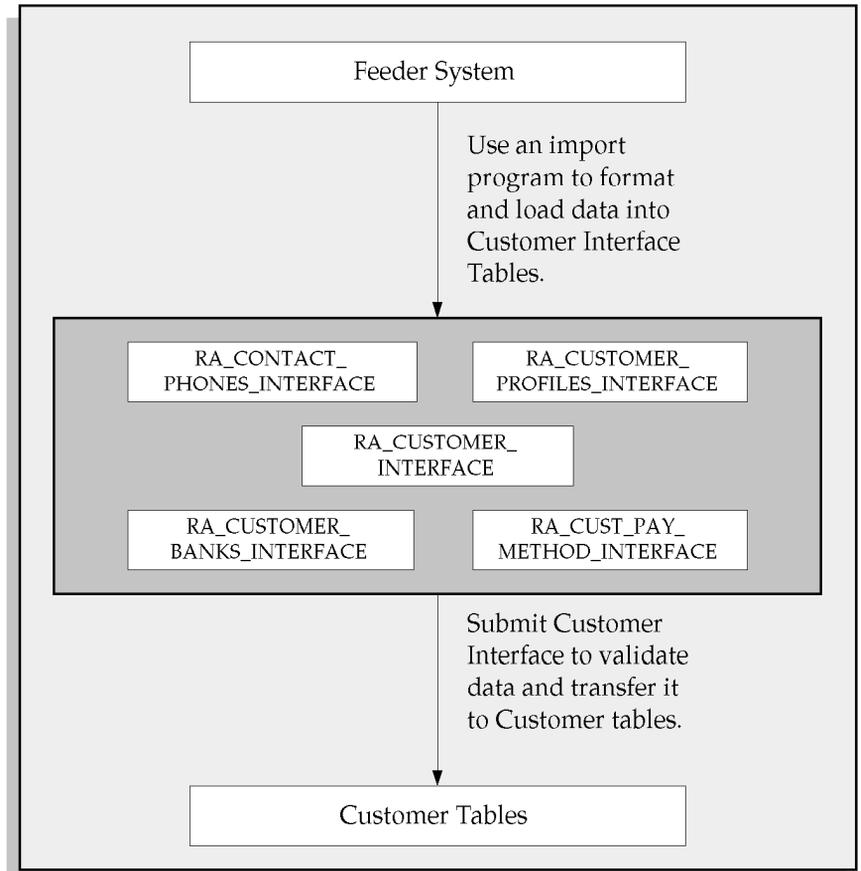
Submitting the Merge Process: page 3 – 93

# Customer Interface

Use Customer Interface to import and validate current or historical customer information from other systems into Receivables. Once customer information is imported into the system, you can use Customer Interface to import additional data for that customer (such as additional contacts or addresses) and to update existing information. You can also manually update and enter new information using the Customer windows.

The following diagram shows how customer information is imported into the system tables.

Figure 3 - 7 Customer Interface



## **Customer Interface Validation Rules**

---

The Customer Interface program validates the data you load in the Customer Interface tables by ensuring that the columns in the interface tables reference the appropriate values and columns in the rest of the system. The interface supports the same data relationship for customer information as the customer window. See: Customer Overview: page 3 – 2.

Customer Interface will not create location combinations for foreign locations. The system considers a customer's address to be foreign if the country segment is not the same as the Default Country you defined in the System Options window. See: Defining Receivables System Options: page 2 – 189.

If you are trying to perform updates, Customer Interface ensures that the record to be updated already exists within the system. If the record does not exist in Receivables, or it only exists in a Customer Interface table in the Insert mode, the program displays an error.

Additionally, Customer Interface ensures that certain column values are consistent with each other. For example, if a profile class is not assigned to a customer, the interface program ensures that interest charge, collector, discount terms, and other profile class information is defined in the appropriate columns.

Customer Interface also ensures that records marked for insertion are unique.

## **Import Program**

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An import program is a custom program that you write which converts data from your feeder system into a standard data format that Customer Interface can read. The data can then be transferred into the Receivables interface tables. Once the import data is loaded into the interface tables, you can run Customer Interface to validate the data and convert it into Receivables customer information.

The type of feeder program you write depends on the environment from which you are importing data. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or C to write an import program to import data from a non-Oracle system. You can also write a conversion program to import historical data from your original customer database. Regardless of the type of import program you write, the output should be in a standard data format that Customer Interface can use to import the information into Receivables.

## **Inserting and Updating Customer Information**

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When importing data into the interface tables, the column `INSERT_UPDATE_FLAG` indicates whether you are inserting new or updating existing information. This column is required in `RA_CUSTOMERS_INTERFACE`, `RA_CONTACT_PHONES_INTERFACE`, and `RA_CUSTOMER_PROFILES_INTERFACE`. Set this flag to I only if you are importing customer information into the interface tables and Oracle Receivables for the first time (for example, when you initially import data from a legacy system). Set this flag to U if the customer already exists in Receivables and you want to update specific information.

When updating existing information, the data you import into the interface tables must contain information in each of the required columns, regardless of whether you want to update that information. For example, to modify a customer's name you must specify a value for the `CUSTOMER_NAME` column and all of the other required columns in `RA_CUSTOMERS_INTERFACE`, such as `CUSTOMER_NUMBER`, `CUSTOMER_STATUS`, and `LAST_UPDATED_BY`.

If the `INSERT_UPDATE_FLAG` is not set correctly or a required column is missing a value, Customer Interface rejects the entire customer record, not just the attribute(s) you want to update.



**Suggestion:** Before you load data into the interface tables, create a copy of your import file. Then, if you want to update customer attributes later, you can set the insert update flag to U in your import file, modify only the values you want to update, and then reimport the data. This eliminates the need to recreate a new import file each time you want to update existing information.

**Note:** You cannot use Customer Interface to update information in the following columns: `CUSTOMER_ATTRIBUTE1-15`; `SITE_USE_ATTRIBUTE1-15`; `ADDRESS_ATTRIBUTE1-15`. These columns are used for descriptive flexfield information, do not appear in any Customer windows in Receivables, and Customer Interface performs no validation on them.

### **See Also**

Preparing Receivables: page 3 – 100

Interface Data Required to Run Customer Interface: page 3 – 101

System Tables Updated by Customer Interface: page 3 – 106

A Sample Customer Import: page 3 – 107

Importing Customers Using Customer Interface: page 3 – 112

Customer Interface Transfer Report: page 3 – 115

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## Preparing Receivables

To ensure that Customer Interface runs smoothly, you need to prepare Receivables for any new data that you require Customer Interface to import. This data can include the following:

- AutoCash Rule Sets
- AutoInvoice Grouping Rules
- Collectors
- Customer Addresses

**Note:** If you have implemented US Sales Tax and your tax vendor is either Taxware or Vertex, you need to validate your customer addresses before running Customer Interface. To do this, run the Sales Tax Rate Interface program with the Address Validation system option set to 'Error.' For more information, refer to Importing Address Validation Data and Sales Tax Rates in the *Oracle Receivables Tax Manual*. Additionally, refer to the Monthly Procedures section in either *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

- Customer Bank Information
- Customer Exemptions
- Customer Profile Classes
- Demand Classes
- Dunning Letter Sets
- Freight Carriers
- Payment Methods
- Payment Terms

- Lookups
  - Countries
  - Site Use Codes
  - Credit ratings
  - Risk Codes
  - Account Statuses
  - Communication Types
  - Customer Classes
- Statement Cycles
- Tax Codes

## See Also

Interface Data Required to Run Customer Interface: page 3 – 101

System Tables Updated by Customer Interface: page 3 – 106

A Sample Customer Import: page 3 – 107

Setting Up Receivables: page 2 – 2

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## Interface Data Required to Run Customer Interface

This section lists the required columns for each Customer Interface table. For example, to enter a new contact for a previously entered customer, you must enter values for `ORIG_SYSTEM_CUSTOMER_REF`, `ORIG_SYSTEM_CONTACT_REF`, `INSERT_UPDATE_FLAG` and `CONTACT_LAST_NAME`.

You can use Customer Interface to import other pieces of information not listed in this section by populating additional "optional" columns. For example, you can optionally populate the `LANGUAGE` column for a customer site.

For a list of the validation for both required and optional columns and to see a list of optional columns, see: Customer Interface Table Descriptions and Validation: page 3 – 118.

## RA\_CUSTOMERS\_INTERFACE

To import a customer, address, or business purpose, populate the following mandatory columns of RA\_CUSTOMERS\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- INSERT\_UPDATE\_FLAG
- CUSTOMER\_NAME
- CUSTOMER\_NUMBER (if you are *not* using Automatic Customer Numbering)
- CUSTOMER\_STATUS
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are importing an address and a business purpose, you must also populate the following columns:

- PRIMARY\_SITE\_USE\_FLAG (if you are inserting an address)
- LOCATION (if you are *not* using Automatic Site Numbering)
- SITE\_USE\_CODE (if you are inserting an address)
- ADDRESS1

Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

- ORIG\_SYSTEM\_ADDRESS\_REF

You must enter values for the columns you reference in your Tax Location Flexfield if you are calculating sales tax and your Address Validation option is set to 'Error.' (You define this option in the System Options window, Tax tabbed region.)

- COUNTRY

## RA\_CUSTOMER\_PROFILES\_INTERFACE

A customer level profile must exist in RA\_CUSTOMER\_PROFILES\_INTERFACE for new customers and each Bill-To Business Purpose.

- ORIG\_SYSTEM\_CUSTOMER\_REF
- INSERT\_UPDATE\_FLAG
- CUSTOMER\_PROFILE\_CLASS\_NAME

If you did not pass a value in this column, you must enter values in the following columns:

- COLLECTOR\_NAME
- CREDIT\_BALANCE\_STATEMENTS
- CREDIT\_CHECKING
- AUTO\_REC\_INCL\_DISPUTED\_FLAG
- DISCOUNT\_TERMS
- DUNNING\_LETTERS (if 'Y,' you must also enter a value in DUNNING\_LETTER\_SET\_NAME)
- INTEREST\_CHARGES (if 'Y,' you must also enter values in INTEREST\_PERIOD\_DAYS and CHARGE\_ON\_FINANCE\_CHARGE\_FLAG)
- STATEMENTS (if 'Y,' you must also enter a value in STATEMENT\_CYCLE\_NAME)
- TOLERANCE
- TAX\_PRINTING\_OPTION
- OVERRIDE\_TERMS
- GROUPING\_RULE\_NAME
- CREDIT\_HOLD
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are entering a profile for a customer address, you must also enter a Bill-To site in ORIG\_SYSTEM\_ADDRESS\_REF.

## **RA\_CONTACT\_PHONES\_INTERFACE**

To import telephone numbers for customers, addresses, and contacts, populate the following mandatory columns of RA\_CONTACT\_PHONES\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- ORIG\_SYSTEM\_TELEPHONE\_REF
- INSERT\_UPDATE\_FLAG
- TELEPHONE
- TELEPHONE\_TYPE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are entering a telephone number for an address, you must also enter a value in ORIG\_SYSTEM\_ADDRESS\_REF.

If you are entering a telephone number for a contact, you must also enter a value in ORIG\_SYSTEM\_CONTACT\_REF and CONTACT\_LAST\_NAME.

## **RA\_CUSTOMER\_BANKS\_INTERFACE**

To import banks for customers and Bill-To business purposes, populate the following mandatory columns of RA\_BANKS\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- PRIMARY\_FLAG
- START\_DATE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE
- BANK\_ACCOUNT\_NAME
- BANK\_ACCOUNT\_CURRENCY\_CODE
- BANK\_ACCOUNT\_NUM

- BANK\_BRANCH\_NAME

If you are entering a bank for a customer address, you must also enter a Bill-To site in ORIG\_SYSTEM\_ADDRESS\_REF.

## **RA\_CUST\_PAY\_METHOD\_INTERFACE**

To import payment methods for customers and Bill-To business purposes, populate the following mandatory columns of RA\_CUST\_PAY\_METHOD\_INTERFACE:

- ORIG\_SYSTEM\_CUSTOMER\_REF
- PAYMENT\_METHOD\_NAME
- PRIMARY\_FLAG
- START\_DATE
- LAST\_UPDATED\_BY
- LAST\_UPDATE\_DATE
- CREATED\_BY
- CREATION\_DATE

If you are entering a payment method for a customer address, you must also enter a Bill-To site in ORIG\_SYSTEM\_ADDRESS\_REF.

## **See Also**

System Tables Updated by Customer Interface: page 3 – 106

A Sample Customer Import: page 3 – 107

Creating Unique Customer References: page 3 – 110

Importing Customers Using Customer Interface: page 3 – 112

Customer Interface Table Descriptions and Validation: page 3 – 118

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## System Tables Updated by Customer Interface

Customer Interface transfers customer data from the interface tables into the following tables:

- AR\_CUSTOMER\_PROFILES
- AR\_CUSTOMER\_PROFILE\_AMOUNTS
- RA\_ADDRESSES
- RA\_CONTACTS
- RA\_CUSTOMERS
- RA\_CUSTOMER\_RELATIONSHIPS
- RA\_CUST\_RECEIPT\_METHODS
- RA\_PHONES
- RA\_SITE\_USES
- AP\_BANK\_ACCOUNT\_USES
- AP\_BANK\_ACCOUNTS
- AP\_BANK\_BRANCHES

The Customer Interface program will not allow updates to the following tables:

- RA\_SITE\_USES
- RA\_CUSTOMER\_RELATIONSHIPS
- RA\_CUST\_RECEIPT\_METHODS
- AP\_BANK\_BRANCHES
- AP\_BANK\_ACCOUNTS
- AP\_BANK\_ACCOUNT\_USES

**Caution:** The Customer Interface Transfer Report will not display errors for records attempting to update these tables; the records will simply not be processed.

### See Also

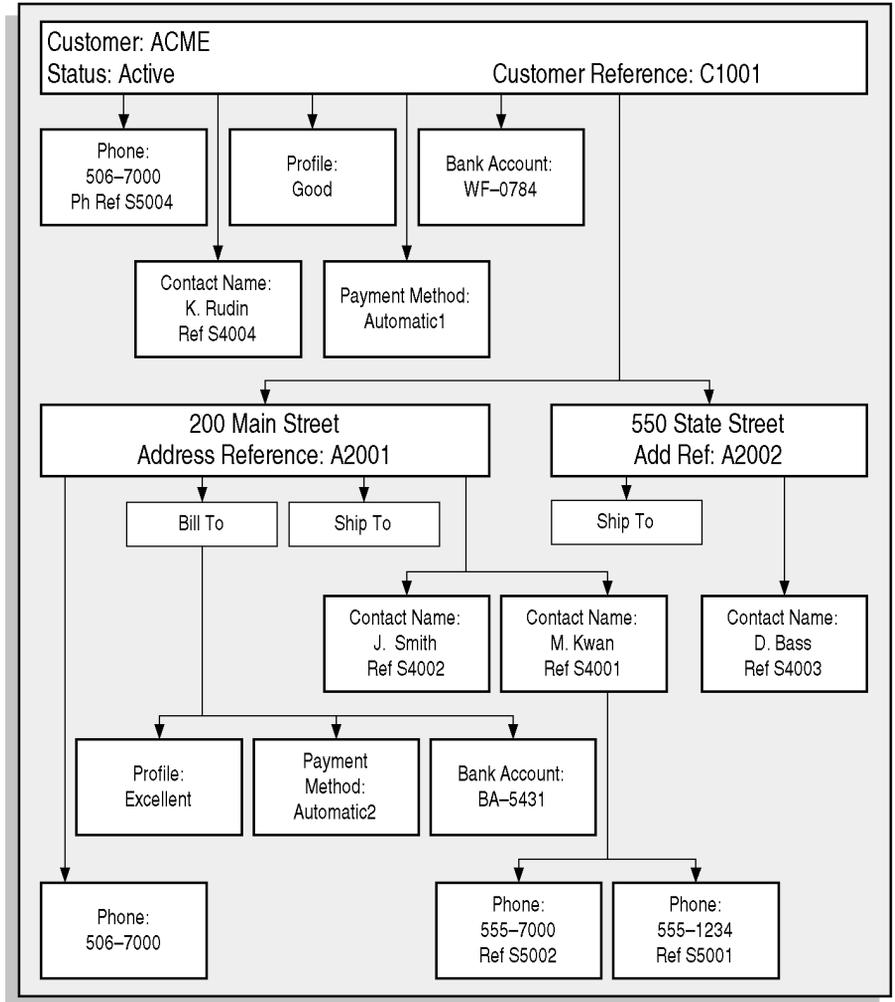
Interface Data Required to Run Customer Interface: page 3 – 101

Customer Interface Table Descriptions and Validation: page 3 – 118

## A Sample Customer Import

The following diagram shows a customer with several addresses, customer profiles, contacts, telephone numbers, business purposes, bank accounts, and payment methods. Compare this diagram to the data examples that follow to see how you would prepare your interface to successfully import this information.

Figure 3 – 8 Sample Customer Import



To import the customer illustrated in the above diagram, your import program should load the Customer Interface tables as follows:

RA\_CUSTOMERS\_INTERFACE

Customer Reference	Name	Address Reference	Address	Site Code
C1001	ACME	A2001	200 Main	BILL_TO
C1001	ACME	A2001	200 Main	SHIP_TO
C1001	ACME	A2002	550 State	SHIP_TO

Table 3 - 3 (Page 1 of 1)



**Suggestion:** Receivables requires that you separate your city, state, and postal codes, whereas your current system may not. To save time, separate these components in your current system before importing customers into Receivables.

RA\_CUSTOMER\_PROFILES\_INTERFACE

Customer Reference	Address Reference	Profile Name
C1001		Good
C1001	A2001 (This address reference refers to the Bill-To site)	Excellent

Table 3 - 4 (Page 1 of 1)

RA\_CONTACT\_PHONES\_INTERFACE

Customer Reference	Address Reference	Contact Reference	Last Name	Phone Reference	Phone Number
C1001	A2001	S4001	KWAN	S5001	555-1234
C1001	A2001	S4001	KWAN	S5002	555-7000
C1001	A2001	S4002	SMITH		
C1001	A2001			S5003	474-8664
C1001	A2002	S4003	BASS		
C1001		S4004	RUDIN		
C1001				S5004	506-7000

Table 3 - 5 (Page 1 of 1)

RA\_CUSTOMER\_BANKS\_INTERFACE

Customer Reference	Address Reference	Bank Account
C1001		WF-0784
C1001	A2001 (This address reference refers to the Bill-To site)	BA-5431

Table 3 - 6 (Page 1 of 1)

RA\_CUST\_PAY\_METHOD\_INTERFACE

Customer Reference	Address Reference	Payment Method
C1001		Automatic1
C1001	A2001 (This address reference refers to the Bill-To site)	Automatic2

Table 3 - 7 (Page 1 of 1)

## See Also

Customer Import: page 3 – 97

Creating Unique Customer References: page 3 – 110

Importing Customers: page 3 – 112

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## Creating Unique Customer References

Each attribute of a customer must be unique. For example, each contact for a customer or for a customer address must have a unique identifier. Following are some tips on how to create unique identifiers for imported customer information.

- ▶ **To select useful original system reference values:**
  - Choose a value that you can easily derive from your original customer database. For example, if your original customer database has a 4 digit customer id, a 6 digit address id, a 5 digit contact id, and a 7 digit telephone id, you could create the following standard format for these values:

**ORIG\_SYSTEM\_CUSTOMER\_REF**

CUST0001

**ORIG\_SYSTEM\_ADDRESS\_REF**

CUST0001-ADDR000001

**ORIG\_SYSTEM\_CONTACT\_REF**

CUST0001-ADDR000001-CONT00001

**ORIG\_SYSTEM\_TELEPHONE\_REF**

CUST0001-ADDR000001-CONT00001-TELE0000001



**Suggestion:** If the value you enter is numeric, add an alpha character to the end to ensure that this number never conflicts with a system-generated ID number.

- ▶ **To import a customer with multiple addresses:**
  - Enter multiple records into RA\_CUSTOMERS\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_ADDRESS\_REF values.
  
- ▶ **To import a customer with multiple contacts:**
  - Enter multiple records into RA\_CONTACT\_PHONES\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_CONTACT\_REF values.
  
- ▶ **To import a customer with multiple telephone numbers:**
  - Enter multiple records into RA\_CONTACT\_PHONES\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.
  
- ▶ **To import an address with multiple business purposes:**
  - Enter multiple records into RA\_CUSTOMERS\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different SITE\_USE\_CODES values.
  
- ▶ **To import an address with multiple contacts:**
  - Enter multiple records into RA\_CONTACT\_PHONES\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different ORIG\_SYSTEM\_CONTACT\_REF values.
  
- ▶ **To import an address with multiple telephone numbers:**
  - Enter multiple records into RA\_CONTACT\_PHONES\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.

- ▶ **To import a contact with multiple telephone numbers:**
  - Enter multiple records into RA\_CONTACT\_PHONES\_INTERFACE with identical ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_CONTACT\_REF values, but different ORIG\_SYSTEM\_TELEPHONE\_REF values.

## See Also

Importing Customers: page 3 – 112

A Sample Customer Import: page 3 – 107

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## Importing Customers Using Customer Interface

Use the Customer Interface program to import and validate customer information from the interface tables into Receivables tables.

The interface tables receive data from an import program which converts data from your feeder system into a standard format that Customer Interface can read. For each record that passes validation, Customer Interface imports new or updates existing customer information in Oracle Receivables. See: Customer Interface: page 3 – 97.

You must write an import program that is compatible with the environment from which you want to import your data. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or C to write an import program to import data from an external system. You can also write a conversion program to import historical data from your original customer database.



**Attention:** Customer Interface does *not* import territory flexfield information.

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### Prerequisites

- Review the validation rules for each column of the Customer Interface tables. See: Customer Interface Validation Rules: page 3 – 98.

- ❑ Perform all required set up steps preceding customer entry to ensure that values exist in the system for the columns of the Customer Interface tables that require predefined values. See: *Setting Up Receivables: page 2 – 2.*
- ❑ Write an import program to transfer customer information from an external system.
- ❑ Validate customer addresses (if you are using US Sales Tax). See: *Preparing Receivables: page 3 – 100.*

► **To import customers and customer related information into Receivables using the Customer Interface program:**

1. Run your import program to load the Customer Interface tables.

**Caution:** When loading the interface tables, you should remove all trailing spaces from the import data. Otherwise, if you attempt to load two records with the same customer name, but one of the records has trailing spaces, Customer Interface will treat each record as unique. If you are using SQL\*loader to load the interface tables, you can easily remove all trailing spaces from the import data. For more information, refer to the *Oracle8 Server Utilities User's Guide*.

2. Navigate to the Run Customer Interface or Submit Requests window.
3. Enter a report Name of Customer Interface, or select this option from the list of values. (There are no parameters for running Customer Interface; the program simply transfers the data that is currently in the interface tables into the system tables.)



**Suggestion:** If you are importing a very large number of customers, we recommend running Customer Interface several times for smaller batches of customers, rather than trying to import all information at once. Importing many customers at the same time can greatly increase processing time and cause you to exceed rollback segment size.

4. Enter Print and Run options (optional).
5. Choose Submit. Receivables displays the request in the Submission History region along with the request ID.
6. To view the status of your request, navigate to the Requests window.

7. When the report phase is Complete, you can view the output by selecting it and then choosing View Output. See: Customer Interface Transfer Report: page 3 – 115.

## **See Also**

Interface Data Required to Run Customer Interface: page 3 – 101

A Sample Customer Import: page 3 – 107

Customers: page 3 – 2

Monitoring Requests (*Oracle Applications User's Guide*)

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## Customer Interface Transfer Report

Receivables generates the Customer Interface Transfer report each time you run Customer Interface. This report lists the number of records imported into each table and records specific error messages describing any problems. If a record in the interface tables has several problems, the Customer Interface Transfer report displays multiple error messages to help you fix all of the problems in one step. You can then interface the records successfully the next time you run Customer Interface.

You may need to make changes in either your feeder program or the system to resolve the errors. For example, if you receive an error message explaining that the payment term that you specified for an address does not exist in the system, then you can either enter this term in the Payment Terms window, or modify your feeder program to import only existing payment terms.

The Customer Interface Transfer Report has 3 main sections:

- Header Section
- Summary of Transfer Section
- Exception Records Section

The **Header** section displays the date and the time that Customer Interface began processing your transactions. The date is displayed in the format DD-MON-YY, while the time is displayed in the 24-hour format (e.g. 2:30 PM displays as 14:30). The header section also displays the concurrent request ID used by the Concurrent Manager and the user ID of the person who submitted the Concurrent Request.

The **Summary of Transfer** section displays a count of the customer information processed for each of the tables updated by the interface program. See: System Tables Updated by Customer Interface: page 3 – 106.

The **Exception Records** section displays detailed error messages about each record in the interface tables that was not successfully processed. This section also displays the original system reference columns from the interface tables to help you identify and correct exception records. For more information, see: Customer Interface Error Messages: page E – 2.

### Figure 3 – 9 Customer Interface Transfer Report

Customer Interface Transfer Report			
Current system time is 20-JUN-1994 14:42:19			
Request Id = 1000			
User Id = 1003			
===== Summary of Transfer =====			
RA_CUSTOMERS_INTERFACE		RA_CUSTOMERS	RA_ADDRESSES
-----		-----	-----
Total Records	= 60	Total Customers	= 16
Inserted Records	= 55	Customers Inserted	= 16
Updated Records	= 0	Customers Updated	= 0
Exception Records	= 5		
		RA_ADDRESSES	RA_SITE_USES
		-----	-----
Total Records	= 24	Total Addresses	= 24
Inserted Records	= 24	Addresses Inserted	= 24
Updated Records	= 0	Addresses Updated	= 0
Exception Records	= N/A	Site Uses	= 24
		Site Uses Inserted	= 24
		Site Uses Updated	= N/A
RA_CUSTOMER_RELATIONSHIPS			
-----			
		Total Relations	= 6
		Relations Inserted	= 6
		Relations Updated	= N/A
RA_CUSTOMER_PROFILES_INTERFACE			
-----			
RA_CUSTOMER_PROFILES		AR_CUSTOMER_PROFILE_AMOUNTS	
-----		-----	
Total Records	= 58	Total Profiles	= 28
Inserted Records	= 56	Profiles Inserted	= 28
Updated Records	= 0	Profiles Updated	= 0
Exception Records	= 2	Profile Amounts	= 28
		Profile Amounts Inserted	= 28
		Profile Amounts Updated	= 0
RA_CONTACT_PHONES_INTERFACE			
-----			
RA_CONTACTS		RA_PHONES	
-----		-----	
Total Records	= 54	Total Contacts	= 22
Inserted Records	= 22	Contacts Inserted	= 22
Updated Records	= 0	Contacts Updated	= 0
Exception Records	= 2	Total Phones	= 18
		Phones Inserted	= 18
		Phones Updated	= 0
RA_CUST_PAY_METHOD_INTERFACE			
-----			
AR_CUST_RECEIPT_METHODS			
-----		-----	
Total Records	= 0	Total Payment Methods	= 0
Inserted Records	= 0	Payment Methods Inserted	= 0
Exception Records	= 0		
RA_CUSTOMER_BANKS_INTERFACE			
-----			
AP_BANK_BRANCHES		AP_BANK_ACCOUNTS	AP_BANK_ACCOUNT_USES
-----		-----	-----
Total Records	= 2	Total Branches	= 0
Inserted Records	= 0	Branches Inserted	= 0
Exception Records	= 0	Total Accounts	= 0
		Accounts Inserted	= 0
		Total Customer Banks	= 0
		Customer Banks Inserted	= 0
===== Exception Records in RA_CUSTOMERS_INTERFACE =====			
Customer Reference	Address Reference	Site Use	Error Message
-----	-----	-----	-----
W-INC-BD-04	W-INA-BD-04	BILL_TO	APP-15188 ADDRESS1 is mandatory when specifying an address APP-15387 CUSTOMER_NUMBER is mandatory when auto-numbering is set to "No"
W-INC-BD-08	W-INA-BD-08	WING_TO	APP-15179 SITE_USE_CODE is not defined in AR_LOOKUPS
W-INC-BD-12	W-INA-BD-12	BILL_TO	APP-15396 CUSTOMER_TYPE is not defined in AR_LOOKUPS
W-INC-BD-19	W-INA-BD-19	BILL_TO	APP-15448 Address reference has two different ADDRESS1 values APP-15447 Address reference has two different ADDRESS2 values APP-15446 Address reference has two different ADDRESS3 values APP-15445 Address reference has two different ADDRESS4 values

## See Also

A Sample Customer Import: page 3 – 107

Importing Customers: page 3 – 112

Customer Interface Error Messages: page E – 2

Address Validation: page 3 – 74

## Customer Interface Table Descriptions and Validation

Below is a detailed description of the five Customer Interface tables and the validation Receivables performs on each column when you run Customer Interface.

**Note:** If you applied a patch that modified the Release 11i Customer Interface tables, refer to the online help for an update to this section.

### Table Name: RA\_CUSTOMERS\_INTERFACE

This table stores customer, address, and business purpose information. You do not have to enter values in this table if you do not want to import customers, addresses, or business purposes.

Column Name	Value
<b>ADDRESS1 through 4</b>	<p>Enter the address for your customer in these four columns. You can enter up to four lines of an address.</p> <p><b>Validation:</b> If you enter a value in ORIG_SYSTEM_ADDRESS_REF, you must enter a value in ADDRESS1. For multiple rows with the same address reference, insert values in address 1-4.</p> <p><b>Destination:</b> RA_ADDRESSES.ADDRESS1, RA_ADDRESSES.ADDRESS2, RA_ADDRESSES.ADDRESS3, and RA_ADDRESSES.ADDRESS4</p>
<b>CITY STATE PROVINCE COUNTY POSTAL_CODE COUNTRY</b>	<p>Enter the city, state, province, county, and postal code for this customer's address. You must enter values that have already been defined in AR_LOCATION_VALUES if Address Validation is set to 'Error' and you are calculating sales tax. You must do this for each address component on which your tax location flexfield structure is based.</p> <p>If Address Validation is set to 'No Validation' and you pass a value that does not exist in AR_LOCATION_VALUES, Customer Interface inserts this value into AR_LOCATION_VALUES.</p> <p>You must always enter a value for Country.</p> <p><b>Validation:</b> The country must exist in FND_TERRITORIES.</p>

**Destination:** RA\_ADDRESSES.CITY, RA\_ADDRESSES.STATE, RA\_ADDRESSES.PROVINCE, RA\_ADDRESSES.COUNTY, RA\_ADDRESSES.POSTAL\_CODE, and RA\_ADDRESSES.COUNTRY

**ADDRESS\_KEY**

This column is not currently used by Customer Interface.

**ADDRESS\_LINES\_ PHONETIC**

The phonetic or Kana (Japanese) representation of the customer address. This column is optional.

**Validation:** None

**Destination:** RA\_ADDRESSES.ADDRESS\_LINES\_PHONETIC

**BILL\_TO\_ORIG\_ ADDRESS\_REF**

Enter the Bill-To location that you want to associate with the Ship-To address on this record.

**Validation:** You can enter a value only if the SITE\_USE\_CODE column in this record is 'Ship-To'. Also, the Bill-To address must exist for this customer or any related customers.

**Destination:** RA\_SITE\_USES.BILL\_TO\_SITE\_USE\_ID

**CUSTOMER\_ ATTRIBUTE\_ CATEGORY**

Enter Descriptive Flexfield category information for customer, address, and site use. These columns are optional.

**ADDRESS\_ ATTRIBUTE\_ CATEGORY**

**SITE\_USE\_ ATTRIBUTE\_ CATEGORY**

**Validation:** None

**Destination:** RA\_CUSTOMERS.ATTRIBUTE\_CATEGORY, RA\_ADDRESSES.ATTRIBUTE\_CATEGORY, and RA\_SITE\_USES.ATTRIBUTE\_CATEGORY

**CUSTOMER\_  
ATTRIBUTE\_1 to 15**

Enter Descriptive Flexfield information for customer, address, and site use. These columns are optional.

**ADDRESS\_  
ATTRIBUTE\_1 to 15**

**SITE\_USE\_  
ATTRIBUTE\_1 to 25**

**Validation:** None  
**Destination:** RA\_CUSTOMERS.ATTRIBUTE1 to 15,  
RA\_ADDRESSES.ATTRIBUTE1 to 15, and  
RA\_SITE\_USES.ATTRIBUTE1 to 25

**CUSTOMER\_  
CATEGORY\_CODE**

Enter a category to categorize your customer. Use customer categories that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where  
LOOKUP\_TYPE = 'CUSTOMER\_CATEGORY'  
**Destination:** RA\_CUSTOMERS.CUSTOMER\_CATEGORY\_  
CODE

**CUSTOMER\_  
CLASS\_CODE**

Enter the customer class for this customer. Use customer classes that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where  
LOOKUP\_TYPE = 'CUSTOMER CLASS'  
**Destination:** RA\_CUSTOMERS.CUSTOMER\_CLASS

**CUSTOMER\_KEY**

This column is not currently used by Customer Interface.

**CUSTOMER\_NAME**

Enter the name of your customer. This column is required.

**Validation:** The same customer reference cannot have different  
customer names within this table.  
**Destination:** RA\_CUSTOMERS.CUSTOMER\_NAME

**CUSTOMER\_NAME\_  
PHONETIC**

The phonetic or Kana (Japanese) representation of the customer name. This column is optional.

**Validation:** None

	<b>Destination:</b>	RA_CUSTOMERS.CUSTOMER_NAME_ PHONETIC
<b>CUSTOMER_ NUMBER</b>		Enter this customer's number.
	<b>Validation:</b>	Must be null if you are using Automatic Customer Numbering. Must exist if you are not using Automatic Customer Numbering. This value must be unique within RA_CUSTOMERS.
	<b>Destination:</b>	RA_CUSTOMERS.CUSTOMER_NUMBER
<b>CUSTOMER_ PROSPECT_CODE</b>		This column indicates whether this customer is currently a customer, a prospective customer, or neither.
	<b>Validation:</b>	None
	<b>Destination:</b>	RA_CUSTOMERS.CUSTOMER_PROSPECT_ CODE
<b>CUSTOMER_STATUS</b>		Enter the status of this customer. This column is required.
	<b>Validation:</b>	Must equal 'A' for Active or 'I' for Inactive.
	<b>Destination:</b>	RA_CUSTOMERS.STATUS
<b>CUSTOMER_TYPE</b>		Enter 'Internal' or 'External' to indicate customer type for this customer. This column is optional.
	<b>Validation:</b>	AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CUSTOMER_TYPE'. Multiple rows with the same customer reference must have the same customer type.
<b>CUST_TAX_CODE SITE_USE_TAX_ CODE</b>		Enter the tax code that you want to assign to this customer or business purpose, depending on the column you choose. You must use tax codes that you previously defined in the Tax Codes and Rates window. These columns are optional.
	<b>Validation:</b>	Must exist in AR_VAT_TAX.
	<b>Destination:</b>	RA_CUSTOMERS.TAX_CODE and RA_SITE_USES.TAX_CODE
<b>CUST_TAX_EXEMPT_ NUM</b>		This column is not currently used by Customer Interface and must be left blank.
	<b>Validation:</b>	None
	<b>Destination:</b>	None

<b>CUST_TAX_REFERENCE</b>	<p>Enter the tax registration number for this customer. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_CUSTOMERS.TAX_REFERENCE</p>
<b>CUST_SHIP_VIA_CODE</b> <b>SITE_SHIP_VIA_CODE</b>	<p>Enter the freight carrier you want to assign to this customer or business purpose, depending on the column you choose. Use freight carriers that you previously defined in the Freight Carriers window. This column is optional.</p> <p><b>Validation:</b> Must exist in ORG_FREIGHT.</p> <p><b>Destination:</b> RA_CUSTOMERS.SHIP_VIA and RA_SITE_USES.SHIP_VIA</p>
<b>CREATED_BY</b>	<p>Enter the user ID that is creating this row. This column is required.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> None</p>
<b>CREATION_DATE</b>	<p>Enter the system date. This column is required.</p> <p><b>Validation:</b> Must be a valid date format.</p> <p><b>Destination:</b> None</p>
<b>DEMAND_CLASS_CODE</b>	<p>Enter the demand class for this address. Use demand classes that you previously defined in the Demand Classes window. This column is optional.</p> <p><b>Validation:</b> Must exist in FND_COMMON_LOOKUPS</p> <p><b>Destination:</b> RA_SITE_USES.DEMAND_CLASS_CODE</p>
<b>GL_ID_REC</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Receivable account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_REC</p>
<b>GL_ID_REV</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Revenue account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_REV</p>

<b>GL_ID_TAX</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Tax account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_TAX</p>
<b>GL_ID_FREIGHT</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Freight account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_FREIGHT</p>
<b>GL_ID_CLEARING</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the AutoInvoice Clearing Account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_CLEARING</p>
<b>GL_ID_UNBILLED</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Unbilled Receivable account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_UNBILLED</p>
<b>GL_ID_UNEARNED</b>	<p>If the business purpose for this customer address is Bill-To, enter the code combination ID for the Unearned Revenue account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> RA_SITE_USES.GL_ID_UNEARNED</p>
<b>INSERT_UPDATE_FLAG</b>	<p>Specify whether you are inserting a new record or updating an existing record. This column is required.</p> <p><b>Validation:</b> 'I' for insert or 'U' for update.</p> <p><b>Destination:</b> None</p>
<b>INTERFACE_STATUS</b>	<p>This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.</p>

<b>LOCATION</b>	Enter a shorthand name for this business purpose. You use this value to quickly refer to a business purpose during data entry. <b>Validation:</b> If automatic site numbering is set to No, you must enter a value in this column. If not, do not enter a value. Values for this column must be unique. <b>Destination:</b> RA_SITE_USES.LOCATION  <b>Attention:</b> This column is not updatable.
<b>LOCATION_CCID</b>	This column is used by Customer Interface and should be left null. Customer Interface stores the code combination id of valid addresses in this column. <b>Validation:</b> None <b>Destination:</b> None
<b>LAST_UPDATED_BY</b>	Enter the user id that is updating this row. This column is required. <b>Validation:</b> None <b>Destination:</b> None
<b>LAST_UPDATE_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>LAST_UPDATE_LOGIN</b>	Enter the login id. This column is optional. <b>Validation:</b> None <b>Destination:</b> None
<b>LANGUAGE</b>	Enter the language used by this customer site. This column is optional. <b>Validation:</b> Must exist in FND_LANGUAGES.NLS_LANGUAGE <b>Destination:</b> RA_ADDRESSES.LANGUAGE
<b>MESSAGE_TEXT</b>	This column is used by Customer Interface and should be left null. <b>Validation:</b> None <b>Destination:</b> None

**ORIG\_SYSTEM\_  
ADDRESS\_REF**

Enter a value you can use to uniquely identify this address in your original system.

This column forms part of the primary key for RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF, and SITE\_USE\_CODE.

To enter multiple addresses for a customer, enter multiple records in RA\_CUSTOMERS\_INTERFACE with identical customer information, but with different address information.

This column is required if you are either inserting or updating address information.

**Validation:** Must not exist in RA\_ADDRESSES for insert.  
Must exist in RA\_ADDRESSES for update.

**Destination:** RA\_ADDRESSES.ORIG\_SYSTEM\_REFERENCE

**ORIG\_SYSTEM\_  
CUSTOMER\_REF**

Enter a value that uniquely identifies this customer in your original system.

This column forms part of the primary key for RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF, and SITE\_USE\_CODE.

If you are entering a new customer, you must also enter a customer level profile in RA\_CUSTOMER\_PROFILES\_INTERFACE. This column is required.

**Validation:** Must not exist in RA\_CUSTOMERS for insert.  
Must exist in RA\_CUSTOMERS for update. The same customer reference cannot have different customer names within this table. Inserts for this column must be unique.

**Destination:** RA\_CUSTOMERS.ORIG\_SYSTEM\_REFERENCE

**ORIG\_SYSTEM\_  
PARENT\_REF**

Enter the original system reference of the related customer, if there is one. If you enter a value in this column, the system checks RA\_SYSTEM\_PARAMETERS.CREATE\_RECIPROCAL\_FLAG to determine whether the application should automatically create the reciprocal relationship.

If RA\_SYSTEM\_PARAMETERS.CREATE\_RECIPROCAL\_FLAG is set to 'Y', the system creates an additional, opposite entry in RA\_CUSTOMER\_RELATIONSHIPS. This column is optional.

**Validation:** Must exist in RA\_CUSTOMERS.  
ORIG\_SYSTEM\_REFERENCE. Multiple rows with  
the same customer reference must have the same  
ORIG\_SYSTEM\_PARENT\_REF.

**Destination:** Inserts into RA\_CUSTOMER\_RELATIONSHIPS.  
CUSTOMER\_ID select CUSTOMER\_ID from  
RA\_CUSTOMERS where ORIG\_SYSTEM\_  
REFERENCE = RA\_CUSTOMERS\_INTERFACE.  
ORIG\_SYSTEM\_PARENT\_REF.

## **PRIMARY\_SITE\_ USE\_FLAG**

Enter 'Y' or 'N' to indicate whether this is the primary business  
purpose. Enter a value in this column only if the  
INSERT\_UPDATE\_FLAG is 'Y' and you enter a value in  
ORIG\_SYSTEM\_ADDRESS\_REF.

**Validation:** Must have only one primary business purpose for  
each usage (Bill-To, Ship-To, etc.). Must be null,  
'Y,' or 'N'.

Mandatory when inserting an address and must be  
null when the record is for updating purposes.  
Not updateable.

**Destination:** RA\_SITE\_USES.PRIMARY\_FLAG

## **REQUEST\_ID**

This column is used by Customer Interface and should be left null.

## **SITE\_USE\_CODE**

Enter the business purpose for this customer's address. Use business  
purposes you previously defined in the Receivables Lookups window  
with a lookup type of 'Business purposes for a customer address.'

This column forms part of the primary key for  
RA\_CUSTOMERS\_INTERFACE. The primary key is a combination of  
ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_ADDRESS\_REF,  
and SITE\_USE\_CODE.

If you enter a value in ORIG\_SYSTEM\_ADDRESS\_REF, you must  
enter a value in this column. To enter multiple business purposes for  
an address, enter multiple records in RA\_CUSTOMERS\_INTERFACE  
with identical customer and address information, but with different site  
uses. You can only assign one type of business purpose to each  
address.

**Validation:** Must equal a value in AR\_LOOKUPS.  
LOOKUP\_CODE where LOOKUP\_TYPE =  
'SITE\_USE\_CODE'. Inserts for this column must  
be unique.

	<b>Destination:</b>	RA_SITE_USES.SITE_USE_CODE
<b>SITE_USE_TAX_EXEMPT_NUM</b>		This column is not currently used by Customer Interface and must be left blank.
	<b>Validation:</b>	None
	<b>Destination:</b>	None
<b>SITE_USE_TAX_REFERENCE</b>		Enter the tax registration number for this site. This column is optional.
	<b>Validation:</b>	None
	<b>Destination:</b>	RA_SITE_USES.TAX_REFERENCE
<b>TERRITORY</b>		The territory associated with this customer record.
	<b>Validation:</b>	None
		RA_ADDRESSES_ALL.TERRITORY
<b>TRANSLATED_CUSTOMER_NAME</b>		The translated customer name.
	<b>Validation:</b>	None
		RA_ADDRESSES_ALL.TRANSLATED_CUSTOMER_NAME
<b>VALIDATED_FLAG</b>		This column is used by Customer Interface and should be left null.
	<b>Destination:</b>	RA_CUSTOMERS.CUSTOMER_TYPE
<b>WARNING_TEXT</b>		This column is not currently used by Customer Interface.
<b>URL</b>		The uniform resource locator (URL) for the customer's home page on the World Wide Web. This column is optional.
	<b>Validation:</b>	None
	<b>Destination:</b>	RA_CUSTOMERS.URL

## Table Name: RA\_CUSTOMER\_PROFILES\_INTERFACE

This table stores customer profile information. If you are entering a new customer in RA\_CUSTOMERS\_INTERFACE, you must either pass a customer profile class that already exists or customer profile values. You do not have to enter values in this table if you are not entering a new customer or assigning customer profile information to customer addresses.

Column Name	Value
<b>ACCOUNT_STATUS</b>	<p>Enter the status of this customer's account. Use account statuses you previously defined in the Receivables Lookups window with a lookup type of 'Account Status.' This column is optional.</p> <p><b>Validation:</b> AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'ACCOUNT_STATUS'</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.ACCOUNT_STATUS</p>
<b>ATTRIBUTE_CATEGORY</b>	<p>Enter Descriptive Flexfield category information. These columns are optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.ATTRIBUTE_CATEGORY and AR_CUSTOMER_PROFILE_AMOUNTS.ATTRIBUTE_CATEGORY</p>
<b>ATTRIBUTE1-15</b>	<p>Enter Descriptive Flexfield information. These columns are optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.ATTRIBUTE1-15 and AR_CUSTOMER_PROFILE_AMOUNTS.ATTRIBUTE1-15</p>
<b>AMOUNT_ATTRIBUTE_CATEGORY</b>	
<b>AUTO_REC_INCL_DISPUTED_FLAG</b>	<p>Specify whether to include debit items that have been placed in dispute when you create automatic receipts for your customers. Defaults to No if null.</p> <p><b>Validation:</b> Must equal 'Y' (Yes) or 'N' (No). Mandatory when profile class is null.</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.AUTO_REC_INCL_DISPUTED_FLAG</p>

<b>AUTOCASH_ HIERARCHY_NAME</b>	<p>Enter the AutoCash Rule set to assign to this customer. Use AutoCash Rules sets that you previously defined in the AutoCash Rule Sets window.</p> <p><b>Validation:</b> Must exist in AR_AUTOCASH_HIERARCHIES. Mandatory when no profile class specified.</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.AUTOCASH_HIERARCHY_ID</p>
<b>AUTO_REC_MIN_ RECEIPT_AMOUNT</b>	<p>Enter the minimum receipt amount that must be specified for this customer when you create automatic receipts in this currency. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILE_AMOUNTS.AUTO_REC_MIN_RECEIPT_AMOUNT</p>
<b>CHARGE_ON_ FINANCE_ CHARGE_FLAG</b>	<p>Specify whether you want to compound interest for this customer.</p> <p><b>Validation:</b> Must equal 'Y' (Yes) or 'N' (No). Required if INTEREST_CHARGES is set to 'Y' and no profile class is specified. Do not enter a value if INTEREST_CHARGES is null or set to 'N'.</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.CHARGE_ON_FINANCE_CHARGE_FLAG</p>
<b>CLEARING_DAYS</b>	<p>Enter the number of clearing days for this customer profile.</p> <p><b>Validation:</b> Must be an integer greater than or equal to zero.</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.CLEARING_DAYS</p>
<b>COLLECTOR_NAME</b>	<p>Enter the collector assigned to this customer profile.</p> <p><b>Validation:</b> Must be unique in AR_COLLECTORS and STATUS = 'A' (Active). Mandatory when no profile class specified.</p> <p><b>Destination:</b> AR_CUSTOMER_PROFILES.COLLECTOR_ID (derived from CUSTOMER_NAME)</p>
<b>CREATED_BY</b>	<p>Enter the user id that is creating this row. This column is required.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> None</p>

<b>CREATION_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>CREDIT_BALANCE_STATEMENTS</b>	Specify whether to send statements to customers with credit balances. <b>Validation:</b> Must equal 'Y' (Yes) or 'N' (No). Must be 'N' when STATEMENTS = 'N.' Mandatory when no profile class specified. Mandatory when STATEMENTS = Yes. Must be null when STATEMENTS is null. <b>Destination:</b> AR_CUSTOMER_PROFILES.CREDIT_BALANCE_STATEMENTS
<b>CREDIT_HOLD</b>	Specify whether to put a hold on your customer's credit. <b>Validation:</b> Must equal 'Y' (Yes) or 'N' (No). <b>Destination:</b> AR_CUSTOMER_PROFILES.CREDIT_HOLD
<b>CREDIT_RATING</b>	Enter the credit rating for this customer. Use credit ratings you previously defined in the Receivables Lookups window using the lookup Type 'Credit rating for customers.' This column is optional. <b>Validation:</b> AR_LOOKUPS.LOOKUP_CODE where LOOKUP_TYPE = 'CREDIT_RATING' <b>Destination:</b> AR_CUSTOMER_PROFILES.CREDIT_RATING
<b>CURRENCY_CODE</b>	Enter a currency code to define customer profile amounts for this customer. Use currency codes previously defined in the Currencies window. Regardless of the value stored in INSERT_UPDATE_FLAG, Customer Interface always inserts and updates customer profile amount values you pass in this table. You must enter a value if any one of the following columns have values:  INTEREST_RATE  MIN_DUNNING_AMOUNT  MIN_DUNNING_INVOICE_AMOUNT  MIN_FC_BALANCE_AMOUNT  MIN_FC_INVOICE_AMOUNT  MIN_STATEMENT_AMOUNT

OVERALL\_CREDIT\_LIMIT

TRX\_CREDIT\_LIMIT

**Validation:** Must exist in FND\_CURRENCIES. Mandatory when a profile amount value is populated. (Profile amount columns are listed above.)

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.  
CURRENCY\_CODE

**CUSTOMER\_PROFILE\_CLASS\_NAME** Enter the name of the customer profile class you want to assign to this customer or Bill-To address. This column is required.

**Validation:** Must equal AR\_CUSTOMER\_PROFILE\_CLASSES.  
NAME and STATUS = 'A' (Active)

**Destination:** AR\_CUSTOMER\_PROFILES.CUSTOMER\_  
PROFILE\_CLASS\_ID (derived from  
CUSTOMER\_PROFILE\_CLASS\_NAME)

**DISCOUNT\_TERMS  
CREDIT\_CHECKING  
DUNNING\_LETTERS  
INTEREST\_CHARGES  
STATEMENTS** Specify whether to allow discounts, check credit, send dunning letters, charge interest or and send statements.

**Validation:** Must equal 'Y' (Yes) or 'N' (No). Mandatory when no profile class specified.

**Destination:** AR\_CUSTOMER\_PROFILES.DISCOUNT\_TERMS,  
AR\_CUSTOMER\_PROFILES.CREDIT\_CHECKIN,  
AR\_CUSTOMER\_PROFILES.DUNNING\_  
LETTERS,  
AR\_CUSTOMER\_PROFILES.INTEREST\_  
CHARGES, and  
AR\_CUSTOMER\_PROFILES.STATEMENTS

**DISCOUNT\_GRACE\_DAYS** Enter the number of days after the discount date that this customer can still take discounts.

**Validation:** Number must be non-negative (must be >=0).  
Must be null when DISCOUNT\_TERMS is null or 'No'.

**Destination:** AR\_CUSTOMER\_PROFILES.DISCOUNT\_GRACE\_  
\_DAYS

**DUNNING\_LETTER\_SET\_NAME** Enter the dunning letter set to associate with this customer. Use dunning letters that you previously defined in the Dunning Letter Sets window.

**Validation:** Must exist in AR\_DUNNING\_LETTER\_SETS. Mandatory when DUNNING\_LETTERS is Yes. Must be null when DUNNING\_LETTERS is No or null.

**Destination:** AR\_CUSTOMER\_PROFILES.DUNNING\_LETTER\_SET\_ID (derived from DUNNING\_LETTER\_SET\_NAME)

**GROUPING\_RULE\_NAME** Enter the grouping rule to assign to this customer. Use grouping rules you previously defined in the Grouping Rules window.

**Validation:** Must exist in RA\_GROUPING\_RULES. Mandatory when no profile class is specified.

**Destination:** AR\_CUSTOMER\_PROFILES.GROUPING\_RULE\_ID (derived from GROUPING\_RULE\_NAME)

**INTERFACE\_STATUS** This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages which apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes which are described later in this section.

**Validation:** None

**Destination:** None

**INSERT\_UPDATE\_FLAG** Enter a value to indicate whether you are inserting a new record or updating an existing record.

Regardless of the value you enter in this column, you cannot insert or update profile information in the following columns:  
CURRENCY\_CODE, AUTO\_REC\_MIN\_RECEIPT\_AMOUNT, INTEREST\_RATE, MAX\_INTEREST\_CHARGE, MIN\_DUNNING\_AMOUNT, MIN\_DUNNING\_INVOICE\_AMOUNT, MIN\_FC\_BALANCE\_AMOUNT, MIN\_FC\_INVOICE\_AMOUNT, MIN\_STATEMENT\_AMOUNT, OVERALL\_CREDIT\_LIMIT, TRX\_CREDIT\_LIMIT, AMOUNT\_ATTRIBUTE\_CATEGORY and AMOUNT\_ATTRIBUTE1 through AMOUNT\_ATTRIBUTE15.

If you are trying to insert new profile amount information, Customer Interface will automatically insert this information even if this column is set to 'U.' For example, if you want to update the tax printing option value for a record that you have already inserted and at the same time enter a new currency code for this customer profile, enter 'U' in this

column. Customer Interface will automatically update the tax printing option value and automatically insert the new currency code.

This column is required.

**Validation:** I' for insert, 'U' for update

**Destination:** None

**INTEREST\_PERIOD\_** Enter the number of days to which the interest rate refers.

**DAYS**

**Validation:** Number must be positive. Mandatory when INTEREST\_CHARGES is Yes. Must be null when INTEREST\_CHARGES is No or null.

**Destination:** AR\_CUSTOMER\_PROFILES.INTEREST\_PERIOD\_DAYS

**INTEREST\_RATE** Enter the interest rate to charge this customer for this currency. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.  
INTEREST\_RATE

**LAST\_UPDATED\_BY** Enter the user id that is updating this row. This column is required.

**Validation:** None

**Destination:** None

**LAST\_UPDATE\_DATE** Enter the system date. This column is required.

**Validation:** Must be a valid date format.

**Destination:** None

**LAST\_UPDATE\_** Enter the login id. This column is optional.

**LOGIN**

**Validation:** None

**Destination:** None

**MAX\_INTEREST\_** Enter the maximum amount of interest to charge this customer in this  
**CHARGE** currency for each invoice. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MAX\_  
INTEREST\_CHARGE

**MIN\_DUNNING\_ AMOUNT** Enter the minimum amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MIN\_DUNNING\_AMOUNT

**MIN\_DUNNING\_ INVOICE\_AMOUNT** Enter the minimum invoice amount in this currency that must be past due for this customer before you select these customers for dunning. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MIN\_DUNNING\_INVOICE\_AMOUNT

**MIN\_FC\_BALANCE\_ AMOUNT** Enter the minimum customer balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MIN\_FC\_BALANCE\_AMOUNT

**MIN\_FC\_INVOICE\_ AMOUNT** Enter the minimum invoice balance that you require before you charge this customer finance charges for past due items in this currency. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MIN\_FC\_INVOICE\_AMOUNT

**MIN\_STATEMENT\_ AMOUNT** Enter the minimum outstanding balance in this currency that this customer must exceed in order for the system to generate a statement. This column is optional.

**Validation:** None

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.MIN\_STATEMENT\_AMOUNT

**ORIG\_SYSTEM\_ CUSTOMER\_REF** Enter the value that represents the customer or Bill-To site for which you are inserting or updating customer profile information.

**Validation:** For insert, this customer reference must exist in RA\_CUSTOMERS or be successfully validated in RA\_CUSTOMERS\_INTERFACE. For update, this

	customer reference must exist in RA_CUSTOMERS.
	<b>Destination:</b> AR_CUSTOMER_PROFILES.CUSTOMER_ID (Derived from ORIG_SYSTEM_CUSTOMER_REF)
<b>ORIG_SYSTEM_ADDRESS_REF</b>	Enter the value that represents the customer Bill-To address for which you are inserting or updating customer profile information. An active Bill-To business purpose must be associated with this address.
	<b>Validation:</b> For insert, this address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE. For update, this address reference must exist in RA_ADDRESSES.
	<b>Destination:</b> AR_CUSTOMER_PROFILES.SITE_USE_ID (derived from ORIG_SYSTEM_ADDRESS_REF)
<b>OVERALL_CREDIT_LIMIT</b>	Enter the total amount of credit to give to this customer in this currency. This column is optional.
	<b>Validation:</b> TRX_CREDIT_LIMIT and OVERALL_CREDIT_LIMIT must both be filled in, or both be null. TRX_CREDIT_LIMIT may not be greater than the OVERALL_CREDIT_LIMIT.
	<b>Destination:</b> AR_CUSTOMER_PROFILE_AMOUNTS. OVERALL_CREDIT_LIMIT
<b>OVERRIDE_TERMS</b>	Specify whether you want to be able to enter payment terms that are different from the payment term you enter in STANDARD_TERM_NAME.
	<b>Validation:</b> Must equal 'Y' (Yes) or 'N' (No). Mandatory when no profile class is specified.
	<b>Destination:</b> AR_CUSTOMER_PROFILES.OVERRIDE_TERMS
<b>PAYMENT_GRACE_DAYS</b>	Enter the number of days you will allow this customer's receipt to be overdue before you will initiate collection action.
	<b>Validation:</b> Number must be non-negative (must be >=0).
	<b>Destination:</b> AR_CUSTOMER_PROFILES.PAYMENT_GRACE_DAYS
<b>PERCENT_COLLECTABLE</b>	Enter the percentage of this customer's account balance that you expect to collect regularly. This column is optional.
	<b>Validation:</b> Must be between 0 to 100.

**Destination:** AR\_CUSTOMER\_PROFILES.PERCENT\_COLLECTABLE

**REQUEST\_ID**

This column is used by Customer Interface, and should be left null.

**Validation:** None

**Destination:** None

**RISK\_CODE**

Enter the risk code for this customer. Use risk codes you previously defined in the Receivables Lookups window with a lookup type of 'Customer credit risk.' This column is optional.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'RISK\_CODE'

**Destination:** AR\_CUSTOMER\_PROFILES.RISK\_CODE

**STANDARD\_TERM\_NAME**

Enter the standard payment terms for this customer. Use payment terms that you previously defined in the Payment Terms window. This column is optional.

**Validation:** Must exist in RA\_TERMS. Must have a unique value. Mandatory when no profile class is specified.

**Destination:** AR\_CUSTOMER\_PROFILES.STANDARD\_TERMS (derived from STANDARD\_TERM\_NAME)

**STATEMENT\_CYCLE\_NAME**

Enter the statement cycle to associate with this customer. Use statement cycles that you previously defined in the Statement Cycles window.

**Validation:** Must exist in AR\_STATEMENT\_CYCLES. Must be null when STATEMENTS is No or null. Mandatory when STATEMENTS is Yes. Must have a unique value.

**Destination:** AR\_CUSTOMER\_PROFILES.STATEMENT\_CYCLE\_ID (derived from STATEMENT\_CYCLE\_NAME)

**TAX\_PRINTING\_OPTION**

Enter a tax printing option to indicate how you want to print tax information for this customer's invoices.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'TAX\_PRINTING\_OPTION'. Mandatory when no profile class specified.

**Destination:** AR\_CUSTOMER\_PROFILES.TAX\_PRINTING\_OPTION

**TOLERANCE**

Enter the percent over the credit limit that this customer can exceed before you will act.

**Validation:** Must be between -100 and 100. Mandatory when no profile class specified.

**Destination:** RA\_CUSTOMER\_PROFILES.TOLERANCE

**TRX\_CREDIT\_LIMIT**

Enter the amount of credit for each order that you want to give to this customer in this currency.

**Validation:** TRX\_CREDIT\_LIMIT and OVERALL\_CREDIT\_LIMIT must both be filled in, or both be null. TRX\_CREDIT\_LIMIT may not be greater than the OVERALL\_CREDIT\_LIMIT.

**Destination:** AR\_CUSTOMER\_PROFILE\_AMOUNTS.TRX\_CREDIT\_LIMIT

**VALIDATED\_FLAG**

This column is used by Customer Interface, and should be left null.

**Validation:** None

**Destination:** None

**RA\_CONTACT\_PHONES\_INTERFACE**

This table stores telephone numbers for customers, addresses and contacts as well as contacts for customers and addresses. You do not have to enter values in this table if you do not want to pass telephone or contact information.

**Column Name**

**Value**

---

**CONTACT\_ATTRIBUTE\_CATEGORY**

Enter Descriptive Flexfield category information. These columns are optional.

**PHONE\_ATTRIBUTE\_CATEGORY**

**Validation:** None  
**Destination:** RA\_CONTACTS.ATTRIBUTE\_CATEGORY and  
RA\_PHONES.ATTRIBUTE\_CATEGORY

**CONTACT\_**  
**ATTRIBUTE1-25** Enter Descriptive Flexfield information. These columns are optional.

**PHONE\_**  
**ATTRIBUTE1-15**

**Validation:** None  
**Destination:** RA\_CONTACTS.ATTRIBUTE1-25

**CONTACT\_FIRST\_**  
**NAME** Enter the contact's first name. This column is optional.

**Validation:** None  
**Destination:** RA\_CONTACTS.FIRST\_NAME

**CONTACT\_JOB\_**  
**TITLE** Enter the job title or responsibility for this contact. Use contact job titles that you previously defined in the Receivables Lookups window. This column is optional.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where  
LOOKUP\_TYPE = 'RESPONSIBILITY'  
**Destination:** RA\_CONTACTS.JOB\_TITLE\_CODE

**CONTACT\_**  
**LAST\_NAME** Enter the contact's last name. If ORIG\_SYSTEM\_CONTACT\_REF is filled in, then you must enter a value in this column. Otherwise, this column is optional.

**Validation:** None  
**Destination:** RA\_CONTACTS.LAST\_NAME

**CONTACT\_TITLE** Enter the title for this contact. This column is optional.

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where  
LOOKUP\_TYPE = 'CONTACT\_TITLE'  
**Destination:** RA\_CONTACTS.TITLE

**CREATED\_BY** Enter the user id that is creating this row. This column is required.

**Validation:** None  
**Destination:** None

<b>CREATION_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>INTERFACE_STATUS</b>	This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.
<b>INSERT_UPDATE_FLAG</b>	Enter a value to indicate whether you are inserting a new record or updating an existing record. This column is required. <b>Validation:</b> 'I' for insert, 'U' for update. <b>Destination:</b> None
<b>LAST_UPDATED_BY</b>	Enter the user id that is updating this row. This column is required. <b>Validation:</b> None <b>Destination:</b> RA_PHONES.ATTRIBUTE1-15
<b>LAST_UPDATE_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>LAST_UPDATE_LOGIN</b>	Enter the login id. This column is optional. <b>Validation:</b> None <b>Destination:</b> None
<b>ORIG_SYSTEM_CUSTOMER_REF</b>	Enter a value that you can use to uniquely identify this customer in your original system. <b>Validation:</b> Must equal RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE for update. If you are entering either contact or telephone information, you must enter a value in this column. <b>Destination:</b> RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE
<b>ORIG_SYSTEM_ADDRESS_REF</b>	Enter a value that you can use to uniquely identify this address in your original system.  If this column is null, the phone or contact that you enter refers to the customer.

**Validation:** Must equal RA\_ADDRESSES.ORIG\_SYSTEM\_REFERENCE for update. If you are entering information that refers to an address, such as a contact or telephone, then you must enter a value in this column.

**Destination:** RA\_ADDRESSES.ORIG\_SYSTEM\_REFERENCE

## **ORIG\_SYSTEM\_CONTACT\_REF**

Enter a value that you can use to uniquely identify this contact in your original system.

This column forms part of the primary key for RA\_CONTACT\_PHONES\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CONTACT\_REF and ORIG\_SYSTEM\_TELEPHONE\_REF.

To enter a contact for a customer, do not enter a value in ORIG\_SYSTEM\_ADDRESS\_REF.

If you are entering a contact for a specific address, then enter values in both ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF.

**Validation:** Must equal RA\_CONTACTS.ORIG\_SYSTEM\_REFERENCE for update. If you are entering contact information or information that refers to a contact, such as a telephone number assigned to a contact, you must enter a value in this column.

**Destination:** RA\_CONTACTS.ORIG\_SYSTEM\_REFERENCE

## **ORIG\_SYSTEM\_TELEPHONE\_REF**

Enter a value that you can use to uniquely identify this telephone in your original system.

This column forms part of the primary key for RA\_CONTACT\_PHONES\_INTERFACE. The primary key is a combination of ORIG\_SYSTEM\_CONTACT\_REF and ORIG\_SYSTEM\_TELEPHONE\_REF.

To enter a telephone for a customer, do not enter values in ORIG\_SYSTEM\_ADDRESS\_REF or ORIG\_SYSTEM\_CONTACT\_REF.

To enter a telephone for a specific address, enter values in ORIG\_SYSTEM\_CUSTOMER\_REF and ORIG\_SYSTEM\_ADDRESS\_REF.

To enter telephones for a specific contact, enter values in ORIG\_SYSTEM\_CUSTOMER\_REF, ORIG\_SYSTEM\_CONTACT\_REF, and ORIG\_SYSTEM\_ADDRESS\_REF, if the contact is associated with an address.

**Validation:** Must equal RA\_PHONES.ORIG\_SYSTEM\_REFERENCE. Mandatory when specifying telephone information.

**Destination:** RA\_PHONES.ORIG\_SYSTEM\_REFERENCE

## REQUEST\_ID

This column is used by Customer Interface and should be left null.

## TELEPHONE

Enter the telephone number for the customer, address, or contact.

**Validation:** Mandatory when specifying telephone information (for example, if ORIG\_SYSTEM\_TELEPHONE\_REF is filled in).

**Destination:** RA\_PHONES.PHONE\_NUMBER

## TELEPHONE\_AREA\_CODE

Enter the area code or extension for the telephone number, depending on the column you choose. These columns are optional.

## TELEPHONE\_EXTENSION

**Validation:** None

**Destination:** RA\_PHONES.AREA\_CODE and RA\_PHONES.EXTENSION

## TELEPHONE\_TYPE

Enter the type of telephone number such as General, Fax, or Telex. Use telephone types that you previously defined in the Receivables Lookups window with a lookup type of 'Types of communication used in contacting customers.'

**Validation:** AR\_LOOKUPS.LOOKUP\_CODE where LOOKUP\_TYPE = 'COMMUNICATION\_TYPE.' Mandatory when specifying telephone information (for example, if ORIG\_SYSTEM\_TELEPHONE\_REF is filled in).

**Destination:** RA\_CONTACTS.PHONE\_TYPE

## VALIDATED\_FLAG

This column is used by Customer Interface and should be left null.

## SEX\_CODE

The gender of the contact person (male or female). This column is not currently used by Customer Interface.

## EMAIL\_ADDRESS

The electronic mail address for this contact person. This column is optional.

**Validation:** None  
**Destination:** RA\_CONTACTS.EMAIL\_ADDRESS

**MAIL\_STOP** The location used by the postal service to deliver mail to this contact person. This column is optional.

**Validation:** None  
**Destination:** RA\_CONTACTS.MAIL\_STOP

**SALUTATION** The introductory greeting to use in official documents sent to this contact person. This column is not currently used by Customer Interface or Oracle Receivables.

**CONTACT\_KEY** This column is populated by an Oracle Sales and Marketing Application Programming Interface (API). This column is optional.

**Validation:** None  
**Destination:** RA\_CONTACTS.CONTACT\_KEY

## RA\_CUSTOMER\_BANKS\_INTERFACE

This table stores bank information for a customer or for a specific Bill-To address. You do not have to enter values in this table if you do not want to insert or assign customer bank information. If you associate an automatic payment method to a customer or a customer's Bill-To business purpose, you must enter a bank account for this customer.

### Column Name

### Value

---

**ATTRIBUTE\_CATEGORY** Enter Descriptive Flexfield category information. This column is optional.

**Validation:** None  
**Destination:** AP\_BANK\_ACCOUNT\_USES.ATTRIBUTE\_CATEGORY

**ATTRIBUTE1-15** Enter Descriptive Flexfield information. This column is optional.

**Validation:** None  
**Destination:** AP\_BANK\_ACCOUNT\_USES.ATTRIBUTE1-15

<b>BANK_ACCOUNT_NUM</b>	Enter the account number or currency code for this bank account, depending on the column you choose. This number must be unique within a bank branch.
<b>BANK_ACCOUNT_CURRENCY_CODE</b>	<p><b>Validation:</b> If the bank account already exists, do not enter a value. If the bank account does not exist, you must enter a value.</p> <p><b>Destination:</b> AP_BANK_ACCOUNT.BANK_ACCOUNT_NUM and AP_BANK_ACCOUNTS.CURRENCY_CODE</p>
<b>BANK_ACCOUNT_INACTIVE_DATE</b>	<p>Enter the date that this bank account becomes inactive. This column is optional.</p> <p><b>Validation:</b> Must be a valid date format.</p> <p><b>Destination:</b> AP_BANK_ACCOUNTS.INACTIVE_DATE</p>
<b>BANK_ACCOUNT_DESCRIPTION</b>	<p>Enter a description for this bank account. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> AP_BANK_ACCOUNTS.DESCRPTION</p>
<b>BANK_ACCOUNT_CHECK_DIGITS</b>	<p>Enter the number this bank account prints on checks. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> AP_BANK_ACCOUNT.CHECK_DIGITS</p>
<b>BANK_ACCOUNT_NAME</b>	<p>Enter the bank account name to assign to this customer or Bill-To address. Use the Banks window to define banks and bank accounts for your customers. If the bank account has not already been defined, Customer Interface will try to create it in AP_BANK_ACCOUNTS. This column is required.</p> <p><b>Validation:</b> Must exist in AP_BANK_ACCOUNTS or, if it does not exist, values must exist for BANK_ACCOUNT_CURRENCY_CODE, BANK_ACCOUNT_NUM, BANK_NAME, and BANK_BRANCH_NAME.</p> <p><b>Destination:</b> AP_BANK_ACCOUNTS.BANK_ACCOUNT_NAME</p>
<b>BANK_NAME_BANK_BRANCH_NAME</b>	<p>Enter the name of the bank or bank branch for the account you are inserting. If the bank account does not exist, you must enter a value.</p> <p><b>Validation:</b> BANK_NAME together with BANK_BRANCH_NAME must be unique. If the</p>

bank account already exists, do not enter a value. Bank\_Branch\_Name is mandatory when the bank account is not defined.

**Destination:** AP\_BANK\_BRANCHES.BANK\_NAME and AP\_BANK\_BRANCHES.BANK\_BRANCH\_NAME

**BANK\_NUMBER** Enter the number of the bank associated with the bank account.

**Validation:** Must be unique. If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

**Destination:** AP\_BANK\_BRANCHES.BANK\_NUMBER

**BANK\_NUM** Enter the number of the bank branch associated with the bank account you are inserting.

**Validation:** Must be unique. If the bank account already exists, do not enter a value. If the bank account does not exist, this column is optional.

**Destination:** AP\_BANK\_BRANCHES.BANK\_NUM

**BANK\_BRANCH\_DESCRIPTION** Enter a description for this bank branch. This column is optional.

**Validation:** None

**Destination:** AP\_BANK\_BRANCHES.DESCRPTION

**BANK\_BRANCH\_ADDRESS1-4** Enter the street address, city, county, state, postal code, or province for this bank branch. These columns are optional.

**BANK\_BRANCH\_CITY**

**BANK\_BRANCH\_COUNTY**

**BANK\_BRANCH\_STATE**

**BANK\_BRANCH\_ZIP**

**BANK\_BRANCH\_PROVINCE**

**Validation:** None

	<b>Destination:</b>	AP_BANK_BRANCHES.ADDRESS_LINE1-3, AP_BANK_BRANCHES.CITY, AP_BANK_BRANCHES.STATE, AP_BANK_BRANCHES.ZIP, AP_BANK_BRANCHES.PROVINCE
<b>BANK_BRANCH_COUNTRY</b>		Enter the country for this bank branch. This column is optional.
	<b>Validation:</b>	Must exist in FND_TERRITORIES.TERRITORY_CODE.
	<b>Destination:</b>	AP_BANK_BRANCHES.COUNTRY
<b>BANK_BRANCH_PHONE</b>		Enter the telephone number or telephone area code for this bank branch. These columns are optional.
<b>BANK_BRANCH_AREA_CODE</b>		
	<b>Validation:</b>	None
	<b>Destination:</b>	AP_BANK_BRANCHES.PHONE and AP_BANK_BRANCHES.AREA_CODE
<b>BANK_BRANCH_EFT_USER_NUMBER</b>		Enter the Electronic Funds Transfer user id. This column is optional.
	<b>Validation:</b>	None
	<b>Destination:</b>	AP_BANK_BRANCHES.EFT_USER_NUMBER
<b>BANK_ACCOUNT_ATT_CATEGORY</b>		Enter Descriptive Flexfield category information. These columns are optional.
<b>BANK_BRANCH_ATT_CATEGORY</b>		
	<b>Validation:</b>	None
	<b>Destination:</b>	AP_BANK_ACCOUNTS.ATTRIBUTE_CATEGORY and AP_BANK_BRANCHES.ATTRIBUTE_CATEGORY
<b>BANK_ACCOUNT_ATTRIBUTE1-15</b>		Enter Descriptive Flexfield information. These columns are optional.
<b>BANK_BRANCH_ATTRIBUTE1-15</b>		
	<b>Validation:</b>	None
	<b>Destination:</b>	AP_BANK_ACCOUNTS.ATTRIBUTE1-15 and AP_BANK_BRANCHES.ATTRIBUTE1-15

<b>CREATED_BY</b>	Enter the user id that is creating this row. This column is required. <b>Validation:</b> None <b>Destination:</b> None
<b>CREATION_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>END_DATE</b>	Enter the date that this bank account becomes inactive. This column is optional. <b>Validation:</b> End Date cannot be before the start date. Customers can be assigned to multiple bank accounts as long as there is no overlapping date range. Must be a valid date format. <b>Destination:</b> AP_BANK_ACCOUNT_USES.END_DATE
<b>INTERFACE_STATUS</b>	This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes. <b>Validation:</b> None <b>Destination:</b> None
<b>LAST_UPDATED_BY</b>	Enter the user id that is updating this row. This column is required. <b>Validation:</b> None <b>Destination:</b> None
<b>LAST_UPDATE_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>LAST_UPDATE_LOGIN</b>	Enter the login id. This column is optional. <b>Validation:</b> None <b>Destination:</b> None
<b>ORIG_SYSTEM_CUSTOMER_REF</b>	Enter the value that represents the customer for which you are inserting bank information. This column is required.

	<b>Validation:</b>	The customer reference must exist in RA_CUSTOMERS or be successfully validated in RA_CUSTOMERS_INTERFACE.
	<b>Destination:</b>	AP_BANK_ACCOUNT_USES.CUSTOMER_ID (derived from ORIG_SYSTEM_CUSTOMER_REF)
<b>ORIG_SYSTEM_ADDRESS_REF</b>		Enter the value that represent the customer address for which you are inserting bank information. An active Bill-To business purpose must be associated with this address. This column is required only if you want to insert bank information for a specific Bill-To address.
	<b>Validation:</b>	For insert, the address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE (derived from ORIG_SYSTEM_CUSTOMER_REF)
	<b>Destination:</b>	AP_BANK_ACCOUNT_USES.CUSTOMER_SITE_USE_ID
<b>PRIMARY_FLAG</b>		Indicates whether this is the primary bank account for this customer or Bill-To address. This column is required.
	<b>Validation:</b>	Enter 'Y' or 'N.' Only one primary bank account can exist at either the customer level or address level.
	<b>Destination:</b>	AP_BANK_ACCOUNT_USES.PRIMARY_FLAG
<b>REQUEST_ID</b>		This column is used by Customer Interface, and should be left null.
	<b>Validation:</b>	None
	<b>Destination:</b>	None
<b>START_DATE</b>		Enter the starting date that this bank account becomes active. This column is required.
	<b>Validation:</b>	End Date cannot be before the start date. Customers can be assigned to multiple bank accounts as long as there is no overlapping date range. Must be a valid date format.
	<b>Destination:</b>	AP_BANK_ACCOUNT_USES.START_DATE
<b>VALIDATED_FLAG</b>		This column is used by Customer Interface, and should be left null.
	<b>Validation:</b>	None

**Destination:** None

## Table Name: RA\_CUST\_PAY\_METHOD\_INTERFACE

This table stores payment method information for a customer or for a specific Bill-To address. If you associate an automatic payment method to a customer or a customer's Bill-To address, a bank account must exist for this customer. You do not have to enter values in this table if you do not want to assign a payment method to a customer. You cannot insert payment methods using Customer Interface. You must use the Payment Methods window to create new payment methods.

Column Name	Value
<b>ATTRIBUTE_CATEGORY</b>	Enter Descriptive Flexfield category information. This column is optional. <b>Validation:</b> None <b>Destination:</b> RA_CUST_RECEIPT_METHODS.ATTRIBUTE_CATEGORY
<b>ATTRIBUTE1-15</b>	Enter Descriptive Flexfield information. This column is optional. <b>Validation:</b> None <b>Destination:</b> RA_CUST_RECEIPT_METHODS.ATTRIBUTE1-15
<b>CREATED_BY</b>	Enter the user id that is creating this row. This column is required. <b>Validation:</b> None <b>Destination:</b> None
<b>CREATION_DATE</b>	Enter the system date. This column is required. <b>Validation:</b> Must be a valid date format. <b>Destination:</b> None
<b>END_DATE</b>	Enter the date that this payment method becomes inactive. This column is optional. <b>Validation:</b> Customers can be assigned to multiple payment methods as long as there is no overlapping date range. Must be a valid date format. <b>Destination:</b> RA_CUST_RECEIPT_METHODS.END_DATE

<b>INTERFACE_STATUS</b>	<p>This column is used by Customer Interface and should be left null. The Customer Interface program updates this column with all error messages that apply to this interface record. If an interface record has several problems, the Customer Interface program updates this column with multiple error codes.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> None</p>
<b>LAST_UPDATED_BY</b>	<p>Enter the user id that is updating this row. This column is required.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> None</p>
<b>LAST_UPDATE_DATE</b>	<p>Enter the system date. This column is required.</p> <p><b>Validation:</b> Must be a valid date format.</p> <p><b>Destination:</b> None</p>
<b>LAST_UPDATE_LOGIN</b>	<p>Enter the login id. This column is optional.</p> <p><b>Validation:</b> None</p> <p><b>Destination:</b> None</p>
<b>ORIG_SYSTEM_CUSTOMER_REF</b>	<p>Enter the value that represents the customer for which you are inserting a payment method. This column is required.</p> <p><b>Validation:</b> The customer reference must exist in RA_CUSTOMERS or be successfully validated in RA_CUSTOMERS_INTERFACE.</p> <p><b>Destination:</b> RA_CUST_RECEIPTS_METHODS.CUSTOMER_ID (derived from ORIG_SYSTEM_CUSTOMER_REF)</p>
<b>ORIG_SYSTEM_ADDRESS_REF</b>	<p>Enter the value that represents the customer address for which you are inserting a payment method. An active Bill-To business purpose must be associated with this address. This column is required only if you are inserting a payment method for a specific Bill-To address.</p> <p><b>Validation:</b> This address reference must exist in RA_ADDRESSES or be successfully validated in RA_CUSTOMERS_INTERFACE.</p> <p><b>Destination:</b> RA_CUST_RECEIPT_METHODS.SITE_USE_ID (derived from ORIG_SYSTEM_ADDRESS_REF)</p>

**PAYMENT\_METHOD\_NAME** Enter the name of the payment method that you want to assign to this customer or Bill-To address. This column is required.

**Validation:** Must exist in AR\_RECEIPT\_METHODS.

**Destination:** RA\_CUST\_RECEIPTS\_METHODS.RECEIPT\_METHOD\_ID (derived from PAYMENT\_METHOD\_NAME)

**PRIMARY\_FLAG** Enter 'Y' or 'N' to indicate whether this is the primary payment method for this customer or Bill-To address. This column is required.

**Validation:** Only one primary payment method can exist at either the customer level or Bill-To address level.

**Destination:** RA\_CUST\_RECEIPTS\_METHODS.PRIMARY\_FLAG

**REQUEST\_ID** This column is used by Customer Interface and should be left null.

**Validation:** None

**Destination:** None

**START\_DATE** Enter the starting date that this payment method becomes active. This column is required.

**Validation:** Customers can be assigned to multiple payment methods as long as there is no overlapping date range. Must be a valid date format.

**Destination:** RA\_CUST\_RECEIPT\_METHODS.START\_DATE

**VALIDATED\_FLAG** This column is used by Customer Interface and should be left null.

**Validation:** None

**Destination:** None

## See Also

Customer Interface Error Messages: page E – 2

System Tables Updated by Customer Interface: page 3 – 106

Interface Data Required to Run Customer Interface: page 3 – 101

A Sample Customer Import: page 3 – 107

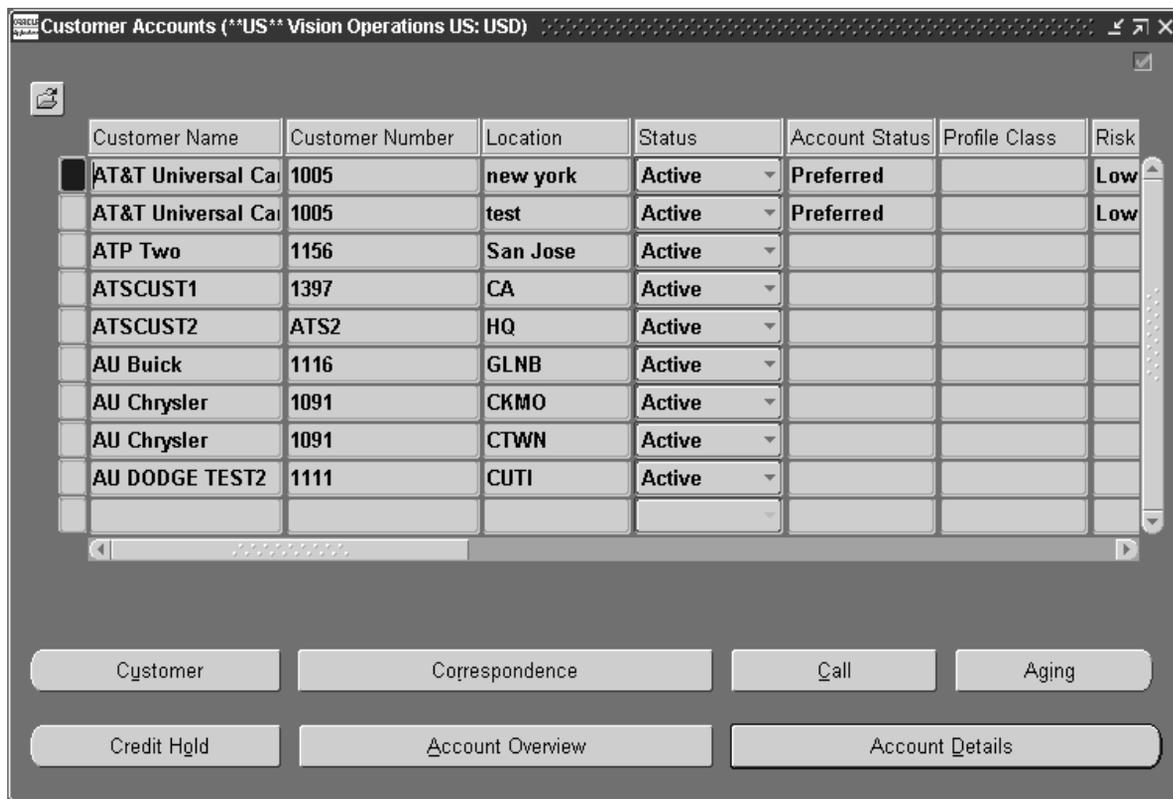
CHAPTER

# 4

## Collections

**T**his chapter explains how to review and better service your customer accounts using the Oracle Receivables collections workbench. You can use this workbench to review internal collections policies, see which customer accounts have outstanding balances, and discover developing business trends. This chapter also tells you how to create dunning letters, calculate finance charges, and print statements using Oracle Receivables.

## Reviewing a Customer Account



The screenshot shows the Oracle Customer Accounts window with the following data:

Customer Name	Customer Number	Location	Status	Account Status	Profile Class	Risk
AT&T Universal Ca	1005	new york	Active	Preferred		Low
AT&T Universal Ca	1005	test	Active	Preferred		Low
ATP Two	1156	San Jose	Active			
ATSCUST1	1397	CA	Active			
ATSCUST2	ATS2	HQ	Active			
AU Buick	1116	GLNB	Active			
AU Chrysler	1091	CKMO	Active			
AU Chrysler	1091	CTWN	Active			
AU DODGE TEST2	1111	CUTI	Active			

Navigation buttons at the bottom:

- Customer
- Correspondence
- Call
- Aging
- Credit Hld
- Account Overview
- Account Details

Receivables lets you view customer account information in a variety of ways. You can view the total amount overdue for a customer or customers in the Account Summary window. You can view all transactions that are past due for a specific customer in the Account Details window.

The Customer Accounts window displays a customer's credit limit and available credit if you set Display Currency to Yes in the Find Customer Accounts window.

Receivables displays a customer's current account balances in your functional currency using the most recent exchange rate.



**Suggestion:** 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: page A - 4.

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.

### **Prerequisites**

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- Enter customers: page 3 – 4
- Enter receipts: page 5 – 2
- Enter transactions: page 6 – 2

► **To display a customer’s account information in summary form:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges, and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer’s Bill To location, check the Display Locations box.

3. Choose Find.

► **To view the total number and amount of a customer’s transactions in summary form:**

1. Navigate to the Account Overview window.
2. Enter the Customer Name or Number to view in the Find Account Overview window. To limit your query, enter selection criteria. For example, enter a Customer Name or Number, a range of Periods, transaction Status, or Amount Type to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

To view transaction totals by their entered amounts, choose an Amount Type of Original Amount. To view transaction totals by the amount due, choose an Amount Type of Amount Due Remaining. If

you do not choose an Amount Type, Receivables displays transactions by the amount due.

**Note:** If you enter a Transaction Currency, items and amounts returned by your query will be based on the currency of your customer's *transactions*, not their receipts (in a cross currency receipt application, the receipt currency is not always the same as the transaction currency).

3. Choose Find.
4. To view the total number and amount of on time, late, non-sufficient funds (NSF), finance charges, and discounts for this customer, open the Key Indicators tabbed region.

To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

## See Also

Customer Accounts Window Reference: page 4 – 5

Viewing Account Activity for a Specific Period of Time: page 4 – 6

Viewing Account Balances by Aging Bucket: page 4 – 8

Past Due Invoice Report: page 9 – 129

Receivables Key Indicators – Daily and Summary Reports: page 9 – 157

Account Status Report: page 9 – 15

Customer Credit Snapshot: page 9 – 67

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## Customer Accounts Window Reference

**Account Status:** A user defined code to indicate a customer's current account status. You can define additional account status values in the Receivables Lookups window.

**Average Days Late:** The average number of days late for receipts by customer and currency. Receivables calculates this value using the following formula:

$$\text{Average Days Late} = \frac{\Sigma (\text{Days Late})}{\text{Total Number of Receipts}}$$

**DSO:** Days Sales Outstanding. Receivables calculates this amount using the following formula:

$$\text{DSO} = \frac{\text{Total Outstanding Receivables}}{\text{Total Sales Amount for Prior DSO Days}} \times \text{DSO Days}$$

You specify a default value for your days sales outstanding calculation (DSO Days) in the System Options window.

**Past Due Transactions:** The number of past due transactions for this customer.

**Receipts At Risk:** The amount of receipts for this customer that have not yet cleared the bank and factored receipts that have not been risk eliminated.

**Risk Code:** A user defined code to indicate this customer's credit risk. You can define additional risk code values in the Receivables Lookups window.

## Viewing Account Activity for a Specific Period of Time

Account Overview (\*\*US\*\* Vision Operations US: USD)

Customer Name: **Business World -1**  
Customer Number: **1000**  
Location:   
Trans Currency:   
Periods:   
May-99  
Apr-99  
Mar-99  
Feb-99

Transactions Receipts Key Indicators

	Count	Entered Amount	Functional Amount
Invoices	2		16,740.00
Debit Memos	1		1,280.00
Chargebacks	0		0.00
Deposits	0		0.00
Guarantees	0		0.00
Receipts	23		-144,135.96
Credit Memos	0		0.00
Receipts At Risk	21		143,035.96
Total		0.00	16,920.00

Receivables lets you view the total number and amount of transactions entered, accrued finance charges, and discounts for a customer during a specific period of time. For example, if you specify March 1992, Receivables displays the total number and amount of transactions, on time and late payments, and discounts earned during that period.



**Suggestion:** 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; page A - 4.

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 display an overview of a customer's account for a specific period:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Overview.
5. To view information for a different period, select the Period to view.  
To view account information for more than one period, select a period, press and hold the Shift key, then select another period. Receivables calculates the Count and Functional Amounts for transactions within the periods you selected.
6. To view the number and amount of On Time, Late, non-sufficient funds, and adjustments for this customer, as well as finance charges and discount information, open the Key Indicator tabbed region.

## See Also

Viewing Account Balances by Aging Bucket: page 4 – 8

Past Due Invoice Report: page 9 – 129

Account Status Report: page 9 – 15

## Viewing Account Balances by Aging Bucket

Aging (\*\*US\*\* Vision Operations US: USD) - Business World -1

Customer Name **Business World -1** Location

Number **1000** Currency

Aging		Credits Not Aged	
Bucket	Amount		
<input checked="" type="checkbox"/> Current a	<b>111,517.25</b>	Unapplied Cash	<b>-9,137,780.00</b>
<input type="checkbox"/> 1-30 days b	<b>29,677.50</b>	On Account Cash	<b>-2,055.97</b>
<input type="checkbox"/> 31-60 days c	<b>0.00</b>	On Account Credits	<b>511.33</b>
<input type="checkbox"/> 61-90 days d	<b>128,437,496.60</b>		
<input type="checkbox"/> c	<b>720.00</b>	Receipts At Risk	<input type="text"/>
<input type="checkbox"/> c	<b>220.00</b>		
<input type="checkbox"/> c	<b>0.00</b>		
Outstanding Amount <b>128,578,691.35</b>		Customer Balance	<b>119,439,366.71</b>
Dispute Amount	<b>1,864,971.73</b>	<input type="button" value="Account Details"/>	
Pending Adjustments	<b>0.00</b>		

Receivables lets you view your customer's outstanding account balances by aging bucket. Aging buckets are time periods in which you age and can review your debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. You can define your own aging buckets or customize the aging buckets that Receivables provides. See: Aging Buckets: page 2 – 33.

When you view your customer balances by aging bucket, Receivables calculates and displays the total outstanding amount and the credits not aged for unapplied cash, on account cash, and on-account credits. You can modify your display by specifying an aging bucket or by choosing to age or summarize open credits.

Receivables selects a transaction for aging if its GL date is prior to or the same as the current date. Once selected for aging, Receivables uses the

following formula to determine the number of days past due for each transaction:

$$\text{(Current Date)} - \text{(Due Date)} = \text{Days Past Due}$$

Receivables then groups each transaction into an aging bucket based upon the number of days it is past due. For example, your customer has the following invoices, all of which are due within 30 days:

If you choose to view this customer's past due transactions using the 'Standard' aging bucket, Receivables groups these invoices as follows:

<b><u>Aging Bucket</u></b>	<b><u>Amount (Transaction)</u></b>
Current (-9999 to 0 days past due)	\$500 (Invoice 101)
1-30 Days Past Due	\$200 (Invoice 102)
31-60 Days Past Due	\$300 (Invoice 103)
61+ Days Past Due	\$600 (Invoice 104)

**Note:** This is a simplified example. Activities such as receipt applications, adjustments, and credit memos will affect the open amount if the activity GL Date is prior to or the same as the current date.

You can view open items as of a specific date by running one of the Receivables Aging reports. See: Aging Reports: page 9 – 30.

► **To view a customer's outstanding account balance by aging bucket:**

1. Navigate to the Customer Accounts window.
2. Enter selection criteria in the Find Customer Accounts window. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations box.

3. Choose Find.

4. Select the account to view, then choose Aging.
5. To modify your display, choose Find from the Query menu, then enter selection criteria. For example, enter the aging bucket to use, choose whether to Age or Summarize Open Credits, or whether to Include Receipts at Risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.
6. Choose Find.
7. To view past due transactions within a specific aging bucket, select the bucket to view, then choose Account Details.

Alternate method:

1. Navigate to the Aging window.
2. In the Find Aging window, enter the Customer Name or Number and the Aging Bucket to view.
3. To limit your query, enter selection criteria. For example, enter a specific currency, choose whether to Age or Summarize Open Credits and to include receipts at risk. Leave a field blank if you do not want to limit your display to transactions matching that criteria.
4. Choose Find.
5. To view the past due transactions within an aging bucket, select the bucket to view, then choose Account Details.

## See Also

Aging Window Field Reference: page 4 – 11

Viewing Transactions: page 4 – 12

Customer Calls: page 4 – 21

Placing an Item in Dispute: page 4 – 27

Printing Statements: page 4 – 74

Printing Dunning Letters: page 4 – 53

Credit Holds: page 4 – 30

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## Aging Window Field Reference

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

**Dispute Amount:** The total amount of this customer's open balance that is currently in dispute.

**On-Account Cash:** The total amount of on-account cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on-account cash amount here.

**On-Account Credits:** The total amount of open on-account credits and credit memos for this customer. On-account credits and credit memos are open until you apply the entire amount to invoices, debit memos, or chargebacks. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your on-account credit amount here.

**Outstanding Amount:** The receivables balance due, adjusted for all credit items, for this customer. Receivables calculates the adjusted balance for your customer as the outstanding balance minus unapplied cash, on-account cash, and on-account credits. If you chose to 'Age' Open Credits in the Find Aging window, the Adjusted Balance is the same as the Outstanding Balance because Receivables automatically includes your credits in the bucket amounts.

**Pending Adjustments:** The amount of adjustments that are currently pending approval.

**Receipts At Risk:** The amount of this customer's receipts that have not yet cleared the bank and factored receipts that have not been risk eliminated. You must check the Include Receipts At Risk box in the Find Aging window to view this amount.

**Unapplied Cash:** The total amount of unapplied cash for this customer. If you chose to 'Summarize' Open Credits in the Find Aging window, Receivables displays your unapplied cash amount here.

## See Also

Placing an Item in Dispute: page 4 – 27

## Viewing Transactions

Number	Seq	Class	Days Late	Due Date	Currency	Original	Balanc
MCD921b	1	Invoice	18	10/21/1999	USD	11,000.00	
MCD921e	1	Invoice	29	10/10/1999	USD	11,000.00	
MCD922a	1	Invoice	29	10/10/1999	USD	16,500.00	
ANTCD-1	1	Invoice	281	01/31/1999	USD	2,200.00	
ANTCD-2	1	Invoice	281	01/31/1999	USD	2,400.00	
ANTC-1	1	Invoice	26	10/13/1999	USD	2,200.00	
ANTC-2	1	Invoice	26	10/13/1999	USD	2,400.00	

	Entered	Functional
Cumulative Balance		
Total Balance	95,296.08	95,296.08

Dunning History    Call    Transaction Overview    Details

Dispute History    Adjust    Balances    Activities

Receivables lets you view detailed or summary information about your invoices, credit memos, debit memos, and commitments that have outstanding balances.

Use the Account Details window to view the status, due date, number of days late, dispute amount, and the balance due for a specific transaction. You can open this window from the Navigator or by choosing Account Details from the Customer Accounts or Aging window. You can view more detailed information about a transaction by choosing the Details button.

If the transaction you are viewing uses the Staged Dunning method, you can also modify its dunning level in this window. You may want to do this, for example, if your customer has remitted payment for a past due item, and you want to reduce the severity of the next dunning letter they will receive. You can update a past due debit item's dunning level at

any time. To display the dunning level for a debit item, choose Show Field from the Folder menu, then choose Current Dunning Level.

**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.

To view the total amount due by transaction type and time period for a specific customer, choose the Account Overview button. For example, you can view the total number and amount of invoices entered for Customer ABC from August to December, 1998. You can open the Account Overview window from the Navigator or by choosing Account Overview from the Customer Accounts window.

To view information for a specific transaction, such as customer bill-to and ship-to addresses, payment terms, due date, status and invoice lines, choose the Transaction Overview button.

To view the dunning history for a specific transaction, choose the Dunning History button. For more information, see: Viewing Dunning History: page 4 – 20.

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



**Suggestion:** 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: page A – 4.

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 view detailed information about a customer's transactions:**

1. Navigate to the Customer Accounts window.
2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Details.

► **To view the total number and amount of a customer's transactions in summary form:**

1. Navigate to the Customer Accounts window.
2. To limit your query to only certain accounts, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Overview. Receivables displays the total number and amount of transactions for this customer.
5. To view the total number and amount of on time, late, NSF, finance charges, and discounts for this customer, open the Key Indicators tabbed region.

To view transactions for a different period, select a different period. To view transaction totals for more than one period, select a period, press and hold the Shift key, then select another period.

► **To review detailed information about a specific transaction:**

1. Navigate to the Account Details window.

2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 343.

3. Choose Find.
4. Select the transaction to view, then choose Transaction Overview.

If you are viewing a Receipt, choose Account Details.

**Note:** When you navigate to either the Receipts or Transactions workbench from the Account Details window, you cannot view the next transaction by pressing the Down Arrow key. To display the next transaction, return to the Account Details window, select the transaction to view using either the mouse or Down Arrow key, then choose Details again.

#### Alternate Method:

1. Navigate to the Customer Accounts window.
2. To limit your query, enter selection criteria in the Find Customer Accounts window. For example, enter the low and high values of Customer Names, account Balances, or Amounts Past Due to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.



**Suggestion:** Check the Display Currency box to view additional currency information such as Currency Code, Credit Limit, Credit Available, Entered Balance, Entered Amount Past Due, Entered Finance Charges and Entered Open Credits. If you check this box, you can further limit your query by entering a Currency code. To view each customer's Bill To location, check the Display Locations box.

3. Choose Find.
4. Select the account to view, then choose Account Details.

5. Select the transaction to view, then choose Transaction Overview.

**Note:** The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

► **To view open activities against a transaction:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 343.

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

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

1. Navigate to the Transaction Overview window.
2. To limit your query, enter selection criteria in the Find Transactions Overview window. For example, enter a transaction Number, a Bill-To or Ship-To customer Name, transaction Type or Status to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Transactions Overview window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 343.

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

To view the next transaction retrieved by your query, press the down arrow key.

**Note:** The Lines and Transaction Total fields in the Transaction Overview window do not include any inclusive or exclusive tax amounts for the transaction you are viewing. However, the Unit Price and Amount fields for the individual transaction lines will include tax if the tax code or tax group for this line is tax inclusive. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

## Viewing Transaction Balances

Receivables lets you view complete information for a specific transaction in the Balances window. The Balances window displays the original transaction amount, the total amount of receipts, credit memos, adjustments, and finance charges applied to this transaction and any discounts taken.

The Balances window also indicates at what level a receipt, credit, or discount was applied to this transaction and the type of adjustments that were created. For example, you may have created two types of adjustments for a single transaction; one of type 'Charges' and another of type 'Freight'. Similarly, more than one credit memo may have been applied; one at the Line level and one at the Tax level.

Receivables displays the total amount of each action affecting this transaction in the 'Total' column and displays how the line, tax, freight, and finance charges balances were affected in the 'Balance' row.

By default, the Balances window displays transaction balances in the currency in which they were entered, but you can view amounts in your functional currency (if different from the entered currency) by checking the Functional Currency box.

If the transaction you are viewing is a guarantee or a deposit, Receivables displays the current balance in the Commitment Balance field.

► **To view current balances for a transaction:**

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the transaction to view.

If you are in the Transactions Summary window, select the transaction to view, then choose Open.

3. Choose Balances. To view balances in the currency in which they were entered, check the Entered Currency box. To view balances in your functional currency, check the Functional Currency box.

## **Viewing Past Due Transactions by Aging Bucket**

Receivables lets you view a customer's transactions by the number of days they are past due. For example, you can view all of the items that are between 31–60 days past due for a specific customer.

1. Query the customer and aging bucket to view. See: Viewing Account Balances by Aging Bucket: page 4 – 8.
2. Select the period to view, then choose Account Details. Receivables displays the outstanding transactions and amounts for that period.

## **See Also**

Reviewing a Customer Account: page 4 – 2

Customer Calls: page 4 – 21

Adjustments: page 6 – 303

Account Details Field Reference: page 4 – 19

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## Account Details Field Reference

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

**Balance Due:** The balance of the transaction. If this item is an invoice, debit memo, deposit, guarantee, or chargeback, the remaining amount is the amount due. If this item is a receipt or on-account credit, the remaining amount is the amount not yet applied to debit items.

**Class:** The transaction class of an the transaction or receipt. Classes include invoices, receipts, credit memos, chargebacks, guarantees, deposits, and debit memos.

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

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## Viewing Dunning History

Use the Dunning History window to review a transaction's complete dunning history. You can view the dunning history for any Receivables transaction, regardless of your dunning method. The Dunning History window displays the date this transaction was selected for dunning, its current dunning level (if you use the Staged Dunning method), the dunning letter on which this transaction was printed, the dunning letter set to which this letter belongs, and any associated interest charges. Each row in this window represents a separate dunning submission that selected this item for dunning.

► **To view the dunning history for a specific customer, dunning letter, or letter set:**

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria in the Find Account Details window. For example, enter a Transaction Number, a range of Due Dates, a Bill-To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Account Details window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a specific consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 343.

3. Choose Find.
4. Select the transaction to view, then choose Dunning History.

### See Also

Dunning Letters: page 4 – 37

Printing Dunning Letters: page 4 – 53

Staged Dunning: page 4 – 44

Dunning History Report: page 9 – 91

# Customer Calls

The screenshot shows a software window titled "Customer Calls (\*\*US\*\* Vision Operations US: USD) - [New]". The interface is divided into several sections:

- Call Information:** Call ID (empty), Date (11/08/1999), Status (Open), Collector (Beth Mae), and Time (13:15:07).
- Customer Information:** Name (Business World -1), Address (8475 Elk Grove Road), Number (1000), and Location (New York, New York NY 10299).
- Contact Information:** First Name (Kirk), Last Name (Jensen), Job Title (Accounts Payable Clerk), Area Code (212), Number (987-3546), and Extension (empty). There is also a FAX field with Area Code (212) and Number (987-1235).

At the bottom of the window, there are three buttons: "Customer Account", "Actions", and "Topics".

When a customer's account or payment for a specific transaction is past due, you can contact the customer by phone and use the Customer Calls window to record the results of your conversation. By speaking with a customer you may learn that they were incorrectly billed, never received the goods or services that were ordered, or have already sent payment for the invoice in question. By entering details about your conversation, you create a record of the contact and can recommend any further collection action.

You can also use the Customer Calls window to place amounts in dispute and review previous calls made to your customers.

You can define additional call actions and customer responses in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups: page 2 – 134.

You can enter *new* actions or topics for an existing call, but you can only *update* the following information:

- Call Status in the Customer Calls window
- Follow up Complete check box in the Customer Calls window (Response tabbed region) and the Call Topics window
- Complete check box in the Actions window

**Note:** If there are two Transaction Number fields, the profile option AR: Show Billing Number is set to Yes. This profile option determines whether you can enter both a consolidated billing invoice number and a transaction number. If two fields appear next to Transaction Number, enter a consolidated billing invoice number in the *first* field; enter a transaction number in the second field. See: Consolidated Billing: page 6 – 343.

### **Call Actions**

---

Enter call actions during a customer call to indicate any recommended follow-up steps for a collection item. Receivables provides the following call actions:

**Alert:** Notify management that this item is still outstanding.

**Call:** Contact the customer for more information.

**Collection Action:** This transaction requires further collection action.

**Collection Follow Up:** This invoice, debit memo, or chargeback requires further follow up action.

**Credit Memo:** Credit memo this transaction or line item. You can generate the Call Action report for this action and have your credit memo department enter the credit memos.

**Exclude from Dunning:** This option removes your customer from dunning. Your customer remains off the dunning list until you re-include the customer for dunning by updating their customer profile in the Customer Profile Classes window.

**Note:** If you attempt to exclude from dunning a customer site that does not have a profile class but another of this customer's sites *does* have a profile class, Receivables displays the following message: "No site level profile exists. Do you want to update the customer profile?" If you choose Yes, Receivables changes the profile class at the customer level and the customer will be excluded from dunning. If you choose No, Receivables does not update the profile class. In this case, you can define a profile class for this site in the Customers window, which will exclude the site from future dunning submissions.

**Partial Dispute:** Your customer disagrees with an open invoice, debit memo, or chargeback. For example, if your customer disagrees with an open debit item line amount, you can place that line in dispute for further research. You can create new dispute actions and update or delete existing dispute actions. To update an existing dispute amount for a debit item, query up the record and update the Amount field. To mark an amount as no longer in dispute, query your customer's action, then either update the Amount to zero, or delete the record. Choose this option if you want this invoice to appear in the Disputed Invoice report.

### **Prerequisites**

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- Review customer accounts: page 4 – 2
- Review scheduler actions: page 4 – 33

► **To record a basic customer call:**

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter either the customer Name or Number, or select from the list of values.



**Suggestion:** If you do not know the customer name, enter the Transaction Number, or select from the list of values. Receivables enters the customer information.

4. Enter the contact's Name and Phone Number, or select from the list of values.
5. Open the Response tabbed region, then enter your customer's response. Typical responses can include 'goods never received' or 'person unavailable'. You can define standard customer responses in the Receivables Lookups window. See: Defining Receivables Lookups: page 2 – 132.
6. Enter the Outcome of this call (optional). Examples of call outcomes include 'Some progress made–call again,' 'Unable to make progress,' or 'Person unavailable.' You can define additional Outcome lookups in the Receivables Lookups window. See: Defining Receivables Lookups: page 2 – 132.



**Suggestion:** Enter additional comments about this call in the Notes field.

7. If the customer promises to pay, enter the Promise Date and Amount and the Forecast Date and percent you expect to collect.

The default currency for the Promise Amount is your functional currency.

8. To enter a call action against this customer or location, choose Actions. See: Recording Call Actions: page 4 – 24.
9. Save your work.

## See Also

Reviewing a Customer Account: page 4 – 2

Placing an Item in Dispute: page 4 – 27

Credit Holds: page 4 – 30

Past Due Invoice Report: page 9 – 129

Collector Call History Report: page 9 – 59

Receipt Promises Report: page 9 – 148

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## Recording Call Actions

Use the Call Actions window to recommend follow-up activity after recording a customer call. You can place items in dispute, mark an item for further collection action, or update or delete existing disputes. See: Placing an Item In Dispute: page 4 – 27.

You can define additional call actions in the Receivables Lookups window. See: Reviewing and Updating Receivables Lookups: page 2 – 134.

Follow up actions that you enter against a customer or specific transaction appear in the Scheduler window for your collectors to review.

**Note:** You can only create new rows in the Call Actions window; you cannot modify existing data.

### ► To record a call action at the customer or site level:

1. Enter or query the customer call. See: Customer Calls: page 4 – 21.

2. Choose Actions, then enter the Action to take as a result of this call.
3. Enter the Amount that corresponds to the action you entered. For example, if you entered a Credit Memo call Action, enter the amount of this transaction to credit.
4. Enter the name of the person to Notify about this call (optional).
5. Save your work.

► **To record a call action against a specific transaction:**

1. Navigate to the Customer Calls window.
2. Enter the Collector for this customer.
3. Enter the Transaction Number, or select from the list of values. Receivables enters the customer information.
4. Enter the contact's Name and Phone Number.
5. Open the Response tabbed region, then enter the customer's Response, an Outcome, your Notes, and any recommended Follow Up Action for this call (optional). You can define standard customer responses in the Receivables Lookups window. See: Defining Receivables Lookups: page 2 – 132.
6. If the customer promises to remit payment, enter the promise Date and Amount, and the forecast Date and percent you expect to collect. The default currency for the Promise Amount is your functional currency.
7. Choose Topics, then enter an Outcome, Response, and a follow-up Action and Date.

To record additional information about this call, open the Notes tabbed region, then enter any comments in the Notes field. Receivables displays the information you enter here in the Notes tabbed region of the Transactions window.

To view the number of Days Late and Balance Due for this transaction, open the Transaction tabbed region.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Call Topics window. The first field displays the Consolidated Billing Invoice number associated with this transaction. The second field displays the transaction number. See: Consolidated Billing: page 6 – 343.

8. To enter an action for this call, choose Actions, then enter a collection Action, the outstanding Amount, and any Notes

(optional). Information you enter here appears in the Scheduler window for future collection action.

9. Save your work.

Alternate method:

1. Navigate to the Account Details window.
2. To limit your display to only certain accounts, enter selection criteria. For example, choose a transaction status and Bill To customer, or enter the low and high values of account balances or Amounts Past due to select only those transactions. Leave a field blank if you do not want to limit the search to transactions matching that criteria.
3. Select the transaction, then choose Call.
4. Choose Topics, then enter an Outcome, Response, and a follow-up Action and Date.

To record additional information about this call, open the Notes tabbed region, then enter any comments in the Notes field.

To view the number of Days Late and Balance Due for this transaction, open the Transaction tabbed region.

5. If the customer agrees to pay, open the Promise/Forecast tabbed region, then enter the Promise Date and Amount and the Forecast Date and percent you expect to collect.
6. Save your work.

## Completing a Call Action

You can indicate that a specific call action has been executed by marking it 'Complete' in the Call Actions window. Completing call actions lets you track items that require additional customer contact and record your progress.

1. Navigate to the Customer Calls window.
2. Query the call.
3. Choose Actions.
4. Check the Complete box next to the call action.
5. Save your work.

## See Also

Placing an Item In Dispute: page 4 – 27

Credit Holds: page 4 – 30

Completing a Collection Action: page 4 – 34

Call Actions Report: page 9 – 52

Receipt Promises Report: page 9 – 148

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## 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. Receivables does not prevent you from applying payments to disputed transactions.

You can choose whether to calculate finance charges on disputed items when printing your statements. See: Calculating Finance Charges When Printing Statements: page 4 – 69.

You can place items in dispute from the Customer Calls window, the Installments window, or by using AR Online.

► **To place an item in dispute:**

1. Navigate to the Customer Calls window.
2. Query or enter the customer call. See: Customer Calls: page 4 – 21.
3. Choose Topics.
4. Select the transaction, then choose Actions.
5. Enter a dispute Action, then enter the Amount in dispute.
6. Save your work.

Alternate method:

1. Navigate to the Transactions Summary window.
2. Query the transaction to place in dispute.
3. Select the transaction, then choose Installments.

4. Enter the Dispute Amount and Dispute Date.
5. Save your work.

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

1. Navigate to the Account Details window.
2. Query the transaction by entering selection criteria in the Find window, then choose Find.
3. Select the transaction in dispute, then change the Dispute Amount to 0 (zero).
4. Change the Dispute Date to today's date.
5. Save your work.

Alternate method:

1. Navigate to the Customer Calls window.
2. Query the call, then choose Topics.
3. Select the transaction, then choose Actions.
4. Create a new row, enter a collection Action of 'Partial Dispute,' then enter an Amount of zero.
5. Save your work.

## Viewing Items in Dispute

Receivables lets you view disputed items in the Dispute window. The Dispute window displays the date an item was placed in dispute, the amount in dispute, and the person who placed the item in dispute.

You can also review items in dispute by creating the Disputed Invoice Report. See: Disputed Invoice Report: page 9 – 90.

### Prerequisites

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- Review customer accounts: page 4 – 2
- Place items in dispute: page 4 – 27

► **To view a customer's items and amounts that are in dispute:**

1. Navigate to the Customer Accounts window.

2. Enter selection criteria. For example, enter a Collector, account Status, or the low and high values of outstanding Balances, Open Credits, Credit Limits, or Amounts Past Due to view only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.
3. Choose Find.
4. Select the account to view, then choose Account Details. Receivables displays values in the Dispute Amount and Dispute Date fields for items that are currently or were previously in dispute.
5. Select the transaction to view, then choose Dispute History. If this item does not have an 'End' date, it is still in dispute; otherwise, Receivables displays another record indicating the date that the item's 'in dispute' status was changed and the person who changed it.

Alternate method:

1. Navigate to the Account Details window.
2. To limit your query, enter selection criteria. For example, enter an account Number, the Bill-To Customer Name, transaction Class, Status, or low and high values of Balances Due to select only those transactions. Leave a field blank if you do not want to limit your query to transactions matching that criteria.
3. Choose Find.
4. Select the transaction to view, then choose Dispute History.

## See Also

Reviewing Customer Accounts: page 4 – 2

Customer Correspondence: page 4 – 32

Reviewing Collector Actions: page 4 – 33

Customer Calls: page 4 – 21

Disputed Invoice Report: page 9 – 90

AR Online: page 2 – 42

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## Credit Holds

When a customer is consistently late in making payments, has exceeded their credit limit, or is identified as a bad risk, you can prevent additional credit purchases by placing their account on **credit hold**.

When a customer account is 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.

### Prerequisites

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Review customer account: page 4 – 2

► **To place a customer account on credit hold:**

1. Navigate to the Customer Accounts window.
2. Query the customer account.
3. Choose Credit Hold, then choose OK to acknowledge the message.

Alternate method:

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer.

If you are in the Customer Summary window, select the customer, then choose Open.

3. Open the Profile Transaction tabbed region.
4. Check the Credit Hold box.
5. Save your work.

► **To release a customer account from credit hold:**

1. Navigate to the Customer Accounts window.
2. Query the customer.
3. Choose Release Hold.
4. Save your work.

Alternate method:

1. Navigate to the Customers or the Customer Summary window.
2. Query the customer.  
If you are in the Customer Summary window, select the customer, then choose Open.
3. Open the Profile Transaction tabbed region.
4. Uncheck the Credit Hold box.
5. Save your work.

**See Also**

Customer Calls: page 4 – 21

Placing an Item In Dispute: page 4 – 27

Credit Hold Report: page 9 – 62

# Customer Correspondence

Regular correspondence is an effective way to create and maintain good relationships with your customers. Receivables provides three ways to correspond with your customers: printing account statements, printing dunning letters, and making customer calls.

Receivables lets you view all previous customer correspondence in the Correspondence window. You can view all previous contact with your customers, including dunning letters, customer calls, and account statements in this window.

## Prerequisites

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- Assign profile classes to customers: page 3 – 49
- Define dunning letters: page 2 – 110
- Create dunning letter sets: page 2 – 116

### ► To view previous customer correspondence:

1. Navigate to the Correspondence window.
2. To limit your display to only certain accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.
3. Choose Find.

To view a list of statements generated for a customer, select the account, then open the Statements tabbed region.

To view dunning letters sent to a customer, select the account, then open the Dunning Letters tabbed region.



**Suggestion:** You can navigate to the Record a Call window by selecting an item and then choosing Call. You can view details for an account by selecting an item and then choosing Account Details.

## See Also

Reviewing Customer Accounts: page 4 – 2

Customer Calls: page 4 – 21

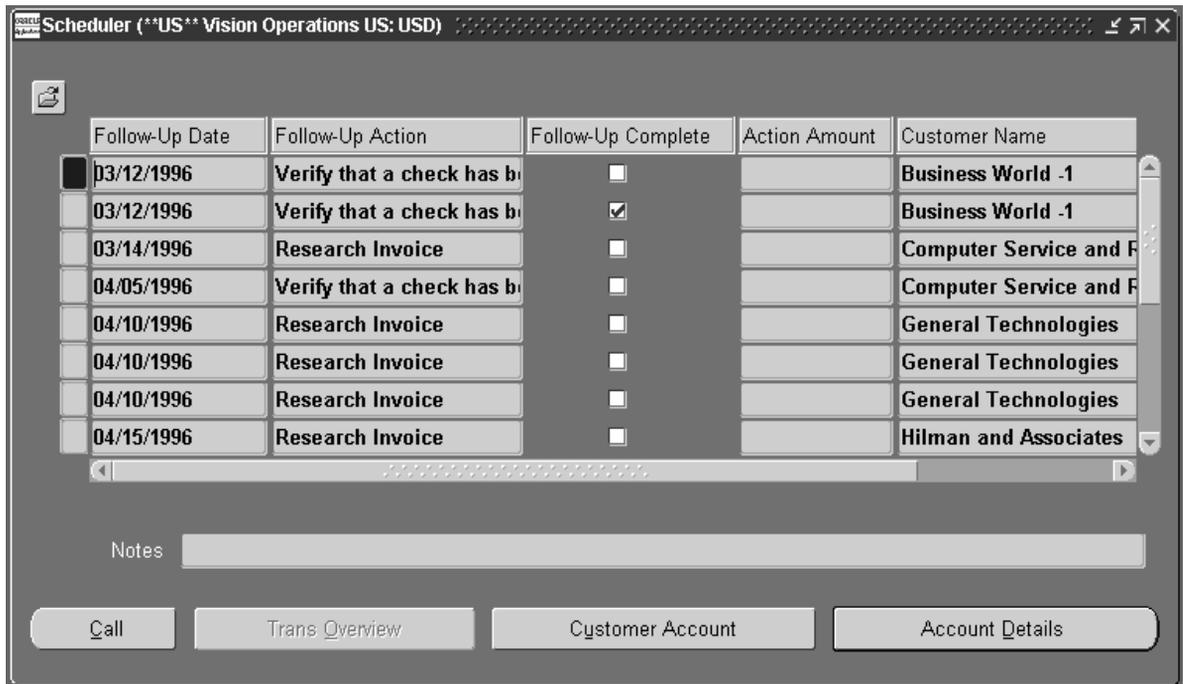
Past Due Invoice Report: page 9 – 129

Printing Dunning Letters: page 4 – 53

Printing Statements: page 4 – 74

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## Reviewing Collector Actions



When you contact a customer to discuss an overdue account or payment for a specific transaction, you enter a specific call action in the Call Actions window. Call actions indicate whether an issue has been resolved or requires further follow-up activity. You can view items that require further collection activity in the Scheduler window.

The Scheduler window lists the follow-up date, the recommended collection action, and the customer to contact. You can also view the Follow Up Action and Notes information that you entered in the Call Actions and Call Topics windows. To display a particular field, choose Show Field from the Folder menu, then select the field to display.

## Prerequisites

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- Define collector actions (Receivables Lookups window): page 2 – 132
- Call customers: page 4 – 21
- Record call actions: page 4 – 24

► **To review scheduler actions:**

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit the search to accounts matching that criteria.
3. Choose Find.
4. To record another call to a customer, select the account, then choose Call. See: Customer Calls: page 4 – 21.

To view detailed information about a transaction, select the account, then choose Transaction Overview.

To view an overview of a customer account, select the account, then choose Customer Account. See: Reviewing a Customer Account: page 4 – 2.

To view a list of a transactions for a customer account, select the account, then choose Account Details. See: Viewing Transactions: page 4 – 12.

## Completing a Collection Action

When a collection issue has been resolved, you can indicate that it requires no further follow-up activity by marking it 'Complete.' You can complete a collection action in either the Scheduler or the Call Topics window.

## Prerequisites

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- Record customer calls: page 4 – 21
- Record call actions: page 4 – 24

► **To complete a collection action:**

1. Navigate to the Scheduler window.
2. To limit your display to specific accounts, enter selection criteria. For example, enter a Collector name, or a range of Call Actions, Follow-Up Dates, Customer Names, or Transaction Numbers to select only those accounts. Leave a field blank if you do not want to limit your query to accounts matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Transaction Number fields in the Find Scheduler window. Enter a Consolidated Billing Invoice number in the first field to find all transactions associated with a consolidated billing invoice. Enter a transaction number in the second field to find a specific transaction. See: Consolidated Billing: page 6 – 343.

3. Check the Follow-Up Complete box next to the action to complete.
4. Save your work.

Alternate method:

1. Navigate to the Customer Calls window.
2. Query the call that is related to this collection action.
3. Choose Topics.
4. Check the Complete box next to the collection action.
5. Save your work.

**See Also**

Reviewing a Customer Account: page 4 – 2

Viewing Transactions: page 4 – 12

Completing a Call Action: page 4 – 26

Credit Holds: page 4 – 30

Collection Effectiveness Indicators Report: page 9 – 53

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## 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.

## See Also

Common Report Parameters: page 9 – 3

Consolidated Billing: page 6 – 343

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## Dunning Letters

The Receivables Dunning Letter Generate program lets you create and send customized letters to your customers who have invoices, debit memos, chargebacks, credit memos, and unapplied and on-account receipts that are overdue.

You can control the severity and content of each dunning letter you send and exclude individual customers from dunning, even if they have items that are past due. You can include disputed items, on-account and unapplied receipts, and finance charges in your dunning letters, as well as debit items that are not yet due. You can also choose to use receipt grace days to extend the due dates of a customer's past due items.

You can choose from the following dunning methods:

- **Days Overdue:** Letters are based on the total number of days that debit items are past due. This method generates letters for a specific customer based on a range of days overdue that you define for each dunning letter set. Receivables takes into account the number of receipt grace days defined for a customer (if any) when calculating the number of days items are past due. See: *Specifying a Days Past Due Range*: page 4 – 38.
- **Staged Dunning:** Letters are based on the *dunning levels* of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days items are past due. For each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next letter that you send. This feature can be useful if, for example, you inform your customer that you will begin collection action if payment is not received within x number of days of receiving the current letter. See: *Staged Dunning*: page 4 – 44.

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### Dunning Letters Set Up

Before you can send Dunning Letters to your customers, you must define the following:

- Dunning letters: page 2 – 110
- Dunning letter sets: page 2 – 116
- Dunning profiles for customers and customer sites: page 4 – 40

## See Also

How Receivables Selects Items for Dunning: page 4 – 42

Printing Dunning Letters: page 4 – 53

Sample Dunning Letter Print: page 9 – 170

Viewing Dunning History: page 4 – 20

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## Specifying a Days Past Due Range

### Days Overdue Method

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If you are using the Days Overdue dunning method, Receivables verifies that the 'Days Past Due: To' value you specify for the first letter of a dunning letter set is less than the number of receipt grace days you specified for the customer or site profile to which you assign this dunning set. This makes it possible for this customer to receive this letter. For example, if you specify that this customer has 10 receipt grace days, the Days Past Due: To value of the first letter in this customer's dunning letter set must be 11 or more. If you are defining a letter set with negative days late for one or more of the letters it contains, you must set Use Grace Days to No.

For example, you have a letter set with three letters with the following date ranges:

Dunning Letter Set (Negative days late)	
Letter 1	-50 to 5 Days Late
Letter 2	6 to 30 Days Late
Letter 3	31 to 9999 Days Late

Letter 1 will only be sent if an invoice falls within -50 to 5 days late range and the Use Grace Days check box is not checked for this dunning letter set.

Receivables selects the dunning letter with the lowest Days Past Due Range that you have not yet submitted. By choosing the Send Letters in Sequence option in the Dunning Letter Sets window you can ensure that you provide your customers and customer sites with proper notification of past due debit items.

Assign letters to your dunning letter sets which increase in severity as the Days Past Due From and Days Past Due To date ranges increase for each letter.

### **Staged Dunning Method**

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If you are using the Staged Dunning method, you assign a dunning level range to each dunning letter. A dunning level can indicate the number of times an item has appeared in a dunning letter or the level of severity for a past due debit item. Receivables increments the dunning level of a past due debit item by 1 if the item is selected for dunning when you run the Dunning Letter Generate program. For each letter in the set, you specify a minimum number of days that must pass before Receivables can increment the dunning level for a past due debit item.

### **See Also**

Dunning Letters: page 4 – 37

Creating Dunning Letter Sets: page 2 – 116

Defining Dunning Profiles for Customers and Customer Sites: page 4 – 40

How Receivables Selects Items for Dunning: page 4 – 42

Staged Dunning: page 4 – 44

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## Defining Dunning Profiles for Customers and Customer Sites

After you define your dunning letters and assign these letters to your dunning letter sets, assign these sets to the customers and sites to which you want to send dunning letters. Use the Customer Profile Classes window to specify dunning values for a customer or site. See: Defining Customer Profile Classes: page 3 – 42.

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### Define Receipt Grace Days

Receipt grace days represent the number of days you will allow a customer's payment to be overdue before selecting them for dunning and begin assessing finance charges. For example, when you define your customer profile classes, if you set Receipt Grace Days to 10, customers assigned to this profile class have ten days beyond the due dates of their outstanding invoices before these items are considered past due. Receivables uses receipt grace days with the Days From and To ranges that you specify for dunning letters within a dunning letter set to determine if a customer should be selected for dunning and which letter should be sent.

If you have specified a number of receipt grace days for this customer's profile, and this number is greater than the number of days that this oldest outstanding item is late, then the Dunning Letter Generate program does not continue for this customer. For example, if a customer has 5 receipt grace days in their profile, and its oldest outstanding debit item is 4 days past due, Receivables does not select this customer for dunning. Use the Customer Profile Classes window to define your customer's receipt grace days.

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### Define Minimum Dunning Amount by Currency

Receivables lets you define minimum dunning amounts by currency for your customers and their sites. If a customer has a past due balance in a specific currency that is greater than the minimum dunning amount you specified for this currency in the customer's profile, Receivables selects this customer for dunning.

The dunning letter that Receivables selects for a customer during a dunning submission does not include past due debit items in currencies with minimum dunning amounts that have not been exceeded. For example, if a customer has a minimum dunning amount in French francs of 8,000 in their profile, and the sum of their past due items in French francs is 6,000, Receivables does not include these items on the dunning letter selected for this customer.

## **Define Minimum Invoice Amount by Currency**

You can also define the minimum invoice amount in a specific currency for a customer. If a customer does not have any past due items in a specific currency with balances greater than the minimum invoice amount that you specify for this currency, Receivables does not select this customer for dunning in this currency.

For example, the site of the customer SouthWestern Charities has a minimum dunning amount in U.S. dollars of 100 and a minimum dunning invoice amount of 40. If this customer site has four invoices in U.S. dollars that are past due, each having outstanding balances of 30, Receivables will not select this customer site for dunning in this currency, even though its total past due balance in U.S. dollars (120) exceeds its minimum dunning amount.

The Receivables dunning program requires that both the minimum dunning amount and the minimum invoice amount limits for a currency are exceeded before it selects a customer for dunning in this currency. If you have not defined a minimum dunning invoice amount or a minimum dunning amount for the profile of a customer you are dunning, then the Dunning Letter Generate program assumes that both of these amounts are zero for its calculations. Define the minimum dunning amount and minimum dunning invoice amount in the Customer Profile Classes window.

## **Assign Dunning Letter Business Purpose to an Address**

After determining which customers will be included in a dunning submission, the Dunning Letter Generate program examines the addresses of these customers. If you assigned a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a single, consolidated dunning letter for this site which includes past due items from all of this customer's sites. If you have not assigned a Dunning business purpose to a customer address, the Dunning Letter Generate program creates a dunning letter for each of this customer's sites that has past due debit items. See: Assigning a Business Purpose to a Customer Address: page 3 – 25.

### **See Also**

Defining Customer Profile Classes: page 3 – 42

How Receivables Selects Items for Dunning: page 4 – 42

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## How Receivables Selects Items for Dunning

### **Dunning Methods**

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Receivables lets you choose one of two dunning methods: Days Overdue or Staged Dunning. The **Days Overdue** method lets you assign dunning letters to a range of days past due. For example, for items that are from 10 to 20 days past due you send the first dunning letter in the set. For items 21 to 30 days past due you send the second letter in the set, and so on.

The **Staged Dunning** method lets you assign a **dunning level** (or a range of dunning levels) to each dunning letter. Depending on how you define your staged dunning letter sets, dunning levels can represent the number of times an item has been selected for dunning, or the level of past due severity for an item. The dunning level of a past due item is incremented by 1 if the item is selected for dunning when you run the Dunning Letter Generate program. For each letter in a set, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level; this lets you send the next dunning letter based on the date your customer received the previous letter, rather than the total number of days past due. See: Creating Dunning Letter Sets: page 2 – 116.

### **Selecting Debit and Credit Items**

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For each customer included in your submission, the Dunning Letter Generate program determines how many days past due the oldest outstanding debit item is that has a balance exceeding the minimum dunning invoice amount in the invoice's currency. If the oldest outstanding debit item is not yet due, the program does not continue for this customer. Receivables determines that a debit item is 'past due' if its due date plus receipt grace days is less than the Dunning As of Date you specify for your dunning submission. See: Printing Dunning Letters: page 4 – 53.

The program also retrieves all of the customer's open receipts and credit memos, and subtracts the total of these credit items in a particular currency from the total of their past due debit items in the same currency. Receivables then verifies that the net total of these items in a particular currency is greater than the minimum dunning amount you specified for this currency in the customer's profile. If the new total of

the past due items minus the credit items in a particular currency is less than this amount limit, Receivables excludes these past due items from dunning.

After the Dunning Letter Generate program determines which dunning letter to send to a customer, it retrieves each of the customer's past due items that have balances greater than the minimum dunning invoice amounts specified in the customer's profile for each item's currency. If you do not check the Finance Charges check box for a Dunning Letter Set, the program determines the balance due of each past due debit item by subtracting any outstanding finance charges from an item's outstanding balance. See: Creating Dunning Letter Sets: page 2 – 116.

### **Selecting On-Account and Unapplied Receipts**

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If you check the Include Unapplied Receipts check box for the dunning letter set of a customer included in your dunning submission, the Dunning Letter Generate program retrieves all on-account and unapplied receipts associated with this customer. These receipts appear in this customer's dunning letter. Receivables uses these receipts to calculate a net total balance for each currency of past due debit items. The Dunning Letter Generate program then compares these totals for each currency against this customer's minimum dunning amounts in the same currencies.

If you did not check the Include Unapplied Receipts check box, these on-account and unapplied receipts do not appear in the dunning letters of the customer with this dunning letter set. These receipts are also excluded from the Dunning Letter Generate program's calculation of the net balance due in a particular currency for this customer. See: Creating Dunning Letter Sets: page 2 – 116.

### **Excluding Items and Customers from Dunning**

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Receivables automatically excludes automatic receipts and the outstanding debit items that they include from your dunning submissions. You can manually exclude a past due item from dunning by using the Exclude from Dunning call action in the Customer Calls window. See: Customer Calls: page 4 – 21. You can exclude a customer from dunning by unchecking the Send Letters option for that customer's profile class. See: Defining Customer Profile Classes: page 3 – 42.

## See Also

Printing Dunning Letters: page 4 – 53

Dunning Letters: page 4 – 37

Defining Dunning Profiles for Customers and Customer Sites: page 4 – 40

Table and Column Descriptions: page 4 – 55

Staged Dunning: page 4 – 44

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## Staged Dunning

Unlike the Days Overdue method, in which you group items to a range of days past due, the Staged Dunning method lets you assign a dunning level to each past due debit item. This lets you represent past due debit items in terms of the date that the previous dunning letter was sent, instead of the number of days those items are past due.

For example, on JAN-01 your customer receives the second dunning letter in your dunning letter set which states: "Our records indicate that the following items are past due. Please remit payment for these items within 10 days." If the Minimum Days parameter is 10 for this letter and you do not receive payment for those items by JAN-11, Receivables increments the dunning level for each item by 1 and sends the next, more severe letter in the set.

You can modify the dunning level for a past due item in the Account Details window. See: Viewing Transactions: page 4 – 12.

The following examples describe the differences between the Days Overdue and the Staged Dunning methods by showing the results of various dunning submissions using each method.

Both examples assume that the Dunning Letter Generate program is submitted every two weeks.

## Example 1: Days Overdue Dunning Method

This example assumes the following invoices and letter set definition:

### Invoices

Invoice	Due Date	Days Past Due As Of				
		30 – MAR	15 – APR	30 – APR	15 – MAY	30 – MAY
Invoice 101	15 – MAR	15	30	45	60	75
Invoice 102	15 – APR			15	30	45
Invoice 103	15 – MAY					15

### Letter Set Definition

Send Letters in Sequence = Yes

<u>Letter Name</u>	<u>Days Past Due From – To</u>
Letter 1	15–30
Letter 2	31–60
Letter 3	61–99

If you submit the Dunning Letter Generate program between March 16 and March 29, no dunning letter is generated because the oldest overdue invoice (Invoice 101) is less than 15 days late, which is not within the range of Days Past Due of any dunning letter in the set.

However, if you submit the Dunning Letter Generate program on March 30, Invoice 101 appears on Letter 1 because it is now 15 days overdue. If you submit the Dunning Letter Generate program on April 15, Invoice 101 again appears in letter 1 because it is now 30 days overdue (Letter 1 contains items 15–31 days overdue).

The examples below show the results of three additional dunning submissions.

### **Results of dunning submission on April 30:**

Invoice and Days Overdue	Item Printed On
Invoice 102 (15 days overdue)	Dunning Letter 1
Invoice 101 (45 days overdue)	Dunning Letter 2

**Results of dunning submission on May 15:**

Invoice and Days Overdue	Item Printed On
Invoice 102 (30 days overdue)	Dunning Letter 1
Invoice 101 (60 days overdue)	Dunning Letter 2

**Results of dunning submission on May 30:**

Invoice and Days Overdue	Item Printed On
Invoice 103 (15 days overdue)	Dunning Letter 1
Invoice 102 (45 days overdue)	Dunning Letter 2
Invoice 101 (75 days overdue)	Dunning Letter 3

**Example 2: Staged Dunning Method – Separate letters for distinct dunning levels**

This example assumes the same invoices from the previous example, but using the following Staged Dunning letter set definition:

Letter Name	Dunning Level From - To	Minimum Days Between Staged Dunning
Letter 1	1 - 1	15
Letter 2	2 - 2	10
Letter 3	3 - 100	5

**Results of dunning submission between March 16 – March 29:**

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	1 - 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1–14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

**Results of dunning submission on March 30:**

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

**Results of dunning submission on April 15:**

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned to the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

**Results of dunning submission on April 30:**

<b>Overdue Invoice</b>	<b>Days Late</b>	<b>Level Before Dunning</b>	<b>Level After Dunning</b>	<b>Days Since Last Dunning</b>	<b>Debit Item Printed On</b>
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 1

Invoice 102 is assigned to dunning level 1 and is printed on Letter 1 since it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 and is printed on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

**Results of dunning submission on May 15:**

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 2

Invoice 102 is assigned to dunning level 2 and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 and is printed again on Letter 3, since it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).

One day after the dunning submission on May 15, the customer calls and promises to resolve Invoice 101 in 15 days. You agree to lower the dunning level for that item to 0 so it will not be selected for dunning the next time you submit the dunning letter generate program.

**Note:** You can modify the dunning level for an item in the Account Details window. See: Viewing Transactions: page 4 – 12.

**Results of dunning submission on May 30:**

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	75	0	0	15	None
Invoice 102	45	2	3	15	Letter 3
Invoice 103	15		1		Letter 1

Invoice 103 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 102 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum days between staged dunning for level 3 (5 days).

Invoice 101 is not selected for dunning because it has only been 14 days since its dunning level was manually adjusted and that number is less than the Minimum Days between staged dunning for level 1 (15 days).

### Summary of Examples 1 and 2: Days Overdue vs. Staged Dunning Method

The table below compares the results from the previous examples.

Date	<u>Days Overdue Method</u>	<u>Staged Dunning Method</u>
	Invoice #: Appears on...	Invoice #: Appears on...
March 16-29	(no letter generated)	(no letter generated)
March 30	Invoice 101: Dunning Letter 1	Invoice 101: Dunning Letter 1
April 15	Invoice 101: Dunning Letter 1	Invoice 101: Dunning Letter 2
April 30	Invoice 101: Dunning Letter 2 Invoice 102: Dunning Letter 1	Invoice 101: Dunning Letter 3 Invoice 102: Dunning Letter 1
May 15	Invoice 101: Dunning Letter 2 Invoice 102: Dunning Letter 1	Invoice 101: Dunning Letter 4 Invoice 102: Dunning Letter 2
May 30	Invoice 101: Dunning Letter 3 Invoice 102: Dunning Letter 2 Invoice 103: Dunning Letter 1	Invoice 101: (not selected) Invoice 102: Dunning Letter 3 Invoice 103: Dunning Letter 1

### Example 3: Staged Dunning – Single Letter Based on Highest Dunning Level

This example assumes that you are using the same letter set definition as Example 2, but when you submit the dunning letter generate program you set the Single Staged Letter option in the Print Dunning Letters window to Yes. If the Single Staged Letter option is Yes, Receivables prints all items selected for dunning in the letter defined for the highest dunning level.

For example, Invoice 101 and Invoice 102 are selected for dunning. Invoice 101 is at dunning level 2 and Invoice 102 is at dunning level 4.

Receivables sends the dunning letter assigned to dunning level 4 and includes both debit items in that letter.

If the Single Staged Letter option is No, the debit items that appear in the dunning letter are at dunning levels within the range defined for that letter. For example, items assigned to dunning level 2 only appear in the dunning letter with a range that includes dunning level 2.

**Results of dunning submission between March 16 – March 29:**

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	1 – 14				None

The only overdue invoice (Invoice 101, due March 15) is not selected for dunning since it has only been 1–14 days since its due date and this is less than the number of Minimum Days between staged dunning specified for the next dunning level (Level 1).

**Dunning Letter Generate program submission on March 30:**

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	15		1		Letter 1

Invoice 101 is assigned to dunning level 1 and is printed on Letter 1, since it has been 15 days since its due date and this meets the Minimum Days between staged dunning requirement for Dunning Level 1 (15 days).

### Dunning Letter Generate program submission on April 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	30	1	2	15	Letter 2

Invoice 101 is assigned the next dunning level (Level 2) and is printed on Letter 2 since it has been 15 days since its previous dunning correspondence date and this exceeds the Minimum Days between staged dunning for level 2 (10 days).

### Results of dunning submission on April 30:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	45	2	3	15	Letter 3
Invoice 102	15		1		Letter 3

Invoice 102 is assigned to dunning level 1 because it has been 15 days since its due date and that meets the Minimum Days between staged dunning for level 1 (15 days).

Invoice 101 is assigned to dunning level 3 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 3 (5 days).

Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning is within the range of dunning levels assigned to Letter 3.

### Results of dunning submission on May 15:

Overdue Invoice	Days Late	Level Before Dunning	Level After Dunning	Days Since Last Dunning	Debit Item Printed On
Invoice 101	60	3	4	15	Letter 3
Invoice 102	30	1	2	15	Letter 3

Invoice 102 is assigned to dunning level 2 because it has been 15 days since its due date and that exceeds the Minimum Days between staged dunning for level 2 (10 days).

Invoice 101 is assigned to dunning level 4 because it has been 15 days since its previous dunning correspondence date and that exceeds the Minimum Days between staged dunning for level 4 (5 days).

Both Invoice 101 and Invoice 102 will be printed on Letter 3 since the highest dunning level of all items selected for dunning (level 4) is within the range of dunning levels assigned to Letter 3.

### See Also

Printing Dunning Letters: page 4 – 53

Dunning Letters: page 4 – 37

Defining Dunning Profiles for Customers and Customer Sites: page 4 – 40

Creating Dunning Letter Sets: page 2 – 116

Table and Column Descriptions: page 4 – 55

Viewing Dunning History: page 4 – 20

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## Printing Dunning Letters

Use dunning letters to inform your customers of past due invoices, debit memos, and chargebacks. When you print your dunning letters, Receivables prints a copy of each invoice which has line items that are past due.

You can create dunning letter sets in which you group your dunning letters together to vary the tone with each successive letter. When you submit the Dunning Letter Generate program, Receivables compares the number of days that a customer's oldest outstanding debit item is past due with the Days Past Due Date ranges of the dunning letters in this customer's dunning letter set. This comparison determines which dunning letter to print. See: Creating Dunning Letter Sets: page 2 – 116

For each dunning submission, the Dunning Letter Generate program selects and prints letters using the dunning letter sets, customers, and collectors that satisfy your submission criteria.



**Attention:** Customers to which you have not assigned a dunning letter set are excluded from dunning, even if they have past due debit items.

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### Prerequisites

- Define dunning letters: page 2 – 110
- Create dunning letter sets: page 2 – 116
- Assign dunning letter sets to your customer profiles and specify minimum invoice and dunning amounts See: Defining Customer Profile Classes: page 3 – 42
- Define receivables activity with type of 'finance charges'
- Define profile classes to assess finance charges (optional): page 3 – 42

► **To print dunning letters:**

1. Navigate to the Print Dunning Letters or the Submit Requests window.
2. To print your dunning letters, enter 'Dunning Letter Generate' in the Name field, or select this option from the list of values.

To print and review a dunning letter, enter 'Sample Dunning Letter Print' in the Name field, enter the Letter Name, then choose OK.  
(Go to step 4.)

3. Enter print parameters. For example, choose to Order your dunning letters by Customer or Postal Code, specify a Dunning as of Date, and enter a range of dunning letter sets by low and high Letter Sets, Customer names, or Collectors. Receivables uses the Dunning as of Date to determine the number of days late of each past due debit item that appears on the dunning letter and only includes invoices that are past due as of this date (unless you also choose to include current invoices). The Dunning as of Date is also the correspondence date that appears on each dunning letter.

If you enter Yes for the Preliminary parameter, the Dunning Letter Generate program does not generate and print dunning letters. Instead, the program creates a report that lists the customers and sites that will be selected for dunning using the parameters you entered. This report lists the past due debit items that these dunning letters will include, along with these items' transaction types, purchase order numbers, creation date, due date, days past due, and outstanding balances.

If you enter No for this parameter, the Dunning Letter Generate program generates and prints dunning letters using the parameters you enter.



**Attention:** Receivables prints dunning letters for a customer only if the customer is assigned to a dunning letter set with the same dunning method that you specify in the report parameters. For example, Computer Services is in the range of customers you specify and is assigned to a Staged Dunning letter set. If you specify a Dunning Method of Days Overdue, Receivables does not print dunning letters for Computer Services.

4. Choose OK.
5. To change the default Print Options, enter the number of Copies to print, a printing Style, and the Printer to use.
6. To save the output of this submission to a file, check the Save Output check box.
7. To submit the dunning letters program more than once, enter Run Options. You can enter a Resubmit interval, a date and time To Start the resubmission, and an ending date on which to cease repeating.
8. Choose Submit. Receivables displays the request ID for this submission. You can use this number to view the status of your request in the View Concurrent Requests window.

## See Also

Dunning Letters: page 4 – 37

How Receivables Selects Items for Dunning: page 4 – 42

Customer Calls: page 4 – 21

Setting Up Receivables to Calculate Finance Charges: page 4 – 67

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## Table and Column Descriptions

Below is a description of the important tables and columns Receivables uses to store information for your dunning letters and dunning letter submissions. Each column has important detail information which indicates the column's function for dunning.

### AR\_DUNNING\_LETTER\_SETS

This table stores the parameter values that you specify for each dunning letter set, and the sequence in which each set's letters are sent to your customers and their sites.

<b>Column Name</b>	<b>Value</b>
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<b>DUNNING_LETTER_SET_ID</b>	DUNNING_LETTER_SET_ID is the primary key. This column is a foreign key in the AR_CUSTOMER_PROFILES and AR_CUSTOMER_PROFILE_CLASSES tables. This ID column in these two tables stores the ID of the dunning letter set that you have assigned to your customer profiles and standard credit profiles respectively.
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<b>NAME</b>	This column contains the name of the dunning letter set.
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### AR\_DUNNING\_LETTERS

This table stores information about each dunning letter that you define such as the letter name, its review date, description, and status.

<b>Column Name</b>	<b>Value</b>
<b>DUNNING_LETTER_ID</b>	This column is a foreign key to the AR_DUNNING_LETTER_SET_LINES table which identifies each letter that you assign to a dunning letter set.
<b>LETTER_NAME</b>	This column stores the name of each of your dunning letters. Oracle Receivables provides letters USER1 – 10 and STANDARD1 – 3 as default letters. You can create letters with new names using Oracle Reports.

### **AR\_DUNNING\_LETTER\_SET\_LINES**

This table stores the individual lines of a dunning letter set, including the Days Past Due range, and Yes or No values for including current invoices and copies of invoices with each letter within a dunning letter set.

### **AR\_CORRESPONDENCES**

This table stores one record for each dunning letter that you send to a customer or site. Each row includes information about which letter was sent, what dunning letter set it belongs to, when it was sent, and the customer or customer site that was sent to.

<b>Column Name</b>	<b>Value</b>
<b>CORRESPONDENCE_DATE</b>	This column stores the date on which you created a specific dunning letter.
<b>REFERENCE1</b>	This column stores the ID of the dunning letter set to which this dunning letter belongs, and is a foreign key to the AR_DUNNING_LETTER_SETS table.
<b>REFERENCE2</b>	This column stores the ID of the dunning letter, and is a foreign key to the AR_DUNNING_LETTERS table.

### **AR\_CORRESPONDENCE\_PAY\_SCHED**

This table stores one record for each invoice selected for dunning. Each row includes invoice and correspondence information such as the invoice's payment schedule number and the amount of interest the invoice has accrued.

<b>Column Name</b>	<b>Value</b>
<b>CORRESPONDENCE_ PAY_SCHED_ID</b>	This column is the primary key which uniquely identifies each invoice selected for dunning.
<b>PAYMENT_ SCHEDULE_ID</b>	This column stores the ID of the payment schedule of each invoice selected for dunning and is a foreign key to the AR_PAYMENT_SCHEDULES table.
<b>CORRESPONDENCE_ ID</b>	This column stores the ID of the dunning letter you generated which includes this invoice. This column is a foreign key to the AR_CORRESPONDENCES table.

### **See Also**

Dunning Letters: page 4 – 37

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## Calculating Finance Charges

You can calculate finance charges against past due debit items for each customer or site when you generate dunning letters or statements. Finance charges are calculated based on the remaining amount due of open and past due debit items, and include credit items as of the dunning or statement date.

**Note:** You can calculate finance charges without actually generating statements by using statement sites. To do this, assign an appropriate statement cycle to your customer level profile, but set the Send Statements option to No and the Calculate Finance Charges to Yes for the customer sites.

Finance charges are calculated from the last time they were computed for each customer. For example, you usually calculate finance charges for all of your customers on a monthly basis. If you last calculated finance charges on March 31, 1993 and you calculated it on May 31, 1993, Receivables calculates finance charges from March 31 to May 31.

For each customer or site, you can specify the interest rate for each currency, the number of days to which your interest rate refers, and the number of receipt grace days.

### **Accrue Finance Charges**

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To collect finance charges from your customers, define Receivables to accrue interest for past due items. Accrued interest updates the amount due remaining for the past due debit item. See: *Accruing Finance Charges*: page 4 – 63.

### **Adjust Finance Charge Calculations Based on Receipt Grace Days**

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Receivables looks at the number of receipt grace days when determining the Number of Days Late for an open debit item. Receipt grace days extend the due dates for outstanding debit items when calculating finance charges and sending dunning letters. You specify Receipt Grace Days when defining your customer profile classes. See: *Defining Customer Profile Classes*: page 3 – 42. For dunning letters to include grace days, check the Use Grace Days box in the Dunning Letter Sets window. See: *Creating Dunning Letter Sets*: page 2 – 116.

**Note:** Receipt Grace Days do not affect how Receivables calculates finance charges on customer statements. Receipt Grace Days determine whether an item is included in a dunning letter and how finance charges are calculated on each item included in the letter.

## **Assign Finance Charge Limits and Interest Rates by Currency**

For each currency you define for your customer's profile class, you can determine the interest rate, maximum interest charge for each invoice, and the minimum customer and invoice balance that must be exceeded before you will calculate finance charges. These values, along with your customer's past due balance, determine the amount of finance charges. See: Defining Customer Profile Classes: page 3 – 42.

## **Calculate Finance Charges for Disputed Items**

You can choose to include items in dispute when calculating finance charges by checking the Charge Finance on Disputed Items box in the Print Statements window. You can mark an item 'In Dispute' in either the Transaction or the Customer Calls window. See: Placing an Item in Dispute: page 4 – 27.

## **Compound Finance Charges**

Oracle Receivables lets you compound finance charges since the last time finance charges were calculated. Finance charges are calculated on the remaining amount due of the past due debit item and then added to any previously calculated finance charges. See: Compounding Finance Charges: page 4 – 64.

## **Display Finance Charges on Statements and Dunning Letters**

When defining your Dunning Letter sets, choose to calculate and display finance charges on your dunning letters by checking the Finance Charges box. See: Creating Dunning Letter Sets: page 2 – 116.

When printing your statements, choose to calculate and display finance charges by checking the Calculate Finance Charges box. See: Printing Statements: page 4 – 74.

## **Exclude Specific Debit Items From Finance Charges**

If you normally charge finance charges for your customers' past due debit items, but you want to exclude a specific debit item from finance charges, choose No in the Finance Charges field of the Transaction window for that item.

## See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 4 – 66

Setting Up Receivables to Calculate Finance Charges: page 4 – 67

Accruing Finance Charges: page 4 – 63

Compounding Finance Charges: page 4 – 64

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## Determining the Past Due Amount

When you calculate finance charges for a customer, Receivables sums up all of the unapplied an on-account amounts of this customer's receipts, as well as the unapplied amounts of their credit memos that have receipt dates and transaction dates that are before the current date. You define statement cycles and their associated statement dates for your statements in the Statement Cycles window.

Receivables then determines which debit items should be assessed finance charges. If you set the Charge Finance on Disputed Items field to No, then the dispute amount of the debit item must be zero. Lastly, the Finance Charge field in the Customer Profile Classes window must be set to Yes for the customer of this debit item.

Consider the following example in which a customer has the following debit and credit transactions and you run the dunning program on December 1, 1993. Assume that Days in Period = 30, Interest Rate = 10% for USD and Payment Grace Days = 0.

Class	Number	Currency	Due Date	Amt Due Remaining
Payment (Unapplied)	PMT1	USD		\$-50
Payment (On-Account)	PMT2	USD		\$-20
Credit Memo	CM1	USD		\$-10
Credit Memo	CM2	USD		\$-100
Invoice	INV1	USD	01-NOV-93	\$100

(Page 1 of 2)

Class	Number	Currency	Due Date	Amt Due Remaining
Invoice	INV2	USD	17-NOV-93	\$50
Invoice	INV3	USD	19-NOV-93	\$350
Invoice	INV4	USD	24-NOV-93	\$175

(Page 2 of 2)

This customer has a total credit amount of \$180 (-50 + -20 + -10 + -100). When Receivables applies the credit to the debit items starting with the oldest one first, \$320 of INV3 and the full amount of INV4 remain for finance charges. Using the dunning as of date of December 1, 1993, Receivables calculates the following finance charges:

$$\text{INV3} \quad \frac{.1}{30} * \$320 * 12 = \$12.80$$

$$\text{INV4} \quad \frac{.1}{30} * \$175 * 7 = \$12.80$$

Debit Item	Due Date	Dunning As of Date	Days Late	Remaining Amount	Finance Charges
INV3	19-NOV-93	01-DEC-93	12	\$320	\$12.80
INV4	24-NOV-93	01-DEC-93	7	\$175	\$4.08

Table 4 - 1 (Page 1 of 1)

If the calculated finance charge amount for an invoice is greater than the maximum interest amount per invoice in currency Y which you have specified in the customer's site level credit profile for customer site A, then Receivables uses the maximum interest amount rather than the calculated amount as the amount of the finance charges assessed on this invoice for this statement submission.

Receivables lets you define different finance charges interest rates and maximum amounts of finance charges per invoice for different currencies in the Customer Profile Classes window. For each currency, you can also define the minimum customer balance for finance charges as well as the minimum invoice balance for finance charges. Receivables does not calculate finance charges on past due items in currency Y for customer site A if the customer's balance at this site is less than the amount you specified for the Minimum Customer Balance for Finance Charges in currency Y in the customer profile for site A. Similarly, Receivables does not assess finance charges on invoices in currency Y from customer site A which are past due if their respective balances are

less than the amount that you specified for the minimum invoice balance for finance charges in the customer profile for site A.

Receivables computes and prints a transaction record of your finance charges for a customer from the last time that you created a statement for this customer on which finance charges appeared. For example, if you do not create a statement for customer site A for one month, Receivables calculates and prints a transaction line with finance charges for two months when you create a statement for customer site A that includes finance charges the following month. If you have never assessed finance charges on an invoice associated with customer site A, Receivables calculates finance charges using the item's due date and the number of receipt grace days that you specified for the credit profile of customer site A. If you calculate finance charges for a debit item that you entered in a foreign currency, Oracle Receivables uses the exchange rate that was entered for the debit item against which the charges are calculated.

## See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 4 – 66

Setting Up Receivables to Calculate Finance Charges: page 4 – 67

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## Currencies Without Rates

If you do not assign an interest rate to a currency in the Customer Profile Classes window, Receivables does not calculate finance charges for past due items in that currency. For example, a customer does business in two currencies, USD and UKS and both currencies have a past due balance, but no rate is assigned to either the site or customer level profile for UKS. Finance charges were last calculated on June 30, 1993 and you now calculate finance charges on July 31, 1993. Receivables calculates finance charges for USD, but not for UKS for the period of July 1, 1993 to July 31, 1993. Now you assign a rate to UKS and calculate finance charges as of August 31, 1993. Receivables calculates finance charges from August 1, 1993 to August 31, 1993 for both USD and UKS. The period from July 1, 1993 to July 31, 1993 for UKS will not be included in the finance charge calculation.

## See Also

Defining Customer Profile Classes: page 3 – 42

Defining Currencies (*Oracle General Ledger User's Guide*)

Accruing Finance Charges: page 4 – 63

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## Accruing Finance Charges

To accrue finance charges for past due debit items, set Accrue Interest to Yes in the System Options window. Receivables updates and increases the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges.

If Accrue Interest is No but the Charge Interest option for this customer's profile class is set to Yes, Receivables prints finance charges on statements for the customers and customer sites for which you have chosen to charge interest and that are included in this statement submission. However, Receivables does not update the balance due of these debit items in the Transactions or Collections windows.

Use the following example to understand how Receivables accrues finance charges:

**Example:**

Invoice = \$1000

Due Date = 01-OCT-93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

You run the statements or dunning program to calculate finance charges on 31-OCT-93 and get the following results:

$$\frac{.01}{30} * \$1000 * 30 = \$10$$

As of 31-OCT-93 you have: \$10 finance charges (02-OCT to 31-OCT)

\$1000 invoice

\$1010\*

\* Since you are accruing finance charges, the amount of the finance charge is added to the amount due balance.

## See Also

Preparing Receivables for Accruing and Compounding Finance Charges: page 2 – 103

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## Compounding Finance Charges

Receivables lets you compound the interest that you charge for past due items. If you compound interest, Receivables includes the finance charges that you have previously assessed when calculating finance charges on the outstanding balances of past due items.

To compound finance charges on past due debit items for a specific customer:

- set Compound Interest to Yes in the Profile:Document Printing tabbed region of the Customers window

To compound finance charges on past due debit items for a specific customer site:

- set Compound Interest to Yes in the Profile:Document Printing tabbed region of the Customer Addresses window

Use the following example to understand how Receivables compounds interest:

**Example:**

Invoice = \$1000

Due Date = 01-OCT-93

Interest Rate = 1%

Days in Period = 30

Accrue Interest = Yes

Compound Interest = Yes

You run the statements or dunning program to calculate finance charges on 31-OCT-93 and get the following results:

$$.01/30 * \$1000 * 30 = \$10$$

As of 31-OCT-93 you have: \$10 finance charges (02-OCT to 31-OCT)

\$1000 invoice

\$1010

You run the print statements or dunning letter generate program again on 30-NOV-93 and get the following results:

$$.01/30 * \$1010 * 30 = \$10.10 \text{ finance charges}$$

\* Since you are compounding finance charges, interest from 01-NOV to 30-NOV is calculated on \$1100 i.e. the balance including any previous finance charges.

