Oracle® U.S. Federal Financials

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Send Us Your Comments

Oracle U.S. Federal Financials User's Guide, Release 11*i*

Part No. A86658-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to us in the following ways:

- Electronic mail - gepdpubs_us@us.oracle.com
- FAX - (650) 506-7800 Attn: Documentation Manager
- Oracle Corporation
  Oracle Public Sector Applications
  500 Oracle Parkway, MS 3op7
  Redwood City, CA 94065
  U.S.A.

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact Oracle Support Services.

Preface

The *Oracle U.S. Federal Financials User's Guide* provides information on how to use Oracle U.S. Federal Financials.

The following sections are included in this preface:

- Audience
- Online Documentation
- Related Publications
- Document Conventions
- Training
- Do Not Use Database Tools to Modify Oracle Public Sector Applications Data
- About Oracle
- Customer Support
- Documentation Sales and Client Relations

Audience

The *Oracle U.S. Federal Financials User's Guide* provides information about Federal Financials, describes how to use each feature, provides illustrations of windows and reports, and includes detailed process diagrams and descriptions. It is designed to assist the following:

- accountants
- accounting managers
- auditors
- data entry clerks
- Oracle consultants
- Oracle customers
- project managers
- systems analysts

This guide assumes the user has a basic familiarity with Oracle Public Sector Financials.

Online Documentation

All Oracle Applications documentation is available online in HTML and PDF. The technical reference guides are available in paper format only.

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

Note: The HTML help may contain information that was not available when this guide was printed. If there is a discrepancy between product functionality and this guide, check the online help. The system administrator must install the most recent updates to ensure that online help is current.

Related Publications

This guide contains references to the following Oracle publications. Use the Release 11*i* versions of these guides, unless otherwise specified.

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle Public Sector General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Purchasing User's Guide*
- *Oracle Receivables User's Guide*
- *Oracle HRMS Documentation Set for the US*
- *Oracle Application Object Library Reference Manual*
- *Oracle Public Sector Advanced Features User's Guide*
- *Multiple Organizations in Oracle Applications*

This guide also contains references to the following U.S. Federal publications:

- *Budgetary Accounting Guide*, Financial Management Service, United States Department of the Treasury
- *Circular A-34, Instructions on Budget Execution*, Office of Management and Budget
- *Circular A-125, Prompt Payment*, Office of Management and Budget
- *Joint Financial Management Improvement Program (JFMIP)*, Financial Management Service, United States Department of the Treasury
- *Treasury Financial Manual (TFM), Financial Management Service*, United States Department of the Treasury

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

bold	Bold type denotes buttons or menu paths, as in the following example: **Submit** and **File - New - Open**
UPPERCASE	Uppercase text denotes Oracle keywords, statements, and statuses, as in the following example: CONFIRMED
`Courier`	Courier font denotes a mathematical formula, as in the following example: `2%/(100%-2%) x 360/((30-(10-0)) = 0.367`
<>	Angle brackets denote a user-selected value, as in the following example: <Pagebreak 1>
[ ]	Square brackets denote a description that assists the user, but is not actually a part of the application, as in the following example: [field not available]
WARNING:	Warnings alert users to the following type of information in this guide: **WARNING:** Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Close the window.	Indicates users should close the window using either the **File - Close Form** command or by clicking on the x in the upper right-hand corner. **Note:** The **File - Close Form** command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide. Screen shot fields are described in the accompanying window description tables.

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Training

Oracle Corporation offers a complete set of training courses to help users master Oracle Applications. We can help users develop a training plan that provides thorough training for both the project team and end users. We can work with users to organize courses appropriate to the particular user's job or area of responsibility.

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

Do Not Use Database Tools to Modify Oracle Public Sector Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Public Sector Applications tables, unless users are told to do so in the guide.

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

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

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the 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 Public Sector 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.

Customer Support

From on-site support to central support, a team of experienced professionals provides the help and information that users need to keep Oracle Public Sector Applications working for its users. This team includes the Technical Representative, Account Manager, and Oracle Corporation's large staff of consultants, and support specialists with expertise in the user's business area, managing an Oracle server, and the user's hardware and software environment.

Oracle Support Services can be reached 24 hours a day. To obtain assistance, please call one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 1344.860160**

You will be asked a series of questions that help direct you to the correct Oracle product support group. Be prepared to supply the following information:

- your CSI number, which helps Oracle Support Services track problems recorded for each customer and identifies you as a supported customer
- version numbers of the Oracle products
- operating system name and version number
- details of error numbers and descriptions, which help Oracle Support Services track down the problem more quickly
- a description of the problem

Documentation Sales and Client Relations

To order hard copy documentation, call Documentation Sales at one of the following numbers:

In the USA: **1.800.252.0303**

In Europe: **+44 0990.332200**

For shipping inquiries, product exchanges, or returns, call Client Relations at one of the following numbers:

In the USA: **1.650.506.1500**

In Europe: **+44 0990.622300**

1

Introduction

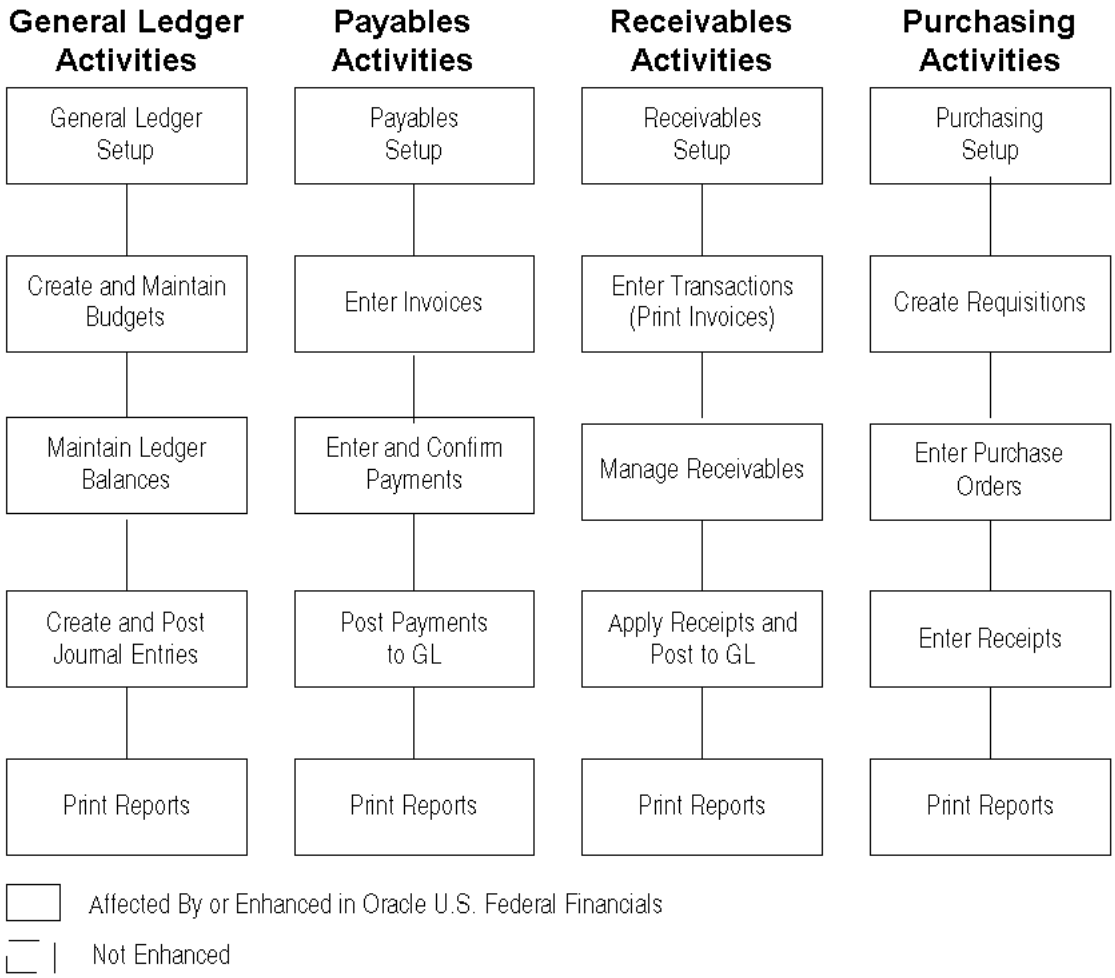
This chapter is an introduction to the features in Oracle U.S. Federal Financials. The following sections are in this chapter:

- Oracle U.S. Federal Financials Features
- Overview
- Implementing Oracle U.S. Federal Financials Diagram
- Setting Up Oracle Public Sector Financials
- Oracle U.S. Federal Financials Setup Diagram
- Setting Up Oracle U.S. Federal Financials
- Oracle U.S. Federal General Ledger Diagram
- Oracle U.S. Federal General Ledger
- Oracle U.S. Federal Purchasing Diagram
- Oracle U.S. Federal Purchasing
- Oracle U.S. Federal Payables Diagram
- Oracle U.S. Federal Payables
- Oracle U.S. Federal Receivables Diagram
- Oracle U.S. Federal Receivables
- U.S. Federal Interfaces
- U.S. Federal Reports
- Topical Essays

Oracle U.S. Federal Financials Features

Figure 1–1 shows Oracle Public Sector Financials modules that are affected by or enhanced in Oracle U.S. Federal Financials and is described in the accompanying text.

Figure 1–1 Oracle Public Sector Financials Modules Affected by or Enhanced in Oracle U.S. Federal Financials



Overview

Oracle Public Sector Financials provides the basis for an integrated financial management solution for federal agencies, providing features such as budgetary control, fund accounting, online funds checking, cost accumulation and allocation, United States Standard General Ledger (USSGL) accounts, Treasury cash accounts, regulatory and ad hoc reporting, multiple receivable line accounting, enhanced transaction codes, and multiple organization capabilities.

Oracle U.S. Federal Financials adds new features to meet the specific requirements of federal agencies.

Implementation of Oracle U.S. Federal Financials requires setup of Oracle Public Sector Financials and additional setup of new features and enhancements in Oracle U.S. Federal Financials.

New setup windows are provided to enable the Oracle U.S. Federal Financials features described in this guide.

The Oracle U.S. Federal Financials features are accessed through a new Federal Administrator responsibility added to Oracle Public Sector Financials. This responsibility can be customized or added to existing responsibilities in Oracle Public Sector Financials.

Setting Up Oracle Public Sector Financials

All required setup of Oracle Public Sector Financials must be completed before beginning setup of Oracle U.S. Federal Financials.

The *Oracle U.S. Federal Financials User's Guide* provides complete checklists for setup of System Administration, General Ledger, Payables, Receivables, and Purchasing, and describes specific setup steps that are required for Oracle U.S. Federal Financials.

Setting Up Oracle U.S. Federal Financials

The *Oracle U.S. Federal Financials User's Guide* provides detailed information about new setup procedures and setup windows in Oracle U.S. Federal Financials.

Products

Oracle U.S. Federal Financials is comprised of the following products:

- Oracle U.S. Federal General Ledger

- Oracle U.S. Federal Payables
- Oracle U.S. Federal Receivables
- Oracle U.S. Federal Purchasing

Setup Windows

The following windows are provided for setup of features in Oracle U.S. Federal Financials:

- Define Federal Seed Data
- Define Payment Terms Types
- Define Federal Options
- Define Treasury Account Codes
- Define Appropriation Parameters
- Define Budget Accounts
- Define Federal Account Symbols
- FACTS Attributes
- Define Fund Rates
- Define Other Authorization Codes
- Define US SGL Accounts
- Treasury Symbol Mapping
- Define Budget Transaction Types
- Define Budget Distributions
- Define Finance Charges
- Define Holiday / Non-Working Dates
- FMS Form 224 Report Definitions
- FMS Form 1219 / 1220 Report Definitions
- Year-End Closing
- Define Federal System Parameters
- Define Enhanced Transaction Codes
- Define Budget Transaction Codes

- Define Budget Levels
- Define Budget Users
- Copy Year-End Information
- Receivable Types
- Receivables Eligibility
- Customer Vendor Cross Reference

Oracle U.S. Federal General Ledger

The following features are provided in Oracle U.S. Federal General Ledger:

- Funds Available Inquiry
- Year-End Closing
- Budget Execution

Oracle U.S. Federal Purchasing

The following features are provided in Oracle U.S. Federal Purchasing:

- Enhanced Transaction Codes
- support for Oracle U.S. Federal General Ledger, Oracle U.S. Federal Payables, and Oracle U.S. Federal Receivables features
- support for federal reports
- support for federal interfaces

Oracle U.S. Federal Payables

The following features are provided in Oracle U.S. Federal Payables:

- Prompt Payment
- Receivables and Payables Netting
- Refunds, Voids, and Chargebacks
- Treasury Payment Formats
- Confirmation
- Posting

- Enhanced Transaction Codes
- support for federal reports

Oracle U.S. Federal Receivables

The following features are provided in Oracle U.S. Federal Receivables:

- Receivables Management
- Interagency Transactions
- Enhanced Transactions Codes
- support for federal reports

U.S. Federal Interfaces

The following features are provided in U.S. Federal Interfaces:

- Government On-line Accounting Link System (GOALS)
- FACTS I
- FACTS II

U.S. Federal Reports

The following standard reports, required for submission to Treasury, are provided in Oracle U.S. Federal Financials:

- FMS Form 224 Statement of Transactions Report
- FMS Form 1219 Statement of Accountability Report
- FMS Form 1220 Statement of Transactions Report
- Report on Receivables Due from the Public
- 1099-C Cancellation of Debt
- 1096 Annual Summary and Transmittal of U.S. Information Returns

The following reports are provided for internal agency use:

- Year-End Closing Execution Report
- Status of Funds Report
- Identification of Federal Employees Report

- Status of Obligations Report
- Supplier Tax Identification Number Listing
- Prompt Payment Due Date Report
- Prompt Payment Statistical Report
- Payments Without Reason Codes Report
- Assign Finance Charges Report
- Apply Cash Receipts Execution Report
- Trial Balance with FACTS II Attributes Report
- Transaction Register with FACTS II Attributes
- FACTS II Bulk File Layout

Topical Essays

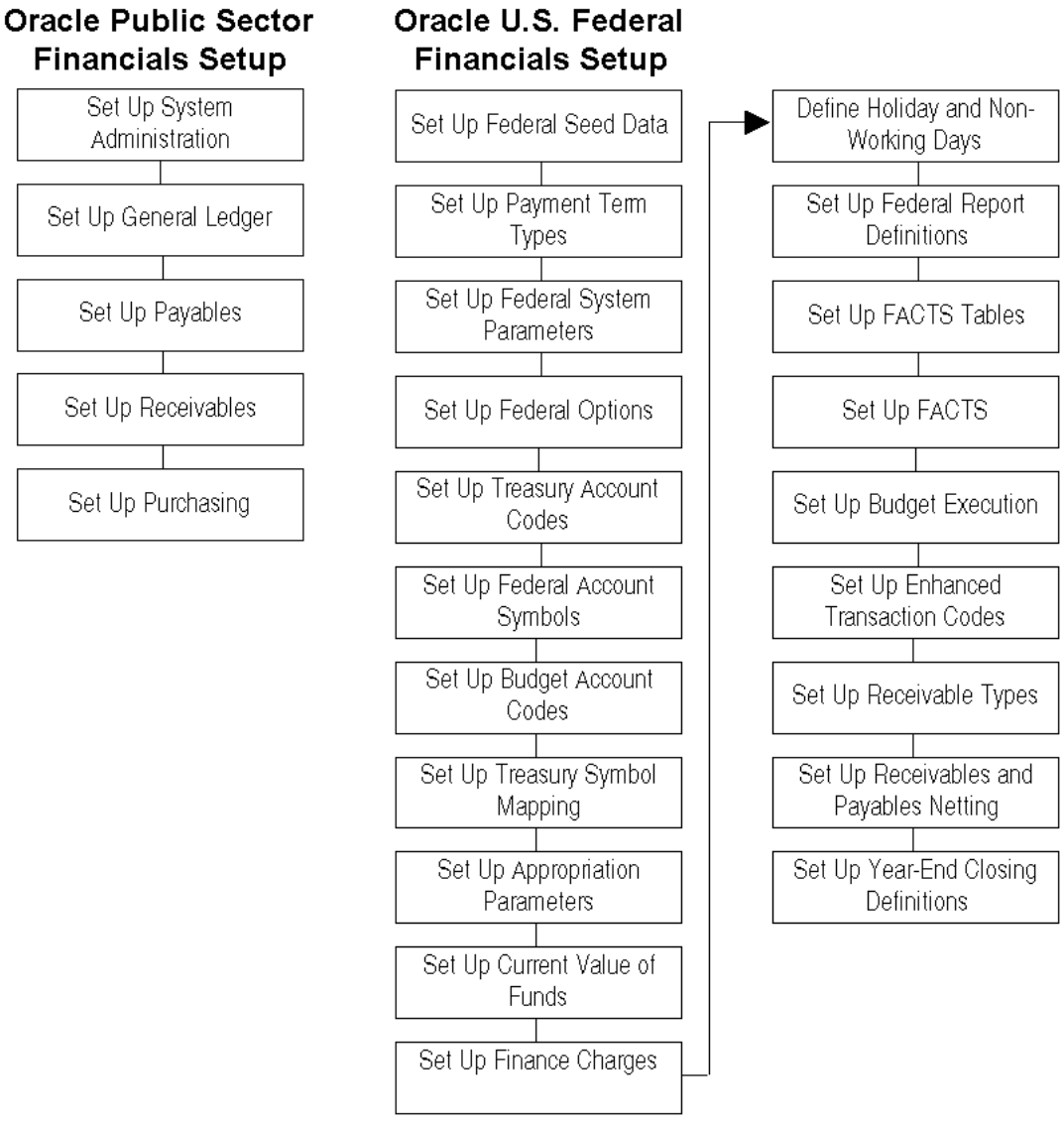
The following topical essays are provided in the appendices of this guide:

- Budget Execution Process
- Prompt Payment Process
- FMS Form 224 Statement of Transactions Process
- FMS Form1219/1220 Process
- Receivables Management Process
- Interagency Transaction Process
- Receivables and Payables Netting Process
- FACTS II Process
- Year-End Closing Process

Implementing Oracle U.S. Federal Financials Diagram

Figure 1–2 illustrates the Oracle Public Sector Financials and Oracle U.S. Federal Financials setup steps required to implement Oracle U.S. Federal Financials. The setup steps are described in the accompanying text.

Figure 1–2 Implementing Oracle U.S. Federal Financials



Setting Up Oracle Public Sector Financials

This section describes the setup procedures in Oracle Public Sector Financials that are required to implement Federal Financials.

System Administration Setup

Setup of Oracle System Administration is required to implement Oracle U.S. Federal Financials.

Details on setting up System Administration are provided in the following chapter:

- Oracle Applications System Administration Setup, page 2-1

General Ledger Setup

Setup of Oracle Public Sector General Ledger is required to implement Oracle U.S. Federal Financials.

Details on setting up General Ledger are provided in the following chapter:

- Oracle Public Sector General Ledger Setup, page 3-1

Payables Setup

Setup of Oracle Public Sector Payables is required to implement Oracle U.S. Federal Financials.

Details on setting up Payables are provided in the following chapter:

- Oracle Public Sector Payables Setup, page 4-1

Receivables Setup

Setup of Oracle Public Sector Receivables is required to implement Oracle U.S. Federal Financials.

Details on setting up Receivables are provided in the following chapter:

- Oracle Public Sector Receivables Setup, page 5-1

Purchasing Setup

Setup of Oracle Public Sector Purchasing is required to implement Oracle U.S. Federal Financials.

Details for setting up Purchasing are provided in the following chapter:

- Oracle Public Sector Purchasing Setup, page 6-1

Oracle U.S. Federal Financials Setup Diagram

Figure 1–3 to Figure 1–8 list the setup steps for Oracle U.S. Federal Financials, the windows used for setup, and the features affected by setup.

The setup steps, windows, and features affected by setup are described in the accompanying text.

Figure 1–3 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected

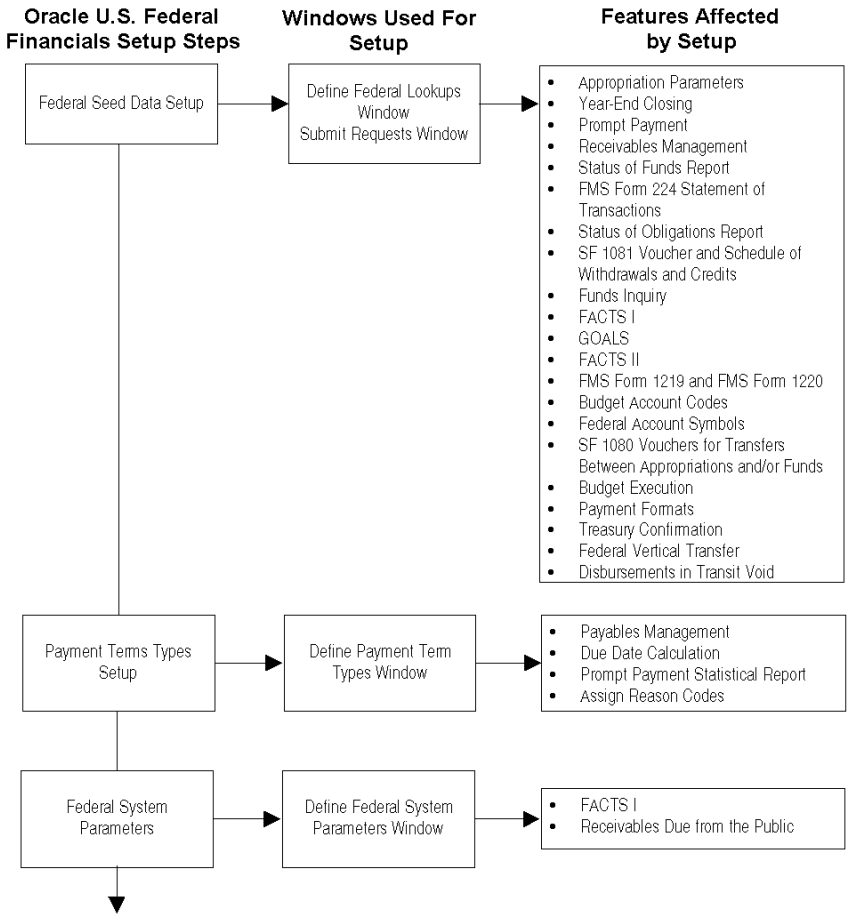


Figure 1–4 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

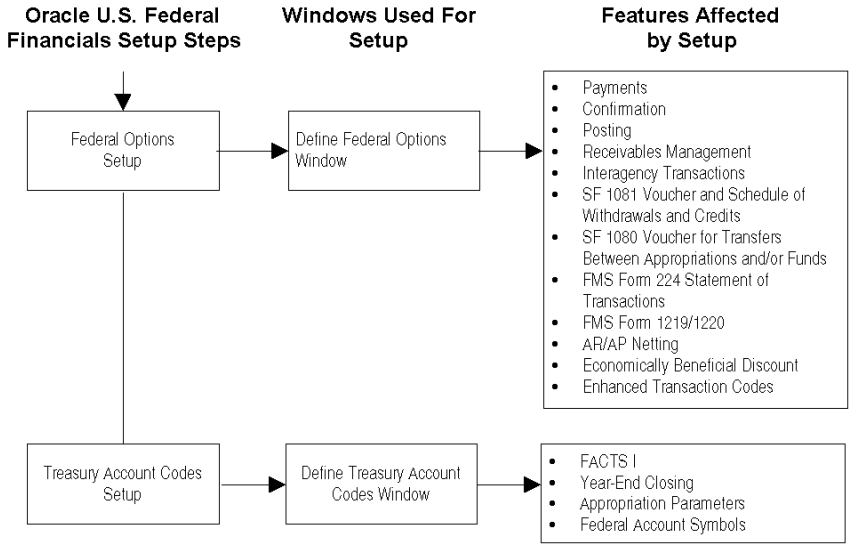


Figure 1–5 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

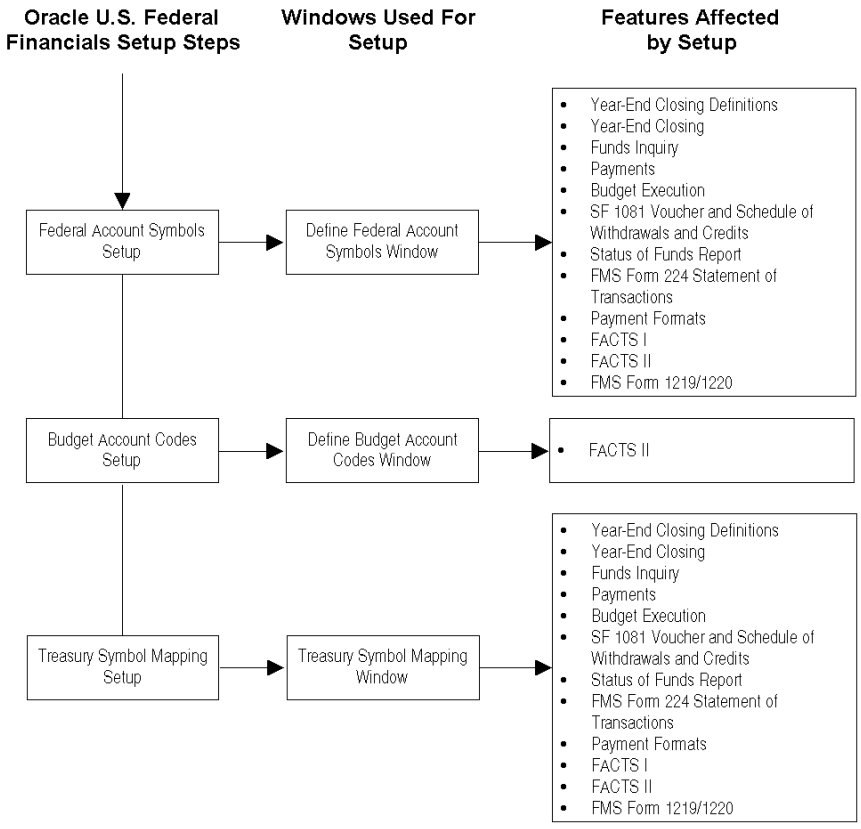


Figure 1–6 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

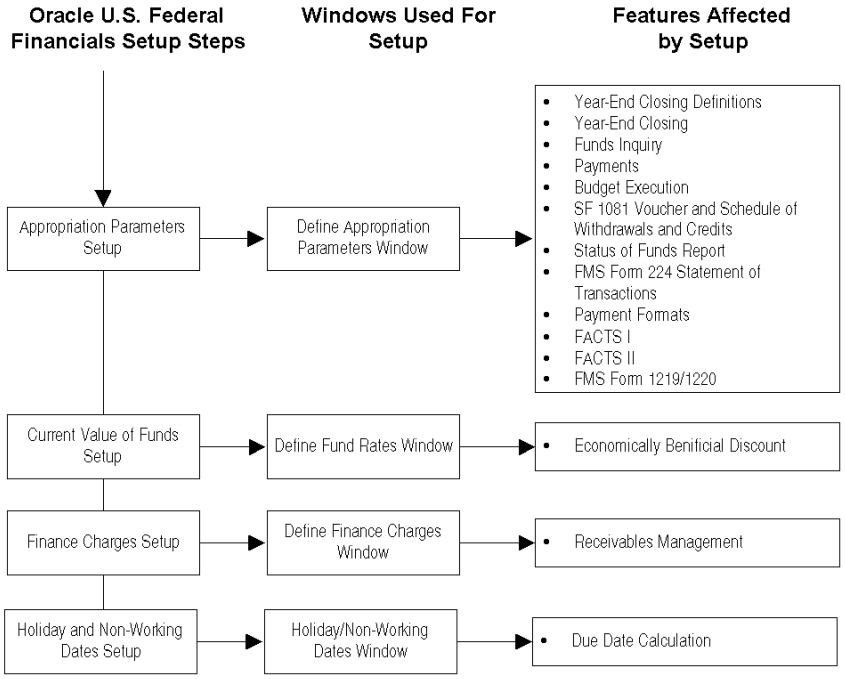


Figure 1–7 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)

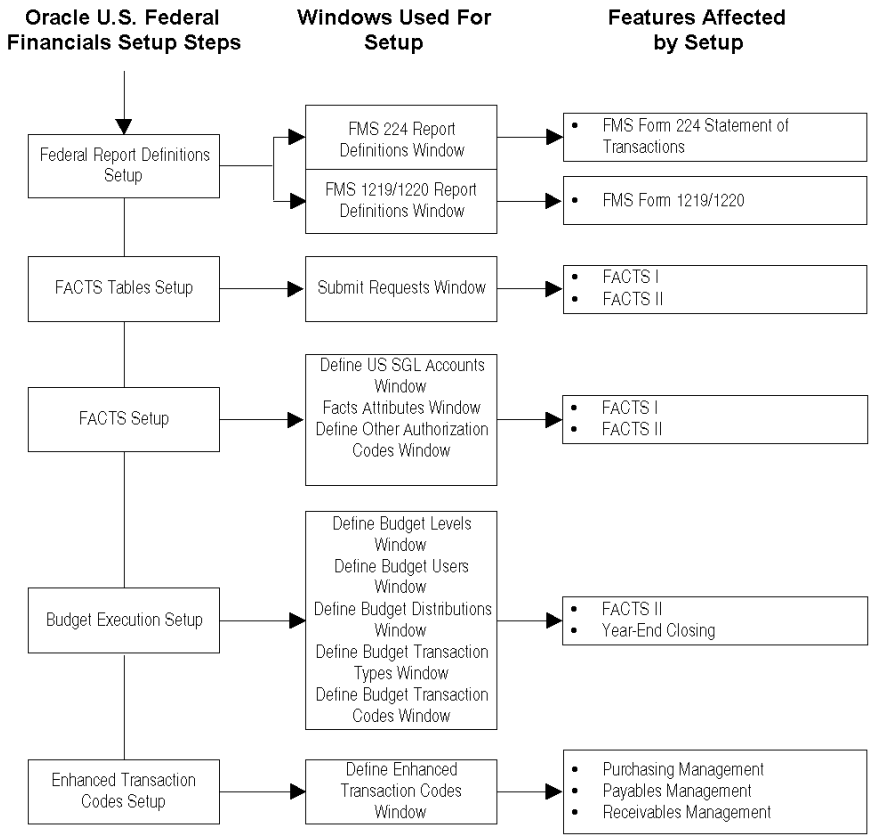
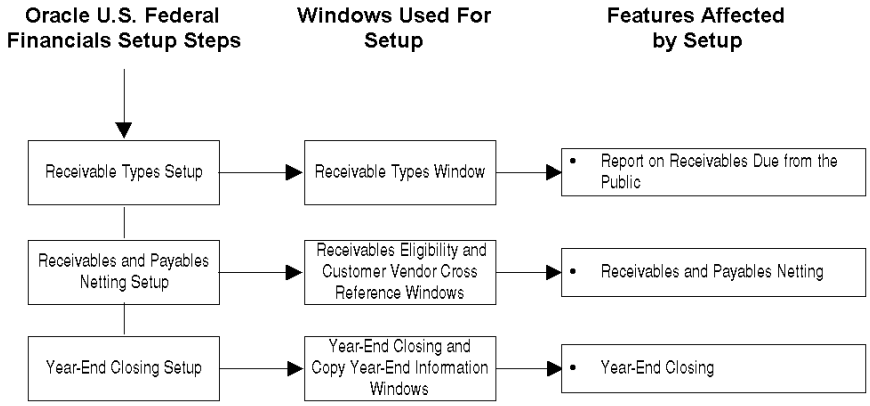


Figure 1–8 Oracle U.S. Federal Financials Setup: Steps, Windows, and Features Affected (Continued)



Setting Up Oracle U.S. Federal Financials

This section describes the setup procedures that are required for implementation of Oracle U.S. Federal Financials.

Note: For information on setting up Oracle U.S. General Ledger Budget Execution, see the *Oracle U.S. Federal General Ledger Budget Execution User's Guide*. For information on setting up Enhanced Transaction Codes, see the *Oracle Public Sector Advanced Features User's Guide*.

Federal Seed Data Setup

Federal Seed Data setup is required to implement Oracle U.S. Federal Financials.

Federal Seed Data is set up in the Define Federal Lookups and Submit Requests windows and affect the following features:

- Appropriation Parameters
- Year-End Closing
- Prompt Payment
- Receivables Management
- Status of Funds Report
- FMS Form 224 Statement of Transactions
- Status of Obligations Report
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Funds Inquiry
- FACTS I
- GOALS
- FACTS II
- FMS Form 1219 and FMS Form 1220
- Budget Account Codes
- Federal Account Symbols
- SF 1080 Vouchers for Transfers Between Appropriations and/or Funds
- Budget Execution

- Payment Formats
- Treasury Confirmation
- Federal Vertical Transfer
- Disbursements in Transit Void

Details on setting up Federal Seed Data are provided in the following chapter:

- Federal Seed Data Setup, page 8-1

Payment Terms Types Setup

Payment term types setup is required to implement Oracle U.S. Federal Financials.

Payment term types are set up in the Define Payment Term Types window and affect the following features:

- Payables Management
- Due Date Calculation
- Prompt Payment Statistical Report
- Assign Reason Codes

Details on setting up payment terms types are provided in the following chapter:

- Payment Terms Types Setup, page 9-1

Federal System Parameters Setup

Federal system parameters setup is required to generate FACTS I and Receivables Due From Public.

Federal system parameters are set up in the Define Federal System Parameters window and affect the following features:

- FACTS I
- Receivables Due from the Public

Details on setting up federal system parameters are provided in the following chapter:

- Federal System Parameters Setup, page 10-1

Federal Options Setup

Account and agency information setup is required to implement Oracle U.S. Federal Financials.

Federal options are set up in the Define Federal Options window and affect the following features:

- Payments
- Confirmation
- Posting
- Receivables Management
- Interagency Transactions
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- SF 1080 Voucher for Transfers Between Appropriations and/or Funds
- FMS Form 224 Statement of Transactions
- FMS Form 1219/1220
- AR/AP Netting
- Economically Beneficial Discount
- Enhanced Transaction Codes

Details on setting up federal options are provided in the following chapter:

- Federal Options Setup, page 11-1

Treasury Account Codes Setup

Treasury account codes setup is required to implement Oracle U.S. Federal Financials.

Treasury account codes are set up in the Define Treasury Account Codes window and affect the following features:

- FACTS I
- Year-End Closing
- Appropriation Parameters
- Federal Account Symbols

Details on setting up treasury account codes are provided in the following chapter:

- Treasury Account Codes Setup, page 12-1

Federal Account Symbol Setup

Federal account symbol setup is required to implement Federal Financials.

Federal accounts symbols are set up in the Define Federal Account Symbols window and affect the following features:

- Year-End Closing Definitions
- Year-End Closing
- Funds Inquiry
- Payments
- Budget Execution
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Status of Funds Report
- FMS Form 224 Statement of Transactions
- Payment Formats
- FACTS I
- FACTS II
- FMS Form 1219 / 1220

Details on setting up the federal account symbol are provided in the following chapter:

- Federal Account Symbol Setup, page 13-1

Budget Account Codes Setup

Budget account codes setup is optional for FACTS II reporting.

Budget account codes are set up in the Define Budget Account Codes window and affect the following feature:

- FACTS II

Details on setting up budget account codes are provided in the following chapter:

- Budget Account Codes Setup, page 14-1

Treasury Symbol Mapping Setup

Treasury symbol mapping is only required if upgrading from Federal Financials 2.0.

Treasury symbol mappings are set up in the Treasury Symbol Mapping window and affect the following features:

- Year-End Closing Definitions
- Year-End Closing
- Funds Inquiry
- Payments
- Budget Execution
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Status of Funds Report
- FMS Form 224 Statement of Transactions
- Payment Formats
- FACTS I
- FACTS II
- FMS Form 1219 / 1220

Details on setting up treasury symbol mapping are provided in the following chapter:

- Treasury Symbol Mapping Setup, page 15-1

Appropriation Parameters Setup

Appropriation parameters setup is required to implement Oracle U.S. Federal Financials.

Appropriation parameters are setup in the Define Appropriation Parameters window and affect the following features:

- Year-End Closing Definitions
- Year-End Closing
- Funds Inquiry
- Payments

- Budget Execution
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Status of Fund Report
- FMS Form 224 Statement of Transactions
- Payment Formats
- FACTS I
- FACTS II
- FMS Form 1219/1220

Details on setting up appropriation parameters are provided in the following chapter:

- Define Appropriation Parameters Setup, page 16-1

Current Value of Funds Setup

Current Value of Funds rates setup is required to implement Oracle U.S. Federal Financials.

Current value of funds rates are set up in the Define Fund Rates window and affect the following feature:

- Economically Beneficial Discount

Details on setting up the current value of funds are provided in the following chapter:

- Current Value of Funds Setup, page 17-1

Finance Charges Setup

Definition of finance charges for Receivables is required to implement Oracle U.S. Federal Financials.

Finance charges are defined in the Define Finance Charges window and affect the following feature:

- Receivables Management

Details on defining finance charges are provided in the following chapter:

- Finance Charges Setup, page 18-1

Holiday and Non-Working Dates Setup

Holidays and non-working date definition setup is required to implement Oracle U.S. Federal Financials.

Holiday and non-working dates are defined in the Holiday / Non-Working Dates window and affect the following feature:

- Due Date Calculation

Details on defining holiday and non-working dates are provided in the following chapter:

- Holiday and Non-Working Dates Setup, page 19-1

Federal Report Definitions Setup

Definition of federal reports is required to generate the FMS Form 224 and FMS Form 1219 / 1220.

Federal report definitions are set up in the following windows:

- FMS 224 Report Definitions window
- FMS 1219 / 1210 Report Definitions window

The following features are affected:

- FMS Form 224 Statement of Transactions
- FMS Form 1219 / 1220

Details on defining federal reports are provided in the following chapter:

- Federal Report Definitions Setup, page 20-1

FACTS Tables Setup

Federal Agencies' Centralized Trial Balance System (FACTS) table setup is required to generate the FACTS I and FACTS II reports in Oracle U.S. Federal Financials.

FACTS tables are set up in the Submit Requests window and affects the following features:

- FACTS I
- FACTS II

Details on setting up FACTS tables are provided in the following chapter:

- FACTS Table Setup, page 21-1

FACTS Setup

Federal Agencies' Centralized Trial Balance System (FACTS) setup is required to generate the FACTS I and FACTS II reports in Oracle U.S. Federal Financials.

FACTS setup is performed in the following windows:

- Define US SGL Accounts window
- Facts Attributes window
- Define Other Authorization Codes window

The following features are affected:

- FACTS I
- FACTS II

Details on FACTS setup are provided in the following chapter:

- FACTS Setup, page 22-1

Budget Execution Setup

Budget execution setup is required in Oracle U.S. Federal Financials.

Budget execution setup is performed in the following windows:

- Define Budget Levels window
- Define Budget Users window
- Define Budget Distributions window
- Define Budget Transaction Types window
- Define Budget Transaction Codes window

The following features are affected:

- FACTS II
- Year-End Closing

Details on setting up budget execution are provided in the following chapter:

- Budget Execution Setup, page 23-1

Enhanced Transaction Codes Setup

Enhanced transaction codes setup is required to use enhanced transaction codes in Oracle U.S. Federal Financials.

Enhanced transaction codes are setup in the Define Enhanced Transaction Codes window and affect the following features:

- Purchasing Management
- Payables Management
- Receivables Management

Details on setting up enhanced transaction codes are provided in the following chapter:

- Enhanced Transaction Codes Setup, page 24-1

Receivable Types Setup

Receivable Types setup is required to generate the Report on Receivables Due from the Public in Oracle U.S. Federal Financials.

Receivable types are set up in the Receivable Types window and affect the following feature:

- Report on Receivables Due from the Public

Details on setting up receivable types are provided in the following chapter:

- Receivable Types Setup, page 25-1

Receivables and Payables Netting Setup

Receivables and Payables Netting setup is required to use Receivables and Payables Netting.

Receivables and Payables Netting setup is performed in the Receivables Eligibility and Customer Vendor Cross Reference windows and affects the following feature:

- Receivables and Payables Netting

Details on setting up Receivables and Payables Netting are provided in the following chapter:

- Receivables and Payables Netting Setup, page 26-1

Year-End Closing Setup

Definition of year-end closing is required to implement Oracle U.S. Federal Financials.

Year-end closing is defined in the Year-End Closing and Copy Year-End Information windows and affects the following feature:

- Year-End Closing

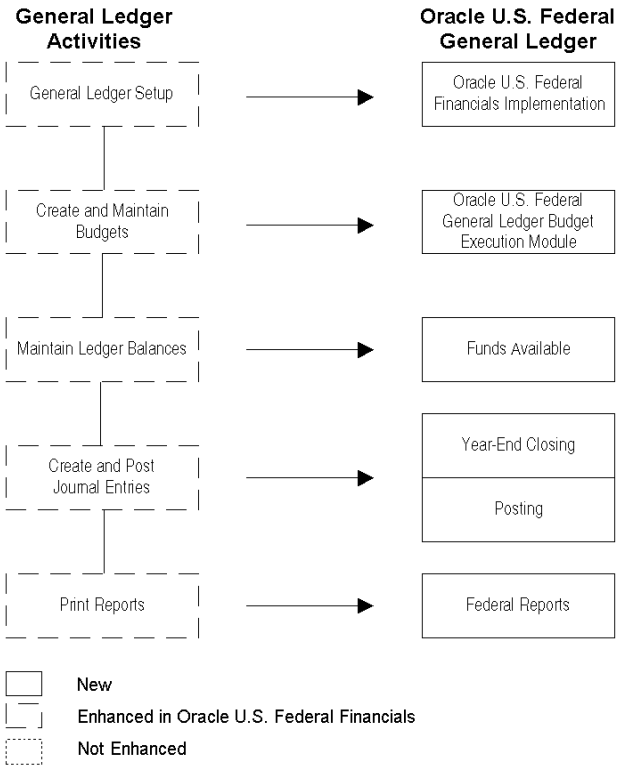
Details on defining year-end closing are provided in the following chapter:

- Year-End Closing Setup, page 27-1

Oracle U.S. Federal General Ledger Diagram

Figure 1–9 shows General Ledger activities that are enhanced in Oracle U.S. Federal General Ledger and is described in Table 1–1, page 1-29.

Figure 1–9 Oracle U.S. Federal General Ledger Features



Oracle U.S. Federal General Ledger

Oracle U.S. Federal General Ledger enhances General Ledger as shown in Table 1–1.

Table 1–1 Oracle U.S. Federal General Ledger Features

General Ledger Activities	Status	Oracle U.S. Federal General Ledger	Status
General Ledger Setup	Enhanced	Oracle U.S. Federal Financials Implementation	New
Create and Maintain Budgets	Enhanced	Oracle U.S. Federal General Ledger Budget Execution Module	New
Maintain Ledger Balances	Enhanced	Funds Available	New
Create and Post Journal Entries	Enhanced	Year End Closing Posting	New New
Print Reports	Enhanced	Federal Reports	New

This section describes the following Oracle U.S. Federal General Ledger features:

- Funds Available
- Year-End Closing
- Budget Execution

Funds Available Procedures

The Funds Available window allows agencies to monitor fund performance by viewing funds available online at both detail and summary levels. Information provided includes commitments, obligations, and expenditures against approved budget amounts.

Details on viewing funds available are provided in the following chapter:

- Funds Available Procedures, page 30-1

Year-End Closing

The Year-End Closing process allows agencies to close accounts and carry amounts forward at the end of the fiscal year according to Office of Management and Budget (OMB) requirements. The process includes liquidation of unobligated

commitments, generation of closing entries in General Ledger, and carrying forward obligated balances to the next fiscal year. Also, the process provides the flexibility to leave commitments open for all time frames.

Details on year-end closing are provided in the following chapters:

- Year-End Closing Procedures, page 31-1
- Year-End Closing Report Procedures, page 46-1
- Year-End Closing Process, page I-1

Budget Execution

Budget Execution provides a budget entry system for federal agencies and public sector organizations. Using Budget Execution, agencies and organizations can develop and record budgets and subsequently track and control funds. Multiple budgetary levels can be defined and budgetary limitations established for each level. For federal agencies, the upper levels have legal authority over the budgetary limitations. Lower levels of budget control are used typically for program management, project management, cost-center controls, and other types of internal management.

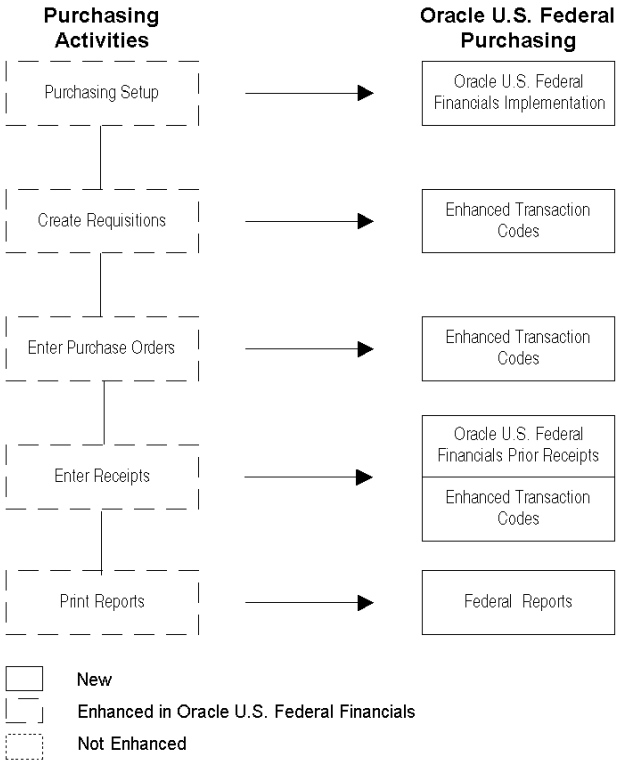
Details on budget execution are provided in the following chapters:

- Budget Execution Transaction Procedures, page 28-1
- Budget Execution Transaction History Procedures, page 29-1
- Budget Execution Process, page A-1

Oracle U.S. Federal Purchasing Diagram

Figure 1–10 shows Purchasing activities that are enhanced in Oracle U.S. Federal Purchasing and is described in Table 1–2, page 1-32.

Figure 1–10 Oracle U.S. Federal Purchasing Features



Oracle U.S. Federal Purchasing

Oracle U.S. Federal Purchasing enhances Purchasing as shown in Table 1–2.

Table 1–2 Oracle U.S. Federal Purchasing Features

Purchasing Activities	Status	Oracle U.S. Federal Purchasing	Status
Purchasing Setup	Enhanced	Oracle U.S. Federal Financials Implementation	New
Create Requisitions	Enhanced	Enhanced Transaction Codes	New
Enter Purchase Orders	Enhanced	Enhanced Transaction Codes	New
Enter Receipts	Enhanced	Oracle U.S. Federal Financials Prior Receipts Enhanced Transaction Codes	New New
Print Reports	Enhanced	Federal Reports	New

In this release of Oracle U.S. Federal Financials, Purchasing has been enhanced to support Oracle U.S. Federal General Ledger, Oracle U.S. Federal Payables, Oracle U.S. Federal Receivables, and reporting features. Procedures specific to Oracle U.S. Federal Financials are not required.

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background. This feature allows users to enact certain transactions without having to make judgements on accounting transactions that might take place.

Public sector entities use transaction codes to perform extra accounting events during purchasing and receiving activities. These extra accounting events are often budgetary in nature, but they can also be used with proprietary accounts. Transaction codes are defined in Oracle Public Sector General Ledger. The associated accounting events are defined in Federal Financials.

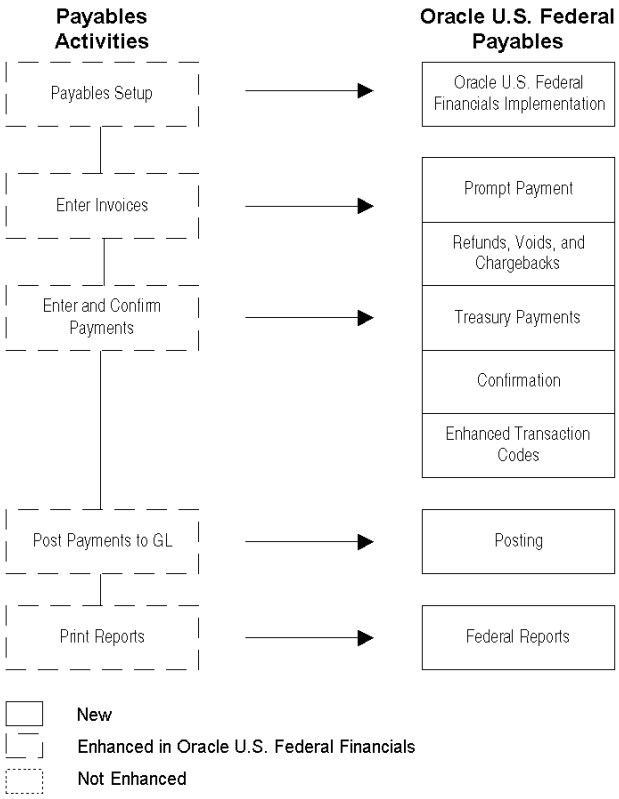
Details on enhanced transaction codes are provided in the following chapter:

- Enhanced Transaction Codes Procedures in Oracle Public Sector Purchasing, page 42-1

Oracle U.S. Federal Payables Diagram

Figure 1–11 shows Payables activities that are enhanced in Oracle U.S. Federal Payables and is described in Table 1–3, page 1-35.

Figure 1–11 Oracle U.S. Federal Payables Features



Oracle U.S. Federal Payables

Oracle U.S. Federal Payables enhances Payables as shown in Table 1–3.

Table 1–3 Oracle U.S. Federal Payables Features

Payables Activities	Status	Oracle U.S. Federal Payables	Status
Payables Setup	Enhanced	Oracle U.S. Federal Financials Implementation	New
Enter Invoices	Enhanced	Prompt Payment Refunds, Voids, and Chargebacks Treasury Payments Confirmation Enhanced Transaction Codes	New New New New New
Enter and Confirm Payments	Enhanced	Prompt Payment Refunds, Voids, and Chargebacks Treasury Payments Confirmation Enhanced Transaction Codes	New New New New New
Post Payments to General Ledger	Enhanced	Posting	New
Print Reports	Enhanced	Federal Reports	New

This section describes the following Oracle U.S. Federal Payables features:

- Prompt Payment
- Receivables and Payables Netting
- Treasury Payments
- Confirmation
- Enhanced Transaction Codes
- Posting

Prompt Payment

The Prompt Payment features are comprised of the Due Date Calculation process, the Economically Beneficial Discount process, and the Assign Reason Codes process. These features allow agencies to comply with the requirements of the Prompt Payment Act regarding the payment of commercial obligations.

The Due Date Calculation process allows agencies to use the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date as the basis for determining the due date on payment schedules. This process also considers Invoice Returns, the Constructive Acceptance Date, and original due dates that fall on a weekend or holiday.

The Economically Beneficial Discount process determines whether it is economically beneficial to take vendor discounts by comparing the discount rate to the Treasury's Current Value of Funds rate. If economically beneficial, discounts are taken automatically during the Payables AutoSelect process.

The Assign Reason Codes process allows agencies to assign reason codes to interest paid and discount lost invoices.

Payables also supplies automated support for paying and posting overdue invoices under terms of the Prompt Payment Act through the Automatic Interest feature.

Details on Prompt Payment are provide in the following chapters:

- Prompt Payment Procedures, page 33-1
- Prompt Payment Report Procedures, page 49-1
- Prompt Payment Process, page B-1

Receivables and Payables Netting

Receivables and Payables Netting allows agencies to collect on receivables from payables transactions for vendors who are also customers of the agency.

The Receivables and Payables Netting process is run as part of the payment batch process in Payables. Receivables and Payables Netting systematically searches for Receivables and Payables that are eligible for offset according to conditions set up by the agency.

Details on Receivables and Payables Netting are provided in the following chapters:

- Receivables and Payables Netting Procedures, page 34-1
- Receivables and Payables Netting Process, page G-1

Treasury Payments

Payments are sent to the Treasury through the Electronic Certification System (ECS) using the ECS ACH Vendor Payment Format and ECS NCR Vendor Check Payment Format processes, which group and format vendor payment information for transmission. After accomplishment by Treasury, payments are confirmed and invoices updated in Payables.

The CTX ACH Vendor Payment Format produces payment output files to pay vendors using electronic data transmission.

Details on Treasury payments are provided in the following chapter:

- Payment Format Procedures, page 36-1

Confirmation

The Treasury Confirmation and Reconciliation window allows agencies to record Treasury accomplishment information for manual payment batches submitted for disbursement.

After confirmation, journal entries are created to move the payment amounts from the agency's disbursement in transit liability account to its fund balance cash account.

The Treasury Confirmation and Reconciliation window also allows agencies to find and view existing Treasury payments.

Details on confirmation are provided on the following chapter:

- Confirmation Procedures, page 37-1

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background. This feature allows users to enact certain transactions without having to make judgements on accounting transactions that might take place.

Public sector entities use transaction codes to perform extra accounting events during purchasing and receiving activities. These extra accounting events are often budgetary in nature, but they can also be used with proprietary accounts. Transaction codes are defined in Oracle Public Sector General Ledger. The associated accounting events are defined in Federal Financials.

Details on enhanced transaction codes are provided in the following chapter:

- Enhanced Transaction Codes Procedures in Oracle Public Sector Payables, page 32-1

Posting

The Federal Transfer to General Ledger process allows agencies to transfer journal entries to General Ledger after batch payment processing. This process generates the proprietary and budgetary journal entries required to track economically beneficial discounts according to federal accounting rules.

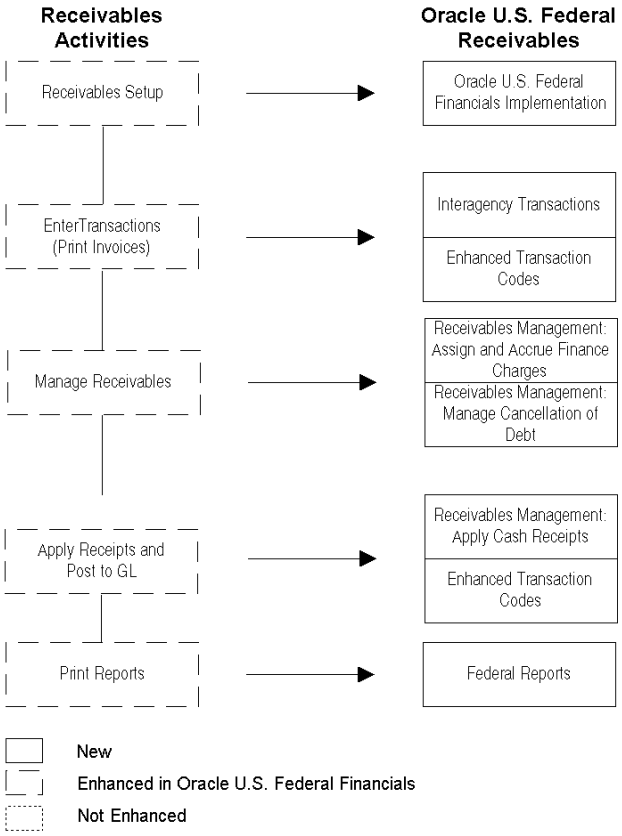
Details on posting are provided in the following chapter:

- Posting Procedures, page 38-1

Oracle U.S. Federal Receivables Diagram

Figure 1–12 shows Receivables activities that are enhanced in Oracle U.S. Federal Receivables and is described in Table 1–4, page 1-40.

Figure 1–12 Oracle U.S. Federal Receivables Features



Oracle U.S. Federal Receivables

Oracle U.S. Federal Receivables enhances Receivables as shown in Table 1–4.

Table 1–4 Oracle U.S. Federal Receivables Features

Receivables Activities	Status	Oracle U.S. Federal Receivables	Status
Receivables Setup	Enhanced	Oracle U.S. Federal Financials Implementation	New
Enter Transactions (Print Invoices)	Enhanced	Interagency Transactions Enhanced Transaction Codes	New New
Manage Receivables	Enhanced	Receivables Management: Assign and Accrue Finance Charges Receivables Management: Manage Cancellation of Debt	New New
Apply Receipts and Post to General Ledger	Enhanced	Receivables Management: Apply Cash Receipts Enhanced Transaction Codes	New New
Print Reports	Enhanced	Federal Reports	New

This section describes the following Oracle U.S. Federal Receivables features:

- Receivables Management
- Interagency Transactions
- Enhanced Transaction Codes

Receivables Management

The Receivables Management features are comprised of the Finance Charges process, the 1099-C Cancellation of Debt reporting process, and the Cash Receipts process. These features allow agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest, administrative charges, and penalties on late payments.

The Invoice Write-off process allows agencies to select an invoice and its associated debit memos and write off all remaining balances in one step.

The Finance Charges process allows agencies to assign specially defined Finance Charge Types to customers and invoices, waive finance charges on selected customers or invoices, and accrue finance charges under specified conditions.

The 1099-C Cancellation of Debt process allows agencies to file IRS Statement 1099 for each debtor for whom a debt for a specified amount is canceled during the calendar year.

The Cash Receipts process allows agencies to enter manual cash receipts and to apply those receipts against accrued finance charges and invoices.

The Invoice Status process allows agencies to assign an invoice status to overdue invoices, which enables the generation of the Report on Receivables Due from the Public.

Details on receivables management are provided in the following chapters:

- Receivables Management Procedures, page 40-1
- Receivables Management Report Procedures, page 52-1
- Receivables Management Process, page E-1

Interagency Transactions

The Interagency Transaction feature is comprised of the SF 1080 Voucher for Transfers Between Appropriations and/or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window.

The SF 1080 Voucher for Transfers Between Appropriations and/or Funds document is provided for interagency expenditure transactions when Treasury does not disburse payments for at least one of the agencies. The document is generated by the billing agency and sent to the customer agency for accomplishment.

The SF 1081 Voucher and Schedule of Withdrawals and Credits document is provided for interagency expenditure transactions when Treasury disburses payments for both billing and customer agencies. The document is generated by the billing agency and sent to the customer agency for accomplishment.

The Interagency Transfers window allows the agency to enter receipts and invoices for SF 1081 and On-line Payment and Collection (OPAC) transactions to ensure proper reporting on the FMS Form 224 Statement of Transactions Report for the accounting period.

Details on interagency transactions are provided in the following chapters:

- Interagency Transaction Procedures, page 41-1
- Interagency Transaction Process, page F-1

Enhanced Transaction Codes

Enhanced transaction codes are an optional feature providing a set of enhancements that put accounting and transaction processing logic complexity in the background. This feature allows users to enact certain transactions without having to make judgements on accounting transactions that might take place.

Public sector entities use transaction codes to perform extra accounting events during purchasing and receiving activities. These extra accounting events are often budgetary in nature, but they can also be used with proprietary accounts. Transaction codes are defined in Oracle Public Sector General Ledger. The associated accounting events are defined in Federal Financials.

Details on enhanced transaction codes are provided in the following chapter:

- Enhanced Transaction Codes Procedures in Oracle Public Sector Receivables, page 39-1

U.S. Federal Interfaces

This section describes the following U.S. Federal Interfaces features:

- GOALS
- FACTS I
- FACTS II

GOALS

The Government On-line Accounting Link System (GOALS) interface allows agencies to submit specific standard federal reports online.

Details on the GOALS interface are provided in the following chapter:

- GOALS Procedures, page 43-1

FACTS I

The Federal Agencies' Centralized Trial Balance System (FACTS I) interface allows agencies to submit preclosing adjusted trial balance reports online and to transfer a file that eliminates the need for submitting some Federal Agency reports.

Details on the FACTS I interface are provided in the following chapter:

- FACTS I Procedures, page 44-1

FACTS II

Oracle U.S. Federal Financials Federal Agencies' Centralized Trial-Balance System (FACTS II) was established by the Department of Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB). FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

Details on the FACTS II interface are provided in the following chapter:

- FACTS II Procedures, page 45-1

U.S. Federal Reports

Oracle U.S. Federal Financials provides the following standard reports required for submission to the Treasury and for internal financial management purposes.

The following reports are provided:

- Status of Funds Report
- Purchasing Management Reports
- Prompt Payment Reports
- FMS Form 224 Statement of Transactions Report
- FMS Form 1219 and 1220 Reports
- Receivables Management Reports
- FACTS I Reports
- FACTS II Reports

Status of Funds Report

The Status of Funds Report allows agencies to monitor fund performance and analyze budgeting versus spending.

Details on the Status of Funds Report are provided in the following chapter:

- Status of Funds Report Procedures, page 47-1

Purchasing Management Reports

The Status of Obligations Report allows agencies to measure financial performance against operating plan objectives and to determine if the procurement process is complete for each obligation. The Supplier Tax Identification Number Listing allows agencies to identify suppliers without tax identification numbers.

Details on the Status of Obligations Report and the Supplier Tax Identification Number Listing are provided in the following chapter:

- Purchasing and Payables Management Report Procedures, page 48-1

Prompt Payment Reports

The Prompt Payment reports provide information on vendor invoices affected by Prompt Payment requirements.

The Prompt Payment Due Date Report provides information on invoices for which a due date adjustment was made and the Prompt Payment Statistical Report provides detailed statistical information on payments within a specified date range. The Prompt Payment Exception Report provides information about payments that have an invalid due date. The Payments Without Reason Codes Report provides a list of interest paid and discount lost payments without reason codes.

Details on the Prompt Payment reports are provided in the following chapters:

- Prompt Payment Report Procedures, page 49-1
- Prompt Payment Process, page B-1

FMS Form 224 Statement of Transactions Report

The FMS Form 224 Statement of Transactions Report provides information on the financial condition and operations of federal agencies. Transactions reported include vouchers accomplished by Treasury and cash collections received for deposit.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions Report that can require review or correction.

Details on the FMS Form 224 Statement of Transactions Report and the FMS Form 224 Statement of Transactions Exception Report are provided in the following chapters:

- FMS Form 224 Statement of Transactions Report Procedures, page 50-1
- FMS Form 224 Statement of Transactions Process, page C-1
- Interagency Transaction Process, page F-1

FMS Form 1219 and 1220 Reports

The FMS Form 1219 Statement of Accountability is used to determine the accountability of disbursing officers for funds held outside the Treasury, that is cash on hand.

The FMS Form 1220 Statement of Transactions Report is prepared by disbursing officers to provide Treasury with a monthly statement of payments and collections for the agency.

Details on the FMS Form 1219 Statement of Accountability and the FMS 1220 Statement of Transactions reports are provided in the following chapters:

- FMS Form 1219 / 1220 Procedures, page 51-1
- FMS Form 1219 / 1220 Process, page D-1
- Interagency Transaction Process, page F-1

Receivables Management Reports

The Receivables Management Reports provide information on finance charges and related debt collection activities.

The Assign Finance Charges Report provides information on customers and invoices assigned finance charges during the Assign Finance Charges process, and the Apply Cash Receipts Execution Report provides information on receipts applied to invoices and finance charges.

The Report on Receivables Due from the Public is provided for compliance with reporting requirements of the Treasury's Financial Management Service (FMS).

The Identification of Federal Employees Report provides information on federal employees indebted to the U.S. Government.

The 1099-C process provides the capability to produce the 1099-C Cancellation of Debt report on electronic media when 250 reports or more are to be submitted; the 1096 Annual Summary and Transmittal of U.S. Information Returns report must be submitted with Copy A of the 1099-C Cancellation of Debt report.

Details on the Receivables Management reports are provided in the following chapters:

- Receivables Management Report Procedures, page 40-1
- Receivables Management Process, page E-1

FACTS I Reports

The FACTS I reports provide information on US SGL account balances and associated attributes affected by FACTS I requirements.

The FACTS I Exception Report lists any exceptions encountered during FACTS I processing.

Details on FACTS I Reports are provided in the following chapter:

- FACTS I Procedures, page 44-1

FACTS II Reports

The FACTS II reports provide information on US SGL account balances and associated attributes affected by FACTS II requirements. The FACTS II reports include the following:

- The Trial Balance with FACTS II Attributes Report is used by federal agencies to review US SGL account balances at the attribute level by fund within a treasury symbol.
- The Transaction Register with FACTS II Attributes Report captures every transaction posting to a US SGL account by fund with a treasury symbol.
- The FACTS II Adjusted Trial Balance Report is printed automatically during the FACTS II submission procedure.
- The FACTS II Exception Report lists any exceptions encountered during FACTS II processing.

Details on the FACTS II reports are provided in the following chapter:

- FACTS II Report Procedures, page 53-1
- FACTS II Process, page H-1

Topical Essays

This section describes the following topical essays included in this guide:

- Budget Execution Process
- Prompt Payment Process
- FMS Form 224 Statement of Transactions Process
- FMS Form 1219/1220 Process
- Receivables Management Process
- Interagency Transaction Process
- Receivables and Payables Netting Process
- FACTS II Process
- Year-End Closing Process

Budget Execution Process

Budget Execution Process describes and summarizes the Budget Execution process. This appendix also summarizes federal requirements and federal reporting requirements for budget execution.

Details on the budget execution process are provided in the following appendix:

- Budget Execution Process, page A-1

Prompt Payment Process

Prompt Payment Process describes how Oracle U.S. Federal Financials enables agencies to comply with regulations governing the payment practices of federal agencies as defined by the Prompt Payment Act.

Details on the prompt payment process are provided in the following appendix:

- Prompt Payment Process, page B-1

FMS Form 224 Statement of Transactions Process

FMS Form 224 Statement of Transactions Process describes how federal agencies generate this report, which contains debit and credit transactions and includes vouchers accomplished by the Treasury and cash collections received for deposit.

Details on the FMS Form 224 Statement of Transactions process are provided in the following appendix:

- FMS Form 224 Statement of Transactions Process, page C-1

FMS Form 1219/1220 Process

FMS Form 1219/1220 Process describes how federal agencies generate the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions reports. The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. The report is used to determine the accountability of disbursing officers for funds held outside the Treasury, that is cash on hand. The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide treasury with a monthly statement of payments and collections for the agency.

Details on the FMS Form 1219/1220 process are provided in the following appendix:

- FMS Form 1219/1220 Process, page D-1

Receivables Management Process

Receivables Management Process describes the processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act.

Details on the receivables management process are provided in the following appendix:

- Receivables Management Process, page E-1

Interagency Transaction Process

Interagency Transaction Process describes transfers between federal agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

Details on the interagency transaction process are provided in the following appendix:

- Interagency Transaction Process, page F-1

Receivables and Payables Netting Process

Receivables and Payables Netting allows agencies to manage the collection of receivables by offsetting receivables against payables to a vendor who is also a customer.

Details on the Receivables and Payables netting process are provided in the following appendix:

- Receivables and Payables Netting Process, page G-1

FACTS II Process

FACTS II reports the following information in a consolidated pre-closing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the pre-closing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed.

FACTS II replaces the SF 133 Report on Budget Execution and the FMS Form 2108 Year-End Closing Statement reports.

Details on the FACTS II process are provided in the following appendix:

- FACTS II Process, page H-1

Year-End Closing Process

Year-End Closing Process describes the set of activities that allows federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Details on the year-end closing process are provided in the following appendix:

- Year-End Closing Process, page I-1

Part I

Oracle Public Sector Financials Setup

2

Oracle Applications System Administration Setup

This chapter describes Oracle Applications System Administration setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- System Administration Setup Checklist
- System Administration Setup Steps

Overview

This chapter provides a checklist of System Administration setup in Oracle Applications and describes the setup steps that are required for Federal Financials.

All System Administration setup steps designated as required in the checklist must be completed to use Federal Financials.

Use the *Oracle Applications System Administrator's Guide* with this guide to complete or modify System Administration setup.

System Administration Setup Checklist

Table 2–1 shows the System Administration setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle U.S. Federal Financials are shown in bold italic and described in the following section, System Administration Setup Steps, page 2-4.

Table 2–1 System Administration Setup Checklist

Step Number	Setup Step	System Administration	Oracle U.S. Federal Financials
Step 1.	Create an Oracle Applications User	required	required
Step 2.	Create New Responsibilities	optional	required
Step 3.	***Implement Function Security***	***optional***	***required***
Step 4.	***Create Additional Users***	***required***	***required***
Step 5.	Set Up Printers	required	required
Step 6.	***Specify Site-Level and Application-Level Profile Options***	***required with defaults***	***required with defaults***
Step 7.	Define Concurrent Managers	optional	optional
Step 8.	Define Request Sets	optional	optional
Step 9.	Set Up Audit Trail	optional	optional
Step 10.	Modify Language Prompts	optional	optional
Step 11.	Modify Territory LOV Values	optional	optional

System Administration Setup Steps

All required System Administration setup steps for Oracle Applications must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Applications System Administrator's Guide* to complete all required setup steps that are not described in this section.

Step 3. Implement Function Security

Implement function security to control access to windows and functionality in windows. The System Administrator excludes functions and menus to restrict access for a responsibility.

1. In System Administration, navigate to the Menus window as follows:

   Application - Menu

2. The following Oracle Applications menus must be updated to include the FV_FVXCENTE, Enter Transaction Events, security information in order to use Enhanced Transaction Codes:

   - AP_NAVIGATE_GUI12
   - AR_NAVIGATE_GUI
   - PO_SUPERUSER_GUI

Table 2–2 Enter Transaction Events Security Function Setup

Field	Value
Seq	user-defined
Navigator Prompt	blank
Submenu	blank
Function	Enter Transaction Events

   Note: This security function is created and assigned to the Federal administrator menu during the installation of Federal Financials.

3. To implement function security, see Overview of Function Security, Responsibilities Window, and Menus Window, *Oracle Applications System Administrator's Guide*.

Step 4. Create Additional Users

Create new users that have access to Oracle U.S. Federal Financials or assign existing users access to Oracle U.S. Federal Financials.

In System Administration, navigate to the Users Window as follows:

Security - User - Define

Each user can be assigned one or more responsibilities.

Access to Oracle U.S. Federal Financials is required for all features.

To create new users or assign access to Oracle U.S. Federal Financials for existing users, see Overview of Oracle Applications Security, *Oracle Applications System Administrator's Guide*.

Step 6. Specify Site-Level and Application-Level Profile Options

Set the following profile options for Oracle U.S. Federal Financials in the Applications Object Library:

- Set the Flexfields: Validate on Server profile option to No at the Federal Administrator responsibility level.
- Set the maximum number of payments for a payment schedule in the FV:ECS ACH VENDOR TOTAL PAYMENTS profile option at the site level; the default number of payments is 60.
- Set the maximum number of payments for a payment schedule in the FV:ECS CHECK TOTAL PAYMENTS profile option at the site level; the default number of payments is 60.
- Set the capture interest reason codes in the FV:USE INTEREST REASON CODES profile option at the site level.
- Set the capture discount lost reason codes in the FV:USE DISCOUNT LOST REASON CODES profile option at the site level.
- Set the four-character abbreviated agency identification code in the FV:AGENCY ID ABBREVIATION profile option at the site level.
- Set the FV: Enable AR/AP Netting profile option.
- Set the Enable Transaction Codes profile option.
- Set the FV:Enable Enhanced Transaction Codes profile option.

- If Oracle Applications Multiple Organization Support has been implemented, set the following profile options for each responsibility for each operating unit where applicable:
  - MO: Operating Unit
  - HR: Business Group
  - GL: Set of Books
  - AR: Receipt Batch Source
  - AR: Transaction Batch Source
  - OE: Item Validation Organization
  - OE: Set of Books
  - Sequential Numbering
  - INV: Intercompany Currency Conversion

In System Administration, navigate to the System Profile Values window as follows:

Profile - System

The Flexfields: VALIDATE ON SERVER profile option is required for all features in Oracle U.S. Federal Financials.

The FV:ECS ACH VENDOR TOTAL PAYMENTS and FV:ECS CHECK TOTAL PAYMENTS profile options are required for Payment Formats.

The FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES profile options are required for Reason Codes.

The FV: AGENCY ID ABBREVIATION is required for the File Header Record of the payment file.

The FV: Enable AR/AP Netting profile option is required for AR/AP Netting.

The Enable Transaction Codes and FV:Enable Transaction Codes profiles options are required for Enhanced Transaction Codes.

To set profile options, see Overview of Setting User Profiles and System Profile Values Window, *Oracle Applications System Administrator's Guide*.

3

Oracle Public Sector General Ledger Setup

This chapter describes Oracle Public Sector General Ledger setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- Oracle Public Sector General Ledger Setup Checklist
- Oracle Public Sector General Ledger Setup Steps

Overview

This chapter provides a checklist of General Ledger setup in Oracle Public Sector Financials and describes the setup steps that are required for Oracle U.S. Federal Financials.

All General Ledger setup steps designated as required in the checklist must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector General Ledger User's Guide* with this guide to complete or modify General Ledger setup.

Oracle Public Sector General Ledger Setup Checklist

Table 3–1 shows the General Ledger setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle U.S. Federal Financials are shown in bold italic and described in the following section, Oracle Public Sector General Ledger Setup Steps, page 3-5.

Table 3–1 Oracle Public Sector General Ledger Setup Checklist

Step Number	Setup Step	Oracle Public Sector General Ledger	Oracle U.S. Federal Financials
Step 1.	Create Set of Books	required	required
	A. Define Chart of Accounts	required	required
	B. Define Accounting Flexfield	***required***	***required***
	C. Define Account Combinations	optional	optional
	D. Define Calendar Period Types	***required with defaults***	***required with defaults***
	E. Define Calendar Periods	***required***	***required***
	F. Define Currencies	required with defaults	required with defaults
	G. Define Set of Books	***required***	***required***
	H. Assign Set of Books to a Responsibility	required	required
	I. Define Daily Conversion Rate Types	required with defaults	required with defaults
	J. Define Rates	optional	optional
Step 2.	***Define Journal Entry Sources***	***required with defaults***	***required with defaults***
Step 3.	Define Journal Entry Categories	required with defaults	required with defaults
Step 4.	Define Suspense Accounts	optional	optional
Step 5.	Define Interfund Accounts	optional	optional
Step 6.	***Define Summary Accounts***	***required***	***required***

Table 3–1 Oracle Public Sector General Ledger Setup Checklist

Step Number	Setup Step	Oracle Public Sector General Ledger	Oracle U.S. Federal Financials
Step 7.	***Define Transaction Codes***	***required***	***required***
Step 8.	Define Statistical Units of Measure	optional	optional
Step 9.	Define Historical Rates	optional	optional
Step 10.	Define Document Sequences	optional	optional
Step 11.	Set Up Automatic Posting	optional	optional
Step 12.	Define Additional Encumbrance Types	optional	optional
Step 13.	Define System Controls	required with defaults	required with defaults
Step 14.	Define Budgetary Control Groups	optional	optional
Step 15.	Set Profile Options	required	required
Step 16.	Open and Close Accounting Periods	required	required

Oracle Public Sector General Ledger Setup Steps

All required General Ledger setup steps for Oracle Public Sector Financials must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector General Ledger User's Guide* to complete all required setup steps that are not described in this section.

Step 1-B. Define Accounting Flexfield

1. Define the accounting flexfield for the agency. The accounting flexfield must have a balancing segment and a natural account segment.

   In addition to normal transaction processing, the accounting flexfield is required for all features in Oracle U.S. Federal Financials.

   Note: Agencies must comply with the US SGL to use FACTS. Agencies that expand their numbering system to accommodate agency-specific requirements must designate a parent account that is a four-digit US SGL account.

   If using U.S. Federal General Ledger budget execution, the fund value must be defined as the balancing segment of the accounting flexfield.

   If agencies report cohort year, the cohort value must be included as part of the account flexfield. Cohort values are reported in FACTS II.

   If agencies use Category B apportionments, the program or activity must be included as part of the accounting flexfield. Program details are reported in FACTS II for Category B funds.

   To define the accounting flexfield, see Overview of Flexfield Concepts, *Oracle Applications Flexfields Guide*.

2. Create a default value for each segment of the accounting flexfield.

   Default values are required for General Ledger Budget Execution. With the exception of the balancing segment and the natural account segment, all segments in the accounting flexfield not included in the Budget Distribution Levels require default values to generate the correct journal entry during the General Ledger posting process.

   To define the accounting flexfield, see Overview of Flexfield Concepts*Oracle Applications Flexfields Guide*.

3. When setting up the chart of accounts, separate various components of cash accounts to support the FMS Form 224 Statement of Transactions.

For example, assign warrant accounts to their own account and identify the account as not reportable on the FMS Form 224 Statement of Transactions.

For information on setting up the chart of accounts, see Overview of Flexfield Concepts, *Oracle Applications Flexfields Guide*.

4. In the Key Flexfield Segments window, check the Allow Dynamic Inserts box to create accounts as transactions are entered. The system automatically maintains budgetary control relationships when dynamic insertion is used.

   In General Ledger, navigate to the Key Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Key - Segments

   Dynamic insertion is required for Oracle U.S. Federal Financials.

   For information about dynamic insertion, see Dynamic Insertion, *Oracle Applications Flexfields Guide*.

Step 1-D. Define Calendar Period Types

The accounting calendar period must have at least 12 Periods per Year and a Year Type of Fiscal.

In General Ledger, navigate to the Period Types window as follows:

Setup - Financials - Calendar - Types

To define calendar period types, see Defining Period Types, *Oracle Public Sector General Ledger User's Guide*.

Step 1-E. Define Calendar Periods

Create a calendar to define an accounting year. Define at least 12 accounting periods in the calendar.

In General Ledger, navigate to the Accounting Calendar window as follows:

Setup - Financials - Calendar - Accounting

To set up calendar periods, see Defining Calendars, *Oracle Public Sector General Ledger User's Guide*.

Step 1-G. Define Set of Books

Select the Enable Budgetary Control box in the Budgetary Control Options region of the Set of Books window. Budgetary control is required to use transaction codes.

In General Ledger, navigate to the Set of Books window as follows:

Setup - Financials - Books

To define a set of books, see Defining Sets of Books, *Oracle Public Sector General Ledger User's Guide*.

Step 2. Define Journal Entry Sources

Oracle U.S. Federal Financials provides a predefined journal entry source for Year-End Closing.

Do not select the Freeze Journals box for the Year-End Closing source name in the Journal Sources window.

In General Ledger, navigate to the Journal Sources window as follows:

Setup - Journal - Sources

The Freeze Journals box must be unselected in order to change the period name to the appropriate adjustment period in Year-End Closing.

To define or review journal sources, see Defining Journal Sources, *Oracle Public Sector General Ledger User's Guide*.

Step 6. Define Summary Accounts

If Oracle U.S. General Ledger Budget Execution is being implemented, defining summary accounts is required. Summary accounts can be defined using an automated process. For information, see *Oracle U.S. Federal General Ledger Budget Execution User's Guide*.

If Oracle U.S. General Ledger Budget Execution is not being implemented, see Defining Summary Accounts, *Oracle Public Sector General Ledger User's Guide*.

Step 7. Define Transaction Codes

Define US SGL transaction codes to assign additional debit and credit pairs to a single transaction. The system creates these additional entries automatically.

In General Ledger, navigate to the Transaction Codes window as follows:

Setup - Accounts - Transaction Codes

Budgetary control must be enabled in the set of books to use transaction codes.

Transaction codes are required for Federal Setup Options, Oracle U.S. Federal General Ledger Budget Execution, and to use enhanced transaction codes.

To define transaction codes, see Overview of Transaction Codes and Defining Government Transaction Codes, *Oracle Public Sector General Ledger User's Guide*.

For information on Oracle U.S. Federal General Ledger Budget Execution, see *Oracle U.S. Federal General Ledger Budget Execution User's Guid*e.

4

Oracle Public Sector Payables Setup

This chapter describes Payables setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- Oracle Public Sector Payables Setup Checklist
- Oracle Public Sector Payables Setup Steps

Overview

This chapter provides a checklist of Payables setup in Oracle Public Sector Financials and describes the setup steps that are required for Oracle U.S. Federal Financials.

All Payables setup steps designated as required in the checklist must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Payables User's Guide* with this guide to complete or modify Payables setup.

Oracle Public Sector Payables Setup Checklist

Table 4–1 shows the Oracle Public Sector Payables setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle U.S. Federal Financials are shown in bold italic font and described in the following section, Oracle Public Sector Payables Setup Steps, page 4-6.

Table 4–1 Oracle Public Sector Payables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Payables	Oracle U.S. Federal Financials
Step 1.	Install Oracle Public Sector Payables	required	required
Step 2.	Create Application Users and Passwords	required	required
Step 3.	Define Chart of Accounts	required	required
Step 4.	Define Accounting Period Types and Accounting Calendar Periods	required	required
Step 5.	Enable Currencies	optional	optional
Step 6.	Define a Set of Books	required	required
Step 7.	Assign Set of Books to a Responsibility	required	required
Step 8.	Define Additional Rate Types and Enter Daily Rates	optional	optional
Step 9.	Select Primary Set of Books	required	required
Step 10.	Set GL Set of Books ID Profile Option to Updateable	required	required
Step 11.	Set the GL Set of Books Name Profile Option	required	required
Step 12.	***Define Payment Terms***	***required***	***required***
Step 13.	Define Purchase Order Matching Tolerances	optional	optional
Step 14.	Define Tax Authority Type Suppliers	conditionally required	conditionally required
Step 15.	Define Tax Names and Groups	optional	optional

Table 4–1 Oracle Public Sector Payables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Payables	Oracle U.S. Federal Financials
Step 16.	Define Invoice Approval Codes	required with defaults	required with defaults
Step 17.	***Define Distribution Sets***	***optional***	***optional***
Step 18.	Define Payables Lookups	required with defaults	required with defaults
Step 19.	Define Payment Interest Rates	optional	optional
Step 20.	Create Templates for Entering Expense Reports	optional	optional
Step 21.	Define Employee Lookups	optional	optional
Step 22.	Enter Locations	required	required
Step 23.	Enter Employees	conditionally required	conditionally required
Step 24.	Define Reporting Entities for Income Tax Reporting	conditionally required	conditionally required
Step 25.	Define Income Tax Regions	conditionally required with defaults	conditionally required with defaults
Step 26.	Define at Least One Inventory Organization	conditionally required	conditionally required
Step 27.	***Define Financials Options***	***required***	***required***
Step 28.	Define Payables Options	required	required
Step 29.	Define Payment Programs	required with defaults	required with defaults
Step 30.	Define Additional Payment Formats	optional	optional
Step 31.	Update Country and Territory Information and Assign Flexible Address Formats	optional	optional
Step 32.	***Define Bank Accounts***	***required***	***required***
Step 33.	Open Accounting Periods	required	required
Step 34.	Define Request Sets	optional	optional

Table 4–1 Oracle Public Sector Payables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Payables	Oracle U.S. Federal Financials
Step 35.	Define the Format for the Expense Distribution Detail Report and the Invoice Aging Report	optional	optional
Step 36.	Set Up Print Styles and Drivers for the Supplier Mailing Labels Report	required	required
Step 37.	Define Special Calendars for Key Indicators, Recurring Invoices, and Withholding Tax	optional	optional
Step 38.	Implement Budgetary Control in General Ledger	optional	optional
Step 39.	Implement Sequential Voucher Numbering	optional	optional
Step 40.	Define Descriptive Flexfields	optional	optional
Step 41.	***Set Profile Options***	***optional***	***optional***
Step 42.	***Setup Suppliers***	***conditionally required***	***conditionally required***

Oracle Public Sector Payables Setup Steps

All required Payables setup steps for Oracle Public Sector Financials must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Payables User's Guide* to complete all required setup steps that are not described in this section.

Step 12. Define Payment Terms

Define payment terms.

In Payables, navigate to the Payment Terms window as follows:

Setup - Invoice - Payment Terms

Payment terms are required for setup of Payment Terms Types and for Prompt Payment.

To define payment terms, see Payment Terms, *Oracle Public Sector Payables User's Guide*.

Step 17. Define Distribution Sets

Define distribution sets.

Note: If Oracle Applications Multiple Organizations Support has been implemented, distribution sets must be defined at the operating unit level.

To define distribution sets, see Distribution Sets, *Oracle Public Sector Payables User's Guide*. For information on setting up Oracle Applications Multiple Organizations Support, see Setting Up a Multi-Organization Enterprise, *Multiple Organizations in Oracle Applications*.

Step 27. Define Financial Options

Define financial options and defaults.

Do not select the Always Take Discount box in the Supplier-Payables region of the Financials Options window.

Note: If Oracle Applications Multiple Organizations Support has been implemented, financial options and defaults must be defined at the operating unit level. For information on Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

In Payables, navigate to the Financials Options window as follows:

Setup - Options - Financials

The Always Take Discount option must be unselected so that the Economically Beneficial Discount process in Oracle U.S. Federal Financials can analyze the available discount for a supplier before taking the discount.

For information on financial options, see Defining Financials Options and Supplier - Payables Financials Options, *Oracle Public Sector Payables User's Guide*.

Step 32. Define Bank Accounts

Define bank accounts.

Note: If Oracle Applications Multiple Organizations Support has been implemented, bank accounts must be defined at the operating unit level. For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications.*

1. Enter bank information for bank branches with which the agency conducts business.

   In Payables, navigate to the Banks window as follows:

   Setup - Payment - Banks

   Enter the Regional Finance Center ID in the Type field of the Banks window for the Bank Branch.

   Each Bank Branch can have multiple accounts and each account can be associated with Payables payment documents and Receivables payment methods.

   Bank accounts are required for the following:

   - Interagency Transactions
   - Confirmation
   - Receivables Management
   - FMS Form 224 Statement of Transactions
   - Payment Formats

     To define bank accounts, see Banks, *Oracle Public Sector Payables User's Guide*.

2. Check the Pooled Account box in the Payables region of the Bank Accounts window.

Click **Bank Accounts** in the Banks window.

Payments must be made using pooled accounts for Posting. If pooled accounts are not used, liabilities and payments are not properly distributed across multiple funds.

For information on pooled accounts, see Bank Accounts Window Reference, *Oracle Public Sector Payables User's Guide*.

3. Enter a Supplier Bank Account. Complete the following fields:

   - Enter S for Savings or C for Checking in the Account Type field of the Bank Accounts window.
   - Enter the Routing Transit Number in the Number field of the Banks window for the Bank Branch.
   - Enter the Depositor Account in the Number field of the Bank Accounts window.

   Note: Supplier bank accounts are required for the ECS ACH and CTX ACH payment formats.

   For information on Supplier Bank Accounts, see Defining Supplier Bank Accounts, *Oracle Public Sector Payables User's Guide*.

Step 41. Set Profile Options

When using the CTX payment format, users must define a four-character abbreviated agency identification code at the Site Level in the Profile/System Option under System Administration.

For information on System Administration, see Oracle Applications System Administration Setup, page 2-1.

Step 42. Set Up Suppliers

Setup suppliers to record information about individuals and organizations from which goods and services are purchased.

- In Payables, navigate to the Suppliers window as follows:

  Payables-Suppliers-Entry

- Enter supplier information.

If using FACTS I, enter FEDERAL Supplier Type for new and existing federal suppliers and optionally enter an elimination department in the Eliminations Dept. Descriptive Flexfield of the Suppliers window.

In FACTS I, Supplier Type is used for the Government / Non-Government (G / N) indicator of the general ledger account balances. FACTS I account balances generated from customers with the Customer Class QuickCode set to FEDERAL are designated G when the US SGL account is defined as a Government, Either Government, or Non-Government account in the FACTS Attributes window. All other balances are designated N. The Eliminations Department is used in FACTS to further categorize the general ledger account balances designated as G.

Enter a bank account for each supplier site where payments are made using the ECS ACH and CTX ACH payment methods. The bank account is needed for the payment format.

For information on entering bank accounts for supplier sites, see Supplier and Supplier Sites Window Reference, see Suppliers and Supplier Sites Window Reference, *Oracle Public Sector Payables User's Guide.*

Note: If Oracle Applications Multiple Organization Support is implemented, a supplier is shared across operating units, but supplier sites must be defined for each operating unit.

For information on suppliers, see Suppliers, *Oracle Public Sector Payables User's Guide.*

For information on setting up Oracle Applications Multiple Organization Support, see *Multiple Organizations in Oracle Applications.*

5

Oracle Public Sector Receivables Setup

This chapter describes Oracle Public Sector Receivables setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- Oracle Public Sector Receivables Setup Checklist
- Oracle Public Sector Receivables Setup Steps

Overview

This chapter provides a checklist of Receivables setup in Oracle Public Sector Financials and describes the setup steps that are required for Oracle U.S. Federal Financials.

All Receivables setup steps designated as required in the checklist must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Receivables User's Guide* with this guide to complete or modify Receivables setup.

Oracle Public Sector Receivables Setup Checklist

Table 5–1 shows the Receivables setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle U.S. Federal Financials are shown in bold italic and described in the following section, Oracle Public Sector Receivables Setup Steps, page 5-6.

Table 5–1 Oracle Public Sector Receivables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Receivables	Oracle U.S. Federal Financials
Step 1.	Define Set of Books	required	required
Step 2.	Decide How to Use the Account Generator	required	required
Step 3.	Define System Item Flexfield Structure	required	required
Step 4.	Define Organizations	required	required
Step 5.	Define Territory Flexfield	optional	optional
Step 6.	Define Sales Tax Location Flexfield Structure	required with defaults	required with defaults
Step 7.	Define Flexible Address Formats	optional	optional
Step 8.	Maintain Countries and Territories	optional	optional
Step 9.	***Define Transaction Flexfield Structure***	***optional***	***required***
Step 10.	Define AutoCash Rule Sets	optional	optional
Step 11.	***Define Lookups***	***optional***	***required***
Step 12.	Define AutoInvoice Line Ordering Rules	optional	optional
Step 13.	Define AutoInvoice Grouping Rules	optional	optional
Step 14.	Define System Options	required	required
Step 15.	Define Payment Terms	***required with defaults***	***required with defaults***
Step 16.	Define Accounting Rules	optional	optional

Table 5–1 Oracle Public Sector Receivables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Receivables	Oracle U.S. Federal Financials
Step 17.	Open Accounting Periods	required	required
Step 18.	***Define AutoAccounting***	***required***	***required***
Step 19.	Setup Cash Basis Accounting	optional	optional
Step 20.	***Define Transaction Types***	***required with defaults***	***required with defaults***
Step 21.	***Define Transaction Sources***	***required***	***required***
Step 22.	Define Collectors	required with defaults	required with defaults
Step 23.	Define Adjustment Approval Limits	required	required
Step 24.	Define Remittance Banks	required	required
Step 25.	Define Distribution Sets	optional	optional
Step 26.	***Define Receivables Activities***	***required***	***required***
Step 27.	***Define Receipt Classes***	***required***	***required***
Step 28.	Define Payment Methods	required	required
Step 29.	***Define Receipt Sources***	***required***	***required***
Step 30.	Define Aging Buckets	required with defaults	required with defaults
Step 31.	Define Statement Cycles	optional	optional
Step 32.	Define Statement Messages	optional	optional
Step 33.	***Define Dunning Letters***	***optional***	***required***
Step 34.	Define Dunning Letter Sets	optional	optional
Step 35.	Define Territories	optional	optional
Step 36.	Define Agents	required with defaults	required with defaults
Step 37.	Define Profile Options	required	required
Step 38.	Define Tax Codes and Rates	required	required
Step 39.	Define Customer Profile Classes	required with defaults	required with defaults

Table 5–1 Oracle Public Sector Receivables Setup Checklist

Step Number	Setup Step	Oracle Public Sector Receivables	Oracle U.S. Federal Financials
Step 40.	***Define Customers***	***required***	***required***
Step 41.	***Define Remit-To Addresses***	***required***	***required***
Step 42.	Define Customer Relationships	optional	optional
Step 43.	Define Customer Banks	optional	optional
Step 44.	Define Lockboxes	optional	optional
Step 45.	Define Transmission Format	optional	optional
Step 46.	Define Receipt Programs	optional	optional
Step 47.	Define Units of Measure Classes	optional	optional
Step 48.	***Define Units of Measure***	***required with defaults***	***required with defaults***
Step 49.	Define Standard Memo Lines	optional	optional
Step 50.	Define Item Tax Rate Exceptions	optional	optional
Step 51.	Define Tax Exemptions	optional	optional
Step 52.	Define Document Sequences	optional	optional
Step 53.	***Define Descriptive Flexfield***	***optional***	***required***

Oracle Public Sector Receivables Setup Steps

All required Receivables setup steps for Oracle Public Sector Financials must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Receivables User's Guide* to complete all required setup steps that are not described in this section.

Step 9. Define Transaction Flexfield Structure

Define Transaction Flexfield Structure includes the following parts:

- Define AR/AP Netting Line Transaction Flexfield
- Define Accrue Finance Charges Line Transaction Flexfield
- Define Accrue Finance Charges Invoice Transaction Flexfield

Define AR/AP Netting Line Transaction Flexfield

Define the AR/AP Netting Line Transaction Flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Line Transaction Flexfield for Oracle Public Sector Receivables.
3. In the Context Field Values region, create a new record as described in Table 5–2.

Table 5–2 Context Field Values for AR/AP Line Transaction Flexfield

Field	Value
Code	AR/AP Netting
Name	AR/AP Netting
Description	AR/AP Netting
Enabled	selected

4. Click **Segments** to go the Segments Summary window.

5. Create two records as described in Table 5–3.

Table 5–3 Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Credit Memo Seq No
Window Prompt	Credit Memo Seq No
Column	INTERFACE_LINE_ATTRIBUTE1
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected
Record 2	
Number	2
Name	Credit Memo Line No
Window Prompt	Credit Memo Line No
Column	INTERFACE_LINE_ATTRIBUTE2
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected

The Line Transaction Flexfield structure is required for Receivables and Payables Netting.

Define Accrue Finance Charges Line Transaction Flexfield

Define the Accrue Finance Charges Line Transaction Flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Line Transaction Flexfield for Oracle Public Sector Receivables.

3. In the Context Field Values region, create a new record as described in Table 5–4.

Table 5–4 Context Field Values for Accrue Finance Charges Line Transaction Flexfield

Field	Value
Code	Accrue Finance Charges
Name	Accrue Finance Charges
Description	Federal Accrue Finance Charges
Enabled	selected

4. Click **Segments** to go the Segments Summary window.

5. Create two records as described in Table 5–5.

Table 5–5 Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_LINE_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected
Record 2	
Number	2
Name	Debit Memo Line No
Window Prompt	Debit Memo Line No
Column	INTERFACE_LINE_ATTRIBUTE2
Value Set	INV_SRS_NUMBER
Displayed	selected
Enabled	selected

Table 5–5 Segments Summary Records

Field	Value
Record 3	
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_LINE_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected
Record 4	
Number	4
Name	Inv Payment Schedule ID
Window Prompt	Invoice Payment Schedule ID
Column	INTERFACE_LINE_ATTRIBUTE4
Value Set	FV_NUMBER
Displayed	selected
Enabled	selected

The Accrue Finance Charge Line Transaction Flexfield structure is required for the Accrue Finance Charge process.

Define Accrue Finance Charges Invoice Transaction Flexfield

Define the Accrue Finance Charges Invoice Transaction Flexfield structure in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Invoice Transaction Flexfield for Oracle Public Sector Receivables.

3. In the Context Field Values region, create a new record as described in Table 5–6.

Table 5–6 Context Field Values for Accrue Finance Charges Invoice Transaction Flexfield

Field	Value
Code	Accrue Finance Charges
Name	Accrue Finance Charges
Description	Federal Accrue Finance Charges
Enabled	selected

4. Click **Segments** to go the Segments Summary window.

5. Create two records as described in Table 5–7.

Table 5–7 Segments Summary Records

Field	Value
Record 1	
Number	1
Name	Debit Memo Number
Window Prompt	Debit Memo Number
Column	INTERFACE_HEADER_ATTRIBUTE1
Value Set	FV_CHARS
Displayed	selected
Enabled	selected
Record 2	
Number	3
Name	Finance Charge Type
Window Prompt	Finance Charge Type
Column	INTERFACE_HEADER_ATTRIBUTE3
Value Set	FV_CHARGE_TYPE
Displayed	selected
Enabled	selected

Table 5–7 Segments Summary Records

Field	Value
Record 3	
Number	4
Name	Inv Payment Schedule ID
Window Prompt	Invoice Payment Schedule ID
Column	INTERFACE_HEADER_ATTRIBUTE4
Value Set	FV_NUMBER
Displayed	selected
Enabled	selected

The Accrue Finance Charge Invoice Transaction Flexfield structure is required for the Accrue Finance Charge process.

To define Transaction Flexfield Structures, see Transaction Flexfields, *Oracle Public Sector Receivables User's Guide*.

Step 11. Define Lookups

Create Receivables Management Customer Classes and Receivables Management Customer Categories in the Receivables Lookups window.

In Receivables, navigate to the Receivables Lookups window as follows:

Setup - System - QuickCodes - Receivables

Customer classes are used in Receivables Management to identify which customers should have finance charges assigned to them. The Identification of Federal Employees Report uses customer classes to determine which customers are federal employees.

It is recommended that customer classes identify federal employees and federal customers. To do so, specify FEDERAL in the Meaning field of the Customer Class Lookup.

The Customer Class Lookup is used in FACTS I for the Government / Non-Government (G / N) indicator of the account balances. FACTS I account balances generated from customers with the Customer Class Lookup set to FEDERAL are designated G when the US SGL account is defined as a Government

or Either Government or Non-Government account in the FACTS Attributes window. All other balances are designated N.

The customer category is used as an attribute for reporting. The Report on Receivables Due from the Public requires one customer category for Consumer Receivables and one customer category for Commercial Receivables.

The customer category can also be used to provide additional information about customers whose customer class identifies them as a federal employee. Customer categories can be created to show a federal employee's agency or department. For example, customer categories can be created for Postal, Civilian, Treasury Department, and Department of Defense. This information is not a required parameter in the report.

To use Receivables and Payables Netting, collector call actions must be defined. Collector call actions are used to identify receivables invoices that should not follow the standard processing rules for Receivables and Payables Netting. For example, collector call actions for Dispute or Hold could be excluded from offset. Collector call actions for Immediate Offset or Debt Management Approved for Offset could be included for offset.

To define Receivables Lookups, see Defining Receivables Lookups, *Oracle Public Sector Receivables User's Guide*.

Step 15. Define Payment Terms

Predefined payment terms of Immediate and Net 30 are provided. Immediate is used for debit memos and Net 30 is used for regular invoices.

If necessary, define additional payment terms.

In Receivables, navigate to the Payment Terms window as follows:

Setup - Transactions - Payment Terms

To define payment terms, see Payment Terms, *Oracle Public Sector Receivables User's Guide*.

Step 18. Define AutoAccounting

Define AutoAccounting.

Note: If Oracle Applications Multiple Organizations Support has been implemented, AutoAccounting must be defined for each operating unit.

For information on setting up AutoAccounting, see AutoAccounting, *Oracle Public Sector Receivables User's Guide*. For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 20. Define Transaction Types

Create at least one finance charge debit memo transaction type for Receivables Management. The positive sign must be the value in the Creation Sign field. This transaction type is assigned to the finance charges created in the Define Finance Charges window and assigned to an activity type in the Receivable Types window.

Note: If Oracle Applications Multiple Organizations Support has been implemented, a transaction type must be created for each operating unit.

In Receivables, navigate to the Transaction Types window as follows:

Setup - Transactions - Transaction Types

Receivables Management transaction types are important because they allow the Receivables Management process to differentiate between standard transactions and finance charge transactions.

For example, a finance charge transaction type called Interest Debit Memo can be created and assigned to the Interest finance charge. All accounting information for each transaction type is assigned to any Finance Charge Debit Memos created during the Finance Charge accrual process.

Transaction types are required for Federal Setup Options, Receivable Types, and Report on Receivables Due from the Public.

Create a transaction type for CM-AR/AP Netting. This transaction type is used for the credit memos that are created by the Receivables and Payables Netting process.

The CM-AR/AP Netting transaction type must be set up as described in Table 5–8.

Table 5–8 CM-AR/AP Netting Transaction Type Setup

Field	Value
Name	CM-AR/AP Netting
Description	Credit Memo for AR/AP Netting Transaction
Class	Credit Memo
Open Receivable	Selected

Table 5–8 CM-AR/AP Netting Transaction Type Setup

Field	Value
Post to GL	Selected
Printing Option	Do Not Print
Transaction Status	Open
Allow Freight	Not Selected
Creation Sign	Negative Sign
Tax Calculation	Not Selected
Natural Application Only	Selected
Allow Overapplication	Not Selected
[Accounts]	Enter as defined in AutoAccounting.

To define transaction types, see Transaction Types, *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 21. Define Transaction Sources

Define transaction sources assigned to invoices, debit memos, commitments, credit memos, and on-account credits.

Note: If Oracle Applications Multiple Organizations Support has been implemented, an transaction source must be defined for each operating unit.

In Receivables, navigate to the Invoices Sources window as follows:

Setup - Transactions - Sources

Transaction batch sources are required for Receivables Management.

Define a transaction batch source for Receivables and Payables Netting. This is required so that the AutoInvoice Import program imports Receivables credit memos created by the Receivables and Payables Netting process.

The AR/AP Netting transaction batch source must be set up as described in Table 5–9.

Table 5–9 AR/AP Netting Transaction Batch Source Setup

Field	Value
Batch Source Region	
Name	AR/AP Netting
Description	AR/AP Netting Import Process
Type	Imported
Active	Selected
Automatic Batch Numbering	Not Selected
Automatic Transaction Numbering	Not Selected
Standard Transaction Type	CM-AR/AP Netting
Credit Memo Batch Source	AR/AP Netting
AutoInvoice Options Region	
Invalid Tax Rate	Correct
Invalid Line	Reject Invoice
Create Clearing	Not Selected
GL Date in a Closed Period	Reject
Allow Sales Credit	Selected
Grouping Rule	Default
Customer Information Region	
Sold To Customer	Id
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None

Table 5–9 AR/AP Netting Transaction Batch Source Setup

Field	Value
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value
Accounting Information Region	
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	Id
Derive Date	Selected
Payment Terms	Value
Revenue Account Allocation	Percent
Other Information Region	
Transaction Type	Value
Memo Reason	Value
Agreement	None
Memo Line Rule	Value
Sales Territory	None
Inventory Item	None
Unit of Measure	Value
FOB Point	None
Freight Carrier	None
Related Document	Id
Sales Credits Validation Region	
[All fields]	Use default values.

Define a transaction batch source for finance charges process. This is required so that the AutoInvoice Import program imports the finance charge debit memo by the Accrue Finance Charge process.

The finance charge transaction batch source must be set up as described in Table 5–10.

Table 5–10 Finance Charge Transaction Batch Source Setup

Field	Value
Batch Source Region	
Name	user-defined
Description	user-defined
Type	Imported
Active	Selected
Automatic Batch Numbering	Not Selected
Automatic Transaction Numbering	Not Selected
Standard Transaction Type	blank or user-specified
Credit Memo Batch Source	blank
AutoInvoice Options Region	
Invalid Tax Rate	Correct
Invalid Line	Reject Invoice
Create Clearing	Not Selected
GL Date in a Closed Period	Reject
Allow Sales Credit	Selected
Grouping Rule	Default
Customer Information Region	
Sold To Customer	Id

Table 5–10 Finance Charge Transaction Batch Source Setup

Field	Value
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	None
Ship to Customer	None
Ship to Address	None
Ship to Contact	None
Payment Method Rule	Value
Customer Bank Account	Value
Accounting Information Region	
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	Id
Derive Date	Selected
Payment Terms	Id
Revenue Account Allocation	Percent

Table 5–10 Finance Charge Transaction Batch Source Setup

Field	Value
Other Information Region	
Transaction Type	Id
Memo Reason	Value
Agreement	None
Memo Line Rule	Value
Sales Territory	None
Inventory Item	None
Unit of Measure	Value
FOB Point	None
Freight Carrier	None
Related Document	Id
Sales Credits Validation Region	
[All fields]	Use default values.

To define invoice sources, see Transaction Batch Sources, *Oracle Public Sector Receivables User's Guide.*

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications.*

Step 26. Define Receivables Activities

Create receivables activities.

In Receivables, navigate to the Receivables Activities window as follows:

Setup - Receipts - Receivable Activities

For each finance charge type, one finance charge debit memo is created by the finance charge accruals process for each late invoice. For each subsequent accrual of a particular finance charge on an invoice, an adjustment is created for the original finance charge debit memo. This adjustment requires a receivables activity.

The receivables activity should be entered in the Federal Setup Options window prior to running the finance charge accruals process.

Receivables activities are required for Receivables Management.

Write-off accounts are also defined in the Receivables Activities window.

To define receivables activities, see Receivables Activities, *Oracle Public Sector Receivables User's Guide*.

Step 27. Define Receipt Classes

Create receipt classes.

Note: If Oracle Applications Multiple Organizations Support has been implemented, an invoice source must be defined for each operating unit.

For information on receipt classes, see Receipt Classes, *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 29. Define Receipt Sources

Create receipt sources.

Note: If Oracle Applications Multiple Organizations Support has been implemented, an invoice source must be defined for each operating unit.

For information on receipt sources, see Receipt Sources, *Oracle Public Sector Receivables User's Guide*.

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Step 33. Define Dunning Letters

Create dunning letters, specific to agency needs, in accordance with the Debt Collection Act of 1982.

Dunning letters are required for Receivables Management.

To create dunning letters, see Dunning Letters, *Oracle Public Sector Receivables User's Guide*.

Step 40. Define Customers

Enter Taxpayer ID or registration numbers for new and existing customers. Use the Agency Location Code as the Taxpayer ID for federal agencies. If using FACTS I, enter a FEDERAL Customer Class for new and existing federal customers and enter an Eliminations Department in the Eliminations Dept. Descriptive Flexfield in the Customers window.

In Receivables, navigate to the Customers window as follows:

Customers - Standard

The Customer Taxpayer ID is required as the Agency Location Code of the Customer Agency for Interagency Transactions and the SF 1081 Voucher and Schedule of Withdrawals and Credits report.

In FACTS I, the Customer Class is used for the Government / Non-Government (G / N) indicator of the general ledger account balances. FACTS I account balances generated from customers with the Customer Class Lookup set to FEDERAL are designated G when the US SGL account is defined as a Government or Either Government or Non-Government account in the FACTS Attributes window. All other balances are designated N. The Eliminations Department is used to further categorize the general ledger account balances designated as G.

Note: If Oracle Applications Multiple Organization Support has been implemented, a customer is shared across operating units, but customer sites must be defined for each operating unit.

To define customers, see Entering Customers and Customers Field Reference, *Oracle Public Sector Receivables User's Guide.*

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications.*

Step 41. Define Remit-To Addresses

Create remit-to addresses.

Note: If Oracle Applications Multiple Organizations Support has been implemented, a remit-to address must be defined for each operating unit.

For information on remit-to addresses, see Remit-To Addresses, *Oracle Public Sector Receivables User's Guide.*

For information on setting up Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications.*

Step 48. Define Units of Measure

Define a unit of measure for EACH.

In Receivables, navigate to the Units of Measure window as follows:

Setup - System - Units of Measure - UOM

The EACH unit of measure is used as the default unit of measure for credit memos that are generated by the Receivables and Payables Netting process and the debit memos generated by the Accrue Finance Charge process.

The EACH unit of measure must be set up as described in Table 5–11.

Table 5–11 EACH Unit of Measure Setup

Field	Value
Name	EACH
UOM	EAC or user-defined
Description	EACH
Base Unit	Optional
Class	Quantity or user-defined

Step 53. Define Descriptive Flexfields

Customer Information Descriptive Flexfield

Define the Customer Information Descriptive Flexfield in the Descriptive Flexfield Segments window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Customer Information flexfield for Oracle Public Sector Receivables.
3. Click **Segments**.

   The Segments Summary window appears.

4. Create a record as described in Table 5–12.

Table 5–12 Segment Summary Record

Field	Value
Number	user-defined value
Name	Eliminations Dept
Window Prompt	Eliminations Dept
Column	Select an attribute from the list of values to be used to store the Eliminations Dept value for the customer.
Value Set	FV_2_CHARS
Displayed	selected
Enabled	selected

Adjustment Information Descriptive Flexfield

Define the Adjustment Information Descriptive Flexfield in the Descriptive Flexfield Segment window.

1. In Receivables, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Financials - Flexfields - Descriptive - Segments

2. Query the Adjustment Information flexfield for Oracle Public Sector Receivables.
3. In the Context Field Region, select the Value Required check box.
4. Click **Segments**.

   The Segments Summary window opens.

5. Create a record as described in Table 5–13.

Table 5–13 Segment Summary Record

Field	Value
Number	user-defined value
Name	Adjustment Status
Window Prompt	Adjustment Status

Table 5–13 Segment Summary Record

Field	Value
Column	Select an attribute from the list of values to be used to store the Adjustment Status value for the adjustment.
Value Set	FV_ADJUST_STATUS
Displayed	selected
Enabled	selected

The value in the Adjustment Status Descriptive Flexfield is used to populate the Adjustments section of the Receivables Due from the Public Report.

For information of defining descriptive flexfields, see Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*.

6

Oracle Public Sector Purchasing Setup

This chapter describes Oracle Public Sector Purchasing setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- Oracle Public Sector Purchasing Setup Checklist
- Oracle Public Sector Purchasing Setup Steps

Overview

This chapter provides a checklist of Purchasing setup in Oracle Public Sector Financials and describes the setup steps that are required for Oracle U.S. Federal Financials.

All Purchasing setup steps designated as required in the checklist must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Purchasing User's Guide* with this guide to complete or modify Purchasing setup.

Oracle Public Sector Purchasing Setup Checklist

Table 6–1 shows the Purchasing setup checklist.

All required setup steps in this checklist must be completed. Setup steps that need specific settings or additional information to implement Oracle U.S. Federal Financials are shown in bold italic and described in the following section, Oracle Public Sector Purchasing Setup Steps, page 6-8.

Table 6–1 Oracle Public Sector Purchasing Setup Checklist

Step Number	Setup Step	Oracle Public Sector Purchasing	Oracle U.S. Federal Financials
Step 1.	Set Up System Administrator	required	required
	A. Set Up Security	required	required
	B. Set Up Printers	optional	optional
Step 2.	Set Up Key Flexfields	required	required
	A. Set Up Accounting Key Flexfields	required	required
	B. Set Up Human Resources Key Flexfields	required	required
	C. Set Up Inventory Key Flexfields	required	required
Step 3.	Set Up Calendars, Currencies, and Set of Books	required	required
	A. Set Up Calendars	required	required
	B. Define Currencies	required	required
	C. Define Conversion Rate Types	required	required
	D. Assign Responsibility to a Set of Books	required	required
	E. Set Up Currency Rates	required	required
	F. Open and Close Periods	required	required
Step 4.	***Set Up Organizations***	***required***	***required***
	A. Define Organization Lookups	required	required
	B. Define Organizations	required	required
	C. Define Business Groups	required	required

Table 6–1 Oracle Public Sector Purchasing Setup Checklist

Step Number	Setup Step	Oracle Public Sector Purchasing	Oracle U.S. Federal Financials
	D. Define Human Resources Organizations	required	required
	E. Define Legal Entities Organizations	required	required
	F. Define Oracle Users for Operating-Unit Organizations	required	required
	G. Assign Operating Units to Legal Entities	required	required
	H. Set Up Inventory Organizations	required	required
	I. Define Organization Hierarchies	required	required
	J. Assign Business Groups and Operating Units to Responsibilities	required	required
Step 5.	Set Up Units of Measure	required	required
	A. Define Units of Measure Classes	required	required
	B. Define Units of Measure	required	required
	C. Define Units of Measure Conversions	required	required
	D. Define Inter-class Unit of Measure Conversions	required	required
Step 6.	Set Up Items	required with defaults	required with defaults
	A. Define Item Attribute Controls	required with defaults	required with defaults
	B. Define Container Type QuickCodes	required with defaults	required with defaults
	C. Define Status	required with defaults	required with defaults
	D. Define Item Type Lookups	required with defaults	required with defaults
	E. Define Customer Item Commodity Codes	optional	optional

Table 6–1 Oracle Public Sector Purchasing Setup Checklist

Step Number	Setup Step	Oracle Public Sector Purchasing	Oracle U.S. Federal Financials
	F. Define Item Template	optional	optional
Step 7.	Set Up Personnel	required	required
	A. Define Employee Lookups	required with defaults	required with defaults
	B. Define Supplier and Employee Numbering	required	required
	C. Define Employees	required	required
	D. Define Jobs	required	required
	E. Define Positions	optional	optional
	F. Define Position Hierarchies	optional	optional
Step 8.	Set Up Oracle Workflow	required	required
Step 9.	Decide How to Use the Account Generator	required	required
Step 10.	Define Manufacturing System and User Profiles	required	required
Step 11.	Open Inventory and Purchasing Accounting Periods	required	required
	A. Open Inventory Accounting Period	required	required
	B. Open Purchasing Accounting Period	required	required
Step 12.	Define Subinventory Locations	optional	optional
Step 13.	Set Up Cross Reference Types, Tax Names, and Location Associations	optional	optional
	A. Define Cross Reference Types	optional	optional
	B. Define Tax Names	optional	optional
	C. Define Location Associations	optional	optional
Step 14.	Set Up Approval Information	required	required
	A. Define Approval Groups	required	required

Table 6–1 Oracle Public Sector Purchasing Setup Checklist

Step Number	Setup Step	Oracle Public Sector Purchasing	Oracle U.S. Federal Financials
	B. Assign Approval Groups	required	required
	C. Fill Employee Hierarchy	optional	optional
	D. Define Document Types	required with defaults	required with defaults
Step 15.	Set Up Lookups and Classes	optional	optional
	A. Define Purchasing Lookups	***optional***	***required***
	B. Define Inspection Codes	optional	optional
	C. Define Hazard Classes	optional	optional
	D. Define United Nations (UN) Numbers	optional	optional
Step 16.	Define Standard Attachments	optional	optional
Step 17.	Set Up Purchasing Flexfields	required	required
	A. Define Purchasing Category Flexfield Structure	required	required
	B. Define Value Sets	required	required
	C. Define Flexfield Segments	required	required
	D. Define Flexfield Segment Values	required	required
	E. Define Security Rules	required	required
	F. Assign Security Rules	required	required
	G. Define Account Aliases Flexfield	required	required
	H. Define Cross Validation Rules	required	required
Step 18.	Define Purchasing Options	required	required
Step 19.	Define Buyers	required	required
Step 20.	Define Items	optional	optional
	A. Define Items at the Master Level	optional	optional
	B. Define Items at the Organization Level	optional	optional
	C. Define Item Relationships	optional	optional

Table 6–1 Oracle Public Sector Purchasing Setup Checklist

Step Number	Setup Step	Oracle Public Sector Purchasing	Oracle U.S. Federal Financials
Step 21.	Set Up Document Controls	required with defaults	required with defaults
Step 22.	Set Up Financial Options	required	required
Step 23.	Set Up Receiving Options	required	required
Step 24.	Set Up Transaction Managers and Resubmission Intervals	required	required
	A. Start the Receiving Transaction Manager and the Document Approval Manager	required	required
	B. Define Resubmission Intervals for Concurrent Processes	optional	optional
Step 25.	Define Suppliers	Required	Required
Step 26.	Start the Send Notifications for Purchasing Documents Process	Required	Required
Step 27.	Set Up Document Creation Options	required with defaults	required with defaults
Step 28.	Set Up Approval Timeout Feature	optional	optional
Step 29.	Modify Change Order Workflow Options	optional	optional
Step 30.	***Define Descriptive Flexfields***	***optional***	***required***

Oracle Public Sector Purchasing Setup Steps

All required Purchasing setup steps for Oracle Public Sector Financials must be completed to use Oracle U.S. Federal Financials.