As of 31-OCT-93 you have: \$10 finance charges (02-OCT to 31-OCT)

\$10.10 finance charges (01-NOV to 30-NOV)

\$1000 invoice

\$1020.10

**Note:** If Compound Interest had been set to No, finance charges would have been calculated on 1,000 only. If accrue interest had been set to No, then again finance charges would have been calculated on 1,000.

## See Also

Accruing Finance Charges: page 4 – 63

Preparing Receivables for Accruing and Compounding Finance Charges: page 2 – 103

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## Preparing Receivables for Accruing and Compounding Finance Charges

Use the following table to help you determine what information is required when you want to calculate, compound, or accrue finance charges.

Action	Charge Interest (Profile Class)	Days in Period (Profile Class)	Currency (Profile Class)	Rate (Profile Class)	Compound (Profile Class)	Accrue Interest (System Options)
Calculate Finance Charges	Yes	Value Required	Value Required	Value Required per currency		
Compound Interest	Yes	Value Required	Value Required	Value Required per currency	Yes	Yes
Accrue Interest	Yes	Value Required	Value Required	Value Required per currency	Yes/No	Yes

Table 4 – 2 (Page 1 of 1)

Site level profile options always take precedence over customer level profile options.

### See Also

Setting Up Receivables to Calculate Finance Charges: page 4 – 67

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## Setting Up Receivables to Calculate Finance Charges

Receivables displays finance charges on your statements and dunning letters to inform your customers of additional charges incurred for past due debit items. You can specify different interest rates and finance charge limits for each currency when you define your customer's profile classes. Receivables also lets you determine whether to accrue finance charges or include disputed items when calculating finance charges.

Receivables uses the following formula to calculate finance charges:

$$\text{Finance Charges} = \frac{\text{Interest Rate}}{\text{Days in Period}} * \text{Number of Days Late} * \text{Remaining Amount}$$

Receivables performs the following when determining which debit items should be assessed finance charges and the total past due amount:

- Sums up all of the unapplied and on-account amounts of the customer's receipts, as well as the unapplied amount of their credit memos which have receipt dates and transaction dates that are before the current date.
- Selects a debit item for finance charges if it is open and past due, and the number of days that it is late is greater than the number of Receipt Grace Days specified in the credit profile of the customer or customer location associated with the debit item.
- Matches the total credit amount to the debit items, starting with the oldest debit item, until the entire credit amount is used. If there are still open, past due debit items remaining, Receivables calculates finance charges for these remaining items. If there are no open, past due debit items remaining, or a credit balance exists, Receivables does not calculate finance charges.

### Prerequisites

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- Define receivables activity of type 'Finance Charges': page 2 – 170
- Define dunning letters: page 2 – 110
- Specify finance charges, grace days, and disputed items for your dunning letter sets: page 2 – 116
- Define messages for your statements in the Standard Messages window: page 2 – 186

► **To set up Receivables to calculate finance charges:**

1. Choose to calculate finance charges. To calculate finance charges for customers assigned to a profile class, check the Charge Interest box and enter an amount of Receipt Grace Days in the Customer Profile Classes window. See: Defining Customer Profile Classes: page 3 – 42.
2. Decide whether to compound interest. To compound interest for customers assigned to a specific profile class, check the Compound Interest box and enter the number of Days in Period in the Customer Profile Classes window. See: Defining Customer Profile Classes: page 3 – 42.
3. Assign an interest rate to each currency defined in your system. Assign an interest rate for each currency and enter a minimum customer balance and a minimum invoice balance for finance charges. If you do not assign an interest rate to a currency, Receivables will not calculate finance charges for past due items in that currency. See: Defining Customer Profile Classes: page 3 – 42.
4. Decide whether to accrue finance charges. To accrue interest, check the Accrue Interest box in the System Options window. Receivables will update and increase the remaining amount due of each debit item assessed finance charges by the amount of the newly calculated finance charges. See: Defining Receivables System Options: page 2 – 189.
5. Decide whether to exclude specific items from finance charges. You can exclude a debit item from finance charges by setting the Finance Charges field to No in the Transactions window. You can exclude an item from finance charges when entering a new or updating an existing transaction. See: Entering Transactions: page 6 – 2.

## **Calculating Finance Charges When Printing Dunning Letters**

- When defining your Dunning Letter sets, choose whether to use grace days, calculate finance charges, and calculate finance charges on disputed items. Define these parameters in the Dunning Letter Sets window by checking or unchecking the appropriate boxes. See: Creating Dunning Letter Sets: page 2 – 116.

**Note:** The Include Unapplied Receipts check box in the Dunning Letter Sets window only affects whether these receipts are actually printed on your dunning letters. Unapplied and on-account receipts are always included before finance charges are calculated.

## Calculating Finance Charges When Printing Statements

- Check the Calculate Finance Charges box. See: Printing Statements: page 4 – 74.
- To calculate finance charges for disputed items, check the Charge Finance on Disputed Items box. You can mark an item In Dispute in either the Transaction or the Customer Calls window. See: Placing an Item In Dispute: page 4 – 27.

## See Also

Printing Statements: page 4 – 74

Printing Dunning Letters: page 4 – 53

Calculating Finance Charges: page 4 – 58

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## Statements

Print statements to provide your customers with a complete record of their invoice, debit memo, chargeback, deposit, receipt, on-account credit, credit memo, and adjustment activity for a specific period.

You can produce statements that differentiate between bill-to sites for a customer's outstanding items. If you do not define a statement site for a customer, Receivables produces statements for each of the customer's bill-to sites. Each of these bill-to site statements include transactions that are specific to that site. You can define statement and bill-to business purposes for your customer addresses using the Customers windows. See: Assigning a Business Purpose to a Customer Address: page 3 – 25.

**Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing: page 6 – 343.

---

### 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.

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### 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 4 – 73.

## Statement Cycles

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Use statement cycles to determine when to send statements to your customers. You assign these cycles to your customer and site level profiles. Receivables lets you generate statements for all customers associated with a specific statement cycle.

If you define a statement site for a customer, Receivables uses the statement cycle defined in the customer profile to determine when statements should be sent. If you have not defined a statement site, Receivables uses the statement cycle defined in the customer's site level profile to determine when statements should be sent to each site.

Receivables includes all activity from the last time you printed a statement for this customer to the current statement date, even if this customer's statement cycle is set up to skip printing on one or more statement dates. Receivables will also include open debit items from prior periods in the statement. For example:

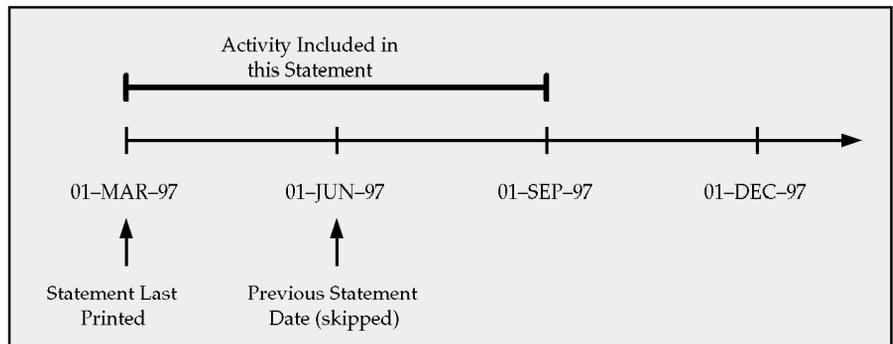
Today's Date: 03-SEP-97

Statement Date: 01-SEP-97

Previous Statement Date: 01-JUN-97 (skipped)

Statement Cycle: Quarterly

Figure 4 - 1 Statement Cycles



<b><u>Invoice Creation Date</u></b>	<b><u>Included in Statement?</u></b>
<b>Invoice Date: 30-FEB-97</b>	No, unless it is either still open or was closed between 01-MAR-97 and 31-AUG-97
<b>Invoice Date: 30-AUG-97</b>	Yes, because the invoice date is between the date the statement was last printed and the statement date
<b>Invoice Date: 02-SEP-97</b>	No, because the invoice date is later than the statement date

See: Statement Cycles: page 2 – 187.

### **Credit Profiles**

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Receivables lets you define credit profiles for each customer and each of their bill-to locations using the Customer Profile Classes window. Profile classes let you choose whether to send statements to customers using this profile class and, if so, lets you specify:

- A statement cycle
- A minimum statement amount by currency
- Whether to send a statement to customers if they have a credit balance

See: Defining Customer Profile Classes: page 3 – 42.

### **Statement Setup**

---

Before you can print statements for your customers, you need to define the following:

- Statement cycles: page 2 – 187
- Standard messages: page 2 – 186
- Statement aging buckets: page 2 – 33
- Customer profile classes: page 3 – 42

## **See Also**

Printing Statements: page 4 – 74

Defining a Statement Site: page 4 – 73

Cross Site and Cross Customer Receipts: page 4 – 77

Sample Statement: page 4 – 78

Statements (print parameters and column headings): page 9 – 172

---

## Defining a Statement Site

Receivables lets you define a **statement site** to better manage customers with multiple bill-to sites. By defining a statement site, you can send your customer a single, consolidated statement for all of their bill-to sites, rather than a statement for each site. You can only define one active statement site use per customer.

If you have defined an active statement site for your customer, Receivables still lets you enter different options for the site level credit profile. However, Receivables ensures that the statement cycles are still all the same by using the statement cycle assigned to the customer level profile.

To create a statement site, assign the business purpose Statements to a customer's address. See: Assigning a Business Purpose to a Customer Address: page 3 – 25.



**Suggestion:** You can use statement sites to assess finance charges even if you do not want to send statements to the customer. To do this, set the Send Statements profile option to No for the site level credit profile of a customer with a statement site but set Calculate Finance Charges to Yes for this same site. In this case, Receivables does not create statements for this bill-to site, but will calculate finance charges when you run statements for the statement cycle assigned to the customer level profile.

### Statements for a Customer Without a Statement Site

---

If you have not defined a statement site for a customer that is included in a print statements submission, Receivables generates statements for each of this customer's bill-to sites that have the Send Statement option set to Yes.

## See Also

Cross Site and Cross Customer Receipts: page 4 – 77

Defining Customer Profile Classes: page 3 – 42

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## 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 4 – 70.

### Prerequisites

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- Define statement cycles: page 2 – 187
- Define standard messages: page 2 – 186
- Define aging buckets: page 2 – 33
- Define customer profile classes: page 3 – 42

► **To print statements:**

1. Navigate to the Print Statements window.
2. Enter a print Option. Choose from the following:

**Print Statements:** Print statements for either a specific customer, customer site, or all of the customers and customer locations that have the statement cycle that you specify in their credit profiles. This option includes activity from the last statement date to the current statement date.

**Print A Draft Statement:** Print a draft statement for a customer or site to review before sending it to this customer. Draft statements do not include finance charges.

**Reprint Statements:** Reprint any statements that you have previously printed.

3. Enter the aging Bucket to use. You can only select active aging buckets that have a type of 'Statement Aging.' See: Aging Buckets: page 2 – 33.
4. Enter the Customer name or Number and the billing Location for this submission.
5. Enter a statement Cycle. The default is the cycle you specified in this customer's profile class. See: Customer Profile Classes: page 3 – 42.
6. If you are printing a draft statement, enter an As of Date. This date determines the transactions to include in your draft statement. The default is today's date.
7. Enter the Statement Date for this submission. If you assess finance charges, Receivables uses this date to determine the finance charges on debit items that your statement includes. When you enter a statement cycle, the default statement date is the next available statement date for this cycle. You can choose another date from the list of values.

**Note:** Statement dates that you defined but chose to skip will not appear in the list of values. See: Statement Cycles: page 2 – 187.

8. To include only specific transactions in this statement, enter a Transaction Type.
9. To include only transactions assigned to a specific salesperson, enter a Primary Salesperson.
10. To calculate finance charges on items included in this submission, check the Calculate Finance Charges box.
11. If you checked the Calculate Finance Charges box and you want to calculate finance charges for items in dispute, check the Charge Finance on Disputed Items box.
12. To use the bitmapped, graphical version of Oracle Reports 2.0 to print your statement, check the Bitmapped box. For more information, see Setting Character Mode vs. Bitmap Printing in the *Oracle Applications System Administrator's Guide*.
13. To print a standard message on your statement, enter the Name of the standard message, or select from the list of values. You can only select messages that have start and end date ranges that include the current date.

14. Save your work. Receivables assigns this submission a unique Request ID. You can use this number to check the status of your request in the 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 3 sample pages of Xs to show you how your statement will print. This lets you make any necessary adjustments before you start printing your statements.

## See Also

Statements (overview): page 4 – 70

Sample Statement: page 4 – 78

Calculating Finance Charges: page 4 – 58

Statements (print parameters and column headings): page 9 – 172

Consolidated Billing: page 6 – 343

## Cross Site and Cross Customer Receipts

Receivables lets you accurately record and report on receipts that you have applied across customers and customer sites.

Receivables displays each cross customer or cross site receipt on the statement of the customer or customer site associated with the invoice to which you applied this receipt, as well as on the statement of the customer or customer site that owns the receipt.

The Reference column on your statement includes the amount of each receipt while the corresponding Transaction column displays the amount of each receipt that you applied to a specific invoice.

Receipts that have cross site or cross customer applications will be reported on statements after the On-Account and Unapplied receipts. These entries display the amount applied to transactions of other sites in the Transaction Amount column and have no effect on the balance of the statement.

In the example below, two sites – SF and CA – pay each others invoices. Every receipt is recorded against the invoice to which it is applied. It is also reported on the statement of the site that owns the receipt as a cross site entry with the amount applied to the other site displayed as the transaction amount. If the receipt is not fully applied, the portion not applied will be entered as an unapplied receipt.

### Primary Salesperson

Site SF - Statement

Invoice	Transaction	Reference	Location	Trx. Amount	Amount
Inv 1	Invoice		SF	200.00	
Inv 1	Payment	check p1 200.00	CA	-150.00	50.00
Inv 5	Invoice		SF	1200.00	
Inv 5	Payment	check p5 700.00	SF	-600.00	
Inv 5	Payment	check p6 600.00	CA	-600.00	0.00
Unapplied	Payment	check p2 500.00	SF	-100.00	
Unapplied	Payment	check p5 700.00	SF	-100.00	-200.00
					0
Cross Rcpt	Payment	check p2 500.00	SF	400.00	
Cross Rcpt	Payment	check p3 500.00	SF	500.00	
Cross Rcpt	Payment	check p4 100.00	SF	100.00	

Site CA - Statement

Invoice	Transaction	Reference	Location Amount	Trx. Amount	Amount
Inv 2	Invoice		CA	500.00	
Inv 2	Payment	check p2 500.00	SF	-400.00	100.00
Inv 3	Invoice		CA	600.00	
Inv 3	Payment	check p3 500.00	SF	-500.00	
Inv 3	Payment	check p4 100.00	SF	-100.00	0.00
Unapplied	Payment	check p1 200.00	CA	-50.00	-50.00
Cross Rcpt	Payment	check p1 200.00	CA	150.00	
Cross Rcpt	Payment	check p6 600.00	CA	600.00	0.00

## See Also

Sample Statement: page 4 – 78

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## Sample Statement

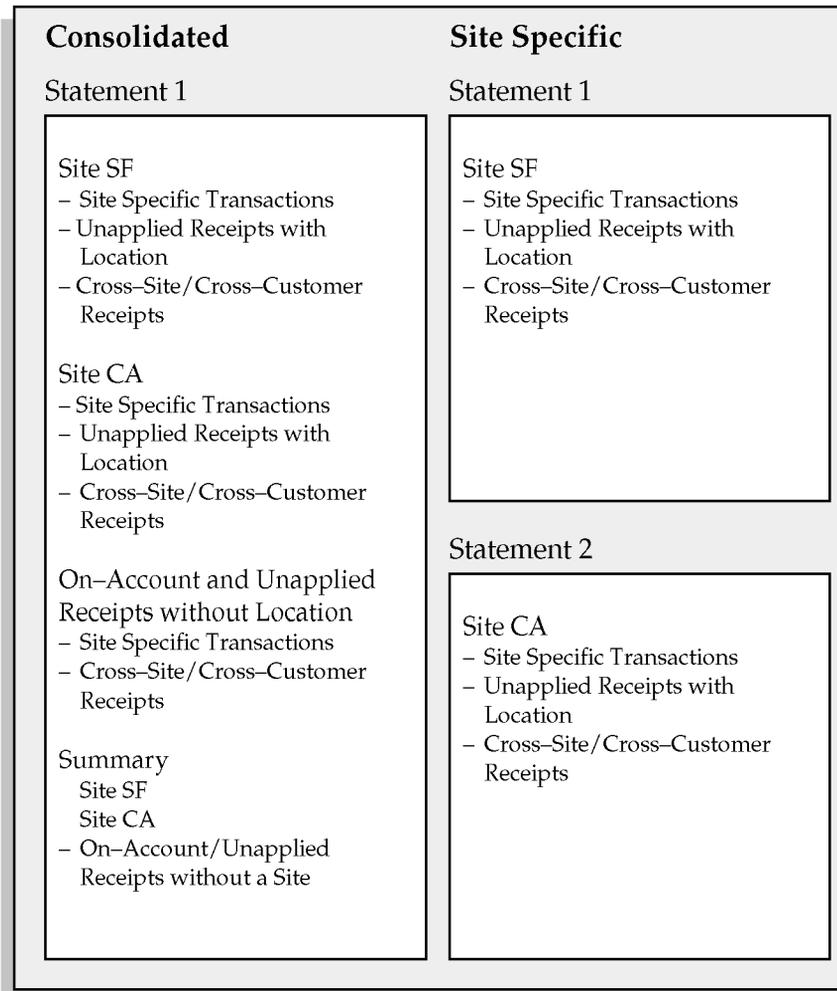
If you have defined a statement site for your customer, Receivables will create one consolidated statement for the statement site, rather than creating a separate, site-specific statement for each bill-to site. Receivables subdivides each customer's consolidated statement to show subtotals for each of the customer's bill-to sites. Receivables then sorts each of these subtotals by currency. This consolidated statement contains a summary page at the end of the report with summarized subtotals by currency for each of a customer's bill-to sites. If there are any on-account or unapplied receipts with no location, they will be printed on a separate sheet before the summary page.

If you did not define a statement site, Receivables will print a separate statement for each bill-to site that shows all the transactions relating to that site, subtotaled by currency. On-Account or Unapplied receipts with no location will not appear on any of the statements.

In both cases, cross site and cross customer receipts will be displayed below the unapplied receipts for each bill-to site.

The following diagram shows the differences between a consolidated statement for two bill-to sites (SF and CA) and site-specific statements for these two sites.

**Figure 4 – 2 Statement Cycles**



**See Also**

Printing Statements: page 4 – 74

Statements (print parameters and column headings): page 9 – 172

Cross Site and Cross Customer Receipts: page 4 – 77



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CHAPTER

# 5

## Receipts

**T**his chapter explains everything you need to know about entering, applying, and remitting receipts in Oracle Receivables. It also describes how to create Automatic Receipts, chargebacks, and adjustments, run AutoLockbox, and use AutoCash rules to automatically apply receipts to open debit items.

## Entering Receipts

The screenshot shows the Oracle Receipts window with the following data:

Receipt Number	12345	Receipt Type	Cash
Currency	USD	Receipt Amount	100.00
Receipt Date	06/18/1999	GL Date	06/18/1999
Payment Method	A1 CUSTOMER PAYMENTS	Document Num	
State	Confirmed	Functional Amount	100.00

Navigation tabs: Cash Receipts, Remittance, Application Summary, Misc Transaction, Reversal, Cash Management

Customer Information:

Trans Number		Customer Number	1006
Customer Name	Computer Service and Rentals	Location	Chattanooga
Taxpayer ID	87-76545491	Tax Code	TSALES
Reference			
Comments	Payment for invoice 3425.		

Customer Bank Information:

Bank Name	KMM Limited
Account Num	5649

Confirmation Information:

Date	06/18/1999
GL Date	06/18/1999

Buttons: Confirm... 1, Reverse... 1, Mass Apply, Applications

Use the Receipts window to enter new or query existing receipts. For each receipt, you can see whether the receipt is identified and what portion of the receipt has been applied, placed on-account, and left unapplied.

You can enter two types of receipts in Receivables:

- **Cash receipts:** Payment (such as cash or a check) that you receive from your customers for goods or services.
- **Miscellaneous transactions:** Revenue earned from investments, interest, refunds, and stock sales.

You can apply receipts to invoices, debit memos, deposits, guarantees, on-account credits, and chargebacks. You can partially or fully apply a receipt to a single debit item or to several debit items. You can enter receipts and apply them to transactions in either Open or Future

accounting periods. You can also create chargebacks or adjustments against these transactions.

If you do not specify a customer for a receipt, the receipt is unidentified. In this case, the receipt amount appears in the Unidentified field in the Receipts window (Application Summary tabbed 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 7 - 80

### **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. For automatic receipts, this status indicates the receipt has been confirmed.

**Remitted:** This receipt has been remitted. This status is valid for both automatic and manually entered receipts.

**Cleared:** The payment of this receipt was transferred to your bank account and the bank statement has been reconciled within Receivables. This status is valid for both automatic and manually entered receipts.

**Reversed:** This receipt has been reversed. You can reverse a receipt when your customer stops payment on a receipt, if a receipt comes from an account with non-sufficient funds or if you want to re-enter and reapply it in Receivables. You can reverse cash receipts and miscellaneous transactions.

### **Prerequisites**

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- Define receipt classes: page 2 - 164
- Define payment methods: page 2 - 151
- Define receipt sources: page 2 - 167
- Define profile options: page A - 2

❑ Open accounting periods: page 7 - 10

► **To manually enter a receipt:**

1. Navigate to the Receipts or Receipts Summary window.
2. Choose a Receipt Type of 'Cash.'
3. Enter the receipt information, including Receipt Number, Currency, Receipt Amount, GL Date, and 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.

You can enter transactions in any currency defined in the system if you have at least one remittance bank account with a Receipts Multi-Currency flag set to Yes. 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 6 - 31.

4. Enter a Payment Method. Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt. You can only select payment methods that have remittance bank accounts that are in the same currency as the receipt.
5. If you are using manual document numbering, enter a unique Document Number. If you are using automatic document numbering, Receivables assigns this transaction a unique number when you save. See: Implementing Document Sequences: page 2 - 99.
6. To help identify the customer for this receipt, enter a Transaction number (optional). Receivables displays the customer associated with this transaction. If multiple customers have transactions with the number you entered, Receivables displays a window from which you can select a customer. If you enter a number here,

Receivables displays the customer number in the Applications window when you apply this receipt.

7. If you did not enter a Transaction number and the receipt is not unidentified, enter customer information for this receipt, including Customer Name or Number and Bill- To Location. When you enter the customer, Receivables enters this customer's primary Bill- To Location, if one exists (you can change this value). If the system option Require Billing Location for Receipts is set to Yes, you must enter a Bill- To Location.



**Attention:** If you do not enter a Bill- To Location and the customer has no statement site, any unapplied or on- account receipt amounts will not appear on statements sent to this customer.

8. If you are manually entering an automatic receipt, enter a Bank Name or Account Number.
9. Open the Remittance tabbed region, then 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.
10. Receivables derives the default remittance bank account from the payment method you entered. You can accept this value or enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt or the Multi- Currency flag for the remittance bank is set to Yes. Only bank accounts that are in your functional currency can accept multiple currency deposits. See: Manually Entering Automatic Receipts: page 5 - 199.

**Note:** If the profile option AR: Mask Bank Account Numbers is set to Yes, some bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options: page A - 4.

11. To prevent the receipt Remittance bank from being automatically overridden during the remittance process, choose Don't Allow in the Override Bank Account field (optional). If you choose Allow, Receivables can automatically change the receipt remittance bank to the remittance batch bank during the remittance process. See: Creating Remittance Batches: page 5 - 217.
12. If bank charges apply, open the Application Summary tabbed region, then enter an amount for Bank Charges. Bank charges may apply if the receipt's creation status is 'Cleared' (the clearance method of the associated receipt class must be set to 'Directly'). See: Receipt Classes: page 2 - 164.

13. Save your work. If you entered a customer, the receipt amount appears in the Unapplied field in the Application Summary tabbed region. Otherwise, the entire receipt amount appears in the Unidentified field.

To apply this receipt, see: Applying Receipts: page 5 - 11.

## See Also

Receipts Field Reference: page 5 - 7

Entering Miscellaneous Transactions: page 5 - 50

Batching Receipts for Easy Entry and Retrieval: page 5 - 62

Creating Chargebacks and Adjustments: page 5 - 45

Reversing Receipts: page 5 - 53

Reapplying Receipts: page 5 - 57

Receipt Analysis - Days Late Report: page 9 - 144

Receipt Register: page 9 - 149

Unapplied Receipts Register: page 9 - 191

Bank Charges: page 2 - 93

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## Receipts Field Reference

This section provides a brief description of some of the fields in the Receipts, Receipts Summary, and Receipt Batches windows.

**Actual Count/Amount:** The total number and amount of receipts in this batch. If you add receipts in different currencies to a batch, the total amount reflects the amount entered in *all* currencies, not just the batch currency. Receivables updates these fields when you add cash receipts to this batch.

**Actual Value Date:** (Cash Management tabbed region) 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:** (Cash Management tabbed region) 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.

**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.

**Approval Code:** The authorization number provided by Oracle Payment Server which indicates that the credit card vendor has verified the customer's account information and approved the receipt amount. This field is only used when a customer uses a credit card to remit payment for an open debit item(s). See: Credit Cards: page 6 - 175.

**Bank Charges Setup:** The amount of bank charges as defined in the Define Bank Charges window. This field is for display only. See: Bank Charges: page 2 - 93.

**Batch:** The batch name associated with the lockbox transmission that created this batch. If the receipt status is Remitted, this is the name of the remittance batch. If the receipt status is Cleared, this is the name of the clearing batch. If the receipt status is Reversed, this field is null.

**Difference Count/Amount:** The difference between the Control and Actual receipt counts and amount for this batch. When you add cash receipts to this batch, Receivables updates the Actual, Difference, and Unapplied Count and Amount totals for this batch.

**Discounts Unearned:** The total discount that your customer did not earn, but you accepted. You decide whether your customers can take unearned discounts by setting the system option Allow Unearned Discounts to either Yes or No.

**Line Number:** (Cash Management tabbed region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Lockbox:** The number of the Lockbox that created this batch.

**Maturity Date:** When you remit a receipt, Receivables uses the maturity date to determine when to transfer funds from your customer's bank to one of your remittance bank accounts.

**Miscellaneous Count/Amount:** Receivables updates these fields when you add miscellaneous receipts to this batch.

**Name:** The name of the Lockbox that created this batch.

**On Account Count/Amount:** The total number and amount of on account receipts in this batch. Receivables updates these values when you apply these receipts.

**Partially Purged:** This check box indicates whether some of the transactions in this batch have been deleted by the Archive Purge program. When transactions are partially purged, the Control Total section appears out of balance because the Actual Count and Amount fields no longer include the purged transactions.

**Payment Server Order Number:** A number provided by Oracle Payment Server to uniquely identify the transaction(s) to which this receipt is applied. This field is only used when a customer uses a credit card to remit payment for an open debit item(s). See: Credit Cards: page 6 - 175.

**Posted Date:** The date this receipt posted to your general ledger. A receipt can be posted to your GL both when it is Remitted and when it is Cleared.

**Receipt Class:** You can assign a receipt class to a receipt source. Receivables derives the default receipt class from the Receipt Source for this batch. When you define a receipt class in the Receipt Classes window, you specify whether to create remittances for receipts with this class and whether you want to track when they clear after running the Automatic Clearing program. Receivables only lets you select receipt classes that you defined with a Creation Method of 'Manual'.

**Remittance Method:** (Receipts 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'.

**Statement Date:** (Cash Management tabbed region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Statement Number:** (Cash Management tabbed region) Receivables enters a value for this field when you match receipts with bank statements in Oracle Cash Management.

**Tax Code:** This field is used by German localizations for VAT tax reporting. For more information, see the VAT for On Account Receipts Report in the German Globalizations Manual.

**Tolerance Limit:** The amount that a receipt can differ from an invoice and still be accepted by the system. Receivables derives this value from the Define Bank Charges window. This field is for display only. See: Bank Charges: page 2 - 93

**Transaction Number:** The number of the transaction to associate with this receipt. If the profile option AR: Show Billing Number is Yes, Receivables displays two fields. The first field displays the Consolidated Billing Invoice number associated with this transaction; the second field displays the transaction number. See: Consolidated Billing: page 6 - 343.

**Unapplied:** The amount of this receipt in your functional currency that has not been applied to a transaction.

**Unapplied Count/Amount:** The total number and amount of unapplied and partially applied receipts in this batch. Receivables updates these fields when you apply cash receipts that are part of this batch.

**Unidentified Count/Amount:** The total number and amount of unidentified receipts in this batch. Unidentified receipts are those for which you have not entered a customer.

## **See Also**

Applying Receipts: page 5 - 11

Batching Receipts for Easy Entry and Retrieval: page 5 - 62

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## Applying Receipts

Use the Applications window to apply your receipts or on-account credits. You can apply all or part of a receipt or on-account credit to a single debit item or to several debit items. For example, your customer may send a single check to pay all of one invoice and part of another invoice. Or, a customer may have an on-account credit he will expect you to use with his receipt to close an open debit item. You cannot apply an unidentified receipt; you must specify the customer who remitted the receipt before you can apply it to a transaction.

You can apply a receipt to an unrelated customer's debit items if the system option Allow Payment of Unrelated Invoices is set to Yes. You can apply receipts to any type of transaction except guarantees and standard credit memos.

You can also combine on-account credits with a customer's receipts to increase the amount you can apply to debit items, leave partial receipt amounts unapplied, or place an amount on-account.

You can apply receipts in the same foreign currency as your transactions. Enter foreign currency exchange rate information using predefined exchange rates, or enter your own rate. When you post a foreign currency receipt application to the general ledger, Receivables records a realized gain or loss amount. See: Foreign Currency Transactions: page 6 - 31.

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 5 - 29.

Receivables uses the transaction type of the debit item to which you are applying the receipt to validate the application amount. If the transaction type does not allow overapplication, you cannot enter an amount that would reverse the sign of the debit item. If the transaction type specifies Natural Application only, you must enter an amount that brings the balance due closer to zero. See: Transaction Types: page 2 - 246.

Receivables uses the **Application Rule Set** assigned to this debit item's transaction type to determine how to reduce the open line, tax, freight, and finance charge amounts. If there is no application rule set assigned to this item's transaction type, Receivables uses the application rule set in the System Options window. See: Receivables Application Rule Sets: page 5 - 38.

## Prerequisites

Enter receipts: page 5 - 2

► **To automatically apply a receipt to several transactions:**

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts: page 5 - 2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Mass Apply.

**Mass Apply (Vision Operations) - 12345**

**Customer**

Name **Computer Service and Rental** Number **1006**

Location

**Transaction**

Types	<b>Debit Memo</b>	-	<b>Invoice</b>
Numbers		-	
Due Dates	<b>01/01/1999</b>	-	<b>01/31/1999</b>
Dates		-	
Balances	<b>10.00</b>	-	<b>500.00</b>

**Primary Sort Criteria**

**Balance Due**

Ascending  Descending

**Secondary Sort Criteria**

**Due Date**

Ascending  Descending

**Include**

Invoices  Deposits  Debit Memos

Chargebacks  Credit Memos  Disputed Transactions

Cross Currency

Apply Date **11/05/1999**

Apply Preview

5. Specify the transactions to which you want to apply this receipt by entering Transaction selection criteria. For example, enter a range of transaction Types, transaction Numbers, Due Dates, or Balances. Leave a field blank if you do not want to limit the search to transactions matching that criteria.

**Note:** If the profile option AR: Show Billing Number is Yes, Receivables displays two transaction Numbers fields. You can enter a Consolidated Billing Invoice number in the first field; use the second field to enter a transaction number. See: Consolidated Billing: page 6 - 343.

6. Specify how to order selected transactions by entering Sort Criteria (optional). You can mark transactions by Balance Due, Due Date, Invoice Date, or Invoice Number and in Ascending or Descending order. For example, to order items with the largest balances first, choose Balance Due, Descending.



**Suggestion:** Use sort criteria to ensure that the transactions you want to pay first are listed first in the Applications window.

7. Specify which types of transactions to include in your query by checking or unchecking the appropriate check boxes. You can choose Invoices, Credit and Debit Memos, Deposits, Chargebacks, and Disputed Transactions.
8. Enter an Apply Date (optional). If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. Receivables uses this date as the application date for all transactions included in this application.
9. To view the transactions matching your selection criteria without marking them for application, choose Preview. This lets you choose to which transactions you want to apply this receipt (see next step).

To automatically mark the transactions matching your selection criteria for application, choose Apply. Receivables selects each transaction for application in the order queried until the full amount of the receipt is applied. Marked transactions will be paid in full with any discounts automatically taken.

10. If you chose Preview, select transactions for application by checking the Apply check box. Receivables enters the Amount Applied and updates the Unapplied Amount of the receipt and the Balance Due for each transaction. The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to

apply this receipt to more than one transaction). For more information, refer to the profile option AR: Cash- Default Amount Applied in: Overview of Receivables Profile Options: page A - 4.

If you chose Apply, you can either accept how Receivables has marked each transaction for application, or modify this information. Unchecking the Apply check box resets the balance due for that transaction and increases the unapplied amount of the receipt. You can update the Amount Applied, select a different transaction, or leave the receipt partially unapplied.

**Note:** The default Discount Taken is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is set to Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 5 - 178.

11. To place any remaining amount on account, use the down arrow to insert a new record, then enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.
12. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Manually Applying Receipts

- ▶ **To manually apply a receipt to one or more transactions:**
  1. Navigate to the Receipts window.
  2. Enter or query the receipt to apply. See: Entering Receipts: page 5 - 2.
  3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
  4. Choose Applications.

Applications (Vision Operations) - 12345

Customer Name: **Computer Service and Rentals**      Receipt Amount: **USD**      **100.00**

Customer Number: **1006**      Unapplied: **31.71**

Location: **Chattanooga**      On Account: **0.00**

Exchange Gain/Loss: **0.00**

Applications

Apply	Saved	Transaction Number	Billing Number	Installment	Trans Currency	Amount Applied	Discount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		1	USD	19.12	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1373		2	USD	49.17	
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Chargebacks      Adjustments

- Select the transaction to which you want to apply this receipt from the list of values. Receivables enters the Amount Applied for this receipt and updates the Unapplied Amount of the receipt and the Balance Due for this transaction. If the system option Allow Payment of Unrelated Invoices is set to Yes, you can apply this receipt to an unrelated customer's transactions.

The default Amount Applied is either the open amount of the transaction or the unapplied amount of the receipt, but you can change it (for example, if you want to apply this receipt to more than one transaction). For more information, refer to the profile option AR: Cash- Default Amount Applied in: Overview of Receivables Profile Options: page A - 4.

**Note:** The default Discount is the amount of earned discounts available for this application, but you can change it. If the system option Allow Unearned Discounts is Yes, you can apply these discounts here. Receivables skips this field if this transaction is a credit memo. See: Discounts: page 5 - 178.

6. To apply this receipt to another transaction, repeat step 5.
7. To place an amount on account, enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.  
  
Receivables marks any portion of this receipt that you do not apply or place on- account as 'Unapplied'.
8. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## See Also

Applications Field Reference: page 5 - 36

Chargebacks and Adjustments: page 5 - 45

Reapplying Receipts: page 5 - 57

Reviewing Receipts and Applications: page 5 - 59

Applying On- Account Credits: page 6 - 88

Applied Receipts Register: page 9 - 149

Unapplied Receipts Register: page 9 - 191

Deposited Cash Report - Applied Detail/Open Detail Reports: page 9 - 85

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## 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 Deutsche marks (DEM) as payment. Using the remittance information provided by your customer, you can either fully or partially apply this receipt to Invoice 101. Receivables automatically calculates the open balance on the invoice (if any) and the foreign exchange gain or loss (FXGL) for this application.

You can apply receipts to transactions using any currency defined in Oracle General Ledger.

**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: page 6 - 90.

---

### 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:

$$\text{Receipt Amount (as of the receipt date)} - \text{Invoice Amount (as of the invoice date)} = \text{Foreign Exchange Gain or <Loss> *}$$

\* Receivables calculates each amount in your functional currency.

Using the fields in the Applications window, this formula can be also represented as shown below:

$$\text{Allocated Receipt Amount Base} - \text{Amount Applied Base} = \text{FXGL}$$

See: Applying Cross Currency Receipts - Examples: page 5 - 22.

## **Euro Validation**

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In accordance with the laws of the European Monetary Union, as of January 1, 1999 fixed- rate currencies will be considered a monetary unit of the Euro currency. Receivables supports currencies that are fixed- rate denominations of the Euro.

Because the monetary units of the Euro have fixed, predefined exchange rates, the Applications window can enter some default values when you create applications for Euro- denominated transactions.

For example, currencies within Country A and Country B are Euro- denominated and are defined as such in the general ledger. You issue an invoice in currency A, then later apply a receipt to that invoice in currency B. Because the rate for these countries is fixed, you only need to enter either the Amount Applied or the Allocated Receipt Amount in the Applications window. When you do this, Receivables automatically calculates and displays a default value for the other amount.

This example supports the following situations in which your customer provides either:

- the amount of this receipt to apply to the transaction (for example: 'Apply 50 dollars of this receipt to Invoice 101')

or

- an amount to reduce the open balance (for example: 'Use this receipt to close 25 dollars of Invoice 102')

**Note:** When you are applying a Euro- denominated receipt to a Euro- denominated transaction, you cannot update the fixed exchange rate. You can only update an exchange rate in Oracle General Ledger.

## **Viewing Discounts on a Cross Currency Receipt Application**

When you apply a receipt to multiple transactions that are in different currencies, Receivables does not display the total discount amount in the Receipts window (Application Summary tabbed region). This is because Receivables always calculates discounts in the currency of the transaction. Since there are multiple transactions with multiple currencies involved in this type of application, the total discount cannot be expressed in a single currency. Therefore, you can only view the discount for each application separately in the Applications window.

To do this, perform the following:

- query the receipt in the Receipts window
- choose the Applications button
- scroll to display the Discounts field (if this field does not appear in the window, choose Show Field, then Discounts from the Folder menu)

## **Accounting Entries in Multiple Currencies**

When you enter a receipt or a transaction that is not in your functional currency, Receivables requires that you enter the applicable exchange rate in the Exchange Rates pop up window. This lets Receivables account for amounts in both your functional currency and the currency of the transaction.

For more information, see: Foreign Currency Transactions: page 6 - 31.

## **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 5 - 22.

## See Also

Setting Up Cross Currency Receipts: page 5 - 20

Applying Cross Currency Receipts - Examples: page 5 - 22

Applying Cross Currency Receipts: page 5 - 29

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## Setting Up Cross Currency Receipts

To set up Receivables to use cross currency receipts, perform the following steps.

### **Step 1** Define Cross Currency System Profile Option

To be able to apply a receipt in one currency to one or more transactions in a different currency, set the system profile option AR: Enable Cross Currency to Yes.

You can define this profile option at the Site, Application, or User level.

### **Step 2** 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 3** Define a Suspense Account in Oracle General Ledger

When you create a cross currency receipt application, the resulting accounting entry consists of two currencies: the receipt currency and the transaction currency. Receivables ensures that the proper FXGL is calculated so that the entry balances in your functional currency. The entry, however, does not balance in the entered currency (see the entry created in Example 1 in which a DEM receipt is applied to a CAD

invoice). See: Applying Cross Currency Receipts - Examples: page 5 - 22.

When Receivables posts these multi- currency journal entries, Oracle General Ledger separates the entries by currency before balancing them. Next, General Ledger creates one entry to a clearing account so that each journal entry will balance in the entered currency. A clearing account is called a 'Suspense Account' in Oracle General Ledger.

**Note:** The entry to the clearing account will always be zero in your functional currency as the journal already balances in functional currency.



**Attention:** You do not need to *enable* suspense accounting for your set of books to apply cross currency receipts in Receivables. You only need to *define* a suspense account for journal entries created by your cross currency receipt applications.

The Oracle General Ledger Journal Import Program identifies all journals 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 set of books, enter a Source of 'Receivables' and a Category of 'Cross Currency.' See: Defining Suspense Accounts in the *Oracle General Ledger User's Guide*.

#### **Step 4 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 5 - 22 Receivables multiplies the Amount Applied (90 CAD) by the cross currency rate (2.222222) to calculate the Allocated Receipt Amount (200 DEM). See: Profile Options in Oracle General Ledger: page A - 27.

## See Also

Applying Cross Currency Receipts - Examples: page 5 - 22

Applying Cross Currency Receipts: page 5 - 29

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## 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 in the Oracle Applications User's Guide*.

### Example 1

This example shows how you can apply a receipt in German Marks (DEM) 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.



The Applications window now appears as shown below:

Transaction Number	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				

Table 5 - 2 (Page 1 of 1)

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 (200 DEM) in the Allocated Receipt Amount field. Receivables uses this amount to determine the Cross Currency Rate of 2.222222 (200/90). Receivables then determines the Allocated Receipt Amount Base (in your functional currency) of 57.14 USD, using the exchange rate as of the receipt date (see Example Summary below). Finally, Receivables calculates an Exchange Loss of 2.86 USD.

The Applications window now appears as shown below:

Transaction Number	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	2.222222	200.00	57.14	<2.86>

Table 5 - 3 (Page 1 of 1)

Calculations

**Cross Currency Rate:**  $200$  (DEM) /  $90$  (CAD) = 2.222222

**Allocated Receipt Amount:**  $200$  (DEM) / 3.5 = 57.14 (USD)

**Exchange Gain/Loss:**  $57.14$  (USD) -  $60$  (USD) = <2.86> (USD)

When you save this application, Receivables creates the following accounting entries:

```

DR Cash                                200 DEM [57.14 USD]
DR Foreign Exchange Loss                2.86 USD
    CR Accounts Receivable                90 CAD [60 USD]
  
```

## Example Summary

The table below summarizes each step in this example and the corresponding calculations that Receivables performs.

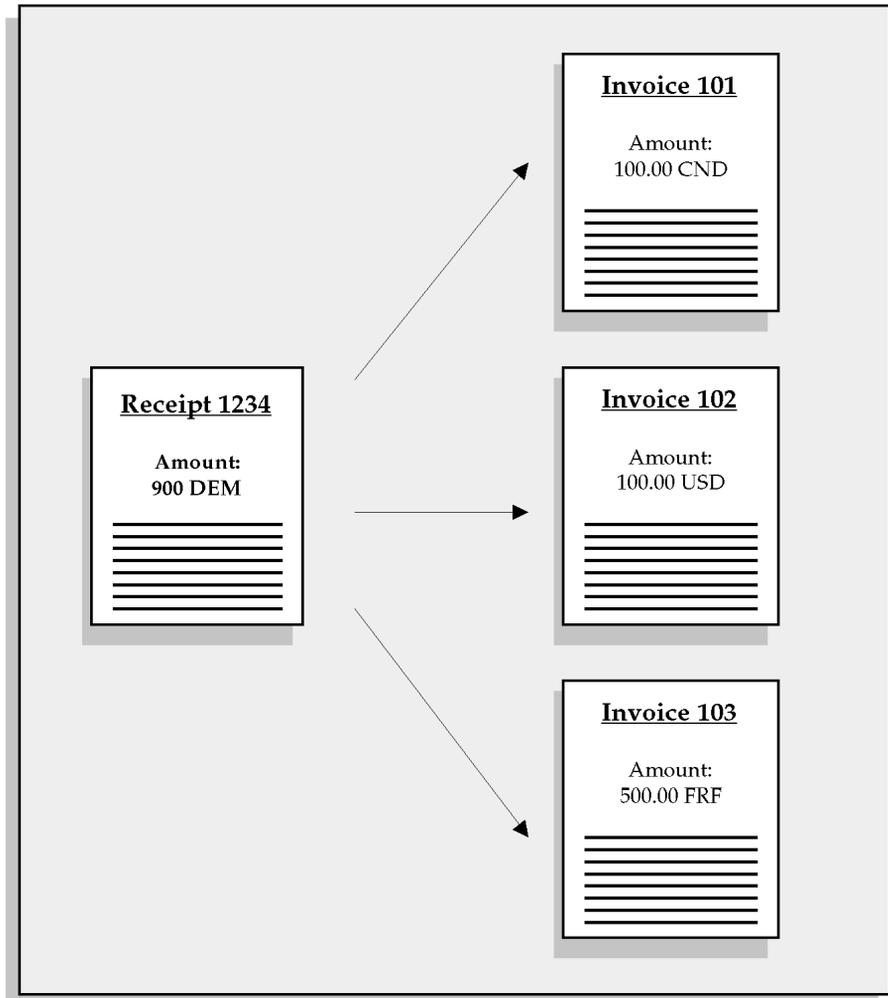
Action	Exchange Rate	Calculation
You create Invoice 101 for 100 CAD.	1 USD = 1.5 CAD (exchange rate on invoice date)	$100 \text{ CAD} / 1.5 = 66.67 \text{ USD}$
You enter receipt for 200 DEM. Receivables calculates amount in functional currency.	1 USD = 3.5 DEM (exchange rate on receipt date)	$200 \text{ DEM} / 3.5 = 57.14 \text{ USD}$
You enter 90 CAD in Amount Applied field. Receivables calculates Amount Applied in your functional currency.	1 USD = 1.5 CAD	$90 \text{ CAD} / 1.5 = 60 \text{ USD}$
You choose to apply the entire 200 DEM receipt to Invoice 101. Receivables calculates the cross currency exchange rate from this value.	2.222222 (cross currency rate derived by system)	$200 \text{ DEM} / 90 \text{ CAD} = 2.222222$
Receivables calculates Allocated Receipt Amount in your functional currency.	1 USD = 3.5 DEM (as of JAN- 31, receipt date)	$200.00 / 3.5 = 57.14$
Receivables calculates Foreign Exchange Gain or Loss.	(NA)	$57.14 \text{ USD} - 60 \text{ USD} = <2.86> \text{ USD}$

**Table 5 - 4 (Page 1 of 1) Applying Cross Currency Receipts**

## Example 2: Applying a Receipt to Several Invoices in Different Currencies

Using the same procedure described in the previous example, you can apply a receipt in one currency to several transactions, each in a different currency.

Figure 5 - 1 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 900 DEM and includes the following information:

<u>Inv No.</u>	<u>Date</u>	<u>Inv. Balance</u>	<u>Paid Amt.</u>	<u>Rate to DEM</u>	<u>DEM Remitted</u>
101	1- JAN	100 CAD	90 CAD	2.222222	200.00
102	2- JAN	100 USD	100 USD	3.4692	346.92
103	4- JAN	500 FRF	500 FRF	.66230	<u>331.15</u>
Total Remitted Amount:					878.07 DEM
On Account:					<u>21.93</u>
Total Remittance:					900.00 DEM

**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 below:

Transaction Number	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	2.222222	200.00	57.14	(2.86)
102	0.00	0.00	100.00	100.00	3.469200	346.92	99.12	(0.88)
103	0.00	0.00	500.00	96.15	.662300	331.15	94.61	1.54
On Account						21.93	6.27	

Table 5 - 5 (Page 1 of 1)



**Suggestion:** You can also use the Receivables Mass Apply feature to automatically select transactions for cross currency receipt application. For more information, see: Automatically Selecting Invoices for Cross Currency Receipt Application: page 5 - 31.

## Using the Cross Currency Exchange Gain/Loss Report

---

Receivables lets you review detailed information about your cross currency settlements. The Cross Currency Exchange Gain/Loss report lets you analyze each cross currency receipt application for a customer, customer site, receipt date range and receipt currency. This report is useful when you need a record of the cross currency rates used in your cross currency receipt applications.

The Cross Currency Exchange Gain/Loss report provides much of the same information as the Applications window during cross currency receipt application. In addition, this report provides a 'Rate Reconciliation' section that shows what the foreign exchange gain/loss for an application would have been if you had used the cross currency rate maintained in Oracle General Ledger. This information lets you analyze any significant discrepancies in the FXGL that can result from cross currency receipt applications.

To illustrate the Rate Reconciliation section of the report, consider Example 1 in this section where the cross currency rate used (in accordance with the remittance information) in the application was 2.222222. The Rate Reconciliation section of Cross Currency Exchange Gain/Loss report will default the system's Corporate rate, for example, between CAD and DEM on 31-Jan of 2.309444. Based on this rate, it would have taken 207.85 DEM to close 90 CAD (where  $90 \text{ CAD} \times 2.309444 = 207.85 \text{ DEM}$ ) of the customer's balance. In this case, you would have experienced a loss of 0.61 USD instead of the realized loss of 2.86 USD (refer to Example 1).

The report shows that the variance between the foreign exchange loss you actually experienced and the loss you would have experienced is 2.25 ( $2.86 - 0.61$ ). This detailed information may be necessary to determine whether the cross currency rate used by your customer was appropriate. See: Cross Currency Exchange Gain/Loss Report: page 5 - 33.

### **See Also**

Creating On Account Credits: page 6 - 87

Entering Receipts: page 5 - 2

Foreign Currency Transactions: page 6 - 31

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## 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 German marks (DEM) 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, the Receivables system profile option AR: Enable Cross Currency must be set to Yes. Additionally, you must define a Suspense Account for your set of books. See: Setting Up Cross Currency Receipts: page 5 - 20.



**Suggestion:** 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 5 - 22. 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 5 - 17.

You can also use the Mass Apply window to automatically select a range of invoices for cross currency receipt application. See: Automatically Selecting Invoices for Cross Currency Receipt Application: page 5 - 31.

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 5 - 33.

## Prerequisites

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Enter receipts: page 5 - 2

► **To manually apply a receipt to one or more transactions in a different currency:**

1. Navigate to the Receipts window.
2. Enter or query the receipt to apply. See: Entering Receipts: page 5 - 2.
3. If the receipt is unidentified, enter the Customer or Customer Number who remitted this receipt.
4. Choose Applications.
5. Select the transaction to which you want to apply this receipt from the list of values. Receivables 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 5 - 178.
9. To place any remaining amount on account, create a separate application and enter 'On Account' in the Transaction Number field. The default amount is the unapplied amount of the receipt, but you can change it.

10. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## Automatically Selecting Invoices for Cross Currency Receipt Application

You can use the Mass Apply window to automatically select transactions for cross currency receipt application. The Mass Apply window lets you select transactions for application by entering selection criteria, such as a range of open balances, transaction types, or due dates.

If you have set up your system to use Cross Currency receipts, Receivables displays a Cross Currency check box in the Mass Apply window. Check this box to apply a receipt to transactions in different currencies.

If you set Cross Currency to Yes in the Mass Apply window, Receivables:

- selects all transactions that meet your selection criteria, regardless of their currency
- disables the Apply button (in this case you can only *preview* selected transactions; you need to manually create each cross currency application)

If you set Cross Currency to No, Receivables limits its search to transactions that are in the same currency as the receipt.

### ► To automatically select transactions for cross currency receipt application:

1. Navigate to the Receipts window.
2. Query or enter the receipt to apply. See: Entering Receipts: page 5 - 2.
3. If the receipt is unidentified, enter the name or number of the customer who remitted this receipt.
4. Choose Mass Apply.
5. Specify the 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.



**Suggestion:** 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 5 - 29.

**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 5 - 178.

12. When you are satisfied with this receipt application, save your work. Receivables updates your customer's account balances.

## See Also

Reviewing Receipts and Applications: page 5 - 59

Cross Currency Exchange Gain/Loss Report: page 5 - 33

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## Cross Currency Exchange Gain/Loss Report

Use this report to review detailed information about your cross currency settlements.

This information includes:

- the transaction number and currency
- the amount applied to each transaction in both the transaction and your base (functional) currency
- the amount of the cross currency receipt allocated to the transaction
- the cross currency rate used for each application
- the foreign exchange gain or loss (FXGL) for each application
- information necessary to compare the FXGL you would have realized if you had used the cross currency rate maintained in your General Ledger

You can run this report from the Print Account Reports window.



**Attention:** To run this report, you must set up Receivables to use cross currency settlements. See: Setting Up Cross Currency Receipts: page 5 - 20.

### Report Parameters

Enter report parameters to determine the content of your report. When you request this report, Receivables lets you specify the following options:

**Customer Name:** To include only receipts for a specific customer in this report, enter a customer name. Leave this field blank to include receipts for all customers.

**Location:** If you entered a Customer, enter a customer site to include only receipts for that site (optional). Leave this field blank to include receipts for all of this customer's sites.

**From Receipt Date:** To include only specific receipts in this report, enter the receipt creation date from which you want to include receipts. Leave this field and the To Receipt Date field blank to include receipts in this report regardless of their creation date.

**To Receipt Date:** If you entered a From Receipt Date, enter the last date for which you want to include receipts in this report. Leave this field blank to include all receipts entered through today's date.

**Receipt Currency:** To include only receipts denominated in a specific currency in this report, enter a currency.

**Exchange Rate Type:** Enter the exchange rate type to use as the system cross currency rate in the Rate Reconciliation section of this report (optional). This parameter specifies the conversion rate used to convert the receipt currency to the transaction currency.

If you do 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

Report headings provide general information about the contents of your report, such as report title, report date and time, and your set of books name.

**Customer:** The name of the customer whose data this report includes. If you specified a customer in the report parameters, the report displays information for only this customer; otherwise, the report displays information for all customers.

**Site:** The customer site. If you specified a site in the report parameters, the report includes information for only this site; otherwise, the report displays information for all sites.

**Receipt:** The receipt number.

**Date:** The receipt creation date.

**Amount:** The amount of this receipt.

**Receipt Currency:** The currency of this receipt.

**Rate Type:** The rate type used to convert your receipt currency to the currency of the transaction. If you do not enter a Rate Type, the report does not include the Rate Reconciliation section.

## Column Headings

When you run this report, Receivables provides the following information for each invoice matching your selection criteria.

Transaction Section

**Transaction Number/Date/Currency:** The number, creation date, and the entered currency for this transaction.

**Amount Applied:** The amount applied to this transaction in the transaction currency.

**Amount Applied Base:** The amount applied to this transaction converted to your functional currency on the date of the application.

#### Actual Application Section

**Allocated Receipt Amount:** The amount applied to this transaction in the receipt currency.

**Allocated Receipt Amount - Base:** The amount applied to this transaction converted to your functional currency on the date of the receipt.

**Cross Currency Rate:** The exchange rate used to apply the receipt to this transaction. This is the exchange rate as of the receipt date (for the selected rate type).

**Exchange Gain/Loss:** Measured in your functional currency, the exchange gain or loss incurred on this receipt application. These gains or losses arise from changes in the exchange rates between the receipt and the transaction currency. Receivables uses the following formula to calculate this amount:

$$\begin{array}{r} \text{Allocated Receipt} \\ \text{Amount (Base)} \end{array} - \begin{array}{r} \text{Amount Applied} \\ \text{(Base)} \end{array} = \begin{array}{r} \text{Exchange Gain or} \\ \text{<Loss>} \end{array}$$

#### Rate Reconciliation Section



**Attention:** If you did not enter a Rate Type in the report parameters, the report does not include this section.

**Absolute Difference:** The absolute difference between the exchange gain or loss in the Actual Application section and the Rate Reconciliation section. This is expressed as a positive number.

**Allocated Receipt Amount:** The portion of this receipt that was applied to the transaction in the receipt currency.

**Allocated Receipt Amount - Base:** The portion of this receipt that was applied to the transaction in your functional currency.

**Exchange Gain/Loss:** The gain or loss you would have incurred on this application if you had used the cross currency rate maintained in your general ledger (see System Cross Currency Rate, above).

**System Cross Currency Rate:** The exchange rate maintained in your general ledger (with the selected rate type) between the transaction and receipt currency on the receipt date.

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## Applications Field Reference

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

**Allocated Receipt Amount:** The amount of the receipt to apply in the *receipt* currency. This field is used for cross currency receipt applications. `amt_applied_from`

**Amount Applied:** The amount of the receipt to apply in the *transaction* currency. This field is used for cross currency receipt applications. `amount_applied`

**Apply Date:** The apply date to assign to this receipt application. If the receipt date is later than the current date, the default is the receipt date; otherwise the default is the current date. You cannot change this date after you save this application.

**GL Date:** The date on which to post this application to your general ledger. The default is the 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:** To reference your receipt to a single invoice, debit memo, or chargeback line, enter the line number. If you use the list of values, Receivables displays all open lines for this debit item along with the original amount due for each line. When you specify a line for a receipt application, if you attempt to apply more than the line balance, Receivables automatically reduces the application amount to the line balance. Receivables does not update the remaining amount due for a line when you apply a receipt against it. When you apply a receipt against an invoice and specify one of its lines for the application, Receivables updates the balance due for the entire invoice by the amount of the receipt application.

**On Account:** The amount of the receipt that you have placed On Account. When you place an amount On Account, Receivables automatically updates the Unapplied and On Account fields.

**Reference:** The reference number that your customer supplies with this receipt. Receivables displays the reference number for each receipt returned by your query. You can update the reference number for your receipt.

**Status:** The status of the receipt to review. Following are possible receipt statuses: Applied, Unapplied, Unidentified, Non- Sufficient Funds, Stopped Payment, and Reversal- User Error. Receivables does not let you apply receipts that have a status of Non- Sufficient Funds, Stopped Payment, or Reversal- User Error.

**Transaction Code:** This field is only used by Public Sector Accounts Receivable.

**Transaction Number:** The identification number of the transaction to which you want to apply this receipt. You can enter receipt applications against items that have GL dates in future accounting periods. When you use the list of values to select the transaction to which to apply this receipt, Receivables displays one choice for each installment of an invoice. If the profile option AR: Show Billing Number is Yes, Receivables displays two fields. The first field displays the Consolidated Billing Invoice number associated with this transaction (if any); the second field displays the transaction number. See: Consolidated Billing: page 6 - 343.

## See Also

Reviewing Receipt Applications: page 5 - 59

Applying On- Account Credits: page 6 - 88

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## Receivables Application Rule Sets

Application Rule Sets determine the steps Receivables uses to apply partial payments to your customer's open debit items and how discounts affect the open balance for each type of associated charges. Transactions usually consist of line items, tax, freight, and finance charges, or a combination of these. Depending on your business needs, you can reduce each associated charge proportionately, close the outstanding tax amount first, or apply a payment to the line and tax amounts and use any remaining portion to reduce the freight and finance charges.

Application Rule Sets let you specify how Receivables reduces the balance of your open debit items when you:

- Apply a receipt to an invoice or debit memo
- Run Post QuickCash

You can assign a rule set to each of your transaction types and enter a default rule set in the System Options window. Receivables uses the following hierarchy to determine which application rule set to use, stopping when one is found:

1. Transaction Type
2. System Options

**Note:** Receivables Application Rule Sets always apply payments and discounts to the *gross* line amount (the net line amount plus any associated tax amount). For more information, see: Tax Inclusive in the *Oracle Receivables Tax Manual*.

### Application Rule Sets

Receivables provides the following predefined Application Rule Sets. You can view these rule sets and create your own rule sets in the Application Rule Sets window.

For a detailed explanation of each of these rule sets, see: Application Rule Set Example: page 5 - 40.

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#### **Line First - Tax After**

This rule set first applies the payment to the open line amount, and then applies the remaining amount to the associated tax. If the payment is greater than the sum of the line and tax, Receivables

attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. This is the default application rule set in the System Options window. See: Overapplication Rule: page 5 - 39.

### **Line First - Tax Prorate**

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This rule set applies a proportionate amount of the payment to the open line and tax amount for each line. If the payment is greater than the sum of the open line and tax amounts, Receivables attempts to close each open item by applying the remaining amount in the following order, stopping when the payment has been fully applied:

1. Freight
2. Finance charges

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule: page 5 - 39.

### **Prorate All**

---

This rule set applies a proportionate amount of the payment to each open amount associated with a debit item (for example, any line, tax, freight, and finance charge amounts for this item).

Receivables uses the following formula to determine the applied amount:

$$\text{Applied Amount} = \frac{\text{open application line type amount}}{\text{sum of application line types in rule details}} * \text{Receipt Amount}$$

Any remaining receipt amount is applied using the Overapplication Rule. See: Overapplication Rule: page 5 - 39.

### **Overapplication Rule**

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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 5 - 167.

## 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

<b>Line</b>	<b>\$1000</b>
<b>Tax</b>	<b>\$140</b>
<b>Freight</b>	<b><u>\$200</u></b>
<b>Total:</b>	<b>\$1340</b>

Your customer remits a partial payment of \$1040 for this invoice. The table below shows how Receivables applies the payment using each of the three predefined application rule sets.

Application Rule Set	Total Amount Applied	Line Amt. Applied	Tax Amt. Applied	Freight Amt. Applied
Line First - Tax After	1040	1000	40	0
Line First - Tax Prorate	1040	912.28 <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>

**Table 5 - 6 (Page 1 of 1) Applying Payments Using Application Rules**

### Calculations:

#### Line First - Tax After

First apply payment to open line amount; apply any remaining amount to tax.

#### Line First - Tax Prorate

$$^1 (1040/1140) * 1000 = 912.28$$

$$(\text{Receipt Amount} / \text{Total Line and Tax}) * \text{Line Amount} = \text{Line Amount Applied}$$

$$^2 (1040/1140) * 140 = 127.72$$

(Receipt Amount / Total Line and Tax) \* Open Tax Amount = Tax Amount Applied

### Prorate All

$$^3 (1040/1340) x 1000 = 776.12$$

(Receipt Amount / Invoice Total) x Open Line Amount = Line Amount Applied

$$^4 (1040/1340) x 140 = 108.66$$

(Receipt Amount / Invoice Total) x Open Tax Amount = Tax Amount Applied

$$^5 (1040/1340) x 200 = 155.22$$

(Receipt Amount / Invoice Total) x Open Freight Amount = Freight Amount Applied

### Line First - Tax After

As shown in the example above, this rule set first applies the payment to the line amount, reducing the balance due to zero. Receivables then applies the remaining amount (\$40) to the tax charges, reducing the open tax amount to \$100. Since the payment is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Line First - Tax After	1340	300	1000	0	140	100	200	200

Table 5 - 7 (Page 1 of 1)

### Line First - Tax Prorate

This rule set applies a proportionate amount to the open line and tax charges. Since the amount applied is not enough to close these items, the freight balance is not affected.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Line First - Tax Prorate	1340	300	1000	87.72 <sup>1</sup>	140	12.28 <sup>2</sup>	200	200

Table 5 - 8 (Page 1 of 1)

## Calculations

$$^1 1000 - 912.28 = 87.72$$

Amount Line Items - Line Amount Applied = Open Line Amount

$$^2 140 - 127.72 = 12.28$$

Tax Original - Tax Amount Applied = Open Tax Amount

## Prorate All

This rule applies a proportionate amount of the receipt to the line, tax, and freight for this transaction. To see the formula Receivables uses to calculate the amount applied for each line type, refer to Prorate All: page 5 - 39.

The table below compares each line type before and after you apply an amount using this rule.

Application Rule Set	Amt. Due Original	Amt. Due Remaining	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining
Prorate All	1340	300	1000	223.38	140	31.34	200	44.78

Table 5 - 9 (Page 1 of 1)

## **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** <100.00>  
**Tax** 100.00  
**Freight** 30.00  
**Charges** 10.00

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** <100.00>  
**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.

Application Rule Set	Line Items Original	Line Items Remaining	Tax Original	Tax Remaining	Freight Original	Freight Remaining	Charges Original	Charges Remaining
Prorate All	<100>	<100>	100	28.56	30	8.58	10.00	2.86

Table 5 - 10 (Page 1 of 1)

The amount applied to each line type and the calculations Receivables performs are shown below.

Total Amount Applied	Line Amt. Applied	Tax Amt. Applied	Freight Amt. Applied	Charges Amt. Applied
100	0	71.44 <sup>1</sup>	21.42 <sup>2</sup>	7.14 <sup>3</sup>

Table 5 - 11 (Page 1 of 1) Applying a Payment Using the Application Rule Prorate All

**Calculations:**

$$^1 100 - (21.42 + 7.14) = 71.44$$

$$^2 (30 * 100) / 140 = 21.42$$

$$^3 (10.00 * 100) / 140 = 7.14$$

**See Also**

Application Rule Sets: page 2 - 37

Defining Receivables System Options: page 2 - 189

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## Chargebacks and Adjustments

Receivables lets you create adjustments and chargebacks against transactions to which you are applying a receipt. You can create multiple chargebacks and adjustments against each transaction, for positive or negative amounts.

Receivables lets you enter a chargeback against a credit memo or an on- account credit if they have a positive balance.

Receivables uses the transaction type of the transaction you are adjusting to validate the adjustment or chargeback amount. If the transaction type does not allow 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: page 2 - 246.

If the profile option AR: Cash - Allow Actions is set to No, the Chargebacks and Adjustments buttons are not available in the Applications window.

### Creating a Chargeback

Use chargebacks to create a new debit item for your customer when closing an existing debit item. For example, your customer sends payment of \$75 for a \$100 invoice. You can apply the receipt to the invoice, then create a chargeback for the balance due.

Receivables requires that you automatically number your chargebacks. You can change the base number for your chargeback numbering sequences by updating the Last Invoice Number field for this chargeback batch source in the Transaction Sources window. See: Transaction Batch Sources: page 2 - 239.

#### Prerequisites

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- Define chargeback standard memo line: page 2 - 182
- Define reason lookups: page 2 - 132
- Define chargeback adjustment activity: page 2 - 170
- Define chargeback transaction types: page 2 - 246
- Enter receipts: page 5 - 2

□ Apply receipts: page 5 - 11

► **To create a chargeback:**

1. Navigate to the Receipts window.
2. Query or enter the receipt. See: Entering Receipts: page 5 - 2.
3. Choose Applications.
4. Select or enter the Transaction to which you want to apply this receipt. See: Applying Receipts: page 5 - 11.
5. Choose the Chargebacks button.
6. Enter the transaction Type and the Amount of this chargeback. The default chargeback amount is the remaining amount of the transaction. Receivables displays the new remaining amount in the Balance Due field. You can enter an amount greater than the balance due only if the Allow Overapplication option for this transaction type is Yes. For more information, see: Transaction Types: page 2 - 246.
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). Chargeback reasons can include Refund, Billing Error, or Write Off. You can define additional chargeback reasons in the Receivables Lookups window. See: Defining Receivables Lookups: page 2 - 132.  

**Note:** The Transaction Code field is only used by Public Sector Accounts Receivable.
11. Save your work. Receivables uses the chargeback batch source to automatically number your chargeback and assigns the default payment term 'IMMEDIATE.'

**Note:** You can view the payment term, GL date, and other information about this chargeback in the Transactions window. To do this, perform a query using the chargeback number.

## Creating an Adjustment

Create adjustments to increase or decrease the balance due for an invoice, debit memo, chargeback, or commitment. For example, you apply a receipt to an invoice, but there is still an open balance of two dollars. You can create an adjustment to write off the remaining amount and close the debit item.

**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

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- Define adjustment activity: page 2 - 170
- Define approval limits: page 2 - 40
- Define adjustment reason lookups: page 2 - 132

► **To create an adjustment:**

1. Navigate to the Receipts window.
2. Enter or query the receipt. See: Entering Receipts: page 5 - 2.
3. Choose Applications.
4. Select or enter the Transaction to which you want to apply the receipt. See: Applying Receipts: page 5 - 11.
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 7 - 80.

6. Enter an Activity Name and choose the Type of adjustment you are creating. Valid adjustment types include Invoice, Line, Charges, Freight, and Tax.

7. Enter the Amount of this adjustment. If you specify 'Invoice' as your adjustment type, Receivables requires that the amount of your adjustment be at least enough to close the item you are adjusting, and displays this value in the Amount field. If the amount of this adjustment is outside your 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).



**Attention:** You can enter an amount greater than the balance due only if the transaction type's Allow Overapplication option is set to Yes. For more information, see: Transaction Types: page 2 - 246.

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: page 2 - 99.
12. If you entered an adjustment type of Line in step 6, enter the line number you are adjusting (optional). Receivables does not update the remaining amount due for the line when you specify a line adjustment; instead, Receivables updates the balance due for the transaction by the amount that you entered for the line adjustment.
13. Open the Comments tabbed region, then enter a Reason for creating this adjustment (optional). Receivables prints your reasons on the Adjustment Register.
14. 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.

15. Save your work. Receivables generates a unique number for this adjustment.

## **See Also**

About Adjustments: page 6 - 303

Foreign Currency Transactions: page 6 - 33

Transaction Types: page 2 - 246

Adjustment Register: page 9 - 22

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## Entering Miscellaneous Transactions

Non-invoice related transactions such as investment and interest income are known as miscellaneous transactions in Receivables. Use the Receipts or Receipts Summary window to enter your miscellaneous transactions.

You can enter transactions in any currency defined in the system if you have at least one remittance bank account with the Receipts Multi-Currency flag set to Yes. If no such bank account exists, you can only enter transactions in the same currency in which bank accounts exist.

Receivables uses distribution sets that you define to account for miscellaneous transactions. See: Distribution Sets: page 2 - 97.

### Prerequisites

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- Define miscellaneous cash receivable activities: page 2 - 170
- Define distribution sets: page 2 - 97
- Define receipt classes: page 2 - 164
- Define payment methods: page 2 - 151
- Define receipt batch sources: page 2 - 239
- Open your accounting periods: page 7 - 10
- Define your profile options: page A - 2

► **To enter a miscellaneous transaction:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of 'Misc.'
3. Enter transaction information, including Receipt Number, Currency, Receipt Amount, GL Date, and Payment Method. The batch GL Date provides the default GL Date. If there is no batch information, the default is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period.

If the currency for this receipt is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 6 - 31.

4. If you are not using automatic document numbering, enter a unique Document Number. Otherwise, Receivables assigns a unique number when you save. See: *Implementing Document Sequences*: page 2 - 99.
5. Enter an Activity, or choose one from the list of values. You can enter any Receivables Activity with a type of 'Miscellaneous Cash.' The Receivables Activity determines the default distribution set and accounting for this transaction.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous transactions, the Receivables Activity also determines the tax code and tax rate for this transaction. For more information, see: *VAT Accounting for Discounts and Miscellaneous Transactions* in the *Oracle Receivable Tax Manual*.
6. To review or update the distribution set and general ledger account information for this transaction, choose Distributions.

**Note:** If your tax method is VAT and you calculate tax on miscellaneous transactions, the Distributions window displays the tax code and tax amount for this transaction.
7. Specify from where this payment originated in the Paid From field (optional). This field is for informational purposes only.
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.

 **Attention:** 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). The payment method provides the default bank account, but you can change it. You can enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt, or the Multi- Currency flag for the remittance bank is set to Yes.
10. Modify the Deposit Date (optional). The default date is the deposit date entered at the batch level or, if there is no batch information, the transaction date.
11. Enter a Reference Type for this transaction (optional).
12. If you entered a Reference Type, enter the corresponding Reference Number, or choose from the list of values. For example:

**Reference Type**

Payment

Payment Batch

Receipt

Remittance

**Reference Number**

Check Number

Payment Batch Name

Receipt Number

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.

13. Save your work.

**See Also**

Miscellaneous Transactions Report: page 9 - 121

Entering Receipts: page 5 - 2

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## Reversing Receipts

Receivables lets you reverse a receipt when your customer stops payment on a receipt or if a receipt comes from an account with non-sufficient funds. You can also reverse a receipt if you want to re-enter and reapply it in Receivables. You can reverse both standard, invoice-related receipts and non-invoice related (miscellaneous) receipts. You can reverse an Automatic Receipt only if its status is Approved. After you reverse a receipt, you cannot update any of the receipt's attributes.

If you reverse a receipt that is part of a batch, you can re-enter the receipt in this batch in the Receipt Batches window.

Receivables lets you create two types of reversals:

- **Standard Reversal:** When you create this type of reversal, Receivables automatically creates reversal journal entries for your general ledger and reopens all of the debit and credit items that were closed with the original receipt. You can create a standard reversal for a transaction related to a chargeback if there is no activity against the chargeback and the chargeback has not been posted to the general ledger. If the chargeback has been posted to the general ledger, you must create a debit memo reversal (see below).

If you create a standard reversal for a receipt that you have applied, Receivables reverses any adjustments or chargebacks that you created, as long as you have not posted these adjustments to your general ledger.

- **Debit Memo Reversal:** When you create this type of reversal, Receivables does not update any of the receipt activity associated with the original receipt. The new debit memo reversal is actually a new receivable that replaces the item closed by the original receipt. Receivables requires that you create a debit memo reversal if:
  - you are reversing a receipt that you previously applied to a chargeback and this chargeback has had any activity against it (for example, another receipt, credit memo, or adjustment), or
  - the chargeback or adjustment was posted to your general ledger

When you create a debit memo for a receipt reversal, Receivables creates a line on your debit memo that displays the original receipt number associated with the debit memo. In addition,

when you save your reversal, Receivables assigns a unique transaction number to your new debit memo.



**Attention:** You cannot create a debit memo reversal for a miscellaneous (non- invoice related) receipt.



**Suggestion:** You can control whether the debit memo generated when you create a debit memo reversal has the same transaction number as the original receipt. To do this, set the Debit Memo Inherit Receipt Number option to Yes when defining your payment methods. See: Payment Methods: page 2 - 151.

To view a list of reversed receipts, see: Reversed Receipts Report: page 9 - 164.

### **Prerequisites**

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- Enter receipts: page 5 - 2 or miscellaneous transactions: page 5 - 50
- Apply receipts: page 5 - 11
- Define reverse payment reason lookups: page 2 - 132
- Define Reversal category lookups: page 2 - 132

#### **► 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 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 7 - 80.

3. To review the applications for this receipt, choose Applications.  
To review the distributions for a miscellaneous transaction, choose Distributions.
4. Choose Reverse.

The screenshot shows a 'Reverse' dialog box with the following fields and values:

- Date: 11/05/1999
- GL Date: 11/05/1999
- Category: Non-sufficient Funds
- Reason: NSF
- Insufficient funds in bank: (empty field)
- Debit Memo Reversal:  (unchecked)
- Type: (empty field)
- Account: (empty field)
- Document Num: (empty field)

Buttons: Reverse, Cancel

5. Enter the Date of this receipt reversal and the date to post this reversal to your general ledger. The default for the reversal and GL dates is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. If the original GL date of the receipt is later than the current date, Receivables uses the original GL date. Receivables verifies that the GL date you enter for this reversal is in an open period.

You can change the reversal and GL dates, but the reversal date must be on or after the deposit date of the original receipt, and the reversal GL Date cannot be before the receipt GL Date or the reversal date.

6. Enter the Category for this reversal. Valid categories include Non-Sufficient Funds, Reverse Payment, and Stop Payment.
7. Enter a Reason for this receipt reversal. Typical reasons include Insufficient Funds, Account Closed, Wrong Amount, Wrong Customer, and Uncollectable.
8. To create a standard reversal, choose Reverse. Receivables generates a number for this reversal.

To create a debit memo reversal:

- a. Check the Debit Memo Reversal check box, then enter a transaction Type for this reversal. You can only enter a debit memo transaction type that has the Tax Calculation flag set to No.

b. Enter the Account for this new receivable. The debit memo transaction type provides the default value for this field, but you can change it.

c. If you are using manual document numbering, enter a unique Document Number for this reversal. Otherwise, Receivables assigns a number when choose Reverse. See: Implementing Document Sequences: page 2 - 99.

d. Choose Reverse.

**Note:** If the receipt you are reversing has Debit Memo Inherit Receipt Number set to No, Receivables uses the transaction source DM Reversal to determine the numbering for your debit memo reversal. See: Transaction Batch Sources: page 2 - 239.

## See Also

Reversed Receipts Report: page 9 - 164

Entering Receipts: page 5 - 2

Applying Receipts: page 5 - 11

Creating Chargebacks and Adjustments: page 5 - 45

Entering Miscellaneous Transactions: page 5 - 50

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## Reapplying Receipts

You can reapply receipts that you previously applied in error before or after posting these items to your general ledger. You can reapply both automatic and manually entered receipts.

When you reapply a receipt, you first 'unapply' the original receipt applications; this reopens each transaction that was previously closed by the receipt. However, you cannot unapply a receipt that has adjustments associated with it unless you first readjust the transaction to its original amount. In addition, you cannot unapply a transaction if there is a chargeback against it and the chargeback has any activities against it (for example, another receipt or credit memo).

### Prerequisites

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- Enter receipts: page 5 - 2 or create automatic receipts: page 5 - 194
- Apply receipts: page 5 - 11

► **To reapply a receipt:**

1. Navigate to the Receipts Summary window.
2. Query the receipt to reapply.
3. Select the receipt, then choose Applications.
4. Reverse applications by unchecking the Apply check box next to each transaction. Receivables changes the Applied Amount for each transaction to zero and increases the Unapplied Amount of the receipt.

Receivables enters a Reversal GL Date date for each transaction that you reopen. The Reversal GL Date is the date to post this reapplication to your general ledger. This date is the same as either the GL date of the original application or, if the original application's GL date is in a closed period, the current date. If the current date is not open, the default is the last date of the most recent open period.

5. Apply this receipt to a different transaction or transactions. See: Applying Receipts: page 5 - 11.
6. Save your work. Receivables creates reversing journal entries for each application that you reopened.

## See Also

Entering Receipts: page 5 - 2

Applying Receipts: page 5 - 11

Chargebacks and Adjustments: page 5 - 45

Reversing Receipts: page 5 - 53

Reviewing Receipts and Applications: page 5 - 59

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## Reviewing Receipts and Applications

You can review the applications for a receipt from the Receipts, Receipts Summary, or Applications window. In the Receipts window, use the Application Summary tabbed region to view the amount applied, unapplied, placed on- account, any earned or unearned discounts, and the original amount of a receipt. In the Applications window, you can review all of the debit and credit items to which you have applied this receipt, or you can view only specific debit or credit items by executing a query.

You can also view summarized information about your receipts in the Receipt History window. The Receipt History window lists changes made to a receipt during its lifetime, including dates when the receipt was remitted, approved, confirmed, or reversed, and when each receipt state posted to your general ledger. You can also view the receipt amount at each phase and any functional currency gains or losses resulting from exchange rate adjustments. See: Foreign Currency Transactions: page 6 - 31.

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

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- Enter receipts: page 5 - 2
- Apply receipts: page 5 - 11

► **To review receipt applications:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipt to view.

**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 7 - 80.

3. If you are in the Receipts window, open the Application Summary tabbed region.

If you are in the Receipts Summary window, choose Open, then open the Application Summary tabbed region.

**Note:** You can also view the application summary fields from the Receipts Summary window by placing your cursor in the window, choosing Show Field from the Folder menu, and then selecting the field to view (for example, Applied Amount or Discounts Earned).

4. To review the specific applications for a cash receipt, choose Applications. To review the distributions for a miscellaneous receipt, choose Distributions.



**Suggestion:** To view only specific transactions in the Applications window, select Enter from the Query menu, enter the Customer Number, Transaction Number, or Amount Applied, then choose Run from the Query menu.

► **To view the history of a receipt:**

1. Navigate to the Receipts or the Receipts Summary window.
2. Query the receipt.
3. Choose Receipt History from the Tools menu.
4. To view the functional currency gain or loss resulting from any exchange rate adjustments, open the Rate Adjustment History tabbed region.

► **To view the total amount of selected receipts:**

1. Navigate to the Receipts Summary window.
2. Query the receipts.
3. Select the receipt to view.  
To select more than one receipt, press and hold the Control key while selecting receipts.  
To select a range of receipts, select a receipt, press and hold the Shift key, then select another receipt.
4. Choose Receipt Totals from the 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 Reversal tabbed region.

## **See Also**

Applying Receipts: page 5 - 11

Receipt Analysis - Days Late Report: page 9 - 144

## Batching Receipts for Easy Entry and Retrieval

	Count	Amount		Count	Amount
Control	1	1000.00	Applied	0	0.00
- Actual	1	100.00	Unapplied	1	100.00
+ Reversed	0	0.00	On Account	0	0.00
Difference	0	900.00	Unidentified	0	0.00
			Miscellaneous	0	0.00
			Returned	0	0.00

Use the Receipt Batches window to create receipt batches or to query existing batches. Batching receipts lets you:

- View the difference between your control and actual batch counts and amounts as you process your receipts. These differences can alert you to data entry errors, missing or lost receipts, or duplicate entries.
- Group related receipts together to share default attributes such as receipt class, payment method, and automatic numbering.
- Manage the time-consuming task of data entry. For example, you have many receipts to enter and want to divide the work among several people. You can create one batch and have each person entering receipts add them to the same batch.

You can add duplicate receipts to a batch. Duplicate receipts are receipts that have the same number, amount, and customer information.

You can post a receipt batch to your general ledger regardless of its status. You can delete a receipt batch only if it does not contain any receipts.

If you are remitting receipts, see: *Creating Remittance Batches*: page 5 - 217.

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 DEM, 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*: page A - 29.



**Attention:** The GUI versions of Oracle Receivables let you enter receipts both individually and as part of a batch. Previous versions (i.e. character mode) required that you either entered receipts as part of a batch *or* entered them individually (in the latter case, you could not create batches at all). As a result, if you are using Receivables in character mode, you can only query receipts that were entered in the GUI version if they are part of a batch.

## **Batch Statuses**

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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 not applied, identified, or placed on-account one or more receipts.

**Closed:** The actual count and amount match the control count and amount. All of the receipts in this batch have been either applied or placed on- account.

### **Prerequisites**

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- Define transaction batch sources: page 2 - 239
- Define payment methods: page 2 - 151
- Define receipt classes: page 2 - 164
- Define banks: page 2 - 71

► **To create a batch of receipts:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Choose a Batch Type of Manual Regular.
3. Enter a Batch Source. If you have defined the profile option AR: Receipt Batch Source, Receivables uses this as the default batch source, but you can change it. The batch source determines default attributes for receipts within this batch, including payment method, receipt class, and whether receipt numbers are assigned automatically.

Receivables uses the payment method to determine the accounting and remittance bank accounts for this receipt. The receipt class determines the processing steps for this receipt.

4. Enter a unique Batch Name. If Automatic Batch Numbering for the batch source you entered is Yes, Receivables assigns a batch name when you save.



**Suggestion:** If you use good naming conventions for your batches, you can easily find a batch or individual receipts within a batch for review.

5. If the currency for this batch is different from your functional currency, enter the Currency and exchange rate information. See: Foreign Currency Transactions: page 6 - 31.

**Note:** Receivables uses the batch currency as the default for each receipt that you add to this batch. However, you can add receipts to a batch that are in different currencies.

6. Enter the Batch, GL, and Deposit Dates for this batch (optional). The default batch and deposit date is the current date, but you can

enter a different date. The default batch GL date is the last day of the most recent open period. You can change this date, but it must be in an open or future enterable period. The batch GL date provides the default GL date for each receipt in this batch.

7. Enter the Receipt Class, Payment Method, and Bank Name for this batch. The batch source provides default values, but you can change them.

**Note:** You can only enter payment methods assigned to this receipt class. You can enter any bank account assigned to the payment method if the account is in the same currency as the receipt, or the Receipt Multi-Currency flag for this remittance bank is set to Yes.

8. Enter the total number and amount of receipts that you want to add to this batch in the Control Count and Control Amount fields.
9. To add receipts to this batch, choose Receipts. Receivables saves your batch information. See: Entering Receipts: page 5 - 2.

When you add receipts to this batch or apply, unapply, reverse, or adjust receipts that are part of this batch, Receivables updates the batch totals. See: Receipts Field Reference: page 5 - 7.

## See Also

Receipts Field Reference: page 5 - 7

QuickCash: page 5 - 155

Post QuickCash: page 5 - 160

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## Bills of Exchange

A bill of exchange (BOE) is an agreement between two parties in which one party promises to pay the other a specific amount for goods or services at a future date. The date on which payment is due is known as the *maturity date*. In Receivables, bills of exchange are similar to receipts: you can enter them either manually or automatically and apply, reverse, confirm, clear, and risk-eliminate them.

Use the Automatic Receipts program to automatically create bills of exchange and apply them to specific transactions. Use the Receipts window to manually enter bills of exchange and then apply them to one or more open debit items in the Applications window.

You determine the required processing steps and numbering information for your bills of exchange by defining a bill of exchange receipt class. Like automatic receipts, bills of exchange generated by the Automatic Receipts program require confirmation. The remittance method determines the accounting entries Receivables generates for your bills of exchange, regardless of the creation method.

If a customer defaults on the payment for a bill of exchange, replace it with a new open receivable by creating a debit memo reversal.

To help you track and manage bills of exchange, Receivables enables you to:

- clearly distinguish receipts from bills of exchange in Receivables windows
- view the total amount of risk created by bills of exchange and regular receipts
- view all bills of exchange or receipts at risk using variable selection criteria, such as customer name, maturity date, and remittance bank information
- view the total amount of receipts and bills of exchange at risk for a specific customer or for all customers

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### Viewing Receipts at Risk

In Receivables, you can apply a receipt or bill of exchange to an open debit item before cash is actually received from the bank. Therefore, receipts and bills of exchange with a Standard remittance method are considered *receipts at risk* if they have been confirmed, but not yet cleared. Receipts and bills of exchange 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 Account Details, Account Overview, Customer Account, and Receipts Summary windows.

To include receipts at risk and bills of exchange in the Receipts and Receipts Summary windows, check the appropriate boxes in the Find Receipts window. The BOE check box in the Receipts Summary window indicates which items are bills of exchange.

To display receipts at risk and include them when calculating a customer's past due balance in the Collections Workbench, set the profile option AR: Include Receipts at Risk in Customer Balance to Yes. This profile option effects the following windows:

- Account Details
- Account Overview
- Customer Account

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.



**Attention:** 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 the windows mentioned above.

### **Defaulted Bills of Exchange**

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If a customer stops payment for a bill of exchange or a payment comes from an account with insufficient funds, create a debit memo reversal to ensure that you can collect the amount due. A debit memo reversal creates a new receivable to replace the transaction that was previously closed by a bill of exchange. The procedure for reversing a bill of exchange is the same as the procedure for reversing a regular receipt.

When you reverse a bill of exchange, Receivables uses the BOE maturity date as the default value for both the reversal date and the debit memo due date. See: Reversing Receipts: page 5 - 53.

To help you track defaulted bills of exchange in Receivables, you can control whether the debit memo that is created when you reverse a bill of exchange has the same transaction number as the original bill of exchange. To ensure that the new debit memo has the same transaction

number as the bill of exchange, set the Debit Memo Inherit Receipt Number option to Yes when defining your bill of exchange receipt class. Set this option to No if you want Receivables to generate a unique debit memo number automatically. See: Receipt Classes: page 2 - 164.

### **Associating Bills of Exchange with Transactions**

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To help you track bills of exchange that the Automatic Receipts program creates, you can ensure that the bill of exchange 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 your bill of exchange receipt class.

If the Receipt Inherit Invoice Number option is set to No, the Automatic Receipts program automatically generates a unique bill of exchange number. See: Receipt Classes: page 2 - 164.



**Attention:** The Receipt Inherit Invoice Number option affects only bills of exchange created by the Automatic Receipts program. When creating a bill of exchange in the Receipts window, you must enter a bill of exchange 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.

### **See Also**

Creating Bills of Exchange: page 5 - 69

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## Creating Bills of Exchange

You can enter bills of exchange manually in the Receipts window or create them automatically using the Automatic Receipts program.

To manually apply a bill of exchange to one or more transactions in the Applications window, enter it in the Receipts window. and then choose the Applications button.

To create bills of exchange and automatically apply them to specific transactions, run the Automatic Receipts program. The Automatic Receipts program creates a bill of exchange for each transaction that:

- matches selection criteria that you enter
- includes paying customer information (specifically, the payment method assigned to your bill of exchange receipt class)

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### Prerequisites

- Define a receipt class and payment method to use with bills of exchange: page 2 - 164

► **To flag manually entered transactions to be selected by the Automatic Receipt program and closed by a bill of exchange:**

1. Navigate to the Transactions window.
2. Enter or query the transaction. See: Entering Transactions: page 6 - 2.
3. Open the Paying Customer tabbed region.
4. Enter the Paying Customer Name or Number, and the Paying Location.
5. Enter the Payment Method associated with your bill of exchange receipt class.
6. Enter this customer's bank information, including Name, Branch, and Account Number.
7. Save your work.

► **To flag imported transactions to be picked up by the Automatic Receipt program and paid by bill of exchange:**

- Ensure that each transaction to import has customer bank information defined and is assigned to your bill of exchange payment method and receipt class.

- ▶ **To create bills of exchange using the Automatic Receipts program:**
  1. Navigate to the Receipt Batches window.
  2. Choose a Batch Type of Automatic, then enter your bill of exchange Receipt Class and Payment Method.
  3. Choose Create, then enter a range of dates, transaction numbers, or customers to create a bill of exchange for each transaction matching that criteria. Leave a field blank if you do not want to limit your query.
  4. Choose OK.
  
- ▶ **To create a bill of exchange manually:**
  1. Navigate to the Receipts window.
  2. Enter general receipt information, including a Receipt Type of Cash, a Receipt Number, Currency, Amount, GL Date, and Receipt Date.
  3. Enter the Payment Method that you defined for bills of exchange.
  4. If you are using manual document numbering, enter a unique Document Number.
  5. Enter customer information, including Customer Name or Number and Bill- To Location.
  6. Open the Remittance region, then change the Maturity Date to the date that payment is due (optional). The default is the current date.
    - Note:** The default Deposit Date is also the current date, but you can change it.
  7. Save your work.

## See Also

Bills of Exchange: page 5 - 66

Entering Receipts: page 5 - 2

Creating Automatic Receipts: page 5 - 194

Flagging Transactions for Automatic Receipts: page 5 - 192

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## 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 promissary note or future dated check is received as payment for goods or services, it is called a **Note Receivable**.

### Note Status

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A note can have one of the following statuses:

**Open:** Receivables assigns this status when you create a new note receivable.

**Return:** This note was returned to the issuer on or before the note maturity date. Receivables assigns this status when you reverse a note and the reversal date is on or before the note maturity date. You can return a note by creating a standard reversal in the Reverse Receipts window. You can also create a debit memo reversal for a returned note.

**Delinquent:** This remitted note reached its maturity date, but funds were not available. Receivables assigns this status if you reverse a remitted note by creating a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

**Repurchase:** This factored note reached its maturity date, but funds were not paid to the factoring bank (the note is delinquent). Receivables assigns this status if you reverse a factored note by creating

a debit memo reversal and the reversal date is after the maturity date. You can reverse a note in the Receipts window.

**Exchange:** This is a new note that you applied to the debit memo that was created when you reversed a delinquent, returned, or repurchased note. For example, you create a debit memo reversal for a delinquent note that had been applied to a transaction. Then, you create a new note (with a new maturity date, note number and optional interest charges) and apply it to the new debit memo. You can reverse a note and create a new note receivable in the Receipts window.

**Mature:** This note has reached its maturity date. A note can be remitted or factored when it reaches maturity.

### **Note Activities**

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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.

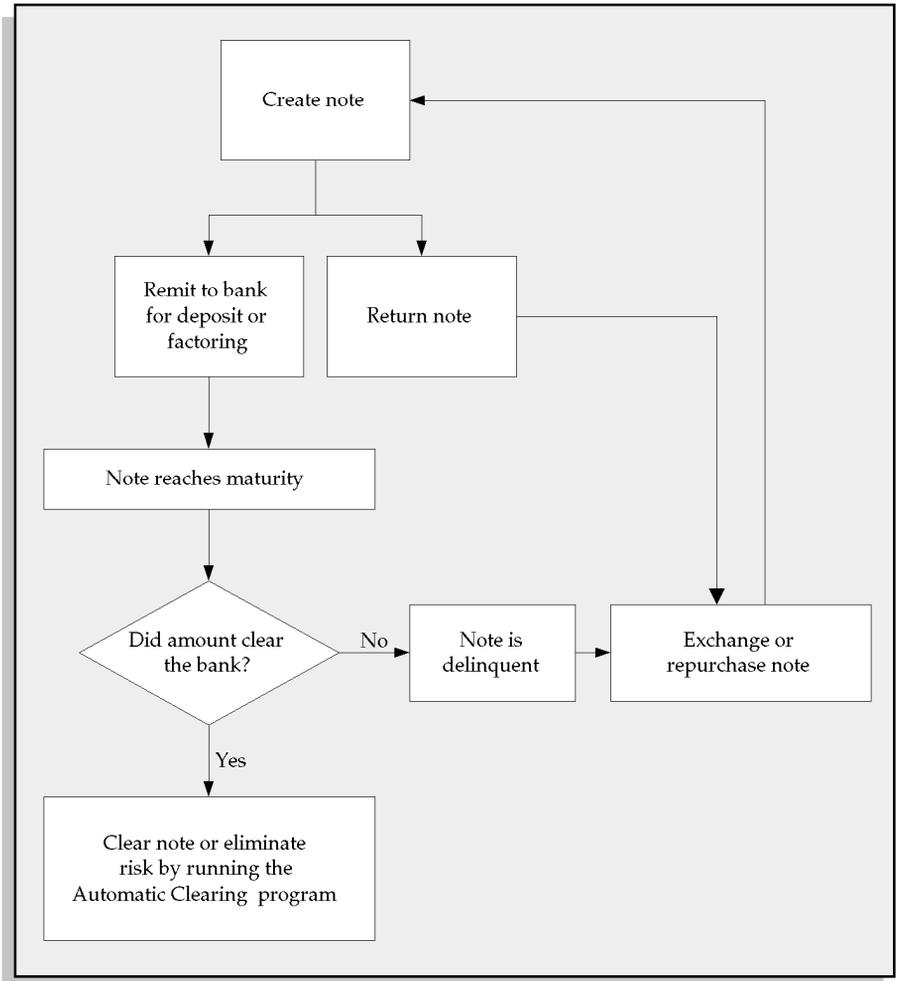
**Factor:** You can factor a note with your bank prior to the note maturity date. A factored note is one that you sign over to your bank in exchange for cash. Similar to a receipt, you can choose to factor a note receivable by assigning it to a receipt class that has a remittance method of Factoring or Standard and Factoring. Factored notes are subject to bank discounting (factoring) fees. See: Factoring Remittances: page 5 - 215 and Automatic Clearing for Receipts: page 5 - 227.

**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 - 211.

**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 5 - 53.

The figure below shows the possible note activities within Receivables.

Figure 5 - 2 Processing Notes Receivable



## **See Also**

Setting Up Notes Receivable: page 5 - 75

Clearing Notes Receivable: page 5 - 78

Reversing a Note Receivable: page 5 - 79

Accounting for Notes Receivable: page 5 - 81

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## Setting Up Notes Receivable

Complete the following steps in the order shown to set up your system to create notes receivable.

### **Step 1** Define Banks and Bank Accounts

Define the banks and bank accounts you use to remit your payments. You can define as many banks and bank accounts as you want, but each bank account must refer to one currency. Receivables requires that you enter a cash account for each bank account. See: Defining Banks: page 2 - 71.

### **Step 2** Define Receipt Classes

Define a receipt class to use with your notes receivable. Indicate that this receipt class will be used for notes receivable by setting Notes Receivable to Yes. You define Receipt Classes in the Receipt Classes window. See: Receipt Classes: page 2 - 164.

Additionally, use the following settings for your Notes Receivables receipt class:

**Creation Method:** Manual

**Remittance Method:** Standard, Factoring, or Standard and Factoring

**Clearance Method:** Automatic Clearing or Matching

### **Step 3** Assign Payment Methods and Remittance Banks

Assign a payment method to your note receivable receipt class. Set the number of Lead Days (clearing days) to zero so the cash account can be debited on the note maturity date. Lead Days represent the number of days after the maturity date that funds can be transferred from the issuer's bank account to the note holder's bank account when the receipt is cleared.

The Notes Receivable account should be cleared on the note maturity date. To do this when you assign a remittance bank to this payment method, assign your Confirmation, Remittance, and Factoring accounts to your Notes Receivable account. Additionally, you should assign your Notes Factored account to the Short Term Debt account. The Short Term Debt account will be used for delinquent notes.

For more information, see: Payment Methods: page 2 - 151 and Assigning Remittance Banks: page 2 - 154.

## See Also

Creating a Note Receivable: page 5 - 76

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## Creating a Note Receivable

Create notes receivable to record future- dated payments in Receivables. With this type of payment, funds are transferred from the note issuer's bank to the note holder's bank on the note maturity date.

You can only enter notes receivable manually using the Receipts window, you cannot create notes using the Receivables Automatic Receipts feature.

► **To create a note receivable:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of Cash.
3. Enter basic information for this note including note Number, Currency, Amount, and GL Date. The default GL Date is the current date. However, if the current date is not in an open period, the default GL Date is the last date of the most recent open period.

You can enter transactions in any currency defined in the system if you have at least one remittance bank account with the Receipts Multi- Currency check box set to Yes. If no such bank account exists, you are limited to entering only those currencies in which bank accounts exist. If the currency for this note is different from your functional currency and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 6 - 31.

4. Enter the Payment Method that you assigned to your Notes Receivable Receipt Class. Receivables uses the payment method to determine the accounting and remittance bank accounts for this note.
5. If you are using manual document numbering, enter a unique Document Number. If you are using automatic document numbering, Receivables assigns a unique number when you save. For more information, see: Implementing Document Sequences: page 2 - 99.

6. Open the Note Issuer tabbed region, then enter the following information:
  - Issuer Name:** (optional) The name of the person who issued this note. The note issuer does not need to be defined in Receivables.
  - Issue Date:** The Date you are issuing this note. The default is today's date, but you can change it.
  - Issuer Bank Name:** Enter the bank from which this note was issued, or select a bank from the list of values.
  - Issuer Bank Branch:** Enter the bank branch from which this note was issued, or select a branch from the list of values.
7. If the system option Require Billing Location for Receipts is set to Yes, enter a Bill- To Location.
8. Open the Remittance tabbed region, then enter the note Deposit Date and Maturity Date. The default deposit date is today's date. You can change the deposit date, but it cannot be earlier than the Receipt Date (note date). The default Maturity Date is the same as the deposit date. The Maturity Date is the date that funds will be transferred from the note issuer's bank to the note holder's bank.
9. Receivables derives the default remittance bank account from the payment method you entered. You can accept this value or enter any bank account assigned to the payment method if the bank account is in the same currency as that of the receipt, or if the Multi- Currency check box for the remittance bank is Yes.
10. To prevent the receipt Remittance bank from being automatically overridden during the remittance process, choose Don't Allow in the Override Bank Account field (optional). If you choose Allow, Receivables can automatically change the receipt remittance bank to the remittance batch bank during the remittance process. See: Creating Remittance Batches: page 5 - 217.
11. If bank charges apply, open the Application Summary tabbed region, then enter an amount for Bank Charges. Bank charges may apply if the receipt's creation status is Cleared (the clearance method of the associated receipt class must be set to Directly). See: Receipt Classes: page 2 - 164.
12. Save your work. Receivables assigns this note a status of Open.

## See Also

Reversing a Note Receivable: page 5 - 79

Clearing Notes Receivable: page 5 - 78

Notes Receivable Report: page 5 - 82

Notes Receivable: page 5 - 71

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## Clearing Notes Receivable

Run the Receivables Automatic Clearing program to clear your notes receivable. This program clears the receivable account and the appropriate contra account, depending on whether the note was factored or deposited in your bank.

Although funds are credited to the note holder's bank account on the note maturity date, funds are usually not available until the fund transfer and clearing is complete. The number of days after the maturity date when funds are actually deposited in the note holder's bank account varies depending on the issuer's bank and the remittance bank. If the issuer bank and the remittance bank is the same (intra- bank dealing), the number of clearing days is zero; otherwise, the number of clearing days may vary. In either case, for Receivables to create accounting entries on the maturity date, the Lead Days (clearing days) for the payment method must be set to 0. See: Setting Up Notes Receivable: page 5 - 75.

When you clear a note receivable, the Automatic Clearing program updates its status to Matured.

## See Also

Automatic Clearing for Receipts: page 5 - 227

Accounting for Notes Receivable: page 5 - 81

Notes Receivable Report: page 5 - 82

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## 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 5 - 53.
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 5 - 53.
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 5 - 53.
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 5 - 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.
4. Save your work.

## See Also

Notes Receivable Report: page 5 - 82

## Accounting for Notes Receivable

This section compares the accounting entries that Receivables creates for a regular receipt and a note receivable.

Cash Receipt	Note Receivable
Create Receipt Requiring Remittance DR     Confirmation CR     Receivables	Create Note Requiring Remittance DR     Notes Receivable CR     Receivables
Standard Remittance DR     Remittance CR     Confirmation Factored Remittance DR     Factor CR     Confirmation	Standard Remittance DR     Notes Receivable CR     Notes Receivable Factored Remittance DR     Factor CR     Confirmation
Clear DR     Cash DR     Bank Charges CR     Short Term Debt	Clear Factored Note (prior to maturity date) DR     Cash DR     Bank Charges CR     Short Term Debt
Maturity Date DR     Short Term Debt CR     Factor	Maturity Date DR     Cash CR     Notes Receivable
Risk Eliminate DR     Short Term Debt CR     Factor	Risk Eliminate DR     Short Term Debt CR     Factor

**Table 5 - 12 (Page 1 of 1)**

### See Also

Notes Receivable Report: page 5 - 82

Reversed Notes Receivable Report: page 5 - 84

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## Notes Receivable Report

The Notes Receivable Report lets you view general information about your notes receivable.

This report only includes notes that have the following status:

- **Open:** This is a newly created note.
- **Remitted:** This note has been remitted to the bank.
- **Factored:** This note has been factored by a bank.
- **Matured:** This note has reached its maturity date.
- **Exchange:** This note replaces a delinquent note.

The Notes Receivable report does *not* include notes that have a status of Returned, Delinquent, or Repurchased.

### Report Parameters

**Currency:** Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

**Customer Name Low/High:** To include only notes that belong to a specific customer or customers, enter a range of customer names. Leave this field blank to include notes for all customers, or enter the same customer in both fields to report on only one customer.

**Customer Number Low/High:** To include only notes that belong to a specific customer or customers, enter a range of customer numbers. Leave this field blank to include notes for all customers, or enter the same customer number in both fields to report on only one customer.

**End Maturity Date:** If you entered a Start Maturity Date, enter an end date to include only notes with maturity dates within this range in your report.

**Order By:** Choose the method you want to use to sort information for this report. Choose Maturity Date, Customer, or Remittance Bank. This parameter is required.

**Remittance Bank:** To include only notes for a specific bank, enter a remittance bank.

**Remittance Bank Account:** To include only notes for a specific bank account, enter a remittance bank account (optional).

**Start Maturity Date/End Maturity Date:** To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

**Status:** To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

## Report Headings

**Currency:** The currency of notes included in this report (if you specified a currency in the report parameters).

**From (Maturity date) To (Maturity Date):** The maturity date range of notes included in this report (if you specified a range in the report parameters).

**Order By:** The option you chose to sort information in this report.

## Column Headings

**Customer Name:** The name of the customer for whom you created these notes.

**Customer Site:** The bill- to site for this customer.

**Issuer Name/Issuer Bank Name:** The name and bank of the note issuer.

**Issue Date/Maturity Date:** The date this note was issued and the note maturity date.

**Note Number/Exchanged Note:** The note number and the note that replaces it (if you exchanged this note).

**Note Status:** The status of this note.

**Note Amount:** The amount of this note.

**Remittance Bank:** The remittance bank for this note.

**Remittance Bank Account:** The remittance bank account for this note.

## Row Headings

**Total for Site:** The total amount of notes for the customer site.

**Total for Customer:** The total amount of notes for the customer.

**Report Total:** The total amount of notes included in this report.

---

## Reversed Notes Receivable Report

The Reversed Notes Receivable report lets you view information about your reversed notes receivable.

This report only includes notes that have the following statuses:

- **Delinquent:** Funds were not available for this note on the note maturity date.
- **Repurchased:** You created a debit memo reversal for this delinquent, factored note.
- **Returned:** You returned this note by creating a standard reversal before the note maturity date.

This report also includes notes that were created and then applied to a debit memo reversal. These notes have a status of Exchange.

### Report Parameters

**Currency:** Enter the currency of the notes to include in this report. Leave this field blank to include all notes, regardless of their currency.

**Customer Name:** To include only notes that belong to a specific customer, enter a customer name. Leave this field blank to include notes for all customers.

**Order By:** Choose the method you want to use to sort information for this report. Choose Customer or Remittance Bank. This parameter is required.

**Report Non- Exchanged Notes:** Indicate whether you want to include notes for which a debit memo reversal was created but a new note has not yet been applied in this report. Choose either Yes or No.

**Start Maturity Date/End Maturity Date:** To include only notes within a range of maturity dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their maturity date.

**Start Reversal Date/End Reversal Date:** To include only notes within a range of reversal dates, enter a range of dates here. Leave this field blank to include all notes, regardless of their reversal date.

**Status:** To include only notes with a specific status in your report, enter a status. Choose one of the following: Open, Exchange, Remitted, Factored, or Matured. Leave this field blank to include all notes, regardless of their status.

## Report Headings

**Currency:** The currency of notes included in this report (if you specified a currency in the report parameters).

**From (Maturity date) To (Maturity Date):** The maturity date range of notes included in this report (if you specified a range in the report parameters).

**Order By:** The option you chose to sort information in this report.

## Column Headings

**Customer Name/Customer Site:** The name and bill- to site of the customer for whom you created these notes.

**Debit Memo/Exchange Note:** If this note was exchanged, this column displays the debit memo number and the number of the note that you applied to this debit memo.

**Issuer Name/Issuer Bank Name:** The name and bank of the note issuer.

**Issue Date/Maturity:** The date this note was issued and the note maturity date.

**Note Amount:** The amount of this note.

**Note Number:** The note number.

**Note Status:** The status of this note.

## Row Headings

**Total for Site:** The total amount of notes for this customer site.

**Total for Customer:** The total amount of notes for this customer.

**Total for Payment Method:** The total amount of notes for this payment method.

**Report Total:** The total amount of notes included in this report.

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## 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.

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 5 - 160.

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.

### Import

During the import step, Lockbox uses an SQL\*Loader control file to import receipt information contained in the bank file into the table `AR_PAYMENTS_INTERFACE_ALL`. 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: page 2 - 253.



**Attention:** 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 AR\_PAYMENTS\_INTERFACE\_ALL 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 5 - 103.

Lockbox transfers the receipts that pass validation to the Receivables interim tables AR\_INTERIM\_CASH\_RECEIPTS\_ALL and AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL. 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 5 - 109.

## Post QuickCash

When you submit Post QuickCash, the program tries to apply each receipt based on the information contained in AR\_INTERIM\_CASH\_RECEIPTS\_ALL and AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL. 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 5 - 91 and Matching Rules: page 5 - 94.

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.

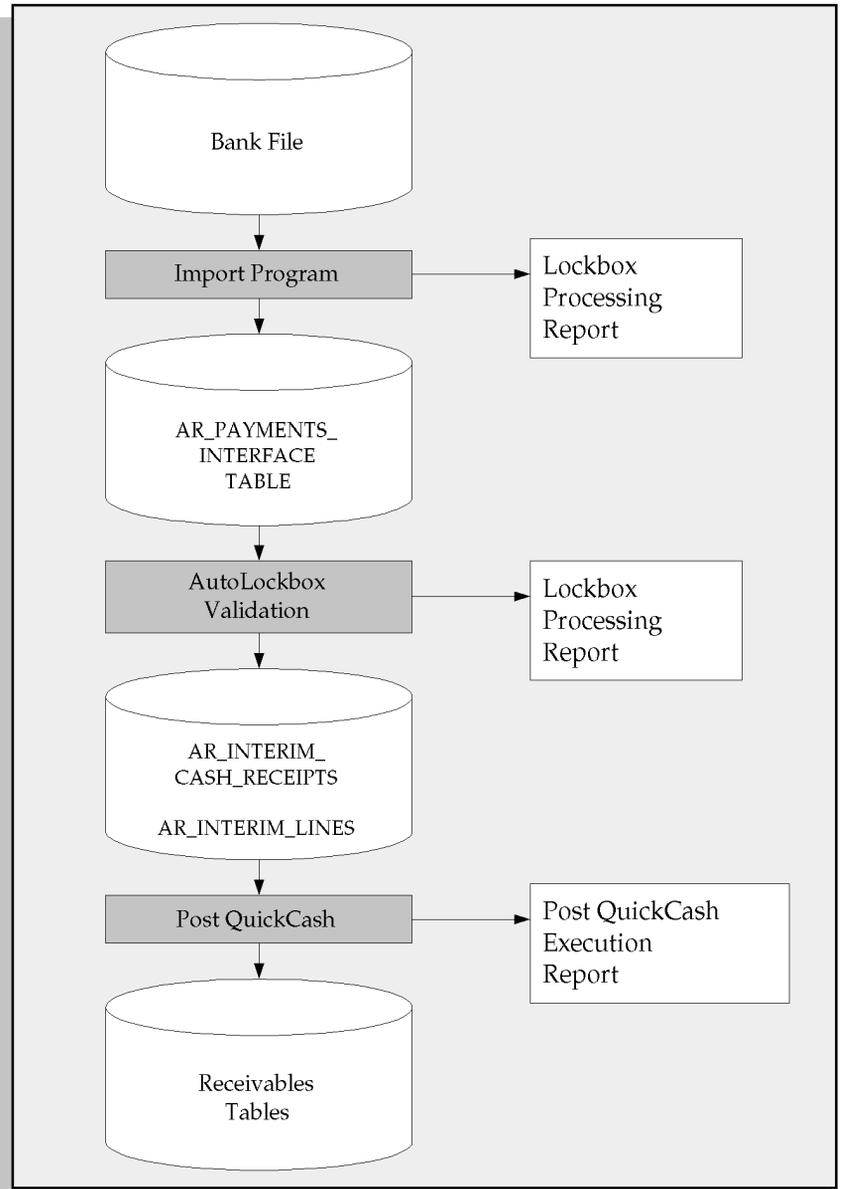
- The *transaction number(s)* to which each receipt should be applied - If Lockbox is able to identify the customer for a receipt and the transaction number is provided within the receipt record, Lockbox uses this information to apply the receipt. If the transaction number is not provided and AutoAssociate 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 5 - 94. If the matching rules fail, 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 diagram shows how receipt data from your bank file is imported into Receivables tables.

**Figure 5 - 3 Importing Data from your Bank File**



## See Also

How AutoLockbox Identifies Customers for a Receipt: page 5 - 90

How AutoLockbox Applies Receipts: page 5 - 94

Running AutoLockbox: page 5 - 140

Commonly Asked Questions: page 5 - 136

Lockbox Interface Table and Column Descriptions: page 5 - 115

AutoCash: page 5 - 167

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## 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**

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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**

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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**

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If the customer cannot be identified from either the MICR number or the customer number (for example, if the transmission does not include this information), you can use AutoAssociate to determine the customer using matching numbers. A matching number can be a transaction number, consolidated billing invoice number, sales order number, purchase order number or another, custom defined number. Your customer's remittance advice in the bank file must include matching numbers for Receivables to identify the customer using this method.

To use AutoAssociate:

- Check the AutoAssociate 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. You can use the validation section of the Lockbox Processing Report to examine transactions that Lockbox could not apply to because the customer could not be uniquely identified.

Following are examples of three separate Lockbox transmissions that include duplicate invoice numbers. Assume that in each transmission, AutoAssociate is set to Yes, the remitting customer is Customer ABC, and the receipt information includes the invoice number but not the customer name:

<b><u>Receipt Info.</u></b>	<b><u>Invoice # - Cust.</u></b>	<b><u>Identify Cust?</u></b>	<b><u>Apply Receipt?</u></b>
Invoice 101	101 - Customer ABC 102 - Customer ABC	Yes	Yes
Invoice 101	101 - Customer ABC 101 - Customer ABC	Yes	No
Invoice 101	101 - Customer ABC 101 - Customer XYZ (related to Cust. ABC)	Yes	Yes
Invoice 101	101 - Customer ABC 101 - Customer XYZ	No	No

In the second example, Lockbox is able to identify the receipt because the invoices belong to the same customer. However, since the invoices have the same number, Lockbox cannot determine to which invoice to apply the receipt, so the receipt is left 'Unapplied'.

In the third example, Customer XYZ is related to Customer ABC and there are two invoices with the same invoice number. In this case, Lockbox will apply the receipt to the invoice that belongs to the remitting customer (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. Since the invoices do not belong to the same customer, Lockbox cannot determine how to apply the receipt, so the receipt remains 'Unidentified'.

### **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: page 2 - 204.

## **See Also**

How AutoLockbox Applies Receipts: page 5 - 94

Commonly Asked Questions: page 5 - 136

Receipts Without Sites Report: page 9 - 156

Lockboxes: page 2 - 143

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## 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 identifies the customer for a receipt but cannot determine to which transaction this receipt should be applied, it applies the receipt using the AutoCash Rule Set defined for this customer. If AutoLockbox cannot identify the customer or to which transaction to apply the receipt, it assigns the receipt a status of Unidentified.

AutoLockbox can also import and apply cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts: page 5 - 103.

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### 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. Consolidated Billing Invoice 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*, Lockbox 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 *consolidated billing invoice number*, Lockbox will be able to identify the customer and Post QuickCash will apply the receipt to the transactions included on the consolidated billing invoice 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 number that you specify to determine how to apply this receipt. See: Implementing a Custom Matching Rule: page 5 - 99.

### **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 Site
2. Customer Profile
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 it finds a matching transaction number in the first search, AutoLockbox checks the customer site for the Match Receipts By parameter. If the parameter is set to Transaction, then AutoLockbox matches the receipt with this transaction and will apply 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 graphic 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 now it 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 5 - 98.

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.

The chart below shows how AutoLockbox uses matching rules to identify customers for unidentified receipts and match receipts with transactions.

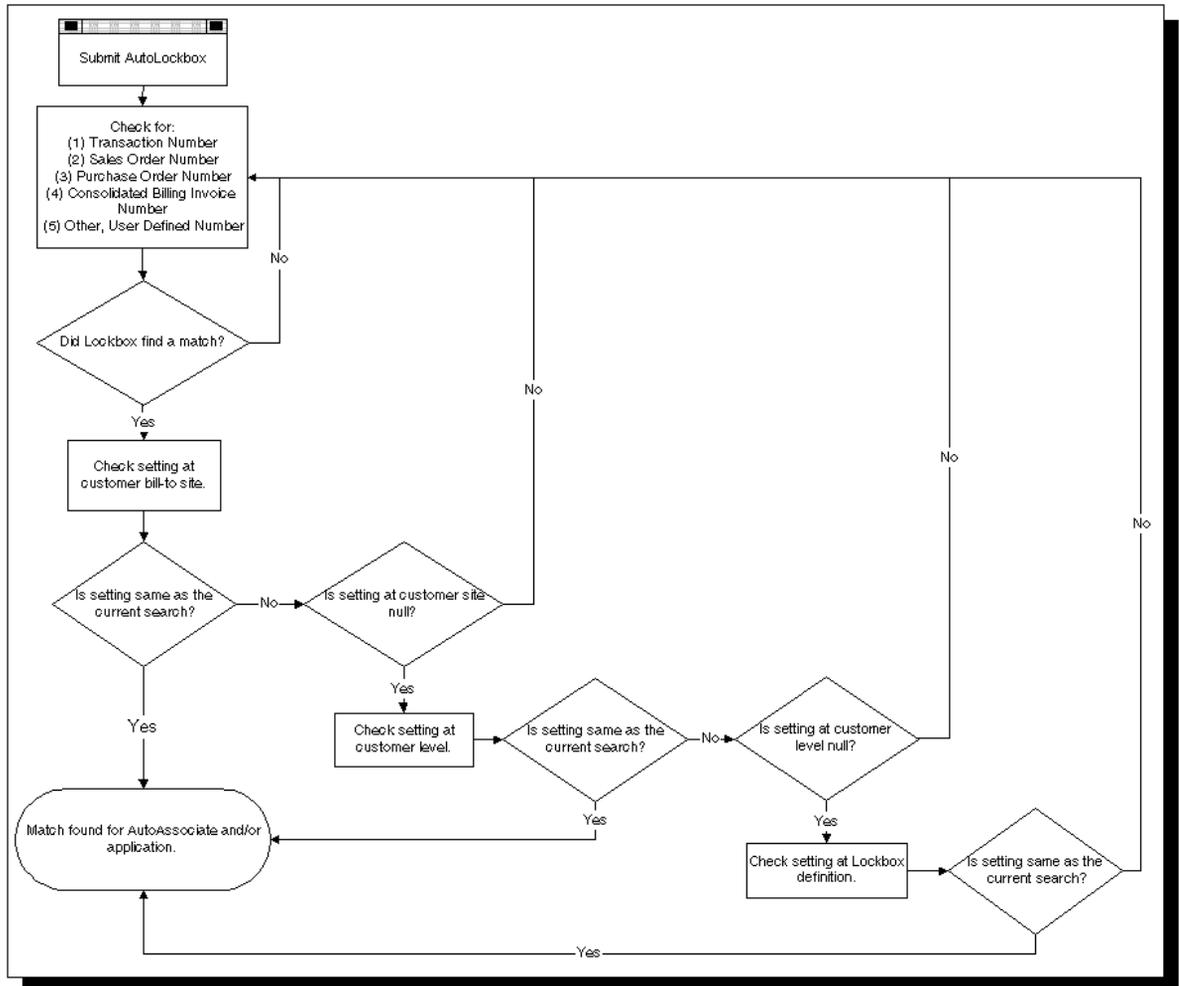


Figure 5 - 4 How Matching Rules Identify Customers and Match Receipts with Transactions

### Match on Corresponding Date

The Match on Corresponding Date option for your Lockbox determines whether AutoLockbox should also check the transaction date before matching receipts with transactions. For example, if the matching number is a sales order number and Match on Corresponding Date is set to Always, the sales order date must be the same as the date specified in

your receipt record for Lockbox to apply the receipt. See: Lockboxes: page 2 - 143.

## **AutoCash Rules**

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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**

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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:** You cannot overapply a receipt to an open debit item using AutoCash rules.



**Attention:** 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

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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: page 3 - 49.

## Application Rule Sets

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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 5 - 38.

## 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.



**Attention:** 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).

## Implementing a Custom Matching Rule

Receivables supplies the packaged procedure `arp_lockbox_hook.cursor_for_matching_rule` that you can use to add your own, custom matching rule with AutoLockbox. You can use this feature if, for example, you need to match matching numbers and dates passed to Lockbox with numbers and dates in your own custom tables (`custom_table.custom_number` and `custom_table.custom_date`) instead

of or in addition to standard matching options. You can also use this feature to match with other numbers and dates in the existing Receivables tables.

This procedure expects a row in the AR\_LOOKUPS table with `lookup_type = ARLPLB_MATCHING_OPTION` and valid values for other columns required for using a customized matching rule. The master program `arp_process_lockbox` will fetch that row and - if it finds it to be one of the non-standard (i.e. *not* built in core AR) rows - it will pass the control to this procedure with the corresponding `lookup_code` in your database. The procedure should return a string that Dynamic SQL can use to open and parse a cursor. You need to create this SQL string to replace the string named `p_cursor_string` (see example below).

Your string should have the following restrictions:

1. You should only use the following bind variables:
  - a. `b_current_matching_number` - This will get a value of a `matching_number` passed in the overflow or payment record.
  - b. `b_current_matching_date` - This will get a value of a `matching_date` passed in the overflow or payment record.
  - c. `b_current_installment` - This will get a value for the installment number (if any) passed in the overflow or payment record.
  - d. `b_customer_id` - If the customer is identified using a customer number or an MICR number, the program will enforce that the `matching_number` is for the same customer (except if the value is 'Y' in `b_pay_unrelated_customers`).
  - e. `b_pay_unrelated_customers` - When you submit AutoLockbox, the program prompts you to choose whether to allow payments for unrelated customers. This variable will get a value 'Y' or 'N' based on the value that you choose.
  - f. `b_lockbox_matching_option` - The value of this variable will match to the value of `ar_lookups.lookup_code`. It is also stored in `ar_customer_profiles.lockbox_matching_option` and in `ar_lockboxes.lockbox_matching_option`.
  - g. `b_use_matching_date` - This variable will be assigned a value NEVER, ALWAYS, or FOR\_DUPLICATES, depending upon the value of the Match on Corresponding Date option for your lockbox (in `ar_lockboxes`).
2. If you are customizing AutoLockbox using this procedure, be sure that this procedure returns a string that can create a valid cursor and

that the SQL returns one and only one row (neither zero nor more than one).

3. The program expects three return values from the SQL statement in the following order:
  1. Customer\_Id (NUMBER(15))
  2. Invoice Number (VARCHAR2(20))
  3. Invoice Date (DATE)
4. The program expects that the combination of invoice number and invoice date is unique in ar\_payment\_schedules.
5. You do not have to use all the bind variables that are provided in your SQL statement. For example:

```
p_cursor_string := 'select ct.customer_id,
ct.trx_number, ct.trx_date ' ||
'from custom_table ct ' ||
'where ct.matching_number =
:b_current_matching_number ' ||
'and ct.matching_date = :b_current_matching_date
';
```

6. The SQL statement must be such that, if it does not match with given matching number and matching date (optional), it must return the following:

```
customer_id = -9999,
trx_number = null,
trx_date = null.
```

7. If the statement matches to multiple customers but the same 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.

## See Also

How AutoLockbox Identifies Customers for a Receipt: page 5 - 90

AutoCash: page 5 - 167

Automatic Receipts: page 5 - 186

Post QuickCash: page 5 - 160

AutoLockbox Validation: page 5 - 109

Commonly Asked Questions: page 5 - 136

Transmission Formats: page 2 - 253

Lockboxes: page 2 - 143

Importing and Applying Cross Currency Receipts: page 5 - 103

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## 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, such as German marks, French francs, Canadian dollars, and Japanese yen. 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 them to transactions denominated in the *euro*, a single currency adopted January 1, 1999 by member countries of the Economic and Monetary Union (EMU). The EMU countries include Austria, Belgium, France, Finland, Germany, Ireland, Italy, Luxemburg, the Netherlands, Portugal, and Spain. AutoLockbox also supports euro to non- euro cross 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 that have a "fixed" relationship have an established, non- fluctuating exchange rate. The exchange rate between the two currencies is stable and does not change frequently. All currencies within the EMU have a fixed rate relationship with each other and with the euro. To process euro and EMU transactions using AutoLockbox, you must define fixed exchange rate relationships.



**Attention:** To use AutoLockbox with currencies that have a floating rate relationship, you must set the profile option AR: Enable Cross Currency to Yes. When processing EMU currencies, AutoLockbox ignores this profile option.

### **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 EMU currency in which you do business. You must also define fixed rate relationships between each currency within the EMU in which you

do business (for example, between French francs and German marks). AutoLockbox uses fixed exchange rates for the following types of cross currency applications:

- euro to EMU
- EMU to euro
- EMU to EMU

You can define fixed rate relationships in the Currencies window. See: *Defining European Monetary Union Relationships in the Oracle General Ledger User's Guide*.

### **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:

$$\text{Transaction Amount Applied} \times \text{Exchange Rate} = \text{Receipt Amount Applied}$$

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 profile option AR: Cross Currency Rate Type and either derives the rate (and the missing value) or rejects the receipt. See: AR: Cross Currency Rate Type: page 5 - 105.

Refer to the table below for more information.

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.

**Table 5 - 13 (Page 1 of 1)**

See: Transmission Formats: page 2 - 253.

### **AR: Cross Currency Rate Type**

The profile option AR: Cross Currency Rate Type determines the exchange rate 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 AR: Cross Currency Rate Type is not defined, AutoLockbox rejects receipts matching this criteria.

To define a rate for this profile option, see: Overview of Receivables User Profile Options: page A - 4.

### **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:

$$\text{amount\_applied} \quad \times \quad \text{trans\_to\_receipt\_rate} \quad = \quad \text{amount\_applied\_from}$$
$$\text{amount\_applied\_from} \quad / \quad \text{trans\_to\_receipt\_rate} \quad = \quad \text{amount\_applied}$$

**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 5 - 109.

### **QuickCash Window**

---

You can use the QuickCash window to enter cross currency receipts and application information. If the profile option AR: Enable Cross Currency is set to Yes, 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 5 - 22 and QuickCash: page 5 - 155.



**Suggestion:** Define the profile option AR: Cross Currency Rate Type. This profile option determines the default exchange rate the QuickCash window uses when the receipt and transaction currency are different and the two currencies do *not* have a fixed rate relationship. See: Overview of Receivables User Profile Options: page A - 4.

### **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:

$$1 \text{ USD} = .142857 \text{ DEM}$$

Your customer has three invoices, each for 1000 DEM. The customer adds the invoice amounts and then converts the total to USD. The result is shown below:

<u>Transaction</u>	<u>Rate</u>	<u>Amount (in receipt currency)</u>
--------------------	-------------	-------------------------------------

$$3000.00 \text{ DEM} \times .142857 = 428.57 \text{ USD (rounded)}$$

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:

<u>Transaction</u>	<u>Rate</u>	<u>Amount (in receipt currency)</u>
--------------------	-------------	-------------------------------------

$$1000.00 \text{ DEM} \times .142857 = 142.86 \text{ USD (rounded)}$$

$$1000.00 \text{ DEM} \times .142857 = 142.86 \text{ USD (rounded)}$$

$$1000.00 \text{ DEM} \times .142857 = \underline{142.86} \text{ USD (rounded)}$$

428.58 USD

As you can see, the receipt amount (amount\_applied\_from) in the bank transmission file is 428.57, but AutoLockbox calculates it as 428.58. 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 Errors

---

Rounding errors are not uncommon when processing cross currency receipts between currencies with fixed rates. 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 than 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: page 2 - 190.

### **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 5 - 17.

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: page 2 - 190.

### **See Also**

Transmission Formats: page 2 - 253

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## 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.

- **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 specified in either the Lockbox Header or the Lockbox Trailer, and is valid
  - Lockbox batch count is correct if it is provided
  - Lockbox amount is correct if it is provided
  - Lockbox record count is correct if it is provided
  - Origination number is valid if it is provided
  - No duplicate lockbox numbers

- **Batch Level Validation:** AutoLockbox validates your batch records to ensure that batch information corresponds to your transmission format. The following attributes are validated:
  - Batch name exists on batch records
  - Batch name is unique within the transmission
  - Batch amount is correct
  - Batch record count is correct
  - Lockbox number exists on batch records if this number is part of the transmission format
- **Receipt Level Validation:** AutoLockbox validates your receipt records to ensure that receipt information corresponds to your transmission format. The following attributes are validated:
  - Remittance amount is specified
  - Check number is specified
  - Item number is specified and is unique within a batch, a lockbox, or the transmission, depending on the transmission format
  - Lockbox number is specified (if this number is not part of the Lockbox Header or the Lockbox Trailer of the transmission format) and batches are not imported
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Account number is specified (if Transit Routing Number is part of the transmission format)
  - Invoice1- 8 are either valid or are left blank



**Attention:** If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

- Installment1- 8 are either valid installment numbers or are left blank

- Invoice, debit memo, credit memo, deposit, on- account credit, or chargeback number derived from the matching number does not belong to a guarantee or receipt
- Transaction number is entered where an application amount is specified
- Sum of all of the Amount Applied columns for a receipt does not exceed the remittance amount
- Customer number is valid (refer to Customer Validation below)
- Customer number and MICR number both reference the same customer (if both are provided)
- Receipt date is specified
- Payment method is valid
- Currency is valid (refer to Currency Validation below)
- **Overflow Level Validation:** AutoLockbox validates your overflow records to ensure that overflow information corresponds to your transmission format. The following attributes are validated:
  - Batch name is specified (if either Batch Headers or Batch Trailers are part of the transmission format)
  - Lockbox number is specified (if either the Batch Header or the Batch Trailer are not specified and the transmission format includes lockbox number)
  - Item number is specified and matches a receipt record
  - Overflow indicator is specified (unless it is the last overflow record)
  - Overflow sequence is specified
  - Invoice1- 8 are valid invoice numbers (these numbers are optional, and can be left blank)



**Attention:** If you are using matching numbers and a receipt record indicates that multiple transactions will be paid by this receipt, Lockbox assumes that all of the transactions are the same type (e.g. invoices, sales orders, purchase orders, etc.). For example, if the first 2 transactions are invoices, Lockbox will successfully match them with this receipt. However, if the next transaction is not an invoice, Lockbox will either import the remaining receipt amount as unidentified or reject the entire receipt (depending your Lockbox definition).

- Installment1- 8 are either valid installment numbers or are left blank
- Transaction number derived is entered where an application amount is specified
- **Customer Validation:** AutoLockbox can either validate your customer data based on the following attributes, or mark the receipt as 'Unidentified' if no match is found:
  - Customer number is valid
  - MICR number is valid
  - Bill- To customer is from an AutoAssociated invoice (if AutoAssociate is enabled)
- **Currency Validation:** Receivables lets you process receipts in multiple currencies. If you pass the currency code, exchange rate type, and receipt date, AutoLockbox will try to determine the exchange rate. If it is unable to determine the exchange rate, the receipt will fail validation.

Receivables also supports cross currency deposits. This implies that receipts in your lockbox can be either in the same currency as that of the bank account, or in any other currency, provided the bank account is in your functional currency and its Multiple Currency Receipts field is set to Yes (Bank Accounts window, Receivables Options tabbed region).

## See Also

Transmission Formats: page 2 - 253

Running AutoLockbox: page 5 - 140

Lockbox Execution Report: page 5 - 147

Commonly Asked Questions: page 5 - 136

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## 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 `arzeng.ctl` you can use to import bank files in the Zengin format. See: *Transmission Formats: page 2 - 253*.

When you match Zengin receipts with customer information, Receivables updates the Alternate Names table so it can automatically match receipts for these customers the next time you run AutoLockbox. The Alternate Name Matches window lets you remove this information from the Alternate Names table if, for example, this information is no longer valid.

Deleting information in this window only removes the record from the Alternate Names table; it does not delete the customer's name, number, or any other information from Receivables.

**Note:** The records in the Alternate Names table are not the same as the Alternate Name you can assign to a customer using the Customers window. The records in the Alternate Names table originate from the bank file you imported using AutoLockbox, and are simply alternative customer names often used by Japanese businesses.

For more information about the Alternate Name Receipt Matches window and importing Zengin format files using AutoLockbox, refer to the *Oracle Financials for Japan User's Guide*.

### See Also

Using AutoLockbox: page 5 - 86

Lockbox Execution Report: page 5 - 147

AutoLockbox Field Reference: page 5 - 145

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## Lockbox Tables and Column Descriptions

When you submit the Import, Validation, and Post Batch steps of AutoLockbox, Receivables stores receipt information in temporary application tables until it is approved for the next step. For example, the Validation step checks data in the AutoLockbox tables for compatibility with Receivables before passing the information into the Receipt and QuickCash tables. The following sections describe these tables.

### See Also

Running AutoLockbox: page 5 - 140

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### Receipt and QuickCash Tables

When you run the Validation step, Lockbox transfers receipt data into the following QuickCash tables:

AR\_INTERIM\_CASH\_RECEIPTS\_ALL

AR\_INTERIM\_CASH\_RCPT\_LINES\_ALL

When you run Post QuickCash, the receipt data is transferred from the QuickCash tables to the following Receipt tables:

AR\_CASH\_RECEIPTS\_ALL

AR\_RECEIVABLES\_APPLICATIONS\_ALL

AR\_CASH\_RECEIPT\_HISTORY\_ALL

## Lockbox Interface Table and Column Descriptions

When you run the Import step of AutoLockbox, Receivables stores receipt data from your bank file in the Lockbox Interface table AR\_PAYMENTS\_INTERFACE\_ALL. Following is a detailed description of this table.

Each column in AR\_PAYMENTS\_INTERFACE\_ALL has important, detailed information you need to successfully run AutoLockbox. The Destination column gives you the interim QuickCash tables and the actual Receivables applications tables to which the data is transferred from AR\_PAYMENTS\_INTERFACE\_ALL.

### Understanding the AR\_PAYMENTS\_INTERFACE\_ALL Table

Column Name	Null?	Type
TRANSMISSION_RECORD_ID		NUMBER(15)
SOURCE:	AR_PAYMENTS_INTERFACE_S.NEXTVAL	
DESTINATION:	None	
CREATION_DATE		DATE
SOURCE:	CURRENT SYSTEM DATE	
DESTINATION:	None	
CREATED_BY		NUMBER(15)
SOURCE:	FND_USER.USER_ID	
DESTINATION:	AR_BATCHES.CREATED_BY	
	AR_INTERIM_CASH_RECEIPTS.CREATED_BY	
	AR_INTERIM_CASH_RECEIPT_LINES.CREATED_BY	
LAST_UPDATE_LOGIN		NUMBER(15)
SOURCE:	UNKNOWN	
DESTINATION:	None	
LAST_UPDATED_BY		NUMBER(15)
SOURCE:	FND_USER.USER_ID	
DESTINATION:	None	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 1 of 12)

Column Name	Null?	Type
LAST_UPDATE_DATE		DATE
SOURCE:	CURRENT SYSTEM DATE	
DESTINATION:	None	
RECORD_TYPE	NOT NULL	VARCHAR2(2)
SOURCE:	AR_TRANS_RECORD_FORMATS.RECORD_IDENTIFIER	
DESTINATION:	None	
STATUS		VARCHAR2(30)
SOURCE:	FND_MESSAGES.MESSAGE_NAME	
DESTINATION:	None	
TRANSMISSION_REQUEST_ID		NUMBER(15)
SOURCE:	FND_CONCURRENT_REQUESTS.REQUEST_ID	
DESTINATION:	None	
TRANSMISSION_ID		NUMBER(15)
SOURCE:	AR_TRANSMISSIONS.TRANSMISSION_ID	
DESTINATION:	None	
DESTINATION_ACCOUNT		VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_TRANSMISSIONS.DESTINATION	
ORIGINATION		VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_TRANSMISSIONS.ORIGIN	
DEPOSIT_DATE		DATE
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 2 of 12)

Column Name	Null?	Type
<b>DESTINATION:</b>	AR_BATCHES.DEPOSIT_DATE	
GL_DATE		DATE
<b>SOURCE:</b>	DERIVED FROM DEPOSIT DATE, IMPORT DATE OR ENTERED DATE	
<b>DESTINATION:</b>	AR_BATCHES.GL_DATE AR_INTERIM_CASH_RECEIPTS.GL_DATE AR_CASH_RECEIPT_HISTORY.GL_DATE	
DEPOSIT_TIME		VARCHAR2(8)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	None	
TRANSMISSION_RECORD_ COUNT		NUMBER(15)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_TRANSMISSIONS.COUNT	
TRANSMISSION_AMOUNT		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_TRANSMISSIONS.AMOUNT	
TRANSFERRED_RECEIPT_COUNT		NUMBER
<b>SOURCE:</b>	PROGRAM COUNTS NUMBER OF RECORDS TRANSFERRED SUCCESSFULLY	
<b>DESTINATION:</b>	AR_TRANSMISSIONS.VALIDATED_COUNT	
TRANSFERRED_RECEIPT_ AMOUNT		NUMBER

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 3 of 12)

<b>Column Name</b>	<b>Null?</b>	<b>Type</b>
<b>SOURCE:</b>	PROGRAM COUNTS RECEIPT AMOUNTS OF RECORDS TRANSFERRED SUCCESSFULLY	
<b>DESTINATION:</b>	AR_TRANSMISSIONS.VALIDATED_AMOUNT	
<b>LOCKBOX_NUMBER</b>		<b>VARCHAR2(30)</b>
<b>SOURCE:</b>	PROVIDED BY BANK OR ENTERED BY USER AT RUNTIME	
<b>DESTINATION:</b>	None	
<b>LOCKBOX_BATCH_COUNT</b>		<b>NUMBER</b>
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	None	
<b>LOCKBOX_RECORD_COUNT</b>		<b>NUMBER</b>
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	None	
<b>LOCKBOX_AMOUNT</b>		<b>NUMBER</b>
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	None	
<b>BATCH_NAME</b>		<b>VARCHAR2(25)</b>
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_BATCHES.LOCKBOX_BATCH_NAME	
<b>BATCH_AMOUNT</b>		<b>NUMBER</b>
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	

Table 5 - 14 **AR\_PAYMENTS\_INTERFACE\_ALL** Table (Page 4 of 12)

Column Name	Null?	Type
<b>DESTINATION:</b>	AR_BATCHES.CONTROL_AMOUNT	
<b>BATCH_RECORD_COUNT</b>		NUMBER(15)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_BATCHES.CONTROL_COUNT	
<b>ITEM_NUMBER</b>		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	None	
<b>CURRENCY_CODE</b>		VARCHAR2(15)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_BATCHES.CURRENCY_CODE	
	AR_INTERIM_CASH_RECEIPTS.CURRENCY_CODE	
<b>EXCHANGE_RATE</b>		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_BATCHES.EXCHANGE_RATE	
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE_RATE	
<b>EXCHANGE_RATE_TYPE</b>		VARCHAR2(30)
<b>SOURCE:</b>	DEFAULTS FROM LOCKBOX DEFINITIONS OR ENTERED BY	
	USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION</b>	AR_BATCHES.EXCHANGE_RATE_TYPE	
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE	
	AR_RATE_TYPE	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 5 of 12)

Column Name	Null?	Type
REMITTANCE_AMOUNT		NUMBER
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.AMOUNT	
TRANSIT_ROUTING_NUMBER		VARCHAR2(25)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AP_BANK_BRANCHES.BANK_NAME	
	AP_BANK_BRANCHES.BANK_BRANCH_NAME	
	AP_BANK_BRANCHES.BANK_NUM	
ACCOUNT		VARCHAR2(30)
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AP_BANK_ACCOUNTS.BANK_ACCOUNT_NUM	
CUSTOMER_BANK_ACCOUNT_ID		NUMBER(15)
SOURCE:	AP_BANK_ACCOUNT_USES.EXTERNAL_BANK_ACCOUNT_ID	
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.CUSTOMER_BANK_ACCOUNT_ID	
	AR_CASH_RECEIPTS.CUSTOMER_BANK_ACCOUNT_ID	
ANTICIPATED_CLEARING_DATE		DATE
SOURCE:	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
DESTINATION:	AR_INTERIM_CASH_RECEIPTS.ANTICIPATED_CLEARING_DATE	
CHECK_NUMBER		VARCHAR2(30)

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 6 of 12)

Column Name	Null?	Type
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.RECEIPT_NUMBER AR_CASH_RECEIPTS.RECEIPT_NUMBER	
<b>SPECIAL_TYPE</b>		VARCHAR2(20)
<b>SOURCE:</b>	PROGRAM DETERMINES THE TYPE	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.SPECIAL_TYPE	
<b>CUSTOMER_NUMBER</b>		VARCHAR2(30)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
<b>OVERFLOW_INDICATOR</b>		VARCHAR2(1)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
<b>OVERFLOW_SEQUENCE</b>		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
<b>CUSTOMER_ID</b>		NUMBER(15)
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.PAY_FROM_CUSTOMER AR_CASH_RECEIPTS.PAY_FROM_CUSTOMER	
<b>BILL_TO_LOCATION</b>		VARCHAR2(40)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 7 of 12)

Column Name	Null?	Type
		'MAINTAIN LOCKBOX TRANSMISSION DATA'
<b>DESTINATION:</b>	NONE	
<b>CUSTOMER_SITE_USE_ID</b>		NUMBER(15)
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.SITE_USE_ID	
	AR_CASH_RECEIPTS.CUSTOMER_SITE_USE_ID	
<b>RECEIPT_DATE</b>		DATE
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.RECEIPT_DATE	
	AR_INTERIM_CASH_RECEIPTS.EXCHANGE_DATE	
	AR_CASH_RECEIPTS.RECEIPT_DATE	
	AR_CASH_RECEIPTS.EXCHANGE_DATE	
<b>RECEIPT_METHOD</b>		VARCHAR2(30)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
<b>RECEIPT_METHOD_ID</b>		NUMBER(15)
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.RECEIPT_METHOD_ID	
	AR_CASH_RECEIPTS.RECEIPT_METHOD_ID	
<b>INVOICE1- 8</b>		VARCHAR2(50)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 8 of 12)

Column Name	Null?	Type
MATCHING1_DATE - MATCHING8_DATE		DATE
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
RESOLVED_MATCHING_ NUMBER1- 8		NUMBER
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	NONE	
RESOLVED_MATCHING1_DATE - RESOLVED_MATCHING8_DATE		DATE
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	NONE	
MATCH_RESOLVED_USING		VARCHAR2(30)
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	NONE	
RESOLVED_MATCHING1_ INSTALLMENT - RESOLVED_MATCHING8_ INSTALLMENT		NUMBER
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	NONE	
AMOUNT_APPLIED1- 8		NUMBER

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 9 of 12)

Column Name	Null?	Type
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPT_LINES.PAYMENT_ AMOUNT AR_RECEIVABLE_APPLICATIONS.AMOUNT_APPLIED	
INVOICE1_STATUS - INVOICE8_STATUS		VARCHAR2(30)
<b>SOURCE:</b>	PROGRAM DETERMINES IT	
<b>DESTINATION:</b>	NONE	
COMMENTS		VARCHAR2(240)
<b>SOURCE:</b>	ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_BATCHES.COMMENTS AR_INTERIM_CASH_RECEIPTS.COMMENTS	
ATTRIBUTE_CATEGORY		VARCHAR2(30)
ATTRIBUTE1- 15		CHAR(40)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS.ATTRIBUTE1...15 AR_CASH_RECEIPTS.ATTRIBUTE1...15	
INVOICE1_INSTALLMENT - INVOICE8_INSTALLMENT		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR ENTERED BY USER VIA 'MAINTAIN LOCKBOX TRANSMISSION DATA'	
<b>DESTINATION:</b>	NONE	
CUSTOMER_NAME_ALT		VARCHAR2(320)

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 10 of 12)

Column Name	Null?	Type
SOURCE:	LOCKBOX DATA FILE	
DESTINATION:	NONE	
CUSTOMER_BANK_NAME		VARCHAR2(320)
SOURCE:	LOCKBOX DATA FILE	
DESTINATION:	NONE	
CUSTOMER_BANK_BRANCH_NAME		VARCHAR2(320)
SOURCE:	LOCKBOX DATA FILE	
DESTINATION:	NONE	
REMITTANCE_BANK_NAME		VARCHAR2(320)
SOURCE:	PROGRAM DETERMINES IT	
DESTINATION:	NONE	
REMITTANCE_BANK_BRANCH_NAME		VARCHAR2(320)
SOURCE:	PROGRAM DETERMINES IT	
DESTINATION:	NONE	
BANK_TRX_CODE		VARCHAR2(30)
SOURCE:	PROGRAM DETERMINES IT	
DESTINATION:	NONE	
AMOUNT_APPLIED1- 8		NUMBER
SOURCE:	LOCKBOX DATA FILE OR DERIVED FROM AMOUNT_APPLIED_FROM AND EXCHANGE_RATE	
DESTINATION:	AR_INTERIM_CASH_RECEIPTS_ALL.AMOUNT_APPLIED (if a single application) AR_INTERIM_CASH_RCPT_LINES_ALL.PAYMENT_AMOUNT (if multiple applications)	
AMOUNT_APPLIED_FROM1- 8		NUMBER

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 11 of 12)

Column Name	Null?	Type
<b>SOURCE:</b>	LOCKBOX DATA FILE OR DERIVED FROM AMOUNT_APPLIED_FROM AND EXCHANGE_RATE	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS_ALL.AMOUNT (if a single application) AR_INTERIM_CASH_RCPT_LINES_ALL.AMOUNT_APPLIED_FROM (if multiple applications)	
INVOICE_CURRENCY_CODE1- 8		VARCHAR2 (15)
<b>SOURCE:</b>	LOCKBOX DATA FILE OR DERIVED FROM AR_PAYMENT_SCHEDULES_ALL	
<b>DESTINATION:</b>	AR_INTERIM_CASH_RECEIPTS_ALL.INVOICE_CURRENCY_CODE (if a single application) AR_INTERIM_CASH_RCPT_LINES_ALL.INVOICE_CURRENCY_CODE (if multiple applications)	
TRANS_TO_RECEIPT_RATE1- 8		NUMBER
<b>SOURCE:</b>	LOCKBOX DATA FILE OR DERIVED FROM AMOUNT_APPLIED_FROM AND EXCHANGE_RATE	
<b>DESTINATION:</b>	TRANS_TO_RECEIPT_RATE	

Table 5 - 14 AR\_PAYMENTS\_INTERFACE\_ALL Table (Page 12 of 12)

### Assigning Values to Columns

You must assign values to all of the following columns in the AR\_PAYMENTS\_INTERFACE\_ALL table for AutoLockbox to successfully convert data into receipts.

<u>Column Name</u>	<u>Value</u>
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<b>STATUS</b>	Enter the value AR_PLB_NEW_RECORD for all records inserted into this table. The sample SQL*Loader control files Receivables provides fill this column in for you.
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<b>DEPOSIT_DATE</b>	Enter the date on which this transmission was actually deposited into your bank account. This date can be on any of the record types in your transmission. Each unique deposit date determines a batch of transmission records. For example, if you enter two unique deposit dates for your
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transmission, AutoLockbox divides your transmission into two batches of receipts.

**RECORD\_TYPE** Identify your record type. For example, if this is a batch header record, and your bank uses the value 3 to identify batch headers, enter 3 in this column. Find out from your bank what character they use to identify each one. Keep in mind that not all banks use all of the record types. Assign values to identify the following types of records:

TRANSMISSION HEADER

TRANSMISSION TRAILER

LOCKBOX HEADERS

LOCKBOX TRAILERS

BATCH HEADERS

BATCH TRAILERS

PAYMENT RECORDS

PAYMENT OVERFLOW RECORDS

SERVICE HEADER

Receivables lets you determine what information you want to include in you header, trailer, and receipt records. You can reference any of the above types when you define the different records for your transmission format. Below are examples of how you might want to define these.

### **Assigning Values to Transmission Header and Trailer Records**

If your record type is either a Transmission Header or a Transmission Trailer, then enter the following columns with the values you described. Transmission Headers and Trailers mark the beginning and ends of a specific data file. They usually contain information such as destination account, origination number, deposit date, and deposit time. You may have a Transmission Header without a Transmission Trailer; AutoLockbox does not require that you specify either of these record types in your transmission format. For each transmission you can only have one transmission header and one transmission trailer.

<b><u>Column Name</u></b>	<b><u>Value</u></b>
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<b>TRANSMISSION_</b>	Enter the number of records that you are importing.
<b>RECORD_COUNT</b>	Include all of the types of records in the count: headers, trailers, receipts and overflow records. 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.

<b>TRANSMISSION_ AMOUNT</b>	Enter the amount of the transmission. This is the sum of all of the receipt amounts within the transmission.
<b>DESTINATION_ ACCOUNT</b>	Enter your account number at the sending bank.
<b>ORIGINATION</b>	Enter the sending bank's transit routing number.
<b>DEPOSIT_ DATE</b>	Enter the date this transmission was actually deposited in your bank account. When you use SQL*Loader to import your data, it converts the date to the Oracle date format.
<b>DEPOSIT_ TIME</b>	Enter the time the deposit was made.

### **Assigning Values to Lockbox Header or Trailer Records**

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If your record type is either a Lockbox Header or a Lockbox Trailer, enter the following columns with the values described. Lockbox Headers usually mark the beginning of a specific lockbox and contain information such as the destination account and origination number. Lockbox Trailers mark the end of specific lockboxes and contain information such as lockbox number, deposit date, lockbox amount and lockbox record count. Although you may have a Lockbox Header without a Lockbox Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format.

<b><u>Column Name</u></b>	<b><u>Value</u></b>
<b>LOCKBOX_ NUMBER</b>	Enter the lockbox name or number that your bank specifies. This is the same value that you entered in the Lockboxes window. LOCKBOX_NUMBER is mandatory on all Lockbox Headers and Trailers.
<b>LOCKBOX_ BATCH_ COUNT</b>	Enter the number of batches in this lockbox.
<b>LOCKBOX_ RECORD_ COUNT</b>	Enter the number of Payment records in this lockbox. Do not include Payment Overflow records.
<b>LOCKBOX_ AMOUNT</b>	Enter the total value of the receipts in this lockbox.

<b>DESTINATION_ACCOUNT</b>	Enter your account number at the sending bank. If this value is included in a Transmission Header or Trailer, you must enter the same value.
<b>ORIGINATION</b>	Enter the sending bank's transit routing number. If this value is included in a Transmission Header or Trailer, you must have the same value here.

### Assigning Values to Batch Header and Trailer Records

If your record type is either a Batch Header or a Batch Trailer, you can enter the following columns with the values described below. Batch Headers mark the beginning of a specific batch and contain information such as batch number, deposit date, and lockbox number. Batch Trailers mark the end of a specific batch and contain information such as batch number, lockbox number, batch record amount, and batch amount. Although you may have a Batch Header without a Batch Trailer, AutoLockbox does not require that you specify either of these record types in your transmission format.

<u>Column Name</u>	<u>Value</u>
<b>BATCH_NAME</b>	Enter the name or number that the bank uses to identify the batch. This is required for each Batch Header and Trailer record.
<b>BATCH_AMOUNT</b>	Enter the total value of all receipts in this batch.
<b>BATCH_RECORD_COUNT</b>	Enter the number of receipt records in this batch.
<b>LOCKBOX_NUMBER</b>	Enter the lockbox number assigned to receipts in this batch. If the lockbox number is included in your format, it must appear on every batch record.
<b>COMMENTS</b>	Enter any free-form comments about this batch.

### Assigning Values to Receipt Records

If your record type is a Payment, you can enter the following columns with the values described below. A Payment record usually contains information such as MICR number, batch number, item number, check

number, and remittance amount. Some of the values are mandatory for a Payment record, while others are optional. Every transmission must have Payment records.

<b><u>Column Name</u></b>	<b><u>Value</u></b>
<b>LOCKBOX_NUMBER</b>	Enter the lockbox number assigned to your receipts. If the lockbox number is included in your format and you do not have batch records, it must be entered for every receipt record.
<b>BATCH_NAME</b>	Enter the batch name for this receipt. If batch name is included in your format, it must be entered for every receipt record. Each unique batch name determines a batch of transmission records. For example, if you enter two unique batch names for your transmission, AutoLockbox divides your transmission into two batches of receipts.
<b>ITEM_NUMBER</b>	Enter a sequential number to indicate the location of this receipt in this batch. You must enter a value even if your format does not have batch, lockbox, or transmission records. Item Number must be unique within a batch, a lockbox (if batches are not provided), or within a transmission (if neither batches nor lockboxes are provided).
<b>REMITTANCE_AMOUNT</b>	Enter the value of the receipt. You must enter a value for each receipt record.
<b>CURRENCY_CODE</b>	Enter the currency code for each receipt. Receivables supports AutoLockbox Transmission receipts in different currencies.
<b>EXCHANGE_RATE</b>	Enter the exchange rate you want Receivables to use for this currency.
<b>EXCHANGE_RATE_TYPE</b>	Enter the type of exchange rate you are using for this receipt. You can enter Corporate, Spot, or User.
<b>RECEIPT_DATE</b>	Enter the date that is written on your check. If you are using MICR numbers to identify customers, Lockbox requires that this date be equal to or earlier than the date of this AutoLockbox submission; otherwise, the receipts will be unidentified.
<b>RECEIPT_METHOD</b>	Enter the payment method that you want to associate with this receipt. Payment methods contain information about your bank, bank account, and receipt accounts. This payment method must

	be the same as the one you assigned to the batch source for this lockbox.
<b>CHECK_ NUMBER</b>	Enter the number printed on the receipt. You must enter a value for each receipt record.
<b>TRANSIT_ ROUTING_ NUMBER</b>	Enter the transit routing number from the receipt. This is optional, but you must enter this number if you enter the account number. Receivables uses transit routing number and account number together to identify the customer (MICR number).
<b>ACCOUNT</b>	Enter the bank account number from the receipt. This is optional, but you must enter this number if you enter the transit routing number.
<b>CUSTOMER_ NUMBER</b>	Enter the number assigned to your customer. This is optional.
<b>INVOICE1-8</b>	Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create a receipt record. You may find a list of valid values in AR_PAYMENT_SCHEDULES.TRX_NUMBER. Do not look at transactions with a class of PMT or GUAR. Invoice numbers are optional.
<b>AMOUNT_ APPLIED_FROM 1-8</b>	If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the <i>receipt</i> currency.
<b>INVOICE_ CURRENCY_CO DE1-8</b>	If the receipt currency and the transaction currency are different, enter the currency of the transaction (optional). If null, AutoLockbox derives this value from AR_PAYMENT_SCHEDULES_ALL. This field is used for cross currency receipt applications.
<b>TRANS_TO_ RECEIPT_RATE1 -8</b>	If the receipt currency and the transaction currency are different, enter the exchange rate used to convert the receipt to the transaction currency. This value is used for cross currency receipt applications when the receipt and transaction currencies do not have a fixed exchange rate.
<b>INVOICE1-8_ INSTALLMENT</b>	Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, Receivables will apply to the

oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

**AMOUNT\_  
APPLIED1-8**

Enter the amount of the receipt to apply to the invoice. You can provide invoice numbers without specifying the amount applied to each of these invoices. If you provide invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt schedule first. The value of the amount\_applied column must be on the same record as the invoice number to which it is applied. For example, you cannot have all of the invoice numbers on the receipt record and all of the amounts applied on the overflow. Applied amounts are optional. If the receipt currency and the transaction currency are different, enter the amount of the receipt to apply in the *transaction* currency.

**COMMENTS**

Enter any free-form comments about this receipt. Receivables stores this data, but does not display these comments in any of the receipt entry windows.

**ATTRIBUTE\_  
CATEGORY**

Enter the Descriptive Flexfield category information for this receipt.

**ATTRIBUTE1- 15**

Enter the Descriptive Flexfield attributes for this category. You can use this column to transfer additional information about your receipt. For example, if your bank enters and transmits customer name, you can use an attribute column to import this name. The attributes are visible as Descriptive Flexfields in the Receipt windows.

**BILL\_TO\_  
LOCATION**

To associate receipts with specific customer sites, enter the billing address for this receipt and include billing location in your transmission format. If the system option Require Billing Location for Receipts is set to Yes, you must enter a value here. In addition, you can set the Require Billing Location field to Yes in the Lockboxes window to require a billing location for a specific lockbox. The value of this field in the Lockboxes window will override

the option at the system level. See: Lockboxes: page 2 - 143.