Use the *Oracle Public Sector Purchasing User's Guide* to complete all required setup steps that are not described in this section.

Step 4. Setup Organizations

Define organizations and organization types for the agency.

In Purchasing, navigate to the Organization window as follows:

Setup - Organizations - Organizations

Purchasing supports centralized purchasing for multiple receiving organizations. The receiving organization can be changed at any time.

Organizations and organization types are required for Federal Setup Options.

Note: If Oracle Applications Multiple Organization Support is enabled, see Multiple Organizations in Oracle Applications for information on organization relationships.

Note: If Oracle Applications Multiple Organization Support has been implemented and new operational units are subsequently created, the concurrent request, Replicate Seed Data, must be manually submitted using the System Administrator responsibility.

To define organizations and organization types, see Creating an Organization, *Using Oracle HRMS - The Fundamentals*.

Step 15A. Define Purchasing Lookups

Define a pay group for Interagency. Also, define Vendor Type Lookups for all federal suppliers.

In Purchasing, navigate to the Lookups window as follows:

Setup - Purchasing - Lookup Codes

The Interagency pay group is required for Oracle U.S. Federal Financials. If using FACTS I, the Vendor Type Lookup is used for the Government / Non-Government indicator of general ledger account balances.

To set up the Vendor Type Lookup to specify the Government indicator, enter FEDERAL in the Name field. FACTS I account balances generated from customers with the Vendor Type Lookup set to FEDERAL are designated G when the US SGL

account is defined as a Government or Either Government or Non-Government account in the FACTS Attributes window. All other balances are designated N.

To define the Interagency pay group, see Lookups and Lookups Window Reference, *Oracle Public Sector Payables User's Guide*.

To define vendors, see Entering Suppliers, *Oracle Public Sector Payables User's Guide*.

Step 30. Define Descriptive Flexfields

Define the Vendors descriptive flexfield in the Descriptive Flexfield Segments window.

1. In Purchasing, navigate to the Descriptive Flexfield Segments window as follows:

   Setup - Flexfields - Descriptive - Segments

2. Query Vendors for Oracle Public Sector Purchasing.
3. Click **Segments**.
4. Create a record as described in Table 6–2.

Table 6–2 Segment Summary Record

Field	Value
Number	user-defined value
Name	Eliminations Dept
Window Prompt	Eliminations Dept
Column	Select an attribute from the list of values to be used to store the Eliminations Dept value for the supplier.
Value Set	FV_2_CHARS
Displayed	selected
Enabled	selected

Part II

Oracle U.S. Federal Financials Setup

7

Oracle U.S. Federal Financials Setup

This chapter describes the new setup steps that are required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Overview
- Oracle U.S. Federal Financials Setup Checklist
- Oracle U.S. Federal Financials Setup Steps

Overview

This chapter provides a checklist of setup steps in Oracle U.S. Federal Financials.

Complete these setup steps to implement the following products:

- Oracle U.S. Federal General Ledger
- Oracle U.S. Federal Payables
- Oracle U.S. Federal Receivables
- Oracle U.S. Federal Purchasing

Complete all required setup steps for Oracle Public Sector Financials before beginning these setup steps.

Oracle U.S. Federal Financials Setup Checklist

Table 7–1 shows the Oracle U.S. Federal Financials setup checklist.

Perform the following setup steps in the order listed.

Table 7–1 Oracle U.S. Federal Financials Setup Checklist

Step Number	Setup Step	Type
Step 1.	Set Up Federal Seed Data	required
Step 2.	Set Up Payment Terms Types	required
Step 3.	Set Up Federal System Parameters	required
Step 4.	Set Up Federal Options	required
Step 5.	Set Up Treasury Account Codes	required
Step 6.	Set Up Federal Account Symbols	required
Step 7.	Set Up Budget Account Codes	optional
Step 8.	Set Up Treasury Symbol Mapping	optional
Step 9.	Set Up Appropriation Parameters	required
Step 10.	Set Up Current Value of Funds	required
Step 11.	Set Up Finance Charges	required
Step 12.	Define Holiday and Non-Working Days	required
Step 13.	Set Up Federal Report Definitions	required
Step 14.	Set Up FACTS Tables	required
Step 15.	Set Up FACTS	required
Step 16.	Set Up Oracle U.S. Federal General Ledger Budget Execution	required
Step 17.	Set Up Enhanced Transaction Codes	optional
Step 18.	Set Up Federal Receivable Types	required
Step 19.	Set Up Receivables and Payables Netting	optional
Step 20.	Set Up Year-End Closing Definitions	required

Oracle U.S. Federal Financials Setup Steps

Perform the following setup steps in the order listed.

Step 1. Set Up Federal Seed Data

Specify Federal Lookups to help speed data entry and ensure accuracy. Federal Lookups are used to create reference information that is used by federal agencies. Oracle U.S. Federal Financials provides predefined Lookups. The Load Federal Financial Seed Data procedure adds predefined seed data to Oracle Public Sector Payables and Oracle Public Sector General Ledger.

To set up federal seed data, see Federal Seed Data Setup, page 8-1.

Step 2. Set Up Payment Terms Types

Specify payment terms types for Due Date Calculation. The payment term is used to automatically calculate the payment due date in compliance with the Prompt Payment Act.

To define payment terms types, see Payment Terms Types Setup, page 7-1.

Step 3. Set Up Federal System Parameters

Enter the attribute column information to be used for the FACTS I Customer, FACTS I Vendor, and the 220-9 Adjustment Status. Federal System Parameters associates the attributes to the descriptive flexfields used in the FACTS I process and the Receivables Due from the Public Process.

To set up federal system parameters, see Federal System Parameters Setup, page 10-1.

Step 4. Set Up Federal Options

Specify account and agency information used by the features provided in Oracle U.S. Federal Financials.

To define and update federal setup options, see Federal Options Setup, page 11-1.

Step 5. Set Up Treasury Account Codes

Enter treasury account code information and create associated rollup groups. Treasury account code information is required to define federal account symbols.

To define treasury account codes, see Treasury Account Codes Setup, page 12-1.

Step 6. Set Up Federal Account Symbols

Enter information for each federal account symbol and build the treasury symbols associated with the federal account symbols.

To define a federal account symbol, see Federal Account Symbol Setup, page 13-1.

Step 7. Set Up Budget Account Codes

Enter information for budget accounts and associates a federal account symbol with a budget account.

To define budget account codes, see Budget Account Codes Setup, page 14-1.

Step 8. Set Up Treasury Symbol Mapping

Treasury Symbol Mapping converts the current treasury symbols defined in Appropriation Parameters to the new treasury symbols built using the Define Federal Account Symbols window. This step is only applicable to users upgrading from Federal Financials 2.0.

To map treasury symbols, see Treasury Symbol Mapping Setup, page 15-1.

Step 9. Set Up Appropriation Parameters

Enter appropriation parameter information for each fund. Appropriation parameters define additional information associated with the balancing segment of the accounting flexfield.

To define appropriation parameters, see Define Appropriation Parameters Setup, page 16-1.

Step 10. Set Up Current Value of Funds

Enter the Current Value of Funds rate or average annual rate of Treasury tax and loan accounts.

To set up Current Value of Funds rates, see Current Value of Funds Setup, page 17-1.

Step 11. Set Up Finance Charges

Enter finance charge types and supporting information used to assign and accrue finance charges on invoices in Receivables.

To define finance charges, see Finance Charges Setup, page 18-1.

Step 12. Set Up Holiday and Non-Working Dates

Enter non-working day information used to determine due date calculations for compliance with the Prompt Payment Act.

To define holiday and non-working date information, see Holiday and Non-Working Dates Setup, page 7-1.

Step 13. Set Up Federal Report Definitions

Customize federal reports by specifying report definitions.

To set up federal report definitions, see Federal Report Definitions Setup, page 20-1.

Step 14. Set Up FACTS Tables

Set up the Federal Agencies' Centralized Trial-Balance System (FACTS) before running FACTS I and FACTS II for the first time. The FACTS Tables are initially populated by running a setup procedure.

To set up FACTS Tables, see FACTS Table Setup, page 21-1

Step 15. Set Up FACTS

Customize the setup windows for FACTS by adding values or changing the default values.

To set up FACTS, see FACTS Setup, page 22-1

Step 16. Set Up Oracle U.S. Federal General Ledger Budget Execution

Set up the agency's method of implementing the approved funding budget in accordance with OMB Circular 1-132.

To set up Oracle U.S. Federal General Ledger Budget Execution, see *Oracle U.S. Federal General Ledger Budget Execution User's Guide.*

Step 17. Set Up Enhanced Transaction Codes

Define Enhanced Transaction Codes to automatically populate the accounting flexfield and transaction code for transactions entered in Oracle U.S. Federal Purchasing, Oracle U.S. Federal Payables, and Oracle U.S. Federal Receivables.

To define enhanced transaction codes, see Enhanced Transaction Codes Setup, page 24-1.

Step 18. Set Up Federal Receivable Types

Enter receivable types information and associated transaction types. Receivable type data is required to generate the Report on Receivables Due from the Public.

A receivable type is a parameter used to generate the Report on Receivables Due from the Public. System-provided receivables types include Direct Loans, Defaulted Guaranteed Loans, and Administrative receivables.

To set up federal receivable types, see Receivable Types Setup, page 25-1.

Step 19. Set Up Receivables and Payables Netting

Define rules to determine the receivables invoices that are eligible for offset.

Create cross reference information for customers who are also vendors. The cross reference link is used to identify and match appropriate receivables and payables invoices for a customer who is also a vendor.

To set up Receivables and Payables Netting, see Receivables and Payables Netting Setup, page 26-1.

Step 20. Set Up Year-End Closing Definitions

Set up year-end closing definitions required for the annual year-end close and for financial reports regarding the status of appropriations or funds.

To define year-end closing definitions, see Year-End Closing Setup, page 27-1.

8

Federal Seed Data Setup

This chapter describes how to set up Federal Seed Data. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Federal Lookups Procedure
- Oracle Federal Financials Lookups Window
- Oracle Federal Financials Lookups Window Description
- Load Federal Financials Seed Data Procedure

Definition

Predefined Lookups are provided in Oracle U.S. Federal Financials.The Define Federal Lookups and Submit Requests windows are used to define and update Federal Lookups to help speed data entry and ensure accuracy.

The Load Federal Financials Seed Data procedure adds predefined seed data in Oracle Public Sector Payables, and Oracle Public Sector General Ledger.

Purpose

Federal Lookups can be used for processing agency transactions, for further classification of the balancing segment of the accounting flexfield, and for other features in Oracle U.S. Federal Financials as needed.

The Federal Lookups appear in the list of values for the appropriate field.

The Load Federal Financials Seed Data procedure adds predefined payment formats to Payables and predefined sources and categories to General Ledger.

Prerequisites

- ❑ Access to the Define Federal Lookups window is required.

  To define users that have access to the Define Federal Lookups window, see Oracle Applications System Administration Setup, page 2-1.

Federal Lookups Procedure

Perform the following steps to set up Federal Lookups.

1. In Oracle U.S. Federal Financials, navigate to the Oracle Federal Financials Lookups window as follows:

   Setup - Lookups

2. Enter data in each field of the Define Federal Lookups window as described in Table 8–1, page 8-5.

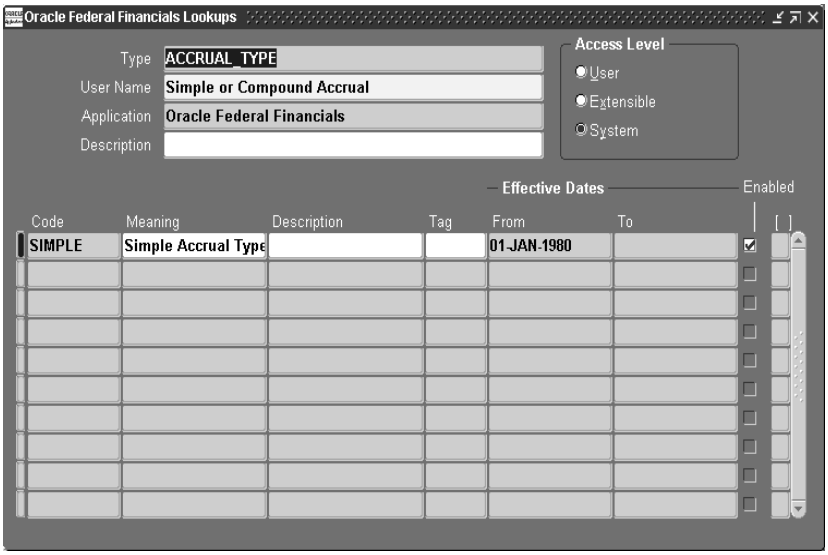
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Oracle Federal Financials Lookups Window

Figure 8–1 Oracle Federal Financials Lookups Window



Oracle Federal Financials Lookups Window Description

Table 8–1 Oracle Federal Financials Lookups Window Description

Field Name	Type	Features	Description
Type	required		lookup type
User Name			user name
Application			Oracle application
Description	optional		description of lookup type
Access Level Region			
User	optional	radio button	user access type
Extensible	optional	radio button	extensible access type
System	optional	radio button	system access type **Note:** System level cannot be modified.
Code	optional		lookup code
Meaning	optional		lookup code meaning
Description	optional		lookup code description
Tag	optional		lookup code tag
Effective Dates Region			
From	optional		effective begin date
To	optional		effective end date
Enabled	optional		indicates flexfield enabled
Descriptive Flexfield	optional		user-customization field

Load Federal Financials Seed Data Procedure

To load Federal Financials seed data, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Load Federal Financials Seed Data Procedure from the list of values.
5. Click **OK**.
6. To load Federal Financials seed data, click **Submit**.
7. Close the window.

9

Payment Terms Types Setup

This chapter describes how to set up payment term options. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Payment Terms Types Procedure
- Define Payment Terms Types Window
- Define Payment Terms Types Window Description

Definition

The Define Payment Terms Types window specifies payment terms for the Due Date Calculation process. The payment term automatically calculates the payment due date in compliance with the Prompt Payment Act.

The Prompt Payment Act requires federal agencies to calculate the payment due date of a vendor invoice by using the later of the date the invoice was received or the date goods or services were accepted by the agency. The payment period begins with the date selected.

Purpose

Payment Terms Types are required to run the following:

- Due Date Calculation
- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

The Terms Type option, specified in the Define Payment Terms Types window, is required for Due Date Calculation and for compliance with the Prompt Payment Act.

The Payment Terms Type also defaults to purchase orders and invoices generated for a specific vendor.

WARNING: If Prompt Pay is not selected as the Payment Terms Type, invoices are not included in the due date calculation, and the Terms Date Basis in the standard Payables is used as the due date.

Prerequisites

❑ Access to the Define Payment Terms Types window is required.

To define users that have access to the Define Payment Terms Types window, see Oracle Applications System Administration Setup, page 2-1.

❑ Payment terms must be set up in Payables before processing payments for the first time.

To define payment terms, see Oracle Public Sector Payables Setup, page 4-1.

- Invoice Received Date must be selected as the Terms Date Basis in the Supplier region of the Payables Options window before processing payments for the first time. This must be set up in Payables.

  To define system options and defaults, see Oracle Applications System Administration Setup, page 2-1.

Payment Terms Types Procedure

To enter or update payment terms options, perform the following steps.

1. In Federal Financials, navigate to the Define Payment Terms Types window as follows:

   Setup - Payment Terms Types

2. Enter data in each field of the window as described in Table 9–1, page 9-6.

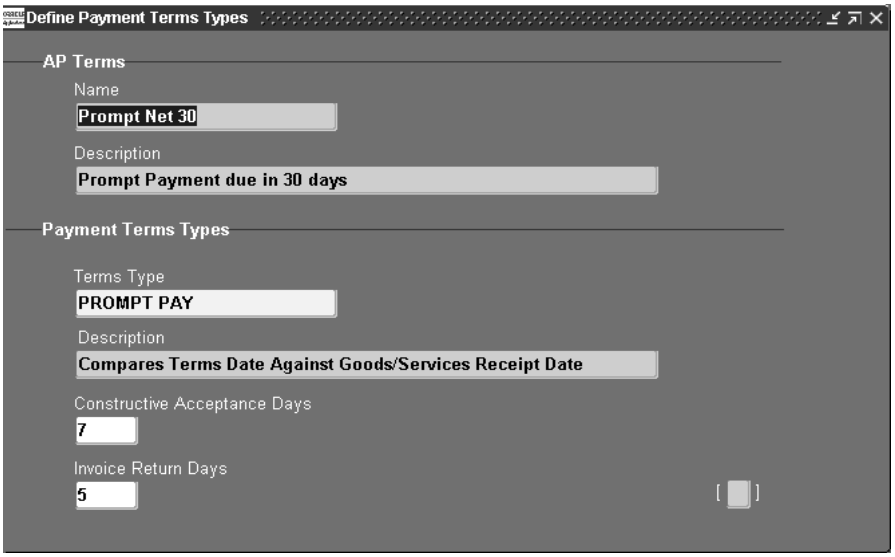
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Payment Terms Types Window

Figure 9–1 Define Payment Terms Types Window



Define Payment Terms Types Window Description

Table 9–1 Define Payment Terms Types Window Description

Field Name	Type	Features	Description
AP Terms Region			
Name	required	list of values	terms
Description	default		description of terms
Payment Terms Types Region			
Terms Type	required	list of values	payment terms types
Description	default		describes payment terms type
Constructive Acceptance Days	optional		number of days to accept goods or services after receipt of goods or services
Invoice Return Days	optional		calculates due dates when defective supplier invoices are returned
Descriptive Flexfield	optional		user-customization field

10

Federal System Parameters Setup

This chapter describes how to set up federal system parameters. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Define Federal System Parameters Procedure
- Define Federal System Parameters Window
- Define Federal System Parameters Window Description

Definition

The Define Federal System Parameters window stores the attribute column information for FACTS I customer, FACTS I Vendor, and 220-9 Adjustment Status. These parameters remain constant across set of books and organizations.

Purpose

The FACTS I process derives the attribute column stored in the Define Federal System Parameters window to determine the Eliminations Dept Descriptive Flexfield attribute. The value in the Eliminations Dept Descriptive Flexfield is reported on the FACTS I file to further categorize the general ledger account balances designated as G.

The Receivables Due from the Public process derives the attribute column stored in the Define Federal System Parameters window to determine the Adjustment Status Descriptive Flexfield attribute. The value in the Adjustment Status Descriptive Flexfield is used for reporting in the Adjustments section.

Prerequisites

- ❏ The Eliminations Dept Descriptive Flexfield must be defined for Customer Information in Oracle Public Sector Receivables.

  To define the Eliminations Dept Descriptive Flexfield for customer information, see Oracle Public Sector Receivables Setup, page 5-1.

- ❏ The Eliminations Dept Descriptive Flexfield must be defined for Vendors in Oracle Public Sector Purchasing.

  To define the Eliminations Dept Descriptive Flexfield for Vendors, see Oracle Public Sector Purchasing Setup, page 6-1.

- ❏ The Adjustment Status Descriptive Flexfield must be defined for Adjustment Information in Oracle Public Sector Receivables.

  To define the Adjustment Status Descriptive Flexfield for Adjustment Information, see Oracle Public Sector Receivables Setup, page 5-1.

Define Federal System Parameters Procedure

To define federal system parameters, perform the following steps.

1. In Federal Financials, navigate to the Define Federal System Parameters window as follows:

   Setup - Options - Define Federal System Parameters

2. Enter data in the Define Federal System Parameters window as described in Table 10–1, page 10-5.

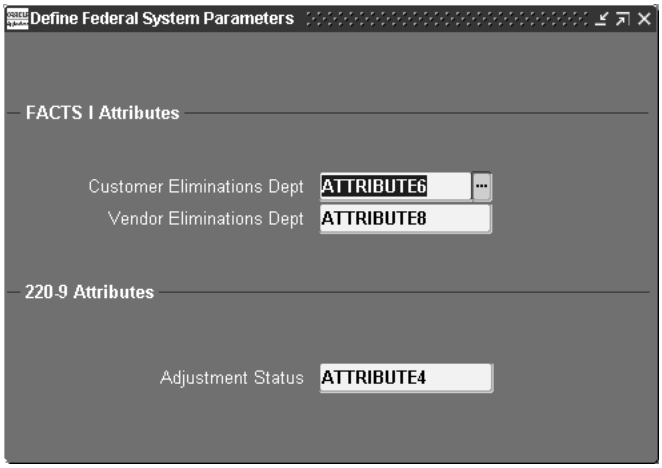
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Federal System Parameters Window

Figure 10–1 Define Federal System Parameters Window



Define Federal System Parameters Window Description

Table 10–1 Define Federal System Parameters Window Description

Field Name	Type	Features	Description
FACTS I Attributes Region			
Customer Eliminations Dept	required	list of values	FACTS I customer attribute **Note:** Select the same attribute used in the Eliminations Dept Descriptive Flexfield for Customer Information.
Vendor Eliminations Dept	required	list of values	FACTS I vendor attribute **Note:** Select the same attribute used in the Eliminations Dept Descriptive Flexfield for Vendors.
220-9 Attributes Region			
Adjustment Status	required	list of values	220-9 report attribute **Note:** Select the same attribute used in the Adjustment Status Descriptive Flexfield for Adjustment Information.

11

Federal Options Setup

This chapter describes setup of account and agency information required for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Federal Options Setup Procedure
- Define Federal Options Window
- Define Federal Options Window Description

Definition

The Define Federal Options window is used to define and update information that is used by Oracle U.S. Federal Financials.

Purpose

The Federal Setup Options are required to run the following:

- Payments
- Confirmation
- Posting
- Receivables Management
- Interagency Transactions
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- FMS Form 224 Statement of Transactions
- SF 1080 Voucher for Transfers Between Appropriations and / or Funds
- FMS Form 1219 / 1220
- FACTS II
- Receivables and Payables Netting
- Economically Beneficial Discount
- Enhanced Transaction Codes

Table 11–1 shows the fields in the Define Federal Options window that are used to meet specific federal requirements.

Table 11–1 Federal Requirements Met by Define Federal Options Window

Field Name	Federal Requirements
Asset Discount Transaction Code	Posting
Expense Discount Transaction Code	Posting
Agency Location Code	federal reporting requirements
Disbursement in Transit Cash Transaction Code	Confirmation
Accounts Receivable Activity Name	Receivables Management

Table 11–1 Federal Requirements Met by Define Federal Options Window

Field Name	Federal Requirements
Interagency Activity Name	Interagency Transactions

Prerequisites

- ❑ Access to the Define Federal Options window is required.

  To create users that have access to the Define Federal Options window, see Oracle Applications System Administration Setup, page 2-1.

- ❑ The accounting flexfield, set of books, and US SGL transaction codes must be defined.

  To define the accounting flexfield, set of books, or US SGL transaction codes, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❑ An Interagency pay group must be defined.

  To define vendor and Payables QuickCodes, see Oracle Public Sector Payables Setup, page 4-1.

- ❑ Transaction types for Receivables Management and receivables activities must be defined.

  To define transaction and receivables activities, see Oracle Public Sector Receivables Setup, page 5-1.

- ❑ Organizations and organization types must be defined.

  To define organizations and organization types, see Oracle Public Sector Purchasing Setup, page 6-1.

Federal Options Setup Procedure

To enter or update Federal Options, perform the following steps.

1. In Federal Financials, navigate to the Define Federal Options window as follows:

   Setup - Options - Define Federal Options

2. Enter data in each field of the window as described in Table 11–2, page 11-9.
3. To view data in the Address Location pop-up window, click **Details**.
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window

Note: If Oracle Applications Multiple Organizations Support has been implemented, Federal Options must be defined for each operating unit.

Define Federal Options Window

Figure 11–1 Define Federal Options Window, Disbursement in Transit Tab

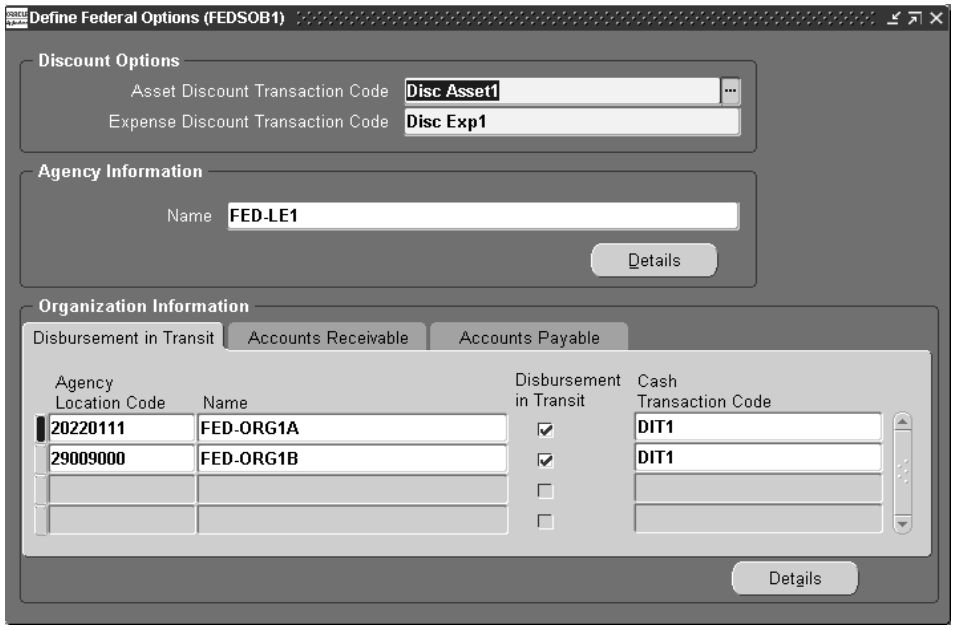


Figure 11–2 Define Federal Options Window, Accounts Receivable Tab

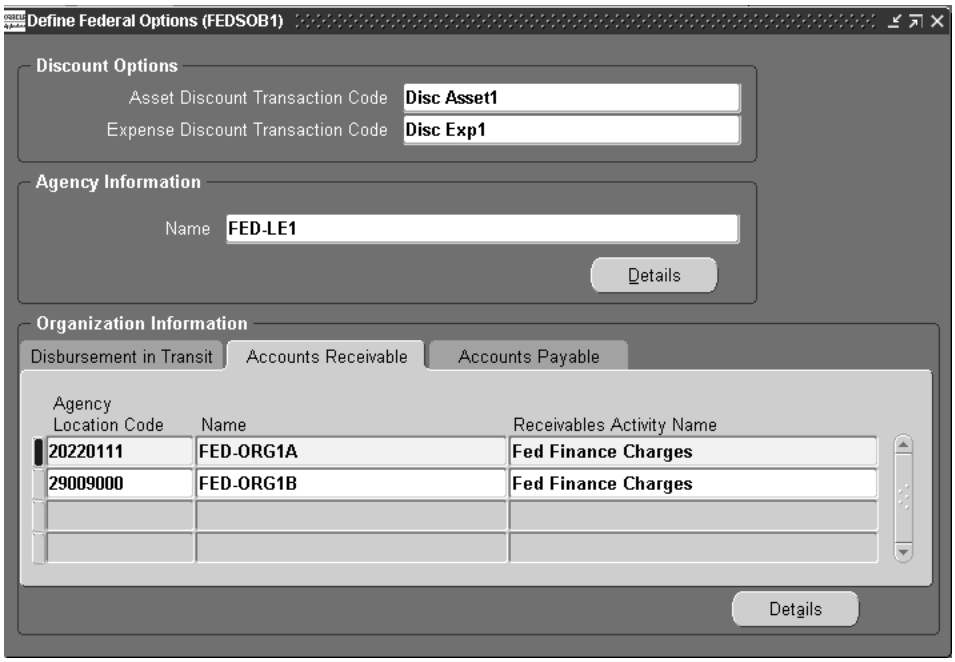


Figure 11–3 Define Federal Options Window, Accounts Payable Tab

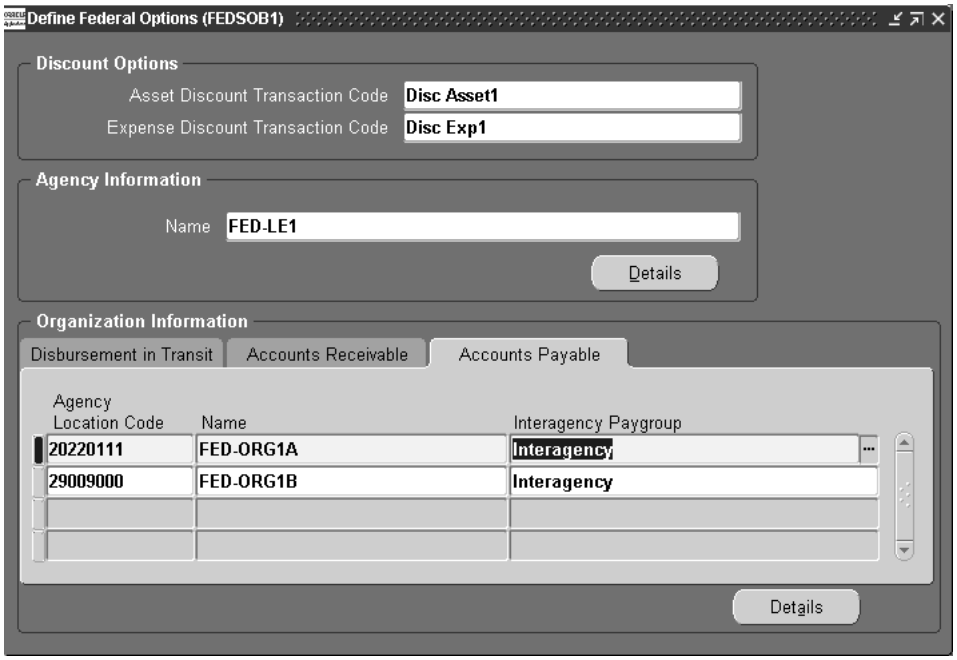
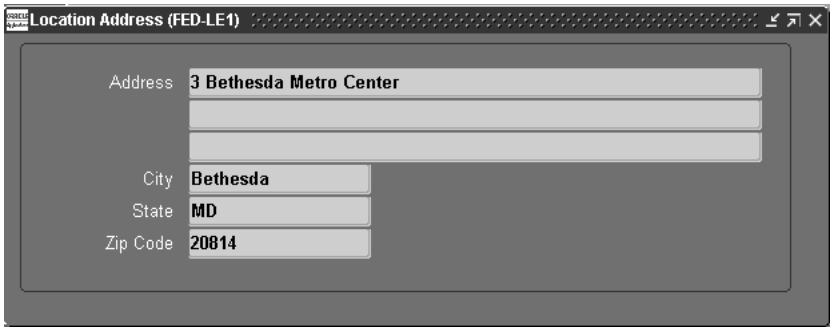


Figure 11–4 Location Address Popup Window



Define Federal Options Window Description

Table 11–2 Define Federal Options Window Description

Field Name	Type	Features	Description
Discount Options Region			
Asset Discount Transaction Code	required	list of values	valid US SGL or General Ledger transaction code
Expense Discount Transaction Code	required	list of values	valid US SGL or General Ledger transaction code
Agency Information Region			
Name	required	list of values	agency's legal entity name, as defined in Purchasing
Details		button	opens Location Address window
Organization Information Region			
Agency Location Code	required		unique agency identifier for Treasury
Name			operating unit, as defined in Purchasing setup
Disbursement in Transit Tab			
Disbursement in Transit	optional	check box	if checked, disbursement in transit is used
Cash Transaction Code	optional	list of values	valid US SGL or General Ledger transaction code **Note**: required if Disbursement in Transit is checked
Accounts Receivable Tab			
Receivables Activity Name	required	list of values	valid receivable transaction name
Accounts Payable Tab			
Interagency Paygroup	required	list of values	valid interagency pay group
Details		button	opens Location Address window

Table 11–2 Define Federal Options Window Description

Field Name	Type	Features	Description
Location Address Pop-up Window			
Address	default, display only		agency address information **Note**: if not provided, no address information appears on the federal reports
City	default, display only		agency city information
State	default, display only		agency state
Zip Code	default, display only		agency postal code information

12

Treasury Account Codes Setup

This chapter describes how to set up treasury account codes. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Treasury Account Codes Procedure
- Define Treasury Account Codes Window
- Define Treasury Account Codes Window Description

Definition

The Define Treasury Account Codes window is used to enter treasury account code information and create rollup groups required by Federal Agencies' Centralized Trial Balance System Setup (FACTS) and to set up Federal Account Symbols. Treasury account codes are defined in the Treasury Financial Management document.

Purpose

Treasury account codes are required to run the following:

- FACTS I
- FACTS II
- Year-End Closing process

Treasury account codes are also required to enter data in the Define Federal Account Symbols window.

Prerequisites

❑ Access to the Define Treasury Account Codes window is required.

To create users that have access to the Define Treasury Account Codes window, see Oracle Applications System Administration Setup, page 2-1.

Treasury Account Codes Procedure

To enter or update treasury account codes, perform the following steps.

1. In Federal Financials, navigate to the Define Treasury Account Codes window as follows:

   Setup - Appropriation - Define Treasury Account Codes

2. Enter data in each field of the window as described in Table 12–1, page 12-5.

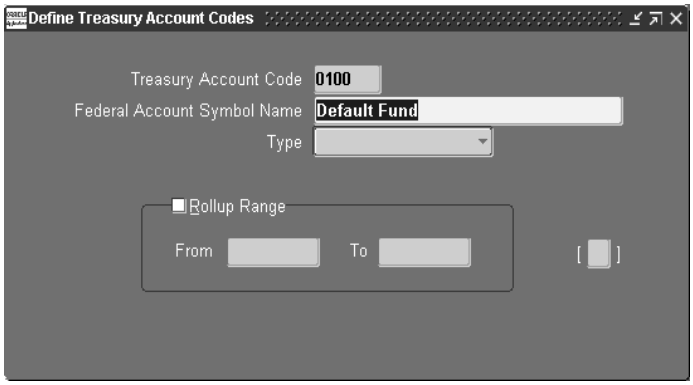
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Treasury Account Codes Window

Figure 12–1 Define Treasury Account Codes Window



Define Treasury Account Codes Window Description

Table 12–1 Define Treasury Account Codes Window Description

Field Name	Type	Features	Description
Treasury Account Code	required		treasury account code; assigned by Department of Treasury
Federal Account Symbol Name	required		treasury account code description; also called federal account symbol name
Type	optional	drop-down list	treasury account code type **Note**: Required if treasury account code is between 5001 and 5999.
Rollup Range	optional	check box	from and to treasury account codes; If treasury account code is a parent, the child treasury account code group rollup range is entered.
From	conditionally required		first treasury account code in rollup range; required if Rollup Range check box selected
To	conditionally required		last treasury account code in rollup range; required if Rollup Range check box selected
Descriptive Flexfield	optional		user-customization field

13

Federal Account Symbol Setup

This chapter describes how to enter and update federal account symbols. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering Define Federal Account Symbol Procedure
- Define Federal Account Symbols Window
- Define Federal Account Symbols Window Description

Definition

A federal account symbol is a group of numbers used to identify the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

The Define Federal Account Symbols window is used to define a federal account symbol and its associated treasury symbols. The associated budget account code is also displayed, if defined.

A treasury symbol is a group or combination of numbers to identify the agency responsible for the appropriation, period of availability, and fund classification. The treasury symbol is defined in accordance with a prescribed system of account classification and identification as set forth by the Department of Treasury.

Overview

The Define Federal Account Symbols window is used to enter fields such as financing account and cohort segment that are listed in the Federal Agencies' Centralized Trial-Balance System II (FACTS II). In addition, the Define Federal Account Symbols window contains fields that comprise an agency's treasury symbol, which is built dynamically from fields entered in this window. When building the treasury symbol, fields that are optional, such as department transfer, treasury appropriation fund symbol (TAFS) sub-account, or TAFS split code, and which do not have a value entered, are not recorded as part of the treasury symbol, as shown in Table 13–1.

Table 13–1 Treasury Symbol Examples

Dept Code	Acct. Code	Dept Transfer	Time Frame	Years Avail.	Est. FY	Expiration	TAFS Sub-acct	TAFS Split Code	Treasury Symbol
69	2345	15	single	1	1999	1999			69-15-99-2345
69	2345	15	multi-year	3	1999	2001			69-15-9901-2345
69	2345	15	no-year		1999				69-15-X-2345
69	2345		single	1	1999	1999			69-99-2345
69	2345		multi-year	2	1999	2000	921		69-9900-2345-921
69	2345	10	multi-year	5	1999	2003	921	023	69-9903-2345-921-022
69	2345		no-year		1999				69-X-2345

Prerequisites

- ❑ Treasury account codes must defined.

  To define treasury account codes, see Treasury Account Codes Setup, page 12-1.

- ❑ Agencies that report cohorts must include a segment in the accounting flexfield that captures the cohort years.

Entering Define Federal Account Symbol Procedure

To define federal account symbols, perform the following steps.

1. In Federal Financials, navigate to the Define Federal Account Symbols window as follows:

   Setup - Appropriation - Define Federal Account Symbols

2. Enter data in each field of the Define Federal Account Symbols window as described in Table 13–2, page 13-7.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Federal Account Symbols Window

Figure 13–1 Define Federal Account Symbols Window, Appropriation Year Dates Tab

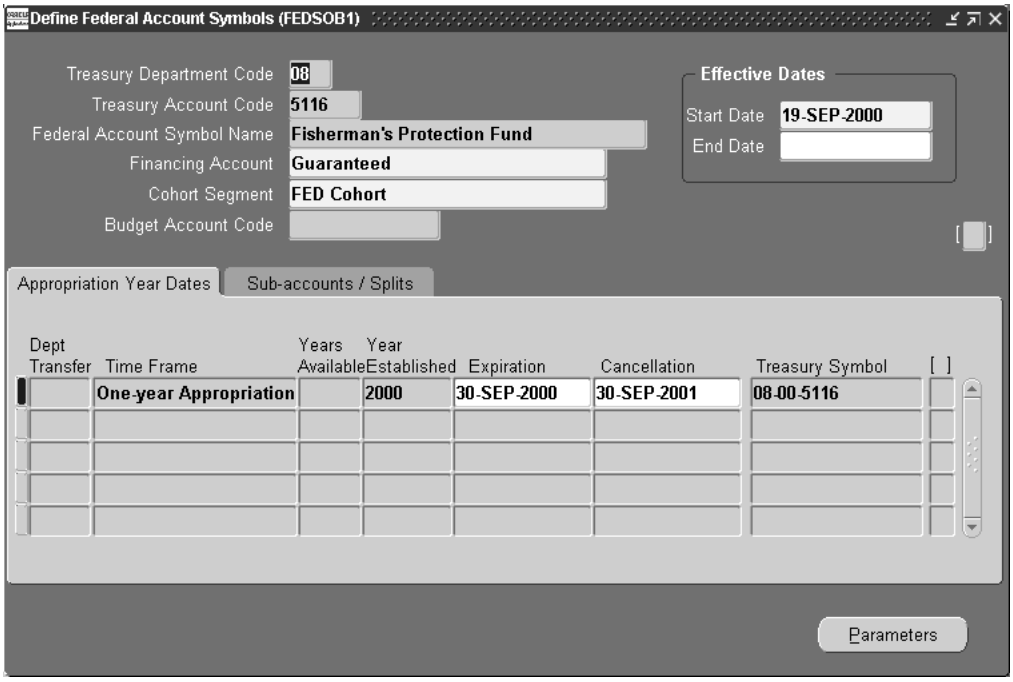
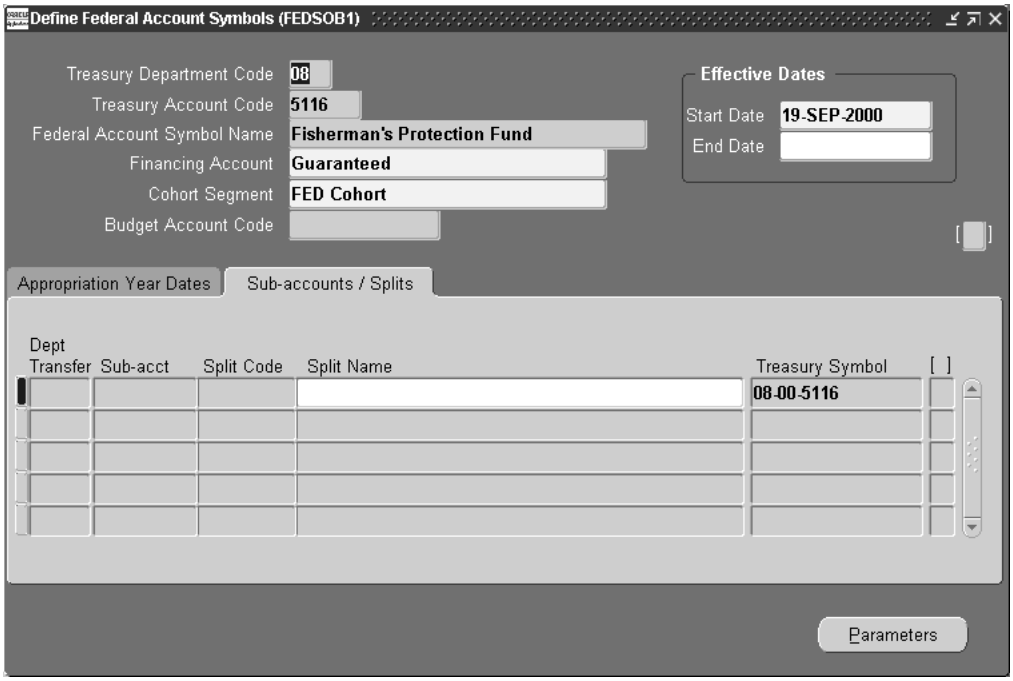


Figure 13–2 Define Federal Account Symbols Window, Sub-accounts/Splits Tab



Define Federal Account Symbols Window Description

Table 13–2 Define Federal Account Symbols Window Description

Field Name	Type	Features	Description
Treasury Department Code	required		department code assigned by Department of Treasury
Treasury Account Code	required	list of values	account code assigned by Department of Treasury
Federal Account Symbol Name	required	list of values	user defined description of federal account symbol
Financing Account	required	list of values	federal account symbols that represent a receipt account; valid values: direct, guaranteed, or non-financing
Cohort Segment	optional or required		accounting flexfield segment that lists cohort year; required if financing account is direct or guaranteed
Budget Account Code	display only		code that links appropriate budget account to treasury symbol
Descriptive Flexfield			user-customization field
Effective Dates Region			
Start Date	required		date indicating when federal account symbol was established
End Date	optional		date indicating an agency is terminated and all associated treasury symbols are cancelled
Appropriation Year Dates Tab			
Dept Transfer	optional		Department of Treasury agency code receiving funds through an allocation transfer
Time Frame	required	list of values	time frame of appropriation; valid values: multi-year appropriation, no-year appropriation, or one-year appropriation fund
Years Available	optional		number of years appropriation is available; required if time frame is multi-year, disabled for all other time frames
Year Established	required		year appropriation established
Expiration	optional		expiration date of appropriation; required if time frame is one-year or multi-year

Table 13–2 Define Federal Account Symbols Window Description

Field Name	Type	Features	Description
Cancellation	optional		cancellation date of appropriation; required if time frame is one-year or multi-year
Treasury Symbol	display only		treasury symbol; for one-year appropriations, fiscal year is last two digits of established fiscal year; for multiple-year appropriations, fiscal year is last two digits of established fiscal year and last two digits of calculated expiration date; for no-year or revolving appropriations, value is X.
Descriptive Flexfield	optional		field for user customization
Sub-accounts/Splits Tab			
Dept Transfer	optional		Department of Treasury agency code receiving funds through an allocation transfer
Sub-acct	optional		account subdivision of treasury symbol; assigned by Department of Treasury
Split Code	optional		subdivision of treasury symbol; assigned by OMB or Department of Treasury
Split Name	optional		name of subdivision of treasury symbol; assigned by OMB or Department of Treasury
Treasury Symbol	display only		treasury symbol; compilation of department code, department transfer account code, fiscal year, main account code, TAFS sub-account, and TAFS split code. Optional fields that do not have a value entered are not included as part of treasury symbol.
Descriptive Flexfield	optional		user-customization field
Parameters		button	opens Define Appropriation Parameters window

14

Budget Account Codes Setup

This chapter describes how to enter and update budget account codes. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering Define Budget Account Codes Procedure
- Define Budget Accounts Window
- Define Budget Accounts Window Description

Definition

The budget account is an administrative or functional subdivision of a budget agency. A budget account must have at least one federal account symbol associated with it. The Define Budget Account Codes window is used to define and update an agency's budget account code information.

Overview

The Define Budget Account Codes window allows users to associate a federal account symbol with a budget account. The federal account symbol is selected from a list of values. Because a budget account must be associated with a federal account symbol, the federal account symbol must be established before defining the budget account.

The Define Budget Account Codes window also allows users to specify the following values that describe the budget account:

- budget status indicator
- budget enforcement act (BEA) category
- borrowing source values

Prerequisites

❑ The federal account symbol to be associated with the budget account code must be established.

To define a federal account symbol, see Federal Account Symbol Setup, page 13-1.

Entering Define Budget Account Codes Procedure

To define budget account codes, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Accounts window as follows:

   Setup - Appropriation - Define Budget Accounts

2. Enter data in each field of the Define Budget Accounts window as described in Table 14–1, page 14-5.

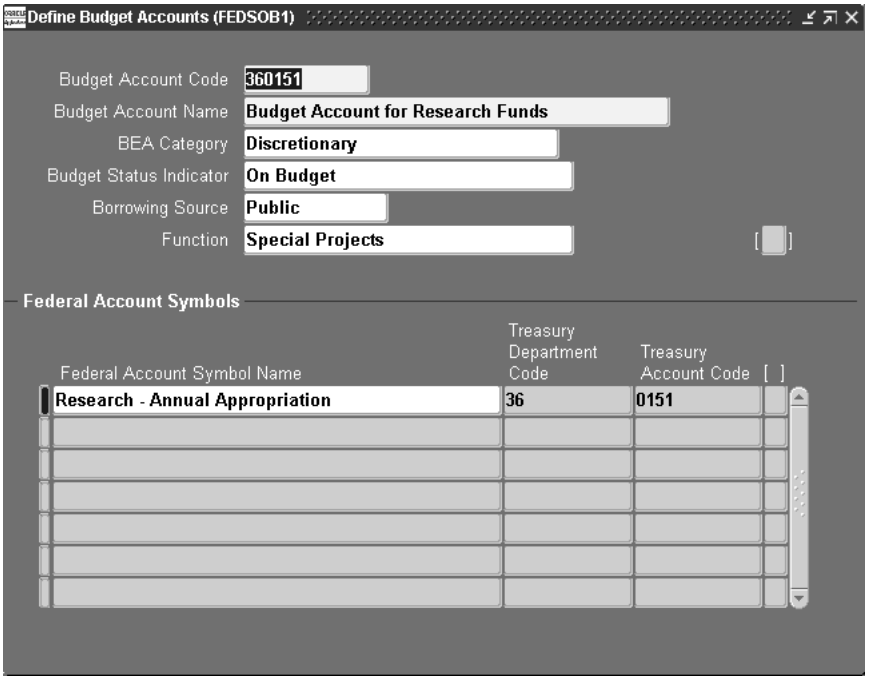
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Budget Accounts Window

Figure 14–1 Define Budget Accounts Window



Define Budget Accounts Window Description

Table 14–1 Define Budget Accounts Window Description

Field Name	Type	Features	Description
Budget Account Code	required		budget account code
Budget Account Name	required		budget account name
BEA Category	required	list of values	budget enforcement act (BEA) category; includes discretionary, mandatory
Budget Status Indicator	optional	list of values	budget status; includes on budget, off budget, financing account, government sponsored enterprise
Borrowing Source	required	list of values	borrowing source; includes treasury, public, both
Function	optional		data classification according to major purpose served, for example, transportation, income, security
Descriptive Flexfield			user-customization field
Federal Account Symbols Region			
Federal Account Symbol Name	required	list of values	federal account symbol title
Treasury Department Code	display only		federal account symbol department code; populated when federal account symbol entered
Treasury Account Code	display only		federal account symbol account code; populated when federal account symbol entered
Descriptive Flexfield			user-customization field

15

Treasury Symbol Mapping Setup

This chapter describes how to map previous treasury symbols to new treasury symbols. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Mapping Treasury Symbols Procedure
- Treasury Symbol Mapping Window
- Treasury Symbol Mapping Window Description

Definition

A treasury symbol is a combination of numbers that identifies the appropriation from which agencies can create spending transactions.

Overview

To use Federal Agencies' Centralized Trial-Balance System II (FACTS II), users must convert their current treasury symbols to the new treasury symbols built using the Define Federal Account Symbols window.

Note: This procedure is only necessary for users who are upgrading from Oracle U.S. Federal Financials version 2.0.

Prerequisites

- ❏ Treasury symbols must be defined using the Define Federal Account Symbol window.

  To enter treasury symbols, see Federal Account Symbol Setup, page 13-1.

Mapping Treasury Symbols Procedure

To map user's treasury symbols to new treasury symbols, perform the following steps.

1. Ensure that new treasury symbols are entered using the Define Federal Account Symbols window.
2. In Federal Financials, navigate to the Treasury Symbol Mapping window as follows:

   Setup - Appropriation - Treasury Symbol Mapping

   The Treasury Symbol Mapping window appears.
3. In the Old Treasury Symbol field, select the agency's old treasury symbol from the list of values.
4. In the New Treasury Symbol field, select the agency's newly defined treasury symbol from the list of values.
5. Save the information as follows:

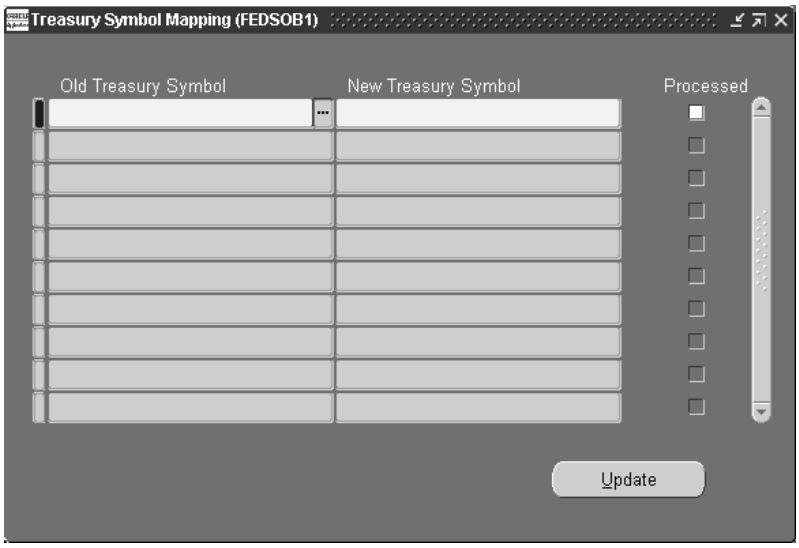
   File - Save or **Save and Proceed**
6. To map treasury symbols, click **Update**.

   The following warning message appears:

   ```
   All links to the Old Treasury Symbols will be severed on commit. Verify that
   Treasury Symbol associations are correct Proceed?
   ```
7. To commit the changes, click **OK**, or click **Cancel** to return to the Treasury Symbol Mapping window.

Treasury Symbol Mapping Window

Figure 15–1 Treasury Symbol Mapping Window



Treasury Symbol Mapping Window Description

Table 15–1 Treasury Symbol Mapping Window Description

Field Name	Type	Features	Description
Old Treasury Symbol	required	list of values	previous treasury symbol
New Treasury Symbol	required	list of values	new treasury symbol; entered in Define Federal Account Symbols window
Processed	display only	check box	if selected, indicates treasury symbol was mapped; updated automatically after treasury symbols are mapped
Update		button	maps treasury symbols

16

Define Appropriation Parameters Setup

This chapter describes how to set up appropriation parameters. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Entering Define Appropriation Parameters Procedure
- Define Appropriation Parameters Window
- Define Appropriation Parameters Window Description

Definition

Appropriation parameters define additional information associated with the balancing segment of the accounting flexfield. The Define Appropriation Parameters window is used to enter and query information maintained about each treasury symbol and its association with the balancing segment of the accounting flexfield in Oracle U.S. Federal Financials.

Overview

Appropriation parameters are required to process the following:

- Year-End Closing Definitions
- Year-End Closing
- Funds Inquiry
- SF 1081 Voucher and Schedule of Withdrawals and Credits
- Status of Funds Report
- FMS Form 224 Statement of Transactions
- Payment Formats
- FACTS I
- FACTS II
- Budget Execution
- FMS Form 1219 / 1220

Prerequisites

- ❑ Access to the Define Appropriation Parameters window is required.

  To define users who have access to the Define Appropriation Parameters window, see Oracle Applications System Administration Setup, page 2-1.

- ❑ The accounting flexfield must be defined.

  To define the accounting flexfield, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❑ Accounting periods must be defined.

  To open and close accounting periods, see Defining Calendars and Adding Periods to Calendars, *Oracle Public Sector General Ledger User's Guide*.

- ❑ Balancing segment values must be defined.

  To define the balancing segment values, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❑ Natural Account segment values must be defined.

  To define the accounting segment values, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❑ Federal account symbols must be defined.

  To define federal account symbols, see Federal Account Symbol Setup, page 13-1.

- ❑ Treasury account codes must be defined.

  To define treasury account codes, see Treasury Account Codes Setup, page 12-1.

Entering Define Appropriation Parameters Procedure

To enter or update appropriation parameters, perform the following steps.

1. In Federal Financials, navigate to the Find Treasury Symbol window as follows:

   Setup - Appropriation - Define Parameters

   The Find Treasury Symbol window appears.

2. In the Treasury Symbol field, select the treasury symbol from the list of values.
3. Click **Find**.

   The Define Appropriation Parameters window appears.

4. In the Definite / Indefinite field, select a value from the pop-up list.

   Note: If a budget execution transaction has been entered for this treasury symbol, the Definite / Indefinite field cannot be updated.

5. In the Bureau ID field, enter the bureau identifier.
6. Optionally, in the Business Line field, enter the business line.
7. Optionally, in the Net Outlay Amount fields, enter the quarterly net outlay dollar amounts as reported on the TFS 6653 - Undisbursed Appropriation Accounting Ledger.
8. Optionally, in the Preclosing Unexpended Amount field, enter the amount.
9. To close requisitions, select the Close Requisition check box.

   Note: If requisitions are not closed, the General Ledger will be out of balance.

10. If applicable, click **Other Authorizations**.
11. Enter the preclosing undisbursed balance for authorization codes contained in the Master Accounts File (MAF) provided by the Department of Treasury at year end.
12. Close the pop-up window.
13. In the Budget Authority field, select the General Ledger Natural account from the list of values.
14. In the Transfers In field, select the General Ledger Natural account from the list of values.
15. In the Transfers Out field, enter the General Ledger Natural account from the list of values.

16. In the Unliquidated Commitments field, select the General Ledger Natural account from the list of values.
17. In the Unliquidated Obligations field, select the General Ledger Natural account from the list of values.
18. In the Expenditures field, select the General Ledger Natural account from the list of values.
19. Select the Other tab.
20. If the fund is in red status, select the Red Status check box.
21. If the fund is available for prior year recoveries, select the Prior Year Recoveries check box.
22. Save or save and continue as follows:

    File - Save or **Save and Proceed**
23. Close the window

Note: If a budget execution transaction was entered for a treasury symbol, the following fields cannot be updated:

- Treasury Symbol
- Resource Type
- Definite / Indefinite

Note: If the budget execution transaction was entered for a fund value, the following fields cannot be updated:

- Fund Value
- Fund Category

Define Appropriation Parameters Window

Figure 16–1 Define Appropriation Parameters Window, Accounts Tab

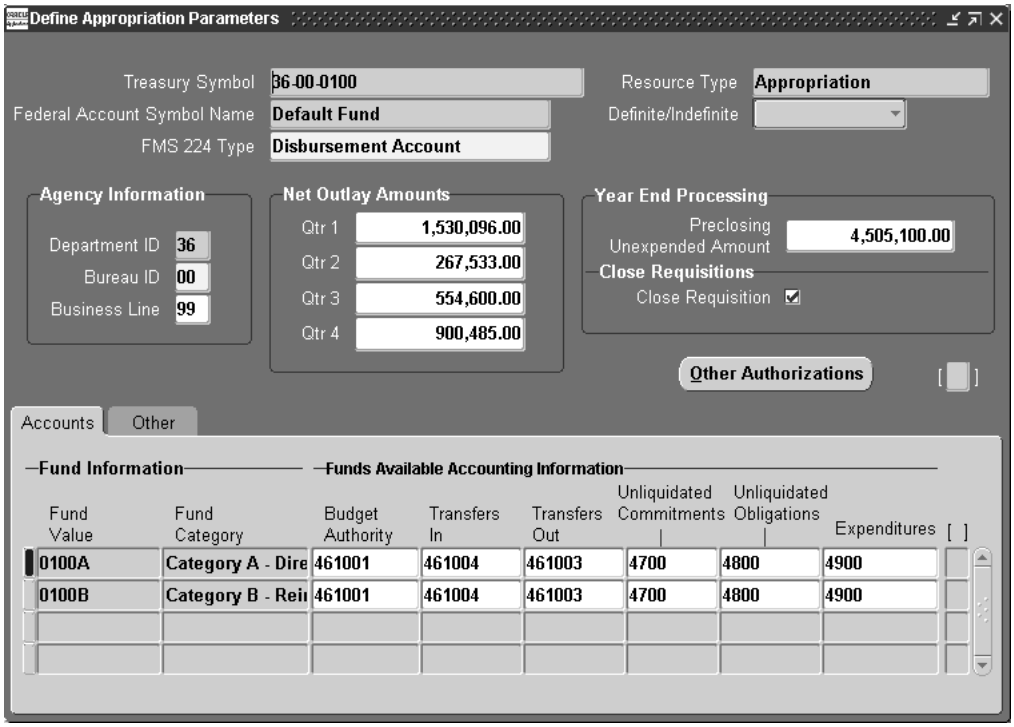


Figure 16–2 Define Appropriation Parameters Window, Other Tab

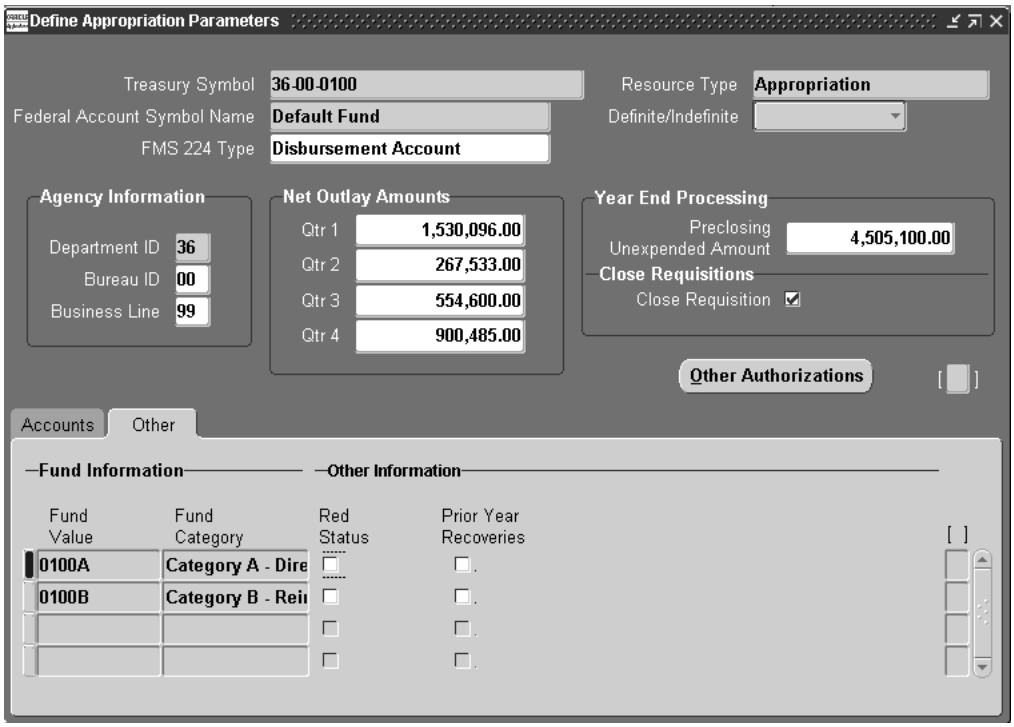
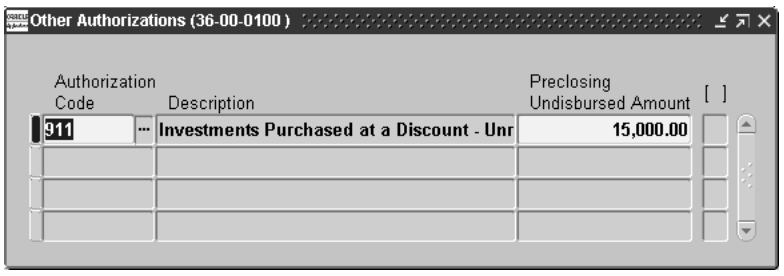


Figure 16–3 Other Authorizations Pop-up Window



Define Appropriation Parameters Window Description

Table 16–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Treasury Symbol	default, display only	list of values	treasury symbol; defined in Define Federal Account Symbols window
Federal Account Symbol Name	display only		federal account symbol description
FMS 224 Type	required	list of values	type reported on FMS 224
Resource Type	default, display only		resource type
Definite / Indefinite	optional	pop-up list	classify appropriation according to amount of budget authority indicated by appropriation law
Agency Information Region			
Department ID	display only		department identifier; values defined in Define Federal Account Symbols window
Bureau ID	required		bureau identifier
Business Line	optional		business line code
Net Outlay Amounts Region			
Qtr 1	optional		first quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger
Qtr 2	optional		second quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger
Qtr 3	optional		third quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger
Qtr 4	optional		fourth quarter net outlays amount reported by Department of Treasury to federal agencies via the FMS Form 6653 - Undisbursed Appropriation Account Ledger

Table 16–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Year End Processing Region			
Preclosing Unexpended Amount	optional		unexpended amount
Close Requisitions Region			
Close Requisition	optional	check box	if selected, closes requisitions related to treasury symbol during the year-end closing process
Other Authorization		button	opens Other Authorizations pop-up window
Other Authorizations Pop-up Window			
Authorization Code	optional	list of values	authorization code; values defined in Define Other Authorizations window
Description	default, display only		authorization code title
Preclosing Undisbursed Amount	optional		pre-closing undisbursed dollar amount of authorization code as provided from Master Accounts File (MAF)
Descriptive Flexfield	optional		user-customization field
Accounts Tab			
Fund Information Region			
Fund Value	display only		balancing segment of accounting flexfield for set of books
Fund Category	display only		allotment classification
Funds Available Accounting Information Region			
Budget Authority	optional	list of values	natural account segment of accounting flexfield for set of books
Transfers In	optional	list of values	natural account segment of accounting flexfield for set of books
Transfers Out	optional	list of values	natural account segment of accounting flexfield for set of books

Table 16–1 Define Appropriation Parameters Window Description

Field Name	Type	Features	Description
Unliquidated Commitments	optional	list of values	natural account segment of accounting flexfield for set of books
Unliquidated Obligations	optional	list of values	natural account segment of accounting flexfield for set of books
Expenditures	optional	list of values	natural account segment of accounting flexfield for set of books
Descriptive Flexfield	optional		user-customization field
Other Tab			
Other Information Region			
Red Status	optional	check box	if selected, indicates fund is in red status
Prior Year Recoveries	optional	check box	if selected, indicates fund is available for prior year recoveries
Descriptive Flexfield	optional		user-customization field

17

Current Value of Funds Setup

This chapter describes setting up Current Value of Funds rates. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Current Value of Funds Procedure
- Define Fund Rates Window
- Define Fund Rates Window Description

Definition

The Define Fund Rates window is used to enter and view the Current Value of Funds rate or average annual rate of Department of Treasury tax and loan accounts. The rate determines whether it is beneficial to take a vendor discount for early payment.

Purpose

The Define Fund Rates window is required to run the following:

- Economically Beneficial Discount

Prerequisites

❑ Access to the Define Fund Rates window is required.

To define users that have access to the Define Fund Rates window, see Oracle Applications System Administration Setup, page 2-1.

Current Value of Funds Procedure

The Current Value of Funds procedure includes the following parts:

- Entering Fund Rates
- Viewing Fund Rates

Entering Fund Rates

To enter a new Current Value of Funds rate, perform the following steps.

1. In Federal Financials, navigate to the Define Fund Rates window as follows:

   Setup - Appropriation - Define Rates

2. Enter data in each field of the Define Fund Rates window as described in Table 17–1, page 17-5.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

WARNING: Once saved, Current Value of Funds rates cannot be modified or deleted. If an incorrect rate is entered and saved, a new rate starting the next day can be entered.

Viewing Fund Rates

To view Current Value of Funds rates, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the window as follows:

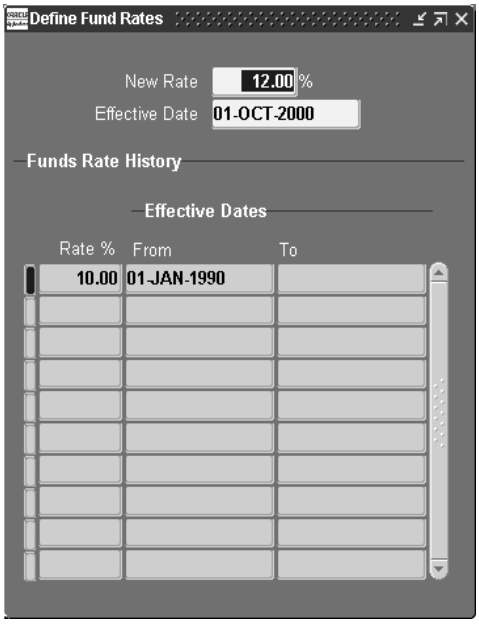
   Setup - Appropriation - Define Rates

2. View the fund rates displayed in the Value of Funds History region.

3. Scroll through the list to find the rate for a specific period.

Define Fund Rates Window

Figure 17–1 Define Fund Rates Window



Define Fund Rates Window Description

Table 17–1 Define Fund Rates Window Description

Field Name	Type	Features	Description
New Rate	required		new fund rate
Effective Date	required	list of values: pop-up calendar	effective start date of new rate; must be later than most recent start date **Note:** only one rate per start date
Funds Rate History Region			
Rate %	display only		fund rate
Effective Dates Region			
From	display only		start date for this rate; must be today's date or later
To	display only		end date for this rate **Note:** blank for current rate

18

Finance Charges Setup

This chapter describes defining finance charges for Receivables Management. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Define Finance Charges Procedure
- Define Finance Charges Window
- Define Finance Charges Window Description

Definition

The Define Finance Charges window is used to enter Finance Charge Types and determine how they are to be applied to customers and invoices.

For information on assigning and accruing finance charges, see Receivables Management Procedures, page 40-1.

Purpose

The Define Finance Charges window allows users to perform the following task:

- enter and update Finance Charge Types and supporting information to be used in assigning and accruing finance charges in Receivables Management

Prerequisites

❑ Receivables Lookups, Transaction Types, and transaction batch sources must be defined.

To define Receivables Lookups, Transaction Types, and transaction batch sources, see Oracle Public Sector Receivables Setup, page 5-1.

❑ If Oracle Applications Multiple Organizations Support has been implemented, Transaction Types must be defined for each organization.

To define Transaction Types, see Oracle Public Sector Receivables Setup, page 5-2.

To implement Oracle Applications Multiple Organizations Support, see *Multiple Organizations in Oracle Applications*.

Define Finance Charges Procedure

To define the Finance Charges used by the organization, perform the following steps.

1. In Federal Financials, navigate to the Define Finance Charges window as follows:

   Receivables Management - Finance Charges - Define

2. Enter data in each field of the Define Finance Charges window as described in Table 18–1, page 18-6.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Define Finance Charges Window

Figure 18–1 Define Finance Charges Window, Charges Tab

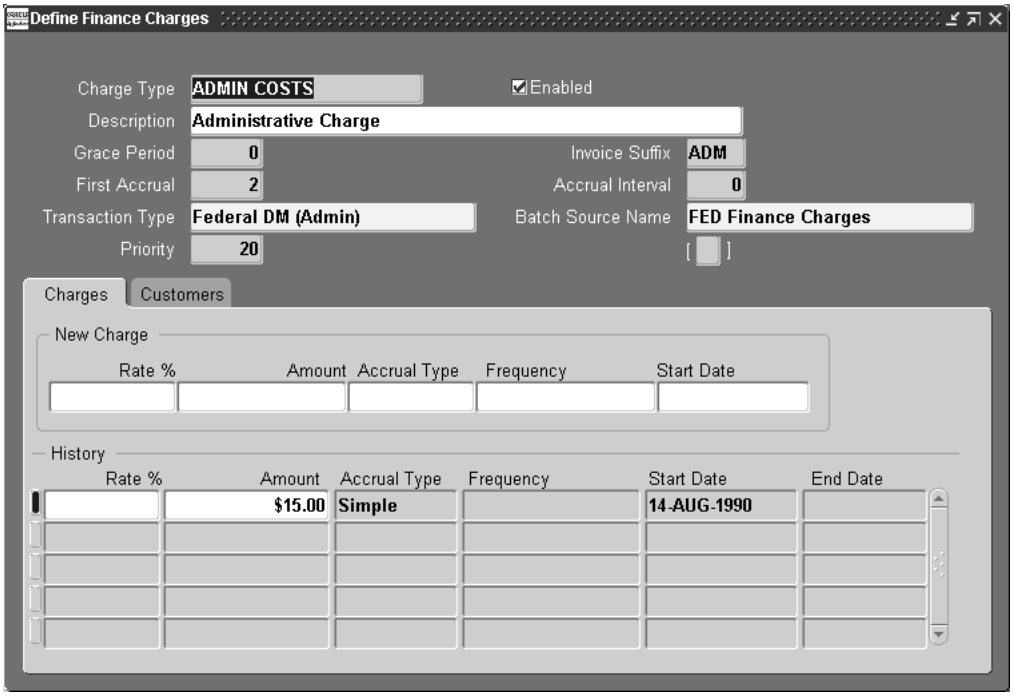
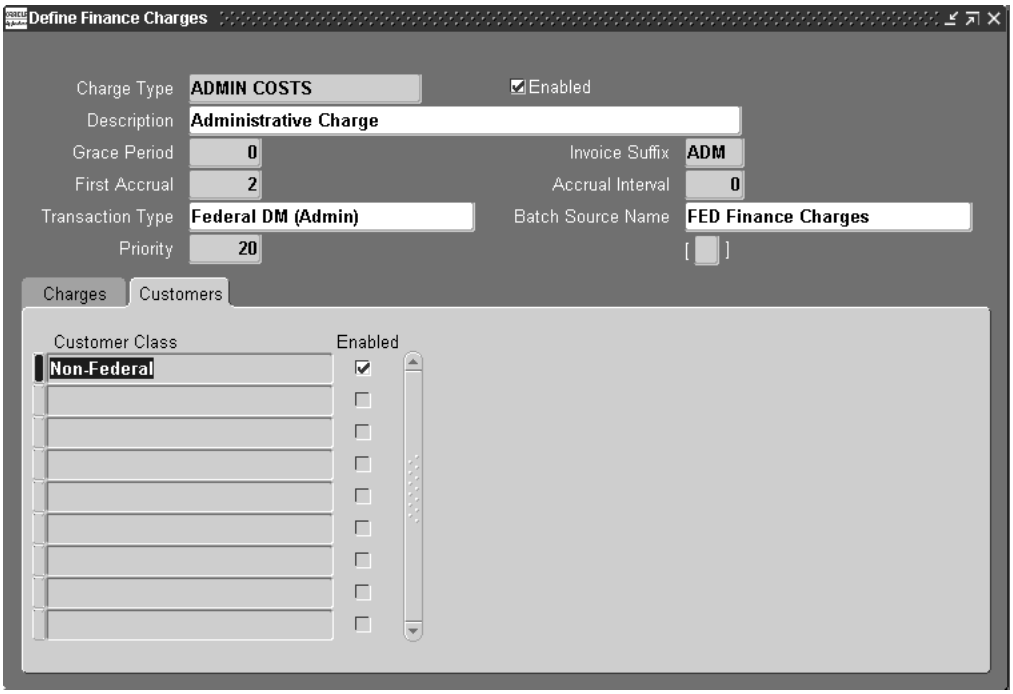


Figure 18–2 Define Finance Charges Window, Customers Tab



Define Finance Charges Window Description

Table 18–1 Define Finance Charges Window Description

Field Name	Type	Features	Description
Charge Type	required		charge type name to be defined
Enabled	required	check box	indicates charge type in use
Description	optional		charge type description
Grace Period	required		additional days before first accrual
First Accrual	required		days beyond due date; must be greater than zero
Transaction Type	required	list of values	debit memo transaction type to which charges charge type to be applied. **Note**: The debit memo must be generated to a single fund as directed by Department of Treasury.
Priority	required		order of payment among charge types when cash received; lowest priority charge types paid first; must be greater than zero
Invoice Suffix	required		last digits of invoice number; used at end of debit memo number created for that Finance Charge Type
Accrual Interval	required		days between accruals; must be greater than or equal to zero. Zero signifies a one-time charge.
Batch Source Name	required	list of values	transaction batch source
Descriptive Flexfield	optional		user-customization field
Charges Tab			
New Charge Region			
Rate %	required		percentage; not allowed if Amount entered; must be greater than zero
Amount	required		flat amount; not allowed if Rate % entered; must be greater than zero
Accrual Type	required	list of values	accrual method; only Simple allowed
Frequency	optional		how often accrued; not applicable to Simple accrual

Table 18–1 Define Finance Charges Window Description

Field Name	Type	Features	Description
Start Date	required		date charge effective; must be later than last start date for that Charge Type
History Region			
Rate %	display only		percentage; can be updated if End Date is blank
Amount	display only		flat amount; can be updated if End Date is blank
Accrual Type	display only		accrual method
Frequency	display only		how often accrued
Start Date	display only		date charge effective
End Date	display only		date charge ended
Customers Tab			
Customer Class	required	list of values	Receivables Customer Class
Enabled	required	check box	indicates charge type to be accrued for Receivables Customer Class

19

Holiday and Non-Working Dates Setup

This chapter describes setup of holiday and non-working dates. The following sections are in this chapter:

- Definition
- Purpose
- Define Holiday / Non-Working Dates Procedure
- Holiday / Non-Working Dates Window
- Holiday / Non-Working Dates Window Description

Definition

The Holiday / Non-Working Dates window is used to enter non-working or holiday dates to be used in the Prompt Payment Due Date Calculation process.

For information on the Prompt Payment Due Date Calculation process, see Prompt Payment Process, page B-1.

Purpose

The Holiday / Non-Working Dates window allows users to perform the following task:

- enter and update dates to be used in the calculation of Payable Invoice due date

Define Holiday/Non-Working Dates Procedure

To define the holidays and non-working days for the agency, perform the following steps.

1. In Federal Financials, navigate to the Holiday / Non-Working Dates window as follows:

   Setup - Holiday/Non-Working Dates

2. Enter data in each field of the Holiday / Non-Working Dates window as described in Table 19–1, page 19-5.

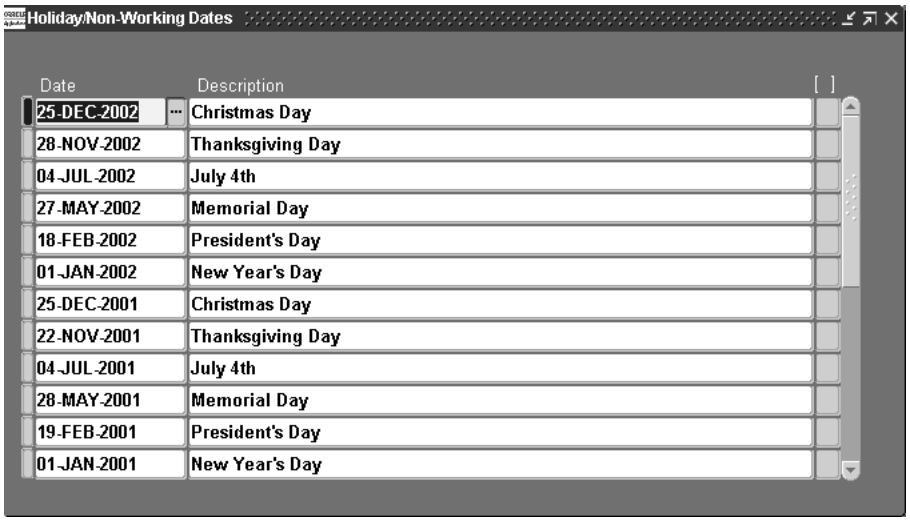
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Holiday/Non-Working Dates Window

Figure 19–1 Holiday/Non-Working Dates Window



Holiday/Non-Working Dates Window Description

Table 19–1 Holiday/Non-Working Dates Window Description

Field Name	Type	Features	Description
Date	required	list of values: pop-up calendar	date of holiday or other date that should not be considered for use in Due Date Calculation
Description	optional		description of date field; for example, President's Day
Descriptive Flexfield	optional		user-customization field

20

Federal Report Definitions Setup

This chapter describes how to set up federal report definitions. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- FMS Form 224 Report Definitions Setup Procedure
- FMS Form 224 Report Definitions Window
- FMS Form 224 Report Definitions Window Description
- FMS Form 1219 / 1220 Report Definitions Setup Procedure
- FMS Form 1219 / 1220 Report Definitions Window
- FMS Form 1219 / 1220 Report Definitions Window Description

Definition

The Federal Report Definitions windows are used to customize reports by specifying report definitions and entering report data. Report definitions provide additional information to meet federal government reporting requirements.

Purpose

Federal Report Definitions are required for the following reports:

- FMS Form 224 Statement of Transactions
- FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions

For information on running these reports, see the following chapters:

- FMS Form 224 Statement of Transactions Report Procedures, page 50-1
- FMS Form 1219/1220 Procedures, page 51-1

Prerequisites

❑ The accounting flexfield and set of books must be defined.

To define the accounting flexfield and set of books, see Oracle Public Sector General Ledger Setup, page 3-1.

FMS Form 224 Report Definitions Setup Procedure

Setup of federal report definitions for the FMS Form 224 Statement of Transactions is required. To enter or update federal report definitions for this report, perform the following steps.

1. In Federal Financials, navigate to the FMS Form 224 Report Definitions window as follows:

   Setup - Federal Report Definitions - FMS Form 224

2. Enter data in each field of the FMS Form 224 Report Definitions window as described in Table 20–1, page 20-5.

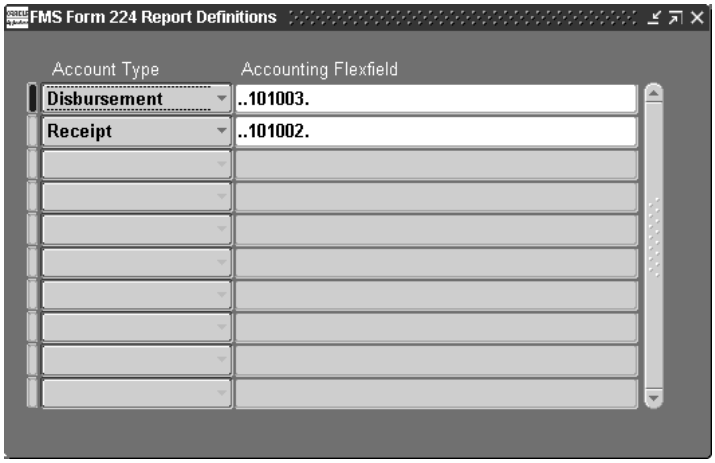
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

FMS Form 224 Report Definitions Window

Figure 20–1 FMS Form 224 Report Definitions Window



FMS Form 224 Report Definitions Window Description

Table 20–1 FMS Form 224 Report Definitions Window Description

Field Name	Type	Features	Description
Account Type	required	drop-down list	FMS Form 224 account type; Disbursement, Receipt **Note:** Default value is Disbursement.
Accounting Flexfield	required	list of values	defined segments of accounting flexfield; at least one segment must be entered

FMS Form 1219/1220 Report Definitions Setup Procedure

Setup of federal report definitions for the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions is required. To enter or update federal report definitions for this report, perform the following steps.

1. In Federal Financials, navigate to the FMS Form 1219/1220 Report Definitions window as follows:

   Setup - Federal Report Definitions - FMS Form 1219/1220 - Setup

2. Enter data in each field of the FMS Form 1219/1220 Report Definitions window as described in Table 20–2, page 20-8.

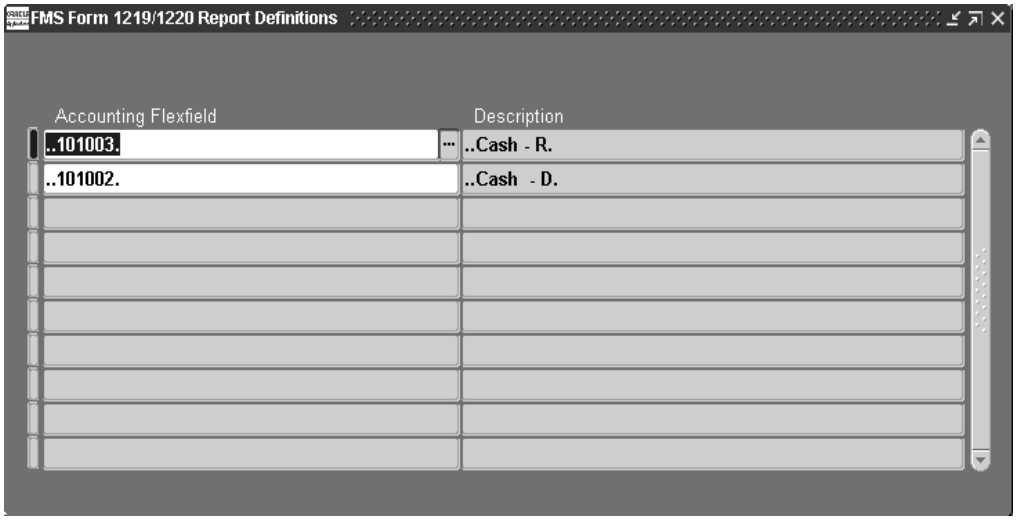
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

FMS Form 1219/1220 Report Definitions Window

Figure 20–2 FMS Form 1219/1220 Report Definitions Window



FMS Form 1219/1220 Report Definitions Window Description

Table 20–2 FMS Form 1219/1220 Report Definitions Window Description

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	defined segments of accounting flexfield; at least one segment must be entered
Description	default, display only		describes the selected accounting flexfield values

21

FACTS Table Setup

This chapter describes how to set up the Federal Agencies' Centralized Trial-Balance System (FACTS). The following sections are in this chapter:

- Definition
- Overview
- Definition
- Entering US SGL Accounts Table Setup Procedure
- Entering FACTS Attributes Table Setup Procedure

Definition

This chapter describes how to set up the Federal Agencies' Centralized Trial-Balance System (FACTS) in Oracle U.S. Federal Financials before generating reports for the first time.

Overview

This setup procedure must be run before generating the following reports:

- FACTS I
- FACTS II

The following procedures are described in this section:

- US SGL Accounts Table Setup
- FACTS Attributes Table Setup

Note: The US SGL Accounts Table Setup procedure can be run one time only. The FACTS Attributes Table Setup procedure can be run one time only for each set of books. In addition, these setup procedures must be run before any manual updates or additions are entered in the following windows:

- Define US SGL Accounts window
- FACTS Attributes window
- Define Other Authorization Codes window

US SGL Accounts Table Setup

This procedure populates the Define US SGL Accounts window with the following information:

- valid US SGL accounts as defined by the Department of Treasury's Financial Management Service (FMS)
- normal balance values: debit, credit, or either
- FACTS reporting status: FACTS I, FACTS II, or both
- edit check criteria for US SGL accounts that are required for FACTS II reporting

When the procedure is executed, all US SGL accounts are set as enabled. Users can update the values listed in the Define US SGL Accounts window to disable an account if it is obsoleted by the Department of Treasury.

Note: Because this setup procedure populates the data that identifies an account's reporting type, such as FACTS I, FACTS II, or both, it is recommended that this table setup procedure is run prior to the FACTS Attributes Table Setup procedure.

FACTS Attributes Table Setup

This procedure populates the FACTS Attributes window with the required US SGL accounts, balance types and attributes for FACTS reporting.

For information on the attributes required for FACTS I and FACTS II reporting published by the Department of Treasury, see the FMS website at the following URL:

www.fms.treas.gov/ussgl

This procedure also populates the Define Other Authorization Codes window with the following information:

- known authorization codes
- US SGL accounts and attributes used to validate edit checks for Fund Balance with Treasury reconciliation

After this setup procedure is successfully completed, users must verify that appropriate attributes are associated with the US SGL account on the FACTS Attributes window and the Define Other Authorization Codes window.

Prerequisites

Agencies must comply with the US SGL to take full advantage of FACTS I and FACTS II. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account.

Entering US SGL Accounts Table Setup Procedure

To set up the Define US SGL Accounts window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select US SGL Accounts Table Setup Procedure from the list of values.
5. Click **OK**.
6. To populate the Define US SGL Accounts window with US SGL account information, click **Submit**.
7. Close the window.

Entering FACTS Attributes Table Setup Procedure

To set up the FACTS Attributes window and Define Other Authorization Codes window, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. In the Submit a New Request window, select the Single Request radio button.
3. Click **OK**.
4. In the Request Name field, select FACTS Attributes Table Setup from the list of values.
5. Click **OK**.

   The Parameters window appears.

6. From the list of values, select Yes to indicate that US SGL accounts are used, or No to indicate that they are not used.
7. Click **OK**.
8. To populate the FACTS Attributes window with FACTS attributes information, click **Submit**.
9. Close the window.

22

FACTS Setup

This chapter describes how to set up the Federal Agencies' Centralized Trial-Balance System (FACTS) windows. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Setting Up Define US SGL Accounts Procedure
- Define US SGL Accounts Window
- Define US SGL Accounts Window Description
- Defining FACTS Attributes Procedure
- FACTS Attributes Window
- FACTS Attributes Window Description
- Setting Up Define Other Authorization Codes Procedure
- Define Other Authorization Codes Window
- Define Other Authorization Codes Window Description

Definition

This chapter describes how to set up the Federal Agencies' Centralized Trial-Balance System (FACTS) windows in Oracle U.S. Federal Financials before generating the reports for the first time.

Overview

The following windows are used to set up FACTS:

- Define US SGL Accounts Window
- Define FACTS Attributes Window
- Define Other Authorization Codes Window

Define US SGL Accounts Window

The Define US SGL Accounts window captures all valid US SGL accounts as defined by the Department of Treasury. Also, the Define US SGL Accounts window captures the criteria to perform many of the FACTS II edit checks.

For information on the FACTS II edit check process, see FACTS II Procedures, page 45-1.

Define FACTS Attributes Window

The Define FACTS Attributes window allows users to enter and associate attributes that pertain to specific US SGL accounts. The check box attributes indicate that the attribute should be reported for the US SGL account. However, the attribute is derived from values already captured in the system. Attributes defined using a list of values data entry field are reported as defined on the Define FACTS Attributes window.

Users can add, change, or delete records using the Define FACTS Attributes window. The Define FACTS Attributes Table setup procedure populates the Define FACTS Attributes window with the US SGL account, balance type, and applicable attributes. Accounts may need to be added or modified for the following reasons:

- The Department of Treasury's Financial Management Service (FMS) adds a new US SGL account that is not included in the US SGL Account Table Setup procedure.
- The Department of Treasury's FMS changes the balance type or attributes associated with a specific US SGL account.

- The agency expands its SGL account numbering system, and the accounts are assigned different values in the attributes defined using the list of values, for example, transaction partner.

Define Other Authorization Codes Window

The Define Other Authorization Codes window is used to define authorization codes, which are also known as record type 7 (RT7) codes. These authorization codes are an extension of the treasury symbol. Each authorization code has corresponding US SGL accounts that are used to record and report the different transaction types.

Table 22–1 summarizes the authorizations codes provided in the Treasury Financial Manual (TFM).

Table 22–1 Authorization Code Summary

Authorization Code	Transaction Type or Description	US SGL Account
911	Investments Purchased at a Discount - Unrealized Discount	1611, 1621
921	Funds Held Outside the Treasury - Imprest Funds	1120, 1130
931	Investments Purchased at a Discount - Unamortized Premium and Discount	1611, 1612, 1613
941	Unfunded Contract Authority	4032, 4034, 4131, 4132, 4133, 4135, 4138, 4139B*
951	Authority to Borrow from the Department of Treasury	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*
962	Authority to Borrow from the Public	4042, 4044, 4141, 4142, 4143, 4145, 4148, 4149B*
971	Investments in Public Debt Securities	1610
972	Investments in Agency Securities	1620

Note: B* indicates the beginning balance.

The US SGL accounts associated with each authorization code are used in the edit checks to reconcile account balances to the Fund Balance with Treasury Account, US SGL Account 1010.

Prerequisites

- ❏ The setup steps listed in this chapter are required before running the following reports:
  - FACTS I
  - FACTS II
- ❏ Agencies must comply with the US SGL to take full advantage of the FACTS II enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account.
- ❏ FACTS Attributes table setup must be completed.

  To set up the FACTS table, see Entering FACTS Attributes Table Setup Procedure, page 21-5.
- ❏ US SGL Account table setup must be completed.

  To set up the US SGL account table, see Entering US SGL Accounts Table Setup Procedure, page 21-4.

Setting Up Define US SGL Accounts Procedure

To set up US SGL accounts, perform the following steps.

1. In Federal Financials, navigate to the Define US SGL Accounts window as follows:

   Setup - Federal Report Definitions - Define US SGL Accounts

2. In the US SGL Account field, enter the account number.
3. In the Description field, enter the title or name of the account number.
4. In the Normal Balance field, select the normal balance of the account from the pop-up list.
5. Ensure that the Enabled check box is selected.
6. In the FACTS Reporting field, indicate if the account is reported on FACTS I, FACTS II, or both.
7. If the US SGL Account is reported on FACTS II, for example, the FACTS Reporting field is FACTS II or both, enter data in the FACTS II Edit Check region as described in Table 22–2, page 22-9
8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

9. Close the window.

Define US SGL Accounts Window

Figure 22–1 Define US SGL Accounts Window, Total Resources Tab

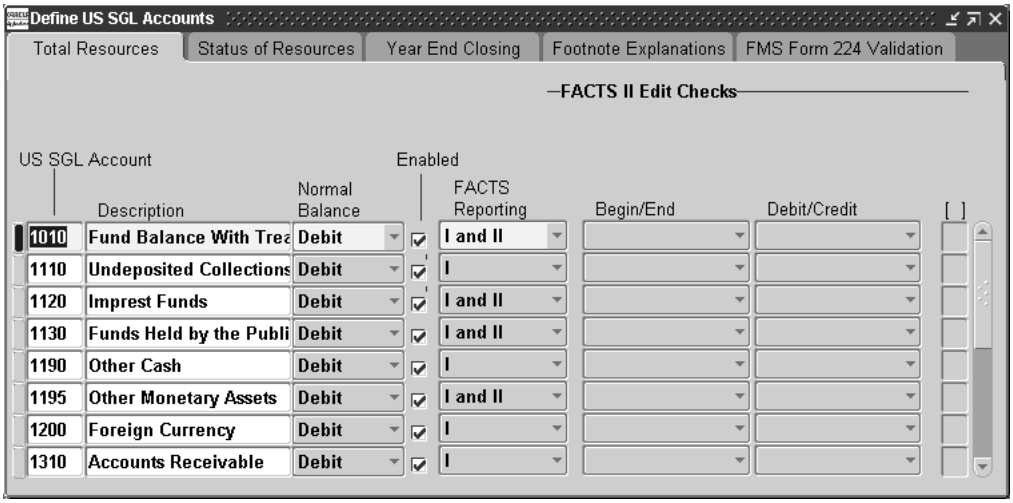


Figure 22–2 Define US SGL Accounts Window, Status of Resources Tab

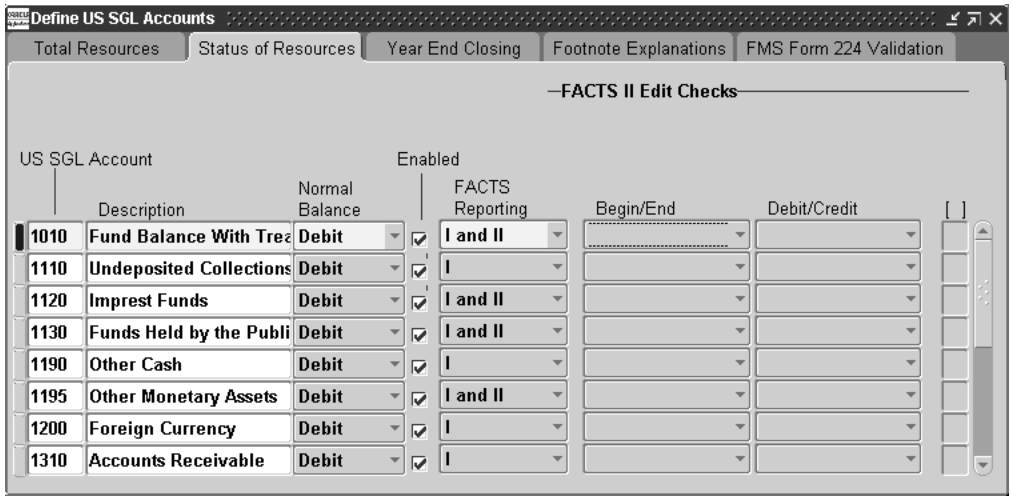


Figure 22–3 Define US SGL Accounts Window, Year End Closing Tab

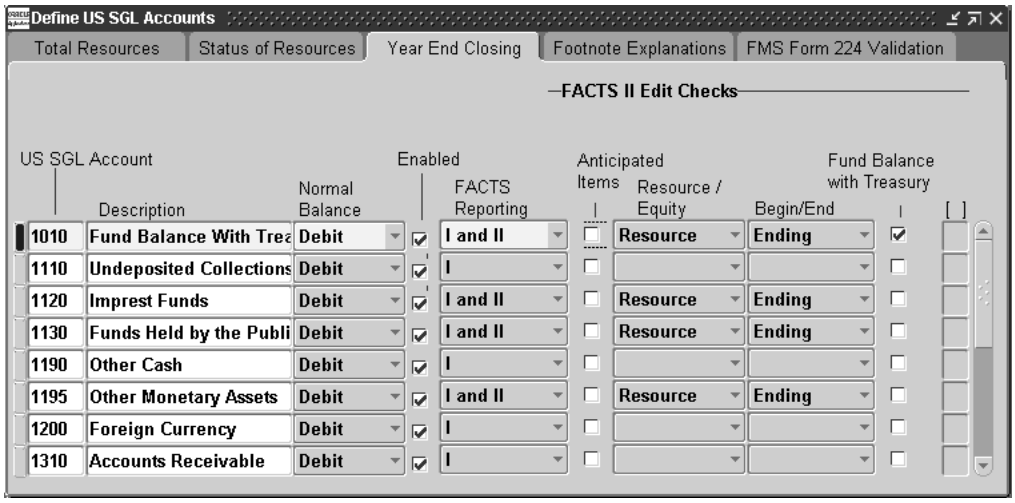


Figure 22–4 Define US SGL Accounts Window, Footnote Explanation Tab

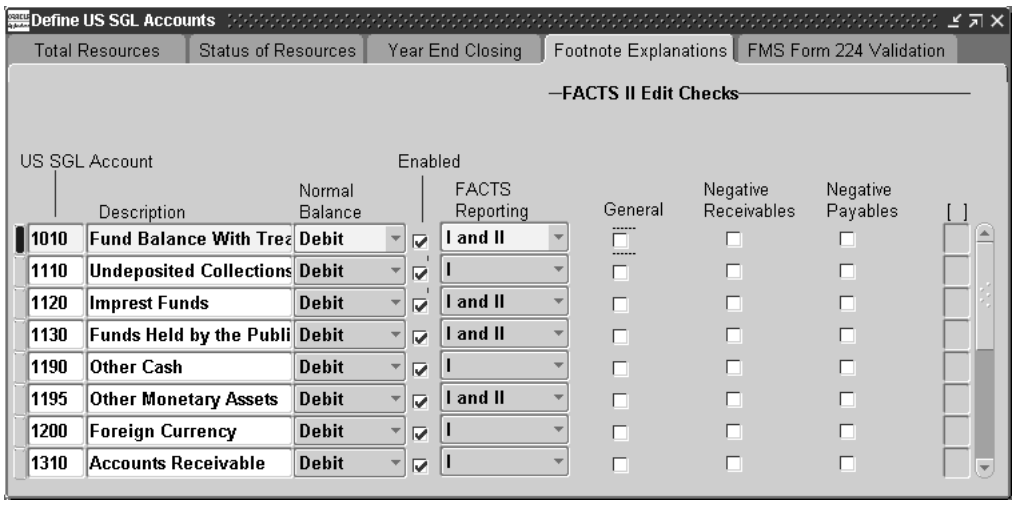
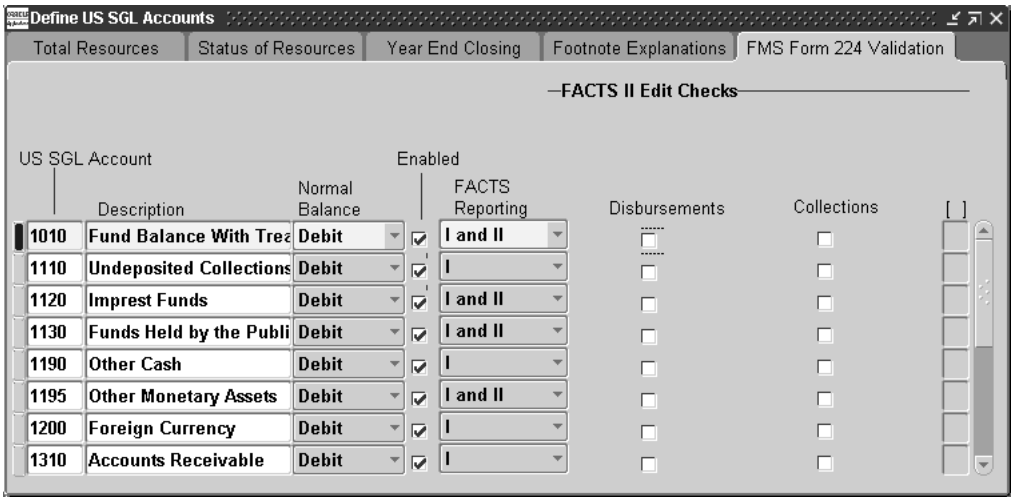


Figure 22–5 Define US SGL Accounts Window, FMS Form 224 Validation Tab



Define US SGL Accounts Window Description

Table 22–2 Define US SGL Accounts Window Description

Field Name	Type	Features	Description
Total Resources Tab			
US SGL Acct	required		US SGL account number
Description	required		US SGL account name
Normal Balance	required	pop-up window	normal balance; includes debit, credit, or either
Enabled	required	check box	if selected, indicates if US SGL account is enabled; if deselected, account is disabled
FACTS Reporting	required	pop-up window	FACTS reporting type; includes I, II, or I and II
FACTS II Edit Check Region			
Begin / End	optional	pop-up window	balance to be included in total resource edit; includes beginning, ending, or calculation ending minus beginning
Debit / Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only or either
Descriptive Flexfield	optional		user-customization field
FACTS II Edit Check Region, Status of Resources Tab			
Begin / End	optional	pop-up window	balance to be included in status of resource edit; includes beginning, ending, or calculation ending minus beginning
Debit / Credit	optional	pop-up window	balance type to be included in total resource edit; includes debit only, credit only or either
Descriptive Flexfield	optional		user-customization field
FACTS II Edit Check Region, Year End Closing Tab			
Anticipated Items	optional	check box	selected for accounts that report anticipated items
Resource / Equity	optional	pop-up window	account type; includes resource or equity.

Table 22–2 Define US SGL Accounts Window Description

Field Name	Type	Features	Description
Begin / End	optional	pop-up window	balance type to include in resource or equity edit; includes beginning or ending
Fund Balance with Treasury	optional	check box	indicates which account to include in edit check for Fund Balance with Treasury
Descriptive Flexfield	optional		user-customization field
FACTS II Edit Check Region, Footnote Explanations Tab			
General	optional	check box	if selected, indicates that footnote entry is required if balances exist in account
Negative Receivables	optional	check box	if selected, indicates Receivables US SGL accounts that require footnote entry if account reports a negative balance
Negative Payables	optional	check box	if selected, indicates Payables US SGL accounts that require footnote entry if account reports a negative balance
Descriptive Flexfield	optional		user-customization field
FACTS II Edit Check Region, FMS Form 224 Validation Tab			
Disbursements	optional	check box	if selected, indicates disbursement account
Collections	optional	check box	if selected, indicates collections account
Descriptive Flexfield	optional		user-customization field

Defining FACTS Attributes Procedure

To define FACTS attributes, perform the following steps.

1. In Federal Financials, navigate to the FACTS Attributes window as follows:

   Setup - Federal Report Definitions - FACTS Attributes

2. Enter data in each field of the FACTS Attributes window as described in Table 22–3, page 22-13.

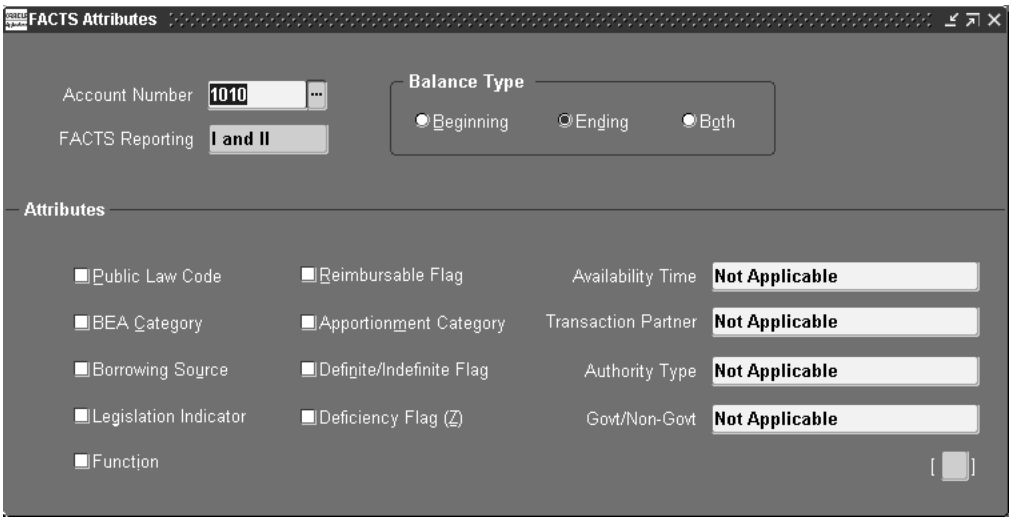
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

FACTS Attributes Window

Figure 22–6 FACTS Attributes Window



FACTS Attributes Window Description

Table 22–3 FACTS Attributes Window Description

Field Name	Type	Features	Description
Account Number	required	list of values	account number
FACTS Reporting	display only		FACTS reporting type; I, II, or I and II
Balance Type Region			
Beginning	optionally required	radio button	beginning balance type
Ending	optionally required	radio button	ending balance type
Both	optionally required	radio button	beginning and ending balance types
Attributes Region			
Public Law Code	optional	check box	if selected, indicates that public law code must be reported for account number
Reimbursable Flag	optional	check box	if selected, indicates reimbursable flag must be reported for account number
Availability Time	optional	list of values	if selected, identifies period of availability for account number; includes available, available in a subsequent period, not applicable
BEA Category	optional	check box	if selected, indicates that Budget Enforcement Act (BEA) category must be reported for account number
Apportionment Category	optional	check box	if selected, indicates that apportionment category must be reported for account number
Transaction Partner	optional	list of values	associates account number with valid transaction partner code; includes federal, non-federal, non-federal exception, not applicable
Borrowing Source	optional	check box	if selected, indicates that borrowing source must be reported for account number
Definite / Indefinite Flag	optional	check box	if selected, indicates that definite / indefinite flag must be reported for account number

Table 22–3 FACTS Attributes Window Description

Field Name	Type	Features	Description
Authority Type	optional	list of values	associates account number with appropriate authority type; includes advance appropriation, appropriation, borrowing authority, contract authority, proceeds of loan asset sales with recourse, reappropriation, spending authority from offsetting collections, not applicable
Legislation Indicator	optional	check box	if selected, indicates that legislation indicator must be reported for account number
Deficiency Flag	optional	check box	if selected, indicates that deficiency flag must be reported for account number; not required for FY2000 reporting
Govt / Non-Govt	optional	list of values	identifies account as governmental or non-governmental account; includes government, non-government, either government or non-government, not applicable. This is for FACTS I reporting only and is disabled for FACTS II accounts. **Note**: If the value is set to either government or non-government, the system takes the indicator from the supplier or customer record.
Function	optional	check box	if selected, indicates that function must be reported for account number; not required for FY2000 reporting
Descriptive Flexfield	optional		user-customization field

Setting Up Define Other Authorization Codes Procedure

To set up additional authorization codes, perform the following steps.

1. In Federal Financials, navigate to the Define Other Authorization Codes window as follows:

   Setup - Appropriation - Define Other Authorizations

2. Enter data in each field of the Define Other Authorization Codes window as described in Table 22–1, page 22-17.

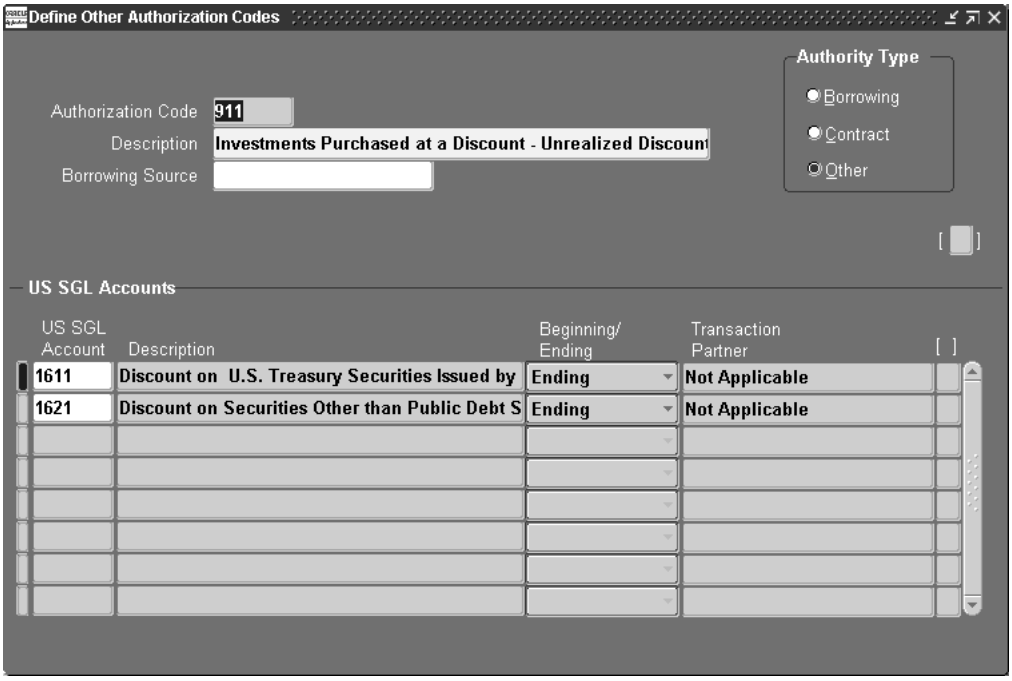
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window

Define Other Authorization Codes Window

Figure 22–7 Define Other Authorization Codes Window



Define Other Authorization Codes Window Description

Table 22–4 Define Other Authorization Codes Window Description

Field Name	Type	Features	Description
Authorization Code	required		authorization code
Description	required		authorization code description
Borrowing Source	optional		borrowing source type; includes treasury for Code 951 or public for Code 962
Authority Type Region			
Borrowing	optionally required	radio button	Borrowing type authorization code
Contract	optionally required	radio button	Contract type authorization code
Other	optionally required	radio button	Other type authorization code
US SGL Accounts Region			
US SGL Account	required		US SGL account that corresponds to authorization code
Description	display only		US SGL account name
Beginning / Ending	required		balance type; beginning or ending; corresponds to values entered for the US SGL account in Define FACTS Attributes window
Transaction Partner	display only		transaction partner
Descriptive Flexfield	optional		user-customization field

23

Budget Execution Setup

This chapter describes the setup steps required for Oracle U.S. Federal General Ledger budget execution. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Budget Execution Setup Checklist
- Define Budget Levels Procedure
- Define Budget Levels Window
- Define Budget Levels Window Description
- Define Budget Users Procedure
- Define Budget Users Window
- Define Budget Users Window Description
- Define Budget Distributions Procedure
- Define Budget Distributions Window
- Define Budget Distributions Window Description
- Accounting Flexfield Window
- Accounting Flexfield Window Description
- Define Budget Transaction Types Procedure
- Define Budget Transaction Types Window
- Define Budget Transaction Types Window Description

- Define Budget Transaction Codes Procedure
- Define Budget Transaction Codes Window
- Define Budget Transaction Codes Window Description

Definition

The Define Budget Levels window identifies and defines the budget levels needed to control and distribute funds during budget execution.

The Define Budget Users window identifies users who can access and enter the budget information. Budget users must be defined to use budget execution.

The Define Budget Distributions window identifies the segments for distributing and controlling funds to the budget levels.

The Define Budget Transaction Types window records different budget transaction types and associates a legislation indicator for FACTS II reporting.

The Define Budget Transaction Codes window creates a matrix of transaction codes for the various combinations of budget levels, transaction types, resource types, categories, and previous levels that apply to the budget.

Overview

This chapter provides information on budget execution setup.

The following topics are described in this section:

- Windows
- Window Features

Windows

The following windows are used to set up budget execution.

- The Define Budget Levels window names and establishes the hierarchy of budget levels and selects which levels require posting to the General Ledger for budgetary transactions. As long as the budget levels remain constant from year to year, this setup task does not have to be repeated at the start of each year.
- The Define Budget Users window provides security for accessing and entering budgetary information. Use the Define Budget Users window to select users, set the budget levels each user can access, and grant access rights to each user.
- The Define Budget Distributions window establishes the accounting flexfield segments to which each fund is distributed at each budget level. Budget distributions can also be referred to as the limitation of a fund. The Define Budget Distributions window must be set up for each fund value.

- The Define Budget Transaction Types window establishes different budget transaction types, such as appropriation, anticipated prior year recoveries, and transfers.
- The Define Budget Transaction Codes window assigns a transaction code to each combination of budget level, transaction type, and category. When posting actual budget transactions to the General Ledger, the user does not have to manually enter or pick the transaction code. The credit and debit pair of the transaction is posted with the proper transaction code automatically derived from the matrix developed on the Define Budget Transaction Codes window. This eliminates errors, speeds the transaction entry task, and ensures that the transaction is correctly posted to the General Ledger. Defining the budget transaction codes is usually a one-time setup task that does not have to be repeated unless new transaction codes are defined in the General Ledger or the budget levels are modified.

Window Features

The Define Budget Levels window includes the following features:

- Budget Level 1 is assumed to be the Appropriation level but can have any name.
- Many budget levels can be defined.
- The names assigned to the budget levels in the Description column on the Define Budget Levels window appear on the appropriate windows used for entering budget transactions, and for controlling and monitoring funds for each budget level.
- Account rollup codes are used in the creation of summary templates. The list of values for account rollup codes is derived from the rollup groups created in the General Ledger. The Account Rollup code field must be entered if the Allow Posting check box is selected.

  For information on rollup groups, see Parent and Child Value and Rollup Groups, *Oracle Public Sector General Ledger User's Guide*.
- Funds control is maintained from lower budget levels to higher levels. The fund amount at a lower budget level cannot exceed the amount at a higher level.
- Posting enabled at a budget level indicates that if an amount is specified for that level, transactions against the level are posted to the General Ledger. However, enabling posting does not necessarily mean that all transactions are posted at

that level. For example, if no funds are appropriated at Budget Level 1, funds cannot be posted at Budget Level 2 even if posting is enabled at Budget Level 2.

- Posting is automatically enabled for Budget Levels 1 and 2 and cannot be disabled.
- Budget levels that do not post to General Ledger are typically for internal control of funds.
- The freeze button sets the budget levels for the budget execution feature. It must be enabled to set up budget levels.

The Define Budget Users window includes the following features:

- The security group name can be any name and consists of the users assigned to the security group.
- Multiple security groups can be defined. For example, each department can have its own budget execution security group.
- Users can be granted access rights to one budget level or to a range of budget levels.
- The following types of inclusive access rights are available:

  View: Users can view budgetary data posted by anyone in the security group but only for those budget levels to which the user has access.

  Modify: Users can view and modify budgetary data posted by anyone in the security group but only for those budget levels to which the user has access.

  Group Superuser: Users can view and modify budgetary data posted by anyone in any security group but only for those budget levels to which the user has access.

  Budget Superuser: Users can view and modify any budgetary data posted by anyone from any security group but only for those budget levels to which the user has access.

The Define Budget Distributions window includes the following features:

- Enabling a segment allows the user to distribute funds to that segment, such as Fiscal Year or Fund Value.
- Enabling a segment at a higher budget level enables it for all the budget levels under that level and cannot be disabled at lower levels.
- For the Budget Level 1 (Appropriation) budget level, the balancing segment is the fund value defined in the Appropriation Parameters window. The balancing

segment must be selected for each level in the Define Budget Distributions window.

- This window captures the program or activity segment for Category B funds as required for FACTS II reporting
- If a segment is disabled, the user cannot distribute funds to that segment.
- To modify saved segments, the entire budget level must be deleted and the desired segments must be re-entered for the budget level.
- To modify a budget level, the budget level and lower budget levels under it must be deleted, and the budget levels must be recreated. All lower budget levels must be deleted first. After they are deleted, the current budget level can be modified.
- Each higher budget level and its corresponding segments must be saved before proceeding to the next lower level.
- Skipping budget levels is allowed.