**CUSTOMER\_  
BANK\_NAME** The name of the customer's bank.

**CUSTOMER\_  
BANK\_  
BRANCH\_  
NAME** The name of the customer's bank branch.

**REMITTANCE\_  
BANK\_NAME** The name of the bank that received the payment.

**REMITTANCE\_  
BANK\_BRANCH\_  
\_NAME** The name of the bank branch that received the payment.

### **Assigning Values To Overflow Records**

If your record type is an Overflow record, enter the following columns with the values described. Some of these values are mandatory, while others are optional. Overflow records allow you to transmit additional information about a receipt that does not fit on the receipt record, such as batch number, item number, sequence number, invoice number, debit memo number, or debit item amounts. The most common use for this record type is to import additional invoice numbers to which the receipt should be applied. An overflow record can have up to eight invoice applications.

<b><u>Column Name</u></b>	<b><u>Value</u></b>
<b>LOCKBOX_ NUMBER</b>	Enter the number of the lockbox for this receipt. If the lockbox number is included in your format and you do not have any batch records, you must enter this number for each receipt and overflow record.
<b>BATCH_NAME</b>	Enter the batch for this overflow record. If the batch name is included in your format, you must enter this name for each overflow record.
<b>ITEM_NUMBER</b>	Enter a sequential number to indicate the location of the overflow record in this batch. All overflow records for a receipt have the same item number as the receipt record. You must enter an item number for each overflow record to reference the receipt.

**OVERFLOW\_  
INDICATOR**

Receivables uses this column to indicate overflow records for the current receipt. You determine your overflow indicator in your transmission format. To identify the last overflow record, enter a value that is different from your overflow indicator. For example, in the BAI transmission format, '0' indicates an overflow record. You have three overflow records for a receipt, the first two records have '0' as the overflow indicator and the third record has '9'. Since the third record is not '0', it is identified as the last overflow record. You must enter a value for all overflow records.

**OVERFLOW\_  
SEQUENCE**

Enter a sequential number to indicate the order of overflow records. Within each receipt, the Overflow Sequence usually begins with 1.

**INVOICE1- 8**

Enter the invoice numbers to which you apply this receipt. You do not have to start with INVOICE1, nor use all eight of the INVOICE columns on a record before you create an overflow record. You can find a list of valid values in AR\_PAYMENT\_SCHEDULES.TRX\_NUMBER. Do not look at transactions with a class of PMT or GUAR. You may supply invoice numbers without specifying the amount applied to each invoice. Invoice numbers are optional.

**INVOICE1- 8\_  
INSTALLMENT**

Enter the installment number if your invoice has multiple payment schedules. If you do not specify the installment number for an invoice with multiple payment schedules, then Receivables will apply to the oldest payment schedule first. The installment number must be on the same record as the associated invoice number.

**AMOUNT\_  
APPLIED1- 8**

Enter the amount of the receipt to apply to the invoice. If you specify invoice numbers without specifying the amount applied to each invoice, Receivables applies the receipt to the invoices starting with the oldest receipt first. The value of the amount applied column must be on the same record as the invoice number to which the receipt amount is applied.

## System Assigned Columns

Receivables assigns values to the columns listed below during the import process. Your import file must leave these columns blank.

<u>Column Name</u>	<u>Type</u>
TRANSMISSION_RECORD_ID	NUMBER
CREATION_DATE	DATE
CREATED_BY	NUMBER
LAST_UPDATE_LOGIN	NUMBER
LAST_UPDATED_BY	NUMBER
LAST_UPDATE_DATE	DATE
TRANSMISSION_REQUEST_ID	NUMBER
CUSTOMER_ID	NUMBER
SPECIAL_TYPE	CHAR(20)
GL_DATE	DATE
STATUS	CHAR(30)
INVOICE1- 8_STATUS	CHAR(30)
RECEIPT_METHOD_ID	NUMBER(15)
TRANSMISSION_ID	NUMBER(15)
INVOICE1- 8_STATUS	VARCHAR2(30)
CUSTOMER_BANK_ACCOUNT_ID	NUMBER(15)
CUSTOMER_SITE_USE_ID	NUMBER(15)
TRANSFERRED_RECEIPT_COUNT	NUMBER
TRANSFERRED_RECEIPT_AMOUNT	NUMBER

**Table 5 - 15** System Assigned Columns

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## Commonly Asked Questions

### **When applying a receipt to an invoice through Autolockbox, will the Post QuickCash program automatically take the discount?**

Autolockbox does not realize discounts. This is an operation of the Post QuickCash program.

If the customer's credit profile and payment terms are set to 'Allow Discounts', Post QuickCash will automatically take the discount. The discount taken will also depend on the system options Allow Unearned Discounts and Discount on Partial Payment. The discount can be manually overridden in the Receipts window.

### **Can you process non- invoice related receipts through Autolockbox?**

No. AutoLockbox is specifically for invoice related receipts. Non- invoice related receipts, such as investment income, must be processed through the Receipts window using a receipt type of Miscellaneous. See: Entering Miscellaneous Transactions: page 5 - 50.

### **Can one customer pay for another customer's invoices through Autolockbox?**

Yes, if you have set up a relationship between these customers or the system option Allow Payment of Unrelated Invoices is Yes for this Lockbox submission. The paying customer should be identified by a customer or MICR number on the receipt record. Otherwise, if you are using AutoAssociate when applying Customer A's receipt to Customer B's invoice, the receipt will be identified as paid by Customer B. Additionally, all invoices listed to be paid by one receipt must belong to the same customer; otherwise, Lockbox imports the receipts as 'Unapplied'.

If the Allow Payment of Unrelated Invoices option is No in the System Options window or for this Lockbox submission, you need to set up a relationship between the customers before you can make applications in this way. See: Creating Customer Relationships: page 3 - 40.

### **How could trimming cause my receipts to display as unidentified?**

Receipts are identified by a customer number or MICR number being passed as part of the bank record. They can also be identified by the invoice number when AutoAssociate is used. If this information is supplied, and most of the receipts still show as unidentified, it is usually

a problem with how the customer number, MICR number, or invoice number is being trimmed during validation. Trimming is done to remove blanks or zeros used to pad data fields from the bank's data file. Your Transmission Format determines how a field will be trimmed. You must specify whether the field is right or left justified, and then identify the trim character to be a zero or blank. If the field is right justified, the validation process trims the fill characters from the left until it reaches a non- fill character. If the field is left justified, the validation process trims the fill characters from the right until it reaches a non- fill character.

Here are some examples:

Character Field, 10 characters long, Right Justified, Zero Filled

Character Field, 10 characters long, Left Justified, Zero Filled

Incorrect trimming can cause a receipt to be unidentified because an incorrectly trimmed field will not match the corresponding database field during validation. For example, if the customer number should appear as 00842 after validation, but it appears as 842, it will not match customer number 00842 in Receivables. The trim specifications in the above example are "right justified and zero filled", because the leading zeros are being trimmed until a non- fill character (8) is encountered. To have the customer number appear as 00842 after validation you can modify the fill character to be "blank" and the leading zeros will not be trimmed.

### **When does Autolockbox consider a receipt to be a duplicate?**

Duplicate receipts have the same receipt number, amount, currency, and customer number. Autolockbox does not allow duplicate receipts within the same batch source for the same customer. This is the same validation Receivables performs when you manually enter receipts using the Receipts window.

**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, Lockbox cannot automatically apply a payment to these invoices.

If a customer has more than one invoice with the same number within a Lockbox transmission, Autolockbox will reject the application (i.e. the record will remain in the interface table) because it cannot determine to which invoice to apply the payment. In this case, the receipt will either be left as Unapplied (if the customer number or MICR number is provided) or Unidentified (if the customer number 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 is not in the same currency as the receipt.
- 2) The receivable item belongs to a customer that is not related to the customer who remitted the receipt and Allow Payment of Unrelated Invoices is set to No.
- 3) The receivable item is not an invoice, a debit memo, a deposit, a credit memo, a chargeback, or an on- account credit.
- 4) The receivable item is a duplicate or invalid for the customer.
- 5) The receivable item has been selected for automatic receipt.
- 6) The installment number or the receivable item is invalid.

AutoLockbox uses the same reasons to invalidate an application as the standard receipt entry windows.

## How does Autolockbox divide receipts into batches?

AutoLockbox uses 4 criteria for dividing receipts into batches. They are listed in order of precedence as follows:

- 1) A batch can only have one deposit date or GL date. So, if Autolockbox encounters a change in the deposit date or the GL date, it will create a new receipt batch.
- 2) A batch can have only one batch name. So, if a new batch name is encountered, Autolockbox will create a new receipt batch.
- 3) You can specify the maximum size of a batch in the Lockboxes window. If the number of receipts exceeds this maximum, Autolockbox will create a new receipt batch.
- 4) The bank can provide batch records as part of the data file, which divide the receipts into batches.

A group of receipts will be processed as one batch if the group:

- has one deposit date, GL date and batch name
- is less than the maximum size of a batch
- there are no batch records in the data file

## See Also

Running AutoLockbox: page 5 - 140

## Running AutoLockbox

**Submit Lockbox Processing**

**Lockbox Submission Options**

New Transmission      Transmission Name **LBT2**

Submit Import

Data File **/home/lockbox/wc29914.dat**

Control File **arconv**

Transmission Format **DEFAULT**

Submit Validation       Allow Payment of Unrelated Invoices

GL Date

Lockbox **44332**

Report Format **All**       Complete Batches Only

Submit PostQuickCash

**Invalid Transaction Number Handling**

Post Partial Amount as Unapplied

Reject Entire Receipt

**Concurrent Process**

Request ID

**Submit**

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.



**Attention:** If you are using the automatic receipts feature, AutoLockbox ignores all transactions in this transmission that are selected for automatic receipt (i.e. transactions assigned to a receipt class with an Automatic Creation Method).

### **Prerequisites**

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- Define AutoCash rule sets: page 2 - 60
- Define lockboxes: page 2 - 143
- Define transmission formats: page 2 - 253
- Define receipt classes: page 2 - 164
- Define receipt sources: page 2 - 167
- Define system options: page 2 - 189
- Define banks: page 2 - 71
- Define profile options: page A - 2
- Define payment methods: page 2 - 151
- Define sequential numbering (optional): page 2 - 99

### **► To run AutoLockbox:**

1. Navigate to the Submit Lockbox Processing window.
2. If you are importing a new bank file, check the New Transmission check box, then enter a new Transmission Name. If you are resubmitting an existing lockbox transmission, you can select a name from the list of values.

3. To import a new bank file into Receivables, check the Submit Import check box, then enter your bank file's Data File, Control File, and Transmission Format information. If you are re-importing data, the default is the transmission format you specified in the initial import step. You can either accept this value or override it. When you run the import step, Receivables automatically generates the import section of the Lockbox Execution Report.
4. To validate or revalidate imported data and create QuickCash receipt batches, perform the following:
  - a. Check the Submit Validation check box.
  - b. Enter the Lockbox Number to validate. If this is not a new transmission, the default lockbox number is the number used for the original step of this transmission. If you specified Lockbox Number as a value to be imported from the bank file when you defined your transmission format, or if the transmission format shows that a number already exists, Receivables skips this field. You must enter a lockbox number if Submit Validation is Yes and the lockbox number is not specified in your bank file.
  - c. To apply receipts to transactions belonging to unrelated customers, check the Allow Payment of Unrelated Invoices check box.
  - d. Enter the date to post the receipt and batch records in this lockbox transmission to your general ledger in the GL Date field. If you defined your GL Date as 'Constant Date' in the Lockboxes window, you must enter a GL Date; if you specified a GL Date of 'Deposit Date' or 'Import Date', Receivables uses this as the GL date. If this is not a new transmission, the default is the GL date of the original transmission.
  - e. Enter a Report Format. When you submit the validation step, Receivables creates the Lockbox Processing Validation report. This report lets you review all records that pass and fail validation. Enter 'All' to include all records processed in this transmission. Enter 'Rejects Only' to include only records that failed validation. See: Lockbox Execution Report: page 5 - 147.

**Note:** Use the Maintain Lockbox Transmission data window to review and edit records that fail validation. See: Maintaining Lockbox Transmission Data: page 5 - 150.
  - f. To transfer only the lockbox batches in which all records pass the validation step to the QuickCash tables, check the Complete Batches Only check box. If you do not check this check box, Receivables will

transfer any receipts within a batch that pass validation, even if others are rejected.

5. To apply receipts in this transmission and update your customer's receivable balance, check the Submit Post QuickCash 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 5 - 143.

**Note:** You can also submit Post QuickCash from the Receipt Batches window. See: Post QuickCash: page 5 - 160.

6. To import receipts that could not be fully applied into the interface tables, check the Allow Partial Applications of Receipts check box. If this box is checked, Lockbox will import a receipt that is listed to be applied to several invoices, even if one or more of the invoices are invalid and Lockbox could not apply to them. In this case, Lockbox transfers the receipt into the AR\_INTERIM\_CASH\_RECEIPTS\_ALL table, and you can then manually apply payment to the invalid invoice(s) using the Applications window.

If Allow Partial Applications of Receipts is not checked, receipts that Lockbox cannot fully apply will remain in the AR\_PAYMENTS\_INTERFACE\_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 these receipts.

7. Save your work. Receivables displays the Request ID of your concurrent process and generates the Lockbox Execution report. See: Lockbox Execution Report: page 5 - 147.

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 5 - 153.

## 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 included in one transmission and update or delete any receipt information.

You can review Lockbox receipts before or after you run Post QuickCash. If you submitted Post QuickCash for this lockbox

transmission, you can only review these receipts in the Receipts or the Adjustments window. See: Running AutoLockbox: page 5 - 140.

You can review receipts that failed the validation step in the Lockbox Transmission Data window. See: Maintaining Lockbox Transmission Data: page 5 - 150.

**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.

## See Also

Maintaining Lockbox Transmission Data: page 5 - 150

AutoLockbox Field Reference: page 5 - 145

Lockbox Execution Report: page 5 - 147

Using AutoLockbox: page 5 - 86

Commonly Asked Questions: page 5 - 136

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## AutoLockbox Field Reference

This section provides a brief description of some of the fields in the Submit Lockbox Processing, Lockbox Transmission Data, and Lockbox Control windows. To open the Lockbox Control window, navigate to the Lockbox Transmission Data window, then choose Control.

**Bank Origination Number:** The bank origination number of the bank that transmitted this lockbox file. Receivables determines the Bank Origination number from the remittance bank account you entered in the Lockboxes window. This field is in the Lockbox Control window.

**Control File:** (Submit Lockbox Processing window) Receivables uses SQL \*Loader to load information from your operating system files into the Receivables database. The control file is used by SQL \*Loader to map the data in the bank file to tables and columns in the Oracle database. You need to create a control file for each bank file that uses a different transmission format. For SQL \*Loader to load your bank file properly, each logical record that your bank sends to you must end with a carriage return. If each record does not end with a carriage return, SQL \*Loader displays an error message when you submit AutoLockbox.



**Suggestion:** If you are using Receivables Multiple Organizations Support feature, we recommend that you create a different control file for each of your organizations. Each control file should populate the default org\_id column for that organization in the ar\_payments\_interface table. Additionally, if your existing control files use the date format 'YY' for the year, we recommend that you change this to 'RR'.

**Data File:** The path name and the filename of the bank file you are transferring into Receivables. This is the file that contains payment data you receive from the bank. Receivables lets you store the file in any directory. This field is in the Submit Lockbox Processing window.

**Destination Account:** (Lockbox Control window) The bank account into which this receipt was deposited.

**Item Number:** (Lockbox Transmission Data window) The item number associated with this receipt. If you have multiple receipts in a batch, you might include this in your transmission format to order receipts in a batch.

**Lockbox Batch Count:** (Lockbox Control window) The total number of bank batches associated with this lockbox.

**Lockbox Receipt Count:** (Lockbox Control window) The total number of receipts associated with this lockbox. This count does not include overflow receipts, headers, or trailers.

**Overflow Sequence:** (Lockbox Transmission Data window) A type of bank file record that stores additional receipt information that could not fit on the receipt record. Each Overflow record must have a receipt record as a parent. Typically, an Overflow record will store additional invoice numbers and the amount of the receipt to apply to each invoice. If there are multiple overflow records for a receipt record, each overflow record will have an overflow sequence.

**Record Count:** (Lockbox Control window) The total number of records in this lockbox transmission.

**Record Identifier:** (Lockbox Transmission Data window) A record identifier consists of at most two characters which Receivables uses to identify each record type. For example, Receivables can identify a receipt record in BAI bank files because this record always starts with the character '6'. You define valid record identifiers in the Transmission Formats window.

**Transmission Format:** (Submit Lockbox Processing window) A transmission format defines what data your bank is sending in the bank file, and how that data is organized so Receivables can successfully import this data. You must work with your bank to determine the content of your transmission format. Your transmission format must match each bank control file that you create, so the number of control files that you use must correspond to the number of transmission formats that you define. Receivables provides several sample format files in the \$AR\_TOP/bin directory. You can modify these transmission formats or create new ones.

## See Also

Using AutoLockbox: page 5 - 86

Running AutoLockbox: page 5 - 140

Lockbox Execution Report: page 5 - 147

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## 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 rtvalidation. 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 5 - 150.

## Column Detail

### **Record Count Summary**

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Receivables displays the number of records for this transmission and their corresponding statuses.

### **Transmission**

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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**

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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**

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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**

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Receivables displays the details of each record and the status of that record. If you chose to run the validation report for Rejects Only, Receivables will display the records in error only along with one of the error statuses listed below. If you run the validation report for 'All' records, then records with success statuses will also be displayed.

Lockbox automatically transfers all of the receipt records that have a Success status to the QuickCash tables. If you set the Allow Partial Applications check box to Yes in the Submit Lockbox Processing window, Lockbox will also transfer records that do not have a Success status, but will not be able to apply them. You can apply these receipts manually in the Applications window. If you set the Allow Partial Applications check box to No, records in a batch must have a Success status before they can be transferred into the QuickCash tables.

## **Error Detail**

Receivables lists all errors and their definitions by error number to help you identify the reason a record failed validation.

## **See Also**

Running AutoLockbox: page 5 - 140

QuickCash: page 5 - 155

Commonly Asked Questions: page 5 - 136

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## 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.

### Prerequisites

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- Run AutoLockbox: page 5 - 140
- Use the Lockbox Execution report to identify invalid records

► **To maintain lockbox transmission data:**

1. Navigate to the Lockbox Transmission Data window.
2. Enter or query the lockbox transmission. Within each transmission, Receivables displays the lockbox and batch records first, followed by the receipts and overflow records. The lockbox import program assigns a date to transmission records that you import into Receivables and displays transmissions by date when you query them in this window.

The Lockbox Transmission window displays the following record types if they are contained in your data file: Service Header, Transmission Header; Lockbox Header; Batch Header; Receipt; Overflow Receipt; Batch Trailer; Lockbox Trailer; Transmission Trailer. You can modify any of the values in these records.

3. To review error messages, place the cursor in the Status field, then choose Edit Field from the Edit menu. This field is set by the validation process.
4. Enter Comments about this transmission (optional). Receivables transfers comments for batch header records to the Receipt Batch after you run Post QuickCash. Receivables transfers batch header comments if the batch header does not include comments. You can

review and update comments about a batch in the Receipt Batches window.

5. If the error is contained in the control, receipt, or application information, you can make changes to the invalid records by selecting the record, then choosing one of the following:
  - **Receipt:** Choose this button to review and edit specific receipt information. You can change the values of fields that are included in your transmission format.
  - **Receipt Attributes:** Choose this button to review and maintain receipt descriptive flexfield information imported with your lockbox transmission. You can change the values of fields that are included in your transmission format.
  - **Applications:** Choose this button to review and maintain application information for each receipt within this transmission. You can apply a receipt to debit or credit items. When applying to credit items, Receivables increases the amount of the receipt that can be applied to debit items by the amount of the credit. You can apply up to eight transactions to each receipt record. To apply more than eight transactions, use overflow records for your receipt. Each overflow record can be used to apply an additional eight transactions to the receipt. Use the Status field to review errors for specific receipt applications.

Open the Cross Currency Data region to review information about cross currency receipts. See: Using AutoLockbox to Import and Apply Cross Currency Receipts: page 5 - 103.

**Note:** The Cross Currency Data region does not appear if the profile option AR: Enable Cross Currency is set to No.

- **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.



**Attention:** 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 data file for validation. See: Running AutoLockbox: page 5 - 140.

## See Also

Using AutoLockbox: page 5 - 86

Lockbox Execution Report: page 5 - 147

Viewing Transmission History: page 5 - 153

Commonly Asked Questions: page 5 - 136

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## 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 5 - 150.

### 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

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Run AutoLockbox: page 5 - 140

► **To view lockbox transmission history:**

1. Navigate to the Lockbox Transmission History window.
2. Query the lockbox transmission to view. The Control Count and Amount fields display the total number and amount of records in this lockbox transmission. The Validated Count and Amount fields display the total number and amount of receipts in this transmission that passed the validation step.
3. Enter any Comments about this transmission (optional).

## **See Also**

Using AutoLockbox: page 5 - 86

Running AutoLockbox: page 5 - 140

Commonly Asked Questions: page 5 - 136

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## 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. After reviewing a QuickCash batch for accuracy, run Post QuickCash to update your customer's account balances.

QuickCash lets you apply your receipts to one or many transactions, use AutoCash rules, place receipts on- account, or enter them as unidentified or unapplied. If you enable the profile option AR: Enable Cross Currency, you can also apply receipts to transactions in different currencies. 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.

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.

If you do not identify the customer for a receipt, Receivables automatically assigns the receipt a status of Unidentified.



**Attention:** You cannot add miscellaneous receipts to a QuickCash batch.

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### Bank Charges

The profile option AR: Create Bank Charges determines whether Receivables will consider bank charges and tolerance limits when applying receipts. When this profile option is set to Yes, both the Bank Charges and Tolerance Limit fields appear in the QuickCash window. However, whether you can enter values in these fields depends on the receipt's Application Type and creation status.

If you are applying a QuickCash receipt using an Application type other than 'AutoCash Rule' and the receipt creation status of the Receipt Class is 'Cleared,' Receivables lets you enter an amount in the Bank Charges field. (A receipt is created as Cleared if the Clearance Method of the receipt class is set to 'Directly.')

The default amount of the Bank Charges Setup field is the value you entered in the Bank

Charges window. This value is for informational purposes; it is used only when applying receipts based on AutoCash rules. See: Bank Charges: page 2 - 93.

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 5 - 167.

### Prerequisites

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- Perform all required set up steps preceding receipt entry. See: Entering Receipts: page 5 - 2.
- Define AutoCash Rule Sets: page 2 - 60

## Entering Quick Receipts

### ► To create a batch of quick receipts:

1. Navigate to the Receipt Batches window.
2. To create a new batch, choose a Batch Type of Manual- Quick, then enter information for this batch. See: Batching Receipts for Easy Entry and Retrieval: page 5 - 62.

To add receipts to an existing QuickCash batch, query the batch.



**Suggestion:** 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 6 - 31.
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 5 - 167.

**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 5 - 158.

**On-Account:** Apply this receipt to a customer's account, but not to a specific transaction.

**Unapplied:** Mark this amount as Unapplied if this receipt is not applied to any transactions.

**Unidentified:** Mark this amount as Unidentified if this receipt is not associated with a customer.

8. 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 than the receipt currency, enter either the Amount Applied or Cross Currency Rate.

9. 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.



**Suggestion:** If you need to apply a receipt to debit items, but you do not know the customer's name, instead of entering an Application Type, first enter one of the debit item numbers in the Transaction Number field. When you do this, Receivables displays the name of the customer associated with this transaction. Then, enter the appropriate application type.



**Attention:** If you do not enter a Bill- To Location and the customer has no statement site, any unapplied or on- account

receipt amounts will not appear on statements sent to this customer.

10. Enter the Payment Method and bank if they did not default from the batch information, or if you changed the receipt currency. You can only select payment methods that have remittance bank accounts assigned to them that have the same currency as the currency you specified for the receipt, or that have the Allow Multi-Currency receipt flag set to Yes.
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: page 2 - 99.
12. Move to the next record and repeat the steps above for each receipt to add to this batch.
13. Save your work.

## Applying a QuickCash Receipt to Multiple Transactions

You can apply a QuickCash receipt to several transactions by choosing an application type of 'Multiple.' You then select to which transactions you want to apply this receipt in the Applications window. Receivables does not actually update your customer's balance until you run Post QuickCash.

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 than 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.

### ► 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 5 - 156.
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 than the batch currency, specify exchange rate information.
5. Choose the Multiple button.
6. Enter a transaction or select one from the list of values.

7. Enter the amount of the receipt to apply to this transaction. The default Amount Applied is determined by the value of the profile option AR: Cash- Default Amount Applied. See: Overview of Receivables Profile Options: page A - 4.

**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.

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 5 - 178.

8. 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.
9. Move to the next record and repeat the steps above for each transaction to which you want to apply this receipt.
10. Save your work.

## See Also

Post QuickCash: page 5 - 160

Post QuickCash Execution Report: page 5 - 165

Receipts Field Reference: page 5 - 7

Bank Charges: page 2 - 93

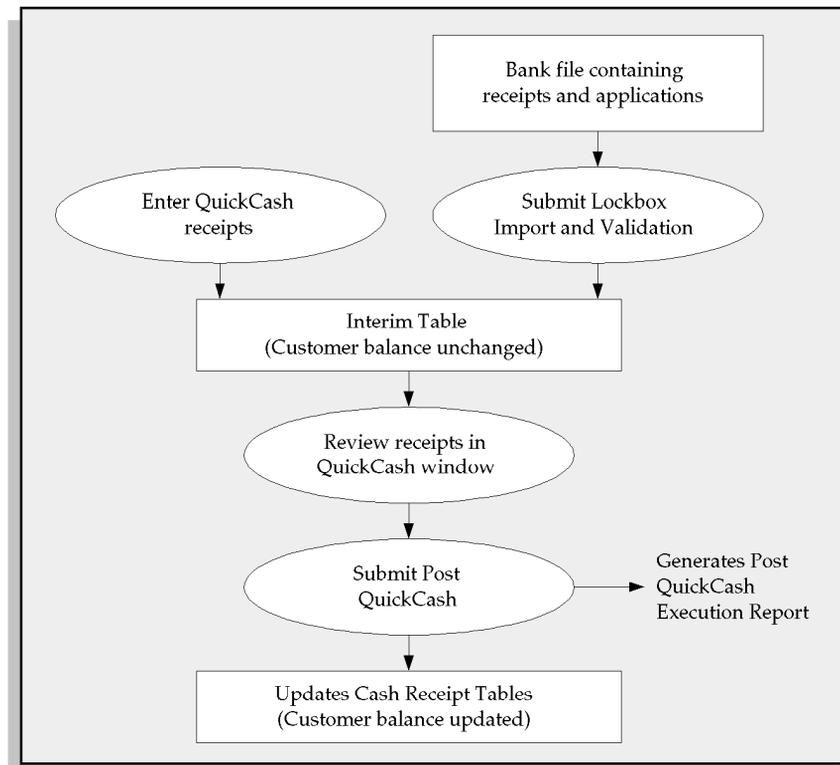
## Post QuickCash

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.

Figure 5 - 5 Post QuickCash



## How Post QuickCash Applies Receipts

### **Closed Transactions**

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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**

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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 5 - 167.

If you use AutoCash rules to apply your receipt and all of the rules in your AutoCash Rule Set fail, Post QuickCash will apply the receipt using the Remaining Amount Rule Set that you specify for this customer's profile class. If you did not specify a Remaining Amount Rule Set for this customer's profile class, Receivables marks the remaining amount Unapplied. See: Defining Customer Profile Classes: page 3 - 42.

### **Bank Charges**

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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 5 - 168.

### **Receipts Without a Bill-To Location**

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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**

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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 5 - 38.

## **Cross Currency Receipts**

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If the profile option AR: Enable Cross Currency is set to Yes, 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 5 - 103.

## **See Also**

QuickCash: page 5 - 155

Running Post QuickCash: page 5 - 163

Post QuickCash Execution Report: page 5 - 165

Bank Charges: page 2 - 93

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## 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 5 - 140.

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 5 - 62.

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 5 - 168.

### Prerequisites

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Enter QuickCash receipts: page 5 - 156 or run AutoLockbox: page 5 - 140

► **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.



**Suggestion:** 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 Transaction Number field.
4. To post this batch, choose Post QuickCash, then choose Yes to acknowledge the message. Receivables displays a Process Status number for this batch and creates the Post QuickCash Execution Report.

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 5 - 140.
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 5 - 165.

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.

## See Also

QuickCash: page 5 - 155

Post QuickCash Execution Report: page 5 - 165

Bank Charges: page 2 - 93

Monitoring Requests (*Oracle Applications User's Guide*)

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## Post QuickCash Execution Report

Receivables automatically generates this report each time you submit Post QuickCash or AutoLockbox. The report is printed in two sections. The first section contains detailed payment information for each receipt. The second section contains summary information for the receipt batch.

If another user selects the same batch before your request has completed, the system rejects the second request and the Post QuickCash Execution Report will display the message 'This batch has already been processed.'

If Post Batch uses other open amounts when applying a receipt (for example, a receipt, unapplied or on- account amount), Receivables marks that receipt with two asterisks (\*\*) and prints the legend " Total applications from previous receipts" at the bottom of the report. This occurs when you are using either the 'Clear the Account' or 'Clear Past Due Invoices' AutoCash rule to apply receipts, since both of these rules consider all of a customer's open debit and credit items when applying receipts.

### Detailed Section

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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.



**Additional Information:** 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:

<u>Count</u>	<u>Percentage</u>	<u>Amount</u>	<u>Percentage</u>
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**

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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 5 - 178.

In the Distribution section, Receivables displays the total amount of the receipts applied to line items, tax, freight, and receivables charges.



**Attention:** If your batch contains receipts in different currencies, the totals in this report contain amounts in mixed currencies. For example, if the batch includes one receipt for 100 USD and another for 50 DEM, the total amount is 150.00.

### **See Also**

QuickCash: page 5 - 155

Running Post QuickCash: page 5 - 163

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## 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 5 - 170. 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

### 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

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A partial receipt is a receipt that is less than the amount required to close the debit item to which it is applied. If you are using the Apply to

the Oldest Invoice First rule, Receivables lets you determine if you want to be able to apply a partial payment to your customer's debit items. The Apply Partial Receipts option in the AutoCash Rule Sets window determines whether Receivables can apply a partial payment to an open debit item.

The options that Receivables uses to calculate your customer's open balance affect the meaning of partial payments. For example, you have the following situation:

**Discounts = No**

**Apply Partial Receipts = No**

**Finance Charges = Yes**

**Items in Dispute = No**

**Receipt = \$100**

**Invoice #25 = \$100**

**Finance Charge for Invoice #25 = \$10**

In this example, Receivables will not be able to apply the \$100 receipt to Invoice #25 because the total remaining amount on the invoice is \$110 and Apply Partial Receipts is set to No. The status of the receipt amount will depend on the value you enter for the Remaining Remittance Amount.

### **Remaining Remittance Amount**

---

If you are using the Apply to the Oldest Invoice First rule, Receivables lets you determine the status of any remaining remittance amounts. If Receivables cannot fully or partially apply a receipt using any of the AutoCash rules in your AutoCash Rule set, it will either mark the remaining amount 'Unapplied' or place it 'On Account.' You choose one of these options in the Remaining Remittance Amount field in the AutoCash Rule Sets window.

## **Matching Using Bank Charges and Tolerance Limit**

If you have set up your system to use bank charges and a tolerance limit, Receivables will also consider these amounts if the current AutoCash rule does not find a match. If Receivables cannot find a match using bank charges or tolerance limit, it looks at the next rule in the sequence.

For Receivables to consider bank charges and tolerance limits, the following must be true:

- The profile option AR: Create Bank Charges is set to Yes
- The Receipt Class has a receipt creation status of 'Cleared' (this is necessary as Receivables assumes you know the bank charge only after the receipt has been cleared by the bank)
- You have defined a General Ledger account for Bank Charges for each Remittance bank account
- The AutoCash rule did not find an exact match

**Example:**

This example uses the AutoCash rule 'Match Payment with Invoice' to explain matching using bank charges and tolerance limit.

If it cannot match the receipt amount with an invoice, Receivables will attempt to match the sum of the receipt amount plus the bank charges to the invoices. If these amounts match, Receivables applies the receipt; otherwise, it will attempt to apply the sum of the receipt amount plus the tolerance limit to the invoice with the lowest value. If there are two or more invoices with equal amounts, Receivables will apply the receipt to the invoice with the oldest due date.

Consider the following example:

Receipt = \$980  
Bank Charge = \$3  
Tolerance Limit = \$20

<u>Invoice #</u>	<u>Amount</u>
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 5 - 168.

### **Match Payment with Invoice**

---

When using this rule, Receivables can only apply the receipt to a single invoice, debit memo, or chargeback if the receipt amount matches the amount of the debit item. If more than one debit item has an open amount that matches the receipt amount, Receivables applies the receipt to the item with the earliest due date. If more than one debit item exists with the same amount *and* due date, Receivables applies to the item with the lowest payment schedule id number (this is an internal, system-generated number).

Receivables uses the values you entered for the open balance calculation and the number of discount grace days you specified in this customer's profile class to determine the remaining amount due of the debit item. For example, you have the following situation:

**Discounts = Earned Only**

**Finance Charges = No**

**Receipt = \$1800**

**Receipt Date = 14-JAN-93**

## Discount Grace Days = 5

<u>Inv.</u> <u>No.</u>	<u>Inv.</u> <u>Amt</u>	<u>Fin</u> <u>Chrgs.</u>	<u>Payment</u> <u>Terms</u>	<u>Inv.</u> <u>Date</u>	<u>Due</u> <u>Date</u>
600	\$2000	\$20	10% 10/Net 30	01- JAN- 93	30- JAN- 93

Since Finance Charges is set to No, Receivables subtracts the \$20 finance charges from the amount of the invoice, reducing the amount to \$2000. The payment terms assigned to this invoice include a 10% discount if the invoice is paid within 10 days and our open balance calculation allows us to take earned discounts. Even though the invoice is paid after the 10 day period, Receivables adds the 5 discount grace days, making this invoice eligible for a 10% discount. The remaining amount due of this invoice on January 14 is \$1800. Since the remaining amount due of the invoice matches the receipt amount, the receipt is applied. If no discount grace days were offered, Receivables would not be able to apply the receipt because the remaining amount of the invoice would be \$2000.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the invoice. If this fails, Receivables will compare the receipt amount plus tolerance limit to the invoice. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 5 - 168.

## Clear the Account

---

When using this rule, Receivables can only apply the receipt if the receipt amount matches your customer's open balance. Receivables includes all open debit and credit items when calculating your customer's open balance. Open credit items include credit memos, on account credits, and on account and unapplied cash.

Receivables uses the options you specified for the open balance calculation and the number of discount grace days that you defined for this customer's profile class to determine your customer's open balance. For example, you have the following situation:

**Finance Charges = Yes**

**Items in Dispute = Yes**

**Receipt = \$590**

<u>Past Due Debits/Credits</u>	<u>Invoice Amount</u>	<u>Finance Charges</u>	<u>In Dispute</u>
Invoice #45	\$500	\$40	Yes
Invoice #46	\$300	\$0	-
Credit Memo #100	\$50	-	-
Unapplied Cash	\$200	-	-

Since Finance Charges and Items in Dispute are set to Yes, the open balance for this customer is \$590. Because the receipt amount matches your customer's open balance, the receipt can be applied.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's open balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the your customer's open balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 5 - 168.

### **Clear Past Due Invoices**

---

When using this rule, Receivables can only apply a receipt if the receipt amount matches your customer's past due account balance. Receivables includes all open past due debit and credit items when calculating your customer's past due account balance.

A debit item is considered past due if the invoice due date is earlier than or equal to the receipt date of the receipt being applied to this invoice. For unapplied and on account cash, Receivables uses the receipt date, and for credit memos and on account credits Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of 10-JAN-93, all unapplied and on account cash as well as credit memos and on-account credits that have a transaction date (receipt date or credit memo date) on or earlier than 10-JAN-93 will be included when calculating this customer's account balance.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified for this customer's profile class to determine your customer's past due account balance. The values you choose for the Finance Charges and Items in Dispute options may prevent a past due debit item from being

closed, even if the receipt amount matches your customer's past due account balance. For example, you have the following situation:

**Finance Charges = No**

**Items in Dispute = No**

**Receipt = \$420**

<u>Past Due Debits/Credits</u>	<u>Invoice Amount</u>	<u>Finance Charges</u>	<u>In Dispute</u>
Invoice #209	\$300	\$0	
Invoice #89	\$250	\$0	Yes
Invoice #7	\$120	\$30	-

Since Finance Charges and Items in Dispute are set to No, Receivables does not include Invoice #89 (\$250) or finance charges for Invoice #7 (\$30) when calculating this customer's past due account balance. Therefore, the past due account balance for this customer is \$420. Because the receipt amount matches your customer's past due account balance, the receipt can be applied; however, Invoice #7 and #89 are still open, past due debit items.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to your customer's past due account balance. If this fails, Receivables will compare the receipt amount plus tolerance limit to the past due account balance. If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 5 - 168.

### **Clear Past Due Invoices Grouped by Payment Term**

When using this rule, Receivables can only apply a receipt if the receipt amount matches the sum of your customer's credit memos and past due invoices. This rule is similar to the Clear Past Due Invoices rule, but it first groups past due invoices by their payment term, and then uses the oldest transaction due date within the group as the group due date.

A debit item is considered past due if the invoice due date is earlier than the deposit date of the receipt being applied to this invoice. For credit memos, Receivables uses the credit memo date to determine whether to include these amounts in the customer's account balance. For example, if you are trying to apply a receipt with a receipt date of

10- JAN- 93, credit memos that have a transaction date (credit memo date) on or earlier than 10- JAN- 93 will be included. Credit memos do not have payment terms, so they are included in each group.

Receivables uses the options that you entered for the open balance calculation and the number of discount grace days that you specified for this customer's profile class to determine the sum of your customer's credit memos and past due invoices. The values you specify for the Finance Charges and Items in Dispute options may prevent a past due debit item from being closed, even if the receipt amount matches the sum of your customer's credit memos and past due invoices. Consider the following situation:

**Receipt = \$900 on 25-JUN**

<u>Trx. Number</u>	<u>Payment Term</u>	<u>Due</u>	<u>Invoice Amount</u>
1	A	25- MAY	\$500
2	A	25- JUN	\$200
3	A	25- JUN	\$200
4	B	20- JUN	\$900
5	C	25- MAY	\$905

Receivables will group these transactions as follows:

Group 1: Trx 1,2,3

Amount: \$900

Group Due Date: 25- MAY

Group 2: Trx 4

Amount: \$900

Group Due Date: 20- JUN

Group 3: Trx 5

Amount: \$905

Group Due Date: 25- MAY

Since Groups 1 and 2 match the receipt amount, Receivables will select the group with the oldest due date (Group 1) and apply the receipt to those transactions.

**Note:** If this AutoCash rule fails and you have set up your system to use bank charges and a tolerance limit, Receivables will compare the receipt amount plus bank charges to the sum of your customer's credit memos and past due invoices for that payment term. If this fails, Receivables will compare the receipt amount plus tolerance limit to the group with the

smallest sum of credit memos and past due invoices (if there are two or more groups with the same combined amount Receivables will select the group with the oldest due date). If it finds a match, Receivables applies the receipt; otherwise, it looks at the next AutoCash rule in the sequence. For more information, see: Matching Using Bank Charges and Tolerance Limit: page 5 - 168.

### **Apply to the Oldest Invoice First**

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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 and your automatic matching rules to determine your customer's oldest outstanding item.

For example, you have the following situation:

**Apply Partial Receipts = Yes**

**Finance Charges = No**

**Receipt = \$200**

<u>Invoice #</u>	<u>Invoice Amount</u>	<u>Finance Charges</u>	<u>Due Date</u>
801	\$0	\$35	01-DEC-92
-	-	-	-
707	\$450	\$0	01-JAN-93

If you compare only the due dates for the two invoices, invoice #801 is the oldest invoice, but Receivables also checks the options that you entered for both your open balance calculation and automatic matching rule. Since Finance Charges is set to No, Receivables ignores invoice #801 (since the remaining amount only consists of finance charges) and applies the \$200 receipt to invoice #707.

If Apply Partial Receipts was set to No, Receivables would not be able to apply this receipt and would look at the next rule in the sequence.

**Note:** Matching using bank charges and a tolerance limit does not apply to this AutoCash rule.

### **Example**

Assume that you have defined the following AutoCash rule set:

## Open Balance Calculation

- Discounts: Earned Only \*
- Finance Charges: No
- Items In Dispute: No

## Automatic Matching Rules

- Apply Partial Receipts: Yes
- Remaining Remittance Amount: On- Account

## Sequence of AutoCash Rules

1. Match Payment with Invoice
2. Clear The Account
3. Apply To The Oldest Invoice First

\* Assume that the customer, Global Freight Carriers, has no payment or discount grace days.

A payment was entered for Global Freight Carriers for \$600 through the QuickCash window with a deposit date of 10- DEC- 92.

Global Freight Carriers has the following outstanding invoices, none of which are in dispute:

<u>Number</u>	<u>Amt Remaining</u>	<u>Due Date</u>	<u>Discount Date/Amt</u>
123	\$200	11- DEC- 92	01- DEC- 92/\$20
124	\$300	08- DEC- 92	30- NOV- 92/\$30
125	\$150	13- DEC- 92	28- NOV- 92/\$15

## Results:

- AutoCash rule 1, Match Payment with Invoice, fails because none of the customer's open items have a remaining amount due that is equal to the amount of the receipt (\$600). The Post QuickCash program now looks at AutoCash rule 2.
- AutoCash rule 2, Clear The Account, fails because this customer's calculated account balance (\$650) is not the same as the amount of the receipt. The Post QuickCash program now looks at AutoCash rule 3.
- Using AutoCash rule 3, Receivables first applies the receipt to the oldest invoice. \$300 of the receipt is applied to invoice #124. Since the discount date of 30- NOV- 92 has passed and the

Discount field for the Open Balance Calculation is set to Earned Only, the \$30 discount is no longer available. The amount due remaining for this invoice is now equal to either \$0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now \$300.00.

Receivables now applies \$200 to invoice #123, which is the next oldest invoice. Just like invoice #124, the discount date for invoice #123 has passed and the \$20 discount is no longer available. The amount due remaining for this invoice is now equal to either \$0 or the amount of any finance charges previously assessed for this item. Finance charges are not included in your customer's open balance calculation since this option is set to No. The remaining receipt amount is now \$100.

Finally, Receivables applies the remaining \$100 to invoice #125 (\$150) as a partial receipt because the Apply Partial Receipts matching rule is set to Yes. (If this was set to No, the remaining amount could not be applied to invoice #125 and would be placed on account, since the Remaining Remittance Amount matching rule is set to On Account.) Just like the other invoices, the discount date for invoice #125 has passed and the \$15 discount is no longer available. If there are no finance charges for this invoice, the amount due remaining for invoice #125 is reduced from \$150 to \$50, and remains open.

## **See Also**

AutoCash Rule Sets: page 2 - 60.

Post QuickCash: page 5 - 160

AutoCash Rules Report: page 9 - 41

Bank Charges: page 2 - 93

Discounts in Post QuickCash: page 5 - 184

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## 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**

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Receivables lets you determine whether your customers can take earned and unearned discounts. An **earned discount** is a discount you give to a customer who pays on or before the discount date or within the discount grace period. For example, a customer may earn a 2% discount off the original invoice if payment is received within 10 days. The earned discount period is determined by the invoice date, apply date of the receipt, and any discount grace days.

Receivables also lets you choose whether to allow unearned discounts. **Unearned discounts** are discounts that you allow after the earned discount period has passed. The default discount is zero if the discount is unearned. 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 and warns you if you are taking an unearned discount. You specify whether your customers can take unearned discounts in the System Options window. See: Miscellaneous System Options: page 2 - 204.

For more information, see: Determining the Discount Percent: page 5 - 180.

#### **Discounts on Partial Payments**

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Receivables lets you choose whether to allow discounts when your customer remits partial payment for an open debit item. If you allow discounts on partial payments, Receivables prorates the amount of the discount based on the receipt amount. You can control whether your customers can receive discounts for partial payments by setting the system option Discount on Partial Payment to Yes or No. See: Accounting System Options: page 2 - 190.

## **Tiered Discounts**

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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**

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Grace days refer to the number of days after the discount term that your customer can take earned discounts. Your customer must have discounts specified in their payment terms before discount grace days can be used. If you use an AutoCash Rule Set to apply payments to a customer's open debit items, Receivables uses the number of Discount Grace Days that you specify for this customer's profile to determine this customer's open balance. See: Defining Customer Profile Classes: page 3 - 42 and AutoCash: page 5 - 167.

### **Discount Basis**

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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: page 2 - 204.

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:

$$\text{Maximum Discount} = \frac{\text{Amount Due}}{\text{Original}} * \frac{\text{Highest Discount}}{\text{Percent}} - \text{Discount Taken}$$

### 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:

$$\text{Earned Discount} = \text{Amount Due Remaining} * \text{Discount Percent}$$

If the receipt amount is either the same or less than the amount due remaining less the discount, Receivables uses the following formula to determine the earned discount:

$$\text{Earned Discount} = \frac{\text{Receipt Amount} * \text{Discount Percent}}{1 - \text{Discount Percent}}$$

### Unearned Discounts with Partial Payment Discounts Allowed

Receivables uses the following formula to determine unearned discounts if partial payments are allowed:

$$\text{Unearned Discount} = \text{Maximum Discount} - \text{Earned Discount}$$

### 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:

$$\text{Unearned Discount} = \frac{\text{Amount Due}}{\text{Original}} * \frac{\text{Maximum}}{\text{Discount Percent}} - \text{Earned Discount}$$

### Discount on Lines Only

If the Discount Basis option for your payment term is set to Lines Only, Receivables does not take discounts on receipt amounts applied to tax, freight, or finance charges and uses the following formula to determine the discount amount:

$$\text{Line Percent} = \text{Discount Percent} * \frac{\text{Sum of Lines} + \text{Sum of Line Adjustments} - \text{Sum of Line Credits}}{\text{Amount Due Original} + \text{Sum of Adjustments} - \text{Sum of Credits}}$$

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

Percent	Date	On Lines Only	On Partial Payments
5	17-DEC-93	No	Yes
10	12-DEC-93	No	Yes

Invoice Details:

Invoice #101  
 Invoice Date = 02-DEC-93  
 Due Date = 01-JAN-94

Amount = \$1100

The following table displays the default discount amounts based on different receipt application dates. You can also see the amount of earned and unearned discounts that your customers can take.

Receipt Apply Date	Receipt Amount	Default Discount Amount	Message Line	Earned Discount Allowed	Unearned Discount Allowed
From 02- DEC- 93 to 12- DEC- 93	\$990	\$110	Discount Earned = 110, Total = 110	\$110	None
From 13- DEC- 93 to 17- DEC- 93	\$990	*\$52.11	Discount Earned = 52.11, Total = 110	\$52.11	\$57.89
After 17- DEC- 93	\$990	*0	Discount Earned = 0, Total = 110	None	\$110
From 02- DEC- 93 to 12- DEC- 93	**\$1000	\$110	Discount Earned = 110, Total = 110	\$110	None
From 13- DEC- 93 to 17- DEC- 93	**\$1000	*\$52.63	Discount Earned = 52.63, Total = 110	\$52.63	\$57.37
After 17- DEC- 93	**\$1000	*0	Discount Earned = 0, Total = 110	None	\$110

Table 5 - 16

\* To take the unearned discount you must update the amount in the Discount field

\*\* \$100 of the receipt is left as Unapplied

## Determining the Default Amount to Apply

The profile option AR: Cash - Default Amount Applied determines how Receivables defaults applied receipt amounts into the receipt application windows.

### **Remaining Amount of the Invoice**

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If you choose 'Remaining Amount of the Invoice', the default amount applied is the remaining amount of the transaction, less any available discount. However, if the remaining amount of the receipt is less 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.

### **Unapplied Amount of the Receipt**

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If you choose 'Unapplied Amount of the Payment', Receivables uses the unapplied amount of the receipt (or the transaction amount, if this is less than the unapplied amount of the receipt), less any available discount, as the default.

## Discounts in Post QuickCash

### **AutoCash Rules**

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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 5 - 160.

### **When the Discount Amount Exceeds the Maximum Discount**

When the discount amount exceeds the maximum discount, Receivables uses the maximum discount as the discount taken. Receivables uses the following formulas to determine the earned discount amount and the maximum discount:

$$\text{Earned Discount} = \frac{\text{Receipt Amount} * \text{Discount Percent}}{1 - \text{Discount Percent}}$$

$$\text{Max. Discount} = \text{Discount Taken} * \text{Amount Due Original} - \text{Highest Discount}$$

### **See Also**

Defining Receivables System Options: page 2 - 189

Payment Terms: page 2 - 157

Entering Discount Information: page 2 - 161

AutoCash: page 5 - 167

Discount Projection Report: page 9 - 88

Profile Options: page A - 2

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## Automatic Receipts

Instead of manually entering receipts, you can use the Receivables automatic receipts feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you collect payments on time by transferring funds from the customer's bank account to yours on the receipt maturity date. You can also manage your cash flow by deciding when, where, and how much you should remit to your bank.

Automatic receipts also lets you manage your customer risk and reconcile bank statements with your accounts receivable system. You can decide how you wish to process the receipts from creation to remittance and risk elimination.

The Automatic Receipts feature satisfies the many variations of bank remittance processing, such as Bills of Exchange, Direct Debits, Letras Aceptadas (Spain), Tratte Accettate (Italy), Lettre de Change Releve, and Credit Prelevement Automatique (France).

Once created, automatic receipts can be 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 5 - 17.

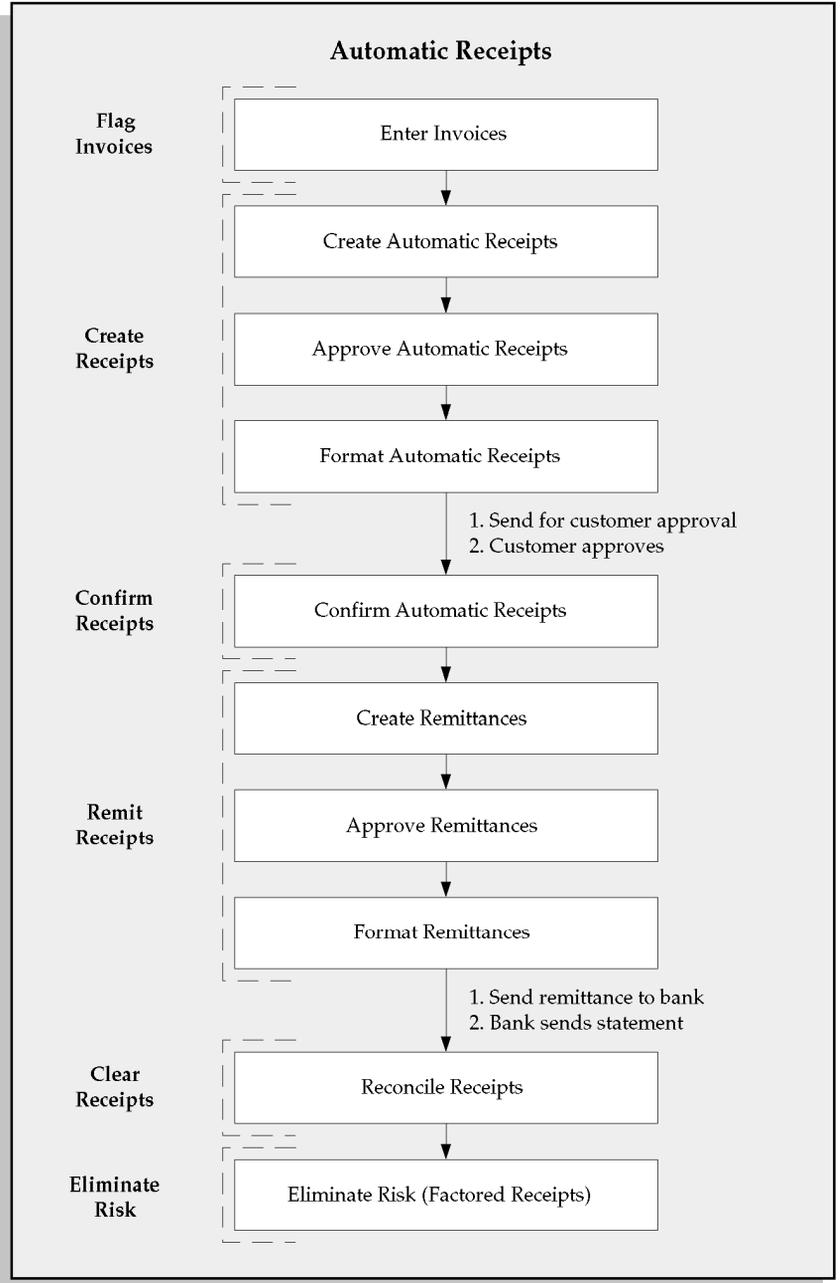
Creating automatic receipts involves three steps:

- **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.

Figure 5 - 6 Automatic Receipts and Remittance Process



## See Also

Accounting for Automatic Receipts and Remittances: page 5 - 210

Troubleshooting: page 5 - 188

Reporting on Automatic Receipts and Remittances: page 5 - 207

About Remittances: page 5 - 211

Automatic Clearing for Receipts: page 5 - 227

Invoices Awaiting Automatic Receipt: page 9 - 108

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## 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

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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 5 - 178.

Receivables does not allow discounts to be calculated for automatic receipts that require confirmation. However, you could define a receivables activity type of 'Discount' and create an adjustment in the Applications window to adjust the balance down on the invoice. Then, charge the adjusted amount to the discount account defined for the discount receivables type. See: About Adjustments: page 6 - 303.

## **Start and End Date Ranges**

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Many of the components that are used in automatic receipts have start and end date ranges, such as payment methods, remittance bank accounts, and customer bank accounts. When you set up your receivables system to handle automatic receipts, you must be careful when assigning date ranges. Receivables uses date ranges to determine which values will display in your list of values. For example, if you assign a payment method with a date range of 01- SEP- 96 to 30- SEP- 96 to one of your customers, you will not be able to choose this payment method if you enter an invoice for this customer on 01- OCT- 96.

## **Remittance Bank Information**

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Receivables will generally use the primary remittance bank account associated with the payment method and currency of your invoice when determining the remittance bank account for an automatic receipt. However, if it finds that a non- primary account for the same currency is the same as the customer 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, then open the Remittance tabbed region.

## **Sequential Numbering**

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If you are creating automatic receipts, the Sequential Numbering profile option must be set to 'Always Used' or 'Partially Used.' You must also ensure that you create a document category for each payment method you assign to invoices that are selected for automatic receipt application and that each document category is assigned to a document sequence with automatic numbering. For example, if sequential numbering is set to Always Used, but you have not assigned a document sequence to your payment method document category, Receivables displays the following error message when you try to approve your automatic receipt:

**PAP-00251**                      An assignment does not exist for these parameters and one is mandatory.

**Cause:**                              The profile option Sequential Numbering is defined to have sequential numbering always used.

The current set of parameters does not have a sequence assigned.

**Action:** Go to the Assign Sequences window and assign a sequence to the current set of parameters.

For more information about this profile option, see: Profile Options in Oracle Application Library: page A - 29.

### **Deriving General Ledger Dates**

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The General Ledger date of your automatic receipt is derived from the General Ledger date of your automatic receipt creation batch. When you create your automatic receipts, Receivables ensures that this date is in an open or future period.

However, if you are using the Cash Basis method of accounting, the General Ledger date of your receipt must be on or after the maturity date of the receipt. Receivables determines the maturity date of the receipt when the receipt is approved using the receipt maturity date rule you specify for your payment method. If the General Ledger date from the receipt creation batch is before the maturity date of the receipt, Receivables will replace this General Ledger date with the maturity date. See: Payment Terms: page 2 - 157.

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**

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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**

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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: Creating Customer Relationships: page 3 - 40.

**Note:** If you have a non-reciprocal relationship between a primary and related customer, and the related customer has no other primary customers, when you enter invoices for the related customer, bank accounts belonging to both the related and the primary customers appear in the list of values for the Customer Bank field.

### **See Also**

Implementing Document Sequences: page 2 - 99

Reporting on Automatic Receipts and Remittances: page 5 - 207

## 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 payment method/receipt class with an Automatic Creation Method.

When you create automatic receipts, the program picks up all complete transactions that have automatic payment methods and closes out their outstanding balances.

### Prerequisites

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- Define remittance bank accounts in either the currency of the transaction or with the Receipt Multi- Currency flag set to Yes. See: Defining Banks: page 2 - 71.
  - Define customer banks in the currency of the transaction you want to be paid by Automatic Receipts to inform your remittance bank from where funds are being transferred. See: Define Customer Banks: page 2 - 71.
  - Assign Customer Banks: page 3 - 13
  - Define receipt classes with Creation Method set to Automatic and indicate whether you want to confirm, remit, and clear your automatic receipts. See: Receipt Classes: page 2 - 164.
  - Define payment methods for your receipt classes and assign your bank accounts to them. Specify the number of Clearing and Risk Elimination days and enter your cash, confirmation, remittance, factoring, and short term debt accounts. See: Payment Methods: page 2 - 151.
  - Assign Automatic Payment Methods to your Customers: page 3 - 15.
- **To flag manually entered transactions to be paid by Automatic Receipt:**
1. Navigate to the Transactions window.
  2. Enter or query the transaction. See: Entering Transactions: page 6 - 2.
  3. Open the Paying Customer tabbed region.

4. Enter the Paying Customer Name or Number, and the Paying Location for this customer.
5. Enter a Payment 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 payment methods assigned to the paying customer.
6. Enter this customer's bank information, including Name, Branch, and Account Number.
7. Save your work.



**Suggestion:** Use the Invoices Awaiting Automatic Receipt report to see which transactions are flagged and waiting for Automatic Receipt creation. See: Invoices Awaiting Automatic Receipt: page 9 - 108.

- ▶ **To flag imported transactions to be paid by Automatic Receipt:**
  - When importing your transactions, ensure that each transaction to import has customer bank information defined and is assigned to a payment method with an associated receipt class that has an Automatic Creation Method.

## See Also

Entering Receipts: page 5 - 2

Creating Automatic Receipts: page 5 - 194

Automatic Receipts: page 5 - 186

Importing Transactions Using AutoInvoice: page 6 - 237

## Creating Automatic Receipts

The screenshot shows the 'Receipt Batches' form for 'Vision Operations US: USD'. The form includes the following fields and controls:

- Batch Type: Automatic (dropdown)
- Batch Name: 1011 (text)
- Currency: USD (text)
- Dates section:
  - Batch: 11/03/1998 (text)
  - GL: 11/03/1998 (text)
- Receipt Class: USD Auto Receipt (text)
- Payment Method: USD Auto Receipt (text)
- Media Reference: (empty text)
- Comments: (empty text)
- Process Status: Completed Creation (text)
- Request ID: 278632 (text)
- Buttons: Approve, Format, Maintain

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 payment method to determine when an invoice is eligible for the creation of automatic receipts. The lead days is the number of days before the invoice due date that this invoice can be selected for automatic receipt. A batch of automatic receipts can only have one payment method, thus one lead days value. Receivables compares the invoice due date and lead days with the batch date.



**Suggestion:** Set the lead days to a high value for automatic receipts that require confirmation. This will give you the additional time required to send the receipts to your customer and for the customer to confirm them. Receipts that will be

factored should also have the lead days set to a high number as they are often remitted long before their maturity date.

Receivables uses the GL date to determine the accounting period in which the automatic receipts will post to your general ledger. Receivables does not let you enter a GL date for a new batch if the receipt class requires confirmation as a separate step. This is because Receivables does not create accounting entries when you approve receipts, but do not confirm them. See: Accounting for Automatic Receipts and Remittances: page 5 - 210.

Lastly, Receivables validates that the receipt amount is more than or equal to the Minimum Receipt Amount that you specified for your remittance bank and customer profile class. You can assign minimum receipt amounts for your remittance bank accounts in the Receipt Classes window and for your Customers in the Customer Profile Classes or Customer windows. If the total of the transactions does not match the larger of the two minimum receipt amounts, no receipts will be created. These transactions will appear in the Exception section of the Create Automatic Receipt Execution report. See: Automatic Receipts and Remittances Execution Report: page 5 - 200.

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: page B - 2.

You can delete a batch of Automatic Receipts only if the batch has not yet been approved and its status is Creation Completed. When you delete a batch, all transactions within the batch become available for selection the next time you submit the Automatic Receipt creation program.

### **Automatic Receipt Statuses**

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Automatic Receipts have a status that indicates whether they are complete. Valid statuses include: Started Creation, Creation Completed, Started Approval, Approval Completed, Started Format, and Format Completed.

### **Prerequisites**

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- Set the Sequential Numbering profile option to 'Always Used' or 'Partially Used' and assign document sequences to each automatic payment method you define. Receipt numbers for automatic receipts are generated based on document sequence numbers. See: Implementing Document Sequences: page 2 - 99.

- ❑ Define Print and Transmission programs for your Automatic Receipts.
- ❑ Run the Invoices Awaiting Automatic Receipt report to review which invoices will be picked up by the Automatic Receipt program (optional). See: Invoices Awaiting Automatic Receipt report: page 9 - 108.
- ❑ Define the number of Auto Receipts Invoices per Commit and Receipts per Commit in the System Options window (Miscellaneous tabbed region).



**Suggestion:** Set the Receipts per Commit and Invoices per Commit system options to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic receipt and remittance batches. To help determine the numbers to use, look at the end of the log file for your largest Automatic Receipt Creation Batch; this will give you the number of receipts marked for this batch. Assign this number to Auto Receipts Invoices per Commit. Look at the log file for your largest Remittance Creation batch to derive the Auto Receipts Receipts per Commit number. You should only reduce these numbers if you run out of rollback segments. See: Defining Receivables System Options: page 2 - 189.

## 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 6 - 31.
4. Enter the Batch date. The default is the current date, but you can change it.
5. Enter a Receipt Class and Payment 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 Payment Method, Receivables displays the Receipt Class to which each Payment Method is assigned and indicates whether receipts using this

Receipt Class require confirmation. When you enter selection criteria for this batch in step 9, Receivables requires that each transaction selected for payment has the Payment Method you specify here.

6. If the Receipt Class you entered does not require confirmation as a separate step, enter the GL Date for this batch. The default GL date is the batch date. The GL date must fall within an open or future accounting period.
7. In the Media Reference field, enter the tape or floppy disk on to which you are going to create your batch of automatic receipts (optional).
8. Choose Create.
9. Enter 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: page 2 - 167.

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 - 200.

**Note:** If your automatic receipt batch has a status of Started Creation, but the concurrent process terminates, you must delete the batch and resubmit the automatic receipt creation process for this batch.



**Suggestion:** You can also use the Automatic Receipt Batch Management Report to review the status of your automatic

receipt batches. See: Automatic Receipt Batch Management report: page 9 - 42.

► **To delete a batch of automatic receipts:**

1. Navigate to the Receipt Batches or the Receipt Batches Summary window.
2. Query the batch to delete. To delete a batch of automatic receipts, the batch status must be either Started Creation or Creation Completed.
3. Choose Delete Record from the Edit menu, then choose OK to acknowledge the message.

## See Also

Automatic Receipts: page 5 - 186

Approving Automatic Receipts: page 5 - 201

Formatting Automatic Receipts: page 5 - 203

Confirming Automatic Receipts: page 5 - 205

Manually Entering Automatic Receipts: page 5 - 199

Automatic Receipts Awaiting Confirmation Report: page 9 - 44

Automatic Receipt Batch Management Report: page 9 - 42

Monitoring Requests (*Oracle Applications User's Guide*)

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## Manually Entering Automatic Receipts

If your customer remits a manual bill of exchange or similar document for a transaction that was to be paid for by automatic receipt, you can manually enter it in the Receipts window.

Receivables will treat this receipt like any other automatic receipt. When you remit the receipt to the bank, the funds will be transferred from the customer's bank account to your bank account.

### Prerequisites

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- Define your receipt classes: page 2 - 164
- Define your payment methods: page 2 - 151
- Define your receipt sources: page 2 - 167
- Open your accounting periods: page 7 - 10
- Define your profile options: page A - 4

► **To manually enter automatic receipts:**

1. Navigate to the Receipts window.
2. Choose a Receipt Type of Cash.
3. Enter receipt information. See: Entering Receipts: page 5 - 2.
4. Choose a Payment Method assigned to a receipt class that has a Creation Method of Automatic and a Remittance Method of Standard, Factoring, or Standard and Factoring.
5. In the Paying Customer tabbed region, enter customer bank information to indicate the source from which funds will be transferred. The default bank information is the primary bank account for the customer or bill to location that is in the same currency as the receipt.
6. Specify the receipt maturity date in the Remittance tabbed region. The default is the receipt deposit date, but you can change it.
7. Save your work.

## See Also

Automatic Receipts: page 5 - 186

Approving Automatic Receipts: page 5 - 201

Formatting Automatic Receipts: page 5 - 203

Confirming Automatic Receipts: page 5 - 205

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## Automatic Receipts and Remittances Execution Report

Use this report to review the number and amount of automatic receipts and remittances you have created, approved, or formatted.

Receivables automatically generates this report when you submit a batch of automatic receipts or remittances to be created, approved, or formatted.

For automatic receipts, the report prints the number of receipts processed and their amounts for each customer. This report also prints a summary by currency at the end of the report.

For remittances, this report prints the number and amount of remittances for each remittance bank account and a summary by remittance bank (by currency) at the end of the report.

Receivables also prints any exceptions that occurred while processing automatic receipts. Typical exceptions might be that minimum receipt amounts have not been satisfied at the customer or bank level, or that the primary site has not been defined for that customer and your system option requires one.

## See Also

Common Report Parameters: page 9 - 3

Creating Automatic Receipts: page 5 - 194

Approving Automatic Receipts: page 5 - 201

Formatting Automatic Receipts: page 5 - 203

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## 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 - 205.

Receivables lets you update transactions within a batch before you approve the batch. However, you can only select a new customer bank or bank account for a transaction in your batch that you have assigned to either this customer or the primary customers of this customer. In addition, this bank must have a bank account which is in the same currency as your batch.

Receivables uses various criteria to determine how to create the approved receipts. The Number of Receipts Rule on the payment method associated with the automatic receipt batch determines the number of receipts to create from the transactions contained in the batch. Options are One per Customer, One per Customer and Due Date, One per Invoice, One per Site, and One per Site and Due Date.

When you remit a batch of automatic receipts, your remittance bank uses the maturity date that you specify to determine when to transfer the funds for this receipt from your customer's bank to one of your remittance bank accounts. To determine the maturity date on the approved receipt, Receivables uses the Receipt Maturity Date Rule on the payment method. Options are to use the earliest or the latest due date of all the transactions which will be applied to the receipt.

To approve a batch, its status must be Creation Completed or Started Approval.

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### Prerequisites

- Create automatic receipts: page 5 - 196

► **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 - 200.

**Note:** If your automatic receipt batch has a status of Started Approval, but the concurrent process terminates, you can resubmit the batch for approval. You cannot delete an automatic receipt batch that has a status of Started Approval.



**Suggestion:** Use the Automatic Receipt Batch Management Report to review the status of your automatic receipt batches. See: Automatic Receipt Batch Management report: page 9 - 42.

## See Also

Creating Automatic Receipts: page 5 - 194

Formatting Automatic Receipts: page 5 - 203

Confirming Automatic Receipts: page 5 - 205

---

## Formatting Automatic Receipts

Format automatic receipt batches onto paper to send to your customer for confirmation or notification before remitting them to your bank. You can send these documents to your customers to confirm Bills of Exchange or to notify customers of direct debits you are creating. There is no limit to the amount of times you can format a batch of automatic receipts.

When you format a batch of automatic receipts, Receivables creates the Format Automatic Receipts report. This report provides details about the batches that have been formatted. See: Format Automatic Receipts report: page 5 - 204.

To format a batch, it must have a Process Status of Approval Completed.

### Prerequisites

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- Create automatic receipts: page 5 - 196
- Approve automatic receipts: page 5 - 201

► **To format a batch of automatic receipts:**

1. Navigate to the Receipt Batches window.
2. Query the batch you want to format.
3. Select the batch, then choose Format. Receivables displays the Request ID of your concurrent request and assigns a Process Status of Started Format.

You can review the results of your formatting request in the Concurrent Requests Summary window.

**Note:** If your automatic receipt batch has a status of Started Format, but the concurrent process terminates, you can resubmit the batch for formatting. You cannot delete an automatic receipt batch that has a status of Started Format.

## See Also

Creating Automatic Receipts: page 5 - 194

Approving Automatic Receipts: page 5 - 201

Confirming Automatic Receipts: page 5 - 205

Monitoring Requests (*Oracle Applications User's Guide*)

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## Format Automatic Receipts Report

Use this report to review the standard format of an automatic receipt. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, and then modify it accordingly. These receipts will be sent to the customer either as notification or for confirmation.

The layout of this report consists of two sections:

- **Stub:** This section (at the top of the report) contains the remit-to address of the customer, the check date, the currency, and a list of invoices to which the receipt is applied. Invoice details include the invoice number, invoice date, and the invoice amounts. This is the portion that the customer retains.
- **Automatic receipt:** This section (at the bottom of the report) contains the actual automatic receipt and it shows the company or agency name, the amount, and maturity date of the automatic receipt. It also contains the customer number, name, and address, and the customer's bank name and account. This is the portion that the customer sends back as confirmation in case of bill of exchange.

## See Also

Formatting Automatic Receipts: page 5 - 203

Creating Remittance Batches: page 5 - 217

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## 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 - 217.

To indicate that a receipt requires confirmation, you assign a receipt class that has the *Require Confirmation* option set to *Yes*. An example of receipts that require confirmation are *Signed Bills of Exchange*. Examples of receipts that do not require confirmation are *Direct Debits* and *Unsigned Bills of Exchange*. Receipts that do not require confirmation are created as *confirmed*. See: *Receipt Classes*: page 2 - 164.

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 - 201.

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 9 - 44.

### **Prerequisites**

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- Create automatic receipts: page 5 - 194
- Approve automatic receipts: page 5 - 201
- Format automatic receipts: page 5 - 203 (optional)

► **To confirm automatic receipts individually:**

1. Navigate to the Receipts or Receipts Summary window.
2. Query the receipts to confirm.



**Suggestion:** If you are using the Receipt Summary window, you can query all 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 - 207.

3. To update receipt information, select the receipt, then choose Open. You can update exchange rate information, the receipt maturity date, the remittance bank override flag, and customer bank information.



**Suggestion:** When your customer confirms the automatic receipt, they may provide a confirmation number for each receipt. Enter this number in the Customer Reference field. This number is passed to your remittance bank which can then forward it to the customer bank. This will enable your customer to reconcile their accounts.

4. To update transactions applied to this automatic receipt, choose Applications. You can update the Applied Amount depending on the transaction type associated with the transaction. If Allow Overapplication is Yes for this transaction type, you can enter an amount that exceeds the balance due for this transaction. If Natural Application Only is Yes, you can only enter an amount that brings the balance due of the transaction closer to zero.
5. If you updated transaction information, save your work.

6. Choose Confirm, then enter the GL and Confirmation Date for this receipt. The GL date must be in an open or future accounting period. If you are reviewing a receipt that you have already confirmed, Receivables displays the GL date you specified for the previous confirmation. The default Confirmation date is the current date, but you can change it.

7. Choose Confirm.

► **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.

## See Also

Automatic Receipts: page 5 - 186

Creating Automatic Receipts: page 5 - 194

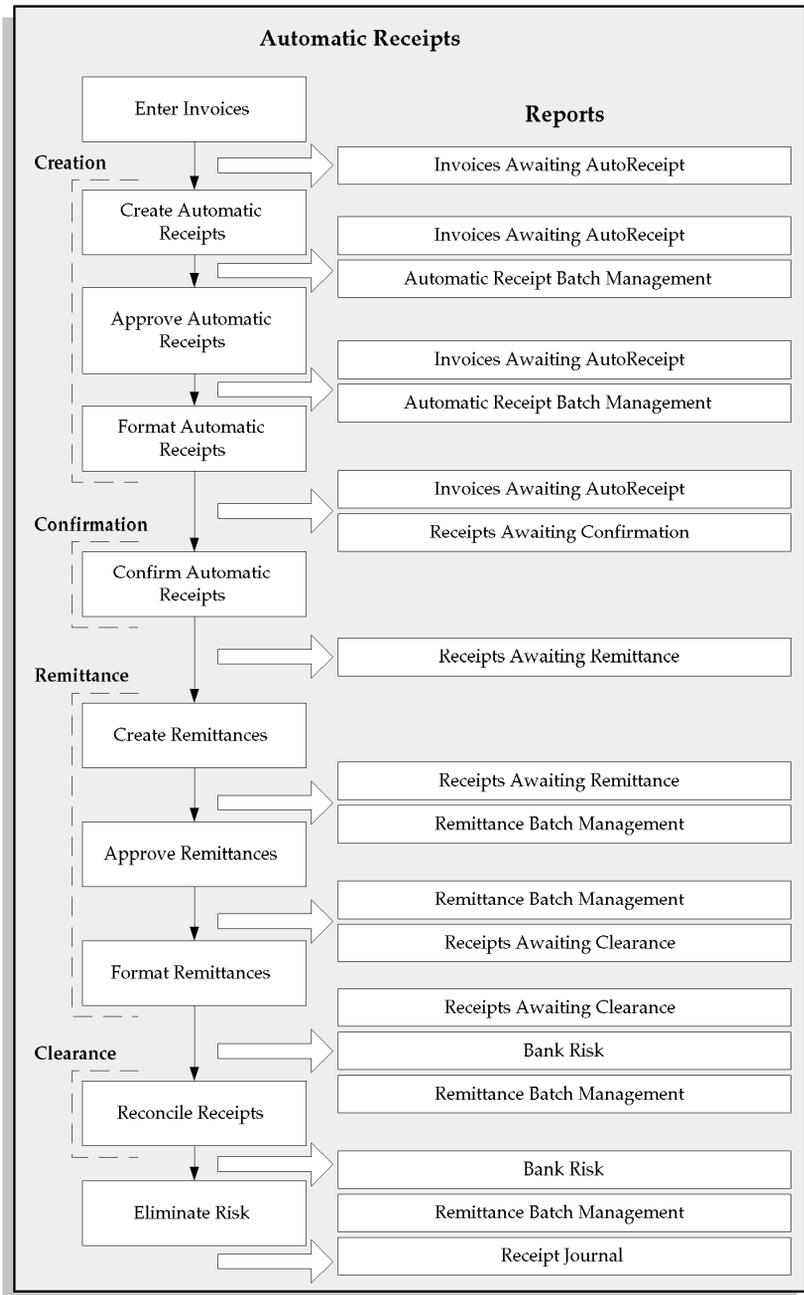
Automatic Receipts Awaiting Confirmation Report: page 9 - 44

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## Reporting on Automatic Receipts and Remittances

Receivables provides a set of reports you can use to manage the automatic receipt, remittance, and clearance processes from the point when a transaction is assigned an automatic payment method through to when the automatic receipt is risk eliminated. The following diagram lists these reports and indicates when each needs to be run to help you manage the automatic receipts process most effectively.

**Figure 5 - 7 Reporting on Automatic Receipts and Remittances**



## **See Also**

Automatic Receipts: page 5 - 186

Format Automatic Receipts Report: page 5 - 204

About Remittances: page 5 - 211

Format Automatic Remittances Report: page 5 - 226

Automatic Receipts Awaiting Confirmation: page 9 - 44

Automatic Receipt Batch Management Report: page 9 - 42

## 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
Eliminate Risk	Factored Remittance: DR Short Term Debt CR Factoring

Table 5 - 17 (Table 1 of 1)

**Note:** Instead of affecting the Remittance account, Receivables debits the Factoring account and credits the Short Term Debt account when you choose to factor your receipt. The Short Term Debt account is subsequently debited when you run the Automatic Clearing program to eliminate risk.

### See Also

Troubleshooting the Automatic Receipts Process: page 5 - 188

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## About Remittances

Remit automatic receipts to your bank to initiate the transfer of payments from your customers. You remit your automatic receipts after approval or confirmation, if confirmation is required. You can also remit manual receipts to your bank.

The remittance process is very similar to the automatic receipt creation process. You must Create, Approve, and Format your remittances. You can combine these operations into a single step or perform each separately.

Receivables lets you make cross currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or that are in your functional currency, but have the Receipts Multi- Currency field set to Yes. This provides greater flexibility in determining your remittance bank accounts.

Receivables supports two types of remittances:

- **Standard Remittances:** For automatic receipts, you remit receipts to your bank so the bank can transfer funds from the customer's account to your account on the receipt maturity date. For manual receipts, the bank credits your account when the customer's check clears.
- **Factored Remittances:** Remit receipts to your bank so the bank can lend you money against the receipts either before the maturity date (for automatic receipts) or before clearing (for manual receipts). After clearing factored receipts, Receivables creates a short term debt for the borrowed amount to track your liability in case of customer default.

### See Also

Creating Remittance Batches: page 5 - 217

Factoring Remittances: page 5 - 215

Automatic Clearing for Receipts: page 5 - 227

Remittance Batch Management Report: page 9 - 162

## Formatting Remittance Layouts

Receivables provides a predefined program to format remittances. However, you may customize the formats, both for paper and tape, to suit your specific needs. Use the `AR_REMITTED_RECEIPTS_FORMAT_V` view to customize the formats. This view contains information relating to the receipt, customer, customer bank, remittance bank, and the remittance batch.

The layout on magnetic media is described below. The layout provided includes Header records, Detail Records, and Tail Records. All records are of a fixed size of 160 bytes. To see the layout on paper, refer to the Format Automatic Remittances report in version 10.6 of the *Oracle Receivables Reference Manual*.

### Header Records

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There is one header record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a header record is as follows:

Column Numbers	Contents
1 - 2	Record code: 03 for Header
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 18	Sales tax registration number
19 - 24	Blank
25 - 30	Remittance Date
31 - 54	Company name
55 - 78	Remittance bank address and name
79 - 79	Blank
80 - 81	Blank
82 - 86	Remittance bank account number
87 - 91	Remittance bank account number
92 - 102	Remittance bank account number

Table 5 - 18 (Page 1 of 2)

Column Numbers	Contents
103 - 149	Blank
150 - 160	Remittance Batch name

Table 5 - 18 (Page 2 of 2)

### Detail Records

There is one detail record per automatic receipt. The layout of a detail record is as follows:

Column Numbers	Contents
1 - 2	Record code: 06 for Detail
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 20	Blank
21 - 30	Receipt Number
31 - 54	Customer name
55 - 78	Customer bank name
79 - 81	Blank
82 - 86	Customer bank account number
87 - 91	Customer bank account number
92 - 102	Customer bank account number
103 - 114	Payment amount
115 - 118	Blank
119 - 124	Due Date
125 - 130	Creation Date
131 - 150	Blank
151 - 160	Receipt Number

## Tail Records

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There is one tail record for each remittance mode, payment type, remittance bank, due date, and currency. The layout of a tail record is as follows:

Column Numbers	Contents
1 - 2	Record code: 08 for Tail
3 - 4	Operation Code
5 - 12	Always filled by zeros
13 - 102	Blank
103 - 115	Total Amount
116 - 160	Blank

Table 5 - 19 (Page 1 of 1)

## See Also

Factoring Remittances: page 5 - 215

Formatting Remittance Batches: page 5 - 225

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## Factoring Remittances

Factoring is a process in which you sell your accounts receivable to your bank in return for cash. You decide whether to factor your receipts when defining your receipt classes. To factor receipts, choose a remittance method of 'Factoring' or 'Standard and Factoring.' Choose Standard and Factoring if you will not always factor receipts created with this receipt class. See: Receipt Classes: page 2 - 164.

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 - 217.

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 - 227.

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
Factor Remittances	DR Factoring CR Confirmation
Clear Receipts	DR Cash DR Bank Charges CR Short Term Debt
Eliminate Risk	DR Short Term Debt CR Factoring

Table 5 - 20 (Table 1 of 1)

## **See Also**

About Remittances: page 5 - 211

Creating Remittance Batches: page 5 - 217

Automatic Clearing for Receipts: page 5 - 227

## Creating Remittance Batches

The screenshot shows a software window titled "Remittances (\*\*US\*\* Vision Operations US: USD)". The window contains several input fields and buttons:

- Batch Type:** Remittance
- Batch Name:** 1001
- Currency:** USD
- Dates:**
  - Batch:** 07/20/1998
  - GL:** 07/20/1998
- Remittance Method:** Standard
- Receipt Class:** DIRECT DEBITS
- Payment Method:** (empty)
- Media Reference:** (empty)
- Remittance Section:**
  - Bank:** Bank of America
  - Branch:** New York
  - Account Number:** 10271-17621-619
  - Deposit Number:** (empty)
  - Currency:** USD
  - Count:** 230
  - Amount:** 622298473.31
- Comments:** (empty)
- Process Status:** Completed Creation
- Request ID:** 245883

At the bottom of the window, there are three buttons: "Approve", "Format", and "Receipts".

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 payment methods whose receipt class requires remittance.

You can either create one remittance batch per remittance bank account or choose a clearing institution. If you choose a clearing institution,

Receivables will select all the receipts belonging to remittance banks that have this clearing institution assigned to them.

Receivables lets you make cross- currency deposits. You can deposit receipts into remittance bank accounts that are either in the currency of the receipt or are in your functional currency but have the Multiple Currency Receipts field set to Yes.

If you choose to approve and format your batch when you create it, Receivables initiates an additional process which creates the formatted batch information.

Depending upon the function security options set up by your system administrator, you may be able to create, format, and approve remittance batches in one step. See: Function Security in Receivables: page B - 2.

You can delete a remittance batch only if its status is either Started Creation or Completed Creation. When you delete a remittance batch, all receipts within the batch become available for selection the next time you create a remittance batch.

### **Overriding the Receipt Remittance Bank**

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Receivables lets you override your receipt remittance bank account at remittance time. If you set the Ignore Override option to Yes when creating your remittance batch, Receivables will override the receipt remittance bank information and select the receipt for this remittance batch, regardless of how you set the receipt's Override Bank Account flag. See: Entering Receipts: page 5 - 2.

If the Ignore Override option is set to No, Receivables will only override bank accounts for receipts and include them in this remittance batch if the receipt's Override Bank Account flag is set to Allow and both the receipt and batch remittance banks have the same accounting segments defined for unapplied, unidentified, and on- account receipts. If the receipt's Override Bank Account flag is set to Don't Allow, Receivables will only include it in this remittance batch if the receipt remittance bank is the same as the batch remittance bank.

**Note:** If the receipt status is Confirmed, you can manually update an automatic receipt's remittance bank information in the Receipts window.

### **Prerequisites**

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- Define receipt classes and set the Require Remittance parameter to Yes: page 2 - 164

- ❑ Define print and transmission programs for your remittances
- ❑ Define the number of Auto Receipts Receipts per Commit in the System Options window: page 2 - 204



**Suggestion:** Set the Auto Receipts Receipts per Commit parameter to a large number to avoid intermediate saves in the program. You should use numbers that are large enough to handle your largest automatic remittance batches. To help determine the Auto Receipts Receipts per Commit number, look at the log file for your largest Automatic Remittance Creation batch. You should only reduce this number if you run out of rollback segments.

► **To create a remittance batch:**

1. Navigate to the Remittances window.
2. Enter the Currency for this batch. The default is your functional currency, but you can change it.
3. Enter the Batch and GL Date. The default Batch Date is the current date, but you can change it. The GL date must be in an open accounting period. Receivables uses the GL Date to determine when to post this remittance batch to your general ledger.
4. Choose a Remittance Method. Choose Standard to remit this batch of receipts on the maturity date. Choose Factoring to borrow money against the receipts before the maturity date. Receivables only selects receipts using the remittance method you specify here when creating this remittance batch. Receivables selects all receipts that have a remittance method of Standard and Factoring. See: About Remittances: page 5 - 211.
5. Enter the Receipt Class, Payment Method, and Remittance Bank information for this batch, or select from the list of values. You can select both inactive and active payment methods for your remittance batches. You must select a remittance bank that has accounts assigned to the payment method you entered.

**Note:** The default remittance bank is generally the primary remittance bank account associated with the payment method and currency of your invoice. However, if it finds that a non-primary account for the same currency is the same as the customer account, Receivables uses this account. This avoids bank charges and allows funds to transfer more quickly.

6. To create this remittance batch automatically, choose Auto Create. Receivables saves your batch information. To create this remittance

batch manually, see: Manually Creating a Remittance Batch: page 5 - 221.

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 Require Remittance set to Yes.

**Note:** If you remit Miscellaneous Transactions 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 Transactions 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 - 200.

## Manually Creating a Remittance Batch

1. Choose Manual Create.
2. Specify which receipts to include in this batch by selecting and deselecting transactions. You can control which transactions Receivables displays by modifying Selection Criteria. Enter a range of Payment Methods and Maturity Dates to display only those receipts, or choose from the following:

**Query Batch Only:** If you check this 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 Override Bank Account flag. 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 that has Require Remittance set to Yes.

**Select All:** Check this box to automatically mark all transactions that Receivables displays for inclusion in this remittance batch.

**Note:** If you remit Miscellaneous Transactions 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 Transactions 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 - 200.

## **See Also**

About Remittances: page 5 - 211

Approving Remittance Batches: page 5 - 223

Formatting Remittance Batches: page 5 - 225

Remittance Batch Management Report: page 9 - 162

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## Approving Remittance Batches

After you create your remittance batch, you can review the receipts in the batch and add, delete, or update them. Before you submit the batch for approval, you can update the maturity date, remittance bank, customer bank, and bank charges information for each individual receipt. When you 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.

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### Prerequisites

- Create remittance batches: page 5 - 217

► **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 Override Bank Account flag. Leave this box unchecked

to display all transactions that have the same remittance bank as the batch and a receipt class that has Require Remittance set to Yes.

**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 - 200.

## See Also

About Remittances: page 5 - 211

Formatting Remittance Batches: page 5 - 225

Remittance Batch Management Report: page 9 - 162

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## 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 payment methods, and to your clearing institutions when you define the clearing institution itself. See: Payment Methods: page 2 - 151 and Defining Banks: page 2 - 71.

You can customize the program Receivables uses to format your remittances to suit your specific needs. See: Formatting Remittance Layouts: page 5 - 212.

There is no limit to the number of times you can format a remittance batch.

### Prerequisites

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- Create remittance batches: page 5 - 217
- Approve remittance batches: page 5 - 223

► **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 - 226.

### See Also

About Remittances: page 5 - 211

Creating Remittance Batches: page 5 - 217

Approving Remittance Batches: page 5 - 223

Remittance Batch Management Report: page 9 - 162

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## **Format Automatic Remittances Report**

Use this report to review the standard format of your automatic and manual remittances. Receivables provides a standard format that you specify in the Automatic Print Program field of the Receipt Classes window. If you require a different format for your receipt print program, you must copy the standard program provided, then modify it accordingly. This remittance report is sent to the bank to initiate the transfer of funds.

The report prints a list of remittances to be sent to a remittance bank branch. Remittance details include customer name, number and bank account, the payment method, the due date and the receipt number and amount. Receivables displays the total amount remitted for each bank branch.

### **See Also**

Creating Remittance Batches: page 5 - 217

Formatting Automatic Receipts: page 5 - 203

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Receipt Classes: page 2 - 164

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## Automatic Clearing for Receipts

Submit the Automatic Clearing program to automatically clear remitted receipts and clear or risk eliminate factored receipts in Receivables. Clearing remitted receipts credits your cash account and debits your remittance or factoring account. Clearing factored receipts creates a short term debt to account for your risk in case of customer default. The debt will be cleared by the Automatic Clearing program  $y$  days after each receipt's maturity date, where  $y$  is the number of risk elimination days defined for the payment method/bank account combination assigned to the receipt.

Remitted receipts are cleared  $x$  days after their maturity date, where  $x$  is the number of clearing days defined for the payment method/bank account combination on each receipt. Factored receipts are cleared immediately on the remittance date. To eliminate risk created by clearing factored receipts, set the Eliminate Bank Risk parameter to Yes when you run the Automatic Clearing program. See: Factoring Remittances: page 5 - 215.

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.



**Suggestion:** You can also use Oracle Cash Management to clear receipts. See: Using Oracle Cash Management to Clear Receipts: page 5 - 230.

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### Prerequisites

- Define receipt classes with Require Clearance Method set to Automatic: page 2 - 164
- Remit receipts: page 5 - 217

► **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 Payment Method, Remittance Bank Account or Remittance Batch Name, or enter a range of Receipt Numbers and Customer Names to select only those receipts for automatic clearing. Leave a field blank if you do not want to limit the search to receipts matching that criteria.
5. Choose OK.
6. To run Automatic Clearing more than once, enter Run Options. Enter the time and date To Start and to End Resubmission of the program.
7. To save the output of the Automatic Clearing program to a file, check the Save Output 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 - 229.

## See Also

About Remittances: page 5 - 211

Automatic Receipts: page 5 - 186

Using Oracle Cash Management to Clear Receipts: page 5 - 230

Bank Risk Report: page 9 - 47

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## 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.

### See Also

Automatic Clearing for Receipts: page 5 - 227

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

Bank Risk Report: page 9 - 47

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## 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, the system automatically generates reconciliation accounting entries which are posted to your general ledger. In Receivables, the Automatic Clearing program clears your receipts, but does not reconcile them against a bank statement.



**Suggestion:** Use either the Automatic Clearing program in Receivables *or* the Clear Transactions window in Oracle Cash Management to clear your receipts. We suggest that you do not use both methods of clearing as the two features duplicate functionality.



**Attention:** You must use Oracle Cash Management to reconcile your receipts.

### See Also

Automatic Clearing for Receipts: page 5 - 227

Reconciling Receipts Using Oracle Cash Management: page 5 - 231

Manually Clearing and Unclearing (*Oracle Cash Management User's Guide*)

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## 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; page 2 - 164.

Receivables also lets you periodically reconcile customer balances with your receivables accounts. By generating various Receivables reports, you can reconcile outstanding customer balances at the beginning of any period with the ending balances for that period. For more information, see: Reconciling Receivables; page 7 - 12.

### See Also

Reconciling Bank Statements Manually (*Oracle Cash Management User's Guide*)

Reconciling Bank Statements Automatically (*Oracle Cash Management User's Guide*)



CHAPTER

# 6

## Transactions

**T**his chapter explains everything you need to know about entering, crediting, and adjusting transactions in Oracle Receivables. It also tells you how to use AutoInvoice to automatically create invoices for your customers, run AutoAccounting to create your general ledger accounting flexfields, and use invoicing and accounting rules to recognize revenue over multiple accounting periods.

## Entering Transactions

Transactions (Vision Operations: USD) - Business World, 10000331

Number: 10000331      Date: 16-APR-1996       Complete  
Reference: 14102      Currency: USD      Transaction:   
Source: Order Entry      Class: Invoice  
Type: Invoice      GL Date: 16-APR-1996

Main    More    Remit To, Sales    Paying Customer    Notes    Commitment    Credit

**Ship To**

Name: Business World  
Number: 1000  
Location: San Jose  
Address: 2391 L Street  
San Jose, CA 95053 United States  
Contact:

**Bill To**

Name: Business World  
Number: 1000  
Location: San Jose  
Address: 2391 L Street  
San Jose, CA 95053 United States  
Contact:

Terms: 30 Net      Commitment:  
Due Date: 16-MAY-1996      Salesperson: Lewis, Mr. Barry

Tax    Distributions    Sales Credits    Balances  
Incomplete    Freight    Credit Installments    Line Items

Use the Transaction window to enter your invoices, debit memos, credit memos, and commitments. You can also query and update your transactions in this window and review your transactions and chargebacks in the Transactions Summary window. For a list of fields you can update, see: *Maintaining Your Transactions*: page 6 - 59.

When you enter an invoice, Receivables uses your AutoAccounting rules to determine your default general ledger accounts. See: *Using AutoAccounting*: page 6 - 326.

You can enter transactions one at a time or in a group called a batch. See: *Batching Transactions for Easy Entry and Retrieval*: page 6 - 44.

Your system administrator determines whether you can delete a transaction. See: *Function Security in Oracle Receivables*: page B - 2.

**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 7 - 80.

## **Transaction Types**

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Transaction types determine whether a transaction updates your open receivables, can be posted to your general ledger, if Receivables calculates tax, the transaction's creation sign, and whether transactions with this type use natural application only or will allow overapplication. The transaction type also provides the default transaction class, payment term, and printing options for each transaction.

You can set up AutoAccounting to use transaction types when determining your general ledger accounts. If AutoAccounting depends on transaction type and you change this value, Receivables displays a pop-up window asking you if you want to recalculate all of your general ledger accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts (unless the transaction is a chargeback).

## **Prerequisites**

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- Define transaction types: page 2 - 246
- Define AutoAccounting: page 2 - 57
- Define transaction batch sources: page 2 - 239
- Define accounting rules (optional): page 2 - 30
- Set up document numbering (optional): page 2 - 99

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

1. Navigate to the Transactions window.
2. If your batch source does not specify Automatic Invoice Numbering, enter a transaction Number. Otherwise, Receivables assigns a number when you save. If you are adding transactions to a batch, the transaction number must be unique within this batch.



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

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

date. The default currency is either the currency entered at the batch level or your functional currency, but you can change it to any currency defined in the system. If the currency is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 6 - 31.

**Note:** You can optionally account for rounding differences that can occur when you create foreign currency transactions by enabling: Header Level Rounding: page 2 - 126.

4. Enter the transaction batch Source for this transaction. The default is the source you entered at the batch level. If there is no batch information, you must enter a source. The transaction batch source specifies automatic or manual batch and invoice numbering and the standard transaction type.
5. Choose a transaction Type with a class of Invoice or Debit Memo (optional).
6. If the transaction batch source you entered has Post to GL set to Yes, enter the GL Date for this transaction. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period.
7. Enter the customer Bill- To Name and Location for this transaction.
8. Enter the payment Terms for this transaction. Receivables calculates the Due Date based on the payment terms and date of this transaction. If you enter a split payment term, the due date is the date that the first payment is due. See: Entering Invoices with Installments: page 6 - 40.

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

- customer Bill- To site level
  - customer address level
  - customer level
  - Transaction Type
9. If you are creating an invoice against a commitment, enter the Commitment, or choose one from the list of values.
  10. Enter a Salesperson (optional). If the system option Require Salespersons is Yes and you did not assign a salesperson to this customer at the customer or site level, you must enter a salesperson.

To see how Receivables chooses a default salesperson for your transactions, see: Salespersons: page 2 - 178.

For more information about sales credits, see: Entering Revenue Credits: page 6 - 24.

11. If you are using manual sequence numbering, open the More tabbed region, then enter a unique Document Number. Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 - 99.

If you are entering an invoice and want to assign invoicing rules, see: Entering Invoices with Rules: page 6 - 28.

12. Open the Remit To tabbed region, then enter the Remit To Address for this transaction. The default is the remit- to address assigned to the country, state, and postal code combination for this customer's address.
13. To enter Freight information for this transaction, choose Freight. See: Entering Freight Information: page 6 - 18.
14. To enter the goods or services to bill to this customer, choose Line Items, then enter the Item, Quantity, and Unit Price for each item. Receivables automatically calculates the total Amount for each line. See: Lines Field Reference: page 6 - 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: page 2 - 182.

Receivables displays a default Tax Code (or tax group) if you defined one at one of the following levels: item, customer, customer site (and system level, if your tax method is 'VAT'). You can override this value if the profile option Tax: Allow Override of Tax Code is set to Yes.

**Note:** If you override a tax code, Receivables preserves the override across all updates to the invoice. Similarly, changing the ship- to address or the line item could change the default tax code.



**Attention:** If AutoAccounting depends on Standard Lines and you change the Item field, Receivables displays a pop- up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting, changes your revenue account, and changes

tax rate information (if your tax information changed). If you choose No, Receivables neither reruns AutoAccounting nor changes tax rate information if your tax information changed. If AutoAccounting does *not* depend on Standard Lines and you change to an item with a new tax code, Receivables asks if you want to recalculate tax information for your invoice lines.

If you change the Item field and Tax Calculation is Yes and Tax Lines exist - or if Tax Calculation is No but you calculate tax automatically - Receivables asks you if you want to recalculate tax. If you choose Yes, Receivables recalculates the tax; otherwise, it does not let you make the change.

15. 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: page 2 - 57.
16. To review or update tax information for this line, choose Tax. See: Entering Tax Information: page 6 - 20. To review tax exemption information for this line, choose Lines, then open the Tax Exemptions tabbed region.



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

To enter Freight information for an invoice line, select the line, then choose Freight. See: Entering Freight Information: page 6 - 18.

To review or update Sales Credit information, choose Sales Credits. See: Entering Sales Credits: page 6 - 24.

To review or update accounting information, choose Accounting. See: Reviewing Accounting Information: page 6 - 15.

17. Save your work. If you are ready to complete this transaction, see: Completing Transactions: page 6 - 46.

## See Also

Transactions Window Field Reference: page 6 - 7

Lines Window Field Reference:	page 6 - 12
Entering Quick Transactions:	page 6 - 27
Accounting for Transactions:	page 7 - 30
Entering Commitments:	page 6 - 41
Batching Transactions for Easy Entry and Retrieval:	page 6 - 44
Completing Transactions:	page 6 - 46
Maintaining Transactions:	page 6 - 58
Printing Transactions:	page 6 - 55
Crediting Transactions:	page 6 - 67
Importing Transactions Using AutoInvoice:	page 6 - 237
Adjusting Transactions:	page 6 - 303
Viewing Transaction Balances:	page 4 - 17

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## 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.

**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.

**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.

**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.

**Consolidated Bill Number:** The consolidated billing invoice number on which this transaction appeared. You can view all transactions that appeared on a specific consolidated billing invoice by entering a consolidated bill number and performing a query on this field. This field appears only if the profile option AR: Show Billing Number is set to Yes. See: Consolidated Billing: page 6 - 343.

**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 French Francs, enter 150 here.

**Default Tax:** You can enter a value for this field only if the profile option Tax: Allow Override of Customer Exemptions is Yes and the transaction is not a chargeback. Use the default value of 'Standard' if you want tax to be calculated as per the normal procedures set up in Receivables. Enter 'Exempt' to force tax exemption on the invoice lines, and your system option Use Customer Exemptions is set to Yes. Enter 'Require' to force tax calculation on the invoice lines. If you update this field, there will be no affect on existing invoice lines; only new invoice lines will get the new value as a default.

**Dispute Amount:** The current amount of this invoice, debit memo, or chargeback that is in dispute. Receivables sums up the dispute amounts for each installment of your payment schedule and displays the total in this field. You can either increase or decrease the dispute amount. If you enter 0 (zero), the debit item is no longer in dispute. If your debit item does not have split terms, then you can enter a dispute amount that is between zero and the balance due for this item.

You can also place a debit item in dispute in the Customer Calls window, and review your in dispute debit items in the Disputed Invoice Report. For debit items with split terms, you can enter the dispute amount for each installment in the Installments window or you can set it to either the balance due or zero in this field.

**Finance Charges:** Use this field to indicate whether finance charges are calculated against this invoice, debit memo, or chargeback. If you leave this field blank or choose 'If Appropriate', Receivables calculates finance charges according to your customer's credit profile. If you choose No, Receivables does not calculate finance charges on this transaction, regardless of the customer's credit profile.

**Invoice Date:** Receivables prints the invoice date on your invoice. Receivables calculates the due date from the invoice date and payment terms you assign to this invoice. The default value is the batch date if you entered a batch, or the current date if you did not enter batch information.

If you change the invoice date, Receivables automatically recalculates the due date and the associated tax.

**Number:** If the profile option AR: Show Billing Number is Yes, Receivables displays two transaction number fields. The first field displays the Consolidated Billing Invoice number associated with this transaction. The second field displays the transaction number. See: Consolidated Billing; page 6 - 343.

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

**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.

**Period:** The accounting period that corresponds to the batch date you entered in the Date field. Use the Accounting Calendar window to define your accounting periods.

**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).

**Reference:** Use this field to store additional information about this transaction, such as a related transaction number or a customer name.

**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: page 2 - 134.

**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.

**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.'

## Remit To, Sales 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.

**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.

**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).

## Paying Customer Tabbed Region

Use the fields in this region to indicate that this transaction will be paid by automatic receipt.

**Account Number:** The bank account number. If the profile option AR: Mask Bank Account Numbers is set to Yes, some bank account numbers appear as asterisks (\*). See: Overview of Receivables Profile Options: page A - 4.

**Paying Customer:** The customer associated with the customer bank account assigned to your invoice. This could be different from the billing customer if, for example, you wanted a primary customer to pay for related invoices.

**Payment Method:** The payment method assigned to this transaction. You can choose any payment method defined for this customer or a primary customer to which it is related, as long as the invoice date is within the payment method active date range and the payment method has bank accounts in the currency of the invoice or at least one of its bank accounts has the Receipts Multi-Currency flag set to Yes. Enter a payment method to automatically receive payment for this invoice with a direct debit or bill of exchange. Receivables uses the following hierarchy to default a value for this field:

- 1) the primary Payment Method of the parent site
- 2) the primary Payment Method of the primary customer
- 3) the primary Payment Method of the bill- to site
- 4) the primary Payment Method of the bill- to customer

**Expiration Date:** The date on which the payment method expires.

## 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. If a call topic was recorded for this transaction in the Call Topics window, this is the date the call topic was entered.

**Source:** The source of this note. This is a display- only field. If you are entering a new note, the source is Invoice Maintenance. If a call topic was entered for this transaction, the source is Call Topic.

**Memo:** Any additional information about this transaction. If a call topic was entered for this transaction, information in the Notes alternative region of the Call Topics window appears here. See: Recording Call Actions: page 4 - 24.

## See Also

Entering Transactions: page 6 - 2

Lines Window Field Reference: page 6 - 12

Batching Transactions for Easy Entry and Retrieval: page 6 - 44

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## 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 6 - 2.

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

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

## More Tabbed Region

**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: page 2 - 57.

## See Also

Entering Transactions: page 6 - 2

Transactions Field Reference: page 6 - 7

Standard Memo Lines: page 2 - 182

Tax Exemptions: page 2 - 223

Viewing Transaction Balances: page 4 - 17

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## Reviewing Accounting Information

The screenshot shows a window titled "Accounting (Vision Operations: USD) - Business World, 10000331". At the top, there is a dropdown menu labeled "Accounts For All Lines" with a checkmark icon to its right. Below this is a section for "Transaction Line" with a sub-label "Detail Line Number". A table displays the following data:

	Class	GL Account	GL Date	%	Amount [ ]
	Receivable	01-000-1210-0000-000	16-APR-1996	100.0000	2,045,800.00
1	Revenue	01-420-4130-0000-000	16-APR-1996	100.0000	3,300.00
1	1 Tax	01-000-2520-0000-000	16-APR-1996	100.0000	0.00
2	Revenue	01-430-4110-0000-000	16-APR-1996	100.0000	1,900,000.00
2	1 Tax	01-000-2520-0000-000	16-APR-1996	100.0000	142,500.00

Below the table, there are several input fields:

- GL Posted Date: 16-APR-1996
- Comments: [Empty text box]
- Description: Operations-Balance Sheet-Accounts Receivable-No Sub Account-No Product
- Tax Account: [Empty text box]
- Description: [Empty text box]
- Line Amount: [Empty text box]
- Accounting Rule: [Empty text box]

Receivables uses AutoAccounting to create the revenue accounts for your invoice after you enter your invoice lines. You can review or update the revenue account assignments for your invoice in the Accounting window.

If you are reviewing an invoice that uses rules, you must run the Revenue Recognition Program before you can view accounting information in this window. See: Recognizing Revenue: page 6 - 36.

You can change the Accounting Flexfield for each account, but you cannot create or delete lines in the Accounting window. If you change a row that has already been posted, Receivables does not alter the posted entry; instead, it makes the adjustments through additional entries. For a list of fields you can update, see: *Maintaining Your Transactions*: page 6 - 59.

### **Prerequisites**

---

- Enter transactions: page 6 - 2
- Define AutoAccounting: page 2 - 57

► **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 7 - 80.

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

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

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

5. To update the revenue account assignments for this invoice or invoice line, modify the *GL Account* information for that account.

**Note:** The default percent amount of each invoice line assigned to an account is 100% unless AutoAccounting is based on Salesperson and the salesperson assignment is split. In this case, the field will reflect the split and you can either accept this percentage or enter another one. If you change the percent, Receivables calculates the Amount.

6. If you made any changes, save your work.

## See Also

Accounting Window Field Reference: page 6 - 17

Using AutoAccounting: page 6 - 326

Accounting for Transactions: page 7 - 30

Technical Perspective: Transactions: page 7 - 38

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## Accounting Window Field Reference

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

**Accounting Rule:** The accounting rule for this invoice line. Accounting rules are used to recognize revenue over multiple general ledger periods. If you entered an invoicing rule at the invoice header- level, you must enter a value in this field. If you did not enter an invoicing rule, Receivables skips this field. If you have selected a standard memo line or an item with an accounting rule for this invoice line, Receivables defaults this field to that accounting rule.

**Amount:** The specific amount of the invoice line to assign to this revenue account.

**GL Date:** The date that this account will post to your general ledger. The default is the general ledger date you entered for this invoice. You cannot change this date. If you are using invoicing rules, Receivables does not display the general ledger date until you run the Revenue Recognition Program. See: Invoices with Rules: page 6 - 315.

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

## See Also

Entering Transactions: page 6 - 2

Transactions Window Field Reference: page 6 - 7

Accounting for Transactions: page 7 - 30

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## 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. For more information, see: Setup Steps for US Sales Tax in the *Oracle Receivables Tax Manual*.

### Prerequisites

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- Define freight carriers: page 2 - 121
- Enter transactions: page 6 - 2

► **To assign freight charges to a transaction:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. If you are in the Transactions Summary window, select the transaction, then choose Open.
4. To enter freight information for this invoice, choose Freight.

To enter freight charges for a specific invoice line, choose Line Items, select the invoice line to which you want to assign freight charges, then choose Freight.

5. Enter the freight Carrier. Receivables uses the following hierarchy for the default value:
  - Carrier assigned to the ship- to address of the site
  - Carrier assigned to the bill- to address of the site
  - Carrier assigned to the ship- to address of the customer
  - Carrier assigned to the bill- to address of the customer

6. Enter the Amount of freight charges to be collected for this invoice or invoice line. If you are assigning freight to an invoice line and this is a standard freight line, the default Amount is the Unit List Price of the standard memo line adjusted for any currency differences.

To assign freight charges to all of your invoice lines, open the Freight for All Lines 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 6 - 326.
8. Save your work.

## See Also

Freight Lines in AutoInvoice: page 6 - 205

Freight Window Field Reference: page 6 - 19

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## 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.

## See Also

Freight Carriers: page 2 - 121

Entering Transactions: page 6 - 2

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## Entering Tax Information

Trans Line	Tax Line	Precedence	Tax Code	Inclusive Tax	Rate %	Amount	Transaction
1	1		Exempt	<input type="checkbox"/>	0.0000	0.00	
2	1		Location	<input type="checkbox"/>	7.5000	142,500.00	
Totals						142,500.00	

Distributions

Receivables lets you enter and review tax information for your transaction lines in the Tax window. If the profile option Tax: Allow Manual Tax Lines is No, you can only review the tax lines Receivables automatically creates; you cannot manually enter or delete tax lines in this case. Additionally, you cannot assign a tax code that must use inclusive tax to a manually entered tax line. If Allow Override is set to Yes for an inclusive tax code, you can assign it to a manually entered tax line, but you cannot use it as an inclusive tax code.

For each invoice line, you can assign multiple tax codes and calculate compound taxes. Receivables automatically recalculates your compounded tax amounts whenever you save your changes or move to another tax line.

You cannot review tax information for a line if the standard line type is either 'Freight' or 'Charges' or if the transaction is a chargeback.

## Prerequisites

---

- Enter transactions: page 6 - 2
- Define your tax method (System Options window): page 2 - 189
- Define tax system options: page 2 - 193

► **To enter or review tax information for a transaction or transaction lines:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to view.
3. To enter or review tax information for this transaction, choose Tax.

To enter or review tax information for a specific invoice line, choose Line Items, select the line to view, then choose Tax.



**Suggestion:** To enter or review tax information for all of your transaction lines, open the Tax for All Lines tabbed region.

4. Enter a Tax Code (optional). You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes. Receivables calculates the associated Tax Rate and Amount when you save your work or move to the next invoice line. You can change the Tax Rate if the tax code is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes.
5. If you entered an ad hoc tax code, enter a tax Rate for this line (optional). If this is a standard tax line, the default tax amount is the Unit List Price of the standard memo line adjusted for any currency differences. You can change the tax Amount if this is an ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. If you change the tax amount, Receivables changes the tax Rate.

**Note:** If you change the tax code for a line, Receivables will display the new tax rate and amount, regardless of whether this tax code is used to calculate compound tax. If AutoAccounting depends on tax code and you change this value, Receivables displays a pop-up window asking if you want to rerun AutoAccounting for this invoice line. If you choose Yes, Receivables reruns AutoAccounting and changes your tax account for this invoice line.

If you did *not* enter an ad hoc tax code, you cannot enter a Tax Rate or Amount. If you enter a non ad hoc tax code, Receivables calculates the Tax Rate and Amount when you save your work.



**Attention:** You can review tax exemptions for a line in the Lines window. See: Lines Window Field Reference: page 6 - 12.

6. To review accounting information for this transaction or line, choose Accounting. See: Reviewing Accounting Information: page 6 - 15.
7. Save your work.

## See Also

Tax Window Field Reference: page 6 - 23

Overview of Tax (*Oracle Receivables Tax Manual*)

Calculating Tax (*Oracle Receivables Tax Manual*)

Overview of Receivables Tax Reports (*Oracle Receivables Tax Manual*)

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## Tax Window Field Reference

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

**Inclusive Tax:** This display- only check box indicates whether the tax code for this line is a tax inclusive tax code.

**Precedence:** The precedence number for each tax code. You can only enter this field if the Compound Taxes option in the System Options window is set to Yes and your invoice line is not a standard tax line. Precedence numbers determine how Receivables will compound taxes. The tax line with the highest number will calculate tax on all tax lines with a lower precedence number. If you leave this field blank, this line will not calculate tax on any other tax lines.

**Rate %:** Receivables displays the tax rate that is associated to this tax code. You can change the tax rate if this is in ad hoc tax code and the profile option Tax: Allow Ad Hoc Tax Changes is set to Yes. The total tax rate assigned to this invoice line is displayed at the bottom of this field.

**Tax Code:** The tax code or tax group for this invoice line. You can change an automatically generated tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

If you change the tax code for a specific line, Receivables will display the new tax rate and amount regardless if this tax code is used to calculate compound tax.

**Transaction:** The Transaction Flexfield for this invoice line. If you are manually entering transactions, you can use this flexfield to capture additional information. If you are using AutoInvoice, this flexfield uniquely identifies invoice tax lines in your AutoInvoice tables.

### See Also

Entering Tax Information: page 6 - 20

Calculating Tax (*Oracle Receivables Tax Manual*)

Entering Transactions: page 6 - 2

## Entering Revenue Credits

Sales Credits (Vision Operations: USD) - Business World, 10000331

For All Lines

Trans Line	Salesperson		Revenue Credit		Other Credit	
	Name	Number	%	Amount	%	Amount
1	Cleary, Mr. Timothy	53	100.0000	3,300.00		
2	Lewis, Mr. Barry	44	100.0000	1,900,000.00		
Total				1,903,300.00		

**Transaction Line**

Amount: **3300**

Credit Memo: **0.00**

Uncredited: **3,300.00**

**Credited Line Sales Credits**

Name:  Num:

Revenue:  % Amount:

Other:  % Amount:

You can assign revenue and non-revenue sales credits for your invoices, credit memos, and debit memos. You can also split credit among several salespersons for each invoice or invoice line item and assign additional or bonus credit above your invoice amount. You can modify existing sales credit lines as well as create new ones.

You assign default sales credits by specifying a primary salesperson when entering your transactions. You only need to enter or update sales credit information to give sales credit to more than one salesperson and to distribute credit across your invoice lines. If each invoice line has different sales credit, you can enter line-level sales credits.

You can update sales credits before or after posting to your general ledger. If you have already posted to your general ledger, Receivables creates the adjusting entries in the first open accounting period.

When entering transactions that do not have associated sales credit, enter "No Sales Credit" in the Salesperson field. If the system option

Require Salesperson is set to Yes and no salesperson is defined at the bill- to, ship- to, or customer level, the default value of the Salesperson field is No Sales Credit when you enter transactions.

If you modify a transaction's default salesperson, then either save your work or choose the Sales Credits button, Receivables asks if you want to rerun AutoAccounting to recalculate your receivable and freight accounts. If you choose Yes, Receivables reruns AutoAccounting and makes the appropriate changes to your accounts; otherwise, Receivables saves the changes to the sales credit information, but does not rerun AutoAccounting. If there has been activity against this transaction or it has been posted to your general ledger, Receivables does not ask if you want to recalculate the accounts.



**Attention:** If AutoAccounting is based on sales credits and you change this information, a decision window asks if you want to redefault the accounting for this transaction. If you choose No, the links on the distributions to the old sales credit lines are broken. If you choose Yes, the account assignments and account sets for all account classes that are based on sales credits are recreated based on the new sales credits. See: Using AutoAccounting: page 6 - 326.

### **Prerequisites**

---

- Define salespersons: page 2 - 178
- Define customers and assign a primary salesperson: page 3 - 4
- Enter transactions: page 6 - 2

► **To enter or review sales credit information for your transaction lines:**

1. Navigate to the Transaction or Transactions Summary window.
2. Query the transaction.
3. If you are in the Transaction window, 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, open the For This Line tabbed region, then enter the Revenue or Other Credit percentage or Amount.

To update sales credits for all invoice lines, open the For All Lines tabbed region, then enter the Revenue Credit or Other Credit percentage or Amount for each salesperson.

6. To split sales credit with another salesperson, open the Default tabbed region, then perform the following:
  - a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.
  - b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.
7. If you made any changes, save your work.

## See Also

Reviewing Accounting Information: page 6 - 15

Entering Freight Information: page 6 - 18

Entering Tax Information: page 6 - 20

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## 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: page 2 - 246
- Define AutoAccounting: page 2 - 57
- Define transaction batch sources and choose automatic invoice numbering: page 2 - 239
- Define receipt classes: page 2 - 164
- Define payment methods: page 2 - 151
- Define payment terms: page 2 - 157
- Define accounting rules (optional): page 2 - 30
- Set up your customers: page 3 - 4. Define addresses, payment terms, payment methods, collector, primary salesperson, profile class, freight carrier and terms, and bank accounts for each.
- Define customer profile classes: page 3 - 42. Assign primary salesperson, bill- to location, collector, payment terms, finance charge information, currency rates and limits.

► **To enter a transaction with minimal information:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Enter an transaction Source.
3. Enter the Customer Name or Number.
4. Enter the Bill To Name and Location.
5. If you are in the Transactions Summary window, choose Open.

6. If you are using manual sequence numbering, open the More tabbed region, then enter a unique Document Number. Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 - 99.
7. To enter invoice lines, choose Line Items, then enter the Item, Description, Quantity, and Unit Price for item (optional).
8. Save your work. If you are ready to complete this transaction, see: Completing Transactions: page 6 - 46.

## See Also

Entering Transactions: page 6 - 2

Batching Transactions for Easy Entry and Retrieval: page 6 - 44

Completing Transactions: page 6 - 46

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## Entering Invoices with Rules

Invoicing rules let you determine when to recognize your receivable for invoices that span more than one accounting period. You can assign invoicing rules to invoices that you manually enter or import into Receivables through AutoInvoice.

Receivables provides the following invoicing rules:

- **Bill in Advance:** Use this rule to recognize your receivable immediately.
- **Bill in Arrears:** Use this rule to recognize the receivable at the end of the revenue recognition schedule.

Once rules have been associated with an invoice, the system creates the revenue distributions for the invoice when you run the Revenue Recognition program for the period in which the rules fall. See: Recognizing Revenue: page 6 - 36.

### Prerequisites

---

- Define transaction types: page 2 - 246
- Define AutoAccounting: page 2 - 57

- Define transaction batch sources: page 2 - 239
- Set up document numbering (optional): page 2 - 99
- Define invoicing and accounting rules: page 2 - 30

► **To enter an invoice with rules:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Enter general information for this invoice. See: Entering Transactions: page 6 - 2.
3. Choose an Invoicing Rule of In Advance or In Arrears. Once you save this invoice, you cannot update this field, even if no value has been entered.



**Attention:** 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.



**Suggestion:** 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: page 2 - 182.

Receivables displays a default Tax Code according to the tax hierarchy you defined in the System Options window; otherwise, you must enter a Tax Code for this item. You can override the default tax code if the profile option Tax: Allow Override of Tax Code is set to Yes.

5. Open the Rules 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 of variable duration, enter the number of general ledger periods over which you want to distribute revenue for this invoice line in the Duration field. If you enter an accounting rule of fixed duration, Receivables displays the default Duration for this rule.

6. To view the account sets that AutoAccounting has assigned to your invoice lines, choose Accounting.
7. To view the account sets for a single invoice line, open the Sets for this Line tabbed region. To view the accounting information for all of your invoice lines, open the Sets for All Lines tabbed region.

**Note:** The Revenue Recognition program uses the account sets to determine your revenue accounts. You must run the Revenue Recognition program to create your revenue accounts and generate the actual distribution lines. See: Recognizing Revenue: page 6 - 36.

8. To update accounting information, enter the Class, GL Account, or the percentage to distribute to each account. These changes will only affect periods in which Revenue Recognition has not yet run.
9. Save your work.

## See Also

Invoices with Rules: page 6 - 315

Importing Invoices with Rules: page 6 - 211

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## 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.



**Suggestion:** 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:

$$\text{Functional Currency} = \text{Foreign Currency} * \text{Rate}$$

Otherwise it is calculated as:

$$\text{Functional Currency} = \text{Foreign Currency} / \text{Rate}$$

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.



**Attention:** 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: page A - 27.

**<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.

## 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

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- 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 receipt or a transaction:**
1. If you are adjusting the rate for a receipt, navigate to the Receipts or the Receipts Summary window. If you are adjusting the rate for a transaction, navigate to the Transactions or the Transactions Summary window.
  2. Query the receipt or transaction.
  3. Select the receipt or transaction, 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 6 - 31.
  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 6 - 32.

7. Choose Adjust. Receivables saves this adjustment and updates the amount of this receipt or transaction 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 from the Tools menu, then open the Rate Adjustment History tabbed region.

## **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 6 - 33.

### **► 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.

5. Save your work.

## **See Also**

Entering Receipts: page 5 - 2

Entering Transactions: page 6 - 2

---

## Recognizing Revenue

Run the Revenue Recognition program to generate the revenue distribution records for your invoices and credit memos that use Invoicing and Accounting Rules. You assign accounting rules to recognize revenue over several accounting periods. The Revenue Recognition program will create distribution records for the invoices and credit memos that you create in Receivables and import using AutoInvoice.

The Revenue Recognition program uses the accounting distributions that you specify in the Transaction window or import into Receivables using AutoInvoice to determine the accounts of your newly created revenue distribution records.

Revenue Recognition processes revenue by *transaction*, rather than by accounting period. When you submit the program, Revenue Recognition selects all transactions that recognize revenue over several accounting periods and have not yet been processed. The program then creates the revenue distribution records for all accounting periods specified by each transaction's accounting rule. The next time you submit Revenue Recognition, transactions that have already been processed are not selected, since all of their revenue distribution records have already been created. Revenue Recognition only selects transactions that were created since you last submitted the program.

The Revenue Recognition program also creates the receivable, tax, freight, and AutoInvoice clearing account assignments which correspond to the GL date of each invoice included in your submission.

**Note:** If the GL date for a transaction is in a period that has a status of either Closed or Close Pending, Revenue Recognition changes the revenue GL date to the first subsequent period that has a status of Open, Future, or Not Open.

If the GL date for a transaction is in a period that has a status of Open, Future, or Not Open, Revenue Recognition creates the revenue in the accounting period specified by the accounting rule.

You can invoke Revenue Recognition more than once for the same accounting period without creating extra distribution records that overstate your revenue. If you update an invoice's account set distribution, Revenue Recognition will use the new accounts when it creates new revenue distribution records; it will not modify your existing revenue distribution records.

If the Revenue Recognition program has already created the account assignment for an invoice that you want to credit, Receivables automatically creates the correcting account assignments when you enter your credit memo. When you invoke the program in future periods, Revenue Recognition will create the correcting account assignments of credit memos for those periods.

**Note:** Creating a credit memo against an invoice does not change how the Revenue Recognition program creates its account assignments. Receivables associates all of the reversing account assignments for a credit memo that you enter against an invoice with the credit memo itself.



**Suggestion:** We recommend that you run Revenue Recognition at regular intervals. For example, run the program daily for the current open period (from the first day of the open period to the last day in the open period). This minimizes the number of transactions to process and improves performance.

You can determine how often you need to run the program by examining your data volume. You can also improve performance by not running other batch programs that import large amounts of data in to the database at the same time that Revenue Recognition is running.

## Prerequisites

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Enter invoices with rules: page 6 - 28

### ► To run the revenue recognition program:

1. Navigate to either the Run Revenue Recognition or the Requests window.
2. Enter 'Revenue Recognition' in the Request Name field.
3. Choose a print format of either Summary or Detail.
4. 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 that would be generated by this submission in the Revenue Recognition Execution report (Receivables does not actually generate the distribution records in this case).
5. Choose OK.
6. Enter Print Options, including the number of Copies to print, the Style, and the Printer to use.

7. To save the output of the Revenue Recognition program to a file, check the Save Output box.
8. To run Revenue Recognition more than once, enter Run Options, including the time and date To Start and End Resubmission.
9. Choose Submit 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 6 - 39.

## See Also

Crediting Transactions: page 6 - 67

Importing Transactions Using AutoInvoice: page 6 - 237

Invoices with Rules: page 6 - 315

Posting: page 7 - 2

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## Revenue Recognition Program Execution Report

Use the Revenue Recognition Execution report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules. This report displays the account class, GL Date, Accounting Flexfield, the currency, amount and accounted amount for the revenue distributions Revenue Recognition creates for each transaction.

Receivables automatically creates the Revenue Recognition Execution report whenever you run the Revenue Recognition program or General Ledger Interface.

### See Also

Recognizing Revenue: page 6 - 36

Posting: page 7 - 2

Running General Ledger Interface: page 7 - 6

---

## 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

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Define split payment terms: page 2 - 157

► **To enter an invoice with split payment terms:**

1. Navigate to the Transactions window.
2. Enter general information for this invoice. See: Entering Transactions: page 6 - 2.
3. Enter the name of your split payment term in the Terms field, or select this payment term from the list of values.
4. Save your work. If you are ready to complete this invoice, see: Completing Transactions: page 6 - 46.

### See Also

Entering Invoices with Rules: page 6 - 28

Importing Invoices with Rules: page 6 - 211

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## Entering Commitments

Receivables lets you create two types of commitments:

- **Deposits:** Create a deposit to record a customer's prepayment for goods or services that you will provide in the future.
- **Guarantees:** Create a guarantee to record a contractual agreement with your customer to conduct business over a specified period of time.

Use the Transaction window to enter or update your customer commitments. Receivables lets you update certain information depending on the commitment status. For a list of fields you can update, see: *Maintaining Your Transactions*: page 6 - 59.

You define a commitment and then specify the debit and credit accounts. When your customers invoice or credit against their commitments, Receivables automatically adjusts the commitment balance and generates reversing accounting entries.

You can assign sales revenue and non-revenue credit as a percentage of the commitment total. If you do assign sales revenue credit, Receivables ensures that you assign 100% of your commitment total. To assign additional or bonus credit for certain sales, use non-revenue sales credits.

**Note:** Commitments do not include tax or freight charges.

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### Prerequisites

- Define payment terms: page 2 - 157
- Define transaction types: page 2 - 246
- Define transaction batch sources: page 2 - 239
- Define salespersons: page 2 - 178

► **To enter a customer commitment:**

1. Navigate to the Transaction window.
2. If your batch source does not specify Automatic Invoice Numbering, enter a commitment Number. Otherwise, Receivables assigns a number when you save.
3. Enter the Date and Currency of this commitment. The default date is either the batch date or, if there is no batch information, the current date. The default currency is either the currency entered at

the batch level or your functional currency, but you can change it to any currency defined in the system. If the currency is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 6 - 31.

4. Enter the transaction Source for this commitment. The default is the source you entered at the batch level. If there is no batch information, you must enter a source. The transaction source specifies automatic or manual batch and invoice numbering and the standard transaction Type.
5. If the transaction source you entered has Post to GL set to Yes, enter the GL Date for this commitment. The default GL Date is the current date. However, if the current date is not in an open period, the default is the last date of the most recent open period. The GL Date you enter must be in an Open or Future period.
6. Choose a transaction Class of Deposit or Guarantee.
7. Enter the customer Bill To Name and Location for this commitment.
8. Enter the payment Terms for this commitment. Receivables calculates the Due Date based on the payment terms and date of this commitment. The default is the payment term assigned to the transaction type you entered for this commitment.

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

- customer Bill- To site level
  - customer address level
  - customer level
  - Transaction Type
9. If you do not want to assign sales credit for this commitment, enter 'No Credit' in the Salesperson field.
  10. If you are using manual sequence numbering, open the More tabbed region, then enter a unique Document Number. Otherwise, Receivables assigns a document number when you save. See: Implementing Document Sequences: page 2 - 99.
  11. Open the Remit To tabbed region, then enter the Remit To Address for this transaction. The default is the remit- to address assigned to the country, state, and postal code combination for this customer's address.
  12. Open the Commitment tabbed region.

13. Enter a range of Effective Dates for this commitment (optional). If you do not assign an end date, Receivables lets you enter invoices and credit memos against this commitment indefinitely until the amount due becomes zero. If you enter an end date, Receivables verifies that all existing invoices against this commitment are included in this date range.
14. Enter the Amount of this commitment.
15. 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.

16. Enter a brief Description for this commitment.
17. To review or update Sales Credit information, choose Sales Credits.  
See: Entering Sales Credits: page 6 - 24.  
  
To review or update accounting information, choose Accounting.  
See: Reviewing Accounting Information: page 6 - 15.
18. Save your work. If you are ready to complete this commitment, see: Completing Transactions: page 6 - 46.

## See Also

Using Commitments: page 6 - 333

Technical Perspective: Transactions: page 7 - 38

Commitment Balance Report: page 9 - 61

Sample Commitment: page 9 - 139

Sample Invoice Against a Commitment: page 9 - 140

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## 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.

### 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.



**Attention:** 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.

### Prerequisites

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- Define transaction types: page 2 - 246
- Define transaction batch sources: page 2 - 239
- Set up document numbering: page 2 - 99

► **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 6 - 31.
6. Enter the total number of transactions in this batch in the Control Count field, then enter the total dollar amount of transactions in this batch in the Control Amount field.
7. To add transactions to this batch, choose Transactions or Transaction Summary. See: Entering Transactions: page 6 - 2. Receivables saves your batch information.

## See Also

Transactions Field Reference: page 6 - 7

Batching Credit Memos: page 6 - 84

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## Completing Transactions

Before you can complete a transaction in Receivables, you must ensure that all required information for that transaction type has been entered.

After you enter all required information, you can change a transaction's status to Complete in the Transaction or the Transactions Summary window. When you complete an invoice, Receivables creates payment schedules based on the payment terms and invoice date you specified and includes the invoice in the standard aging and collection process if the transaction type has Open Receivables set to Yes.



**Attention:** If you change the transaction type of a completed invoice to a type in which Open Receivable is set to No, Receivables no longer includes this invoice in the standard aging and collection process. For more information, see: Viewing Past Due Transactions by Aging Bucket: page 4 - 18.

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.

---

### Validation for completing a standard transaction

- The invoice must have at least one line.
- The GL date of the invoice must be in an Open or Future period.
- The invoice sign must agree with the creation sign of the transaction type.
- The sum of distributions for each line must equal the invoice line amount.
- If the Calculate Tax field for the transaction type is set to Yes, tax is required for each line (except lines of type Charges).
- If freight was entered for this transaction, you must specify a freight account.
- If the system option Require Salesreps is Yes, salespersons must be assigned to each line.

- If salespeople are assigned to each line, the total revenue sales credit percentage must equal 100%.
- All the activity date ranges for the setup values (for example, payment terms) must be valid for the invoice date.
- If this transaction uses an automatic payment method, you must enter Customer bank, branch, and account information.

### **Validation for completing an invoice with rules**

- Each line must have an accounting rule and a rule start date.
- Valid account sets must exist for each invoice line.
- Valid account sets must exist for tax that is calculated or entered.

### **Validation for completing a standard credit memo**

- You must enter at least one credit memo line and specify revenue account assignments for each memo line.
- You must specify a valid receivable account.
- If your credit memo is crediting tax, you must specify valid tax accounts.
- If your credit memo is crediting freight, you must specify valid freight accounts.

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

### **Prerequisites**

- Enter transactions; page 6 - 2

#### **► To complete a transaction:**

1. Navigate to the Transaction or the Transactions Summary window.
2. Query the transaction to complete.
3. Verify that all requirements for completing this type of transaction are met (see above).
4. If you are in the Transactions Summary window, select the transaction, then choose 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).

5. Save your work.

## See Also

Entering Invoices with Rules: page 6 - 28

Entering Commitments: page 6 - 41

Crediting Transactions: page 6 - 67

Incomplete Invoices Report: page 9 - 102

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## Voiding Transactions

Receivables lets you make a debit memo, credit memo, on- account credit, invoice, or chargeback invalid by updating the transaction type. You can only void a transaction if both of the following are true:

- it does not have any activity against it
- it has not been posted to your general ledger

### Prerequisites

---

- Define a transaction type of 'void' (set Open Receivables to No): page 2 - 246
- Enter transactions: page 6 - 2

► **To void a transaction:**

1. Navigate to the Transaction or the Transaction Summary window.
2. Query the transaction.
3. Change the transaction Type to your 'void' transaction type.
4. Save your work.

# Copying Invoices

**Copy Transactions (Vision Operations)**

**Model Transaction**

Source: **Order Entry**      Trans Number: **10000331**  
 Currency: **USD**      Reference: **14102**  
 Bill To: **Business World**      Number: **1000**  
 Terms: **30 Net**      Type: **Invoice**  
 Date: **16-APR-1996**      Transaction Amount: **2,045,800.00**  
 Due Date: **16-MAY-1996**      Transaction:       GL Date: **16-APR-1996**

**Schedule**

Rule: **Days**      Number Of Times: **6**  
 Number Of Days: **6**      First Transaction Date: **16-APR-1999**  
 First GL Date: **09-NOV-1999**      Request ID: **336490**

**New Transactions**

Transaction Number	Document Number	Trans Date	GL Date	Due Date	Amount
10003122		16-APR-1999	09-NOV-1999	16-MAY-1999	2,045,800.00
10003123		22-APR-1999	15-NOV-1999	22-MAY-1999	2,045,800.00
10003124		28-APR-1999	21-NOV-1999	28-MAY-1999	2,045,800.00
10003125		04-MAY-1999	27-NOV-1999	03-JUN-1999	2,045,800.00
10003126		10-MAY-1999	03-DEC-1999	09-JUN-1999	2,045,800.00

The Copy Transactions window lets you automatically create invoices for goods or services that you regularly provide to your customers. For example, you need to bill your customers for services or products provided once a month for two years, but do not want to manually create a new invoice every month. By creating invoice copies, you can quickly create a group of invoices that share the same characteristics. All of the dates for the copied invoices (for example, invoice date, GL date, and due dates) are determined using the copy rule that you specify.

When you copy invoices, Receivables does not derive the exchange rates and tax rates from the copied invoice date. Instead, it derives the exchange rate and tax rate from the date of your first copied invoice. Consequently, if you are copying invoices in a foreign currency, or have tax rates that change over time, you may need to manually update the exchange rate and tax rate. (Receivables calls the tax engine to

recalculate tax when you copy invoices.) You can use the Transactions window to update the tax rates for your copied invoices.



**Attention:** If the invoice you are copying has lines that use inclusive tax codes and a tax rate has changed, the line amounts for your copied invoice(s) will also be different from the original transaction. This is because the line amount for a line assigned to a tax inclusive tax code includes tax. If the tax rate for any of the original invoice's lines has changed, the line, tax, revenue, and sales credit amounts for the copied invoice(s) will be different from the original transaction.

Receivables uses the invoice amount from your model invoice on your copied invoices. Therefore, even if the model invoice has been credited, adjusted, or paid, the amount for all copied invoices is equal to the original invoice amount.

You can copy invoices as often as you want and create copies from any existing invoice, even if it is closed.

You create, review, and update copied invoices in the Transaction window.

## Copy Rules

---

You can use one of the following rules to copy an invoice:

**Annually:** This rule creates an invoice once a year on the same day and month of each year. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is January 1, 1992. All subsequent invoice dates are calculated at one-year intervals.

**Semiannually:** This rule creates an invoice every six months on the same day.

**Quarterly:** This rule creates an invoice every three months on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is April 1, 1991. All subsequent invoice dates are calculated at three-month intervals.

**Monthly:** This rule creates an invoice every month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is February 1, 1991. All subsequent invoice dates are calculated at one-month intervals.

**Bimonthly:** This rule creates an invoice every other month on the same day. For example, if your model invoice has an invoice date of January 1, 1991, then the invoice date of your first copied invoice is March 1,

1991. All subsequent invoice dates are calculated at two-month intervals.

**Weekly:** This rule creates an invoice every seven days. For example, if your model invoice has an invoice date of January 1, 1991, then your first copied invoice is January 8, 1991. All subsequent invoice dates are calculated at seven-day intervals.

**Single Copy:** This rule creates one copy of your model invoice for the day you enter in the First Invoice Date field.

**Days:** This rule creates an invoice based on the number of days you specify. For example, if your model invoice has an invoice date of January 1, 1991, and you enter 20 in the Number of Days field, the invoice date of your first copied invoice is January 21, 1991. All subsequent invoice dates are calculated at 20-day intervals.

### Prerequisites

---

- Enter transactions: page 6 - 2
- Create an invoice to use as a model for the copied invoices (optional): page 6 - 2

► **To copy an invoice:**

1. Navigate to the Transactions Summary or the Copy Transactions window.
2. Query the invoice to use as a model for your copied invoices.
3. If you are in the Transactions Summary window, select the invoice, then choose Copy.
4. Choose a copy Rule.
5. Enter the number of copies to create in the Number of Times field.
6. If your copy rule is Days, enter the Number of Days between your copied invoice dates.
7. If the Post to GL flag of the model invoice's transaction type is Yes, enter the First GL Date for the copied invoice. This date must be in an open, future, or never opened period.

**Note:** If you choose a date in a never opened period, Receivables will create these invoices as incomplete. To complete these invoices, open the period and query the invoice in the Transactions Summary window, then choose the Complete button. However, if you are using the Bill in Arrears

invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.

8. Enter the First Transaction Date to create the copied invoice. The default is the invoice date of the first copied invoice (determined by the copy rule you entered), but you can change it.
9. If you are using manual sequence numbering, enter a unique document Number for each copied invoice. Otherwise, Receivables assigns document numbers when you save. See: Implementing Document Sequences: page 2 - 99.
10. Save your work. Receivables submits a concurrent process to create your copied invoices and generates a unique Request ID number. You can use this number to review the status of your request in the Concurrent Requests Summary window.

Receivables also creates the Recurring Invoice Program report when you save. Use this report to review all revenue distributions created for the specified period for invoices that use invoice and accounting rules. See: Recurring Invoice Program Report: page 6 - 54.

## **See Also**

Maintaining Transactions: page 6 - 58

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## Recurring Invoice Program Report

This report contains information about your model invoice and the new, copied invoices that you created in the Copy Transactions window. Receivables automatically generates this report when you submit a request to create copied invoices.



**Attention:** Your new, copied invoices will be created as not complete if the First GL Date was in a never opened period when they were created. To complete these invoices, you must open the never opened period, query each invoice in the Transactions window, and check the Complete check box. However, if you are using the Bill in Arrears invoicing rule, the invoice will be created as complete even if its GL date is in a never opened period.

### See Also

Copying Invoices: page 6 - 50

Completing Transactions: page 6 - 46

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## Printing Transactions

The Print Invoices window lets you generate invoices, debit memos, commitments, chargebacks, credit memos, and adjustments to send to your customers.

You can preview the transactions that will print by selecting the Invoice Print Preview program.

**Note:** You can also use Consolidated Billing to create a single document that summarizes all of a customer's activity for a specific period. For more information, see: Consolidated Billing: page 6 - 343.

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 consolidated billing invoice.

The Print Date field in the Transactions window shows you the last time a transaction was printed.

### Prerequisites

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- Enter transactions: page 6 - 2
- Enter adjustments (optional): page 6 - 306

► **To print your transactions:**

1. Navigate to the Print Invoices window.
2. Enter the Name of the print program, or select from the list of values. Choose from the following:

**Invoice Print New Invoices:** Print all transactions that have not been printed previously and have a print status of 'Print'.

**Invoice Print Selected Invoices:** Print specific transactions, regardless of whether you have already printed them. You can limit your printout by entering a range of dates, transaction numbers, a specific transaction type, transaction class, customer class, installment number, and a specific customer. You can also select to print only open invoices. Receivables does not include any transactions 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.



**Suggestion:** 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.

## See Also

Understanding Your Printed Transactions: page 6 - 339

Print Invoice Reports: page 9 - 131

Sample Invoice with Tax: page 9 - 136

Sample Debit Memo with Tax: page 9 - 137

Transaction Detail Report: page 9 - 182

Printing Statements: page 4 - 74

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## 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 consolidated billing invoice.

You can update debit item information such as the due date, PO number, salesperson, and remit- to address. You can also place a debit item in dispute by specifying a dispute amount, exclude a debit item from finance charges, or update the bill- to information. Receivables also lets you enter or update the exchange rate of your debit item if your debit item does not have any activity against it.

You can also record other information by adding notes about your debit items in the Notes tabbed region of the Transaction window.

### Prerequisites

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Enter transactions: page 6 - 2

► **To maintain your transactions:**

1. Navigate to the Transaction window.
2. Query the transaction.
3. Update information for this transaction. For a list of fields you can update, see: Maintaining Your Transactions: page 6 - 59.
4. Save your work.

### See Also

Entering Transactions: page 6 - 2

Accounting for Transactions: page 7 - 30

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## 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 consolidated billing invoice.

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### Delete Transactions

Depending on how your administrator has set up function security on your system, there are several ways you can delete transactions in Receivables. See: Function Security in Receivables: page B - 2. Transactions with no activity against them can be removed by one of the following methods:

- Delete the invoice in the Transactions window by choosing Delete Record from the Edit menu. This will delete the invoice and any lines.
- Void the invoice by changing the invoice's type in the Transaction window to a type with Open Receivables and Post to GL options set to No. This will delete the payment schedule and cancel distributions by removing the GL date.
- Reverse the distributions by creating a Credit Memo against the invoice.
- Delete the payment schedule by 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.

**Note:** By default, you cannot update the bill- to site information for invoices that have been posted or have activity against them. However, your system administrator can override this restriction in Receivables by creating the function `AR_CHANGE_BILL_TO_LOC` and then adding it to the Transactions Workbench menus. For more information, see: *Oracle Applications System Administrator's Guide*.

HEADER LEVEL	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	No	No	No	No	No
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
Currency	Yes <sup>1</sup>	Yes <sup>1,4,5</sup>	Yes <sup>2</sup>	Yes <sup>8</sup>	No	No
Customer Bank Fields	Yes	Yes	Yes	Yes	Yes	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

**Table 6 - 1 Header Transaction Fields (Table 1 of 3)**

<b>HEADER LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Finance Charges	Yes <sup>2</sup>	Yes	Yes	Yes	No	Yes
GL Date	Yes	Yes <sup>5</sup>	Yes <sup>4</sup>	Yes	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
Payment 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
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 Acct	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	Yes <sup>8</sup>	Yes	Yes
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
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

**Table 6 - 1 Header Transaction Fields (Table 2 of 3)**

<b>HEADER LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Transaction Flex	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

**Table 6 - 1 Header Transaction Fields (Table 3 of 3)**

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

<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
Desc. Flex	Yes	Yes	Yes	Yes	Yes	Yes
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
Num of Acct 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

**Table 6 - 2 Item Line Transaction Fields (Table 1 of 2)**

<b>LINE LEVEL</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Transaction Code	Yes	Yes	Yes	Yes	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>
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

Table 6 - 2 Item Line Transaction Fields (Table 2 of 2)

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

<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 No.	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
Trx. Flex	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>6</sup>
Desc. Flex	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

Table 6 - 3 Tax Line Transaction Fields (Table 1 of 1)

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

<b>SALES CREDIT 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	Yes	Yes	Yes
Non-Revenue Amount	Yes	Yes	Yes	Yes	Yes	Yes
Revenue %	Yes	Yes	Yes	Yes	Yes	Yes

Table 6 - 4 Sales Credit Line Transaction Fields (Page 1 of 2)

<b>SALES CREDIT LINE</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
Revenue Amount	Yes	Yes	Yes	Yes	Yes	Yes
Salesperson	Yes	Yes	Yes	Yes	Yes	Yes
Add Line?	Yes	Yes	Yes	Yes	Yes	Yes
Delete Line?	Yes	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes <sup>9</sup>	Yes

Table 6 - 4 Sales Credit Line Transaction Fields (Page 2 of 2)

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

<b>DISTRIBUTIONS</b>	<b>Incomplete</b>	<b>Complete</b>	<b>Rules</b>	<b>Printed</b>	<b>Activity</b>	<b>Posted</b>
<b>ACCT. DISTRIBUTION</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
<b>ACCOUNT SET DISTRIBUTIONS</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

Table 6 - 5 Distribution Line Transaction Fields (Table 1 of 1)

\* You can update the revenue, tax, and freight accounts, but you cannot update the receivable account.

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

<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>
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

Table 6 - 6 Freight Line Transaction Fields (Table 1 of 1)

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

## **See Also**

Entering Transactions: page 6 - 2

# Crediting Transactions

Credit Transactions (Vision Operations: USD) - Business World, 10003129

Credited Transaction: 10000041 Source: Order Entry

Credit Memo

Batch: None Batch Name: Date: 09-NOV-1999  Complete

Source: Order Entry Reference: 10600 Trans:

Reason: Type: Credit Memo

GL Date: 09-NOV-1999 Rules Method: Split Term Method:

Currency: FRF

Transaction Amounts More

Line	Credit Memo		Credited Transaction	
	%	Amount	Original	Balance Due
1.0000		<15,165.00>	1,516,500.00	1,501,335.00
Tax	0.0000	0.00	0.00	0.00
Freight				0.00
Total	1.0000 %	<15,165.00>	1,516,500.00	1,171,243.50

Complete Credit Balance Credit Lines

Use the Credit Transactions window to enter, update, and review credit memos against specific invoices, debit memos, or commitments. You create credit memos to reduce the balance due for a transaction. When you credit a transaction, Receivables creates the appropriate accounting entries and reverses any sales credit assigned to your salespeople.

Receivables lets you credit an entire invoice or specific invoice lines. You can also credit freight for an entire invoice or only for specific invoice lines.

You can delete an incomplete credit memo if the system option Allow Invoice Deletion is set to Yes. See: Defining Receivables System Options: page 2 - 189.

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. See: Tax Inclusive in the *Oracle Receivables Tax Manual*.

## **Prerequisites**

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- Define credit memo sources: page 2 - 239
- Define credit memo transaction types: page 2 - 246

### **► 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 6 - 84*.
4. Enter the batch Source for this credit memo. The default is the batch source of the transaction you are crediting, but you can change it.
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: page 2 - 99*.
7. Enter a transaction Type for this credit memo. The batch source provides the default type, but you can change it. If this is a credit memo against an invoice or commitment, the default is the transaction type assigned to the invoice or commitment. You can choose any transaction type with a class of Credit Memo.

8. If the Post to GL option of the transaction type you entered is Yes, enter the GL Date for this credit memo. This date must be in an open or future enterable accounting period and must be equal to or later than the GL date of the credited transaction. If this credit memo is part of a batch, the default is the batch GL date.
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.
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 6 - 31.
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. Otherwise, Receivables assigns a number when you complete this credit memo. See: Implementing Document Sequences: page 2 - 99.
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 6 - 71.
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.

If you are ready to complete this credit memo, see: Completing Transactions: page 6 - 46.

## See Also

Crediting Transaction Lines: page 6 - 71

Updating Credit Memo Installments: page 6 - 83

Batching Credit Memos: page 6 - 84

Creating On- Account Credits: page 6 - 87

Importing Credit Memos: page 6 - 213

Accounting for Credit Memos: page 6 - 93

Credit Transactions Field Reference: page 6 - 73

Sample Credit Memo: page 9 - 138

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## 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

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Enter transactions: page 6 - 2

► **To credit specific transaction lines:**

1. Navigate to the Transactions Summary or the Credit Transactions window.
2. Query the transaction to credit.
3. If you are in the Transactions Summary window, select the transaction, then choose Credit.
4. Enter general information for this credit memo. See: Entering a Standard Credit Memo: page 6 - 67.
5. Choose Credit Lines.

**Note:** If you are viewing a credit memo in which you have already credited transaction lines, Receivables displays these credit memo lines in the Lines window. Use the list of values to select additional transaction lines to credit.

6. Select the transaction line to credit from the list of values.
7. Enter either the Quantity and Unit Price or the Amount to credit for this line. If you enter the quantity and unit price, Receivables calculates the amount. You can overapply a credit memo line if the transaction type of the transaction you are crediting has Allow Overapplication set to Yes.

You can only enter a positive amount if the Creation Sign of this credit memo's transaction type is Positive Sign. You can enter a

negative amount if the Creation Sign of this credit memo's transaction type is either Negative or Any Sign. See: Transaction Types: page 2 - 246.

**Note:** If you enter a quantity, the unit price is the unit price of the original invoice or commitment line you are crediting. If this price is not available and you are crediting a standard credit memo line, the default is the unit price of the standard line adjusted for any currency differences. If you specify an amount and a quantity for a credit memo line and Receivables cannot default a value for your unit price, the default unit price is the Amount divided by the Quantity.

8. Repeat steps 6 and 7 for each transaction line to credit.
9. To enter or review the account assignments for a credit memo or tax line, choose Accounting. See: Reviewing Accounting Information: page 6 - 77.

To enter or update sales credit information for a credit memo line, choose Sales Credits. See: Reviewing Revenue Credits: page 6 - 78.

To associate freight information with your credit memo lines, choose Freight. See: Reviewing Freight Information: page 6 - 80.

To review or update tax information for this credit memo line, choose Tax. See: Reviewing Tax Information: page 6 - 81.

10. Save your work.

## See Also

Credit Transactions Field Reference: page 6 - 73

Updating Credit Memo Installments: page 6 - 83

Batching Credit Memos: page 6 - 84

Creating On- Account Credits: page 6 - 87

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## 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 Accounting 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.

### Accounting Window

**Amount:** The amount of the credit memo line or tax line to assign to this account. When you enter an amount, Receivables calculates the percent that this amount constitutes of this line. If this credit memo is an on-account credit, the default value for this field is the credit memo line amount, if the AutoAccounting that you have defined for your revenue does not rely upon salespersons. If your AutoAccounting for Revenue does rely on salespersons to determine the segment values, multiple account assignment lines are created with one line for each salesperson equal to the amount of the salesperson line.

If you are entering this credit memo against a specific transaction, and the profile option AR: Use Invoice Accounting Rules For Credit Memos is set to No, then the default value for this credit memo is the same as an on-account credit. If this profile option is set to Yes for a credit memo that you enter against a specific transaction, the default value is an amount from the corresponding invoice distribution line using the following formula:

$$\text{Amount} = \frac{\text{Credit Memo Line Amount}}{\text{Invoice Line Amount}} * \text{Invoice Account Assignment Amount}$$

If you are reviewing the revenue account assignments for a credit memo against an invoice that uses rules, and if this transaction is a credit memo against a specific invoice or commitment, Receivables calculates

this amount based on the method that you specified in the Rules Method field in the Credit Transactions window.

**GL Date:** The date to post this account to your general ledger. The default value for this field is the date you entered in the Credit Transactions window, unless you are crediting an invoice that uses rules. In this case, the GL date is automatically calculated using the GL dates of the invoice's account assignments and on the credit method for rules.

**Number:** If the profile option AR: Show Billing Number is Yes, Receivables displays two Number fields in the Credited Transaction and the Credit Memo regions. The first field displays the Consolidated Billing Invoice number associated with the credited transaction or credit memo. The second field displays the credited transaction or credit memo number. See: Consolidated Billing; page 6 - 343.

**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 Accounting window for credit memos with accounting rules and when the Use Invoice Accounting profile option is set to No.
- The Accounts For This Line tabbed region only appears in the Accounting window for credit memos without rules. It also appears for credit memos with rules after Revenue Recognition Program has created Account Assignments for this line.

## Freight Window

Use this window to associate freight information with your credit memo lines. Receivables enters the default header- level freight information for the transaction you are crediting (if any).

The Freight for Current Line 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 6 - 18.

## Lines Window

For information about the Amount, Description, Reason, and Unit Price fields, refer to Lines Window Field Reference: page 6 - 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 6 - 12 and Tax Inclusive in the *Oracle Receivables Tax Manual*.

### 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.

You can create an unapproved exemption if the transaction type for this invoice has the Tax Calculation option set to Yes and your profile option Tax: Allow Override of Customer Exemptions is also set to Yes. After you enter 'Exempt' in the Tax field, do not select a certificate number; use the list of values to enter a Reason for this exemption. The unapproved exemption will be created at the level of your Sales Tax Location Flexfield structure to which you assigned the exempt level qualifier. If the exempt qualifier is not assigned to any of the segments of your Sales Tax Location Flexfield structure, then the unapproved exemption will be created for the whole customer. You can run the Tax Exempt Customer report to verify that the unapproved exemption was created or review your unapproved exemption in the Tax Exemptions window.

## **Sales Credits Window**

Use this window to enter and update sales credit information for a specific credit memo line. If this transaction is a credit memo against a specific invoice or commitment, the default sales credit is the sales credit for the original invoice or commitment sales credit line. For more information, see: Entering Revenue Credits: page 6 - 24.

## **Tax Window**

The Tax for This Line tabbed region only appears in the Tax window if this credit memo is on- account and the memo line does not have the type of freight. It also appears if this credit memo is not on- account and the transaction line you are crediting has tax. For more information about the fields in this window, see: Tax Window Field Reference: page 6 - 23.

## **See Also**

Crediting Transactions: page 6 - 67

Crediting Transaction Lines: page 6 - 71

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## Reviewing Accounting Information

Receivables lets you enter or review the account assignments for a credit memo or tax line in the Accounting window. Receivables uses AutoAccounting to create the default values for the revenue and tax accounts of your credit memo lines.

If this transaction is a credit memo against a specific invoice or commitment, and the profile option AR: Use Invoice Accounting For Credit Memo is set to Yes, Receivables does not use AutoAccounting to create the default values for these accounts. Instead, reversal entries are created using the accounts of the invoice or commitment that you are crediting.

### Prerequisites

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- Enter credit memos: page 6 - 67
- Credit transaction lines: page 6 - 71

► **To review or update the revenue account assignments for a credit memo:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Accounting.
5. To update the revenue account assignments for this credit memo line, modify the GL Account information for that account.

If you are viewing a credit memo line against an invoice with accounting rules, and the profile option AR: Use Invoice Accounting For Credit Memos is set to No, use the Account Set For Single Line 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 6 - 36.

**Note:** If you update an account assignment line that has already posted, Receivables does not change the original assignment. In this case, new account assignments are created to reflect the update when you save your changes. The first assignment offsets the original account assignment you have posted and the second assignment records the new amount

percent or account that you have updated. If you update an account assignment that has not posted, Receivables directly updates the account assignment you specify and does not create an offsetting account assignment entry when saving your changes.

6. If you made any changes, save your work.

## See Also

Using AutoAccounting: page 6 - 326

Reviewing Revenue Credits: page 6 - 78

Reviewing Freight Information: page 6 - 80

Reviewing Tax Information: page 6 - 81

Accounting Window Field Reference: page 6 - 73

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## Reviewing Revenue Credits

Receivables lets you enter and update sales credits for your credit memos. If you are reviewing a credit memo against a specific invoice or commitment, Receivables derives the default sales credits from the original invoice or commitment sales credit line.

If you are viewing an on- account credit memo, all sales credits are assigned to the primary salesperson you entered in the Transactions window. See: [Creating On- Account Credits: page 6 - 87](#).

If AutoAccounting depends on sales credits and you change the Salesperson field, Receivables displays a decision window that asks if you want to rerun AutoAccounting for this credit memo line. If you choose Yes, Receivables reruns AutoAccounting and updates your revenue accounts for this credit memo line. If you rerun AutoAccounting for this sales credit line, and you have already posted the credit memo account assignments, the original accounting entries and sales credit record are not updated. In this case, new accounting entries and sales credit records are created to offset the original sales credit entries and to note the new ones. If you choose No, Receivables

does not run AutoAccounting, but does save the changes to the sales credit information.

If you define your AutoAccounting for Tax, Unbilled, Unearned, and AutoInvoice Clearing Accounts to use sales credits, and you enter Yes to rerun AutoAccounting, Receivables updates these classes which are associated with this credit memo line and are currently based on salesperson.

### **Prerequisites**

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- Enter credit memos: page 6 - 67
- Credit transaction lines: page 6 - 71

► **To review or update the sales credit information for your credit memo lines:**

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Sales Credits.
5. To update sales credits, enter a new Revenue Credit or Other Credit percentage or Amount.

To split sales credit with another salesperson, perform the following:

- a. Update the sales credit Amount or percent for the primary salesperson, then choose New Record.
  - b. Enter the Name of the new salesperson and the percentage of sales credit they will receive.
6. If you made any changes, save your work.

### **See Also**

Reviewing Accounting Information: page 6 - 77

Reviewing Freight Information: page 6 - 80

Reviewing Tax Information: page 6 - 81

## 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

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- Define freight carriers: page 2 - 121
- Enter credit memos: page 6 - 67
- Credit transaction lines: page 6 - 71

#### ► To enter or review freight information for your credit memo lines:

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Credit, then choose Credit Lines.
4. Choose Freight.
5. Enter the Amount of freight charges for this credit memo or credit memo line (optional). If this is a credit memo against an invoice or commitment, the default is the original freight amount and the freight balance due for the invoice line that you are crediting. For freight only lines, the default Freight Amount is the list price of the standard line you have selected, adjusted for any currency differences.
6. Enter the freight GL Account for this credit memo or credit memo line (optional). If the profile option AR: Use Invoice Accounting for Credit Memos is set to No or this is an on-account credit, Receivables uses AutoAccounting to determine the default freight account for this credit memo or credit memo line. Otherwise, Receivables uses the freight account of the transaction you are crediting.
7. If you made any changes, save your work.

## See Also

Reviewing Accounting Information: page 6 - 77

Reviewing Tax Information: page 6 - 81

Reviewing Sales Credits: page 6 - 78

Freight Window Field Reference: page 6 - 19

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## Reviewing Tax Information

Receivables lets you review and update tax information for your credit memo lines in the Tax window. You cannot enter or update information in this window if you have specified a freight memo line or if the invoice line you are crediting has no tax.

You cannot delete any lines or enter new lines in the Tax window unless you are reviewing an on- account credit memo with a tax type of 'Ad Hoc'.

### Prerequisites

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- Enter credit memos: page 6 - 67
- Credit transaction lines: page 6 - 71

► **To enter or review tax information for your credit memo lines:**

1. Navigate to the Credit Transactions or the Transactions Summary window.
2. Query the credit memo to view.
3. If you are in the Transactions Summary window, choose Open.  
If you are in the Credit Transactions window, choose Credit Lines.
4. Choose Tax.
5. If this is an on- account credit, you can update the Tax Code for your credit memo lines by entering a new, ad hoc tax code.

If this is a credit memo against a specific invoice or commitment, Receivables calculates the Amount of your credit memo tax lines. You can accept this value or enter a new amount. For tax- only lines,

the default Tax Amount is the list price of the standard line you selected, adjusted for any currency differences.

## See Also

Reviewing Accounting Information: page 6 - 77

Reviewing Sales Credits: page 6 - 78

Reviewing Freight Information: page 6 - 80

Tax Window Field Reference: page 6 - 23

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## Unapplying Cash when Crediting a Transaction

Receivables lets you unapply cash that was previously applied to a transaction and create a credit memo for that amount. For example, your customer returns a product for which they have already paid in full. You need to unapply the cash for that transaction, then create a credit memo for the full amount.

### Prerequisites

---

Enter transactions: page 6 - 2

Apply receipts: page 5 - 11

► **To unapply cash and create a credit memo:**

1. Navigate to the Receipts window.
2. Query the receipt to unapply, then choose Applications.
3. Uncheck the Apply check box next to the transaction.
4. Save your work.
5. Navigate to the Credit Transactions window.
6. Query the transaction from step 3.
7. Create a credit memo for the full amount. See: Crediting Transactions: page 6 - 67.

## See Also

Creating On- Account Credits: page 6 - 87

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## Updating Credit Memo Installments

When you credit a transaction with multiple installments, you can use the Installments window to update the applications of your credit memo to the installments of the credited transaction. Receivables displays installment information for a transaction based on the due date of each installment. Receivables defaults line, tax, and freight information based on the Split Term Method you entered when you created this credit memo. You can accept these values or enter new ones.

You cannot update the amount of your credit memo or add tax or freight charges in the Installments window. You cannot open the Installments window if this credit memo is incomplete or if this transaction is an on- account credit.

### Prerequisites

---

- Enter transactions: page 6 - 2
- Enter credit memos: page 6 - 67

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

1. Navigate to the Transactions Summary window.
2. Query the credit memo to update.
3. Choose CM Installments.
4. To update the installments of this credit memo, modify the Line, Tax, or Freight Credit Amount for each installment. The sum of the line credits must equal the total line amount of this credit memo, the sum of the tax credits must equal the total tax amount of this credit memo, and the sum of the freight credits must equal the total freight amount of this credit memo.
5. Save your work.

## See Also

Updating Credit Memos and On- Account Credits: page 6 - 91

Invoices with Rules: page 6 - 315

Accounting for Credit Memos: page 6 - 93

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## 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

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- Define credit memo sources: page 2 - 239
- Define credit memo transaction types: page 2 - 246
- Create a batch for your credit memos: page 6 - 44 (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 6 - 67.
6. Save your work.

## See Also

Creating On- Account Credits: page 6 - 87

Batching Transactions for Easy Entry and Retrieval: page 6 - 44

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## Querying Credit Memos and On- Account Credits

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

### Prerequisites

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Enter credit memos: page 6 - 67

▶ **To query a credit memo:**

1. Navigate to the Transactions or the Transactions Summary window.
2. Query the credit memo or on- account credit to view.
3. If you are in the Transaction Summary window, select the transaction to view, then choose Open.
4. If you are viewing a credit memo, open the Credit tabbed region.

### See Also

Creating On- Account Credits: page 6 - 87

Accounting for Credit Memos: page 6 - 93

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## Creating On- Account Credits

On- account credits are credits you assign to your customer's account that are not related to a specific invoice. For example, if your customer remits payment of \$100 for a \$90 invoice, you can create an on- account credit for ten dollars. You can then apply this on- account credit to another transaction.

You can specify the debit item to credit in the Transactions window or create an on- account credit by not specifying one. You can apply and reapply on- account credits to invoices, debit items, and chargebacks.

You can also place amounts on- account when manually applying receipts in the Applications window. See: Manually Applying Receipts: page 5 - 14.

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### Prerequisites

Enter transactions: page 6 - 2

► **To create an on- account credit:**

1. Navigate to the Transactions window.
2. If you are not using Automatic Sequence Numbering, enter a unique Number for this credit. Otherwise, Receivables assigns a number when you save. See: Implementing Document Sequences: page 2 - 99.
3. Enter the Date and Currency for this credit. The default Date is the current date, but you can change it. The default currency is either the currency entered at the batch level or the functional currency, but you can change it to any currency defined in the system. If the currency for this credit is different from your functional currency, and you have not defined daily conversion rates, enter exchange rate information. See: Foreign Currency Transactions: page 6 - 31.
4. Enter the batch Source for this credit. Receivables uses the batch source to control the credit memo numbering sequence and to specify the default transaction type. If this credit memo is part of a batch, the default is the batch source.
5. Choose a transaction Class of Credit Memo.
6. Enter a transaction Type. You can choose any transaction type with a class of Credit Memo.
7. If the Post to GL option for this transaction type is Yes, enter the GL Date for this credit. The batch source provides the default GL date,

but you can change it. The GL Date must be in an open or future period.

8. Enter the Bill- To Name and Location of the customer account to credit.
9. If your transaction batch source does not use Automatic Invoice Numbering, open the More tabbed region, then enter a unique Document Number. Otherwise, Receivables assigns a number when you save.
10. Choose Line Items, then enter 'On Account Credit' in the Description field.
11. Enter the Amount of this on- account credit as a negative number. For example, to enter a credit for \$25, enter - 25.
12. Save your work.

## See Also

Applying On- Account Credits: page 6 - 88

Updating Credit Memos and On- Account Credits: page 6 - 91

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## Applying On- Account Credits

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

### Prerequisites

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- Enter transactions: page 6 - 2
- Create on- account credits: page 6 - 87

► **To apply an on- account credit to a transaction:**

1. Navigate to the Transactions Summary window.
2. Query the on- account credit to apply.

3. Choose Applications.
4. Select the transaction to which you want to apply this on- account credit from the list of values. Receivables enters the Amount Applied and updates the Unapplied Amount of the on- account credit and the Balance Due for this transaction.

The default Amount Applied is the balance due for this transaction, unless the balance due is greater than the amount of this on- account credit. In this case, the default Amount Applied is the unapplied amount of the on- account credit. You can accept this amount or enter a different amount (for example, if you want to apply this on- account credit to more than one transaction). For more information, refer to the profile option AR: Cash- Default Amount Applied in: Overview of Receivables Profile Options: page A - 4.

**Note:** Receivables uses the transaction type of the debit item to which you are applying credit to validate the application amount. If the transaction type forces natural application only, you must enter an application amount which brings the debit item's balance closer to zero. If the transaction type does not allow overapplication, you cannot enter an amount that would reverse the sign of the balance of the debit item.

5. To apply this on- account credit to another transaction, repeat step 4.
6. When you are satisfied with the application of this on- account credit, save your work. Receivables updates your customer's account balances.

## Applying a Receipt with an On- Account Credit

Receivables lets you apply a receipt with an existing on- account credit to close one or more of your customer's open debit items. For example, your customer receives goods totaling \$500, but they are not satisfied with their purchase. You agree to credit their account \$100. When the customer remits payment of \$400, you can simultaneously apply this receipt with the on- account credit to close both the open invoice and their on- account credit.

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 5 - 17.

- ▶ **To apply an on- account credit in conjunction with a receipt:**
  1. Navigate to the Receipts or Receipts Summary window.
  2. Query or enter the receipt to apply. See: Entering Receipts: page 5 - 2.
  3. Choose Applications.
  4. Select the on- account credit and the open transaction(s) from the list of values.
  5. Apply the receipt to the on- account credit and the open debit item(s). See: Manually Applying Receipts: page 5 - 14.
  6. Save your work.

## See Also

Applying Receipts: page 5 - 11

Querying Credit Memos and On- Account Credits: page 6 - 86

Updating Credit Memos and On- Account Credits: page 6 - 91

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## Updating Credit Memos and On- Account Credits

Receivables lets you update most credit memo information, depending on its status. For example, you can change the transaction type, GL date, reference number, bill to location, salesperson, and document number of an incomplete credit memo. If the credit memo's status is Complete, you can only update the salesperson, reason, and customer reference number. For a complete listing of the rules for updating transactions, see: *Maintaining Your Transactions*: page 6 - 59.

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

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- Enter credit memos: page 6 - 67
- Create On- Account Credits: page 6 - 87

► **To update a credit memo:**

1. Navigate to the Credit Transactions or the Transactions window.
2. Query the credit memo to update.
3. Update the on- account credit information as necessary.
4. Save your work.

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

1. Navigate to the Transactions Summary or the Transactions window.
2. Query the on- account credit to update.

3. If you are in the Transactions Summary window, select the on- account credit, then choose Open.
4. Update the on- account credit information as necessary.
5. Save your work.

## **See Also**

Accounting for Credit Memos: page 6 - 93

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## Accounting for Credit Memos

Receivables lets you fully or partially credit your invoices while it automatically creates all the accounting reversal entries for you. You can use the Credit Transactions window or AutoInvoice to create your credit memos. The accounting is always the same whether the credit memo is imported through AutoInvoice or entered manually using the Credit Transactions window. Below are some examples of how Receivables accounts for credit memos.

### Sample Invoice #102

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

**Details:**

**Invoice Number = 02**  
**Invoice Date = 1/1/XX**  
**Invoice Amount = \$100**  
**Duration = 5 months**  
**Invoicing Rule = Bill In Advance**  
**Accounting Rule = Fixed Amount as follows:**

**Period 1 = \$20**  
**Period 2 = \$20**  
**Period 3 = \$10**  
**Period 4 = \$30**  
**Period 5 = \$20**

#### Accounting Entries:

##### GL Date and Period Status:

1/1/XX	DR	Accounts Receivable	\$100	
Open		CR Unearned Revenue		\$100
	DR	Unearned Revenue	\$20	
		CR Revenue		\$20
2/1/XX	DR	Unearned Revenue	\$20	
Not Opened		CR Revenue		\$20
3/1/XX	DR	Unearned Revenue	\$10	



4/1/XX	DR	Revenue	\$30	
Not Opened		CR	Unearned Revenue	\$30

(to reverse Period 4 accounting entry)

5/1/XX	DR	Revenue	\$20	
Not Opened		CR	Unearned Revenue	\$20

(to reverse Period 5 accounting entry)

## Case 2

A partial credit memo is entered on 2/15/XX against invoice #102, with credit method for rules set to prorate.

**Details:**                      **Credit Memo Date =**              2/15/XX

**Credit Memo Amount =**        \$65

### Accounting Entries:

#### GL Date and Period Status:

1/1/XX                      No Entries

Open

2/15/XX	DR	Unearned Revenue (65/100*\$100)	\$65	
Open		CR	Accounts Receivable	\$65

(to partially reverse original receivable)

	DR	Revenue (65/100*\$20)	\$13	
		CR	Unearned Revenue	\$13

(to partially reverse Period 1 accounting entry)

	DR	Revenue (65/100*\$20)	\$13	
		CR	Unearned Revenue	\$13

(to partially reverse Period 2 accounting entry)

3/1/XX	DR	Revenue (65/100*\$10)	\$6.50	
Open		CR	Unearned Revenue	\$6.50

(to partially reverse Period 3 accounting entry)





Formula = **Amount to Credit** this period =

Period 5 = \$2 \* 8units = \$16      \$65- \$16 = \$49

Period 4 = \$3 \* 8units = \$24      \$49- \$24 = \$25

Period 3 = \$1 \* 8units = \$8      \$25- \$8 = \$17

Period 2 = \$2 \* 8units = \$16      \$17- \$16 = \$1

Period 1 = \$2 \* 8units = \$16      \$1- \$16 = - \$15

	—	—	
Total	\$80	\$65	

1/1/XX	DR	Unearned Revenue	\$65
Open		CR    Accounts Receivable	\$65

(to partially reverse original receivable)

	DR	Revenue	\$1
		CR    Unearned Revenue	\$1

2/1/XX	DR	Revenue	\$16
Open		CR    Unearned Revenue	\$16

(to partially reverse Period 2 accounting entry)

3/1/XX	DR	Revenue	\$8
Open		CR    Unearned Revenue	\$8

(to partially reverse Period 3 accounting entry)

4/1/XX	DR	Revenue	\$24
Open		CR    Unearned Receivable	\$24

(to partially reverse Period 4 accounting entry)

5/1/XX	DR	Revenue	\$16
Open		CR    Unearned Receivable	\$16

(to partially reverse Period 5 accounting entry)

## Sample Invoice #103

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

**Details:**

**Invoice Number = 103**

**Invoice Date = 5/1/XX**

**Invoice Amount = \$100**

**Duration = 5 months**

**Invoicing Rule = Bill In Arrears**

**Accounting Rule = Fixed Amount as follows:**

**Period 1 = \$20**

**Period 2 = \$20**

**Period 3 = \$10**

**Period 4 = \$30**

**Period 5 = \$20**

### Accounting Entries:

#### GL Date:

1/1/XX	DR	Unbilled Receivable	\$20	
Open		CR Revenue		\$20
2/1/XX	DR	Unbilled Receivable	\$20	
Not Opened		CR Revenue		\$20
3/1/XX	DR	Unbilled Receivable	\$10	
Not Opened		CR Revenue		\$10
4/1/XX	DR	Unbilled Receivable	\$30	
Not Opened		CR Revenue		\$30
5/1/XX	DR	Accounts Receivable	\$100	
Not Opened		CR Unbilled Receivable		\$100
	DR	Unbilled Receivable	\$20	
		CR Revenue		\$20



4/1/XX	DR	Revenue	\$20	
Open		CR	Unbilled Receivable	\$20
(to reverse Period 1 accounting entry)				
	DR	Revenue	\$20	
		CR	Unbilled Receivable	\$20
(to reverse Period 2 accounting entry)				
	DR	Revenue	\$10	
		CR	Unbilled Receivable	\$10
(to reverse Period 3 accounting entry)				
	DR	Revenue	\$30	
		CR	Unbilled Receivable	\$30
(to reverse Period 4 accounting entry)				
5/1/XX	DR	Revenue	\$20	
Open		CR	Unbilled Receivable	\$20
(to reverse Period 5 accounting entry)				
6/1/XX	DR	Unbilled Receivable	\$100	
Open		CR	Accounts Receivable	\$100
(to reverse the original receivable)				

## Case 2

A partial credit memo is entered on 6/1/XX against invoice #103. This credit memo is entered with credit method for rules set to prorate.

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

### Accounting Entries:

#### GL Date:

1/1/XX                      No Entries

Closed

2/1/XX                      No Entries

Closed

3/1/XX No Entries

Closed

4/1/XX	DR	Revenue	(65/100*\$20)	\$13	
Open		CR	Unbilled Receivable		\$13

(to partially reverse Period 1 accounting entry)

	DR	Revenue	(65/100*\$20)	\$13	
		CR	Unbilled Receivable		\$13

(to partially reverse Period 2 accounting entry)

	DR	Revenue	(65/100*\$10)	\$6.50	
		CR	Unbilled Receivable		\$6.50

(to partially reverse Period 3 accounting entry)

	DR	Revenue	(65/100*\$30)	\$19.50	
		CR	Unbilled Receivable		\$19.50

(to partially reverse Period 4 accounting entry)

5/1/XX	DR	Revenue	(65/100*\$20)	\$13	
Open		CR	Unbilled Receivable		\$13

(to partially reverse Period 5 accounting entry)

6/1/XX	DR	Unbilled Receivable		\$65	
Open		CR	Accounts Receivable		\$65

(to partially reverse the original receivable)











This credit memo has the following affect on the payment schedules of invoice #104.

<b>Due Date</b>	<b>Original Amt. Due</b>	<b>Remaining Amt. Due</b>	<b>Amount Credited</b>
2/1/XX	\$50	\$50	\$0
3/1/XX	\$25	\$5	\$20
4/1/XX	\$25	\$0	\$25
	_____	_____	_____
Total	\$100	\$55.00	\$45.00

**Step 2.**

On 1/15/XX a payment is received for \$20 which has the following affect on the payment schedules of invoice #104:

<b>Due Date</b>	<b>Original Amt. Due</b>	<b>Remaining Amt. Due</b>	<b>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
	_____	_____	_____	_____
Total	\$100	\$35	\$45	\$20

**Step 3.**

On 1/16/XX another credit memo is entered against invoice #104.

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





## Credit Memos Against Invoices Against Commitments

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

### A Full Credit Memo Against an Invoice Against a Deposit

1. A deposit is entered for \$1000. The accounting entry is:

DR Accounts Receivable (Deposit)	\$1000
CR Revenue	\$1000

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

DR Accounts Receivable (Invoice)	\$400
CR Revenue	\$400

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the invoice resulting in an amount due in Accounts Receivable of \$0. (Note: In our example, the \$400 below does not include tax and freight). Therefore, there is no balance due for the \$400 invoice, as it has drawn against their \$1000 deposit in lieu of payment of the invoice.

DR Revenue	\$400
CR Accounts Receivable (Invoice)	\$400

3. A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are:

DR Accounts Receivable (Invoice)	\$400
CR Revenue	\$400

(This accounting entry reverses the adjustment entered in the previous step.)

DR Revenue	\$400
CR Accounts Receivable (Invoice)	\$400

(This accounting entry reverses the invoice entered in the previous step, leaving a deposit balance of \$600.)

## A Full Credit Memo Against an Invoice Against a Guarantee

1. A guarantee is entered for \$1000. The accounting entry is:

DR Unbilled Receivables	\$1000
CR Unearned Revenue	\$1000

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

DR Accounts Receivable	\$400
CR Revenue	\$400

Receivables automatically creates a receivables adjustment for the invoiced amount. This adjustment is created against the guarantee. Therefore, an outstanding amount of \$400 exists for this invoice and the guarantee has an outstanding balance of \$600.

DR Unearned Revenue	\$400
CR Unbilled Receivable	\$400

3. A credit memo for \$400 is applied to the \$400 invoice. The accounting entries are:

DR Unbilled Receivables	\$400
CR Unearned Revenue	\$400

(This accounting entry reverses the adjustment entered in the previous step.)

DR Revenue	\$400
CR Accounts Receivable	\$400

(This accounting entry reverses the invoice entered in the previous step.)

## Special Cases - A Credit Memo Against an Invoice Against a Deposit

This case shows the accounting entries that are created when you apply an invoice to a deposit and the invoice amount is greater than the deposit. It also shows the entries that are created when you apply a partial credit memo to the invoice.

1. A deposit is entered for \$100. The accounting entry is:

DR Accounts Receivable (Deposit)	\$100
CR Revenue	\$100

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

DR Accounts Receivable (Invoice)	\$220
CR Revenue	\$220
DR Revenue	\$100
CR Accounts Receivable (Invoice)	\$100

(The current outstanding balance for the invoice is \$120)

3. A credit memo for \$150 is applied to the invoice. The accounting entries are:

Receivables automatically creates a receivables adjustment for \$30 against the invoice to increase the outstanding balance to \$150.

DR Accounts Receivable (Invoice)	\$30
CR Revenue	\$30
DR Revenue	\$150
CR Accounts Receivable (Invoice)	\$150

(This accounting entry is for the \$150 credit memo leaving a deposit balance of \$30.)

### **Special Cases - A Credit Memo Against an Invoice Against a Guarantee**

This case shows the accounting entries that are created when you apply an invoice to a guarantee and the invoice amount is greater than the guarantee. It also shows the entries that are created when you apply a partial credit memo to the invoice.

1. A guarantee is entered for \$100. The accounting entry is:

DR Unbilled Receivable	\$100
CR Unearned Revenue	\$100

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

DR Accounts Receivable	\$220
CR Revenue	\$220
DR Unearned Revenue	\$100
CR Unbilled Receivable	\$100

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

3. A credit memo for \$150 is applied to the invoice. The accounting entries are:

DR Revenue	\$150
CR Accounts Receivable (Invoice)	\$150

(The current outstanding balance for the invoice is \$70)

Receivables automatically creates a receivables adjustment for \$30 against the guarantee to increase the outstanding balance to \$30.

DR Unearned Revenue	\$30
CR Unbilled Receivable	\$30

## See Also

Crediting Transactions: page 6 - 67

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## Credit Memo Request Workflow

The Credit Memo Request Workflow is a predefined workflow process that routes a credit memo request for approval using an organization's internal management hierarchy or approval limits defined in Oracle Receivables. If the request is approved, a credit memo is automatically created in Oracle Receivables. Otherwise, the process notifies the requestor with an explanation of why it was not approved.

You initiate the Credit Memo Request workflow from *AR Online*. AR Online is a web-based, self-service application that enables registered users to access their Receivables account information using a standard web browser. When an AR Online user chooses the Dispute a Bill function, Receivables places the specified amount in dispute and initiates the Credit Memo Request process to route the request for approval.

To obtain approvals for a request, the Credit Memo Request process contacts the appropriate personnel via email or by posting notifications in the Workflow Notification Viewer window. If the disputed amount is greater than the approver's predefined limit, the process forwards the request to the next approver in the hierarchy. The process uses limits that you define in the Receivables Approval Limits window for each person within the hierarchy.

If the request receives the required approval, the Receivables Transaction API creates a new credit memo in Oracle Receivables. If the request is rejected, the process notifies the requestor and removes the amount from dispute.

You can use the predefined approval process that Receivables provides or customize the process to meet your business needs.

### See Also

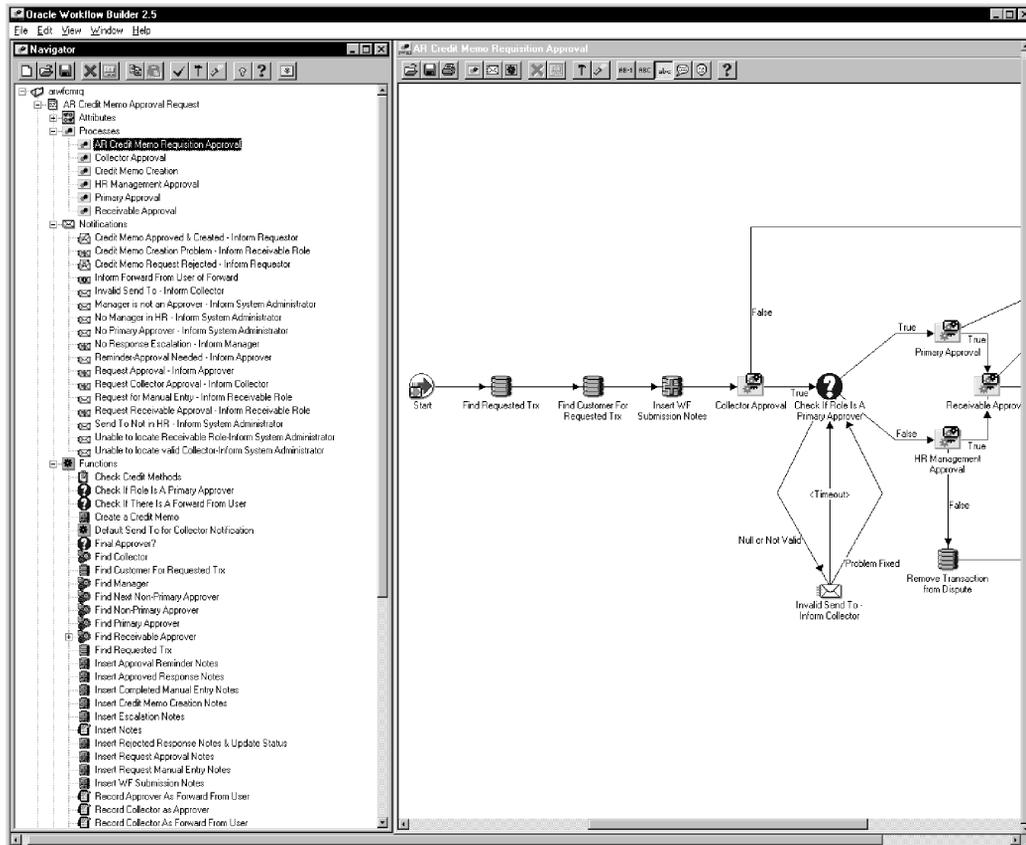
AR Online: page 2 - 42

Customizing the Credit Memo Request Process: page 6 - 116

Setting Up Credit Memo Request Workflow: page 6 - 171

## Customizing the Credit Memo Request Process

You can view the predefined Credit Memo Request Workflow process 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 **arwfcmrq.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**

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Although you can use the Credit Memo Request process as is, you may want to customize the process to accommodate your organization's specific needs. For example, you can

- Modify the templates for your electronic mail notifications. For more information, see *Modifying Your Message Templates and Adding Custom Icons to Oracle Workflow* in the *Oracle Workflow Guide*.
- Add icons to the standard Oracle Workflow icons to customize the appearance of the your workflow process
- Modify the timeout value for workflow notifications. The default value for the Credit Memo Request timeout notifications is three days, but you might want to modify the amount of time for each notification to suit your business needs. 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.

## The Credit Memo Request Workflow Item Type

The Credit Memo Request Workflow is associated with the item type AR Credit Memo Approval Request. This item type identifies all request approval workflow processes available. Currently there are five workflow processes associated with the Credit Memo Request workflow: Collector Approval; HR Management Approval; Primary Approval; Receivable Approval; and Credit Memo Creation.

### Credit Memo Request Workflow Item Type Attributes

Display Name	Description	Type	Length
Approver Display Name	The approver display name.	Text	240
Approver ID	The approver ID number.	Number	
Approver Name	The approver name.	Text	50
Approver Notes	Approver notes.	Text	100
Approver User Name	The approver user name.	Text	100
Batch Source Name	The batch source name to assign to the credit memo.	Text	50
Bill To Customer Name	The name of the bill to customer for this transaction.	Text	50
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	240
Collector Employee ID	Employee ID of the collector.	Number	
Collector ID	Unique identifier of the collector.	Number	
Collector Name	The collector name.	Text	30
Collector User Name	The collector user name.	Text	100
Comments	Any comments entered by the requestor.	Text	240

Table 6 - 7 (Page 1 of 4)

Display Name	Description	Type	Length
Credit Memo Creation Error	Error message to indicate that the credit memo could not be created.	Text	250
Credit Method for Accounting Rules	The credit method to use if the disputed transaction uses accounting rules (LIFO, Prorate, Unit).	Text	65
Credit Method for Installments	The credit method to use if the disputed transaction has multiple installments (LIFO, FIFO, Prorate).	Text	65
Currency Code	The currency of the disputed transaction	Text	30
Customer ID	The number of the customer for this transaction.	Number	
Customer Name	The name of the customer for this transaction.	Text	240
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	240
Forward From User Name	The user name of the person who forwarded the request.	Text	100
Forward To Display Name	The display name of the person to which the request is forwarded.	Text	240
Forward To Username	User name of the person to which the request is forwarded.	Text	100

**Table 6 - 7 (Page 2 of 4)**

Display Name	Description	Type	Length
Functional Amount Display	The dollar amount of the request.	Number	
Invalid Rule Message	Error message that appears when an invalid invoicing or accounting rule is entered.	Text	80
Invalid Rule Value	The invalid rule specified.	Text	80
Manager Display Name	The display name of the approver's manager as specified in the HR tables.	Text	240
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	100
Notes	Any information entered by the collector, a manager, or an approver that are recorded on the disputed transaction.	Text	240
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	15
Receivable Role	Role defined for the Receivable Approval subprocess.	Role	
Request URL	The web address from which the request originated.	URL	

**Table 6 - 7 (Page 3 of 4)**

Display Name	Description	Type	Length
Requestor Display Name	The requestor display name.	Text	240
Requestor ID	The requestor ID number.	Number	
Requestor User Name	The requestor user name.	Text	100
Role	The role assigned to a performer in the workflow which allows access to a specific activity.	Role	
Ship To Customer Name	The name of the ship- to customer for this transaction	Text	50
Ship To Customer Number	The number of the ship- to customer for this transaction	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	

**Table 6 - 7 (Page 4 of 4)**

## See Also

Item Types (*Oracle Workflow Guide*)

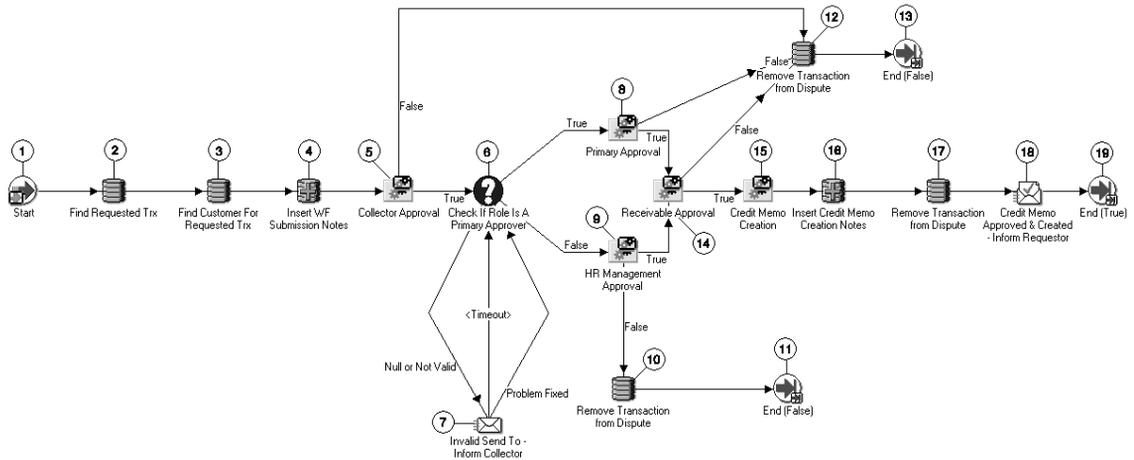
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## Summary of the Credit Memo Request Process

To view the properties of the Credit Memo Request process, select the process in the navigator tree, then choose Properties from the Edit menu. The Credit Memo Request process has a result type of Boolean, which indicates that when the process completes, it has a result type of either True or False. You can initiate this process only by requesting a credit memo by choosing the Dispute a Bill function in AR Online. See: AR Online: page 2 - 42.

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 in the Receivables approval limits table). 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 in the *Oracle Workflow Guide*.

The Process window for the Credit Memo Request process is shown below. The process consists of 17 unique activities, several of which are reused to comprise the 19 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.



The workflow begins at Node 1 with the Start activity, which is initiated when a customer chooses the Dispute a Bill option from AR Online.

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, the process forwards the request to the collector assigned to the customer.

At Node 5 the collector either rejects the request or forwards it for approval. If the request is rejected, the process removes the amount from dispute, updates the transaction notes, and the process ends at Node 13. When forwarding the request for approval, the collector can either accept the default, primary approver or forward it to a different approver. If the collector chooses the default approver, the request follows the Primary Approval subprocess in Node 8.

If the collector forwards the request to a different, non- primary approver, it follows the HR Management Approval subprocess in Node 9.

After the request receives the required approvals from either the Primary Approval or the HR Management Approval subprocess, it follows the Receivables Approval subprocess in Node 14.

If the request receives approval from the Receivables Approval subprocess, the Credit Memo Creation subprocess creates the credit memo in Oracle Receivables at Node 15. The process then ends at Node 19.

---

## Credit Memo Request Process Activities

This section provides a description of each activity in the Credit Memo Request process, listed by the activity's display name.

The naming convention for the PL/SQL stored procedures used in the Credit Memo workflow is:

ARP\_CMREQ\_WF.<PROCEDURE>

ARP\_CMREQ\_WF is the name of the package that groups all of the procedures used by the 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 in the *Oracle Workflow Guide*.

### Start (Node 1)

---

This is a Standard function activity that simply marks the start of the process.

<b>Function</b>	WF_STANDARD.NOOP
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	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>	ARP_CMREQ_WF.FindTrx
<b>Result Type</b>	None
<b>Required</b>	Yes

**Prerequisite Activities**            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.

**Function**                    *ARP\_CMREQ\_WFFindCustomer*

**Result Type**                None

**Required**                    Yes

**Prerequisite Activities**        Find Requested Transaction

### **Insert Workflow Submission Notes (Node 4)**

This function activity inserts notes on the disputed transaction and places the amount of the request "in dispute" in Oracle Receivables. 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.

**Function**                    *ARP\_CMREQ\_WFInsertSubmissionNotes*

**Result Type**                None

**Required**                    Yes

**Prerequisite Activities**        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, this activity checks for any credit method information (if the transaction uses invoicing or accounting rules),

updates the notes for the disputed transaction, and notifies the requestor about the status of this 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 Collector Approval under the Processes branch in the navigator tree. See: Summary of the Collector Approval Sub- Process: page 6 - 131.

<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Find Customer for Requested Transaction

---

### **Check if Role is a Primary Approver (Node 6)**

This function activity determines the next approver for this request by checking the collector's approval action. If the collector accepts the default, primary approver, this activity forwards the request to that person. In this case, the request follows the Primary Approval subprocess.

If the collector forwards the request to a different approver, this activity forwards the request to that person and it follows the HR Management Approval subprocess.

<b>Function</b>	<i>ARP_CMREQ_WF.CheckPrimaryApprover</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

---

### **Inform Collector - Invalid Send To (Node 7)**

This activity notifies the collector that an approver could not be found for the request. The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver. To resolve the problem, the collector selects another approver and then forwards the request for approval.

<b>Message</b>	Invalid Send To
<b>Result Type</b>	AR Fix No Approver Problem

<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

### **Primary 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 sends notifications to approvers defined in the Approval Limits window. If an approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on Primary Approval under the Processes branch in the navigator tree. See: Summary of the Primary Approval Subprocess: page 6 - 140.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

### **HR Management Approval (Node 9)**

---

This activity is a subprocess that notifies an approver that an action must be taken to approve or reject the request. The subprocess sends a notification to approvers defined in your organization's human resources department. If an approver does not respond within a specified time, the process sends a reminder notification to the approver.

To view the subprocess, double-click on HR Management Approval under the Processes branch in the navigator tree. See: Summary of the HR Management Approval Subprocess: page 6 - 149.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Collector Approval

### **Remove Transaction from Dispute (Nodes 10, 12, and 17)**

---

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>ARP_CMREQ_WF.RemoveFromDispute</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Primary Approval or HR Management Approval

### **Receivable Approval (Node 14)**

---

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 6 - 159.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Primary Approval or HR Management Approval

### **Credit Memo Creation (Node 15)**

---

This activity is a subprocess that calls the Transaction API to create 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 to the Transaction API. 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 6 - 166.

<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Receivable Approval

### **Insert Credit Memo Creation Notes (Node 16)**

This function activity inserts additional notes on the disputed transaction which indicate that the credit memo received the required approvals and has been forwarded for creation in Oracle Receivables.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertSuccessfulApiNotes</i>
<b>Result Type</b>	None
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Receivable Approval

### **Credit Memo Approved and Created - Inform Requestor (Node 18)**

This activity notifies the requestor that the request was approved and created in Oracle Receivables. The message includes 'Send' attributes that display the bill- to and ship- to customer, transaction number, any approver comments, 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

## **End (Nodes 11, 13, 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 Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval lookup type.

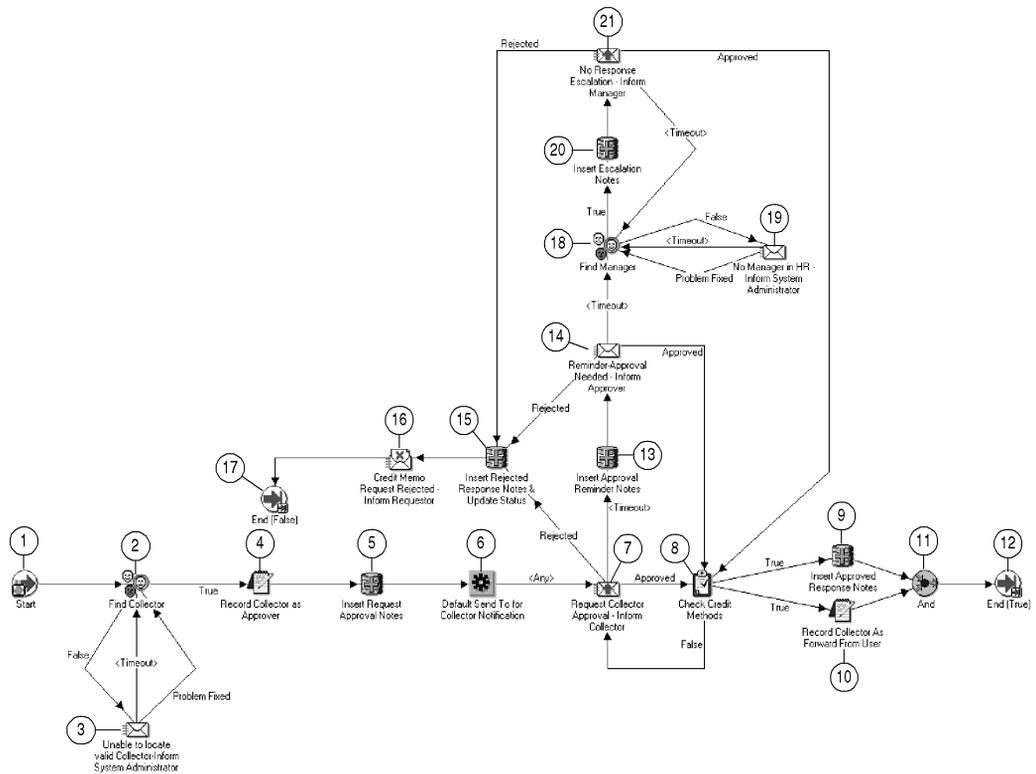
<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

---

## 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 Approval, which indicates that when the subprocess completes, it has a result of Approved or Rejected (based on the lookup codes in the Approval lookup type). 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 20 unique activities, several of which are reused to comprise the 21 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.



The subprocess begins at Node 1 with the Start activity. At Node 7 the process notifies the collector to approve the request within a specified period of time. If the request receives the required approvals, the subprocess ends at Node 12 and returns a result of Approved to the top level Request Approval process. If the request is rejected, the subprocess ends at Node 17 and returns a result of Rejected.

If the collector does not respond by the due date, the subprocess takes the <Timeout> transition to Node 14 to send a reminder to the collector to approve the request. If the collector again does not respond in the specified time, the subprocess takes the next <Timeout> transition to escalate the issue with the collector’s manager at Node 21. The collector’s manager then approves or rejects the request and the workflow continues at Node 8 or 15, 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 for the requestor based on customer and bill- to site information. If the collector is found, this procedure returns a value of 'T' for True; otherwise, it returns a value of 'F' for False.

<b>Function</b>	<i>ARP_CMREQ_WF.FindCollector</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Insert Submission Notes

### Unable to Locate Valid Collector (Node 3)

---

This activity notifies the system administrator that a collector could not be determined because no collector is assigned to the customer or customer bill- to site. 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

#### **Record Collector as Approver (Node 4)**

---

This activity retrieves attributes about the collector and determines associated attributes, such as collector ID number and user name.

<b>Function</b>	<i>ARP_CMREQ_WF.RecordCollectorAsApprover</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Collector

#### **Insert Request Approval Notes (Node 5)**

---

This function activity inserts notes on the disputed transaction with information about the request, including the request ID and the collector's name.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRequestApprovalNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Record Collector As Approver

#### **Default Send To for Collector Notification (Node 6)**

---

This function activity determines the approver defined for the credit memo reason and currency and enters the name in the Send To region on the notification. The collector can update this information to forward the request to a different approver. This activity selects the approver that is marked as Primary and has the lowest approval limits assigned in the Receivables Approval Limits window.

<b>Function</b>	<i>ARP_CMREQ_WF.DefaultSendTo</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Find Collector

#### **Request Collector Approval - Inform Collector (Node 7)**

---

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 four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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, FIFO, Prorate, Unit, or Null (no value). Valid methods for invoices with installments include LIFO, FIFO, Prorate, or 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>	Find 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>ARP_CMREQ_WF.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Request Collector Approval

### **Insert Approved Response Notes (Node 9)**

---

This function activity records any comments from the collector and inserts them as notes on the disputed transaction.

<b>Function</b>	<i>ARP_CMREQ_WF.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>ARP_CMREQ_WF.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.

### **Insert Approval Reminder Notes (Node 13)**

---

This function activity inserts notes on the disputed transaction when a reminder notification is sent to the collector to respond to the original notification.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Collector Approval- Inform Collector

### **Reminder - Approval Needed - Inform Approver (Node 14)**

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.

The message includes 'Send' attributes that display the request number, description, amount, previous approver name, and requestor name. The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<b>Message</b>	Reminder - Approval Needed - Inform Approver Request
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Request Collector Approval- Inform Collector

### **Insert Rejected Response Notes & Update Status (Node 15)**

This function activity inserts notes on the disputed transaction when the request is rejected and removes the transaction from dispute in Oracle Receivables.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Collector Approval- Inform Collector

### **Credit Memo Request Rejected - Inform Requestor (Node 16)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, amount, name of the approver that rejected the request, and any comments.

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 Collector Approval - Inform Collector

### **Find Manager (Node 18)**

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>ARP_CMREQ_WF.FindManager</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	None

### **No Manager in HR - Inform System Administrator (Node 19)**

This activity sends a notification to 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.

<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 20)**

---

This function activity inserts notes on the disputed transaction indicating that the request has been forwarded to the collector's manager for approval.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertEscalationNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

### **No Response Escalation - Inform Manager (Node 21)**

---

This activity sends a notification to 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.

<b>Message</b>	No Response Escalation
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Reminder - Approval Needed - Inform Approver

### **End (Nodes 12 and 17)**

---

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 Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval lookup type.

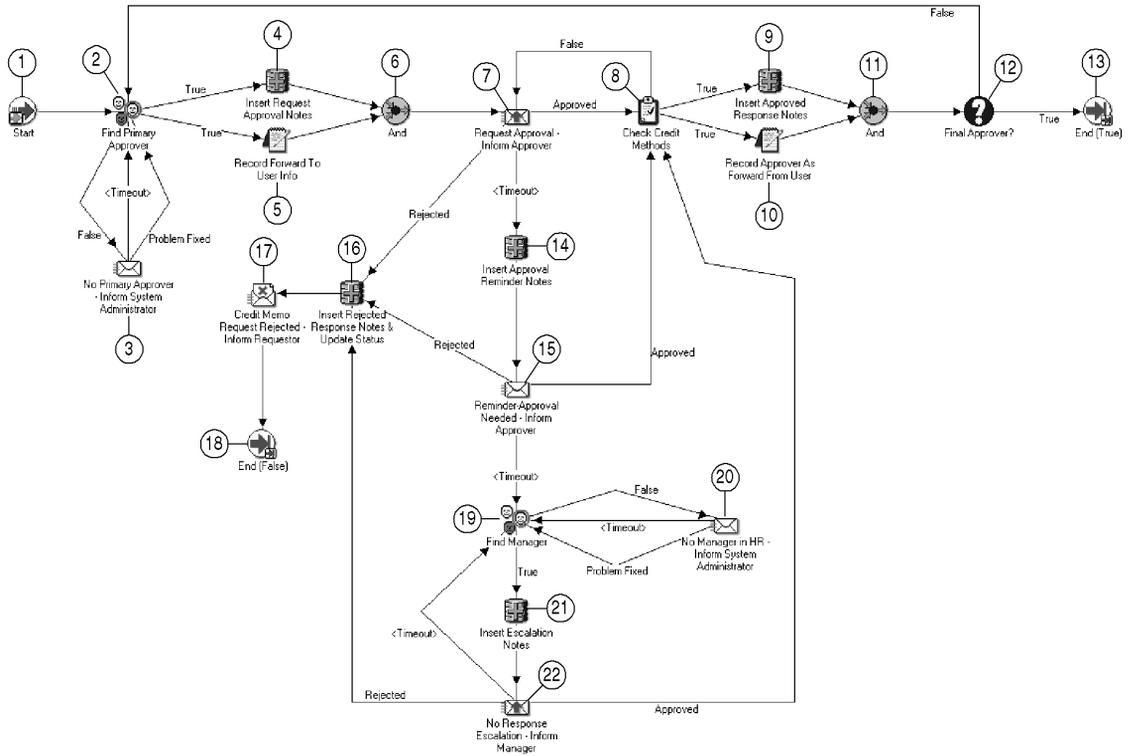
<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

---

## Summary of the Primary Approval Subprocess

The Primary Approval subprocess routes a credit memo request according to the hierarchy that you defined in the Approval Limits window. The Primary Approval subprocess has a result type of Approval, which indicates that when the subprocess completes, it has a result of Approved or Rejected (based on the lookup codes in the Approval lookup type). 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.

To view the properties of the Primary 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 20 unique activities, several of which are reused to comprise the 22 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.



The subprocess begins at Node 1 with the Start activity. At Node 7 the process notifies the approver to approve the request within a specified period of time. If the approver approves the request, the subprocess ends at Node 13 and returns a result of Approved to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 18 and returns a result of Rejected.

If the approver does not respond to the notification, the subprocess takes the <Timeout> transition to Node 15 to remind the approver to respond to the request. If the approver again does not respond in the specified time, the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver’s manager at Node 22. The approver’s manager then either approves or rejects the request at Node 8 or 16, respectively.

---

## Primary Approval Subprocess Activities

Following is a list of each activity in the Primary 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 Primary Approver (Node 2)

---

This function activity identifies the primary approver for the request by checking the approval limits defined in Oracle Receivables. 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>ARP_CMREQ_WF.FindPrimaryApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### No Primary Approver - Inform System Administrator (Node 3)

---

This activity sends a notification to the system administrator that a primary 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 Primary Approver
<b>Result Type</b>	AR Fix No Approver Problem
<b>Prerequisite Activities</b>	Find Primary Approver

#### **Insert Request Approval Notes (Node 4)**

This function activity updates the notes on the disputed transaction indicating that a request has been forwarded for approval.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRequestApprovalNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Primary Approver

#### **Record Forward To User Info (Node 5)**

This function activity records the name of the primary approver.

<b>Function</b>	<i>ARP_CMREQ_WF.RecordForwardToUserInfo</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Primary Approver

#### **And (Nodes 6 and 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.

#### **Request Approval - Inform Approver (Node 7)**

This activity notifies the approver that the request needs to be approved or rejected. The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver.

The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<b>Message</b>	Request Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find 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>ARP_CMREQ_WF.CheckCreditMethods</i>
<b>Result Type</b>	Boolean
<b>Required</b>	Yes
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

#### **Insert Approved Response Notes (Node 9)**

---

This function activity inserts notes on the disputed transaction indicating that the request was approved.

<b>Function</b>	<i>ARP_CMREQ_WF.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>ARP_CMREQ_WFRecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

### **And (Nodes 6 and 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.

### **Final Approver (Node 12)**

---

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, the activity forwards the request to the Receivable Approval subprocess. Otherwise, it calls the Find Primary Approver activity again (Node 2) to identify the next primary approver according to approval limit.

<b>Function</b>	<i>ARP_CMREQ_WFFinalApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

### **Insert Approval Reminder Notes (Node 14)**

---

This function activity inserts notes on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

<b>Function</b>	<i>ARP_CMREQ_WFInsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

### **Reminder - Approval Needed - Inform Approver (Node 15)**

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.

The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver. The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<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 16)**

This function activity inserts notes on the disputed transaction and removes the transaction from dispute in Oracle Receivables. This activity occurs when the request is rejected.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

### **Credit Memo Request Rejected - Inform Requestor (Node 17)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, amount, name of the approver that rejected the request, and any comments.

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 19)**

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>ARP_CMREQ_WF.FindManager</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	None

### **No Manager in HR - Inform System Administrator (Node 20)**

This activity sends a notification to 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 21)**

---

This function activity inserts notes on the disputed transaction indicating that the request has been forwarded to the approver's manager for approval.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertEscalationNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

### **No Response Escalation - Inform Manager (Node 22)**

---

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 13 and 18)**

---

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 Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval lookup type.

<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

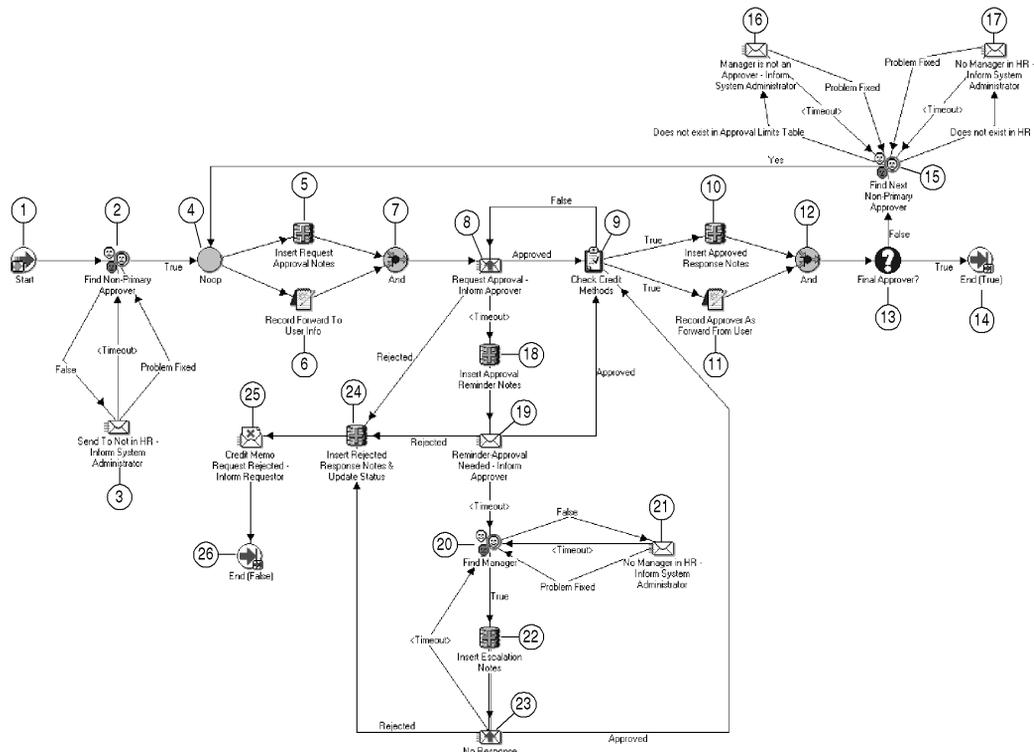
---

## Summary of the HR Management Approval Subprocess

The HR Management Approval subprocess routes the request according to the internal reporting structure defined within your organization and the management hierarchy defined in your Human Resources tables. 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 Management Approval subprocess has a result type of Approval, which indicates that when the subprocess completes, it has a result of Approved or Rejected (based on the lookup codes in the Approval lookup type). 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.

To view the properties of the HR Management 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 24 unique activities, several of which are reused to comprise the 26 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.



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, the subprocess ends at Node 14 and returns a result of Approved to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 26 and returns a result of Rejected.

If the approver does not respond, the subprocess takes the <Timeout> transition to Node 19 to send a reminder to the approver to approve the request. If the approver again does not respond in the specified time, the subprocess takes the next <Timeout> transition to escalate the issue by contacting the approver’s manager at Node 23. This loop continues until the approver approves or rejects the request at Node 9 or 25, respectively.

---

## HR Management Approval Subprocess Activities

Following is a list of each activity in the Primary 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 Non- Primary Approver (Node 2)

---

This function activity identifies the non- primary 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>ARP_CMREQ_WF.FindNonPrimaryApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### Send To Not in HR - Inform System Administrator (Node 3)

---

This activity sends a notification to the system administrator when the Find Non- Primary 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 Non- Primary 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 updates the notes on the disputed transaction indicating that a request has been forwarded for approval.

**Function**               *ARP\_CMREQ\_WF.InsertRequestApprovalNotes*

**Result Type**           None

**Prerequisite  
Activities**           Find Non- Primary Approver

#### **Record Forward To User Info (Node 6)**

---

This function activity records information about the approver.

**Function**               *ARP\_CMREQ\_WF.RecordForwardToUserInfo*

**Result Type**           None

**Prerequisite  
Activities**           Find Non- Primary 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 sends a notification to the approver to respond to the request. The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver.

The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<b>Message</b>	Request Approval
<b>Result Type</b>	AR Response to Credit Memo Request
<b>Prerequisite Activities</b>	Find Non- Primary Approver

### **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>ARP_CMREQ_WF.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 notes on the disputed transaction indicating that the request was approved.

<b>Function</b>	<i>ARP_CMREQ_WF.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>ARP_CMREQ_WF.RecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

### **Final 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, the activity forwards the request to the Receivable Approval subprocess. Otherwise, it calls the Find Next Non- Primary Approver activity again (Node 15).

<b>Function</b>	<i>ARP_CMREQ_WF.FinalApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

### **Find Next Non- Primary Approver (Node 15)**

This function activity identifies the next non- primary approver for the request by checking the management hierarchy defined for your organization. This activity also saves the name of the requestor and the amount and reason for the request. If an approver is found, this activity returns a value of 'T' for true; otherwise, it returns 'F' for false.

<b>Function</b>	<i>ARP_CMREQ_WF.FindNonPrimaryApprover</i>
<b>Result Type</b>	Boolean

**Prerequisite Activities**                      Final Approver

**Manager not an Approver - Inform System Administrator (Node 16)**

This activity notifies the system administrator that the manager selected by the Find Next Non- Primary Approver process is not defined in the approval limits table 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.

**Message**                                      Manager is not an Approver  
**Result Type**                                AR Fix No Approval Problem  
**Prerequisite Activities**                      Find Next Non- Primary Approver

**No Manager in HR - Inform System Administrator (Nodes 17 and 21)**

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.

**Message**                                      No Manager in HR  
**Result Type**                                AR Fix No Approval Problem  
**Prerequisite Activities**                      Find Next Non- Primary Approver

**Insert Approval Reminder Notes (Node 18)**

This function activity inserts notes on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

**Function**                                      *ARP\_CMREQ\_WF.InsertApprovalReminderNotes*  
**Result Type**                                None  
**Prerequisite Activities**                      Request Approval - Inform Approver

## **Reminder - Approval Needed - Inform Approver (Node 19)**

---

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. The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver.

The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<b>Message</b>	Reminder- Approval Needed
<b>Result Type</b>	AR Response to Credit Memo Request
<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>ARP_CMREQ_WF.FindManager</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	None

### **Insert Escalation Notes (Node 22)**

---

This function activity inserts notes on the disputed transaction indicating that the request has been forwarded to the approver's manager for approval.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertEscalationNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Manager

### **No Response Escalation - Inform Manager (Node 23)**

---

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 24)**

---

This function activity inserts notes on the disputed transaction when the request is rejected and removes the transaction from dispute in Oracle Receivables.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Approval - Inform Approver

### **Credit Memo Request Rejected - Inform Requestor (Node 25)**

---

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, amount, name of the manager that rejected the request, and any comments.

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

### **End (Nodes 14 and 26)**

---

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 Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval lookup type.

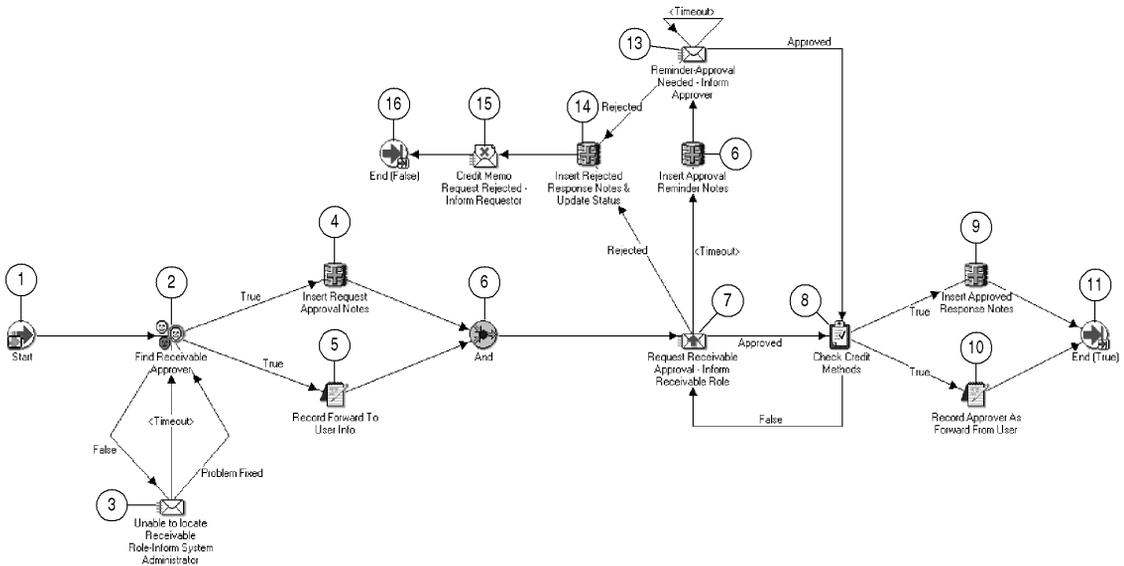
<b>Function</b>	<i>WF_STANDARD.NOOP</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Start

# Summary of the Receivable Approval Subprocess

The Receivable Approval subprocess routes the request for final approval from an Oracle Receivables user. You specify the Receivables role to notify using Oracle Workflow Builder. See: Roles in the *Oracle Workflow Guide*.

The Receivable Approval subprocess has a result type of Approval, which indicates that when the subprocess completes, it has a result of Approved or Rejected (based on the lookup codes in the Approval lookup type). 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.

To view the properties of the Receivable 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 15 unique activities (one of which is reused) which comprise the 16 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.



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 Approved to the top level Request Approval process. Similarly, if the approver rejects the request, the subprocess ends at Node 16 and returns a result of Rejected.

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. If the manager again does not respond to the notification, the subprocess sends another reminder notification. This loop continues until the approver approves or rejects the request at Node 8 or 14, respectively.

---

## Receivables Approval Subprocess Activities

Following is a list of each activity in the Primary 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(s) defined for this role. 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>ARP_CMREQ_WF.FindReceivableApprover</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### **Unable to Locate Receivable Role - 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 Role
<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 updates the notes on the disputed transaction indicating that a request has been forwarded for approval.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRequestApprovalNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Find Receivables Approver

### **Record Forward To User Info (Node 5)**

---

This function activity records information about the approver.

<b>Function</b>	<i>ARP_CMREQ_WF.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

**Prerequisite Activities** Must have at least two separate activities that each transition into this activity.

### **Request Receivable Approval - Inform Receivable Role (Node 7)**

This activity notifies the approver that the request needs to be approved or rejected. The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver. The message also includes four "Respond" attributes which prompt the approver for responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

**Message** Request Approval  
**Result Type** AR Response to Credit Memo Request  
**Prerequisite Activities** 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.

**Function** *ARP\_CMREQ\_WF.CheckCreditMethods*  
**Result Type** Boolean  
**Required** Yes  
**Prerequisite Activities** Request Receivable Approval- Inform Receivable Role

### **Insert Approved Response Notes (Node 9)**

---

This function activity inserts notes on the disputed transaction indicating that the request was approved.

<b>Function</b>	<i>ARP_CMREQ_WF.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>ARP_CMREQ_WF.RecordApproverAsForwardFrom</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Check Credit Methods

### **Insert Approval Reminder Notes (Node 12)**

---

This function activity inserts notes on the disputed transaction indicating that a reminder notification was sent to the approver to respond to the request.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertApprovalReminderNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Receivable Approval - Inform Receivable Role

### **Reminder - Approval Needed - Inform 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.

The message includes 'Send' attributes that display the request number, description, amount, and the name of the last approver. The message also includes four " Respond" attributes which prompt the approver for

responses. These attributes include Action, Note, Installment Rule, and Revenue Rule.

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 that 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 approver can enter a value of LIFO, FIFO, PRORATE, or NULL for the Installment Rule and LIFO, FIFO, PRORATE, UNIT, or NULL for the Revenue Rule.

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 Forward To Username.

<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 Role

#### **Insert Rejected Response Notes & Update Status (Node 14)**

This function activity inserts notes on the disputed transaction when the request is rejected and removes the transaction from dispute in Oracle Receivables.

<b>Function</b>	<i>ARP_CMREQ_WF.InsertRejectedResponseNotes</i>
<b>Result Type</b>	None
<b>Prerequisite Activities</b>	Request Receivable Approval - Inform Receivable Role

#### **Credit Memo Request Rejected - Inform Requestor (Node 15)**

This activity notifies the requestor that the request was rejected. The message includes 'Send' attributes that display the request number, description, amount, name of the manager that rejected the request, and any comments from that manager.

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 Receivable Approval - Inform Receivable Role

### **End (Nodes 11 and 16)**

---

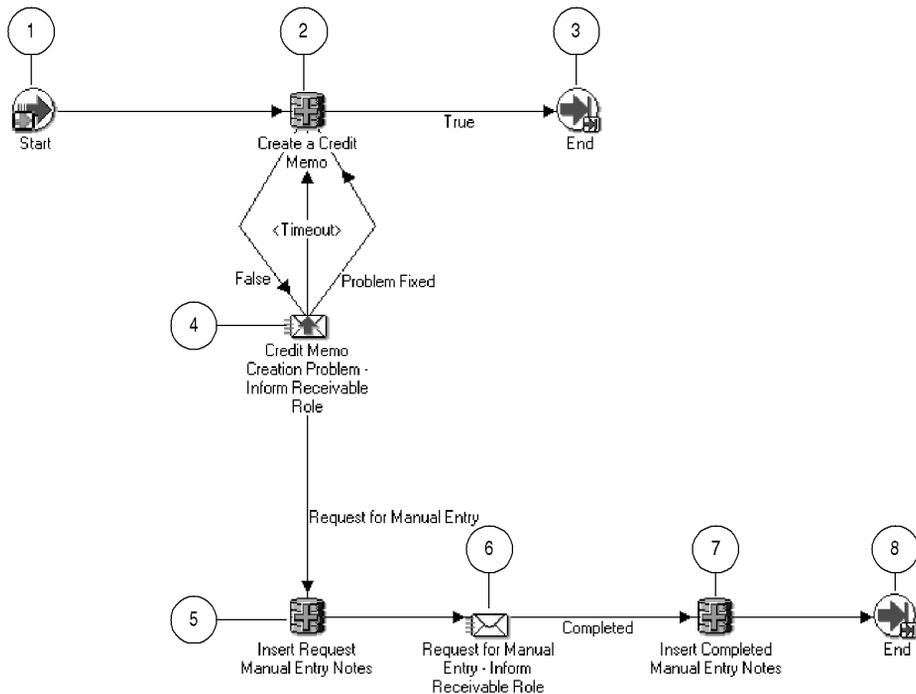
This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Credit Memo Request process activity has a result type of Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval 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. The Receivable Approval subprocess has a result type of Success, which indicates that when the subprocess completes, it has a result of Success or Failure (based on the lookup codes in the Approval lookup type). 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.

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.



The subprocess begins at Node 1 with the Start activity. At Node 2 the process calls the Transaction Application Programming Interface (API) and attempts to create a credit memo for the disputed amount in Oracle Receivables.

If the Transaction API cannot create the credit memo, the subprocess transitions to Node 4 and notifies the Receivables role that an error occurred and the credit memo could not be created. If the Receivables user is able to fix the error, he responds to the notification with a status of "problem fixed," the credit memo is created and the process ends at Node 3. Otherwise, the Receivables user creates the credit memo manually and the process ends at Node 8.

---

## Credit Memo Creation Subprocess Activities

Following is a list of each activity in the Primary 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

### **Create a Credit Memo (Node 2)**

---

This function activity calls the Receivables Transaction API to create a credit memo for the requested amount in Oracle Receivables.

<b>Function</b>	<i>ARP_CMREQ_WF.CallTrxApi</i>
<b>Result Type</b>	Boolean
<b>Prerequisite Activities</b>	Start

### **Credit Memo Creation Problem - Inform Receivable Role (Node 4)**

---

This activity only occurs if the Transaction API fails to create the credit memo in Oracle Receivables. The process sends a notification to 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.

**Message** Inform Receivable Role - Credit Memo Creation Problem

**Result Type** AR Credit Memo Creation Problem

**Prerequisite Activities** Create a Credit Memo

### **Insert Request Manual Entry Notes (Node 5)**

This function activity inserts notes on the disputed transaction indicating that a request has been forwarded to a Receivables user to create a manual credit memo.

**Function** *ARP\_CMREQ\_WF.InsertRequestManualNotes*

**Result Type** None

**Prerequisite Activities** Credit Memo Creation Problem - Inform Receivable Role

### **Request for Manual Entry - Inform Receivable Role (Node 6)**

This function activity notifies an Oracle Receivables user that the credit memo could not be created using the Transaction API and must be entered manually.

**Message** Inform Receivable Role - Request for Manual Entry

**Function** *ARP\_CMREQ\_WF.FindResponder*

**Result Type** AR Request for Manual Entry

**Prerequisite Activities** Credit Memo Creation Problem - Inform Receivable Role

### **Insert Completed Manual Entry Notes (Node 7)**

This function activity inserts notes on the disputed transaction indicating that the credit memo was created successfully.

**Function** *ARP\_CMREQ\_WF.InsertCompletedManualNotes*

**Result Type** AR Request for Manual Entry

**Prerequisite Activities** Request for Manual Entry - Inform Receivable Role

**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 Approval, each End activity node must have a process type result matching one of the lookup codes in the Approval lookup type.

**Function** *WF\_STANDARD.NOOP*  
**Result Type** None  
**Prerequisite Activities** Start

---

## Notifications

The Credit Memo Workflow automatically sends a notification 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.

If the request is for a line-level credit, the tax amount is not calculated until the Transaction API creates the credit memo in Receivables. As a result, the tax amount does not appear on the notification.

### See Also

Overview of Notification Handling (*Oracle Workflow Guide*)

Setting Up an Oracle Workflow Directory Service (*Oracle Workflow Guide*).

Reviewing Notifications in the Notification Viewer (*Oracle Applications User's Guide*)

---

## Setting Up Credit Memo Request Workflow

This section provides an overview of the steps required to implement Credit Memo Workflow. For more detailed information about each step, see: *Setting Up Oracle Workflow in the Oracle Workflow Guide*.

► **To set up Credit Memo 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. Your roles can be either individual users or a group of users. Oracle Workflow provides example directory services views that you can modify and reload.
2. 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.
3. 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.
4. 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.
5. Define the following workflow users and responsibilities:
  - 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 Guide*.
  - Workflow Users: Define a Workflow User responsibility, set up each of your approvers as workflow users, and then assign each user to the Workflow User responsibility. An approver must be a workflow user to receive credit memo request notifications.
  - Receivables Contact: Define this role to ensure that a Receivables user is notified when the Transaction API fails to create a credit memo for an approved request. The Credit Memo Request process notifies the person(s) assigned to this role so the credit memo can be created manually.

- **Receivables Approver:** Define the Receivables user to contact when an approver forwards a request to the Receivables Approval subprocess for final approval.

See: Roles in the *Oracle Workflow Guide* and Defining a Responsibility in the *Oracle Applications System Administrator's Guide*



**Attention:** When defining workflow 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.

6. To use Oracle Workflow web pages and the Workflow Monitor at your site, install Oracle WebServer. For more information, refer to the *Oracle Workflow Guide* and your Oracle WebServer documentation.
7. Secure your workflow database connection descriptor (DCD) using the Oracle WebServer authentication feature. This step ensures that only authorized users can access workflow processes.
8. 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.
9. 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.
10. Modify the default workflow time- outs periods for your activities. See: Activities in the *Oracle Workflow Guide*.
11. Modify the Batch Source Name item attribute in the workflow Builder. To do this, open the Properties sheet for the Batch Source Name item attribute using the Oracle Workflow Builder. In the Default Value field, enter the name of the credit memo workflow batch source you defined in Oracle Receivables, then choose Apply. See: Oracle Receivables Workflow Setup Steps: page 6 - 173.  
  
For more information, see: Creating Process Definitions in Oracle Workflow Builder in the *Oracle Workflow Guide*.
12. Perform Oracle Receivables workflow set up steps (see below).

## Oracle Receivables Workflow Setup Steps

Perform the following steps in Oracle Receivables to implement the Credit Memo Request workflow.

► **To set up Oracle Receivables to use the Credit Memo Request workflow:**

1. Define user approval limits for your approvers. The Primary Approval subprocess routes a credit memo request for approval according to the approval limits you define in the Receivables Approval Limits window. Define credit memo approval limits by selecting a document type of Credit Memo, entering a dollar amount range for a specific currency and reason code, and marking each approver as Primary.

The HR Management Approval subprocess routes requests to non-primary approvers according to the management hierarchy defined within your organization. Define non-primary approval limits by selecting a document type of Credit Memo and entering a dollar amount range for a specific currency and reason code.

See: Approval Limits: page 2 - 40.

2. Define the transaction batch source that the Credit Memo Request process uses to create credit memos. Select a type of Manual and check either the Automatic Transaction Numbering or the Copy Document Number to Transaction Number box. See: Transaction Batch Sources: page 2 - 239.
3. Ensure that a Credit Memo Type is defined for each of your invoice, debit memo, and commitment transaction types. When a credit memo request is approved, the new credit memo uses the Credit Memo Type defined for the disputed transaction. See: Transaction Types: page 2 - 246.

### See Also

Item Types (*Oracle Workflow Guide*)

Transaction Batch Sources: page 2 - 239

Setting Up Background Workflow Engines (*Oracle Workflow Guide*)

---

## Initiating the Credit Memo Request Process

You can initiate the Credit Memo Approval workflow by choosing the Dispute a Bill option from AR Online.

This section assumes that you have performed the set up steps described in Setting Up AR Online: page 2 - 45.

► **To initiate the Credit Memo Request workflow from AR Online:**

1. Using a web browser, navigate to your AR Online web address (URL).
2. Enter login information.
3. Query the customer account to view, then select the bill- to location to view.
4. Choose the Details icon to view details for a specific transaction.
5. Choose the Dispute button and then enter a Reason for Dispute.
6. If the dispute reason is Duplicate Billing, specify the Invoice Number, transaction Date, and any Comments.

If the dispute reason is A/R Error and the disputed section is Specific Invoice Lines, select the item and enter either the Changes in Quantity or the Changes in Amount to dispute. For example, if you ordered 100 items but received only 95, enter 5 in the Changes in Quantity field.

If you specified a different dispute reason, enter the amount or percent in dispute.

7. Enter any comments about your request.
8. Choose Review to view details about your request. Choose Back to make changes.
9. When you are satisfied with this request, choose Submit. The Credit Memo Request confirmation page displays information about your request.

**Note:** You can return to the Credit Memo Request confirmation page later by querying your request in the account details page and then choosing the Details icon.

---

## Credit Cards

Oracle 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. Automatic Receipts lets you collect payments according to a predefined agreement with your customer by transferring funds from the customer's bank account to yours on the receipt maturity date. 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 following steps are required to process credit card payments in Receivables:

- Flag transactions to be paid by credit card.
- Create a batch of Automatic Receipts to close transactions flagged for credit card payment.
- Approve the Automatic Receipts batch to reserve the payment amount from the card holder's account.
- Create and approve a remittance batch to request transfer of funds from the credit card issuer to your bank.

These steps are explained in more detail in Processing Credit Card Transactions: page 6 - 181.

Figure 6 - 1 shows how Receivables uses Oracle iPayment and external payment vendors to process credit card transactions.

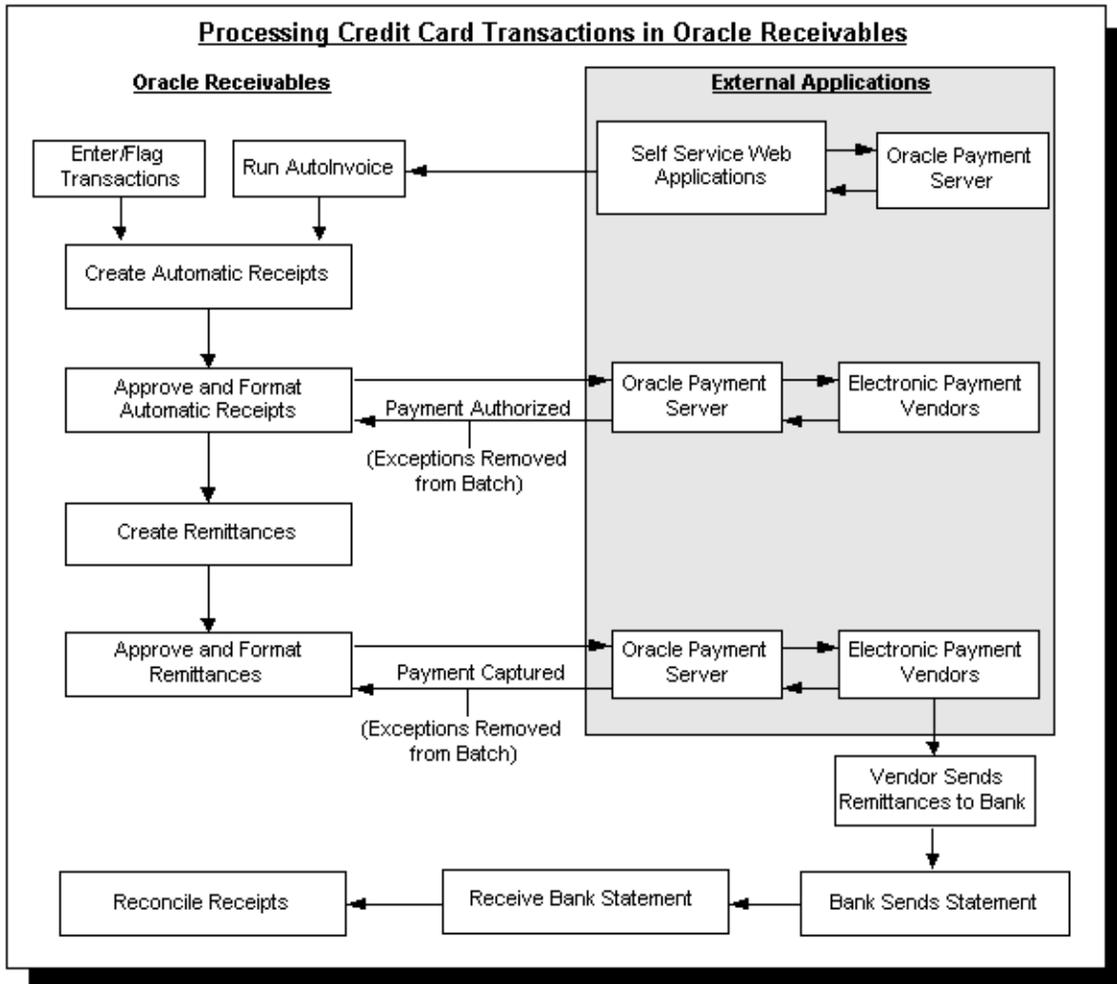


Figure 6 - 1 Processing Credit Card Transactions

**See Also**

Credit Card Validation and Integration: page 6 - 177

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## Credit Card Validation and Integration

This section describes the internal entities that Receivables uses to process credit card payments. It also provides information about the external software modules that Receivables integrates with when requesting and receiving credit card payment authorization.

### Oracle iPayment

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Oracle iPayment is an electronic payment software solution that application developers, system integrators, and others can use to "payment-enable" Web or client-server applications. This application acts as a bridge between Oracle applications and many currently available electronic payment systems. Oracle iPayment accepts payment instructions from nearly any electronic commerce application and routes payment data to and from an organization's third-party or internally developed payment system.

For more information, refer to the *Oracle iPayment Administrator's Guide*.

### Authorizing and Capturing Credit Card Payments

---

When you approve receipts flagged for credit card payment, Oracle iPayment creates an *order ID number* to uniquely identify the transaction(s) to which you want to apply each receipt. Oracle iPayment also generates an *authorization code* for receipts that receive authorization. Electronic payment systems perform the authorization step to ensure the credit card is valid, the customer has not exceeded their credit limit, and to reserve the payment amount from the card holder's account.

Oracle iPayment records the order ID number and authorization code and assigns them to the open transaction. When the iPayment returns the information to Oracle Receivables, the order ID number and authorization code are stored in Receivables tables as attributes of the receipt.

To initiate the transfer of funds as payment for the open transactions, you create and then approve remittances for each receipt in Oracle Receivables. Receivables sends the remittance information to Oracle iPayment, which matches the order ID number and authorization code for each receipt. For each receipt that is approved, the credit card

company initiates the transfer of funds from their bank to yours. Oracle iPayment returns the payment information to Receivables and to your bank so you can reconcile your receipts.

For more information about this process, refer to Figure 6 - 1.

### **Integration with External Applications**

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Other applications that can be used to create credit card orders and are integrated with Oracle iPayment include Oracle Sales and Marketing (OSM) and the suite of Oracle Self Service Web Applications (OSSWA). These applications store information such as the payment method, iPayment Order ID number, Credit Card payment type, credit card information, and Authorization code for each order. The applications then pass this information to Oracle Order Management to create the orders.

When you run the Receivables Interface program from Oracle Order Management to transfer the order information to the Receivables interface tables, AutoInvoice uses a preprocessor to select the orders that have a Payment Type of Credit Card and enter the appropriate information in Receivables. See: *Setting Up Receivables to Process Credit Card Payments: page 6 - 179.*

### **Split Shipments**

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You can only submit an authorization code once for capture when creating receipts for transactions with split payment terms (invoice payments with multiple installments). If an entire order does not interface into Receivables at the same time, the preprocessor cannot locate the authorization code for the transactions on that order. However, Receivables attempts to obtain authorization for these transactions when you approve and format the Automatic Receipts batch. See: *Entering Invoices with Installments: page 6 - 40.*

## **See Also**

*Setting Up Receivables for Credit Card Transactions and Payments: page 6 - 179*

*Processing Credit Card Transactions: page 6 - 181*

*Credit Cards: page 6 - 175*

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## Setting Up Receivables for Credit Card Transactions and Payments

This section describes items you need to set up to process credit card transactions in Receivables.

► **To set up Receivables to process credit card transactions and payments:**

1. Define remittance banks. See: Defining Banks: page 2 - 71.
2. Define a Receipt Class and associated Payment Method to determine the processing steps for your credit card transactions.

Transactions assigned to a Receipt Class with an Automatic creation method must be paid by Automatic Receipt. Transactions that require confirmation must be confirmed by your customer before they can be remitted and the bank can initiate the transfer of funds to close the debit item(s). See: Receipt Classes: page 2 - 164.

When defining your credit card Payment Method, select a Payment Type of Credit Card and enter a Merchant ID number. See: Payment Methods: page 2 - 151.

3. Define the following profile options.
  - **AR: Enable Credit Card Preprocessor:** This profile option controls whether the Credit Card Preprocessor is enabled. If this profile option is set to Yes, Receivables creates an invoice in Receivables that is flagged for payment by Automatic Receipt when you use AutoInvoice to import credit card transactions.  
  
The Credit Card Preprocessor also performs the following when you manually create transactions and enter credit card information:
    - updates the credit card expiration date (if necessary)
    - creates a new bank account in the predefined 'Credit Card' bank (if it does not already exist)
    - adds the new bank account to the customer's bill-to site (if it does not already exist)
  - **AR: Mask Bank Account Numbers:** This profile option controls how a customer's credit card number appears in the Bank Account field and the list of values in Receivables. You can mask the first four digits, the last four digits, or choose No Masking. You can set this option at the site, application, responsibility, or user level.

**Note:** You can also control the display of the Bank Account field using Function Security.

- **Sequential Numbering** assigns numbers to the Automatic Receipts you create to close credit card transactions. This profile option must be set to 'Always Used' or 'Partially Used.'

See: Overview of Receivables User Profile Options: page A - 4.

4. Add accounts to the predefined Credit Card bank (optional). This bank stores each customer's credit card and expiration date as a separate account. You can create new accounts in the Credit Card bank either manually or automatically.

To create new accounts manually, navigate to the Bank Accounts window, query the Credit Card bank, then choose the Bank Accounts button. Select an Account Use of External, enter the credit card number in the Bank Account Number field and the card's expiration date in the Inactive Date field, then save your work. See: Defining Bank Accounts: page 2 - 73.

Receivables automatically creates new accounts in the Credit Card bank if the profile option AR: Enable Credit Card Preprocessor is set to Yes (see step 3).



**Suggestion:** For customers who always use a credit card as payment for open debit items, mark the credit card bank account as their Primary account in their profile class. This enables Receivables to use credit card bank information as the default when you enter transactions for these customers. See: Updating a Customer Profile Class: page 3 - 51.

5. Define a Document Sequence for your credit card transactions, then assign this sequence to your credit card Document Category. When defining a Document Sequence for credit cards, be sure to choose a sequence type of Automatic. See: Setting Up Document Sequences: page 2 - 103.
6. Define customers who use a credit card as payment for open debit items (if these customers do not already exist in Receivables). See: Entering Customers: page 3 - 4.

## See Also

Processing Credit Card Transactions: page 6 - 181

Entering Credit Card Transactions and Payments: page 6 - 184

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## Processing Credit Card Transactions

This section provides an overview of how to create, import, and process transactions to be paid by credit card in Receivables. For more detailed information, see: *Entering Credit Card Transactions and Payments*: page 6 - 184.

This section does not describe the setup procedures you need to perform before Receivables can process credit card transactions. For information about setup, see: *Setting Up Receivables for Credit Card Transactions and Payments*: page 6 - 179.

### Create or Import Credit Card Transactions

You can create credit card transactions in Receivables by:

- importing them using AutoInvoice
- manually creating them in the Transactions window

The AutoInvoice preprocessor selects orders in Oracle Order Management that are flagged for credit card payment. These orders have a Payment Type of Credit Card and can be created in either Oracle Order Management or Oracle Self Service Web Applications.

You can mark manually entered transactions for credit card payment by specifying:

- paying customer information
- the payment method that you defined for your credit card transactions
- a bank name of 'Credit Card'
- the credit card number and expiration date

See: *Entering Credit Card Transactions and Payments*: page 6 - 184.

### Create Manual Receipts

► **To manually enter receipts for credit card transactions:**

1. In the Receipts window, enter general receipt information.
2. Enter the Payment Method you defined for credit card transactions and a Bank Name of Credit Card.
3. Enter the credit card number in the Bank Account field and the credit card expiration date in the Inactive Date field.

**Note:** The profile option AR: Mask Bank Account Numbers controls whether some digits appear as asterisks (\*).

4. Save your work.

## Create and Approve Automatic Receipt Batch

To create an Automatic Receipt batch for credit card transactions, specify selection criteria in the Create Automatic Receipts Batch window. Receivables creates an Automatic Receipt for each transaction that matches your selection criteria.

When you approve Automatic Receipts, Receivables removes receipts that do not have an authorization code or a Payment Type of Credit Card from the batch. These receipts appear as exceptions on the Automatic Receipts and Remittances Execution report.



**Suggestion:** Create a separate batch of Automatic Receipts for each type of credit card that you accept. For more information, see: To create a batch of Automatic Receipts for credit card transactions: page 6 - 185.

When you approve the batch, Receivables checks the Authorization field for each transaction in the batch. If the Approve Automatic Receipts program encounters a null value in the Authorization field, it generates an iPayment ID and calls Oracle iPayment to obtain authorization.

For each authorized transaction, the Approve Automatic Receipts program creates the receipt and records the authorization code and the iPayment ID on the receipt header. Transactions that do not receive authorization are removed from the batch and appear in the Exceptions section of the Automatic Receipts and Remittances Execution report. Receivables automatically creates this report whenever you approve a batch of Automatic Receipts.

**Note:** A receipt can fail authorization if, for example, the card number is invalid, the payment amount exceeds the card holder'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 they are paying. Receipts that require confirmation close invoices when you manually confirm them in the Receipts window.

## Create and Approve Remittance Batches

The remittance process initiates the transfer of funds from the credit card issuer to your bank to close the open debit items(s) specified on each receipt. You create remittance batches to remit both manually entered and Automatic Receipts.

When you approve a remittance batch, the program checks the Authorization field for each receipt in the batch. If the program finds a null value in this field, it generates an iPayment ID number and calls Oracle iPayment to obtain authorization for the receipt. For each receipt that receives authorization, Receivables records the authorization code and the iPayment ID number on the receipt (you can view this information in the Remittance region of the Receipts window).

The approve remittances program then calls Oracle iPayment to request capture for the authorized receipts from the credit card company via a credit card processor. *Capture* indicates that the credit card vendor has reserved the receipt amount and agrees to remit the payment to your bank. Receivables provides the iPayment Order ID and the authorization code to Oracle iPayment for each receipt in the batch. The credit card processor returns either a success or failure status to Oracle iPayment, which then transfers the status of each request to Oracle Receivables.

Receivables marks successfully captured receipts as Remitted. Receipts that fail authorization or capture are removed from the batch and appear in the Exceptions section of the Automatic Receipts and Remittances Execution report. Receivables creates this report whenever you create or approve a remittance batch.



**Suggestion:** Approve your remittance batches promptly because credit card authorization codes expire shortly after they are issued (the actual number of days varies by credit card company).

See: Creating Remittance Batches: page 5 - 217.

## See Also

Credit Cards: page 6 - 175

Setting Up Receivables for Credit Card Transactions and Payments:  
page 6 - 179

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## Entering Credit Card Transactions and Payments

This section describes how to process credit card transactions and payments in Receivables. It tells you how to mark both manually entered and imported transactions for credit card payment and how to create both automatic and manual receipts to close these debit items.

### Prerequisites

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- Set Up Receivables for Credit Card Transactions and Payments: page 6 - 179

► **To flag manually entered transactions to be paid with a credit card:**

1. Navigate to the Transactions window.
2. For existing transactions, query the transaction.  
  
For new transactions, enter general information. For example, enter a transaction number, transaction type, payment terms, and customer and bill- to site information.
3. Open the Paying Customer region, then enter the Paying Customer name or Number and the Paying Location.
4. Enter the Payment Method that you defined for your credit card transactions.



**Suggestion:** To set up Receivables to use the Payment Method and bank information as the default for manually entered and imported transactions, assign the Credit Card bank and your credit card Payment Method to the customer's bill- to site and mark them both Primary.

5. Enter Credit Card in the Customer Bank Name field, or select this bank from the list of values.
6. Enter the credit card number in the Account Number field. Do not include any spaces or dashes.

**Note:** If this is the first time the credit card number has been used as payment for an open item, Receivables updates the Credit Card bank and the customer's bill- to site with this information when you save.

7. Enter the card expiration date in the Inactive Date field. Use the format MMY.

**Note:** If you entered this credit card number previously but the expiration date is different, Receivables automatically updates this information in the Credit Card bank.

8. Save your work.

► **To flag transactions created in an external system to be paid with a credit card in Oracle Receivables:**

1. Ensure that the profile option AR: Enable Credit Card Preprocessor is set to Yes. See: Overview of Receivables Profile Options: page A - 4.
2. Submit AutoInvoice. See: Importing Transactions Using AutoInvoice: page 6 - 237.

► **To manually enter a receipt for a credit card transaction:**

1. Navigate to the Receipts window.
2. Enter general receipt information. For example, enter the receipt number, currency, amount, and customer information.
3. Enter the Payment Method you defined for your credit card transactions.
4. Open the Remittance region, and then enter Credit Card in the Bank Name field.
5. Enter the credit card number in the Bank Account field and the credit card expiration date in the Inactive Date field.

**Note:** The profile option AR: Mask Bank Account Numbers controls whether some digits appear as asterisks (\*).

6. Save your work.

► **To create a batch of Automatic Receipts for credit card transactions:**

The procedure for creating a batch of Automatic Receipts for credit card transactions is similar to the procedure for creating Automatic Receipts for other Receivables transactions. However, some suggestions are listed below.

- Specify the Receipt Class and Payment Method that you defined for your credit card transactions.

- To create a batch of Automatic Receipts for a specific credit card vendor, 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 all transactions that will be paid using either Visa or MasterCard, enter a range of Bank Accounts from 4,000,000,000,000 to 5,999,999,999,999 (do not include commas).

To create Automatic Receipts for American Express transactions, enter a Bank Account range from 300,000,000,000,000 to 3,999,999,999,999,999 (do not include commas).



**Suggestion:** Contact your depositing bank or credit card processor for the range of numbers for other credit card vendors.

For more information, see: [Creating Automatic Receipts: page 5 - 194](#).

## See Also

[Setting Up Receivables to Process Credit Card Payments: page 6 - 179](#)

[Processing Credit Card Transactions: page 6 - 181](#)

[Credit Card Validation and Integration: page 6 - 177](#)

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## Importing Invoice 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 transfers transaction data from an external system into the AutoInvoice interface tables. AutoInvoice then selects data from the interface tables and creates transaction in Receivables. Receivables rejects transactions with invalid information to ensure the integrity of your data.

You can run AutoInvoice together with Customer Interface or separately.

**Note:** The Oracle Order Management Receivables Interface program transfers transaction information from Oracle Order Management into the AutoInvoice tables. For more information, see: Receivables Interface in the *Oracle Order Management User's Guide*.

### See Also

Importing Transactions Using AutoInvoice: page 6 - 237

Overview of AutoInvoice: page 6 - 188

Importing Data From Your Feeder System: page 6 - 195

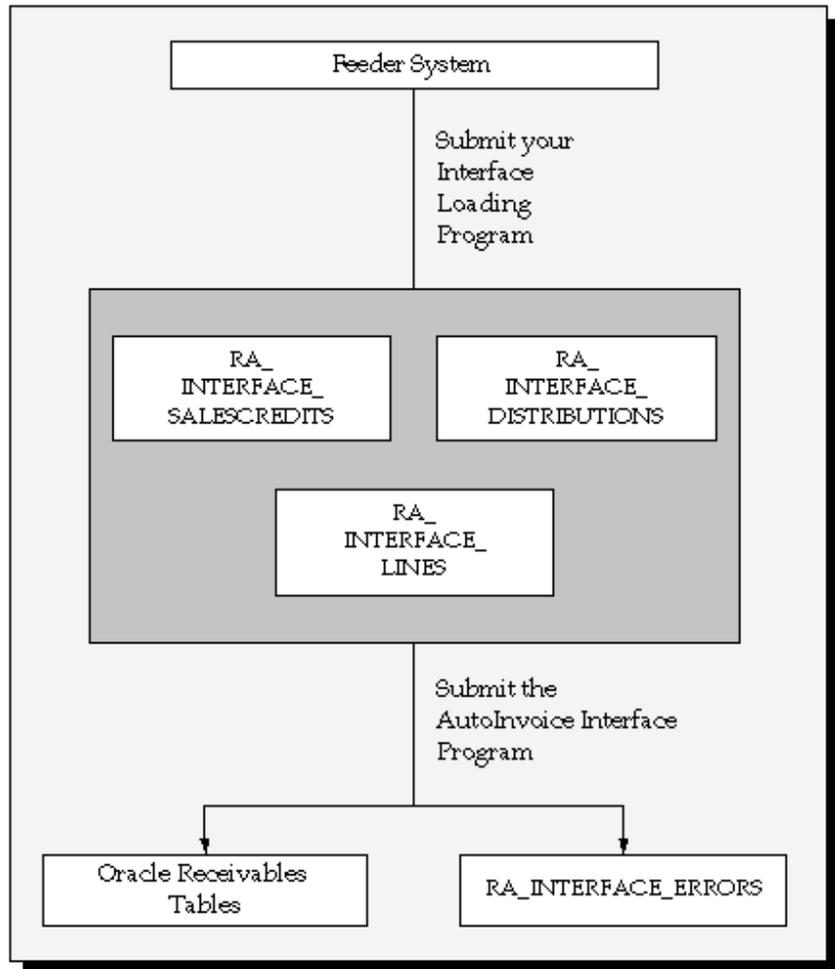
AutoInvoice Validation: page 6 - 197

Using AutoInvoice: page 6 - 199

## Overview of AutoInvoice

The following diagram shows how transaction information is imported into your Receivables tables.

Figure 6 - 2 Importing transaction information using AutoInvoice



### See Also

Preparing Receivables for AutoInvoice: page 6 - 189

Importing Data From Your Feeder System: page 6 - 195

Importing Transactions Using AutoInvoice: page 6 - 237

Table and Column Descriptions: page 6 - 245

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## 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 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**

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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 you want displayed in the AutoInvoice log file.

Message Level 0 gives the following entries in the log file:

- Product Version
- Program Name
- AutoInvoice Start Time
- AutoInvoice Concurrent Request Arguments
- Error and Warning Messages
- AutoInvoice End Time
- AutoInvoice Logical Steps

Message Level 1 gives you all of the above entries plus:

- Time- Stamped function labels

Message Level 2 gives you all of the above entries plus:

- Sizes of Allocated Arrays
- Dynamic SQL Statements
- Number of Rows Updated, Inserted and Deleted

Message Level 3 gives you all of the above entries plus:

- Method IV SQL Array Values

### **Accounting Flexfield Segment Values**

---

Add Accounting Flexfield segment values to Receivables if your original system uses values not yet defined in Receivables. Enter the name of the Accounting Flexfield segment for which you want to add a value, and the segment value itself. Be sure to enable the segment value.

### **Transaction Flexfield**

---

Receivables uses the Transaction Flexfield to uniquely identify each transaction and transaction line you import through AutoInvoice. Transaction Flexfields are also used to refer to and link transaction lines.

To define the line-level Transaction Flexfield, query 'Line Transaction Flexfield' in the Title field of the Descriptive Flexfield Segments window and enter the context and segments associated with this Transaction Flexfield. To define the Transaction Flexfield at the header-level, query 'Invoice Transaction Flexfield' and enter the context and segments associated with this Transaction Flexfield. All segments in the line level transaction flexfield that refer to header information must also exist in the header level transaction flexfield. For example if you define a line-level Transaction Flexfield with 4 segments and only the last 2 segments refer to line-level information, define the header Transaction Flexfield using the first two segments. You must define both the line-level and header-level Transaction Flexfield.

If you do not create Reference and Link- to transaction flexfields, then Receivables will use your Line Transaction Flexfield structure to link and reference different lines. You do not have to define separate Reference and Link- to transactions in this case.

However, if you are planning to create a customized form to enter interface data which will display the Reference and Link- to Transaction Flexfields, then you must define Transaction Flexfields in the

Descriptive Flexfield Segments window. These flexfields must have the same flexfield structures as the line-level Transaction Flexfield. See: Transaction Flexfields: page 6 - 217.

### **Territory Flexfield**

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If you use territories, you should create your territory flexfield structure before using AutoInvoice. See: Territory Flexfield: page 2 - 236.

### **Line Ordering Rules**

---

Define ordering rules used by AutoInvoice to determine how to order your transaction lines. AutoInvoice randomly orders lines on your transaction if you do not define line ordering rules. See: AutoInvoice Line Ordering Rules: page 2 - 66.

### **Grouping Rules**

---

Define additional grouping rules or update the default grouping rule provided by Receivables. AutoInvoice uses grouping rules to determine how to create your transactions. Grouping rules are required if you use AutoInvoice.

AutoInvoice uses the following hierarchy when determining the grouping rule to use:

- Transaction batch source
- Customer site level
- Customer profile level
- System Options window

See: Grouping Rules: page 2 - 122.



**Attention:** To be able to use the information that you pass in your header Transaction Flexfield, you must group by the segments that make up your header Transaction Flexfield.

### **Sales Tax Location Flexfield Structure**

---

Define your Sales Tax Location Flexfield structure if you are going to charge your customers location based tax and you do not want to use one of the seeded Location Flexfield structures provided by Receivables. See: Defining a Sales Tax Location Flexfield Structure in the *Oracle Receivables Tax Manual*.

## **Locations and Tax Rates**

---

Add or update locations and their associated tax rates if your tax method is Sales Tax and your original system uses locations not defined in Receivables. You can either use the Tax Locations and Rates window to manually add new locations or use the Sales Tax Rate Interface program to import locations and tax rates provided by a tax service. See: Tax Codes and Rates: page 2 - 209 and Integrating Receivables Applications Tax Information Using Sales Tax Rate Interface in the *Oracle Receivables Tax Manual*.

If your tax method is VAT (Value Added Tax) and you are validating your customers' addresses, add or update locations if your original system uses locations not defined in Receivables.

## **AutoAccounting**

---

You must set up Receivables' AutoAccounting feature before you run AutoInvoice. AutoAccounting determines default revenue, receivable, freight, tax, unbilled, unearned, and suspense accounts for your invoices. See: AutoAccounting: page 2 - 57.

## **Salesperson**

---

Add salespersons to Receivables if your original system uses salespersons that are not yet defined in Receivables. See: Salespersons: page 2 - 178.

## **See Also**

Importing Data From Your Feeder System: page 6 - 195

Transaction Flexfields: page 6 - 217

Using Grouping Rules to Create Transactions: page 6 - 223

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## Importing Data From Your Feeder System

Your on-site MIS personnel or Oracle consultant must first write a custom feeder program that transfers transaction data from your original system into Receivables AutoInvoice Interface tables. Your feeder program must convert data from your original system into a standard data format that AutoInvoice can read. AutoInvoice can then convert your imported data into Receivables invoices, credit memos, on-account credits, and debit memos.

---

### Writing a Feeder Program

The type of environment from which you want to transfer your data determines the type of feeder program you need to write. For example, you can use SQL\*Loader, SQL\*Report, PL/SQL, or Pro\*C to write a feeder program to transfer transaction data from a non-Oracle system. Or, you can write a conversion program to transfer historical data from your previous accounting system.

---

### Selecting an Import Utility

SQL\*Loader and SQL\*Report are powerful and easy-to-use tools that should be able to accommodate all of your import needs. However, depending on the complexity of your import program, you may also want to use Oracle's Pro\* language products such as Pro\*C, Pro\*Cobol, and Pro\*Fortran to write the program.

---

### Understanding the Interface Tables

Receivables uses the following tables to temporarily store the data you transfer from other systems:

- RA\_INTERFACE\_LINES\_ALL
- RA\_INTERFACE\_SALESCREDITS\_ALL
- RA\_INTERFACE\_DISTRIBUTIONS\_ALL

AutoInvoice uses a fourth table, RA\_INTERFACE\_ERRORS\_ALL, to store information about interface data that failed validation. For a detailed description of these tables, see: Table and Column Descriptions: page 6 - 245.

## See Also

AutoInvoice Validation: page 6 - 197

Passing Payment Methods and Customer Bank Accounts: page 6 - 203

Importing Tax Lines: page 6 - 207

Importing Invoices with Rules: page 6 - 211

Importing Credit Memos: page 6 - 213

Finance Charges: page 6 - 214

Integrating Oracle Order Management with Oracle Receivables (*Oracle Financials Open Interfaces Manual*)

---

## AutoInvoice Validation

AutoInvoice validates your data for compatibility with Receivables. It ensures that the columns in Receivables' Interface tables reference the appropriate values and columns in Receivables. To learn more about the validation AutoInvoice performs for each column in the AutoInvoice tables, see: Table and Column Descriptions: page 6 - 245.

---

### Existence

For some columns, AutoInvoice ensures that the values are already defined in Receivables. However, AutoInvoice does not validate against any effectivity date or status.

---

### Batch Sources

You do not have to pass values for all of the fields that are referenced in the Transaction Sources window. If you want AutoInvoice to ignore any of these values for a specific batch source, you can set the field to 'None' in the Transaction Sources window. You use transaction batch sources that have a type of 'Imported' when importing transactions into Receivables. See: Transaction Batch Sources: page 2 - 239.

---

### Uniqueness

AutoInvoice ensures that the invoice number you supply is unique within a given batch source and the document number you supply is unique within the associated sequence type.

AutoInvoice also ensures that the Transaction Flexfield you supply is unique. For more information, refer to Transaction Flexfields: page 6 - 217.

---

### 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.

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### Cross Validation

AutoInvoice ensures that certain column values agree with each other. These values can be within an interface table or multiple interface tables.

For example, if you specify in your batch source that you do not want to use accounting rules, AutoInvoice ignores any values you supply for invoicing rule, accounting rule, and accounting rule duration. However, if you do import transactions that use accounting rules, AutoInvoice requires that these transactions also include an invoicing rule.

### **Validation for Lines With Rules**

---

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

For more information, see: Importing Invoices with Rules: page 6 - 211.

### **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: page 2 - 239.

## **See Also**

Using AutoInvoice: page 6 - 199

Determining Dates: page 6 - 228

Validating Dates: page 6 - 233

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## Using AutoInvoice

### **AutoInvoice Purge Program**

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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. See: Overview of Calculating Tax in the *Oracle Receivables Tax Manual*. If AutoInvoice determines your tax rates, it will take into account any customer or item tax exemptions or item tax exceptions.

### **Transactions in Closed Accounting Periods**

---

Use AutoInvoice to pass transactions in closed accounting periods. Receivables automatically uses the first day of the next open accounting period as your default date to determine your accounting distributions. See: Adjusting General Ledger Dates: page 6 - 235.

### **Creating Transactions**

---

AutoInvoice creates invoices, debit memos, credit memos and on-account credits using the grouping and invoice line ordering rules you specify. AutoInvoice verifies that your data is valid before it creates transactions in Receivables.

## **Deriving Invoice and Accounting Dates**

---

AutoInvoice lets you choose how you want to determine invoice and accounting dates for your transactions. Your feeder program can either load these dates directly into the interface tables or, if you leave the date fields empty, Receivables will determine your invoice and accounting dates using a straightforward algorithm. See: Determining Dates: page 6 - 228.

## **Invoices Against Commitments**

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AutoInvoice lets you create invoices against commitments in the same way you would with a manually entered invoice.

## **Running AutoInvoice**

---

You submit AutoInvoice using the Run AutoInvoice window. If AutoInvoice converts your transaction data into the required data format, and all of the data passes validation in Receivables, then you can run AutoInvoice in one step. However, if your feeder program loads the interface tables with invalid data, AutoInvoice informs you of the validation errors in both the AutoInvoice 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: Importing Transactions Using AutoInvoice: page 6 - 237.

## **Execution Phases**

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AutoInvoice can be divided into three major phases: pre- grouping, grouping, and transfer.

In the **pre- grouping** phase, AutoInvoice validates all of the line- level data as well as any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid and validating that only one freight account exists for each freight line passed.

In the **grouping** phase, AutoInvoice groups lines based on the grouping rules and validates header- level data that is dependent on how your lines are grouped. Some examples include validating the over- application rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment.

In the **transfer** phase, AutoInvoice validates information that exists in Receivables tables, such as tax defaulting and AutoAccounting data.

## **Reviewing the AutoInvoice Execution and Validation Reports**

Use the AutoInvoice Execution Report to review summary information about your transactions. AutoInvoice automatically creates this report each time you run AutoInvoice. The AutoInvoice Execution report lists the total number of transaction, sales credit, and distribution lines that were successfully imported, as well as those that failed. See: AutoInvoice Validation: page 6 - 197.

**Note:** It is possible to have the number of Successfully Processed lines be less than the number Selected and have no lines that Failed Validation. This will occur when a credit memo for an invoice and the invoice itself are submitted in the same batch and the credit memo is selected first. Since the invoice has not been processed yet, the credit memo will go unprocessed during this import, but will not fail. The unprocessed credit memo remains in the interface table and will be processed the next time you submit AutoInvoice. In this example, the Interface Lines section of the execution report would appear as follows:

Selected: 9  
Successfully Processed: 8  
Failed Validation: 0

AutoInvoice also automatically generates the AutoInvoice Validation Report if you have records that failed validation. This report displays all error messages associated with each transaction, sales credit, and distribution line that failed validation. You can use this information to identify which records need to be modified. Refer to the next section, Correcting Errors: page 6 - 202.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre- grouping phase, AutoInvoice will display all error messages encountered in the pre- grouping phase. Likewise, if a line is already in the transfer phase when it fails, AutoInvoice will display all error messages encountered in the transfer phase.

If you encounter sales credit or distribution errors, AutoInvoice prints a separate section for these errors. These sections will display below each line.

Lastly, a Summary of Transactions Rejected section is printed at the end of the report. See: AutoInvoice Reports: page 6 - 240.

## **Correcting Errors**

---

Use the AutoInvoice Validation Report and the AutoInvoice Errors 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 6 - 242.*

## **Transaction Flexfields**

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AutoInvoice provides you with a way to uniquely identify each transaction you import into Receivables. Use Transaction Flexfields to capture information that will help you trace transactions from Receivables back to the systems from which they originated.

AutoInvoice ensures that each Transaction Flexfield is unique so you can refer to previously processed transactions. For example, if you are importing a credit memo, you would use the Transaction Flexfield of the credit memo to refer to the transaction being credited. You can also use Transaction Flexfields to link transaction lines to other transaction lines and to tax and freight lines. See: *Transaction Flexfields: page 6 - 217.*

## **See Also**

*Passing Payment Methods and Customer Bank Accounts: page 6 - 203*

*Importing Transactions Using AutoInvoice: page 6 - 237*

*Importing Invoice Information into Receivables Using AutoInvoice: page 6 - 187*

*Importing Freight Lines: page 6 - 205*

*Importing Tax: page 6 - 207*

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## Passing Payment Methods and Customer Bank Accounts

All references to parent customer information in this section are only applicable if the Bill- To customer has only one parent and the relationship is not reciprocal. For example, if the Bill- To customer for the line has more than one parent, lines 1 & 2 below will not apply.

### Payment Methods

---

Regardless if you are passing manual or automatic payment methods, AutoInvoice validates that the payment method belongs to the Bill- To customer/site or the parent of the Bill- To customer/site, if it has one. Additionally, the payment method must have at least one bank account in the currency of the transaction or its Receipts Multi- Currency flag must be set to Yes.

If you do not pass a payment method, AutoInvoice defaults one using the following hierarchy:

1. Primary payment method assigned to the primary site for the parent
2. Primary payment method assigned to the parent customer
3. Primary payment method assigned to the Bill- To site for the line
4. Primary payment method assigned to the Bill- To customer for the line

### Customer Bank Accounts

---

If you are passing a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice validates that the customer bank account belongs to one of the following, otherwise the line is rejected:

1. Bank account assigned to the primary site for the parent
2. Bank account assigned to the parent customer
3. Bank account assigned to the Bill To site for the line
4. Bank account assigned to the Bill To customer for the line

If you do not pass a customer bank account and the payment method associated with the transaction is automatic, AutoInvoice defaults one using the following hierarchy:

1. Primary bank account assigned to the primary site for the parent
2. Primary bank account assigned to the parent customer

3. Primary bank account assigned to the Bill- To site for the line
  4. Primary bank account assigned to the Bill- To customer for the line
- If AutoInvoice is unable to default a customer bank account, the line is rejected.

AutoInvoice uses the customer bank account to determine whether the paying customer is the parent or the Bill- To customer. If the paying customer is the Bill- To customer, the paying site is the Bill To site. If the paying customer is the parent, the paying site is the primary Bill- To site of the parent. Customer bank accounts are not used for manual payment methods.

## **See Also**

Importing Freight Lines: page 6 - 205

Importing Tax: page 6 - 207

Payment Methods: page 2 - 151

Defining Banks: page 2 - 71

---

## 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'.

## **See Also**

Entering Freight Information: page 6 - 18

Importing Tax Lines: page 6 - 207

AutoAccounting: page 2 - 57

Freight Carriers: page 2 - 121

## Importing Tax Lines

AutoInvoice gives you flexibility to handle all of your taxing needs. If your tax method is VAT, you can either pass tax lines through the AutoInvoice interface tables or have Receivables automatically calculate your tax lines for you. If your tax method is Sales Tax, Receivables will always calculate tax for you. However, you can choose to pass additional tax lines with tax codes of type VAT or Sales Tax.

### Passing Tax Lines Through AutoInvoice

AutoInvoice lets you pass tax lines as individual transactions or as references to other transactions. If you are passing tax lines, you can only pass tax lines associated with tax codes of type VAT or Sales Tax. The RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_ATTRIBUTE1- 15 and RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_CONTEXT columns will determine whether a tax line will become an individual tax only transaction or part of another transaction.

To pass a tax line that refers to another transaction line, enter the Line Transaction Flexfield of the transaction to which you want this tax line to refer. To pass tax lines, RA\_INTERFACE\_LINES.LINE\_TYPE must be set to 'TAX.'

If you want to pass a tax- only line, enter a Line Transaction Flexfield that refers to a 'dummy' line. This 'dummy' line must have a value in RA\_INTERFACE\_LINES.MEMO\_LINE\_ID or RA\_INTERFACE\_LINES.MEMO\_LINE\_NAME and the memo line must have AR\_MEMO\_LINES.LINE\_TYPE = 'TAX'. In addition, the Quantity, Unit Price, and Amount fields for this line must be null or zero.

Tax lines with precedence numbers can be passed through AutoInvoice by providing a value for the TAX\_PRECEDENCE column. For example, to associate 5 tax lines with an invoice line where one line is non- precedent, 2 lines have a precedence of 1, and the remaining 2 are precedence 2. Your interface table values for the line type, tax code, and tax precedence columns would look like this:

LINE_TYPE	TAX_CODE	TAX_PRECEDENCE
TAX	CODE1	null
TAX	CODE2	1

Table 6 - 8 (Table 1 of 2)

LINE_TYPE	TAX_CODE	TAX_PRECEDENCE
TAX	CODE3	1
TAX	CODE4	2
TAX	CODE5	2

Table 6 - 8 (Table 2 of 2)

(Table 1 of 1)

### Calculating Tax

Certain criteria must be met before AutoInvoice will calculate tax. See: Calculating Tax in the *Oracle Receivables Tax Manual*.

Use the table below to see what tax information needs to be passed to the interface tables to achieve the desired results.

Desired Result	Line Type	Tax Code	Tax Rate/Tax Amount	Tax Exempt Flag	Tax Exempt Number	Tax Exempt Reason Code or Meaning	Comments
Receivables should calculate the tax based on the standard tax logic.	Line - No Tax line associated with this line	NULL	NULL	NULL or 'S'	NULL	NULL or 'S'	If you have not passed any tax lines with the invoice lines, and the tax exempt flag is NULL or 'S', Receivables will calculate tax for you.
You want Receivables to calculate Sales tax, but want to pass additional tax codes.	Tax	Of type VAT or Sales Tax and must be adhoc	Must pass either the tax rate or amount	NULL or 'S'	NULL	NULL	The invoice line will have 2 tax lines. The first will be a location-based tax calculated by Receivables. The second will be the tax line passed through AutoInvoice.

Table 6 - 9 (Table 1 of 2)

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 exempt the invoice line from any taxes and your system option 'Use Customer Exemptions' is set to Yes.	Line	NULL	NULL	'E'	Pass tax exemption number	Pass reason for exemption	If the tax exemption number does not exist on file, Receivables will create an unapproved exemption. There will be no tax calculated on this invoice line.
You want to enforce tax on an invoice line, even if any exemptions exist on the file.	Line	NULL	NULL	'R'	NULL	NULL	Receivables calculates tax as per its standard logic, ignoring any exemptions.

Table 6 - 9 (Table 2 of 2)

### 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' only and must be ad hoc. You must also pass either a tax rate or amount with the code. Any exemptions must be calculated into the rate or amount. For more information on tax

codes and tax exemptions, see: *Calculating Tax in the Oracle Receivables Tax Manual*.

## **See Also**

Entering Tax Information: page 6 - 20

Importing Invoice Information into Receivables Using AutoInvoice:  
page 6 - 187

Using AutoInvoice: page 6 - 199

Importing Invoices with Rules: page 6 - 211

Tax Inclusive (*Oracle Receivables Tax Manual*)

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## 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:

<b>1/1/XX</b>	<b>DR Accounts Receivable</b>	<b>300</b>	
	<b>CR Unearned Revenue</b>		<b>200</b>
	<b>CR Revenue</b>		<b>100</b>
<b>2/1/XX</b>	<b>DR Unearned Revenue</b>	<b>100</b>	
	<b>CR Revenue</b>		<b>100</b>
<b>3/1/XX</b>	<b>DR Unearned Revenue</b>	<b>100</b>	
	<b>CR Revenue</b>		<b>100</b>

In the above example, the transaction date for this invoice is 1/1/XX, with a payment due date of 1/31/XX. If we had chosen an invoicing rule of 'Bill in Arrears', the transaction date in the above example would have been 3/1/XX with a payment due date of 3/31/XX.

## Validation for Lines With Rules

Besides validating dates, AutoInvoice also validates and rejects lines if:

- The accounting rule has overlapping periods
- All of the accounting periods do not exist for the duration of your accounting rule

## See Also

Invoices with Rules: page 6 - 315

Importing Credit Memos: page 6 - 213

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## Importing Credit Memos

When you import credit memos against transactions, AutoInvoice ensures that the Open Receivables flag of the credit memo being imported matches the Open Receivables flag of the transaction it is crediting.

**Note:** You cannot apply a credit memo to a chargeback using AutoInvoice.

---

### Credit Memos Against Invoices With Rules

When you import credit memos against invoices with rules, AutoInvoice uses the method you entered in `RA_INTERFACE_LINES.CREDIT_METHOD_FOR_ACCT_RULE` to determine how to reverse the accounting entries created for the original invoice. You can either enter 'LIFO', 'PRORATE', or 'UNIT'. If you choose 'LIFO', AutoInvoice reverses the accounting entries beginning with the last period. If you choose 'PRORATE', AutoInvoice prorates the credit amount across all accounting periods. If you choose 'UNIT', AutoInvoice lets you credit specific quantities, starting with the period specified in the column `REVENUE_ACCOUNTING_INTERFACE_LINES.LAST_PERIOD_TO_CREDIT` and working backwards.

---

### Credit Memos Against Invoices Without Rules

When you import credit memos against invoices without rules, AutoInvoice first uses the general ledger date in the interface table as the general ledger date of the credit memo. If you do not pass a general ledger date, AutoInvoice uses the default date you specified in the 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.

## **Calculating Tax on Credit Memos**

---

The profile option Tax: Calculate Tax on Credit Memos controls how Receivables calculates tax on credit memos that you import using AutoInvoice. By default, this profile option is set to No and Receivables uses the payment applications and the line, tax, and freight amounts to calculate tax. If this profile option is set to Yes, the tax engine calculates tax for each credit memo without considering the outstanding balances. For more information, see: Overview of Receivables User Profile Options: page A - 4.

### **See Also**

Invoices with Rules: page 6 - 315

Finance Charges: page 6 - 214

Determining Dates: page 6 - 228

---

## **Finance Charges**

AutoInvoice processes debit memos with finance charge lines and credit memos that are against debit memos with finance charge lines.

If `LINE_TYPE = 'CHARGES'`, AutoInvoice does not calculate tax, freight, or sales credits on this line. Also, if you are passing your finance charges distribution in `RA_INTERFACE_DISTRIBUTIONS_ALL`, `ACCOUNT_CLASS` must be `'CHARGES.'`

In order for AutoInvoice to pass a finance 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 finance charges line  
RA\_INTERFACE\_LINES.QUANTITY must = 1. If you are passing a  
credit memo against a debit memo with a finance charges line  
RA\_INTERFACE\_LINES.QUANTITY must = - 1 or 1.

## See Also

Account Assignments: page 6 - 215

Calculating Finance Charges: page 4 - 58

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## 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.



**Attention:** If you want the option of AutoInvoice dynamically inserting code combinations, you must pass *segments*.

### **Using AutoAccounting**

---

If you want AutoAccounting to determine your general ledger accounts you must not enter values in RA\_INTERFACE\_DISTRIBUTIONS\_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.

### **See Also**

AutoAccounting: page 2 - 57

Using AutoAccounting: page 6 - 326

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## Transaction Flexfields

Transaction flexfields are descriptive flexfields that AutoInvoice uses to uniquely identify transaction lines. Because they are unique for each transaction line, they can also be used to reference and link to other lines. Receivables lets you determine how you want to build your transaction flexfield structure and what information you want to capture.

There are four types of transaction flexfields:

- Line Transaction Flexfield
- Reference Transaction Flexfield
- Link- To Transaction Flexfield
- Invoice Transaction Flexfield

You must define the Line Transaction flexfield. AutoInvoice always uses the Line Transaction flexfield structure for both the Link- to and Reference information when importing invoices. You need to explicitly define the Link- to, Reference, and Invoice Transaction flexfield structures only if this information is to be displayed on a custom window.

Receivables gives you the option of displaying transaction flexfield information for imported invoices in lists of values throughout the product. Use the System Profile Option AR: Transaction Flexfield QuickPick to select the Transaction Flexfield Segment you want to display. For example, if you want to be able to reference the order number for imported invoices when using any invoice list of values, you need to assign the transaction flexfield segment that holds the order number to the AR: Transaction Flexfield QuickPick profile option. The order number will now display in the reference column of all invoice lists for imported invoices.

### **Line Transaction Flexfield**

---

Use columns INTERFACE\_LINE\_ATTRIBUTE1- 15 and INTERFACE\_LINE\_CONTEXT to define the line transaction flexfield. Line transaction flexfields are unique for each record in the interface table and therefore can be used as record identifiers.

### **Reference Transaction Flexfield**

---

Reference Transaction flexfields have the same structure as the Line Transaction flexfields.

These are used to refer to previously processed transactions. For example, you might want to import a credit memo and apply it to an invoice or associate an invoice to a specific commitment. To refer a credit memo to a specific invoice use the REFERENCE\_LINE\_ATTRIBUTE1- 15 and REFERENCE\_LINE\_CONTEXT columns of the credit memo to enter the Line Transaction flexfield of the invoice.

### **Link- To Transaction Flexfield**

Link- To Transaction flexfields also have the same structure as the Line Transaction flexfield.

Use Link- To Transaction flexfields to link transaction lines together in the interface table. For example, you might want to import tax and freight charges that are associated with specific transaction lines. If you want to associate a specific tax line with a specific transaction line, use the LINK\_TO\_LINE\_ATTRIBUTE1- 15 and LINK\_TO\_LINE\_CONTEXT columns of the tax line to enter the Line Transaction flexfield of the invoice.

### **Invoice Transaction Flexfields**

Create a new flexfield with a similar structure as the Line Transaction flexfield, but only include header level segments. For example, if the Line Transaction flexfield structure has four segments and the last two segments contain line level information, define your Invoice Transaction flexfield using the first two segments only. Segments included in the Invoice Transaction Flexfield should be included in the AutoInvoice grouping rules.

### **Transaction Flexfields: An example**

The following example illustrates how records are linked in the interface table using the Link- To or the Reference Transaction flexfield columns.

Consider an invoice against a commitment. This invoice has 2 line records, 1 header freight record and one tax record. The records will be represented in the interface table as follows:

Line Type	Service	Line Flex		Link-To Flex			Reference Flex			Ref ID
		Context	1	2	Context	1	2	Context	1	
Line	Service	A	1							✓
Line	Service	A	2							✓
Freight	OE	A	T1							
Tax	Service	A	3	Service	A	1				

**Table 6 - 10 (Table 1 of 1)**

**Notes:**

- The transaction type for records of an invoice is INV.
- Each record in the interface table is uniquely identified by its Line Transaction flexfield. In the above example 2 segments have been enabled for the Line Transaction flexfield service context. Therefore the combination of context plus the 2 segments should be unique.
- Tax records always have to be linked to a line record. In the above example, the tax record is linked to the first line record, Service A 1.
- Since the freight is at the header level, it is not linked to any line record via the Link- To Transaction flexfield.
- Records with different contexts can be grouped together into one invoice.
- If the invoice is against an existing commitment, populate the Reference\_line\_id (Ref ID) column with the unique identifier (customer\_trx\_line\_id) of the commitment.

Consider a credit memo that credits the freight and the first line of the previous invoice. It will be represented in the interface table as follows:

Line Type	Line Flex			Link-To Flex			Reference Flex			Ref ID
	Context	1	2	Context	1	2	Context	1	2	
Freight	OE	A	T2				OE	A	T1	
Line	OE	A	T3				Service	A	1	

**Table 6 - 11 (Table 1 of 1)**

Notes:

- The transaction type for credit memos is CM.
- Link credit memos to invoices either via the Reference Transaction flexfield or the reference\_line\_id. The reference\_line\_id is the unique ID within Receivables.

An on- account credit will be represented as follows:

Line Type	Line Flex			Link-To Flex			Reference Flex			Ref ID
	Context	1	2	Context	1	2	Context	1	2	
Line	Service	B	1							

**Table 6 - 12 (Table 1 of 1)**

Notes:

- The transaction type for on- account credits is CM.
- AutoInvoice assumes all records with transaction type CM to be on- account credits if there are no values filled in the reference\_line\_id column (Ref ID) or the Reference Transaction flexfield.

### **Indexing Transaction Flexfields**

---

We suggest that you create indexes on your Transaction Flexfield columns if you want to query transaction flexfield information in your invoice headers and lines. Additionally, without the indexes the validation portions of the AutoInvoice program could be slow. You should define unique, concatenated indexes on the following tables and columns that you use for your Transaction Flexfield header and line information:

<b>Table</b>	<b>Columns</b>
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

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 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.

If you just have one context defined, then you only need to create one index for each table mentioned above. However, if you have multiple contexts defined, you may want to create multiple indexes per table. Use the example below to help you decide how to set up your indexes.

Suppose your Line Transaction flexfield has three contexts which are set up as follows:

<b>Flexfield Context</b>	<b>Attribute Columns assigned to Enabled Segments</b>
Context1	Interface_line_attribute1
Context1	Interface_line_attribute2
Context2	Interface_line_attribute1
Context2	Interface_line_attribute2
Context2	Interface_line_attribute3
Context3	Interface_line_attribute3
Context3	Interface_line_attribute9

Table 6 - 13 (Table 1 of 1)

You should define the combination of indexes which best meets your needs. In the example above, you could create three indexes per table, one for each context. Alternatively, you could create just two indexes: one for context3 and another for context1. The latter would be used by context2 because contexts1 and 2 have the same first two attribute columns.

Use the following syntax for your Create Index Statement:

```
$ sqlplus <AR username>/<AR password>
SQL> CREATE [UNIQUE] INDEX index ON
      {Table (column1, column2, ...)}
      [CLUSTER cluster]
      [INITRANS n] [MAXTRANS n]
      [TABLESPACE tablespace]
      [STORAGE storage]
      [PCTFREE n]
      [NOSORT];
```

## See Also

Using AutoAccounting: page 6 - 326

Using Grouping Rules to Create Transactions: page 6 - 223

---

## Using Grouping Rules to Create Transactions

AutoInvoice uses grouping rules to determine how to create invoices, debit memos and credit memos. Grouping rules contain various transaction attributes that must be identical for the same transaction. For example, if transaction number is part of your grouping rule and you have two records in the interface tables with different transaction numbers, AutoInvoice will create two transactions.

Receivables provides two different types of transaction attributes: required and optional. You cannot add or drop required transaction attributes, but you can always add optional ones.

Following is a list of mandatory and optional attributes from the table RA\_INTERFACE\_LINES\_ALL.

### **Mandatory Attributes**

AGREEMENT\_ID

COMMENTS

CONVERSION\_DATE

CONVERSION\_RATE

CONVERSION\_TYPE

CREDIT\_METHOD\_FOR\_ACCT\_RULE

CREDIT\_METHOD\_FOR\_INSTALLMENTS

CURRENCY\_CODE

CUSTOMER\_BANK\_ACCOUNT\_ID

CUST\_TRX\_TYPE\_ID

DOCUMENT\_NUMBER

DOCUMENT\_NUMBER\_SEQUENCE\_ID

GL\_DATE

HEADER\_ATTRIBUTE1- 15

HEADER\_ATTRIBUTE\_CATEGORY

HEADER\_GDF\_ATTRIBUTE1- 15

INITIAL\_CUSTOMER\_TRX\_ID

INTERNAL\_NOTES

INVOICING\_RULE\_ID

ORIG\_SYSTEM\_BILL\_ADDRESS\_ID  
ORIG\_SYSTEM\_BILL\_CONTACT\_ID  
ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID  
ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID  
ORIG\_SYSTEM\_SHIP\_CONTACT\_ID  
ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID  
ORIG\_SYSTEM\_SOLD\_CUSTOMER\_ID  
ORIG\_SYSTEM\_BATCH\_NAME  
PREVIOUS\_CUSTOMER\_TRX\_ID  
PRIMARY\_SALESREP\_ID  
PRINTING\_OPTION  
PURCHASE\_ORDER  
PURCHASE\_ORDER\_DATE  
PURCHASE\_ORDER\_REVISION  
REASON\_CODE  
RECEIPT\_METHOD\_ID  
RELATED\_CUSTOMER\_TRX\_ID  
SET\_OF\_BOOKS\_ID  
TERM\_ID  
TERRITORY\_ID  
TRX\_DATE  
TRX\_NUMBER  
**Optional Attributes**  
ACCOUNTING\_RULE\_DURATION  
ACCOUNTING\_RULE\_ID  
ATTRIBUTE1- 15  
ATTRIBUTE\_CATEGORY  
INTERFACE\_LINE\_ATTRIBUTE1- 15  
INTERFACE\_LINE\_CONTEXT  
INVENTORY\_ITEM\_ID

REFERENCE\_LINE\_ID  
RULE\_START\_DATE  
SALES\_ORDER  
SALES\_ORDER\_DATE  
SALES\_ORDER\_LINE  
SALES\_ORDER\_REVISION  
SALES\_ORDER\_SOURCE  
TAX\_CODE  
TAX\_RATE

If you have transactions that fail validation, Receivables looks at the value you entered in the Invalid Line field for your transaction batch source to determine the grouping of your transactions. (This field is located in the Transaction Sources window, AutoInvoice Processing Options 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.

## See Also

Grouping Rules: page 2 - 122

Using Line Ordering Rules: page 6 - 226

---

## 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

QUANTITY

QUANTITY\_ORDERED

REASON\_CODE

REASON\_CODE\_MEANING

REFERENCE\_LINE\_ATTRIBUTE1- 15

REFERENCE\_LINE\_CONTEXT

REFERENCE\_LINE\_ID

SALES\_ORDER  
SALES\_ORDER\_DATE  
SALES\_ORDER\_LINE  
SALES\_ORDER\_SOURCE  
SHIP\_DATE\_ACTUAL  
SHIP\_VIA  
TAX\_CODE  
UNIT\_SELLING\_PRICE  
UNIT\_STANDARD\_PRICE  
UOM\_CODE  
UOM\_NAME  
WAYBILL\_NUMBER

**See Also**

AutoInvoice Line Ordering Rules: page 2 - 66

Using Grouping Rules to Create Transactions: page 6 - 223

---

## 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 6 - 235.

---

### **Determining General Ledger Dates for Invoices Without Rules**

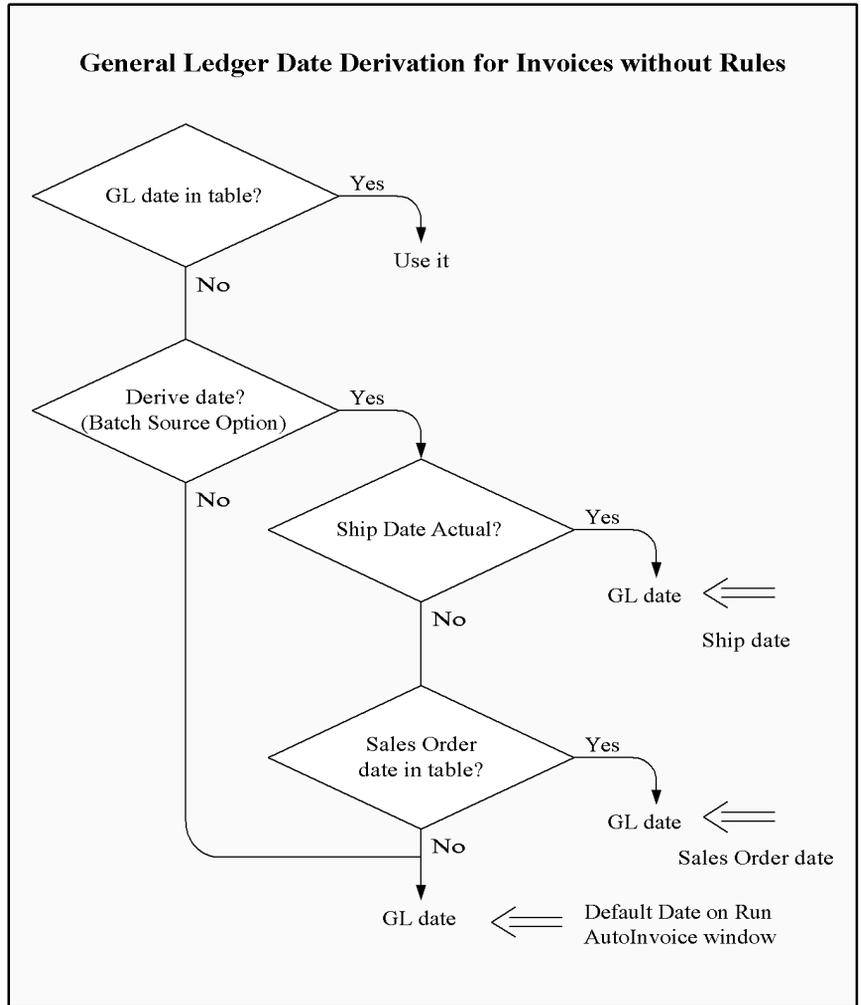
If your invoice does not use rules, AutoInvoice uses the following process to determine the general ledger date:

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, AutoInvoice uses the ship date in the interface table. If the ship date does not exist or is in a closed period, AutoInvoice uses the sales order date. If the sales order date does not exist or is in a closed period, AutoInvoice uses the value of the Default Date parameter for this AutoInvoice submission.

The following graphic illustrates this process.

Figure 6 - 3 General Ledger Date Derivation for Invoices without Rules



### Determining General Ledger Dates for Invoices With Rules

If your invoice uses Bill in Advance as the invoicing rule, AutoInvoice uses the earliest accounting rule start date as the invoice GL date.

If your invoice uses Bill in Arrears as the invoicing rule, the invoice line has an accounting rule of type 'Accounting, Fixed Duration,' and a period of 'Specific Date,' AutoInvoice computes an ending date using the latest accounting rule date.

For all other accounting rules, AutoInvoice computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. Once AutoInvoice computes the ending date for each line of your transaction, it takes the latest date and uses it as the invoice GL date.

### **Rule Start Date**

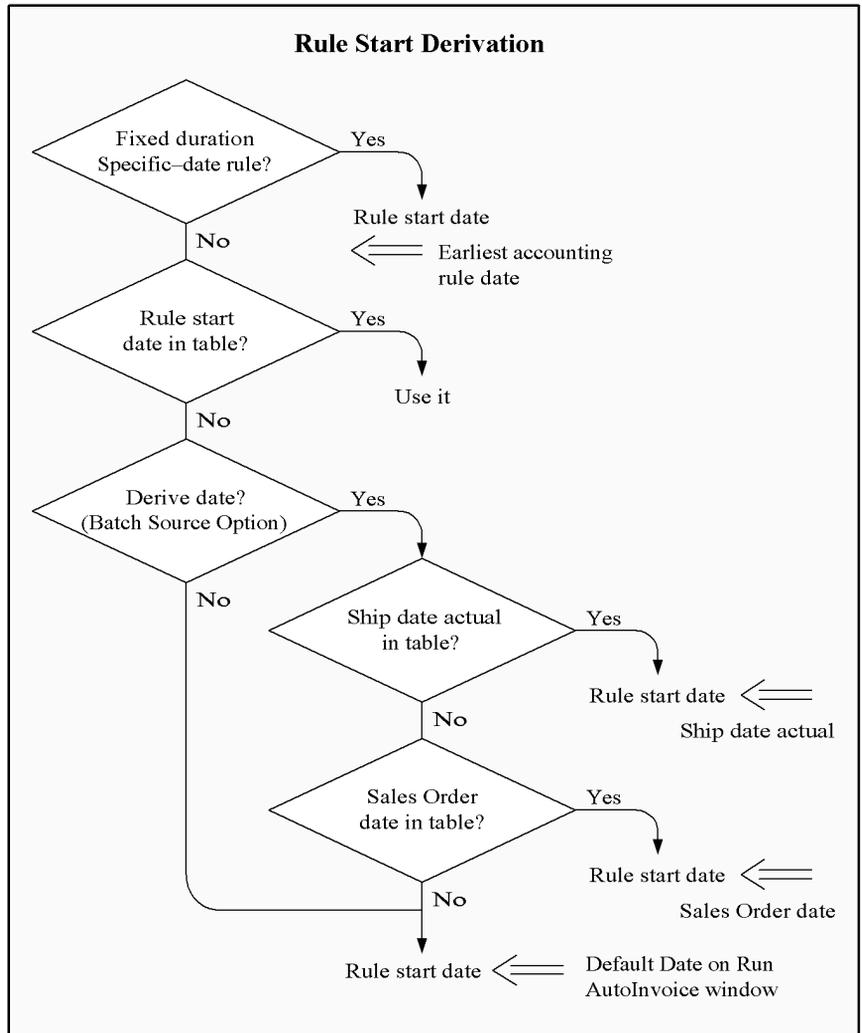
---

If your invoice does not use an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' or if you have not elected to derive the rule start date, Receivables uses the date specified in the Run AutoInvoice window.

If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice uses the earliest accounting rule date as your rule start date. For example, if your accounting rule dates are 10- JUN- 93, 10- JUL- 93 and 10- AUG- 93, AutoInvoice uses 10- JUN- 93 as your rule start date.

If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Run AutoInvoice window. The following graphic illustrates this process.

Figure 6 - 4 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**

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If a transaction date is not passed for your invoice or debit memo, AutoInvoice uses the general ledger date.



**Suggestion:** If you use Oracle Inventory and Oracle Order 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.

### **See Also**

Validating Dates: page 6 - 233

Adjusting General Ledger Dates: page 6 - 235

Determining Exchange Rates: page 6 - 236

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## 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 'Accounting, Fixed Duration' and a period of 'Specific Date.'

## **See Also**

Adjusting General Ledger Dates: page 6 - 235

AutoInvoice Validation: page 6 - 197

Determining Dates: page 6 - 228

Determining Exchange Rates: page 6 - 236

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## 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 6 - 228.

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 subsequent period that has a status of Open. However, if there is more than one subsequent period with a status of Open, AutoInvoice cannot adjust the general ledger date, and the line is rejected.
3. If an Open period does not exist, AutoInvoice uses the first day of the first subsequent period that has a status of Future. If 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.

### See Also

Determining Dates: page 6 - 228

Validating Dates: page 6 - 233

Determining Exchange Rates: page 6 - 236

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## Determining Exchange Rates

### Exchange Rates

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If your transaction uses exchange rates, AutoInvoice uses the exchange rate on the conversion date, if one is provided. Otherwise, AutoInvoice determines the exchange rate using the transaction date. If the conversion type is 'User,' AutoInvoice will use the rate that you specified (you must provide a rate in this case).

---

## Receivables Tables

AutoInvoice transfers transaction data from the interface tables RA\_INTERFACE\_LINES\_ALL, RA\_INTERFACE\_SALESCREDITS\_ALL, and RA\_INTERFACE\_DISTRIBUTIONS\_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

---

## Importing Transactions Using AutoInvoice

Run the AutoInvoice Import or Master program to transfer transactions from other systems into Receivables. You can import invoices, credit memos, debit memos, and on-account credits using AutoInvoice. Receivables ensures that the data you import is accurate and valid.

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.

Run the AutoInvoice Purge program to delete the interface lines that were processed and successfully transferred into Receivables by the AutoInvoice Import program. You do not have to run this program if the Purge Interface Tables option in the System Options window is set to Yes; in this case, Receivables deletes the interface lines automatically after you run AutoInvoice. See: *Defining Receivables System Options: page 2 - 189*.

**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's Guide*.

The Oracle Order Management Receivables Interface program transfers order and return information from Oracle Order Management into the Receivables AutoInvoice tables. For more information, see: *Receivables Interface in the Oracle Order Management User's Guide*.

---

### Prerequisites

- Define set up data: page 2 - 2
- Import data from your feeder system: page 6 - 195

► **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.



**Suggestion:** 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. 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 6 - 228.

5. 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.
6. Choose whether to Base the Due Date on Transaction Date. If you enter Yes, AutoInvoice derives the due date for each transaction based on the transaction date. If you set this parameter to No, AutoInvoice bases the due date on the minimum rule start date for Bill in Advance invoices and uses the following hierarchy for regular invoices:
  - a. Ship Date
  - b. Sales Order Date
  - c. Default Date (from step 4 above)

For transactions with the Bill in Arrears invoice rule, the due date will be the transaction date plus any adjustment days (see below).

7. Enter a number of Due Date Adjustment Days (optional). If Base Due Date on Transaction Date is No and a due date was calculated as described above (for invoices with the Bill in Arrears invoice rule), AutoInvoice adds this number to the derived due date.

8. Choose OK.
9. 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.
10. To save the output to a file, check the Save Output check box.
11. Choose Submit. Receivables displays a concurrent Request ID for this submission and creates the AutoInvoice Execution report. If you have lines that fail validation, AutoInvoice also creates the AutoInvoice Validation report. Use these reports to review the results of your AutoInvoice submission. See: AutoInvoice Reports: page 6 - 240.

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.

## See Also

Importing Invoice Information into Receivables Using AutoInvoice:  
page 6 - 187

Using AutoInvoice: page 6 - 199

Importing Invoices with Rules: page 6 - 211

Invoices with Rules: page 6 - 315

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## AutoInvoice Reports

Use the AutoInvoice Execution report to review the results of your AutoInvoice request. This report lists summary information telling you how many revenue and credit transactions are selected, accepted, and rejected for each currency. The AutoInvoice Execution report also shows the total invoice amount for each transaction type for all transactions processed. AutoInvoice automatically produces this report each time you run AutoInvoice.

Use this report to match Receivables revenue and credit transaction counts to those from your other financial systems. You can also use the AutoInvoice Execution report to reconcile with other Receivables reports, such as the Transaction Register. See: Transaction Register: page 9 - 187.

**Note:** If AutoInvoice calculates tax, the invoice totals on the AutoInvoice Execution report and Transaction Register will not be equal. This is because the AutoInvoice Execution report only shows tax imported from RA\_INTERFACE\_LINES. See: Importing Tax Lines: page 6 - 207.

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. For a complete list of error messages, see: AutoInvoice Error Messages: page E - 13.



**Attention:** You can use the Interface Lines window to modify records that fail AutoInvoice validation. See: Correcting AutoInvoice Exceptions: page 6 - 242.

AutoInvoice can be divided into three major phases, pre- grouping, grouping and transfer.

- **Pre- grouping:** In this phase, AutoInvoice validates all of the line- level data and any other data that is not dependent upon successful grouping. Some examples include validating that a transaction type is valid, and validating that only one freight account exist for each freight line passed.

- **Grouping:** In this phase, AutoInvoice groups lines based on the grouping rules and validates header-level data that is dependent on how your lines are grouped. Some examples include validating the over application rules specified for your batch source and validating that the general ledger date of an invoice against a commitment is not before the general ledger date of the commitment.
- **Transfer:** In this phase, AutoInvoice validates information that exists in Receivables tables such as tax defaulting and AutoAccounting data.

For each line, AutoInvoice can only display error messages for the phase the line is in when it fails. For example, if a line fails validation in the pre-grouping phase, AutoInvoice will display all error messages encountered in the pre-grouping phase. 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.

## See Also

Correcting AutoInvoice Exceptions: page 6 - 242

Importing Transactions Using AutoInvoice: page 6 - 237

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Correcting AutoInvoice Exceptions

Use the Interface Lines and the AutoInvoice Errors windows to update records that failed AutoInvoice validation.

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 AutoInvoice Errors window to see which transactions failed validation and why. Then, use the Interface Lines window and its associated drilldown windows to modify records that have errors. After correcting the invalid data, resubmit AutoInvoice to import the data into Receivables tables.

---

### Correcting AutoInvoice Exceptions

Use the Interface Lines and the AutoInvoice Errors windows to correct invalid data in the AutoInvoice interface tables.

The AutoInvoice Errors 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

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Records that fail validation have an associated exception type to help you identify and fix invalid data. The AutoInvoice Errors window displays the exception type for each record.

Valid exception types include: Charges; Freight; Freight Distribution; Line; Line Distribution; 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 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 box, then choose Run from the Query menu.

3. Select the record to view, then choose Errors. 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.



**Suggestion:** 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 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 Errors 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 AutoInvoice Errors 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 you select determines which window appears. For example, if the Line Type is Tax, Receivables displays the Tax Errors window; if the Line Type is Sales Credit, Receivables displays the Sales Credit Errors window, and so on.

4. Enter any missing information or update the invalid data for this record.
5. Save your work.
6. To fix another error, return to the AutoInvoice Errors window, then repeat steps 3- 5.

## See Also

AutoInvoice Validation: page 6 - 197

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## Table and Column Descriptions

Below is a detailed description of the three interface tables Receivables uses to temporarily store transaction data from your original system. Each column has important, detailed information you need to know to successfully run AutoInvoice. AutoInvoice uses the fourth table, RA\_INTERFACE\_ERRORS\_ALL, to store information about interface data that failed validation.

### Table Name: RA\_INTERFACE\_LINES\_ALL

This table stores transaction header and line information. AutoInvoice uses Transaction Flexfields to uniquely identify each transaction that you import into Receivables. AutoInvoice always uses the Line Transaction flexfield structure for both the Link- to and Reference information when importing invoices. For more information, see: Transaction Flexfields: page 6 - 217.

#### Column Name

#### Value

---

#### ACCOUNTING\_ RULE\_DURATION

Enter the accounting rule duration for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, and this transaction uses a variable duration accounting rule, you must enter a value in this column.

If LINE\_TYPE = 'TAX' , 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits, do not enter a value in this column.

**Validation:** Accounting periods must be defined for the duration of the accounting rule in GL\_PERIODS and RA\_INTERFACE\_LINES.GL\_DATE and RA\_INTERFACE\_LINES.RULE\_START\_DATE must be in a period that has a status of 'Open' or 'Future'. The value in this column must be a positive integer.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.ACCOUNTING\_RULE\_DURATION

**ACCOUNTING\_  
RULE\_ID**

Enter the accounting rule ID for this transaction.

If `LINE_TYPE = 'LINE'` or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in `ACCOUNTING_RULE_NAME`, depending on the value you entered for your batch source. If you entered a value in `ACCOUNTING_RULE_NAME`, AutoInvoice defaults a value in this column.

If `LINE_TYPE = 'TAX', 'CHARGES'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the accounting rule from the transaction you are crediting.

**Validation:** Must exist in `RA_RULES.RULE_ID` and `RA_RULES.TYPE = 'A' or 'ACC_DUR'`. If `LINE_TYPE = 'CHARGES'`, then this column must be null.

**Destination:** `RA_CUSTOMER_TRX_LINES.ACCOUNTING_RULE_ID`

**ACCOUNTING\_  
RULE\_NAME**

Enter the accounting rule name for this transaction.

If `LINE_TYPE = 'LINE'` or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in `ACCOUNTING_RULE_ID`, depending on the value you entered for your batch source.

If `LINE_TYPE = 'TAX,' 'CHARGES,'` or if you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the accounting rule from the transaction you are crediting.

**Validation:** Must exist in `RA_RULES.NAME` and `RA_RULES.TYPE = 'A' or 'ACC_DUR'`. If `LINE_TYPE = 'CHARGES'`, then this column must be null.

**Destination:** None

**ACCTD\_AMOUNT**

Do not enter a value. Receivables does not currently use this column.

**Validation:** None

**Destination:** None

**AGREEMENT\_  
NAME**

Enter the name of the customer agreement for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'` or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in `AGREEMENT_ID`. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if `AGREEMENT_NAME` and `AGREEMENT_ID` are null and a agreement exists for the commitment.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

**Validation:** Must exist in `SO_AGREEMENTS.NAME`

**Destination:** None

**AGREEMENT\_  
ID**

Enter the customer agreement ID for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'` or you are passing header freight, this column is optional. Depending on the value you entered for your batch source, you can enter either a value in this column or in `AGREEMENT_NAME`. For invoice lines against a commitment, AutoInvoice will default the agreement from the commitment if `AGREEMENT_NAME` and `AGREEMENT_ID` are null and a agreement exists for the commitment.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line do not enter a value in this column.

For credit memos, do not enter a value in this column, AutoInvoice uses the customer agreement from the transaction you are crediting.

**Validation:** Must exist in `SO_AGREEMENTS.ID`

**Destination:** None

**AMOUNT**

Enter the revenue amount for this transaction.

If `LINE_TYPE = 'LINE'` and this transaction is neither a freight- only nor a tax- only line, you must enter a value in this column. If this transaction is a dummy line for freight- only or tax- only, do not enter a value in this column. AutoInvoice ignores any values you enter in this column if this transaction is a dummy line.

If `LINE_TYPE = 'TAX'`, a value must be entered in either this column or the `tax_rate` column. Any exemptions must be factored into either of the two columns.

If `LINE_TYPE = 'FREIGHT'` and you are passing either header freight or freight for a specific line, you must enter a value in this column.

If `LINE_TYPE = 'CHARGES'`, do not enter a value in this column.

If this line has `AMOUNT_INCLUDES_TAX` set to Yes, the sales credits and line amounts for this column must include tax.

For credit memos and on-account credits, enter the credit amount for this transaction.

**Validation:** If `LINE_TYPE = 'CHARGES'`, then this column must be null. AutoInvoice will correct revenue amounts that have the wrong currency precision.

**Destination:** If Create Clearing is set to No for this transaction batch source (suspense/clearing account not used), `RA_CUSTOMER_TRX_LINES.REVENUE_AMOUNT` and `RA_CUSTOMER_TRX_LINES.EXTENDED_AMOUNT`.

If Create Clearing is set to Yes for this transaction batch source (suspense/clearing account used), `RA_CUSTOMER_TRX_LINES.REVENUE_AMOUNT`.

**AMOUNT\_INCLUDES\_TAX\_FLAG** This column controls whether the amount for this transaction line includes tax. If this column is set to 'Y', this line is assigned to a tax inclusive tax code. If this is a tax group, this column should be null.

AutoInvoice only uses this column if the tax code assigned to this line has Allow Override set to Yes for the Tax Inclusive calculation.

**Validation:** If this is a tax code and Allow Override is set to No, this should be equal to either the setting of the Amount Includes Tax option for this tax code or null. Additionally, if Allow Override is set to No the Amount Includes Tax flag at the line level must equal the Allow Override flag for this tax code.

**Destination:** `RA_CUSTOMER_TRX_LINES.AMOUNT_INCLUDES_TAX_FLAG`

<b>APPROVAL_CODE</b>	<p>The payment approval code provided by the credit card issuer to indicate funds are available from the user's account.</p> <p><b>Validation</b>            None</p> <p><b>Destination</b>        RA_CUSTOMER_TRX_ALL.APPROVAL_CODE</p>
<b>ADDRESS_ VERIFICATION_ CODE</b>	<p>The credit card address verification code provided by Oracle Payment Server.</p> <p><b>Validation</b>            None</p> <p><b>Destination</b>        RA_CUSTOMER_TRX_ALL.ADDRESS_ VERIFICATION_CODE</p>
<b>ATTRIBUTE1- 15</b>	<p>Enter the Descriptive Flexfield attribute information for this transaction. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.</p> <p><b>Validation:</b>            None</p> <p><b>Destination:</b>        RA_CUSTOMER_TRX_LINES.ATTRIBUTE1- 15</p>
<b>ATTRIBUTE_ CATEGORY</b>	<p>Enter the Descriptive Flexfield category information for this transaction. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.</p> <p><b>Validation:</b>            None</p> <p><b>Destination:</b>        RA_CUSTOMER_TRX_LINES.ATTRIBUTE_ CATEGORY</p>
<b>BATCH_SOURCE_ NAME</b>	<p>Enter the name of the batch source for this transaction. AutoInvoice uses your batch source to determine your transaction and batch numbering method and your AutoInvoice processing options. You must enter a value in this column.</p> <p><b>Validation:</b>            Must exist in RA_BATCH_SOURCES.NAME and RA_BATCH_SOURCES.BATCH_SOURCE_TYPE = 'FOREIGN'</p> <p><b>Destination:</b>        RA_BATCHES.BATCH_SOURCE_ID and RA_CUSTOMER_TRX.BATCH_SOURCE_ID</p>

## COMMENTS

Enter comments about this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'` or you are passing header freight, this column is optional.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter text in this column.

**Validation:** None

**Destination:** `RA_CUSTOMER_TRX.COMMENTS`

## CONVERSION\_ DATE

Enter the exchange rate date for this transaction. If you do not enter a date, AutoInvoice uses the transaction date as the default. If the currency of the transaction line is the same as the base currency, then leave this column null.

**Validation:** None

**Destination:** `RA_CUSTOMER_TRX.EXCHANGE_DATE`

## CONVERSION\_ RATE

Enter the exchange rate for this transaction.

If `CONVERSION_TYPE` is User, you **MUST** enter a value in this column; otherwise do not enter a value. If the currency of the transaction is the same as the base currency, enter 'User' and set `CONVERSION_RATE` to 1.

**Validation:** If `RA_INTERFACE_LINES.CONVERSION_TYPE = 'User'` then this column must not be null; otherwise, it must be null.

**Destination:** `RA_CUSTOMER_TRX.EXCHANGE_RATE`

## CONVERSION\_ TYPE

Enter the exchange rate type for this transaction. If the currency of the transaction is the same as the base currency, enter 'User' and set `CONVERSION_RATE` to 1. You must enter a value in this column.

**Validation:** Must exist in `GL_DAILY_CONVERSION_TYPES.CONVERSION_TYPE`

**Destination:** `RA_CUSTOMER_TRX.EXCHANGE_RATE_TYPE`

## CREDIT\_METHOD\_ FOR\_ACCT\_RULE

Enter the credit method for crediting a transaction which uses an accounting rule. Choices include PRORATE, LIFO, or UNIT.

If this transaction is a credit memo against a transaction which uses an accounting rule and `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, you must enter a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on- account credits do not enter a value in this column.

**Validation:** Must be either 'PRORATE', 'LIFO', 'UNIT' or NULL

**Destination:** RA\_CUSTOMER\_TRX.CREDIT\_METHOD\_FOR\_RULES

**CREDIT\_METHOD\_FOR\_INSTALLMENTS** Enter the credit method for crediting a transaction that uses split payment terms. Choices include PRORATE, LIFO, or FIFO.

If this transaction is a credit memo against a transaction that uses split payment terms and LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, you may enter a value in this column. If you do not enter a value, AutoInvoice defaults to PRORATE.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

For on- account credits do not enter a value in this column.

**Validation:** Must be either 'PRORATE', 'LIFO', 'FIFO' or NULL.

**Destination:** RA\_CUSTOMER\_TRX.CREDIT\_METHOD\_FOR\_INSTALLMENTS

**CURRENCY\_CODE** Enter the currency code for this transaction. You must enter a value in this column.

For credit memos enter the currency code of the invoice you are crediting.

**Validation:** Must exist in FND\_CURRENCIES.CURRENCY\_CODE

**Destination:** RA\_CUSTOMER\_TRX.INVOICE\_CURRENCY\_CODE and AR\_PAYMENT\_SCHEDULES.INVOICE\_CURRENCY\_CODE

**CUSTOMER\_BANK\_ACCOUNT\_ID**

Enter the Bill- To customer bank account ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER\_BANK\_ACCOUNT\_NAME. If you entered a value in CUSTOMER\_BANK\_ACCOUNT\_NAME, AutoInvoice defaults a value in this column.

If the payment method is of type 'Automatic', and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts: page 6 - 203.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Must exist in  
AP\_BANK\_ACCOUNTS.BANK\_ACCOUNT\_ID.  
If the payment method is of type 'Manual',  
RA\_INTERFACE\_LINES.CUSTOMER\_BANK\_ACCOUNT\_ID must be NULL.

**Destination:** RA\_CUSTOMER\_TRX.CUSTOMER\_BANK\_ACCOUNT\_ID

**CUSTOMER\_BANK\_ACCOUNT\_NAME**

Enter the Bill- To customer bank account name for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in CUSTOMER\_BANK\_ACCOUNT\_ID.

If the payment method is of type 'Automatic' and this column is NULL, AutoInvoice will default a value for you. For more details on how AutoInvoice defaults and validates customer banks, see: Passing Payment Methods and Customer Bank Accounts: page 6 - 203.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** AP\_BANK\_ACCOUNTS.BANK\_ACCOUNT\_NAME  
  
If the payment method is of type 'Manual',  
RA\_INTERFACE\_LINES.CUSTOMER\_BANK\_ACCOUNT\_NAME

ACCOUNT\_NAME must be NULL.

**Destination:** None

**CUSTOMER\_TRX\_ID** This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using your grouping rules.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.CUSTOMER\_TRX\_ID,  
AR\_PAYMENT\_SCHEDULES.CUSTOMER\_TRX\_ID,  
RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_ID, and  
RA\_CUST\_TRX\_LINE\_GL\_DIST.CUSTOMER\_TRX\_ID.

**CUST\_TRX\_TYPE\_ID** Enter the transaction type ID for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST\_TRX\_TYPE\_NAME. If you entered a value in CUST\_TRX\_TYPE\_NAME, AutoInvoice defaults a value in this column.

For invoice lines against a commitment, AutoInvoice defaults the invoice transaction type from the transaction type of the commitment if CUST\_TRX\_TYPE\_ID and CUST\_TRX\_TYPE\_NAME are null.

For credit memos you must enter the ID of the credit memo transaction type which has been assigned to the transaction you are crediting.

**Validation:** Must exist in  
RA\_CUST\_TRX\_TYPES.CUST\_TRX\_TYPE\_ID

**Destination:** RA\_CUSTOMER\_TRX.CUST\_TRX\_TYPE\_ID

**CUST\_TRX\_TYPE\_NAME** Enter the transaction type name for this transaction.

This column is optional, but depending on the value you entered for your batch source you must enter either a value in this column or in CUST\_TRX\_TYPE\_ID.