The Define Budget Transaction Types window includes the following features:

- This window allows users to define different budget transaction types, such as appropriation, anticipated prior year recoveries, and transfers.
- The window captures the legislation indicator associated with the transaction type.
- The window has fields for the transaction type and description.
- The Rollup Type indicates if the transaction type is a subset of the appropriation, deferral, rescission, or warrant. This is a mandatory field.
- The Rollup Amount check box must be selected if the transaction type amount rolls up to the specified rollup type.

The Define Budget Transaction Codes window includes the following features:

- Creating a combination automatically links it to the proper transaction code in the General Ledger.
- Columns are disabled if not appropriate to the combination of budget level with the other elements.
- Choices for the remaining columns are available from lists of values for each column. These values are defined in the General Ledger and Federal Financials.

Prerequisites

- All required setup steps for Oracle U.S. Federal General Ledger must be completed before budget execution setup. In particular, transaction codes and associated credit and debit pairs must be defined in General Ledger.

  For information on setup steps for General Ledger, see Oracle Public Sector General Ledger Setup, page 3-1.

- All required setup steps for Federal Financials must be completed before beginning budget execution setup. In particular, resource types and categories must already be defined, and the steps to define Treasury Account Codes, Federal Account Symbols, and Appropriation Parameters must be completed because those steps define elements used in budget execution. Treasury symbols, fund values, and categories must be defined in the Appropriations Parameters window.

  For information on setup steps for Federal Financials, see Define Appropriation Parameters Setup, page 16-1.

- User names must be valid names already defined by the system administrator for the Federal Administrator responsibility.

- To set up budget users, the Freeze check box on the Define Budget Levels window must be selected; otherwise the budget levels are not available for the Define Budget Users window.

- To set up budget distributions, budget levels must already be defined, and budget levels must be frozen.

- To set up transaction codes, budget levels must be defined and frozen.

  Note: The Define Budget Users window is used to assign the proper access rights.

Budget Execution Setup Checklist

Budget execution setup must be performed once for each set of books. All required setup steps in the checklist must be completed.Table 23–1 shows the budget execution setup checklist.

Table 23–1 Budget Execution Setup Checklist

Step Number	Setup Step	Type
Step 1.	Define Budget Levels	required
Step 2.	Define Budget Users	required
Step 3.	Define Budget Distributions	required
Step 4.	Define Budget Transaction Types	required
Step 5.	Define Budget Transaction Codes	required

Define Budget Levels Procedure

To set up budget levels, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Levels window as follows:

   Budget - Define - Budget Levels

2. In the Define Budget Levels window, enter a number in the Level field.

   The number indicates the hierarchical order of the budget level.

3. In the Description field, enter the budget level name.

4. Select an Account Rollup Group for the budget level from the list of values if that budget level is to be posted to the General Ledger.

5. If appropriate, select the Allow Posting check box to allow posting of transactions against the budget level to the General Ledger.

   The posting option of the first two budget levels is automatically enabled.

6. If enabled, enter data in the descriptive flexfields for the budget level.

7. To define additional budget levels, repeat the process starting at Step 2.

8. After all of the budget levels are correctly defined, select the Freeze check box.

   Note: The **Freeze** check box must not be selected until the budget levels are correct. Budget levels cannot be edited once **Freeze** is selected. Budget levels must be frozen to use the Define Budget Users procedure.

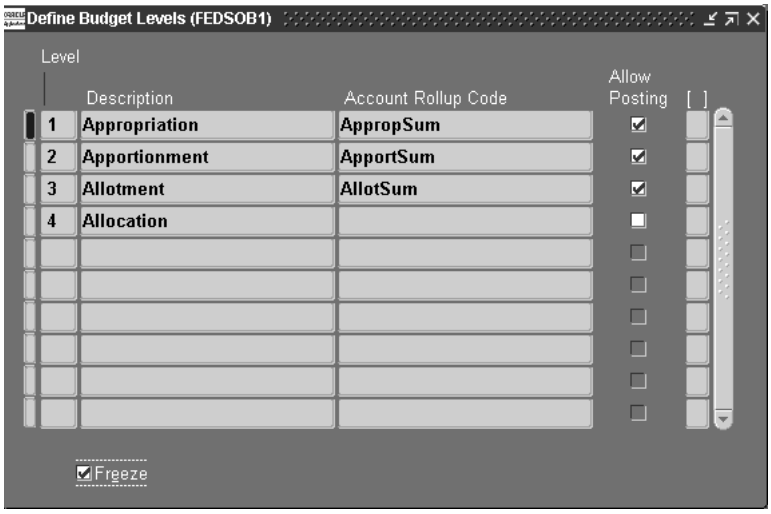
9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. Close the window

Define Budget Levels Window

Figure 23–1 Define Budget Levels Window



Define Budget Levels Window Description

Table 23–2 Define Budget Levels Window Description

Field Name	Type	Features	Description
Level	required		number; must be unique value
Description	required		budget level name
Account Rollup Code	required if Allow Posting check box is checked	list of values	account codes used to create summary templates
Allow Posting	optional	check box	if selected, enables and sets Y for posting if unselected, disables and sets N for posting
Descriptive Flexfield	optional		user-customization field
Freeze	required	check box	freezes selections on the window; frozen budget levels cannot be edited

Define Budget Users Procedure

To set up budget users, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Users window as follows:

   Budget - Define - Budget Users

2. In the Define Budget Users window, enter a name for a security group in the Security Group field.

   The name is usually descriptive of the group, such as a department name or supervisor's name.

3. In the Description field, enter a text description for the security group.

4. In the User Name field, enter a valid user name from the list of values.

5. In the From field, enter the highest budget level to which the user can have access.

6. In the To field, enter the lowest budget level to which the user can have access.

   The budget levels entered in the From and To fields indicate the range of budget levels to which the user has access. For example, if five budget levels are defined on the Define Budget Levels window, and the user is given access from Budget Level 2 to Budget Level 4, the user has access to Budget Levels 2, 3, and 4, but not 1 or 5.

7. Select the access rights for the user.

   The access rights only apply to the budget levels to which the user has access.

   For information on access rights, see Window Features in this chapter.

8. Repeat steps 4 through 7 for all the users in the security group.

9. Save or save and continue as follows:

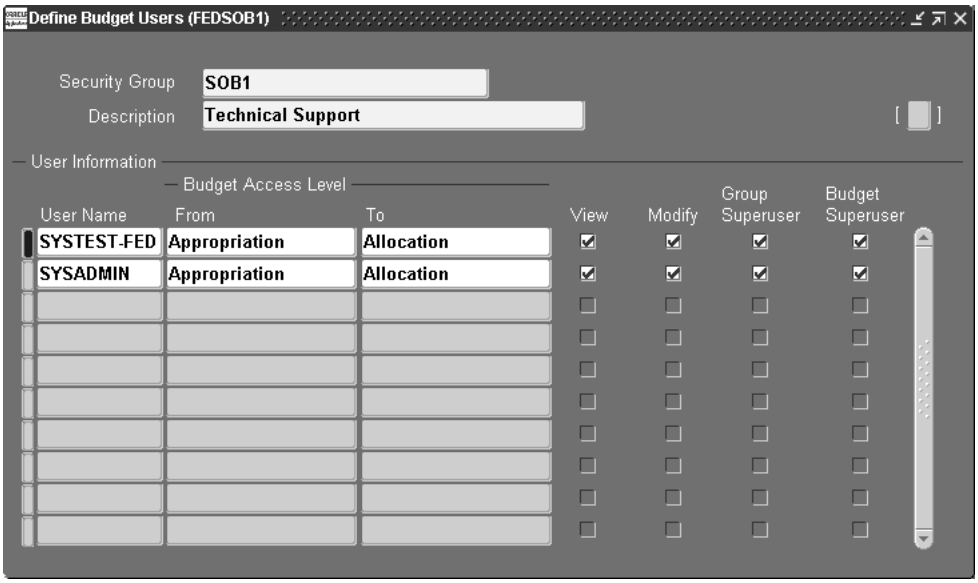
   File - Save or **Save and Proceed**

10. To set up additional security groups, repeat the process starting at Step 2.

11. Close the window.

Define Budget Users Window

Figure 23–2 Define Budget Users Window



Define Budget Users Window Description

Table 23–3 Define Budget Users Window Description

Field Name	Type	Features	Description
Security Group	required		security group name
Description	required		security group text description
Descriptive Flexfield	optional		user-customization field
User Information Region			
User Name	required	list of values	must be valid user name; user names set up by system administrator
Budget Access Level Region			
From	required		highest budget level to which user has access
To	required		lowest budget level to which user has access
View	optional	check box	allows user to view budget data in user's security group for applicable levels
Modify	optional	check box	allows user to view and modify budget data in user's security group for applicable levels
Group Superuser	optional	check box	allows user to view and modify budget data in any security group for applicable levels
Budget Superuser	optional	check box	allows user to view and modify budget data in any security group, for applicable levels

Define Budget Distributions Procedure

To define budget distributions, perform the following steps.

1. In Federal Financials, navigate to the Budget Distributions window as follows:

   Budget - Define - Budget Distributions

2. In the Define Budget Distributions window, enter a valid treasury symbol in the Treasury Symbol field from the list of values.

3. In the Fund Value field, enter a fund value for the Treasury symbol from the list of values.

   The Category field is automatically populated based.

4. Optionally, if the fund category is Category B, Direct or Category B, Reimbursal, select the segment program or activity from the list of values.

5. In the Budget Level field, select the budget level from the list of values.

   Note: The first budget level is mandatory. Only levels lower than the lowest previously selected level are displayed in the list of values. If the level chosen skips a level, the level that is skipped is subsequently excluded from the list of values.

6. Place the cursor in the Segments field.

   The Accounting Flexfield window appears.

   The window lists all segments set up in the General Ledger for the chart of accounts. Initially all segments in the first budget level are disabled and set to N.

7. To enable the record, enter Y in the Segments field.

   Note: The fiscal year and fund value must be enabled for each budget level.

8. To enable budgeting to that segment, enter Y in each desired Segments field for the budget level.

   The Y and N appear next to the budget level in the Define Budget Distributions window and indicate which segments are enabled or disabled for that budget level.

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

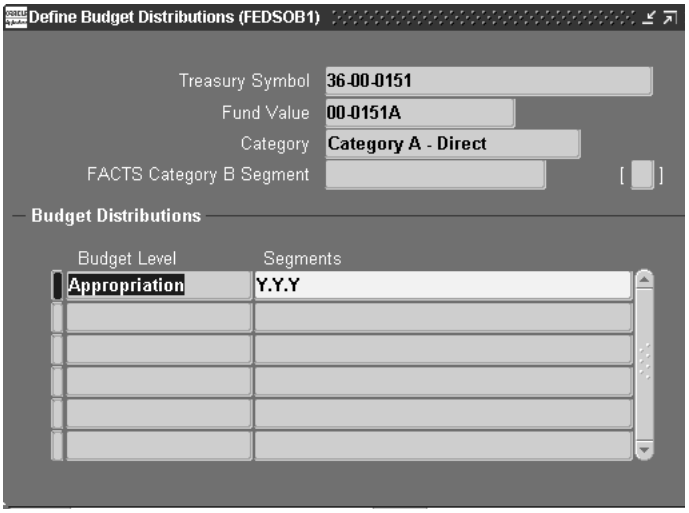
10. In the Define Budget Distributions window, place the cursor in the next Budget Level field.
11. Repeat the process to enable or disable the segments for each budget level.

    Note: Because enabling a segment at a higher budget level propagates that selection down to the lower levels, a Y at a higher budget level cannot be changed to an N at a lower level. Conversely, because lower budget levels can be used for internal controls, an N at a lower level can be changed to a Y without propagating upwards.
12. Save or save and continue as follows:

    File - Save or **Save and Proceed**
13. Close the window.

Define Budget Distributions Window

Figure 23–3 Define Budget Distributions Window



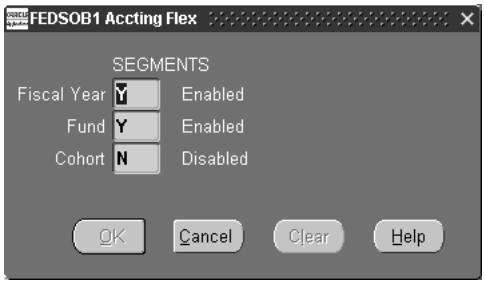
Define Budget Distributions Window Description

Table 23–4 Define Budget Distributions Window Description

Field Name	Type	Features	Description
Treasury Symbol	required	list of values	treasury symbol; derived from Appropriation Parameters window. Exact treasury symbol must be entered or selected from the list of values.
Fund Value	required	list of values	fund value; derived from Appropriation Parameters window
Category	display only		category; derived from Appropriation Parameters window, based on fund value; valid values: Category A, Direct or Reimbursable; Category B, Direct or Reimbursable; Category C, Direct or Reimbursable
FACTS Category B Segment	optional	list of values	derived from Accounting flexfield window; program or activity segment;
Descriptive Flexfield	optional		user-customization field
Budget Distributions Region			
Budget Level	required	list of values	budget level name
Segments	required	list of values	segments; derived from Accounting Flexfield window

Accounting Flexfield Window

Figure 23–4 Accounting Flexfield Window



Accounting Flexfield Window Description

Table 23–5 Accounting Flexfield Window Description

Field Name	Type	Features	Description
Segments	required		segments; valid values: Y to enable, N to disable
<Segment Name>	required		list of segments derived from General Ledger accounting flexfield
Enabled / Disabled	required		confirmation of Y for yes or N for no
OK		button	confirms action and close window
Cancel		button	closes window without saving
Clear		button	erases data from field
Help		button	opens online help window

Define Budget Transaction Types Procedure

To define budget transaction types, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Transaction Types window as follows:

   Budget - Define - Transaction Types

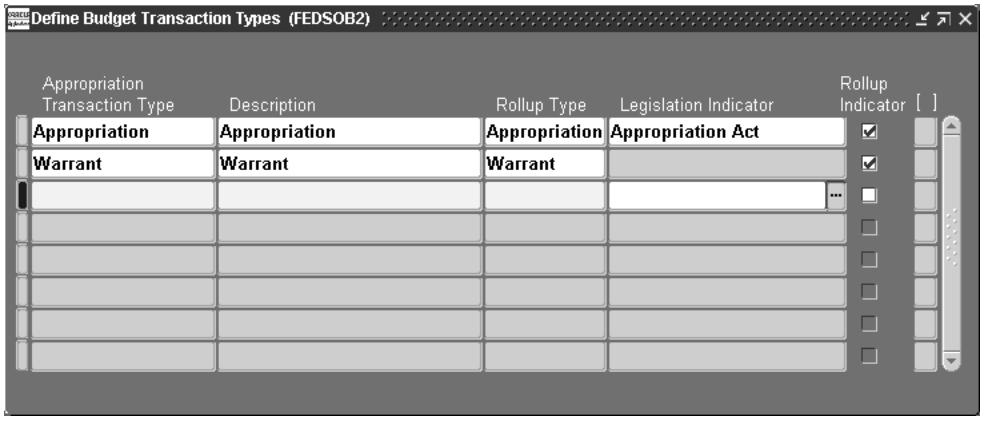
2. In the Appropriation Transaction Type field, enter the name of the budget transaction.
3. In the Description field, enter the type of budget transaction.
4. In the Rollup Type field, select the rollup type from the list of values.
5. In the Legislation Indicator field, select the appropriate value from the list of values, if applicable.
6. If amounts for the transaction type should be included in the rollup type amount, select the Rollup Indicator check box.
7. Repeat steps 2 through 6 until all transaction types are entered.
8. Save or save and continue as follows:

   File - Save or **Save and Proceed**

9. Close the window.

Define Budget Transaction Types Window

Figure 23–5 Define Budget Transaction Types Window



Define Budget Transaction Types Window Description

Table 23–6 Define Budget Transaction Types Window Description

Field Name	Type	Features	Description
Appropriation Transaction Type	required		budget transactions name, such as appropriation, anticipated prior year recoveries, or transfers
Description	required		budget transaction type
Rollup Type	required	list of values	indicates if transaction type is subset of appropriation, deferral, rescission, or warrant
Legislation Indicator	optional	list of values	legislation indicator; valid values include appropriation act, continuing resolution, supplemental appropriation, authorization act / other, reciscission, or deferral. If the rollup type is Warrant, the legislation indicator is not required.
Rollup Indicator	optional	check box	selected if transaction type should roll up to specified rollup type
Descriptive Flexfield	optional		user-customization field

Define Budget Transaction Codes Procedure

To define budget transaction codes, perform the following steps.

1. In Federal Financials, navigate to the Define Budget Transaction Codes window as follows:

   Budget - Define - Transaction Codes

2. Enter data in each field of the window as described in Table 23–7, page 23-26.

3. Repeat until all the combinations of budget levels, transaction types, resource types, and categories are assigned proper transaction codes.

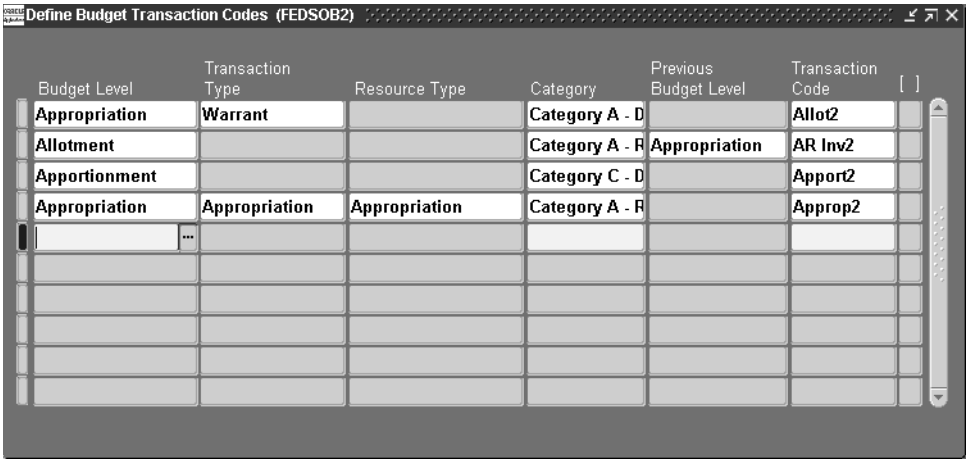
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Define Budget Transaction Codes Window

Figure 23–6 Define Budget Transaction Codes Window



Define Budget Transaction Codes Window Description

Table 23–7 Define Budget Transaction Codes Window Description

Field Name	Type	Features	Description
Budget Level	required		budget level name
Transaction Type	optional	list of values	transaction type; derived from Define Budget Transaction Type **Note:** This field is only enabled when the budget level is Budget Level 1
Resource Type	optional	list of values	resource type; derived from Oracle U.S. Federal Financials Lookups
Category	required	list of values	category; derived from Oracle U.S. Federal Financials Lookups
Previous Budget Level	optional	list of values	previous budget level; derived from Define Budget Levels **Note:** If the budget level is Budget Level 1 or Budget Level 2, the list of values is disabled.
Transaction Code	required	list of values	transaction code; derived from General Ledger by Set of Books
Descriptive Flexfield	optional		user-customization field

24

Enhanced Transaction Codes Setup

This chapter describes how to set up enhanced transaction codes. The following sections are in this chapter:

- Definition
- Overview
- Setting Up Enhanced Transaction Codes in Receivables Procedure
- Define Enhanced Transactions Window, Receivables
- Define Enhanced Transactions Window Description, Receivables
- Setting Up Enhanced Transaction Codes in Payables and Purchasing Procedure
- Define Enhanced Transactions Window, Payables and Purchasing
- Define Enhanced Transactions Window Description, Payables and Purchasing
- Setting Up Enhanced Transaction Codes in Federal Financials Procedure
- Define Enhanced Transactions Window, Federal Financials
- Define Enhanced Transactions Window Description, Federal Financials

Definition

Enhanced transaction codes are set up and defined in Oracle U.S. Federal Financials and used in Oracle Public Sector Receivables, Oracle Public Sector Payables, Oracle Public Sector Purchasing, and Federal Financials for various transactions. The setup for Payables and Purchasing is identical, whereas the setup for Receivables and Federal Financials are different.

Overview

The setup of enhanced transaction codes allows users to define accounting rules based on a combination of parameters that are linked to different transactions and transaction events.

Users begin by defining the form activity. This activity refers to one of several business activities that can be processed in a window.

The following activities are predefined for enhanced transaction codes in Receivables:

- transactions including invoices, debit memos, credit memos, credit transactions, and commitments
- miscellaneous collections and receipts
- invoice collections
- adjustments and chargebacks
- tax and freight

The following activities are predefined for enhanced transaction codes in Payables:

- matched invoices
- unmatched invoices
- payment batches
- payments

The following activities are predefined for enhanced transaction codes in Purchasing:

- requisitions
- autocreate purchase orders
- standard and planned purchase order

- purchase order releases
- purchase order matched receipts
- other receipts

The following activity is predefined for enhanced transaction codes in Federal Financials:

- cash receipts

Process

The enhanced transaction codes setup process includes setting up the following in Federal Financials:

- Setting Up Enhanced Transaction Codes for Receivables
- Setting Up Enhanced Transaction Codes for Payables and Purchasing
- Setting Up Enhanced Transaction Codes for Federal Financials

Setting Up Enhanced Transaction Codes for Receivables

In setting up enhanced transaction codes for Receivables, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

When entering transactions in the Transactions window, transaction types determine the transaction event. Users can assign several transaction events to one transaction type. Each transaction event can have its own receivable account, revenue account, and one or more transaction codes. This allows users to select a different transaction event for each line item in the Transactions window. In addition, users can specify the following properties for transaction codes:

- default transaction code
- updateable
- required
- show transaction code list

When setting up transaction events for credit transactions, users select Transactions in the Activity Name field and leave the Transaction Type and Revenue Account fields blank.

If users want to define default accounts for transaction events, the following rule applies:

- Users set up the revenue account in the Revenue Account field and leave the Receivable Account field blank. The receivable account defaults from the transaction type.

Setting Up Enhanced Transaction Codes for Payables and Purchasing

In setting up enhanced transaction codes for Payables and Purchasing, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

Users specify the Responsibility and User using one of the following combinations:

- The Responsibility and User combination can be used together to specify a tighter restriction on the use of a transaction event.
- The Responsibility and User can be used individually to specify only the Responsibility or the User for which a transaction event is available for use.
- The Responsibility and User fields can be left blank to make a transaction event available to all users except for any users and responsibilities specified for another transaction event.

Some activities allow a charge account to be specified for a transaction event.

Each transaction event can have one or more transaction codes assigned to it. Users can also specify the following properties for transaction codes:

- default transaction code
- updateable
- required
- show transaction code list

Setting Up Enhanced Transaction Codes for Federal Financials

In setting up enhanced transaction codes for Federals, users begin by selecting the activity in the Define Enhanced Transactions window. The Define Enhanced Transactions window differs depending on the activity selected.

Each transaction event can have one or more transaction codes assigned to it. Users can also specify the following properties for transaction codes:

- default transaction code

- updateable
- required
- show transaction code list

Setting Up Enhanced Transaction Codes in Receivables Procedure

To set up enhanced transaction codes in Receivables, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

   Setup – Define Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in Table 24–1, page 24-8.

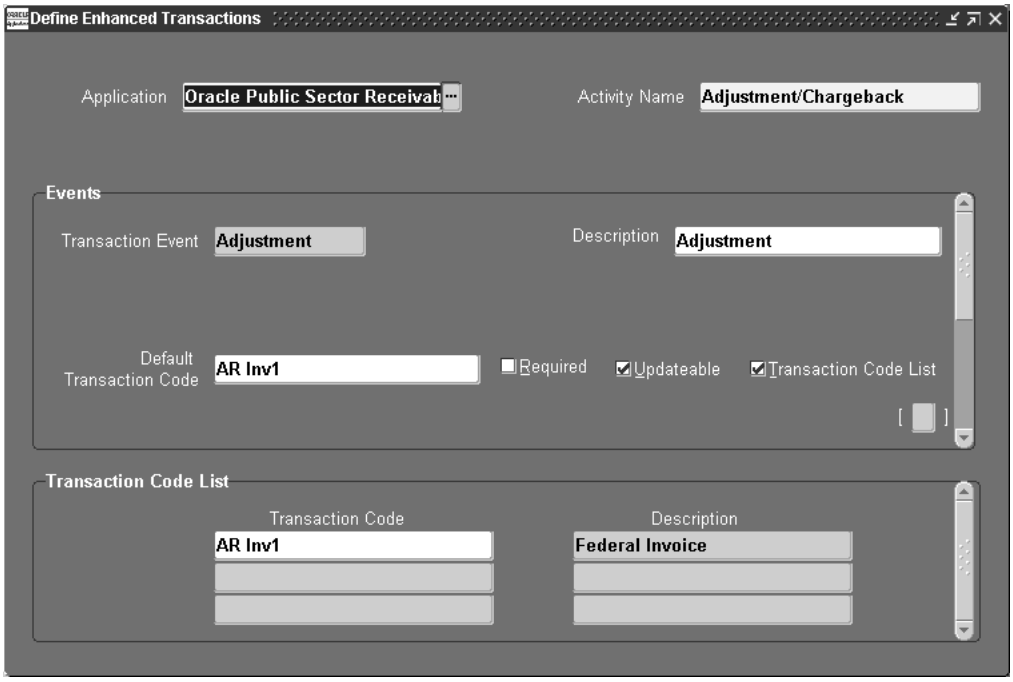
3. Save or save and continue as follows:

   File – Save or **Save and Proceed**

4. Close the window.

Define Enhanced Transactions Window, Receivables

Figure 24–1 Define Enhanced Transactions Window, Receivables



Define Enhanced Transactions Window Description, Receivables

Table 24–1 Define Enhanced Transactions Window Description, Receivables

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
Transaction Type	optional	list of values	transaction type; field appears when Transactions selected in Activity Name field
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a transaction type or form activity
Description	optional		describes transaction event
Receivable Account	optional	list of values: accounting flexfield pop-up window	default receivable account for transaction event; field appears when Transactions selected in Activity Name field **Note:** Leave blank.
Revenue Account	optional	list of values: accounting flexfield pop-up window	default revenue account for a transaction event; field appears when Transactions selected in Activity Name field
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event **Note**: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows

Table 24–1 Define Enhanced Transactions Window Description, Receivables

Field Name	Type	Features	Description
Transaction Code List	optional	check box	indicates if additional transaction codes other than the default transaction code can be assigned to a transaction event **Note:** If the Transaction Code List is selected, Oracle Corporation recommends that users select updateable as well so that the Transaction Code list can be updated. However, this is not required.
Descriptive Flexfield	optional		user-customization field
Transaction Code List Region			
Transaction Code	optional	list of values	lists all transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

Setting Up Enhanced Transaction Codes in Payables and Purchasing Procedure

To set up enhanced transaction codes in Payables and Purchasing, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

   Setup – Define Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in Table 24–2, page 24-13.

3. Save or save and continue as follows:

   File – Save or **Save and Proceed**

4. Close the window.

Define Enhanced Transactions Window, Payables and Purchasing

Figure 24–2 Define Enhanced Transactions Window, Payables

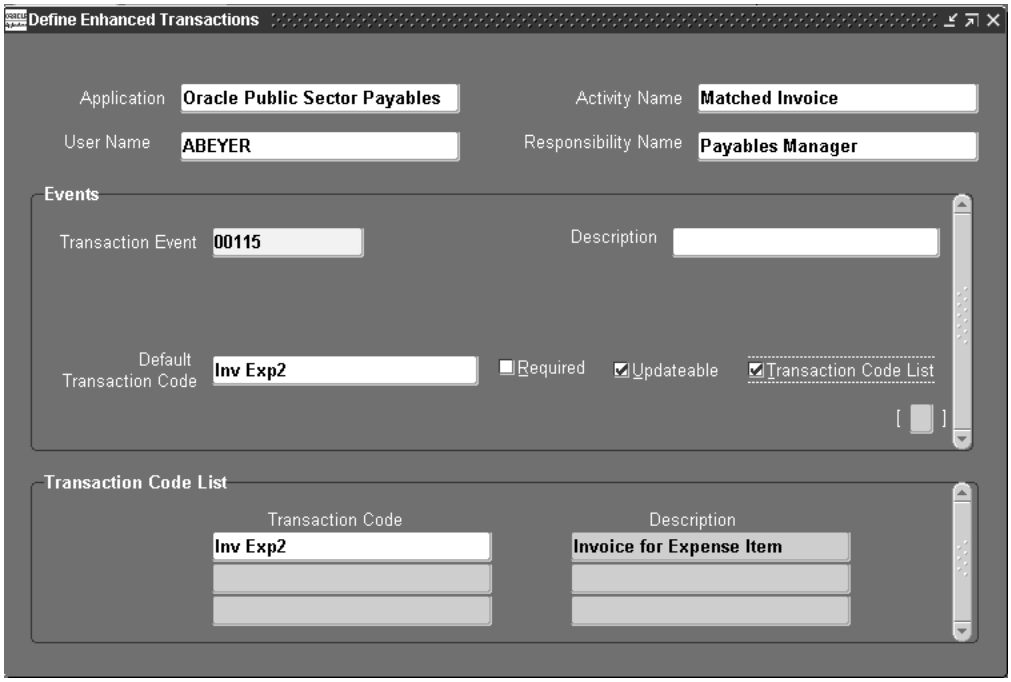
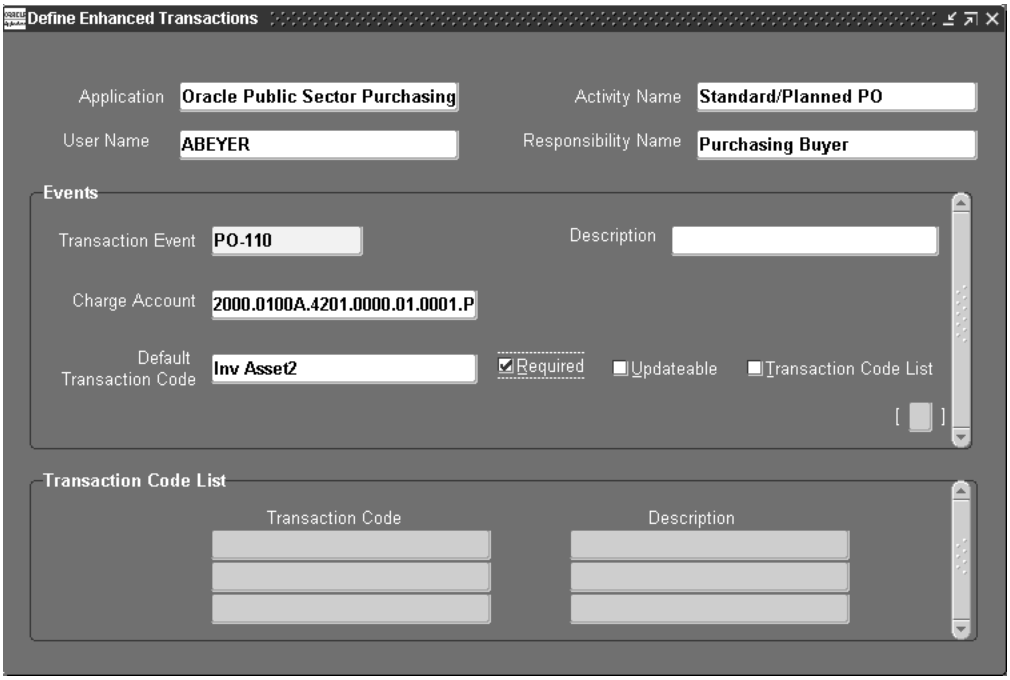


Figure 24–3 Define Enhanced Transactions Window, Purchasing



Define Enhanced Transactions Window Description, Payables and Purchasing

Table 24–2 Define Enhanced Transactions Window Description, Payables and Purchasing

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
User Name	optional	list of values	user name; field appears after activity selected in Activity Name field
Responsibility Name	optional	list of values	responsibility defined in Oracle Applications System Administration; field appears after activity selected in Activity Name field
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a form activity
Description	optional		describes transaction event
Charge Account	optional	list of values: accounting flexfield pop-up window	charge account; appears in Purchasing when the following activities are selected: Requisitions, Standard / Planned Purchase Orders, and Releases
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event **Note**: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows
Transaction Code List	optional	check box	indicates if additional transaction codes other than the default transaction code can be assigned to a transaction event
Descriptive Flexfield	optional		user-customization field

Table 24–2 Define Enhanced Transactions Window Description, Payables and Purchasing

Field Name	Type	Features	Description
Transaction Code List Region			
Transaction Code	optional	list of values	lists all the transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

Setting Up Enhanced Transaction Codes in Federal Financials Procedure

To set up enhanced transaction codes in Federal Financials, perform the following steps.

1. In Federal Financials, navigate to the Define Enhanced Transactions window as follows:

   Setup – Define Enhanced Transactions

2. Enter data in each field of the Define Enhanced Transactions window as described in Table 24–1, page 24-17.

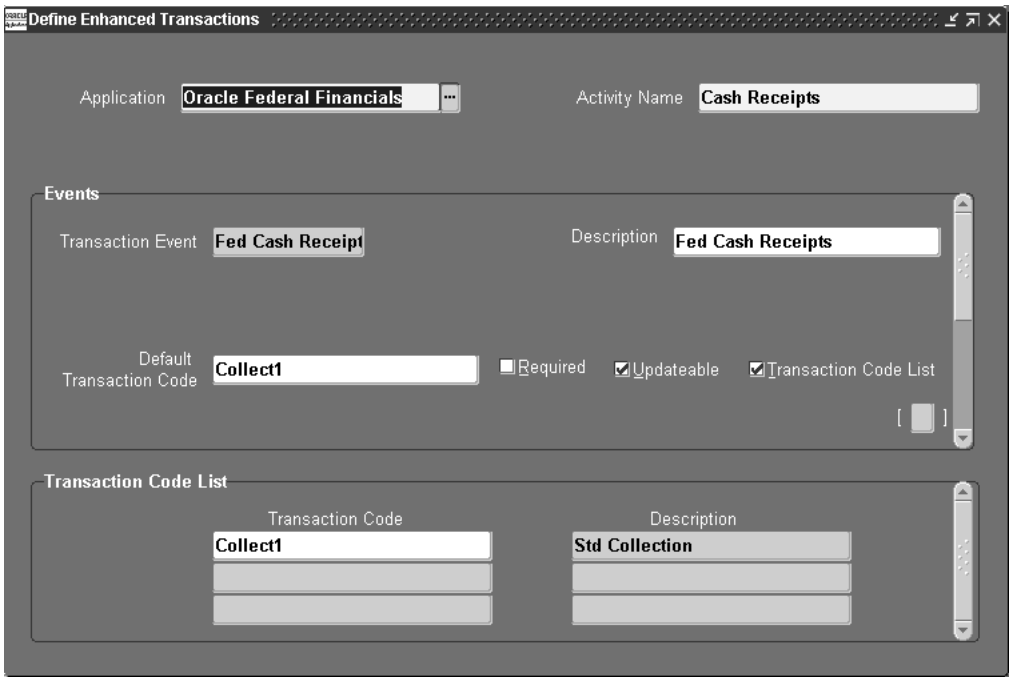
3. Save or save and continue as follows:

   File – Save or **Save and Proceed**

4. Close the window.

Define Enhanced Transactions Window, Federal Financials

Figure 24–4 Define Enhanced Transactions Window, Federal Financials



Define Enhanced Transactions Window Description, Federal Financials

Table 24–3 Define Enhanced Transactions Window Description, Federal Financials

Field Name	Type	Features	Description
Application	required	list of values	Oracle application name
Activity Name	required	list of values	business activity
Events Region			
Transaction Event	required		user-defined event based on accounting events in organization; associated with a transaction type or form activity
Description	optional		describes transaction event
Default Transaction Code	optional	list of values	default transaction code for transaction event
Required	optional	check box	indicates a default transaction code is required for a transaction event **Note**: If required, the Default Transaction Code field must be entered to save the record.
Updateable	optional	check box	indicates the default transaction code can be updated for a transaction event in other windows

Table 24–3 Define Enhanced Transactions Window Description, Federal Financials

Field Name	Type	Features	Description
Transaction Code List	optional	check box	indicates if additional transaction codes other than the default transaction code can be assigned to a transaction event **Note:** If the Transaction Code List is selected, Oracle Corporation recommends that users select updateable as well so that the Transaction Code list can be updated. However, this is not required.
Descriptive Flexfield	optional		user-customization field
Transaction Code List Region			
Transaction Code	optional	list of values	lists all transactions codes assigned to a transaction event
Description	display only		General Ledger transaction code description

25

Receivable Types Setup

This chapter describes how to set up receivable types. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Receivable Types Setup Procedure
- Receivable Types Window
- Receivable Types Window Description

Definition

Linking transaction types to receivable types is a setup procedure in Oracle U.S. Federal Financials. A receivable type is a receivable category.

Receivable types are linked to transaction types in the Receivable Types window. The Receivable Types window includes the following types of receivables:

- Direct Loans
- Defaulted Guaranteed Loans
- Administrative

Purpose

The purpose of the Receivable Types window is to allow users to associate transaction types defined in Oracle U.S. Federal Receivables to one of three receivable types. The linkage between receivable types and transaction types is required for the system to generate the Report on Receivables Due from the Public.

The Report on Receivables Due from the Public complies with reporting requirements by the Department of Treasury's Financial Management Service for agencies with receivables equal to or exceeding fifty million dollars.

The Report on Receivables Due from the Public provides information on the status of receivables, including direct loans, defaulted guaranteed loans, and administrative receivables.

Prerequisites

❑ Transaction types must be set up in Oracle Public Sector Receivables.

To define transaction types, see Oracle Public Sector Receivables Setup, page 5-1.

Receivable Types Setup Procedure

To enter or update receivable types, perform the following steps.

1. In Federal Financials, navigate to the Receivable Types window as follows:

   Setup - Receivable Types

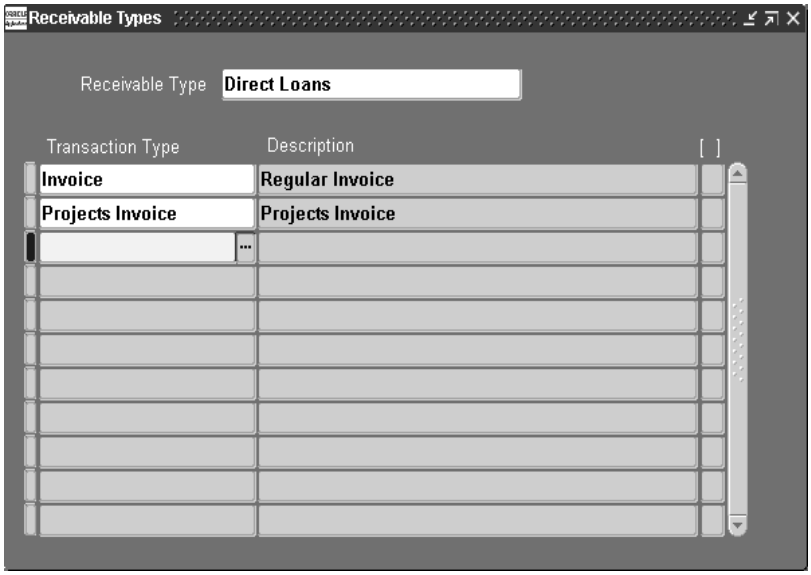
2. Enter data in each field of the window as described in Table 25–1, page 25-5.
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Receivable Types Window

Figure 25–1 Receivable Types Window



Receivable Types Window Description

Table 25–1 Receivable Types Window Description

Field Name	Type	Features	Description
Receivable Type	required	list of values	receivable type
Transaction Type	required	list of values	transaction type
Description	display only		populates when transaction type is selected from the list of values
Descriptive Flexfield	optional		user-customization field

26

Receivables and Payables Netting Setup

This chapter describes setup for Receivables and Payables Netting. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Setting Up Receivables Eligibility Procedure
- Receivables Eligibility Window
- Receivables Eligibility Window Description
- Setting Up Customer and Vendor Cross References Procedure
- Customer Vendor Cross Reference Window
- Customer Vendor Cross Reference Window Description

Definition

Receivables and Payables Netting allows agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers of the agency.

Receivables and Payables Netting setup allows agencies to define the conditions for receivables and payables that are eligible for offset.

Overview

Receivables and Payables Netting setup includes the following:

- Receivables Eligibility
- Customer and Vendor Cross References

Receivables Eligibility

Agencies must define rules to determine the receivables invoices that are eligible for offset.

The Receivables Eligibility window specifies the following:

- enter range for the number of days past due when an invoice normally becomes eligible for offset
- identify collector call action codes that are always excluded from offset

  For example, collector call action codes for Dispute, Hold, or Sent to Debt Management can be excluded from offset.
- identify collector call action codes that are always included for offset regardless of the number of days an invoice is past due

  For example, collector call action codes for Immediate Offset or Debt Management Approved for Offset can be included for offset.

Customer and Vendor Cross References

To be eligible for offset, the receivables and related payables must be related to the same customer and vendor.

Agencies must create cross reference information for customers who are also vendors. The cross reference link information is used to identify and match appropriate receivables and payables invoices for a customer who is also a vendor.

Agencies create cross references in the Customer Vendor Cross Reference window.

Prerequisites

- ❏ The Payables QuickCode type CHECK BATCH STATUS and the values AR/AP NETTING and AR/AP NETTED must have been created during installation.
- ❏ The Payables QuickCode type SOURCE and the value AR/AP Netting must have been created during installation.
- ❏ The Receivables QuickCode type INVOICING_REASON and the value AR/AP Netting must have been created during installation.
- ❏ The Line Transaction Flexfield must be defined in Receivables.

  To define the Line Transaction Flexfield, see Step 9. Define Transaction Flexfield Structure, Oracle Public Sector Receivables Setup, page 5-6.
- ❏ Receivables and Payables Netting collector call actions must be defined in Receivables.

  To define Receivables and Payables Netting collector call actions, see Step 11. Define Lookups, Oracle Public Sector Receivables Setup, page 5-11.
- ❏ The transaction type CM-AR/AP Netting must have been created in Receivables.

  To create the transaction type CM-AR/AP Netting, see Step 20. Define Transaction Types, Oracle Public Sector Receivables Setup, page 5-13.
- ❏ An invoice source for Receivables and Payables Netting must be defined in Receivables.

  To define an invoice source for Receivables and Payables Netting, see Step 21. Define Transaction Sources, Oracle Public Sector Receivables Setup, page 5-14.
- ❏ A unit of measure for EACH must be defined in Receivables.

  To define units of measure, see Step 48. Define Units of Measure, Oracle Public Sector Receivables Setup, page 5-22.
- ❏ Setup of AutoInvoice must be completed in Receivables.

  To set up AutoInvoice, see Setup Steps and Overview of AutoInvoice, *Oracle Public Sector Receivables User's Guide*.
- ❏ Setup of the Payables Open Interface Import process must be completed in Payables.

To set up the Open Interface Import process, see Submitting Payables Open Interface Import, *Oracle Public Sector Payables User's Guide*.

Setting Up Receivables Eligibility Procedure

To set up Receivables eligibility, perform the following steps.

1. In Federal Financials, navigate to the Receivables Eligibility window as follows:

   Receivables Management - AR/AP Netting - Receivables Eligibility

2. Enter data in each field of the Receivables Eligibility window as described in Table 26–1, page 26-7.

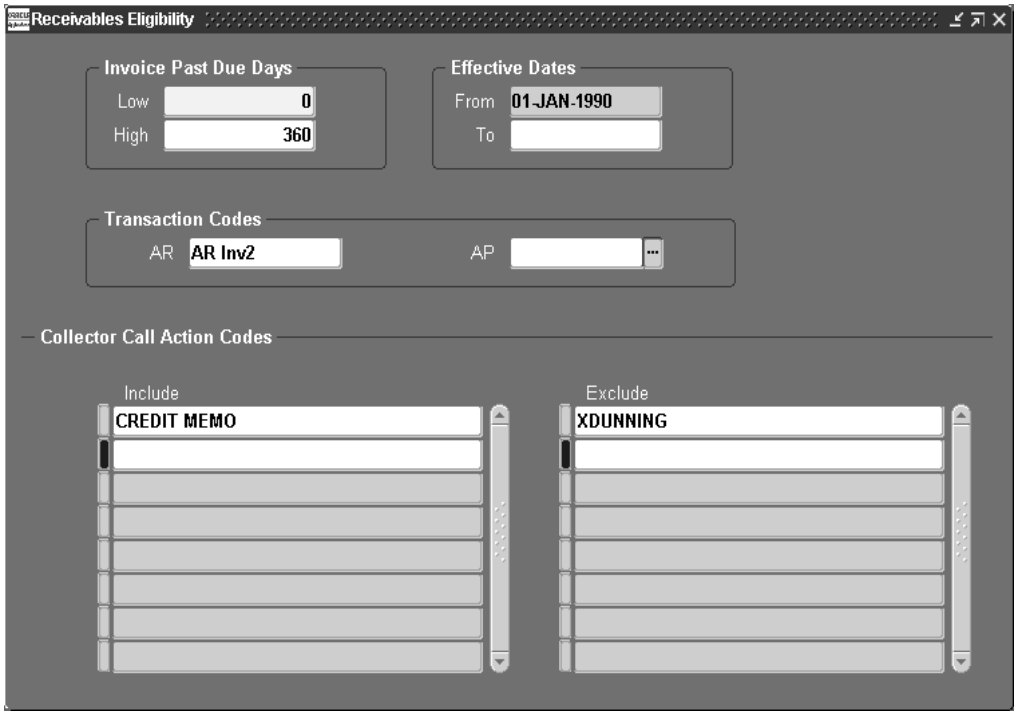
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Receivables Eligibility Window

Figure 26–1 Receivables Eligibility Window



Receivables Eligibility Window Description

Table 26–1 Receivables Eligibility Window Description

Field Name	Type	Features	Description
Invoice Past Due Days Region			
Low	required		indicates minimum number of days Receivables invoice must be past due to be eligible for offset. Values are 0 to 360.
High	optional		indicates maximum number of days Receivables invoice can be past due to be eligible for offset. Values are 1 to 360. Value must be greater than value entered in Low field.
Effective Dates Region			
From	required	list of values: pop-up calendar	effective start date for Receivables eligibility setup parameters
To	optional	list of values: pop-up calendar	effective end date for Receivables eligibility setup parameters
Transaction Codes Region			
AR	optional	list of values	default transaction code used to create Receivables credit memos
AP	optional	list of values	default transaction code used to create Payables debit memos
Collector Call Action Codes Region			
Include	required	list of values	collector call action code that is always included for offset regardless of the number of days the invoice is past due
Exclude	required	list of values	collector call action code that is always excluded from offset

Setting Up Customer and Vendor Cross References Procedure

To set up customer and vendor cross references, perform the following steps.

1. In Federal Financials, navigate to the Customer Vendor Cross Reference window as follows:

   Receivables Management - AR/AP Netting - Customer/Vendor X Reference

2. Enter information in each field of the Customer Vendor Cross Reference window as described in Table 26–2, page 26-10.

3. To update information for a customer or vendor with an existing cross reference link, enter new vendor or customer information.

4. To delete an existing link, select the link and delete the record as follows:

   Edit - Delete

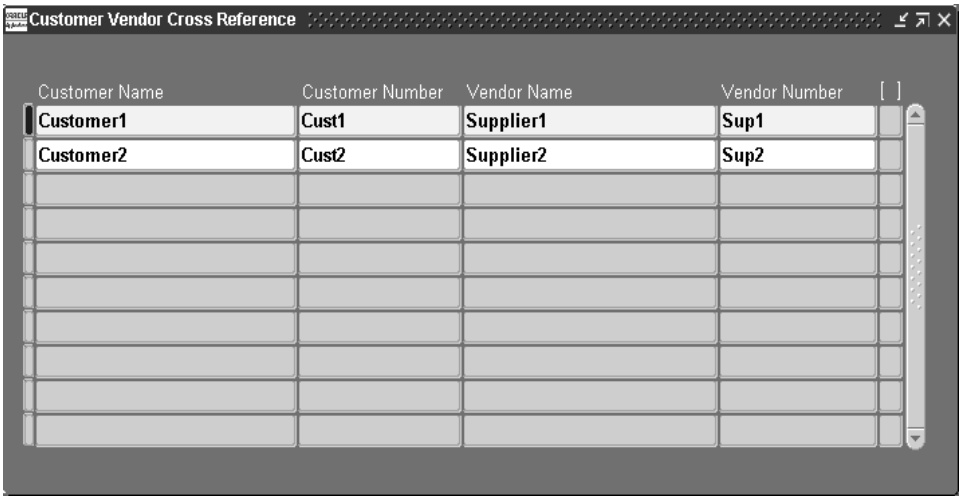
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Customer Vendor Cross Reference Window

Figure 26–2 Customer Vendor Cross Reference Window



Customer Vendor Cross Reference Window Description

Table 26–2 Customer Vendor Cross Reference Window Description

Field Name	Type	Features	Description
Customer Name	required	list of values	customer name **Note:** Enter customer name or customer number. Customer name is automatically entered if customer number selected from list of values. **Note:** List of values does not include a customer with an existing cross reference link to a vendor.
Customer Number	required	list of values	customer number; automatically entered if customer name selected from list of values
Vendor Name	required	list of values	vendor name **Note:** Enter vendor name or vendor number. Vendor name is automatically entered if vendor number selected from list of values. **Note:** List of values does not include a vendor with an existing cross reference link to a customer.
Vendor Number	required	list of values	vendor number; automatically entered if vendor name selected from list of values
Descriptive Flexfield	optional		user-customization field

27

Year-End Closing Setup

This chapter describes how to set up federal year-end closing definitions. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Year-End Closing Definitions Procedure
- Year End Closing Window
- Year End Closing Window Description
- Copy Year-End Information Procedure
- Copy Year End Information Window
- Copy Year End Information Window Description

Definition

Federal accounting rules require agencies to perform an annual year-end close and submit financial reports providing the status of their appropriations or funds.

The Year End Closing window is used to set year-end closing definitions.

For information on running the Year-End Closing process and how year-end closing definitions meet federal requirements, see the following chapters:

- Year-End Closing Procedures, page 31-1
- Year-End Closing Process, page I-1

Purpose

The Year End Closing window is used to perform the following tasks:

- set up year-end close sequence order
- define from and to accounts for creation of General Ledger records

Prerequisites

❑ The accounting flexfield must be defined and dynamic insertion must be enabled to create accounts as transactions are entered.

To define the accounting flexfield and enable dynamic insertion, see Oracle Public Sector General Ledger Setup, page 3-1.

❑ Appropriation parameters must be defined prior to performing the year-end close.

To enter and update appropriation parameters, see Define Appropriation Parameters Setup, page 16-1.

Year-End Closing Definitions Procedure

To set year-end close definitions, perform the following steps.

1. In Federal Financials, navigate to the Year End Closing window as follows:

   Setup - Year End Close - Define Year End Closing

2. Enter data in each field of the Year End Closing window as described in Table 27–1, page 27-5.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

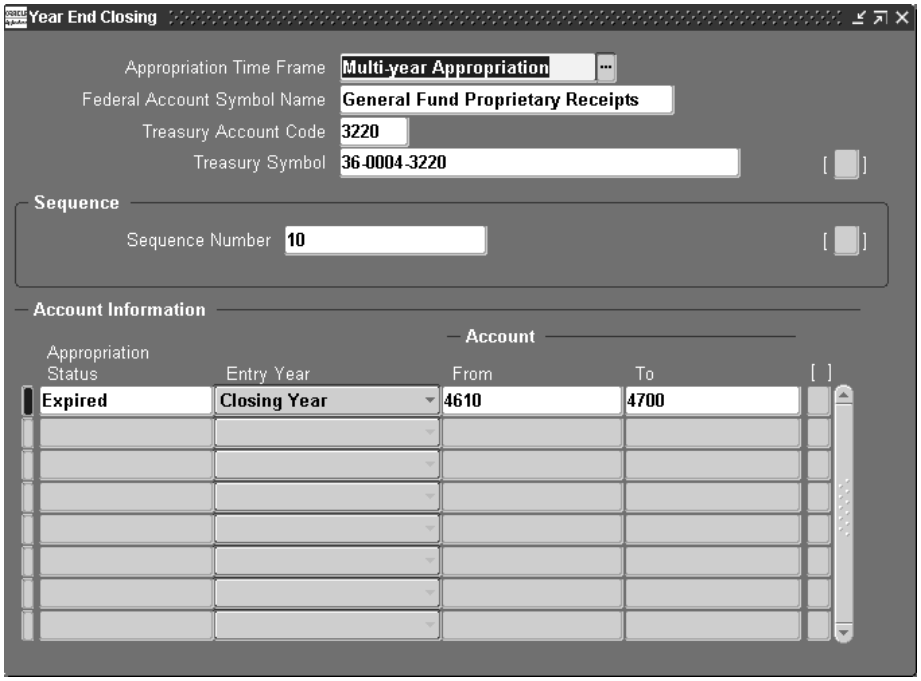
4. Close the window.

Note: In order to execute the Year-End Close process, a Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Year End Closing window.

Note: Sequences can be copied by selecting Tools from the menu. See the Copy Year-End Information Procedure in this chapter.

Year End Closing Window

Figure 27–1 Year End Closing Window



Year End Closing Window Description

Table 27–1 Year End Closing Window Description

Field Name	Type	Features	Description
Appropriation Time Frame	required	list of values	appropriation period; one year, multi-year, or no-year
Federal Account Symbol Name	optional	list of values	treasury account code description; also called the federal account symbol name
Treasury Account Code	optional	list of values	treasury account code assigned by Department of Treasury
Treasury Symbol	optional	list of values	treasury symbol for time frame and appropriation group selected
Descriptive Flexfield	optional		user-customization field
Sequence Region			
Sequence Number	required		sequence order for processing
Descriptive Flexfield	optional		user-customization field
Account Information Region			
Appropriation Status	required	list of values	status of appropriation; Expired, Carryover, Canceled
Entry Year	required	drop-down list	year transaction occurs; Closing Year or Carryover Year
Account Region			
From	required	list of values	General Ledger from account
To	required	list of values	General Ledger to account
Descriptive Flexfield	optional		user-customization field

Copy Year-End Information Procedure

To copy year-end information, perform the following steps.

1. Perform the Year-End Closing Definitions procedure described in this chapter.
2. Optionally, query on one or more of the following fields in the Year End Closing window:
   - Appropriation Time Frame
   - Federal Account Symbol Name
   - Treasury Symbol
3. Navigate to the Copy Year End Information window as follows:

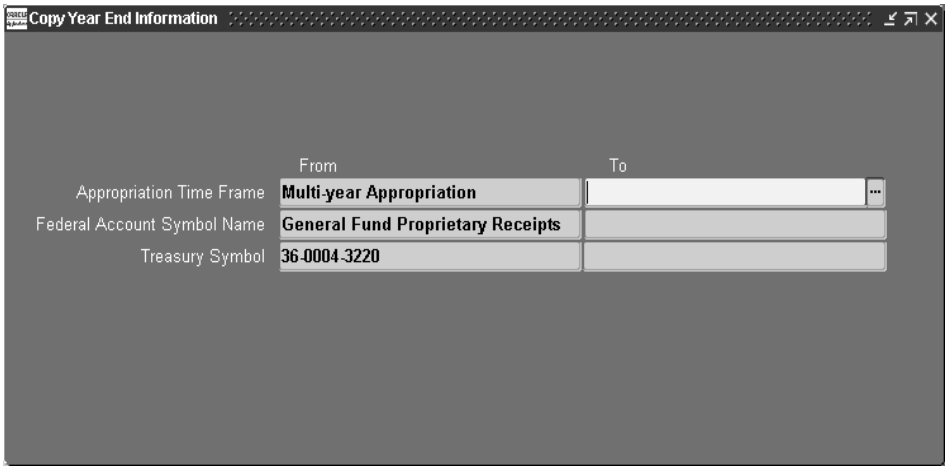
   Tools - Copy Year End Groups

   The Copy Year End Information window appears.
4. In the To field for one or more of the selections, select year-end information from the list of values.
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**
6. Close the window.

Copy Year End Information Window

Figure 27–2 Copy Year End Information Window



Copy Year End Information Window Description

Table 27–2 Copy Year End Information Window Description

Field Name	Type	Features	Description
Appropriation Time Frame	required	list of values	appropriation period; one year, multi-year, or no-year
Federal Account Symbol Name	optional	list of values	treasury account code description; also called the federal account symbol name
Treasury Symbol	optional	list of values	treasury symbol for time frame and appropriation group selected

Part III

Oracle U.S. Federal General Ledger

28

Budget Execution Transaction Procedures

This chapter describes the transaction procedures for Budget Execution Federal Financials. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Enter Appropriation, Budget Level 1, Transactions Procedure
- Budget Distributions Access Levels Window
- Budget Distributions Access Levels Window Description
- Enter Appropriation [Budget Level 1] Window
- Enter Appropriation [Budget Level 1] Window Description
- Enter Apportionment, Budget Level 2, Transactions Procedure
- Enter Apportionment [Budget Level 2] Window
- Enter Apportionment [Budget Level 2] Window Description
- Enter Allotment, Budget Level 3, and Lower Level Transactions Procedure

Definition

This chapter lists the business rules that budget execution in Oracle U.S. Federal Financials uses as its basis, and explains how to distribute appropriated budget amounts among predefined funds by quarter and by program. Budgetary transactions, including rescissions, warrants, and deferrals are also described.

Overview

Budget execution transaction procedures include the following:

- Enter Appropriation, Budget Level 1, Transactions
- Enter Apportionment, Budget Level 2, Transactions
- Enter Allotment, Budget Level 3, and Lower Level Transactions

Budget execution uses the following business rules as the basis for distributing and controlling budgetary data:

- Funds control in budget execution is hierarchical from lower budget levels to higher budget levels and by time periods. A fund amount at a lower budget level in the hierarchy cannot exceed the amount at a higher level. For example, the amount of funds at Budget Level 4 cannot exceed the amount of funds at Budget Level 3.
- Annual appropriations are posted to General Ledger at the beginning of the year as yearly amounts. Supplemental appropriations are posted to General Ledger in the current accounting period.
- Any funds of a budget level not fully distributed to the next lower level for a particular quarter are automatically made available for use in the subsequent quarter. If the current quarter is the final quarter of the year, the funds do not roll over.
- Transactions for Budget Level 3 and lower levels are posted to General Ledger in the current accounting period.
- Transactions cannot be posted to future quarters. They can be saved and posted in the first period of the future quarter when it becomes current.

  Note: This overrides the Allowed Postings to Future Periods flag in General Ledger.
- If an amount being rescinded or deferred is already distributed to a lower budget level, the distribution at that lower level must be reversed before the funds are available to be rescinded or deferred at the higher level.

Budget execution has an unlimited number of levels for budget control and details. Each of the budget levels uses a window with fields for the data required at that level. The user chooses the number of budget levels and their names.

Note: Budget level names are assigned during the setup process.

Examples of budget levels are as follows:

- Appropriation - A Budget Level 1 window that shows total amount budgeted, distributed by fund value and category
- Apportionment - A Budget Level 2 window that shows distribution of appropriated funds by category and detail; for example, Category A by quarter and Category B by program
- Allotment - A Budget Level 3 window that shows further distribution of apportioned funds by quarter

Features

The Enter Appropriation, Budget Level 1, Transactions procedure includes the following features:

- annual appropriation amounts, as well as mid-year adjustments to existing appropriations
- specifies the amount of appropriation funds granted to an organization and distributes the funds to fund values for a particular treasury symbol
- captures the public law number of the specific law enacted by the U.S. Congress and signed by the President of the United States
- accessible only by users with access rights to the Enter Appropriation [Budget Level 1] window
- uses the same window to enter transactions for rescissions, warrants, and deferrals
- automatically populates with data from the Define Appropriation Parameters window of Federal Financials
- provides navigation to drill down to the next lower budget level window
- drills down to the Budget Transaction History window

Note: Appropriation, Budget Level 1,is mandatory; lesser budget levels must be entered sequentially by fund value, but not all levels need to be used.

The Enter Apportionment, Budget Level 2, Transactions procedure includes the following features:

- apportions funds to Apportionment, Budget Level 2, and to specific budget categories by quarter
- accessible from the Enter Appropriation [Budget Level 1] window, or directly from the Budget menu
- accessible only by users with access rights to the Enter Apportionment [Budget Level 2] window
- if entered from the Enter Appropriation [Budget Level 1] window to enter transactions, automatically populates several fields with the pertinent fund value data
- uses data pertaining to only one fund value
- apportions funds by quarter
- associates quarters with specific start and end dates
- receives input data for the current and future quarters, but only data for the current quarter can be posted to the General Ledger; data cannot be entered for previous quarters
- checks figures entered into the fields against available funds to ensure that total distributions do not exceed appropriation amounts
- provides navigation to drill down to the next lower budget level window so users can view and enter further details about the budget distribution data
- provides navigation to drill down to the Budget Transaction History window

The Enter Allotment, Budget Level 3, and lower level transaction procedures include the following features:

- allows further distributions of funds to lower budget levels
- uses the same window as the Enter Apportionment [Budget Level 2] window, except the fields, label names, and navigation buttons have the name of the budget level, and the buttons navigate to data in the next higher and lower levels
- user-defined names for each budget level in the Define Budget Levels window
- an unlimited number of budget levels
- provides navigation to drill down to the Budget Transaction History window

Prerequisites

Entering budget execution transactions requires a user who has access to the Federal Administrator responsibility and is defined with access to specific levels in the Define Budget Users window.

To define budget users, see Budget Execution Setup, page 28-1.

Enter Appropriation, Budget Level 1, Transactions Procedure

To enter appropriation transactions, perform the following steps.

1. In Federal Financials navigate to the Enter Appropriation window as follows:

   Budget - Enter - Distributions

   The Budget Distributions Access Levels window appears.

   The budget levels listed on the Budget Distribution Access Levels window correspond to the budget levels to which users have access. Levels which users cannot access do not appear on the window.

   If the user has access to only one level, the Budget Distributions Access Levels window does not appear. The window for the user's access level opens automatically.

2. In the Budget Distributions Access Levels window, place the cursor on the first line to select the first level and click **Open**.

   The Enter Appropriation [Budget Level 1] window appears.

3. To enter a new appropriation, such as the annual appropriation for a new treasury symbol, enter a valid treasury symbol in the Treasury Symbol field or select one from the list of values.

4. To modify a transaction for an existing appropriation, query the Treasury Symbol field.

   The treasury symbol must be previously defined in the Define Appropriation Parameters window in Federal Financials and the Budget Distributions window for the first budget level.

   Based on the treasury symbol, the following fields are populated with data from the Define Appropriation Parameters window:

   - Resource Type
   - Expiration
   - Fiscal Year
   - Cancellation
   - Time Frame

   Note: At initial entry to this window, the Reimbursable Amount and Direct Amount fields are blank. They are later populated based on the fund value of appropriation transactions that are entered.

For information on setting up appropriation parameters, see Define Appropriation Parameters Setup, page 16-1.

5. Select or enter the fund value in the Fund Value field for the appropriation transaction.

   The Category field is automatically populated.

6. Press the Tab key to move to the Distribution field.

   The Accounting Flexfield window opens displaying only the segments enabled on the Define Budget Distribution window for that fund value.

7. Enter the appropriate values for each of the displayed segments.

8. To close and populate the Distribution and Description fields, click **OK**.

9. Optionally, enter a document number in the Document Num field.

   The Description field is automatically populated.

10. Optionally, enter a revision number in the Revision Num field.

11. Select a transaction type from the Transaction Type list of values.

12. In the Increase / Decrease field, select the type of appropriation transaction, Increase or Decrease.

13. In the New Transaction Amount field, enter the amount by which to increase or decrease the selected transaction type for the particular fund value.

14. In the Public Law Code field, enter the public law code if applicable.

15. If other transaction types are to receive funds from the appropriation transaction, enter the information for those transaction types.

16. Save or save and continue as follows:

    File - Save or **Save and Proceed**

    After saving, the following amounts are changed:

    - The Cumulative Amount, which is the total for each transaction type, is updated.
    - The available amount for next level, which is the appropriated amount less rescissions, deferrals, and less any other amount already distributed for that fund value, is updated.
    - The amounts in the Total region, Appropriation, Warrant, Rescission, and Deferral, are updated based on the rollup type and rollup amount, as

defined in the Define Transaction Type window. These totals are for the selected fund value and distribution.

- The Reimbursable Amount and Direct Amount are updated based on the fund value for the entire appropriation.

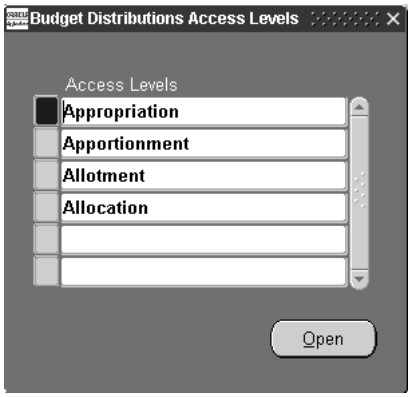
17. To transfer the appropriation transaction in a journal batch to General Ledger, click **Post**.

    Note: If an incorrect public law number is entered and saved, the original line with the incorrect public law code must be decreased, and a new line with the correct public law code must be entered as an increase.

18. Close the window.

Budget Distributions Access Levels Window

Figure 28–1 Budget Distributions Access Levels Window



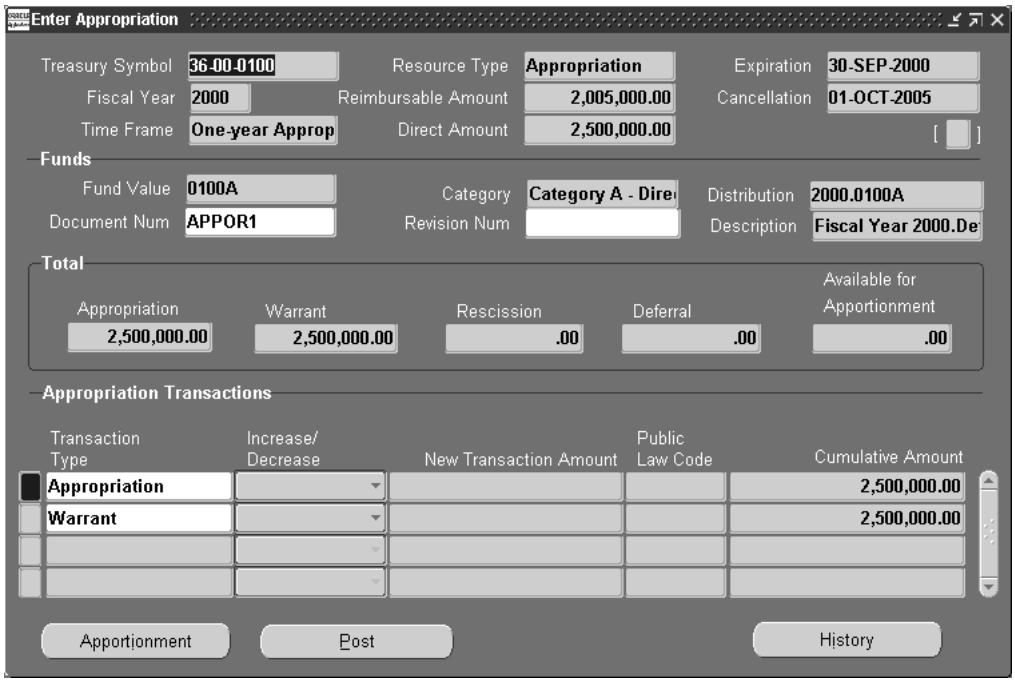
Budget Distributions Access Levels Window Description

Table 28–1 Budget Distributions Access Levels Window Description

Field Name	Type	Features	Description
Access Levels			budget levels to which users have access
Open		button	opens Enter Appropriation window

Enter Appropriation [Budget Level 1] Window

Figure 28–2 Enter Appropriation [Budget Level 1] Window



Enter Appropriation [Budget Level 1] Window Description

Table 28–2 Enter Appropriation [Budget Level 1] Window Description

Field Name	Type	Features	Description
Treasury Symbol	required	list of values	treasury symbol; value defined in Appropriation Parameters window
Resource Type	display only		resource type; automatically populated based on treasury symbol
Expiration	display only		expiration date; automatically populated based on treasury symbol
Fiscal Year	display only		fiscal year; automatically populated based on treasury symbol
Reimbursable Amount	display only		reimbursable amount; calculated based on fund value for entire treasury symbol
Cancellation	display only		cancellation date; automatically populated based on treasury symbol
Time Frame	display only		time frame; automatically populated based on treasury symbol
Direct Amount	display only		direct amount; calculated based on fund value for entire treasury symbol
Descriptive Flexfield	optional		user-customization field
Funds Region			
Fund Value	required	list of values	fund value for appropriation transaction
Category	required		category for appropriation transaction; automatically populated based on fund value
Distribution	required		enabled budget segments for distributions to fund value
Document Num	optional		descriptive number for tracking purposes
Revision Num	optional		descriptive number for tracking purposes
Description	display only		fund value description; automatically populated based on fund value and distribution
Total Region			
Appropriation	display only		total appropriation amount for fund value; automatically calculated and updated

Table 28–2 Enter Appropriation [Budget Level 1] Window Description

Field Name	Type	Features	Description
Warrant	display only		fund value total warrant amount; automatically calculated and updated
Rescission	display only		fund value total rescission amount; automatically calculated and updated
Deferral	display only		fund value total deferral amount; automatically calculated and updated
Available for Apportionment	display only		total appropriation amount less total rescission, total deferral, and total distributed amount for fund value
Appropriation Transactions Region			
Transaction Type	required	list of values	transaction type; values entered in Define Transaction Codes window for category
Increase / Decrease	required		increase or decrease transaction amount to fund value
New Transaction Amount	required		amount entered by user for current transaction
Public Law Code	optional		specific law related to appropriation
Cumulative Amount	display only		cumulative amount for current transaction type; automatically calculated and updated
Apportionment		button	opens Budget Level 2 window to enter transactions for selected fund value
Post		button	posts appropriation transaction to General Ledger
History		button	opens History window to perform online inquiries

Enter Apportionment, Budget Level 2, Transactions Procedure

To enter Apportionment, budget level 2, transactions, perform the following steps.

1. If distributing amounts for the current value in the Enter Appropriation [Budget Level 1] window, click **Apportionment**.

   Based on the fund value, the following fields are populated with data from the Enter Appropriation [Budget Level 1] window:

   - Category
   - From Appropriation
   - Total Appropriation
   - Distributed Amount
   - Undistributed Amount

   The Distributed Amount is the amount of appropriation already distributed. The undistributed amount is the amount available for distribution for the fund value.

2. To navigate to the Enter Apportionment [Budget Level 2] window using the Budget Distribution Access Levels window, in Federal Financials, navigate as follows:

   Budget - Enter - Distributions

3. In the Budget Distributions Access Levels window, place the cursor on the Apportionment line [Budget Level 2].

   The budget levels listed on the window correspond to the budget levels to which users have access. Levels which users cannot access do not appear on the window.

   If users have access to only one level, the Budget Distributions Access Levels window does not appear. The window for the user' access level opens automatically.

4. If accessing the Enter Apportionment [Budget Level 2] window from the Federal Administrator menu, enter a valid fund value code in the Fund Value field.

   Note: The fund value code must be previously defined in the Define Appropriation Parameters window in Federal Financials and Define Budget Distributions window, and saved in the Enter Appropriation [Budget Level 1] window.

For information on appropriation parameters, see Define Appropriation Parameters Setup, page 16-1.

The Category and Transaction Date fields are automatically populated.

5. In the From Appropriation field, select the list of values.

   The distributions entered in the previous level are displayed and the Accounting Flexfield window appears. It displays the segments enabled for Apportionment, budget level 2, in the Define Budget Distribution window during budget execution setup.

6. In the Accounting Flexfields window, enter the appropriate values for the displayed segments that apply to the fund value for this distribution.

7. Click **OK**.

   The segment values appear in the Distribution field. The description for the distribution accounting segments appear in the Description field.

8. To find a particular distribution value, click **Find**.

   Note: The Find button is only functional if there are saved Apportionment, budget level 2, transactions in the system.

   For information on the Find button, see Viewing a Distribution Procedure in this chapter.

9. Optionally, enter a document number in the Document Number field.

10. Optionally, enter a revision number in the Revision Number field.

11. Select a quarter for the apportionment.

    Note: Past quarters cannot be selected. Data can be entered into future quarters but cannot be posted to General Ledger. Only data from the current quarter can be posted to General Ledger.

12. In the Type field, select the type of apportionment transaction for the quarter from the pop-up list.

13. Distribute the funds for the quarter by either percentage or actual dollar figures as follows:

    - To distribute by percentage, enter the percent of the undistributed amount to distribute to the quarter in the Percentage field. The percentage in dollar figures appears in the Apportionment Amount field.
    - To distribute by actual dollar figures, enter the actual dollar amount to distribute to the quarter in the Apportionment Amount field.

14. If other quarters are to receive distributions, enter the information for those quarters.

    Note: The sum of the new distributed amounts for the quarters cannot exceed the undistributed amount in the Undistributed Amount field.

15. Save or save and continue as follows:

    File - Save or **Save and Proceed**

    The funded amount for the distribution appears in the Funded Amount field. This is the amount already apportioned to the fund value. The undistributed amount and the distributed amount are updated by the amount saved.

    The Available for Budget Level 3 (Allotment) field is automatically updated. This field shows how much of the fund value for the quarter is distributed (allotted) at the next budget level.

16. If the distribution is for the current quarter, click **Post** to transfer the transaction in a journal batch to General Ledger.

17. Close the window.

Viewing a Distribution Procedure

Budget Level 2 can have many distributions. To find a particular distribution quickly, perform the following steps.

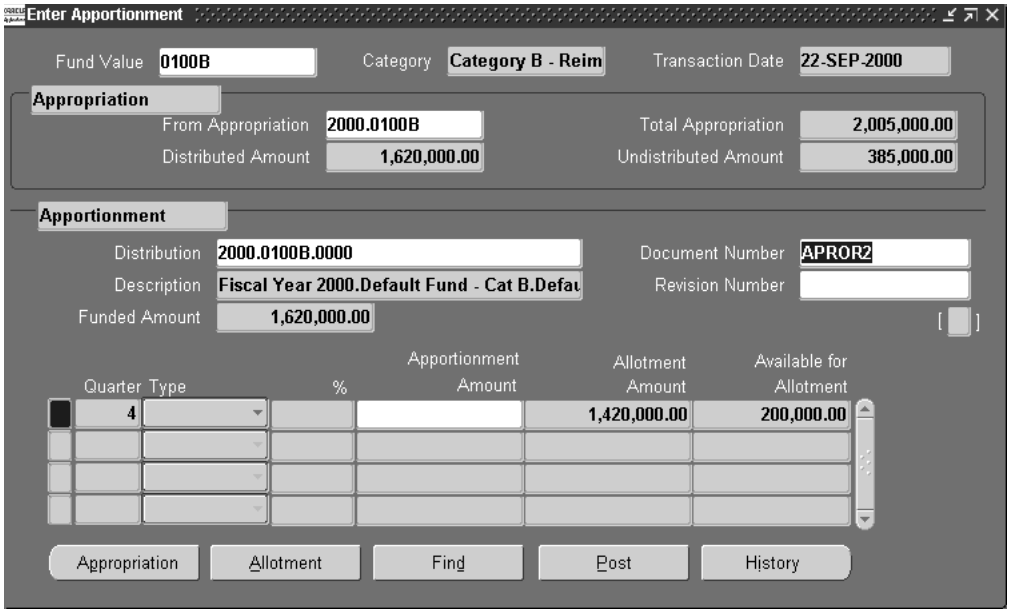
1. In the Enter Apportionment [Budget Level 2] window, place the cursor in the Distribution Field.
2. Click **Find**.

   The Find dialog box appears listing the distributions for the fund value's previous distribution.
3. Select the distribution.

   The data for the selected distribution appears.
4. Close the window.

Enter Apportionment [Budget Level 2] Window

Figure 28–3 Enter Apportionment [Budget Level 2] Window



Enter Apportionment [Budget Level 2] Window Description

Table 28–3 Enter Apportionment [Budget Level 2] Window Description

Field Name	Type	Features	Description
Fund Value	required	list of values	fund value code from General Ledger
Category	display only		fund category; displayed automatically for fund value
Transaction Date	display only		current date populated automatically
Appropriation [Budget Level 1] Region			
From Appropriation	required		enabled budget segment values for appropriation distributions to fund value
Total Appropriation	display only		total amount appropriated to fund value
Distributed Amount	display only		total amount already distributed to fund value at current level; automatically calculated and updated
Undistributed Amount	display only		total amount not distributed and available for distribution at current level; automatically calculated and updated
Apportionment [Budget Level 2] Region			
Distribution	required		values of enabled budget segments for distributions to fund value at current budget level
Document Number	optional		descriptive number for tracking purposes
Description	display only		description of apportionment transaction based on values of enabled budget segments
Revision Number	optional		descriptive number for tracking purposes
Funded Amount	display only		total amount funded to fund value at current level and distribution; automatically calculated and updated
Descriptive Flexfield	optional		user-customization field
Quarter	required		quarter of fiscal year
Type	required		increase or decrease to fund value
%	optional		percentage of undistributed amount to distribute to quarter

Table 28–3 Enter Apportionment [Budget Level 2] Window Description

Field Name	Type	Features	Description
Apportionment Amount [Budget Level 2]	required		dollar amount of undistributed amount to distribute to quarter
Allotment Amount [Budget Level 3]	display only		automatically updated; amount distributed, that is, allotted, at next budget level
Available for Allotment [Budget Level 3]	display only		total amount available at next lower level for the quarter
Appropriation [Budget Level 1]		button	opens Enter Appropriation window
Allotment [Budget Level 3]		button	navigates to next lower level window
Find		button	finds distributions for selected fund value
Post		button	posts current transaction to General Ledger; only available for current quarter
History		button	opens History window for fund value for current budget level

Enter Allotment, Budget Level 3, and Lower Level Transactions Procedure

The Enter Allotment [Budget Level 3] and lower level windows allow users to further distribute funds at lower budget levels.

The Budget Level 3 and lower level windows are used for distributing amounts to lower budgetary levels.

For a description of the features, procedures, and fields of the Budget Level 3 and lower level windows, see Enter Apportionment [Budget Level 2] Window Description in this chapter.

The Enter Allotment [Budget Level 3] and lower level windows are the same as the Enter Apportionment [Budget Level 2] window, except fields, label names, and navigation buttons change according to the names defined on the Define Budget Levels window and the levels selected on the Define Budget Distributions window.

29

Budget Execution Transaction History Procedures

This chapter describes the transaction history data for budget execution for Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition
- Overview
- Budget Transaction History Procedure
- Budget Transaction History Window, Public Law Information Tab
- Budget Transaction History Window, Post Tab
- Budget Transaction History Window, Document Information Tab
- Budget Transaction History Window Description

Definition

This chapter describes the Budget Transaction History window. This window provides an audit trail for all transactions. It lists users who entered the transaction, dates, and transaction details.

Overview

The Budget Transaction History window is a system-generated record of each transaction made to budget execution. Each transaction is automatically entered in the Budget Transaction History window. The Budget Transaction History window is available from every transaction window in budget execution in Federal Financials.

Purpose

The Budget Transaction History window provides a detailed audit trail of all transactions.

Features

The Budget Transaction History window includes the following features:

- Transaction histories are available for fund values and budget levels.
- Users cannot prevent data from a transaction entered through Budget Execution from being added to the window, nor can users edit data in the window.
- History data can be displayed by posting information or by document information. Posting information includes the posting status of each transaction. Document information includes the document number, user name, and date of each transaction.
- Security for the Budget Transaction History window matches the security access rights granted to users on the Define Budget Users window. For example, a user that has access rights to only the Enter Appropriation [Budget Level 1] window can only view apportionment transactions in the Budget Transaction History window.

Budget Transaction History Procedure

To view transaction history, perform the following steps.

1. To navigate to the Budget Transaction History window, perform one of the following:
   - On any budget level transaction window, click **History**.
   - In Federal Financials, navigate as follows:

     Budget - Inquiry - Transaction History
2. In the Treasury Symbol field, enter the treasury symbol from the list of values.
3. In the Fund Value field, enter a fund value from the list of values.

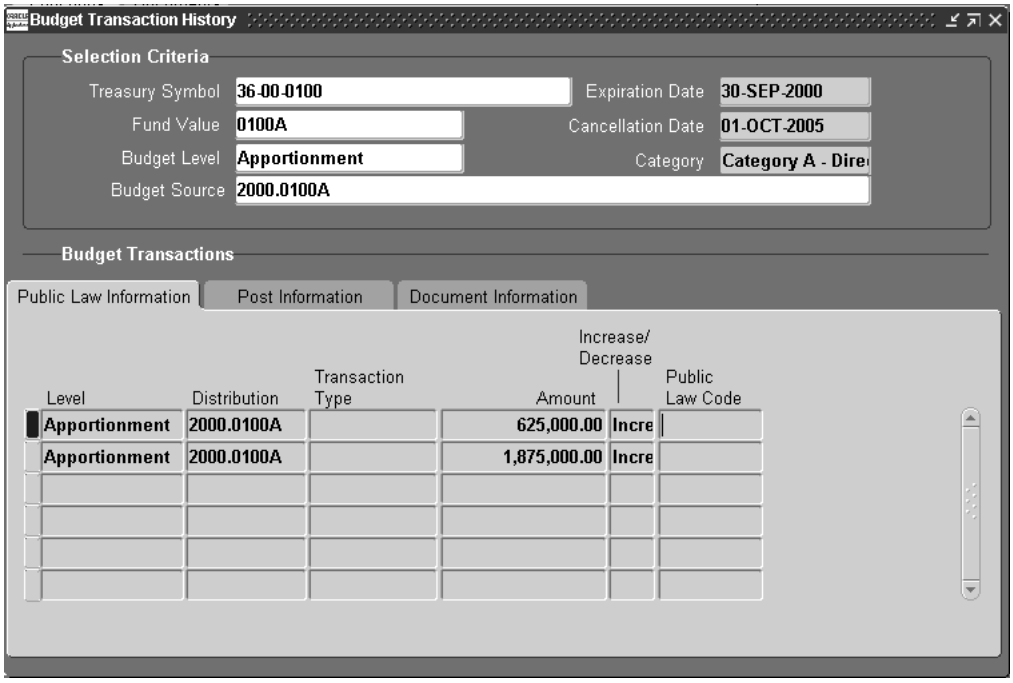
   The Expiration Date, Cancellation Date, and Category fields are automatically populated.
4. In the Budget Level field, select a budget level from the list of values.
5. In the Budget Source field, select a budget source from the list of values.
6. To view transaction history based on public law, select the Public Law Information tab.
7. To see transaction history based on posting status, select the Post Information tab.
8. To see transaction history for document number, user name, and transaction date, select the Document Information tab.
9. Save or save and continue as follows:

   File - Save or **Save and Proceed**
10. Close the window.

    If the Budget Transaction History window was entered from a transaction window, that window reappears when the Budget Transaction History window is closed.

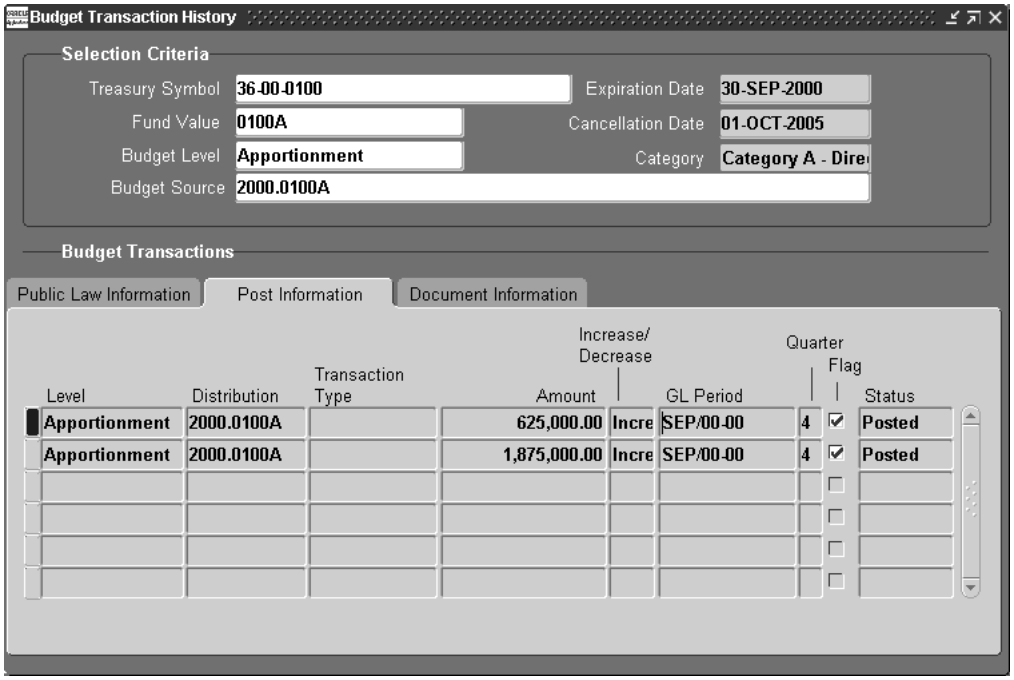
Budget Transaction History Window, Public Law Information Tab

Figure 29–1 Budget Transaction History Window, Public Law Information Tab



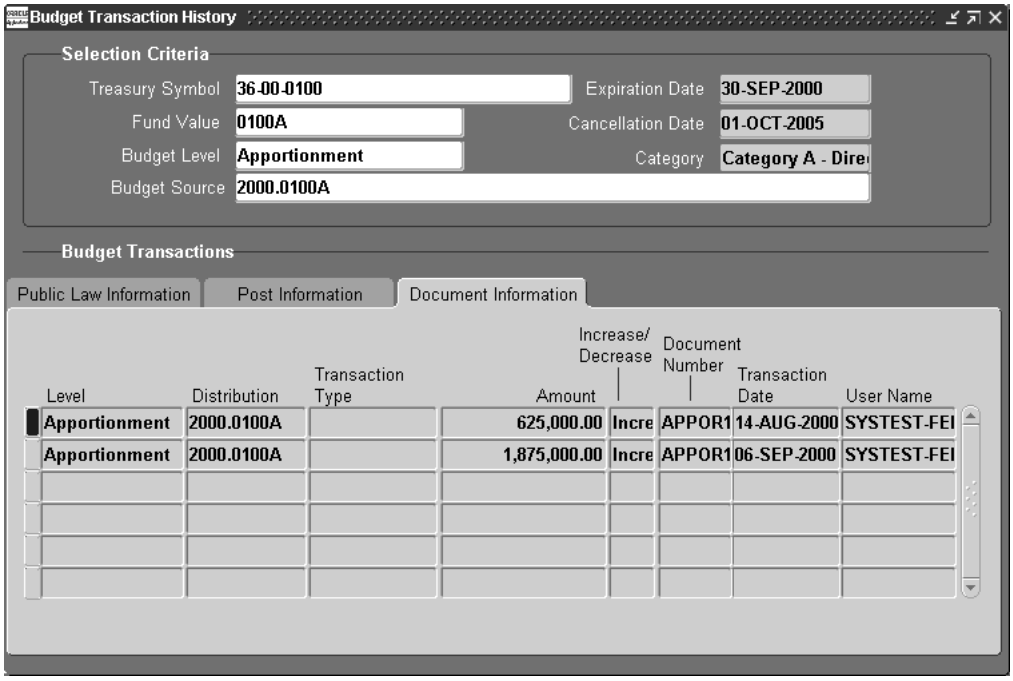
Budget Transaction History Window, Post Tab

Figure 29–2 Budget Transaction History Window, Post Tab



Budget Transaction History Window, Document Information Tab

Figure 29–3 Budget Transaction History Window, Document Information Tab



Budget Transaction History Window Description

Table 29–1 Budget Transaction History Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Treasury Symbol	required	list of values	treasury symbol; value from Define Appropriation Parameters window
Expiration Date	display only		expiration date; automatically displayed for treasury symbol
Fund Value	required	list of values	fund value code; value from Define Appropriation Parameters window
Cancellation Date	display only		cancellation date; automatically displayed for treasury symbol
Budget Level	optional	list of values	budget level pertaining to transaction history data
Category	display only		fund category; displayed automatically for fund value
Budget Source	optional		budget source; displays flexfield distribution data from current entry window or from list of values
Budget Transactions Region			
Level	display only		budget level at which the transaction was entered
Distribution	display only		values of enabled accounting segments to which the budget is distributed for the transaction
Transaction Type	display only		transaction type to which budget distributed; value from Define Budget Transaction Types window
Amount	display only		transaction amount
Increase / Decrease	display only		displays whether transaction was an increase or decrease

Table 29–1 Budget Transaction History Window Description

Field Name	Type	Features	Description
Budget Transactions Region, Public Law Information Tab			
Public Law Code	display only		specific law related to appropriation
Budget Transactions Region, Posting Information Tab			
GL Period	display only		time period to which user entered transaction
Quarter	display only		quarter when transaction occurred
Flag	display only		selected if transaction has been posted to General Ledger
Status	display only		displays posting status
Budget Transactions Region, Document Information Tab			
Document Number	display only		document number used to identify transaction
Transaction Date	display only		date user entered transaction
User Name	display only		user identifier of user who entered transaction

30

Funds Available Procedures

This chapter describes viewing available funds at both detail and summary levels. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- Funds Available Procedure
- Funds Available Inquiry Window
- Funds Available Inquiry Window Description

Definition

The Funds Available Inquiry window views funds available online at both detail and summary levels.

The Status of Funds Report provides more complete fund information in report form.

For information on printing the Status of Funds Report, see Status of Funds Report Procedures, page 47-1.

Purpose

The Funds Available Inquiry window is used to perform the following tasks:

- view funds available at both detail and summary levels
- view the effects of budget authority versus spending transactions such as commitments, obligations, and expenditures

Prerequisites

❑ The balancing segment must be defined as the fund segment of the accounting flexfield.

To define the accounting flexfield, see Oracle Public Sector General Ledger Setup, page 30-1.

❑ Funds Available Accounting information must be entered in the Define Appropriation Parameters window.

To define appropriation parameters, see Define Appropriation Parameters Setup, page 16-1.

❑ A set of books for the agency must be defined in General Ledger. The balancing segment of the accounting flexfield must be used to store fund values.

To define a set of books, see Oracle Public Sector General Ledger Setup, page 3-1.

Funds Available Procedure

To view funds available, perform the following steps.

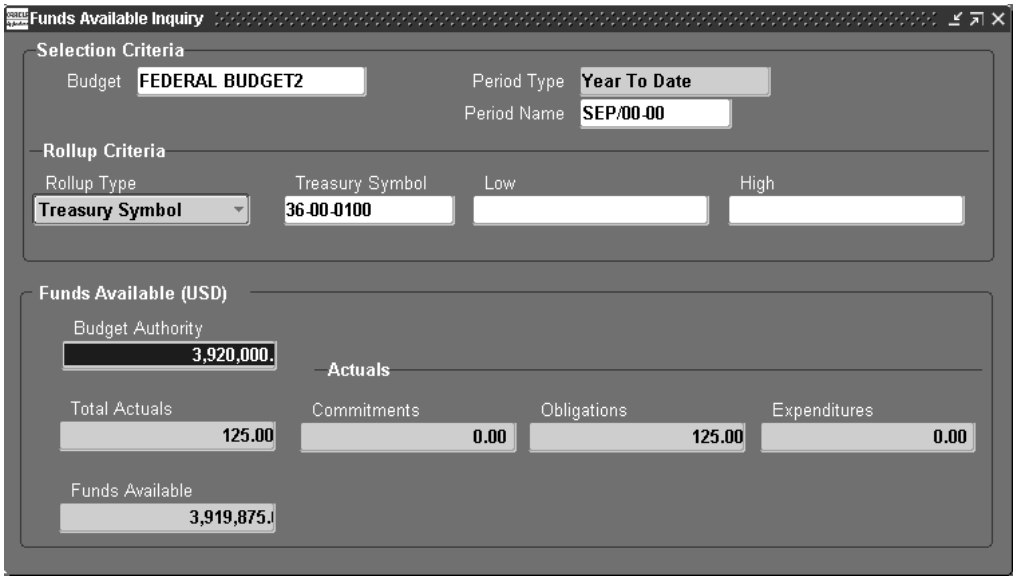
1. In Federal Financials, navigate to the Funds Available Inquiry window as follows:

   Inquiry - Funds Available

2. Enter data in each field of the Funds Available Inquiry window as described in Table 30–1, page 30-5.
3. Tab to the Funds Available (USD) Region. The system automatically calculates the funds available information.
4. Close the window.

Funds Available Inquiry Window

Figure 30–1 Funds Available Inquiry Window



Funds Available Inquiry Window Description

Table 30–1 Funds Available Inquiry Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Budget	required	list of values	budget name from current set of books
Period Type	display only		period type; Year To Date
Period Name	required		valid period
Rollup Criteria Region			
Rollup Type	required	drop-down list	used for inquiry rollup; Treasury Symbol or Fund value
Treasury Symbol	required if rollup type is Treasury Symbol	list of values	used for Treasury Symbol range selection
Low	required if rollup type is Fund	list of values	segments used for inquiry criteria
High	required if rollup type is Fund	list of values	segments used for inquiry criteria
Funds Available (USD) Region			
Budget Authority	display only		total budgetary authority for selected criteria
Total Actuals	display only		commitments, obligations, and expenditures totals
Funds Available	display only		Budget Authority minus Total
Actuals Region			
Commitments	display only		committed amount for selected criteria
Obligations	display only		obligated amount for selected criteria
Expenditures	display only		expended amount for selected criteria

Note: If Fund is the only segment entered, summary information for that fund is

displayed. By entering additional segment values, the level of detail is increased.

Note: If an account segment in the accounting flexfield is specified, it is overridden with the accounts specified in the Status of Funds Region of the Define Appropriation Parameters window for the fund or funds being processed.

Note: The Funds Available procedure calculates the balance for Budget Authority, Commitments, Obligations, and Expended Amount according to the accounting information defined in the Define Appropriation Parameters window. Agencies can define a single or parent account for each item.

Note: If a rollup type of Treasury Symbol is specified, the Funds Available procedure calculates balances for the fund or funds associated with that treasury symbol, as defined in the Define Appropriation Parameters window. The Treasury Symbol rollup type takes precedence over any values entered in the Low or High range.

31

Year-End Closing Procedures

This chapter describes running the federal year-end closing process. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Year-End Closing Procedure

Definition

The Year-End Closing process allows federal agencies to comply with Office of Management and Budget (OMB) requirements regarding closing accounts and carrying amounts forward at the end of the fiscal year.

For information on the year-end reports, see Year-End Closing Report Procedures, page 46-1.

For information on the Year-End Closing process, see Year-End Closing Process, page I-1

Features

The Year-End Closing process performs the following tasks:

- generates closing entries to remove balances from budgetary accounts
- carries obligated balances forward to the next fiscal year, including multiple-year appropriations, no-year appropriations, and undelivered order balances from one year appropriations
- allows Year-End Closing process to run in Preliminary or Final mode
- generates closing entries in General Ledger at the detail level
- allows the Year-End Closing process to be categorized by group within a time frame and within a treasury symbol
- optionally liquidates unobligated commitments, which represent reservation of funds in anticipation of legal obligations that did not occur

Prerequisites

❏ Federal Lookups must be set up in the Define Federal Lookups window.

To set up Federal Lookups, see Federal Seed Data Setup, page 8-1.

❏ Treasury symbols must be defined in the Define Federal Account Symbols window.

To define treasury symbols, see Federal Account Symbol Setup, page 13-1.

❏ Values for Appropriation Time Frame, Treasury Symbol, and Funds must be provided in the Define Appropriation Parameters window. Optionally, the Close Requisition check box can be selected in the Define Appropriation Parameters.

To enter and update appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

- ❑ A Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Define Federal Year-End Close window.

  To enter and update year-end definitions in the Define Federal Year-End Close window, see Year-End Closing Setup, page 27-1.

- ❑ The General Ledger calendar must have the closing fiscal year and the first period of the new year defined and open.

  To set up the General Ledger calendar, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❑ The FACTS I and FACTS II procedures must be executed before running the Year-End Closing process.

  To run the FACTS I procedure, see FACTS I Procedures, page 44-1.

  To run the FACTS II procedure, see FACTS II Procedures, page 45-1.

- ❑ The Load Federal Financials Seed Data procedure must be executed to seed the General Ledger category and source used by the Year-End Closing process.

  For information on executing the Load Federal Financials Seed Data procedure, see Load Federal Financials Seed Data Procedure, page 8-6.

Year-End Closing Procedure

To run the Year-End Closing process, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.
2. In the Submit a New Request window, select the Request Set radio button.
3. Click **OK**.
4. In the Request Set field, select Year End Close Set from the list of values.
5. Click **OK**.
6. Place the cursor in the Parameters field.

   The Parameters window appears.
7. In the Run Mode field, select Preliminary or Final from the list of values.

   Note: Preliminary mode allows for viewing the Year-End report before running the process in Final mode. Final mode imports the transactions through Journal Import to the General Ledger. These General Ledger transactions must be manually posted.

   For information on General Ledger posting, see Posting Journal Batches, *Oracle Public Sector General Ledger User's Guide*.
8. In the Appropriation Time Frame field, select a time frame from the list of values.
9. In the Appropriation Group field, select an appropriation group from the list of values.
10. Optionally, in the Treasury Symbol field, select a treasury symbol from the list of values.
11. In the Closing Fiscal Year field, select a year from the list of values.
12. In the Closing Period Name field, select a period from the list of values.
13. To apply the parameters, click **OK**.
14. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.
15. To view the request, select the request and click **View Output**.

16. Close the window.

Note: The Year-End Closing Execution Report is automatically generated during the Year-End Closing process.

For information on this report, see Year-End Closing Report Procedures, page 46-1.

Note: If the treasury symbol is expired and canceled within the same year, the Year-End Closing process must be executed twice to pick up expired and canceled entries.

Note: The Year-End Closing process uses the specified closing period as the period to enter closing entry information. The carryover period used is the first period of the next fiscal year whether it is an adjustment period or not.

For information on adjusting imported records in the Correct Journal Import Data window, see Importing Journals, *Oracle Public Sector General Ledger User's Guide*.

For information on the Year-End Closing process, see Year-End Closing Process, page I-1.

Part IV

Oracle U.S. Federal Payables

32

Enhanced Transaction Codes Procedures in Oracle Public Sector Payables

This chapter describes how to use enhanced transaction codes in Payables. The following sections are in this chapter:

- Definition
- Overview
- Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure
- Using Enhanced Transaction Codes for Payment Batches Procedure
- Using Enhanced Transaction Codes for Payments Procedure
- Enter Transaction Events Window
- Enter Transaction Events Window Description

Definition

In Payables, enhanced transaction codes are used when entering invoices and payments.

Overview

This section describes the business processes in Payables that use enhanced transaction codes.

Process

In Payables, enhanced transaction codes are used to enhance the following business processes:

- Matched and Unmatched Invoices
- Payment Batches
- Payments

Matched and Unmatched Invoices

The parameters used to derive the transaction code for matched and unmatched invoices are as follows:

- form activity, matched invoices, or unmatched invoices
- transaction event
- responsibility
- user name

When users select the Invoices window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Invoices window.

Each time users add a new invoice in the Invoices window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values.

If an invoice is matched to a purchase order, the proprietary charge account is copied from the purchase order distributions. The proprietary liability account is created along with the charge account.

Payment Batches

The parameters used to derive the transaction code for payment batches are as follows:

- form activity, payment batches
- transaction event
- responsibility
- user name

When users select the Payment Batches window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Payment Batches window.

The proprietary accounting entries for liabilities and payments are based on the user's system setup.

Payments

The parameters used to derive the transaction code for payments are as follows:

- form activity, payments
- transaction event
- responsibility
- user name

When users select the Payments window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Payments window.

The proprietary accounting entries for liabilities and payments are based on the user's system setup.

Prerequisites

- ❑ The FV: Enable Enhanced Transaction Codes profile option must be set to Yes.

  To set up the FV: Enable Enhanced Transaction Codes profile option, see Oracle Applications System Administration Setup, page 32-1.

- ❑ Set up of enhanced transaction codes must be completed.

  To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 24-1.

- ❑ The operating unit must be entered in the Define Federal Options window.

  To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

Using Enhanced Transaction Codes for Matched and Unmatched Invoices Procedure

To enter enhanced transaction codes for matched or unmatched invoices in Payables, perform the following steps.

1. In Payables, navigate to the Invoices window as follows:

   Invoices - Entry - Invoices

   The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

2. In the Form Activity field, select one of the following from the list of values:

   - Matched Invoice
   - Unmatched Invoice

3. Enter data in each field of the Enter Transaction Events window as described in Table 32–1, page 32-9 and Table 32–2, page 32-10.

4. Click **OK**.

   The Invoices window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Invoices window, see Entering Invoices Overview, *Oracle Public Sector Payables*.

Using Enhanced Transaction Codes for Payment Batches Procedure

To enter enhanced transaction codes for payment batches in Payables, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

   Payments - Entry - Payment Batches

   The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 32–1, page 32-9 and Table 32–2, page 32-10.

3. Click **OK**.

   The Payment Batches window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Payment Batches window, see Paying Invoices in Payment Batches, *Payables*.

Using Enhanced Transaction Codes for Payments Procedure

To enter enhanced transaction codes for payments in Payables, perform the following steps.

1. In Payables, navigate to the Payments window as follows:

   Payments - Entry - Payments

   The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 32–1, page 32-9 and Table 32–2, page 32-10.

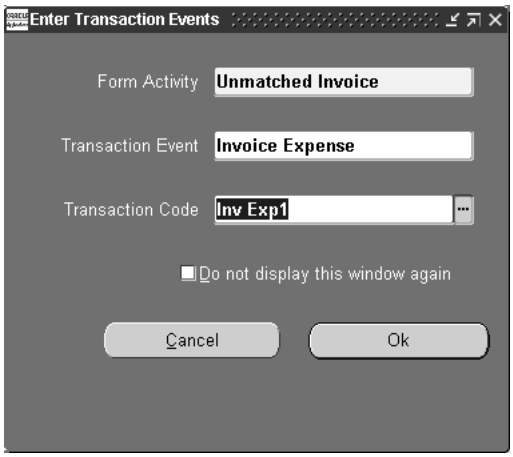
3. Click **OK**.

   The Payments window appears, and the Transaction Code field is automatically populated with the transaction code.

For information on the Payments window, see Creating Single Payments, *Oracle Public Sector Payables*.

Enter Transaction Events Window

Figure 32–1 Enter Transaction Events Window



Enter Transaction Events Window Description

Table 32–1 Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events **Note:** If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 32–2 for a description of options.
Cancel		button	See Table 32–2 for a description of options.
OK		button	See Table 32–2 for a description of options.

Table 32–2 describes the result of setting transaction code options in the Enter Transaction Events window.

Table 32–2 Transaction Code Options in Payables

	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the selected invoice, payment batch, or payment. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the invoice, payment batch, or payment. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

33

Prompt Payment Procedures

This chapter describes the Prompt Payment features of *Oracle U.S. Federal Financials*. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Due Date Calculation Procedure
- Economically Beneficial Discount Procedure
- Invoice Returns Procedure
- Invoice Returns Window
- Invoice Returns Window Description
- Prior Period Receipts Procedure
- Find Prior Receipts Window
- Find Prior Receipts Window Description
- Prior Period Receipts Window
- Prior Period Receipts Window Description
- Assign Reason Codes Procedures
- Assign Reason Codes Window
- Assign Reason Codes Window Description

Definition

The Prompt Payment procedures are as follows:

- Due Date Calculation procedure
- Economically Beneficial Discount procedure
- Invoice Returns procedure
- Prior Period Receipts procedure
- Assign Reason Codes procedure

These features allow federal agencies to comply with the requirements of the Prompt Payment Act regarding when and how to pay commercial obligations.

The Invoice Returns window captures the original invoice received date and the original invoice returned date for invoices that are deemed improper and returned to the supplier. If the invoice is not returned within the allotted time, the due date for the new invoice is offset for the time it took to return the original invoice to the supplier.

The Prior Period Receipts window records receipts or acceptance transactions that were received in a prior period that is now closed.

The Assign Reason Codes window assigns reason codes to discount lost or interest paid invoices.

For information on the Prompt Payment reports, see Prompt Payment Report Procedures, page 49-1.

For information on the Prompt Payment process, see Prompt Payment Process, page B-1.

Features

The Due Date Calculation process performs the following tasks:

- compares the Invoice Received Date to the Goods / Services Acceptance or Receipt Date
- compares the Goods / Services Acceptance Date to the Constructive Acceptance Date
- calculates the due dates when improper supplier invoices are not returned to suppliers within the allotted time
- calculates the Discount Date for supplier invoices that have discount terms

- recalculates Payment Schedules to use the correct Discount Date based on the Invoice Date
- recalculates Payment Schedules to use the later of the Invoice Received Date, Goods / Services Acceptance Date, or Constructive Acceptance Date
- recalculates Payment Schedules to correct the due date if the original due date falls on a weekend or holiday
- assigns different payment terms to different groups of suppliers to comply with the payment terms in the Prompt Payment Act

  The payment terms default to each purchase order or invoice for that supplier.

If the vendor has offered a discount, the Economically Beneficial Discount process performs the following tasks:

- determines whether it is economically beneficial to take the discount
- eliminates payments for which taking the discount is not economically beneficial from the payment batch
- automatically updates the Assign Reason Codes window if a discount was lost

The Invoice Returns process allows an agency to perform the following tasks:

- calculate Prompt Payment Act due dates when defective supplier invoices are returned
- capture and store the original invoice information for future reference

The Prior Period Receipts process allows an agency to perform the following task:

- capture the actual receipt or acceptance date information that is used in the Prompt Payment due date calculation

The Assign Reason Codes process allows an agency to perform the following task:

- assign reason codes to invoices with interest paid and invoices with discounts lost

Prerequisites

- ❑ Access to Payables is required to enter invoices, run the AutoApproval process, and process payments using the Payment Batches process.
- ❑ Federal Lookups must be set up in the Define Federal Lookups window.

To set up Lookups in the Define Federal Lookups window, see Federal Seed Data Setup, page 8-1.

- ❏ Setup steps, including defining Payment Terms Types and setting Financials Options, must be completed to process payments using the Prompt Payment features.

  For information on Payables setup steps, see Oracle Public Sector Payables Setup, page 4-1.

- ❏ A Current Value of Funds rate must be entered in the Define Fund Rates window before processing payments for the first time and updated whenever the Department of Treasury publishes a new Current Value of Funds rate.

  WARNING: If a Current Value of Funds rate has never been entered, Payables takes all available discounts, whether economically beneficial or not.

  If the Current Value of Funds rate is not updated, the last Current Value of Funds rate entered is used to determine the economically beneficial discount.

  To enter and update the Current Value of Funds rate in the Define Fund Rates window, see Current Value of Funds Setup, page 17-1.

- ❏ The Terms Date Basis must be set to Invoice Received Date in Payables.

  To set the Terms Date Basis, see Suppliers and Supplier Sites Window Reference, *Oracle Public Sector Payables User's Guide*.

- ❏ The original invoice that is being returned to the supplier must be entered in Oracle Public Sector Payables.

  To enter an invoice that is being returned to a supplier, see Suppliers and Supplier Sites Window Reference, *Oracle Public Sector Payables User's Guide*.

- ❏ The Payment Terms must be entered in Payables.

  To enter payment terms, see Payment Terms, *Oracle Public Sector Payables User's Guide*.

- ❏ Prompt Pay must be selected as the Payment Terms Type for the payment terms associated with the invoices to be processed.

  WARNING: If Prompt Pay has not been selected as the Payment Terms Type for the payment terms used, the invoices are not included in the Due Date Calculation process, and the Terms Date Basis is used as the due date.

  To enter and update Payment Terms Types in the Define Payment Terms Types window, see Payment Terms Types Setup, page 9-1.

- ❑ Constructive acceptance days and invoice return days must be entered in the Define Payment Terms Types window.

  To enter constructive acceptance days and invoice return days in the Define Payment Terms Types window, see Payment Terms Types Setup, page 9-1.

- ❑ The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

  To set Profile Options, see Oracle Applications System Administration Setup, page 2-1.

- ❑ Automatic Interest Invoice creation must be used.

  To automatically creating interest invoices, see Prompt Payment Support, *Oracle Public Sector Payables User's Guide*.

- ❑ Receipt and acceptance transactions must be entered in Oracle Public Sector Purchasing.

  To enter receipt transactions, see Receiving Transactions, *Oracle Public Sector Purchasing User's Guide*.

  To enter acceptance transactions, see Entering and Viewing Purchase Order Acceptances, *Oracle Public Sector Purchasing User's Guide*.

- ❑ Holidays and non-working dates must be entered for the Due Date Calculation process to accurately calculate prompt payment information.

  To define holiday and non-working dates, see Holiday and Non-Working Dates Setup, page 19-1.

  WARNING: If holidays and non-working dates have not been entered, the dates are not used in the Due Date Calculation process.

- ❑ The operating unit must be entered in the Define Federal Options window.

  To enter and update the Define Federal Options window, see Federal Options Setup, page 11-1.

Due Date Calculation Procedure

To apply the correct due dates to the payment schedule before creating payment batches, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Submit Request Set window appears.

4. In the Request Set field, select Due Date Calculation Program from the list of values.

5. Place the cursor in the Parameters field for the first item, Due Date Calculation.

   The Parameters window appears.

6. In the Run Mode field, select Final or Preliminary from the list of values.

7. To apply the parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. To view the request, select the appropriate Request ID and click **View Output**.

10. Close the window.

Note: The Prompt Payment Due Date Report is automatically printed on completion of the Due Date Calculation process. For information on this report, see Prompt Payment Report Procedures, page 49-1.

Note: When the report is run in Preliminary mode, it provides a list of invoices to be updated by the procedure. When the report is run in Final mode, the due dates and discount dates are updated for the invoices selected. Once the report is run in Final mode, the invoices are not selected again.

Economically Beneficial Discount Procedure

No separate procedure is required to run the Economically Beneficial Discount process. For users of Federal Financials, the Economically Beneficial Discount process occurs transparently as part of the Payment Batches process during normal payment batch processing in Payables.

For information on how to process payment batches in Payables, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

Invoice Returns Procedure

To record returned invoices, perform the following steps.

1. In Federal Financials, navigate to the Invoice Returns window as follows:

   Payables Management - Invoice Returns

2. Enter data in each field of the Invoice Returns window as described in Table 33–1, page 33-10.

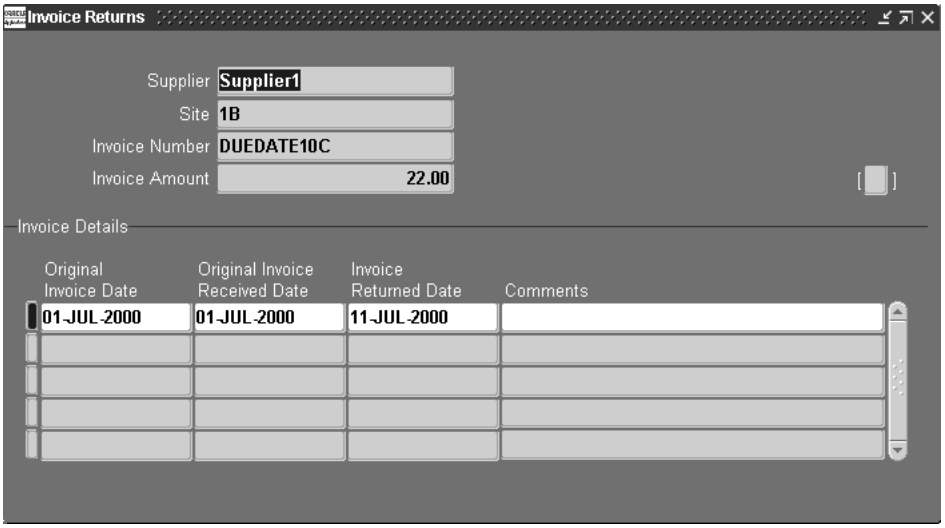
3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Invoice Returns Window

Figure 33–1 Invoice Returns Window



Invoice Returns Window Description

Table 33–1 Invoice Returns Window Description

Field Name	Type	Features	Description
Supplier	required	list of values	supplier or vendor name
Site	required	list of values	supplier site
Invoice Number	required	list of values	invoice number
Invoice Amount	display only		amount of invoice
Descriptive Flexfield	optional		user-customization field
Invoice Details Region			
Original Invoice Date	default		original date of invoice **Note**: If date is null, user must enter a new date.
Original Invoice Received Date	default		date invoice received **Note**: If date is null, user must enter a new date.
Invoice Returned Date	required		date defective invoice returned to supplier **Note**: Date must be greater than or equal to the Original Invoice Received Date **Warning**: If invoice is approved and returned to supplier, the invoice will be paid **Note**: When invoice is returned to the supplier, the supplier must resubmit the invoice using the same invoice number.
Comments	optional		field for user information regarding returned invoices

Prior Period Receipts Procedure

To record Prior Period Receipts information, perform the following steps.