For invoice lines against a commitment, AutoInvoice defaults the invoice transaction type from the transaction type of the commitment if CUST\_TRX\_TYPE\_ID and CUST\_TRX\_TYPE\_NAME are null.

For credit memos you must enter the name of the credit memo transaction type which has been assigned to the transaction you are crediting.

**Validation:** RA\_CUST\_TRX\_TYPES.NAME

**Destination:** None

## DESCRIPTION

This is a required column in AutoInvoice. Enter the description for this transaction.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.DESCRPTION

## DOCUMENT\_ NUMBER

Enter the document number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method for the sequence numbering of this transaction is Manual, you must enter a value in this column.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight and the creation method is Automatic, do not enter a value in this column. AutoInvoice will create a unique document number.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Number must not already exist in Oracle Receivables

**Destination:** RA\_CUSTOMER\_TRX.DOC\_SEQUENCE\_VALUE

## DOCUMENT\_ NUMBER\_ SEQUENCE\_ID

This column is used by AutoInvoice and should be left null. AutoInvoice uses this column to store the document sequence ID for this transaction.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.DOC\_SEQUENCE\_ID

## EXCEPTION\_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when a tax exception occurs.

If your transaction is a credit memo, AutoInvoice defaults the tax exemption ID of the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.  
ITEM\_EXCEPTION\_RATE\_ID

## EXEMPTION\_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column when this transaction is partially or fully exempt from tax.

For credit memos AutoInvoice defaults the tax exception ID of the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.TAX\_EXEMPTION\_ID

## FOB\_POINT

Enter the FOB point for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the FOB point from the transaction you are crediting.

**Validation:** Must exist in AR\_LOOKUPS.LOOKUP\_CODE and AR\_LOOKUPS.LOOKUP\_TYPE = 'FOB'. Must be less than or equal to 30 characters in length.

**Destination:** RA\_CUSTOMER\_TRX.FOB\_POINT

## GL\_DATE

Enter the general ledger date for this transaction. The GL date determines the accounting period that you record this transaction to your general ledger. If the Post To GL option on the transaction type of the transaction being passed is set to No, the GL\_DATE column should be NULL.

If LINE\_TYPE = 'LINE', 'CHARGES', and you are passing transactions without rules or you are passing header freight, this column is optional.

If LINE\_TYPE = 'LINE' and you are importing transactions with rules, do not enter a date in this column.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos, AutoInvoice defaults to the date you run AutoInvoice, unless the transaction you are crediting is billed in arrears. In that case, AutoInvoice defaults to the GL date of the transaction you are crediting.

For a more details on general ledger date, see: Determining Dates: page 6 - 228.

**Validation:** Must be in an open or future enterable accounting period and the period must exist in GL\_PERIOD\_STATUSES. If 'Post To GL' is set to No on the transaction type of the transaction being passed, column must be NULL.

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.GL\_DATE

## **HEADER\_ ATTRIBUTE1-15**

Enter Descriptive Flexfield attribute information. Descriptive Flexfield attributes let you store additional columns, the contents of which you define.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.ATTRIBUTE1-15

## **HEADER\_ ATTRIBUTE\_ CATEGORY**

Enter Descriptive Flexfield attribute category information which is shared between this transaction and other transactions. Descriptive Flexfield categories allow you to store different categories of attributes.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line', do not enter values in these columns.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.ATTRIBUTE\_CATEGORY

**INITIAL\_  
CUSTOMER\_TRX\_ID**

This column is used by AutoInvoice and should be left null.

If this transaction is not a credit memo, AutoInvoice defaults a value into this column using RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ID.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.INITIAL\_CUSTOMER\_  
TRX\_ID

**INTERFACE\_LINE\_  
ATTRIBUTE1- 15**

Enter the line Transaction Flexfield for this transaction. A Transaction Flexfield is a combination of attribute values which you use to uniquely identify this transaction in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system. This is the primary key for RA\_INTERFACE\_LINES\_ALL. You must enter values for enabled attributes.

When you import transactions with multiple lines using AutoInvoice, only those columns from RA\_INTERFACE\_LINES.INTERFACE\_LINE\_ATTRIBUTE1- 15 that have the same value for each of the lines will appear in the RA\_CUSTOMER\_TRX.INTERFACE\_HEADER\_ATTRIBUTE1- 15 columns for any customizations.

**Note:** Interface lines belonging to the same transaction are ordered by the following SQL clause:

```
waybill_number||ship_via asc,  
ship_date_actual desc
```

The attributes of the first line from the ordered lines will appear in the header attributes.

If a transaction has only one line, then RA\_CUSTOMER\_TRX.INTERFACE\_HEADER\_ATTRIBUTE1- 15 will be the same as RA\_INTERFACE\_LINES.INTERFACE\_LINE\_ATTRIBUTE1- 15.

**Validation:** Must not already exist together with INTERFACE\_LINE\_CONTEXT in RA\_CUSTOMER\_TRX\_LINES.  
  
INTERFACE\_LINE\_ATTRIBUTE1- 15, INTERFACE\_LINE\_CONTEXT and all enabled attributes must have values.

**Destination:** RA\_CUSTOMER\_TRX.INTERFACE\_HEADER\_

ATTRIBUTE1- 15 and  
RA\_CUSTOMER\_TRX\_LINES.INTERFACE\_LINE\_  
ATTRIBUTE1- 15

**INTERFACE\_LINE\_CONTEXT** This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE\_LINE\_ATTRIBUTE1- 15. If you pass lines with global context, set this column to 'Global Data Elements'.

**Validation:** None

**Destination:** RA\_CUSTMER\_TRX\_LINES.INTERFACE\_LINE\_CONTEXT

**INTERFACE\_LINE\_ID** This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value in this column using the RA\_CUSTOMER\_TRX\_LINES\_S sequence.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID

**INTERFACE\_STATUS** This column is used by AutoInvoice and should be left null. If AutoInvoice sets this column to 'P' then the line has been transferred successfully.

**INTERNAL\_NOTES** Enter internal notes for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing freight header, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter text in this column.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.INTERNAL\_NOTES

**INVENTORY\_ITEM\_ID** Enter the inventory item ID for this transaction.

If LINE\_TYPE = 'LINE', or 'CHARGES' this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of segment values in MTL\_SYSTEM\_ITEMS\_SEG1- 20. If you specify segments in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the value from the transaction you are crediting.

**Validation:** Must exist in  
MTL\_SYSTEM\_ITEMS.INVENTORY\_ITEM\_ID  
and MTL\_SYSTEM\_ITEMS.INVOICE\_ENABLED\_  
FLAG = 'Y'.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.INVENTORY\_ITEM  
\_ID

## INVOICING\_ RULE\_ID

Enter the invoicing rule ID for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING\_RULE\_NAME, depending on the value you entered for your batch source. If you specify invoicing rule name in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

**Validation:** Must exist in RA\_RULES.RULE\_ID and  
RA\_RULES.RULE\_ID = - 2 or - 3. If you enter an  
invoicing rule you must also enter an accounting  
rule. If LINE\_TYPE = 'CHARGES' then this  
column must be null.

**Destination:** RA\_CUSTOMER\_TRX.INVOICING\_RULE\_ID

## INVOICING\_ RULE\_NAME

Enter the invoicing rule name for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines with rules, you must enter either a value in this column or in INVOICING\_RULE\_ID, depending on the value you entered for your batch source. You can enter a value in this column or in INVOICE\_RULE\_ID.

If LINE\_TYPE = 'TAX', 'CHARGES' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the invoicing rule from the transaction you are crediting.

**Validation:** Must exist in RA\_RULES.RULE\_ID and RA\_RULES.RULE\_ID = - 2 or - 3. If you enter an invoicing rule you must also enter an accounting rule. If LINE\_TYPE = 'CHARGES' then this column must be null.

**Destination:** None

## LAST\_PERIOD\_ TO\_CREDIT

For unit credit memos, enter the last period number from which you want to start crediting.

If this transaction is a credit memo against a transaction which uses an accounting rule and LINE\_TYPE = 'LINE', CREDIT\_METHOD\_FOR\_ACCT\_RULE = 'UNIT', or you are passing header freight, you may enter a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column. AutoInvoice will ignore any value that you enter in this column.

**Validation:** Must be between 0 and the invoice's accounting rule duration (inclusive).

**Destination:** RA\_CUSTOMER\_TRX\_LINES.LAST\_PERIOD\_TO\_CREDIT

## LAST\_UPDATE\_ LOGIN

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_LINES\_ALL table for processing.

**Validation:** None

**Destination:** None

## LINE\_NUMBER

This column is used by AutoInvoice and should be left null. AutoInvoice ignores any values passed in this column and always numbers the lines sequentially starting with the number 1 and in the order determined by the line ordering rule.

## LINE\_TYPE

Enter 'LINE', 'TAX', 'FREIGHT' or 'CHARGES' to specify the line type for this transaction. (CHARGES refers to finance charges.) You must enter a value in this column.

For credit memos enter the type of line you are crediting.

**Validation:** Must be 'LINE', 'TAX', 'FREIGHT' or 'CHARGES'

**Destination:** RA\_CUSTOMER\_TRX\_LINES.LINE\_TYPE

**LINK\_TO\_LINE\_  
ATTRIBUTE1-15**

Enter the link to your Transaction Flexfield attribute values.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, do not enter values in these columns.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, you must enter a value. Use link to line attributes to associate this tax or freight line to another transaction line in

RA\_INTERFACE\_LINES\_ALL. All tax lines and freight for specific lines must be associated with a line that has a LINE\_TYPE of 'LINE'. Enter the same combination of attribute values as the transaction to which you want to associate with.

For credit memos applied to tax lines, you must use these columns to link your credit memo tax lines to your credit memo transaction. Similarly, for credit memos applied to freight lines you must also use these columns to link your credit memo freight line to your credit memo transaction.

If you are applying a credit memo against a tax line which is linked to a transaction, you must enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo tax line. Similarly, if you are applying a credit memo against a freight line which is linked to a transaction, you must also enter a dummy credit memo transaction with a zero revenue amount and use these columns to link to your credit memo freight line.

**Validation:** The transaction that you link to must have a LINE\_TYPE = 'LINE'. You can only link at most one freight line to another transaction. You cannot link a transaction that has a LINE\_TYPE = 'LINE' or 'CHARGES' to another transaction.

**Destination:** None

**LINK\_TO\_LINE\_  
CONTEXT**

Enter the context name of the Transaction Flexfield data that you entered in RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_ATTRIBUTE1-15.

**Validation:** None

**Destination:** None

**LINK\_TO\_LINE\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_ATTRIBUTE1-15 and RA\_INTERFACE\_LINES.LINK\_TO\_LINE\_CONTEXT.

**Validation:** None  
**Destination:** RA\_CUSTOMER\_TRX\_LINES.LINK\_TO\_CUST\_  
TRX\_LINE\_ID

## **LOCATION\_ SEGMENT\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column if you are crediting a sales tax line.

**Validation:** None  
**Destination:** RA\_CUSTOMER\_TRX\_LINES.LOCATION\_  
SEGMENT\_ID

## **MEMO\_LINE\_ID**

Enter the standard memo line ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in MEMO\_LINE\_NAME. If you specify memo line name in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

**Validation:** Must exist in AR\_MEMO\_LINES.MEMO\_LINE\_ID  
**Destination:** RA\_CUSTOMER\_TRX\_LINES.MEMO\_LINE\_ID

## **MEMO\_LINE\_NAME**

Enter the name of the standard memo line for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in MEMO\_LINE\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the memo line from the transaction you are crediting.

**Validation:** Must exist in AR\_MEMO\_LINES.NAME  
**Destination:** None

## **MOVEMENT\_ID**

This column is used to pass movement statistics that are tied to the shipment information and passed through AutoInvoice.

Autoinvoice will populate the column RA\_CUSTOMER\_TRX\_LINES.MOVEMENT\_ID with RA\_INTERFACE\_LINES.MOVEMENT\_ID and updates MTL\_MOVEMENT\_STATISTICS with transaction information (for example, customer\_trx\_id, batch\_id, customer\_trx\_line\_id).

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.MOVEMENT\_ID

## **MTL\_SYSTEM\_ITEMS\_SEG1-20**

Assign a System Item Flexfield value for each segment you enable in Receivables. For example, if you enable six System Item Flexfield segments, you must enter six values in columns MTL\_SYSTEM\_ITEMS\_SEG1-6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE\_TYPE = 'LINE' or 'CHARGES', these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in INVENTORY\_ITEM\_ID.

If LINE\_TYPE = 'TAX' or 'FREIGHT', do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the values from the transaction you are crediting.

For debit memos do not enter values in these columns.

**Validation:** Valid combination of System Item Flexfield segment values

**Destination:** None

## **ORG\_ID**

This column has been added for future Oracle Applications functionality and can be left null.

**Validation:** None

**Destination:** None

## **ORIG\_SYSTEM\_BATCH\_NAME**

Enter the batch name for this transaction. This column is optional.

AutoInvoice does not perform any validation on this column but uses the value entered when grouping transactions into invoices.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.Orig\_System\_Batch\_Name

**ORIG\_SYSTEM\_BILL\_ADDRESS\_ID**

Enter the Bill- To customer address ID for this transaction. This Bill- To customer address ID is for the Bill- To customer you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID. If no default Remit-To Address has been specified, AutoInvoice uses the Bill- To address to determine the Remit- To address for the customer. AutoInvoice will not import transactions that have inactive addresses or addresses with an inactive Bill To business purpose. In addition, if the Remit- To address cannot be determined, AutoInvoice will reject the transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG\_SYSTEM\_BILL\_ADDRESS\_REF. If you specify the Bill- To customer address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Address\_ID = RA\_ADDRESSES.ADDRESS\_ID and RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Customer\_ID = RA\_CUSTOMERS.CUSTOMER\_ID and RA\_CUSTOMERS.CUSTOMER\_ID = RA\_ADDRESSES.CUSTOMER\_ID and RA\_ADDRESSES.ADDRESS\_ID = RA\_SITE\_USES.ADDRESS\_ID and RA\_SITE\_USES.SITE\_USE\_CODE = 'BILL\_TO'

**Destination:** None

**ORIG\_SYSTEM\_BILL\_ADDRESS\_REF**

Enter the Bill- To customer address reference from your original system. This reference is for the Bill- To customer you entered in ORIG\_SYSTEM\_BILL\_CUSTOMER\_REF or ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If no default Remit-To Address has been specified, AutoInvoice uses the Bill- To address to determine the Remit- To address for the

customer. AutoInvoice will not import transactions that have inactive addresses or addresses with an inactive Bill To business purpose. In addition, if the Remit-To address cannot be determined, AutoInvoice will reject the transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in `ORIG_SYSTEM_BILL_ADDRESS_ID`.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

**Validation:**            `RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_`  
                          `RA_INTERFACE_LINES.ORIG_SYSTEM_BILL_`  
                          `ADDRESS_REF =`  
                          `RA_ADDRESSES.ORIG_SYSTEM_REFERENCE`  
                          and  
                          `CUSTOMER_REF =`  
                          `RA_CUSTOMERS.ORIG_SYSTEM_REFERENCE`  
                          and `RA_CUSTOMERS.CUSTOMER_ID =`  
                          `RA_ADDRESSES.CUSTOMER_ID` and  
                          `RA_ADDRESSES.ADDRESS_ID =`  
                          `RA_SITE_USES.ADDRESS_ID` and  
                          `RA_SITE_USES.SITE_USE_CODE = 'BILL_TO'`

**Destination:**        None

**ORIG\_SYSTEM\_**  
**BILL\_CONTACT\_ID**

Enter the Bill-To contact ID for this transaction. This Bill-To contact ID must be for the Bill-To customer that you entered in `ORIG_SYSTEM_BILL_CUSTOMER_REF` or `ORIG_SYSTEM_BILL_CUSTOMER_ID`.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in `ORIG_SYSTEM_BILL_CONTACT_REF`. If you specify the Bill-To customer contact reference in your batch source, AutoInvoice defaults a value in this column.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Customer\_ID =  
RA\_CONTACTS.CUSTOMER\_ID and  
RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Contact\_ID = RA\_CONTACTS.CONTACT\_ID

**Destination:** RA\_CUSTOMER\_TRX.BILL\_TO\_CONTACT\_ID

**Orig\_System\_Bill\_Contact\_Ref**

Enter the Bill- To contact reference from your original system. This reference is for the Bill- To customer that you entered in Orig\_System\_Bill\_Customer\_Ref or Orig\_System\_Bill\_Customer\_ID. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in Orig\_System\_Bill\_Contact\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Customer\_ID =  
RA\_CONTACTS.CUSTOMER\_ID and  
RA\_INTERFACE\_LINES.Orig\_System\_Bill\_Contact\_Ref =  
RA\_CONTACTS.Orig\_System\_Reference

**Destination:** None

**Orig\_System\_Bill\_Customer\_Id**

Enter the Bill- To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in Orig\_System\_Bill\_Customer\_Ref. If you specify the Bill- To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill- To customer ID or the Bill- To customer ID of a related customer of the transaction you are crediting.

**Validation:** Must exist in RA\_CUSTOMERS.CUSTOMER\_ID  
**Destination:** RA\_CUSTOMER\_TRX.BILL\_TO\_CUSTOMER\_ID

**ORIG\_SYSTEM\_  
BILL\_CUSTOMER\_  
REF**

Enter a value you can use to uniquely identify this Bill- To customer in your original system. The reference value you enter here provides you with an audit trail from Oracle Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in ORIG\_SYSTEM\_BILL\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos you must enter the Bill- To customer reference or the Bill- To customer reference of a related customer of the transaction you are crediting.

**Validation:** Must exist in  
RA\_CUSTOMERS.ORIG\_SYSTEM\_REFERENCE

**Destination:** None

**ORIG\_SYSTEM\_  
SHIP\_ADDRESS\_ID**

Enter the Ship- To customer address ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_ADDRESS\_REF. If you specify the Ship- To address reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column; AutoInvoice uses the Ship- To address from the transaction you are crediting.

**Validation:** RA\_INTERFACE\_LINES.ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID = RA\_ADDRESSES.ADDRESS\_ID and  
RA\_INTERFACE\_LINES.ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID =  
RA\_CUSTOMERS.CUSTOMER\_ID and

RA\_CUSTOMERS.CUSTOMER\_ID =  
RA\_ADDRESSES.CUSTOMER\_ID and  
RA\_ADDRESSES.ADDRESS\_ID =  
RA\_SITE\_USES.ADDRESS\_ID and  
RA\_SITE\_USES.SITE\_USE\_CODE = 'SHIP\_TO'

**Destination:** None

**ORIG\_SYSTEM\_  
SHIP\_ADDRESS\_REF**

Enter a value you can use to uniquely identify this Ship- To customer address in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_ADDRESS\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column, AutoInvoice uses the Ship- To address from the transaction you are crediting.

**Validation:** RA\_INTERFACE\_LINES.ORIG\_SYSTEM\_SHIP\_  
ADDRESS\_REF =  
RA\_ADDRESSES.ORIG\_SYSTEM\_REFERENCE  
and  
RA\_INTERFACE\_LINES.ORIG\_SYSTEM\_SHIP\_  
CUSTOMER\_ID =  
RA\_CUSTOMERS.CUSTOMER\_ID and  
RA\_CUSTOMERS.CUSTOMER\_ID =  
RA\_ADDRESSES.CUSTOMER\_ID and  
RA\_ADDRESSES.ADDRESS\_ID =  
RA\_SITE\_USES.ADDRESS\_ID and  
RA\_SITE\_USES.SITE\_USE\_CODE = 'SHIP\_TO'

**Destination:** None

**ORIG\_SYSTEM\_  
SHIP\_CONTACT\_ID**

Enter the Ship- To contact ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CONTACT\_REF. If you specify the Ship- To contact reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship- To contact from the transaction you are crediting.

**Validation:** RA\_INTERFACE\_LINES.Orig\_System\_Ship\_Customer\_ID =  
RA\_CONTACTS.CUSTOMER\_ID and  
RA\_INTERFACE\_LINES.Orig\_System\_Ship\_Contact\_ID = RA\_CONTACTS.CONTACT\_ID

**Destination:** RA\_CUSTOMER\_TRX.SHIP\_TO\_CONTACT\_ID

**ORIG\_SYSTEM\_SHIP\_CONTACT\_REF** Enter a value you can use to uniquely identify this Ship- To contact in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CONTACT\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship- To contact from the transaction you are crediting.

**Validation:** RA\_INTERFACE\_LINES.Orig\_System\_Ship\_Customer\_ID =  
RA\_CONTACTS.CUSTOMER\_ID and  
RA\_INTERFACE\_LINES.Orig\_System\_Ship\_Contact\_Ref =  
RA\_CONTACTS.Orig\_System\_Reference

**Destination:** None

**ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID** Enter the Ship- To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CUSTOMER\_REF. If you specify the Ship- To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship- To customer from the transaction you are crediting.

**Validation:** Must exist in RA\_CUSTOMERS.CUSTOMER\_ID

**Destination:** RA\_CUSTOMER\_TRX.SHIP\_TO\_CUSTOMER\_ID

### **ORIG\_SYSTEM\_ SHIP\_CUSTOMER\_ REF**

Enter a value you can use to uniquely identify this Ship- To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SHIP\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the Ship- To customer from the transaction you are crediting.

**Validation:** Must exist in  
RA\_CUSTOMERS.ORIG\_SYSTEM\_REFERENCE

**Destination:** None

### **ORIG\_SYSTEM\_ SOLD\_CUSTOMER\_ ID**

Enter the Sold- To customer ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SOLD\_CUSTOMER\_REF. If you specify the Sold- To customer reference in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value. AutoInvoice uses the Sold- To customer from the transaction you are crediting.

**Validation:** Must exist in RA\_CUSTOMERS.CUSTOMER\_ID

**Destination:** RA\_CUSTOMER\_TRX.SOLD\_TO\_CUSTOMER\_ID

**ORIG\_SYSTEM\_  
SOLD\_CUSTOMER\_  
REF**

Enter a value you can use to uniquely identify this Sold- To customer in your original system. The reference value you enter here provides you with an audit trail from Receivables back to your original system.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in ORIG\_SYSTEM\_SOLD\_CUSTOMER\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value, AutoInvoice uses the Sold- To customer from the transaction you are crediting.

**Validation:** Must exist in  
RA\_CUSTOMERS.ORIG\_SYSTEM\_REFERENCE

**Destination:** None

**PAYING\_  
CUSTOMER\_ID**

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying customer.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PAYING\_CUSTOMER\_ID

**PAYING\_  
SITE\_USE\_ID**

This column is used by AutoInvoice and should be left null. Please refer to the section on Automatic Receipts for details on how AutoInvoice determines the paying site use.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PAYING\_SITE\_USE\_ID

**PAYMENT\_SERVER\_  
ORDER\_NUM**

A number that indicates the credit card payment was authorized by Oracle Payment Server.

**Validation** None

**Destination** RA\_CUSTOMER\_TRX\_ALL.PAYMENT\_SERVER\_  
ORDER\_NUM

**PREVIOUS\_  
CUSTOMER\_TRX\_ID**

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults a value into this column using RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ID.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PREVIOUS\_CUSTOMER\_TRX\_ID and  
RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_ID

**PRIMARY\_  
SALESREP\_ID**

Enter the primary salesperson ID for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY\_SALESREP\_NUMBER. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source. If you specify the primary salesrep ID in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Must exist in RA\_SALESREPS.SALESREP\_ID

**Destination:** RA\_CUSTOMER\_TRX.PRIMARY\_SALESREP\_ID

**PRIMARY\_  
SALESREP\_NUMBER**

Enter the primary salesperson number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and you entered Yes for the Require Salesreps system option, you must enter either a value in this column or in PRIMARY\_SALESREP\_ID. Otherwise this column is optional. The value that you enter depends on the value you entered for your batch source.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Must exist in  
RA\_SALESREPS.SALESREP\_NUMBER

**Destination:** None

**PRINTING\_OPTION**

Enter the printing option for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. AutoInvoice defaults to the printing option that you entered for this transaction type, if one was entered.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Must exist in AR\_LOOKUPS.LOOKUP\_CODE and AR\_LOOKUP.LOOKUP\_TYPE = 'INVOICE\_PRINT\_OPTIONS'

**Destination:** RA\_CUSTOMER\_TRX.PRINTING\_OPTION

**PURCHASE\_ORDER** Enter the purchase order number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the purchase order number from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PURCHASE\_ORDER

**PURCHASE\_ORDER\_DATE** Enter the date of the purchase order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order date from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PURCHASE\_ORDER\_DATE

**PURCHASE\_ORDER\_REVISION** Enter the purchase order revision for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos, do not enter a value in this column. AutoInvoice uses the purchase order revision from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.PURCHASE\_ORDER\_  
REVISION

## QUANTITY

If this transaction is an invoice or credit memo line and LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. For invoice lines, enter the number of units shipped. For credit memo lines, enter the number of units you are crediting. If you do not enter a value in this column, AutoInvoice uses AMOUNT as the extended amount for this transaction. If this transaction is a dummy line for either freight only or tax only, AutoInvoice ignores the value you enter in this column.

If this is a Credit Memo line and LINE\_TYPE = 'LINE', CREDIT\_METHOD\_FOR.ACCT\_RULE = 'UNIT' then this column is mandatory.

For Debit Memos, if LINE\_TYPE = 'CHARGES', set quantity to 1.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For Credit Memos, if LINE\_TYPE = 'CHARGES', set quantity to 1 or -1.

**Validation:** For Debit Memos lines with LINE\_TYPE = 'CHARGES', quantity must be 1. For Credit Memo lines with LINE\_TYPE = 'CHARGES', this column must be 1 or -1.

For Credit Memo lines with LINE\_TYPE = 'LINE' and CREDIT\_METHOD\_FOR.ACCT\_RULE = 'UNIT' then this column must not be null.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.QUANTITY\_  
INVOICED if this transaction is an invoice  
line.RA\_CUSTOMER\_TRX\_LINES.QUANTITY\_  
CREDITED if this transaction is a credit memo line.

## QUANTITY\_ ORDERED

Enter the original number of units ordered for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing freight for a specific line, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this field.

For credit memos, do not enter a value in this column. AutoInvoice uses the quantity ordered from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.QUANTITY\_ORDERED

## REASON\_CODE

Enter the reason code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON\_CODE\_MEANING. If you specify the reason code meaning in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits this column is optional.

**Validation:** Must exist in AR\_LOOKUPS.LOOKUP\_CODE. This lookup type is either INVOICING\_REASON or CREDIT\_MEMO\_REASON

**Destination:** RA\_CUSTOMER\_TRX\_LINES.REASON\_CODE and RA\_CUSTOMER\_TRX.REASON\_CODE

## REASON\_CODE\_MEANING

Enter the meaning of the reason code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in REASON\_CODE.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits this column is optional.

**Validation:** Must exist in AR\_LOOKUPS.MEANING. This lookup type is either INVOICING\_REASON or CREDIT\_MEMO\_REASON

**Destination:** None

**RECEIPT\_METHOD\_ID** Enter the payment method ID for this transaction.

**ID**

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in `RECEIPT_METHOD_NAME`. If you specify the payment method name in your batch source, AutoInvoice defaults a value in this column. AutoInvoice always defaults the payment method using the following hierarchy:

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

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this field.

**Validation:** Must exist in `AR_RECEIPT_METHODS.RECEIPT_METHOD_ID` and must belong to the bill- to customer or the parent. Additionally, the payment method must have at least one bank account in the same currency as the transaction or have its Receipts Multi- Currency flag set to Yes.

**Destination:** `RA_CUSTOMER_TRX.RECEIPT_METHOD_ID`

**RECEIPT\_METHOD\_NAME** Enter the name of the payment method for this transaction.

**NAME**

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or in `RECEIPT_METHOD_ID`.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this field.

**Validation:** Must exist in `AR_RECEIPT_METHODS.NAME` and must belong to the bill- to customer or the parent.

**Destination:** None

**REFERENCE\_LINE\_  
ATTRIBUTE1-15**

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter either the Transaction Flexfield of the transaction line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the transaction you are crediting in RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

If LINE\_TYPE = 'TAX' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the tax line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the transaction tax line you are crediting in RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

If LINE\_TYPE= 'FREIGHT' and this transaction is a credit memo, you must enter either the Transaction Flexfield of the freight line you are crediting in these columns or the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the transaction freight line you are crediting in RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ID. Otherwise, do not enter values in these columns.

For on- account credits do not enter values in these columns.

**Validation:** Must exist in  
RA\_CUSTOMER\_TRX\_LINES.INTERFACE\_LINE\_  
ATTRIBUTE1-15 or  
RA\_INTERFACE\_LINES.INTERFACE\_LINE\_  
ATTRIBUTE1-15

**Destination:** None

**REFERENCE\_LINE\_  
CONTEXT**

Enter the context name of the Transaction Flexfield data entered in RA\_INTERFACE\_LINES.REFERENCE\_LINE\_ATTRIBUTE1-15. You must enter a value in this column if you entered values in RA\_INTERFACE\_LINES.ATTRIBUTE1-15.

**Validation:** Must exist in  
RA\_CUSTOMER\_TRX\_LINES.INTERFACE\_LINE\_  
CONTEXT or  
RA\_INTERFACE\_LINES.INTERFACE\_LINE\_  
CONTEXT

**Destination:** None

**REFERENCE\_LINE\_ID**

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the transaction line you are crediting in this column or the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1- 15. Otherwise, do not enter a value.

If LINE\_TYPE = 'LINE' and this transaction is an invoice against a commitment, you must enter the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the commitment line you are referencing.

If LINE\_TYPE= 'TAX' and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the tax line you are crediting in these columns or the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1- 15. Otherwise, do not enter a value in this column.

If LINE\_TYPE = 'FREIGHT' and this transaction is a credit memo, you must enter the RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID of the freight line you are crediting in these columns or the Transaction Flexfield in REFERENCE\_LINE\_ATTRIBUTE1- 15. Otherwise, do not enter a value in this column.

For on- account credits, do not enter a value in this column.

**Validation:** Must exist in  
RA\_CUSTOMER\_TRX\_LINES.CUSTOMER\_TRX\_LINE\_ID.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.PREVIOUS\_CUSTOMER\_TRX\_LINE\_ID if this transaction is a credit memo. Otherwise,  
RA\_CUSTOMER\_TRX\_LINES.INITIAL\_CUSTOMER\_TRX\_LINE\_ID

**RELATED\_BATCH\_SOURCE\_NAME**

Enter the name of the batch source of the document to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related transaction number in RELATED\_TRX\_NUMBER. Or, you can enter the related customer transaction ID in RELATED\_CUSTOMER\_TRX\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits do not enter a value in this column.

**Validation:** RA\_INTERFACE\_LINES.RELATED\_BATCH\_SOURCE\_NAME =  
RA\_BATCH\_SOURCES.NAME and  
RA\_INTERFACE\_LINES.RELATED\_TRX\_NUMBER = RA\_CUSTOMER\_TRX.TRX\_NUMBER  
and RA\_BATCH\_SOURCES.BATCH\_SOURCE\_ID = RA\_CUSTOMER\_TRX.BATCH\_SOURCE\_ID

**Destination:** None

**RELATED\_CUSTOMER\_TRX\_ID**

Enter the customer transaction ID of the document to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column. Or, you can enter the related transaction number in RELATED\_TRX\_NUMBER and the related batch source name in RELATED\_BATCH\_SOURCE\_NAME.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits do not enter a value in this column.

**Validation:** Must exist in  
RA\_CUSTOMER\_TRX.CUSTOMER\_TRX\_ID

**Destination:** RA\_CUSTOMER\_TRX.RELATED\_CUSTOMER\_TRX\_ID

**RELATED\_TRX\_NUMBER**

Enter the document number to which this transaction is related.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter a value in this column and the related batch source name in RELATED\_BATCH\_SOURCE\_NAME. Or, you can enter the related customer transaction ID in RELATED\_CUSTOMER\_TRX\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on- account credits do not enter a value in this column.

**Validation:** RA\_INTERFACE\_LINES.RELATED\_BATCH\_SOURCE\_NAME = RA\_BATCH\_SOURCES.NAME and RA\_INTERFACE\_LINES.RELATED\_TRX\_NUMBER = RA\_CUSTOMER\_TRX.TRX\_NUMBER and RA\_BATCH\_SOURCES.BATCH\_SOURCE\_ID = RA\_CUSTOMER\_TRX.BATCH\_SOURCE\_ID

**Destination:** None

## REQUEST\_ID

This column is used by AutoInvoice and should be left null.

**Validation:** None

**Destination:** The REQUEST\_ID column in RA\_CUSTOMER\_TRX\_ALL, RA\_CUSTOMER\_TRX\_LINES\_ALL, RA\_CUST\_TRX\_LINE\_GL\_DIST\_ALL, AR\_PAYMENT\_SCHEDULES\_ALL, AR\_RECEIVABLE\_APPLICATIONS\_ALL, AR\_ADJUSTMENTS\_ALL and RA\_CUST\_TRX\_LINE\_SALESREPS\_ALL.

## RULE\_START\_DATE

Enter the date that you want to start the accounting rule for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, this column is optional. If you specify Specific Date in your accounting rule do not enter a value in this column.

If LINE\_TYPE = 'TAX', 'CHARGES', or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column.

For more information about rule start dates, see: Determining Dates: page 6 - 228.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.RULE\_START\_DATE

## **SALES\_ORDER**

Enter the sales order number for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order number from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_ORDER

## **SALES\_ORDER\_DATE**

Enter the date of the sales order for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order date from the transaction you are crediting.

Enter the date of the revenue order for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the revenue order date from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_ORDER\_DATE

## **SALES\_ORDER\_LINE**

Enter the sales order line number for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order line number from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_ORDER\_LINE

## **SALES\_ORDER\_REVISION**

Enter the sales order revision for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the sales order revision from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_ORDER\_REVISION

## **SALES\_ORDER\_SOURCE**

Enter the source of the sales order for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the source of the sales order from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_ORDER\_SOURCE

## **SALES\_TAX\_ID**

This column is used by AutoInvoice and should be left null.

For credit memos, AutoInvoice defaults to the sales tax ID of the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.SALES\_TAX\_ID

**SET\_OF\_BOOKS\_ID** Enter the set of books ID for this transaction. You must enter a value in this column.

**Validation:** Must exist in  
AR\_SYSTEM\_PARAMETERS.SET\_OF\_BOOKS\_ID

**Destination:** RA\_CUSTOMER\_TRX.SET\_OF\_BOOKS\_ID

**SHIP\_DATE\_  
ACTUAL**

Enter the shipment date for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the shipment date from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.SHIP\_DATE\_ACTUAL

**SHIP\_VIA**

Enter the ship via code for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the ship via code from the transaction you are crediting.

**Validation:** ORG\_FREIGHT\_CODE =  
RA\_INTERFACE\_LINES.SHIP\_VIA and  
ORG\_FREIGHT.ORGANIZATION\_ID = (your  
Organization ID)  
RA\_INTERFACE\_LINES.SHIP\_VIA must be less  
than or equal to 25 characters in length.

**Destination:** RA\_CUSTOMER\_TRX.SHIP\_VIA

**TAX\_CODE**

Enter the tax code for this tax line.

If LINE\_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE\_TYPE = 'TAX', this column is mandatory.

For credit memos, AutoInvoice defaults the tax code from the transaction you are crediting.

**Validation:** Must exist in AR\_VAT\_TAX.TAX\_CODE

**Destination:** None

**TAX\_EXEMPT\_FLAG** If LINE\_TYPE = 'LINE', this column is optional. The value you enter here controls how a line is taxed. Enter 'E' if you want AutoInvoice to exempt an invoice line that would normally be taxed and your system option 'Use Customer Exemptions' is set to Yes. If you enter 'E' you must enter a value for TAX\_EXEMPT\_REASON\_CODE or TAX\_EXEMPT\_REASON\_CODE\_MEANING, depending on your batch source option.

Enter 'R' if you want AutoInvoice to force tax on an invoice line, ignoring any exemption certificates that may be on file. Enter 'S' if you want tax to be calculated as per the normal procedures set up in Receivables.

For all other line types and credit memos,, do not enter a value in this column.

**Validation:** Must exist in AR\_LOOKUPS.LOOKUP.CODE  
Lookup type is TAX\_CONTROL\_FLAG

**Destination:** RA\_CUSTOMER\_TRX\_LINES.TAX\_EXEMPT\_FLAG

**TAX\_EXEMPT\_NUMBER** Enter the tax exempt number for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then you may enter a value in this column. Otherwise, do not enter a value in this column.

For all other line types, do not enter a value in this column.

For credit memos, do not enter a value in this column.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.TAX\_EXEMPT\_NUMBER

**TAX\_EXEMPT\_REASON\_CODE** Enter the tax exempt reason code for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX\_EXEMPT\_REASON\_CODE\_MEANING. If you specify a tax exempt reason code meaning in your batch source, AutoInvoice defaults the code in this column.

For all other line types, do not enter a value in this column.

For credit memos do not enter a value in this column.

**Validation:** Must exist in AR\_LOOKUPS.LOOKUP.CODE  
Lookup type is TAX\_REASON

**Destination:** RA\_CUSTOMER\_TRX\_LINES.TAX\_EXEMPT\_  
REASON\_CODE

**TAX\_EXEMPT\_  
REASON\_CODE\_  
MEANING**

Enter the tax exempt reason code meaning for this transaction. If LINE\_TYPE = 'LINE' and tax\_exempt\_flag = 'E', then depending on your batch source option, Memo Reason, you must enter a value in this column or in TAX\_EXEMPT\_REASON\_CODE. Otherwise, do not enter a value in this column.

For all other line types and credit memos, do not enter a value in this column.

**Validation:** Must exist in AR\_LOOKUPS.MEANING. Lookup type is TAX\_REASON

**Destination:** None

**TAX\_PRECEDENCE**

Enter the precedence number for this tax line. This column is used to compute tax compounding.

If LINE\_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If LINE\_TYPE = 'TAX' and you allow compound tax, you can enter a value in this column. Otherwise do not enter a value.

If you are passing freight for a specific line, do not enter a value in this column.

For credit memos AutoInvoice defaults the tax precedence from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.TAX\_  
PRECEDENCE

**TAX\_RATE**

Enter the tax rate for this tax line.

If LINE\_TYPE = 'LINE', 'CHARGES', or 'FREIGHT', do not enter a value in this column.

If `LINE_TYPE = 'TAX'`, you must enter a value either in this column or the `AMOUNT` column. Any exemptions for the tax lines must be factored into the tax rate.

**Validation:** None

**Destination:** `RA_CUSTOMER_TRX_LINES.TAX_RATE`

## **TERM\_ID**

Enter the payment term ID for this transaction.

If `LINE_TYPE = 'LINE'`, `'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in `TERM_NAME`. If you specify term name in your batch source, AutoInvoice defaults a value in this column.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:** Must exist in `RA_TERMS.TERM_ID`

**Destination:** `RA_CUSTOMER_TRX.TERM_ID`

## **TERM\_NAME**

Enter the name of the payment term for this transaction.

If `LINE_TYPE = 'LINE'`, `'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in `TERM_ID`.

If `LINE_TYPE = 'TAX'` or you are passing freight for a specific line, do not enter a value in this column.

For credit memos and on-account credits do not enter a value in this column.

**Validation:** Must exist in `RA_TERMS.NAME`

**Destination:** None

## **TERRITORY\_ID**

Enter the territory ID for this transaction.

If `LINE_TYPE = 'LINE'`, `'CHARGES'`, or you are passing header freight, this column is optional. Depending on the value you entered for your batch source you can enter either a value in this column or a combination of territory segment values in

TERRITORY\_SEGMENT1- 20. If you specify the combination of territory segment values in your batch source, AutoInvoice defaults a value in this column.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the territory from the transaction you are crediting.

**Validation:** Must exist in RA\_TERRITORIES.TERRITORY\_ID

**Destination:** RA\_CUSTOMER\_TRX.TERRITORY\_ID

## TERRITORY\_ SEGMENT1- 20

Assign a Territory Flexfield value for each segment you enable in Receivables. For example, if you enable six Territory Flexfield segments, you must enter six values in columns TERRITORY\_SEGMENT1- 6. Be sure to enter the correct segment value. For example, value '01' is not the same as '1'.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, these columns are optional. Depending on the value you entered for your batch source you can enter either values in these columns or in TERRITORY\_ID.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter values in these columns.

For credit memos do not enter values in these columns. AutoInvoice uses the territory from the transaction you are crediting.

**Validation:** Valid combination of Territory Flexfield segment values from RA\_TERRITORIES

**Destination:** None

## TRANSLATED\_ DESCRIPTION

The translated description of this transaction line (used for multi- lingual support)

**Validation** None

**Destination** RA\_CUSTOMER\_TRX\_LINES\_ALL.  
TRANSLATED\_DESCRIPTION

## TRX\_DATE

Enter the transaction date for this transaction.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional. If this transaction is an invoice or debit memo line, you can enter the invoice date. If this transaction is a credit memo

line, you can enter the credit memo date. If this transaction is an invoice line and uses an Arrears Invoice invoicing rule, do not enter a value in this column.

If you do not enter a transaction date, AutoInvoice uses the general ledger date for invoice and debit memo lines. For credit memo lines, AutoInvoice uses the following hierarchy: credit memo general ledger date, and the general ledger date for the invoice's receivable distribution or the date in the Run AutoInvoice window, whichever is later.

When child invoices are created against a commitment, AutoInvoice ensures that the child invoice's transaction date falls between the commitment's start and end dates.

If TRX\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.TRX\_DATE

## TRX\_NUMBER

Enter the number for this transaction.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to No, you must enter a value in this column.

If TRX\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, and your batch source has Automatic Invoice Numbering set to Yes, do not enter a value in this column. AutoInvoice inserts a unique number in this column.

If TRX\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** Must not already exist in  
RA\_CUSTOMER\_TRX.TRX\_NUMBER and  
RA\_CUSTOMER\_TRX.BATCH\_SOURCE\_ID

**Destination:** RA\_CUSTOMER\_TRX.TRX\_NUMBER and  
AR\_PAYMENT\_SCHEDULES.TRX\_NUMBER

## UOM\_CODE

Enter the unit of measure code for this transaction.

If LINE\_TYPE = 'LINE' and the line has an item you must enter either a value in this column or in UOM\_NAME. If this a freight-only line, a tax-only line, or a line with no item, this column is optional.

If `LINE_TYPE = 'LINE'` and you are passing a dummy line for either a tax- only or freight- only line, AutoInvoice ignores what you enter here.

If `LINE_TYPE = 'TAX', 'CHARGES'`, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation:** Must exist in  
MTL\_UNITS\_OF\_MEASURE.UOM\_CODE. If  
Line\_type = 'CHARGES', then this column must be  
null.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.UOM\_CODE

## UOM\_NAME

Enter the unit of measure name for this transaction.

If `LINE_TYPE = 'LINE'` and the line has an item you must enter either a value in this column or in `UOM_CODE`. If this a freight- only line, a tax- only line, or a line with no item, this column is optional.

If `LINE_TYPE = 'LINE'` or you are passing header freight, and you are passing a dummy line for either a tax- only or freight- only line, AutoInvoice ignores what you enter here.

If `LINE_TYPE = 'TAX', 'CHARGES'`, or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit of measure from the transaction you are crediting.

**Validation:** Must exist in  
MTL\_UNITS\_OF\_MEASURE.UNIT\_OF\_  
MEASURE. If `LINE_TYPE = 'CHARGES'` then this  
column must be null.

**Destination:** None

## UNIT\_SELLING\_ PRICE

Enter the selling price per unit for this transaction.

If `LINE_TYPE = 'LINE', 'CHARGES'`, or you are passing header freight, this column is optional. If you do not enter a value in this column, AutoInvoice defaults to the amount in `RA_INTERFACE_LINES.AMOUNT` as the extended amount for this transaction.

If LINE\_TYPE = 'LINE' or you are passing header freight, and you are passing a dummy line for either a tax- only or freight- only line, AutoInvoice ignores the value you enter here.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.UNIT\_SELLING\_  
PRICE

## **UNIT\_STANDARD\_ PRICE**

Enter the standard price per unit for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line, do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the unit standard price from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.UNIT\_STANDARD  
\_PRICE

## **USSGL\_ TRANSACTION\_ CODE**

Enter the transaction code for this transaction. If this transaction is linked to another transaction, you must enter the same transaction code as the one to which it is linked. This column is optional.

**Validation:** Must be a valid transaction code as defined in your value set for this flexfield.

**Destination:** RA\_CUSTOMER\_TRX\_LINES.USSGL\_  
TRANSACTION\_CODE

## **USSGL\_ TRANSACTION\_ CODE\_CONTEXT**

This column is not currently used by AutoInvoice.

**Validation:** None

**Destination:** None

## VAT\_TAX\_ID

This column is used by AutoInvoice and should be left null. If you enter a value in TAX\_CODE, AutoInvoice defaults a value in this column.

For credit memos AutoInvoice defaults to the VAT tax ID of the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX\_LINES.VAT\_TAX\_ID

## WAREHOUSE\_ID

This column identifies the ship- from location and can be used to control taxation. Within the US, the Warehouse ID is important when calculating tax on the Origin/Modified Origin state sales tax (outside the US, you can use Tax Groups and Conditions to build a schedule of multiple conditional taxes based on both the ship- from and ship- to County/County/State or Provinces).

**Validation** None

**Destination** RA\_CUSTOMER\_TRX\_LINES\_ALL.WAREHOUSE\_ID

## WAYBILL\_NUMBER

Enter the waybill number for this transaction.

If LINE\_TYPE = 'LINE', 'CHARGES', or you are passing header freight, this column is optional.

If LINE\_TYPE = 'TAX' or you are passing freight for a specific line do not enter a value in this column.

For credit memos do not enter a value in this column. AutoInvoice uses the waybill number from the transaction you are crediting.

**Validation:** None

**Destination:** RA\_CUSTOMER\_TRX.WAYBILL\_NUMBER

## Table Name: RA\_INTERFACE\_SALESCREDITS\_ALL

This table stores sales credit information for your transactions. This table must be populated if your AutoAccounting is set up to derive segment values based on the salesrep. If AutoAccounting does not depend on salesrep, then the value you enter in the Require Salesrep field of the System Options window and Allow Sales Credits field in the Transaction Sources window will determine whether you must enter sales credit information. See: AutoAccounting: page 2 - 57 and Defining Receivables System Options: page 2 - 189.

If you are importing invoices, debit memos and on account credits and your system option requires a salesperson, you must provide sales credit information, regardless of the value entered in the Allow Sales Credit field for your transaction batch source.

If you are importing credit memos and your system option requires that you enter a salesperson, you can provide sales credit information. If you do not provide sales credit information, AutoInvoice uses sales credit information from the invoice you are crediting. If the invoice you are crediting does not have sales credit information, AutoInvoice creates a 100% 'No Sales Credit' line for this invoice. This sales credit line is then used to determine the sales credit amount for the credit memo.

Regardless of the type of transaction you are importing, if your system option does not require salesperson, but your transaction batch source allows sales credits, you can provide sales credit information. AutoInvoice will validate it and pass this information with your transaction. If your system option does not require salesperson and your transaction batch source does not allow sales credits, do not provide sales credit information. AutoInvoice ignores any values that you pass.

### ATTRIBUTE1-15

Enter the Descriptive Flexfield attribute information for this sales or revenue credit assignment. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINES\_SALESREPS.ATTRIBUTE1  
- 15

**ATTRIBUTE\_CATEGORY** Enter the Descriptive Flexfield category information for this sales credit assignment. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_SALESREPS.ATTRIBUTE\_CATEGORY

**INTERFACE\_LINE\_ATTRIBUTE1-15** Enter the same Transaction Flexfield for the transaction with which you want to associate this sales or revenue credit assignment. The values you enter here provide you with an audit trail from Receivables back to your original system. You must enter a value for each attribute you enabled.

**INTERFACE\_LINE\_CONTEXT** Enter the context name of the Transaction Flexfield data that you entered in RA\_INTERFACE\_SALESCREDITS.INTERFACE\_LINE\_ATTRIBUTE1-15. You must enter a value in this column.

**Validation:** None

**Destination:** None

**INTERFACE\_LINE\_ID** This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using RA\_INTERFACE\_SALESCREDITS.INTERFACE\_LINE\_ATTRIBUTE1-15.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_SALESREPS.CUSTOMER\_TRX\_LINE\_ID

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA\_CUST\_TRX\_LINE\_SALESREPS\_S.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_SALESREPS.CUST\_TRX\_LINE\_SALESREP\_ID

**INTERFACE\_STATUS** This column is used by AutoInvoice and should be left null.

**Validation:** None

**Destination:** None

**LAST\_UPDATE\_  
LOGIN**

This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_SALESCREDITS\_ALL table for processing.

**Validation:** None

**Destination:** None

**REQUEST\_ID**

This column is used by AutoInvoice and should be left null.

**Validation:** None

**Destination:** None

**SALES\_CREDIT\_  
AMOUNT\_SPLIT**

Enter the sales credit amount for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_PERCENT\_SPLIT. If you specify the sales credit percent in your batch source, AutoInvoice defaults a value in this column.

**Validation:** If the sales credit for this sales credit assignment is of type Quota, the sum of sales credit amounts for a transaction must equal the amount of the transaction.

**Destination:** RA\_CUST\_TRX\_LINE\_SALESREPS.REVENUE\_AMOUNT\_SPLIT if the sales credit type is Quota.  
RA\_CUST\_TRX\_LINE\_SALESREPS.NON\_REVENUE\_AMOUNT\_SPLIT if the sales credit type is not Quota.

**SALES\_CREDIT\_  
PERCENT\_SPLIT**

Enter the sales credit percent for this salesperson. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_AMOUNT\_SPLIT. If you specify the sales or revenue credit amount in your batch source, AutoInvoice defaults a value in this column.

**Validation:** Your sales or revenue credit percent must be between 0 and 100, and if sales credit type is Quota, the sales credit percentage for a transaction must sum to 100.

**SALES\_CREDIT\_  
TYPE\_ID**

Enter the ID of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_TYPE\_NAME. If you specify the sales credit type

name in your batch source, AutoInvoice defaults a value in this column.

**Validation:** Must exist in  
SO\_SALES\_CREDIT\_TYPES.SALES\_CREDIT\_  
TYPE\_ID

**Destination:** None

**SALES\_CREDIT\_  
TYPE\_NAME**

Enter the name of the sales credit type for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALES\_CREDIT\_TYPE\_ID.

**Validation:** Must exist in SO\_SALES\_CREDIT\_TYPES.NAME

**Destination:** None

**SALESREP\_ID**

Enter the salesperson ID for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP\_NUMBER. If you specify the salesperson number in your batch source, AutoInvoice defaults a value in this column.

**Validation:** Must exist in RA\_SALESREPS.SALESREP\_ID

**Destination:** RA\_CUST\_TRX\_LINE\_SALESREPS.SALESREP\_ID

**SALESREP\_NUMBER**

Enter the salesperson number for this sales credit assignment. This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or in SALESREP\_ID.

**Validation:** Must exist in  
RA\_SALESREPS.SALESREP\_NUMBER

**Destination:** None

## Table Name: RA\_INTERFACE\_DISTRIBUTIONS\_ALL

If you do not use AutoAccounting, you must enter accounting distributions for your transactions. Otherwise, AutoInvoice does not require you to enter accounting distributions for your transactions.

If your accounting distributions are for transactions that use accounting rules, you must enter the percentages, but not the amounts. If you enter the amounts, AutoInvoice will ignore those values.

If your accounting distributions are for transactions that do not use accounting rules, you can enter either the percentages or amounts, depending on the value you entered for your batch source. If you enter an amount, AutoInvoice requires that the distribution amounts sum to the amount of the transaction. If you enter a percent, AutoInvoice requires that the distribution percentages sum to 100 for each account class that you pass.

Distributions in this table are linked to the appropriate transaction lines in the `ra_interface_lines` via the transaction flexfield. Though the distribution for 'REC' account class is at the invoice level, it may be linked to any transaction line of the invoice in `ra_interface_lines`. AutoInvoice will then correctly transfer all distributions to `RA_CUST_TRX_LINE_GL_DIST_ALL`.

### Column Name

### Value

---

#### ACCOUNT\_CLASS

Enter the account class for this accounting distribution. AutoInvoice uses the account class you enter here to determine the type of account you are supplying for this accounting distribution. You must enter a value for this column.

**Validation:** Must be either 'REV', 'FREIGHT', 'TAX', 'REC', 'CHARGES', 'UNBILL', or 'UNEARN'. If the transaction uses the 'Advance Invoice' invoicing rule, do not enter 'UNBILL' in this column. If the transaction uses the 'Arrears Invoice' invoicing rule, do not enter 'UNEARN' in this column.

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.ACCOUNT\_CLASS

#### ACCTD\_AMOUNT

This column is optional. If you enter 'AMOUNT' for your batch source option 'Revenue Account Allocation', then AutoInvoice will accept whatever is passed in this column without validation. If this column is null, then AutoInvoice will compute the accounted amount for this distribution line.

**Validation:** None

**Destination:** None

## AMOUNT

Enter the amount for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in PERCENT. If you specify the percent in your batch source, AutoInvoice computes the value in this column.

Do not enter a value in this column if this accounting distribution is for a transaction which uses an accounting rule or if this distribution is a receivables ('REC') account. If this distribution is for a receivables account, you must enter 100 in RA\_INTERFACE\_DISTRIBUTIONS.PERCENT.

If this line has AMOUNT\_INCLUDES\_TAX set to Yes, the sales credits and line amounts for this column must include tax.

**Validation:** If this transaction does not use an accounting rule, the sum of all distribution amounts for this transaction of a given line type must equal the amount for the transaction. AutoInvoice corrects amounts that have incorrect currency precision.

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.AMOUNT

## ATTRIBUTE1- 15

Enter the Descriptive Flexfield attribute information for this accounting distribution. Descriptive Flexfield attributes allow you to store additional columns, the contents of which you define. These columns are optional.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.ATTRIBUTE1- 15

## ATTRIBUTE\_ CATEGORY

Enter the Descriptive Flexfield category information for this accounting distribution. Descriptive Flexfield categories allow you to store different categories of attributes. This column is optional.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.ATTRIBUTE\_  
CATEGORY

**CODE\_  
COMBINATION\_ID**

Enter the code combination ID of the Accounting Flexfield for this accounting distribution.

This column is optional. Depending on the value you entered for your batch source you must enter either a value in this column or a combination of segment values in SEGMENT1- 30. If you specify the combination of segment values in your batch source, AutoInvoice defaults a value in this column.

**Validation:** Must exist in  
GL\_CODE\_COMBINATIONS.CODE\_  
COMBINATION\_ID

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.COLLECTED\_  
TAX\_CCID if tax is deferred; otherwise,  
RA\_CUST\_TRX\_LINE\_GL\_DIST.CODE\_  
COMBINATION\_ID

**COMMENTS**

Enter comments about this accounting distribution. This column is optional.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.COMMENTS

**INTERFACE\_  
DISTRIBUTION\_ID**

This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using the sequence RA\_CUST\_TRX\_LINE\_GL\_DIST\_S. This is the primary key for RA\_INTERFACE\_DISTRIBUTIONS\_ALL.

**Validation:** None

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.CUST\_TRX\_LINE\_  
\_GL\_DIST\_ID

**INTERFACE\_LINE\_  
ATTRIBUTE1- 15**

Enter the same Line Transaction Flexfield for the transaction with which you want to associate this accounting distribution. You must enter a value for each attribute you enabled for the Line Transaction Flexfield.

**Validation:** None

**Destination:** None

**INTERFACE\_LINE\_  
CONTEXT**

This is a required column in AutoInvoice. Enter the context of the Line Transaction Flexfield entered in columns INTERFACE\_LINE\_ATTRIBUTE1- 15.

**Validation:** If you pass lines with global context set this column to 'Global Data Elements'  
**Destination:** RA\_CUSTOMER\_TRX\_LINES.INTERFACE\_LINE\_CONTEXT

**INTERFACE\_LINE\_ID** This column is used by AutoInvoice and should be left null. AutoInvoice defaults a value into this column using INTERFACE\_LINE\_ATTRIBUTE1- 15 and INTERFACE\_LINE\_CONTEXT.

**Validation:** None  
**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.CUSTOMER\_TRX\_LINE\_ID

**INTERFACE\_STATUS** This column is used by AutoInvoice and should be left null.

**Validation:** None  
**Destination:** None

**INTERIM\_TAX\_CCID** This column identifies the tax account used for deferred tax amounts.

**Validation:** None  
**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.CODE\_COMBINATION\_ID

Depending on the value you entered for your batch source, you must enter either a combination of segment values in these columns or a value in CODE\_COMBINATION\_ID.

**Validation:** Valid combination of Accounting Flexfield segment values must exist in GL\_CODE\_COMBINATIONS.  
**Destination:** None

**LAST\_UPDATE\_LOGIN** This column is used by AutoInvoice and should be left null. AutoInvoice updates this column when it selects rows from the RA\_INTERFACE\_DISTRIBUTIONS\_ALL table for processing.

**Validation:** None  
**Destination:** None

**PERCENT** Enter the percent for this accounting distribution.

If this accounting distribution is for a transaction that does not use an accounting rule and depending on the value you entered for your batch source, you must enter either a value in this column or in AMOUNT. If

you specify the amount in your batch source, AutoInvoice defaults a value in this column.

If this accounting distribution is for a transaction which uses an accounting rule, you must enter a value in this column.

**Validation:** The sum of all accounting distribution percentages for a transaction must sum to 100 for an account class.

**Destination:** RA\_CUST\_TRX\_LINE\_GL\_DIST.PERCENT

## **REQUEST\_ID**

This column is used by AutoInvoice and should be left null.

**Validation:** None

**Destination:** None

## **SEGMENT1- 30**

Enter an Accounting Flexfield value to each segment you enable in Receivables. For example, if you enable six Accounting Flexfield segments, you must enter six values in columns SEGMENT1- 6. Be sure to enter the correct segment value. For example, the value '01' is not the same as '1'.

Depending on the value you entered for your batch source, you must enter either a combination of segment values in these columns or a value in CODE\_COMBINATION\_ID.

**Validation:** Valid combination of Accounting Flexfield segment values must exist in GL\_CODE\_COMBINATIONS.

**Destination:** None

**Table Name: RA\_INTERFACE\_ERRORS\_ALL**

This table stores information about interface lines that failed validation and were not imported into Receivables tables. Receivables uses the information in this table to generate the AutoInvoice Validation Report: page 6 - 240. AutoInvoice identifies all errors for each transaction line, thus reducing multiple validation and correction cycles. When you resubmit AutoInvoice, the program deletes the errors for each line selected for processing. When all of the records have been successfully processed, AutoInvoice purges any remaining data in this table.

Use the AutoInvoice Errors window to view all of the errors in RA\_INTERFACE\_ERRORS\_ALL. For more information, see: Correcting AutoInvoice Exceptions: page 6 - 242.

<b>Column Name</b>	<b>Value</b>
<b>INTERFACE_LINE_ID</b>	If both INTERFACE_SALESCREDIT_ID and INTERFACE_DISTRIBUTION_ID are null, then the row in RA_INTERFACE_LINES_ALL associated with this INTERFACE_LINE_ID failed validation. <b>Validation:</b> None <b>Destination:</b> None
<b>INTERFACE_SALESCREDIT_ID</b>	If this column is not null, then the row in RA_INTERFACE_SALESCREDITS_ALL associated with this INTERFACE_SALESCREDIT_ID failed validation. <b>Validation:</b> None <b>Destination:</b> None
<b>INTERFACE_DISTRIBUTION_ID</b>	If this column is not null, then the row in RA_INTERFACE_DISTRIBUTIONS_ALL associated with this INTERFACE_DISTRIBUTION_ID failed validation. <b>Validation:</b> None <b>Destination:</b> None
<b>INVALID_VALUE</b>	The invalid value that failed validation displays in this column, if applicable. <b>Validation:</b> None <b>Destination:</b> None

**LINK\_TO\_LINE\_ID**

This column displays the INTERFACE\_LINE\_ID of the line to which this line that failed validation is linked. For example, you have a tax line that fails and is linked to an invoice line that fails. In this case, the column stores the INTERFACE\_LINE\_ID of the invoice line.

**Validation:** None

**Destination:** None

**MESSAGE\_TEXT**

The message text is stored in this column.

**Validation:** None

**Destination:** None

**See Also**

Importing Transactions Using AutoInvoice: page 6 - 237

Using AutoInvoice: page 6 - 199

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## 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: page 2 - 134.

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### Adjustment Activities

You use receivables activities to default accounting information for your miscellaneous receipt, finance charge, and adjustment transactions. You can define as many receivables activities as you need. Define adjustment activities in the Receivables Activities window. See: Receivables Activity: page 2 - 170.

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### Adjustment Types

You can create an adjustment at the invoice header level or adjust only specific elements of an invoice, debit memo, credit memo, or chargeback. For example, you can adjust individual invoice lines, or the tax, freight, and finance charges associated with a transaction. To do

this, specify an adjustment type of Line, Tax, Freight, Charges, or Invoice when creating your adjustment. See: *Creating an Adjustment*: page 5 - 47.

### **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*: page 2 - 40.

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**

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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*: page 2 - 40.

You can overapply an adjustment if the transaction type of the item you are adjusting has Allow Overapplication set to Yes. See: *Transaction Types*: page 2 - 246.

Use the Adjustments or the Approve Adjustments window to review and approve your pending adjustments. To review your adjustments and their statuses, see: *Adjustment Approval Report*: page 9 - 20. To review only adjustments with a status of 'Approved,' see the: *Adjustment Register*: page 9 - 22.

### **Adjustment Numbering**

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

## **See Also**

Entering Manual Adjustments: page 6 - 306

Creating Automatic Adjustments: page 6 - 308

Entering Sales Credits: page 6 - 24

Printing Adjustments: page 6 - 55

Approving Adjustments: page 6 - 313

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## 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

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Define your user approval limits: page 2 - 40

Enter transactions: page 6 - 2

► **To create a manual adjustment:**

1. Navigate to the Transactions Summary window.
2. Query the transaction to adjust.
3. Select the transaction, then choose Adjust.
4. If this transaction has multiple installments, select the installment to adjust, then choose Adjust.
5. Enter the adjustment. See: Creating an Adjustment: page 5 - 47.
6. Save your work.

### See Also

Creating Automatic Adjustments: page 6 - 308

Printing Adjustments: page 6 - 55

Approving Adjustments: page 6 - 313

About Adjustments: page 6 - 303

Entering Sales Credits: page 6 - 24

Adjustments Field Reference: page 6 - 307

Sample Adjustments: page 9 - 141

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## Adjustments Field Reference

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

**Adjustment Date:** The date to apply your adjustment to the item you have selected. The default value for this field is the later of either the GL date of the transaction or the current date. The application date for an adjustment must be later than or equal to the transaction date of the item you are adjusting.

**Balance:** The balance due of the installment for this invoice, debit memo, or chargeback in the entered currency. The balance due for the debit item is the original amount less any activity, such as payments, credit memos, or adjustments.

**Line:** (Account IDs tabbed region) The line number of the item line you are adjusting. You can enter this field only if your adjustment type is Line. Receivables does not update the remaining amount due for a line when you specify a line for an adjustment. Instead, Receivables updates the balance due for the entire item by the amount that you specify for this line adjustment.

If you specify a line item, Receivables validates this adjustment to ensure that the adjustment amount does not cause the remaining amount due of this line item to be a negative number, and that the adjustment amount is within your adjustment approval limit range.

**Pending Adjustments:** The total amount of adjustments that are pending for this item. Pending adjustments are adjustments that you have neither approved nor rejected, and have a status of either Pending Approval or More Research.

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

### See Also

Creating Automatic Adjustments: page 6 - 308

Entering Manual Adjustments: page 6 - 306

## Creating Automatic Adjustments

**Create Autoadjustments (Vision Operations)**

**Selection**

Invoice Currency **USD**

Remaining Amount **1.00** - **25.00**

Remaining  % -  %

Due Date **11/01/1999** - **12/31/1999**

Transaction Type **Invoice** - **Invoice**

Customer Name **Business World -1** - **Business World -1**

Customer Number **1000** - **1000**

Transaction

**Parameters**

Activity **Adjust Activity**

Type **Invoice Adjustments**

GL Date **11/16/1999**

Reason **WRITE OFF**

**Option**

Generate Report Only

Create Adjustments

Adjust Related Invoices

Request Id

**Submit**

Run AutoAdjustment to automatically adjust the remaining balances of all open invoices, debit memos, credit memos, and chargebacks. You can adjust specific transactions by entering selection criteria such as remaining amount, due date, transaction type, customer name, or customer number.

When you run AutoAdjustment, Receivables automatically creates your pending or approved adjustments based on your approval limits, and prints preview and audit reports for your AutoAdjustment processes.

If you enter a Remaining Amount range that exceeds your adjustment approval limits, Receivables displays a warning message and your approval limits when you submit. If you choose to continue, Receivables creates adjustments with a status of Pending Approval.

If the Remaining Amount range you specify is within your adjustment approval limits, Receivables automatically approves your adjustment.

## Prerequisites

---

Enter transactions: page 6 - 2

- **To automatically adjust the remaining balances of your open debit items:**
1. Navigate to the Create Autoadjustments window.
  2. Enter the Invoice Currency of transactions to adjust. The default is your functional currency, but you can change it.
  3. Specify the transactions to adjust by entering selection criteria. Enter the Low and High range of Remaining Amounts or Percentages, Due Dates, Transaction Types, or Customer Names to adjust only transactions matching that criteria. Leave a field blank if you do not want to limit adjustments to transactions matching that criteria.
  4. Enter an adjustment Activity, or select from the list of values. The adjustment activity determines which account your adjustment debits.
  5. Enter the Type of adjustments to create. You can create adjustments of type Lines, Freight, Charges, Tax, or Invoice.
  6. Enter the date to post your adjustments to your general ledger in the GL Date field. The default is the current date, but you can change it. If the current date is not in an open period, the default is the last date of the most recent open period. The GL date must be later than or equal to the GL date of the debit item you are adjusting and must be in an open or future- enterable period.
  7. Enter a Reason for creating this adjustment, or select from the list of values.
  8. Choose one of the following Autoadjustment Options:
    - Generate Report Only:** This option prints the AutoAdjustment Preview Report and lets you see the effects of your adjustments without actually updating your items. This option lets you analyze the adjustments that would be created and decide if you want to modify your selection criteria before actually performing the adjustment.
    - Create Adjustments:** This option creates the approved and pending adjustments, closes the appropriate items, and prints the AutoAdjustment Audit Report.

9. If you do not want to adjust the items of related customers, uncheck the Adjust Related Invoices check box.
10. Choose Submit. Receivables displays a Request ID number for your concurrent process and creates the AutoAdjustment Execution report. See: AutoAdjustment Reports: page 6 - 311. You can use the request ID number to check the status of your request in the Concurrent Requests Summary window.

## See Also

About Adjustments: page 6 - 303

Entering Manual Adjustments: page 6 - 306

Entering Sales Credits: page 6 - 24

Approving Adjustments: page 6 - 313

Sample Adjustment: page 9 - 141

Monitoring Requests (*Oracle Applications User's Guide*)

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## 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.

## See Also

About Adjustments: page 6 - 303

Creating Automatic Adjustments: page 6 - 308

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## 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.

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: page 2 - 40.

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

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- Enter transactions: page 6 - 2
- Enter adjustments: page 6 - 306

► **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 7 - 80.

4. To approve an adjustment, enter a Status of Approved.  
To review information about this adjustment, including the date this adjustment was created, who created this adjustment, and any related comments, choose Action History.
5. Save your work.

## **See Also**

About Adjustments: page 6 - 303

Entering Manual Adjustments: page 6 - 306

Printing Adjustments: page 6 - 55

Creating Automatic Adjustments: page 6 - 308

Adjustment Register: page 9 - 22

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## Invoices with Rules

Invoicing and accounting rules let you create invoices that span several accounting periods. **Accounting rules** determine the accounting period or periods in which the revenue distributions for an invoice line are recorded. **Invoicing rules** determine the accounting period in which the receivable amount is recorded.

You can assign invoicing and accounting rules to transactions that you import into Receivables using AutoInvoice and to invoices that you create manually in the Transactions window.

---

### Accounting Rules

Use accounting rules to determine revenue recognition schedules for your invoice lines. You can assign a different accounting rule to each invoice line. Accounting rules let you specify the number of periods and the percentage of the total revenue to recognize in each period.

You can also specify whether the accounting rules are of Fixed or Variable Duration. Accounting rules of **Fixed Duration** span a predefined number of periods. Accounting rules of **Variable Duration** let you define the number of periods during invoice entry.

---

### Invoicing Rules

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

Receivables provides the following invoicing rules:

- **Bill In Advance:** Use this rule to recognize your receivable immediately (see Figure 6 - 5 below).
- **Bill In Arrears:** Use this rule if you want to record the receivable at the end of the revenue recognition schedule (see Figure 6 - 6 below).



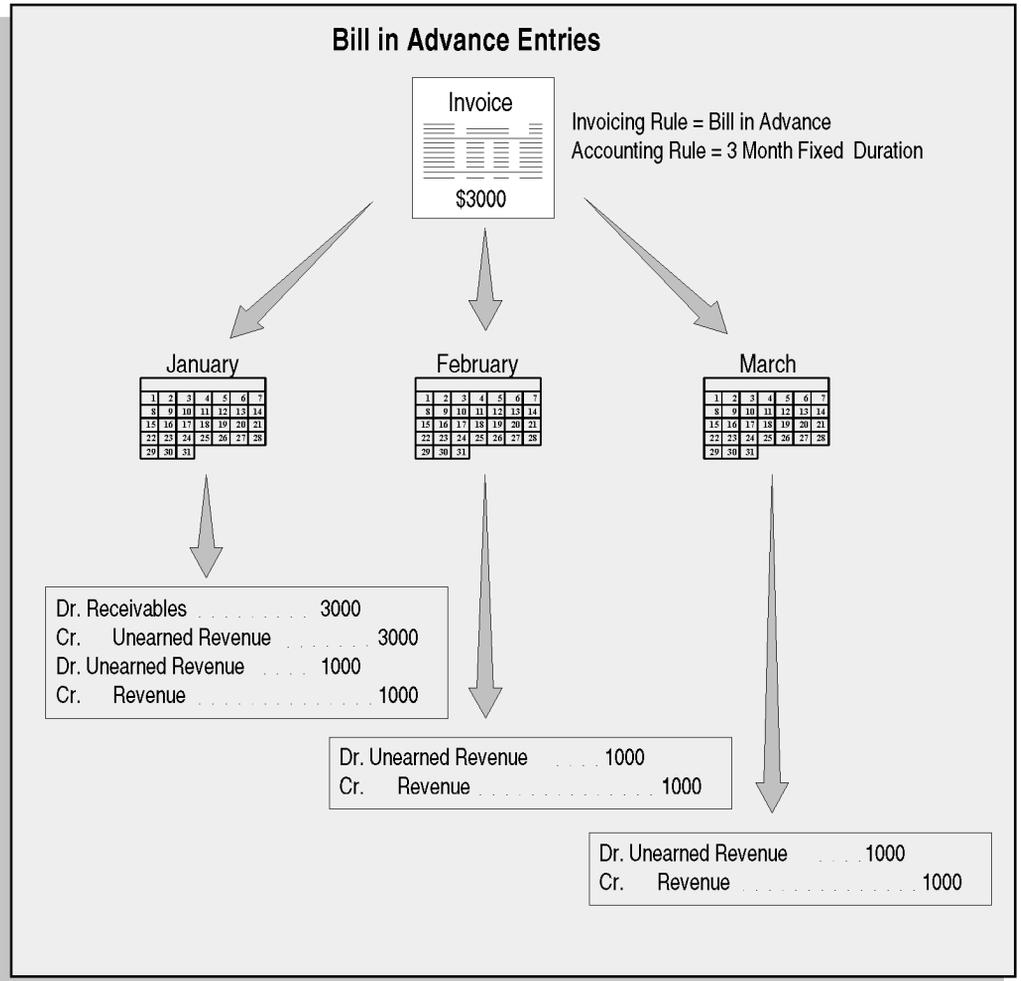
**Attention:** With Cash Basis Accounting, you only recognize revenue when payment is received. Invoices with rules are therefore not applicable for this method of accounting, as they are designed to distribute revenue over several periods before receipt of payment. If you import invoices into a cash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

## **Account Sets**

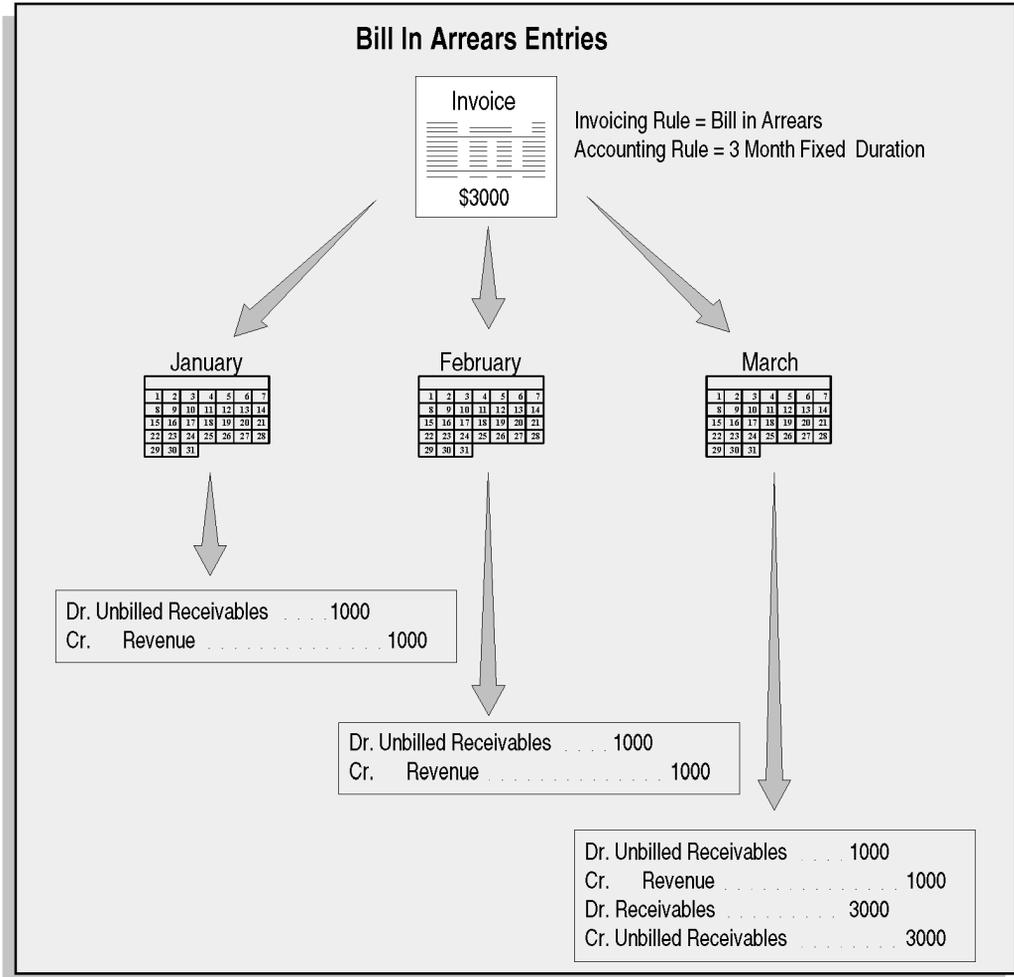
---

Account sets are templates used to create revenue and offset accounting distributions for individual invoice lines with accounting rules. These account sets enable you to split revenue for a line over one or more revenue or offset accounts. You can change account sets from period to period to meet your business requirements. For example, you have an invoice with revenue that you want to recognize over a twelve month period, and the cost center of one of the accounts changes during the twelve months. You can update the account sets to the new cost center account for all of the revenue distributions still to be created. AutoAccounting creates the initial revenue and offset account sets for your invoice.

Figure 6 - 5 Bill in Advance Accounting Entries



**Figure 6 - 6 Bill in Arrears Entries**



**Revenue Recognition**

The Revenue Recognition program identifies all transactions with rules within a given period or range of GL dates and creates the revenue distributions for those transactions. The distributions are created for the current period only, using the rules associated with the transactions. See: Recognizing Revenue: page 6 - 36.

## See Also

Accounting Rules: page 2 - 30

Entering Invoices with Rules: page 6 - 28

Using Rules: page 6 - 319

Using AutoAccounting: page 6 - 326

Importing Invoices with Rules: page 6 - 211

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## Using Rules

### **Define Invoicing and Accounting Rules**

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Use the Invoicing and Accounting Rules window to view invoicing rules and create accounting rules. Accounting rules can be defined as either Fixed Duration or Variable Duration. You can define an unlimited number of accounting rules. See: Accounting Rules: page 2 - 30.

For accounting rules with a fixed duration, you specify the period (such as weekly or monthly) and the number of periods over which the revenue is recognized. The revenue is then evenly divided across the periods. The percentage can be updated if necessary, but must always total 100. For example, if you define an accounting rule with a period type of monthly, spanning 4 periods, and you accept the default, prorated revenue distribution, Receivables will recognize 25 percent of the transactions revenue for each of 4 months.

Fixed duration rules also allow you to set specific GL dates on which to recognize revenue, when you select Specific Date as your period type. When you specify a date for a period, then all other periods for this accounting rule must also be assigned a date.

When defining accounting rules with a variable duration, you must enter a period type, but not the number of periods. The number of periods is defined when you manually enter an invoice in the Transaction window. If the invoice is imported, the number of periods is passed through AutoInvoice. When defining a variable duration accounting rule you can optionally specify what percentage of revenue you want to recognize in the first period. The remaining revenue will

be prorated over the number of periods you specify during invoice creation.

### **Assign Invoicing and Accounting Rules**

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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.

<b>Invoicing Rules</b>		
<b>Assigned to</b>	<b>Window</b>	<b>Region</b>
Invoice	Transaction	More

<b>Accounting Rules</b>		
<b>Assigned to</b>	<b>Window</b>	<b>Region</b>
Invoice Line	Transaction	Additional Line Information
Items	Define Items	Item (Invoicing Attributes)
Standard Lines	Standard Memo Lines	(Not Applicable)

If you are entering an invoice manually, you must enter an invoicing rule on the invoice header or you will not be able to associate accounting rules with the invoice lines. If you enter an invoicing rule and include items or standard memo lines that have associated accounting rules, the accounting rules default for the invoice line. You can change or manually enter the accounting rules for these invoice lines if there has been no activity against the invoice.

**Note:** You can also assign invoicing rules to items and standard lines, but these will not be used during manual invoice entry. This is because the invoicing rule assigned at the invoice header will override the invoicing rules defined for the item or standard line.

For imported invoices, if you use the Order Entry Receivables Interface to populate the AutoInvoice tables, it will derive the invoicing and accounting rules based on the hierarchy described in the Accounting and Invoicing Rules section of the Integrating Order Entry with

Receivables essay. For more information, refer to Integrating Oracle Order Entry with Oracle Receivables in the *Oracle Financials and Oracle Public Sector Financials Open Interfaces Manual*.

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

<b>Invoicing Rules</b>	
<b>Column</b>	<b>Populate if:</b>
INVOICING_RULE_ID	Your batch source validates rules by ID.
INVOICING_RULE_NAME	Your batch source validates rules by value.

<b>Accounting Rules</b>	
<b>Column</b>	<b>Populate if:</b>
ACCOUNTING_RULE_DURATION	You are passing a variable duration rule.
ACCOUNTING_RULE_ID	Your batch source validates rules by ID.
ACCOUNTING_RULE_NAME	Your batch source validates rules by value.

**Note:** If no rules are passed with the invoice lines in the interface tables, AutoInvoice will not try to derive the invoice and accounting rules from the associated items or standard lines.

AutoInvoice uses the invoicing rules assigned to the invoice lines to group lines into invoices. An invoice can only have one invoicing rule, hence lines imported with an invoicing rule of Bill in Arrears will not be grouped with lines 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 an accounting rule of type 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice sets the GL date and transaction dates equal to the latest Specific Date of the accounting rule.

For all other accounting rules using the Bill in Arrears invoicing rule, AutoInvoice first computes an ending date for each invoice line based on the accounting rule, accounting rule start date, and duration. AutoInvoice then uses the latest specific date for both the invoice GL date and the transaction date.

When creating invoices with rules manually, the GL date of the invoice is entered during invoice entry. If you use Bill in Advance as the invoicing rule, this date will remain equal to the GL date of the invoice.

However, Receivables overrides this date for an invoicing rule of Bill in Arrears when you save the invoice after completing invoice lines. Receivables uses the same method to derive the new GL date as it does for imported invoices. This method is explained in detail above. Receivables will warn you that it is updating the GL date of the invoice when you save the record. You can then change this date if it does not meet your requirements.

### **Determine Accounting Rule Start Dates**

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The first GL date (or accounting rule start date) for an accounting rule can be different from the GL date of the invoice. This lets you recognize your receivable in a period different from the period you start to recognize revenue. For example, the GL date of the invoice is January 10, and the First GL Date of the accounting rule for the line is February 15. When the Revenue Recognition program is run in January, a distribution record for the receivable is created. However, the first revenue distribution is not created until the Revenue Recognition program is run for the February period.

When entering invoices manually, you must set the date that you want to start recognizing revenue for an invoice line. Use the First Date field in the Lines window to enter the start date.

When importing invoices, AutoInvoice determines the accounting rule start dates as follows:

- If your invoice has an accounting rule with a type of 'Accounting, Fixed Duration' and a period of 'Specific Date,' AutoInvoice uses the earliest accounting rule date as your rule start date. For example, if your accounting rule dates are 10-JUN-93, 10-JUL-93, and 10-AUG-93, AutoInvoice uses 10-JUN-93 as your rule start date.
- If you elected to derive the rule start date, AutoInvoice first uses the ship date in the interface table. If the ship date does not exist, AutoInvoice uses the sales order date. If the sales order date does not exist, AutoInvoice uses the date you entered in the Run AutoInvoice window.
- If your invoice does not use a fixed duration accounting rule with a specific date period, or you have not elected to derive the rule start date, then AutoInvoice uses the default date you specified in the Run AutoInvoice window.

### **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.

For each account set, Receivables specifies the account and percent of the line total assigned to each account. You can update account set distributions to split revenue or offset amounts over multiple accounts, any time before running the Revenue Recognition program. This lets you ensure that revenue is distributed to the correct accounts, regardless of how account structures may change. Receivables always ensures that the entered percents total 100.

You can review and update account sets in the Accounts for This Line and the Accounts for All Lines tabbed regions of the Accounting window. To update an account set, specify the account set class that contains the account sets. Valid Account Set Classes include:

<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.

**Tax** This type of account set is used for tax lines.

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

### **Recognize Revenue**

---

Invoicing and Accounting rules are used to schedule how and when you want to recognize revenue and receivable amounts for selected invoices. However, the distributions are not created until you run the Revenue Recognition program. See: Recognizing Revenue: page 6 - 36. The Revenue Recognition program only creates distributions for the period in which it is run. Distributions for other periods will not be created until the Revenue Recognition program is run in each of those periods.

The Revenue Recognition program is run automatically for the period you are posting whenever you transfer records to your General Ledger using the Run General Ledger Interface program. This ensures that the revenue for invoices with rules is recognized before you post and close the period. Alternatively, if you wish to choose when your distributions are created, you can submit the Revenue Recognition program manually at any time from the Run Revenue Recognition window. The Revenue Recognition program will not create duplicate distribution records even if the program is run several times within the same period.

### **Credit Invoices with Rules**

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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.

## **See Also**

Entering Transactions: page 6 - 2

Entering Credit Memos: page 6 - 67

Entering Invoices with Rules: page 6 - 28

Understanding Credit Memos: page 6 - 93

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## 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.

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### 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.

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### User Definable Structure

AutoAccounting lets you determine how to create your Accounting Flexfields. For each Accounting Flexfield segment, you can choose to use a constant value or have Receivables derive it from a specific table. For example, you may have a four- segment Accounting Flexfield like this: 01- 100- 2025- 345. With AutoAccounting, you can specify that the first segment is a constant, the second segment is determined by the salesperson, the third segment is determined by the transaction type, and the fourth segment is determined by the product.

---

### User Changeable Defaults

AutoAccounting always lets you override the default Accounting Flexfields.

## See Also

AutoAccounting Structure: page 6 - 327

How to Use AutoAccounting: page 6 - 330

AutoAccounting: page 2 - 57

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## AutoAccounting Structure

Receivables automatically creates default Accounting Flexfields for your Freight, Receivable, Revenue, Autoinvoice Clearing, Tax, Unbilled Receivable, and Unearned Revenue Accounts. You must define your AutoAccounting structure before you can enter invoices and credit memos and you can only define one structure for each account type.

**AutoInvoice Clearing Account** AutoInvoice uses the AutoInvoice Clearing account for your imported transactions. Receivables uses the AutoInvoice clearing account to store any differences between the specified revenue amount and the price times the quantity for imported invoice lines. Receivables only uses the AutoInvoice clearing account if you enabled the Create Clearing option for the batch source of your imported invoices; however, you must define a clearing account in either case. You can select constant, salesperson, transaction type, and standard item values for your AutoInvoice clearing account. If you select salesperson or standard item, the Revenue Flexfield that you specified in the setup window is used.

**Freight** The freight account controls the account in your general ledger to which you post your freight amounts. You can use constant, salesperson, transaction type, and standard item values to specify your freight account. If you choose standard item, the Revenue Flexfield that you specified in the setup window is used. In addition, if you choose standard item you will not be able to import invoices with header level freight through AutoInvoice. If the transaction has a line type of "LINE" with an inventory item of freight, "FRT",

AutoAccounting will use the accounting rules for the freight type account rather than the revenue type account.

**Receivable** The receivable account controls the account in your general ledger to which you post your receivable amounts. You can use transaction types, salespeople, and constant values to specify your receivable account.

**Revenue** The revenue account controls the account in your general ledger to which you post your revenue amounts. You can use transaction types, standard items, salespeople, and constant values to specify your revenue account.

**Tax** The tax account controls the account in your general ledger to which you post your tax amounts. You can use information from your tax codes, salesperson, transaction type, standard item, and constant values to specify your tax account. If you select salesperson or standard item, Receivables uses the Revenue Flexfield that you specified in the setup window.

**Unbilled Receivable** Receivables uses the unbilled receivable account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue before your invoicing rule bills it, Receivables posts this amount to your unbilled receivable account. You can select constant, salesperson, transaction type, and standard item values for your unbilled receivable account. If you select standard item, Receivables uses the Revenue Flexfield that you specified in the setup window. If you select salesperson, Receivables uses the salesperson's Receivable Flexfield.

**Unearned Revenue** Receivables uses the unearned revenue account for transactions that have invoicing and accounting rules. If your accounting rule recognizes revenue after your invoicing rule bills it, Receivables posts this amount to your unearned revenue account. You can select constant, salesperson, transaction type, and standard item values for your unearned revenue account. If you select salesperson or

standard item, the Revenue Flexfield that you specified in the setup window is used.

Below is a chart showing what types of information you can use to create each type of account. (Rec) and (Rev) indicate whether the account information will be taken from the corresponding Receivables or Revenue Accounting Flexfield.

Information Source / AutoAccounting Type	Constant	Sales-person	Trans-action Type	Standard Item	Tax Code
AutoInvoice Clearing Account	✓	✓(Rev)	✓	✓(Rev)	
Freight	✓	✓	✓	✓(Rev)	
Receivable	✓	✓	✓		
Revenue	✓	✓	✓	✓	
Tax	✓	✓(Rev)	✓	✓(Rev)	✓
Unbilled Receivable	✓	✓(Rec)	✓	✓(Rev)	
Unbilled Revenue	✓	✓(Rev)	✓	✓(Rev)	

Table 6 - 14 (Table 1 of 1)

If you set up AutoAccounting for AutoInvoice Clearing, Tax, or Unearned Revenue to be based on salesperson, Receivables uses the account segment from the Salesperson's Revenue Flexfield. If AutoAccounting for Unbilled Receivable is based on salesperson, Receivables uses the segment from the salesperson's Receivable Flexfield. If AutoAccounting for AutoInvoice Clearing, Tax, Unbilled Receivable, or Unearned Revenue is based on the standard item, Receivables uses the segment from the standard item's Revenue Accounting Flexfield.

**Note:** If AutoInvoice Clearing, Revenue, Tax, Unbilled Receivable, or Unearned Revenue are based on Salesperson, and there are multiple salespersons, then multiple distributions will be created. For example, you have \$100 of Unearned Revenue based on Salesreps, and you have two salesreps. One salesrep gets 60% revenue credit and the other gets 40%. Then, two distributions will be created for Unearned Revenue - one for \$60 and the other for \$40.

## See Also

How to Use AutoAccounting: page 6 - 330

AutoAccounting: page 2 - 57

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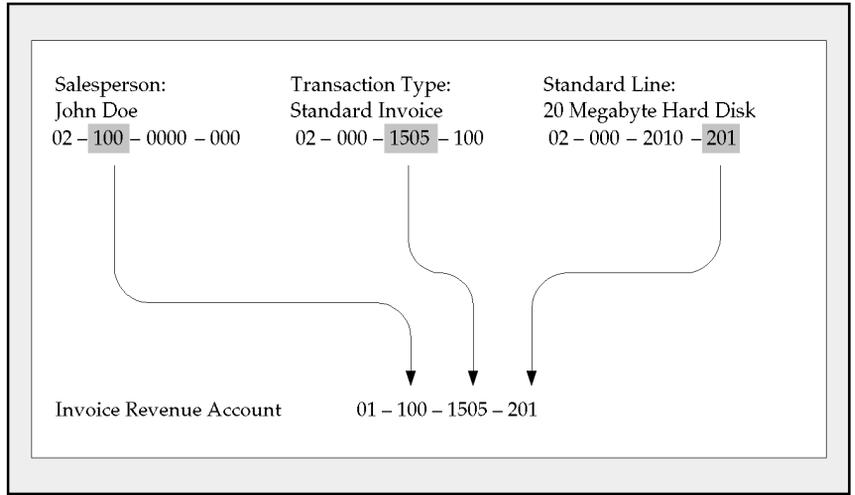
## How to Use AutoAccounting

Define how you want Receivables to create your default Accounting Flexfields in the Automatic Accounting window. You can use this window to define the information source for each segment of your freight, receivable, revenue, AutoInvoice clearing, tax, unbilled receivable, and unearned revenue accounts. Below are two examples of how Receivables uses the AutoAccounting structure you define to determine your Accounting Flexfield defaults:

### **Example 1**

If you want to define a four segment Revenue Flexfield, 00- 000- 0000- 000 (Company- Cost Center- Account- Product), you can define AutoAccounting to create defaults for each segment. The first segment can be a constant 01, the second segment can come from the salesperson (John Doe), the third segment can come from the transaction type (Standard Invoice), and the fourth segment can come from the standard line (20 Megabyte Hard Disk). Salesperson John Doe enters a one line Standard Type invoice for a 20 Megabyte Hard Drive.

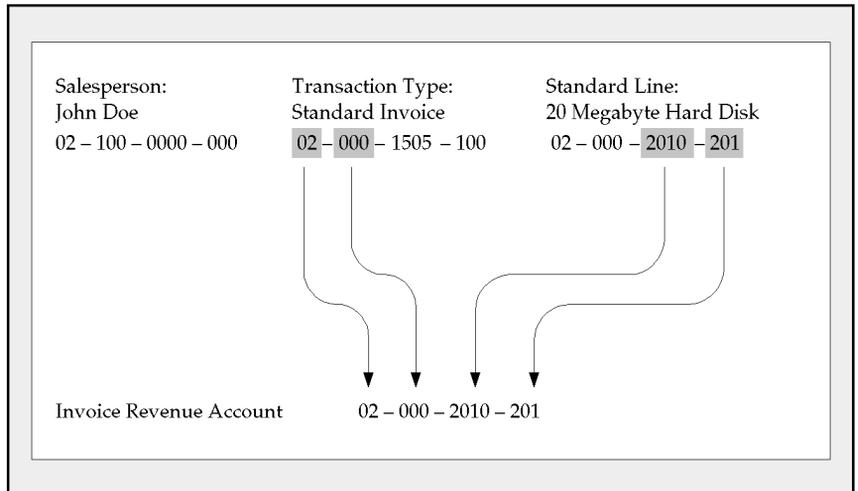
**Figure 6 - 7 Using AutoAccounting to Create Flexfield Segments**



**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.

**Figure 6 - 8 Using AutoAccounting to Create Flexfield Segments**



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## 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: page 2 - 57.

### See Also

Using AutoAccounting: page 6 - 326

AutoAccounting Structure: page 6 - 327

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## Using Commitments

### Deposit Accounting

Below is an example of the accounting transactions that Receivables creates when you record a deposit and an invoice against this deposit.

Enter a deposit for ABC Company of \$10,000. When you record this deposit you can enter AR Trade as the debit account and Unearned Revenue as the credit account. Receivables automatically creates the following accounting entry:

DR	AR Trade (Deposit)	\$10,000	
	CR	Unearned Revenue	\$10,000

You can print the deposit invoice and mail it to your customer for payment. ABC Company receives the invoice and pays you the amount of the deposit.

ABC Company places an order for \$500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for \$500 and reference their \$10,000 deposit. Receivables automatically creates the following accounting entry:

DR	AR Trade (Invoice)	\$500	
	CR	Revenue	\$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the invoice. The result is an amount due in Accounts Receivable of \$0 (Note: In our example the \$500 invoice does not include tax and freight.) You can print and send this invoice to your customer to provide them with a record of the activity against their commitment. Receivables creates the following accounting entry to reflect this adjustment:

DR	Unearned Revenue	\$500	
	CR	AR Trade (Invoice)	\$500

Therefore, ABC Company has no balance due for this \$500 invoice, and an available commitment balance of \$9,500.

### Guarantee Accounting

Below is an example of the accounting transactions that Receivables creates when you record a guarantee and invoice against this guarantee.

Enter a guarantee for ABC Company. ABC Company agrees to purchase a specified amount of product from you, and you would like to track progress against this guarantee, and record it in your general ledger. The amount of this guarantee is \$10,000. When you record this guarantee you can enter Unbilled Receivable as the debit account, and Unearned Revenue as the credit account. Receivables creates the following accounting entry:

DR	Unbilled Receivable	\$10,000	
	CR	Unearned Revenue	\$10,000

You can print this guarantee in the form of an invoice if you wish.

ABC Company places an order for \$500 and would like to draw against their commitment for this order. You enter an invoice for ABC Company for \$500 and reference their \$10,000 guarantee. Receivables automatically creates the following accounting entry:

DR	AR Trade	\$500	
	CR	Revenue	\$500

Receivables then automatically creates a receivables adjustment for the invoiced amount against the guarantee. Therefore, ABC Company owes \$500 for this invoice, and has an outstanding commitment balance of \$9500. Receivables creates the following accounting entry to reflect this adjustment.

DR	Unearned Revenue	\$500	
	CR	Unbilled Receivable	\$500

### **Commitment Transaction Types**

---

Receivables creates adjusting accounting entries to reflect invoicing activity against your customer commitments based on transaction type. Receivables provides the following commitment transaction types:

<b>Deposits</b>	The accounting reversal is made by creating a receivables adjustment in Accounts Receivable to the invoice for the total of the invoice lines. This adjustment has the effect of reducing the invoice's payment schedule by the amount of the invoiced items (tax and freight amounts are not deducted from the deposit balance) and creating the reversing accounting entries. If however, the amount of the invoice exceeds the remaining commitment balance, Receivables only creates a
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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**

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You can define multiple transaction types with a class of either Deposit or Guarantee to classify or group your commitments for reporting purposes. Transaction types for commitments also provide additional control features, such as accounting controls, printing controls, and other defaults. You can define transaction types in the Transaction Types window. See: Transaction Types: page 2 - 246.

When you define transaction types for commitments, you can define them for both deposits and guarantees. The transaction type class determines whether it is of type deposit or guarantee.

**Class**

The class is used to distinguish transaction types. When defining commitment types, use a class of either Deposit or Guarantee.

**Open Receivable and Post to GL**

These fields control posting to your general ledger and the updating of customer balances. Receivables sets these fields to Yes when you define transaction types for commitments.

**Allow Freight**

This field is used to control freight charges. Receivables sets this field to No when you define transaction types for commitments.

**Tax Calculation**

This field controls tax charges. Receivables sets this field to No when you define transaction types for commitments.

**Creation Sign**

This field is used to specify the creation sign of your transaction. This field is set to Positive Sign

	when you define transaction types for commitments.
<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.
<b>Receivable Account and Revenue Account</b>	These are default accounts used by the Transactions window. You can accept these defaults or enter other accounts when you enter your commitments.
<b>Invoice Type</b>	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.
<b>Credit Memo Type</b>	This is the transaction type used for credit memos that reference a commitment. If you create a deposit, then all credit memos that reference this deposit must be assigned to this credit memo type. You should choose a credit memo type that has Post to GL and Open Receivable set to Yes. Receivables displays a warning message if the credit memo type you choose has Post to GL or Open Receivable set to No.

### **Invoice Against Your Commitments**

---

You can enter invoices against your deposits and guarantees by using the Transaction window or by importing your invoices using AutoInvoice. You can enter an invoice against an existing or related customer deposit or guarantee by navigating to the Commitment field

in the Transactions window. Enter the commitment number that you want to reference and Receivables automatically creates the adjusting accounting entries for you. You can review commitment activity for your customers using the Commitment Balance Report.

### **Overdraw Your Commitments**

---

You can choose to enter orders or invoices for more than your customer's remaining commitment balance. For example, if your customer has a deposit with a remaining balance of \$500 and has placed an order with you for \$600, you can still reference that deposit. Receivables automatically creates a receivables adjustment in Receivables for \$500, bringing the commitment balance to \$0, leaving an amount due on the invoice of \$100.

### **Calculate Your Commitment Balance**

---

Your customer's commitment balance is available to you in several places within Receivables and is also available if you are using Oracle Order Entry. You can see the balance for a particular commitment when entering an order (if you are using Order Entry), a manual invoice, or a credit memo against a commitment, or by running the Commitment Balance Report. All transactions that reference a commitment or reference an invoice that references a commitment affect the balance of that commitment. The general formula for calculating the balance of a commitment at any given time is as follows:

<b>Original Amount of Commitment:</b>	\$10,000
<b>less:</b> Invoices against commitment	\$500
<b>less:</b> credit memos that reference invoices that reference commitments	<\$250>
<b>plus:</b> credit memos against the commitment itself	<\$100>
<b>Resulting Commitment Balance:</b>	\$9,650

## See Also

Commitment Balance Report: page 9 - 61

Entering Commitments: page 6 - 41

Accounting for Transactions: page 7 - 30

Commitments: page 7 - 51

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## 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: page 3 - 42. 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. If you select Itemize by Line, Receivables prints a line for each tax line. Following are Receivables' tax printing options:

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

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

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

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

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

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

## See Also

Entering Transactions: page 6 - 2

Printing Transactions: page 6 - 55

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## Consolidated Billing

Use the Consolidated Billing Invoice program to print a single, monthly bill that includes all of a customer's transactions for the period. This lets you send one consolidated bill for a customer instead of a separate invoice for each transaction.

When you create a consolidated billing invoice, Receivables includes all invoices, credit memos, adjustments, receipts, and cross-site applications that have not been included on a previous consolidated billing invoice.



**Attention:** If a transaction has been included on a consolidated billing invoice, you cannot update it, regardless of how you set the system option Allow Change to Printed Transactions. This is because Receivables considers inclusion on a consolidated billing invoice to be an activity and you cannot update a transaction once it has activity against it. (Other examples of activity include payments, credit memos, and adjustments.)

Statements and consolidated billing invoices are similar, but they have different purposes. The table below lists the differences between a statement and a consolidated billing invoice.

Statements	Consolidated Billing Invoice
Generated at customer level.	Generated at customer or bill-to location level.
Customer uses for informational purposes.	Customer pays from the invoice.
Itemizes adjustments, credit memos, debit memos, chargebacks, deposits, invoices, receipts, and on-account credits.	Itemizes only adjustments, invoices, credit memos, and receipts.
Includes aging.	Does not include aging.
Customers selected by statement cycle.	Customers selected by cutoff date and payment terms.

A consolidated billing invoice includes:

- All transactions that were created before the Cut-off Date that you specify and have not yet been included on a consolidated billing invoice.

- A beginning balance
- An itemized list of new charges (invoices, credit memos, and adjustments) in either summary or detail format
- Separate reporting of consumption tax
- The total amount of any payments received since the previous consolidated billing invoice
- The total balance due for this customer or bill- to site

### **Set Up Customers for Consolidated Billing**

---

You indicate that a customer should receive a consolidated billing invoice by updating their customer profile class. To include only transactions for a specific bill- to site, assign payment terms to the customer's bill- to site. To include transactions for all of a customer's bill- to sites, assign payment terms at the customer profile level.

The customer profile class also determines whether the invoice format is Detail or Summary. The detail and summary formats include the same information except for the item detail: choose the Detail format to list the item description, quantity, and unit price for each item on each invoice; choose the Summary format to list only the total amount of each transaction. See: *Printing Consolidated Billing Invoices*: page 6 - 351.



**Attention:** The Consolidated Billing Invoice program does not select transactions from related customers.

### **Billing Invoice Number**

---

When you print a draft or final consolidated billing invoice, Receivables assigns a unique billing invoice number. You can use this number to query transactions that were included in a consolidated billing invoice. You can also use this number to accept a final or reprint a draft consolidated billing invoice.

**Note:** The billing invoice number is automatically generated by a database sequence; you cannot create one manually.

To display the billing invoice number in the following Receivables reports and windows, set the profile option AR: Show Billing Number to Yes.

#### **Windows**

- Account Details
- Applications and Mass Apply Receipts windows

- Credit Transactions
- Customer Calls
- Receipts
- Transactions
- Transaction Overview



**Attention:** When you set the Show Billing Number profile option to Yes the transaction number and consolidated billing invoice number fields appear next to each other in the windows listed above. However, these fields are not labeled separately. The consolidated billing invoice number field always appears to the left of the transaction number field and is the first field in which you can enter a value when performing a Query or Find operation.

### **Reports**

- Account Status
- Adjustment Register
- Aging Reports
- Applied Receipts Register
- Billing and Receipt History
- Disputed Invoice
- Dunning Letter Generate
- Past Due Invoice
- Sales Journal by GL Account
- Transaction Detail
- Transaction Register

### **See Also**

Setting Up Consolidated Billing: page 6 - 346

How Receivables Selects Transactions for Consolidated Billing: page 6 - 349

Printing Consolidated Billing Invoices: page 6 - 351

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## Setting Up Consolidated Billing

Perform the following to set up Receivables to create consolidated billing invoices.

### Step 1 Define User Profile Option

---

Set the user profile option AR: Show Billing Number to Yes to display the consolidated billing invoice number in Receivables windows and reports.

For a list of the windows and reports that can display the consolidated billing invoice number, see: Billing Invoice Number: page 6 - 344. For more information about profile options, see: Overview of Receivables User Profile Options: page A - 4.

### Step 2 Define New or Update Existing Customer Profiles

---

Create or modify customer profile classes to determine which customers will receive a consolidated billing invoice. Perform the following for each consolidated billing profile class:

- Check the Send Consolidated Billing Invoice box.
- Choose a Format of Summary or Detail. The Detail format includes information about each invoice item. The Summary format does not include item detail; it lists only the total amount for each transaction.



**Attention:** If you print consolidated billing invoices for a single customer at a time, define these options at the customer level, but *not* at the bill- to site level.

See: Defining Customer Profile Classes: page 3 - 42.

### Step 3 Define Payment Terms

---

Create one or more proxima payment terms for use with consolidated billing invoices. The Consolidated Billing Invoice program uses the cutoff date and payment terms that you specify to select the transactions to include on a consolidated billing invoice. When defining proxima payment terms for consolidated billing, perform the following:

- Enter a Cutoff Day - The program uses this day to select transactions for a consolidated billing invoice. For example, you enter a Cutoff Day of 10. When printing a consolidated billing invoice, you specify a cutoff date of 10- FEB- 98. The program selects transactions that were created before 10- FEB- 98 and have not yet been included on a consolidated billing invoice.
- Enter a single Due Date - You cannot use multiple due dates (i.e. split payment terms) with consolidated billing invoices. Enter values for the Day of Month and Months Ahead fields when defining the due date.



**Suggestion:** If you create consolidated billing invoices at the end of each month (to include all transactions created during the month), check the Last Day of Month box.

You can define more than one payment term for use with consolidated billing invoices. These payment terms can use the same or a different cutoff day. When printing consolidated billing invoices, you can specify which payment term to use. See: Payment Terms: page 2 - 157.

#### Step 4 **Assign Payment Terms**

---

Assign proxima payment terms to the bill- to site of each customer that you set up to receive a consolidated billing invoice in Step 2. You can assign payment terms at the address or customer level, but the Consolidated Billing Invoice program selects only transactions assigned to a customer's bill- to site. If a customer has more than one bill- to site, assign proxima payment terms at the customer level to automatically select transactions for all of the customer's bill- to sites.



**Suggestion:** If you assign payment terms at the customer or address level, do not check the Override Terms box. The Consolidated Billing Invoices program determines the payment terms for the billing invoice from the cutoff date you specify when printing billing invoices (it ignores payment terms assigned to individual invoices). Consequently, even if you do override the default terms on a particular invoice, the system will ignore it. However, to avoid confusion, we recommend that you set override terms to No so users cannot change terms on individual invoices. For more information on how consolidated billing invoices use payment terms, see: How Receivables Selects Transactions for Consolidated Billing: page 6 - 349.

The consolidated Billing Invoice program uses the following hierarchy when searching for payment terms, stopping when one is found:

- bill- to site
- address
- customer

If the payment terms at the site or customer level do not match the terms you entered when printing this consolidated billing invoice, no transactions will be selected.

**Note:** The Consolidated Billing Invoices program ignores the payment terms assigned to individual debit items when selecting transactions.

For more information, see: How Receivables Selects Transactions for Consolidated Billing: page 6 - 349.

► **To assign payment terms at the bill- to site level:**

1. Query the customer in the Customers window, then open the Addresses tabbed region.
2. Select an address, then choose Open.
3. Select the Bill- To business purpose, then choose Open.
4. Enter your proxima payment terms in the Business Purpose Detail window, then save your work.

## See Also

Consolidated Billing: page 6 - 343

How Receivables Selects Transactions for Consolidated Billing: page 6 - 349

Printing Consolidated Billing Invoices: page 6 - 351

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## How Receivables Selects Transactions for Consolidated Billing

The cutoff date and the payment terms assigned to a bill- to site, address, or customer determine which transactions are included on a consolidated billing invoice. When submitting the Print Consolidated Billing Invoices program, you must enter a Cutoff Date; this date must be the same as the cutoff day specified in your proxima payment terms.

For example, you define proxima payment terms called 'Due 20,' which specify a cutoff day of 20, and assign them to one of your customer's bill- to sites. When you submit the Print Consolidated Billing Invoices program, you enter a Cutoff Date of 20- FEB- 98. The program verifies that your customer is set up to receive a consolidated billing invoice and then, based on the cutoff day you entered, selects the bill- to site assigned to the Due 20 payment terms.

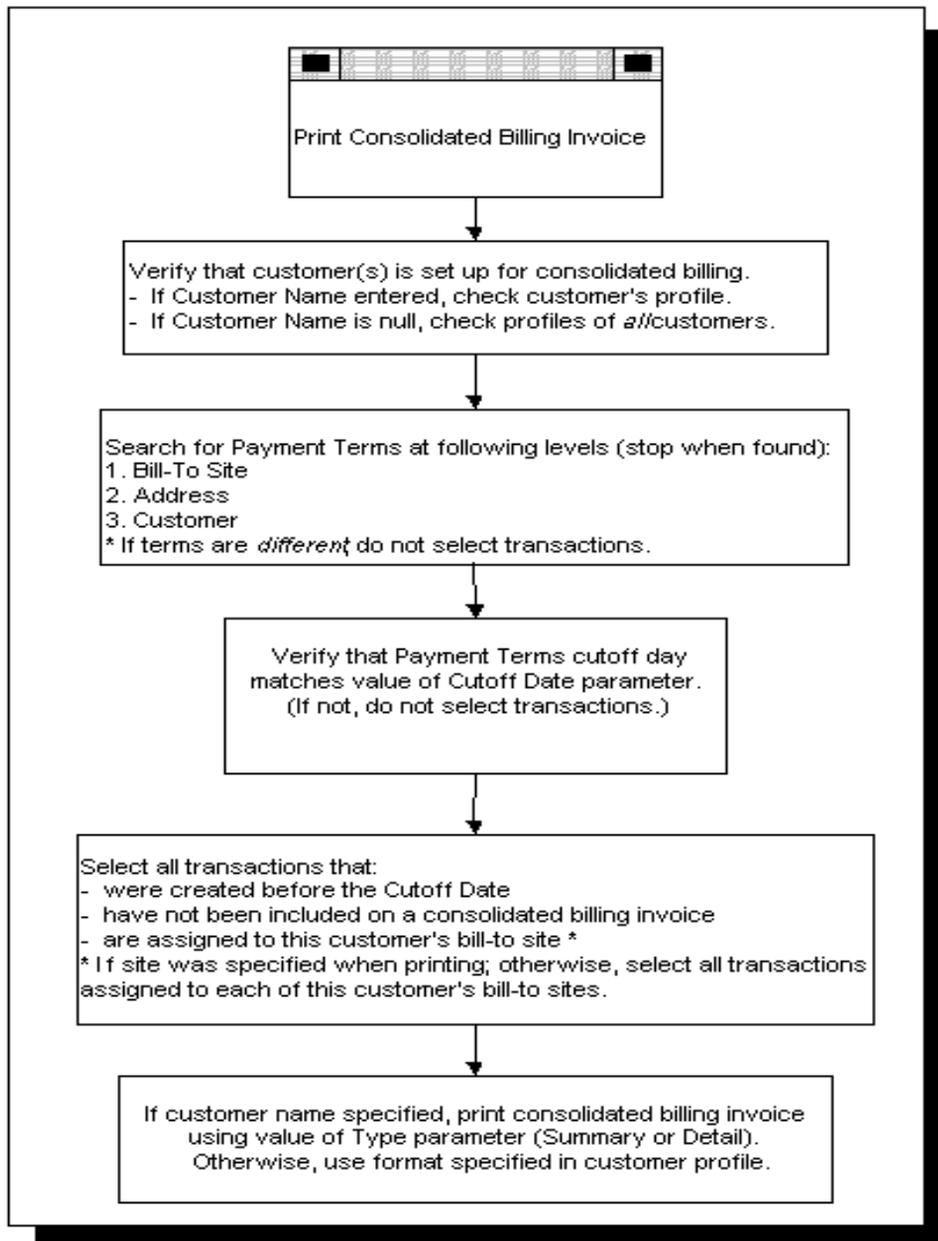
Finally, the program selects and prints all transactions for this customer's bill- to site that were created before 20- FEB- 98 and have not previously been selected for consolidated billing.

Notes:

- If you do not enter a customer name when printing consolidated billing invoices, the program selects *all* customers who are set up to receive one. The program then selects all bill- to sites assigned to payment terms with a cutoff day matching the Cutoff Date you entered.
- If no payment terms are assigned at the bill- to site, but one is found at the address or customer level, the program selects transactions assigned to each of this customer's bill- to sites.
- If a customer has multiple bill- to sites with different payment terms, the program selects only bill- to sites with the same payment terms as the terms code that you specified in the submission parameters. If you did not specify a terms code, the program selects each bill- to site assigned to payment terms with a cutoff day matching the Cutoff Date you entered.

The following graphic shows how Receivables selects transactions to include on a consolidated billing invoice.

Figure 6 - 9 How Receivables Selects Transactions for Consolidated Billing



## See Also

Printing Consolidated Billing Invoices: page 6 - 351

Consolidated Billing: page 6 - 343

Setting Up Consolidated Billing: page 6 - 346

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## Printing Consolidated Billing Invoices

Use the Print Consolidated Billing Invoices window to:

- Accept or Reject consolidated billing invoices
- Print draft consolidated billing invoices
- Print new (final) consolidated billing invoices
- Reprint draft or final consolidated billing invoices

You can create a batch of consolidated billing invoices by not specifying a customer name or bill- to site when you submit the program. By omitting these parameters, Receivables creates a consolidated billing invoice for each customer and bill- to site that matches the other submission parameters that you specify. You can accept or reject all consolidated billing invoices in a batch by specifying the concurrent request ID for this submission.

When printing a new consolidated billing invoice, the program includes only transactions that were created before the cutoff date *and* have not yet been included on a consolidated billing invoice.

► **To print a draft or a new consolidated billing invoice:**

1. Navigate to the Consolidated Billing Invoices window.
2. Choose one of the following options:

**Print Draft Consolidated Billing Invoices:** Choose this option to print a draft of your consolidated billing invoices. You can then review your consolidated billing invoices for accuracy and completeness, then either accept or reject them. If you choose this option, the invoice will have a status of Draft. To change the status to Accepted, see: To accept or reject a consolidated billing invoice: page 6 - 353.

**Print New Consolidated Billing Invoices:** Choose this option to print a new consolidated billing invoice.

3. Enter report parameters:

**Customer:** To print consolidated billing invoices for a specific customer, enter the customer name or number, or select from the list of values. Only customers who are set up to receive consolidated billing invoices in their *customer level* profile appear in the list of values. Leave these fields blank to print consolidated billing invoices for all customers who are set up to receive them.

**Bill- to Site:** To print an invoice that includes all transactions for a specific bill- to site, enter a bill- to site, or select from the list of values. Leave this field blank to print invoices for all of this customer's bill- to sites.

**Cut- off Date:** Enter the cutoff date for including invoices on this consolidated billing invoice. Receivables includes all transactions created on or before this date that have not been included on a previous consolidated billing invoice.



**Attention:** The cutoff date also determines the payment terms, which determine the bill- to sites selected. When setting up proxima payment terms, you must specify a cutoff day and a single due date. To find the payment term that will be used for the consolidated billing invoices, the program matches the cutoff date you enter here with the cutoff day in the payment terms. If you have more than one payment term with the same cutoff day, enter a Terms Code (see below).

**Last Day of Month?:** Enter Yes if the Cut- off Date you entered is the last day of the month and you want to include all transactions created during the month. Receivables selects all transactions created during the month for customers assigned to payment terms with the Last Day of Month option set to Yes.

Enter No to select only transactions and customers assigned to payment terms with the same cut- off date you entered for the Cut- off Date parameter.

**Terms Code:** If you defined more than one payment term with the same cutoff day, enter the payment terms to use or select from the list of values. Leave this field blank to select all bill- to sites assigned to payment terms with the cutoff day you entered. If you entered Yes for the Last Day of Month parameter, specify the payment terms you defined for end of the month consolidated billing.

**Currency Code:** The default is your functional currency. For customers that use multiple currencies, you must run a separate report for each currency.

**Type:** Choose the print format for this billing invoice (optional). The Summary format lists only the total amount for each transaction. The Detail format includes item detail such as description, quantity, and unit price.

If you entered a customer name, the program ignores the value in this field and uses the print format specified in the customer's profile. If you did *not* enter a customer name, Receivables prints this consolidated billing invoice using the format you enter here.

**Note:** Receivables always creates the data for detail-level consolidated billing invoices even if it prints only the summary level. The system stores the detail-level data so that when you reprint consolidated billing invoices, you can choose to print either summary or detail, regardless of how the customer is set up.

**Pre-Printed Stationary:** Indicate whether you are using pre-printed stationary for your consolidated billing invoices. If you choose No, Receivables prints column headings with your customer and transaction information; otherwise, Receivables does not print column headings. See: Sample Consolidated Billing Invoice: page 6 - 355.

**Note:** Using pre-printed stationary with the Print Consolidated Billing Invoices program is a customization. Contact Oracle Support Services for more information.

4. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.
5. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.

► **To accept or reject a consolidated billing invoice:**

1. Navigate to the Consolidated Billing Invoices window.
2. Choose one of the following Request Names from the list of values:

**Accept Consolidated Billing Invoices:** If you are satisfied with the draft invoices, choose this option to accept them. When you do this, Receivables changes the status from Draft to Accepted. This option *does not* reprint the consolidated billing invoices; to reprint

spoiled drafts, use the Reprint Consolidated Billing Invoices option.

**Reject Consolidated Billing Invoices:** If you are not satisfied with the draft invoices, choose this option to reject them. Receivables changes the invoice print status from 'Printed' to 'Pending.' You can print these invoices again using either the Print Draft or Print New Consolidated Billing Invoices option.

3. Enter the following report parameters:

**Billing Invoice Number:** To accept or reject a single consolidated billing invoice, enter the billing invoice number. To accept or reject an entire batch, leave this field blank and specify a Concurrent Request ID.

**Concurrent Request ID:** To accept or reject an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices; otherwise, leave this field blank.

**Note:** To accept most, but not all, of a batch of billing invoices, reject individual consolidated bills separately by entering the Billing Invoice Number. Then, accept the rest as a batch by specifying the concurrent request ID.

4. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.
5. To review the status of your request, navigate to the View Concurrent Requests window, then query your submission by its request ID number.

► **To reprint draft or accepted consolidated billing invoices:**

1. Navigate to the Consolidated Billing Invoices window.
2. Reject the consolidated billing invoice. See: To accept or reject a consolidated billing invoice: page 6 - 353.
3. Enter Reprint Consolidated Billing Invoices, or select this option from the list of values.

**Note:** Receivables does not reuse consolidated billing invoice numbers assigned to rejected drafts.

4. Recreate the invoice by entering the same parameters that you entered when creating the old consolidated billing invoice.

**Billing Invoice Number:** To reprint a single consolidated billing invoice, enter the billing invoice number. To reprint an entire batch, leave this field blank and specify a Concurrent Request ID.

**Concurrent Request ID:** To reprint an entire batch of consolidated billing invoices, enter the concurrent request ID for the invoices; otherwise, leave this field blank.

**Type:** Choose Summary or Detail (optional). When reprinting consolidated billing invoices, you can print them in either Summary or Detail format, regardless of how the customer or site is set up. However, all consolidated billing invoices for a concurrent request must be the same type. Leave this field blank to print invoices in their original format.

5. Choose OK, then choose Submit. Receivables assigns a unique Request ID to your submission.

## Sample Consolidated Billing Invoice

Below is an example of a consolidated billing invoice printed in Detail format with the Pre- Printed Stationary option set to No.

Figure 6 - 10 Sample Consolidated Billing Invoice

<b>(customer number)</b> 1023		<b>(issue date)</b> 01-OCT-97		<b>(billing invoice)</b> 1181 1 of 1				
<b>(bill-to site)</b> Cici Douglas : Chattanooga 1202 Jefferson Davis Pkwy CHATTANOOGA, TN, 37401 United States				<b>(out-off date)</b> 20-SEP-97				
				<b>(due date)</b> 20-SEP-97				
				<b>(billing invoice type)</b> DETAIL				
<b>currency</b>	<b>beginning balance</b>	<b>period receipts</b>	<b>period billed</b>	<b>period taxes</b>	<b>ending balance</b>			
USD	0.00	2,511,883.96	2,379,231.00	183,447.96	50,995.00			
<b>transaction date</b>	<b>trans type</b>	<b>trans number</b>	<b>item description</b>	<b>qty invoice</b>	<b>unit price</b>	<b>extended total gross</b>	<b>total tax</b>	<b>total invoice</b>
07-JUL-93	INV	10119	Enhanced 3-yea	1	2500.00	2,500.00 2,500.00	193.75	2,693.75
08-AUG-93	INV	1028	Freight		25.00	25.00	0.00	25.00
08-AUG-93	INV	1028	Envoy Executiv	62	5899	365,738.00		
			Envoy Standard	69	5499	379,431.00		
			Sentinel Multi	61	5299	323,239.00		
			Sentinel Finan	141	4599	648,459.00		
			Sentinel Stand	161	3799	611,639.00		
						2,328,506.00	180,459.21	2,508,965.21
01-AUG-97	INV	12121	Lot Controlled Revision Contr	200 100	100	20,000.00		

## **See Also**

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Setting Up Consolidated Billing: page 6 - 346

How Receivables Selects Transactions for Consolidated Billing: page  
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# Oracle<sup>®</sup> Receivables User Guide

**RELEASE 11i**  
**VOLUME 3**

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CHAPTER

# 7

## Accounting for Receivables

**T**his chapter tells you everything you need to know about Oracle Receivables accounting operations. The essays in this chapter provide a list of the journal entries Receivables creates for each type of transaction, a description of the reports and programs that let you reconcile your customers' accounts and balances, and a brief discussion about the cash basis method of accounting.

In addition, this chapter tells you how to open and close your accounting periods and transfer your receivables transactions to the general ledger.

---

# Posting

To initiate the transfer of Receivables accounting information to your general ledger, run General Ledger Interface. General Ledger Interface transfers data about your adjustments, chargebacks, credit memos, commitments, debit memos, invoices, and receipts to the GL\_INTERFACE table and optionally creates unposted journal entry batches in Oracle General Ledger. After running General Ledger Interface, submit the Post Journals program from Oracle General Ledger to update your account balances.

---

## Reconcile Customer Balances

To internally reconcile your outstanding account balances before running General Ledger Interface, use standard Oracle Receivables reports. For more information, see: Reconciling Receivables: page 7 - 12.

---

## Posting Profile Option

The profile option AR: GL Transfer Balance Test determines whether General Ledger Interface rejects debit and credit balances that are not equal before posting them to the general ledger.

If this profile option is set to Yes, Receivables rejects unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits are listed in the Unposted Items report. If this profile option is set to No, Receivables does not reject unbalanced debits and credits before posting them to the general ledger.

---

## Posting Detail

The General Ledger Interface Posting Detail parameter enables you to transfer data within each General Ledger category in either Detail or Summary format.

General Ledger categories include:

- Adjustments
- Chargebacks
- Credit Memos
- Debit Memos
- Miscellaneous Receipts
- Sales Invoices

- Trade Receipts

To show all journal entry lines for transactions against each Accounting Flexfield within a General Ledger category, choose to transfer information in Detail.

To show only the *totals* for transactions against each Accounting Flexfield within a category, choose to transfer data in Summary.

### **Posting Reports**

---

When you run General Ledger Interface, the program automatically generates the Posting Execution report. This report shows summary information about transactions that are successfully transferred to the GL\_INTERFACE table.

General Ledger Interface also creates the Unposted Items report if items are not transferred to the interface table for the GL date range specified. This report shows all items that General Ledger Interface could not transfer because they are out of balance. Receivables rejects unbalanced debits and credits if the profile option AR: GL Transfer Balance Test is set to Yes.

### **Journal Import**

---

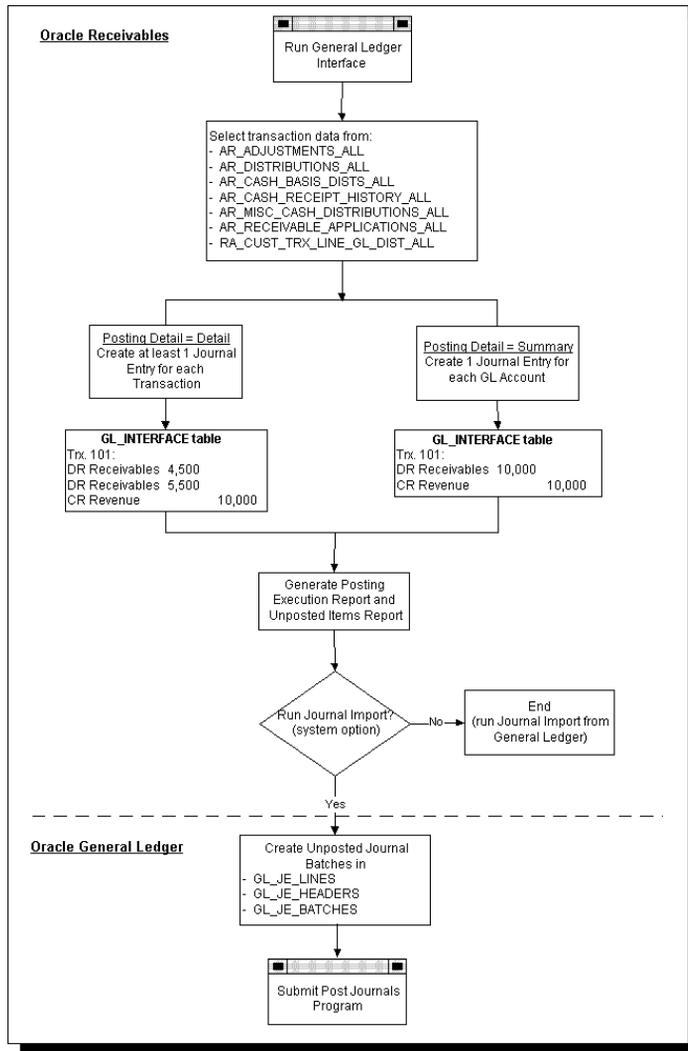
The Journal Import program transfers data from the Receivables GL\_INTERFACE table and creates unposted journal entry batches in the Oracle General Ledger tables GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

- To run Journal Import when you submit General Ledger Interface, set Run Journal Import to Yes.
- To run Journal Import from Oracle General Ledger, set Run Journal Import to No when you submit General Ledger Interface.

After you run Journal Import, use Oracle General Ledger to post the journal entries and update your account balances. See: Posting Journal Batches in the *Oracle General Ledger User's Guide*.

The following figure shows how General Ledger Interface transfers information to the GL\_INTERFACE table.

**Figure 7 - 1 General Ledger Interface**



For more information about the tables used by General Ledger Interface and Journal Import, refer to the *Oracle Receivables Applications Technical Reference Manual*.

## **See Also**

Running General Ledger Interface: page 7 - 6

Posting Execution Report: page 7 - 8

Recognizing Revenue: page 6 - 36

Reconciling Receivables: page 7 - 12

---

## Running General Ledger Interface

Run the General Ledger Interface program to transfer Receivables transaction accounting distributions to the general ledger interface table (GL\_INTERFACE) and create either detailed or summarized journal batches. Receivables lets you create unposted journal entries in your general ledger when you run General Ledger Interface, or, if you have Oracle General Ledger installed, by running Journal Import from Oracle General Ledger. You then post journal batches in Oracle General Ledger to update your account balances.

**Note:** If you do not have Oracle General Ledger installed, you can use your feeder system to import data from the GL\_INTERFACE table.

You determine which transactions to transfer by specifying a General Ledger date range when you submit General Ledger Interface. You specify the General Ledger date that Receivables uses to select transactions for posting when you create each transaction. You can transfer your transactions to your general ledger as often as you like within an accounting period.

Before you run the General Ledger Interface program, generate the Intercompany Invoice report to see a list of all transactions for which the receivables and revenue accounts have different company segments. You can also generate the Intercompany Receipts report to review payments that were sent from one company and applied to another company, but have not yet posted.

When you run General Ledger Interface, Receivables transfers transaction data into the GL\_INTERFACE table and generates the Posting Execution Report. Use this report to see which transactions make up your entries to the general ledger.

**Note:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, you must run the General Ledger Interface program for your primary set of books and each of your reporting set of books. For more information, refer to the *Multiple Reporting Currencies in Oracle Applications* manual.

### Prerequisites

---

- Define your accounting calendar (*Oracle General Ledger User's Guide*)
- Define your accounting periods (*Oracle General Ledger User's Guide*)
- Set the status of your accounting period to 'Open': page 7 - 10
- Define your accounting method: page 2 - 190

- Run the Intercompany Invoice Report: page 9 - 103
- Run the Intercompany Receipts Report: page 9 - 104 (optional)

► **To run the General Ledger Interface program:**

1. Navigate to the Run General Ledger Interface window.
2. Choose a Posting Detail of Summary or Detail. If you transfer transactions in detail, the General Ledger Journal Import Program creates at least one journal entry for each transaction in your posting submission. If you transfer in summary, it creates one journal entry for each general ledger account.

If you set this option to Summary and set Run Journal Import to No (in step 5), to post records to your General Ledger in summary form you need to switch to the General Ledger responsibility and submit the Run Journal Import program manually with Create Summary Journals set to Yes. For more information, see: *Importing Journals in the Oracle General Ledger User's Guide*.

3. Enter the GL Posted Date for this submission. The default is the current date, but you can change it. Receivables updates all of the posted transactions that you transfer to your general ledger or the general ledger interface area with the GL posted date you enter.
4. Enter the range of GL Dates for your submission. The dates must be within both an open receivables period and an open or future General Ledger period. When you enter a start date, the default GL end date is the last day of the period that you entered for the GL start date.
5. Choose whether to Run Journal Import. If you choose Yes, Receivables creates journal batches in your general ledger when your posting submission has completed. If you enter No, Receivables creates batches of your transaction records in the journal import interface area. The default is the value you entered for the Automatic Journal Import option in the System Options window.

**Note:** If you are using Oracle General Ledger, use the General Ledger Journal Import program to transfer these records from the journal import interface area into your general ledger as batches of journal entries. Use the Journal Entries Report to review either summary or detailed information about the transactions that make up your general ledger journal entries.

6. Save your work. Receivables displays the Request ID number for your concurrent process. Use this number to view the status of your request in the Requests window.

Receivables also creates the Posting Execution Report. Use this report to see a summary of transactions that are imported into the GL\_INTERFACE table. See: Posting Execution Report: page 7 - 8. Transactions that failed validation appear in the Unposted Items Report. See: Unposted Items Report: page 9 - 193.

## See Also

Recognizing Revenue: page 6 - 36

Intercompany Invoice Report: page 9 - 103

Monitoring Requests (*Oracle Applications User's Guide*)

Intercompany Receipts Report: page 9 - 104

Invoice Exception Report: page 9 - 105

---

## Posting Execution Report

Use this report to view a summary of all transactions by category and currency that make up your entries to your general ledger. Receivables automatically generates this report when you run General Ledger Interface. The sum of the entries in the General Ledger Journal Report is equal to the sum of all of the categories of transactions that your Posting Execution Report includes for the same period. See: Journal Reports in the *General Ledger User's Guide*.

If there are unposted items within the general ledger date range that you specify that are out of balance, Receivables prints the Unposted Items Report, and does not transfer these items to your general ledger. Receivables only prints the Unposted Items Report if you have items that you could not successfully transfer to your general ledger that are within the general ledger date range that you specify.

### Selected Headings

---

**Accounted Credits:** The credited amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

**Accounted Debits:** The accounted debit amount total of all transactions within a general ledger entry category that you transfer to your general ledger in your functional currency.

**Category:** The category for each general ledger entry. Category is the type of entry that Receivables uses to transfer your transactions to your general ledger. Typical journal entry categories include adjustment, chargebacks, credit memo applications, credit memos, debit memos, sales invoices and trade receipts.

**Entered Credits:** The total credit amount of all transactions within a general ledger entry category that you transfer to your general ledger. This credit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

**Entered Debits:** The total debit amount of all transactions within a general ledger entry category that you are transferring. This debit amount equals the amount of the transactions within a category that you transfer in the currency in which you entered these transactions.

## See Also

Running General Ledger Interface: page 7 - 6

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

## Opening and Closing Accounting Periods

Status	Number	Fiscal Year	Name	Start Date	End Date	[ ]
Not Opened	12	2001	Dec-01	01-DEC-2001	31-DEC-2001	
Not Opened	11	2001	Nov-01	01-NOV-2001	30-NOV-2001	
Not Opened	10	2001	Oct-01	01-OCT-2001	31-OCT-2001	
Not Opened	9	2001	Sep-01	01-SEP-2001	30-SEP-2001	
Not Opened	8	2001	Aug-01	01-AUG-2001	31-AUG-2001	
Not Opened	7	2001	Jul-01	01-JUL-2001	31-JUL-2001	
Future	6	2001	Jun-01	01-JUN-2001	30-JUN-2001	

Open and close accounting periods in your calendar to control the recording of accounting information for these periods. Receivables lets you open future accounting periods while your current period is still open. Receivables also lets you reopen previously closed accounting periods and enter receivables activities without transferring transactions to the general ledger when you set your accounting periods to 'Future.'

Define your receivables calendar in the Accounting Calendar window. Receivables references the statuses of these accounting periods to control transaction entry and journal entry creation to your general ledger. You cannot enter an activity in a closed accounting period.

When you close an accounting period, Receivables automatically generates the Collection Effectiveness Indicators report: page 9 - 53.

**Note:** If you are using the Oracle Applications Multiple Reporting Currencies (MRC) feature, open and close accounting periods in your primary set of books. Receivables automatically opens and closes periods in all of the associated reporting sets of books. You cannot close a period if outstanding transactions exist in your primary or associated reporting sets of books. For more information, refer to the *Multiple Reporting Currencies in Oracle Applications* manual.

## **Period Status**

---

An accounting period can have one of the following statuses:

**Closed:** Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened. Receivables verifies that there are no unposted items in this period. Receivables does not let you close a period that contains unposted items.

**Close Pending:** Similar to Closed, but does not validate for Unposted items. Journal entry, posting, and transaction entry are not allowed unless the accounting period is reopened.

**Future:** This period is not yet open, but you can enter transactions in this period. However, you cannot post in this period until you open it.

**Not Opened:** This period has never been opened and journal entry and posting are not allowed.

**Open:** Journal entry and posting are allowed.

## **Prerequisites**

---

- Define your set of books (*Oracle General Ledger User's Guide*)
- Define your accounting periods (*Oracle General Ledger User's Guide*)
- Define your accounting calendar (*Oracle General Ledger User's Guide*)

### **► To open or close an accounting period:**

1. Navigate to the Open/Close Accounting Periods window.
2. To update the status of an accounting period, place the cursor in the Status field next to that period, then enter a new status.
3. To open the next accounting period after the Latest Open Period, choose Open Next Period. Receivables changes the status of the next period to 'Open.'
4. Save your work.

## **See Also**

Entering Transactions: page 6 - 2

---

## Reconciling Receivables

Periodically, Receivables requires that you internally reconcile the transactions in your accounts receivable system. Receivables provides a comprehensive set of reports to reconcile your outstanding customer balances, transactions, receipts, and account balances. These reports let you research transactions and receipts for a given period and the different accounts that they affect.

Outstanding customer balances at the beginning of any period can be reconciled with the ending balances for that period by generating various reports to show customer activity during the period. See: Reconcile Outstanding Customer Balances: page 7 - 14.

Transactions can be reconciled using the Transaction Register and the Sales Journal by Customer report. Receipts can be reconciled using the Receipt Register and the Receipt Journal. Reconcile the account balances for transactions and receipts using the Journal Entries report and the Sales and Receipt Journals. See: Reconcile Transactions: page 7 - 16.



**Suggestion:** Use the AR Reconciliation report to automatically reconcile your customer, receipt, transaction, and account balances. See: AR Reconciliation Report: page 9 - 38.

---

### Reconcile Internally and Externally

Receivables provides the tools to reconcile your sub- ledger before you post to your general ledger. Internal reconciliation involves reconciling your customer accounts, transactions, and receipts. You can then post to your general ledger to extract details from your Receivables system and create journal entries in your General Ledger. Once you have posted to the general ledger, you can reconcile your sub- ledger with your general ledger by verifying that all the correct journal entries were made.

---

### Multi- Company Capability

All of the Receivables reconciliation reports have a multi- company capability which lets you run them for all companies or a specific company. Receivables also provides reports that you can use to track transactions between companies.

---

### Agings

Receivables provides agings by account, amount, collector, customer, transaction, and salesperson so you have access to the most clear and

accurate gauge of your customers' account balances. The agings are four and seven buckets.

### **Reporting Options**

---

You can retrieve the reconciliation information you require by specifying a range of report parameters, ordering, and grouping options, and summary and detail report layouts when you submit your report.

### **See Also**

Reconcile Outstanding Customer Balances: page 7 - 14

Reconcile Transactions: page 7 - 16

Reconcile Receipts: page 7 - 17

Reconcile Account Balances: page 7 - 19

## Reconcile Outstanding Customer Balances

Reconcile the outstanding customer balance at the beginning of a specified period with the ending balance for the same period. The following table represents the various components that affect a customer's balance and the reports you can use to reconcile these components.

To view this information:	Use this report:
Beginning Balance	Aging Reports
Transactions	Transaction Register
Adjustments	Adjustment Register
Invoice Exceptions	Invoice Exception Report
Applied Receipts	Applied Receipts Register
Unapplied Receipts	Unapplied Receipts Register
Ending Balance	Aging Reports

Table 7 - 1 (Page 1 of 1)

Use the following formula to ensure your revenue accounts match your receivables aging:

$$\begin{array}{r} \text{Beginning Balance} \\ + \text{ Transactions} \\ + - \text{ Adjustments} \\ - \text{ Invoice Exceptions} \\ - \text{ Applied Receipts} \\ - \text{ Unapplied Receipts} \\ \hline = \text{ Ending Balance} \end{array}$$

### Standard Reports

---

Use the Aging reports to determine your outstanding customer balance for the beginning and end of a period. For example, run these reports as of the first day and the last day of the month.

Use the Transaction Register to identify invoices, debit memos, credit memos, commitments, and chargebacks that increase the outstanding opening balance for the period you specify.

Use the Adjustment Register to identify any adjustments that affect transaction balances for the period.

Use the Invoice Exception report to adjust the Transaction Register for any transactions that are not open to Receivables and therefore do not show up on your agings.

Use the Applied Receipts Register to review all activity for a receipt. This report prints all applications within the date range that you specify, regardless of check date, and includes both cash and miscellaneous receipts.

Use the Unapplied Receipts Register to review detailed information about your customers on- account and unapplied payments for the date range that you specify. This report includes both cash and miscellaneous receipts.



**Suggestion:** Define a report set containing the above reports and specify default parameter values and printing options. See: *Defining Request Sets in the Oracle Applications User's Guide*.

## Report Options

---

Submit all of the above reports (except the Aging reports) from either the Print Accounting Reports or the Submit Requests window. Submit the Aging reports from the Submit Requests window.

Select the same GL Dates for all the reports. Receivables requires that you print the Aging Reports as of a particular GL Date. All transactions that have a nonzero balance as of this date will be included in your agings. Therefore, to get the opening balance, submit the Aging Report as of the day before the first date of the period. This will ensure that all transactions for the first day are not included in the opening balance calculation. To get the closing balance, submit the Aging Report as of the last date of the period. See: *Aging Reports: page 9 - 30*.

Choose to order all the reports by customer. This will let you research transactions based on customer name or number.



**Suggestion:** When sorted by customer, the Aging 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 report for reconciliation. See: *Aging - 4 and 7 Bucket Reports: page 9 - 25*.

## See Also

Reconcile Transactions: page 7 - 16

Reconcile Receipts: page 7 - 17

Reconcile Account Balances: page 7 - 19

Reconciling Receivables: page 7 - 12

---

## Reconcile Transactions

### Business Needs

---

Periodically check that Receivables transactions balance with themselves by running the Sales Journal by GL Account and the Transaction Register for the same GL Date range. This will ensure that all postable items are reflected on your Sales Journal.

The total on the Sales Journal by GL Account should equal the total of postable items in the Transaction Register. In case of any discrepancies, view your customer balances using the Sales Journal by Customer report to find which total does not balance.

Use the following formula to ensure that the Transaction Register matches the Sales Journal:

$$\begin{array}{r} \text{Transaction Register (postable items)} \\ + 2 * \text{Credit Memo Total} \\ \hline = \text{Sales Journal (Debits + Credits)} \end{array}$$

You must adjust the Transaction Register total for any credits because they are negative on the Transaction Register and positive on the Sales Journal.

### Report Options

---

Submit the two reports from either the Print Accounting Reports or the Submit Requests window. Select the same GL Dates for the two reports and choose to sort them by Customer.

## See Also

Transaction Register: page 9 - 187

Sales Journal by Customer: page 9 - 166

Sales Journal by GL Account: page 9 - 168

Reconcile Receipts: page 7 - 17

Reconcile Outstanding Customer Balances: page 7 - 14

Reconcile Account Balances: page 7 - 19

Reconciling Receivables: page 7 - 12

---

## Reconcile Receipts

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 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.

**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 - 231.

### Report Options

---

Submit the two reports from either the Print Accounting Reports or Submit Requests window. Select the same GL Dates for the two reports and choose a Report Mode of 'Transaction' to run the Receipt Journal. Transaction mode gives you full details of all the accounts debited or credited during the receipt creation, remittance, and clearance processes. The alternative, 'Balance' mode, gives details of the final account balance only.

## See Also

Receipt Journal: page 9 - 145

Receipt Register: page 9 - 149

Reconcile Outstanding Customer Balances: page 7 - 14

Reconcile Transactions: page 7 - 16

Reconcile Account Balances: page 7 - 19

Reconciling Receivables: page 7 - 12

---

## Reconcile Account Balances

Run the Sales Journal and Receipt Journal for the same General Ledger date range to see what will post to your General Ledger. Once you internally reconcile your transactions and receipts with your Sales and Receipt Journals, you can perform external reconciliation during and after the posting process. Posting within Receivables consists of two stages: General Ledger transfer and Journal Import.

Run General Ledger Interface to extract transaction and receipt data from Receivables and transfer it into the General Ledger Interface table. You then run Journal Import to create your unposted journals in Oracle General Ledger. (You can run Journal Import automatically after running General Ledger Interface or separately from Oracle General Ledger.) Finally, you run a separate posting process from Oracle General Ledger to create posted journal entries. Receivables provides reporting tools to track and reconcile the posting process.

---

### Reconcile the General Ledger Transfer Process

General Ledger Interface produces an execution report that shows you the total debits and credits transferred from Receivables to the General Ledger Interface table. Compare this report to your Sales and Receipt Journal totals and verify that they match. Be sure to use the same General Ledger Date ranges for the two journals and your GL transfer.

Receivables also produces the Unposted Items Report if there are any items that cannot be transferred to the General Ledger Interface table. You must take into account the total untransferred items when reconciling your Sales and Receipt Journals with the GL Interface Execution report.

Once transactions and receipts have been transferred to the General Ledger Interface table, they are considered 'posted' within the Receivables sub-ledger. Account balances for transactions and receipts can be reconciled by generating the Sales Journal by GL Account, the Receipt Journal (in 'Transaction' mode), and the Journal Entries report for posted items. The account totals in the Sales and Receipt Journals should match the corresponding account balances in the Journal Entries report.

The Journal Entries report shows the transaction and receipt numbers that contribute to a particular GL account. Run this report using the Summary 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 (i.e. associated transaction type has Post to GL set to Yes). The totals for each accounting flexfield in the

Sales Journal report and the Receipt Journal Report should match the corresponding totals in this report. You can also run this report for unposted items to see a summarized version of what would transfer to the General Ledger.

**Note:** The Journal Entries report can generate multiple reports. The 'Detail by Account' version of this report is probably most useful for reconciliation purposes.

Use the Receipt Journal and the Sales Journal by GL Account report to see more detailed information before running General Ledger Interface. Use the Receipt Journal to review details of receipts that appear in your Journal Entries report. Use the Sales Journal by GL Account report to review all transactions and the associated accounting flexfield information for the GL date range and accounts that you specify.

### **Reconcile 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 7 - 2.

Journal Import produces an execution report that shows you the total debits and credits for the journals it created. These totals should match the totals on the Posting Execution report.

To see your journals, run the Unposted Journals Report from General Ledger. The grand totals on this report should match the Journal Import Execution report.

**Note:** If you choose the Detail option when you run Journal Import, the invoice and customer numbers appear in the description of your journal lines so you can easily see the invoices that affect each account.

### **Reconcile Posted Journal Entries**

---

Once you have run the Oracle General Ledger Post Journals program, you can see your posted journal entries by running the Posted Journals Report. The grand totals on this report should match the totals on the

Journal Import Execution report. See: Posted Journals Report in the *Oracle General Ledger User's Guide*.

### **Report Options**

---

Submit the above reconciliation reports from the Print Accounting Reports or the Submit Requests window. Submit General Ledger Interface from the Run General Ledger Interface window. Submit Journal Import from either the Genral Ledger Interface window or from Oracle General Ledger. Submit the Posted and Unposted Journals reports from Oracle General Ledger. Be sure to use the same General Ledger Date ranges when running these reports.

### **See Also**

Receipt Journal: page 9 - 145

Sales Journal by Customer: page 9 - 166

Posting: page 7 - 2

Reconcile Outstanding Customer Balances: page 7 - 14

Reconcile Transactions: page 7 - 16

Reconcile Receipts: page 7 - 17

---

## Using Cash Basis Accounting

Receivables supports two methods of accounting: Cash Basis and Accrual. Depending on your business needs, you can set your Accounting Method to either Accrual or Cash Basis in the System Options window.

Cash Basis accounting recognizes revenue and expense when cash is actually spent or received. For example, revenue from sale of goods is recognized when payment is received from the customer, not when an invoice is created.

The Accrual accounting method recognizes revenue when it is earned and expenses when they are incurred. In the above example, revenue from sale of goods is recognized when the invoice is created.

If you choose cash basis as your accounting method, but actually sell goods to customers on credit, Receivables provides a system to keep track of your receivables without affecting your financial accounts.

### See Also

Accrual vs. Cash Basis Accounting: page 7 - 23

Journal Entries: page 7 - 27

Preparing Receivables: page 7 - 28

Defining Receivables System Options: page 2 - 189

Accounting for Transactions (Accrual method): page 7 - 30

## Accrual vs. Cash Basis Accounting

Receivables handles transactions differently depending on the method of accounting you use.

Accrual Accounting	Cash Basis Accounting
Creation of transactions such as invoices, debit memos, deposits and chargebacks affect the account balances immediately.	There is no effect on the account balances until payment is received to close the transactions.
Accounting Rules may be used to recognize revenue across different periods.	Accounting Rules are redundant as revenue will be recognized only when payment is received.
Receipts can be reversed using the Standard Reversal or Debit memo reversal.	Receipts can be reversed using the Standard Reversal only. Debit Memo reversal is not permitted.
Automatic receipts such as Direct Debits and Bills of Exchange affect the cash balance only when the receipts are cleared.	Automatic receipts affect the cash balance on the maturity date, if the GL date = maturity date or on the GL date, if the GL date is after the maturity date.
Deposits and Guarantees both affect on- account balances in Receivables.	Guarantees do not affect on- account balances since there is no exchange of cash. In the case of deposits, the cash collected on deposits will be posted to the revenue account of the deposit instead of that of the invoice against the deposit. Use the Other Application report to view all invoices against deposits.

Table 7 - 2 (Table 1 of 1)

### Adjustments (Cash Basis Accounting)

When you create an adjustment that has the same sign as that of the related transaction, the adjustment amount goes to a separate adjustment account, instead of increasing the balance of the original revenue account.

Consider an example of an invoice created for \$1000, followed by an adjustment for \$100. The full amount of \$1100 is paid off. The following journal entry is created when cash is received:

DR	Cash	\$1100	
	CR	Revenue	\$1000
	CR	Adjustment	\$100

You have to set up an adjustment account (which is the same as the revenue account) if you want the adjustment to hit the original revenue account. In this case the journal entry would be:

DR	Cash	\$1100	
	CR	Revenue	\$1000 (Original amount)
	CR	Revenue	\$100 (Adjustment)

In case of multiple line invoices, Receivables creates a separate account to record the full adjustment. Consider an example:

DR	Cash	\$1100	
	CR	Line #1 Revenue	\$800
	CR	Line #2 Revenue	\$200
	CR	Adjustment	\$100

If you want to prorate the adjustment across the two revenue accounts, you will have to specifically enter two adjustments of \$80 and \$20 each to hit the two different revenue accounts. In this scenario, the journal entry would be as follows:

DR	Cash	\$1100	
	CR	Line #1 Revenue	\$800 (Original amount)
	CR	Line #1 Revenue	\$80 (Adjustment)
	CR	Line #2 Revenue	\$200 (Original amount)
	CR	Line #2 Revenue	\$20 (Adjustment)

If you make an adjustment that has an opposite sign to the transaction it is adjusting, Receivables does not record the adjustment in a separate account. Instead, Receivables subtracts the adjustment from the Revenue account.

Consider an example of an invoice for \$2000. If you make an adjustment of - \$200 to it, there will be only one journal entry at the time of receipt of cash:

DR	Cash	\$1800	
	CR	Revenue	\$1800

The adjustment is not recorded anywhere, it is taken into account by reducing the revenue by the \$200.

### **Chargebacks**

---

When a partial payment is received against an invoice, and you create a chargeback for the remaining amount due, the journal entry created is:

DR	Cash	\$800	
	CR	Revenue (invoice)	\$800

No entry will be created when a chargeback is created for the balance \$200. However, when cash is received against this chargeback the following journal entry is created:

DR	Cash	\$200	
	CR	Chargeback Adjustment	\$200

### **Credit Memos and On- Account Credits**

---

Regular credit memos will not be posted, as no cash is exchanged. Therefore, if you use credit memos, ensure that the accounts on the credit memo are the same as those on the invoices associated with the credit memos. You can achieve this by setting your profile option AR: Use Invoice Accounting For Credit Memos to Yes.

An on- account credit will be posted when it is applied to an invoice or combined with a cash receipt.

Consider the journal entries created in the following instances:

An on- account credit is issued. No journal entry is created.

The on- account credit is applied to an invoice for \$100.

DR	Revenue (on- account credit)	\$100	
	CR	Revenue (invoice)	\$100

Instead of applying the on- account credit memo to an invoice, the user combines it with a cash receipt of \$200.

DR	Cash	\$200	
	CR	Unapplied Cash	\$200
DR	Revenue (on- account credit)	\$100	
	CR	Unapplied Cash	\$100

By applying the on- account credit to a cash receipt, the available unapplied cash balance is increased from \$200 to \$300. The user applies the \$300 unapplied cash balance to an invoice.

DR	Unapplied Cash	\$300	
	CR	Revenue (Invoice)	\$300

## See Also

Accounting for Transactions (Accrual method): page 7 - 30

Journal Entries: page 7 - 27

Preparing Receivables: page 7 - 28

---

## Journal Entries

Review the following table to understand how account balances are affected in the two methods of accounting: Cash Basis and Accrual.

Action	Accrual	Cash Basis
Deposit is recorded	DR.....Receivables (Dep) CR.....Unearned Revenue	No accounting effect
Invoice is created	DR.....Receivables (Inv) CR.....Revenue	No accounting effect
Deposit is applied to an invoice	DR.....Unearned Revenue CR.....Receivables (Inv)	No accounting effect
Invoice is adjusted to write off bad debt	DR.....Bad Debt CR.....Receivables	No accounting effect
Payment is received from customer against an invoice	DR.....Cash CR.....Receivables	DR.....Cash CR.....Revenue
Credit memo is created against an invoice	DR.....Revenue CR.....Receivables	No accounting effect

Table 7 - 3 (Table 1 of 1)

**Note:** The only time a journal entry is created is when cash is actually received. The revenue account is credited at this time. The intermediate receivables account is never debited or credited in cash basis accounting. The net effect remains the same in both cases (for example, when a transaction is closed, cash is debited, and revenue is credited).

### See Also

Accrual vs. Cash Basis Accounting: page 7 - 23

---

## 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:

DR	Cash	\$50		
	CR	Unallocated Revenue Account	\$50	

You will have to reconcile the balance of the Unallocated Revenue Account with the revenue accounts on the invoice lines by manually creating adjustments.

### Set up your Transaction Types

---

Be aware of the following when creating transaction types to be used with Cash Basis accounting:

- If you set 'Open Receivable' to No, the transactions will never be posted. If you do not create a receivable, cash will never be collected, and therefore revenue will never be recorded.

- Cash Basis method of accounting does not permit you to set 'Open Receivable' to Yes and 'Post To GL' to No. Whenever cash is received (because Open Receivable is Yes), revenue will be recognized.
- Creation Signs must be either positive or negative for all transactions. They cannot be of type 'Any Sign'.

### **Make GL Transfer and Journal Entry Report Incompatible**

If you are using Cash Basis accounting, the GL Transfer program and the Journal Entry report are incompatible with each other and must be run alone (two instances of the program cannot run simultaneously). For Accrual accounting this is not the case. The programs are installed to work in an Accrual Accounting environment.

Execute the following script to tell the concurrent manager that these two programs are incompatible with each other and must be run alone:

```
$ cd $AR_TOP/install/sql
$ sqlplus <AOL username>/<AOL password>
SQL> @arsedpcf.sql
```

### **See Also**

Using Cash Basis Accounting: page 7 - 22

---

## Accounting for Transactions

This essay describes the accounting entries created when you enter transactions in Receivables using the Accrual method of accounting.

Receivables creates default accounts for revenue, receivable, freight, tax, unearned revenue, unbilled receivable, finance charges, and AutoInvoice clearing (suspense) accounts using the information specified in your AutoAccounting structure.

**Note:** This section does not include examples of accounting for tax on discounts, adjustments, miscellaneous transactions, and cash applications. For more information, see: *Tax Accounting in the Oracle Receivables Tax Manual*.

### 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  
DR Unearned Revenue  
    CR Revenue  
    CR Tax (if you charge tax)  
    CR Freight (if you charge freight)

**In all periods of the rule for the portion that is recognized.**

DR Unearned Revenue  
    CR Revenue

## **Credit Memos**

When you credit an invoice, debit memo, or chargeback through the Credit Transactions window, Receivables creates the following journal entry:

DR Revenue  
DR Tax (if you credit tax)  
DR Freight (if you credit freight)  
    CR Receivables (Credit Memo)  
DR Receivables (Credit Memo)  
    CR Receivables (Invoice)

When you credit a commitment, Receivables creates the following journal entries:

DR Revenue  
    CR Receivables

When you enter a credit memo against an installment, Receivables lets you choose between the following methods: LIFO, FIFO, and Prorate. When you enter a credit memo against an invoice with invoicing and accounting rules, Receivables lets you choose between the following methods: LIFO, Prorate, and Unit. See: *Crediting Transactions*: page 6 - 67.