1. In Federal Financials, navigate to the Find Prior Receipts window as follows:

   Payables Management - Prior Receipts

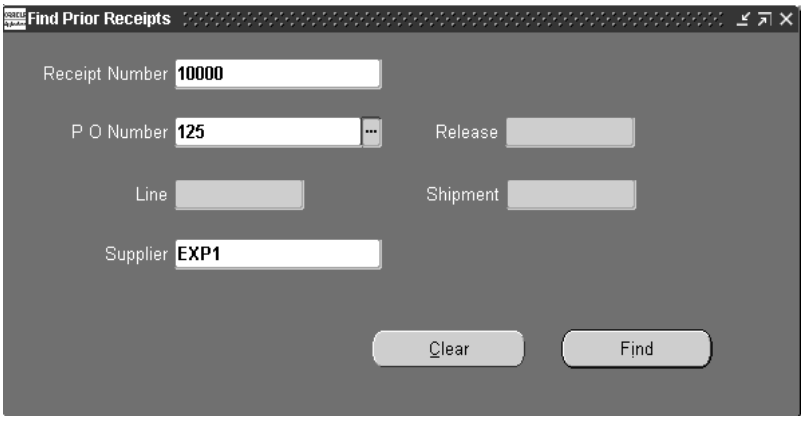
2. Enter data in each field of the Find Prior Receipts window as described in Table 33–2, page 33-13.
3. Click **Find** to open the Prior Period Receipts window.
4. Enter data in each field of the Prior Period Receipts window as described in Table 33–3, page 33-16
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Find Prior Receipts Window

Figure 33–2 Find Prior Receipts Window



Find Prior Receipts Window Description

Table 33–2 Find Prior Receipts Window Description

Field Name	Type	Features	Description
Receipt Number	optional	list of values	receipt number **Note:** If receipt information is not known, select purchase order or blanket purchase agreement in the PO Number field.
PO Number	optional	list of values	purchase order number
Release	optional	list of values	release number associated with every planned purchase order and every blanket purchase order **Note:** Field is available only if purchase order number associated with a planned purchase order or a blanket purchase order agreement is entered.
Line	optional	list of values	line number **Note:** Field is available only if purchase order of type Standard is entered.
Shipment	optional	list of values	shipment number **Note:** Field is available only if PO Number, Release, and Line are specified.
Supplier	default	list of values	supplier name
Clear		button	clears fields
Find		button	accesses Prior Period Receipts window

Prior Period Receipts Window

Figure 33–3 Prior Period Receipts Window

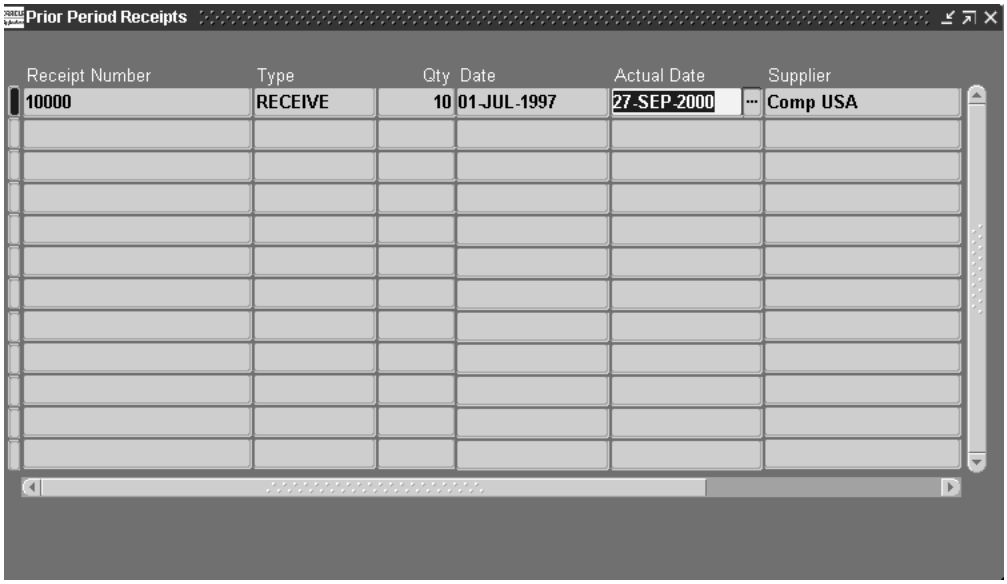


Figure 33–4 Prior Period Receipts Window (continued)

Prior Period Receipts Window Description

Table 33–3 Prior Period Receipts Window Description

Field Name	Type	Features	Description
Receipt Number	display only		receipt number
Type	display only		transaction type; Receive or Accept
Qty	display only		quantity received or accepted
Date	display only		General Ledger transaction date
Actual Date	optional		date used for Due Date Calculation
Supplier	display only		supplier name
PO Number	display only		purchase order number
Line	display only		line number
Rel	display only		release number

Assign Reason Codes Procedures

The following procedures are used to assign reason codes:

- Assign Reason Codes to Invoices
- Assign Reason Codes to Individual Invoices in a Payment Batch
- Assign Reason Codes to All Invoices in a Payment Batch

Assign Reason Codes to Invoices

To assign reason codes to unpaid invoices, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

   Payables Management - Assign Reason Codes

2. In the alternate region, select Interest or Discount.
3. In the Original Invoice Number or Invoice Number field, select the invoice number from the list of values.
4. In the Interest Reason Code or Discount Lost Reason Code field, select a reason code from the list of values.
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Assign Reason Codes to Individual Invoices in a Payment Batch

To assign reason codes to individual invoices in a payment batch, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

   Payables Management - Assign Reason Codes

2. In the alternate region, select Interest or Discount.
3. In the Payment Batch Name field, perform a query on a payment batch.
4. In the Interest Reason Code or Discount Lost Reason Code field, select a reason code from the list of values.

5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Assign Reason Codes to All Invoices in a Payment Batch

To assign reason codes to all invoices in a payment batch, perform the following steps.

1. In Federal Financials, navigate to the Assign Reason Codes window as follows:

   Payables Management - Assign Reason Codes

2. In the alternate region, select Interest or Discount.
3. In the Payment Batch Name field, perform a query on a payment batch.
4. In the Default Reason Codes field, select a reason code from the list of values.
5. Click **Default Values**.
6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

Note: The Prompt Payment Reason Codes for invoices in payment batches can only be modified on an individual basis after defaulting.

Assign Reason Codes Window

Figure 33–5 Assign Reason Codes Window, Interest Tab

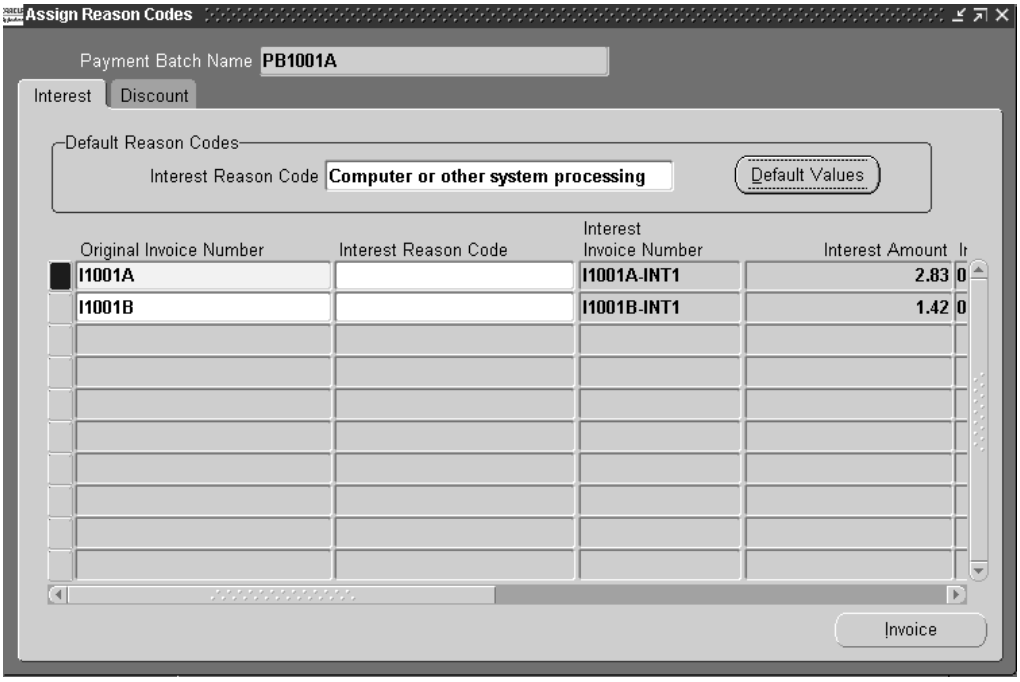


Figure 33–6 Assign Reason Codes Window, Interest Tab (continued)

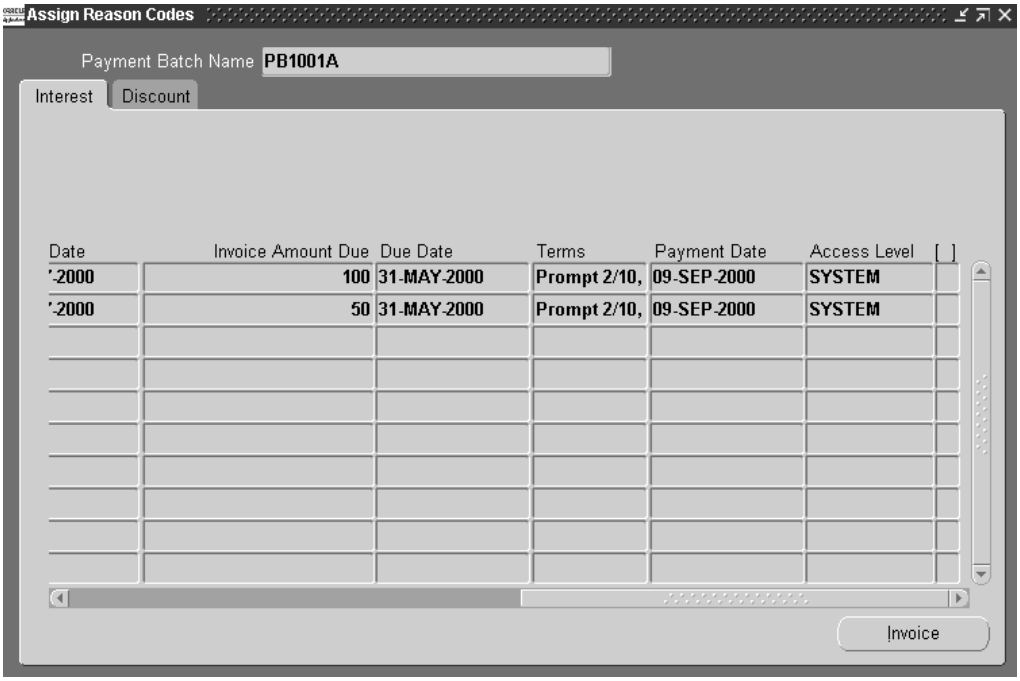


Figure 33–7 Assign Reason Codes Window, Discount Tab

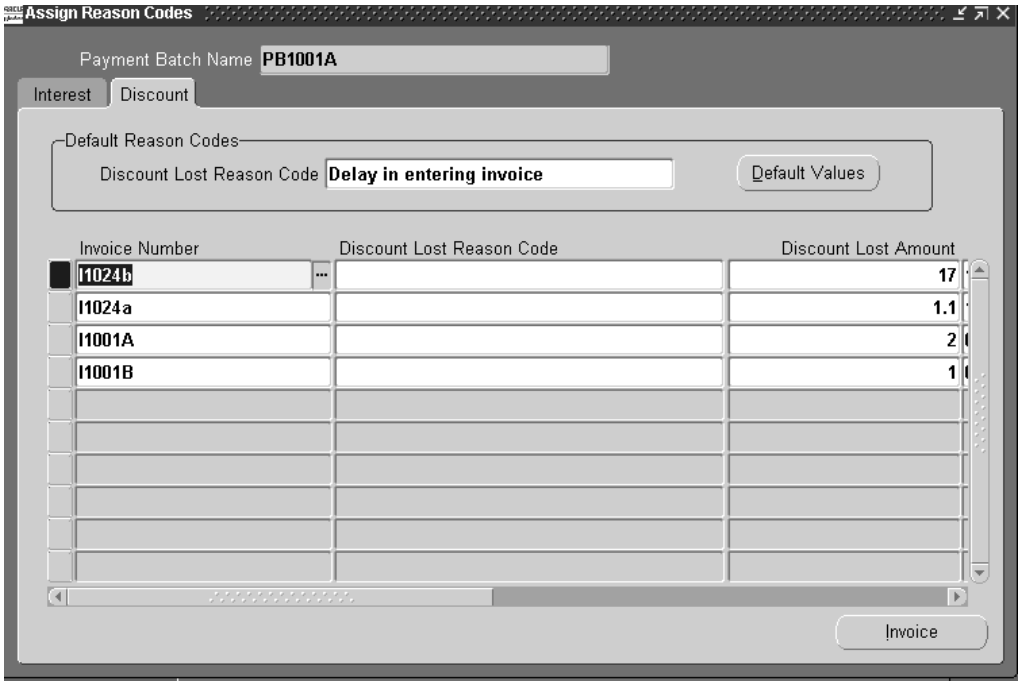
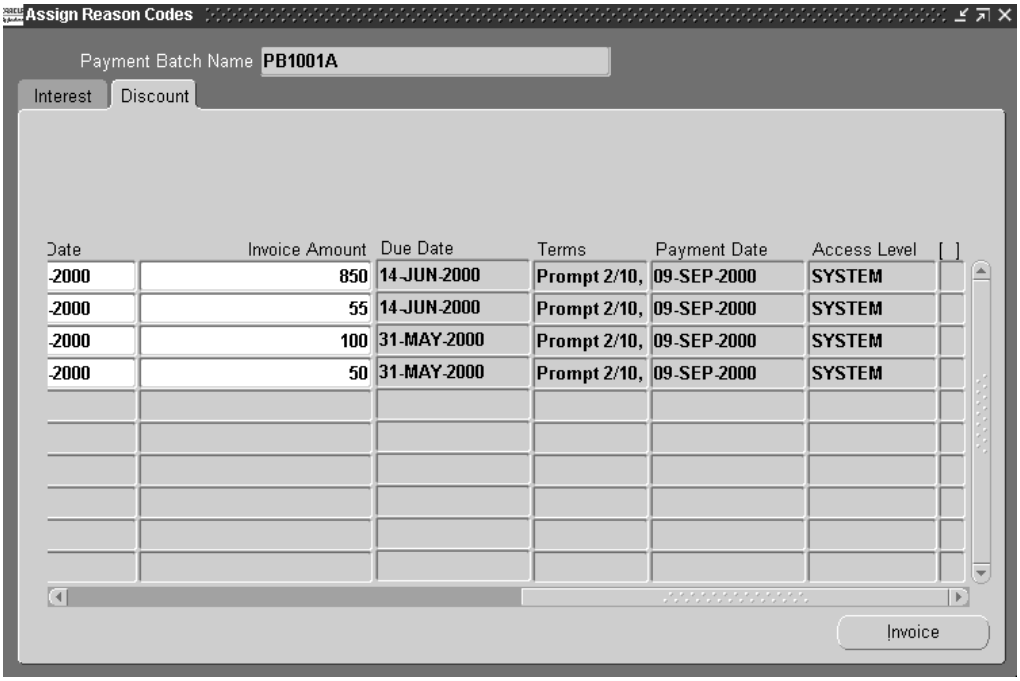


Figure 33–8 Assign Reason Codes Window, Discount Tab (continued)



Assign Reason Codes Window Description

Table 33–4 Assign Reason Codes Window Description

Field Name	Type	Features	Description
Payment Batch Name	display only		payment batch
Interest Tab			
Default Reason Codes Region			
Interest Reason Code	optional	list of values	interest reason code
Default Values		button	populates the default interest reason code to the detail records
Main Region			
Original Invoice Number	required	list of values	number of original invoice
Interest Reason Code	optional	list of values	interest reason code
Interest Invoice Number	display only		number of interest invoice
Interest Amount	display only		interest amount
Invoice Date	display only		date of invoice
Invoice Amount Due	display only		amount of invoice
Due Date	display only		due date of invoice
Terms	display only		payment terms of invoice
Payment Date	display only		date of payment
Access Level	display only		level of access: SYSTEM or USER
Descriptive Flexfield	optional		field for user customization
Invoice		button	drills down to Payables invoice
Discount Tab			
Default Reason Codes Region			
Discount Lost Reason Code	optional	list of values	discount lost reason code
Default Values		button	populates the default interest reason code to the detail records

Table 33–4 Assign Reason Codes Window Description

Field Name	Type	Features	Description
Main Region			
Invoice Number	required	list of values	number of original invoice
Discount Lost Reason Code	optional	list of values	discount lost reason code
Discount Lost Amount	display only		discount lost amount
Invoice Date	display only		date of invoice
Invoice Amount	display only		amount of invoice
Due Date	display only		due date of invoice
Terms	display only		payment terms of invoice
Payment Date	display only		date of payment
Access Level	display only		level of access: SYSTEM or USER
Descriptive Flexfield	optional		user-customization field

34

Receivables and Payables Netting Procedures

This chapter describes how to use Receivables and Payables Netting. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Payment Batch Payments with Receivables and Payables Netting Procedure
- Perform AR/AP Netting Decision Window
- Perform AR/AP Netting Decision Window Description

Definition

Receivables and Payables Netting allows agencies to offset the collection of receivables against payables for vendors who are also customers of the agency.

The Receivables and Payables Netting process is run as part of the payment batch process in Payables. Receivables and Payables Netting systematically looks for Receivables and Payables that are eligible for offset according to conditions set up by the agency.

Overview

Receivables and Payables Netting is an option that is selected during the standard payment batch process in Payables. Agencies can generate a preliminary report to review the Receivables and Payables Netting transactions or they can run the final Receivables and Payables Netting process to create credit memos in Receivables and debit memos in Payables for the offset amounts.

Features

The Receivables and Payables Netting procedure consists of the following tasks:

- print AR / AP Netting Preliminary Report
- modify Receivables collector call action codes
- run Receivables and Payables final netting transactions and generate AR / AP Netting Final Report

Payment Batch Procedure Diagram

Figure 34–1, page 34-4, shows the Oracle U.S. Federal Payables payment batch procedure when Receivables and Payables Netting is used.

If users begin with selecting invoices, the succeeding process steps are as follows:

- modify payments
- Receivables and Netting Process
- format payments
- confirm payments
- restart payment batch
- print documents or create electronic payments

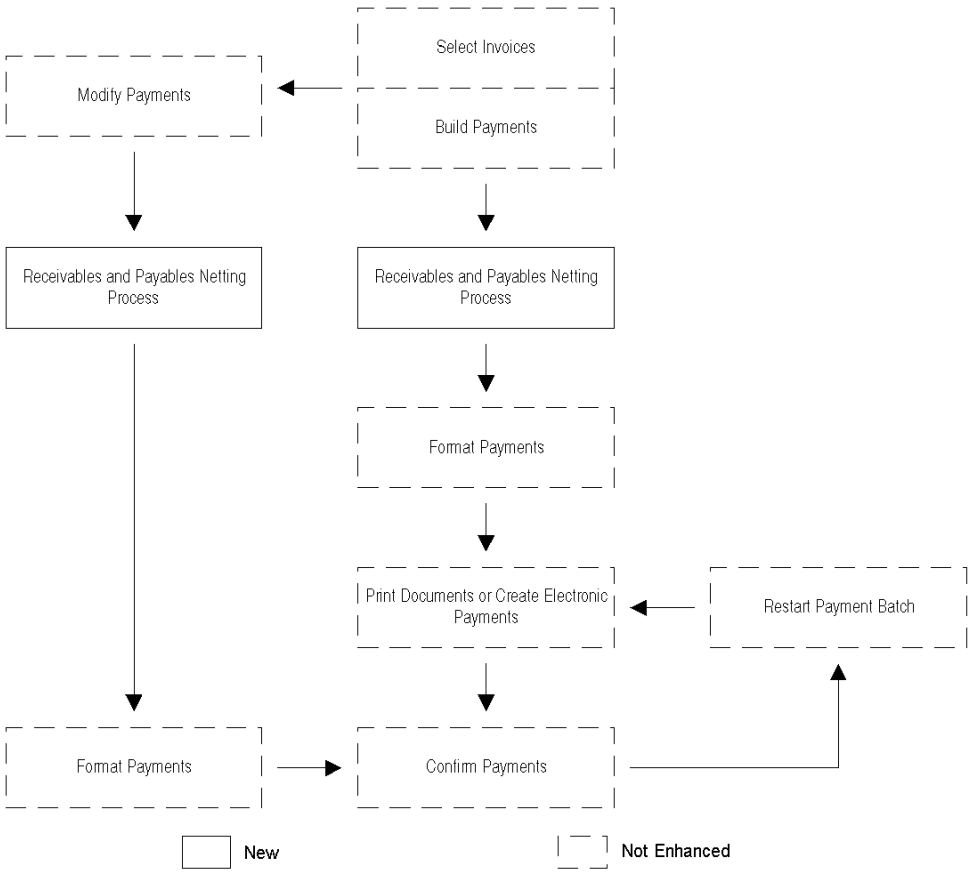
- confirm payments

If users begin with building payments, the process steps are as follows:

- Receivables and Payables Netting Process
- format payments

Receivables and Payables Netting Process is a new feature.

Figure 34–1 Oracle U.S. Federal Payables Payment Batch Procedure with Receivables and Payables Netting Diagram



Reference

For information on the Receivables and Payables Netting process, see Receivables and Payables Netting Process, page G-1.

Prerequisites

- ❑ Receivables and Payables Netting setup must be completed.

  To set up Receivables and Payables Netting, see Receivables and Payables Netting Setup, page 26-1.

- ❑ The profile option FV: Enable AR / AP Netting must be set to Yes.

  To set profile options, see Oracle Applications System Administration Setup, page 2-1.

- ❑ The operating unit must be entered in the Define Federal Options window.

  To enter and update the Define Federal Options window, see Federal Options Setup, page 11-1.

Payment Batch Payments with Receivables and Payables Netting Procedure

The following procedures are used to create payment batches with Receivables and Payables Netting:

- Print AR/AP Netting Preliminary Report
- Modify Receivables Collector Call Action Codes
- Run Receivables and Payables Final Netting Transactions and Generate AR/AP Netting Final Report

Print AR/AP Netting Preliminary Report

To print the AR/AP Netting Preliminary Report, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

   Payments - Entry - Payment Batches

   If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

   For information on using enhanced transaction codes for payment batches, see Using Enhanced Transaction Codes for Payment Batches Procedure, page 32-6.

2. Create a payment batch.

   For information on creating a payment batch and the Payment Batches window, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

3. Click **Actions... 1** to go to the Payment Batch Actions window.

4. Select the Format Payments check box.

   The Perform AR/AP Netting decision window appears.

   Note: Format must be the next step for the payment batch or the Select Invoices and Build Payments check boxes must be selected

5. Click **Preliminary**.

   Note: The Format Payments process is not submitted.

6. Click **OK**.

7. View the request in the concurrent manager as follows:

View - Requests

8. Close the window.

Modify Receivables Collector Call Action Codes

To modify Receivables collector call action codes, perform the following steps.

1. In Receivables, navigate to the Customer Calls window as follows:

   Collections - Customer Calls

2. Query the customer call.
3. Click **Actions** to go to the Call Actions window.
4. If needed, change the status of Receivables so that they are not offset against Payables during the Receivables and Payables Netting process.

   For information on modifying Receivables collector call actions, see Recording Call Actions, *Oracle Public Sector Receivables User's Guide*.

5. Save or save and continue as follows:

   File - Save or Save and Proceed

6. Close the window.

Run Receivables and Payables Final Netting Transactions and Generate AR/AP Netting Final Report

To run the Receivables and Payables final netting transactions, perform the following steps.

1. In Payables, navigate to the Payment Batches window as follows:

   Payments - Entry - Payment Batches

2. Query the payment batch.
3. Click **Actions... 1** to go to the Payment Batch Actions window.
4. Select the Format Payments check box.

   The Perform AR/AP Netting decision window appears.

   Note: Format must be the next step for the payment batch or the Select Invoices and Build Payments check boxes must be selected

5. Click **Final**.

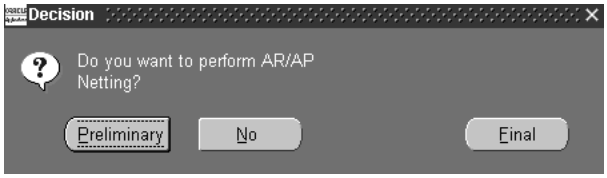
Note: The Format Payments process is not submitted. Credit memos are created in Receivables and debit memos are created in Payables for the offset amounts.

6. Click **OK**.
7. View the request in the concurrent manager as follows:

   View - Requests
8. Close the window.

Perform AR/AP Netting Decision Window

Figure 34–2 Perform AR/AP Netting Decision Window



Perform AR/AP Netting Decision Window Description

Federal Financials adds the option to use Receivables and Payables Netting to the Format Payments checkbox in the Payment Batch Actions window in Payables. When the Format Payments checkbox is selected, the Perform AR/AP Netting Decision window appears. Users can choose to run the preliminary or final Receivables and Payables Netting process or choose not to run the Receivables and Netting process and to perform the Format Payments process.

To format the payment batch once the Receivables and Payables Netting process has been run, No should be selected in the Perform AR/AP Netting Decision window.

For information on the other features available in the Payment Batch Actions window, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

35

Refunds, Voids, and Chargebacks Procedures

This chapter describes how to enter refunds received, voided payments, and customer agency OPAC chargebacks in the Refunds, Voids and Chargebacks window. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Refunds, Voids, and Chargebacks Procedure
- Refunds, Voids and Chargebacks Window
- Refunds, Voids and Chargebacks Window Description

Definition

The Refunds, Voids and Chargebacks window is used to determine the obligation date for voided payments, refunds received, and customer agency OPAC chargebacks to ensure proper column placement on the FMS Form 224 Statement of Transactions.

Features

The Refunds, Voids and Chargebacks window is used to perform the following tasks:

- record invoice, obligation data, and receipt data for cash receipts classified as refunds or OPAC chargebacks
- record invoice, check data, and obligation data for payments classified as voids

Prerequisites

❑ Access to the Refunds, Voids and Chargebacks window is required.

For information on defining users that have access to the Refunds, Voids and Chargebacks window, see Oracle Applications System Administration Setup, page 2-1.

❑ Invoices must be entered in Payables.

To enter invoices, see Entering Invoices, *Oracle Public Sector Payables User's Guide*.

❑ Supplier information must be entered in Payables.

To enter supplier information, see Entering Suppliers, *Oracle Public Sector Payables User's Guide*.

Refunds, Voids, and Chargebacks Procedure

To record refund, void, or chargeback invoice information, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Refunds, Voids and Chargebacks window as follows:

   Payables Management - Refunds, Voids and Chargebacks

2. Select the AP Refund Region for customer agency chargebacks or refunds received. Select the Void Region for voided payment.

3. Enter data in fields as described in Table 35–1, page 35-4.

   Note: Agencies receiving chargebacks from other agencies must record these transactions in the Interagency Transfers window by selecting the chargeback check box. The customer agency must also record the OPAC chargeback in the Refunds, Voids and Chargebacks window.

   Note: If the Use Requisition Encumbrance and Use PO Encumbrance Federal Options are not selected in Purchasing the obligation dates are not accurately reflected, and the invoice date is used. For information on setting up federal options, see Oracle Public Sector Purchasing Setup, page 6-1.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Refunds, Voids and Chargebacks Window

Figure 35–1 Refunds, Voids and Chargebacks Window, AP Refund Region

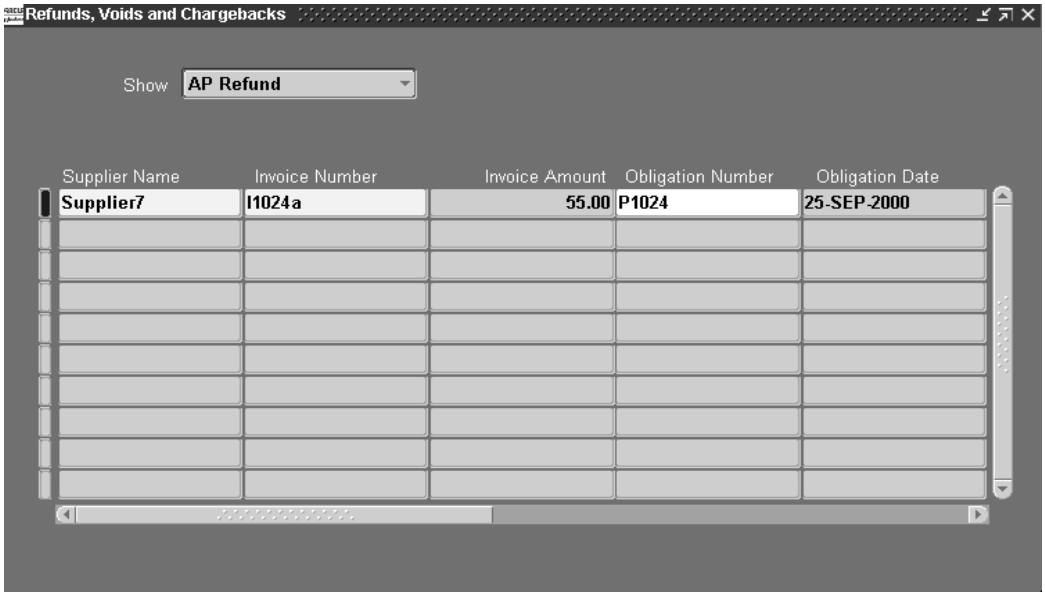


Figure 35–2 Refunds, Voids and Chargebacks Window, AP Refund Region (continued)

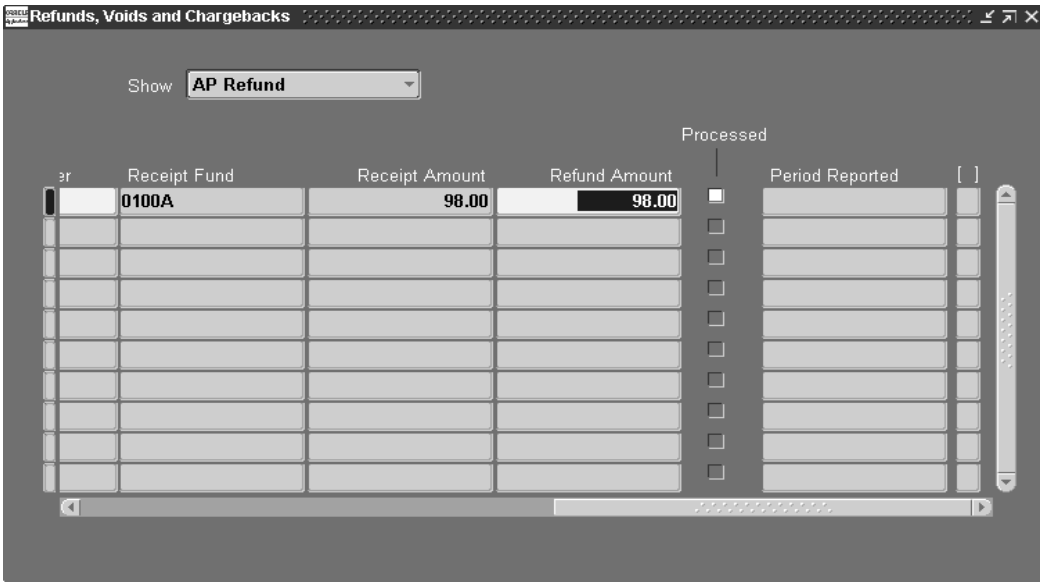


Figure 35–3 Refunds, Voids and Chargebacks Window, Void Region

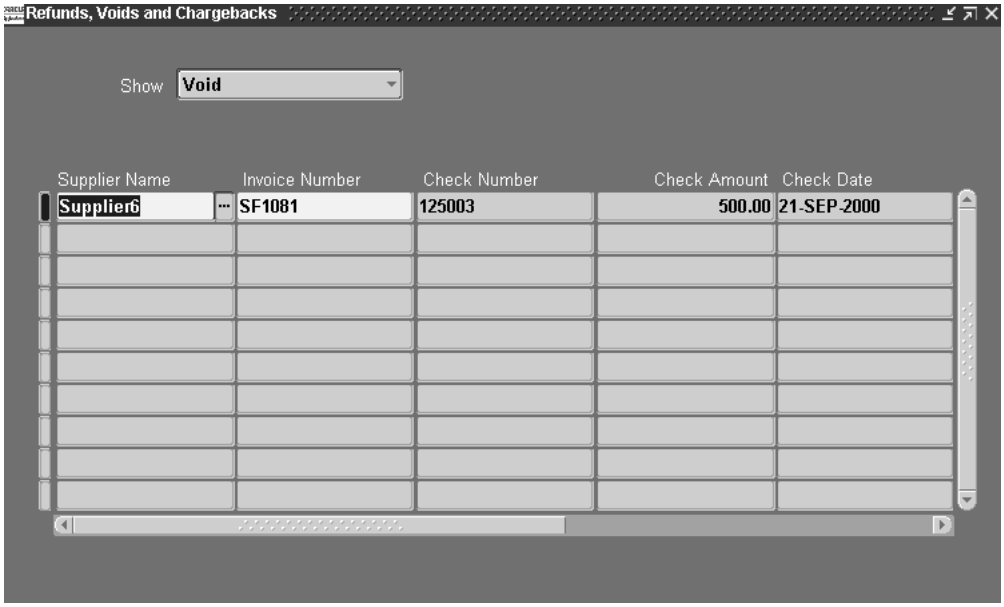
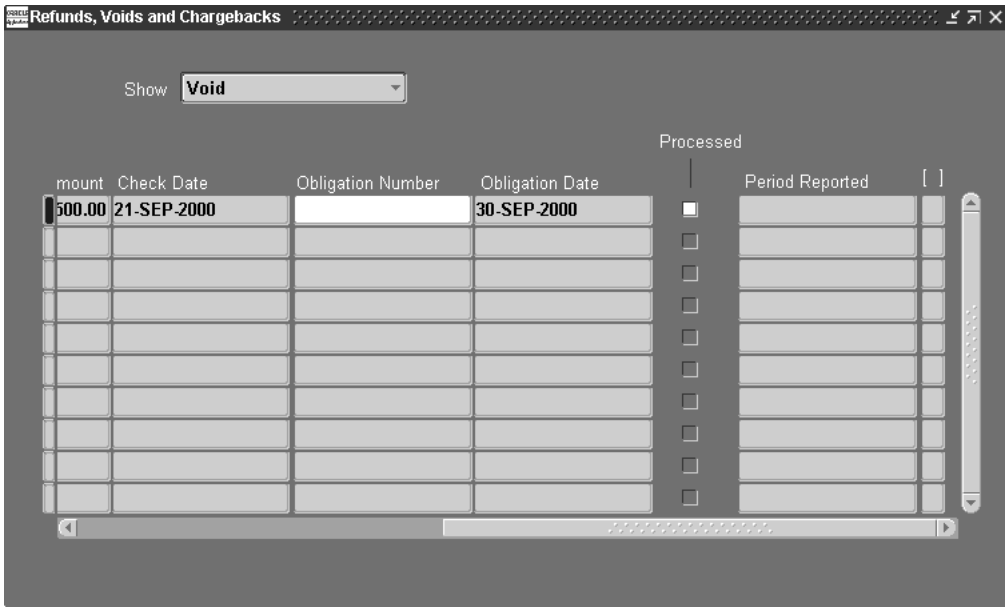


Figure 35–4 Refunds, Voids and Chargebacks Window, Void Region (continued)



Refunds, Voids and Chargebacks Window Description

Table 35–1 Refunds, Voids and Chargebacks Window Description

Field Name	Type	Features	Description
AP Refund Region			
Supplier Name	required	list of values	supplier name **Note**: Supplier Name is automatically populated from invoice information.
Invoice Number	required	list of values	invoice number **Note**: Invoice Number is automatically populated from invoice information.
Invoice Amount	display only		invoice amount entered
Obligation Number		list of values	purchase order information associated with invoice **Note**: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Obligation Date	default		automatically populated from selected purchase order **Note**: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date
Receipt Number	required	list of values	cash receipt number of refund
Receipt Fund	required		fund to which the refund amount is applied
Receipt Amount	display only		amount of cash receipt
Refund Amount	required		refund amount associated with receipt entered
Processed	display only	checkbox	indicates that invoice is processed by FMS Form 224
Period Reported	display only		period invoice is reported on FMS Form 224
Descriptive Flexfield	optional		user-customization field
Void Region			
Supplier Name	required	list of values	supplier name **Note**: Supplier Name is automatically populated from invoice information.

Table 35–1 Refunds, Voids and Chargebacks Window Description

Field Name	Type	Features	Description
Invoice Number	required	list of values	invoice number **Note**: Invoice Number is automatically populated from invoice information.
Check Number	display only		check number used for payment of voided invoice
Check Amount	display only		check amount
Check Date	display only		check date
Obligation Number		list of values	purchase order information associated with invoice **Note**: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date.
Obligation Date	default		automatically populated from selected purchase order **Note**: If no purchase orders are associated with the invoice, the obligation date defaults to the invoice date
Processed	display only	checkbox	indicates that invoice is processed by FMS Form 224
Period Reported	display only		period invoice was reported on FMS Form 224
Descriptive Flexfield	optional		user-customization field

36

Payment Format Procedures

This chapter describes the processing of vendor payments using the Electronic Certification System (ECS). The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Vendor Payment Format Procedure
- Vendor Payment Output File Procedure
- ECS ACH Vendor Payment Format Description
- ECS NCR Vendor Check Payment Format Description
- CTX ACH Vendor Payment Format Description

Definition

Vendor payment formats distribute transaction data in the form of output files using the Electronic Certification System (ECS). Payment for invoices can be accomplished by a central treasury office or an Accounts Payable department.

Features

The ECS ACH Vendor Payment Format process performs the following task:

- produces payment output file to be used to pay Automated Clearing House (ACH) vendors

The ECS National Cash Registry (NCR) Vendor Check Payment Format process performs the following task:

- produces payment output file to be used to pay vendors by check

The Corporate Trade Exchange (CTX) ACH Format process performs the following task:

- produces payment output files to pay vendors using electronic data transmission.

Prerequisites

❑ Payment Documents using the appropriate payment format, such as the ECS ACH Vendor Payment Format, the ECS NCR Vendor Check Payment Format, and CTX ACH Vendor Format, must be created in Payables.

For information on Payment Documents using the ECS ACH Vendor Payment Format, ECS NCR Vendor Check Payment Format, and the CTX ACH Format, see Defining and Maintaining Payables Payment Documents in *Oracle Public Sector Payables User's Guide*.

❑ The Agency ID Abbreviation must be defined at the Site Level in the Profile / System option.

To define the Agency ID Abbreviation, see Oracle Applications System Administration Setup, page 2-1.

❑ The total number of payments must be set for a payment schedule.

To set the total number of payments for a payment schedule, see Oracle Applications System Administration Setup, page 2-1.

- ❑ A Bank Account must be entered for the Supplier Site.

  To define a Bank Account for the Supplier Site, see the Bank Accounts Region of the Supplier and Supplier Sites windows and the Suppliers and Supplier Sites Window Reference, *Oracle Public Sector Payables User's Guide*.

- ❑ The Load Federal Financials Seed Data procedure must be executed to seed the federal payment formats.

  To execute the Load Federal Financials Seed Data procedure, see Load Federal Financials Seed Data Procedure, page 8-6.

Vendor Payment Format Procedure

To generate payment format files, perform the following steps.

1. Using a Payables responsibility that has access to the Payment Batch form, navigate to the Payment Batch window as follows:

   Payment - Entry - Payment Batches

   If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

   For information on using enhanced transaction codes for payment batches, see Using Enhanced Transaction Codes for Payment Batches Procedure, page 32-6.

2. If the enhanced transaction code feature is enabled, select a transaction event from the list of values in the Transaction Event field and click **OK**.

3. Create or Select a payment batch to be processed.

   For information on creating or selecting payments to be processed, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

4. Click **Actions** to select, build, and format payments.

   The program automatically selects the format program associated with the document in the payment batch.

   A concurrent process is run to build and format the payment.

   For information on selecting, building, and formatting payments to be processed, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

   The output file is named <USERID.requestid>, such as USER.0001.

   Note: Check with the system administrator to determine the output directory.

Vendor Payment Output File Procedure

No separate procedure is required to create or generate output files for the following:

- ECS ACH Vendor Payment Output File
- ECS NCR Vendor Check Payment Output File
- CTX ACH Vendor Payment Output File

The output file is generated automatically as a separate concurrent process after the Payment Format Procedure is executed.

ECS ACH Vendor Payment Format Description

Table 36–1 ECS ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
	Transmission Header Record				
01	Record Type	identifies type of record; constant 01	001	002	Num 02
02	Filler	blank fill	003	008	Num 06
03	Schedule No	schedule number under which payments are made; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	042	Char 20
05	RFC ID	regional finance center for processing schedule; derived from Banks.Type form	043	045	Char 03
06	ALC	agency location code; derived from Define Federal Options.Location Code form	046	053	Char 08
07	DOS File Name	DOS file name	054	065	Char 12
08	Filler	blank fill	066	416	Char 351
09	Payment Type	one digit code that indicates Payment Type of data being transmitted; constant A	417	417	Char 1
10	Payment Application	one digit code that indicates Payment Application of data being transmitted; constant V	418	418	Char 1
11	Filler	blank fill	419	440	Char 22
	Agency Location Code (ALC) Control Record				
01	Record Type	identifies type of record; constant 02	001	002	Num 02
02	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	035	Char 13

Table 36–1 ECS ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
05	ALC	agency location code; derived from Define Federal Options.Location Code form	036	043	Num 08
06	Filler	blank fill	044	054	Char 11
07	Record Code	constant &	055	055	Char 01
08	Filler	blank fill	056	440	Char 385
	Agency Billing Address Control Record				
01	Record Type	identifies type of record; constant 03	001	002	Num 02
02	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Zero Constant	zero fill	023	035	Num 13
05	Filler	blank fill	036	054	Char 19
06	Record Code	constant A	055	055	Char 01
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 25
08	Address 1	billing address of agency; derived from Define Federal Options.Address form	081	105	Char 25
09	Address 2	billing address of agency; derived from Define Federal Option.Address form	106	130	Char 25
10	Address 3	agency city, state, and zip code; derived from Define Federal Options.Address form	131	155	Char 25
11	Agency Telephone	telephone number for billing questions; derived from Location Address.Telephone form	156	165	Char 10
12	Filler	blank fill	166	440	Char 275
	ACH Payment Record				
01	Record Type	identifies the type of the record; constant 04	001	002	Num 02

Table 36–1 ECS ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 06
03	Schedule Number	same as schedule number in the transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 14
04	Account Type	C specifies checking account, S specifies savings account; derived from Bank Accounts.Account Type form	023	023	Char 01
05	Payee SSN	payee social security number; derived from Supplier.Taxpayer ID form	024	032	Char 09
06	Filler	blank fill	033	035	Char 03
07	Zero Constant	zero fill	036	046	Num 11
08	Payment Amount	amount of payment; derived from Payments.Payment Amount form	047	056	Num 10
09	Record Code	constant B	057	057	Char 01
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	058	079	Char 22
11	Filler	blank fill	080	086	Char 07
12	Routing Transit Number	routing transit number (RTN) assigned to this record; derived from Supplier Sites.Bank Branch.Number form	087	095	Num 09
13	Depositor Account	depositor account number (DAN) assigned to this record; derived from Supplier Sites.Bank Account.Number form	096	112	Char 17
14	Filler	blank fill	113	216	Char 104
15	Payment Type	blank fill	217	217	Char 01
16	Account Symbol	not used, blank fill	218	233	Char 16
17	Filler	blank fill	234	283	Char 50
18	Payment ID Line	contains up to 80 characters of payment identification information. Must conform to Vendor Express edits; blank fill if none. Follows National Automated Clearinghouse Association (NACHA) rules as follows: RMR*IV**<INVOICE NUMBER>*<PAYMENT AMOUNT>*<INVOICE AMOUNT>*<DISCOUNT AMOUNT>\	284	363	Char 80

Table 36–1 ECS ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
19	Filler	blank fill	364	410	Char 47
20	Addendum Format	identifies the ACH payment as CCD or PPD; constant CCD	411	413	Char 3
21	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 1
22	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; constant Y	415	415	Char 1
23	Filler	blank fill	416	440	Char 25
	Vendor Schedule Control Record				
01	Record Type	identifies type of record; constant 09	001	002	Num 02
02	Record Number	identifies sequence of record; one number higher than last payment	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Batch.Batch Name form	009	022	Char 14
04	Constant Nines	nines fill; constant 9999999999999	023	035	Num 13
05	Schedule Item Count	number of payments in schedule; count does not include control records	036	042	Num 07
06	Schedule Amount	total dollar amount of payments in schedule	043	055	Num 13
07	Record Code	constant C	056	056	Char 01
08	Account Symbol 1	not used, blank fill	057	072	Char 16
09	Appropriated Amount 1	not used, zero fill	073	085	Num 13
10	Account Symbol 2	not used, blank fill	086	101	Char 16
11	Appropriated Amount 2	not used, zero fill	102	114	Num 13
12	Account Symbol 3	not used, blank fill	115	130	Char 16
13	Appropriated Amount 3	not used, zero fill	131	143	Num 13
14	Account Symbol 4	not used, blank fill	144	159	Char 16

Table 36–1 ECS ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
15	Appropriated Amount 4	not used, zero fill	160	172	Num 13
16	Account Symbol 5	not used, blank fill	173	188	Char 16
17	Appropriated Amount 5	not used, zero fill	189	201	Num 13
18	Account Symbol 6	not used, blank fill	202	217	Char 16
19	Appropriated Amount 6	not used, zero fill	218	230	Num 13
20	Account Symbol 7	not used, blank fill	231	246	Char 16
21	Appropriated Amount 7	not used, zero fill	247	259	Num 13
22	Account Symbol 8	not used, blank fill	260	275	Char 16
23	Appropriated Amount 8	not used, zero fill	276	288	Num 13
24	Account Symbol 9	not used, blank fill	289	304	Char 16
25	Appropriated Amount 9	not used, zero fill	305	317	Num 13
26	Account Symbol 10	not used, blank fill	318	333	Char 16
27	Appropriated Amount 10	not used, zero fill	334	346	Num 13
28	Filler	blank fill	347	440	Char 93
	Schedule Trailer Record				
01	Record Type	identifies type of record; constant 99	001	002	Num 02
02	Record Number	identifies the sequence of record in schedule; one number higher than record number in schedule control record	003	008	Num 06
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Batch.Batch Name form	009	022	Char 14
04	Filler	blank fill	023	440	Char 418

ECS NCR Vendor Check Payment Format Description

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
	Transmission Header Record				
01	Record Type	identifies type of record; constant 01	001	002	Num 002
02	Filler	blank fill	003	008	Char 006
03	Schedule Number	schedule number under which payments is made; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Filler	blank fill	023	042	Char 020
05	RFC ID	regional finance center for processing schedule; derived from Banks.Type form	043	045	Char 003
06	ALC	agency location code; derived from Define Federal Options.Location Code form	046	053	Char 008
07	DOS File Name	DOS File Name	054	065	Char 012
08	Filler	blank fill	066	416	Char 351
09	Payment Type	one digit code that indicates Payment Type of data being transmitted; constant C	417	417	Char 1
10	Payment Application	one digit code that indicates Payment Application of data being transmitted; constant V	418	418	Char 1
11	Filler	blank fill	419	440	Char 022
	Agency Location Code (ALC) Control Record				
01	Record Type	identifies type of record; constant 02	001	002	Num 002
02	Record Number	identifies sequence of record in schedule; constant 000001	003	008	Num 006
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Filler	blank fill	023	035	Char 013

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
05	ALC	agency location code; derived from Define Federal Options.Location Code form	036	043	Num 008
06	Filler	blank fill	044	054	Char 011
07	Record Code	constant &	055	055	Char 001
08	Filler	blank fill	056	440	Char 385
	Agency Billing Address Control Record				
01	Record Type	identifies type of record; constant 03	001	002	Num 002
02	Record Number	sequence of record in the schedule; constant 000002	003	008	Num 006
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Zero Constant	zero fill	023	035	Num 013
05	Filler	blank fill	036	054	Char 019
06	Record Code	constant A	055	055	Char 001
07	Agency Name	agency name for billing purposes; derived from Define Federal Options.Name form	056	080	Char 025
08	Address 1	billing address of agency; derived from Define Federal Options.Address form	081	105	Char 025
09	Address 2	billing address of agency; derived from Define Federal Options.Address form	106	130	Char 025
10	Address 3	agency city, state and zip code; derived from Define Federal Options.Address form	131	155	Char 025
11	Agency Telephone	telephone number for billing questions; derived from Location Address.Telephone form	156	165	Char 010
12	Filler	blank fill	166	440	Char 275
	NCR Enclosure Payment Record				
01	Record Type	identifies the type of the record; constant 04	001	002	Num 002

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 006
03	Schedule Number	same as schedule number in the transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Enclosure Code	constant 2	023	023	Num 001
05	Filler	blank fill	024	030	Char 007
06	Zero Constant	zero fill	031	031	Num 001
07	Payment Amount	amount of payment; derived from Payments.Payment Amount form	032	041	Num 010
08	Agency ID	not used; blank fill	042	051	Char 010
09	Record Code	constant B	052	052	Char 001
10	Payee Name	name of payee or vendor; derived from Invoices.Supplier form	053	087	Char 035
11	Address 1	address of payee or vendor; derived from Supplier Sites.Address form	088	122	Char 035
12	Address 2	address of payee or vendor; derived from Supplier Sites.Address form	123	157	Char 035
13	Address 3	address of payee or vendor; derived from Supplier Sites.Address form	158	187	Char 030
14	Address 4	city, state, and zip code of payee or vendor; derived from Supplier Sites.Address form	188	217	Char 030
15	LTD Payment Type	not used, blank fill	218	218	Char 001
16	Account Symbol	not used, blank fill	219	234	Char 016
17	Payee / Vendor ID	vendor number; derived from Invoices.Supplier Num form	235	243	Char 009
18	Filler	blank fill	244	283	Char 040
19	Number of Payment ID Lines	number of payment identification lines to be printed	284	285	Num 002
20	Payment ID Line 1	first of up to 14 identification lines; if fewer used, remaining lines zero fill	286	340	Char 055
21	Payment ID Line 2	zero fill if not used	341	395	Char 055
22	Filler	blank fill	396	413	Char 018

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
23	1099 Reporting Eligibility	reporting 1099 eligibility code; constant N	414	414	Char 001
24	TOP Offset Eligibility	Treasury Offset Program (TOP) offset eligibility code; constant Y	415	415	Char 001
25	Filler	blank fill	416	440	Char 025
01	Record Type	identifies the type of the record; constant 05	001	002	Num 002
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 006
03	Schedule Number	same as schedule number in the transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Payment ID Line 3	zero fill if not used	023	077	Char 055
05	Payment ID Line 4	zero fill if not used	078	132	Char 055
06	Payment ID Line 5	zero fill if not used	133	187	Char 055
07	Payment ID Line 6	zero fill if not used	188	242	Char 055
08	Payment ID Line 7	zero fill if not used	243	297	Char 055
09	Payment ID Line 8	zero fill if not used	298	352	Char 055
10	Filler	blank fill	353	440	Char 088
01	Record Type	identifies the type of the record; constant 06	001	002	Num 002
02	Payment Number	identifies sequence of payment in schedule	003	008	Num 006
03	Schedule Number	same as schedule number in the transmission header record; derived from Payment Workbench.Batch Name form	009	022	Char 014
04	Payment ID Line 9	zero fill if not used	023	077	Char 055
05	Payment ID Line 10	zero fill if not used	078	132	Char 055
06	Payment ID Line 11	zero fill if not used	133	187	Char 055
07	Payment ID Line 12	zero fill if not used	188	242	Char 055
08	Payment ID Line 13	zero fill if not used	243	297	Char 055
09	Payment ID Line 14	zero fill if not used	298	352	Char 055
10	Filler	blank fill	353	440	Char 088

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
	Vendor Schedule Control Record				
01	Record Type	identifies type of record; constant 09	001	002	Num 002
02	Record Number	Identifies sequence of record; one number is higher than last payment.	003	008	Num 006
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Batch.Batch Name form	009	022	Char 014
04	Constant Nines	nines fill; constant 9999999999999	023	035	Num 013
05	Schedule Item Count	number of payments in schedule; count does not include control records	036	042	Num 007
06	Schedule Amount	total dollar amount of payments in schedule	043	055	Num 013
07	Record Code	constant C	056	056	Char 001
08	Account Symbol 1	not used, blank fill	057	072	Char 016
09	Appropriated Amount 1	not used, zero fill	073	085	Num 013
10	Account Symbol 2	not used, blank fill	086	101	Char 016
11	Appropriated Amount 2	not used, zero fill	102	114	Num 013
12	Account Symbol 3	not used, blank fill	115	130	Char 016
13	Appropriated Amount 3	not used, zero fill	131	143	Num 013
14	Account Symbol 4	not used, blank fill	144	159	Char 016
15	Appropriated Amount 4	not used, zero fill	160	172	Num 013
16	Account Symbol 5	not used, blank fill	173	188	Char 016
17	Appropriated Amount 5	not used, zero fill	189	201	Num 013
18	Account Symbol 6	not used, blank fill	202	217	Char 016
19	Appropriated Amount 6	not used, zero fill	218	230	Num 013
20	Account Symbol 7	not used, blank fill	231	246	Char 016

Table 36–2 ECS NCR Vendor Check Payment Format Description

Number	Field Name	Description	Start	End	Length
21	Appropriated Amount 7	not used, zero fill	247	259	Num 013
22	Account Symbol 8	not used, blank fill	260	275	Char 016
23	Appropriated Amount 8	not used, zero fill	276	288	Num 013
24	Account Symbol 9	not used, blank fill	289	304	Char 016
25	Appropriated Amount 9	not used, zero fill	305	317	Num 013
26	Account Symbol 10	not used, blank fill	318	333	Char 016
27	Appropriated Amount 10	not used, zero fill	334	346	Num 013
28	Filler	blank fill	347	440	Char 093
	Schedule Trailer Record				
01	Record Type	identifies type of record; constant 99	001	002	Num 002
02	Record Number	identifies the sequence of record in schedule; one number higher than record number in schedule control record	003	008	Num 006
03	Schedule Number	same as schedule number in transmission header record; derived from Payment Batch.Batch Name form	009	022	Char 014
04	Filler	blank fill	023	440	Char 418

CTX ACH Vendor Payment Format Description

Table 36–3 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
	File Header Record				
01	Record ID	identifies record type; constant DHDR	001	004	Char 04
02	Filler	blank fill	005	020	Char 16
03	Agency Name	abbreviated agency identification. ECS is reserved for electronic certification only. Agency IDs should be meaningful. Derived from From Profile Option: Agency ID Abbreviation form	021	024	Char 04
04	VENMIS	part of file identification; constant VENMIS	025	030	Char 06
05	Creation Date	date file is created, derived from system date; uses Julian date format YYDDD	031	035	Num 05
06	Filler	blank fill	036	040	Char 05
07	Agency Name	full agency name; derived from Define Federal Options.Name form	041	060	Char 20
08	Agency Telephone Number	agency telephone number; derived from Location.Address form	061	072	Char 12
09	VENMIS	constant VENMIS	073	078	Char 06
10	Schedule Number	schedule number under which payments are run; derived from Payment Workbench.Batch Name form	079	089	Char 11
11	Settlement Date	payment date, uses format YYYYMMDD; derived from Payment Workbench.Payment Date form	090	097	Num 08
12	Filler	blank fill	098	160	Char 63
	Payment Record				
01	Record Type	identifies type of record; constant A	001	001	Char 01
02	Payee ID	payee ID or tax identification number; derived from Suppliers.Taxpayer_ID form	002	010	Num 09

Table 36–3 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
03	Total Payment Amount	amount of payment, no decimal used in Amount field; total payment amount must equal the sum of all Actual Amount Paid field associated remittance records	011	020	Num 10
04	Line Code	constant V	021	021	Char 01
05	Agency Location Code	agency location code; derived from Define Federal Options.Location Code form	022	029	Num 08
06	Payee Name	vendor or payee name; derived from Invoices. Supplier form	030	052	Char 23
07	Account Type	C specifies checking account, S specifies savings account; derived from Supplier.Account Type form	053	053	Char 01
08	Receiving RTN	routing transit number (RTN) assigned to the payee's record; information derived from Supplier.Bank Number form	054	061	Num 08
09	Check Digit	check digit for RTN assigned to the payee's bank account; derived from Bank Accounts.Check Digits form	062	062	Num 01
10	Receiving Account Number	depositor account number assigned to the payee's record; derived from Supplier.Bank Account Num form	063	079	Char 17
11	Filler	blank fill	080	159	Char 80
12	Eligible for Offset Code	agency determines if payment eligible for offset; constant Y specifies yes	160	160	Char 01
	Remittance Record				
01	Record ID	identifies record type; constant RM	001	003	Char 03
02	Document Reference Type	identifies document type; constant IV	004	005	Char 02
03	Document Number	invoice number; derived from Invoice.Invoice Number form	006	035	Char 30
04	Actual Amount Paid	actual payment amount, including discounts and interest; sum of all actual amount paid remittance amounts must equal the total dollar amount of the total payment amount in field 3 of the payment record	036	045	Num 10

Table 36–3 CTX ACH Vendor Payment Format Description

Number	Field Name	Description	Start	End	Length
05	Original Document Amount	original invoice amount	046	055	Num 10
06	Discount Amount Taken	discount amount applied to invoice	056	065	Num 10
07	Additional Info Type	recommended additional information types; includes constant RB for rate code number when applicable. Optional field to record payments that generate interest.	066	067	Char 02
08	Additional Info Number	optional field to record annual interest rate for prompt-pay invoices	068	077	Char 10
09	Informational Note	blank fill	078	157	Char 80
12	Filler	blank fill	158	160	Char 03
	File Trailer Record				
01	Record ID	identifies type of record; constant DEOR	001	004	Char 04
02	Filler	blank fill	005	010	Char 06
03	Record Count	sum of payment records on the schedule; must match the number of payment records in the file and the items certified. Does not include header or trailer records.	011	020	Num 10
04	Filler	blank fill	021	030	Char 10
05	Total Amount	sum of all payment amounts on the schedule; should match all total dollar amounts in field 3 of the payment records and total dollars certified. Does not include header or trailer records.	031	042	Num 12
06	Filler	blank fill	043	043	Char 01
07	Cumulative Record Count	cumulative total item count of all data records of all schedules on the file	044	055	Num 12
08	Filler	blank fill	056	056	Char 01
09	Cumulative Amount	cumulative total amount of all data records of all schedules on the file	057	070	Num 14
10	Filler	blank fill	071	160	Char 90

37

Confirmation Procedures

This chapter describes confirming and reconciling payments according to Department of Treasury guidelines. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Treasury Confirmation and Reconciliation Procedure
- Offsetting Payments
- Treasury Confirmation and Reconciliation Window
- Treasury Confirmation and Reconciliation Window Description
- Treasury Confirmation Offset Window
- Treasury Confirmation Offset Window Description
- Treasury Confirmation Inquiry Procedure
- Treasury Confirmation Inquiry Window
- Treasury Confirmation Inquiry Window Description

Definition

The Treasury Confirmation and Reconciliation window records and confirms Department of Treasury payments. The Treasury Confirmation Inquiry window finds and views confirmed Department of Treasury payments.