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 Revenue
```

When you enter an invoice against this deposit, Receivables creates the following journal entries:

```
DR Receivables (Invoice)
    CR Revenue
    CR Tax (if you charge tax)
    CR Freight (if you charge freight)
DR Unearned Revenue
    CR Receivables (Invoice)
```

When you apply an invoice to a deposit, Receivables creates a receivable adjustment against the invoice. Receivables uses the account information you specified in your AutoAccounting structure to create these entries.

When cash is received against this deposit, Receivables creates the following journal entry:

```
DR Cash
    CR Receivables (Deposit)
```

### Guarantees

---

When you enter a guarantee, Receivables creates the following journal entry:

```
DR Unbilled Receivables
    CR Unearned Revenue
```

When you enter an invoice against this guarantee, Receivables creates the following journal entry:

```
DR Receivables (Invoice)
    CR Revenue
    CR Tax (if you charge tax)
    CR Freight (if you charge freight)
DR Unearned Revenue
    CR Unbilled Receivables
```

When you apply an invoice to a guarantee, Receivables creates a receivable adjustment against the guarantee. Receivables uses the account information you specified in your AutoAccounting structure to create these entries.

When cash is received against this guarantee, Receivables creates the following journal entry:

```
DR Cash
    CR Receivables (Invoice)
```

## Receipts

When you enter a receipt, 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 enter a receipt and combine it with a Chargeback, Receivables creates the following journal entries:

```
DR Cash
    CR Receivables (Invoice)
DR Receivables (Chargeback)
    CR Receivables (Invoice)
DR Chargeback
    CR Receivables (Chargeback)
```

You set up a Chargeback account when defining your Receivables Activity.

## Remittances

When you create a receipt that requires remittance to your bank, Receivables debits the Confirmation account instead of Cash. An example of a receipt requiring remittance would be a check before it was cashed. Receivables creates the following journal entry when you enter such a receipt:

```
DR Confirmation
    CR Receivables
```

You can then remit the receipt to your remittance bank using one of the two remittance methods: Standard or Factoring. If you remit your receipt using the standard method of remittance, Receivables creates the following journal entry:

```
DR Remittance
    CR Confirmation
```

When you clear the receipt, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
    CR Remittance
```

If you remit your receipt using the factoring remittance method, Receivables creates the following journal entry:

```
DR Factor
    CR Confirmation
```

When you clear the receipt, Receivables creates a short-term liability for receipts that mature at a future date. The factoring process let you receive cash before the maturity date, and assumes that you are liable

for the receipt amount until the customer pays the balance on the maturity date. When you receive payment, Receivables creates the following journal entry:

```
DR Cash
DR Bank Charges
    CR Short-Term Debt
```

On the maturity date, Receivables reverses the short term liability and creates the following journal entry:

```
DR Short-Term Debt
    CR Factor
```

## Adjustments

When you enter a negative adjustment against an invoice, Receivables creates the following journal entry:

```
DR Write-Off
    CR Receivables (Invoice)
```

When you enter a positive adjustment against an invoice, Receivables creates the following journal entry:

```
DR Receivables (Invoice)
    CR Write-Off
```

## Debit Memos

When you enter a debit memo in the Transactions window, Receivables creates the following journal entries:

```
DR Receivables
    CR Revenue (if you enter line amounts)
    CR Tax (if you charge tax)
    CR Freight (if you charge freight)
DR Receivables
    CR Finance Charges
```

## On-Account Credits

When you enter an on-account credit in the Applications window, Receivables creates the following journal entry:

```
DR Revenue (if you credit line amounts)
DR Tax (if you credit tax)
DR Freight (if you credit freight)
    CR Receivables (On-account Credit)
```

Receivables uses the Freight, Receivable, Revenue, and Tax accounts that you specified in your AutoAccounting structure to create these entries.

Once the on-account credit is applied to an invoice, the following journal entry is created:

```
DR Receivables (On-account Credit)
    CR Receivables (Invoice)
```

## See Also

About Remittances: page 5 - 211

Defining Receivables System Options: page 2 - 189

Transaction Types: page 2 - 246

AutoAccounting: page 2 - 57

Receivables Activity: page 2 - 170

Receipt Classes: page 2 - 164

Using Cash Basis Accounting: page 7 - 22

# Technical Perspective: Transactions

This essay describes the key tables and columns Receivables uses to store your accounts receivable transactions.

## Introduction

Following is a brief description of the Receivables tables discussed in this essay. For each table, it provides a detailed description of the important columns and identifies the primary key of each table. Additionally, this section establishes a set of assumptions to consider while discussing how Receivables stores specific transactions. You should use this section as a reference guide to the rest of the essay.

### Table Overview

Receivables uses the following tables to store your accounts receivable transactions:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date

Table 7 - 4 (Table 1 of 1)

The RA\_CUSTOMER\_TRX table stores invoice, debit memo, commitment and credit memo header information. Each of these transactions is stored as a unique record, based on the primary key, customer\_trx\_id. The transaction number, transaction date and billing customer are stored in the trx\_number, trx\_date and bill\_to\_customer\_id columns, respectively.

Additional information stored in this table includes ship- to customer, document sequence number, currency code and a transaction complete flag. The transaction type for the invoice is stored in the RA\_CUST\_TRX\_TYPES table, but can be referenced via the foreign key cust\_trx\_type\_id.

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount

Table 7 - 5 (Table 1 of 1)

The RA\_CUSTOMER\_TRX\_LINES table stores invoice, debit memo, commitment and credit memo line level information. Each transaction line is stored as a unique record, based on the primary key, customer\_trx\_line\_id column. The customer\_trx\_id column is a foreign key to the RA\_CUSTOMER\_TRX table. The line\_type column identifies the type of data contained in the record. Valid line types are CHARGES, FREIGHT, LINE and TAX. Any record with a line type of TAX or FREIGHT refers to the original invoice line via the link\_to\_cust\_trx\_line\_id column, except for header freight transactions. The total amount for each transaction line is stored in the column extended\_amount.

RA_CUST_TRX_LINE_SALESREPS					
cust_trx_line_salesrep_id	sales_rep_id	customer_trx_line_id	revenue_amount_split	non_revenue_amount_split	prev_cust_trx_line_salesrep_id

Table 7 - 6 (Table 1 of 1)

RA\_CUST\_TRX\_LINE\_SALESREPS stores sales credit assignments for invoice lines. Each assignment is stored as a unique record, based on the primary key, cust\_trx\_line\_salesrep\_id. If you base your accounting distributions on sales credits, the sales credit assignments in this table map to the RA\_CUST\_TRX\_LINE\_GL\_DIST table. The sales\_rep\_id column identifies the salesperson receiving the credit for this transaction. The customer\_trx\_line\_id column is a foreign key to the RA\_CUSTOMER\_TRX\_LINES table.

The revenue\_amount\_split column stores the amount of the invoice line assigned to this salesperson. The non\_revenue\_amount\_split column stores the amount of the non- header freight and tax lines assigned to this salesperson. If the sales credit were derived based on a percentage of the transaction line rather than a specific amount, the columns revenue\_percent\_split and non\_revenue\_percent\_split would store the percentages of the transaction lines assigned to this salesperson. The prev\_cust\_trx\_line\_salesrep\_id column references another sales credit assignment to which the current record is being applied.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_ gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount

Table 7 - 7 (Table 1 of 1)

RA\_CUST\_TRX\_LINE\_GL\_DIST stores the accounting distribution for invoice, debit memo, commitment, and credit memo transactions. Each distribution is stored as a unique record, based on the primary key, cust\_trx\_line\_gl\_dist\_id. The customer\_trx\_line\_id column is a foreign key to the RA\_CUSTOMER\_TRX\_LINES table. The account\_class column describes the account type, while the code\_combination\_id column identifies the general ledger account. Valid account classes are CHARGES, FREIGHT, REC, REV, SUSPENSE, TAX, UNBILL and UNEARN. The account\_class, REC, represents the receivable account distribution. The amount column for REC records is equal to the sum of all invoice lines. Therefore, there is no link to RA\_CUSTOMER\_TRX\_LINES and the column customer\_trx\_line\_id is null for these records. The REC record is linked to the table, RA\_CUSTOMER\_TRX, via the customer\_trx\_id column. For all other account classes, credits are represented by positive numbers and debits are represented by negative numbers.

AR_PAYMENT_SCHEDULES								
payment_ schedule_ _id	amount_ due_ original	amount_ due_ remaining	customer_ _trx_id	cash_ receipt_ id	trx_ number	status	amount_ applied	class

Table 7 - 8 (Table 1 of 1)

AR\_PAYMENT\_SCHEDULES stores customer balance information at the transaction level. Each transaction's balance is stored as a unique record, based on the primary key, payment\_schedule\_id. The class column identifies the transaction type and determines which columns Receivables updates when a transaction is stored. For billing transactions, the AR\_PAYMENT\_SCHEDULES table joins the RA\_CUSTOMER\_TRX table via the customer\_trx\_id column and stores NULL in the cash\_receipt\_id column. For payment transactions, the AR\_PAYMENT\_SCHEDULES table joins the AR\_CASH\_RECEIPTS table via the cash\_receipt\_id column and stores NULL in the customer\_trx\_id column.

TRANSACTION	CLASS	FOREIGN KEY	TABLE
Invoices	INV	customer_trx_id	RA_CUSTOMER_TRX
Debit Memos	DM	customer_trx_id	RA_CUSTOMER_TRX
Credit Memos	CM	customer_trx_id	RA_CUSTOMER_TRX
Deposits	DEP	customer_trx_id	RA_CUSTOMER_TRX
Guarantees	GUAR	customer_trx_id	RA_CUSTOMER_TRX
Chargebacks	CB	customer_trx_id	RA_CUSTOMER_TRX
Receipts	PMT	cash_receipts_id	AR_CASH_RECEIPTS

The status column identifies whether the transaction is open or closed, while the `trx_number` column stores the transaction number. The `amount_applied` column stores the sum of all transactions applied to the balance of the selected transaction. The `amount_due_original` column equals either the sum of the `extended_amount` column in the `RA_CUSTOMER_TRX_LINES` table for the given `customer_trx_id` or the sum of the `amount` column in the `AR_CASH_RECEIPTS` table for the given `cash_receipts_id`. The `amount_due_remaining` column represents the balance for the selected transaction.

For the `amount_due_original` and `amount_due_remaining` columns debit items, such as invoices, are stored as positive numbers and credit items, such as credit memos and payments, are stored as negative numbers. The current customer balance is reflected by the sum of the `amount_due_remaining` column for all confirmed payment schedules for a given customer.

AR_ADJUSTMENTS					
adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id

Table 7 - 9 (Table 1 of 1)

`AR_ADJUSTMENTS` stores information about invoice adjustments. Each adjustment is stored as a unique record, based on the primary key, `adjustment_id`. The `amount` column stores the amount of the adjustment. Receivables uses the `customer_trx_id` and `payment_schedule_id` to link the adjustment to the adjusted transaction and to update the `amount_due_remaining` and `amount_adjusted` columns of the adjusted transaction's payment schedule in the `AR_PAYMENT_SCHEDULES` table. The `type` column stores a description of the transaction to which the adjustment applies. Valid types include:

- Charges Adjustments
- Freight Adjustments
- Invoice Adjustments
- Line Adjustments
- Tax Adjustments

The code\_combination\_id column stores the accounting distribution associated with the adjustment transaction.

AR_RECEIVABLE_APPLICATIONS:							
receivable_application_id	amount_applied	status	payment_schedule_id	code_combination_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id

Table 7 - 10 (Table 1 of 1)

AR\_RECEIVABLE\_APPLICATIONS stores account distributions for receipt and credit memo applications and maps the application transaction to the applied transaction. Each accounting distribution is stored as a unique record, based on the primary key, receivable\_application\_id. The payment\_schedule\_id column links the receipt or credit memo to its payment schedule in the AR\_PAYMENT\_SCHEDULES table. The cash\_receipt\_id column stores the receipt id of payment transactions, while the cust\_trx\_id column, which is not shown, stores the transaction id for credit memo transactions. The applied\_payment\_schedule\_id and applied\_customer\_trx\_id columns reference the transaction to which this record applies.

The status column describes the state of the application transaction. For credit memos, the status will always be APP to identify the credit memo as applied. For receipt transactions, valid status values are APP, UNAPP, UNID, REV, NSF, and STOP. The code\_combination\_id column stores the general ledger account for the application transaction, based on the status. The amount\_applied column stores the amount of the receipt or credit memo as a positive value.

**Note:** For cash basis accounting, Receivables uses the table AR\_CASH\_BASIS\_DISTRIBUTIONS to store account distribution information. This table shows the distribution to revenue accounts of a given receipt based on the application of the receipt.

AR_CREDIT_MEMO_AMOUNTS			
credit_memo_amount_id	customer_trx_line_id	gl_date	amount

Table 7 - 11 (Table 1 of 1)

AR\_CREDIT\_MEMO\_AMOUNTS stores the GL dates and amounts for credit memos to use when they are applied to invoices with rules. Each credit memo application date is stored as a unique record, based on the primary key, credit\_memo\_amount\_id. The customer\_trx\_line\_id references the transaction line to which this credit memo applies. The gl\_date column stores the date the credit memo should be applied to the invoice and the amount column stores the amount to apply.

AR_CASH_RECEIPTS				
cash_receipt_id	amount	status	receipt_number	type

Table 7 - 12 (Table 1 of 1)

AR\_CASH\_RECEIPTS stores a unique record for each receipt, based on the primary key, cash\_receipt\_id. The status column describes the state of the receipt in relation to customer invoices and balances. Valid status values are:

- UNID - The receipt customer is unidentified and no customer balance has been updated.
- UNAPP - The receipt customer has been identified, but the receipt has not been entirely applied to a specific invoice or been placed on account.
- APP - The entire amount of the receipt has been placed on account or applied to specific customer invoices.
- REV - The receipt has been reversed.
- NSF - The receipt has been reversed due to insufficient funds.
- STOP - The receipt has been reversed by a stop payment.

The type column identifies the receipt as either CASH or MISC to indicate whether the receipt is a customer payment or a miscellaneous receipt (not related to a receivable activity). The amount column stores

the net amount of the receipt, while the receipt\_number column stores the receipt\_number.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	amount	status

Table 7 - 13 (Table 1 of 1)

AR\_CASH\_RECEIPT\_HISTORY stores the current status and history of a receipt. Each status change is stored as a unique transaction, based on the primary key, cash\_receipt\_history\_id. The status column describes which step of the receipt's life cycle the receipt has reached. Valid status values are:

- APPROVED - This is only valid for automatic receipts and signifies the receipt has been approved for automatic creation. These record types are never postable.
- CONFIRMED - This is only valid for automatic receipts and signifies the receipt has been confirmed by the customer.
- REMITTED - This is valid for both manual and automatic receipts and signifies the receipt has been remitted.
- CLEARED - This is valid for both manual and automatic receipts and signifies the receipt has been cleared.
- REVERSED - This is valid for both manual and automatic receipts and signifies the receipt has been reversed.

As the receipt moves through its life cycle, Receivables inserts a new record into AR\_CASH\_RECEIPTS\_HISTORY with the current\_record\_flag column set to 'Y'. Receivables also updates the previous record related to this receipt, by setting the current\_record\_flag to NULL and by setting the reversal\_gl\_date. The amount column stores the amount of the receipt. The cash\_receipts\_id column links AR\_CASH\_RECEIPTS\_HISTORY to AR\_CASH\_RECEIPTS.

AR_MISC_CASH_DISTRIBUTIONS		
misc_cash_distribution_id	cash_receipt_id	code_combination_id

Table 7 - 14 (Table 1 of 1)

AR\_MISC\_CASH\_DISTRIBUTIONS stores the accounting distribution for miscellaneous cash receipts. Each distribution is stored as a unique record, based on the primary key, misc\_cash\_distribution\_id. The distributions are linked to the receipt by the column cash\_receipt\_id. The code\_combination\_id column stores the general ledger account assigned to this receipt.

### **Assumptions**

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To simplify the discussion of how Receivables stores specific transactions, this essay uses the following assumptions:

- All transactions are postable to the general ledger, are included in agings, and occur in the same accounting period. Therefore, there will not be any installment transactions or split term invoices.
- No invoicing rules will be applied to any of the billing transactions.
- No accounting rules will be applied to any of the billing transactions.
- Credit memo transactions will not use a credit method for invoices with rules or for split term invoices.
- Payment schedules will not allow discounts and all due dates will be 30 days after the date of the transaction.
- Finance charges will not be calculated on overdue items.
- Examples involving sales credit assignments will be expressly identified.

### **See Also**

Invoices: page 7 - 47

Debit Memos: page 7 - 50

Commitments: page 7 - 51

Invoice Against a Deposit: page 7 - 53

Invoice Against a Guarantee: page 7 - 56

Credit Memos: page 7 - 59

On- Account Credit Memos: page 7 - 63

Unapplied Receipts: page 7 - 64

Applied Receipts: page 7 - 66

Reverse Receipts: page 7 - 71

Miscellaneous Receipts: page 7 - 73

Chargebacks: page 7 - 75

About Adjustments: page 6 - 303

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## Invoices

When you enter an invoice either through the Transaction window or through the AutoInvoice program, Receivables uses the following tables to store your invoice information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES

Consider a sample invoice:

Invoice Number: I- 101

Bill- To: ABC Inc

Invoice Date: 22- May- 94

Invoice Lines:

Item	Amount	Tax	Total Amount
10 Chairs @ \$200	\$2000.00	\$160.00	\$2160.00
10 Tables @ \$300	\$3000.00	\$240.00	<u>\$3240.00</u>
		<b>Sub- total:</b>	\$5400.00
		<b>Freight Charges:</b>	\$1000.00
		<b>Total:</b>	<u>\$6400.00</u>

Table 7 - 15 (Page 1 of 1)

Invoice number I- 101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date
101467	I- 101	ABC Inc	22- May- 94

Table 7 - 16 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
100	101467		LINE	2000
101	101467	100	TAX	160
102	101467		LINE	3000
103	101467	102	TAX	240
104	101467		FREIGHT	1000

Table 7 - 17 (Table 1 of 1)

Since the example invoice had freight at the header-level, it is not linked to any line and the column, link\_to\_cust\_trx\_line\_id is null.

RA_CUST_TRX_LINE_SALESREPS					
cust_trx_line_salesrep_id	sales_rep_id	customer_trx_line_id	revenue_amount_split	non_revenue_amount_split	prev_cust_trx_line_salesrep_id
140195	1492	100	1000	0	NULL
140196	1525	100	1000	0	NULL
140197	1492	101	0	80	NULL
140198	1525	101	0	80	NULL
140199	1624	102	3000	0	NULL
140200	1624	103	0	240	NULL
140201	1492	104	0	200	NULL
140202	1525	104	0	200	NULL
140203	1624	104	0	600	NULL

Table 7 - 18 (Table 1 of 1)

The revenue and non-revenue amounts associated with the first line item of the invoice are split between salesperson 1492 and salesperson 1525. Salesperson 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

The revenue and non-revenue amounts associated with the first line item of the invoice are split between agent 1492 and agent 1525. Agent 1624 gets the complete sales credit for the second line item of the invoice, while all three share the credit for the header level freight.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
10866	01- 1200- 1000- 3000		REC	64000
10867	01- 8100- 1000- 3000	100	REV	2000
10868	01- 4100- 1000- 3000	101	TAX	160
10869	01- 8200- 1000- 3000	102	REV	3000
10870	01- 4200- 1000- 3000	103	TAX	240
10871	01- 4400- 1000- 3000	104	FREIGHT	1000

Table 7 - 19 (Table 1 of 1)

If you enter an invoice with rules (for example, Bill in Advance), the account distributions are not built when the invoice is initially created. Instead, RA\_CUST\_TRX\_LINE\_GL\_DIST stores an account set, which represents how the actual distribution rows should be created and what percentage of the actual distribution should be allocated to each account. Account sets can be identified by a 'Y' in the account\_set\_flag column. The actual distribution records are built when the Revenue Recognition program is run.

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	cash_receipt_id	trx_number	status	amount_applied	class
30191	6400	6400	101467	NULL	I- 101	OP	NULL	INV

Table 7 - 20 (Table 1 of 1)

The example invoice has a status of OP (open) and an amount\_applied of NULL because no payment has been applied against it. Once payment is received in full, the status will change to CL (closed), the

amount\_applied will be 6400 and the amount\_due\_remaining will be zero.

## **See Also**

Debit Memos: page 7 - 50

Commitments: page 7 - 51

Invoice Against a Deposit: page 7 - 53

Invoice Against a Guarantee: page 7 - 56

Chargebacks: page 7 - 75

About Adjustments: page 6 - 303

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## **Debit Memos**

Receivables handles debit memos the same as invoices, except that it sets the class of the payment schedule to DM instead of INV. For more information, see: Invoices: page 7 - 47.

## **See Also**

Commitments: page 7 - 51

Credit Memos: page 7 - 59

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## Commitments

Receivables uses the following tables to store your commitment information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES

Consider a sample guarantee:

Guarantee Number: G- 101

Bill- To: ABC Inc

Guarantee Date: 20- May- 94

Amount: \$500

Guarantee number G- 101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date
122341	G- 101	ABC Inc	20- May- 94

Table 7 - 21 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
108	122341		LINE	500

Table 7 - 22 (Table 1 of 1)

One record is inserted into the RA\_CUSTOMER\_TRX\_LINES table with a line\_type of 'LINE'. The extended\_amount column will store the amount of the commitment. If there had been a sales credit for this commitment, records relating to the sales credit would be inserted in RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
12345	01-1100-1000-3000		REC	500
12346	01-6200-1000-3000	108	REV	500

Table 7 - 23 (Table 1 of 1)

Two records are inserted into the RA\_CUST\_TRX\_LINE\_GL\_DIST table. One contains the (unbilled) receivable account, which is linked to the record created in ra\_customer\_trx via the customer\_trx\_id. The second contains the (unearned) revenue account, which is linked to the record created in ra\_customer\_trx\_lines via the customer\_trx\_line\_id.

AR_PAYMENT_SCHEDULES								
payment_ schedule_ _id	amount_ _due_ _original	amount_ _due_ _remaining	customer_ _trx_id	cash_ receipt_ _id	trx_ number	status	amount_ _applied	class
81194	500	500	122341	NULL	G-101	OP	NULL	GUAR

Table 7 - 24 (Table 1 of 1)

A record is created in AR\_PAYMENT\_SCHEDULES with class set to either DEP or GUAR depending on whether the commitment is a deposit or a guarantee. The amount\_due\_original and amount\_due\_remaining will initially be equal to the amount on the commitment.

## See Also

Invoice Against a Deposit: page 7 - 53

Invoice Against a Guarantee: page 7 - 56

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## Invoice Against a Deposit

Receivables uses the following tables to store your invoice and deposit information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES
- AR\_ADJUSTMENTS

Consider a sample invoice:

Invoice Number: I- 102

Bill- To: ABC Inc

Invoice Date: 22- May- 94

Invoice Lines:

	Amount	Tax	Total Amount
1 Table @ \$1000	1000.00	100.00	\$1100.00

with a sample deposit:

Deposit Number: D- 101

Bill- To: ABC Inc

Deposit Date: 20- May- 94

Amount: \$500

Invoice I- 102 applied against deposit D- 101 would be stored in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date
10895	I- 102	ABC Inc	22- May- 94

Table 7 - 25 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
110	10895		LINE	1000
111	10895	110	TAX	100

Table 7 - 26 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the sales credit would be inserted in the table RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
111213	01- 1200- 1000- 3000		REC	1100
111214	01- 8100- 1000- 3000	110	REV	1000
111215	01- 4100- 1000- 3000	111	TAX	100

Table 7 - 27 (Table 1 of 1)

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	cash_receipt_id	trx_number	status	amount_applied	class
302301	1100	1100	10895	NULL	I- 102	OP	NULL	INV

Table 7 - 28 (Table 1 of 1)

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

AR_ADJUSTMENTS					
adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
45678	- 500	10895	INVOICE	302301	01-6200-1000-3000

Table 7 - 29 (Table 1 of 1)

When the invoice is applied to the deposit, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining from the AR\_PAYMENT\_SCHEDULES table for the deposit or the total value of the invoice lines, whichever is smaller. Receivables uses the customer\_trx\_id to link the adjustment to the invoice. The payment\_schedule\_id column links the adjustment to the invoice payment schedule in the table, AR\_PAYMENT\_SCHEDULES.

The code\_combination\_id column stores the unearned revenue account of the deposit. Receivables will use this account to reverse the unearned revenue distribution, originally created by the deposit, and will use the receivable account of the invoice to reduce the invoice balance.

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
302301	1100	600	10895	I-102	OP	NULL	INV	- 500

Table 7 - 30 (Table 1 of 1)

The invoice payment schedule record in AR\_PAYMENT\_SCHEDULES is updated to reflect the adjustment of the deposit. The amount\_due\_remaining column is reduced by 500 and the amount\_adjusted column is - 500.

Receivables does not update the payment schedule record of the deposit in AR\_PAYMENT\_SCHEDULES when an invoice is applied to the deposit. The payment schedule of the deposit will be updated as adjustments and receipts are applied to this independent billing.

## Invoice Against a Guarantee

Receivables uses the following tables to store your invoice and guarantee information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES
- AR\_ADJUSTMENTS

Consider a sample invoice:

Invoice Number: I- 103  
Bill- To: ABC Inc  
Invoice Date: 22- May- 94

Invoice Lines:

	Amount	Tax	Total Amount
1 Table @ \$1000	1000.00	100.00	\$1100.00

with a sample guarantee:

Guarantee Number: G- 102  
Bill- To: ABC Inc  
Deposit Date: 20- May- 94  
Amount: \$500

Invoice I- 103 applied against guarantee G- 102 would be stored in Receivables tables as follows:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date
110120	I- 103	ABC Inc	22- May- 94

Table 7 - 31 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
120	110120		LINE	1000
121	110120	120	TAX	100

Table 7 - 32 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in the table RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
200101	01- 1200- 1000- 3000		REC	1100
200102	01- 8100- 1000- 3000	120	REV	1000
200103	01- 4100- 1000- 3000	121	TAX	100

Table 7 - 33 (Table 1 of 1)

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	cash_receipt_id	trx_number	status	amount_applied	class
401100	1100	1100	110120	NULL	I- 103	OP	NULL	INV

Table 7 - 34 (Table 1 of 1)

The payment schedule for the invoice originally shows an amount\_due\_remaining of 1100.

AR_ADJUSTMENTS					
adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
56789	- 500	110120	INVOICE	302302	01- 6200- 1000- 3000

Table 7 - 35 (Table 1 of 1)

When the invoice is applied to the guarantee, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining from the AR\_PAYMENT\_SCHEDULES table for the guarantee or the total value of the invoice lines, whichever is smaller. Receivables uses the customer\_trx\_id and payment\_schedule\_id to link the adjustment to the guarantee payment schedule in the AR\_PAYMENT\_SCHEDULES table.

The code\_combination\_id column stores the unearned revenue account of the guarantee. Receivables will use this account to reverse the unearned revenue distribution, originally created by the guarantee, and will use the unbilled receivable account, originally created by the guarantee, to reverse the unbilled receivable balance.

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
302302	500	0	110120	G- 102	CL	NULL	GU AR	- 500

Table 7 - 36 (Table 1 of 1)

The payment schedule record of the guarantee is updated to reflect the application of the invoice against the guarantee. The amount\_due\_remaining column is zero and the amount\_adjusted column becomes - 500. The payment schedule record for the invoice will not be impacted by the adjustment.

## See Also

Commitments: page 7 - 51

Invoice Against a Deposit: page 7 - 53

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## Credit Memos

When you enter a credit memo against an invoice, Receivables creates records in the following tables:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

Consider a sample credit memo against line number 1 of invoice I- 101:

Credit Memo Number: CM- 101

Bill- To: ABC Inc

Credit Memo Date: 01- Jun- 94

Credit Memo Amount: - 1000

Credit memo number CM- 101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX:				
customer_trx_id	trx_number	bill_to_customer_id	trx_date	previous_customer_trx_id
123456	CM- 101	ABC Inc	01- Jun- 94	101467

Table 7 - 37 (Table 1 of 1)

The previous\_customer\_trx\_id column references the original transaction you have credited.

RA_CUSTOMER_TRX_LINES:						
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount	previous_customer_trx_id	previous_customer_trx_line_id
150	123456		LINE	- 926	101467	100
151	123456	150	TAX	- 74	101467	101

**Table 7 - 38 (Table 1 of 1)**

Based on the example credit memo, Receivables inserts two records into RA\_CUSTOMER\_TRX\_LINES. The total value of the credit memo is prorated between the invoice and tax lines associated with line 1 of the original invoice. The previous\_customer\_trx\_line\_id column references the customer\_trx\_line\_id of the original invoice you have credited.

RA_CUST_TRX_LINE_SALESREPS					
cust_trx_line_salesrep_id	sales_rep_id	customer_trx_line_id	revenue_amount_split	non_revenue_amount_split	prev_cust_trx_line_salesrep_id
150205	1492	100	- 463	0	140195
150206	1525	100	- 463	0	140196
150207	1492	101	0	- 37	140197
150208	1525	101	0	- 37	140198

**Table 7 - 39 (Table 1 of 1)**

Assuming the credit memo only applied to the first line of the invoice, salesperson 1492 and salesperson 1525 will split the loss of the sales credit. The prev\_cust\_trx\_line\_salesrep\_id column references the original sales credit from the original invoice.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_ gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
150160	01- 1200- 1000- 3000		REC	- 1000
150161	01- 8100- 1000- 3000	150	REV	- 926
150162	01- 4100- 1000- 3000	151	TAX	- 74

Table 7 - 40 (Table 1 of 1)

Because this is a credit memo, the revenue and tax accounts will be debited and the receivable will be credited.

AR_PAYMENT_SCHEDULES								
payment_ schedule_id	amount_ _due_ original	amount_ _due_ remaining	customer_ _trx_id	trx_ number	status	amount_ applied	class	amount_ credited
400100	- 1000	0	123456	CM- 101	CL	- 1000	CM	NULL

Table 7 - 41 (Table 1 of 1)

The class column of the credit memo payment schedule is CM. The example credit memo has a status of CL (closed) and the amount\_applied column equals the amount of the credit memo, because the credit memo has been applied to an invoice. The amount\_due\_original column equals the amount of the credit memo, - 1000. The amount\_due\_remaining is zero because the credit memo has been applied to an invoice.

AR_PAYMENT_SCHEDULES								
payment_ schedule_id	amount_ _due_ original	amount_ _due_ remaining	customer_ trx_id	trx_ number	status	amount_ applied	class	amount_ credited
30191	6400	5400	101467	I- 101	OP	NULL	INV	- 1000

Table 7 - 42 (Table 1 of 1)

Receivables updates the payment schedule of the invoice to reflect the application of the credit memo. The amount\_due\_remaining column is reduced by - 1000 and the amount\_credited column is - 1000, the amount of the credit memo.

AR_RECEIVABLE_APPLICATIONS							
receivable_application_id	amount_applied	status	payment_schedule_id	customer_trx_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
400	1000	APP	400100	123456	NULL	30191	101467

Table 7 - 43 (Table 1 of 1)

Receivables uses the AR\_RECEIVABLE\_APPLICATIONS table to store the mapping of the credit memo to the invoice being credited. The payment\_schedule\_id and customer\_trx\_id columns contain the credit memo data, while the applied\_payment\_schedule\_id and applied\_customer\_trx\_id reference the original invoice. If the credit memo applies to an invoice with multiple payment schedules, a record is inserted into AR\_RECEIVABLE\_APPLICATIONS for each payment schedule of the invoice. The code\_combination\_id column, which is not shown, stores the receivable account of the invoice. However, when the transaction is posted to the general ledger it posts as two distributions. One entry is posted to the receivable account of the credit memo, as it is stored in the RA\_CUST\_TRX\_LINE\_GL\_DIST table, and the other entry is posted to the receivable account of the invoice, as it is stored in the RA\_CUST\_TRX\_LINE\_GL\_DIST table.

For a standard credit memo, the receivable account of the credit memo is debited, while the receivable account of the invoice is credited. Normally, the receivable accounts will be the same, but this process permits the flexibility of using a unique receivable account to record your credit memos.

## See Also

On- Account Credit Memos: page 7 - 63

## On- Account Credit Memos

When you enter an on- account credit without a specific invoice reference, Receivables creates records in the following tables:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST.

Consider a sample on- account credit applied to customer ABC Inc:

Transaction Number: OC- 101

Bill- To: ABC Inc

Transaction Date: 05- Jun- 94

Credit Amount: - 1000

On- Account Credit transaction number OC- 101 would be represented in Receivables tables as follows:

RA_CUSTOMER_TRX				
customer_trx_id	trx_number	bill_to_customer_id	trx_date	previous_customer_trx_id
660108	OC- 101	ABC Inc	05- Jun- 94	NULL

Table 7 - 44 (Table 1 of 1)

The previous\_customer\_trx\_id column is NULL because the credit does not apply to a specific invoice.

RA_CUSTOMER_TRX_LINES						
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount	previous_customer_trx_id	previous_customer_trx_line_id
170	660108		LINE	- 1000		

Table 7 - 45 (Table 1 of 1)

If there had been a sales credit for this invoice, records relating to the revenue credit would be inserted in RA\_CUST\_TRX\_LINE\_SALESREPS, linked via the column customer\_trx\_line\_id.

For on account credits Receivables inserts one record into RA\_CUSTOMER\_TRX\_LINES. The total value of the credit is stored in the extended\_amount column. The previous\_customer\_trx\_line\_id and previous\_customer\_trx\_id columns are null because the credit does not apply to a specific invoice.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line gl_dist_id	code_combination_id	customer_ trx_line_id	account_class	amount
210220	01-1200-1000-3000		REC	-1000
210221	01-8100-1000-3000	170	REV	-1000

Table 7 - 46 (Table 1 of 1)

Because this is an on-account credit, the revenue account will be debited and the receivable will be credited.

## See Also

Credit Memos: page 7 - 59

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## Unapplied Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

Consider a sample receipt which is initially unapplied:

Receipt Number: R-101  
 Received From: ABC Inc  
 Transaction Date: 05-Jul-94  
 Receipt Amount: 4000

Receipt number R- 101 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS				
credit_receipt_id	amount	status	receipt_number	type
338700	4000	UNAPP	R- 101	CASH

Table 7 - 47 (Table 1 of 1)

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	amount	status
457890	4000	CLEARED

Table 7 - 48 (Table 1 of 1)

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class
510555	- 4000	- 4000	338700	NULL	R- 101	OP	0	PMT

Table 7 - 49 (Table 1 of 1)

The example receipt has a status of OP (open) and an amount\_applied of NULL because the receipt has not been applied to a customer balance. The amount\_due\_original column equals the sum of the amount column in the AR\_CASH\_RECEIPTS table for the given cash\_receipts\_id. The class is PMT because this is a receipt related to a receivable activity. The amount\_due\_original and amount\_due\_remaining columns equal the inverse amount of the receipt.

AR_RECEIVABLE_APPLICATIONS							
payment_schedule_id	amount_applied	status	payment_schedule_id	code_combination_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
408289	4000	UNAPP	400100	01- 1100- 1000	338700	NULL	NULL

Table 7 - 50 (Table 1 of 1)

The columns `applied_payment_schedule_id` and `applied_customer_trx_id` are NULL because the receipt has not been applied to a specific transaction. The `amount_applied` column equals the amount of the receipt. The `code_combination_id` column stores the general ledger account associated with unapplied cash receipts.

## See Also

Applied Receipts: page 7 - 66

Reverse Receipts: page 7 - 71

Miscellaneous Receipts: page 7 - 73

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## 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

Receipt number R- 101 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS						
credit_receipt_id	receipt_number	amount	status	type	currency	rate
1521	R- 101	4000	UNAPP	CASH	USD	NULL

Table 7 - 51 (Table 1 of 1)

After you apply the receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

AR_PAYMENT_SCHEDULES									
payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class	curr
2211	6400	2400	NULL	1422	I- 101	OP	4000	INV	USD
2225	- 4000	0	1521		R- 101	CL	- 4000	PMT	USD

Table 7 - 52 (Table 1 of 1)

The payment schedule of invoice I- 101 has a class of INV, while the payment schedule of receipt R- 101 has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount\_due\_remaining column by the amount applied. Since the entire amount is applied, the amount\_due\_remaining is zero. The status of the receipt is changed to CL, and the amount\_applied is - 4000.

**Note:** If the cash receipt is not confirmed in the AR\_CASH\_RECEIPT\_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount\_due\_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount\_applied to reflect the amount applied to the invoice.

AR_RECEIVABLE_APPLICATIONS				
receivable_application_id	status	trx_number	amount_applied	code_combination_id
3132	UNAPP	NULL	4000	01- 1100- 1000
3134	UNAPP	NULL	- 4000	01- 1200- 1100
3135	APP	I- 101	4000	01- 1200- 1100

Table 7 - 53 (Table 1 of 1)

Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the trx\_number column.

The code\_combination\_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code\_combination\_id represents the general ledger account associated with unapplied receipts. For the APP record, the code\_combination\_id is the receivable account associated with the invoice transaction to which this receipt is applied.

## Example 2 - Same Currency Receipt Application

Consider the sample receipt R- 102, which, according to your customer's remittance advice, is to fully pay invoice I- 102, using a cross currency rate of 1 CND = 1.9048 DEM.

Invoice Number: I- 102  
Transaction Date: 05- JUN- 97

Receipt Number: R- 102  
Received From: ABC Inc.

Invoice Amount:

Transaction Date: 5- JUL- 97

Exchange Rate: 1 CND = .666667 USD

Receipt Amount: 100 DEM

Exchange Rate: 1 DEM = .333333 USD

Receipt number R- 102 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS						
credit_receipt_id	receipt_number	amount	status	type	currency	rate
1520	R- 102	100	APP	CASH	DEM	.333

Table 7 - 54 (Table 1 of 1)

When you apply the entire receipt, Receivables updates the status column from UNAPP to APP. If the receipt were only partially applied, the status would remain UNAPP.

AR_PAYMENT_SCHEDULES									
payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class	curr
2212	52.5	0		1423	I- 102	CL	52.5	INV	CND
2224	- 100	0	1520		R- 102	CL	- 100	PMT	DEM

Table 7 - 55 (Table 1 of 1)

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. The payment schedule record of the receipt is updated to reduce the amount\_due\_remaining column by the amount applied. Since the entire amount is applied, the amount\_due\_remaining is zero. The status of the receipt is changed to CL, and the amount\_applied is - 4000.

**Note:** If the cash receipt is not confirmed in the AR\_CASH\_RECEIPT\_HISTORY table, the applications of that receipt are not reflected in the payment schedule of the transaction the receipt is applied against.

Receivables updates the payment schedule record of the invoice to reduce the amount\_due\_remaining by the amount of the applied receipt. The status is still OP because the entire balance has not been paid. Receivables updates the amount\_applied to reflect the amount applied to the invoice.

AR_RECEIVABLE_APPLICATIONS								
receivable_application_id	status	trx_number	amt_applied	amount_applied_from	trx_to_rcp_t_rate	acct_amt_applied_to	acct_amt_applied_tfrom	code_combination_id
3142	UNAPP	NULL	100				33.33	01- 1100- 1000
3134	UNAPP	NULL	- 100	- 100		- 33.33	- 33.33	01- 1200- 1100
3135	APP	I- 102	52.5	100	1.9048	35	33.33	01- 1200- 1000

Table 7 - 56 (Table 1 of 1)

Again, Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of UNAPP, records the original unapplied receipt. The second record, with a status of UNAPP, offsets the original unapplied receipt. The third record, with a status of APP, stores the applied receipt information, including a reference to the applied invoice, via the trx\_number column.

The code\_combination\_id column stores the general ledger account for this receipt, based on the status of the receipt. For the UNAPP record, the code\_combination\_id represents the general ledger account associated with unapplied receipts. For the APP record, the code\_combination\_id is the receivable account associated with the invoice transaction to which this receipt is applied.

## See Also

Commitments: page 7 - 51

Credit Memos: page 7 - 59

Unapplied Receipts: page 7 - 64

Reverse Receipts: page 7 - 71

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## Reverse Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_PAYMENT\_SCHEDULES
- AR\_RECEIVABLE\_APPLICATIONS

If receipt R- 101 was not an actual receipt, we could enter a reverse receipt transaction to cancel the receipt. This reverse receipt would be represented as follows:

AR_CASH_RECEIPTS				
credit_receipt_id	amount	status	receipt_number	type
338700	4000	REV	R- 101	CASH

Table 7 - 57 (Table 1 of 1)

Receivables updates the status column of the original receipt from APP, applied, to REV, reversed.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	amount	status
545352	4000	REVERSED

Table 7 - 58 (Table 1 of 1)

A new record, which is not postable, will be inserted into AR\_CASH\_RECEIPT\_HISTORY to record the reverse receipt. Additionally, the current\_record\_flag of the original cash receipt record will be updated to null, while the reverse\_gl\_date column of the original receipt record will be set.

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	cash_receipt_id	customer_trx_id	trx_number	status	amount_applied	class
510555	- 4000	0	338700	NULL	R- 101	CL	0	PMT
30191	6400	6400	NULL	101467	I- 101	OP	0	INV

Table 7 - 59 (Table 1 of 1)

The payment schedule of the invoice has a class of INV, while the payment schedule of the receipt has a class of PMT. Because the receipt has been reversed, the amount\_due\_remaining and amount\_applied columns are zero and the status column is CL, closed.

Receivables updates the payment schedule record of the invoice to increase the amount\_due\_remaining by the amount of the reverse receipt. The status is still OP because the entire balance has not been paid. The amount\_applied column is zero because no transactions have been applied to the invoice.

AR_RECEIVABLE_APPLICATIONS							
receivable_application_id	amount_applied	status	payment_schedule_id	code_combination_id	cash_receipt_id	applied_payment_schedule_id	applied_customer_trx_id
408292	- 4000	APP	400100	01- 1200- 1100	338700	30191	101467
408293	4000	UNAPP	400100	01- 1100- 1000	338700	NULL	NULL
408294	- 4000	UNAPP	400100	01- 1100- 1000	338700	NULL	NULL

Table 7 - 60 (Table 1 of 1)

Receivables inserts three records into AR\_RECEIVABLE\_APPLICATIONS. The first record, with a status of APP, offsets the original application of the receipt, including a reference to the applied invoice, via the applied\_payment\_schedule\_id and applied\_customer\_trx\_id columns. The second and third records, with a status of UNAPP, offset the original unapplied transactions. The code\_combination\_id for the APP record is the receivable account associated with the invoice to which this receipt was originally applied.

The code\_combination\_id for the two UNAPP records is the general ledger account associated with unapplied receipts.

## See Also

Applied Receipts: page 7 - 66

Unapplied Receipts: page 7 - 64

Miscellaneous Receipts: page 7 - 73

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## Miscellaneous Receipts

Receivables uses the following tables to store your receipt information:

- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_MISC\_CASH\_DISTRIBUTIONS

Consider a sample miscellaneous receipt:

Receipt Number: R- 102  
Received From: Stock Broker  
Transaction Date: 07-Jul- 94  
Receipt Amount: 500

Receipt number R- 102 would be represented in Receivables tables as follows:

AR_CASH_RECEIPTS				
cash_receipt_id	amount	status	receipt_number	type
345678	500	APP	R- 102	MISC

Table 7 - 61 (Table 1 of 1)

For miscellaneous receipts, Receivables uses a status of APP. The type column is MISC for receipts not related to a receivable activity. The amount column stores the net amount of the receipt, while the receipt\_number column stores the receipt number.

AR_CASH_RECEIPT_HISTORY		
cash_receipt_history_id	amount	status
467890	500	CLEARED

**Table 7 - 62 (Table 1 of 1)**

The only valid status values for a miscellaneous receipt are REMITTED, CLEARED, and REVERSED.

AR_MISC_CASH_DISTRIBUTIONS			
misc_cash_distribution_id	cash_receipt_id	code_combination_id	amount
101789	345678	01- 1190- 1000- 3000	250
101790	345678	01- 1195- 1000- 3000	250

**Table 7 - 63 (Table 1 of 1)**

The code\_combination\_id stores the general ledger account associated with miscellaneous receipts. Each receipt may have multiple account distributions. The sum of the distributions for a given receipt will equal the amount of the receipt.

## See Also

Unapplied Receipts: page 7 - 64

Applied Receipts: page 7 - 66

Chargebacks: page 7 - 75

Adjustments: page 7 - 78

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## Chargebacks

You create chargebacks to decrease the balance of an invoice and to create another debit item for the same amount. Receivables handles chargebacks the same as invoices, but also creates an adjustment to decrease the balance of the invoice.

Receivables uses the following tables to store your chargeback information:

- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- AR\_ADJUSTMENTS
- AR\_PAYMENT\_SCHEDULES

Consider the invoice I- 101 created in the first example of this essay. You receive a payment for 2000 on June 1, 1994, and decide to create a chargeback, CB- 101, for the balance of the invoice, 4400.

This transaction is represented as follows:

RA_CUSTOMER_TRX			
customer_trx_id	trx_number	bill_to_customer_id	trx_date
765432	CB- 101	ABC Inc	01- Jun- 94

Table 7 - 64 (Table 1 of 1)

RA_CUSTOMER_TRX_LINES				
customer_trx_line_id	customer_trx_id	link_to_cust_trx_line_id	line_type	extended_amount
711	765432		CB	4400

Table 7 - 65 (Table 1 of 1)

Receivables creates one record in RA\_CUSTOMER\_TRX\_LINES for the chargeback with a line\_type of 'CB' and the extended\_amount equal to the balance of the invoice.

There is no impact to the RA\_CUST\_TRX\_LINE\_SALESREPS.

RA_CUST_TRX_LINE_GL_DIST				
cust_trx_line_gl_dist_id	code_combination_id	customer_trx_line_id	account_class	amount
660116	01-1200-1000-3000	NULL	REC	4400
660117	01-8100-1000-3000	711	REV	4400

Table 7 - 66 (Table 1 of 1)

Receivables inserts two records into the RA\_CUST\_TRX\_LINE\_GL\_DIST table. The code\_combination\_id of the REC record stores the receivable account distribution for the chargeback. The code\_combination\_id of the REV record stores the revenue account distribution for the chargeback.

AR_ADJUSTMENTS					
adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
57931	-4400	101467	INVOICE	30191	01-8100-1000-3000

Table 7 - 67 (Table 1 of 1)

When the chargeback is created, Receivables inserts a record into AR\_ADJUSTMENTS to record an adjustment against the invoice. The amount column equals the inverse of the amount\_due\_remaining on the invoice payment schedule in the AR\_PAYMENT\_SCHEDULES table. The customer\_trx\_id and the payment\_schedule\_id columns reference the original invoice.

For chargebacks, the type column is always INVOICE. The code\_combination\_id column stores the revenue account of the chargeback. This transaction will offset the REV distribution from the RA\_CUST\_TRX\_LINE\_GL\_DIST table. To link this adjustment with the chargeback, the chargeback\_customer\_trx\_id column, which is not shown, stores the customer\_trx\_id of the chargeback.

AR_PAYMENT_SCHEDULES								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
565785	4400	4400	765432	CB- 101	OP	NULL	CB	NULL

Table 7 - 68 (Table 1 of 1)

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								
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

Table 7 - 69 (Page 1 of 1)

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).

## See Also

Adjustments: page 7 - 78

## 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.

This transaction is represented as follows:

AR_ADJUSTMENTS					
adjustment_id	amount	customer_trx_id	type	payment_schedule_id	code_combination_id
987654	-2400	899143	INVOICE	646566	01-5100-3000-1000

Table 7 - 70 (Page 1 of 1)

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								
payment_schedule_id	amount_due_original	amount_due_remaining	customer_trx_id	trx_number	status	amount_applied	class	amount_adjusted
646566	6400	0	899143	I-104	CL	4000	INV	-2400

Table 7 - 71 (Page 1 of 1)

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.

## **See Also**

Chargebacks: page 7 - 75

About Adjustments: page 6 - 303

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## Viewing Accounting Lines

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.

See: View Accounting Windows, below.

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 primary or reporting set of books 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 set of books.

4. (Optional) To view the accounting detail as t-accounts, choose the T-Accounts button.

See: Viewing T- Accounts in the *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
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		

**Table 7 - 72 (Page 1 of 1) View Accounting Windows for Oracle Receivables**

When you select a detailed accounting line, the system 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**

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The View Accounting windows are *folders*. You can easily customize the information that is displayed in the windows, as described in the *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:

<b>Column Name</b>	<b>Transaction</b>	<b>Receipt</b>	<b>Adjustment</b>
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		

**Table 7 - 73 (Page 1 of 3) Hidden Columns on View Accounting Windows**

Column Name	Transaction	Receipt	Adjustment
Bank Account		X	
Cash Receipt Date			X
Cash Receipt Num			X
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
Payment Method		X	
Receipt Date		X	
Reversal Comments		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	X

**Table 7 - 73 (Page 2 of 3) Hidden Columns on View Accounting Windows**

Column Name	Transaction	Receipt	Adjustment
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num	X		X
Transaction Type	X		
Transferred to GL	X	X	X

**Table 7 - 73 (Page 3 of 3) Hidden Columns on View Accounting Windows**

## 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	
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

**Table 7 - 74 (Page 1 of 2) Drilldown Windows for Oracle Receivables**

Column Name	Transaction	Receipt	Adjustment
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
Payment Method		X	
Quantity	X		
Receipt Date		X	
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		

**Table 7 - 74 (Page 2 of 2) Drilldown Windows for Oracle Receivables**

When you select a detailed accounting line, the system 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**

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The drilldown windows are *folders*. You can easily customize the information that is displayed in the windows, as described in the *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

**Table 7 - 75 (Page 1 of 3) Hidden Columns in Drilldown Windows**

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 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
Transaction Line Num		X	
Transaction Line Type		X	
Transaction Num			X

**Table 7 - 75 (Page 2 of 3) Hidden Columns in Drilldown Windows**

Column Name	Transaction	Receipt	Adjustment
Transaction Source	X		
Transferred to GL	X	X	X

**Table 7 - 75 (Page 3 of 3) Hidden Columns in Drilldown Windows**

**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.

**See Also**

Viewing Accounting Lines: page 7 - 80

Drilling Down to Subledger Detail (*Oracle General Ledger User's Guide*)

T- Accounts (*Oracle General Ledger User's Guide*)

CHAPTER

# 8

## Archive and Purge

**T**his chapter explains everything you need to know about the Oracle Receivables Archive and Purge program. The Archive and Purge program lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance. This chapter tells you how to prepare Receivables before using the feature, how to run the program, and describes the Archive Summary and Detail reports.

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## Using Archive and Purge

Databases with high volumes of transactions rapidly increase in size and memory requirements. This can have a detrimental impact on performance for both online and background processing. Receivables stores large quantities of historical data to maintain audit trails, but this data need not be available online. The Archive and Purge feature lets you periodically save and delete transactions that you no longer need online to reclaim space in your database and improve system performance.

Depending on your business needs, you can archive records at one of three levels of detail: 'header- level', 'header and line- level', and 'header, line, and distribution- level'. Transactions are purged from the database based on the parameters you specify. The purge process will remove eligible transactions and all activities relating to these transactions such as adjustments, credits, reversals, calls, sales credits, and receipts.

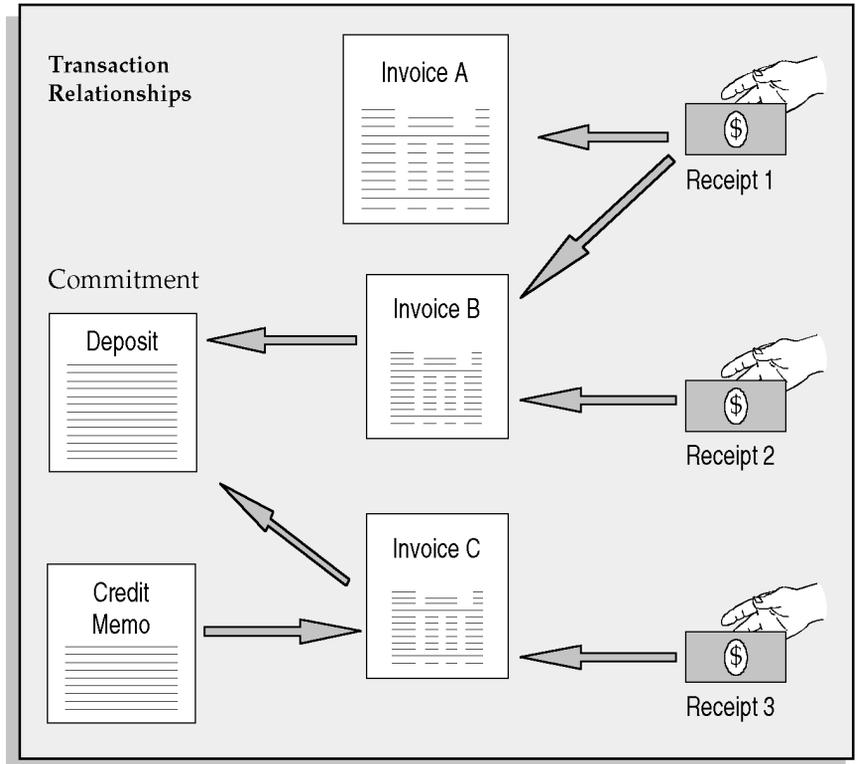
For example, in the following diagram Invoice A has been paid by Receipt 1, which also partially paid Invoice B. Receipt 2 is used to pay the remainder of Invoice B. In addition, Invoice B is applied to a commitment with Invoice C. Invoice C is paid by Receipt 3 and a Credit Memo. All of these transactions are considered to be members of a single chain of related transactions. The Archive and Purge program rejects the entire chain if any member does not meet the purge criteria.

It is important to read this essay in its entirety before running the Archive and Purge programs. Archive and Purge deletes transaction information from your database and this essay outlines the steps you must take to ensure that all critical information and reports are available for future use.



**Attention:** You should not use the Receivables Archive and Purge program if you are using cash basis accounting.

**Figure 8 - 1 Chain of Related Transactions**



**See Also**

Preparing to Run Archive and Purge: page 8 - 4

Archive and Purge Cycle: page 8 - 7

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

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## 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 Transactions
  - 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 Transactions
  - 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.

## **See Also**

Running Archive and Purge: page 8 - 57

Archive and Purge Cycle: page 8 - 7

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Archive Tables: page 8 - 33

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## 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 8 - 59.

### 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 8 - 59.

The purge program does not generate a report as it would use the same archive table information as the archive report, so the two reports would be identical.



**Attention:** If you wish to ensure consistency between the Archive- Preview and the Purge, no users should be on the system in the interim.

You can run the Archive and Purge instead of the Purge if you cannot be sure that no users have been on the system since you started the Archive- Preview. You must clear the archive tables before running this program. The parameters for this program combine the parameters of the Archive- Preview and Purge programs.

## 5. Move Archive Data to Storage

From the Run Archive and Purge 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.



**Attention:** 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



**Attention:** 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.

## See Also

Archive and Purge Parameters: page 8 - 59

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

Archive Tables: page 8 - 33

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## 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 Transactions will not be Purged unless you run Archive/Purge for all customers, because they are not related to specific customers.

The following are general rules transactions must meet to be considered closed:

<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>Attention:</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**

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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 PAXARPGB.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.

For more information on implementing your own logic using a client extension, refer to the Client Extensions and AutoApprove Profile Options chapter in the *Oracle Personal Time and Expense System Administrator's Guide*.

### **Transaction Related to Orders**

---

Transactions will not be purged if they are referenced by open return lines in Oracle Order 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 8 - 33.

### **Client Extension**

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Receivables provides a client extension to enable you to integrate with third party applications or choose to exclude or include transactions from purge selection based on criteria that you define.

You specify your criteria by customizing the PL/SQL function **trx\_purgeable** in the package **arp\_trx\_purge**. This function exists in the file **ARPUPRGB.pls** located in the Receivables install/sql/ directory. Receivables provides the parameter **customer\_trx\_id** to the **trx\_purgeable** function which by default returns a true value. You need to add your logic to return a value of false for the **customer\_trx\_id** of the transactions you do not want to purge.

## See Also

Tables Purged: page 8 - 17

Archive and Purge Cycle: page 8 - 7

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

Archive Tables: page 8 - 33

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## Tables Purged

The Archive and Purge programs delete transaction data from the following tables:

- AR\_ACTION\_NOTIFICATIONS
- AR\_ADJUSTMENTS
- AR\_BATCHES
- AR\_CALL\_ACTIONS
- AR\_CASH\_BASIS\_DISTRIBUTIONS
- AR\_CASH\_RECEIPTS
- AR\_CASH\_RECEIPT\_HISTORY
- AR\_CORRESPONDENCE\_PAY\_SCHED
- AR\_CUSTOMER\_CALL\_TOPICS
- AR\_MISC\_CASH\_DISTRIBUTIONS
- AR\_NOTES
- AR\_PAYMENT\_SCHEDULES
- AR\_RATE\_ADJUSTMENTS
- AR\_RECEIVABLE\_APPLICATIONS
- RA\_BATCHES
- RA\_CUSTOMER\_TRX
- RA\_CUSTOMER\_TRX\_LINES
- RA\_CUST\_TRX\_LINE\_GL\_DIST
- RA\_CUST\_TRX\_LINE\_SALESREPS
- AR\_CORRESPONDENCES
- AR\_DISTRIBUTIONS

## See Also

Archive Level: page 8 - 18

Archive and Purge Cycle: page 8 - 7

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

Archive Tables: page 8 - 33

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## Archive Level

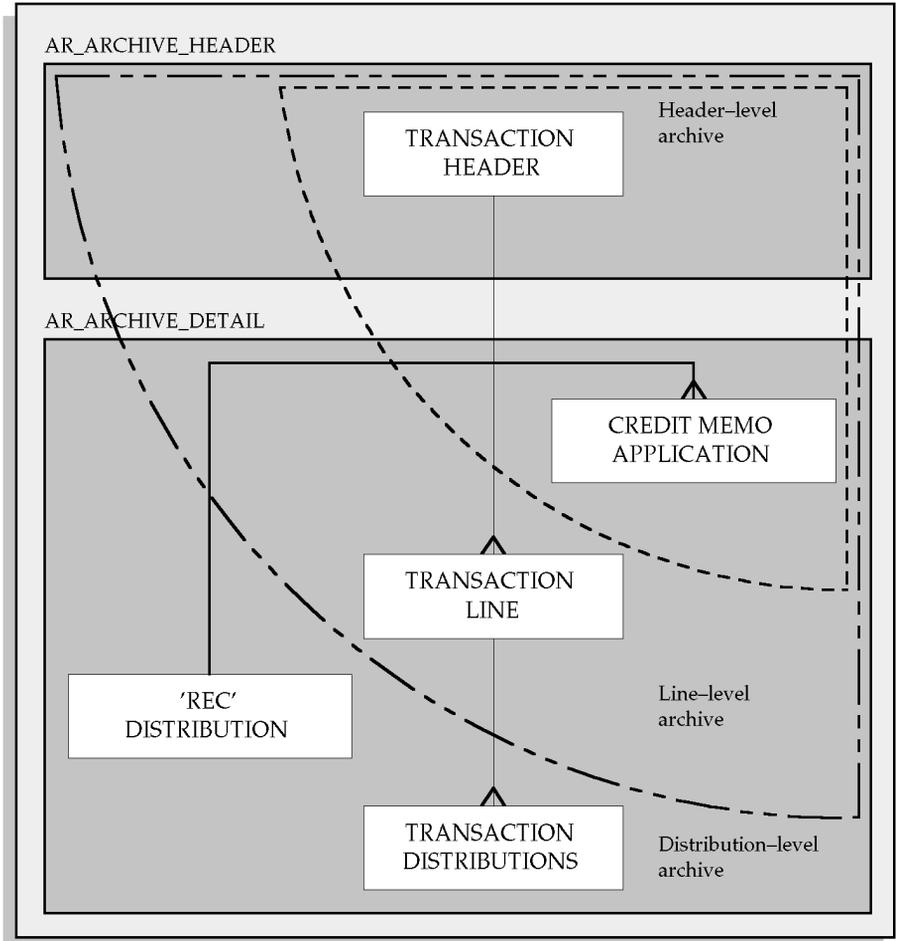
The Archive and Purge program provides three levels of detail for archiving transaction information. You can archive just header level data for your transactions; header and line level data; or header, line, and distribution data.

Archived transactions are stored in the AR\_ARCHIVE\_HEADER and AR\_ARCHIVE\_DETAIL tables. The header table stores records of three types: Transactions (Invoices, Credit or Debit Memos, Guarantees, Deposits, Chargebacks, and On- Account Credits), Receipts and Adjustments. Records stored in the detail table relate to these header records.

The following diagrams illustrate the relationships between the records in these two tables.

**Note:** Regardless of the level of detail you choose to archive, the purge portion of this program will remove all records for the selected transaction and all related transactions.

**Figure 8 - 2 Archive different levels of transaction data**

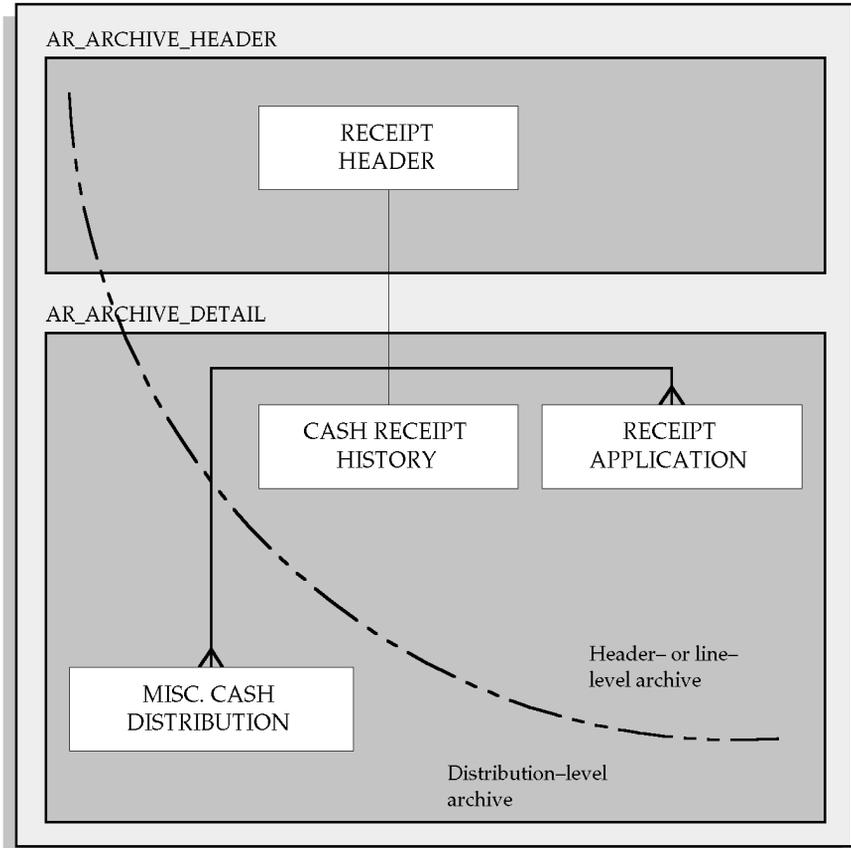


Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id. Detail records are credit memo application(s), transaction line(s) and a distribution of type 'REC'.
- Line records in AR\_ARCHIVE\_DETAIL relate to distributions in the same table using transaction\_class, transaction\_id and transaction\_line\_id.

- For credit memos, 'related' columns in AR\_ARCHIVE\_HEADER indicate the credited transaction, or for invoices, they indicate the commitment applied (if applicable).
- For transaction lines, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the credited line and the commitment line applied to the transaction (if applicable).
- For credit memo applications, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the transaction credited

**Figure 8 - 3 Archive different levels of cash receipt data**

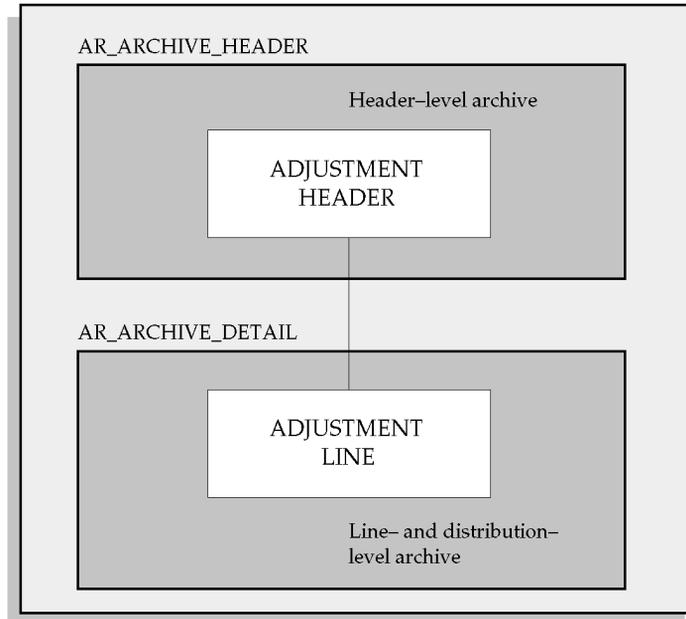


Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id. Detail records are cash receipt application(s), a cash receipt history record, and miscellaneous cash distributions.

- Miscellaneous cash distributions are stored only for a distribution level archive.
- No additional records are stored for a line level archive.
- For receipt applications, 'related' columns in AR\_ARCHIVE\_DETAIL indicate the transaction applied to the receipt.

**Figure 8 - 4 Archive different levels of adjustment data**



Notes on the above diagram:

- Header records relate to detail records using transaction\_class and transaction\_id.
- 'Related' columns in AR\_ARCHIVE\_DETAIL indicate the adjusted transaction in AR\_ARCHIVE\_HEADER.
- No additional columns records are stored for a distribution level archive.

Depending on the archive level you choose, different types and numbers of records will be stored. Also, for a distribution level archive, additional columns in line level records are populated.

Use the following table to determine which records are created for each archive level:

<b>Level</b>	<b>Storage Table</b>	<b>Number of Records Archived</b>
Headers	AR_ARCHIVE_HEADER	1 record for each transaction, receipt, and adjustment
	AR_ARCHIVE_DETAIL	1 record for each credit memo and receipt application
	AR_ARCHIVE_DETAIL	1 record for the latest AR_CASH_RECEIPT_HISTORY record
Headers and Lines	AR_ARCHIVE_DETAIL	1 record for each transaction line
	AR_ARCHIVE_DETAIL (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
	AR_ARCHIVE_DETAIL	1 record for each miscellaneous cash distribution
	AR_ARCHIVE_DETAIL	Additional accounting related columns archived on above line records
	(see Header and Line Level)	plus the Header and Line level records

**Table 8 - 1 (Page 1 of 1)**

For a detailed list of all the columns archived for each level, see the Archive Tables: page 8 - 37.

## See Also

Archive and Purge Cycle: page 8 - 7

Preparing to Run Archive and Purge: page 8 - 4

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

Archive Tables: page 8 - 33

## Data not Archived

The following table outlines transaction information that is purged but not archived as part of the Archive/Purge process. If you need to retain this information you must copy the required information before running Purge.

Information Not Archived	Source Tables
Sales information	RA_CUST_TRX_LINE_ SALESREPS
Call and all related information	AR_ACTION_NOTIFICATIONS AR_NOTES AR_CALL_ACTIONS AR_CUSTOMER_CALL_TOPICS
Invoice and Correspondence information concerning dunning letters	AR_CORRESPONDENCE_ PAY_SCHED AR_CORRESPONDENCES
Detail Payment Schedule information	AR_PAYMENT_SCHEDULES
Currency exchange adjustments	AR_RATE_ADJUSTMENTS
Unaccrued adjustments	AR_ADJUSTMENTS (where status = 'U')
Cash Basis accounting information	AR_CASH_BASIS_ DISTRIBUTIONS

Table 8 - 2 (Page 1 of 1)



**Attention:** The Archive/Purge programs should not be used if your Accounting Method is Cash Basis (as defined in the System Options window).

## See Also

Monitoring Your Archive and Purge: page 8 - 25

Preparing to Run Archive and Purge: page 8 - 4

Archive and Purge Cycle: page 8 - 7

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Archive Tables: page 8 - 33

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## 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
RRMMDDHHMISS>';
spool off
```

Refer to the table descriptions later in this essay for more information on how these tables are populated.

## **Status and Error Messages**

---

In the tables below messages are grouped by module. Each table contains the message as it appears in the message log and a description of the message.

**Control module status messages:**

Message	Message Description
The following message is used each time the control module starts a new program	
AR_ARCHIVE_ CONT_START	Starting the <program_name>
The following message appears as the control module calls each child program	
AR_ARCHIVE_ SUB_START	Calling <program_name> process
The following message appears as the control module submits a concurrent request for each child program	
AR_ARCHIVE_ REQ_SUB	Submitted concurrent request <request_id>
The following message returns the status of the above request.	
AR_ARCHIVE_ REQ_TERM	Request: <request_id> Completed/Errored
The following message appears if the above returns an error. It will be the last message in the file if there is an error and will return the 'technical' error code. For example: PL*SQL error. Contact your system administrator or support if you receive this message.	
AR_ARCHIVE_ ERROR	<function_name> <error_message> <error_code>
The following message is the last message for each child process called.	
AR_ARCHIVE_ SUB_COMP	<program_name> process complete
The following message appears at the very end, when everything completes	
AR_ARCHIVE_ CONT_COMP	Completed the <program_name>

**Table 8 - 3 (Page 1 of 1)**

**Selection module status messages:**

Message	Message Description
AR_ARCHIVE_START_SEL	Starting Data Selection...
AR_ARCHIVE_PUR_INT	Purging interim and auxiliary tables
AR_ARCHIVE_RETR_TRX	Retrieving transactions
AR_ARCHIVE_TRX_LOAD	Loaded <count> Transactions into AR_PURGE_TRX_AUX
AR_ARCHIVE_RETR_REC	Retrieving receipts
AR_ARCHIVE_REC_LOAD	Loaded <count> Receipts into AR_PURGE_REC_AUX
The following message print every 10,000 lines.	
AR_ARCHIVE_COUNT	Loaded <count> rows into auxiliary tables
AR_ARCHIVE_COMP_SEL	Data selection complete
The following message appears if PA is installed.	
AR_ARCHIVE_CONTEXT	Oracle Projects context is <PA_transaction_flexfield_context>
AR_ARCHIVE_START_CYC	Validating data
AR_ARCHIVE_COMP_CYC	Validation complete
AR_ARCHIVE_INS_INT	Inserting into AR_ARCHIVE_PURGE_INTERIM

**Table 8 - 4 (Page 1 of 1)**

### Archive module status messages:

Message	Message Description
AR_ARCHIVE_ ARC_START	Archiving...
AR_ARCHIVE_ ARC_TRX	Archiving transaction ID range: <id_low> to <id_high>
AR_ARCHIVE_ ARC_TRX_C	Finished archiving transaction ID range: <id_low> to <id_high>
AR_ARCHIVE_ ARC_COMP	Archive Complete
AR_ARCHIVE_ REP_START	Running archive report
AR_ARCHIVE_ REP_COMP	Archive report complete

Table 8 - 5 (Page 1 of 1)

### Purge module status messages:

Message	Message Description
AR_ARCHIVE_ PUR_START	Purging...
AR_ARCHIVE_PUR	Purging Transaction/Receipt/Batch_ID range: <id_low> to <id_high>
AR_ARCHIVE_ PUR_C	Finished purging Transaction/Receipt/Batch_ID range: <id_low> to <id_high>
AR_ARCHIVE_ PUR_COMP	Purge Complete

Table 8 - 6 (Page 1 of 1)

**Error Messages:** The messages in the following table are generic error messages that are used for more than one error situation where noted.

When you submit the Archive/Purge programs, records in the following tables are deleted as indicated.

- AR\_PURGE\_TRX\_AUX
  - Records in this table are deleted before Archive- Preview and Archive and Purge.
- AR\_PURGE\_REC\_AUX
  - Records in this table are deleted before Archive- Preview and Archive and Purge.
- AR\_ARCHIVE\_PURGE\_INTERIM
  - Records in this table are deleted before Archive- Preview and Archive and Purge.
- AR\_PURGE\_OE\_EXCEPTIONS
  - Records in this table are deleted before Archive- Preview and Archive and Purge.
- AR\_ARCHIVE\_PURGE\_LOG
  - Records in this table are deleted before Archive- Preview and Archive and Purge.
- AR\_ARCHIVE\_HEADER
  - Records in this table are deleted before Archive- Restart.
- AR\_ARCHIVE\_DETAIL
  - Records in this table are deleted before Archive- Restart.
- AR\_ARCHIVE\_CONTROL\_DETAIL
  - Records with the current archive\_id are deleted before Archive- Restart.

Message	Message Description
The following message appears at the very start if the archive tables are not empty.	
AR_ARCHIVE_TABLE_POP	Archive/Purge terminated. Archive tables are populated. Please save then delete the contents of AR_ARCHIVE_HEADER and AR_ARCHIVE_DETAIL, then resubmit Archive/Purge.

**Table 8 - 7 (Page 1 of 3)**

Message	Message Description
The following message appears if you cannot get the last day of the period from the period parameter entered.	
AR_ARCHIVE_NO_DATE	No date retrieved. Exiting program.
The following message appears when you submit Archive- Preview and it fails during the selection and validation process.	
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive- Preview.
The following message appears when you submit Archive- Preview and it fails during the archive module.	
AR_ARCHIVE_FAIL_A	Your archive process failed. Please submit Archive- Restart.
The following message appears when you submit Archive- Preview and it fails during the report module.	
AR_ARCHIVE_FAIL_A	Your archive summary/detail report process failed. Please submit Archive Summary/Detail Report.
The following message appears when you submit Archive and Purge and it fails during the selection and validation module.	
AR_ARCHIVE_FAIL_A	Your selection and validation process failed. Please submit Archive and Purge.
The following message appears when you submit Archive and Purge and it fails during the archive module.	
AR_ARCHIVE_FAIL_B	Your archive process failed. Please submit Archive- Restart, then Purge.
The following message appears when you submit Archive and Purge and it fails during the Purge process.	
AR_ARCHIVE_FAIL_C	Your archive was successful, but your purge process failed. Please resubmit Purge.
The following message appears when you submit Archive and Purge and it fails during the report module.	
AR_ARCHIVE_FAIL_D	Your Archive was successful, but your report failed. Please submit your Archive Report then Purge.

**Table 8 - 7 (Page 2 of 3)**

Message	Message Description
The following message appears when you submit Purge and it fails.	
AR_ARCHIVE_FAIL_A	Your Purge process failed. Please submit Purge.
The following message appears when you submit Archive to File and it fails.	
AR_ARCHIVE_FAIL_A	Your Archive to File process failed. Please submit Archive to File.
The following message appears when you submit Archive Restart and it fails during the archive.	
AR_ARCHIVE_FAIL_A	Your Archive Restart process failed. Please submit Archive Restart.
The following message appears when you submit Archive Restart and it fails during the report.	
AR_ARCHIVE_FAIL_C	Your archive was successful, but your Summary/Detail Report process failed. Please resubmit Summary/Detail Report.

**Table 8 - 7 (Page 3 of 3)**

## See Also

Archive Tables: page 8 - 33

Preparing to Run Archive and Purge: page 8 - 4

Archive and Purge Cycle: page 8 - 7

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

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## 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 Transactions processed
- INVOICES\_TOTAL - Total amount of Invoices
- CREDIT\_MEMOS\_TOTAL - Total amount of Credit Memos
- DEBIT\_MEMOS\_TOTAL - Total amount of Debit Memos
- CHARGEBACKS\_TOTAL - Total amount of Chargebacks
- DEPOSITS\_TOTAL - Total amount of Deposits
- ADJUSTMENTS\_TOTAL - Total amount of Adjustments
- CASH\_RECEIPTS\_TOTAL - Total amount of Receipts
- DISCOUNTS\_TOTAL - Total amount of Discounts
- EXCHANGE\_GAIN\_LOSS\_TOTAL - Total amount of exchange rate gain and loss
- INVOICES\_NO\_REC\_TOTAL - Total amount of Invoices not open to receivables
- CREDIT\_MEMOS\_NO\_REC\_TOTAL - Total amount of Credit Memos not open to receivables
- DEBIT\_MEMOS\_NO\_REC\_TOTAL - Total amount of Debit Memos not open to receivables
- CHARGEBACKS\_NO\_REC\_TOTAL - Total amount of Chargebacks not open to receivables
- DEPOSITS\_NO\_REC\_TOTAL - Total amount of Deposits not open to receivables
- GUARANTEES\_TOTAL - Total amount of Guarantees
- MISC\_RECEIPTS\_TOTAL - Total amount of Miscellaneous Transactions

## AR\_ARCHIVE\_HEADER

---

The Headers table stores the main transaction information. Main transactions may be Invoices, Receipts, Credit or Debit Memos, Adjustments, Guarantees, Deposits, Chargebacks, and On- Account Credits. This data will be archived for all 'Archive- Levels'. This information is used for the Archive Detail report.

**Note:** Records stored in this table are of three types; Transactions (TRX), Receipts (CR) and Adjustments (ADJ). If one of these types is not referenced, it means the column is null for records of that type.

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
ARCHIVE_ID				
TRANSACTION_	RA_CUST_TRX_	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
CLASS	TYPES			
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_	NAME (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	TYPES			
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
RELATED_	RA_CUST_TRX_	TYPE	RA_CUSTOMER_TRX	PREVIOUS_
TRANSACTION_	TYPES	(Invoice being credited)		CUSTOMER_TRX_ID
CLASS		(TRX)		CUST_TRX_TYPE_ID
		TYPE	RA_CUSTOMER_TRX	INITIAL_
		(Commitment related to		CUSTOMER_TRX_ID
		an invoice) (TRX)		CUST_TRX_TYPE_ID
		TYPE	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
		(Invoice being adjusted)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
		(ADJ)		
RELATED_	RA_CUST_TRX_	NAME	RA_CUSTOMER_TRX	PREVIOUS_
TRANSACTION_TYPE	TYPES	(Invoice being credited)		CUSTOMER_TRX_ID
		(TRX)		CUST_TRX_TYPE_ID
		NAME	RA_CUSTOMER_TRX	INITIAL_
		(Commitment related to		CUSTOMER_TRX_ID
		an invoice) (TRX)		CUST_TRX_TYPE_ID
		NAME	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
		(Invoice being adjusted)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
		(ADJ)		
RELATED_	RA_CUSTOMER_TRX	PREVIOUS_		
TRANSACTION_ID		CUSTOMER_TRX_ID		
		(TRX)		
		INITIAL_		
		CUSTOMER_TRX_ID		
		(TRX)		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID		
		(ADJ)		
TRANSACTION_	RA_CUSTOMER_TRX	TRX_NUMBER		
NUMBER				

**Table 8 - 8 (Page 1 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	AR_CASH_RECEIPTS	RECEIPT_NUMBER		
	AR_ADJUSTMENTS	ADJUSTMENT_		
TRANSACTION_DATE	RA_CUSTOMER_TRX	TRX_DATE		
	AR_CASH_RECEIPTS	RECEIPT_DATE		
	AR_ADJUSTMENTS	APPLY_DATE		
BATCH_NAME	RA_BATCHES	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_ID
	AR_BATCHES	NAME (CR)	AR_CASH_	BATCH_ID (Receipt
			RECEIPT_HISTORY	batch from first posted
				record)
BATCH_SOURCE_	RA_BATCHES_	NAME (TRX)	RA_CUSTOMER_TRX	BATCH_SOURCE_ID
NAME	SOURCES			
	AR_BATCHES_	NAME (CR)	AR_CASH_	BATCH_ID
	SOURCES		RECEIPT_HISTORY	(Receipt batch from first
			AR_BATCHES	posted record)
				BATCH_SOURCE_ID
SET_OF_BOOKS_	GL_SET_OF_BOOKS	NAME	RA_CUSTOMER_TRX	SET_OF_BOOKS_ID
NAME				
	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_	AMOUNT		
	GL_DIST	(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_	POST_TO_GL (TRX)	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	TYPES			
ACCOUNTING_	RA_CUST_TRX_	ACCOUNTING_	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
AFFECT_FLAG	TYPES	AFFECT_FLAG		
		(TRX)		

**Table 8 - 9 (Page 2 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (Type:'INVOICING_ REASON') (TRX)	RA_CUSTOMER_TRX	REASON_CODE

**Table 8 - 9 (Page 3 of 10)**

		MEANING (Type:'ADJUST_ REASON') (ADJ)	AR_ADJUSTMENTS	REASON_CODE
CASH_RECEIPT_ STATUS	AR_CASH_RECEIPTS	STATUS (CR)		
CASH_RECEIPT_ HISTORY_STATUS	AR_CASH_RECEIPT_ HISTORY	STATUS (where current_record_flag = Y) (CR)		
BILL_TO_ CUSTOMER_NUMBER	RA_CUSTOMERS	CUSTOMER_NUMBER (TRX)	RA_CUSTOMER_TRX	BILL_TO_ CUSTOMER_ID
		(CR)	AR_CASH_RECEIPTS	PAY_FROM_ CUSTOMER
BILL_TO_ CUSTOMER_NAME	RA_CUSTOMERS	CUSTOMER_NAME (TRX)	RA_CUSTOMER_TRX	BILL_TO_ CUSTOMER_ID
		(CR)	AR_CASH_RECEIPTS	PAY_FROM_ CUSTOMER
BILL_TO_ CUSTOMER_ LOCATION	RA_SITE_USES	LOCATION (TRX)	RA_CUSTOMER_TRX RA_SITE_USES	BILL_TO_SITE_USE_ ID SITE_USE_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES	CUSTOMER_ SITE_USE_ID SITE_USE_ID
BILL_TO_ CUSTOMER_ ADDRESS1,2,3,&4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_SITE_ USE_ID SITE_USE_ID ADDRESS_ID

**Table 8 - 10 (Page 3 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
BILL_TO_ CUSTOMER_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID

**Table 8 - 10 (Page 4 of 10)**

		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_ COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
BILL_TO_ CUSTOMER_ POSTAL_CODE	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	BILL_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
		(CR)	AR_CASH_RECEIPTS RA_SITE_USES RA_ADDRESSES	CUSTOMER_ SITE_USE_ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_NUMBER	RA_CUSTOMERS	CUSTOMER_NUMBER (TRX)	RA_CUSTOMER_TRX	SHIP_TO_ CUSTOMER_ID

**Table 8 - 11 (Page 4 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
SHIP_TO_ CUSTOMER_NAME	RA_CUSTOMERS	CUSTOMER_NAME (TRX)	RA_CUSTOMER_TRX	SHIP_TO_ CUSTOMER_ID

**Table 8 - 11 (Page 5 of 10)**

SHIP_TO_ CUSTOMER_ LOCATION	RA_SITE_USES	LOCATION (TRX)	RA_CUSTOMERS	SHIP_TO_SITE_USE_ ID
SHIP_TO_ CUSTOMER_ ADDRESS1,2,3,&4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_ COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
SHIP_TO_ CUSTOMER_ POSTAL_CODE	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX RA_SITE_USES RA_ADDRESSES	SHIP_TO_SITE_USE_ ID SITE_USE_ID ADDRESS_ID
REMIT_TO_ ADDRESS1,2,3,4	RA_ADDRESSES	ADDRESS1,2,3,&4 (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
REMIT_TO_CITY	RA_ADDRESSES	CITY (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID
REMIT_TO_STATE	RA_ADDRESSES	STATE (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_ ADDRESS_ID ADDRESS_ID

**Table 8 - 12 (Page 5 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
REMIT_TO_COUNTRY	RA_ADDRESSES	COUNTRY (TRX)	RA_CUSTOMER_TRX RA_ADDRESSES	REMIT_TO_
				ADDRESS_ID ADDRESS_ID

**Table 8 - 12 (Page 6 of 10)**

REMIT_TO_	RA_ADDRESSES	POSTAL_CODE (TRX)	RA_CUSTOMER_TRX	REMIT_TO_
POSTAL_CODE			RA_ADDRESSES	ADDRESS_ID ADDRESS_ID
SALESREP_NAME	RA_SALESREPS	NAME (TRX)	RA_CUSTOMER_TRX	PRIMARY_
				SALESREP_ID
TERM_NAME	RA_TERMS	NAME (TRX)	RA_CUSTOMER_TRX	TERM_ID
TERM_DUE_DATE	RA_CUSTOMER_TRX	TERM_DUE_DATE (holds final due date for payment schedule) (TRX)		
PRINTING_LAST_	RA_CUSTOMER_TRX	PRINTING_LAST_		
PRINTED		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_	RA_CUSTOMER_TRX	EXCHANGE_RATE_		
TYPE		TYPE (TRX)		
	AR_CASH_RECEIPTS	EXCHANGE_RATE_		
		TYPE (CR)		
EXCHANGE_RATE_	RA_CUSTOMER_TRX	EXCHANGE_RATE_		
DATE		DATE (TRX)		

**Table 8 - 13 (Page 6 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	AR_CASH_RECEIPTS	EXCHANGE_RATE_ DATE (CR)		
EXCHANGE_RATE	RA_CUSTOMER_TRX	EXCHANGE_RATE (TRX)		
	AR_CASH_RECEIPTS	EXCHANGE_RATE (CR)		
CURRENCY_CODE	RA_CUSTOMER_TRX	INVOICE_ CURRENCY_CODE (TRX)		
	AR_CASH_RECEIPTS	CURRENCY_CODE (CR)		

**Table 8 - 13 (Page 7 of 10)**

GL_DATE	RA_CUST_TRX_LINE_ GL_DIST	GL_DATE (from 'REC' record) or TRX_DATE (if post to GL = N)		
	AR_CASH_RECEIPT_ HISTORY	GL_DATE (where current_record_flag = Y)		
	AR_ADJUSTMENTS	GL_DATE		
REVERSAL_DATE	AR_CASH_RECEIPTS	REVERSAL_DATE (CR)		
REVERSAL_ CATEGORY	AR_CASH_RECEIPTS	REVERSAL_ CATEGORY (CR)		
REVERSAL_ REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TYPE:CKAJST_ REASON) (CR)	AR_CASH_RECEIPTS	REVERSAL_REASON_ CODE
REVERSAL_ COMMENTS	AR_CASH_RECEIPTS	REVERSAL_ COMMENTS (CR)		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_TRX	ATTRIBUTE_ CATEGORY		

**Table 8 - 14 (Page 7 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	AR_CASH_RECEIPTS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1-15	RA_CUSTOMER_TRX	ATTRIBUTE1-15		
	AR_CASH_RECEIPTS	ATTRIBUTE1-15		
	AR_ADJUSTMENTS	ATTRIBUTE1-15		
RECEIPT_METHOD_ NAME	AR_RECEIPT_ METHODS	NAME (CR)	AR_CASH_RECEIPTS	RECEIPT_METHOD_ ID
WAYBILL_NUMBER	RA_CUSTOMER_TRX	WAYBILL_NUMBER (TRX)		
DOCUMENT_ SEQUENCE_NAME	FND_DOCUMENT_ SEQUENCES	NAME	RA_CUSTOMER_TRX	DOC_SEQUENCE_ID
			AR_CASH_RECEIPTS	DOC_SEQUENCE_ID
			AR_ADJUSTMENTS	DOC_SEQUENCE_ID
DOCUMENT_ SEQUENCE_VALUE	RA_CUSTOMER_TRX	DOC_SEQUENCE_ VALUE		

**Table 8 - 14 (Page 8 of 10)**

	AR_CASH_RECEIPTS	DOC_SEQUENCE_ VALUE		
	AR_ADJUSTMENTS	DOC_SEQUENCE_ VALUE		
START_DATE_ COMMITMENT	RA_CUSTOMER_TRX	START_DATE_ COMMITMENT (TRX)		
END_DATE_ COMMITMENT	RA_CUSTOMER_TRX	END_DATE_ COMMITMENT (TRX)		
INVOICING_RULE_ NAME	RA_RULES	NAME (TRX)	RA_CUSTOMER_TRX	INVOICING_RULE_ID
CUSTOMER_ BANK_ACCOUNT_ NAME	AP_BANK_ ACCOUNTS	BANK_ACCOUNT_ NAME (TRX)	RA_CUSTOMER_TRX	CUSTOMER_BANK_ ACCOUNT_ID

**Table 8 - 15 (Page 8 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
		(CR)	AR_CASH_RECEIPTS	CUSTOMER_BANK_
DEPOSIT_DATE	AR_CASH_RECEIPTS	DEPOSIT_DATE (CR)		ACCOUNT_ID
FACTOR_DISCOUNT_	AR_CASH_RECEIPTS	FACTOR_DISCOUNT_		
AMOUNT		AMOUNT		
		(CR)		
INTERFACE_	RA_CUSTOMER_TRX	INTERFACE_HEADER		
HEADER_CONTEXT		_CONTEXT (TRX)		
INTERFACE_	RA_CUSTOMER_TRX	INTERFACE_HEADER		
HEADER_		_ATTRIBUTE1-15		
ATTRIBUTE1-15		(TRX)		
BANK_DEPOSIT_	AR_BATCHES	BANK_DEPOSIT_	AR_CASH_	BATCH_ID
NUMBER		NUMBER	RECEIPT_HISTORY	(for remit batch)
		(CR)		
REFERENCE_TYPE	AR_CASH_RECEIPTS	REFERENCE_TYPE		
		(CR)		
REFERENCE_ID	AR_CASH_RECEIPTS	REFERENCE_ID (CR)		
CUSTOMER_	AR_CASH_RECEIPTS	CUSTOMER_RECEIPT		
RECEIPT_REFERENCE		_REFERENCE (CR)		
BANK_ACCOUNT_	AP_BANK_	BANK_ACCOUNT_	AR_CASH_RECEIPTS	REMITTANCE_
NAME	ACCOUNTS	NAME		BANK_ACCOUNT_ID
		(CR)		
ACCTD_AMOUNT	RA_CUST_TRX_LINE_	ACCTD_AMOUNT		
	GL_DIST	(from 'REC' record)		
	AR_RECEIVABLES_	sum(ACCTD_		
	APPLICATIONS	AMOUNT_APPLIED_		
		FROM)		

**Table 8 - 15 (Page 9 of 10)**

	AR_MISC_CASH_	sum(ACCTD_		
	DISTRIBUTIONS	AMOUNT)		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		

**Table 8 - 16 (Page 9 of 10)**

<b>AR_ARCHIVE_</b> <b>HEADER</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
EXCHANGE_GAIN_ LOSS	AR_RECEIVABLES_ APPLICATIONS	sum(ACCTD_ AMOUNT_APPLIED_ FROM)- sum (ACCTD_AMOUNT_ APPLIED_TO) (CR)		
EARNED_DISCOUNT_ TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(EARNED_ DISCOUNT_TAKEN) (CR)		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(UNEARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum(ACCT_EARNED_ DISCOUNT_TAKEN) (CR)		
ACCT_UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLES_ APPLICATIONS	sum (ACCT_UNEARNED_ DISCOUNT_TAKEN) (CR)		

**Table 8 - 16 (Page 10 of 10)**

### **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.

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
ARCHIVE_ID				
TRANSACTION_	RA_CUST_TRX_	TYPE	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
CLASS	TYPES			
	AR_CASH_RECEIPTS	TYPE		
	Constant Value	ADJ		
TRANSACTION_TYPE	RA_CUST_TRX_	NAME	RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
	TYPES			
TRANSACTION_ID	RA_CUSTOMER_TRX	CUSTOMER_TRX_ID		
	AR_CASH_RECEIPTS	CASH_RECEIPT_ID		
	AR_ADJUSTMENTS	ADJUSTMENT_ID		
TRANSACTION_	RA_CUSTOMER_	CUSTOMER_TRX_		
LINE_ID	TRX_LINES	LINE_ID		
	RA_CUST_TRX_	CUSTOMER_TRX_		
	LINE_GL_DIST	LINE_ID		
RELATED_	RA_CUST_TRX_	TYPE	RA_CUSTOMER_TRX	PREVIOUS_
TRANSACTION_	TYPES	(Invoice being credited)		CUSTOMER_TRX_ID
CLASS				CUST_TRX_TYPE_ID
		TYPE (Commitment relating to an invoice)	RA_CUSTOMER_TRX	INITIAL_
				CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID
		TYPE (Invoice being adjusted)	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
		TYPE (credit memo and receipt applications)	AR_RECEIVABLES_	APPLIED_CUSTOMER
			APPLICATIONS	_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID
RELATED_	RA_CUST_TRX_	NAME	RA_CUSTOMER_TRX	PREVIOUS_
TRANSACTION_TYPE	TYPES			CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID
		NAME	RA_CUSTOMER_TRX	INITIAL_
				CUSTOMER_TRX_ID
				CUST_TRX_TYPE_ID
		NAME	AR_ADJUSTMENTS	CUSTOMER_TRX_ID
			RA_CUSTOMER_TRX	CUST_TRX_TYPE_ID

**Table 8 - 17 (Page 1 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
		NAME	AR_RECEIVABLES_ APPLICATIONS RA_CUSTOMER_TRX	APPLIED_CUSTOMER _TRX_ID CUST_TRX_TYPE_ID
RELATED_ TRANSACTION_ID	RA_CUSTOMER_TRX	PREVIOUS_ CUSTOMER_TRX_ID		
		INITIAL_ CUSTOMER_TRX_ID		
	AR_ADJUSTMENTS	CUSTOMER_TRX_ID		
	AR_ RECEIVABLES_ APPLICATIONS	APPLIED_CUSTOMER _TRX_ID		
RELATED_ TRANSACTION_LINE _ID	RA_CUSTOMER_TRX _LINES	PREVIOUS_CUSTOME R_TRX_LINE_ID (Line being credited)		
		INITIAL_CUSTOMER_ TRX_LINE_ID (Commitment relating to an invoice)		
LINE_NUMBER	RA_CUSTOMER_ TRX_LINES	LINE_NUMBER (used only for TRX and line level credit memo applications)		
DISTRIBUTION_TYPE	RA_CUSTOMER_ TRX_LINES	VALUE: LINE		
	AR_CASH_ RECEIPT_HISTORY	VALUE: CRH		
	AR_ADJUSTMENTS	VALUE: ADJ		
	AR_RECEIVABLES_ APPLICATIONS	VALUE: REC_APP		
	AR_RECEIVABLES_ APPLICATIONS	VALUE: CM_APP		
	AR_MISC_CASH_ DISTRIBUTIONS	VALUE: MCD		

**Table 8 - 17 (Page 2 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	RA_CUST_TRX_ LINE_GL_DIST	ACCOUNT_CLASS		
APPLICATION_TYPE	AR_RECEIVABLES_ APPLICATIONS	APPLICATION_TYPE		
REASON_CODE_ MEANING	AR_LOOKUPS	MEANING (TYPE: INVOICING_REASON)	RA_CUSTOMER_ TRX_LINES	REASON_CODE
LINE_DESCRIPTION	RA_CUSTOMER_ TRX_LINES	DESCRIPTION		
ITEM_NAME	MTL_SYSTEM_ITEMS	concatenated SEGMENT1..20	RA_CUSTOMER_ TRX_LINES	INVENTORY_ITEM_ID
QUANTITY	RA_CUSTOMER_ TRX_LINES	QUANTITY_ CREDITED		
	RA_CUSTOMER_ TRX_LINES	QUANTITY_ INVOICED		
UNIT_SELLING_ PRICE	RA_CUSTOMER_ TRX_LINES	UNIT_SELLING_ PRICE		
LINE_TYPE	RA_CUSTOMER_ TRX_LINES	LINE_TYPE		
ATTRIBUTE_ CATEGORY	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE_ CATEGORY		
	RA_CUST_TRX_ LINE_GL_DIST	ATTRIBUTE_ CATEGORY		
	AR_CASH_ RECEIPT_HISTORY	ATTRIBUTE_ CATEGORY		
	AR_MISC_CASH_ DISTRIBUTIONS	ATTRIBUTE_ CATEGORY		
	AR_ADJUSTMENTS	ATTRIBUTE_ CATEGORY		
	AR_RECEIVABLE_ APPLICATIONS	ATTRIBUTE_ CATEGORY		
ATTRIBUTE1-15	RA_CUSTOMER_ TRX_LINES	ATTRIBUTE1-15		

**Table 8 - 17 (Page 3 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	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_TRX_ _LINES	UOM_CODE		
USSGL_ TRANSACTION_CODE	RA_CUST_TRX_LINE_ GL_DIST	USSGL_ TRANSACTION_CODE		
	AR_CASH_RECEIPTS	USSGL_ TRANSACTION_CODE		
	AR_MISC_CASH_ DISTRIBUTIONS	USSGL_ TRANSACTION_CODE		
	AR_ADJUSTMENTS	USSGL_ TRANSACTION_CODE		
	AR_RECEIVABLE_ APPLICATIONS	USSGL_ TRANSACTION_CODE		
TAX_RATE	RA_CUSTOMER_ TRX_LINES	TAX_RATE		
	AR_VAT_TAX	TAX_RATE	AR_CASH_RECEIPTS	VAT_TAX_ID
TAX_CODE	AR_VAT_TAX	TAX_CODE	RA_CUSTOMER_TRX_ _LINES	VAT_TAX_ID
			AR_CASH_RECEIPTS	VAT_TAX_ID
TAX_PRECEDENCE	RA_CUSTOMER_TRX_ _LINES	TAX_PRECEDENCE		
LAST_PERIOD_TO_ CREDIT	RA_CUSTOMER_TRX_ _LINES	LAST_PERIOD_TO_ CREDIT		
COMMENTS	AR_RECEIVABLE_ APPLICATIONS	COMMENTS		

**Table 8 - 17 (Page 4 of 8)**

<b>AR_ARCHIVE_ DETAIL</b>	<b>Source Database Tables</b>	<b>Source Columns</b>	<b>Derived From Database Tables</b>	<b>Derived From Columns</b>
	AR_MISC_CASH_ DISTRIBUTIONS	COMMENTS		
LINE_ADJUSTED	AR_ADJUSTMENTS	LINE_ADJUSTED		
FREIGHT_ADJUSTED	AR_ADJUSTMENTS	FREIGHT_ADJUSTED		
TAX_ADJUSTED	AR_ADJUSTMENTS	TAX_ADJUSTED		
RECEIVABLES_ CHARGES_ADJUSTED	AR_ADJUSTMENTS	RECEIVABLES_ CHARGES_ADJUSTED		
LINE_APPLIED	AR_RECEIVABLE_ APPLICATIONS	LINE_APPLIED		
FREIGHT_APPLIED	AR_RECEIVABLE_ APPLICATIONS	FREIGHT_APPLIED		
TAX_APPLIED	AR_RECEIVABLE_ APPLICATIONS	TAX_APPLIED		
RECEIVABLES_ CHARGES_APPLIED	AR_RECEIVABLE_ APPLICATIONS	RECEIVABLES_ CHARGES_APPLIED		
EARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	EARNED_DISCOUNT_ TAKEN		
UNEARNED_ DISCOUNT_TAKEN	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_TAKEN		
ACCTD_AMOUNT_ APPLIED_FROM	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_FROM		
ACCTD_AMOUNT_ APPLIED_TO	AR_RECEIVABLE_ APPLICATIONS	ACCTD_AMOUNT_ APPLIED_TO		
ACCTD_EARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_EARNED_ DISCOUNT_TAKEN		
ACCTD_UNEARNED_ DISC_TAKEN	AR_RECEIVABLE_ APPLICATIONS	ACCT_UNEARNED_ DISCOUNT_TAKEN		
FACTOR_DISCOUNT_ AMOUNT	AR_CASH_RECEIPT_ HISTORY	FACTOR_DISCOUNT_ AMOUNT		
ACCTD_FACTOR_ DISCOUNT_AMOUNT	AR_CASH_RECEIPT_ HISTORY	ACCTD_FACTOR_ DISCOUNT_AMOUNT		

**Table 8 - 17 (Page 5 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
INTERFACE_LINE_	RA_CUSTOMER_TRX	INTERFACE_LINE_		
CONTEXT	_LINES	CONTEXT		
INTERFACE_LINE_	RA_CUSTOMER_	INTERFACE_LINE_		
ATTRIBUTE1-15	TRX_LINES	ATTRIBUTE1-15		
EXCHANGE_RATE_	AR_CASH_RECEIPT_	EXCHANGE_RATE_		
TYPE	HISTORY	TYPE		
EXCHANGE_RATE_	AR_CASH_RECEIPT_	EXCHANGE_RATE_		
DATE	HISTORY	DATE		
EXCHANGE_RATE	AR_CASH_RECEIPT_	EXCHANGE_RATE		
	HISTORY			
DUE_DATE	AR_PAYMENT_	DUE_DATE	AR_RECEIVABLES_	PAYMENT_
	SCHEDULES	(allows you to derive transaction due date(s) from credit and receipt applications)	APPLICATIONS	SCHEDULE_ID
APPLY_DATE	AR_RECEIVABLE_	APPLY_DATE		
	APPLICATIONS			
	AR_MISC_CASH_	APPLY_DATE		
	DISTRIBUTIONS			
MOVEMENT_ID	RA_CUSTOMER_TRX	MOVEMENT_ID		
	_LINES			
TAX_VENDOR_	RA_CUSTOMER_	TAX_VENDOR_		
RETURN_CODE	TRX_LINES	RETURN_CODE		
TAX_AUTHORITY_	AR_SALES_TAX	LOCATION_RATE1-10	RA_CUSTOMER_TRX	SALES_TAX_ID
TAX_RATES			_LINES	
TAX_EXEMPTION_	RA_CUSTOMER_TRX	TAX_EXEMPTION_		
FLAG	_LINES	FLAG		
TAX_EXEMPTION_ID	RA_CUSTOMER_TRX	TAX_EXEMPTION_ID		
	_LINES			
TAX_EXEMPTION_	RA_TAX_	EXEMPTION_TYPE	RA_CUSTOMER_TRX	TAX_EXEMPTION_ID
TYPE	EXEMPTIONS		_LINES	

**Table 8 - 17 (Page 6 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
TAX_EXEMPTION_ REASON	LINE_TYPE = TAX AR_LOOKUPS LINE_TYPE = LINE AR_LOOKUPS	MEANING (TYPE:TAX_REASON) MEANING (TYPE:TAX_REASON)	RA_TAX_ EXEMPTIONS and RA_CUSTOMER_ TRX_LINES RA_CUSTOMER_ TRX_LINES	TAX_EXEMPT_ REASON_CODE TAX_EXEMPTION_ID TAX_EXEMPT_ REASON_CODE
TAX_EXEMPTION_ NUMBER	LINE_TYPE = TAX RA_TAX_ EXEMPTIONS LINE_TYPE = LINE RA_CUSTOMER_ TRX_LINES	CUSTOMER_ EXEMPTION_ NUMBER TAX_EXEMPT_ NUMBER	RA_CUSTOMER_ TRX_LINES	TAX_EXEMPTION_ID
ITEM_EXCEPTION_ RATE	RA_ITEM_ EXCEPTION_RATES	LOCATION1-10_RATE	RA_CUSTOMER_ TRX_LINES	ITEM_EXCEPTION_ RATE_ID
ITEM_EXCEPTION_ REASON	AR_LOOKUPS	MEANING (TYPE:TAX_ EXCEPTION_ REASON)	RA_ITEM_ EXCEPTION_RATES and RA_CUSTOMER_ TRX_LINES	REASON_CODE ITEM_EXCEPTION_ RATE_ID
AMOUNT	RA_CUSTOMER_TRX_ LINES	EXTENDED_AMOUNT		
	RA_CUST_TRX_LINE_ GL_DIST	AMOUNT		
	AR_ADJUSTMENTS	AMOUNT		
	AR_CASH_RECEIPT_ HISTORY	AMOUNT		
	AR_MISC_CASH_ DISTRIBUTIONS	AMOUNT		
	AR_RECEIVABLES_ APPLICATIONS	AMOUNT_APPLIED		
ACCTD_AMOUNT	RA_CUST_TRX_ LINE_GL_DIST	ACCTD_AMOUNT		
	AR_ADJUSTMENTS	ACCTD_AMOUNT		
	AR_CASH_RECEIPT_ HISTORY	ACCTD_AMOUNT		

**Table 8 - 17 (Page 7 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
	AR_MISC_CASH_	ACCTD_AMOUNT		
GL_DATE	DISTRIBUTIONS			
	RA_CUST_TRX_LINE_	GL_DATE		
	GL_DIST	or TRX_DATE		
		(if post to GL = N)		
	AR_MISC_CASH_	GL_DATE		
	DISTRIBUTIONS			
	AR_ADJUSTMENTS	GL_DATE		
	AR_RECEIVABLE_	GL_DATE		
	APPLICATIONS			
	AR_CASH_	GL_DATE		
	RECEIPT_HISTORY			
GL_POSTED_DATE	RA_CUST_TRX_	GL_POSTED_DATE		
	LINE_GL_DIST			
	AR_MISC_CASH_	GL_POSTED_DATE		
	DISTRIBUTIONS			
	AR_ADJUSTMENTS	GL_POSTED_DATE		
	AR_RECEIVABLE_	GL_POSTED_DATE		
	APPLICATIONS			
	AR_CASH_	GL_POSTED_DATE		
	RECEIPT_HISTORY			
ACCOUNTING_RULE_	RA_RULES	NAME	RA_CUSTOMER_TRX	ACCOUNTING_RULE_
NAME			_LINES	ID
RULE_DURATION	RA_CUSTOMER_TRX	ACCOUNTING_RULE_		
	_LINES	DURATION		
RULE_START_DATE	RA_CUSTOMER_TRX	RULE_START_DATE		
	_LINES			

**Table 8 - 17 (Page 8 of 8)**

<b>AR_ARCHIVE_</b> <b>DETAIL</b>	<b>Source Database</b> <b>Tables</b>	<b>Source Columns</b>	<b>Derived From</b> <b>Database Tables</b>	<b>Derived From</b> <b>Columns</b>
If you select HEADERS, LINES and DISTRIBUTIONS additional records will be archived. These records will contain the following information plus reference data to relate them to the appropriate line record in this table.				
ACCOUNT_ COMBINATION1	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	RA_CUST_TRX_LINE_ GL_DIST	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_ADJUSTMENTS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_CASH_RECEIPT_ HISTORY	ACCOUNT_CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_MISC_CASH_ DISTRIBUTIONS	CODE_ COMBINATION_ID
	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	CODE_ COMBINATION_ID
ACCOUNT_ COMBINATION2	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_CASH_ RECEIPT_HISTORY	BANK_CHARGE_ ACCOUNT_ID
ACCOUNT_ COMBINATION3	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	EARNED_ DISCOUNT_CCID
ACCOUNT_ COMBINATION4	GL_CODE_ COMBINATIONS	SEGMENT1- SEGMENT30	AR_RECEIVABLE_ APPLICATIONS	UNEARNED_ DISCOUNT_CCID

**Table 8 - 18 (Page 1 of 1)**

## See Also

Preparing to Run Archive and Purge: page 8 - 4

Archive and Purge Cycle: page 8 - 7

Purge Criteria: page 8 - 12

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

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## 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

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- Prepare Receivables to run archive and purge: page 8 - 4

► **To submit Receivables Archive and Purge programs:**

1. Navigate to the Submit Requests window.
2. Enter the Archive and Purge program Name to submit, or select a one from the list of values.
3. Choose OK.
4. Enter parameters for submitting this program. See: Archive and Purge Parameters: page 8 - 59.

**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.

## See Also

Monitoring Your Archive Purge: page 8 - 25

Status and Error Messages: page 8 - 26

Archive Detail/Summary Reports: page 8 - 63

Using Archive and Purge: page 8 - 2

Monitoring Requests (*Oracle Applications User's Guide*)

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## 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 8 - 61.

### 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:

**Invoice GL Date** The Invoice GL Date type checks only the GL dates for the selected invoices. The GL date of all selected invoices must be on or before the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

**Receipt GL Date** The Receipt GL Date type checks only the GL dates for the selected receipts. The GL date of all selected receipts must be on or prior to the end date of the period specified in the Purge Period parameter. General Ledger dates for related transactions are not checked.

**All GL Dates** This date type is the most restrictive and requires that a transaction and all its related transactions have GL dates on or prior to the end date of the period specified in the Purge Period parameter. Receivables uses All GL Dates as the default value.

**Archive Period:** To determine which data is purged you must specify the period to be purged. Only closed periods are eligible for selection. All transactions that meet the purge criteria in this period are selected for purge. In addition, transactions in previous periods that meet the purge criteria and were not purged by earlier purges will also be selected.

**Open Receivables Only:** Transactions not open to receivables will never be paid and therefore, never closed. Enter Yes to indicate that you want to include only transactions 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. To take full advantage of this feature, you should not specify more parallel processes than the number of concurrent managers available. The default value for this parameter is one.

**Commit Size:** This parameter is used during the selection and validation and archive process only. Enter the number of transactions you want to be processed before a save. The default value for this parameter is 1000.

**Archive ID:** Select the archive ID of the archive to be either used for generating a report or purged from the database. The program uses the format RRMDDHHMISS 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.



**Attention:** 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 8 - 18.

**Number of Workers:** This parameter is used during the Archive and Purge processes only. It is not used for selection and validation. Enter the number of parallel workers you want to use to run the Archive/Purge process. Parallel processing lets you split the program into several processes and run each process simultaneously thus decreasing the total run time of the program. To take full advantage of this feature, you should not specify more parallel processes than the number of concurrent managers available. The default value for this parameter is one.

## See Also

Purge Criteria: page 8 - 12

Archive and Purge Cycle: page 8 - 7

Tables Purged: page 8 - 17

Archive Level: page 8 - 18

Data Not Archived: page 8 - 24

Monitoring Your Archive Purge: page 8 - 25

Archive Tables: page 8 - 33

Running Archive and Purge: page 8 - 57

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## Archive Summary/Detail Reports

Receivables creates these reports automatically when you run the Archive and Purge, Archive- Preview, or Archive Restart program. Use these reports to review summary information for your Archive and Purge submission.

The Archive- Summary Report includes the amount and count of transactions selected for purge based on the AR\_ARCHIVE\_CONTROL\_DETAIL table. The Archive Detail Report includes the amount and count of transactions selected for purge, as well as a breakdown of the summary information by customer. This report is based on the AR\_ARCHIVE\_HEADER and the AR\_ARCHIVE\_DETAIL tables. The Archive Detail report is generated automatically if you set the 'Summary Report Only' parameter to No.

If you run Archive- Preview, the report lists purge candidates. If you run either of the other two programs, the report provides details of the actual transactions purged.

You can submit this report for previous archive runs to review summary information for what was previously purged. To help you identify the correct archive run, the archive Id parameter is displayed in a date format, which indicates the exact date and time the program was run.

**Note:** Miscellaneous Transactions will not be Purged unless you run Archive and Purge for all customers because Miscellaneous Transactions are not related to specific customers. Therefore, if you run Archive and Purge for a specific customer, Miscellaneous Transactions will not be displayed in this report

### Report Heading - Summary Report

**Purge Period:** The period from which the transactions have been archived and purged. The Archive Summary report may include transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period and thus your report may include several periods. Each period will display on a separate page. The report is ordered by period.

## Row Headings - Summary Report

**Grand Total:** The total amounts of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Transactions and transactions not open to receivables. This total should equal zero.

**Total:** The total amount of debits and credits for the period. The first total value should net to zero across all periods in the purge run. The second total for a period represents a total for Guarantees, Miscellaneous Transactions and transactions not open to receivables.

## Report Heading - Detail Report

**Customer:** Archive/Purge may select transactions from past periods that were not eligible for purge when the archive and purge programs were run for that period, so your report may include customer transactions from several periods. The report is ordered by customer. Each customer will display on a separate page.

## Row Headings - Detail Report

**Total For Customer:** The total amounts of debits and credits for the customer. Archive/Purge will not purge transactions unless the entire chain of transactions are closed and are being purged also. Consequently, the Customer Total may equal zero. This total would not equal zero for any of the following reasons:

- The customer's transactions were fully or partially paid or credited by another customer's receipt or credit memo which is also being purged.
- If Guarantees are listed, they will be included in the Customer Total. Guarantees have no related payment and will therefore not net to zero.
- If any of the customer's transactions are not open to receivables, they too have no related payment and so will not net to zero.
- If there was any exchange rate gain/loss or discounts taken during receipt application.

At the end of the report, these exception items are totalled separately so you can reconcile your Grand Total against individual Customer Totals.

**Total Discounts:** The total discounts taken across all customers. These items are included in the Grand Total but not in Customer Totals.

**Total Gain/Loss:** The total exchange rate gain/loss across all customers. These items are included in the Grand Total but not in Customer Totals.

**Total Open Rec = N:** The total items not open to Receivables across all customers. These items are not included in the Grand Total but are included in Customer Totals.

**Total Guarantees:** The total Guarantees across all customers. Guarantees are not included in the Grand Total but are included in Customer Totals.

**Total Misc. Transactions:** Miscellaneous transactions are not related to Customers and are therefore totalled separately at the end of the report. Miscellaneous Transactions have no related invoice and so will not net to zero. Consequently, they are not included in the Grand Total of the report.

Miscellaneous Transactions will not be Purged unless you run Archive/Purge for all customers, because they are not related to specific customers. If you run Archive/Purge for a specific customer, the Total for Miscellaneous Transactions will not display.

**Grand Total:** The total amount of debits and credits for the entire purge run, excluding Guarantees, Miscellaneous Transactions, and transactions not open to receivables. The total across all your customers less the totals for Guarantees, transactions not open to receivables, discounts and exchange rate gain/loss should equal the Grand Total. This total should equal zero.

## See Also

Running Archive and Purge: page 8 - 57

Using Archive and Purge: page 8 - 2

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3



CHAPTER

# 9

## Receivables Standard Reports and Listings

**T**his chapter explains all Oracle Receivables standard reports and listings. It provides step by step instructions for submitting a request, illustrates how you can use reports to reconcile transactions to the general ledger, and explains report parameters and headings common to each Oracle Receivables report.

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## 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.

### See Also

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

Accounting Reports: page 9 - 7

Collection Reports: page 9 - 9

Execution Reports: page 9 - 10

Invoice Print Reports: page 9 - 10

Listing Reports: page 9 - 11

Other Reports: page 9 - 12

Tax Reports: page 9 - 13

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## 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 rule start date. The default for this parameter is Yes, which will prompt AutoInvoice to use the transaction date to calculate due dates for your invoices.

If you elect to change the value to No, AutoInvoice will calculate due dates using the following algorithm:

AutoInvoice will first compare the ship date in the interface table to the transaction date plus the number of days you enter in the Due Date Adjusted Days parameter. If the ship date does not exist, AutoInvoice will use the sales order date or rule start date to compare to the transaction date plus the number of days in the Due Date Adjusted Days parameter.

AutoInvoice will then set the due date equal to whichever date is greater. For example:

Due Date				Terms = Net 30
Trx Date	Ship Date	Base Due Date on Trx Date	Due Date Adjusted Days	Calculated Due Date
15-Sep-94	20-Sep-94	Yes	Null	15-Oct-94
15-Sep-94	20-Sep-94	No	0	20-Oct-94
15-Sep-94	20-Sep-94	No	10	25-Oct-94
15-Sep-94	15-Sep-94	No	-10	15-Oct-94

**Table 9 - 1 (Table 1 of 1)**

**Currency:** A currency code. If you do not enter a code, Receivables displays all of your items converted to your functional currency. If you choose a specific currency, then Receivables only displays items in that currency in this report. Receivables displays the currency you select at the top of each page of this report.

**Collector:** Receivables selects and prints information between the low and high values you specify for your Collector range.

**Customer Name:** Receivables selects and prints information between the low and high values you specify for your customer name range.

**Customer Number:** Receivables selects and prints information between the low and high values you specify for your customer number range.

**Days Late:** Receivables selects and prints information between the low value and high value you specify for your days late range. If you enter a negative number for one or both of these values, Oracle Receivables prints information about invoices that are not late.

**Due Date Adjusted Days:** This AutoInvoice parameter can only be used if the Base Due Date on Trx Date parameter is set to No and will only accept integers between the range of - 9999 and 9999. Use this parameter to adjust your invoice due date calculations.

**GL Date:** The invoice general ledger date range you want to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

**Invoice Number:** The transaction number range to include in the report.

**Invoice Type:** Receivables selects and prints your report information for the transaction type range you specify.

**Order By:** The option you want Receivables to use to sort your information. For example, you can sort by:

- Collector
- Currency Code
- Customer Name
- Customer Number
- Range of Dates
- Transaction Type
- Alternate Name

**Note:** If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information according to the value you enter in the Alternate Name field of the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

## See Also

Common Report Headings: page 9 - 6

Running Standard Reports and Listings: page 9 - 2

Accounting Reports: page 9 - 7

Collection Reports: page 9 - 9

Listing Reports: page 9 - 11

Tax Reports: page 9 - 13

Other Reports: page 9 - 12

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## Common Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report, and page number.

The following are report headings common to many Receivables reports:

**As of Date:** Receivables prints the as of date you specify for this report. You specify the as of date as a report option in the parameters window.

**Company:** Receivables prints the company above items belonging to this company

**Currency:** Receivables displays the currency code for each transaction or amount.

**Date From/To:** The effective date range.

**Order By:** Receivables automatically prints the sorting option you chose when you submitted the report.

**Status:** Receivables prints the status of the collection, account, or transaction.

## See Also

Common Report Parameters: page 9 - 3

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## Accounting Reports

You can submit the following reports from the Print Accounting Reports window.

Account Status Report: page 9 - 15

Adjustment Approval Report: page 9 - 20

Adjustment Register: page 9 - 22

Aging - By Account Report: page 9 - 30

Applied Receipts Register: page 9 - 35

Automatic Receipt Batch Management: page 9 - 42

Automatic Receipts Awaiting Confirmation: page 9 - 44

Bad Debt Provision Report: page 9 - 45

Bank Risk Report: page 9 - 47

Billing and Receipt History: page 9 - 48

Billing History Report: page 9 - 50

Commitment Balance Report: page 9 - 61

Credit Hold Report: page 9 - 62

Cross Currency Exchange Gain/Loss Report: page 5 - 33

Customer Balance Revaluation Report: page 9 - 65

Discount Projection Report: page 9 - 88

Disputed Invoice Report: page 9 - 90

Invoice Exception Report: page 9 - 105

Invoices Posted to Suspense: page 9 - 110

Journal Entries Report: page 9 - 112

Journal with GL Details Report: page 9 - 114

Miscellaneous Transactions Report: page 9 - 121

Notes Receivable Report: page 5 - 82

Open Items Revaluation Report: page 9 - 123

Other Applications Report: page 9 - 128

Projected Gains and Losses Report: page 9 - 142

Receipt Analysis - Days Late Report: page 9 - 144

Receipt Register: page 9 - 149  
Receipts Awaiting Bank Clearance: page 9 - 151  
Receipts Awaiting Remittance Report: page 9 - 154  
Receipts Journal Report: page 9 - 145  
Remittance Batch Management Report: page 9 - 162  
Reversed Notes Receivable Report: page 5 - 84  
Reversed Receipts Report: page 9 - 164  
Sales Journal By Customer: page 9 - 166  
Sales Journal by GL Account: page 9 - 168  
Transaction Reconciliation Report: page 9 - 185  
Transaction Register: page 9 - 187  
Unapplied Receipts Register: page 9 - 191  
Unposted Items Report: page 9 - 193  
US Sales Tax Report (*Oracle Receivables Tax Manual*)  
VAT Exception Report (*Oracle Receivables Tax Manual*)  
Tax Reconciliation Report (*Oracle Receivables Tax Manual*)  
Tax Register (*Oracle Receivables Tax Manual*)

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## Collection Reports

You can submit the following reports from the Print Collection Reports window.

Account Status Report: page 9 - 15

Aging - 4 and 7 Bucket Report: page 9 - 25

Aging Reports: page 9 - 30

Applied Receipts Register: page 9 - 35

Automatic Receipt Batch Management: page 9 - 42

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## **Execution Reports**

Receivables automatically creates the following reports when you submit the corresponding processes.

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## Listing Reports

You can submit the following reports from the Print Listing Reports window.

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Customers with Invoices at 0 VAT and no VAT Registration Number  
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You can submit the following reports from the Print Other Reports window.

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Tax- Only: Open Invoices Report (*Oracle Receivables Tax Manual*)

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## Tax Reports

Country- Specific VAT Reporting (*Oracle Receivables Tax Manual*)

Customers with Invoices at 0 and no VAT Registration Number (*Oracle Receivables Tax Manual*)

Overview of Receivables Tax Reports (*Oracle Receivables Tax Manual*)

Sales Tax Listing (*Oracle Receivables Tax Manual*)

Tax Code Listing (*Oracle Receivables Tax Manual*)

Tax Exceptions Listing (*Oracle Receivables Tax Manual*)

Tax Exempt Customer Report (*Oracle Receivables Tax Manual*)

Tax Exempt Product Listing (*Oracle Receivables Tax Manual*)

Tax Interface Report (*Oracle Receivables Tax Manual*)

Tax Received Report (*Oracle Receivables Tax Manual*)

Tax Reconciliation Report (*Oracle Receivables Tax Manual*)

Tax- Only: Open Invoices Report (*Oracle Receivables Tax Manual*)

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

VAT Exception Report (*Oracle Receivables Tax Manual*)

Tax Register Report (*Oracle Receivables Tax Manual*)

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## Reports and Listings

This section describes each Oracle Receivables report and listing. To quickly locate a specific report or listing, consult the table of contents or the index.

---

# Account Status Report

Use this report to review your customer accounts. For each customer in your Account Status report, Receivables prints all open debit items, credit items, and total balance due in your functional currency.

## Column Headings

**Invoice Date:** Receivables prints the transaction date for your invoice, debit memo, credit memo, or on- account credit. If this transaction is a payment, Receivables prints the receipt date.

**Invoice Due Date:** The date payment is due for the transaction. If your transaction is an installment invoice, there will be more than one due date for the invoice. Receivables prints one row for each due date.

**Invoice Type:** Receivables prints the transaction type for each transaction in your report. If this transaction is a payment, Receivables prints Payment.

**Functional Balance Due:** Receivables prints the remaining amount due for each transaction converted to your functional currency. Receivables prints credit balances as negative numbers.

**Functional Original Amount:** Receivables prints the original amount of the transaction in your functional currency. Receivables prints credit items as negative numbers.

## Row Headings

**Account Status Subtotal:** The total balance due, in your functional currency, for each account status.

**Customer Location Subtotal:** The total balance due in your functional currency for each customer in your report.

**Report Total:** The total balance due, in your functional currency, for the entire report.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Accounting Rules Listing Report

Use the Accounting Rules Listing Report to review all accounting rules you entered in the Invoice and Accounting Rules window. Receivables prints all information you entered for each accounting rule and about the two invoicing rules that it provides, ADVANCE INVOICE and ARREARS INVOICE.

### Row Headings

**Description:** Receivables prints the description you entered for your accounting or invoicing rule, if you entered one.

**Name:** The name of your accounting or invoicing rule.

**Type:** The type of accounting or invoicing rule. Valid types include Accounting, Fixed Duration; Accounting, Variable Duration; and Invoicing, Fixed Duration.

**Period:** The type of period assigned to your accounting or invoicing rule. Receivables always leaves this blank for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Number of Periods:** The number of periods assigned to your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Status:** Receivables prints Active or Inactive to indicate the status of your accounting or invoicing rule.

### Column Headings

**Period:** The period numbers for your accounting or invoicing rule schedule. Receivables always prints 1 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Percent:** Receivables prints the percent of revenue you want to recognize for each period. Receivables always prints 100 for the invoicing rules, ADVANCED INVOICE and ARREARS INVOICE.

**Rule Date:** If you defined an accounting rule with a fixed duration and you choose Specific Date as your period, Receivables prints the dates you entered for each period.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Actual Receipt Report

This report shows you receipt activity by bank account, receipt date, and receipt status, and displays the invoices to which each receipt was applied. You can use this report to help you reconcile receipts as well as determine how to apply and reapply receipts to multiple invoices.

You can submit this report from the Submit Request window.



**Attention:** 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.

**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 User's Guide*.

**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.

**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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# Adjustment Approval Report

Use the Adjustment Approval Report to see your transaction adjustments with information about their status, creator, reasons, GL date and amount. Adjustments include manual adjustments, AutoAdjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

## Report Headings

Report headings provide you with general information about the contents of your report or listing such as your set of books name, report title, date and time you run your report and page number.

**(Currency Code) sum for (Customer Name):** Receivables prints the total balance due and dispute amount in the entered currency for each customer.

**Total (Currency Code) Sum:** For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

## Row Headings

**Customer Name:** The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

**Customer Number:** The customer's number.

**(Currency Code) sum for (Customer Name):** For each customer, Receivables prints the total balance due and dispute amount in the entered currency.

**Grand Total in Functional Currency:** Receivables print the total balance due and dispute amount in your functional currency for all debit items in your report.

**Total (Currency Code) Sum:** For each currency, Receivables prints the total balance due and dispute amount in the entered currency.

## Column Headings

**Adjustment Amount:** The amount of the adjustment.

**Due Date:** The due date for this transaction. If this adjustment is against a deposit, Receivables displays the due date of the invoice.

**GL Date:** The General Ledger date for the adjustment.

**Invoice Number:** The invoice number for this transaction. If this adjustment is against a deposit, Receivables displays the invoice number of the invoice.

**Name:** The name of the customer for this transaction. If this adjustment is against a deposit, Receivables displays the customer name of the invoice.

**Status:** The current status for this adjustment.

**Type:** The transaction type for this transaction. If this adjustment is against a deposit, Receivables displays the transaction type of the invoice.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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# Adjustment Register

Use the Adjustment Register report to review approved adjustments by document number. Adjustments include manual adjustments, automatic adjustments, 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.

## Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Specify how to order information in the report. Choose Customer, Document Number, or Invoice Number.



**Attention:** Before submitting this report using the Document Number attribute set, you must set up document sequencing. See: *Implementing Document Sequences*; page 2 - 99.

**Output Format:** The output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Output Format is a Report eXchange (RXi) parameter. For more information, refer to the *Oracle Financials RXi Reports Administration User's Guide*.

For more information, see: *Common Report Parameters*; page 9 - 3.

## Report Headings

**Class:** Receivables displays Finance or Adjustment if this transaction is not against a commitment. If an invoice has been applied to a guarantee, Receivables displays Guarantee because the adjustment is made against the guarantee. If an invoice has been applied to a deposit, Receivables displays Invoice because the adjustment is made against the invoice.

**Company:** Receivables displays the company segment for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

**Currency:** The currency code for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

**D/I:** The letter D next to a transaction indicates that it is adjusted by a deposit; I indicates the transaction is a guarantee adjusted by an

invoice. Receivables does not display anything if this transaction is adjusted by a receivables adjustment.

**GL Date: (Date) to (Date):** The general ledger date range you selected as your reporting option.

**Invoice Date: (Date) to (Date):** The invoice date range you selected as your reporting option.

**Postable:** The post to general ledger status for this group of transactions. Receivables groups and displays transactions by company, currency, and postable status.

## Column Headings

**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.

**Invoice Currency:** The total adjustment amount for this transaction in the entered currency.

**Invoice Date:** The invoice date for this transaction. If this adjustment is against a deposit, Receivables displays the invoice date of the invoice.

**Invoice Number:** The invoice number 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.

**Type:** The adjustment type. For example, Line, Freight, Tax, or Invoice adjustment.

## Row Headings

**Sum:** Your total adjustment amounts in your entered and functional currency by company, postable status, currency, and class.

Receivables displays a 'D' if this transaction is adjusted by a deposit or an 'I' if this transaction is a guarantee adjusted by an invoice. Receivables does not display anything if this transaction is adjusted by a receivables adjustment.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

# Aging - 4 and 7 Bucket Reports

Figure 9 - 1

Set of Books 2 (MPL 9)		Aging - 4 Buckets		Report Date: 17-JUL-1995 16:51					
Order By: Type		As of 17-JUL-1995		Page: 1					
Balancing Segment: 00									
Type: CBP Invoice									
Invoice Number	Due Type Date	Reference Number	Days Late	% Unpaid	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61+ Days Past Due
California Science Institute				1454					
344	AI_I 20-OCT-93		635	100	4,320.00			4,320.00	4,320.00
344	AI_I 21-OCT-93		634	100	2,880.00			2,880.00	2,880.00
344	AI_I 21-OCT-93		634	100	2,880.00			2,880.00	2,880.00
344	AI_I 24-OCT-93		631	100	2,880.00			2,880.00	2,880.00
344	AI_I 03-DEC-93		591	100	-5,760.00			-5,760.00	-5,760.00
434	AI_I 09-JUN-94		403	100	990.00			990.00	990.00
434	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
434	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
434	AI_I 13-JUN-94		399	100	660.00			660.00	660.00
434	AI_I 23-JUL-94		359	100	-1,320.00			-1,320.00	-1,320.00
435	AI_I 09-JUN-94		403	100	990.00			990.00	990.00
435	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
435	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
435	AI_I 13-JUN-94		399	100	660.00			660.00	660.00
435	AI_I 23-JUL-94		359	100	-1,320.00			-1,320.00	-1,320.00
436	AI_I 09-JUN-94		403	100	990.00			990.00	990.00
436	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
436	AI_I 10-JUN-94		402	100	660.00			660.00	660.00
436	AI_I 13-JUN-94		399	100	660.00			660.00	660.00
436	AI_I 23-JUL-94		359	100	-1,320.00			-1,320.00	-1,320.00
Total:					12,150.00	0.00	0.00	12,150.00	12,150.00
Customer Credit Memos:					0.00	0.00%	0.00%	100.00%	100.00%
Customer Payments:					-10.00				
Southwestern Charities				100010					
268	Alli 03-MAR-92		1231	9.1	1.51			1.51	1.51
269	Alli 04-OCT-93		651	8.6	1.42			1.42	1.42
Total:					2.93	0.00	0.00	2.93	2.93
Customer Credit Memos:					0.00	0.00%	0.00%	100.00%	100.00%
Customer Payments:					-10.00				
Total for Type CBP-Invoice :					12,152.93	0.00	0.00	12,152.93	12,152.93
						0.00%	0.00%	100.00%	100.00%

Use the Receivables Aging - 4 Bucket and the Aging - 7 Bucket reports to review information about your open items within either four or seven aging buckets (the 4 Bucket report is shown). These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see credit memos, on-account credits, unidentified payments, and on-account and unapplied cash amounts.

Aging reports show detail and summary information about open items. The aging reports will be sorted by company with each item allocated to a company.

Aging can show open credits in either summarized or aged format. Both these formats will only report open credits for the company to which they were entered.

Note that if you have created overlapping aging buckets, transactions might be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total Outstanding Amount.

## Selected Report Parameters for Receivables Aging Reports

**Aging Bucket Name:** Receivables prints your report information from the bucket set you specify. The default bucket set is 'Standard'. You define different aging bucket sets in the Aging Buckets window.

**As of Date:** Receivables includes all open items whose GL date is before or the same as the date you enter. The default is the current date.

**Order By:** The option you want Receivables to use to sort your information. For example, you can sort by:

- Customer Name (Aging - 4 and 7 Bucket reports)
- Transaction Type (Aging - 4 and 7 Bucket reports)
- Balance Due (7 Buckets - By Amount report)
- Salesperson (7 Buckets - By Salesperson report)

**Note:** If the profile option AR: Sort Customer Reports by Alternate Fields is Yes and you choose to sort information by Customer Name, Receivables sorts information according to the value of the Alternate Name field in the Customers window. Otherwise, Receivables sorts information according to the Customer Name field.

**Report Format:** Format parameters include 'Brief' and 'Detailed'. The Brief format prints customer name and customer number with item information. The Detailed format also prints address and contact at address.

**Report Summary:** The type of report summary you want. The Invoice Summary option prints information on all customers' debit items. The Customer Summary option prints customers' names with their total debit item balances.

**Show on Account:** Choose whether to print credit items for your customers. Choose one of the following options:

<b>Do Not Show</b>	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.
<b>Age</b>	Receivables ages your credit items and includes the credit amounts in the appropriate aging bucket columns.
<b>Summarize</b>	Receivables displays the sum of your credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows. This is the default option.

**Show Receipts at Risk:** Receipts at Risk are receipts that have either not been cleared or factored receipts that have not been risk eliminated. Select one of the following values for your report:

<b>Age</b>	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.
<b>Summarize</b>	Receivables displays the sum of your receipts at risk in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.
<b>Do Not Show</b>	Receipts at risk will not be included in this report. This value is used as the default.

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top Reporting Level. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, 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. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to

your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi- org), the report ignores the Reporting Level and Reporting Context parameters.

## Report Headings

**As of (Date):** The as of date you specify for this report. You specify the as of date as a report option in the Parameters zone.

**Company Segment:** The balancing segment of the Receivables account associated with the transaction included in this group.

**Order By:** Your sort option. Receivables lets you sort your Aged Trial Balance - 4 Bucket report by customer or transaction type.

**Total for: All Customers/Total For: All Types:** The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

## Column Heading (Aging - 7 Bucket Report)

**Type:** The transaction type for each open item. For each customer, Receivables prints all payments last. Receivables lets you review reports for a specific transaction type or for all existing types.

## Row Headings

**Company Total:** The total outstanding amount for this company. If you choose Do Not Show or Summarize as your Show On- Account report parameter, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Show On- Account report option, Receivables includes credit item amounts in your company total.

**Customer Balance:** The total balance for each customer when you choose Summarize as your Show On- Account report parameter. This balance includes all debit and credit items for each customer.

**Customer Credit Memos:** The total amount of credit memos for each customer if you choose Summarize as your Show On- Account report option. This total is included in the Customer Balance row for each customer.

**Customer Payments:** The total amount of payments for each customer within this site if you choose Summarize as your Show On- Account report option. Payments include both unapplied and on- account cash. This total is included in the Customer Balance row for each customer.

**Site Balance:** The total balance for each site when you choose Summarize as your Show On- Account report parameter. This balance includes all debit and credit items for each company.

**Site Credit Memos:** The total amount of credit memos for each customer site if you choose Summarize as your Show On- Account report option. This total is included in the Site Balance row for each company.

**Total Customer Balance:** The grand total customer balance for all customers or types in your report.

**Total for: All Customers/Total For: All Types:** The grand totals for all customers for each numeric column in your report if you sort by Customer. Receivables prints the grand totals for all transaction types if you sort by Type.

**Total Payments and Credit Memos:** The grand total for credit items for all customers or types in your report.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

Aging Buckets: page 2 - 33

# Aging Reports

Figure 9 - 2

Set of Books 2 (MPL 9)		Aging - 7 Buckets - By Account As of 17-Jul-1995				Report Date: 17-JUL-1995 17:13				Page: 1
Order By: Accounting Flexfield										
Company Segment: 0										
Accounting Flexfield: 00.000.000.000.000.000										
Customer	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	91-120 Days Past Due	121-150 Days Past Due	151+ Days Past Due		
California Science Instit 1454										
468	AI_I 15-JUN-94	990.00	990.00	990.00	990.00	990.00	990.00	990.00	990.00	
468	AI_I 16-JUN-94	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	
468	AI_I 16-JUN-94	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	
468	AI_I 19-JUN-94	660.00	660.00	660.00	660.00	660.00	660.00	660.00	660.00	
468	AI_I 29-JUL-94	-1320.00	-1320.00	-1320.00	-1320.00	-1320.00	-1320.00	-1320.00	-1320.00	
481	AI_I 15-JUN-94	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	
481	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
481	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
481	AI_I 19-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
481	AI_I 29-JUL-94	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	
482	AI_I 15-JUN-94	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	
482	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
482	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
482	AI_I 19-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
482	AI_I 29-JUL-94	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	
483	AI_I 15-JUN-94	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	
483	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
483	AI_I 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
483	AI_I 19-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
483	AI_I 29-JUL-94	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	
486	MJOH 15-JUN-94	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	4800.00	
486	MJOH 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
486	MJOH 16-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
486	MJOH 19-JUN-94	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	3200.00	
486	MJOH 29-JUL-94	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	-6400.00	
487	MJOH 15-JUN-94	5520.00	5520.00	5520.00	5520.00	5520.00	5520.00	5520.00	5520.00	
487	MJOH 16-JUN-94	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	
487	MJOH 16-JUN-94	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	
487	MJOH 19-JUN-94	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	3680.00	
487	MJOH 29-JUL-94	-7360.00	-7360.00	-7360.00	-7360.00	-7360.00	-7360.00	-7360.00	-7360.00	
Total:		42850.00	0.00	42850.00	42850.00	42850.00	42850.00	42850.00	42850.00	42850.00
Customer Credit Memos:			0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Customer Payments:			.00							
Order By: Accounting Flexfield			-10.00							
Grand Total:		42850.00	0.00	42850.00	42850.00	42850.00	42850.00	42850.00	42850.00	42850.00
			0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Total Payments and Credit Memos:			-10.00							
Total Customer Balance:			42850.00							

Use Aging reports to review information about your open items (the Aging - 7 Buckets by Account report is shown). These reports can print both detail and summary information about your customer's current and past due invoices, debit memos, and chargebacks. Receivables also gives you the option to see on- account credits, and on- account and unapplied cash amounts.

Receivables aging reports do not include customers with a zero balance.

Receivables lets you review information about your open items by providing the following aging reports:

- Aging - By Account

- Aging - By Amount (If you sort by balance due, Receivables sorts and prints your open invoices and debit memos by amount with the greatest amounts appearing first.)
- Aging - By Collector
- Aging - By Salesperson

See: Selected Report Parameters for Receivables Aging Reports: page 9 - 26.

## Report Headings

**Balancing Segment:** (Aging by Salesperson, Aging - 4 Bucket, and Aging - 7 Bucket reports only) The balancing segment from the Accounting Flexfield for each transaction in this report.

**Order By:** Your sort by option.

The Aging By Collector report sorts information by collector, and then groups information by balancing segment, customer name and number, and site ID. The Aging by Salesperson sorts information by balancing segment, and then groups information by salesperson and customer name.

**Salesperson** (Aging by Salesperson report only): The salesperson associated with this page of the report. Receivables lets you submit this report for all of your salespeople or for a specific salesperson.

**Transaction Type:** The transaction type of the items in this group of transactions.

## Column Headings

**Due Date:** The due date for each debit item or entered date for each credit item.

**Outstanding Amount:** The unpaid amount for each item. Credit items display as negative numbers. Use this information to identify large transactions that require your immediate attention.

**Type:** The transaction type for each open item. For each customer, Receivables prints all receipts last.

## Row Headings - Aged by Account, Amount, and Collector Reports

**Open Credits:** The amount of credit items for each customer

**Total Customer Balance:** The total balance for all customers. Receivables also prints the percentage of each aging bucket's balance over the total outstanding amount for each customer.

**Total Open Credits:** The amount of credit items for all customers. This total is included in the Customer Total row for each customer.

**Total:** The totals, by column, for each customer. If you choose Do Not Show or Summarize as your Open Credits report option, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Open Credits report option, Receivables includes credit item amounts in your customers' totals. Receivables also prints the percentage of each aging bucket's balance over the total outstanding amount for each customer.

## Row Headings - Aged by Salesperson Report

**Company Total:** The total outstanding amount for each customer. If you choose Do Not Show or Summarize as your Show On- Account report parameter, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Show On- Account report option, Receivables includes credit item amounts in your company total.

**Customer Credit Memos:** The amount of credit items in your functional currency for each customer if you choose Summarize as your Open Credits report option. This total is included in the Customer Balance row for each customer.

**Customer Payments:** The total amount of payments for each customer within this site if you choose Summarize as your Show On- Account report option. Payments include both unapplied and on- account cash. This total is included in the Customer Balance row for each customer.

**Grand Total:** The totals for all customers and all salespersons for each numeric column in your report.

**Salesperson Customer Balance:** The total balance for each customer. If you choose Do Not Show or Age as your Open Credits report option, Receivables does not include on- account payments, unapplied payments and on- account credits in your customers' balances. If you choose Summarize, these credit items are included in your customers' balances.

**Total Customer Balance:** The total customer balance for this report.

**Total for (Salesperson):** The total for each salesperson in your report.

**Total Payments and Credit Memos:** The total amount of credit items for this report.

**Total:** The totals, by column, for each customer. If you choose Do Not Show or Summarize as your Open Credits report option, Receivables does not include credit item amounts in your customers' totals. If you choose Age as your Open Credits report option, Receivables includes credit item amounts in your customers' totals.

## See Also

Receivables 4 and 7 Bucket Aging Reports: page 9 - 25

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Aging Buckets: page 2 - 33

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## Alternate Customer Name Receipt Matching Report

This report lets you see which alternate customer names and receipts were successfully imported into the AR Payment Interface table when you use AutoLockbox to import Japanese Zengin format bank files into Receivables.

For more information, refer to the Alternate Customer Name Receipt Matching Report in the *Oracle Financials for Japan User's Guide*.

### See Also

Importing Zengin Format Data Using AutoLockbox (*Oracle Financials for Japan User's Guide*)

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# Applied Receipts Register

Use this report to review all activity of a receipt. You can review how your customers' receipts were applied to invoices and debit memos or reversed from invoices and debit memos. Receivables lets you specify the application date range so you can see the exact information you require. The Applied Receipts Register prints all applications within the date range that you specify, regardless of check date.

This report includes both cash and miscellaneous receipts, any discount information, and shows the possible exchange rate gain or loss for foreign currency receipts.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Specify the order in which information appears in the report. Choose Apply Date, Batch, Customer, GL Date, Document Number, Invoice Number, or Receipt Number.



**Attention:** Before submitting this report using the Document Number attribute set, you must set up document sequencing. See: *Implementing Document Sequences: page 2 - 99.*

**Output Format:** Enter the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Output Format is a Report eXchange (RXi) parameter. For more information, refer to the *Oracle Financials RXi Reports Administration User's 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 receipt 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 the receipt is applied to an invoice or debit memo. If the amount is negative in the Applied Amount column, this is the receipt reversal date.

**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:** The total amount of receipts in this report. This number is the sum of the applied receipt amount, plus or minus the exchange rate gain or loss respectively, minus the total discount taken.

$$\begin{array}{rcccccc} \text{Applied} & + & \text{Exchange Rate} & - & \text{Exchange Rate} & - & \text{Earned} & = & \text{Total} \\ \text{Receipt Amount} & & \text{Gain} & & \text{Loss} & & \text{Discount} & & \end{array}$$

## Row Headings

**Company: Total for Currency:** The total, by company and currency.

**Company: Total Functional Amount for Currency:** The total functional amount by company and currency.

**Company: Total Functional Amount:** The total functional amount by company.

**Grand Total For Functional Currency:** The total functional amount for all companies on this report.

**Total for (Sort By Option):** The total, by column, for the sort by option you select for your report.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## AR Reconciliation Report

Use this report to help you reconcile your accounts receivable activities. This report summarizes all customer, receipt, transaction, and account balances for the period you specify to simplify the internal reconciliation process. The report uses the following formula to help you reconcile any outstanding receivable amounts:

**Totals for Period - End of Period Balance = Difference**

The AR Reconciliation report collects information from the following:

- Adjustment Register
- Aging (beginning and ending balances)
- Applied Receipts Register
- Gain/Loss
- Invoice Exception Report
- Rounding account
- Transaction Register
- Unapplied Receipts Register

### Report Heading

**GL Date Low/High:** The general ledger date range of the period to reconcile.

### See Also

Reconciling Receivables: page 7 - 12

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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# 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.
<b>Not Entered</b>	Document numbers will have a status of Not Entered if no entry for this number has been made in the Audit and Transaction tables.
<b>Deleted</b>	Document numbers will have a status of Deleted if the Audit table contains an entry for this number but not the Transaction table.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## AutoCash Rules Report

Use this listing to review the sequence of AutoCash rules assigned to each AutoCash rule set that you entered in the AutoCash Rule Sets window. You can also see how each AutoCash rule set determines open balance calculations and handles partial payments and unremitted amounts.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## 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 payment 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.

## **See Also**

About Automatic Receipts: page 5 - 186

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## Automatic Receipts Awaiting Confirmation Report

Use this report to review all automatic receipts awaiting confirmation. Before a receipt can be included in this report it must be formatted and have been assigned a payment method with a receipt class of Require Confirmation set to Yes. Receipts that have been confirmed, do not require confirmation, or have been approved but not formatted will not be displayed in this report.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## Bad Debt Provision Report

Use this report to review your bad debt exposure. Receivables uses the percent collectable value you specify for your customer to calculate your bad debt provision. For each customer in your report, Receivables prints all open debit items, unapplied receipts, and on- account credits, and the provision for bad debt based on the percent collectable. You specify the percent collectable in the Profile:Transactions tabbed region of the Customers window.

Receivables automatically sorts your report information by account status, but you can sort the information within each account status by customer name or customer number. Receivables does not include customers that do not have an assigned percent collectable in this report.

### Column Headings

**Forecast Date:** The most recent forecast date for this invoice, debt memo, or chargeback. This is the date that your collector entered in the Customer Calls window.

**Forecast Percent:** The most recent forecast percent for this transaction. This is the amount your collector entered in the Customer Calls window.

**Functional Provision:** The bad debt provision based on the functional balance due and the percent that is uncollectible.

**Order By:** The sorting option you chose when you submitted the report.

### Row Headings

**Customer Subtotal:** The total balance due and provision for each customer in your functional currency.

**Report Total:** The total balance due and provision for your entire report in your functional currency.

### See Also

About Automatic Receipts: page 5 - 186

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## Bank Risk Report

Use this report to see the receipts that are currently at risk with your remittance bank. A receipt is deemed to be at risk if you have factored it with a bank or a clearing house, but are still liable for the amount on the receipt until its maturity date (for example, receipts that have been factored but not risk eliminated).

When you request this report, you must enter the Remittance Bank/Branch for which you want to print remittances.

If you do not specify a Bank Account, data will be selected for all accounts for the specified Remittance Bank.

### Row Headings

**Total for Remittance:** The total functional amounts of all receipts in each Remittance batch.

**Total Report:** The total amount of all remittances for the parameters you specify.

### See Also

Automatic Clearing for Receipts: page 5 - 227

About Automatic Receipts: page 5 - 186

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Billing and Receipt History

Use this report to review a detailed list of transactions for the date range that you specify. You can also see all the activities against each transaction. This report prints one line for each activity against the transaction.

### Report Headings

**Order By:** The sort option you chose when you submitted this report.

**Transaction Date Between (Date) and (Date):** Your transaction date range. You specify your transaction date range in the report parameters.

### Column Headings

**Adjustments:** The adjustment amount if this transaction is an adjustment.

**Credit Memo:** The credit memo or on- account credit amount if this transaction is a credit memo. This is the amount of the credit memo or on- account credit you applied to this debit item.

**Receipt Amount:** The receipt amount if this transaction is a receipt.

**Receipt Number:** The receipt, credit memo, or on- account credit number if this transaction is applied to a debit item.

### Row Headings

**Currency:** The type of currency and the totals, by column, for each column in your report. Receivables sorts your report by customer and automatically groups together those invoices, debit memos, chargebacks, receipts, on- account credits, credit memos, and adjustments that are in the same currency to give you a total, by currency, for each customer.

**Customer Name:** The name of each customer in your Billing and Receipt History.

**Customer Number:** The identification number for each customer.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## Billing History Report

Use this report to review a summarized history of transactions that affect your customer's invoices, commitments, debit memos, chargebacks, and on-account credits. This report includes the original transaction amount, the current balance due, the sum of all payments applied to this debit item, total credit memo amounts that affect this item, and total adjustment amounts for this item. Receivables prints one line for each item and summarizes all of the activity associated with each item for you.

Use the Billing and Receipt History report to review a list of transactions that affect each item. See: the Billing and Receipt History report: page 9 - 48.

### Selected Parameters

**Collector Name:** Receivables prints information between the low and high range of collectors that you specify. If you leave this field blank, Receivables prints information for all collectors.

**Customer Number:** Receivables prints information between the low and high customer numbers that you specify. If you leave this field blank, Receivables prints information for all customers.

**Customer:** Receivables prints information between the low and high customer names that you specify. If you leave this field blank, Receivables prints information for all customers.

**Invoice Number:** Receivables prints information between the low and high range of invoice numbers that you specify. If you leave this field blank, Receivables prints information for all transactions.

**Term Name:** The payment term you specify. If you leave this field blank, Receivables selects all terms.

**Transaction Date:** Receivables prints information between the low and high range of transaction dates that you specify. If you leave this field blank, Receivables prints information for all transaction dates.

### Report Headings

**Invoice Dates Between (Date) and (Date):** Your transaction date range. You specify your transaction date range in the report parameters.

## **Row Headings**

**Currency:** The currency and the totals for each customer.

**Customer Name:** The name of each customer in your report.

**Customer Number:** The identification number for each customer.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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# Call Actions Report

Use this report to see a detailed list of actions that were entered by your collectors in the Customer Calls window. You can review the transactions that require further action as a result of your calls.

## Report Headings

**Action Date From (Date) to (Date):** The action date range you specified.

**For Action:** The action for items on this page.

**Order By:** The method this report sorts your information.

## Column Headings

**% of Due:** The Action Amount, as a percentage of the original balance due. Following is the formula for this column:

$$(\text{Action Amount} / \text{Balance Due}) * 100$$

**Action Amount:** The amount that pertains to this action.

**Action Date:** The last date when a transaction was updated in the Call Actions window.

**Location:** The bill- to address location assigned to this call action item.

**Notes:** Any notes you entered in the Call Actions window.

**Notify:** The name of the person to notify for this action item.

**Sum of (Currency) Action Amounts for Action:** The total action amount, by currency, for each call action in your report.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Collection Effectiveness Indicators

Use this report to monitor your customers' overall payment patterns and see debit item information by the split amount you defined in the System Options window. Receivables automatically runs this report when you close an accounting period.

If you calculate collections effectiveness for a closed period, and the value you specify for the Report Date option for this report is either on or after the end date of this period, Receivables stores the results. You can display these results the next time you run the report.

Receivables converts all foreign currency receipt and debit items into your functional currency for this report.

Receivables stores the information it generates for this report, and then displays it in the subsequent period's report as prior period information.

### Report Parameters

**Periods to Recalculate:** Receivables calculates your collections effectiveness indicators for the number of accounting periods that you specify. You can recalculate a maximum of ten periods. If you enter 0, Receivables does not calculate any new values, but reports on stored values from previous runs.

### Report Headings

**Report Date:** Your report date.

**Rolling Ten Periods:** The Collection Effectiveness Indicators report prints ten periods of activity so you can monitor payment patterns and review your collections effectiveness over time.

### Row Headings

**Adjustments Created:** The total amount of adjustments created during each period.

**Average Invoice Over Split Amount:** The average amount for invoices, debit memos, and chargebacks greater than the split amount you specify in the QuickCash window for this report. The Average Invoice Over Split Amount only includes debit items for the period you are reviewing.

**Average Invoice Under Split Amount:** The average amount for invoices, debit memos, and chargebacks less than the split amount you specify in the Transactions window for this report. The Average Invoice Under Split Amount only includes debit items for the period you are reviewing.

**Amount Collected:** The total amount of the cash receipts collected in each period.

**Conventional DSO:** The following equation shows how Receivables calculates your Conventional Day Sales Outstanding:

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

**DSO Calculation Days:** The number of days to use in calculating your Conventional Day Sales Outstanding. You specify the number of days in the 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Collection Key Indicators Report

Use this report to review and manage your collectors productivity. Receivables gives you a percentage breakdown of call topics and responses for each of your collectors within the date range that you specify.

This report contains three sections. The first section of this report contains information about the number of customer calls made by each collector. The second section contains information about your customer responses. The third section contains information about the outcome of your collectors calls.

### Report Heading

**By:** Receivables prints this report by collector, by response, and by outcome.

### Column Headings

**Calls:** The number of customer calls for each collector within the call date range that you specify.

**Call Topics:** The total number of call topics for each collector.

**Percent of Call Topics:** The percent of total calls for each call topic.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

---

## Collections by Collector Report

Use this report to review payment applications that each collector helped to collect. You also use this report to see which debit items are fully paid to determine how effective your collectors are at collecting customer payments. Receivables automatically sorts your information by collector and prints a line for each payment received within the cash collection date range that you specify.

### Report Headings

**Between (Date) and (Date):** The apply date range that you specify.

**Order By:** Receivables prints 'Collector' as your sort by option.

### Row Heading

**Total for Currency: (Currency Code):** The total, by currency, for the Payment Amount and Invoice Amount columns in your report.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Collections Receipt Forecast Report

Use this report to review your collector's estimates of how much cash they expect to receive as entered in the Customer Calls window. Receivables prints forecasting information for your invoices, debit memos, and chargebacks, along with any notes your collectors record during the call. This report is printed by currency and provides currency totals

### Report Headings

**Currency:** The currency of the transaction.

**Forecast Date from (Date) to (Date):** Receivables prints your report for the forecast date range, if you entered one.

**Order By:** Your order by option.

**Status:** The collection status.

### Column Headings

**Expected Cash:** The receipt amount your collector expects to receive by this forecast date.

**Forecast Date:** The date your collector estimates to receive payment for this invoice, debit memo, or chargeback.

**%:** The percent of the remaining amount due on this invoice, debit memo, or chargeback that your collector expects to receive.

### Row Headings

**Currency Total:** The total for the numeric columns for each currency in your report.

**Location:** The address location associated with each debit item.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Collector Call History Report

Use this report to review call topics entered in the Topics window during a customer call that are assigned to open invoices. You can specify the date range and range of invoice numbers, collectors, and customers to include in your report. Leave a field blank if you do not want to limit the content of your report (for example, to include information for all customers, leave the Customer Name parameter blank).

### Report Headings

**Order By:** Receivables prints 'Customer' as your sort by option.

**For (Date) through (Date):** The call date range that you enter for the Call Date report parameter.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Collector's Follow Up Report

Collectors can use this report to review a list of items that require follow-up action to resolve open debit memos, invoices, and chargebacks. The report includes follow up dates and actions entered in the Call Topics window during a customer call.

### Report Headings

**Order By:** Receivables prints 'Collector' as your order by option.

**For (Date) through (Date):** Your follow up date range, if you entered one in the report parameters.

**Collector:** Receivables prints the collector above all the follow up items belonging to that collector.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Customer Calls: page 4 - 21

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## Commitment Balance Report

Use this report to review summary information for your customer commitments. Receivables prints each commitment displaying information about the commitment, customer, primary salesperson, and other commitment information. Receivables also automatically prints all invoices and credit memos against the initial commitment, and displays the remaining balance of the commitment.

### Report Heading

**Commitment Currency:** Receivables prints the commitment currency code for commitments on this page of the report.

### Row Heading

**Commitment Balance:** Receivables prints the remaining balance of the commitment.

### See Also

Using Commitments: page 6 - 333

Entering Commitments: page 6 - 41

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Credit Hold Report

Use this report to review your customers and customer addresses that are on credit hold. You can place a customer on credit hold in the Customers and Customer Account windows. You can place a customer address on credit hold in the Customer Addresses window. See: Credit Holds: page 4 - 30.

### Report Parameters

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top Reporting Level. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, 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. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

### Report Headings

**Currency:** Receivables prints the currency above all customer accounts belonging to this currency. Receivables creates separate pages for different currencies.

**Order By:** The sorting option you chose when you submitted the report.

## Column Headings

**(Account Status) Subtotal:** The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates. This is also true for the Customer, Currency, and Balance subtotals.

**Address (Bill- To):** The primary Bill- To address for each customer in your report. If there is no primary Bill- To address, Receivables prints the first Bill- To address available.

**Balance Due:** The total account balance for each customer in your report. If you have debit or credit items without exchange rates, Receivables prints your balance due with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Balance Past Due:** The total amount for all past due invoices, debit memos, and chargebacks minus any open credit items for this customer. If you have debit or credit items without exchange rates, Receivables prints your balance past due with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Contact:** The contact associated with the customer address.

**Days on Credit Hold:** The number of days this customer has been on credit hold. If this customer has been on and off credit hold in the past, those days are not included in the Days on Credit Hold value.

**Primary:** Receivables prints Yes or No to indicate whether this address is the primary Bill- To address for this customer.

**Telephone:** The contact's telephone number. If there is no contact or no telephone number for the contact, Receivables prints the telephone number associated with the address.

## Row Headings

**(Account Status) Subtotal:** The total balance due and balance past due for each account status. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Currency Subtotal:** The total balance due and balance past due for each currency. If you have debit or credit items without exchange

rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

**Customer Subtotal:** The total balance due and balance past due for each customer. If you have debit or credit items without exchange rates, Receivables prints your subtotals with an asterisk (\*) next to it to indicate that the balance due does not include those transactions without exchange rates.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Customer Balance Revaluation Report

Use this report to identify customers with credit (negative) balances. In many countries you are required to enter a manual journal entry to adjust the general ledger balance for such customers.

This report provides you with two results:

- Independent from the accounting entries for your receivables account, this report gives you the balance of your customer and the open items that make up the balance. It takes into account paid deposits and on- account receipts; unpaid deposits are not included.
- A report listing only customers with a negative balance only, customers with a positive balance, or both kind of customers at once. This is needed in some countries, where you need a separate entry on the balance sheet for customers with a negative balance.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. You would then reverse this entry at the beginning of the following period to resynchronize your receivables with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, and to include customers with a negative balance, customers with a positive balance, or both.



**Attention:** Make sure you have entered an End- Of- Period (EOP) rate for each currency used. If any EOP is missing, the report will notify you that the results calculated may be wrong.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

### Report Parameters

**Revaluation Period:** Select the period for which you want to reevaluate.

**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 revalue 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.

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# Customer Credit Snapshot Report

Use this report to see an overview of your customer's credit history. This report provides aging, customer credit history, and a brief look at the last transactions Receivables recorded for this customer.

## Report Parameters

**Bucket Set:** Enter the bucket set to use for aging. You can enter any bucket set with a bucket set type of Credit Snapshot.

**Collector:** Receivables prints information for collectors between the low and high values you specify. Receivables prints all collectors by default.

**Customer Name:** Receivables prints information for customer names between the low value and high value you specify. Receivables prints all customers by default.

**Customer Number:** Receivables prints information for customer numbers between the low value and high value you specify. Receivables prints all customers by default.

**Reporting Level:** If you use Multiple Organization Support, specify the level at which you want to run the report. The default is the value of the profile option MO: Top Reporting Level. You can accept this value or enter a subordinate reporting level. For example, if MO: Top Reporting Level is set to Set of Books, you can run this report at the Set of Books, Legal Entity, or Operating Unit levels. If MO: Top Reporting Level is set to Operating Unit, you can run this report only for the operating unit assigned to your responsibility.

**Note:** The profile option MO: Operating Unit determines which operating unit is assigned to your responsibility.

**Reporting Context:** If you use Multiple Organization Support, 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. If your Reporting Level is Legal Entity, you can run this report for your legal entity or a specific operating unit. If your Reporting Level is Operating Unit, you can run this report only for the operating unit assigned to your responsibility. For more information, see: *Multiple Organizations in Oracle Applications*.

**Note:** If you are not using the multiple organization support feature (multi-org), the report ignores the Reporting Level and Reporting Context parameters.

## Report Headings

**Billing Address:** Receivables prints each billing address for this customer.

**Phone:** Receivables prints your customer's primary telephone number.

## Current Aging Column Headings

Receivables prints your current aging information based on the aging buckets you define in the Aging Buckets window whose type is Credit SnapShot. Debit items that have any adjustments whose status is pending are treated as disputed items.

**Amount:** Receivables prints the total amount of open invoices, debit memos, and chargebacks for each aging category.

**Bucket:** Receivables prints the aging periods that you define in the Define Aging Buckets form for these aging buckets.

**Percent:** Receivables prints the percent of total open receivables in each aging bucket.

## Current Aging Row Headings

**Adjusted Balance:** Receivables calculates and displays the adjusted balance for this customer. This figure represents your customer's outstanding balance minus any unapplied or on- account payments.

**Buckets 1-7:** Receivables prints the name of your seven aging buckets in this column. You define your aging buckets in the Aging Buckets window.

**In Collection:** The amount of your customer's account that is in collection.

**On- Account Cash:** The total of this customer's on- account payments.

**Outstanding Balance:** The total of your customer's open invoices, debit memos, and chargebacks.

**Unapplied Cash:** The total of this customer's unapplied payments.

## Customer History Section

This section displays historic information for this customer account. This information includes the amount and date of this customer's Largest Invoice and the Highest Credit Limit assigned to this customer.

## **Rolling 12- Month Summary Section**

This section displays a twelve month rolling history for this customer's account. Each row of this section provides the total amount and/or count for the last twelve months for each of the following indicators.

- Sales Gross
- Payments
- Credits
- Finance Charges
- Amount Written Off
- Earned Discounts Taken
- Unearned Discounts Taken
- NSF/Stop Payments
- Average Payment Days
- Average Days Late
- Number of Late Payments
- Number of On Time Payments

## **Credit Summary Section**

The Credit Summary section provides summary information about the customers current credit assignments. These assignments include:

- Credit Tolerance
- Credit Rating
- Risk Code
- Credit Hold
- Account Status
- Standard Terms
- Exempt from Dunning
- Collector

If your customer uses more than one currency, Receivables prints credit information for each currency. This information includes the currency type and the amount in that currency for each of the following indicators.

- Credit Limit
- Order Credit Limit
- Available Credit
- Exceeded Credit Amount

## **Last Transaction Summary Section**

This section displays a summary of each this customer's last transactions types. These transaction types include:

- Invoice
- Credit Memo
- Guarantee
- Deposit
- Debit Memo
- Chargeback
- Payment
- Adjustment
- Write Off

**Note:** If the system option Require Billing Location for Receipts is set to No, any payments entered for customers without a statement site or who do not have a billing location associated with the receipt will not appear in this report.

## **See Also**

Common Report Parameters: page 9 - 3

Running Standard Reports and Listings: page 9 - 2

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## Customer Follow Up History Report

Use this report to review a history of collection calls for each customer and see what further action to take as a result of a previous call. You can view the call topics, promise dates, and collector comments for follow up calls for the date range you specify. Use the Collections Receipt Forecast report to see what your customers promised in more detail.

### Report Headings

**Order By:** The sort by option you specified for this report. Receivables automatically sorts your report information by customer.

**Follow Up Date From (Date) to (Date):** The follow up date range you specified in the report parameters.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Customer Listing Detail and Summary Reports

Use the Customer Listing Detail report to review detail customer information entered for each customer.

Use the Customer Listing Summary report to review summary information about your customers. You can view customer name, customer number, status, and any addresses and site uses you entered for your customers.

### Report Headings

**Carrier:** Receivables prints the freight carrier for your customer, if you entered one.

**Category:** Receivables prints the category of this customer. Category may be either Customer, Prospect or any other category you have set up.

**Class:** Receivables prints the customer class that is assigned to this customer, if you entered one.

**Customer Name:** The customer name range you specify as your report parameter.

**Customer Number:** The customer number range you specify as your report parameter.

**FOB:** Receivables prints the Free On Board point for this business purpose, if you entered one.

**GSA Indicator:** Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

**Order By:** The order by which you chose to sort information in this report.

**Reference:** If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

**Sales Channel:** Receivables prints the sales channel for this customer, if you entered one.

**Ship Partial:** Receivables prints either Yes or No if your customer uses Oracle Order Management and allows partial shipment of orders.

**SIC Code:** Receivables prints the Standard Industry Classification code for your customer.

**Type:** Receivables prints the customer type that is assigned to this customer, if you enter one. Customer types are Internal and External.

## **Customer Contacts Section - Detail**

Receivables prints all contacts for this customer. Information in this section includes the contact name, job title, primary role, mail stop, and status. If you did not enter contacts for this customer, Receivables does not print this section.

## **Customer Contact Roles section - Detail**

Receivables lists the contact roles and whether the role is primary. Information in this section includes a description of the contact's role (for example, 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.

**Ship Partial:** Receivables prints Yes or No to indicate whether you want to default Yes or No in the Ship Partial field in the Enter Sales Orders window for this business purpose.

**SIC Code:** The SIC Code for this business purpose.

**Status:** The status of this business purpose

**Usage:** Receivables prints the business purpose for this address. Typical business purposes include Ship- To, Bill- To, Statements and Marketing.

**Warehouse:** The standard shipping warehouse to be defaulted in the Enter Sales Orders window for this business purpose.

## **Business Purpose Payment Methods Section**

Receivables prints payment methods for this business purpose, if you entered any. If you did not enter payment methods, Receivables does not print this section.

**End Date:** The end date on which this payment method becomes inactive.

**Payment Method:** The payment methods that you assigned to this business purpose.

**Primary:** Yes or No indicates whether this payment method is the primary one for this business purpose.

**Start Date:** The date on which this payment method becomes active.

## **Business Purpose Bank Accounts Section**

Receivables prints bank account details for this business purpose, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

**Account Name:** The customer bank account name assigned to this business purpose.

**Account Number:** The customer bank account number assigned to this business purpose.

**Bank Name:** The name of the customer bank assigned to this business purpose.

**Branch Number:** The branch number of the customer bank assigned to this business purpose.

**Currency:** The currency of the customer bank account assigned to this business purpose.

**End Date:** The date on which this bank account becomes inactive.

**Primary:** Receivables prints Yes or No to indicate whether this bank account is the primary one for this business purpose.

**Start Date:** The date on which this bank account becomes active.

## Customer Section

**Carrier:** The freight carrier for your customer, if you entered one.

**Category:** The category of this customer. Category may be either Customer, Prospect, or any other category you have set up.

**Class:** The customer class assigned to this customer, if you entered one.

**FOB:** The FOB (Free On Board) point for this business purpose, if you entered one.

**Freight Terms:** The freight term for this business purpose, if you entered one.

**GSA Indicator:** Receivables prints Yes or No to indicate if this business purpose is a Government Services Agency.

**Name:** The name of this customer. If you are printing this report for more than one customer, Receivables prints a separate page for each customer.

**Number:** The customer number.

**Order Type:** The order type for this customer, if you entered one.

**Price List:** The price list for this customer, if you entered one.

**Profile Class:** The profile class to which this customer belongs.

**Reference:** If this customer was imported through Customer Interface, Receivables prints the reference number from the original system.

**Sales Channel:** The sales channel for this customer, if you entered one.

**Salesperson:** The salesperson for this customer, if you entered one.

**Ship Partial:** Receivables prints either Yes or No if your customer uses Oracle Order Management and allows partial shipment of orders.

**SIC Code:** The Standard Industry Classification code for your customer.

**Status:** The status of this customer. Customers with Active statuses display as list of values choices.

**Tax Code:** The tax code that you assigned to your customer.

**Tax Rate:** The tax rate associated with the tax code that you assigned to your customer.

**Tax Registration Number:** The tax registration number of this customer.

**Type:** The customer type assigned to this customer, if you entered one. Customer types include Internal and External.

**Warehouse:** The warehouse for this business purpose, if you entered one.

## Customer Telephones Section

Receivables lists the details of telephone numbers for this customer. Information in this section includes area code, telephone number, extension, status, and whether this telephone number is primary. If you did not enter telephone numbers for this customer, Receivables does not print this section.

## Customer Payment Methods Section

Receivables prints payment methods for your customer, if you entered any. If you did not enter payment methods, Receivables does not print this section.

**End Date:** The date on which this payment method becomes inactive.

**Payment Method:** The payment methods that you assigned to this customer.

**Primary:** Yes or No indicates whether this payment method is the primary one for this customer.

**Start Date:** The date on which this payment method becomes active.

## Customer Bank Accounts Section

Receivables prints bank account details for this customer, if you entered any. If you did not enter bank accounts, Receivables does not print this section.

**Account Name:** The customer bank account name assigned to this customer.

**Account Number:** The customer bank account number assigned to this customer.

**Bank Name:** The name of the customer bank assigned to this customer.

**Branch Number:** The branch number of the customer bank assigned to this customer.

**Branch:** The branch name of the customer bank assigned to this customer.

**Currency:** The currency of the customer bank account assigned to this customer.

**End Date:** Receivables prints the date on which this bank account is to be inactivated.

**Primary:** Yes or No indicates whether this bank account is the primary one for this customer.

**Start Date:** Receivables prints the date on which this bank account is to be activated.

## Customer Relationships Section

Receivables prints relationships for this customer, if you entered any. If you did not enter any relationships for this customer, Receivables does not print this section.

**Comments:** Receivables prints any comments that you have entered regarding this relationship.

**Customer Reciprocal Relationship:** Yes or No indicates whether this relationship is Reciprocal.

**Related Customer:** The name of the related customer.

**Related Number:** The number of the related customer.

**Status:** The status of this relationship.

**Type:** The type of this relationship.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Entering Customers: page 3 - 4

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## 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:

$$\begin{array}{r} \text{Sum of Open} \\ \text{Invoices} \end{array} - \begin{array}{r} \text{On-Account} \\ \text{Credits} \end{array} - \begin{array}{r} \text{On-Account} \\ \text{Receipts} \end{array} - \begin{array}{r} \text{Unapplied} \\ \text{Receipts} \end{array} = \begin{array}{r} \text{Open} \\ \text{Balance} \end{array}$$

### Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** 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:** 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 User's Guide*.

**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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Customer Profiles Report

Use this report to review customer profile information assigned to each customer or customer site. You can also review any changes made to your existing customer profiles in the Customer Profile Classes window.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables sorts information using the value of the Alternate Name field in the Customers window.

### Report Headings

**Customer Number: (Number) to (Number):** The customer number range that you specified in the report parameters.

### Column Headings

**Credit Limit Per Order:** The amount of credit that you give to this customer for each order in this currency.

**Currency:** The currency for each currency amount limit.

**Finance Charge Interest Rate:** The interest rate for each currency.

**Max Interest Amt per Invoice:** The maximum interest amount that you charge for each invoice in this currency.

**Min Customer Balance for Finance Charge:** The minimum customer balance that must be met before you assess finance charges for past due items in this currency.

**Min Dunning Amount:** The minimum past due amount that must be met before you send your customers dunning letters in this currency.

**Min Dunning Invoice Amount:** The minimum invoice amount that must be met before for each debit item before you send your customers dunning letters in this currency.

**Min Invoice Balance for Finance Charge:** The minimum debit item balance that must be met before you assess finance charges for past due items in this currency.

**Min Receipt Amount:** The minimum receipt amount that must be met before you can create automatic receipt in this currency.

**Minimum Statement Amount:** The minimum outstanding balance that a customer must meet before you send your customers statements in this currency.

**Total Credit Limit:** The total amount of credit that you want to give to this customer in this currency.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Customer Relationships Listing

This report lets you review all customer relationships that have been defined. This report includes the name and number of the primary and related customers, whether the relationship is reciprocal, and any comments. The report lists all active relationships first followed by the inactive ones.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Creating Customer Relationships: page 3 - 40

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## 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 applied miscellaneous cash. The Open Detail report lists the total applied, unapplied, NSF, and on-account amount for each deposit date. Receivables prints information based on the deposit date you enter in the QuickCash and Receipts windows.

### Report Headings - Applied Detail Report

**Order By:** Your order by option.

**Bank:** The remittance bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all remittance banks.

**Deposit Date From (Date) to (Date):** The deposit date range, if you entered one.

### Column Headings - Applied Detail Report

**Account Number:** The remittance bank account numbers that are listed in the previous section.

**Actual Amount:** The total amount of deposits for this deposit date.

**Applied Amount:** The total amount of receipts that were fully applied to invoices on this deposit date.

**Bank Account Name:** The remittance bank account names that are listed in the previous section.

**Bank Name:** The remittance bank names that are listed in the previous section.

**Branch Name:** The remittance bank branch names that are listed in the previous section.

**Control Amount:** The total amount of receipts for this deposit date.

**Currency:** The functional currency of your receipts.

**Difference Amount:** The difference between the Control and Actual Amounts for this deposit date.

**Inv Cnt:** The total number of invoices created on this deposit date.

**NSF Amount:** The total amount of non-sufficient funds for this deposit date.

**Pay Cnt:** The number of payments received on this deposit date.

**Payment Amount:** The total amount of payments made on this deposit date. This is the same as the Actual Amount less the Unapplied and On-Account Amount.

**Unapplied and On Account Amount:** The total amount of unapplied, on-account, and partially applied receipts for this deposit date.

## Row Heading

**Sum (Currency):** The total for each numeric column by currency in your report.

## Report Headings - Open Detail Report

**Order By:** Your order by option.

**Bank:** Receivables prints your report for the bank range, if you entered one. If you did not enter one, Receivables prints 'All' and prints your report for all banks.

**Deposit Date From (Date) to (Date):** Receivables prints your report for the deposit date range, if you entered one.

## Column Headings - Open Detail Report

**Applied Amount:** The amount of receipts that are applied to invoices, debit memos, and chargebacks.

**Applied Cnt:** The number of receipts that are applied to invoices, debit memos, or chargebacks.

**Difference Amount:** Receivables prints any difference between the actual amount and the control and for the batch. This is the amount that still needs to be entered into Receivables.

**Unapplied: Amount:** The amount of receipts that are unapplied.

**Unapplied: Cnt:** The number of receipts that are unapplied.

## Row Heading

**Sum (Currency):** The total for each numeric column by currency in your report.

## **Summary For Banks**

Receivables prints the Summary For Banks section when you generate either the Deposited Cash Report - Applied Detail or Open Detail report. This section displays all of your remittance banks and bank accounts that refer to receipts listed in the previous section.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Discount Projection Report

Use this report to review your exposure to discounts. Receivables lets you specify a date on which all of your customers pay for their outstanding debit items for this report. Receivables then calculates your projected discount based on this date. Receivables also lets you specify whether to calculate your discount exposure for earned discounts, unearned discounts, or both earned and unearned discounts.

If you set the Allow Unearned Discounts field to No in the QuickCash window, this report does not display any unearned discounts. In this case, you cannot submit this report if you want to review only your unearned discount exposure.

### Selected Parameters

**As of Date:** Receivables calculates and prints your projected discount exposure by using this date as the date on which receipts for all of your outstanding debit items are received. The default is the system date.

**Company Segment:** Receivables selects and prints your report information from the company range you specify. If you leave this field blank Receivables includes all segments.

**Currency:** Receivables selects and prints your report information from the currency range you specify.

**Customer Name:** Receivables selects and prints your report information from the customer name range you specify.

**Customer Number:** Receivables selects and prints your report information from the customer number range you specify.

### Report Headings

**Company:** Receivables prints the company above all debit items belonging to this company. Receivables prints a separate page for each company.

**Currency Code:** The currency code above all debit items belonging to this currency. Receivables prints a separate page for each currency.

### Column Headings

**Class:** The class that is associated with each debit item.

**Customer Name:** The customer name for each debit item.

**Customer Number:** The customer number for each debit item.

**Discount Amount:** The projected discount amount for each invoice, debit memo, or chargeback assigned to customers whom you select for this report.

**Discount Date:** The discount date for each debit item.

**Due Date:** The due date for each debit item.

**Earned Discount: Amount:** The projected earned discount amount for each debit item.

**Earned Discount: Percent:** The projected earned discount percent for each debit item.

**Invoice Number:** The transaction number for each debit item.

**Terms:** The payment terms for each debit item.

**Unearned Discount: Amount:** The projected unearned discount amount for each debit item.

**Unearned Discount: Percent:** The projected unearned discount percent for each debit item.

## Row Headings

**Company Total:** The total of all projected discounts for each company.

**Currency Total:** The total of all projected discounts for each currency.

**Customer Total:** The total of all projected discounts for each customer.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Discounts: page 5 - 178

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## Disputed Invoice Report

Use this report to review all disputed invoices, debit memos, and chargebacks. Receivables prints information for each disputed debit item and displays totals in the entered currency. You can also review the collector name and any comments included with each debit item. You can place items in dispute or take them off of dispute in the Customer Calls and Transaction windows.

### Report Headings

**Currency:** The currency code associated with the invoices, debit memos, or chargebacks. Receivables prints totals for each currency code in your report.

**Order By:** Your sort by option. Receivables lets you sort this report by customer, invoice number, or due date.

### Row Headings

**Comments:** Receivables prints all notes related to this invoice, debit memo, or chargeback that is in dispute. You can enter notes about a debit item in the Record A Call and Transactions windows.

**Grand Total:** The total transaction amount balance due and dispute amount for all currencies.

**Sum for (Currency Code) Currency:** For each currency, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

**Sum for (Customer Name) Customer:** For each customer, Receivables prints the total transaction amount balance due and dispute amount in the entered currency.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Placing an Item in Dispute: page 4 - 27

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## Dunning History Report

Use the Dunning History report to review the complete dunning history of your overdue items. This report prints the details of each dunning correspondence that included these items.

Use the Submit Requests window to run the Dunning History report.

### Report Parameters

**Collector Low/High:** Receivables selects and prints your report information for collectors between the low and high values for the collector range that you specify.

**Customer Low/High:** Receivables selects and prints your report information for customer names between the low and high values that you specify for your customer range.

**Customer Number Low/High:** Receivables selects and prints your report information for customers between the low and high values for the customer number range that you specify.

**Dunning Level Low/High:** Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify. Leave this field blank if you want to run this report for all dunning levels.

**Dunning Method:** Choose Days Overdue if you want the report to sum the outstanding balance by currency code. Choose Staged Dunning if you want the report to sum the outstanding balance by dunning level and currency code.

**Transaction Type Low/High:** Receivables selects and prints only past due debit items whose transaction types are within the range you specify. Leave this field blank to run this report for all transaction types.

### Report Headings

**Balance Amount:** The balance of the overdue item.

**Currency Code:** Receivables groups your overdue items by their currency code.

**Customer Location:** Receivables groups your overdue items by the customer address.

**Customer Name:** Receivables groups your overdue items by the customer name.

**Customer Number:** Receivables groups your overdue items by the customer number.

**Date:** The transaction date of the overdue item.

**Days Late:** The days overdue of this item as it appears on the dunning letter.

**Dunning as of Date:** Receivables selects and prints your report information for the as of date you specify. The default is the system date.

**Dunning Level:** Receivables groups your overdue items by their current dunning level.

**Dunning Method:** If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter.

**Dunning Site Address:** The address of the dunning site. This address includes the country of the dunning site address if that country is different from your home country.

**Interest Rate:** The interest rate of the overdue item.

**Invoice Amount:** The transaction amount of the overdue item.

**Letter Name:** The name of the dunning letter on which this item was printed.

**Letter Set:** The name of the dunning letter set to which the dunning letter belongs.

**Print Date:** The correspondence date of the dunning letter on which this item was printed.

**Total for Customer:** The sum of the invoice amount and balance amount of all overdue items for this customer.

**Total For Dunning Level:** If you entered 'Days Overdue' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by currency code. If you entered 'Staged Dunning' for the Dunning Method parameter, Receivables prints the sum of the invoice amount and balance amount by dunning level and the currency code.

**Transaction Number:** The transaction number of the overdue item.

**Transaction Type:** The transaction type of the overdue item.

## **See Also**

Printing Dunning Letters: page 4 - 53

Viewing Dunning History: page 4 - 20

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## Dunning Letters - Preliminary Report

Use the Dunning Letter- Preliminary report to print a report of customers that you are including in your next dunning.

This report lets you view the details of all invoices, debit memos, and chargebacks you are dunning such as customer name, bill- to address, debit item number, transaction type, purchase order, creation date, due date, days past due, amount, and balance due.

This report will associate the payment transactions with the customer's locations. Run this report by entering a request Name of Dunning Letters - Preliminary.

### Report Parameters

**Dunning As of Date:** Receivables selects and prints your report information for the as of date you specify. The default 'as of' date is the system date.

**Letter Set:** Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range. The low and high values of your dunning letter set default to the value All.

**Preliminary:** Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

### Report Headings

**Dunning Date:** Receivables prints the dunning date you specify for this Dunning Letter- Preliminary report. You specify a dunning date as a report option in the Parameters pop up.

### Column Headings

**Address:** The name and the Bill- To address of the customer receiving the dunning letter(s).

**Balance Due:** The remaining balance due of each invoice, debit memo, or chargeback.

**Days Past Due:** The number of days each invoice, debit memo, or chargeback is past due. Receivables displays debit items not past due with negative numbers.

**Document Number:** If you are using sequential document numbering, Receivables prints the document number assigned to this item.

**Due Date:** The date each invoice, debit memo, or chargeback is due.

**Dunning Level:** If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

**Dunning Level:** If this item belongs to a customer or customer site whose profile has been assigned to a Staged Dunning letter set, Receivables prints the item's dunning level.

**Invoice Amount:** The total amount of each invoice, debit memo, or chargeback.

**Invoice Date:** The creation date for each invoice, debit memo, or chargeback. Date format is DD- MON- YY.

**Invoice Number:** The invoice, debit memo, or chargeback number for each debit item.

**Purchase Order:** Receivables prints the purchase order number for each invoice, debit memo, or chargeback.

**Sequence Name:** If you are using sequential document numbering, Receivables prints the document sequence name assigned to this item.

**Type:** Receivables automatically prints the transaction type for each invoice, debit memo, or chargeback. You define valid transaction types in the Transaction Types window. Receivables gives you the flexibility to review reports for a specific transaction type or all existing types.

## Row Headings

**Currency:** The currency code for each dunning amount.

**Finance Charges:** The total finance charges for each customer by currency.

**Subtotal:** The total balance due amount for each customer by currency.

**Total:** The total dunning amount for each customer by currency.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Printing Dunning Letters: page 4 - 53

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## Dunning Letter Generate

Use Dunning Letter Print to print your dunning letters. Receivables provides a default dunning letter set named STANDARD which includes dunning letters STANDARD1 - 3. Use the Dunning Letter Preliminary report to see a list of customers that will be included in your next dunning cycle. For information about customizing your dunning letter sets, see: Using Dunning Letters: page 4 - 37.

### Report Parameters

**Collector Low/High:** Receivables selects and prints your report information for collectors between the low and high values for the collector range you specify.

**Country:** Receivables selects and prints only past due debit items for the country that you specify.

**Customer Low/High:** Receivables selects and prints your report information for customer names between the low and high values you specify for your customer range.



**Attention:** Receivables prints dunning letters for a customer only if the customer is assigned to a dunning letter set with the same dunning method that you specify in the report parameters. For example, Computer Services is in the range of customers you specify and is assigned to a Staged Dunning letter set. If you specify a Dunning Method of Days Overdue, Receivables does not print dunning letters for Computer Services.

**Customer Number Low/High:** Receivables selects customers between the low and high values for the customer number range you specify.

**Dunning as of Date:** Receivables selects and prints your report information for the as of date you specify. The default is the system date.

**Dunning Level Low/High:** Receivables selects and prints only the past due debit items whose dunning levels are within the range you specify.

**Dunning Method:** Choose either Days Overdue or Staged Dunning. If you choose Staged Dunning, Receivables prints the dunning level of each past due item in the Invoices section of your dunning letter. See Attention above for more information.

**Letter Set Low/High:** Receivables selects and prints your report information for dunning letter sets between the low and high values you specify for your dunning letter set range.

**Order By:** Select the option you want Receivables to use to sort your information from the following:

- Customer
- Postal Code

**Preliminary:** Choose Yes or No depending on whether you want to print actual dunning letters or a preliminary dunning report.

**Preliminary:** Choose Yes or No to indicate whether you want to print actual dunning letters or the dunning letters preliminary report.

**Single Staged Letter:** If you are using the Staged Dunning method and you set this option to Yes, all items selected for dunning appear in the letter defined for the highest dunning level. If this option is No, items selected for dunning appear in the letter within the dunning level range defined for that letter. No is the default.

**Transaction Type Low/High:** Receivables selects and prints only past due debit items whose transaction types match the range you specify.

## Report Headings

**Remit- To Address:** Receivables prints the address to which you want your customer to remit payment. This address will include the country of the remit- to address if that country is different from the country of the customer address.

**Dunning Site Address:** Receivables prints the address of the dunning site. This address will include the country of the dunning site address if that country is different from your home country.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Dunning History Report: page 9 - 91

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## Duplicate Customer Report

Use the Duplicate Customer Report to highlight possible duplicate customers. The Duplicate Customer Report lists the company or agency name, address, location, city, state, postal code, and country. Receivables groups possible duplicate customer information together for you to review. Use this information to consolidate duplicated customer information.

### Report Parameters

**Customer Name:** To restrict the search to a specific name, enter a customer name (optional).

**Number of Characters:** Enter the number of characters that you think should be the same, for the customer names to be deemed as potential duplicates.

### Report Headings

**Address:** The street address for this customer.

**City:** The city for this customer address.

**Country:** The country for this customer address.

**Customer Name:** The customer name.

**Customer Number:** The customer id number.

**Postal Code:** The postal code for this customer address.

**Site Code:** The business purpose assigned to this address.

**State:** The state for this customer address.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Merging Customers: page 3 - 84

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## European Sales Listing

Use this listing to produce a detail or summary listing of all sales to customers in European Union (EU) member states other than your own. You can run this report from the Submit Requests window in either Detail or Summary mode. The report will be sorted by member state, with a second sort by VAT Number. Sales will be totalled by member state.

Prior to submitting this report you must set the VAT Member State codes for all the EU countries in the Countries and Territories window.

All EU countries must have a none null value in the VAT Member State Code column, apart from the 'Home Country'. For example, running these reports from the UK would mean that the only states with none null VAT Member State Code would be the EU countries minus the UK.

### Report Parameters

**Detail/Summary:** Choose to produce a Detail or a Summary listing.

**From/To Date:** The start and end dates for the report.

### Report Headings

**Branch ID:** The Branch Id of the Trader whose sales information is being reported.

**From Date/To Date:** The starting and ending dates of the period being reported.

**Trader VAT No:** The VAT Number of the Trader whose sales information is being reported.

**Trader:** The Name of the Trader, whose Sales information is being reported.

### Column Headings

**Country:** The Country Name of the member state being reported on. This is the member state of the Trader's Customer.

**Line Number:** Receivables prints a sequential line number for each line of the Detail part of this Header/Detail report.

**Net Total:** The Net Total of sales for the respective VAT Number. If the report is run in 'Detail' mode then this figure will relate to each detail line within each VAT Number, within each Country. If the report is run

in 'Summary' mode then this figure will relate to each VAT Number within each Country and so will be a summary for each VAT Number.

**VAT Number:** The VAT Number of the Trader's customer being reported.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## 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.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## 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.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## 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.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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# Invoice Exception Report

Use this report to help you match your revenue accounts to your accounts receivable. Receivables lists all transactions where Open Receivables is set to No. These transactions appear on your Transaction Register, but do not display in your agings.

The report will be sorted by company with each invoice allocated to a company via its receivables account. An invoice is associated to a receivables account by its transaction type.

## Report Headings

**Currency:** The currency code for this group of invoices. Receivables groups and prints transactions by currency and postable status.

**GL Date (Date) to (Date):** Receivables prints the GL date range you selected to print on this report.

**Page:** The page number for each page of this report.

**Postable:** The post to general ledger status for this group of invoices. Receivables groups and prints transactions by currency and postable status.

## Row Headings

**Currency Subtotal:** The entered and functional currency subtotal amount for invoices with the same currency and postable status.

**Grand Total:** The invoice and functional grand total amount for all invoices included in this report. If your report is for a single currency, then the postable subtotal and grand total will be the same as the currency total.

**Postable Subtotal:** The functional currency subtotal amount for invoices with the same currency and postable status.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Printing Transactions: page 6 - 55

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## Invoices Awaiting Automatic Receipt

Use this report to review a list of transactions that have been designated for automatic receipt application (i.e., that have been assigned an automatic payment method). You can review all transactions that are in different stages of the creation process. These stages include creating, approving, and formatting. Receivables does not display transactions that have been confirmed, or approved for automatic receipt with a receipt class of Require Confirmation set to No, in this report.

Receivables will also display transactions that started but did not complete, the creation, approval, or formatting process in this report.

The column heading of the amount column in this report will change dynamically depending upon the status being displayed. It will display as Balance Due for transactions with a status of Available for Automatic Receipt. It will display as Amount Applied for transactions with any other status.

### Report Parameters

**Order By:** Choose the option you want Receivables to use to sort your information from the following:

- Customer Name
- Due Date
- Invoice Number

**Summarize:** Enter Yes to print summary information. Receivables only displays receipt batch and due date information.

**Status:** Choose one of the following Invoice statuses to include in your report:

<b>Available for Automatic Receipt</b>	Include all transactions with an automatic payment method. Guarantees will not be included because they cannot have a payment 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 payment 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 payment 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Automatic Receipts: page 5 - 186

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## 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 Italian lira, Receivables prints 100,000 here. Receivables prints a new page for each currency.

**Functional Currency:** The functional currency amount. If your transaction is in a foreign currency, Receivables automatically converts the invoice currency amount to your functional currency.

**GL Date:** The date this transaction posts to your general ledger.

**Invoice Date:** The invoice date for this transaction. This is typically the date you create the transaction.

**Invoice Number:** The invoice number for this transaction.

**Type:** The transaction type for this transaction.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

AutoAccounting: page 2 - 57

Transaction Batch Sources: page 2 - 239

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## Journal Entries Report

This report, in conjunction with the Account Analysis report in Oracle General Ledger, provides information needed to reconcile your accounts receivable sub-ledger with the General Ledger. Using this report you can review the details that make up your general ledger journal entries.

Receivables provides you with four different parameters that enable you to generate multiple formats for this report. These four parameters are Detail by Account, Detail by Category, Summary by Account, and Summary by Category. You can select only one or a combination of these formats.

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).

### Report Parameters

**Company Segment:** Print information for the company segment values within the company segment range that you specify.

**Detail By Account:** Choose to select and print each transaction for each accounting flexfield, category, and currency.

**Detail By Category:** Choose to select and print each transaction for each category and its "Receivables" equivalent accounting flexfield and currency.

**Transaction Category:** Choose to select and print information for the transaction categories that you specify. Transaction categories include: Sales Invoices, Debit Memos, Chargebacks, Credit Memos, Credit Memo Applications, Adjustments, Trade Receipts, and Miscellaneous Receipts.

### Report Headings

**Currency:** The currency that you chose to generate the report.

**GL Date:** The GL Date range that you specify for this report.

**Posted Date:** The GL Posted Date range that you specify for this report.

## Column Headings

**Accounting Flexfield:** Receivables prints each Accounting Flexfield that is referenced by a category that you include in this report.

**Category:** Categories include Cash, Misc Receipts, Debit Memos, Credit Memos, Adjustments, Sales Invoices and Trade receipts.

**Currency:** The currency for the sum in that currency of each Accounting Flexfield that is referenced by a category that you include in this report.

**Foreign Currency: Credits:** The foreign currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Foreign Currency: Debits:** The foreign currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Functional Currency: Debits:** The functional currency debit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

**Functional Currency: Credits:** The functional currency credit amount for each Accounting Flexfield that is referenced by a category that you include in this report.

## Row Headings

**Total for AR:** The total functional currency debit and credit amounts.

**Total for Category:** The total functional currency debit and credit amounts for each category of transactions selected for this report. Oracle Receivables does use the sums of an Accounting Flexfield that are referenced by categories that you select to calculate the total functional currency debit and credit amounts for this report if this Accounting Flexfield contains a sum in only one currency.

**Total for Currency:** The total functional currency debit and credit amounts for each currency of transactions that you select for this report.

## See Also

Common Report Parameters: page 9 - 3

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## Journal with GL Details Report

Use this report to identify the General Ledger journal entries imported from particular transactions in Receivables. Transactions that have not been transferred to General Ledger are marked with an indicator. You can list your transactions either sorted and grouped by Document Sequence Number or the GL Date of the transactions.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

### Report Parameters

**Trx GL Date From/To:** Enter the beginning and end dates for the invoice and receipt GL dates to include in this report.

**Customer Name From/To:** Enter a customer or a range of customers to include in this report, or select from QuickPick. Leave this field blank to submit this report for all customers.

**Sequence Name:** If you use sequential document numbers and you want to limit the report to one sequence name, enter the sequence name.

**Document Number From/To:** If you use sequential document numbers and you want to print a range of documents, enter the range of document sequence numbers.

**Sort Order:** Enter the method you want to use to sort the information in your report. Select from the following:

- **Doc Seq Name and Number:** This option groups your transactions by the unique identifier Sequence Name and Document Number. For each Document Name/Number, Oracle Receivables calculates a total.
- **Trx GL Date:** This option groups transactions by their GL date. Oracle Receivables prints a total for each GL Date.

### Report Headings

Receivables prints all Report Parameters/Parameter ranges and the values selected from the above list as report header information.

### Column Headings (Receivables Information)

**Trx GL Date:** The GL date of the invoice or receipt distribution.

**Trx Doc Seq Name:** If you are using document sequencing, Oracle Receivables prints the name of the document sequence used for the transaction.

**Trx Doc Seq No:** If you are using document sequencing, Oracle Receivables prints the document number.

**Associated Trx:** The invoice or receipt number of any associated transactions. For example, if this transaction was a receipt application, Receivables prints the invoice number (the receipt is printed as the Transaction Number).

**Customer Name/Customer Address:** The customer's name and address.

**Trx Date:** The invoice date of the invoice distribution, or receipt date of the receipt distribution.

**Transaction:** The transaction type. For example, invoice, debit memo, credit memo, chargeback, or adjustment.

**Trx Number:** The invoice number for an invoice distribution, or receipt document number for a receipt distribution.

**LN:** If this is an invoice distribution, Receivables prints the distribution line number.

**Accounting Flexfield:** The account to which this distribution was charged.

**Rate:** The exchange rate used for the transaction.

**Cur:** The currency for this transaction.

**Entered Dr/Cr:** The invoice or receipt distribution amount in the currency in which it was entered.

**Accounted Dr/Cr:** The invoice or receipt distribution amount in your functional currency.

## Column Headings (General Ledger Information)

**GL Batch Name:** The name of the general ledger journal batch to which this transaction was transferred.

**Header Name:** The name of the general ledger journal entry to which this transaction was transferred.

**LN:** The line number of the general ledger journal entry line to which this transaction was transferred.

**GL Date:** The general ledger date of the journal entry line.

**Description:** The description of the Journal Entry line.

**GL Doc Seq:** The sequence name of the journal entry, if you use sequential document numbers.

**Doc Seq No:** If you use sequential document numbers, Receivables prints the document sequence number of the journal entry.

**Entered Dr/Cr:** The credit/debit amount of the journal entry line in your functional currency.

**Accounted Dr/Cr:** The debit/credit amount of the journal entry line in your functional currency.

# Key Indicators - Daily Summary and Summary Reports

Figure 9 - 3

Science Research Institute		Key Indicators Report -- Daily Summary				Report Date: 08-FEB-94 21:21	
		Daily Summary				Page: 1 of 1	
Current Period: 01-NOV-1992 To 31-DEC-1995							
Prior Period: 01-NOV-1992 To 31-DEC-1995							
Transactions Entered							
Date	Invoices Entered Through AutoInvoice		Invoices Manually Entered		Credit Memos Entered		
	Count	Amount	Count	Amount	Count	Amount	
01-NOV-92	0	0.00	38	1,205,653.28	0	0.00	
11-JAN-94	0	0.00	6	821,150.00	2	(6,000.00)	
Period Totals	0	0.00	44	2,026,803.28	2	(6,000.00)	
Prior Period	0	0.00	44	2,026,803.28	2	(6,000.00)	
Percent Change	n/a	n/a	.	.00	n/a	n/a	

Use the Key Indicators- Daily Summary report to compare current invoice and credit memo activity to a prior period. You can review the current period totals, prior period totals, and the percent change from prior period to current period. When you enter the current period and prior period range, Receivables prints the count and amount of manually entered and imported invoices, and standard and on- account credit memos.

Use Key Indicators- Summary report 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 all of your transactions for the two periods you specify so you can easily spot, track, and take action on developing trends. For example, you can easily see the number and amount of 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Miscellaneous Transactions

Use this report to review miscellaneous receipts and document number information. You enter miscellaneous transactions in the Transactions window to record non- invoice related payments such as investment income, interest income, refunds, and revenue from stock sales. Receivables prints deposit date, batch information, receipt information, code combination, and the percent allocated to each account for each receipt.

### Selected Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Specify the order in which information appears in the report. Choose Batch, Deposit Date, or Document Number.



**Attention:** Before submitting this report using the Document Number attribute set, you must set up document sequencing. See: *Implementing Document Sequences: page 2 - 99.*

**Output Format:** Choose the output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Output Format is a Report eXchange (RXi) parameter. For more information, refer to the *Oracle Financials RXi Reports Administration User's Guide.*

**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.

**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment 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.

## See Also

Entering Miscellaneous Transactions: page 5 - 50

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Open Items Revaluation Report

Use this report to revalue your open items, for example, invoices, commitments, and credit and debit memos that are not fully paid. This report takes into account the changes of the value due to changes in the foreign currency rates. The report provides you with three important figures:

- The report gives evidence of completeness by listing the value of your open items before the revaluation. You can then reconcile this result to the General Ledger Balances. In addition, this report provides a complete list of all items and thus explains the balance of your receivables account.
- The report calculates the value for each open item revalued with the End- of- Period rate. The total of these itemized values is needed in countries like the United States.
- On an item by item basis, the report determines the lower of the two values, the open item before and after the revaluation. Then the report totals the lower of these values and calculates the difference between the two. This total is used in countries like Germany, where the lower market value of open items needs to be determined.

Use the result of this report to determine the amount you need to manually adjust your general ledger balance to reflect the difference between the original balance and revaluated balance. This difference is calculated by the report for each Accounting Flexfield and summed for each balancing segment value. You would then reverse this entry at the beginning of the following periods to resynchronize your receivables with general ledger accounts.

You can run this report for a revaluation period, up to a particular due date, or for a range of balance segment values.



**Attention:** Be sure that you enter an End- Of- Period (EOP) rate in the Period Rates window for each currency used. If any EOP is missing, a warning will appear at the end of the report to notify you that an End of Period rate was not entered for at least one currency and the results calculated may be wrong.

Use either the Submit Request or the Print Accounting Reports window to submit this report.

### Report Parameters

**Revaluation Period:** Select the period for which you want to revalue.

**Include Up To Due Date:** If you want to differentiate short-term, midterm, and long-term liabilities, you can set a date. Otherwise, leave this field empty.

**Balancing Segment Low/High:** Enter the range of the balancing segment values you want to report on.

## Report Headings

**Balancing Segment From/To:** The range of balancing segment values you selected when you submitted the report.

**Balancing Segment:** Receivables prints each value of the balancing segment in the range you selected.

**Accounting Flexfield:** The Accounting Flexfield of each of your accounts in the balancing segment.

**Customer/Customer Number:** The customer name and number, and customer site that have open items charged to the Accounting Flexfield of your receivables account.

## Column Headings

**Trx Number:** The transaction number.

**Transaction Type:** The transaction type. For example, invoice, debit memo, credit memo, chargeback or deposit.

**Trx Date:** The date of the transaction.

**Due Date:** The due date of this transaction.

**Cur:** The currency of this transaction.

**Open Orig. Amount:** The balance of the transaction in the currency in which it was entered. Oracle Receivables prints an asterisk if the open amount differs from the original amount due to receipts 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 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. This is the rate that the report uses to revalue the balance of the transaction.

**EOP Open Amount:** The balance of the transaction, revaluated using the EOP rate.

**Open Revaluated Amount:** Receivables uses the lower of the Open Functional Amount and the Open EOP Amount to determine the market value of the open item.

**Difference:** The difference between the Open Functional Amount and the EOP Open Amount for each receivables Accounting Flexfield and the difference between the Open Functional Amount and the Open Revaluated Amount.

**Summary:** Receivables sums the differences between the original and revaluated balance for each receivables account, for each balancing segment value, and for the entire report.

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## Ordering and Grouping Rules Listing

Use this report to review the Ordering and Grouping rules you created in the Grouping Rules and the Invoice Line Ordering Rules windows. AutoInvoice uses these rules for ordering lines and grouping transactions when creating transactions.

### Report Parameters

**Create Grouping Rules Report:** Choose whether to include grouping rules in this report.

**Create Ordering Rules Report:** Choose whether to include ordering rules in this report.

**Grouping Rule Name Range:** Select and print report information from the grouping rule name range you specify.

**Ordering Rule Name Range:** Print report information from the ordering rule name range you specify.

### Ordering Rules Column Headings

**Sequence:** The sequence numbers in this column indicate the priority of the transaction attribute.

**Transaction Attribute:** The transaction attributes that you specified. These attributes determine how AutoInvoice orders invoice lines when it groups the transactions that it creates into invoices, debit memos, and credit memos.

**Type:** Ascending or Descending, depending on the type you specified.

### Grouping Rules Row Headings

**Ordering Rule:** The invoice line ordering rule for this grouping rule. The invoice line ordering rule tells AutoInvoice how to order transactions within this grouping rule.

**Transaction Class:** The transaction class that you defined for this grouping rule. The valid values for class are: Invoice, Debit Memo, and Credit Memo.

## **Grouping Rules Column Headings:**

**Optional Grouping Characteristics:** Any additional transaction attributes you specified to group your transactions.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Grouping Rules: page 2 - 122

Invoice Line Ordering Rules: page 2 - 66

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## Other Applications Report

Use this report to review all invoices against guarantees, invoices against deposits, and credit memos against invoices, guarantees, and deposits.

### Report Headings

**Postable:** A Yes or No indicates whether the invoices, credit memos, deposits, and guarantees on this page of the report can post to your general ledger. Receivables prints all postable items first.

**GL Date from (Date) to (Date):** The general ledger date range you entered for your report option.

### Row Headings

**Postable Total:** The total of all the transactions in your report that you can post to your general ledger.

**Type Subtotal:** The subtotal of all amounts by the Applied From type.

**Report Grand Total:** The grand total functional applied amounts for this report.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Past Due Invoice Report

Use this report to view information about your customer's past due invoices, debit memos, deposits, chargebacks, and guarantees.

### Report Headings

**As of:** The date Receivables used to compare against the due date to determine if the invoice is past due. This date prints on each page of your report.

**Balance Due From (Amount) to (Amount):** The balance due range you specified in the report parameters.

**Currency:** The currency code for past due items on this page.

**Days Past Due From (Date) to (Date):** The days past due range you specified in the report parameters.

**Order By:** The option you chose to sort information for this report.

### Row Heading

**Total for Currency:** The total for all invoices, debit memos, chargebacks, deposits, credit memos, guarantees, and on- account credits by currency. The Past Due Invoice report does not include on- account cash or unapplied cash. To review on- account and unapplied cash, see the: Unapplied Receipts Register: page 9 - 191.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Reviewing a Customer Account: page 4 - 2

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## Payment Terms Listing

Use this listing to review all standard and negotiated payment terms you entered in the Payment Terms window.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Payment Terms: page 2 - 157

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## Print Invoice Reports

Use the Print Invoices window to submit your invoices, debit memos, chargebacks, deposits, guarantees, invoices against deposits, invoices against guarantees, credit memos, on- account credits, and adjustments for printing. You can print a batch of invoices, new invoices, selected invoices, and adjustments.

### Report Parameters

**Invoice Print Batch of Invoices:** Choose this option to display Batch, Transaction Class, Transaction Type, Tax Registration Number, and Open Invoices Only in your report.

**Invoice Print New Invoices:** Choose this option to display Transaction Type, Transaction Class, Print Date, Installment Number, Open Invoices Only and Tax Registration Number in your report.

**Invoice Print Preview Report:** Choose this option to review the invoices, debit memos, chargebacks, deposits, guarantees, credit memos, on- account credits that will print if you specify these report parameters.

**Invoice Print Selected Invoices:** Choose this option to display Transaction Class, Transaction Type, Transaction Number, Print Date, Customer Class, Customer, Installment Number, Open Invoices Only, and Tax Registration Number.

**Print Adjustments:** Choose this option to display Adjustment Number, Transaction Number, and Tax Registration Number in your report. This option lets you print specific adjustments if your customer needs to see an adjustment made on one of their debit items.

### Report Parameters

**Adjustment Number:** Receivables displays report information for the adjustment number range that you specify.

**Batch:** Receivables displays report information for the batch you specify.

**Customer Class:** Receivables displays report information for the customer class that you specify.

**Customer:** Receivables displays report information for the customer name that you specify.

**Installment Number:** For transactions with split payment terms, you can specify the installment number. To print all installments, do not enter an installment number.

**Open Invoices Only:** Specify whether to print only open debit items. The default value is Yes.

**Order By:** Receivables displays report information in the order you specify. Choose one from the following options:

- Adjustment Number
- Customer
- Postal Code
- Transaction Number

**Print Date:** Receivables displays report information from the print date range you specify. The print date is the transaction date unless you have specified print lead days on your payment term, in which case the print date is the number of lead days before your transaction due date.

**Print Option:** Select which invoice you want Receivables to include in your preview. Choose one of the following options:

- A Batch of Invoices
- Adjustments
- All New Invoices
- Print and Reprint Specific Invoices

**Tax Registration Number:** Receivables displays your tax registration number on each printed transaction. The default is the tax registration number that you entered in the QuickCash window.

**Transaction Class:** Receivables displays report information for the transaction class that you specify. You can choose Chargeback, Credit Memo, Debit Memo, Deposit, Guarantee, or Invoice.

**Transaction Number:** Receivables displays report information from the transaction number range you specify.

**Transaction Type:** Receivables displays report information for the transaction type that you specify.

## Tax Options

Receivables lets you specify how tax amounts will print on your invoices and debit memos. When you define and maintain your

customer profiles, you can specify the tax printing option for each site or customer. If you do not specify tax printing options for your customer or their sites, Receivables uses the value you entered in the System Options window. You can choose the from the following options:

<b>Itemize by line</b>	Choose this option to itemize tax information for each invoice line. Receivables displays this information after each invoice line.
<b>Summarize by tax code</b>	Choose this option to display all tax information under the Tax Summary by Tax Code heading. If you have two tax lines with the same tax code, rate, exemption and precedence number, Receivables will group them together.
<b>Itemize and Summarize</b>	Choose this option to display both itemized and summarized tax information.
<b>Total tax only</b>	Choose this option to display only the total tax amount at the bottom of the document.
<b>European Tax Format</b>	Choose this option to print tax information in the following format: Tax rates printed as the last column of invoice lines, freight items printed last, and the taxable amount with the summarized tax codes printed at the end of the invoice.

## Enabling the Print Tax Yes/No Flag

There is a Tax field in the report which is controlled by a hidden SRS parameter, Print Tax Yes/No Flag. This parameter is hidden because it has been included for compatibility with Release 9 only. If you set the parameter to Yes, an X will print in the Tax field if the line has tax associated with it. If the parameter is set to No, this field will always be blank.

Since you cannot set any values for this parameter through the regular SRS screen, follow the procedure described below to set the Print Tax Yes/No Flag to Yes:

- Choose the Application Developer responsibility and navigate to the Concurrent Programs window.
- Query each of the invoice print programs by entering RAXINV% in the Short Name field.

- For each program in turn except for RAXINVAD and RAXINVPR, go to the Concurrent Program Details region and choose Parameters.
- Do several Field Nexts until you reach the Default Value field.
- Do a Field Edit and change the value from 'N' to 'Y'.
- Save your work.

## Report Headings

**Back Order:** (Receivables does not populate this column.)

**Bill- To:** The bill- to customer and address for this transaction.

**Currency Code:** The currency code for this transaction.

**Customer Contact:** The customer's contact.

**Customer Number:** The identification number for the customer on this transaction.

**Date:** The transaction date.

**Description:** The item description for each item on the transaction.

**Due Date:** The date that payment for this transaction is due.

**Extended Amount:** The total amount for this item. This total is the quantity shipped times the unit price.

**Extended Amount:** The total amount for this item. This total is the quantity shipped times the unit price.

**Invoice/Credit Memo/Guarantee/Adjustment:** Receivables prints the type of transaction in the upper right hand corner of the report to signify whether this is an invoice, credit memo, guarantee or adjustment. Receivables prints 'Invoice' for invoices, debit memos and deposits and 'Credit Memo' for credit memos and on- account credits.

**Item No:** The number for the items on this transaction. The first item has an item number of 1 and each following item is numbered sequentially.

**Location Number:** A number for the location of this customer.

**Number:** The transaction number.

**Our Reference:** The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

**Our Reference:** The invoice number of the invoice that a credit memo credits. This value is only filled in for credit memos.

**Page:** The page number of this transaction. The page number is displayed in the following format: 'X of Y' where X is the page of this transaction and Y is the total number of pages for this transaction.

**Purchase Order Number:** The purchase order number from your customer for this invoice.

**Quantity Ordered:** Receivables displays the number of units that were originally ordered for this item.

**Quantity Shipped:** The number of units that were shipped and are being invoiced on this transaction.

**Remit To:** The address where your customers send their receipts.

**Sales Order Number:** The sales order number with which this invoice is associated.

**Salesperson:** The primary salesperson for this transaction.

**Ship Date:** The date that the items on this transaction were shipped.

**Ship-To:** The ship-to customer and address for this transaction.

**Shipping Reference:** The shipping reference number for this transaction.

**Shipping/Handling:** The shipping and handling charges for this transaction.

**Special Instructions:** Any special instructions that you have entered for this transaction.

**Subtotal:** The subtotal of the line items for this transaction.

**Tax Registration Number:** The tax registration number for this transaction.

**Tax:** Receivables displays a 'Y' if tax was charged on this line and an 'N' if tax was not charged on this line.

**Terms:** The payment terms for this transaction.

**Total:** The total of all line items, tax, and shipping charges for this transaction.

**Transaction Description:** A description of the transaction.

**Unit Price:** The price for one unit of this item.

**See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Printing Transactions: page 6 - 55

**Invoice with Tax**

**Figure 9 - 4**

# ORACLE®

World Headquarters  
500 Oracle Parkway  
Redwood Shores, CA 94065

**REMIT TO:** J((f))--: Accounts Receivable  
Global Industries  
PO Box 680978  
New York NY 10022

Invoice

NUMBER 1029	
DATE 08-AUG-93	PAGE 1 of 1
PURCHASE ORDER NUMBER	
OUR REFERENCE	
SALES ORDER NUMBER 1050	
CUSTOMER NUMBER 1023	LOCATION NUMBER 1074

**Bill To:** Attn: Accounts Payable  
Cici Douglas  
1202 Jefferson Davis Pkwy  
CHATTANOOGA TN 37401

**Ship To:** Cici Douglas  
1202 Jefferson Davis Pkwy  
CHATTANOOGA TN 37401

TERMS	DUE DATE	SALESPERSON	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
Net 30	07-SEP-93	Elaine Gustafson		26-JUL-93	United Parcel Servi	VDQ894638

ITEM NO.	Invoice Description	QUANTITY			UNIT PRICE	EXTENDED AMOUNT
		ORDERED	BACK ORD.	SHIPPED		
1	Envoy Executive	62		62	5,899.00	365,738.00
2	Envoy Standard	69		69	5,499.00	379,431.00
3	Sentinel Multimedia	61		61	5,299.00	323,239.00
4	Sentinel Financial	141		141	4,599.00	648,459.00
5	Sentinel Standard	161		161	3,799.00	611,639.00
Tax Summary By Tax Code ----- Sales Tax @ 7.75						180,459.21

**PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT**  
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500

SPECIAL INSTRUCTIONS	SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.	2,328,506.00	180,459.21	0.00	2,508,965.21

Federal Tax ID: 94-2422637

**ORIGINAL**

# Debit Memo with Tax

Figure 9 - 5

<b>ORACLE®</b>		<b>REMIT TO:</b>		100 Oracle Parkway Accounts Receivable Department REDWOOD SHORES CALIFORNIA													
World Headquarters 500 Oracle Parkway Redwood Shores, CA 94065																	
Bill To • Attn: Accounts Payable Customer Level Defaults 3000 22nd Street SAN FRANCISCO CALIFORNIA 94051		Ship To • Customer Level Defaults 1570 North Main Street Building 5 Office 1023F 5th Floor SAN FRANCISCO CALIFORNIA 94010		Debit Memo													
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NUMBER linedm</td> <td>PAGE</td> </tr> <tr> <td>20-OCT-91</td> <td>1 of 1</td> </tr> <tr> <td colspan="2">PURCHASE ORDER NUMBER</td> </tr> <tr> <td colspan="2">OUR REFERENCE</td> </tr> <tr> <td colspan="2">SALES ORDER NUMBER</td> </tr> <tr> <td>CUSTOMER NUMBER 1012</td> <td>LOCATION NUMBER 1010</td> </tr> </table>		NUMBER linedm	PAGE	20-OCT-91	1 of 1	PURCHASE ORDER NUMBER		OUR REFERENCE		SALES ORDER NUMBER		CUSTOMER NUMBER 1012	LOCATION NUMBER 1010
NUMBER linedm	PAGE																
20-OCT-91	1 of 1																
PURCHASE ORDER NUMBER																	
OUR REFERENCE																	
SALES ORDER NUMBER																	
CUSTOMER NUMBER 1012	LOCATION NUMBER 1010																
TERMS 30 NET	DUE DATE 19-NOV-91	SALESPERSON Joe Redman	CUSTOMER CONTACT	SHIP DATE	SHIP VIA ACE Transit	SHIPPING REFERENCE											
ITEM NO.	Debit Memo Description	QUANTITY			TAX	UNIT PRICE	EXTENDED AMOUNT										
		ORDERED	BACK ORD.	SHIPPED													
1	Additional Line with tax Tax BOAT @ 20.34	333		333		101.99	33,962.67 6,908.01 ----- 40,870.68										
2	Additional Product Charges Sales Tax @ 4.00	212		212		32.78	6,949.36 277.97 ----- 7,227.33										
	Tax Summary By Tax Code ----- Tax BOAT @20.34 Sales Tax 277.97						6,908.01										
<b>PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT</b>																	
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500																	
SPECIAL INSTRUCTIONS standard line debit memo		SUBTOTAL		TAX	SHIPPING/HANDLING	TOTAL											
A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED CSA SCHEDULE CONTRACT.		40,912.03		7,185.98	444.00	48,542.01 Currency: CND											
Federal Tax ID: 94-2422637																	
<b>ORIGINAL</b>																	

# Credit Memo

Figure 9 - 6

<b>ORACLE®</b>		<b>REMIT TO:</b> 1000 North South Street NEW YORK NEW YORK 10000		<table border="1"> <tr><th colspan="2">Credit Memo</th></tr> <tr><td>NUMBER CMAR102</td><td>PAGE 1 of 2</td></tr> <tr><td>DATE 01-NOV-92</td><td></td></tr> <tr><td colspan="2">PURCHASE ORDER NUMBER</td></tr> <tr><td colspan="2">OUR REFERENCE AR102</td></tr> <tr><td colspan="2">SALES ORDER NUMBER</td></tr> <tr><td>CUSTOMER NUMBER 1013</td><td>LOCATION NUMBER 1011</td></tr> </table>		Credit Memo		NUMBER CMAR102	PAGE 1 of 2	DATE 01-NOV-92		PURCHASE ORDER NUMBER		OUR REFERENCE AR102		SALES ORDER NUMBER		CUSTOMER NUMBER 1013	LOCATION NUMBER 1011
Credit Memo																			
NUMBER CMAR102	PAGE 1 of 2																		
DATE 01-NOV-92																			
PURCHASE ORDER NUMBER																			
OUR REFERENCE AR102																			
SALES ORDER NUMBER																			
CUSTOMER NUMBER 1013	LOCATION NUMBER 1011																		
World Headquarters 500 Oracle Parkway Redwood Shores, CA 94065		Bill To • Attn: Accounts Payable Site Level Defaults Only 1234 West Acton Street GREENWICH CONNECTICUT 06930		Ship To • Site Level Defaults Only 1234 West Acton Street GREENWICH CONNECTICUT 06930															
TERMS	DUE DATE 01-NOV-92	SALESPERSON Lory Kalbert	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE													
ITEM NO.	Credit Memo Description	QUANTITY			TAX	UNIT PRICE	EXTENDED AMOUNT												
		ORDERED	BACK ORD.	SHIPPED															
1	for ARadjust						172.05												
	Sales Tax @ 3.00						5.16												
							----- 177.21												
	Credit Memo SUBTOTAL						172.05												
	TAX						5.16												
	SHIPPING						2.79												
	Credit Memo TOTAL						180.00												
100% of Credit Memo Applied to Invoice AR102																			
<b>PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT</b>																			
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500																			
SPECIAL INSTRUCTIONS		SUBTOTAL		TAX	SHIPPING/HANDLING	TOTAL													
A 15% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.		172.05		5.16	2.79	180.00 Currency: DM													
Federal Tax ID: 94-2422637																			
ORIGINAL																			

# Commitment

Figure 9 - 7

<h2 style="margin: 0;">ORACLE®</h2> <p style="margin: 0;">World Headquarters 500 Oracle Parkway Redwood Shores, CA 94065</p>		<p style="margin: 0;"><b>REMIT TO:</b></p> <p style="margin: 0;">100 Oracle Parkway Accounts Receivable Department REDWOOD SHORES CALIFORNIA</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">Guarantee</th></tr> <tr><td style="width: 50%;">NUMBER 11</td><td style="width: 50%;">PAGE 1 of 1</td></tr> <tr><td colspan="2">DATE 25-SEP-91</td></tr> <tr><td colspan="2">PURCHASE ORDER NUMBER</td></tr> <tr><td colspan="2">OUR REFERENCE</td></tr> <tr><td colspan="2">SALES ORDER NUMBER</td></tr> <tr><td>CUSTOMER NUMBER 1012</td><td>LOCATION NUMBER 1008</td></tr> </table>	Guarantee		NUMBER 11	PAGE 1 of 1	DATE 25-SEP-91		PURCHASE ORDER NUMBER		OUR REFERENCE		SALES ORDER NUMBER		CUSTOMER NUMBER 1012	LOCATION NUMBER 1008
Guarantee																	
NUMBER 11	PAGE 1 of 1																
DATE 25-SEP-91																	
PURCHASE ORDER NUMBER																	
OUR REFERENCE																	
SALES ORDER NUMBER																	
CUSTOMER NUMBER 1012	LOCATION NUMBER 1008																
<p>Bill To • Attn: Accounts Payable Customer Level Defaults 1570 North Main Street Building 5 Office 1023F 5th Floor SAN FRANCISCO CALIFORNIA 94010</p>	<p>Ship To •</p>																
TERMS Specific	DUE DATE 01-JAN-93	SALESPERSON Joe Redman	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE											
ITEM NO.	Guarantee Description	QUANTITY			TAX	UNIT PRICE	EXTENDED AMOUNT										
		ORDERED	BACK ORD.	SHIPPED													
1	Consultancy Services  Effective 25-SEP-1991  ***** Guarantee Confirmation This is not a request for payment *****						300,000.00										
PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500																	
SPECIAL INSTRUCTIONS		SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL												
A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED CSA SCHEDULE CONTRACT.		300,000.00	0.00	0.00	300,000.00 Currency: USD												
Federal Tax ID: 94-2422637																	
ORIGINAL																	

# Invoice Against a Commitment

Figure 9 - 8

## ORACLE®

World Headquarters  
500 Oracle Parkway  
Redwood Shores, CA 94065

**REMIT TO:**

100 Oracle Parkway  
Accounts Receivable Department  
REDWOOD SHORES CALIFORNIA

Invoice

NUMBER aldepositi	
DATE 23-OCT-91	PAGE 1 of 2
PURCHASE ORDER NUMBER 56 3 10-OCT-91	
OUR REFERENCE	
SALES ORDER NUMBER 23	
CUSTOMER NUMBER 1012	LOCATION NUMBER 1008

Bill To •	Attn: Accounts Payable Customer Level Defaults 1570 North Main Street Building 5 Office 1023F 5th Floor SAN FRANCISCO CALIFORNIA 94010	Ship To •	Customer Level Defaults 1570 North Main Street Building 5 Office 1023F 5th Floor SAN FRANCISCO CALIFORNIA 94010
-----------	--	-----------	--

TERMS Multi2 3 OF 4	DUE DATE 22-NOV-91	SALESPERSON Joe Redman	CUSTOMER CONTACT	SHIP DATE 31-OCT-91	SHIP VIA EMY Awards	SHIPPING REFERENCE 23
------------------------	-----------------------	---------------------------	------------------	------------------------	------------------------	--------------------------

ITEM NO.	Invoice Description	QUANTITY			UNIT PRICE	EXTENDED AMOUNT
		ORDERED	BACK ORD.	SHIPPED		
1	Fixed Duration Financials Service	1		1	10,000.00	10,000.00
	Sales Tax @ 3.55					355.00
						10,355.00
	Invoice SUBTOTAL					10,000.00
	TAX					355.00
	SHIPPING					4.45
	Invoice TOTAL					10,359.45

\*\* 15% OF Invoice TOTAL DUE IN THIS INSTALLMENT \*\*

**PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT**  
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500

SPECIAL INSTRUCTIONS handle with extra care	SUBTOTAL 1,553.92	TAX 0.00	SHIPPING/HANDLING 0.00	TOTAL 1,553.92 Currency: USD
--	----------------------	-------------	---------------------------	------------------------------------

A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

Federal Tax ID: 94-2422637

**ORIGINAL**

---

Deposit No: 10 Effective 25-SEP-91					
Original Balance:	10,000.00				
Invoiced Activity to 01-JUN-94:	(10,000.00)				
Current Invoice No aldepositi:					
=====					
Deposit Balance as of 01-JUN-94:	0.00				
-----					
Outstanding Orders against Deposit No: 10	0.00				

**PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT**  
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500

SPECIAL INSTRUCTIONS handle with extra care	SUBTOTAL 1,553.92	TAX 0.00	SHIPPING/HANDLING 0.00	TOTAL 1,553.92 Currency: USD
--	----------------------	-------------	---------------------------	------------------------------------

A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED GSA SCHEDULE CONTRACT.

Federal Tax ID: 94-2422637

**ORIGINAL**

9 - 140 Oracle Receivables User Guide

# Adjustments

Figure 9 - 9

<b>ORACLE®</b>		<b>REMIT TO:</b>		Global Systems PO Box 8790543 Sacramento CA 95670		Adjustment	
World Headquarters 500 Oracle Parkway Redwood Shores, CA 94065						NUMBER 1000	
Bill To • Attn: Accounts Payable Computer Warehouse 123 45th St. Building 6 SAN JOSE CA 95100				Ship To •		DATE 07-MAR-94 PAGE 1 of 1	
						PURCHASE ORDER NUMBER	
						OUR REFERENCE	
						SALES ORDER NUMBER	
						CUSTOMER NUMBER 1000 LOCATION NUMBER 1000	
TERMS ERROR3 1 OF 8		DUE DATE 28-APR-93	SALESPERSON Robert Zeller	CUSTOMER CONTACT	SHIP DATE	SHIP VIA	SHIPPING REFERENCE
ITEM NO.	Adjustment Description	QUANTITY			TAX	UNIT PRICE	EXTENDED AMOUNT
		ORDERED	BACK ORD.	SHIPPED			
	Invoice Number Adjusted: 1000 Invoice Date: 19-MAR-1993						
	** 20% OF Adjustment TOTAL DUE IN THIS INSTALLMENT **						
<b>PLEASE INCLUDE REMITTANCE COPY WITH PAYMENT</b>							
FOR QUESTIONS OR COMMENTS CONCERNING THIS INVOICE PLEASE CONTACT CUSTOMER SERVICE AT (415) 506-1500							
SPECIAL INSTRUCTIONS				SUBTOTAL	TAX	SHIPPING/HANDLING	TOTAL
A 1.5% PER MONTH FINANCE CHARGE WILL BE CHARGED FOR ALL PAST DUE INVOICES. ALL SOFTWARE IS LICENSED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SOFTWARE LICENSE AND SERVICES AGREEMENT OR REFERENCED LSA SCHEDULE CONTRACT.				0.00	0.00		46,201,630.90 Currency: USD
Federal Tax ID: 94-2422637							
ORIGINAL							

---

## Projected Gains and Losses Report

Use this report to review open foreign currency invoices, debit memos, and chargebacks revalued according to the revaluation rate that you specify. Receivables compares the revalued amount of each debit item with the entered amount and prints the unrealized gain or loss. Receivables automatically sorts report information by customer name and then by invoice type for each customer.

Receivables prints the total debit item foreign currency amount for each invoice type, by currency. Additionally, Receivables prints the unrealized gain or loss for each transaction type and subtotals for each transaction type and customer. This report includes a Currency Totals section so you can review your unrealized gain and loss totals by currency.

### Report Parameters

**Customer Name:** Receivables prints your report information between the low value and high values you specify for your customer name range.

**Customer Number:** Receivables prints your report information between the low value and high values you specify for your customer number range.

**Exchange Rate Date:** The date that corresponds to the exchange rate to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. For example, if you are using the Spot rate for June 1, 1991, enter 01-Jun-91 here. If you are using Period Average as your rate type, enter a date that is within the receivables accounting period for the Period Average rate you defined. If you enter a rate type and rate date that does not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency. The default is the current date.

**Exchange Rate Type:** The rate type you want to use as your revaluation rate. The rate date and the rate type determine the revaluation rate that Receivables uses to revalue your debit items. If you enter a rate type and rate date that do not exist for a currency, Receivables does not calculate unrealized gains or losses for that currency.

**Foreign Currency:** Receivables prints your report information for the currency code that you specify.

**GL Date:** Receivables prints your report information from the debit item GL date range that you specify.

**Transaction Type:** Receivables prints your report information for the transaction type you enter.

## Report Headings

**Functional Currency:** The functional currency code for your set of books. Your functional currency is the currency for your set of books.

**GL Date between (Date) and (Date):** The GL date range you specified in the report parameters.

**Order By:** Receivables automatically prints customer as the sort by option for this report.

## Row Headings

**Total for Type: (Type):** The total unrealized gain and unrealized loss for each transaction type and customer.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

---

## Receipt Analysis - Days Late Report

Use this report to review your customer receipts. You can easily see which customers are constantly past due with their receipts. This report provides details of each receipt by customer, including the receipt number, amount paid, and days late. Receivables also calculates the weighted average days late for each customer so you can see how costly the late receipts are to your company.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information in this report using the value of the Alternate Name field in the Customers window.

### Report Headings

**Transaction Date Between (Date) and (Date):** The transaction date range you specified in the report parameters.

**Order By:** Your sort by option for this report. You can only order by customer or Alternate name.

### Row Headings

**Average Days Late:** The average number of days late for receipts by customer and currency.

$$\text{Average Days Late} = \frac{\Sigma (\text{Days Late})}{\text{Total Number of Receipts}}$$

**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.

$$\text{Weighted Average Days Late} = \frac{\Sigma (\text{Weighted Days Late})}{\text{Total Amount Paid}}$$

### See Also

Common Report Parameters: page 9 - 3

# Receipt Journal Report

Figure 9 - 10

Science Research Institute		Receipt Journal Report				Report Date: 11-MAY-1994 13:01		
Currency: USD		GL Date: From 01-JAN-00 To 20-APR-94				Page: 1 of 1		
Fund: 01		Accounting Flexfield: 01.000.000.1110.000.0000						
Status: Cleared		Receipt Class: Manual Receipts						
Payment Method: Check								
Receipt Number	Name	Customer Number	Location	Batch	Date	GL Date	Amount	
45102	Computer Warehouse	1000	San Jose	10005	25-JUL-93	25-JUL-93	19,000.00	
48303	Warren Systems	1007		10000	11-JAN-94	11-JAN-94	4,240.00	
503871	Louisiana Department of L	1021		10008	25-JUL-93	25-JUL-93	1,998.00	
5392	University of California	1024	Bancroft	10003	18-JUN-93	18-JUN-93	11,000.00	
54012	IBS Computers	1011		10000	11-JAN-94	11-JAN-94	806.25	
555	Business World	1002		10008	06-FEB-94	06-FEB-94	1,000.00	
58745	Warren Consulting	1008		10002	11-JAN-94	11-JAN-94	1,000.00	
617900	Computer USA	1004	Tempe	10005	25-JUL-93	25-JUL-93	92,000.00	
62974	Computer Warehouse	1000		10000	11-JAN-94	11-JAN-94	1,456.00	
6743	US Marine Corps	1020	DC	10008	25-JUL-93	25-JUL-93	11,020.00	
67840	Warren Consulting	1008		10001	11-JAN-94	11-JAN-94	4,059.38	
67840	Warren Consulting	1008		10001	11-JAN-94	11-JAN-94	(4,059.38)	
70546	Computer Services	1010		10000	11-JAN-94	11-JAN-94	6,896.00	
71834	KLM Enterprises	1005	El Segundo	10000	11-JAN-94	11-JAN-94	229,000.00	
78634	Warren Consulting	1008	New York	10008	25-JUL-93	25-JUL-93	8,930.00	
84343	Warren Systems	1007	Iselin	10008	25-JUL-93	25-JUL-93	5,030.00	
84727	Computer USA	1004		10000	11-JAN-94	11-JAN-94	3,336.00	
9037	Monolith Motor Company	1009	Knoxville	10005	15-JUN-93	15-JUN-93	25,000.00	
9038	Monolith Motor Company	1009		10006	20-JUN-93	20-JUN-93	860.00	
9038	Monolith Motor Company	1009		10006	20-JUN-93	20-JUN-93	(860.00)	
918306	Monolith Motor Company	1009		10004	01-JUN-93	01-JUN-93	1,200.00	
9371	Computer Services	1010	Chattanooga	10007	25-JUL-93	25-JUL-93	72,000.00	
98398	IBS Services	1012	El Segundo	10006	25-JUL-93	25-JUL-93	4,158.00	
Total for Payment Method:							1,127,319.13	
Total for Receipt Class:							1,127,319.13	
Total for Status:							1,127,319.13	
Total for Accounting Flexfield:							1,127,319.13	
Accounting Flexfield: 01.000.000.1122.000.0000								
Status: Remitted								
Receipt Class: Direct Debit								
Payment Method: BOE - Debits								
Receipt Number	Name	Customer Number	Location	Batch	Date	GL Date	Amount	
2	Computer Warehouse	1000	San Jose	100004	18-SEP-93	18-SEP-93	163,644.00	
3	Computer Warehouse	1000	San Jose	100004	18-SEP-93	18-SEP-93	19,125.00	
4	Computer Warehouse	1000	San Jose	100003	18-SEP-93	18-SEP-93	5,631.25	
5	Computer Warehouse	1000	San Jose	100003	18-SEP-93	18-SEP-93	4,076.80	
Total for Payment Method:							192,477.05	
Total for Receipt Class:							192,477.05	
Total for Status:							192,477.05	
Total for Accounting Flexfield:							192,477.05	
Report Total:							1,342,646.18	

Use this report to review details of receipts that appear in your Journal 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.

## Report Parameters

**Account Range:** Receivables prints your report information for the account range that you specify.

**Company Range:** Receivables prints your report information for the company range that you specify.

**Currency:** Receivables prints your report information for the currency code you specify. If you do not specify a currency, the report displays all amounts in the functional currency.

**GL Date Range:** Receivables prints your report information for the GL date range that you specify.

**Order By:** Choose how you want Receivables to sort your information. Choose from the following:

- Accounting Flexfield
- Type

**Payment Method:** The payment method for which this report is generated. If you do not specify payment method, Receivables prints information for all the payment methods associated with the specified receipt class.

**Receipt Class:** The receipt class for which this report is generated. If you do not specify a receipt class, Receivables prints information for all receipt classes.

**Report Mode:** The mode in which to print the report. If run in Balance mode, Receivables displays receipts only in their last status. If run in Transaction mode, Receivables displays every transaction entering and leaving each status. For example, if a receipt that had been remitted is now cleared, it will appear in both the remitted status and the cleared status of the report. In the remitted status it will appear as entering the status (as a positive amount) as well as leaving the status (as a negative amount). The net effect being a zero balance in the remittance account.

**Type:** The account type for which this report is generated. Type options include:

- Bank Charges
- Cash
- Confirmation

- Factor
- Remittance
- Short Term Debt

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Receipt Promises Report

Use this report to review collector call information for invoices, debit memos, and chargebacks with promise dates and promise amounts entered through the Customer Calls window. You can easily see what commitments your customers made and decide what follow-up action to take.

You can submit this report from either the Print Collection Reports or the Submit Request windows.

### Report Headings

**Collector:** Receivables prints the collector above all items belonging to this collector.

**Currency:** Receivables prints the currency above all items belonging to this currency.

**Promise Date From (Date) to (Date):** Receivables prints the promise date range, if you entered one.

**Promise Date:** Receivables prints the promise date above all items belonging to this date.

### Row Headings

**Sum for Collector:** The totals by collector for the promise amount and the total amount collected.

**Sum for Currency:** The totals by each currency for the promise amount and the total amount collected.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Customer Calls: page 4 - 21

---

## Receipt Register

Use this report to review a list of receipts for the range of dates, receipt numbers, or document numbers that you specify.

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.

### Selected Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Specify the order in which information appears in the report. Choose Batch, Customer, Deposit Date, Document Number, GL Date, Receipt Number, or Receipt Status.



**Attention:** Before submitting this report using the Document Number attribute set, you must set up document sequencing. See: *Implementing Document Sequences: page 2 - 99.*

**Output Format:** The output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Output Format is a Report eXchange (RXi) parameter. For more information, refer to the *Oracle Financials RXi Reports Administration User's Guide.*

**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

**Company:** Receivables prints the company above all receipts belonging to this company.

**Currency:** Receivables prints the currency above all receipts belonging to this currency. Receivables creates separate pages for different currencies.

**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.

**Total for Invoice Related Cash Receipts:** The total amount of all invoice- related receipts by currency.

**Total for Miscellaneous Transactions:** The total amount of all non- invoice related receipts by currency.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Enter Receipts: page 5 - 2

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## Receipts Awaiting Bank Clearance

Use this report to review a list of receipts that are waiting to be cleared by your remittance bank. This includes automatic and manual receipts that have been remitted but not cleared and have bank clearance as a step for the receipt class. Also, automatic and manual receipts that have been confirmed and require bank clearance, but do not require remittance as a step for the receipt class will be included in this report.

### Report Parameters

**Bank Account Name:** The name of a bank account you want used to select receipts for this report. If you do not select a bank account Receivables includes information for all bank accounts.

**Currency:** The currency you want used to select receipts for this report.

**Maturity Date Range:** A maturity date range for the receipts you want to include in this report.

**Order By:** Select the option you want Receivables to use to sort your information from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

**Payment Method:** The payment method you want used to select receipts for this report. If you do not select a method Receivables includes information for all payment methods

**Remittance Amount Range:** The amount range for the receipts you want to include in this report

**Remittance Method:** The remittance method you want used to select receipts for this report. If you do not select a method Receivables includes information for all remittance methods.

### See Also

Common Report Parameters: page 9 - 3

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## Receipt Forecast Report

The report shows the date you can expect to receive payment for open debit items. The report prints information by payment method, due date, and customer name. Use this report to help you plan the flow of cash in and out of your business.



**Attention:** 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 User's 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.

**Payment Method:** To include only receipts assigned to a specific payment method, enter a payment 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 Payment Method <payment method name>:** The total amount of receipts for this payment method.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Receipts Awaiting Remittance Report

Use this report to review a list of manual and automatic receipts that are awaiting remittance to your bank. Before an automatic receipt can be included in this report, it must be confirmed or created as confirmed, and the receipt class assigned to it must have Require Remittance set to Yes. Before a manual receipt can be included in this report, the receipt class assigned to it must have Require Remittance set to Yes. You can review all receipts waiting to be sent to your remittance bank or receipts that are in different stages of the remittance process.

Once a receipt has been approved for remittance it will no longer be displayed in this report.

Receipts that have started, but not yet completed, the creation or approval process also appear in this report.

### Selected Report Parameters

**Summarize:** Enter Yes to print information in summary format.

**Bank Account Name:** Receivables prints report information for the bank account name that you specify.

**Currency:** Receivables prints report information for the currency that you specify.

**Maturity Date:** Receivables prints report information from the maturity date range that you specify.

**Order By:** The option you want Receivables to use to sort your information. Choose from the following:

- Maturity Date
- Receipt Number
- Remittance Bank

**Payment Method:** Receivables prints report information for the payment method that you specify.

**Remittance Amount:** Receivables prints report information from the remittance amount range that you specify.

**Remittance Method:** Receivables prints report information for the remittance method that you specify.

**Status:** Choose the status of the Invoices to include in your report from the following:

<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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Receipts Without Sites Report

Use this report to review all receipts that do not have an address assigned to them. The address is required to determine on which bill- to site's statement the receipt should appear.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

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## Receivables Key Indicators - Daily and Summary Reports

Use the Receivables Key Indicators- Daily report to view summary information for a specific accounting period and compare it to another period. You can compare your current period to any prior period. Receivables summarizes all of your transactions for the two periods so you can spot, track, and take action on developing trends.

These reports let you view changes in your receivables activity or measure your employees performance and productivity.

### Report Parameters

**Accounting Period:** Print report information for the current period that you specify.

**Currency:** Print report information for the currency that you specify.

**Prior Accounting Period:** Print report information for the previous period that you specify.

### Report Headings

**Currency:** Receivables prints the report by currency and prints the currency denomination at the top of each page.

**Period:** The current period range for this report.

**Prior:** Receivables prints the previous period range for this report.

### Column Headings - Daily Report

**Adjustments: Count:** The total number of adjustments for all payment batches with the same entry date.

**Adjustments: Amount:** The total amount of adjustments for all payment batches with the same entry date.

**Averages for period: Batches per day:** The average number of payment batches per day for the current period and prior period and the percent change.

**Averages for period: Payments per day:** The average number of invoices paid per day for the current and prior period and the percent change.

**Batches: Cash:** The number, amount, and percent changes of cash in your payment batches from the current and prior period.

**Customer Exceptions: On Credit Hold:** The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

**Entry Date:** The date you entered the receipt batch or adjustment. All payment batches displayed have entry dates within the current period you specified as your selection option. Receivables displays the oldest payment batches first. The entry date may be in a period other than the period that was current when you entered your receipt batch.

**New Customers: Customers:** The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

**New Customers: Locations:** The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

**Payment Status: Applied:** The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

**Payment Exceptions: NSF:** The number, amount, and percent change of non-sufficient fund transactions from the current and prior period.

## Row Headings - Detail Report

**Percent Change:** The percent of change between your prior and current period totals. You define the current and prior periods as your selection option.

**Period Totals:** The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the current period you specify.

**Prior Period Totals:** The total counts and amounts for all payment batches, payments, other receipts, payment statuses, and adjustments for the prior period you specify.

## Column Headings - Summary Report

**Current Period:** The number of transactions for the current period that you specify.

**Current Period:** The total amount of each transaction for the current period that you specify.

**Percent Change:** The percent change for each transaction amount between your current and prior period.

**Percent Change:** The percent change of transaction numbers between your current and prior periods.

**Prior Period:** The number of transactions for the prior period that you specify.

**Prior Period:** The total amount of each transaction for the prior period that you specify.

**Year to Date:** The total number of transactions for the year to date.

**Year to Date:** The total transaction amount year to date.

## Row Headings - Detail Report

**Adjustments:** The number, amount, and percent change for each adjustment activity name for the current and prior period. You define your adjustment activity names in the Receivables Activities window.

**Averages for period: Batches per Day:** The average number of payment batches per day for the current period and prior period and the percent change.

**Averages for Period: Payments per Batch:** The average number of payments per receipt batch for the current period and prior period and the percent change.

**Averages for period: Payments per Day:** The average number of invoices paid per day for the current and prior period and the percent change.

**Batches: Cash:** The number, amount, and percent changes of cash in your payment batches from the current and prior period.

**Batches: QuickCash:** The number, amount, and percent change of QuickCash payment batches from the current and prior period.

**Currency:** Receivables prints this report by currency and prints the currency at the top of each page.

**Customer Exceptions: Off Credit Hold:** The current number, prior number, percent change, and year to date number of customers off credit hold from the current and prior period.

**Customer Exceptions: On Credit Hold:** The current number, prior number, percent change, and year to date number of customers on credit hold from the current and prior period.

**Discounts: Earned Taken:** The number, amount, and percent change of earned discounts taken from the current and prior period. An earned discount is a discount you give to a customer who pays prior to the discount date or within the discount grace period. Discounts are determined by the terms you assign to the invoice during invoice entry.

**Discounts: Unearned Taken:** The number, amount, and percent change of unearned discounts taken from the current and prior period. If you allow unearned discounts, Receivables lets you give your customer the unearned discount if the customer pays after the discount date or after the discount grace period.

**New Customers: Customers:** The current number, prior number, percent change, and year to date number of new customers from the current and prior period.

**New Customers: Locations:** The current number, prior number, percent change, and year to date number of new customer locations from the current and prior period.

**Payment Exceptions: NSF:** The number, amount, and percent change of non-sufficient fund transactions from the current and prior period.

**Payment Exceptions: Reversal:** The number, amount, and percent change of payment reversals from the current and prior period.

**Payment Exceptions: Stop Payment:** The number, amount, and percent change of stop payment transactions from the current and prior period.

**Payment Status: Applied:** The number, amount, and percent change of applied payments from the current and prior period. Applied payments are payments that you fully apply to one or many invoices, debit memos, or chargebacks.

**Payment Status: On-Account:** The number, amount, and percent change of on-account payments from the current and prior period. On Account payments are payments that you intentionally apply all or part of the payment amount to a customer without reference to an invoice, debit memos, or chargeback.

**Payment Status: Unapplied:** The number, amount, and percent change of unapplied payments from the current and prior period. Unapplied payments are payments where you know the customer, but you have not applied or placed on-account all or part of the payment. For example, your customer may have invoices to pay, but you cannot identify the invoice to pay.

**Payment Status: Unidentified:** The number, amount, and percent change of unidentified payments from the current and prior period.

Unidentified payments are payments for which you cannot identify the customer.

**Payments:** The number, amount, and percent change for different payment methods from the current and prior period.

**Receivables: Invoices Due:** The number, amount, and percent change of invoices due from the current and prior period.

**Receivables: Invoices Past Due:** The number, amount, and percent change of invoices that are past due from the current and prior period.

**Receivables: New Credits:** The number, amount, and percent change of new credit memos from the current and prior period.

**Receivables: New Invoices:** The number, amount, and percent change of new invoices from the current and prior period.

**Total Adjustments:** The total number, amount, and percent change for all adjustments the current and prior period.

**Total:** The total number, amount, and percent change of all your payments from the current and prior period.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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# 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Creating Remittance Batches: page 5 - 217

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## 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.

### **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Reversing Receipts: page 5 - 53

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## Sales Journal by Customer

Use this report to review all transactions. The summary totals for the sales journal are by Posting Status, Company, and Transaction Currency.

### Selected Parameters

**Company Segment:** The company range you want to include in this report. This is the company segment of your general ledger account.

**Currency Code:** The currency code to include in this report.

**Customer Name:** The customer range to include in this report. If you leave this field blank the report will include all customers.

**GL Account Type:** The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types. If you leave this field blank the report will show all types.

**GL Date:** The invoice general ledger date range you want to include in this report.

**Order By:** The option you want Receivables to use to sort information for this report. Choose from the following:

- Customer
- Invoice Number

**Posting Status:** The posting status to include in this report. You can enter Posted or Unposted. If you leave this field blank the report will show all items.

**Report By Line:** Enter Yes or No to indicate whether you want the invoice line details printed on the report.

**Transaction Date:** The transaction date range to include in this report.

**Transaction Number:** The transaction Number to include in this report.

**Transaction Type:** The transaction type you want to include in this report. If you leave this field blank the report will include all transaction types.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Sales Journal by GL Account

This report shows all transactions and the associated accounting flexfield information for the GL date range and accounts that you specify. Use the Sales Journal by GL Account to ensure that the Transaction Register matches your Sales Journal. You also use the Sales Journal when you balance your accounts receivable aging to your general ledger.

To match both foreign and functional currency amounts to your general ledger, run your Sales Journal by currency. If you want to preview your post to see if your debits match your credits, run the Sales Journal with a posting status of Unposted.

### Report Parameters

**Account:** Enter the full Accounting Flexfield range you want to include in this report. You can use this range to query for Tax Transactions not posted to Sales Tax Liability Accounts and for Non-Tax Transactions posted to Sales Tax Liability Accounts.

**Currency Code:** The currency code you want to include in this report.

**GL Account Type:** The type of general ledger accounts to include in this report. You can enter Freight, Receivable, Revenue, and Tax account types.

**GL Date:** The invoice general ledger date range you want to include in this report.

**Order By:** Sort your information by choosing one of the following:

**Customer** Sort and print your sales journal information by customer name.

**Invoice Number** Sort and print your sales journal information by invoice number.

**Posting Status:** The posting status to include in this report (Posted or Unposted). If you do not specify a status then the report will show all items.

### Report Headings

**Company:** The balancing segment for this group of transactions.

**Currency:** The currency code for this group of transactions.

**GL Account Type:** The general ledger account type for the sales journal information on this page of the report.

**GL Date (Date) to (Date):** The range of invoice general ledger dates you selected to print on this report.

**Posting Status:** The posting status for sales journal information on this page of your report.

## Row Headings

**Subtotal by Invoice Currency:** The total amount of debits and credits for an invoice in your functional currency.

**Totals:** The total amount of debits and credits for this report in both your foreign and functional currency.

## See Also

Transaction Register: page 9 - 187

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Sample Dunning Letter Print

Use the Sample Dunning Letter Print to review a copy of your dunning letters. You can print one of the 'STANDARD' or 'USER' dunning letters that Receivables provides, or your custom dunning letters.

Receivables provides three standard dunning letters, STANDARD1, STANDARD2 and STANDARD3, that you can customize using Oracle\*Reports. Receivables also provides ten user- definable dunning letters: USER1 through USER10. You can use a standard text editor to customize the text for these letters. You can also create your own, custom dunning letters in the Dunning Letters window. See: Creating Dunning Letters: page 2 - 114.

Receivables prints your dunning letter with sample transaction data and displays each of the variable values that would be populated if you were to run this dunning letter with real data.

### Report Parameter

**Letter Name:** Select and print a sample dunning letter for the letter name you specify.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Printing Dunning Letters: page 4 - 53

Dunning Letters: page 4 - 37

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## Standard Memo Lines Listing

Use this listing to review all standard memo lines you entered in the Standard Memo Lines window. You can enter standard memo lines for charges, freight, line, and tax. Receivables displays all information you entered for each standard memo line.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Common Report Headings: page 9 - 6

Standard Memo Lines: page 2 - 182

# Statements

Figure 9 - 11

## ORACLE®

ATTN: Accounts Receivable  
Global Computers, Inc.  
PO Box 8790543  
San Jose, CA 95670 United States

To:

Business World : San Jose  
2931 L Street  
San Jose, CA 95100 United States

## Statement

STATEMENT DATE	CUSTOMER ID
31-MAR-94	1002

AMOUNT REMITTED
\$

INVOICE NO.	TRANSACTION DATE	TRANSACTION	DUE DATE	REFERENCE	BILL TO LOCATION	TRANSACTION AMOUNT	AMOUNT DUE	✓
86788	28-Mar-94	Invoice	27-Apr-94	Installment 1	San Jose	1,200.00	1,200.00	
86788	28-Mar-94	Invoice	27-May-94	Installment 2	San Jose	800.00	800.00	
8787987	28-Mar-94	Invoice	27-Apr-94		San Jose	4,440.00	4,440.00	
8999	29-Mar-94	Invoice	27-May-94	Installment 1	San Jose	69.30	69.30	
8999	29-Mar-94	Invoice	27-Apr-94	Installment 2	San Jose	46.20	46.20	
125	22-Oct-94	Deposit	21-Dec-93	Installment 2	San Jose	400.00	399.00	
125	11-Nov-93	Payment		a lix: 321: 2000.00		-1.00	0.00	
125	04-Jan-94	Adjustment		Finance charge for deposit		4.00	4.00	
125	09-Feb-94	Finance Chg		Adjustment: SMALL AMT REMAIN		399.00	399.00	
1022	21-Nov-93	Deposit	21-Dec-93	Installment 1	San Jose	600.00	0.88	
1022	01-Dec-93	Payment		Clearance Required: 432644:		-512.00	0.00	
6623	06-Feb-94	Invoice	01-Apr-94		San Jose	200.00	50.00	
6623	01-Apr-94	Payment		check 838 200.00	Los Angeles	-150.00	-50.00	
6788	15-Jan-94	Invoice	15-Mar-94		San Jose	1,200.00	0.00	
6788	30-Feb-94	Payment		check 002 500.00	San Jose	-600.00	0.00	
6788	15-Mar-94	Payment		check 744 700.00	Los Angeles	-600.00	0.00	
Unapplied	18-Feb-94	Payment		check 534 500.00	San Jose	-100.00	-100.00	
Unapplied	20-Feb-94	Payment		check 553 100.00	San Jose	-100.00	-200.00	
Cross Rcpt	10-Mar-94	Payment		check 114 500.00	San Jose	0.00	0.00	
Cross Rcpt	10-Mar-94	Payment		check 186 100.00	San Jose	0.00	0.00	

Current	1-30 Days	31-60 Days	61-90 Days	Over 90 Days	FINANCE CHARGES
6605.50	0.00	0.00	0.00	291.00	399.00

TOTAL AMOUNT DUE	
USD 7295.50	↑

Past due items are subject to a FINANCE CHARGE of 1.30% per month, which is an ANNUAL RATE of 15.6% PLEASE CHECK ITEMS YOU ARE PAYING

Use statements to communicate invoice, debit memo, chargeback, deposit, payment, on- account credit, credit memo, and adjustment activity to your customers. Receivables also prints your customer's past due information based on the aging buckets whose type is Statement Aging. You can customize your statements with messages in the Standard Messages window.

## Report Parameters

**As of Date:** The as of date on which you want Receivables to print these statements. The default is the current date.

**Bucket:** The name of the aging bucket you want to use for this statement.

**Calculate Finance Charges:** Enter Yes or No to indicate whether you want to calculate finance charges for statements included in this statement submissions.

**Charge Finance on Disputed Items:** Enter Yes or No to indicate whether you want to calculate finance charges on disputed items.

**Customer:** Enter the customer name if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

**Cycle:** The statement cycle for this statement submission.

**Invoice Type:** If you want to restrict the transactions that appear on statements specify the transaction type to be included here.

**Location:** The customer billing location for which you want to generate a statement.

**Number:** Enter the customer number if you want to print a statement for a specific customer. If you choose to Print a draft statement, you need to enter either a customer name or number.

**Option:** Choose Print Statements to print statements for a particular customer or statement cycle. Choose Print a Draft statement to print a draft statement for a customer. Choose Reprint Statements to reprint statements for a specific customer or statement cycle.

**Primary Salesperson:** Enter the primary salesperson if you want to restrict the transactions to those to which you have assigned the specific salesperson.

**Standard Messages:** Enter the name of the standard message you want to print on the statements.

**Statement Date:** The date on which these statements should be printed.

## Report Headings

**Amount Remitted:** Your customer uses this space to print the payment amount they remit with this statement.

**Customer ID:** The identification number for each customer.

**Statement Date:** The statement date you specify in the Statement Date field of the Print Statements window.

**To:** The customer name and address for each statement. Receivables prints the address you define as the statement address for customer in the Customers window. The country of the customer address will also be printed if it is different than the home country you specified in the System Options window. If you do not have a statement address defined for this customer, Receivables prints a statement for each bill- to address that has activity during the statement period.

## Column Headings

**1- 30 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your second bucket in the Aging Bucket window.

**31- 60 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your third bucket in the Aging Bucket window.

**61- 90 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your fourth bucket in the Aging Bucket window.

**Over 90 Days Past Due:** Receivables prints your customer's open item information based on the aging bucket you define as your fifth bucket in the Aging Bucket window.

**Amount Due:** Receivables prints the remaining amount due for each customer's invoices, debit memos, and chargebacks. Credit items appear here with negative amount due values.

**Bill To Location:** Receivables prints the name of the bill- to location for each invoice, debit memo, chargeback, or deposit.

**Current:** Receivables prints your customer's open item information based on the aging bucket you define as your first bucket in the Aging Buckets window. If you want to print all of your customer's current open items, select Current in the Type field of the Aging Buckets window.

**Due Date:** Receivables prints the due date for invoices, debit memos, chargebacks, deposits, credit memos, and on- account credits.

**Finance Charge Rate:** Past due items are subject to a FINANCE CHARGE of (Percent) per month which is an ANNUAL RATE of (Percent).

**Finance Charges:** The total amount of finance charges your customer owes your company. Receivables lets you choose whether to charge finance charges for each customer in the Customer Profile Classes window.

**Invoice No:** The invoice, debit memo, chargeback, credit memo, or on- account number associated with each transaction. For example, if a transaction is a payment, Receivables prints the debit item number to which this payment applies. If this is a cross- site or cross- customer receipt, Receivables displays 'Cross Rcpt' in this column.

**Reference:** Additional information about each transaction including payment number, credit memo number, purchase order number, and adjustment name.

**Total Amount Due:** The total amount due and the currency. If your customer has open items in multiple currencies, Receivables prints a separate page for each currency.

**Transaction:** The name of each transaction. Valid transactions include:

- Invoice
- Deposit
- Adjustment
- Credit Memo
- Debit Memo
- Payment
- Finance Charge

Receivables does not print NSF or STOP payments that were reversed after your statement date.

**Transaction Amount:** Receivables prints the amount of each transaction. For example, if a transaction is an invoice, Receivables prints the invoice amount.

**Transaction Date:** The date of each transaction. For example, if a transaction is an adjustment, Receivables prints the adjustment date.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Printing Statements: page 4 - 74

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# Supplier Customer Netting Report

This report displays the net balance in Oracle Payables and Oracle Receivables for any Suppliers and Customers who have the same name, NIF Code, or VAT Registration. For example, if you sell to Kline Manufacturing, but you also purchase goods from them, they are considered both a customer and a supplier.

The Supplier Customer Netting report will show a transaction listing and total balance for Receivables and Payables where the transactions are in the selected currency and for the selected range of customers or suppliers. The report will calculate a net amount owed where a customer and supplier exist with exactly the same name. This amount will be calculated as Receivables minus Payables.

## Report Parameters

**Currency Code:** Enter the currency code of the transactions you want used to calculate the suppliers or customers balance. If you do not enter a currency code, the report will show the balance for each currency for which transactions exist for that supplier or customer.

**Join Criteria:** The join criteria for the report. You may join customers and suppliers by NIF Code, Name, or VAT/Tax code.

**Supplier/Customer Low - High Range:** If your Join Criteria is Supplier/Customer Name, use this parameter to enter the range of Supplier or Customer names to include in the report.

**Supplier/Customer NIF Low - High Range:** If your Join Criteria is NIF Code, use the this parameter to enter the range of Supplier or Customer NIF Codes to include in the report.

**Supplier/Customer VAT Low - High Range:** If your Join Criteria is VAT/Tax Code, use this parameter to enter the range of Supplier or Customer VAT/Tax Codes to include in the report.

## Report Headings

**Currency Code:** The report is grouped by currency within supplier/customer. This heading shows which currency balances are being shown in this section of the report. The heading also shows the exchange rate being used if the currency code is not the functional currency for this set of books. The Period End exchange rate must be set up for this exchange rate to be found.

**Sub- ledger:** This heading shows whether the balances are from Oracle Receivables or Oracle Payables.

## Column Headings

**Original Amount/Amount Due Remaining (DEM):** The original amount/amount due remaining of this invoice in the entered currency. The currency code is shown in brackets.

**Original Amount/Amount Due Remaining (GBP):** The original amount/amount due remaining of this invoice in the functional currency. The currency code is shown in brackets. The entered currency amount is converted to the functional currency amount using the period end average rate entered in GL.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Transaction Batch Sources Listing

Use this listing to review all batch sources that you defined in the Transaction Sources window.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Transaction Batch Sources: page 2 - 239

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## 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.



**Attention:** 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 User's 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.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Transaction Detail Report

Use this report to review all of the information you entered for your invoices, credit memos, debit memos, chargebacks, guarantees, and deposits.

### Report Parameters

**Transaction Number:** Enter the transaction number range to include in this report. Receivables displays all transactions based on the transaction number range you enter here.

**Transaction Class:** Receivables prints your report information for the transaction class you specify.

### Report Headings

**From Invoice Number (Number) to (Number):** The transaction number range you specify for this report.

### Row Headings

**Comments:** Any comments about this transaction appear in this column.

**Credit Method for Installments:** The method the credit memo uses to credit invoices with installments.

**Credit Method for Rules:** The method the credit memo uses to adjust the revenue accounts of an invoice that uses invoicing and accounting rules.

**Special Instructions:** Any special instructions about this transaction appear in this column.

**Transaction Flexfield:** Receivables prints the transaction flexfield for this transaction, if you entered one.

### Invoices Credited Column Headings

**Batch Source:** The Batch source of the transaction you are crediting.

**Commitment Number:** If the transaction you are crediting refers to a commitment, Receivables prints the commitment number. Otherwise, this column is blank.

**Currency:** The currency code for the transaction you are crediting.

**Customer Name:** The customer name of the transaction you are crediting.

**Customer Number:** The customer number of the transaction you are crediting.

**Exchange Rate:** The exchange rate used by this transaction.

**Exchange Rate:** The exchange rate used for this transaction.

**Invoice Amount:** The original transaction amount.

**Invoice Due Date:** The due date for the transaction you are crediting.

**Invoice GL Date:** The general ledger date for the transaction you are crediting.

**Invoice Number:** The number of the transaction you are crediting.

**Payment Method:** The Payment Method of the transaction you are crediting.

**Rate Date:** The exchange rate date used by this transaction.

**Rate Type:** The exchange rate type used by this transaction.

**Total Credited:** The total credit memo amount.

**Transaction Class:** The Transaction Class of the transaction you are crediting.

**Transaction Type:** The Transaction Type of the transaction you are crediting.

## Revenue Accounts Column Headings

**Accounting Flexfield:** The revenue account for this invoice line item distribution.

**Accounting Rule:** The accounting rule associated to the invoice line you are crediting if one exists for this invoice line.

**Amount:** The amount of this invoice line item distributed to this revenue account.

**Comments:** Any comments about this invoice line item distribution appear in this column.

**GL Date:** The accounting period to which this invoice line item distribution will be posted.

**Line No:** The transaction line item number that refers to this revenue account. One transaction line item can be distributed to many revenue accounts.

**Percent:** The percent of the transaction line amounts that is associated to this account.

**Posted GL Date:** If this invoice line item distribution has posted to your general ledger, Receivables prints this date here. Otherwise, this column is blank.

## Account Sets Column Headings

**Account Class:** The account class for the accounting flexfield.

**Accounting Flexfield:** The accounting flexfield for the tax account.

**Accounting Rule:** The accounting rule for the transaction line.

**Comments:** Any comments for the transaction line appear in this column.

**Line No:** The transaction line number to which this account set is applied.

**Line Type:** The line type.

**Other Line:** The tax or freight line number.

**Percent:** The percent of the transaction line amounts that is associated with this account.

## See Also

Transaction Register: page 9 - 187

Transaction Types Listing: page 9 - 190

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## 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 (Oracle Receivables Information)

**Trx GL Date:** The GL date of the subledger transaction.

**Trx Doc Seq Name:** If you are using document sequencing, Receivables prints the name of the document sequence used for the transaction.

**Trx Doc Seq No:** If you are using document sequencing, Receivables prints the document number.

**Associated Trx:** The number of the transaction associated with the original transaction. For example, for a receipt applied to an invoice, Receivables prints the invoice number.

**Customer Name/Customer Address:** The customer's name and address.

**Trx Date:** The date of the transaction. This can be the invoice date, receipt date, or credit memo date.

**Transaction:** The transaction type.

**Trx Number:** The transaction number.

**LN:** If there are line numbers for transactions (for example, invoice lines), Receivables prints the invoice line number. This column is empty for transactions without line numbers (for example, receipts).

**Accounting Flexfield:** The account to which this transaction line was charged.

**Rate:** The exchange rate used for the transaction.

**Cur:** The currency used for this transaction.

**Entered Dr/Cr:** The invoice or receipt line amount in the currency in which it was entered.

**Accounted Dr/Cr:** The invoice or receipt line amount in your functional currency.

## Column Headings (Oracle General Ledger Information)

**GL Batch Name:** The name of the general ledger journal batch to which this transaction was transferred.

**Header Name:** The name of the general ledger journal entry to which this transaction was transferred.

**LN:** The line number of the general ledger journal entry line to which this transaction was transferred.

**GL Date:** The general ledger date of the journal entry line.

**Description:** The description of the Journal Entry line.

**GL Doc Seq:** The sequence name of the journal entry, if you use sequential numbering.

**Doc Seq No:** The document number of the journal entry, if you use sequential numbering.

**Entered Dr/Cr:** The credit/debit amount of the journal entry line in the currency of the original transaction.

**Accounted Dr/Cr:** The debit/credit amount of the journal entry line in the functional currency.

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## Transaction Register

Use the Transaction Register to check that all postable items are reflected on your Sales Journal. Use the following formula to ensure that the Transaction Register matches your Sales Journal:

**Transaction Register (postable items) + 2 (Credit Memo Total) = Sales Journal (debits + credits)**

You must adjust the Transaction Register total for any credits because they are negative on the Transaction Register and positive on the Sales Journal. Receivables groups and prints transactions by company, currency, and postable status.

You also use the Transaction Register when you balance your revenue accounts to your accounts receivable aging. Use the following formula to ensure that your revenue accounts match your accounts receivable:

**This month's aging = Last month's aging + Transaction Register - Adjustment Register total - Invoice Exception Report total - Payments**

You must use the Invoice Exception Report to adjust the Transaction Register for any transactions that do not show up on your agings. You also must use the Adjustment Register to adjust for amounts applied to commitments since the Transaction Register displays both the commitment amount and the applied amount and the agings only show the commitment amount.

## Selected Report Parameters

Enter parameters to define the content of the report.

**Attribute Set:** Specify the order in which information appears in the report. Choose from the following:

- **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.



**Attention:** Before submitting this report using the Document Number attribute set, you must set up document sequencing. See: Implementing Document Sequences: page 2 - 99.

- **Invoice Number:** Sort information by the invoice type, then by invoice number.

**Output Format:** The output file type for the report. Choose Text, HTML, or Tab Delimited.

**Note:** Output Format is a Report eXchange parameter. For more information, refer to the *Oracle Financials RXi Reports Administration User's Guide*.

**Company Segment:** The company segment range to include in the report.

**Currency Code:** The currency code range to include in this report.

**GL Date:** The invoice general ledger date range to include in this report. Receivables prints all transactions based on the general ledger date range you enter here.

**Invoice Type:** The transaction type range to include in this report.

**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.

## **See Also**

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Transaction Types Listing

Use this report to review the standard transaction types you entered in the Transaction Types window.

### See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

Transaction Types: page 2 - 246

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## Unapplied Receipts Register

Use the Unapplied Receipts Register to review detailed information about your customers on- account and unapplied payments for the date range that you specify. You can use this report to determine how much your customer owes after taking into account all on- account and unapplied amounts. Receivables displays information about your on- account or unapplied payment such as GL date, batch source, batch name, payment method, payment number, payment date, on- account amount, and unapplied amount. This report includes both cash and miscellaneous receipts.

If the profile option AR: Sort Customer Reports by Alternate Fields is Yes, Receivables will sort information using the value of the Alternate Name field in the Customers window.

### Report Parameters

**Format Option:** Choose the format to use to print your report. You can choose from the following:

- |                  |   |
|------------------|---|
| <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.

**Currency Code:** Print report information for the currency code that you specify. If you do not enter a currency, Receivables prints all amounts in your functional currency.

**Customer Name:** Prints report information for the customer name range that you specify.

**Customer Number:** Print report information for the customer number range that you specify.

**Receipt GL Date:** Prints your report information for the general ledger date or general ledger date range that you specify.

**Receipt Number:** Print report information for the receipt number range that you specify.

## Report Headings

**Company Segment:** The balancing segment from the Accounting Flexfield.

**Currency:** The currency code you specified for this report in the report parameters.

**Format:** The format you selected for this report in the report parameters.

**GL Date (Date) to (Date):** The GL date range you specified for this report in the report parameters.

## See Also

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Unposted Items Report

Receivables prints the Unposted Items Report for all items that are not posted for the specified GL date range. There are two ways to generate this report: through the Submit Requests window or by running the General Ledger Interface Program. If you submit this report through the Submit Requests window, the output will consist of all unposted items for the specified GL date range.

The General Ledger Interface Program automatically generates this report if there are items that you attempt to transfer to your general ledger that are out of balance. In this case, Receivables prints a reminder on the Posting Execution Report to check your log file for out of balance items. See: Posting Execution Report: page 7 - 8.

### Report Parameters

**GL Dates:** Prints report information for the general ledger date range that you specify.

### Report Heading

**Category:** Receivables prints the category of the transactions. Categories include Adjustments, CM Applications, Sales Invoices, Miscellaneous Receipts, or Trade Receipts.

### Column Headings

**Adjustment/Credit Memo/Invoice/Receipt Number:** The transaction number for each unposted transaction.

**Batch Source/Name/Activity:** The receipt batch source and receipt batch name for each unposted transaction. If category is Adjustments, Receivables prints the type of adjustment in this column.

**Credit Amount:** Any credit amount that may exist for each unposted transaction.

**Currency Code:** The currency code of each unposted transaction.

**Debit Amount:** Any debit amount that may exist for each unposted transaction.

**GL Date:** The date on which you transfer a transaction, and create an entry for this transaction in your general ledger.

**Invoice Number/GL Account Type/Transaction Description:** For credit memo applications or adjustments, Receivables prints the invoice number associated with the particular transaction.

For Invoices, Receivables prints the GL Account Type for each unposted invoice.

For Receipts, Receivables prints the Transaction description for each unposted receipt.

## **Row Heading**

**Total for Currency:** The total amounts of debits and credits for each currency.

## **See Also**

Running General Ledger Interface: page 7 - 6

Running Standard Reports and Listings: page 9 - 2

Common Report Parameters: page 9 - 3

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## Update Customer Profiles Report

Receivables automatically generates this report when you choose either 'Update All Profiles' or 'Update All Uncustomized Profiles' when saving changes in the Customer Profile Classes window. Receivables does not generate this report if you choose 'Do Not Update Existing Profiles.'

If you choose to Update All Uncustomized Profiles, this report will consist of the following two sections:

- **Exceptions:** Use this section to review the customized profiles that were excluded from the automatic update process.
- **Audit:** Use this section to review summary information about changes made to your existing customer profiles belonging to this credit class.

If you choose Update All Profiles, Receivables will only generate the Audit section of this report.

### Report Headings for Exceptions

**Customer Name:** The name of the customer that was excluded from automatic update.

**Customer Number:** The number of the customer that was excluded from automatic update.

**Location:** The customer location with a customized profile class that was excluded from update.

**Customized Profile Option:** The name of the customized profile option

**Current Value:** The value of the customized profile option for the customer or customer location.



**Attention:** The Current Value and the Credit Class Value may be the same if the profile option for the Customer Profile Class was updated to the same value as the customized profile option.

### Column Headings

**Previous Value:** The value that the attribute had prior to your modification.

**Profile Option Updated Value:** The attribute of the customer profile class that was modified.

**Update Option:** The update option selected when you updated the customer profile class.

**Updated Value:** The updated value of the attribute that you modified.

## Report Headings for Audit

**Credit Class:** The name of the customer profile class that was updated.

**Number of Profiles Updated:** The number of customers whose profile options were updated when you modified the customer profile class.

**Update Option:** The update option that you selected when you updated the customer profile class. This report will only be generated if you select either Update All Profiles or Update All Uncustomized Profiles.

## Column Headings

**Previous Value:** The value that the attribute had prior to your modification.

**Profile Option Updated Value:** The attribute of the customer profile class that was modified.

**Update Option:** The update option selected when you updated the customer profile class.

**Updated Value:** The updated value of the attribute that you modified.

## See Also

Updating a Customer Profile Class: page 3 - 51

Running Standard Reports and Listings: page 9 - 2

# A

## Oracle Receivables Profile Options

**T**his appendix describes profile options that affect the operation of Oracle Receivables. It provides a brief description of each profile option, and tells you at which levels each profile option can be set. This appendix also includes descriptions of profile options that are available only to your System Administrator and profile options that are owned by other applications, but affect the operation of Oracle Receivables.

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## Profile Options

During your implementation, you set a value for each Receivables user profile option to specify how Receivables controls access to and processes data. Receivables lets you govern the behavior of many of the windows that use profile options.

Profile options can be set at the following levels:

- **Site:** This is the lowest profile level. Site level profile option values affect the way all applications run at a given site.
- **Application:** These profile option values affect the way a given application runs.
- **Responsibility:** These profile option values affect the way applications run for all users of a given responsibility.
- **User:** These profile option values affect the way applications run for a specific application user. The values you enter for options at the User level supersede the values that your system administrator has entered for you for these options.

Each of these user profile options affect the behavior of Receivables in different contexts. In Receivables, operations that profile options can affect include receipt application, the entry of adjustments, the creation and remittance of automatic receipts and taxes, and posting to your general ledger.

You may also have additional user profile options on your system that are specific to applications other than Receivables.

To change profile options at the Site, Application, or Responsibility level, choose the System Administrator responsibility, then navigate to the Personal Profile Values window. Query the Profile Name field to display the profile options with their current settings, make your changes, then save your work.

You can change profile options at the user level in the Personal Profile Values window. To do this, navigate to the Personal Profile Values window, query the profile option to change, enter a new User Value, then save your work.

Generally, your system administrator sets and updates profile values at each level.



**Attention:** For any changes that you make to profile options to take effect, you must either exit, and then reenter Receivables, or switch responsibilities.

## See Also

Update Personal Profile Options  
(*Oracle Applications User's Guide*)

Update System Profile Options  
(*Oracle Applications System Administrator's Guide*)

Overview of Receivables User Profile Options: page A - 4

Profile Options in Oracle General Ledger: page A - 27

Profile Options in Oracle Application Object Library: page A - 29

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## Overview of Receivables User Profile Options

This section lists each Receivables profile option. For each user profile option, we give a brief overview of how Receivables uses that profile, and tell you at which level you can set or update it.

### Profile Options not Owned by Receivables

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The following profile options affect the operation of Receivables, but are not "owned" by Receivables:

- **MO: Operating Unit:** This profile option controls to which operating unit a particular responsibility corresponds and is used only if you have installed multiple organization support. For more information, see: *Using the Multiple Organization Support Feature: page 2 - 150.*
- **MO: Top Reporting Level:** This profile option determines which reporting levels are available for a particular responsibility when reporting across multiple organizations. Available values include Set of Books, Legal Entity, and Operating Unit. The default is Operating Unit. See: *Using the Multiple Organization Support Feature: page 2 - 150.*
- **Indicate Attachments:** This profile option lets you turn off the indication of attachments when querying records in Receivables. Setting this profile option to No can increase system performance. For more information, see the *Oracle Applications System Administrator's Guide.*

### Profile Option Settings

The table below indicates whether you (the "User") can view or update the profile option and at which System Administrator levels the profile options can be updated: at the Site, Application, Responsibility, or User levels.

A "Required" profile option requires you to provide a value. An "Optional" profile option provides a default value, so you only need to change it if you don't want to accept the default.

Key	
✓	You can update the profile option.
-	You can view the profile option value but you cannot change it.
0	You cannot view or change the profile option value.

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
Tax: Allow Ad Hoc Tax Changes	-	✓	✓	✓	✓	Optional	Yes
Tax: Allow Manual Tax Lines	-	✓	✓	✓	✓	Optional	Yes
Tax: Allow Override of Customer Exemptions	-	✓	✓	✓	✓	Optional	Yes
Tax: Allow Override of Tax Code	-	✓	✓	✓	✓	Optional	Yes
Tax: Calculate Tax on Credit Memos	-	✓	✓	✓	-	Optional	No
Tax: Inventory Item for Freight *	-	✓	✓	✓	✓	Required	No Default
Tax: Invoice Freight as Revenue *	-	✓	✓	✓	✓	Optional	No
Tax Taxware: Service Indicator	✓	✓	✓	✓	0	Optional	No Default
Tax Taxware: Tax Selection	✓	✓	✓	✓	0	Optional	No Default
Tax Taxware: Tax Type	✓	✓	✓	✓	0	Optional	No Default
Tax Taxware: Use Nexpro	✓	✓	✓	✓	0	Optional	No Default
Tax: Use Tax PL/SQL Vendor	✓	✓	✓	✓	✓	Optional	No Default
Tax: Use Tax Vendor	-	✓	✓	✓	0	Optional	Yes
Tax: Vertex Case Sensitive	-	✓	0	0	0	Optional	Yes
Tax Vertex: Secondary Taxes	-	✓	✓	✓	0	Optional	Use Secondary Taxes
AR: Allow Overapplication in Lockbox	-	✓	✓	✓	-	Required	No
AR: Allow Update of Existing Sales Credits	✓	✓	✓	✓	✓	Required	Yes
AR: Alternate Name Search	✓	✓	✓	✓	-	Optional	No

**Table 9 - 2 (Page 1 of 3)**

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
AR: Application GL Date Default	-	✓	✓	✓	0	Optional	Later of Receipt GL Date and Invoice GL Date
AR: Automatic Contact Numbering	-	✓	✓	✓	✓	Required	Yes
AR: Cash - Allow Actions	-	✓	✓	✓	✓	Required	Yes
AR: Cash - Default Amount Applied	✓	✓	✓	✓	✓	Required	Unapplied amount of the payment
AR: Change Customer on Transaction	-	✓	✓	✓	✓	Optional	Yes
AR: Change Customer Name	-	✓	✓	✓	✓	Optional	Yes
AR: Close Periods - Run Collection Effectiveness Report	✓	✓	✓	✓	✓	Required	No
AR: Commit Between Validations in Lockbox	✓	✓	✓	✓	0	Optional	No Default
AR: Create Bank Charges	✓	✓	✓	✓	-	Optional	Yes
AR: Cross Currency Rate Type	-	✓	✓	✓	-	Required	Corporate
AR: Customer Merge Commit Size	-	✓	✓	✓	0	Optional	1
AR: Customers - Enter Alternate Fields	-	✓	✓	✓	0	Optional	Yes
AR: Debug Level for PostBatch	✓	✓	✓	✓	✓	Required	3
AR: Default Exchange Rate Type	-	✓	✓	✓	-	Required	No Default
AR: Document Number Generation Level	-	✓	✓	✓	0	Optional	When the transaction is committed
AR: Dunning Letter Remit To Address Label Size	-	✓	✓	✓	0	Required	No Default
AR: Enable Credit Card Preprocessor	0	✓	✓	✓	0	Optional	No Default
AR: Enable Cross Currency	✓	✓	✓	✓	✓	Optional	No
AR: Enable SQL Trace	✓	0	0	0	✓	Optional	No Default
AR: Enable Debug Message Output	✓	0	0	0	✓	Optional	No Default
AR: GL Transfer Balance Test	-	✓	✓	✓	✓	Optional	Yes
AR: Include Receipts at Risk in Customer Balance	✓	✓	✓	✓	✓	Required	No Default

**Table 9 - 2 (Page 2 of 3)**

Profile Option	User	System Administrator				Requirements	
	User	Site	App	Resp	User	Required	Default Value
AR: Invoices with Unconfirmed Receipts	-	✓	✓	✓	✓	Optional	None
AR: Item Flexfield Mode	✓	✓	✓	✓	✓	Optional	Concatenated Segment Entry
AR: Mask Bank Account Numbers	-	✓	✓	✓	✓	Optional	Mask - First Four Digits Visible
AR: Override Adjustment Activity Account Option	-	✓	✓	✓	✓	Optional	Yes
AR: Receipt Batch Source	✓	✓	✓	✓	✓	Required	No Default
AR: Show Billing Number	✓	✓	✓	✓	0	Required	No
AR: Sort Customer Reports by Alternate Fields	-	✓	✓	✓	0	Required	No Default
AR: Transaction Batch Source	✓	✓	✓	✓	✓	Required	No Default
AR: Transaction Flexfield QuickPick Attribute	✓	✓	✓	✓	✓	Optional	interface_header_attribute1
AR: Update Due Date	-	✓	✓	✓	✓	Required	Yes
AR: Use Invoice Accounting For Credit Memos	-	✓	✓	✓	✓	Optional	Yes
AR: Zengin Character Set	-	✓	-	-	-	Required	No Default
Default Country *	✓	✓	✓	✓	✓	Required	No Default
Journals: Display Inverse Rate *	✓	✓	✓	✓	✓	Optional	No
OE: Item Flexfield *	-	✓	0	0	0	Required	No Default
OE: Item Validation Organization *	0	✓	0	✓	0	Required	No Default
Sequential Numbering *	✓	✓	✓	✓	0	Optional	Not Used

**Table 9 - 2 (Page 3 of 3)**

\* This profile option affects Receivables but is "owned" by another application.

### **Tax: Allow Ad Hoc Tax Changes**

This profile option lets you choose whether to update rates and amounts assigned to tax codes in the Transactions window in Receivables, if you defined tax codes in the Tax Codes and Rates window and set Ad Hoc to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

---

**Tax: Allow Manual Tax Lines**

---

This profile option determines whether users can enter manual tax lines in the Transactions windows in Receivables. You might want to restrict this data entry by setting the profile option to No.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

---

**Tax: Allow Override of Customer Exemptions**

---

Use this profile option to prevent users from entering unapproved exemptions in Receivables. This profile option controls access to the Tax Handling field in the Lines window when entering transactions. You use this field to indicate how Receivables handles exemptions for each transaction line. You can also use this profile option to control whether you allow sales tax systems to automatically create unapproved sales tax exemptions during invoice entry.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

---

**Tax: Allow Override of Tax Code**

---

This profile option lets you choose whether to override a system-derived tax code during order or invoice entry. If you override a system-derived tax code, Receivables will use the rate and amount assigned to the new tax code to determine the tax for the transaction.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

---

**Tax: Calculate Tax on Credit Memos**

---

This profile option determines how tax is calculated on credit memos imported using AutoInvoice. By default, this profile option is set to No and Receivables uses any payment applications and the line, tax, and freight amounts to calculate tax. If this profile option is set to Yes, the

tax engine calculates tax for each imported credit memo without considering the outstanding balances.

This flexibility is required for installations that support partial payments and is required for implementations that integrate third party tax ledgers using the Tax Vendor Extension.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

---

### **Tax: Invoice Freight as Revenue**

---

If you are using Oracle Order Management, this profile option determines how Order Management imports freight amounts to Receivables when you run the Receivables Interface program. Use this profile if you require freight amounts to be taxed. If this option is Yes, Order Management will create a line item of type 'Line' on the invoice for the freight amount identified on the Ship Confirm window, so that it can be taxed. When Receivables prints the invoice, this amount will be printed as the last invoice line with the description of 'Freight.'

---

### **Tax: Inventory Item for Freight**

---

Use this profile if you have set 'Tax: Invoice Freight as Revenue' to Yes (so that freight can be taxed) and you need to control the rate of tax applied to freight. You can do this by defining an inventory item of User Type "Freight" and setting this option to your new inventory item. When Order Management identifies this inventory item, it uses the Tax Codes (or Groups) assigned to it or Item Exceptions to control the applicable tax rates and accounting for the freight service. On the printed invoice, the description of the freight line will be derived from the inventory item that you defined, rather than the default description 'Freight'.

---

### **Tax Taxware: Service Indicator**

---

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to define your service indicator. Taxware uses the service indicator to identify the taxability in jurisdictions where the taxability differs according to the service indicator. Choose Service, Rental, or Non- service. The default value is Non- service. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax Taxware: Tax Selection**

---

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to control whether jurisdiction- level jurisdiction codes should be used when calculating taxes. Accept the default value, Tax Only, to calculate tax based on the ship- to address. Choose Jurisdiction and Tax to calculate tax based on the ship- to, ship- from, point of order acceptance, and point of order origin information. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax Taxware: Tax Type**

---

If the Taxware Sales/Use Tax System is your tax vendor, define this profile option to identify the default tax type for transactions that are passed to Taxware from Receivables. Taxware uses the tax type to determine how to calculate tax in jurisdictions in which tax calculations are different depending on the tax type. Choose Sales, Service, or Use. The default value is Sales. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax Taxware: Use Nexpro**

---

This profile option determines whether you use Nexpro, a function of the Taxware Sales/Use Tax System. Accept the default value of Yes if Taxware is your tax vendor; otherwise, set this profile option to No. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax: Use Tax PL/SQL Vendor**

---

This profile option determines the tax vendor to use in a multiple organization environment when multiple tax vendors are installed. Choose either Taxware or Vertex. The default value is Null. See: *Integrating Oracle Receivables with Taxware Sales/Use Tax System* or *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, responsibility, and user levels.

### **Tax: Use Tax Vendor**

---

This profile option lets your system administrator control which users can call an installed third party application for tax calculations. This profile option is required in multiple organization installations in which one set of executables is shared across many different tax compliance requirements. The default value is Yes; this indicates that a user can call a third party application to calculate tax. See: *Implementing the Tax Vendor Extension in the Oracle Receivables Tax Manual*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **Tax Vertex: Case Sensitive**

---

If Vertex Quantum is your tax vendor, this profile option determines whether tax calculation queries to the Vertex Tax Decision Maker (TDM) are case sensitive. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site level but cannot be updated by the user.

### **Tax Vertex: Secondary Taxes**

---

If Vertex Quantum is your tax vendor, this profile option indicates whether secondary taxes should be returned to Oracle Receivables. The default value is Use Secondary Taxes. If you do not use Vertex Quantum, Receivables ignores this profile option. See: *Integrating Oracle Receivables with Vertex Quantum*.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Allow Overapplication in Lockbox**

---

This profile option controls how AutoLockbox handles receipts when the payment amount is greater than the balance due for a transaction. When a payment exceeds the balance due, AutoLockbox closes the transaction and leaves a negative balance due for the item if both of the following are true:

- AR: Allow Overapplication in Lockbox is set to Yes
- the open debit item's transaction type has Allow Overapplication set to Yes

If either of these are *not* true, AutoLockbox applies only enough to close the transaction and leaves the remaining receipt amount unapplied.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Allow Update of Existing Sales Credits**

---

This profile option determines whether a user can update existing sales credits or if additional sales credit records need to be created to maintain an audit trail.

### **AR: Alternate Name Search**

---

This profile option determines whether you can transfer bank information in the Zengin file format into Receivables (Zengin is the standard file format for bank transfers in Japan). Instead of using a customer number or invoice number to identify which customer remitted payment, the Zengin format uses "alternate names" to match customers with receipts. An alternate name is usually the customer's phonetic name spelled with Japanese Kana characters.

If this profile option is set to Yes, Receivables displays the Alternate Name Search field in the Submit Lockbox Processing window and the fields required to match receipts with customers in the Maintain Lockbox Transmission Data window. Please refer to the profile option AR: Zengin Character Set in this section.

### **AR: Application GL Date Default**

---

This profile option determines how Receivables determines the default GL Date when you apply receipts. Choose one of the following values:

- Later of Receipt GL date and Invoice GL date: Choose this value to use either the receipt GL date or the invoice GL date, whichever is later, as the default GL date for your receipt applications. This is the default value.
- Later of Receipt GL date, Invoice GL date, and Current date: Choose this value to use the receipt GL date, the invoice GL date, or the current date, whichever is later, as the default GL date for your receipt applications.

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Automatic Contact Numbering**

---

This profile option determines whether your customer contact numbers are automatically generated when you enter new customers.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Cash - Allow Actions**

---

This profile option determines whether you can create adjustments and chargebacks when applying receipts in the Applications window.

Your system administrator selects either Yes or No to indicate whether Receivables lets you create item level actions in the Applications window while you apply receipts. Valid item level actions include adjustments to your debit items or the creation of chargebacks for specific debit items.

If your system administrator sets this profile option to Yes, when you choose either Chargebacks or Adjustments in the Applications window Receivables displays the Chargebacks or Adjustments window and lets you create chargebacks and adjustments. If your system administrator sets this profile option to No, Receivables disables the Chargebacks and Adjustments buttons in the Applications window.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

## **AR: Cash - Default Amount Applied**

---

This profile option determines the default value of the Amount Applied field in the Receipts, Applications, and QuickCash windows when you enter an application. This profile option also takes into account discount amounts. See: Discounts: page 5 - 178.

Available values are:

### **Remaining Amount of the Invoice**

If the unapplied amount of the receipt is greater than or equal to the transaction, the default amount applied is the remaining amount of the transaction.

If the unapplied amount of the receipt is less than the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt.

If the unapplied amount of the receipt is currently negative, the default amount applied is the remaining amount of the transaction (to prevent the negative unapplied amount from increasing).

### **Unapplied Amount of the Payment**

If the unapplied amount of the receipt is less than or equal to the remaining amount of the transaction, the default amount applied is the unapplied amount of the receipt.

If the unapplied amount of the receipt is greater than the remaining amount of the transaction, the default amount applied is the remaining amount of the transaction.

If the unapplied amount of the receipt is currently negative, the default amount applied is zero (to prevent the negative unapplied amount from increasing).

Use the following table to understand how Receivables derives the default amount to apply.

Remaining Amount of Transaction	Unapplied Receipt Amount	Value of AR: Cash - Default Amount Applied	Default Amount Applied
1000	100	Remaining amount of invoice Unapplied amount of the payment	100 100
1000	2000	Remaining amount of invoice Unapplied amount of the payment	1000 1000
- 1000	100	Remaining amount of invoice Unapplied amount of the payment	- 1000 - 1000
1000	- 100	Remaining amount of invoice Unapplied amount of the payment	1000 0

Table 9 - 3



**Attention:** During receipt application, the unapplied amount of the receipt can become negative, but it must be zero or positive before you save your receipt application.

The value you specify for this profile option at the user level takes precedence over the value set by the system administrator at the site, application, responsibility, or user level.

### **AR: Change Customer on Transaction**

---

This profile option determines whether you can update customer names in the Transaction windows. If this option is Yes, you can update the bill- to and ship- to names of customers on your transactions.

**Note:** You cannot update the customer bill- to or ship- to information if the transaction is a chargeback, has activity against it, or has been posted, even if this profile option is set to Yes.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Change Customer Name**

---

Choose whether to let users update customer names in the Customer windows.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Close Periods - Run Collections Effectiveness Report**

This profile option determines whether Receivables automatically submits the Collections Effectiveness Report when a period is closed.

Available values are:

**Yes** Receivables automatically submits the Collections Effectiveness Report when a period is closed

**No** You must manually invoke the Collections

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels.

### **AR: Commit Between Validations in Lockbox**

This profile option determines whether the AutoLockbox program will commit (save) after validating each record in a Lockbox transmission. If you set this profile option to No, AutoLockbox will only commit after validating *all* of the records in the transmission.

This profile option can be set by the system administrator at the site, application, and responsibility levels.

### **AR: Create Bank Charges**

This profile option determines whether users can create bank charges when entering receipts in Receivables. Other operations that this profile can affect include the following:

- QuickCash
- PostBatch

The value for this option can be set by the system administrator at the site, application, and responsibility levels, but cannot be updated by the user.

For more information, see: Bank Charges: page 2 - 93.

### **AR: Cross Currency Rate Type**

This profile option determines the default exchange rate Receivables uses when the receipt and transaction currency are different and the

two currencies do *not* have a fixed rate relationship. (If the receipt and transaction do have a fixed rate relationship, Receivables uses the exchange rate that you defined.)

The Applications and QuickCash windows use this profile option to calculate the Allocated Receipt Amount when you enter the Amount Applied and vice versa (if this profile option is not defined, you must manually enter both values). Additionally, AutoLockbox uses this profile option to apply cross currency receipts if the currencies do not have a fixed exchange rate and the program cannot automatically calculate the rate to use. See: Importing and Applying Cross Currency Receipts: page 5 - 103.

This option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

---

### **AR: Customer Merge Commit Size**

---

This profile option lets you control how many customers to include in a commit cycle during Customer Merge. This is an optional profile option, and the default value is 1. This means that data will be committed after each customer is merged.

---

### **AR: Customers - Enter Alternate Fields**

---

This profile option controls whether users can enter information in the Alternate Name field in the Customers and Customer Addresses windows. This field lets you enter a phonetic representation of a customer name. Alternate names are used primarily in Japan to enter and sort customer information using Kana characters.

Receivables also uses this information when you choose Customer Name Sort as a parameter when printing certain Receivables reports (for example, the Customer Listing - Detail or Summary report). Refer to the AR: Sort Customer Reports by Alternate Fields profile option in this section.

---

### **AR: Debug Level for PostBatch**

---

This profile option determines whether PostBatch is run in debug mode. If this option is set to Yes, enter one of the following values to indicate how extensive the debugging information saved to the log file will be:

- **0** - Save only the most severe messages and errors (default setting).

- **1** - Save messages that indicate entering and exiting various functions.
- **2** - Save any useful and informative messages.
- **3** - Save all other debug messages, including printing values of several important variables.

### **AR: Default Exchange Rate Type**

---

This option determines the default exchange rate to use when converting foreign currency transactions to your functional currency. Valid values are:

- **Corporate Exchange Rate** - An exchange rate you define to standardize rates for your company. This rate is usually a standard market rate determined by senior financial management for use throughout the organization.
- **Spot Exchange Rate** - An exchange rate you enter to perform a conversion based on the rate on a specific date.
- **User Specified Rate** - An exchange rate you specify when entering a foreign currency transaction.

### **AR: Document Number Generation Level**

---

This profile option determines at what point Receivables generates a document number for your transactions. Choose one of the following:

- When the transaction is committed.
- When the transaction is completed.

The default value is 'When the transaction is committed.'

This profile option can be set by the system administrator at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Dunning Letter Remit-To Address Label Size**

---

This profile option determines the width and height (in characters) of your customer's remit-to address when printing your dunning letters. Choose from one of the following values:

- **Default:** Use the length and width set for this field by Receivables. This is usually between 7- 19 characters (height) by 20 characters (width).

- **Wide:** 8 characters (height) by 30 characters (width)

### **AR: Enable Credit Card Preprocessor**

---

This profile option enables the Receivables Credit Card Preprocessor, a program that automatically performs the following when you import credit card transactions using AutoInvoice:

- updates the credit card expiration date (if the credit card account already exists and the expiration date is different)
- creates a new bank account in the predefined Credit Card bank and assigns this account to the customer's bill- to site (if the account does not yet exist)
- creates an invoice in Receivables that is flagged for payment by Automatic Receipt and has a Payment Type of Credit Card

This profile option can be set at the site, application, and responsibility levels but cannot be updated by the user.

### **AR: Enable Cross Currency**

---

This profile option controls whether you can apply a receipt in one currency to one or more transactions in a different currency using AutoLockbox and the Applications window.

You can define this profile option at the site, application, responsibility, and user level.

### **AR: Enable SQL Trace**

---

Use this profile option to activate SQL Trace, a program that creates a log file of each SQL procedure performed while executing Oracle Receivables functions. If this profile option is enabled and a SQL- related error occurs, Oracle Applications developers and your system administrator can use the log file the program creates to identify the cause.

Accept the default setting of No for optimum performance during normal day- to- day processing. Enable this profile option before reproducing and researching SQL errors.

- |                                      |  |
|--------------------------------------|--|
| <b>Yes, show bind variable name</b>  | Choose this value to enable SQL Trace and display only the names of bind variable in each SQL statement. |
| <b>Yes, show bind variable value</b> | Choose this value to enable SQL Trace and display the values of bind variables in each SQL statement.    |

This option may be more useful as the program shows the actual value used during statement execution, rather than just the bind variable name.

**No** Disable SQL Trace. This is the default value.

This profile option can be set only at the user level and can be updated by the user.

### **AR: Enable Debug Message Output**

---

Use this profile option to help resolve errors that can occur when generating AR Online pages, such as web pages that appear with missing fields or data that displays incorrectly. This profile option activates a debugging program that inserts comments into your HTML source files to help your system administrator determine the cause of any errors.

This profile option can be set only at the user level and can be updated by the user.

### **AR: GL Transfer Balance Test**

---

This profile option controls whether the General Ledger Interface program will reject debit and credit balances that are not equal before posting to the general ledger.

Available values are:

**Yes** Receivables will reject unbalanced debits and credits before posting to the general ledger. These rejected unbalanced debits and credits will be listed in the Unposted Items Report which runs automatically during the posting program.

**No** Receivables will not reject unbalanced debits and credits before posting to general ledger.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels but cannot be updated by the user.

### **AR: Include Receipts at Risk in Customer Balance**

---

This profile option controls whether Receivables displays items at risk and includes them when calculating customer account balances in the Account Details, Account Overview, and Customer Account windows.

Set this option to No if you do not want to view items at risk in these windows or include them when calculating the balance due.

### **AR: Invoices with Unconfirmed Receipts**

---

This profile option lets you choose whether to adjust or credit invoices selected for automatic receipt. You can adjust transactions that have been approved, but not confirmed.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Item Flexfield Mode**

---

This profile option lets you choose the format to use for entering flexfield information for Line Items for commitments in the Transactions and Item Tax Rate Exceptions windows.

Available values are:

<b>Always Pop a Flexfield Window</b>	The item flexfield always pops up as you navigate through the field.
<b>Concatenated Segment Entry</b>	The item flexfield never pops up as you navigate through the field. Instead, you can type the item flexfield information directly into the field.
<b>No Window for a Single Segment Flexfield</b>	The item flexfield will only pop if it has more than one segment enabled.

The value you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

### **AR: Mask Bank Account Numbers**

---

Use this profile option to control the display of bank account numbers in Receivables windows. If you accept credit cards as payment for open debit items, Receivables displays the credit card number in the Bank Account field of the Customers, Transactions, and Receipts windows. You can limit access to this information by displaying only a portion of the number.

<b>No Masking</b>	Do not mask any portion of the number.
-------------------	--

<b>Mask - First Four Digits Visible</b>	Show only the first four digits of the number. Display the remaining digits as asterisks (*).
<b>Mask - Last Four Digits Visible</b>	Show only the last four digits of the number. Display the preceding digits as asterisks (*).

This profile option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Override Adjustment Activity Account Option**

This profile option lets you choose whether you can override the default adjustment account when entering or updating manual adjustments and when updating automatic adjustments. These changes must be made before posting to the general ledger.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Receipt Batch Source**

This is the default receipt source for the Batch field in the Receipts and Receipt Batches windows.

Only Receipt sources with a Receipt Source Type of 'Manual' will be displayed in the list of values.

The value that you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

### **AR: Show Billing Number**

When you print a draft or final version of your consolidated billing invoices, Receivables assigns a unique billing invoice number. If you set this profile option to Yes, Receivables displays this number on related reports and windows.

Receivables windows that can display the consolidated billing invoice number include the Receipts, Transactions, Account Details, Credit Transactions, Transaction Overview, Customer Calls, Applications, and Mass Apply windows. Reports that can display the consolidated billing invoice number include the Account Status, Adjustment Register, Applied Receipts Register, Billing and Receipt History, Disputed Invoice, Dunning Letter Generate, Past Due Invoice, Sales

Journal by GL Account, Transaction Detail, and the Transaction Register.

For more information, see: Consolidated Billing: page 6 - 343.

### **AR: Sort Customer Reports by Alternate Fields**

---

This profile option controls whether Receivables will sort information using the value of the Alternate Name field in the Customers window when you run certain reports. To use this option, the AR: Customers - Enter Alternate Fields profile option must also be set to Yes.

Reports that can use this option include: the Customer Profiles Report, Receipt History Report, Applied Receipts Register, Unapplied Receipts Register, Automatic Receipts Awaiting Confirmation, Print Statements, Transaction Register, and the Customer Listing Detail and Summary reports.

### **AR: Transaction Batch Source**

---

This profile option determines the default invoice source that will appear in the Batch field of the Transaction and Credit Memo windows. Receivables only displays batch sources with a Transaction Source Type of 'Manual' in the list of values for this option.

The value you specify for this profile option at the user level in this window takes precedence over the value set for this profile option by the system administrator at the site, application, responsibility, or user level.

### **AR: Transaction Flexfield QuickPick Attribute**

---

This is the Invoice Transaction Flexfield attribute that appears in the invoice list of values throughout Receivables. Receivables uses this to further identify the invoice and displays this value under the 'reference' column in the list of values. The default value is interface\_header\_attribute1. See: Transaction Flexfields: page 6 - 217.

The value that you specify for this profile option at the user level takes precedence over the value that is set for this profile option by the system administrator at the site, application, responsibility, or user level.

### **AR: Update Due Date**

---

This profile option determines whether you can update the due date (payment schedule) of a transaction in the Installments and Account Details windows.

Available values are:

- |            |   |
|------------|---|
| <b>Yes</b> | Receivables lets you update the due date of a debit item to any date that is greater than the transaction date of this item. If you change the due date of your debit item, Receivables does not update the terms of this item. |
| <b>No</b>  | Receivables prevents you from updating the due dates of debit items.  |

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Use Invoice Accounting For Credit Memos**

---

This profile option determines whether to assign your credit memo to the same accounts that are assigned to the invoice you are crediting.

The value for this option can be set by the system administrator at the site, application, responsibility, and user levels, but cannot be updated by the user.

### **AR: Zengin Character Set**

---

This profile option lets you specify the character set you will use when importing bank files in the Zengin format using AutoLockbox. You must define this profile option to import bank files in the Japanese Zengin format into Receivables. Choose from one of the following Japanese character sets:

- EBCDIC
- SJIS

Please refer to the profile option AR: Alternate Name Search in this section.

## **See Also**

Profile Options: page A - 2

Profile Options in Oracle General Ledger: page A - 27

Profile Options in Oracle Application Object Library: page A - 29

Profile Options In Oracle Order Management: page A - 26

---

## Profile Options in Oracle Order Management

Because some Oracle Applications products have overlapping functions, the following Oracle Order Management profile options also affect the operation of Receivables, even if you have not installed Oracle Order Management.

### **OE: Item Flexfield**

---

This profile option indicates the structure of the Item Flexfield (System Items) used by Order Management. This structure should be the same across all applications in the same database.

This profile option is visible and updatable at the site level.

### **OE: Item Validation Organization**

---

This profile option indicates the Oracle Manufacturing organization against which items are validated. You must define all items that can be included in your transactions in this organization.

Set the **OE: Item Validation Organization** profile at the site level for the inventory organization whose master item number you want to use. This profile option indicates the organization that Receivables uses to validate items.

This profile option is visible and updatable at the site level.

## See Also

Overview of Receivables User Profile Options: page A - 4

Profile Options in Oracle General Ledger: page A - 27

Profile Options in Oracle Application Object Library: page A - 29

---

## Profile Options in Oracle General Ledger

Because some Oracle Applications products have overlapping functions, the following Oracle General Ledger profile option also affects the operation of Receivables, even if you have not installed Oracle General Ledger.

### **Journals: Display Inverse Rate**

---

Use this profile option to determine how you enter and display conversion rates in the Oracle Order Management Enter Sales Orders and Returns windows, and the Oracle Receivables Receipts and Applications windows.

- |            |  |
|------------|--|
| <b>Yes</b> | You can enter and display conversion rates in the functional- to- foreign format; that is, the rate by which you multiply the functional amount to determine the foreign amount. |
| <b>No</b>  | You can enter and display conversion rates in the foreign- to- functional format; that is, the rate by which you multiply the foreign amount to determine the functional amount. |

The default value is No.

You can set this profile option at the user level. Or, your System Administrator can set this profile option at the site, application, responsibility, or user level.

**Note:** In Receivables, this profile option also affects how the the exchange rate appears in the Exchange Rate pop-up window when you choose a Rate Type of either Corporate or Spot. See: *Defining Conversion Rate Types (Oracle General Ledger User's Guide)*.

### **Currency: Allow Direct EMU/Non- EMU User Rates**

---

Use this profile option to control whether a user can derive an exchange rate between an EMU and Non- EMU currency, based on the floating exchange rate between the euro and the Non- EMU currency. The user derives the exchange rate while entering both transactions and period rates.

**Background:** All EMU currencies have a fixed exchange rate with the euro. Floating rates exist only between EMU currencies and Non- EMU currencies. By setting this profile option to No, a user can enter a transaction involving an EMU and Non- EMU currency, choose User as

the Rate Type in the Exchange Rates window, and enter the current exchange rate between the euro and the Non- EMU currency. Oracle General Ledger calculates a rate between the EMU and Non- EMU currency for your transaction.

**Yes**                      You cannot derive an exchange rate between an EMU and Non- EMU currency.

**No**                        You can derive an exchange rate between an EMU and Non- EMU currency.

The default value for this profile option is Yes.

You can view this profile option at the site, application, and responsibility level. You can set this profile option at the site, application, or responsibility level.

See: Foreign Currency Transactions: page 6 - 31.

## **See Also**

Overview of Receivables User Profile Options: page A - 4

Profile Options In Oracle Order Management: page A - 26

Profile Options in Oracle Application Object Library: page A - 29

Setting General Ledger Profile Options (*Oracle General Ledger User's Guide*)

---

## Profile Options in Oracle Application Object Library

This section lists each profile option in Oracle Application Object Library, which are available to every Oracle Application. For each profile option, we give a brief overview of how Oracle Application Object Library uses the profile's setting.

### **Account Generator:Purge Runtime Data**

---

Setting this profile option to Yes ensures that the Oracle Workflow data used to generate accounting flexfield code combinations using the Account Generator is purged after the Account Generator has completed.

This profile option should always be set to Yes unless you are debugging the Account Generator; in this case, we recommend that you set it to No temporarily at the user level. Running the Account Generator with this profile option set to No fills up the workflow tables and can slow system performance.

Users can see and update this profile option.

This profile option is visible and updatable at all levels.

### **AutoCommit**

---

This profile option lets you automatically commit any new or updated information when you leave a window.

- “Yes” means you do not need to save your changes by choosing Save from the Action menu when leaving a window.
- “No” means a message asks if you want to commit your work or transactions before leaving the window, providing a default value of Yes as the response.

Users can see and update this profile option.

### **Calculator:Type**

---

This profile option lets you display either a calculator or an adding machine.

- “Adding Machine” displays a standard adding machine in a pop-up window.
- “Calculator” displays a simple calculator in a pop-up window.

Users can see and update this profile option.

## **Concurrent:Hold Requests**

---

This profile option lets you automatically place your concurrent requests on hold when you submit them.

The default value is No. The concurrent managers run your requests according to the priority and start time specified for each.

Changing this value does not affect requests you have already submitted.

A value of Yes means your concurrent requests and reports are automatically placed on hold. To take requests off hold, you:

- Navigate to the Concurrent Requests Summary window to select a request
- Select the Request Control tabbed region
- Uncheck the Hold check box

Users can see and update this profile option.

## **Concurrent:Report Access Level**

---

This profile option determines access privileges to report output files and log files generated by a concurrent program. This option can be set to User or Responsibility.

Setting the Concurrent:Report Access Level profile option to 'User' means only the user who submitted a request may:

- view the completed report output for that request online
- view the diagnostic log file for that request online (System Administrator also has this privilege)
- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review do not change, but are still determined by the user who submitted the concurrent requests.

Setting the Concurrent:Report Access Level profile option to 'Responsibility' means access to reports and diagnostic log files is based on the responsibility the user is currently using. In this case, for any requests submitted from their current responsibility, any user may:

- view the completed report output for a request online
- view the diagnostic log file for a request online (System Administrator also has this privilege)

- reprint a completed report, if the Concurrent:Save Output profile option is set to Yes (System Administrator also has this privilege)

If a user changes responsibilities, the reports and log files available for online review change to match the user's current responsibility. Users can always see the output and log files from reports they personally submitted, but may also see reports and log files submitted by any user from the current responsibility.

Users can see this profile option, but they cannot update it.

### **Concurrent:Report Copies**

---

This profile option lets you set the number of output copies that print for each concurrent request. The default value is 1.

- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Request Priority**

---

This displays the default priority number for your concurrent requests. You cannot change your request priority. The priority of your requests is set by your System Administrator.

Requests normally run according to start time on a "first-submitted, first-run" basis. Priority overrides request start time. A higher priority request starts before an earlier request.

Priorities range from 1 (highest) to 99 (lowest). The standard default value is 50.

Users can see this profile option, but they cannot update it.

### **Concurrent:Request Start Time**

---

You can set the date and time that your requests are available to start running:

- If the start date and time is at or before the current date and time, requests are available to run immediately.
- If you want to start a request in the future, for example, at 3:45 pm on June 12, 1998, you enter 12-JUN-98 15:45:00 as the profile option value.
- You must include both a date and a time.

- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Save Output**

---

You can save your request outputs in a standard file format.

- The default setting saves request outputs in standard file format.
- Some concurrent requests do not generate an output file.
- If your request output is saved, you can reprint a request. This is useful when requests complete with an Error status. For example, the request runs successfully, but a printer malfunctions.
- Changing this value does not affect requests that you have already submitted.

Users can see and update this profile option.

### **Concurrent:Sequential Requests**

---

You can force your requests to run one at a time (sequentially) according to the requests' start dates and times, *or* allow them to run concurrently, when their programs are compatible.

- Concurrent programs are incompatible if simultaneously accessing the same database tables incorrectly affects the values each program retrieves.
- When concurrent programs are defined as incompatible with one another, they cannot run at the same time.

“Yes” prevents your requests from running concurrently. Requests run sequentially in the order they are submitted.

“No” means your requests *can* run concurrently when their concurrent programs are compatible.

Changing this value does not affect requests you have already submitted.

Users can see and update this profile option.

## Currency:Mixed Currency Precision

---

Use Mixed Currency Precision to specify how many spaces are available to the right of the decimal point when displaying numbers representing different currencies.

- Normally, currency numbers are right-justified.
- Each currency has its own precision value that is the number of digits displayed to the right of a decimal point. For U.S. dollars the precision default is 2, so an example display is 345.70.
- Set Mixed Currency Precision to be equal to or greater than the *maximum* precision value of the currencies you are displaying. For example, if you are reporting on rows displaying U.S. dollars (precision=2), Japanese yen (precision=0), and Bahraini dinar (precision=3), set Mixed Currency Precision=3.

Users can see and update this profile option.

## Currency:Negative Format

---

You can use different formats to identify negative currency. The default identifier is a hyphen ( - ) preceding the currency amount, as in "- xxx". You can also select:

Angle brackets < >	< xxx >
Trailing hyphen -	xxx -

If you run Oracle Applications in character mode, you can also use:

Parentheses ( )	( xxx )
Square Brackets [ ]	[ xxx ]

If you use the negative number formats of "(xxx)" or "[xxx]" in the GUI version of Oracle Applications, your negative numbers appear as "<xxx>".

Users can see and update this profile option.

## Currency:Positive Format

---

You can use different formats to identify positive currency values. The default condition is no special identifier.

This is the only format available for positive numbers in the GUI version of Oracle Applications. If you use the character mode positive number formats of "+xxx" or "xxx+," your positive numbers appear as "xxx" in the GUI windows.

Users can see this profile option.

### **Currency:Thousands Separator**

---

You can separate your currency amounts in thousands by placing a thousands separator, for example, a comma ( , ), every three digits (or  $10^3$  power).

If your currency amount does not fit within the field window, the thousands separator does not display.

Users can see and update this profile option.

### **Default Country**

---

This is the default source for the Country field for all address regions and is used by the Flexible Address Formats feature, the Flexible Bank Structures feature, and the Tax Registration Number and Taxpayer ID validation routines.

This profile can be set to any valid country listed in the Maintain Countries and Territories window and can be set to a different value for each user.

If the Default Country profile option is not defined, Receivables uses the value of the Default Country field in the System Options window as the default when you enter addresses.

The Flexible Bank Structure, Tax Registration Number, and Taxpayer ID validation routines are only performed for customers and banks in the home Country. If the current transaction does not have a Country value, the Default Country profile value is used to determine whether validation is required. If the Default Country profile is not defined, validation will not be performed.

Users can see and update this profile option.

### **Flexfields:AutoSkip**

---

You can save keystrokes when entering data in your flexfields by automatically skipping to the next segment as soon as you enter a valid value into a segment.

- “Yes” means after entering a valid value in a segment you automatically move to the next segment.
- “No” means after entering a valid value in a segment you must press [Return] to go to the next segment.

Users can see and update this profile option.

### **Flexfields:Shorthand Entry**

---

If shorthand flexfield entry is defined for your flexfield, you can use a shorthand alias to automatically fill in values for some or all of the segments in a flexfield.

<b>Not Enabled</b>	Shorthand Entry is not available for any flexfields for this user, regardless of whether shorthand aliases are defined.
<b>New Entries Only</b>	Shorthand Entry is available for entering new records in most foreign key windows. It is not available for combinations windows, updating existing records, or entering queries.
<b>Query and New Entry</b>	Shorthand Entry is available for entering new records or for entering queries. It is not available for updating existing records.
<b>All Entries</b>	Shorthand Entry is available for entering new records or updating old records. It is not available for entering queries.
<b>Always</b>	Shorthand Entry is available for inserting, updating, or querying flexfields for which shorthand aliases are defined.

Users can see and update this profile option.

### **Flexfields:Show Full Value**

---

If an alias defines valid values for *all* of the segments in a flexfield, and Flexfields: Shorthand Entry is enabled, when you enter the alias the flexfield window does not appear.

You can override this by selecting Flexfields: Show Full Value, which displays the full flexfield window with the cursor resting on the last segment.

Users can see and update this profile option.

### **Language**

---

This profile option displays the name of the language used by your application windows and menus. Only your system manager can change this profile option.

Users can see this profile option, but they cannot update it.

### **Maximum Page Length**

---

You can set the maximum number of lines per page for your printer.

- You should set “Maximum Page Length” to a value appropriate for the paper size your printer uses.
- The default value of 58 accommodates A4 type paper in landscape mode.
- If your printer uses 8 1/2” by 11” size paper, you can set “Maximum Page Length” to 66.

Users can see and update this profile option.

### **Menu Style**

---

You can choose between Lotus-style (left- to- right scrolling) or Macintosh-style (pull- down) menus.

- Both menus have the same sequence of menu choices for each application function.

Users can see and update this profile option.

### **Message:Prompt for Explanation**

---

You can automatically display a pop- up window asking if you want to see a message explanation. By setting this option to:

- “Yes” you see a DecisionPoint window when a message explanation is available.
- “No” you do not see a DecisionPoint window when a message explanation is available. You acknowledge messages by pressing any key.

Users can see this profile option, but they cannot update it.

### **Message:Shared Application**

---

Messages appearing in the message line near the bottom of the screen are typically generated by the application you are running.

Occasionally, an application may share another application’s messages. The Message:Shared Application profile option lets you identify another application whose error messages can be referenced.

Users can see and update this profile option.

### **Printer**

---

You can select the printer that prints your reports. If a printer cannot be selected, contact your System Administrator. Printers must be registered with Oracle Applications.

Users can see and update this profile option.

### **QuickPick:AutoReduction**

---

You can automatically reduce a list of values to a list containing only values starting with a character(s) you specify, by selecting AutoReduction: "Normal."

When you select AutoReduction: "PowerSkip," you can reduce a list of values to only those starting with a character(s) you specify, *and* your cursor automatically skips to the next *differing* character.

For example, if you had a long list of quarterly reports, two starting with the letter "z" (ZDept CF1 and ZDept CF2), when you type the letter "z" the list of values list is reduced to two values, and the cursor automatically skips to the last character. You then type "1" or "2" to select a report.

In the example above, with AutoReduction set to Normal, you must type all the characters if you want to use the AutoReduction feature to select one of the reports.

Users can see and update this profile option.

### **QuickPick:AutoSelect**

---

After you reduce a list of values to a single choice, AutoSelect automatically enters the value for you.

Use QuickPick:AutoReduction to help reduce list of value lists to a single choice. Then with QuickPick:AutoSelect you can, for example:

- Specify the first character(s) of the choice you want
- If only one value begins with the character(s), AutoSelect automatically selects the correct choice, closes the pop-up window, and enters the value.

To enter a QuickPick value when AutoSelect is set to "No", you must press [Return] after selecting the value.

Users can see and update this profile option.

## Sequential Numbering

---

Sequential Numbering assigns numbers to documents that you create in Oracle financial products. For example, when you are in a window that creates invoices, each invoice document can be numbered sequentially.

- Sequential numbering provides a method of checking whether documents have been posted or lost.
- Not all windows within an application can be selected to support sequential numbering.

Sequential Numbering has the following profile option settings:

<b>Always Used</b>	You may not enter a document if no sequence exists for it.
<b>Not Used</b>	You may always enter a document.
<b>Partially Used</b>	You will be warned, but not prevented from entering a document, when no sequence exists.

Only system administrators can change this profile option.

Users can see this profile option, but they cannot update it.

This profile option is visible and updatable at the site, application, and responsibility levels.

**Note:** The ability to set the Sequential Numbering profile option at the responsibility level was added for the Multiple Organizations Support feature. We recommend setting this option at either the site or application level unless you are implementing this feature.

Level	Visible	Allow Update
Site	Yes	Yes
Application	Yes	Yes
Responsibility	Yes	Yes
User	No	No

**Table 9 - 4 (Page 1 of 1)**

The internal name for this profile option is UNIQUE:SEQ\_NUMBERS.

## **Sign-On:Notification**

---

You can display a message at login that indicates:

- If any concurrent requests failed since your last session.
- How many times someone tried to log on to Oracle Applications with your username, but an incorrect password.
- When the default printer identified in your user profile is unregistered or not specified.

Users can see and update this profile option.

### **See Also**

Overview of Receivables User Profile Options: page A - 4

Profile Options in Oracle General Ledger: page A - 27

Profile Options In Oracle Order Management: page A - 26

Profile Options in Oracle Application Object Library (*Oracle Applications System Administrator's Guide*)



APPENDIX

# *B*

## Oracle Receivables Function Security

**T**his appendix describes function security, an Oracle Applications feature that lets you control access to windows and operations within Oracle Receivables.

---

## Function Security in Oracle Receivables

Use function security to control user access to Receivables functions. By default, access to Receivables functionality is *not* restricted. Your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

The following examples are common results that enforcing function security may produce:

- Button is hidden
- Field is not updatable
- Tabbed region is hidden
- Window is inaccessible

For example, your system administrator creates a Billing responsibility that lets users enter, update and delete all transactions except commitments. Depending on the type of restriction he wishes to impose, he could exclude one or more of the following functions:

Comm: View

Comm: Enter

Comm: Update

Comm: Delete

If Comm: View is excluded from a responsibility, the user cannot perform any functions on commitments (for example, enter, update, delete, or view).

If Comm: Enter is excluded from a responsibility, the user cannot enter new commitments, but can query existing commitments to view, update, or delete them.

If Comm: Enter, Comm: Update, and Comm: Delete are excluded, the user can only query existing commitments for review, he cannot perform any other actions.

Function Security is used in several Set Up windows and in each of the following workbenches: Transactions Workbench, Receipts Workbench, Collections Workbench, and the Customers Workbench. If a workbench is completely removed from the menu, all functions associated with the workbench are automatically removed.



**Attention:** Your System Administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a

complete list of Receivables functions assigned to each preseeded responsibility.

## See Also

Overview of Function Security (*Oracle Applications System Administrator's Guide*)

How Function Security Works (*Oracle Applications System Administrator's Guide*)

Implementing Function Security (*Oracle Applications System Administrator's Guide*)

Customer Window Parameters (when function security definitions conflict with window parameters): page B - 3

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)

---

## Customer Window Parameters

You can control the appearance or behavior of certain customer windows by specifying parameter values when you define menus.

If you use a parameter to specify that a window displays a particular tabbed region, but access to that region is disallowed by function security, Receivables will open the default tabbed region instead. (See the relevant window parameter section to see how these conflicts are resolved.)

For example, you want your collections agents to see contact telephone numbers automatically after retrieving a customer record. To ensure that the Customers window shows the "Contacts:Telephones" tabbed region when it is first opened, add the following parameter to a window function that opens ARXCUDCI, then add that function to your collections responsibility:

```
CUST_FIRST_CANVAS=CUST_CONT
```

The following parameters control the behavior of the Customers windows.

### **Customer window initial tabbed region**

---

Use the CUST\_FIRST\_CANVAS parameter to specify which tabbed region is visible when you first open the Customers window. Valid values include:

- **CUST\_MKT:** Marketing region
- **CUST\_CLASS:** Classification region
- **ADDR\_SUMMARY:** Addresses region
- **CUST\_PROF:** Profile:Transaction region
- **CUST\_CONT:** Contacts:Telephones region
- **CUST\_PHONE:** Telephones region
- **CUST\_PAYMETH:** Payment Methods region
- **CUST\_REL:** Relationships region
- **CUST\_BANK:** Bank Accounts region

If you do not specify a value for this parameter, or if you specify an tabbed region that is disallowed by a responsibility's function security definitions, the Classification tabbed region displays.

### **Customer Address window initial tabbed region**

---

Use the ADDR\_FIRST\_CANVAS parameter to specify which customer address tabbed region is visible when you first open the Customer Addresses window. Valid values include:

- **ADDR\_SU:** Business:Purposes region
- **ADDR\_PROF:** Profile:Transaction region
- **ADDR\_BANK:** Bank Accounts region
- **ADDR\_PHONE:** Telephones region
- **ADDR\_PAYMETH:** Payment Methods region
- **ADDR\_CONT:** Contacts:Telephones region

If you do not specify a value for this parameter, or if you specify an tabbed region that is disallowed by a responsibility's function security definition, Receivables displays the Business Purposes tabbed region.

### **Business Purpose display for addresses**

Use the ADDR\_MODE parameter to specify the mode for displaying business purposes. Valid values include:

- **STANDARD:** Business:Purposes (multi- row format)
- **QUICK:** Business:Purposes (check boxes)

### **Summary or Detail business purposes**

Use the CUST\_RECORD\_COUNT parameter to specify which tabbed region is visible when you first open the Customers window:

- **1:** Customer window first displays the Customer detail window
- **2:** Customer window first displays the summary gateway window

## **See Also**

Overview of Function Security (*Oracle Applications System Administrator's Guide*)

Defining a New Menu Structure (*Oracle Applications System Administrator's Guide*)



# C

## Attachments in Oracle Receivables

**T**his appendix describes Attachments, an Oracle Applications feature that lets you attach files containing non-structured data to your application data. It also lists which Oracle Receivables windows accept Attachments and provides examples of using the feature.

---

## 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 Edit menu.

In Receivables, you can use Attachments in the following windows:

- Credit Transactions
- Customer Calls
- Customers windows (Standard, Quick, Summary)
- Receipt Batches and Receipt Batches Summary
- Receipts and Receipts Summary
- Remittances and Remittances Summary
- Transactions and Transactions Summary

For more information, see: About Attachments in the *Oracle Applications User's Guide*.

APPENDIX

# *D*

## Oracle Receivables Documents on the Desktop

**T**his appendix describes Documents on the Desktop, an Oracle Applications feature that lets you "save" a window and the current record for easy retrieval. It also lists which Oracle Receivables windows can be saved to 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 Customer Calls window and the customer account information, choose Place on Navigator from the Action 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, the system 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.

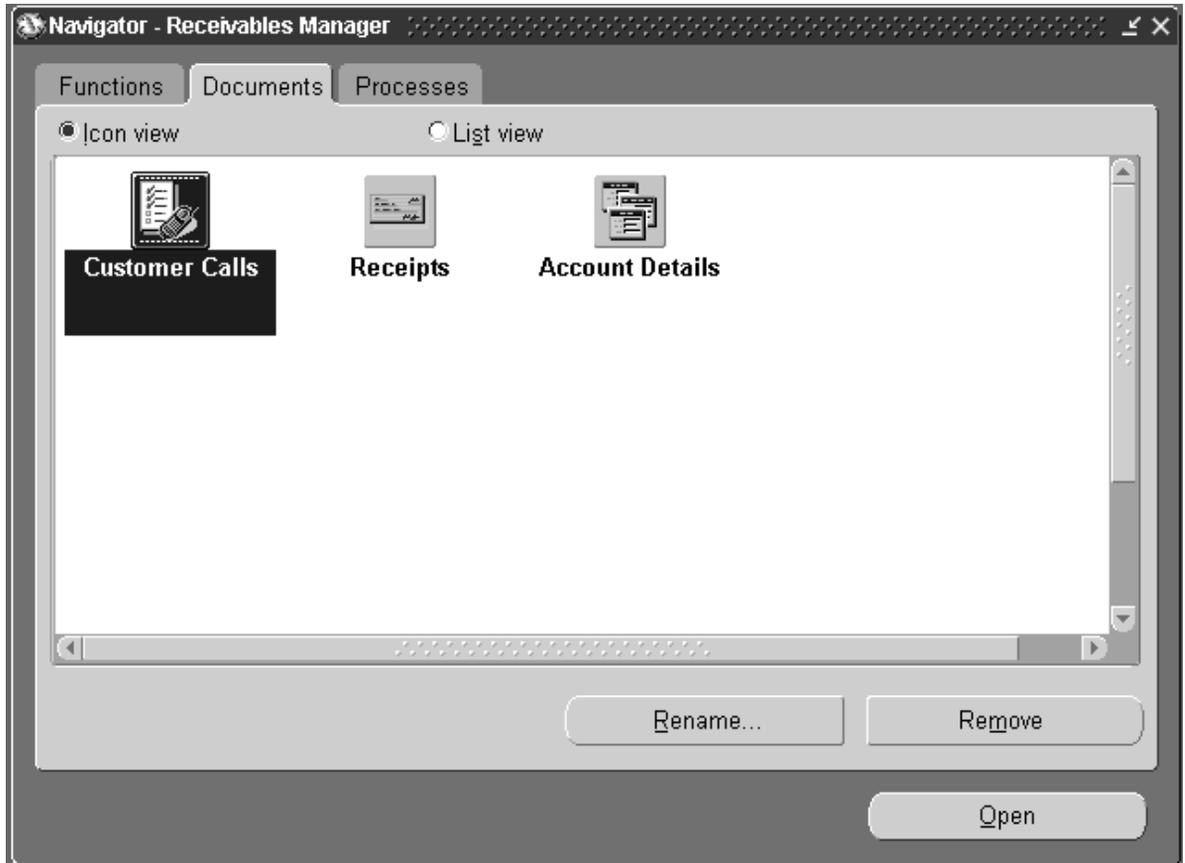
To remove a desktop document, select the item, choose the Remove button, and then choose OK to acknowledge the message.

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

The figure below shows Account Details and Scheduler windows saved as Desktop Documents and displayed using the icon view.





# *E*

## Error Messages

**T**his appendix lists the error messages that can be generated by the Oracle Receivables open interfaces, including AutoInvoice, AutoLockbox, and Customer Interface. For some messages, we provide additional information to help you understand why an error occurred and what can be done to fix the problem.

---

## Error Messages

This appendix lists error messages you might encounter after running AutoLockbox, AutoInvoice, or Customer Interface. Depending on the naming convention used, errors appear in either alphabetical order or by error code number. We provide additional information for some error messages to help you determine the the cause of the problem and how to fix it.

### See Also

AutoInvoice Error Messages: page E - 13

AutoLockbox Error Messages: page E - 23

---

## Customer Interface Error Messages

This document lists all error messages generated by the Customer Interface program. Customer Interface error messages appear in the Exception Records section of the Customer Interface Transfer report.

The text of each error message in this section appears in bold text; additional information appears in plain text.

### Error Messages

**A1 - The customer reference for update does not exist in RA\_CUSTOMERS** - You attempted to update a value in the column ORIG\_SYSTEM\_CUSTOMER\_REF. However, a value does not exist in RA\_CUSTOMERS to uniquely identify this customer in your original system.

**a1 - Customer record for insert must have validated profile record defined** - A customer level profile must exist in RA\_CUSTOMER\_PROFILES\_INTERFACE for new customers and each Bill- To Business Purpose.

**a7 - Duplicate record within the interface table**

**A2 - The address reference for update does not exist in RA\_ADDRESSES** - You attempted to update a value in the column ORIG\_SYSTEM\_ADDRESS\_REF. However, this address reference does

not exist in RA\_ADDRESSES. Enter the value that represents the customer Bill- To address for which you are inserting or updating customer profile information.

**a2 - TAX\_PRINTING\_OPTION has an invalid value** - Enter a valid tax printing option (for example: European Tax Format; Itemize By Line; Itemize and Summarize; Summarize by Tax Code; Summarize By Tax Name; Total Tax Only).

**A3 - Customer reference for insert is already defined in RA\_CUSTOMERS** - Each customer attribute must be unique. See: Creating Unique Customer References: page 3 - 110.

**a3 - The customer profile for this customer reference already exists** - Each customer attribute must be unique. See: Creating Unique Customer References: page 3 - 110.

**A4 - Site use for this address reference already exists in the database**

**a4 - The customer profile class for update does not exist** - Enter profile class information.

**A5 - Customer Number already assigned to a different customer** - You attempted to insert a value in the column CUSTOMER\_NUMBER that already exists in RA\_CUSTOMERS. This value must be unique within RA\_CUSTOMERS.

**a8 - Conflicting profile classes specified for this customer/site**

**B1 - ORIG\_SYSTEM\_ADDRESS\_REF is mandatory when specifying an address** - Enter the value that represents the customer bill- to address for which you are inserting or updating customer profile information. For update, this address reference must exist in RA\_ADDRESSES.

**b1 - Both TRX\_CREDIT\_LIMIT and OVERALL\_CREDIT\_LIMIT must be populated** - You must provide values for both the TRX\_CREDIT\_LIMIT and OVERALL\_CREDIT\_LIMIT columns or leave both columns null.

**B2 - ADDRESS1 is mandatory when specifying an address** - If you entered a value in ORIG\_SYSTEM\_ADDRESS\_REF, you must also enter a value in ADDRESS1.

**b2 - TRX\_CREDIT\_LIMIT may not be greater than the OVERALL\_CREDIT\_LIMIT** - The value you enter for a customer's transaction credit limit cannot be greater than their overall credit limit.

**B3 - COUNTRY is mandatory when specifying an address** - Enter a value in RA\_ADDRESSES.COUNTRY.

**b3 - DUNNING\_LETTER\_SET\_NAME must have a unique value**

**B4 - SITE\_USE\_CODE is mandatory when inserting an address -** Enter the business purpose for this customer's address. For example, Bill- To, Ship- To, Statements, or Dunning.

**b4 - COLLECTOR\_NAME must have a unique value -** This value must be unique in RA\_CUSTOMER\_PROFILES\_INTERFACE.

**B5 - PRIMARY\_SITE\_USE\_FLAG is mandatory when inserting an address -** If you are importing an address and a business purpose, you must provide a value for this column. This is a Yes/No flag to indicate whether this is the primary site for this address.

**b5 - STANDARD\_TERM\_NAME must have a unique value -** Enter the standard payment terms for this customer. This column is found in the RA\_CUSTOMER\_PROFILES\_INT\_ALL table.

**B6 - CUSTOMER\_CLASS\_CODE is not defined in AR\_LOOKUPS -** The value you entered for the customer class for this customer does not exist in Receivables. This column is found in the RA\_CUSTOMERS\_INTERFACE\_ALL table.

**b6 - STATEMENT\_CYCLE\_NAME must have a unique value -** Enter a valid statement cycle to associate with this customer. Use statement cycles that you previously defined in the Statement Cycles window. This column is found in the RA\_CUSTOMER\_PROFILES\_INT\_ALL table.

**B7 - CUSTOMER\_PROFILE\_CLASS\_NAME has an invalid value -** Enter a unique profile class name to associate with this customer. Use profile classes that you previously defined in the Customer Profile Classes window. This column is found in the RA\_CUSTOMER\_PROFILES\_INT\_ALL table.

**b7 - BANK\_ACCOUNT\_NUM is mandatory when creating a new bank account -** This column is found in the RA\_CUSTOMER\_BANKS\_INTERFACE table.

**B8 - STATE is not defined in AR\_LOCATION\_VALUES -** You must enter a value for each address component on which your tax location flexfield structure is based. This column is found in the RA\_CUSTOMERS\_INTERFACE\_ALL table.

**b8 - AUTO\_REC\_INCL\_DISPUTED\_FLAG has an invalid value -** Must equal 'Y' (Yes) or 'N' (No). This column is found in the RA\_CUSTOMER\_PROFILES\_INT\_ALL table.

**B9 - COUNTRY is not defined in fnd\_territories -** The value you entered for the country column does not exist in the table

FND\_TERRITORIES. This column is required in the RA\_CUSTOMERS\_INTERFACE\_ALL table.

**b9 - PAYMENT\_GRACE\_DAYS must be a positive value**

**B0 - SITE\_USE\_CODE is not defined in AR\_LOOKUPS** - Use business purposes you previously defined in the Receivables QuickCodes window.

**C1 - This customer reference has two different customer names defined**

**C2 - This customer reference has two different customer numbers defined**

**C3 - This customer reference has two different parent customer references**

**C5 - Customer reference has two different customer class codes defined** - Use customer classes that you defined in the QuickCodes window.

**C6 - This customer reference has two identical primary site uses defined**

**D1 - Address reference has two different ADDRESS1 values**

**D2 - Address reference has two different ADDRESS2 values**

**D3 - Address reference has two different ADDRESS3 values**

**D4 - Address reference has two different ADDRESS4 values**

**D5 - Address reference has two different cities**

**D6 - Address reference has two different postal codes**

**D7 - Address reference has two different states**

**D8 - Address reference has two different provinces**

**D9 - Address reference has two different counties**

**D0 - Address reference has two different countries**

**E1 - Address reference has two identical site use codes**

**E2 - Address reference has two different customers**

**e2 - Bill\_to\_orig\_address\_ref should only be defined for Ship-to Addresses**

**e3 - Bill\_to\_orig\_address\_ref is not a valid bill-to address**

**F1 - ORIG\_SYSTEM\_TELEPHONE\_REF mandatory for telephone information** - This column is required.

**f1 - You may have only one active Dunning site use for each customer**

**F2 - TELEPHONE is mandatory when specifying telephone information**

**f2 - For each customer, you may only have one active "Statements" type - You can only assign one type of business purpose (e.g. 'statements') to each address.**

**F3 - TELEPHONE\_TYPE is mandatory when specifying telephone information**

**f3 - For each customer, you may only have one active Legal site - You can only assign one type of business purpose (e.g. 'Legal') to each address.**

**F4 - TELEPHONE\_TYPE is not defined in AR\_LOOKUPS**

**f4 - Clearing Days must be greater than or equal to zero**

**F5 - Telephone reference for insert is already defined in RA\_PHONES**

**f5 - Address language is not installed - The language used by a customer site must exist in FND\_LANGUAGES.**

**F6 - Telephone reference for update does not exist in RA\_PHONES**

**f6 - Address reference has different languages - An address can only have one language defined.**

**f7 - Duplicate telephone reference in table RA\_CONTACT\_PHONES\_INTERFACE**

**f8 - A bank and branch with this bank number and branch number already exists**

**f9 - Customer Prospect Code must be either CUSTOMER or PROSPECT**

**G1 - ORIG\_SYSTEM\_CONTACT\_REF mandatory for contact information**

**g1 - This customer reference has two different customer prospect codes**

**G2 - LAST\_NAME is mandatory when specifying a contact**

**G3 - CONTACT\_TITLE is not defined in AR\_LOOKUPS**

**G4 - Contact reference for insert is already defined in RA\_CONTACTS**

- G5 - Contact reference for update is not defined in RA\_CONTACTS**
- G6 - The address reference specified is not defined for this customer**
- G7 - CONTACT\_JOB\_TITLE must be defined in AR\_LOOKUPS**
- H1 - Contact reference has two different first names**
- H2 - Contact reference has two different last names**
- H3 - Contact reference has two different titles**
- H4 - Contact reference has two different job titles**
- H5 - Contact reference has two different customers**
- H6 - Contact reference has two different addresses**
- I1 - Telephone reference has two different phone numbers**
- I2 - Telephone reference has multiple extensions**
- I3 - Telephone reference has two different types**
- I4 - Telephone reference has two different area codes**
- I6 - Telephone reference has two different customers**
- I7 - Telephone reference has two different addresses**
- J1 - SITE\_USE\_CODE is not updatable**
- J2 - PRIMARY\_SITE\_USE\_FLAG is not updatable**
- J3 - LOCATION is not updatable - You cannot update this column.**
- J4 - CUSTOMER\_TYPE is not defined in AR\_LOOKUPS**
- J5 - PRIMARY\_SITE\_USE\_FLAG has an invalid value - Value must be Y or N.**
- J6 - CUSTOMER\_NUMBER must be null when auto- numbering is set to "Yes"**
- J7 - CUSTOMER\_NUMBER is mandatory when auto- numbering is set to "No"**
- J8 - INSERT\_UPDATE\_FLAG has an invalid value - Value must be Y or N.**
- J9 - CUSTOMER\_STATUS must have a value of 'A' or 'I'**
- K1 - Concurrent request failed**
- K3 - This customer reference has two different customer types defined - Multiple rows with the same customer reference must have the same customer type (Internal or External).**

- L1 - COLLECTOR\_NAME is mandatory when no profile class specified**
- L2 - TOLERANCE is mandatory when no profile class specified**
- L3 - DISCOUNT\_TERMS is mandatory when no profile class specified**
- L4 - DUNNING\_LETTERS is mandatory when no profile class specified**
- L5 - INTEREST\_CHARGES is mandatory when no profile class specified**
- L6 - STATEMENTS is mandatory when no profile class specified**
- L7 - CREDIT\_BALANCE\_STATEMENTS mandatory when no profile class specified**
- L9 - DUNNING\_LETTER\_SET\_NAME is mandatory when DUNNING\_LETTERS is "Yes"**
- L0 - CHARGE\_ON\_FINANCE\_CHARGE\_FLAG mandatory when INTEREST\_CHARGES is Yes**
- M1 - INTEREST\_PERIOD\_DAYS is mandatory when INTEREST\_CHARGES is "Yes"**
- M3 - COLLECTOR\_NAME has an invalid value**
- M4 - CREDIT\_CHECKING has an invalid value**
- M5 - TOLERANCE has an invalid value**
- M6 - DISCOUNT\_TERMS has an invalid value**
- M7 - DUNNING\_LETTERS has an invalid value**
- M8 - INTEREST\_CHARGES has an invalid value**
- M9 - STATEMENTS has an invalid value**
- M0 - CREDIT\_BALANCE\_STATEMENTS has an invalid value**
- N1 - CREDIT\_HOLD has an invalid value**
- N2 - CREDIT\_RATING has an invalid value**
- N3 - RISK\_CODE has an invalid value**
- N4 - STANDARD\_TERM\_NAME which contains the payment terms has an invalid value**
- N5 - OVERRIDE\_TERMS has an invalid value**
- N6 - DUNNING\_LETTER\_SET\_NAME has an invalid value**

**N7 - STATEMENT\_CYCLE\_NAME has an invalid value**

**N8 - ACCOUNT\_STATUS has an invalid value**

**N9 - PERCENT\_COLLECTABLE has an invalid value**

**N0 - AUTOCASH\_HIERARCHY\_NAME which contains the AutoCash rule has an invalid value**

**O1 - STATEMENT\_CYCLE\_NAME is mandatory when STATEMENTS is "Yes"**

**O2 - LOCATION must be null when auto-numbering is set to "Yes"**

**O3 - LOCATION is mandatory when auto-numbering is set to "No"**

**O4 - CREDIT\_CHECKING is mandatory when profile class is null**

**O5 - CHARGE\_ON\_FINANCE\_CHARGE\_FLAG must be null if INTEREST\_CHARGES is No**

**O6 - INTEREST\_PERIOD\_DAYS must be null if INTEREST\_CHARGES is "No"**

**O7 - INTEREST\_PERIOD\_DAYS must be greater than zero**

**P1 - The Postal Code is not in the defined range of system option - Refer to the System Options window, Tax tabbed region for the postal code range that you defined. (Address Validation system option is set to Error if you receive this message.)**

**P2 - Warning: The Postal Code is not in the defined range of system option - Refer to the System Options window, Tax tabbed region for the postal code range that you defined. This message also indicates that the Address Validation system option is set to Warning.**

**R1 - CUST\_SHIP\_VIA\_CODE is not defined in ORG\_FREIGHT**

**R2 - CUSTOMER\_CATEGORY\_CODE is not defined in AR\_LOOKUPS**

**R3 - CUSTOMER\_CATEGORY\_CODE is not enabled in AR\_LOOKUPS**

**R4 - CUST\_TAX\_CODE is not defined in AR\_VAT\_TAX**

**R5 - CUST\_TAX\_REFERENCE cannot be null when CUST\_TAX\_CODE is 'EXEMPT'**

**R6 - SITE\_USE\_TAX\_CODE is not defined in AR\_VAT\_TAX**

**R7 - SITE\_USE\_TAX\_REFERENCE is required when SITE\_USE\_TAX\_CODE is 'EXEMPT'**

**R8 - Invalid demand class code** - You define demand classes in the Demand Classes window.

**R9 - SITE\_SHIP\_VIA\_CODE not defined in ORG\_FREIGHT**

**Q1 - A new location was created for a value in an address segment field** - You must enter values that have already been defined in AR\_LOCATION\_VALUES if Address Validation is set to 'Error' and you are calculating sales tax.

**Q2 - Validation failed for the key location flexfield structure**

**S1 - The customer reference specified is invalid**

**S2 - The address reference specified is invalid**

**S3 - The address reference specified is not valid for this customer**

**S4 - Payment Method is not defined in AR\_RECEIPT\_METHODS**

**S5 - A bank account does not exist for the specified customer**

**S6 - The end date specified cannot be before the start date**

**S7 - The address specified must have an active BILL\_TO site defined**

**T1 - Customer payment method already active between the dates specified** - Customer payment method conflicts with another payment method (overlapping date range).

**T2 - Customer site payment method already active between the dates specified** - Customer site payment method conflicts with another payment method (overlapping date range).

**T3 - Customer already has a primary payment method for specified dates** - Only one primary payment method can exist at either the customer or Bill- To address level.

**T4 - Customer site has a primary payment method on the dates specified** - Only one primary payment method can exist at either the customer or Bill- To address level.

**T5 - This customer payment method is already active in this date range**

**T6 - Multiple primary payment methods defined**

**V2 - The bank account specified must be of type 'EXTERNAL'**

**V3 - Customer bank account is already active between the dates specified**

**V4 - Customer site bank account already active between these dates**

- V5 - This customer already has primary bank account for specified dates**
- V6 - Customer site can have only 1 primary bank account for the dates specified**
- V7 - Duplicate rows exist in Interface table for this Customer Bank and date range**
- V8 - Duplicate primary customer banks defined within the interface table**
- W1 - BANK\_NAME is mandatory when creating a new bank account**
- W2 - BANK\_BRANCH\_NAME is mandatory when creating a new bank account**
- W3 - BANK\_ACCOUNT\_CURRENCY\_CODE is mandatory creating a new bank account**
- W4 - BANK\_ACCOUNT\_CURRENCY\_CODE is not defined in FND\_CURRENCIES**
- W5 - Bank number already exists**
- W6 - Duplicate bank number in interface table.**
- W7 - Primary flag should be 'Y' or 'N'.**
- W8 - Duplicate bank and branch name in interface table.**
- W9 - Duplicate Location**
- W0 - Bank and branch name already exists.**
- X1 - AUTO\_REC\_INCL\_DISPUTED\_FLAG mandatory when profile class is null - You must specify whether to include debit items that have been placed in dispute when you create automatic receipts for your customers if profile class is null.**
- X2 - TAX\_PRINTING\_OPTION is mandatory when no profile class specified**
- X3 - GROUPING\_RULE\_NAME is mandatory when no profile class is specified**
- X4 - CHARGE\_ON\_FINANCE\_CHARGES\_FLAG has an invalid value - Must equal Y or N.**
- X5 - GROUPING\_RULE\_NAME has an invalid value - Use grouping rules that you defined in the Grouping Rules window.**
- X6 - CURRENCY\_CODE has an invalid value - Use currency codes that you defined in the Currencies window.**

**X7 - CREDIT\_BALANCE\_STATEMENTS is mandatory when STATEMENTS is "Yes"** - Enter Y or N to specify whether to send statements to customers with credit balances.

**X8 - CREDIT\_BALANCE\_STATEMENTS must be "No" when STATEMENTS is "No"** - Setting STATEMENTS to No indicates you will not send statements to this customer.

**X9 - STATEMENT\_CYCLE\_NAME must be null when STATEMENTS is "No"** - Setting STATEMENTS to No indicates you will not send statements to this customer.

**X0 - OVERRIDE\_TERMS is mandatory when no profile class is specified**

**Z1 - CREDIT\_BALANCE\_STATEMENTS must be null when STATEMENTS is null** - A null value for STATEMENTS indicates you will not send statements to this customer.

**Z2 - STATEMENT\_CYCLE\_NAME must be null when STATEMENTS is null** - A null value for STATEMENTS indicates you will not send statements to this customer.

**Z3 - CHARGE\_ON\_FINANCE\_CHARGE\_FLAG must be null when INTEREST\_CHARGES is null** - A null value for INTEREST\_CHARGES indicates you will not calculate finance charges for this customer.

**Z4 - INTEREST\_PERIOD\_DAYS must be null when INTEREST\_CHARGES is null** - A null value for INTEREST\_CHARGES indicates you will not calculate finance charges for this customer.

**Z5 - DISCOUNT\_GRACE\_DAYS must be null when DISCOUNT\_TERMS is null** - A null value for DISCOUNT\_TERMS indicates you will not allow discounts for this customer.

**Z6 - DISCOUNT\_GRACE\_DAYS must be positive**

**Z7 - DISCOUNT\_GRACE\_DAYS must be null when DISCOUNT\_TERMS is "No"** - Setting DISCOUNT\_TERMS to No indicates you will not allow discounts for this customer.

**Z8 - DUNNING\_LETTER\_SET\_NAME must be null when DUNNING\_LETTERS is "No"** - Setting DUNNING\_LETTERS to No indicates you will not send dunning letters to this customer.

**Z9 - DUNNING\_LETTER\_SET\_NAME must be null when DUNNING\_LETTERS is null**

## **Z0 - CURRENCY\_CODE is mandatory when a profile amount value is populated**

### **See Also**

Customer Interface: page 3 - 97

Customer Interface Transfer Report: page 3 - 115

Customer Interface Table Descriptions and Validation: page 3 - 118.

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## **AutoInvoice Error Messages**

This section lists the error messages AutoInvoice generates for records that fail different phases of validation. Errors that occur when a record fails validation appear in the AutoInvoice Validation report. Use the AutoInvoice Validation report with the AutoInvoice Errors window to see which transactions failed validation and why. You can use the Interface Lines window and its associated drilldown windows to modify records that have errors.

### **Error Messages**

11007 You must assign a document sequence for this document type when the profile option 'Sequential Numbering' is set to 'Always Used'

11227 You can have at most one Freight transaction line at either the line level or the invoice level, but not at both levels

11228 Please define all periods in which revenue is to be recognized

11229 Overlapping periods for the accounting rule and first GL date exist

11858 Related transactions must have the same or related Bill To customers

11859 The bill to customer of your transaction must be the same or related to the one of the commitment

11860 You must supply a sales credit percentage when your batch source indicates you supply percentages

11861 Invalid salesrep number (SALESREP\_NUMBER)

11862 Invalid salesrep id (SALESREP\_ID)

11863 Invalid sales credit type id (SALES\_CREDIT\_TYPE\_ID)

11864 Your sales credit assignment must be for a transaction of line type LINE

11865 Sum of sales credit does not equal line amount

11866 Invalid sales credit type name (SALES\_CREDIT\_TYPE\_NAME)

11867 Total percentage of sales credit does not equal 100

11893 Invalid account class (ACCOUNT\_CLASS)

11894 The valid account classes are: REV, FREIGHT, TAX and REC

11895 The valid account classes are: REV, FREIGHT, TAX, REC and UNEARN

11896 The valid account classes are: REV, FREIGHT, TAX, REC and UNBILL

11897 The total distribution amount for a transaction line must equal the transaction amount

11898 The total distribution percent for a transaction line must be 100 for each account class

11899 You can only supply one freight account for a transaction of line type FREIGHT

11900 You can supply at most one Receivables account for a transaction (an invoice, a debit memo or a credit memo)

11902 The document created must have a non-negative total amount because the creation sign for your transaction type is Positive

11903 The document created must have a non-positive total amount because the creation sign for your transaction type is Negative

11904 The total amount of your credit memo cannot exceed the balance of the debit item it is crediting

11905 You cannot apply a transaction with a negative amount to another transaction with a negative balance and vice versa

11906 A credit memo created with a positive total amount cannot credit an invoice which is against a commitment

11907 An invoice against a commitment cannot have a negative total amount

11908 The Receivables account of your credit transaction must be the same as that of the transaction being credited, if the credit transaction has the Open Receivables Flag set to No

11910 Invalid reference line id (REFERENCE\_LINE\_ID)

11913 All enabled segments of Transaction Flexfield must have a value

11914 Duplicate Transaction Flexfield

11911 Invalid reference line attribute value (REFERENCE\_LINE\_ATTRIBUTE1- 15)

11915 Your credit memo transaction can only credit an invoice or a debit memo line

11916 Your debit memo transaction cannot be against a commitment, or credit any other transaction

11917 Invalid payment method name (RECEIPT\_METHOD\_NAME)

11918 Invalid payment method id (RECEIPT\_METHOD\_ID)

11919 Invalid customer bank account name (CUSTOMER\_BANK\_ACCOUNT\_NAME)

11920 Invalid customer bank account id (CUSTOMER\_BANK\_ACCOUNT\_ID)

11921 Invalid credit method for crediting an invoice line which uses an accounting rule (CREDIT\_METHOD\_FOR\_ACCT\_RULE)

11922 Invalid credit method for installments (CREDIT\_METHOD\_FOR\_INSTALLMENTS)

11923 Invalid tax code (TAX\_CODE)

11924 Invalid memo line name (MEMO\_LINE\_NAME)

11925 Invalid memo line id (MEMO\_LINE\_ID)

11926 The entered amount does not have the correct currency precision

11927 The supplied accounted amount does not match the one computed by AutoInvoice within the specified tolerance

11928 Invalid set of books id (SET\_OF\_BOOKS\_ID)

11929 You cannot supply tax and related information when the Tax Calculation option for your transaction type is No

11930 The supplied amount must match unit selling price times quantity when you do not use AutoInvoice Clearing account

11931 You must supply an invoice number when your batch source indicates manual invoice numbering; otherwise you must leave invoice number blank

11932 You cannot supply tax precedence number when you disable compound tax

11933 You cannot supply payment terms for your credit memo transaction

11934 You cannot supply invoicing and accounting rules for your on account credit memo transaction

11935 You cannot supply values in the RELATED\_BATCH\_SOURCE\_NAME, RELATED\_TRX\_NUMBER and RELATED\_CUSTOMER\_TRX\_ID fields for credit memo transactions

11936 You must supply a reason code for your credit memo transaction

11937 The Open Receivable flag of your credit memo must match the flag of the transaction you are crediting

11938 You must supply unit of measure for transactions with items

11939 You must supply payment terms for your non- credit transaction

11940 You cannot supply system items for your debit memo transaction

11941 You must supply related batch source name when you supply related invoice number

11942 You must supply conversion rate when you supply conversion type of type User

11943 You must not supply conversion rate when you supply conversion type of types other than User

11944 You must supply an invoicing rule, but not GL date when you supply an accounting rule

11945 You must supply an accounting rule duration when you supply an accounting rule of type variable duration

11946 Invalid related document value (RELATED\_TRX\_NUMBER)

11947 Invalid related document id (RELATED\_CUSTOMER\_TRX\_ID)

11948 Duplicate invoice number

11949 Duplicate document number

11950 You must supply document number

11951 You must either pass amounts for all the compound tax lines or not pass any amounts at all

- 11954 You cannot supply the customer bank account when the supplied or defaulted payment method is of type Manual
- 11955 The supplied payment method must have already been set up for the bill to customer or site
- 11956 Your transaction currency must match one of the currencies which are associated with the payment method
- 11957 When the payment method is of type Automatic, you must either supply a valid bank account or ensure that a primary bank account for the currency code of the transaction has been set up for the Bill To customer
- 11958 The GL date of your credit memo transaction cannot be prior to the GL date of the invoice it is crediting
- 11959 CM date cannot precede the date of the transaction being credited
- 11960 The bill to customer of your credit memo transaction must be the same or related to the one of the invoice it is crediting
- 11961 You cannot supply any account assignment for your credit memo transaction when the system option 'Use Invoice Accounting for Credit Memos' is Yes
- 11962 The valid values for credit method for accounting rule are: PRORATE, LIFO and UNIT
- 11963 The valid values for credit method for installments are: LIFO, FIFO and PRORATE
- 11964 The line type of your credit memo transaction must match the line type of the invoice line or debit memo line it is crediting
- 11965 The currency code of your credit memo transaction must match the currency code of the invoice line or debit memo line it is crediting
- 11966 An invoice can only reference a commitment
- 11967 The supplied accounted amount does not have the correct currency precision
- 11968 The two linked transactions must have the same set of books id
- 11969 The two linked transactions must have the same currency code
- 11970 The transaction to which you link this transaction to must have the line type 'LINE'
- 11971 You must supply a value for the sales credit amount
- 11972 You must supply a value for the distribution amount

11973 You must supply a distribution percentage when your batch source indicates you supply percentages, or when your transaction uses an accounting rule

11974 The valid account classes for this line type are: 'REV', 'UNBILL' and 'REC'

11975 The valid account classes for this line type are: 'REV', 'UNEARN' and 'REC'

11976 The valid account class for this line type is 'TAX'

11977 The valid account class for this line type is 'FREIGHT'

11979 The supplied unit of measure and the primary unit of measure of your system item must share the same unit of measure class

11987 Conversion rate for the given date, currency code, set of books and conversion type has not been defined

11988 You must supply either tax amount or tax rate when passing tax lines

11990 You cannot link a transaction whose line type is 'LINE' or 'CHARGES' to another transaction

11991 You must link the transaction of line type 'TAX' to a transaction of line type 'LINE'

11992 You must supply sales credit assignments for this transaction when you specify you require salesperson

11993 You cannot supply any transactions in a non- functional currency if you have not set up both realized gains account and realized losses account

11994 You must supply the same transaction code as the one this transaction is linked to

11996 You must supply the amount for this transaction

11997 Unable to adjust your gl date which is in a closed period to a non- closed period because there is more than one subsequent period which is open

11998 Unable to adjust your gl date which is in a closed period to a non- closed period

11999 Unable to derive a gl date for your transaction. Please ensure that your transaction is in a gl period which you have defined

12007 The Tax Code does not allow override of the amount includes tax flag

- 12008 You cannot set the amount includes tax flag when using a Tax Group
- 12011 You cannot import manual tax lines with tax inclusive amounts
- 12330 The currency code of your transaction must be the same as the currency code of the commitment
- 12331 You must supply a freight account for your freight line if you have not set up AutoAccounting for freight account
- 12332 You must supply a tax account for your tax line if you have not set up AutoAccounting for tax account
- 12333 You must supply a receivables account for your document if you have not set up AutoAccounting for receivables account
- 12334 You must supply a revenue account for your line if you have not set up AutoAccounting for revenue account
- 12335 You must supply an unbilled account for your line if you have not defined an unbilled account in AutoAccounting
- 12336 You must supply an unearned account for your line if you have not defined an unearned account in AutoAccounting
- 12337 The GL date of your invoice against a commitment cannot be prior to the GL date of the commitment itself
- 12338 The transaction date of your commitment invoice cannot be prior to the transaction date of the commitment
- 12339 You cannot supply territory flexfield data because you have not set up your territory flexfield
- 12340 You must supply a valid transaction code for this line
- 12341 You must define a period for this GL date
- 12344 You must set up AutoAccounting for AutoInvoice Clearing account if your batch source allows AutoInvoice clearing
- 12346 Ensure that supplied rule start date will generate GL Dates that are in Open or Future periods when the GL Date - Closed Period Rule is set to 'Reject' in the Transaction Sources window.
- 12528 You have not designated this inventory item to appear on invoices.

Cause: This inventory item has Invoice Enabled flag set to No.

Action: Set the Invoice Enabled flag in the Invoicing zone of the Define Items form to Yes for this inventory item.

12584 You must supply a charges account for your charges line if you have not set up AutoAccounting for revenue account

12588 The Last Period to Credit must be greater than 0 but less than the accounting rule duration of the invoice line you are crediting

12589 Unit credit memos can only be applied to invoices that use rules

12590 You must supply a quantity to credit when passing Unit credit memos

12612 The valid account class for this line type is 'CHARGES'

12613 Credit memo charges lines can only be applied to debit memo charges lines

12614 Only debit memos and credit memos may have a line type of 'CHARGES'

12615 Invoicing and accounting rules are not allowed on line type 'CHARGES'

12616 Unit of measure is not allowed for line type 'CHARGES'

12666 Quantity, unit\_selling\_price, and amount must be null or zero for tax-only and freight-only lines

12675 You cannot supply a GL date if the Post To GL option for your transaction type is No

12682 Invalid tax exempt reason code (TAX\_EXEMPT\_REASON\_CODE)

12683 Invalid tax exempt reason code meaning (TAX\_EXEMPT\_REASON\_CODE\_MEANING)

12684 Invalid tax exempt flag (TAX\_EXEMPT\_FLAG). If the system option Allow Exemptions = No then valid values are S or R, otherwise the valid values are S, R or E

12685 You must supply a tax exempt reason for tax-exempt lines

12687 Tax code must be active, adhoc, and of type VAT or SALES TAX

12690 None of the transaction flexfield contexts you have provided for this request have enabled segments

12691 Every row in ra\_interface\_lines must have a value in the column interface\_line\_context

12692 Invalid tax exempt flag (TAX\_EXEMPT\_FLAG). If the profile option Tax: Allow Override = No then S is the only valid value

12739 Invoice lines with the same document number have been separated by the grouping process, causing duplicate document numbers

12740 Invoice lines with the same invoice number have been separated by the grouping process, causing duplicate invoice numbers

12753 Accounting rule duration must be a positive integer

62185 You must supply a Fiscal Classification Code for transaction line

62186 Invalid Fiscal Classification Code for transaction line

62187 You must supply a Transaction Nature for transaction line

62188 Invalid Transaction Nature for transaction line

62189 Tax Base Amount for transaction line must be a numeric value

62190 Tax Base Rate for transaction line must be a numeric value

62191 The valid Interest Types are: 'A' (for amount) and 'R' (for rate)

62192 The Interest Rate must be a numeric value between 0 and 100

62193 The Interest Amount must be a numeric positive value

62194 The Interest Period of days must be a numeric positive value

62195 The valid Interest Formulas are: 'C' (for compound) and 'S' (for simple)

62196 The Grace Days must be a numeric positive value

62197 The valid Penalty Types are: 'A' (for amount) and 'R' (for rate)

62198 The Penalty Rate must be a numeric value between 0 and 100

62199 The Penalty Amount must be a numeric positive value

62200 Freight Accessory Expense for transaction must be a numeric value

62201 Insurance Accessory Expense for transaction must be a numeric value

62202 Other Accessory Expense for transaction must be a numeric value

62203 Volume Quantity for transaction must be a numeric value

62204 Volume Number for transaction must be a numeric value

62205 Total Gross Weight for transaction must be a numeric value

62206 Total Net Weight for transaction must be a numeric value

62207 You must supply a Operation Fiscal Code for transaction line

62208 Invalid Operation Fiscal Code for transaction line

62209 You must supply an Item Origin for transaction line if you have defined an item or a memo line

62210 Invalid Item Origin for transaction line

62211 You must supply an Item Fiscal Type for transaction line if you have defined an item or a memo line

62212 Invalid Item Fiscal Type for transaction line

62213 You must supply a Federal Tributary Situation for transaction line if you have defined an item or a memo line

62214 Invalid Federal Tributary Situation for transaction line

62215 You must supply a State Tributary Situation for transaction line if you have defined an item or a memo line

62216 Invalid State Tributary Situation for transaction line

## **See Also**

Importing Transactions Using AutoInvoice: page 6 - 237

AutoInvoice Reports: page 6 - 240

Correcting AutoInvoice Exceptions: page 6 - 242

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## AutoLockbox Error Messages

This section lists error messages that can appear in the Maintain Lockbox Transmission Data window when you have records that fail the AutoLockbox validation step.

Messages in this section are listed alphabetically by the message name.

### Error Messages

AR\_PLB\_APP\_OK - Receipt applications validated

AR\_PLB\_APP\_OVERAPPLIED - ERROR Credit balance not sufficient for applied amount

AR\_PLB\_AUTOASSOC - Customer identified by invoice numbers

AR\_PLB\_BAD\_CUST\_NUM - ERROR Customer number is invalid

AR\_PLB\_BAD\_GL\_DATE\_SOURCE - ERROR GL date cannot be determined from the source

AR\_PLB\_BAD\_MICR\_NUM - ERROR MICR number refers to more than one customer

AR\_PLB\_BAD\_ORIGIN - ERROR Bank origination number not defined for this lockbox

AR\_PLB\_BATCH\_AMT\_BAD - ERROR Batch amount does not equal sum of receipt amounts

AR\_PLB\_BATCH\_COUNT\_BAD - ERROR Batch record count does not equal number of receipts

AR\_PLB\_CC\_INVALID\_VALUE - The exchange rate is not consistent with the receipt and/or transaction amount specified.

AR\_PLB\_CLASS\_BAD - ERROR Receipt may not be applied to this invoice type

AR\_PLB\_CONTROLS\_OK - Unable to continue validating, check transmission errors

AR\_PLB\_CURRENCY\_DISABLED - ERROR Currency is not available for use

AR\_PLB\_CURRENCY\_OK - Currency matches bank account's currency

AR\_PLB\_CURR\_CONFLICT - ERROR Receipt's currency must match invoice's currency

AR\_PLB\_CUSTOMER\_CONFLICT - ERROR MICR and customer number do not refer to the same customer

AR\_PLB\_CUST\_NUM\_CONFLICT - ERROR Receipt has more than one customer number

AR\_PLB\_CUST\_OK - Customer identified by customer number

AR\_PLB\_DEP\_DATE\_GT\_GL\_DATE - ERROR Deposit Date cannot be later than GL Date

AR\_PLB\_DUP\_BANK\_ACCT\_NAME - ERROR MICR number already exists as bank account name

AR\_PLB\_DUP\_BATCH\_NAME - Duplicate lockbox batch name

AR\_PLB\_DUP\_INV - ERROR Duplicate invoice number for customer

AR\_PLB\_DUP\_ITEM\_NUM - Duplicate Item Number for receipt

AR\_PLB\_DUP\_LB\_NUM - Duplicate lockbox number

AR\_PLB\_DUP\_OVRFLW\_SEQ - Duplicate overflow sequence for this receipt

AR\_PLB\_DUP\_PMT - ERROR Receipt number already exists for this customer and amount

AR\_PLB\_GL\_DATE\_OK - Record validated

AR\_PLB\_GL\_PERIOD\_CLOSED - ERROR GL date is not in an open or future period

AR\_PLB\_INACTIVE\_LB\_NUM - Lockbox is either not defined or currently has a Inactive status.

AR\_PLB\_INVALID\_BATCH - ERROR Batch has invalid receipts

AR\_PLB\_INVALID\_BATCH\_NAME- Batch with this name does not exist in this transmission

AR\_PLB\_INVALID\_CURRENCY - ERROR Currency must match the bank account's currency

AR\_PLB\_INVALID\_INSTALLMENT - ERROR Installment number is invalid

AR\_PLB\_INVALID\_ITEM\_NUM - Receipt with this Item Number does not exist.

AR\_PLB\_INVALID\_LB\_NUM - Lockbox with this number does not exist in this transmission.

AR\_PLB\_INVALID\_LOCATION - ERROR Receipt has invalid billing location

AR\_PLB\_INVALID\_MATCH - ERROR Invalid matching number

AR\_PLB\_INVALID\_RECEIPT - ERROR Receipt has invalid applications

AR\_PLB\_INVALID\_RECEIPT\_METHOD - ERROR Payment method not valid for this bank account

AR\_PLB\_INVALID\_REC\_TYPE - Record identifier is not in the requested transmission format.

AR\_PLB\_INV\_BAD - ERROR The invoice does not belong to the paying customer or any related customers

AR\_PLB\_INV\_OK - Invoice numbers are valid for this customer

AR\_PLB\_LB\_AMT\_BAD - ERROR Lockbox amount does not equal sum of receipt amounts

AR\_PLB\_LB\_COUNT\_BAD - ERROR Lockbox record count does not equal number of receipts

AR\_PLB\_MICR\_CONFLICT - ERROR Receipt has more than one MICR number

AR\_PLB\_MICR\_OK - Customer identified by MICR number

AR\_PLB\_NEGATIVE\_RECEIPT - Remittance amount may not be less than zero.

AR\_PLB\_NEW\_RECORD - New record

AR\_PLB\_NOT\_DUP\_RECEIPT - Receipt is not a duplicate

AR\_PLB\_NO\_BATCH\_NAME - Lockbox batch name is missing.

AR\_PLB\_NO\_CUST - Receipt has no customer

AR\_PLB\_NO\_DEPOSIT\_DATE - ERROR You have specified your GL Date Source to be the Deposit Date, however no Deposit Date has been provided.

AR\_PLB\_NO\_EXCHANGE\_RATE - ERROR Exchange rate is unavailable

AR\_PLB\_NO\_FIRST\_OVRFLW - Overflow records for each receipt must begin with the same sequence number.

AR\_PLB\_NO\_INV\_NUMBER - ERROR Invoice number is missing for applied amount

AR\_PLB\_NO\_ITEM\_NUM - Receipt is missing item number.

AR\_PLB\_NO\_LB\_NUM - Lockbox number is missing.

AR\_PLB\_NO\_NEXT\_OVRFLW - Overflow record with next sequence is missing.

AR\_PLB\_NO\_ORIGIN - Bank origination number is missing from transmission.

AR\_PLB\_NO\_PRIMARY\_LOCATION - ERROR Billing location is required and the customer has not been assigned a primary Bill- To site

AR\_PLB\_NO\_RECEIPT\_NUM - Receipt number is missing.

AR\_PLB\_NO\_REMIT\_AMT - Receipt is missing remittance amount.

AR\_PLB\_NO\_REQUESTED\_GL\_DATE - ERROR GL date must be entered when the GL Date Source has been defined as a Constant Date

AR\_PLB\_ORIGIN\_CONFLICT - Transmission has more than one bank origination number.

AR\_PLB\_PASSED\_TRIM - Fill characters trimmed from data.

AR\_PLB\_PENDING\_AUTO\_RECEIPT - ERROR Invoice has been selected for automatic receipt

AR\_PLB\_PRIMARY\_LOCATION - Associated receipt with customer's primary billing location

AR\_PLB\_RCPT\_DATE\_GT\_GL\_DATE - ERROR Receipt Date cannot be later than GL Date

AR\_PLB\_RECEIPT\_METHOD\_OK - Payment method is valid

AR\_PLB\_RECEIPT\_OK - Receipt is valid

AR\_PLB\_REMIT\_EXCEEDED - ERROR Sum of the applied amounts is greater than remittance amount

AR\_PLB\_TRANSFERRED - Receipt transferred

AR\_PLB\_TRANS\_AMT\_BAD - ERROR Transmission amount does not equal sum of receipt amounts

AR\_PLB\_TRANS\_COUNT\_BAD - ERROR Transmission record count does not equal number of records

AR\_PLB\_TRANS\_HDR\_CONFLICT - Transmission has more than one transmission header.

AR\_PLB\_TRANS\_TRL\_CONFLICT - Transmission has more than one transmission trailer.

AR\_PLB\_VALID\_LOCATION - Billing location is valid

## See Also

Maintaining Lockbox Transmission Data: page 5 - 150



# *F*

## Oracle Receivables Transaction Printing Views

**T**his appendix describes the Oracle Receivables transaction printing views, a set of predefined database views that your system administrator or Oracle consultant can use to extract and print Receivables transaction data in a format that you define.

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## 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.

### New Modules

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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
- **artpinvv.sql** is the other views creation script
- **artphdrv.sql** is the header view creation script
- **artpadjv.sql** is the adjustment view creation script

- **artplinv.sql** is the lines view creation script

## **New Views**

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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 Receivables Applications Technical Reference Manual, Release 11.5*.

## **See Also**

Printing Transactions: page 6 - 55



## APPENDIX

# G

# Oracle Receivables Menu Paths

**T**his appendix describes the default navigation paths for each window available from the Oracle Receivables Navigator menu. It also lists all of the character mode forms and corresponding GUI windows to help you navigate after upgrading from a previous version of Oracle Receivables.

## Receivables Navigation Paths

This section lists each Receivables window and corresponding navigation path.

If you recently upgraded from a character mode version of Oracle Receivables, see: Oracle Receivables Character Mode Forms and Corresponding GUI Windows: page G - 9.

Window Name	Navigator Path
Account Details: page 4 - 12	Collections- >Account Details
Account Overview: page 4 - 2	Collections- >Account Overview
Accounting Calendar ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Calendars- >Periods
Accounting Distributions: page 6 - 242	Control- >AutoInvoice- >Interface Lines. Choose Accounting button.
Accounting Periods: page 7 - 10	Accounting- >Open/Close Periods
Aging: page 4 - 8	Collections- >Aging
Alternate Name Receipt Matches: page 5 - 113	Receipts- >Alternate Name Matches
Approval Limits: page 2 - 40	Setup- >Transactions- >Adjustment Limits
Aging Buckets: page 2 - 33	Setup- >Collections- >Aging Buckets
Aging: page 4 - 8	Collections- >Aging
Approve Adjustments: page 6 - 313	Control- >Adjustments- >Approve Adjustments
Assign Flexfield Security Rules ( <i>Oracle Applications Flexfield Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Security- >Define
Assign Key Flexfield Security Rules ( <i>Oracle Applications Flexfield Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Security- >Define
Assign Security Rules ( <i>Oracle Applications Flexfield Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Security- >Define
AutoCash Rule Sets: page 2 - 60	Setup- >Receipts- >AutoCash Rule Sets
AutoInvoice Errors: page 6 - 242	Control- >AutoInvoice- >Interface Exceptions
AutoInvoice Grouping Rules: page 2 - 122	Setup- >Transactions- >AutoInvoice - >Grouping Rules
Automatic Accounting: page 2 - 57	Setup- >Transactions- >AutoAccounting

Table 9 - 5 (Page 1 of 7)

Window Name	Navigator Path
Automatic Payment Programs: page 2 - 68	Setup- >Receipts- >Receipt Programs
Bank Charges: page 2 - 93	Setup- >Receipts- >Bank Charges
Banks: page 2 - 71	Setup- >Receipts- >Bank
Category Codes ( <i>Oracle Inventory User's Guide</i> )	Setup- >Transactions- >Item- >Category- >Define- >Category
Category Sets ( <i>Oracle Inventory User's Guide</i> )	Setup- >Transactions- >Item- >Category Define- >Default Sets
Clear/Risk Eliminate: page 5 - 227	Receipts- >Clear/Risk Eliminate
Collectors: page 2 - 95	Setup- >Collections- >Collectors
Completed Requests ( <i>Oracle Applications User's Guide</i> )	Control- >Requests- >View
Concurrent Requests Summary ( <i>Oracle Applications User's Guide</i> )	Control- >Concurrent
Conditions: page 2 - 227	Setup- >Tax- >Groups. Choose Conditions button.
Conversion Rate Types ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Currencies- >Rates- >Types
Copy Transactions: page 6 - 50	Transactions- >Copy
Correspondence: page 4 - 32	Collections- >Correspondence
Countries and Territories: page 2 - 237	Setup- >System- >Countries
Create AutoAdjustments: page 6 - 308	Control- >Adjustments- >Create AutoAdjustments
Credit Transactions: page 6 - 67	Transactions- >Credit Transactions
Cross Validation Rules ( <i>Oracle Applications User's Guide</i> )	Setup- >Financials- >Flexfields- >Key- > Rules
Currencies ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Currencies- > Define
Customer Accounts: page 4 - 2	Collections- >Customer Account
Customer Calls: page 4 - 21	Collections- >Record A Call
Customer Interface: page 3 - 97	Interfaces- >Customer
Customer Merge: page 3 - 84	Customers- >Merge
Customer Profile Classes: page 3 - 42	Customers- >Customer Profile Classes
Customers Quick: page 3 - 4	Customers- >Customer Quick
Customers Standard: page 3 - 4	Customers- >Customer Standard

**Table 9 - 5 (Page 2 of 7)**

Window Name	Navigator Path
Customers Summary: page 3 - 4	Customers- >Customer Summary
Daily Rates ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Currencies- >Rates- >Daily
Default Category Sets ( <i>Oracle Inventory User's Guide</i> )	Setup- >Transactions- >Item- >Category- >Define- >Sets
Define Security Rules ( <i>Oracle Applications Flexfields Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Security- >Define
Descriptive Flexfield Segments ( <i>Oracle Applications Flexfields Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Segments
Distribution Sets: page 2 - 97	Setup- >Receipts- >Distribution Sets
Document Sequences: page 2 - 99	Application- >Document- >Define (use System Administrator responsibility)
Dunning History: page 4 - 20	Collections- >Account Details. Choose Dunning History button.
Dunning Letter Sets: page 2 - 116	Setup- >Print- >Dunning Letter Sets
Dunning Letters: page 4 - 53	Setup- >Print- >Dunning Letters
Exceptions: page 2 - 227	Setup- >Tax- >Groups. Choose Exceptions button.
F4 Define Organization: page 2 - 148	Setup- >System- >Organization
Freight Carriers: page 2 - 121	Setup- >System- >QuickCodes- >Freight
Freight: page 6 - 242	Transactions- >Transactions. Choose the Freight button. Or Transactions- >Transactions- >Line Items. Choose the Freight button.
GL Accounts ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Combinations
Group Constraints: page 2 - 227	Setup- >Tax- >Groups. Choose Group Constraints button.
Interface: Customer: page 3 - 97	Interfaces- >Customer
Interfaces: AutoInvoice: page 6 - 237	Interfaces- >AutoInvoice
Interface Freight Lines: page 6 - 242	Control- >AutoInvoice- >Interface Lines. Choose Freight button.
Interface Lines: page 6 - 242	Control- >AutoInvoice- >Interface Lines
Interface Tax Lines: page 6 - 242	Control- >AutoInvoice- >Interface Lines. Choose Tax button.

**Table 9 - 5 (Page 3 of 7)**

Window Name	Navigator Path
Inventory Delete Items: page 2 - 130	Setup- >Transactions- >Item- >Delete Items
Invoice Line Ordering Rules: page 2 - 66	Setup- >Transactions- >AutoInvoice - >Line Ordering
Invoicing and Accounting Rules: page 2 - 30	Setup- >Transactions- >Rules
Item Status Codes: page 2 - 128	Setup- >Transactions- >Item- >Status
Item Tax Rate Exceptions: page 2 - 233	Setup- >Tax- >Exceptions
Key Flexfield Security Rules ( <i>Oracle Applications Flexfields Guide</i> )	Setup- >Financials- >Flexfields- >Key - >Security- >Define
Line Errors: page 6 - 242	Control- >AutoInvoice- >Interface Lines. Choose Errors button.
Lockbox Transmission History: page 5 - 153	Receipts- >Lockbox- >Transmission History
Lockboxes: page 2 - 143	Setup- >Receipts- > Lockbox- >Lockbox
Lockbox Transmission Data: page 5 - 150	Receipts- >Lockbox- >Maintain Transmission Data
Memo Lines: page 2 - 182	Setup- >Transactions- >Memo Lines
Open/Close Accounting Periods: page 7 - 10	Accounting- >Open/Close Periods
Payment Methods: page 2 - 151	Setup- >Receipts- >Receipt Classes
Payment Programs: page 2 - 68	Setup- >Receipts- >Receipt Programs
Payment Terms: page 2 - 157	Setup- >Transactions- >Payment Terms
Period Rates ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Currencies- > Rates- >Period
Period Types ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Currencies- > Rates- >Type
Print Accounting Reports: page 9 - 2	Reports- >Accounting
Print Dunning: page 4 - 53	Print- >Documents- >Dunning
Print Invoices: page 6 - 55	Print- >Documents- >Invoices
Print Statements: page 4 - 74	Print- >Documents- >Statements
Profile User Values: page A - 2	Control- >Profile Options
Quick Codes Demand Class: page 2 - 141	Setup- >System- >QuickCodes- > Demand Class

**Table 9 - 5 (Page 4 of 7)**

Window Name	Navigator Path
Quick Find by Alternate Name: page 3 - 8	Customers- >Quick Find by Alternate Name
Receipt Batches Summary: page 5 - 62	Receipts- >Receipts Summary
Receipt Batches: page 5 - 62	Receipts- >Batches
Receipt Classes: page 2 - 164	Setup- >Receipts- >Receipt Classes
Receipt Sources: page 2 - 167	Setup- >Receipts- >Receipt Sources
Receipts Summary: page 5 - 2	Receipts- >Receipts Summary
Receipts: page 5 - 2	Receipts- >Receipts
Receivables Activities: page 2 - 170	Setup- >Receipts- >Receivable Activity
Receivables Lookups: page 2 - 132	Setup- >System- >QuickCodes- >Receivable
Remit- To Addresses: page 2 - 175	Setup- >Print- >Remit To Addresses
Remittances Summary: page 5 - 211	Receipts- >Remittances
Remittances: page 5 - 211	Receipts- >Remittances
Request Sets (User Mode) ( <i>Oracle Applications System Administrator's Guide</i> )	Control- >Requests- >Set
Print Accounting Reports: page 9 - 2	Reports- >Accounting
Print Collection Reports: page 9 - 2	Reports- >Collections
Print Listing Reports: page 9 - 11	Reports- >Listing
Print Other Reports: page 9 - 2	Reports- >Other
Requests Submit: page 9 - 2	Control- >Requests- >Run
Run AutoInvoice: page 6 - 237	Interfaces- >AutoInvoice
Run Customer Interface: page 3 - 112	Interfaces- >Customer
Run General Ledger Interface: page 7 - 6	Interfaces- >General Ledger
Run Revenue Recognition: page 6 - 36	Control- >Accounting- >Revenue Recognition
Run Tax Rate Interface ( <i>Oracle Receivables Tax Manual</i> )	Interfaces- >Tax Rate
Sales Credits: page 6 - 242	Control- >AutoInvoice- >Interface Lines. Choose Sales Credits button.
Sales Tax Rates: page 2 - 209	Setup- >Tax- >Sales Tax Rates
Salespersons: page 2 - 178	Setup- >Transactions- >Salespersons

Table 9 - 5 (Page 5 of 7)

Window Name	Navigator Path
Scheduler: page 4 - 33	Collections- >Scheduler
Segment Values ( <i>Oracle Applications Flexfields Guide</i> )	Setup- >Financials- >Flexfields- >Descriptive- >Values
Set of Books ( <i>Oracle General Ledger User's Guide</i> )	Setup- >Financials- >Books
Shorthand Aliases ( <i>Oracle Applications Flexfields Guide</i> )	Setup- >Financials- >Flexfields- >Key - >Aliases
Standard Memo Lines: page 2 - 182	Setup- >Transactions- >Memo Lines
Standard Messages: page 2 - 186	Setup- >Print- >Standard Messages
Statement Cycles: page 2 - 187	Setup- >Print- >Statement Cycles
Submit Lockbox Processing: page 5 - 140	Interfaces- >Lockbox
System Options: page 2 - 189	Setup- >System- >System Options
Tax Accounting: page 2 - 217	Setup- >Tax- >Codes. Choose Tax Accounting button.
Tax Authorities: page 2 - 221	Setup- >Tax- >Authorities
Tax Codes and Rates: page 2 - 209	Setup- >Tax- >Codes
Tax: page 6 - 242	Transactions- >Transactions- >Tax Choose the Tax button. Or Transactions- >Transactions- >Line Items. Choose the Tax button.
Tax Exemptions: page 2 - 223	Setup- >Tax- >Exemptions
Tax Groups: page 2 - 227	Setup- >Tax- >Groups
Tax Locations and Rates: page 2 - 214	Setup- >Tax- >Locations
Tax Options ( <i>General Ledger User's Guide</i> )	Setup- >Tax- >GL Tax Assignments
Territories: page 2 - 235	Setup- >Transactions- >Territories
Transaction Batches Summary: page 6 - 44	Transactions- >Batches Summary
Transaction Batches: page 6 - 44	Transactions- >Batches
Transaction Overview: page 4 - 12	Collections- >Transaction Overview
Transaction Sources: page 2 - 239	Setup- >Transactions- >Sources
Transaction Summary: page 6 - 2	Transactions- >Transaction Summary
Transaction Types: page 2 - 246	Setup- >Transactions- >Transaction Types

Table 9 - 5 (Page 6 of 7)

Window Name	Navigator Path
Transactions: page 6 - 2	Transactions- >Transactions
Transactions Summary: page 6 - 2	Transactions- >Transactions Summary
Transmission Formats: page 2 - 253	Setup- >Receipts- >Lockbox Transmission
Units of Measure Classes: page 2 - 260	Setup- >System- >UOM- >Class
Units of Measure: page 2 - 261	Setup- >System- >UOM- >UOM
Viewing Requests ( <i>Oracle Applications User's Guide</i> )	Other- >Requests- >View

**Table 9 - 5 (Page 7 of 7)**

## See Also

Function Security: page B - 2

Receivables Workbenches: page 1 - 2

# Oracle Receivables Character Mode Forms and Corresponding GUI Windows

The table below shows each Receivables character mode form followed by its character mode navigation path and corresponding standard GUI navigation path. Where applicable, the GUI path includes both menu selections and buttons.

Most windows are accessible when you use the Receivables Manager responsibility. Unless otherwise specified, all navigation paths below assume you are using the Receivables Manager responsibility.

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Approve Adjustments \ Navigate Adjust Approve4	Approve Adjustments window See: Approving Adjustments: page 6 - 313 Navigator: Control > Adjustments > Approve Adjustments
Approve Automatic Receipts \ Navigate Receipt Automatic Approve	Receipt Batches window See: Approving Automatic Receipts : page 5 - 201 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Approve button.
Approve Automatic Remittances \ Navigate Receipt Remit Approve	Remittances window See: Approving Remittance Batches: page 5 - 223 Navigator: Receipts > Remittances. Choose the Approve button
Assign Descriptive Flexfield Security Rules \ Navigate Setup Financial Flexfields Descriptive Security Assign	Assign Security Rules window See: Planning Your Descriptive Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Flexfields > Descriptive > Security > Assign
Assign FlexBuilder Parameters \ Navigate Setup Financial Flexfields FlexBuilder Assign	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables: page 2 - 49
Assign Key Flexfield Security Rules \ Navigate Setup Financial Flexfields Key Security Assign	Assign Security Rules window Navigator: Setup > Financials > Flexfields > Key > Security > Assign

Table 9 - 6 (Page 1 of 18)

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Assign Value Set Security Rules \ Navigate Setup Financial Flexfields Validation Security Assign	Assign Security Rules window Navigator: Setup > Financials > Flexfields > Validation > Security > Assign
Clear Bank Remittances \ Navigate Receipt Clear	Run Automatic Clearing window See: Automatic Clearing for Receipts: page 5 - 227 Navigator: Receipts > Clear/Risk Eliminate
Confirm Automatic Receipts \ Navigate Receipt Automatic Confirm	Receipts or Receipts Summary window See: Confirming Automatic Receipts : page 5 - 205 Navigator: Receipts > Receipts. Choose the Confirm button. or Navigator: Receipts > Receipts Summary. Choose the Confirm button.
Create AutoAdjustments \ Navigate Adjust Automatic	Create AutoAdjustments window See: Creating Automatic Adjustments: page 6 - 308 Navigator: Control > Adjustments > Create AutoAdjustments
Create Automatic Receipts \ Navigate Receipt Automatic Create	Receipt Batches window See: Creating Automatic Receipts: page 5 - 194 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Create button.
Create Automatic Remittances \ Navigate Receipt Remit Create	Remittances window See: Creating Remittance Batches: page 5 - 217 Navigator: Receipts > Remittances. Choose the Create button.
Create Recurring Invoices \ Navigate Invoice Recurring	Copy Transactions window See: Copying Invoices: page 6 - 50 Navigator: Transactions > Copy
Define Accounting Combinations \ Navigate Setup Financial Combinations	GL Accounts window See: Defining Accounts ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Combinations

**Table 9 - 6 (Page 2 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Adjustment Limits \ Navigate Setup Adjust Limit	Approval Limits window See: Approval Limits : page 2 - 40 Navigator: Setup > Transactions > Adjustment Limits
Define Aging Buckets \ Navigate Setup System Aging	Aging Buckets window See: Aging Buckets: page 2 - 33 Navigator: Setup > Collections > Aging Buckets
Define AutoAccounting \ Navigate Setup Invoice AutoAccounting	Automatic Accounting window See: AutoAccounting : page 2 - 57 Navigator: Setup > Transactions > AutoAccounting
Define AutoCash Rule Sets \ Navigate Setup Receipt Rule	AutoCash Rule Sets window See: AutoCash Rule Sets: page 2 - 60 Navigator: Setup > Receipts > AutoCash Rule Sets
Define Automatic Receipt Programs \ Navigate Setup Receipt Programs	Automatic Receipt Programs window See: Automatic Receipt Programs : page 2 - 68 Navigator: Setup > Receipts > Receipt Programs
Define Calendar Periods \ Navigate Setup Financial Calendars Periods	Accounting Calendar window See: Accounting Calendar ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Calendars > Periods
Define Collectors \ Navigate Setup System Collector	Collectors window See: Collectors: page 2 - 95 Navigator: Setup > Collections > Collectors
Define Cross- Validation Rules \ Navigate Setup Financial Flexfields Key Rules	Cross- Validation Rules window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Rules
Define Currencies \ Navigate Setup Financial Currencies Define	Currencies window See: Define currencies ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Currencies > Define
Define Customer Banks \ Navigate Setup Customer Bank	Banks window See: Defining Banks: page 2 - 71 Navigator: Setup > Receipts > Bank

Table 9 - 6 (Page 3 of 18)

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Customer Profile Classes \ Navigate Setup Customer Profile Class	Customer Profile Classes window See: Defining Customer Profile Classes : page 3 - 42 Navigator: Customers > Profile Class
Define Customer Relationships \ Navigate Setup Customer Relationship	Customers or Customer Summary window See: Creating Customer Relationships : page 3 - 40 Navigator: Customers > Standard. Choose the Relationships button. or Navigator: Customers > Summary. Choose the Relationships button.
Define Daily Rates \ Navigate Setup Currencies Rates Daily	Daily Rates window See: Daily Conversion Rates ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Currencies > Rates > Daily
Define Demand Classes \ Navigate Setup System QuickCode Demand Class	Demand Class QuickCodes window See: Demand Class QuickCodes: page 2 - 141 Navigator: Setup > System > QuickCodes > Demand Class
Define Descriptive Flexfield Security Rule \ Navigate Setup Financial Flexfields Descriptive Security Define	Define Security Rules window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Security > Define
Define Descriptive Flexfield Segment Values \ Navigate Setup Financial Flexfields Descriptive Values	Segment Values window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Values
Define Descriptive Flexfield Segments \ Navigate Setup Financial Flexfields Descriptive Segments	Descriptive Flexfield Segments window See: Defining Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Descriptive > Segments
Define Distribution Sets \ Navigate Setup Receipt Distribution Set	Distribution Sets window See: Distribution Sets: page 2 - 97 Navigator: Setup > Receipt > Distribution Set

**Table 9 - 6 (Page 4 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define FlexBuilder Parameters \ Navigate Setup Financial Flexfields FlexBuilder Define	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables: page 2 - 49
Define Freight Carrier \ Navigate Setup System QuickCode Freight	Freight Carriers window See: Freight Carriers: page 2 - 121 Navigator: Setup > System > QuickCodes > Freight
Define Grouping Rules \ Navigate Setup Invoice AutoInvoice Grouping	Grouping Rules window See: Grouping Rules: page 2 - 122 Navigator: Setup > Transactions > AutoInvoice > Grouping Rules
Define Invoice Sources \ Navigate Setup Invoice Source or \ Navigate Setup Memo Source	Transaction Sources window See: Transaction Batch Sources: page 2 - 239 Navigator: Setup > Transactions > Sources
Define Invoicing and Accounting Rules \ Navigate Setup Invoice Rule	Invoicing and Accounting Rules window See: Accounting Rules: page 2 - 30 Navigator: Setup > Transactions > Rules
Define Items \ Navigate Setup Invoice Item Define	Items window See: Items: page 2 - 129 Navigator: Setup > Transactions > Item > Define Items
Define Item Status \ Navigate Setup Invoice Item Status	Status window See: Items Status: page 2 - 128 Navigator: Setup > Transactions > Item > Define Items
Define Item Tax Exceptions \ Navigate Setup Tax Rate Exception	Item Tax Rate Exceptions window See: Tax Rate Exceptions: page 2 - 233 Navigator: Setup > Tax > Exceptions
Define Key Flexfield Security Rule \ Navigate Setup Financial Flexfields Key Security Define	Define Security Rules window Navigator: Setup > Financials > Flexfields > Key > Security > Define
Define Key Flexfield Segments \ Navigate Setup Financial Flexfields Key Segments	Key Flexfield Segments window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Segments

Table 9 - 6 (Page 5 of 18)

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Key Flexfield Segment Values \ Navigate Setup Financial Flexfields Key Values	Segment Values window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Values
Define Line Ordering Rules \ Navigate Setup Invoice AutoInvoice LineOrder	Invoice Line Ordering Rules window See: Invoice Line Ordering Rules: page 2 - 66 Navigator: Setup > Transactions > AutoInvoice > Line Ordering
Define Lockboxes \ Navigate Setup Bank Lockbox Define	Lockboxes window See: Lockboxes: page 2 - 143 Navigator: Setup > Receipts > Lockbox > Lockbox
Define Memo Lines \ Navigate Setup Invoice Line or \ Navigate Setup Memo Line	Standard Memo Lines window See: Standard Memo Lines: page 2 - 182 Navigator: Setup > Transactions > Memo Lines
Define Organization \ Navigate Setup System Organization	Organization window See: Organizations: page 2 - 148 Navigator: Setup > System > Organization
Define Other Tax Rates \ Navigate Setup Tax Rate Other	Tax Codes and Rates window See: Tax Codes and Rates : page 2 - 209 Navigator: Setup > Tax > Codes
Define Payment Methods \ Navigate Setup Receipt Method	Receipt Classes window See: Payment Methods: page 2 - 151 Navigator: Setup > Receipts > Receipt Class
Define Payment Terms \ Navigate Setup Invoice Term	Payment Terms window See: Payment Terms: page 2 - 157 Navigator: Setup > Transactions > Payment Terms
Define Period Rates \ Navigate Setup Financial Currencies Rates Period	Period Rates window See: Period Rates ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Currencies > Rates > Period
Define Period Types \ Navigate Setup Financial Calendars Types	Period Types window See: Period Types ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Calendars > Types

**Table 9 - 6 (Page 6 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Rate Types \ Navigate Setup Financial Currencies Rates Types	Conversion Rate Types window See: Daily Conversion Rate Types ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Currencies > Rates > Types
Define Receipt Classes \ Navigate Setup Receipt Class	Receipt Classes window See: Receipt Classes: page 2 - 164 Navigator: Setup > Receipts > Receipt Class
Define Receipt Programs \ Navigate Setup Receipt Program	Automatic Receipt Programs window See: Automatic Receipt Programs: page 2 - 68 Navigator: Setup > Receipts > Receipt Programs
Define Receipt Source \ Navigate Setup Receipt Source	Receipt Sources window See: Receipt Sources: page 2 - 167 Navigator: Setup > Receipts > Receipt Sources
Define Receivables Activity \ Navigate Setup Adjust Type or \ Navigate Setup Receipt Type	Receivables Activity window See: Receivables Activity: page 2 - 170 Navigator: Setup > Receipts > Receivable Activity
Define Receivables QuickCodes \ Navigate Setup System QuickCode Receivables	Receivables QuickCodes window See: Defining Receivables QuickCodes: page 2 - 132 Navigator: Setup > System > QuickCodes > Receivable
Define Remit- To Addresses \ Navigate Setup Print RemitTo	Remit- To Addresses window See: Remit To Addresses: page 2 - 175 Navigator: Setup > Print > Remit- To Addresses
Define Remittance Banks \ Navigate Setup Bank Remittance	Banks window See: Defining Banks: page 2 - 71 Navigator: Setup > Receipts > Bank
Define Report Set \ Navigate Other Reports Set	Request Set window See: Request Sets (User Mode) ( <i>Oracle Applications System Administrator's Guide</i> ) Navigator: Control > Requests > Set

Table 9 - 6 (Page 7 of 18)

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Rollup Groups \ Navigate Setup Financial Flexfields Key Groups	Rollup Groups window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Groups
Define Salespeople \ Navigate Setup System Salespeople	Salespersons window See: Salespersons : page 2 - 178 Navigator: Setup > Transactions > Salespersons
Define Set of Books \ Navigate Setup Financial Books	Set of Books window See: Set of Books ( <i>Oracle General Ledger User's Guide</i> ) Navigator: Setup > Financials > Books
Define Shorthand Aliases \ Navigate Setup Financial Flexfields Key Aliases	Shorthand Aliases window See: Shorthand Aliases ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Key > Aliases
Define Standard Messages \ Navigate Setup Print Statement Message	Standard Messages window See: Standard Messages: page 2 - 186 Navigator: Setup > Print > Standard Messages
Define Statement Cycles \ Navigate Setup Print Statement Cycles	Statement Cycles window See: Statement Cycles: page 2 - 187 Navigator: Setup > Print > Statement Cycles
Define Status \ Navigate Setup Invoice Item Status	Status window See: Item Status Codes: page 2 - 128 Navigator: Setup > Transactions > Item > Status
Define System Options \ Navigate Setup System Option	System Options window See: Defining Receivables System Options: page 2 - 189 Navigator: Setup > System > System Options
Define Tax Codes and Rates \ Navigate Setup Tax Rate Code	Tax Codes and Rates window See: Tax Codes and Rates: page 2 - 209 Navigator: Setup > Tax > Codes
Define Tax Exemptions \ Navigate Setup Tax Rate Exemption	Tax Exemptions window See: Tax Exemptions: page 2 - 223 Navigator: Setup > Tax > Exemptions

**Table 9 - 6 (Page 8 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Define Tax Locations and Rates \ Navigate Setup Tax Rate Location	Tax Locations and Rates window See: Tax Locations and Rates: page 2 - 214 Navigator: Setup > Tax > Sales Tax Rates
Define Territories \ Navigate Setup System Territory	Territories window See: Maintaining Countries and Territories: page 2 - 237 Navigator: Setup > Transactions > Territories
Define Transaction Types \ Navigate Setup Invoice Type	Transaction Types window See: Transaction Types: page 2 - 246 Navigator: Setup > Transactions > Transaction Types
Define Transmission Formats \ Navigate Setup Bank Lockbox Transmission	Transmission Formats window See: Transmission Formats: page 2 - 253 Navigator: Setup > Receipts > Lockbox > Transmission
Define Unit of Measure Classes \ Navigate Setup System UOM Class	Unit of Measure Classes window See: Units of Measure Classes: page 2 - 260 Navigator: Setup > System > UOM > Class
Define Units of Measure \ Navigate Setup System UOM UOM	Units of Measure window See: Units of Measure: page 2 - 261 Navigator: Setup > System > UOM > UOM
Define Value Set Security Rule \ Navigate Setup Financial Flexfields Validation Security Define	Define Security Rules window See: Define Security Rules ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Security > Define
Define Value Sets \ Navigate Setup Financial Flexfields Validation Sets	Value Sets window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Sets
Define Values \ Navigate Setup Financial Flexfields Validation Values	Segment Values window See: Defining Key Flexfields ( <i>Oracle Applications Flexfields Guide</i> ) Navigator: Setup > Financials > Flexfields > Validation > Values

**Table 9 - 6 (Page 9 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Delete Items \ Navigate Setup Invoice Item Delete	Delete Items window See: Inventory Delete Items: page 2 - 130 Navigator: Setup > Transactions > Item > Delete Items
Enter Commitments \ Navigate Invoice Commitment	Transactions window See: Entering Transactions: page 6 - 2 Navigator: Transactions > Transactions. Choose Guarantee or Deposit from the Class poplist.
Enter Credit Memos \ Navigate Memo Standard	Transactions Summary or Credit Transactions window See: Crediting Transactions: page 6 - 67 Navigator: Transactions > Transactions Summary or Navigator: Transactions > Credit Transactions
Enter Customer Information \ Navigate Setup Customer Standard	Customers, Customer Summary or Quick Customers window See: Entering Customers: page 3 - 4 Navigator: Customers > Standard or Navigator: Customers > Summary or Navigator: Customers > Quick
Enter Exchange Rate Adjustments \ Navigate Adjust Manual Rate	Receipts window See: Adjusting an Exchange Rate : page 6 - 33 Navigator: Receipts > Receipts. Choose Adjust Exchange Rate from the Special menu.
Enter Invoice Adjustments \ Navigate Adjust Manual Standard	Transactions Summary window See: Entering Manual Adjustments: page 6 - 306 Navigator: Transactions > Transaction Summary. Choose the Adjust button.

**Table 9 - 6 (Page 10 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Enter Invoices \ Navigate Invoice Standard	Transactions or Transactions Summary window See: Entering Transactions: page 6 - 2 Navigator: Transactions > Transactions. Choose Invoice from the Class poplist. or Navigator: Transactions > Transactions Summary. Choose Invoice from the Class poplist.
Enter Miscellaneous Transactions \ Navigate Receipt Manual Other	Receipts window See: Entering Miscellaneous Transactions: page 5 - 50 Navigator: Receipts > Receipts. Choose Misc from the Receipt Type poplist.
Enter On Account Credit \ Navigate Memo Standard	Transactions window See: Creating On Account Credits: page 6 - 87 Navigator: Transactions > Transactions. Choose Credit Memo from the Class poplist.
Enter Rate Exception \ Other Zoom (from Enter Invoices, Commitments, Credit Memos, etc. forms)	Exchange Rate window See: Foreign Currency Transactions: page 6 - 31 Choose Exchange Rate from the Special menu.
Enter Receipts \ Navigate Receipt Manual Standard	Receipts window See: Entering Receipts: page 5 - 2 Navigator: Receipts > Receipts. Choose Cash from the Receipt Type poplist.
Enter Recurring Invoices \ Navigate Invoices Recurring	Copy Transactions window See: Copying Invoices : page 6 - 50 Navigator: Transactions > Copy
Enter Sales Credit Adjustments \ Navigate Adjust Manual SalesCredit	Sales Credits window See: Entering Sales Credits: page 6 - 242 Navigator: Transactions > Transactions. Choose the Sales Credits button.
Format Automatic Receipts \ Navigate Receipt Automatic Format	Receipt Batches window See: Formatting Automatic Receipts: page 5 - 203 Navigator: Receipts > Batches. Choose Automatic from the Batch Type poplist. Choose the Format button.

Table 9 - 6 (Page 11 of 18)

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Format Remittances \ Navigate Receipt Remit Format	Remittances window See: Formatting Remittance Batches: page 5 - 225 Navigator: Receipts > Remittances. Choose the Format button.
Maintain Countries and Territories \ Navigate Setup System Country	Countries and Territories window See: Maintaining Countries and Territories: page 2 - 237 Navigator: Setup > System > Countries
Maintain Customer Profiles \ Navigate Setup Customer Profile Maintain	Customer Profile Classes window See: Assigning Profile Classes to Customers: page 3 - 49 Navigator: Customers > Profile Class
Maintain Dunning Letter Sets \ Navigate Setup Print Dunning Set	Dunning Letter Sets window See: Creating Dunning Letter Sets: page 2 - 116 Navigator: Setup > Print > Dunning Letter Sets
Maintain Dunning Letters \ Navigate Setup Print Dunning Letter	Dunning Letters window See: Creating Dunning Letters: page 2 - 114 Navigator: Setup > Print > Dunning Letters
Maintain Invoices \ Navigate Invoice Maintain	Transactions window See: Maintaining Your Transactions: page 6 - 58 Navigator: Transactions > Transactions
Maintain Lockbox Transmission Data \ Navigate Receipt Lockbox	Lockbox Transmission Data window See: Maintaining Lockbox Transmission Data: page 5 - 150 Navigator: Receipts > Lockbox > Maintain Transmission Data
Maintain Tax Authority \ Navigate Setup Tax Authority	Tax Authorities window See: Tax Authorities: page 2 - 221 Navigator: Setup > Tax > Authorities
Merge Customers \ Navigate Setup Customer Merge	Merge Customers window See: Merging Customers: page 3 - 84 Navigator: Customers > Merge

**Table 9 - 6 (Page 12 of 18)**

<b>Character Mode Form Name and Menu Path</b>	<b>GUI Window or Process, and Navigation Path</b>
Open/Close Accounting Periods \ Navigate Run Accounting Period	Open/Close Accounting Periods window See: Opening and Closing Accounting Periods: page 7 - 10 Navigator: Control > Accounting > Open/Close Periods
Post QuickCash \ Navigate Receipt Post QuickCash	Receipt Batches Summary window See: Post QuickCash: page 5 - 160 Navigator: Receipts > Batches Summary. Choose the Post QuickCash button.
Print Accounting Reports \ Navigate Print Accounting	Print Accounting Reports window See: Running Standard Reports and Listings: page 9 - 2 Navigator: Reports > Accounting
Print Collection Reports \ Navigate Print Collection	Collection Reports window See: Running Standard Reports and Listings: page 9 - 2 Navigator: Reports > Collections
Print Dunning Letters \ Navigate Print Dunning	Print Dunning Letters or Submit Request window See: Printing Dunning Letters: page 4 - 53 Navigator: Print Documents > Dunning or Navigator: Control > Requests > Run
Print Invoices \ Navigate Print Invoice	Print Invoices window See: Printing Transactions: page 6 - 55 Navigator: Print Documents > Invoices
Print Listing Reports \ Navigate Print Listings	Print Listing Reports window See: Running Standard Reports and Listings: page 9 - 2 Navigator: Reports > Listing
Print Other Reports \ Navigate Print Other	Print Other Reports window See: Running Standard Reports and Listings: page 9 - 2 Navigator: Reports > Other
Print Statements \ Navigate Print Statement	Print Statements window See: Printing Statements : page 4 - 74 Navigator: Print Documents > Statements

**Table 9 - 6 (Page 13 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Quick Customer Entry \ Navigate Setup Customer Quick	Customers window See: Entering Customers: page 3 - 4 Navigator: Customers > Quick
Quick Transaction Entry \ Navigate Invoice Quick	Transactions window See: Entering Quick Transactions: page 6 - 2 Navigator: Transactions > Transactions
QuickCash \ Navigate Receipt Manual Quick	Receipt Batches window See: QuickCash: page 5 - 155 Navigator: Receipts > Batches. Choose Manual Quick from the Batch Type poplist. Choose the Receipts button.
Reapply Credits \ Navigate Memo Reapply	Transactions Summary window See: Updating Credit Memos and On Account Credits: page 6 - 91 Navigator: Transactions > Transactions Summary. Choose the Applications button.
Reapply Receipts \ Navigate Receipt Manual Reapply	Receipts Summary window See: Reapplying Receipts: page 5 - 57 Navigator: Receipts > Receipts Summary. Choose the Applications button.
Reconcile Receipts \ Navigate Receipt Clear Manual	Run Automatic Clearing window or Submit Request window See: Automatic Clearing for Receipts: page 5 - 227 Navigator: Receipts > Clear/Risk Eliminate or Navigator: Control > Requests > Run (or use Oracle Cash Management)
Record A Call \ Navigate Call	Customer Calls window See: Customer Calls: page 4 - 21 Navigator: Collections > Call
Remit Receipts \ Navigate Receipts Remit Approve	Remittances window See: Creating Remittance Batches: page 5 - 217 Navigator: Receipts > Remittances

**Table 9 - 6 (Page 14 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Reverse Receipts \ Navigate Receipt Manual Reverse	Receipts window See: Reversing Receipts: page 5 - 53 Navigator: Receipts > Receipts. Choose the Reverse button.
Review Sales Tax Rates \ Navigate Setup Tax Review	Review Sales Tax Rates window See: Reviewing Sales Tax Rates: page 2 - 219 Navigator: Setup > Tax > Sales Tax Rates
Run AutoInvoice \ Navigate Run Invoice	Run AutoInvoice window or Submit Request window See: Importing Transactions Using AutoInvoice: page 6 - 237 Navigator: Interfaces > AutoInvoice or Navigator: Control > Requests > Run
Run Automatic Clearing \ Navigate Receipt Clear Automatic	Run Automatic Clearing window or Submit Request window See: Automatic Clearing For Receipts: page 5 - 227 Navigator: Receipts > Clear/Risk Eliminate or Navigator: Control > Requests > Run
Run Customer Interface \ Navigate Run Customer	Run Customer Interface window See: Importing Customers Using Customer Interface: page 3 - 97 Navigator: Interfaces > Customer
Run GL Interface \ Navigate Run Accounting Journal	Run General Ledger Interface window See: Running GL Interface: page 7 - 6 Navigator: Interfaces > General Ledger
Run Lockbox Interface \ Navigate Run Receipt	Submit Lockbox Processing window See: Running AutoLockbox: page 5 - 140 Navigator: Interfaces > Lockbox

**Table 9 - 6 (Page 15 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
Run Reports \ Navigate Other Reports Run	Requests window See: Running Standard Reports and Listings: page 9 - 12 Navigator: Other > Requests > Run or Print Other Reports window Navigator: Reports > Other
Run Revenue Recognition \ Navigate Run Accounting Revenue	Run Revenue Recognition window See: Recognizing Revenue: page 6 - 39 Navigator: Control > Accounting > Revenue Recognition
Run Tax Rate Interface \ Navigate Run Tax Rate	Run Tax Rate Interface window See: Running the Tax Rate Interface Program ( <i>Oracle Receivables Tax Manual</i> ) Navigator: Interfaces > Tax Rate
Sales Credit Adjustment \ Navigate Adjust Manual SalesCredit	Sales Credits window See: Entering Revenue Credits: page 6 - 24 Navigator: Transactions > Transactions. Choose the Sales Credits button.
Submit AutoAdjustment \ Navigate Adjust Automatic	Create AutoAdjustments window See: Creating Automatic Adjustments: page 6 - 308 Navigator: Control > Adjustments > Create AutoAdjustments
Submit Lockbox Processing \ Navigate Run Receipt	Submit Lockbox Processing window See: Running AutoLockbox: page 5 - 140 Navigator: Interfaces > Lockbox
Test FlexBuilder Parameters \ Navigate Setup Financials Flexfield FlexBuilder Test	Flexbuilder is replaced by the Account Generator in Oracle Workflow. See: Using the Account Generator in Oracle Receivables: page 2 - 49
Update Personal Profile Options \ Navigate Other Profile	Personal Profile Values window See: Personal Profile Values Window ( <i>Oracle Applications User's Guide Release 10SC</i> ) Navigator: Control > Profile Options

**Table 9 - 6 (Page 16 of 18)**

<b>Character Mode Form Name and Menu Path</b>	<b>GUI Window or Process, and Navigation Path</b>
View Call History \ Navigate View Account Call	Correspondence window See: Customer Correspondence: page 4 - 32 Navigator: Collections > Correspondence
View Concurrent Requests \ Navigate Other Concurrent	Requests window See: Viewing Requests ( <i>Oracle Applications User's Guide</i> ) Navigator: Control > Requests > View
View Customer Account Detail \ Navigate View Account Detail	Account Details window See: Reviewing a Customer Account: page 4 - 2 Navigator: Collections > Account Details
View Customer Account Summary \ Navigate View Account Summary	Customer Account window See: Reviewing a Customer Account: page 4 - 2 Navigator: Collections > Account Overview
View Customer Account Summary Aging \ Navigate View Account Summary	Customer Aging window See: Viewing Account Balances by Aging Bucket: page 4 - 8 Navigator: Collections > Aging
View Customers \ Navigate View Customer	Customers Summary window See: Reviewing a Customer Account: page 4 - 2 Navigator: Customers > Summary
View Invoice Image \ Navigate View Invoice Image	Transaction Overview window See: Viewing Transactions: page 4 - 12 Navigator: Collections > Transaction Overview
View Receipt Bank Details \ Navigate View Receipt Bank	Receipts Summary window See: Reviewing Receipts and Applications: page 5 - 59 Navigator: Receipts > Receipt Summary
View Receipt Batches \ Navigate View Receipt Batch Status	Receipt Batches Summary window See: Batching Receipts for Easy Entry and Retrieval: page 5 - 62 Navigator: Receipts > Batches Summary
View Receipts by Batch \ Navigate View Receipt Batch Detail	Receipts Summary window See: Batching Receipts for Easy Entry and Retrieval: page 5 - 62 Navigator: Receipts > Receipts Summary

**Table 9 - 6 (Page 17 of 18)**

Character Mode Form Name and Menu Path	GUI Window or Process, and Navigation Path
View Receipts by Customer \ Navigate View Receipt Customer	Receipts Summary window See: Reviewing Receipts and Applications: page 5 - 59 Navigator: Receipts > Receipts Summary
View Reports \ Navigate Other Reports View	Requests window Monitoring Requests ( <i>Oracle Applications User's Guide Release 10SC</i> ) Navigator: Reports > View
View Requests \ Navigate Other Concurrent	Requests window Monitoring Requests ( <i>Oracle Applications User's Guide Release 10SC</i> ) Navigator: Control > Requests > Concurrent or Navigator: Control > Requests > View or Choose Requests from the View menu
View Transaction History \ Navigate View Invoice History \ Navigate View Receipt History	Account Details window See: Viewing Transactions: page 4 - 12 Navigator: Collections > Account Details. Choose the Activity button.
View Transmission History \ Navigate View Receipt Lockbox	Transmission History window See: Viewing Transmission History: page 5 - 153 Navigator: Receipts > Lockbox > Transmission History
View Unapplied Receipts by Batch \ Navigate View Receipt Batch Unapplied	Receipt Batches Summary window See: Batching Receipts for Easy Entry and Retrieval: page 5 - 62 Navigator: Receipts > Batches Summary

**Table 9 - 6 (Page 18 of 18)**

# Glossary

**Note:** Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

**2-way matching** The process of verifying that purchase order and invoice information matches within accepted tolerance levels. Oracle Receivables uses the following criteria to verify two-way matching:

Invoice price <= Order price  
Quantity billed <= Quantity ordered

**3-way matching** The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Oracle Receivables uses the following criteria to verify three-way matching:

Invoice price <= Purchase Order price  
Quantity billed <= Quantity ordered  
Quantity billed <= Quantity received

**4-way matching** The process of verifying that purchase order, invoice, and receiving information matches within accepted tolerance levels. Oracle Receivables uses the following criteria to verify four-way matching:

Invoice price <= Order price  
Quantity billed <= Quantity ordered  
Quantity billed <= Quantity received  
Quantity billed <= Quantity accepted

**Account Generator** A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application. See also *activity, function, item type, lookup type, node, process, protection level, result type, transition, Workflow Engine*

**Account segment** One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as -, /, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

**Account segment value** A series of characters and a description that define a unique value for a particular value set.

**Accounting Flexfield** The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

**Accounting Flexfield structure** The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

**Accounting Flexfield value set** A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

**accounting rule start date** The date Oracle Receivables uses for the first accounting entry it creates when you use an accounting rule to recognize revenue. If you choose a variable accounting rule, you need to specify a rule duration to let Receivables know how many accounting periods to use for this accounting rule.

**accounting rules** Rules that you can use for imported and manually entered transactions to specify revenue recognition schedules. You can define an accounting rule in which revenue is recognized over a fixed or variable period of time. For example, you can define a fixed duration accounting rule with monthly revenue recognition for a period of 12 months.

**accrual accounting** An accounting method you use to recognize revenue when you create invoices.

**activity** In Oracle Workflow, a unit of work performed during a business process.

**activity** In Oracle Receivables, a name that you use to refer to a receivables activity such as a payment, credit memo, or adjustment. See also *activity attribute*, *function activity*, *receivables activity name*.

**activity attribute** A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

**ad hoc** Concerned with or formed for a particular purpose. For example, ad hoc tax codes or an ad hoc database query.

**address validation** The type of validation you want the system to use for your address, if you are not using a flexible address format for validation. You can implement address validation at three levels: Error, No Validation, or Warning. 'Error' ensures that all locations exist for your address before it can be saved. 'Warning' displays a warning message if a tax rate does not exist for this address (allows you to save the record). 'No Validation' does not validate the address.

**adjustment** A Receivables feature that allows you to increase or decrease the amount due of your invoice, debit memo, chargeback, deposit, or guarantee. Receivables lets you create manual or automatic adjustments.

**aging buckets** In Oracle Receivables and Oracle Payables, time periods you define to age your debit items. Aging buckets are used in the Aging reports to see both current and outstanding debit items. For example, you can define an aging bucket that includes all debit items that are 1 to 30 days past due. GL Desktop Integrator uses the aging buckets you define for its Invoice Aging Report.

**aging buckets** In Oracle Cash Management, aging buckets are used to define time periods represented in the forecast. Examples of aging buckets are date ranges or accounting periods.

**applied** Payment in which you record the entire amount as settlement for one or more debit items.

**approval limits** Limits you assign to users for creating adjustments and approving credit memo requests. Oracle Receivables enforces the limits that you define here when users enter receivables adjustments or approve credit memo requests initiated from AR Online. When users enter adjustments that are within their approval limit, Oracle Receivables automatically approves the adjustment. When users enter adjustments outside their approval limit, Oracle Receivables assigns a status of pending to the adjustment.

**archive** To store historical transaction data outside your database.

**attribute** See *activity attribute, item type attribute*

**AutoAccounting** In Oracle Projects, a feature that automatically determines the account coding for an accounting transaction based on the project, task, employee, and expenditure information.

**AutoAccounting** In Oracle Receivables, a feature that lets you determine how the Accounting Flexfields for your revenue, receivable, freight, tax, unbilled receivable and unearned revenue account types are created.

**AutoAdjustment** A feature used to automatically adjust the remaining balances of your invoices, debit memos, and chargebacks that meet the criteria that you define.

**AutoAssociate** An option that allows you to specify whether you want Oracle Receivables to determine the customer using invoice numbers if the customer cannot be identified from either the magnetic ink character recognition (MICR) number or the customer number. Oracle Receivables checks the invoice numbers until it finds a unique invoice number for a customer. Oracle Receivables then uses this invoice number to identify the customer. You can only use this feature if your bank transmits invoice numbers and if the AutoLockbox Validation program can identify a unique customer for a payment using an invoice number. Otherwise, Oracle Receivables treats the payment as unidentified. See also *MICR number*.

**AutoCash Rule** A feature that Post QuickCash uses to automatically apply receipts to a customer's open items. AutoCash Rules include: Apply to the Oldest Invoice First, Clear the Account, Clear Past Due Invoices, Clear Past Due Invoices Grouped by Payment Term, and Match Payment with Invoice. See also *AutoCash Rule Set, Post QuickCash*.

**AutoCash Rule Set** A feature that determines the order of the AutoCash Rules that the Post QuickCash program will use when automatically applying receipts to a customer's open items. You can choose to include discounts, finance charges, and items in dispute when calculating your customer's open balance.

**AutoInvoice** A program that imports invoices, credit memos, and on account credits from other systems to Oracle Receivables.

**AutoLockbox** See *lockbox*.

**automatic receipt** In addition to standard check processing, you can use the automatic receipt feature to automatically generate receipts for customers with whom you have predefined agreements. These agreements let you transfer funds from the customer's bank account to yours on the receipt maturity date.

**AutoReduction** An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

**AutoSelection** A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

**BAI** An acronym for the Banking Administration Institute. This organization has recommended a common format that is widely accepted for sending lockbox data. See also *bank statement*.

**balancing segment** An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01.

**bank file** In Oracle Receivables and Oracle Payables, the data file you receive from the bank containing all of the payment information that the bank has deposited in your bank account.

**bank statement** A report sent from a bank to a customer showing all transaction activity for a bank account for a specific period of time. Bank statements report beginning balance, deposits made, checks cleared, bank charges, credits, and ending balance. Enclosed with the bank statement are cancelled checks, debit memos, and credit memos. Large institutional banking customers usually receive electronic bank statements as well as the paper versions.

**base amount** The amount that represents the denominator for the ratio used to determine the amount due. You specify your base amount when you define your payment terms.

Amount Due = Relative Amount/Base Amount \* Invoice Amount

**batch source** A source you define in Oracle Receivables to identify where your invoicing activity originates. The batch source also controls invoice defaults and invoice numbering. Also known as a **transaction batch source**.

**beginning balance** The beginning balance is the balance of the transaction item as of the beginning GL Date that you specified. This amount should be the same as the Outstanding Balance amount of the Aging - 7 Buckets Report where the As Of Date is the same as the beginning GL Date.

**bill in advance** An invoicing rule that enables you to record the receivable at the beginning of the revenue recognition schedule for invoices that span more than one accounting period. See also *invoicing rules*, *bill in arrears*.

**bill in arrears** An invoicing rule that records the receivable at the end of the revenue recognition schedule for invoices that span more than one accounting period. See also *invoicing rules*, *bill in advance*.

**Bill of Exchange** In Oracle Payables, a method of payment. Also known as a **future dated payment** in some countries, including France.

**Bill of Exchange** In Oracle Receivables, an agreement made with your customer in which they promise to pay a specified amount on a specific date (called the maturity date) for goods or services. This process involves the transfer of funds from your customer's bank account to your bank account.

**Bill of Exchange** In Oracle Cash Management, a method of payment involving the transfer of funds between bank accounts, where one party promises to pay another a specified amount on a specified date.

**Bill To Address** The address of the customer who is to receive the invoice. Equivalent to **Invoice To Address** in Oracle Order Management.

**Bill To Site** A customer location to which you have assigned a Bill- To business purpose. You can define your customer's bill- to sites in the Customers windows.

**billing invoice number** A system-generated number assigned to a consolidated billing invoice when you print draft or final versions of these invoices. This number appears in some Receivables windows (next to the transaction number) and reports if the profile option AR: Show Billing Number is set to Yes. See also *consolidated billing invoice*.

**business group** The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company.

**business purpose** The business reason you have for communicating with a customer's address. For example, you would assign the business purpose of Ship To to an address if you ship products to that address. If you also send invoices to that address, you could also assign the business purpose Bill To.

**cache** A temporary storage area for holding information during processing.

**call actions** Actions that you record and plan to take as a result of a call with a customer. Examples of actions that you might note for future reference include creating a credit memo, excluding a customer from dunning, or alerting another member of your staff about an escalated issue.

**call topics** Each call can have many points or topics of discussion. Examples include invoice, debit memo, invoice lines, and customer problems.

**cash basis** An accounting method that lets you recognize revenue at the time payment is received for an invoice.

**chargebacks** A new debit item that you assign to your customer when closing an existing, outstanding debit item.

**child segment value** A detail-level segment value that is part of a parent segment value. See also *parent segment value*.

**chart of accounts structure** A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

**clearing** A process that assigns a cleared date and status to a transaction and creates accounting entries for the cash clearing account. See also *manual clearing reconciliation*

**columns** Oracle database tables consist of columns. Each column contains one type of information. The format to indicate tables and columns is:  
(TABLE\_NAME.COLUMN\_NAME).

**commitment** In Oracle Receivables and Oracle Payables, a contractual guarantee with a customer for future purchases, usually involving deposits or prepayments. You can create invoices against the commitment to absorb the deposit or prepayment. Receivables automatically records all necessary accounting entries for your commitments. Oracle Order Management allows you to enter order lines against commitments.

**complete invoice** An invoice with a status of Complete. To have a status of Complete, the invoice total must be greater than or equal to zero, have at least one invoice line, revenue records must exist for each line, revenue records for each line must add up to the line amount, and a tax and sales credit record must exist for each line.

**compound tax** A method of calculating tax on top of other tax charges. You can create compound taxes in the Transactions window or with AutoInvoice.

**consolidated billing invoice** An invoice that you send to a customer to provide a summary of their receivables activity for the month. This invoice includes a beginning balance, the total amount of any payments received since the prior consolidated billing invoice, an itemized list of new charges (for example, invoices, credit memos, and adjustments) in either summary or detail format, a separate reporting of consumption tax, and the total balance due for this customer.

**concurrent manager** A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications for you, so you do not have to wait for their completion. When you submit a request in Oracle Applications that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, enabling you to complete multiple tasks simultaneously.

**concurrent process** A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

**concurrent processing** Allows a single processor to switch back and forth between different programs.

**concurrent queue** A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

**concurrent request** A request to Oracle Applications to complete a non-interactive task for you. You issue a request whenever you submit a non-interactive task, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically takes over for you, completing your request without further involvement from you or interruption of your work.

**consolidated billing invoice** A single, monthly invoice that includes all of your customer's transactions for the period. This feature lets you send a customer one, consolidated billing invoice instead of a separate invoice for each transaction.

**contact** In Oracle Receivables, a representative who is responsible for communication between you and a specific part of your customer's company. For example, your customer may have a shipping contact person who handles all questions regarding orders shipped to that address. Oracle Receivables lets you enter contacts for your customers, addresses, and business purposes.

**contact** In Oracle Projects, a customer representative who is involved with a project. For example, a contact can be a billing contact, the customer representative who receives project invoices.

**contact role** A responsibility that you associate to a specific contact. Oracle Receivables provides 'Bill To', 'Ship To', and 'Statements,' but you can enter additional responsibilities.

**context field value** A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

**context response** See *context field value*.

**context segment value** A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Corporation Headquarters, or Minneapolis, Merrill Aviation's Hub.

**context-sensitive segment** A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

**control file** A file used by SQL\*Loader to map the data in your bank file to tables and columns in the Oracle database. You must create one control file for each different bank file you receive, unless some or all of your banks use the exact same format.

**conversion** A process that converts foreign currency transactions to your functional currency.

**corporate exchange rate** An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

**credit check** An Oracle Order Management feature that automatically checks a customer order total against predefined order and total order limits. If an order exceeds the limit, Oracle Order Management places the order on hold for review by your finance group.

**credit items** Any item you can apply to an open debit item to reduce the balance due for a customer. Oracle Receivables includes credit memos, on account credits, and unapplied and on account cash as credit items. Credit items remain open until you apply the full amount to debit items.

**credit memo** In Oracle Payables and Oracle Projects, a document that partially or fully reverses an original invoice.

**credit memo** In Oracle Receivables, a document that partially or fully reverses an original invoice. You can create credit memos in the Receivables Credit Transactions window or with Autoinvoice.

**credit memo reasons** Standard explanations as to why you credit your customers. (Receivables Lookup) See also *return reason*.

**cross currency receipt** A receipt that is applied to a transaction denominated in a currency different than that of the receipt. Cross currency receipt applications usually generate a foreign exchange gain or loss due to fluctuating exchange rates between currencies.

**cross site and cross customer receipts** Receipts that you apply across customers and sites and are fully applied. Each of these receipts appears on the statements of the customer site that owns the receipt. The invoice(s) to which you have applied a cross receipt appear on the statement of the customer or site that owns the invoice.

**customer address** A location where your customer can be reached. A customer can have many addresses. You can also associate business purposes with addresses.

**customer bank** A bank account you define when entering customer information to allow funds to be transferred from these accounts to your remittance bank accounts as payment for goods or services provided. See also *remittance bank*.

**customer business purpose** See *business purpose*.

**customer class** A method to classify your customers by their business type, size, or location. You can create an unlimited number of customer classes. (Receivables Lookup)

**customer contact** A specific customer employee with whom you communicate. Oracle Receivables lets you define as many contacts as you wish for each customer. You can also define contacts for an address and assign previously defined contacts to each business purpose.

**customer interface** A program that transfers customer data from foreign systems into Receivables.

**customer interface tables** A series of two Oracle Receivables database tables from which Customer Interface inserts and updates valid customer data into your customer database.

**customer merge** A program that merges business purposes and all transactions associated to that business purpose for different sites of the same customer or for unrelated customers.

**customer number** In Oracle Payables, the number a supplier assigns to your organization.

**customer number** In Oracle Receivables, a number assigned to your customers to uniquely identify them. A customer number can be assigned manually or automatically, depending on how you set up your system.

**customer phone** A phone number that is associated with a customer. You can also assign phone numbers to your customer contacts.

**customer profile** A method used to categorize your customers based on credit information. Receivables uses credit profiles to assign statement cycles, dunning letter cycles, salespersons, and collectors to your customers. You can also decide whether you want to charge your customers interest. Oracle Order Management uses the order and total order limits when performing credit checking.

**customer profile class** A category for your customers based on credit information, payment terms, currency limits, and correspondence types.

**customer relationship** An association that exists between customers which lets you apply payments to related customers, apply invoices to related customer's commitments, and create invoices for related customers.

**customer response** Explanations, comments, or claims that customers make during conversation with a collector regarding the call reason.

**customer site** A site where a customer is located. A customer can have more than one site. Site names can more easily identify a customer address, facilitating invoice and order entry. See also Oracle Order Entry/Shipping *location*.

**customer status** The Active/Inactive flag you use to inactivate customers with whom you no longer do business. If you are using Oracle Order Management, you can only enter orders, agreements, and returns for active customers, but you can continue to process returns for inactive customers. If you are using Receivables, you can only create invoices for active customers, but you can continue collections activities for inactive customers.

**cutoff day** The day of the month that determines when an invoice with proxima payment terms is due. For example, if it is January and the cutoff day is the 10th, invoices dated before or on January 10 are due in the next billing period; invoices dated after the 10th are due in the following period.

**database table** A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you. See also *customer interface tables*.

**debit items** Any item that increases your customer's balance. Oracle Receivables includes invoices, debit memos, and chargebacks as debit items. Debit items remain open until the balance due is zero.

**debit memo reversal** A reversal of a payment that generates a new debit memo, instead of reopening old invoices and debit memos.

**debit memos** Debits that you assign to a customer to collect additional charges. For example, you may want to charge a customer for unearned discounts taken, additional freight charges, taxes, or finance charges.

**demand class** A category you can use to segregate scheduled demand and supply into groups, so that you can track and consume the groups independently. You can define a demand class for a very important customer or a group of customers. (Manufacturing Lookup)

**deposit** A type of commitment whereby a customer agrees to deposit or prepay a sum of money for the future purchase of goods and services.

**Descriptive Flexfield** A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

**direct debit** An agreement made with your customer to allow the transfer of funds from their bank account to your bank account. The transfer of funds occurs when the bank receives a document or tape containing the invoices to be paid.

**discount** The amount or percentage that you allow a customer to decrease the balance due for a debit item. In Oracle Receivables, you use Payment Terms to define customer discounts and can choose whether to allow earned and unearned discounts. See also *earned discounts, unearned discounts, payment terms*.

**distribution set** In Oracle Receivables, a predefined group of general ledger accounting codes that determine the debit accounts for other receipt payments. Receivables lets you relate distribution sets to receivables activities to speed data entry.

**distribution set** In Oracle Payables, a feature you use to assign a name to a predefined expense distribution or combination of distributions (by percentage). Payables displays on a list of values the list of Distributions Sets you define. With Distribution Sets, you can enter routine invoices into Payables without having to enter accounting information.

**document** The physical base of a transaction, such as an invoice, a receipt, or a payment.

**document category** A document category is used to split transactions into logical groups. You can assign a different sequence to each category and, by doing so, separately number each logical group. Each category is associated with a table. When you assign a sequence to a category, the sequence numbers the transactions in that table. Oracle Receivables lets you set up categories for each type of transaction, receipt, and adjustment.

**document sequence** Used to uniquely number documents, such as bank statements in Oracle Cash Management and invoices in Oracle Receivables. A Document Sequence has a sequence name, an initial value, and a type of either Automatic or Manual.

**document sequence number** A number that is manually or automatically assigned to your documents to provide an audit trail. For example, you can choose to sequentially number invoices in Receivables or journal entries in General Ledger.

**domestic transaction** Transactions between registered traders in the same EU (European Union) country. Domestic transactions have VAT charged on goods and services with different countries applying different VAT rates to specific goods and services. See also *external transaction, EU*.

**dunning letter set** A group of dunning letters that you can assign to your customer's credit profile.

**dunning letters** A letter that you send to customers to inform them of past due debit items. Receivables lets you specify the text and format of each letter and whether to include unapplied and on- account payments.

**dynamic insertion** An Accounting Flexfields feature that allows you to enter and define new combinations of segment values directly in a flexfield pop- up window in Oracle Payables and Oracle General Ledger. The new combination must satisfy any cross- validation rules before it is accepted. Your organization can decide if an Accounting Flexfield supports dynamic insertion. If an account does not support dynamic insertion, you can only enter new combinations of segment values using the Define Accounts window

**dynamic insertion** In Oracle Projects, a feature specific to key flexfields that allows you to enter and define new combinations of segment values directly into a flexfield pop- up window. The new combination must satisfy any cross- validation rules, before your flexfield accepts the new combination. Your organization can decide if a key flexfield supports dynamic insertion. If a flexfield does not support dynamic insertion, you can only enter new combinations of segment values using a combinations form (a form specifically used for creating and maintaining code combinations).

**dynamic insertion** In Oracle Receivables, an Oracle Applications feature you use to automatically create new key flexfield combinations when you enter transactions or customers. If you do not use dynamic insertion, you can only create new key flexfield combinations using the various flexfield setup forms.

**earned discounts** Discounts your customers are allowed to take if they remit payment for their invoices on or before the discount date. The discount date is determined by the payment terms assigned to an invoice. Oracle Receivables takes into account any discount grace days you assign to this customer's credit profile. For example, if the discount due date is the 15th of each month, but discount grace days is 5, your customer must pay on or before the 20th to receive the earned discount. Discounts are determined by the terms you assign to an invoice during invoice entry. See also *unearned discounts*.

**ending balance** The ending balance represents the balance of the transaction as of the ending GL Date that you have specified. This column should be the same as the Outstanding Balance of the Aging - 7 Buckets Report for this item.

**EU** The EU (European Union) is a single European market where customs and tariff barriers between member states have been removed.

**euro** A single currency adopted by the 11 member countries of the Economic and Monetary Union (EMU) beginning January 1, 1999. These countries include Austria, Belgium, France, Finland, Germany, Ireland, Italy, Luxemburg, the Netherlands, Portugal, and Spain. The official abbreviation for the euro is EUR. This abbreviation is used for all commercial, business, and financial purposes, and has been registered with the International Standards Organization (ISO).

**exchange rate** In Oracle Cash Management and Oracle General Ledger, a rate that represents the amount of one currency that you can exchange for another at a particular point in time. Oracle Applications use the daily, periodic, and historical exchange rates you maintain to perform foreign currency conversion, revaluation, and translation.

**exchange rate** In Oracle Receivables and Oracle Payables, a rate that represents the amount in one currency that you can exchange for another at a particular point in time. You can enter and maintain daily exchange rates for Oracle Receivables to use to perform foreign currency conversion. Oracle Receivables multiplies the exchange rate by the foreign currency to calculate the functional currency.

**exchange rate type** A specification of the source of an exchange rate. For example, a user exchange rate or a corporate exchange rate. See also *corporate exchange rate*, *spot exchange rate*.

**exemption certificate** A document obtained from a taxing authority which certifies that a customer or item is either partially or fully exempt from tax. The document details the reason for the exemption and the effective and expiration dates of the certificate.

**export** To move archive data to a different storage device.

**external transaction** Transactions between an EU (European Union) trader and a supplier or customer located in a non- EU country. Customers and sites in non- EU countries are tax exempt and should have a zero tax code assigned to all invoices. See also *domestic transaction, EU*.

**factoring** The process by which you sell your accounts receivable to a financial institution (such as a bank) in return for cash. Financial institutions usually charge a fee for factoring.

**feeder program** A custom program you write to transfer your transaction information from an original system into Oracle Application interface tables. The type of feeder program you write depends on the environment from which you are importing data.

**field type** Each record you import is divided into regions and each region holds a different piece of information. Oracle Receivables calls these regions " fields" and provides you with a list of the types of fields that can be interfaced through AutoLockbox.

**finance charges** Additional charges that you assign to customers for past due items. You specify whether you want to charge your customers finance charges in their customer profiles. Finance charges can be included on your customer's statements and dunning letters.

**fiscal year** Any yearly accounting period without regard to its relationship to a calendar year.

**fixed rate currencies** Currencies with fixed exchange rates. For example, the euro and currencies of countries in the Economic Monetary Union (EMU).

**flat file** A file where the data is unformatted for a specific application.

**flat tax** A specific amount of tax, regardless of the amount of the item. There is no rate associated with flat taxes. Flat taxes are charged on items such as cigarettes, gasoline, and insurance.

**flexfield segment** One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as -, /, or \). Each segment typically represents an element of your business, such as cost center, product, or account.

**flexible address format** Oracle Applications allows you to enter an address in the format most relevant for the country of your customer, supplier, bank, or remit-to site. This is done by using descriptive flexfields to enter and display address information in the appropriate formats. The descriptive flexfield opens if the country you enter has a flexible address style assigned to it, allowing you to enter an address in the layout associated with that country.

**FOB (Free On Board)** The point or location where the ownership title of goods is transferred from the seller to the buyer. This indicates that delivery of a shipment will be made on board or into a carrier by the shipper without charge, and is usually followed by a shipping point or destination (e.g. 'FOB Our warehouse in New York'). (Receivables Lookup)

**folder** A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

**follow up date** The date when you plan to perform a subsequent action. Examples include a date that you specify for verifying that you have received payment or a date that you note for calling the customer again.

**foreign currency** In Oracle Cash Management, Payables, Receivables, Projects currency that you define for your set of books for recording and conducting accounting transactions in a currency other than your functional currency. See also *exchange rate*, *functional currency*.

**foreign currency** In Oracle Assets, a currency that you define for your set of books to record and conduct accounting transactions in a currency other than your functional currency.

**foreign currency conversion** In Oracle Cash Management and Oracle General Ledger, a process that converts a foreign currency journal entry into your functional currency. Oracle Receivables automatically converts the currency whenever you enter a journal entry in a currency other than your functional currency. Oracle Receivables multiplies the daily exchange rate you define or the exchange rate you enter to convert amounts for your functional currency. You can view the results of foreign currency conversion in the Enter Journals window.

**foreign currency conversion** In Oracle Receivables and Oracle Payables, the conversion of a foreign currency transaction, such as an invoice or a payment, into your functional currency. Oracle Receivables automatically performs this conversion whenever you enter an invoice or make a payment in a currency other than your functional currency. See also *foreign currency exchange gain or loss*

**foreign currency conversion** In Oracle Projects, a process that converts a foreign currency transaction to your functional currency.

**foreign currency exchange gain or loss** The difference in your functional currency between the invoiced amount and the payment amount when applying a receipt to an invoice. A realized gain exists if the receipt amount in your functional currency exceeds the invoice amount; a loss exists if the invoice amount in your functional currency exceeds the amount of the payment. Such gains and losses arise from fluctuations in exchange rates of the receipt currency between the invoice date and the payment date. See also *realized gain or loss*, *unrealized gain or loss*.

**Free On Board (FOB)** See *FOB*.

**freight carrier** A commercial company used to send product shipments to your customers.

**freight charges** A shipment-related charge added during ship confirmation (in Oracle Order Management) and billed to your customer.

**function** A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. See also *function activity*.

**function activity** An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure. See also *function*.

**function security** An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

**functional currency** In Oracle Assets, General Ledger, and Cash Management, the principal currency you use to record transactions and maintain accounting data within Oracle Receivables. The functional currency is usually the currency in which you perform most of your business transactions. You specify the functional currency for each set of books in the Set of Books window.

**functional currency** In Oracle Payables and Receivables, the principal currency you use to record transactions and maintain your accounting data for your set of books. You define the functional currency for each set of books within your organization. When you enter and pay an invoice in a foreign currency, Oracle Receivables automatically converts the foreign currency into your functional currency based on the exchange rate you define. Oracle Receivables creates journal entries for your multiple currency invoices and payments in both your foreign and functional currencies.

**functional currency** In Oracle Projects, the principal currency you use to maintain accounting data in your General Ledger.

**general ledger date** The date used to determine the correct accounting period for your transactions. The Oracle Receivables posting program uses this date when posting transactions to your general ledger.

**GL Date range** An accounting cycle that is defined by a beginning and ending GL Date.

**GSA** An acronym for the General Services Administration. In Oracle Receivables, you can indicate whether a customer is a government agency that orders against GSA agreements in Oracle Order Management.

**guarantee** A contractual obligation to purchase a specified amount of goods or services over a predefined period of time.

**hold** In Oracle Payables, an Oracle Applications feature that prevents a transaction from occurring or completing until the hold has been released. You can place a hold on an invoice or an invoice schedule line. All holds in Payables prevent payment; some holds also prevent posting to your general ledger.

**hold** In Oracle Receivables, a feature that prevents an order or order line from progressing through the order cycle. If you place a customer on credit hold in Receivables, you cannot create new orders for this customer in Oracle Order Management. However, you can still create transactions for this customer in Receivables.

**import program** A program that imports your bank file from an external system into Oracle Receivables. Oracle Receivables is set up to work with SQL\*Loader as the import program. Two sample SQL\*Loader control files are included with Oracle Receivables to assist you in writing your own custom control file.

**imported invoice** In Oracle Receivables, an invoice that is imported into Oracle Receivables from an external system (for example, Oracle Order Management) using the AutoInvoice program.

**imported invoice** In Oracle Payables, an invoice that is imported into Oracle Receivables using the Invoice Import program.

**incomplete invoice** An invoice whose status has not been changed to Complete or that has failed validation. To complete an invoice, several conditions must be met. For example, the invoice must have at least one line and the GL date must be in an Open or Future period.

**inflation start date** The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

**installment** One of many successive payments of a debt. You specify a payment schedule when defining your payment terms.

**installment number** A number that identifies the installment for a specific transaction.

**intraEU, taxed transaction** Transactions between non-registered traders in different EU (European Union) countries. VAT must be charged to customers within the EU if you do not know their VAT registration number. The destination country and inventory item controls which VAT rate to use.

**intraEU, zero rated transactions** Transactions between registered traders in different EU (European Union) countries. An Intra- EU transaction is zero rated if and only if you know the customer's VAT registration number; otherwise, VAT must be charged on the invoice.

**invoice** In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

**invoice** In Oracle Payables and Oracle Assets, a document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create an invoice online using the information your supplier provides on the document. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

**invoice** In Oracle Projects, a summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

**invoice batch** In Oracle Receivables, a group of invoices you enter together to ensure accurate invoice entry. Invoices within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts. An invoice batch can contain invoices in different currencies.

**invoice batch** In Oracle Payables, a feature that allows you to enter multiple invoices together in a group. You enter the batch count, or number of invoices in the batch, and the total batch amount, which is the sum of the invoice amounts in the batch, for each batch of invoices you create. You can also optionally enter batch defaults for each invoice in a batch. When you enable your batch control system option, Oracle Receivables automatically creates invoice batches for Payables expense reports, prepayments, and recurring invoices, as well as all standard invoices.

**invoice date** In Oracle Assets and Oracle Projects, the date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

**invoice date** In Oracle Receivables, the date an invoice is created. This is also the date that Oracle Receivables prints on each invoice. Oracle Receivables also use this date to determine the payment due date based on the payment terms you specify on the invoice.

**invoice date** In Oracle Payables, the date you assign to an invoice you enter in Oracle Receivables. Oracle Receivables uses this date to calculate the invoice due date, according to the payment terms for the invoice. The invoice date can be the date the invoice was entered or it can be a different date you specify.

**invoice distribution line** A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

**invoice number** A number or combination of numbers and characters that uniquely identifies an invoice within your system. Usually generated automatically by your receivables system to avoid assigning duplicate numbers.

**invoice split amount** See *split amount*.

**invoicing rules** Rules that Receivables uses to determine when you will bill your customer and the accounting period in which the receivable amount is recorded. You can bill In Advance or In Arrears. See also *bill in advance*, *bill in arrears*.

**Item Flexfield** See *System Items Flexfield*.

**item type** A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. See also *item type attribute*

**item type attribute** A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

**Item Validation Organization** The organization that contains your master list of items. You define this organization by setting the OE: Item Validation Organization profile option. See also *organization*.

**Japanese consumption tax** The Value Added Tax (VAT) paid on any expense (Input VAT) is usually recoverable against the VAT charged on revenue (Output VAT). This ensures that VAT is not inflationary within a supply chain.

**job title** In Oracle Projects, a unique combination of job level and job discipline that identifies a particular job.

**job title** In Oracle Receivables, a brief description of your customer contact's role within their organization.

**Journal Import** A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL\_INTERFACE table. Journal entries are created and stored in GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**jurisdiction code** An abbreviated address that is specific to a Tax Supplier and more accurate than a simple five digit zip code.

**key flexfield** In Oracle General Ledger, an Oracle Applications feature you use to build custom fields in which you can enter and display information relating to your business. The General Ledger Accounting Flexfield is a key flexfield.

**key flexfield** In Oracle Projects, an intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The Accounting Flexfield in your Oracle General Ledger application is an example of a key flexfield used to uniquely identify a general ledger account. An Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Receivables uses the following key flexfields:

- Accounting Flexfield
- Category Flexfield
- Location Flexfield
- Asset Key Flexfield

**key flexfield** In Oracle Payables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Receivables uses the following key flexfields:

- Accounting Flexfield
- System Items Flexfield

**key flexfield** In Oracle Receivables, an Oracle Applications feature you use to build custom fields used for entering and displaying information relating to your business. Oracle Receivables uses the following key flexfields:

- Accounting Flexfield
- Sales Tax Location Flexfield
- System Items Flexfield
- Territory Flexfield

**key indicators** A report that lists statistical receivables and collections information that lets you review trends and projections. Also an Oracle Applications feature you can use to gather and retain information about your productivity, such as the number of invoices paid. You define key indicator periods and Oracle Receivables provides a report that shows productivity indicators for your current and prior period activity.

**lamp** A one- word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

**line ordering rules** You define line ordering rules for invoice lines that you import into Receivables using AutoInvoice. AutoInvoice uses these rules to order invoice lines when it groups the transactions it creates into invoices, debit memos, and credit memos.

**location** In Oracle Receivables, a shorthand name for an address. Location appears in address list of values to let you select the correct address based on an intuitive name. For example, you may want to give the location name of 'Receiving Dock' to the Ship To business purpose of 100 Main Street.

**location** In Oracle Assets, a key flexfield combination specifying a particular place. You assign each asset to a location. Oracle Assets uses location information to produce Responsibility and Property Tax Reports.

**lockbox** A service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. Lockbox processors set up special postal codes to receive payments, deposit funds and provide electronic account receivable input to corporate customers.

**lookup code** The internal name of a value defined in an Oracle Workflow lookup type. See also *lookup type*.

**lookup type** An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. See also *lookup code*.

**Lookups** In Oracle Receivables, codes that you define for the activities and terminology you use in your business. These codes appear in lists of values in many Receivables windows. For example, you can define Lookups for personal titles, such as 'Sales Manager', so you can refer to people using these titles.

**Lookups** In Oracle Payables, a feature you use to create reference information you use in your business. This reference information appears in lists of values for many of the fields in Payables windows. There are three basic kinds of Lookups: supplier, payables, and employee. With Lookups you can create Pay Groups, supplier types, and other references used in Payables.

**manual clearing** The process in which, prior to receiving their bank statement, users mark transactions that are known to be cleared through the bank, which creates an up-to-date cash position. These cleared transactions are still available for the actual reconciliation process. Once the bank statement is received, Oracle Cash Management can automatically perform all appropriate reconciliation steps. See also *clearing*.

**manual reconciliation** The process where you manually reconcile bank statement details with the appropriate batch or detail transaction. Oracle Cash Management generates all necessary accounting entries. See also *reconciliation*.

**manual invoice** An invoice that you enter using either the Transactions or Transactions Summary window.

**maturity date** In Oracle Receivables, a date that determines when funds for an automatic receipt can be transferred from your customer's bank account to your bank account. See also *Bill of Exchange*.

**maturity date** In Oracle Payables and Oracle Cash Management, the date your bank disburses funds to a supplier for a future dated payment. Oracle Receivables displays the maturity date on the future dated payment document to inform your supplier and bank when the bank should transfer funds to the supplier's bank. You can update the payment status from Issued to Negotiable on or after the maturity date.

**memo pad** An area where you write as many notes as you need regarding your conversation with a customer.

**message distribution** A line at the bottom of the toolbar that displays helpful hints, warning messages, and basic data entry errors.

**message line** A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

**MICR number** (Magnetic Ink Character Recognition number) A number that appears on a receipt and associates your customer with a bank. This number consists of two segments. The first segment is the Transit Routing number, which identifies the bank from which your customer draws their check. The second segment identifies your customer's account at that bank. These segments correspond to the Bank Branch Number and the Bank Account Number fields in the Banks and Bank Accounts windows.

**minimum accountable unit** The smallest meaningful denomination of a currency (this might not correspond to the standard precision). While a currency may require a precision of three places to the right of the decimal point, for example, .001 (one thousandth), the lowest denomination of the currency may represent 0.025 (twenty-five thousandths). Under this example, the Minimum Accountable Unit would be .025. Calculations in this currency would be rounded to .025 (the Minimum Accountable Unit), not .001 (the precision).

**miscellaneous receipts** A feature that lets you record payments that you do not apply to debit items, such as refunds and interest income.

**model invoice** An invoice used as a template that you copy to create new invoices.

**multi-org** See *multiple organizations*.

**multiple organizations** The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

**Multiple Reporting Currencies** An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

**natural account segment** In Oracle General Ledger, the segment that determines whether an account is an asset, liability, owners' equity, revenue, or expense account. When you define your chart of accounts, you must define one segment as the natural account segment. Each value for this segment is assigned one of the five account types.

**Natural Application Only** A Transaction Type parameter that, if enabled, does not let you apply a transaction to a debit item if the application will reverse the sign of the debit item (for example, from a positive to a negative balance). Natural Application does not apply to chargebacks and adjustments. See *Overapplication*.

**node** An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. See also *process*.

**non-revenue sales credit** Sales credit you assign to your salespeople that is not associated with your invoice lines. This is sales credit given in excess of your revenue sales credit. See also *revenue sales credit*.

**offset account** An offset account is used to balance journal entries in your General Ledger. For example, offsetting accounts for a guarantee are the Unbilled Receivables and the Unbilled Revenue accounts.

**on account** Payments where you intentionally apply all or part of the payment amount to a customer without reference to a debit item. On account examples include prepayments and deposits.

**on account credits** Credits that you assign to your customer's account that are not related to a specific invoice. You can create on account credits in the Transactions window or using AutoInvoice.

**on account payment** The status of a payment of which you apply all or part of its amount to a customer without reference to a specific debit item. Examples of these are prepayments and deposits.

**online processing** When, during the execution of a single process, no further input is allowed until the process is complete.

**open batch** Status of a batch that is in balance, but contains unapplied or unidentified payments.

**open items** Any item, such as an invoice, debit memo, credit memo, chargeback, on account credit, on account payment, or unapplied payment, whose balance due is not yet zero.

**Oracle8 tables** A table is a two-dimensional graphic representation of data consisting of columns and rows. Categories of information are listed across the top of each table, while individual listings of information are listed down the left side. In this format, you can readily visualize, understand, and use the information. Oracle Financials products use Oracle8 tables to store the information you need to run your business.

**order date** The date upon which an order for goods or services is entered.

**organization** A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

**original system** The external system from which you are transferring data into Oracle Receivables tables.

**other receipts** See *miscellaneous receipts*.

**out of balance batch** The status of a batch when the control count or amount does not equal the actual count or amount.

**Overapplication** A Transaction Type parameter that, if enabled, lets you apply a transaction to a debit item even if it will reverse the sign of the debit item (for example, from a positive to a negative balance). Overapplication applies to debit items such as debit memos, deposits, guarantees, credit memos, and on-account credits. See also *Natural Application Only*.

**overflow record** A type of bank file record that stores additional payment information that could not fit on the payment record. Each overflow record must have a payment record as a parent. Typically, an overflow record will store additional invoice numbers and the amount of the payment to apply to each invoice.

**parallel processing** Parallel processing allows segments of a program to be processed by different processors at the same time to reduce the overall time to complete the program.

**parameter (report)** See *report parameter*.

**parent segment value** An Accounting Flexfield segment value that references a number of other segment values, which are referred to as child segment values. Oracle Receivables uses parent segment values for creating Accounting Flexfields that summarize others and for creating summary reports. See also *child segment value*.

**payment** Any form of remittance, including checks, cash, money orders, credit cards, and Electronic Funds Transfer.

**payment application** This report column represents the payments that were applied to the item within the GL Date range that you specified. If the transaction number corresponds to the item the payment was applied to, then the amount should be positive. If the transaction number is the payment itself, then the amount should be negative. The amount in this column should match the sum of the amounts in the Applied Amount, Earned Discount, and Unearned Discount columns of the Applied Receipts Register Report.

**payment batch** In Oracle Payables, a group of invoices selected for automatic payment processing. Oracle Receivables creates a payment batch when you initiate AutoSelect. Oracle Receivables selects invoices, according to criteria you specify, and produces payments for the invoices in the payment batch. Oracle Receivables uses the payment method and format you specify for the bank account you choose for a payment batch to build and format payments for the invoices in the batch.

**payment batch** In Oracle Receivables, a payment batch is called as a *receipt batch*, which is a group of payments that you enter together to reduce data entry errors, share various default values, and to group them according to a common attribute. For example, you might add all payments from the same customer to a batch. Payments within the same batch share the same batch source and batch name. Receivables displays any differences between the control and actual counts and amounts.

**payment format** In Oracle Payables, a definition that determines your payment creation and remittance advice programs for a given payment document. When you define a payment format, you do so for a particular payment method.

**payment format** In Oracle Receivables, a feature that allows you to make invoice payments using a variety of methods. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables associates receipt class, remittance bank, and receipt account information with your receipt entries. See also payment method

**payment method** In Oracle Payables, a feature that allows you to make invoice payments using a variety of methods. You can disburse funds using checks, electronic funds transfers, and wire transfers. Oracle Receivables updates your payment schedules the same way regardless of which payment method you use. You can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method.

**payment method** In Oracle Receivables, an attribute that associates receipt class, remittance bank and receipt account information with your receipts. You can define payment methods for both manual and automatic receipts.

**payment method** In Oracle Cash Management, you can assign a payment method to suppliers, supplier sites, invoice payment schedule lines, and payment formats. You can then assign one or more payment formats to a bank account. You can have multiple payment formats for each payment method. Receivables payment methods let you associate receipt class, remittance bank and receipt account information with your receipt entries. You can define payment methods for both manual and automatic receipts. In Payroll, there are three standard payment types for paying employees: check, cash and direct deposit. You can also define your own payment methods corresponding to these types.

**payment schedules** The due date and discount date for payment of an invoice. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days with the full invoice amount due within 30 days of the invoice date. See also *scheduled payment*, *payment terms*.

**payment terms** The due date and discount date for payment of a transaction. For example, the payment term '2% 10, Net 30' lets a customer take a two percent discount if payment is received within 10 days; after 10 days, the entire balance is due within 30 days of the invoice date with no applicable discount. See also *discount*, *scheduled payment*.

**precedence numbers** Numbers used to determine how Receivables will compound taxes. The tax line with the highest precedence number will calculate tax on all tax lines with a lower precedence number.

**Post QuickCash** Receipts entered through the QuickCash window or using AutoLockbox are stored in interim tables; this lets you review them to ensure that all receipt and application information is correct. After verifying that all information is correct, you can run Post QuickCash to update your customer's account balances. See also *QuickCash*.

**primary customer information** Address and contact information for your customer's headquarters or principal place of business. Primary addresses and contacts can provide defaults during order entry.

**primary role** Your customer contact's principle business function according to your company's terminology. For example, people in your company may refer to accounting responsibilities such as Controller or Receivables Supervisor.

**primary salesperson** The salesperson that receives 100% of the sales credits when you first enter an invoice or commitment.

**print lead days** The number of days you subtract from the payment due date to determine the invoice date for each installment. You can only specify Print Lead Days when you are defining split payment terms.

**process** A set of Oracle Workflow activities that need to be performed to accomplish a business goal. See also *Account Generator*, *process activity*, *process definition*.

**process activity** An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. See also *process*.

**process definition** An Oracle Workflow process as defined in the Oracle Workflow Builder. See also *process*.

**profile option** A set of changeable options that affect the way your applications run. In general, profile options can be set at one or more of the following levels: site, application, responsibility, and user. Refer to the Oracle Receivables Profile Option appendix for more information.

**promise date** The date on which a customer promises to pay for products or services.

**proprietary account** An account segment value (such as 3500) assigned one of the five proprietary account types. The five types include Asset, Liability, Owner's Equity, Revenue, and Expense.

**Proprietary account** An account that contains a proprietary account.

**proprietary account type** Any of the five account types: Asset, Liability, Owner's Equity, Revenue, and Expense.

**proprietary funds** A fund type that uses accounting and reporting techniques similar to commercial enterprises. Examples of proprietary funds include internal service funds, such as a central motor pool or central public works facility, and enterprise funds.

**protection level** In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. See also *Account Generator*.

**proxima payment terms** A payment term you define for invoices due on the same day each period, such as your credit card or telephone bills. When you define a proxima payment term, you specify a cutoff day and the day of month due. This type of payment term is also used with consolidated billing invoices. See also *cutoff day*, *consolidated billing invoice*.

**purge** A Oracle Receivables process where you identify a group of records for Oracle Receivables to delete from the database. Oracle Receivables purges each record and its related records. Oracle Receivables maintains summary data for each record it purges.

**QuickCash** A feature that lets you enter receipts quickly by providing only minimal information. After using QuickCash to enter your receipts, you can post your payment batches to your customer accounts by running Post QuickCash. See also *Post QuickCash*.

**quota sales credits** See *revenue sales credit, non-revenue sales credit*.

**realized gain or loss** The actual gain or loss in value that results from holding an asset or liability over time. Realized gains and losses are shown separately on the Income Statement. See also *unrealized gain or loss, foreign currency exchange gain or loss*.

**reasons** Standard definitions that you can customize to clarify your adjustment entries, debit memos, customer responses, invoices, credit memos, payment reversals and on account credits. Use reasons to improve the quality of your reporting.

**receipt batch source** A name that you use to refer to how your company accounts for receipts. Receipt batch sources relate your receipt batches to both the bank and the accounting information required for recording and posting your receipts.

**receipt class** Automatic receipt processing steps that you relate to your payment methods. You can choose whether to confirm, remit, and clear automatic receipts.

**receipt grace days** A specific number of days that you assign to your customers and sites to effectively extend the due dates for their outstanding debit items.

**receipt source** Your name for a source from which your company receives cash. Your receipt sources determine the accounting for payments that are associated with them. Receipts that you deposit in different banks belong in different payment sources.

**receipts** Payment received in exchange for goods or services. These include applied and unapplied receipts entered within the GL date range that you specified. If the receipt is applied within the GL date range that you specified, it will appear in the Applied Receipts register; otherwise it will appear in the Unapplied Receipt Register. See also *cross site and cross customer receipts, cross currency receipt*.

**receivable activities** Predefined Receivables activities used to define the general ledger accounts with which you associate your receivables activities.

**receivables activity name** A name that you use to refer to a receivables activity. You use receivables activities during the setup process to create accounting distributions for cash and miscellaneous receipt payments, receivables adjustments, discounts, receivables accounts, and finance charges.

**reciprocal customer relationship** An equal relationship shared between two customers. Both customers can enter invoices against each others commitments as well as pay each others debit items.

**reconciliation** In Oracle Receivables, an analysis that explains the difference between two balances. If you are using Cash Management to reconcile receipts, payments are reconciled when they are matched to a bank statement line.

**reconciliation** In Oracle Payables, the process of matching and clearing your bank account statement lines with payments and receipts entered in Payables and Receivables. A reconciled document has been matched to a bank statement line in Cash Management. Oracle Receivables inserts a cleared date and amount for all payments that your bank reports as cleared.

**record type** A bank file is made up of many different rows or records. Each record must have a type. For example, a record may store information about a payment record or a batch record. Record types help Oracle Receivables determine where different types of data are stored in your bank file.

**recurring invoice** A feature that lets you create invoices for an expense that occurs regularly and is not usually invoiced. Monthly rents and lease payments are examples of typical recurring payments. You define recurring invoice templates and Oracle Receivables lets you define recurring invoices using these templates. See also *recurring rule*.

**recurring rule** A rule that is applied to the model invoice to determine the invoice dates of the recurring invoices. You can choose Annually, Bi-Monthly, Days, Monthly, Quarterly, Semi-Annually, Single Copy, and Weekly.

**recurring schedule** A schedule used to determine the number of recurring invoices created. You specify the recurring rule and number of recurring invoices you want to create.

**relationship** An association you can create between two or more customers in Receivables to make payment applications easier. See also *reciprocal customer relationship*.

**relative amount** The amount that represents the numerator for the ratio used to determine the amount due. You specify your relative amount when you define your payment terms.

$$\text{Amount Due} = \frac{\text{Relative Amount}}{\text{Base Amount}} \times \text{Invoice Amount}$$

**remittance addresses** The address to which your customers remit their payments.

**remittance bank** The bank in which you deposit your receipts.

**report** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle Projects, an organized display of Oracle Applications information. A report can be viewed online or sent to a printer. The content of information in a report can range from a summary to a complete listing of values.

**report** In Oracle General Ledger, a combination of at least a row set and column set, and optionally a content set, display group, row order, and runtime options, such as currency and override segment name, that you can define and name. When you request financial statements, you can enter this name, and Oracle Receivables automatically enters the report components and runtime options for you. You simply specify the accounting period. Oracle Receivables automatically enters the rest.

**report headings** In Oracle Assets, Oracle Payables, Oracle Receivables, and Oracle General Ledger, a descriptive section found at the top of each report giving general information about the contents of the report.

**report headings** In Oracle Payables, report headings also provide you with the name of the Set of Books selected for all Oracle Receivables transactions and reports. Oracle Receivables prints the name of your Set of Books in the heading of most reports.

**report option** See *report parameter*.

**report parameter** In Oracle Assets, Oracle General Ledger, and Oracle Receivables, options that let you sort, format, select, and summarize the information in your reports.

**report parameter** In Oracle Payables, a variable you use to restrict information in a report, or determine the format of the report. For example, you may want to limit your report to the current month, or display information by supplier number instead of supplier name. Most standard reports in Oracle Receivables that you can submit manually have a set of report parameters.

**report set** A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

**Reserve for Encumbrance** A portion of fund balance you use to record anticipated expenditures. In Oracle Financials, you define your Reserve for Encumbrance account when you define your set of books. Oracle Financials uses your Reserve for Encumbrance account to create offsets for unbalanced encumbrance entries you create in Purchasing, Payables, and General Ledger.

**responsibility** In Oracle Projects, Oracle Payables, and Oracle Receivables, a level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications windows, menus, reports, and data to fulfill your role in an organization. Several users can share the same responsibility, and a single user can have multiple responsibilities.

**responsibility** In Oracle Assets and Oracle General Ledger, a level of authority within Oracle Receivables. Each responsibility provides a user with access to a menu and a set of books. You can assign one or more responsibilities to each user. Responsibilities let you control security in Oracle Receivables.

**result code** In Oracle Workflow, the internal name of a result value, as defined by the result type. See also *result type*, *result value*.

**result type** In Oracle Workflow, the name of the lookup type that contains an activity's possible result values. See also *result code*, *result value*.

**result value** In Oracle Workflow, the value returned by a completed activity, such as *Approved*. See also *result code*, *result type*.

**return reason** Justification for a return of product. Many companies have standard reasons that are assigned to returns to be used to analyze the quantity and types of returns. See also *credit memo reasons*.

**revaluation** In Oracle Assets, a feature that allows you to adjust the cost of your assets by a revaluation rate. The cost adjustment is necessary due to inflation or deflation. You can define revaluation rules for accumulated depreciation, for amortization of revaluation reserve, and for revaluation ceilings.

**revaluation** In Oracle Receivables, a restatement of assets of liabilities denominated in a foreign currency using exchange rates that you enter. Fluctuations in exchange rates between the transaction and revaluation dates result in revaluation gains or losses.

**revenue credit** See *revenue sales credit*.

**revenue recognition** The point at which revenue is recorded. The concept of revenue recognition is central to accrual-basis accounting. Revenue recognition schedules detail the points at which percent amounts of a sale are recognized as revenue.

**revenue sales credit** Sales credit you assign to your salespeople that is based on your invoice lines. The total percentage of all revenue sales credit must be equal to 100% of your invoice lines amount. Also known as **quota sales credits**. See also *non-revenue sales credit*, *sales credit*.

**rollforward** The process of taking the beginning balance of a period and then accounting for the transactions within that period by attempting to equate the beginning balance with the ending balance for the period.

**sales credit** Credits that you assign to your salespeople when you enter orders, invoices, and commitments. Credits can be either quota or non-quota and can be used in determining commissions. See also *non-revenue sales credit*, *revenue sales credit*.

**sales tax** A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

**sales tax structure** The collection of taxing bodies that you will use to determine your tax authority. 'State.County.City' is an example of a Sales Tax Structure. Oracle Receivables adds together the tax rates for all of these components to determine a customer's total tax liability for a transaction.

**salesperson** A person who is responsible for the sale of products or services. Salespeople are associated with orders, returns, invoices, commitments, and customers. You can also assign sales credits to your salespeople.

**scheduled payment** A schedule used to determine the amount and date of payment due. You use payment terms to determine your scheduled payment as well as any discounts offered. See also *payment terms*.

**selection options** For each report, Oracle Receivables provides you with parameters you can choose to make your report as brief as possible. For example, on the Aging - 4 Buckets report, you can specify that you want to review the report for a range of customers or only the aging information for one customer. This feature saves time and lets you retrieve data in different ways.

**senior tax authority** The first tax location in your sales tax structure. This segment does not have a parent location. For example, in the sales tax structure 'State.County.City', State is the senior tax authority.

**sequence type** Receivables provides two types of sequences: Automatic and Manual. Automatic numbering sequentially assigns a unique number to each transaction as it is created. Manual numbering requires that you manually assign a unique number to each transaction when you create it. You can skip or omit numbers if desired.

**sequencing** A parameter you can set when defining your dunning letter sets to ensure that your customers and sites receive proper notification of past due debit items. Sequencing ensures that a customer receives each of the dunning letters in their dunning letter set in the proper order. See also *document sequence*.

**set of books** A financial reporting entity that uses a particular chart of accounts, functional currency and accounting calendar. You must define at least one set of books for each business location.

**ship date** The date upon which a shippable item is shipped.

**Ship To Address** The address of the customer who is to receive products or services listed on the invoice or order.

**ship via** See *freight carrier*.

**shorthand flexfield entry** A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

**SIC code** (Standard Industry Classification Code) A standard classification created by the government that is used to categorize your customers by industry.

**site use** See *business purpose*.

**split amount** A dollar amount that determines the number of invoices over and under this amount, as well as the total amounts remaining. For example, your company generates invoices that are either \$300 or \$500. You choose \$400 as your split amount so that you can review how much of your open receivables are comprised of your \$300 business and how much corresponds to your \$500 business. The split amount appears in the Collection Effectiveness Indicators Report.

**split payment terms** A feature used to automatically schedule multiple payments for an invoice. You can split payments using either a flat amount or a percentage of the total amount due.

**spot exchange rate** A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

**staged dunning** A dunning method in which letters are based on the dunning levels of past due debit items. This method lets you send dunning letters based on the number of days since the last letter was sent, rather than the number of days items are past due. For each dunning letter, you specify the minimum number of days that must pass before Receivables can increment an item's dunning level and include this item in the next dunning letter.

**standard memo lines** A type of line that you assign to an invoice when the item is not an inventory item (for example, 'Consulting Services'). You define standard memo lines to speed data entry when creating your transactions.

**standard reversal** A payment reversal where Oracle Receivables automatically updates your general ledger and re-opens the debit items you closed by reversing the original payment.

**statements** Printed documents you send to your customers to communicate their invoice, debit memo, chargeback, deposit, payment, on- account credit, credit memo, and adjustment activity.

**status** See *customer status*.

**status line** A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: ^ or v symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the <Insert> indicator or *lamp* informs you that the current window is in insert character mode; and the <List> lamp appears when a list of values is available for the current field.

**System Items Flexfield** A flexfield that allows you to define the structure of your item identifier according to your business requirements. You can choose the number and order of segments (such as product and product line), the length of each segment, and other characteristics. You can define up to twenty segments for your item. Also known as **Item Flexfield**.

**tablespace** The area in which an Oracle database is divided to hold tables.

**tax authority** A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local and federal governments in the US), while in others there may be only one. Each authority may charge a different tax rate. Within Oracle Receivables, tax authority consists of all components of your tax structure. For example: California.San Mateo.Redwood Shores for State.County.City. Oracle Receivables adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice.

**tax codes** Codes to which you assign sales tax or value-added tax rates. Oracle Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables Lookup)

**tax engine** A collection of programs, user defined system parameters, and hierarchical flows used by Oracle Receivables to calculate tax.

**tax exempt** A customer, business purpose, or item to which tax charges do not apply. See also *exemption certificate*.

**Tax Identification Number** In the United States, the number used to identify 1099 suppliers. If a 1099 supplier is an individual, the Tax Identification Number is the supplier's social security number. If a 1099 supplier is a corporation, the Tax Identification Number is also known as the Federal Identification Number.

**tax location** A specific tax location within your tax authority. For example 'Redwood Shores' is a tax location in the Tax Authority California.San Mateo.Redwood Shores.

**tax type** A feature you use to indicate the type of tax charged by a tax authority when you define a tax name. Oracle Receivables uses the tax type during invoice entry to determine the financial impact of the tax. When you enter a tax of type Sales, Oracle Receivables creates a separate invoice distribution line for the tax amount. When you enter a tax of type Use, Oracle Receivables does not create the invoice distribution line.

**territory** A feature that lets you categorize your customers or salespeople. For example, you can categorize your customers by geographic region or industry type.

**Territory Flexfield** A key flexfield you can use to categorize customers and salespersons.

**tolerance percentage** The percentage amount by which customers are allowed to exceed their credit limit and still pass the credit check.

**transaction type** In Oracle Receivables, an invoice control feature that lets you specify default values for invoice printing, posting to the general ledger, and updating open receivable balances.

**transaction type** In Oracle Assets, the kind of action performed on an asset. Transaction types include addition, adjustment, transfer, and retirement.

**transaction type** In Oracle Cash Management, transaction types determine how Cash Management matches and accounts for transactions. Cash Management transaction types include Miscellaneous Receipt, Miscellaneous Payment, Non-Sufficient Funds (NSF), Payment, Receipt, Rejected, and Stopped.

**transactions** These include invoices, debit memos, credit memos, deposits, guarantees and chargebacks entered with a GL date that is between the beginning and ending GL dates. The transactions are displayed in the Transaction Register in the Functional Currency column. See also *batch source*.

**transaction batch sources** See *batch source*.

**transfer to GL** The process of transferring translated accounting entries to General Ledger. Entries are not shown in any General Ledger account balance. When the entries are transferred to General Ledger, the subledger system marks the entries in the subledger tables as *posted*. Entries are posted only when the transferred entries are imported to General Ledger.

**transition** In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition. See also *activity*, *Workflow Engine*.

**translation** See *revaluation*.

**transmission format** A transmission format defines what data your bank is sending in the bank file, and how that data is organized. In Oracle Receivables, you define a transmission format that identifies what types of records you want to import, what data is in each type of record, and the position in which that data is located on the record.

**unapplied payment** The status of a payment for which you can identify the customer, but you have not applied or placed on account all or part of the payment. For example, you receive a check for \$1200.00 and you apply it to an open debit item for \$1000.00. The remaining \$200.00 is unapplied until you either apply the payment to a debit item or place the amount On Account.

**unearned discounts** Discounts your customers are allowed to take if they pay for their invoices after the discount date. (The discount date is determined by the payment terms.) You can specify at the system level whether you want to allow customers to take unearned discounts. See also *payment terms*.

**unidentified payment** The status of a payment for which the customer is unknown. Oracle Receivables retains unidentified payments for you to process further.

**unrealized gain or loss** The change in value, in functional currency units, of a foreign currency- denominated account, measured over an accounting period. See also *realized gain or loss*.

**user procedures** Oracle Receivables provides you with a report set so that you can run through your concurrent manager to generate the reports from the rollforward process. You must specify the report parameters as you are prompted. You must also specify the same GL Date range for all of the reports in the set except for the Aging reports. The Aging reports require that you declare an As Of Date. The As Of Date represents the date that Oracle Receivables uses to determine the balance of the transaction. Oracle Receivables determines the balance by taking the current balance of an item, and then reversing any transactions against this item that occurred after the As Of Date. You must enter the beginning GL Date of your GL Date range to determine your beginning balance. You must enter the ending GL Date of your GL Date range to determine the ending balance. When the process completes, you should verify the amounts on the reports.

**US Sales and Use tax** Levied on the end consumer, prior stages of supply are exempt by certificate awarded by the state of the recipient. Government and other organizations are exempt by statute. Many taxes may apply to a single transaction, including state, County, City, Transit, and Muni tax. Monthly returns to each state are required only if the operating company is registered for business within that state. Monthly reporting of Sales and Use tax can be on an accrual or cash basis.

**value** Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

**value set** A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

**value added tax (VAT)** A tax on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. The collection and payment of value added tax amounts is usually reported to tax authorities on a quarterly basis and is not included in the revenue or expense of a company. With Oracle Receivables, you control the tax names on which you report and the reference information you want to record. You can also request period- to- date value added tax reports.

**Workflow Engine** The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made. See also *Account Generator*, *activity*, *function*, *item type*.

**Zengin** The standard file format for bank transfers in Japan. The profile option AR: Alternate Name Search determines whether you can transfer this type of bank file into Receivables using AutoLockbox. The profile option AR: Zengin Character Set lets you choose the character set to use when importing bank files of this type.

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# Reader's Comment Form

## Oracle Receivables User Guide A81020-01

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