Features

The Treasury Confirmation and Reconciliation window performs the following tasks:

- records Department of Treasury payment information
- creates General Ledger journal entries that reconcile the payment information against existing payments in Payables
- allows reversal of confirmed payments, if information must be corrected or updated
- allows entry of offset information from Department of Treasury for a specific check
- corrects Department of Treasury document number if agency goes through a Disbursement Office and an error in sequencing occurs
- allows reversal of confirmed payments, if information must be corrected or updated
- displays voided payments

The Treasury Confirmation Inquiry window performs the following tasks:

- displays Department of Treasury payment information for a given vendor, Department of Treasury number, payment date, amount, or payment batch
- displays voided payments

Prerequisites

❑ A Cash Transaction Code for Department of Treasury payments must be defined if the Department of Treasury is making the payments.

To set up transaction codes, see Oracle Public Sector General Ledger Setup, page 3-1.

❑ The Disbursement in Transit check box in the Define Federal Options window must be selected and the appropriate Cash Transaction Code selected.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- ❑ Payment batches must be completed and confirmed in Payables.

  To pay invoices in payment batches, see *Oracle Public Sector Payables User's Guide*.

- ❑ Accounting entries must be created in Payables by running the Payables Accounting Process or through the transaction windows.

  To create Payables entries, see *Oracle Public Sector Payables User's Guide*.

- ❑ The Load Federal Financials Seed Data procedure must be executed to seed the General Ledger category used by the Treasury Confirmation procedure.

  To execute the Load, see Load Federal Financials Seed Data Procedure, page 8-6.

Treasury Confirmation and Reconciliation Procedure

The Treasury Confirmation and Reconciliation procedure includes the following parts:

- Recording and Confirming Department of Treasury Payments
- Backing Out a Confirmed Department of Treasury Payment
- Voiding Confirmed Payments

Recording and Confirming Department of Treasury Payments

To record and confirm Department of Treasury payment information, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Treasury Confirmation and Reconciliation window as follows:

   Confirm - Confirm

2. In the Payment Batch field, select a payment batch from the list of values, or query an existing payment batch that is in process.

3. Enter data in the remaining fields of the Treasury Confirmation and Reconciliation window as described in Table 37–1, page 37-7.

   Note: If an offset has occurred, click **Offset** to enter offset information from Department of Treasury before confirming the payment, as described in Offsetting Payments, page 37-6.

4. Click **Confirm** to record the Department of Treasury payment information.

   If the Disbursement in Transit check box on the Define Federal Options window is selected, journal entries that move the payment amount from the Disbursement in Transit account to the Fund Balance with Department of Treasury account are created automatically, and the records are saved.

   If the Disbursement in Transit check box is not selected, the records are saved but journal entries are not created.

   Note: Click **Payment** in the Invoice Payment Details region to view detailed information for the selected record.

5. Close the window.

Note: After completing the Department of Treasury confirmation process, review the process status in the concurrent manager. Errors can prevent a Department of

Treasury confirmation record from being confirmed and must be corrected as described in the concurrent file. Once corrected, the payment batch must be reconfirmed.

For information on posting payments to General Ledger, see Posting Procedures, page 38-1.

Backing Out a Confirmed Department of Treasury Payment

Click **Back Out** in the Treasury Confirmation and Reconciliation window to reverse all journal entries if updated confirmation information must be submitted. Only confirmed records that are not voided can be backed out.

WARNING: Selecting **Back Out** removes all confirmation information.

Voiding Confirmed Payments

To void payments, perform the following steps.

1. Void payments using the procedures outlined in Payables, then proceed with the following steps.
2. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.
3. Select the Single Request radio button.
4. Click **OK**.

   The Submit Request window appears.
5. In the Name field, select Disbursements in Transit Voided Checks from the list of values.
6. To send the request to the concurrent manager, click **Submit**.
7. The Request window appears.
8. Close the window.

Note: When a check is voided in U.S. Federal Payables, the Void check box is selected in the Treasury Confirmation and Reconciliation window.

WARNING: Voiding Payments reverses all journal entries for payments that have been voided.

Offsetting Payments

To offset a payment before confirmation in the Treasury Confirmation and Reconciliation window, perform the following steps.

1. Click **Offset**.

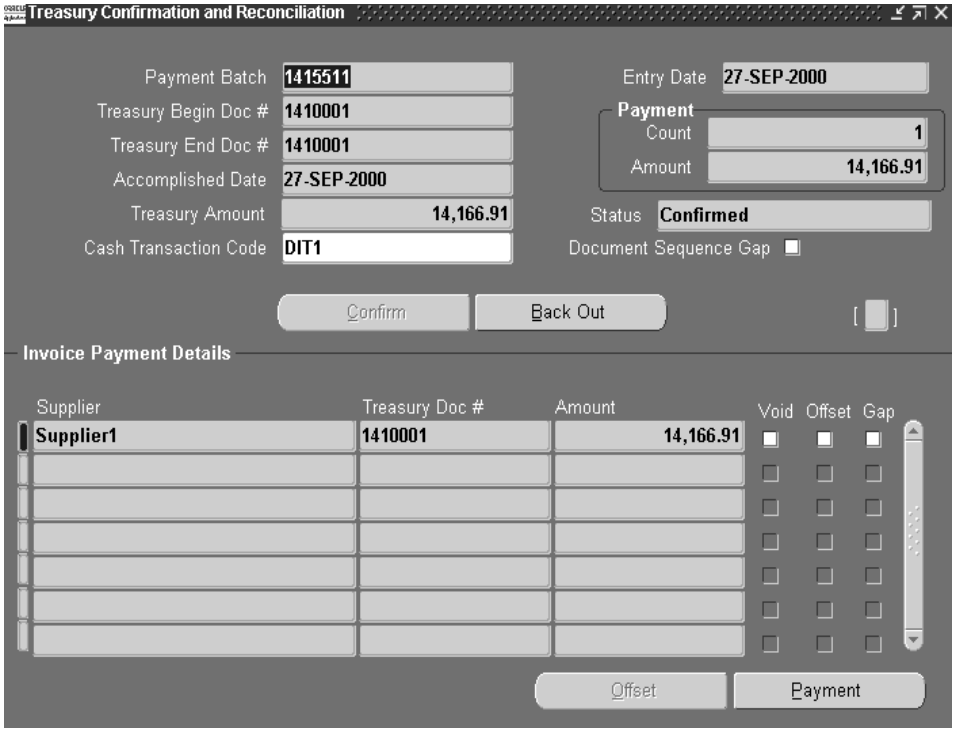
   The Treasury Confirmation Offset window appears.

2. Enter data in the Treasury Confirmation Offset window, as described in Table 37–2, page 37-11.

3. Click **OK** to enter the offset for the payment.

Treasury Confirmation and Reconciliation Window

Figure 37–1 Treasury Confirmation and Reconciliation Window



Treasury Confirmation and Reconciliation Window Description

Table 37–1 Treasury Confirmation and Reconciliation Window Description

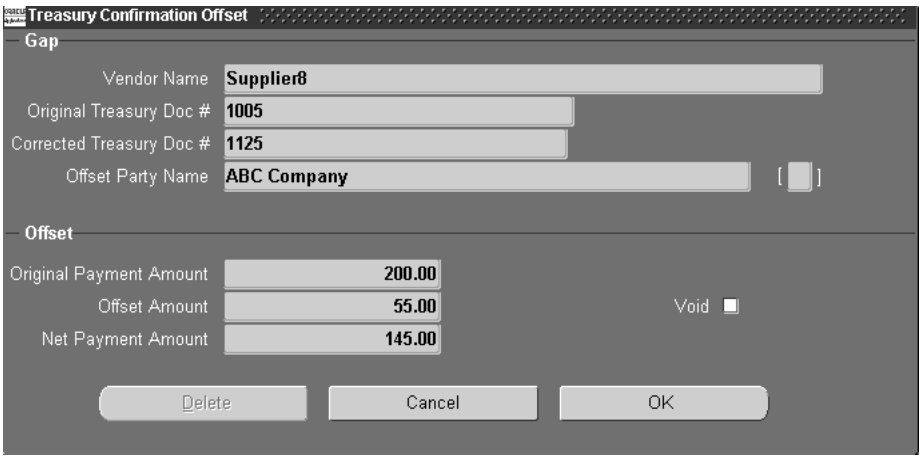
Field Name	Type	Features	Description
Payment Batch	required	list of values	payment batch or manual payment
Treasury Begin Doc #	required		beginning Department of Treasury document number; must correspond to Payment Count
Treasury End Doc #	required		ending Department of Treasury document number; must correspond to Payment Count
Accomplished Date	required		Department of Treasury document date; cannot be future date
Treasury Amount	required		total of all payments; must equal payment amount
Cash Transaction Code	required only if DIT is enabled in the Define Federal Options window	list of values	account used in payment journal entries; Cash Transaction Code entered in Define Federal Options window is default value but can be changed
Entry Date	default, display only		current date
Status	display only		Unconfirmed, In Progress - Check concurrent manager, or Confirmed
Document Sequence Gap	optional	check box	selected if any of the payments in the batch has an offset record that has a corrected Department of Treasury document number
Confirm		button	confirms payment batch starting and ending document numbers for all payments that are not voided and are greater than zero
Back Out		button	backs out confirmed payment batch
Descriptive Flexfield	optional		user-customization field
Payment Region			
Count	display only		number of documents; if zero, entry cannot be processed
Amount	display only		total of all payments in payment batch

Table 37–1 Treasury Confirmation and Reconciliation Window Description

Field Name	Type	Features	Description
Invoice Payment Details Region			
Supplier	display only		vendor name
Treasury Doc #	display only		Department of Treasury document number
Amount	display only		document amount
Void	display only	check box	indicates that payment is voided
Offset	display only	check box	indicates that payment has offset
Gap	display only	check box	indicates that payment has a document number sequence gap
Offset		button	enters offset information in Treasury Confirmation Offset window
Payment		button	enters detailed payment information

Treasury Confirmation Offset Window

Figure 37–2 Treasury Confirmation Offset Window



Treasury Confirmation Offset Window Description

Table 37–2 Treasury Confirmation Offset Window Description

Field Name	Type	Features	Description
Gap Region			
Vendor Name	display only		derived from Treasury Confirmation and Reconciliation window
Original Treasury Doc #	display only		derived from Treasury Confirmation and Reconciliation window
Corrected Treasury Doc #	optional		corrected Department of Treasury document number
Offset Party Name	optional		offset source
Descriptive Flexfield	optional		user-customization field
Offset Region			
Original Payment Amount	optional		derived from Treasury Confirmation and Reconciliation window
Offset Amount	optional		offset amount
Net Payment Amount	display only		displayed if offset amount is entered; calculated value derived from original payment amount less offset amount
Void		checkbox	indicates payment is voided
Delete		button	click to delete offset for payment
Cancel		button	click to cancel offset for payment
OK		button	click to enter offset for payment

Treasury Confirmation Inquiry Procedure

To find and view Department of Treasury payment information, perform the following steps.

1. In Federal Financials, navigate to the Treasury Confirmation Inquiry window as follows:

   Confirm - Inquiry

2. Query one or more fields of the Treasury Confirmation Inquiry window as described in Table 37–3, page 37-14.

3. Click **Treasury Confirmation** or double-click a record to go to the Treasury Confirmation and Reconciliation window.

   The associated Department of Treasury payment information is displayed in the Treasury Confirmation and Reconciliation window.

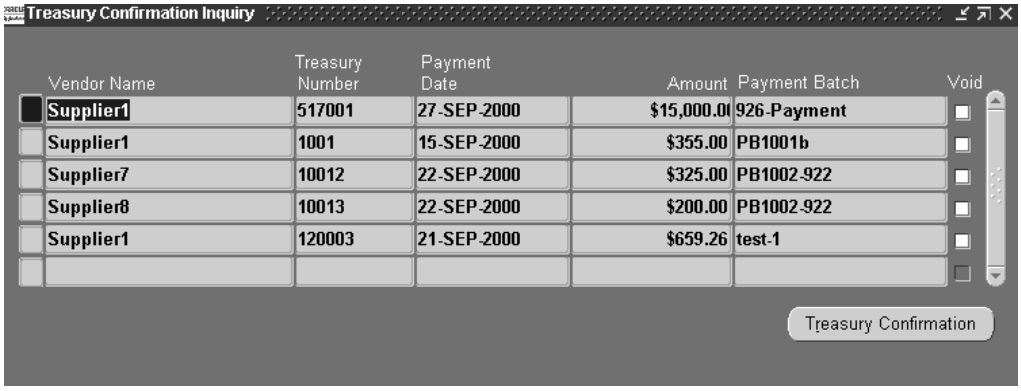
4. Perform additional queries, if required.

5. Close the window.

Note: When a check is voided in U.S. Federal Payables, the Void check box is selected in the Treasury Confirmation Inquiry window.

Treasury Confirmation Inquiry Window

Figure 37–3 Treasury Confirmation Inquiry Window



Treasury Confirmation Inquiry Window Description

Table 37–3 Treasury Confirmation Inquiry Window Description

Field Name	Type	Features	Description
Vendor Name	optional		vendor name
Treasury Number	optional		Department of Treasury document number
Payment Date	optional		Department of Treasury document date
Amount	optional		Department of Treasury document amount
Payment Batch	optional		payment batch
Void	display only		indicates payment is voided
Treasury Confirmation		button	opens Treasury Confirmation and Reconciliation window

38

Posting Procedures

This chapter describes posting payments from Oracle U.S. Federal Financials to General Ledger and the journal entries created by the posting process. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Federal Vertical Transfer to GL Procedure

Definition

Federal accounting rules require that discounts taken on payments be posted to the corresponding budgetary as well as proprietary accounts in General Ledger. Discounts are treated as expense or asset reversals that increase budgetary authority. Funds released through the discount are made available in an agency's budget for other purposes.

A disbursement in transit liability account can be used for payments pending Department of Treasury confirmation of disbursement. After confirmation, payment amounts are moved from the agency's disbursement in transit liability account to its fund balance cash account.

For information on confirming Department of Treasury payments, see Posting Procedures, page 37-1.

Features

The Federal Vertical Transfer to GL process performs the following tasks:

- Discount Accounting
- Disbursement in Transit Accounting

Discount Accounting

The Federal Vertical Transfer to GL process creates budgetary and proprietary entries for taking discounts on payments. It also creates all other journal entries required for posting payments, whether discounted or not.

When the Federal Vertical Transfer to GL process is run, Payables uses the Asset Discount Transaction Code and Expense Discount Transaction Code entered in the Define Federal Options window to generate discount reversal entries.

The Federal Vertical Transfer to GL process also creates all other invoice and payment journal entries required for posting, since it includes the standard Payables Transfer to General Ledger process as one of its components.

WARNING: Agencies must use the Federal Vertical Transfer to GL process to post payments instead of the Payables Transfer to General Ledger process. If it is not used, the proper budgetary discount accounting entries are not created.

Disbursement in Transit Accounting

If the Disbursement in Transit check box is selected and a Cash Transaction Code is entered in the Define Federal Options window, the disbursement in transit liability account is used instead of the fund balance cash account when payments are posted. Discount reversal entries make the same substitution.

After Department of Treasury payment confirmation is received, the Confirmation process uses the Cash Transaction Code to move payment amounts from the disbursement in transit liability account to the fund balance cash account, whether the payments are discounted or not. No separate procedure is required to transfer these entries to General Ledger.

For information on confirming Department of Treasury payments, see Confirmation Procedures, page 37-1.

Prerequisites

- ❏ Access to Payables is required to enter and process payments.
- ❏ One or more payment batches must be completed and ready for posting in Payables.
- ❏ Transaction codes for budgetary accounts must be defined. If applicable, a Cash Transaction Code for Department of Treasury payments must also be defined.

  To define transaction codes, see Oracle Public Sector General Ledger Setup, page 3-1.
- ❏ Account or Balancing must be selected as the Automatic Offset Method, and payments must be made using pooled bank accounts. If pooled bank accounts are not used, liabilities and payments are not properly distributed across multiple funds.

  To select Payables options, see Oracle Public Sector Payables Setup, page 4-1.
- ❏ Prorate Expense must be selected as the Discount Distribution Method. If the System Account method is used, the Federal Vertical Transfer to GL process cannot generate the correct budgetary discount transactions.

  To select Payables options, see Oracle Public Sector Payables Setup, page 4-1.
- ❏ Asset Discount and Expense Discount Transaction Codes must be entered in the Define Federal Options window. These codes are used in posting discounted payments. The Disbursement in Transit check box in the Define Federal Options

window must also be selected and a Cash Transaction Code entered, if applicable.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- ❏ Accounting entries must be created in Payables by running the Payables Accounting Process or through the transaction windows.

  To create Payables accounting entries, see *Oracle Public Sector Payables User's Guide*.

- ❏ The Load Federal Financials Seed Data procedure must be executed to seed the General Ledger category used by the Posting procedures.

  To execute the Load, see Load Federal Financials Seed Data Procedure, page 8-6.

Federal Vertical Transfer to GL Procedure

To run the Federal Vertical Transfer to GL process, perform the following steps:

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Requests - Run

   The Submit a New Request pop-up window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Submit Request Set window appears.

4. In the Request Set field, choose Federal Vertical Transfer to GL from the list of values.

5. Click on or tab to the Parameters field for the first item, Create Budgetary Discount Transactions.

   The Parameters window appears.

6. In the Batch Name field, enter a batch name.

7. Optionally, in the Transaction From Date field, enter the beginning date of transactions to be posted.

8. In the Transaction To Date field, enter the ending date of transactions to be posted.

   Note: If no value is entered in the Transaction From Date field, all transactions though the Transaction To Date value will be selected.

9. Click the Parameters field for the second item, Payables Transfer to General Ledger. Default values are provided for these parameters.

   For information on these parameters, see Payables Transfer to General Ledger Program, *Oracle Public Sector Payables User's Guide*.

10. Click **OK** to apply the Parameters.

11. Click **Submit** to send the request to the concurrent manager.

12. The Requests window appears.

13. Place the cursor in the Request ID field and click **View Output**.

14. Close the window.

For information on reports automatically printed by this procedure, and others available using the same window, see Posting to General Ledger, *Oracle Public Sector Payables User's Guide*.

This procedure transfers the Payables journal batch to General Ledger. For information on how to post the batch in General Ledger, as well as batches that result from the Confirmation process if disbursements in transit are used, see Posting Journal Batches and Posting Journal Batches Automatically, *Oracle Public Sector General Ledger User's Guide*.

Part V

Oracle U.S. Federal Receivables

39

Enhanced Transaction Codes Procedures in Oracle Public Sector Receivables

This chapter describes how to use enhanced transaction codes in Receivables. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Using Enhanced Transaction Codes for Transactions in Receivables Procedure
- Using Enhanced Transaction Codes for Adjustments in Receivables Procedure
- Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure
- Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure
- Using Enhanced Transaction Codes for Federal Cash Receipts Procedure
- Enter Transaction Events Window
- Enter Transaction Events Window Description

Definition

In Receivables, enhanced transaction codes are used with invoices and receipts.

Overview

This section describes the business processes in Receivables that use enhanced transaction codes.

Process

In Receivables, enhanced transaction codes are used with the following business processes:

- Transactions
- Adjustments
- Receipts Matched to Invoices
- Miscellaneous Receipts
- Federal Cash Receipts

Transactions

Transactions include invoices, credit memos, debit memos, and commitments such as deposits and guarantees.

The parameters used to derive the receivable account, revenue line account, and transaction code for transactions are as follows:

- form activity, transactions
- transaction event
- Receivables transaction type

In the Transactions window, users navigate through the header region and selects one of the following in the Class drop-down list:

- credit memo
- debit memo
- deposit
- guarantee

- invoice

After selecting a transaction type and upon clicking in the Transaction Code field in the More tab, the Enter Transaction Events window appears and allows users to select a transaction event and transaction code. The transaction code defaults to the value in the Transactions window with the properties set.

The proprietary accounts for the first line of the invoice are generated when users selects the Transaction Type. Each time users add an invoice line, the Enter Transaction Events window appears allowing users to select a new transaction event and transaction code from the list of values.

Adjustments

The parameters used to derive the transaction code for adjustments are as follows:

- form activity, adjustment, or chargeback
- transaction event

When users select the Credit Transactions window and select More from the drop-down list, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Credit Transactions window.

Receipts Matched to Invoices

The parameter used to derive the transaction code for receipts matched to invoices is as follows:

- form activity, invoice collections
- transaction event

After selecting Cash in the Receipt Type drop-down list and upon clicking in the Trans Code field, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the Receipts window. All proprietary entries are made based on system setup.

Miscellaneous Receipts

The parameters used to derive the transaction code for miscellaneous receipts are as follows:

- form activity, miscellaneous collections

- transaction event

After selecting Misc in the Receipt Type drop-down list and upon clicking in the Trans Code field, the Enter Transaction Events window appears, allowing users to select a transaction event and a transaction code for Miscellaneous Collection.

If there are no defaults for an invoice, users disable the enhanced transaction codes feature and select a receivable activity and payment method to generate the proprietary entries. The transaction code is entered manually.

Federal Cash Receipts

The parameters used to derive transaction code for Federal Cash Receipts are as follows:

- form activity, miscellaneous collections
- transaction event

When users select the Cash Receipts window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code.

Prerequisites

- The profile option FV: Enable Enhanced Transaction Codes must be set to Yes.

  To set profile options, see Oracle Applications System Administration Setup, page 2-1.

- Setup of enhanced transaction codes must be completed.

  To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 24-1.

- The operating unit must be entered in the Define Federal Options window.

  To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

Using Enhanced Transaction Codes for Transactions in Receivables Procedure

To enter enhanced transaction codes for transactions in Receivables, perform the following steps.

1. In Receivables, navigate to the Transactions window as follows:

   Transactions - Transactions

   The Transactions window appears.

2. In the Class drop-down list, select a class.
3. In the Type field, select a transaction type from the list of values.
4. Click in the Transaction Code field in the More tab.

   The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

5. Enter data in each field of the Enter Transaction Events window as described in Table 39–1, page 39-12, and Table 39–2, page 39-12.
6. Click **OK**.

   The Transaction Code field, Default Tax field, and the Receivable and Revenue lines are automatically populated.

For information on the Transactions window, see Entering Transactions, *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Adjustments in Receivables Procedure

To enter enhanced transaction codes for adjustments in Receivables, perform the following steps.

1. In Receivables, navigate to the Transactions Summary window as follows:

   Transactions - Transactions Summary

2. Query and select a transaction.
3. Click **Adjust**.
4. The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.
5. Enter data in each field of the Enter Transaction Events window as described in Table 39–1, page 39-12, and Table 39–2, page 39-12.
6. Click **OK**.

   The Transaction Code field is automatically populated with the transaction code.

For information on the Credit Transactions window, see Crediting Transactions, *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Receipts Matched to Invoices Procedure

To enter enhanced transaction codes for receipts matched to invoices, perform the following steps.

1. In Receivables, navigate to the Receipts window as follows:

   Receipts - Receipts

2. In the Receipt Type field drop-down list, select Cash.

3. Click in the trans code field.

   The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

4. Enter data in each field of the Enter Transaction Events window as described in Table 39–1, page 39-12, and Table 39–2, page 39-12.

5. Click **OK**.

   The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see Entering Receipts, *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Miscellaneous Receipts Procedure

To enter enhanced transaction codes for miscellaneous receipts, perform the following steps.

1. In Receivables, navigate to the Receipts window as follows:

   Receipts - Receipts

2. In the Receipt Type field drop-down list, select Misc.

3. Click in the Trans Code field.

   The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

4. Enter data in each field of the Enter Transaction Events window as described in Table 39–1, page 39-12, and Table 39–2, page 39-12.

5. Click **OK**.

   The Trans Code field is automatically populated with the transactions code.

For information on the Receipts window, see Entering Receipts, *Oracle Public Sector Receivables User's Guide*.

Using Enhanced Transaction Codes for Federal Cash Receipts Procedure

To enter enhanced transaction codes for Federal Cash Receipts, perform the following steps.

1. In Federal Financials, navigate to the Cash Receipts window as follows:

   Receivables Management - Cash Receipts

   The Enter Transaction Events window appears. In the list of values for Transaction Events, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 39–1, page 39-12 and Table 39–2, page 39-12.

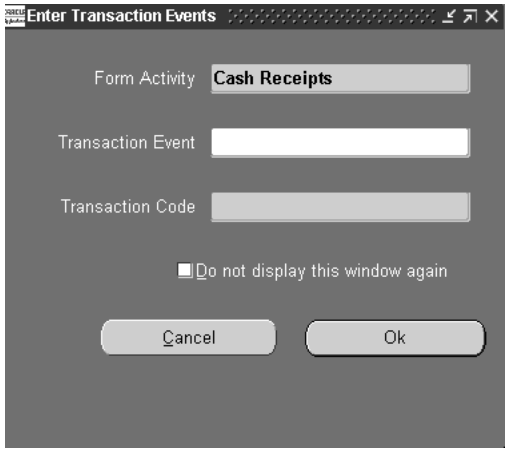
3. Click **OK**.

   The transaction code field is automatically populated with the transaction code.

   For information on the Cash Receipts window, see Receivables Management Procedures, page 40-1.

Enter Transaction Events Window

Figure 39–1 Enter Transaction Events Window



Enter Transaction Events Window Description

Table 39–1 Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default; list of values	business activity
Transaction Event	required	list of values	user-defined events **Note:** If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 39–2 , page 39-12, for a description of options.
Cancel		button	See Table 39–2, page 39-12, for a description of options.
OK		button	See Table 39–2, page 39-12, for a description of options.

Table 39–2, page 39-12, describes the result of setting transaction code options in the Enter Transaction Events window.

Table 39–2 Transaction Code Options in Receivables

	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the invoice or receipt. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.

Table 39–2 Transaction Code Options in Receivables

	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the invoice or receipt. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

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Receivables Management Procedures

This chapter describes the Receivables Management features in Oracle U.S. Federal Financials. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- Assign Finance Charges Procedure
- Waive Finance Charges Procedure
- Waive Finance Charges Window
- Waive Finance Charges Window Description
- Accrue Finance Charges Procedure
- Invoice Write-off Procedure
- Invoice Write-off Window
- Invoice Write-off Window Description
- Apply Cash Receipts Procedure
- Cash Receipts Window
- Cash Receipts Window Description
- 1099-C Setup Procedure
- Maintain 1099-C Information Procedure
- Maintain 1099-C Information Window
- Maintain 1099-C Information Window Description

- Invoice Status Procedure
- Find Invoices Window
- Find Invoices Window Description
- Invoices Window
- Invoices Window Description
- Invoice Status Window
- Invoice Status Window Description
- Invoice Status History Window
- Invoice Status History Window Description

Definition

The Receivables Management features are as follows:

- Assign Finance Charges procedure
- Waive Finance Charges window
- Accrue Finance Charges procedure
- Invoice Write-off window
- Cash Receipts window
- 1099-C Setup procedure
- Maintain 1099-C Information window
- Invoice Statuses window

These features enable Federal agencies to comply with the requirements of the Debt Collection Act regarding the collection of interest and penalties on late payments.

For information on the Receivables Management reports, see Receivables Management Report Procedures, page 52-1.

For information on the Receivables Management process, see Receivables Management Process, page E-1.

Features

The Assign Finance Charges procedure performs the following task:

- selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on Customer Classes specified in the Define Finance Charges window

The Waive Finance Charges window allows users to perform the following task:

- waives subsequent finance charges on selected customers or invoices

The Accrue Finance Charges procedure performs the following tasks:

- creates a debit memo for each Finance Charge Type associated with each newly overdue invoice
- adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices

The Invoice Write-off window allows users to perform the following task:

- select an invoice and its associated debit memos and write-off all remaining balances in one step.

The Cash Receipts window allows users to perform the following task:

- enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account

The 1099-C Setup procedure performs the following task:

- creates an initial table of 1099-C data

The Maintain 1099-C Information window allows users to perform the following task:

- view and update the 1099-C data prior to producing the 1099-C forms or data files

The Invoice Status window allows users to perform the following task:

- assign invoice statuses to overdue invoices, which enables the generation of the Report on Receivables Due from the Public

Prerequisites

❑ Access to Receivables is required to define customers, enter transactions, and generate invoices.

❑ Receivables setup steps, including setting up transaction types, association of receivable types with transaction types, customer classes, customer categories, and Receivables activities must be performed. If Oracle Applications Multiple Organization Support is implemented, a transaction type for each organization must be defined.

For information on Receivables setup steps, see Oracle Public Sector Receivables Setup, page 5-1.

❑ Federal Lookups must be set up in the Define Federal Lookups window.

To set up Lookups in the Define Federal Lookups window, see Federal Seed Data Setup, page 8-1.

❑ Receivables Activity Name must be entered in the Define Federal Options window to run the Accrue Finance Charges process, which adjusts existing finance charge transactions for additional accrual.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- ❏ Finance Charge Types must be defined in the Define Finance Charges window.

  To set up finance charges in the Define Finance Charges window, see Finance Charges Setup, page 18-1.

- ❏ A Receivables activity type for finance charge write-offs is recommended and required for reporting on the Receivables Due from the Public report.

  To set up Receivables activity types, see Defining Receivables System Options, *Oracle Public Sector Receivables User's Guide*.

- ❏ Setup for the Receivables AutoInvoice process must be completed.

  To set up AutoInvoice, see Importing Invoice Information using AutoInvoice, *Oracle Public Sector Receivables User's Guide.*

- ❏ Setup for the Receivables Post Quick Cash process must be competed.

  To set up Quick Cash, see Quick Cash, *Oracle Public Sector Receivables User's Guide.*

Assign Finance Charges Procedure

To assign the finance charges defined in the Define Finance Charges window to all applicable customers and invoices not previously assigned finance charges, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Assign Finance Charges from the list of values.

5. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

6. Close the window.

Note: The Assign Finance Charges Report is automatically printed on completion of the Assign Finance Charges process.

For information on this report, see Receivables Management Report Procedures, page 52-1.

Waive Finance Charges Procedure

To prevent finance charges from being assigned or accrued on selected customers or invoices, or to resume accrual of previously waived finance charges, perform the following steps.

1. In Federal Financials, navigate to the Waive Finance Charges window as follows:

   R**eceivables Management - Finance Charges - Waive**

2. Enter data in the fields of the Waive Finance Charges window as described in Table 40–1, page 40-10.

3. Save or save and continue as follows:

   File - Save or **Save and Proceed**

4. Close the window.

Waive Finance Charges Window

Figure 40–1 Waive Finance Charges Window, Customers Region

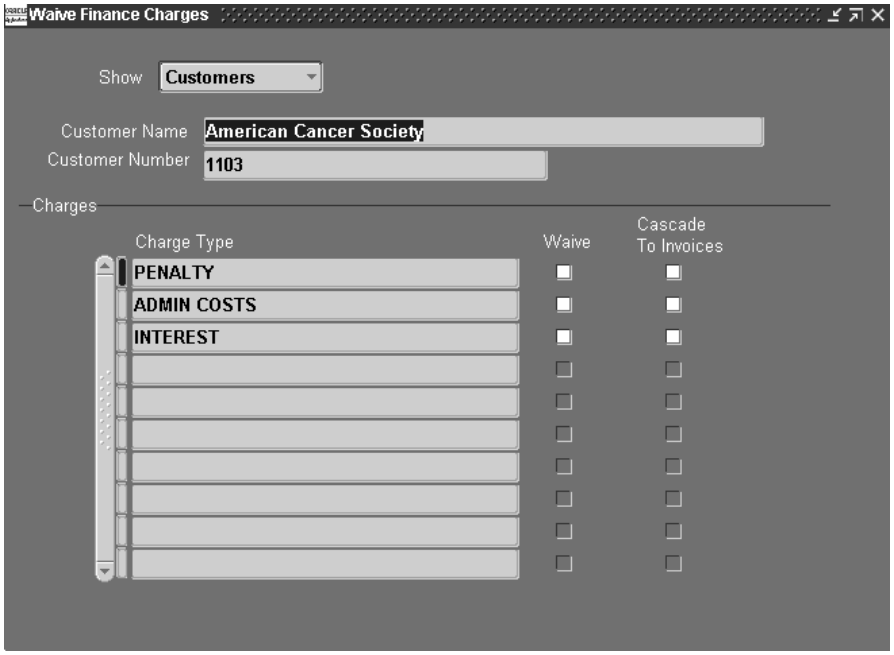
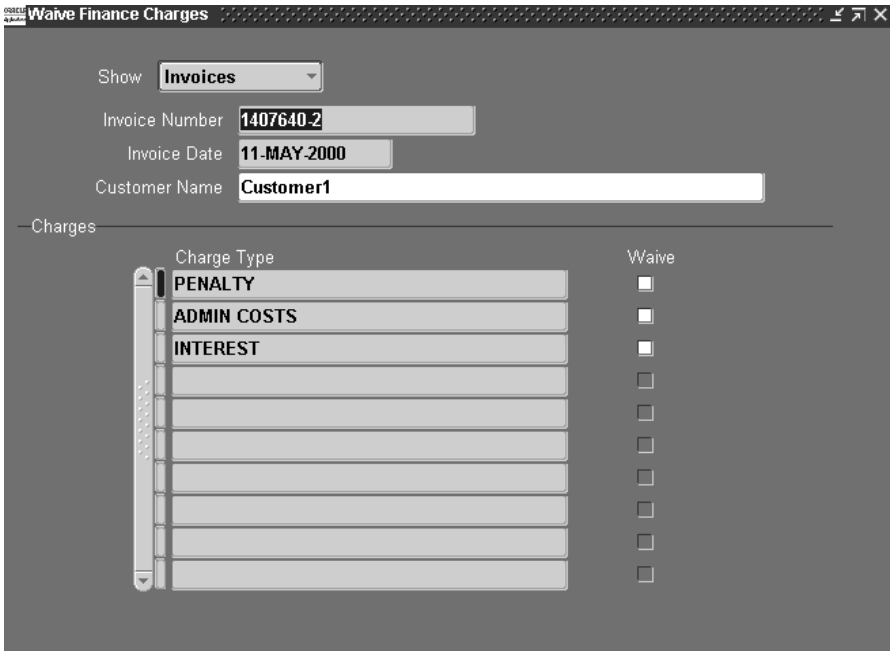


Figure 40–2 Waive Finance Charges Window, Invoices Region



Waive Finance Charges Window Description

Table 40–1 Waive Finance Charges Window Description

Field Name	Type	Features	Description
Customers Region			
Customer Name	query only		customer name
Customer Number	query only		customer number
Charges Region			
Charge Type	display only		charge to be waived
Waive	optional	check box	indicates charge is waived on all future invoices
Cascade to Invoices	optional	check box	indicates charges on all existing invoices for customer are waived
Invoices Region			
Invoice Number	query only		invoice number
Invoice Date	display only		invoice date
Customer Name	display only		customer name
Charges Region			
Charge Type	display only		charge to be waived
Waive	optional	check box	indicates charge is waived

Accrue Finance Charges Procedure

To accrue finance charges on each overdue invoice by creating a debit memo or adjusting an existing debit memo for each Finance Charge Type, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Accrue Finance Charges from the list of values.

5. To send the request to the concurrent manager, click **Submit**.

   The Requests window appears.

6. Close the window.

Note: If Oracle Applications Multiple Organization Support is implemented, the Accrue Finance Charges procedure must be run for each organization.

Note: For finance charges accrued on Split Pay or Installment term invoices, the latest due date is used to calculate the accrual amount for all finance charges except interest.

Note: New debit memos are created through the AutoInvoice process in Receivables. If the AutoInvoice completes, but not all debit memo transaction records are processed in the interface table, users must correct these records in the Receivables forms designated for correcting AutoInvoice exceptions. Users then submit the AutoInvoice program from Receivables.

For information on correcting AutoInvoice exceptions and submitting AutoInvoice, see Importing Invoice information using AutoInvoice in the *Oracle Public Sector Receivables User's Guide*.

Invoice Write-off Procedure

To write-off an invoice and all associated finance charge debit memos with remaining balances, perform the following steps.

1. In Federal Financials, navigate to the Invoice Write-off window as follows:

   Receivables Management - Invoice Write-Off

2. Enter data in the fields of the Invoice Write-off window as described in Table 40–2, page 40-10.

   Note: The Invoice Write-off window provides only invoice level full write-offs. To write-off at other than the invoice level or partial write-offs, use the Oracle Public Sector Receivables Adjustments window.

3. Click the Save icon on the toolbar to save the write-off information or click **Write-Off** to perform the write-off and then save.

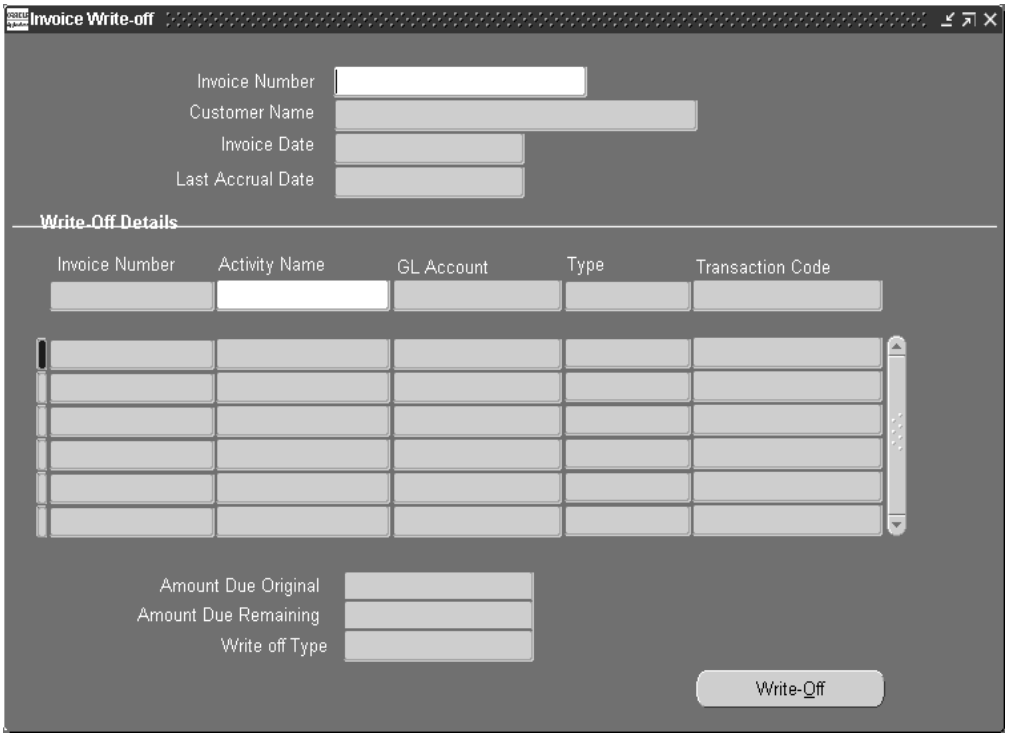
   Note: View the results in the Customer Accounts Details form as follows:

   Receivables - Collections - Account Details

4. Close the window

Invoice Write-off Window

Figure 40–3 Invoice Write-off Window



Invoice Write-off Window Description

Table 40–2 Invoice Write-off Window Description

Field Name	Type	Features	Description
Invoice Number	display only		invoice number
Customer Name	display only		customer name
Invoice Date	display only		invoice date
Last Accrual Date	display only		last accrual date
Write-Off Details Region			
Invoice Number	display only		invoice number
Activity Name	required	list of values	activity name
GL Account	optional	list of values	General Ledger account related to the activity name
Type	display only		type; invoice or debit memo
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Amount Due Original	display only		original amount due
Amount Due Remaining	display only		amount due remaining
Write-Off Type	display only		write-off type; invoice only
Write-Off		button	process the write-off

Apply Cash Receipts Procedure

To enter manual cash receipts for customers and invoices to be applied to previously created finance charge debit memos in order of priority, invoices, or on account, as appropriate, perform the following steps.

1. In Federal Financials, navigate to the Cash Receipts window as follows:

   Receivables Management - Cash Receipts

   If the enhanced transaction codes feature is enabled, the Enter Transaction Events window appears.

   For information on using enhanced transaction codes for cash receipts, see Using Enhanced Transaction Codes for Federal Cash Receipts Procedure, page 40-3.

   WARNING: To automatically apply receipts to finance charges, the Cash Receipts window must be used. The Enter Receipts window in Receivables does not provide this functionality.

2. Enter data in each field of the Cash Receipts window as described in Table 40–3, page 40-19.

   Note: If no invoice number is specified, all invoices for the specified customer are retrieved in date order. For each invoice selected, finance charges are paid first, in order of priority, until all cash is applied or all invoices are paid. Any remaining amount is put on account.

3. Save the receipt batch as follows:

   File - **Save** or **Save and Proceed**

4. Click **Submit** to apply the receipts.

   Note: To save a receipt batch without submitting the batch, click the save icon on the toolbar.

   Note: If an error occurs during the Apply Cash Receipts processing, all processing stops, and the receipt records are returned to their original status. Once the error is corrected, the batch can be resubmitted from the Cash Receipts window. If an error occurs during the Submit Post Batch processing, the receipt records are populated in the Receipt Batches window in Receivables. Once the error is corrected, the batch can be resubmitted from the Receipt Batches window by clicking on the Post Quick Cash button.

5. View the request in the concurrent manager as follows:

View - Requests

6. Close the window.

Cash Receipts Window

Figure 40–4 Cash Receipts Window, Receipt Information Tab

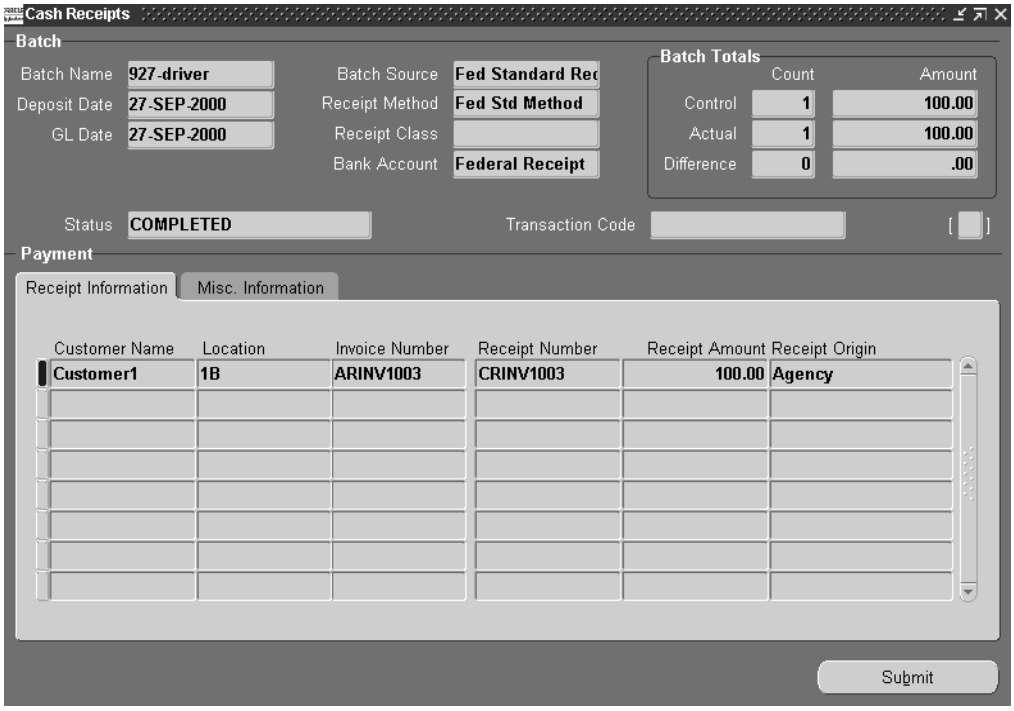
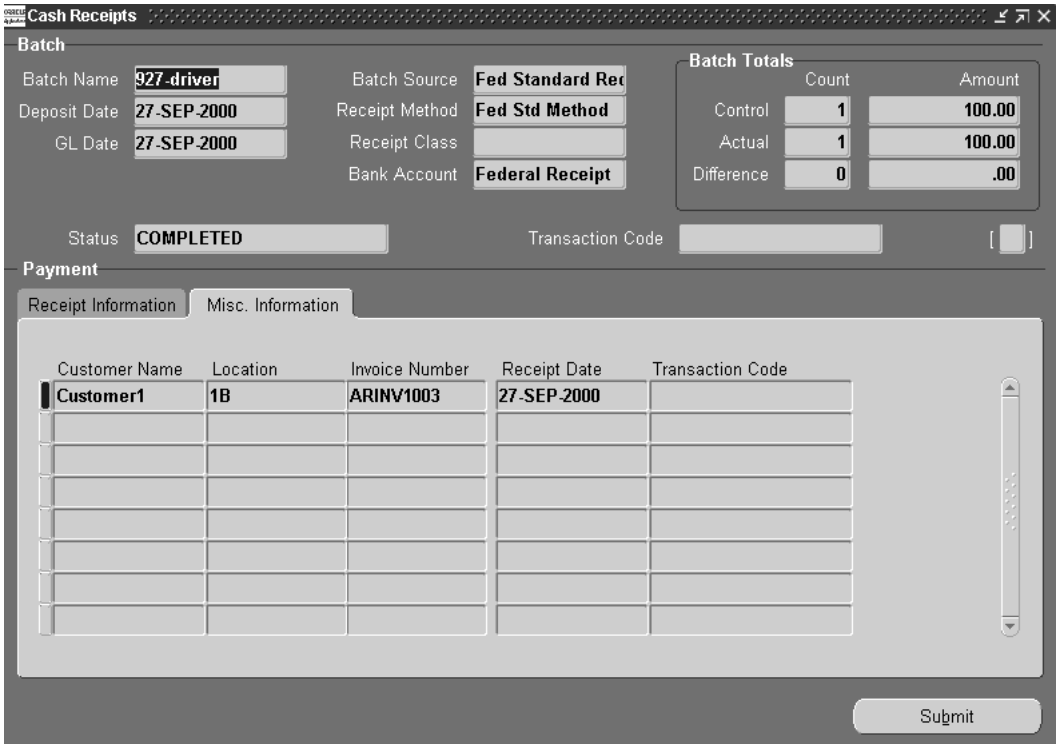


Figure 40–5 Cash Receipts Window, Misc. Information Tab



Cash Receipts Window Description

Table 40–3 Cash Receipts Window Description

Field Name	Type	Features	Description
Batch Region			
Batch Name	required		batch name; must be unique
Deposit Date	required	list of values: pop-up calendar	current date
GL Date	required	list of values	current date; must be open GL period
Batch Source	required	list of values	batch source
Receipt Method	display only		populated when batch source entered
Receipt Class	display only		populated when batch source entered
Bank Account	display only		populated when batch source entered
Status	display only		statuses include New, In Process, Submitted, or Completed
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Descriptive Flexfield	optional		user-customization field
Batch Totals Region			
Control	required		number and total of all receipts on file; must be greater than zero
Actual	display only		number and total of all receipts entered
Difference	display only		difference between control and actual; must be zero to submit
Payment Region			
Receipt Information Tab			
Customer Name	required	list of values	customer name; not required if invoice number entered
Location	required	list of values	bill-to location for customer

Table 40–3 Cash Receipts Window Description

Field Name	Type	Features	Description
Invoice Number	required	list of values	invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch
Receipt Number	required		receipt number; cannot be duplicated for customer
Receipt Amount	required		receipt amount; must be greater than zero
Receipt Origin	required	list of values	receipt source description
Misc. Information Tab			
Customer Name	required	list of values	customer name; not required if invoice number entered
Location	required	list of values	bill-to location for customer
Invoice Number	required	list of values	invoice number; must have open status or non-zero balance; not required if customer name entered; cannot be duplicated in same batch
Receipt Date	required	list of values: pop-up calendar	defaults to current date; user can change date
Transaction Code	optional	list of values	codes defined in General Ledger that assign additional debit and credit pairs to a single transaction
Submit	required	button	sends a request to the concurrent manager to apply the receipts and to run the batch

1099-C Setup Procedure

To extract invoice information for 1099-C reporting, perform the following steps.

Note: Run the 1099-C Setup process when ready to submit the 1099-C output forms.

1. In Federal Financials, navigate to the Run Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. In the Name field, select 1099-C Setup Process.

   The Parameters window appears.

4. In the Creditors TIN field, enter the agency tax identification number.

5. In the Calendar Year field, select a year from the list of values.

6. In the Receivables Activity field, select a type of receivables from the list of values.

   Note: If more than one Write-off Receivables activity exists, the 1099-C Report must be set up for each one.

7. In the Include Finance Charges field, select Yes or No from the list of values.

   Note: If No is selected, the process excludes finance charge write-off activity.

8. To apply the parameters, click **OK**.

9. To process the data for viewing and updating in the Maintain 1099-C Information window, click **Submit.**

   The Requests window appears.

10. Close the window.

Maintain 1099-C Information Procedure

To view or update Form 1099-C information for an organization, perform the following steps.

1. In Federal Financials, navigate to Maintain 1099-C Information as follows:

   Setup - Receivables Management - Maintain 1099-C Information

2. Enter data in each field of the Maintain 1099-C Information window as described in Table 40–4, page 40-10.

3. Save or save and continue as follows:

   File- Save or **Save and Proceed**

4. Close the window.

Maintain 1099-C Information Window

Figure 40–6 Maintain 1099-C Information Window

Maintain 1099-C Information Window Description

Table 40–4 Maintain 1099-C Information Window Description

Field Name	Type	Features	Description
Reprint	optional	check box	indicates 1099-C invoice to be reprinted
Void	optional	check box	indicates 1099-C invoice is voided
Corrected	optional	check box	indicates 1099-C invoice is a correction **Note**: Void and Corrected cannot both be checked.
Reportable	default	check box	default is selected; if selected, indicates that all invoice information in window to be included in 1099-C report
Creditors Name	display only		agency name as entered in Define Federal Options window
Creditor's Federal ID	required		agency name tax identification number
Invoice Number	required	list of values	invoice number
Date Canceled	required		debt cancellation date
Amount			invoice amount
Finance Charges	required		amount of finance charges against invoice
Debt Description	optional		user enterable description of debt
Debtor's Id	optional		debtor's identification
Debtor's Name	display only		debtor name
Address	required		address
City	required if country is U.S. or U.S. territory		city
State	required if country is U.S. or U.S. territory		state
Province			province
Country	required		country

Table 40–4 Maintain 1099-C Information Window Description

Field Name	Type	Features	Description
Postal Code	required if country is U.S. or U.S. territory		customer postal code
Account Number			user-enterable account number for debtor
Bankruptcy	optional	check box	indicates whether debt canceled due to bankruptcy
Fair Market Value of Property	optional		value of foreclosure or abandonment of property that occurred in connection with cancellation of debt

Invoice Status Procedure

To assign an invoice status to overdue invoices, perform the following steps:

1. In Federal Financials, navigate to the Find Invoices window as follows:

   Receivables Management - Invoice Status

2. Enter data in each field of the Find Invoices window as described in Table 40–5, page 40-10.

3. To enter different parameters, click **Clear** to erase data from all the fields.

4. To view the invoice or invoices queried in Step 2, click **Find**.

   The Invoices window appears with data displayed for the invoice or invoices queried.

5. To view the amount due on the displayed invoices and the number of days the invoices are past due, select Amount / Days Late from the drop-down list.

6. To view the receivable type for each invoice displayed, select Receivable Type from the drop-down list.

7. To assign an invoice status to an overdue invoice, select the appropriate record and click **Status**.

   The Invoice Status window appears. Users can now assign additional status entries or delete statuses for the invoices displayed.

8. To assign an additional invoice status, select an invoice status from the list of values in the Status field.

   The system date is the default value in the Start Date field.

9. Save or save and continue as follows:

   File - Save or **Save and Proceed**

10. To delete an invoice status, select the record to be deleted and click the Delete icon on the toolbar.

11. Save or save and continue as follows:

    File - Save or **Save and Proceed**

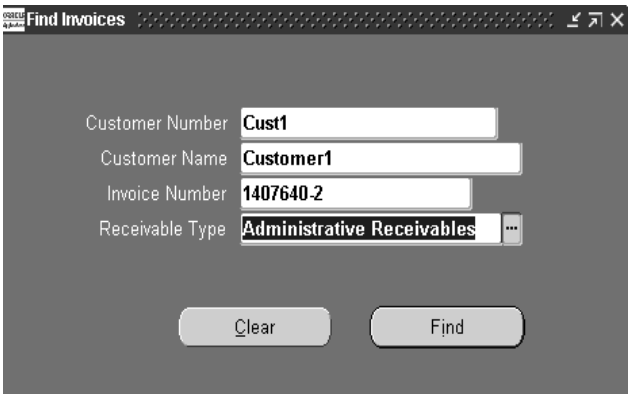
12. To view the history records of each status assigned to an invoice, click **History** in the Invoices window.

    The Invoice Status History window appears.

13. Close the window.

Find Invoices Window

Figure 40–7 Find Invoices Window



Find Invoices Window Description

Table 40–5 Find Invoices Window Description

Field Name	Type	Features	Description
Customer Number	optional	list of values	customer number
Customer Name	optional	list of values	customer name
Invoice Number	optional	list of values	invoice number
Receivable Type	optional	list of values	receivable type; options include Direct Loans, Defaulted Guaranteed Loans, or Administrative Receivables
Clear	optional	button	erases data from the fields
Find	required	button	system searches for data based on the parameters entered

Invoices Window

Figure 40–8 Invoices Window, Amount/Days Late Tab

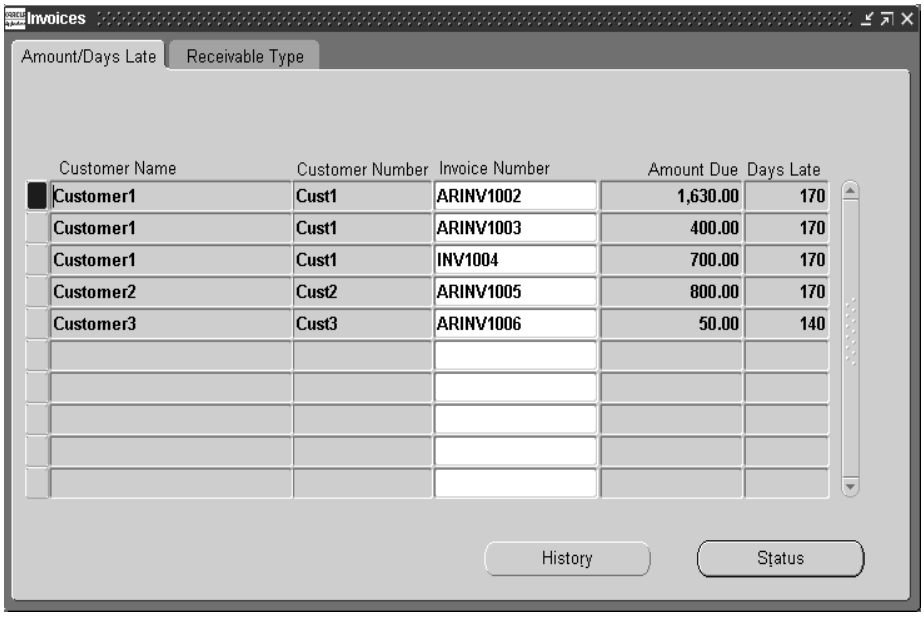
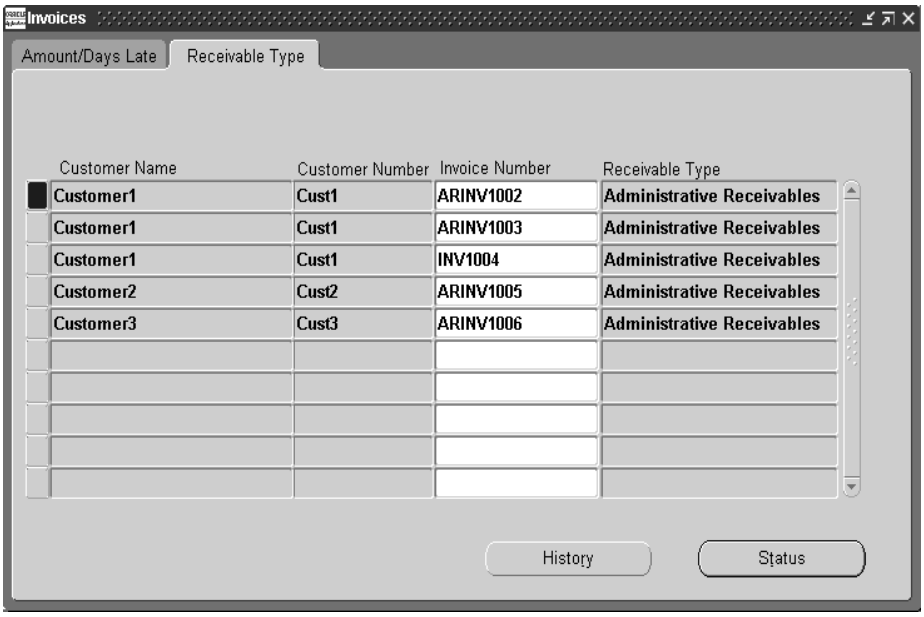


Figure 40–9 Invoices Window, Receivable Type Tab



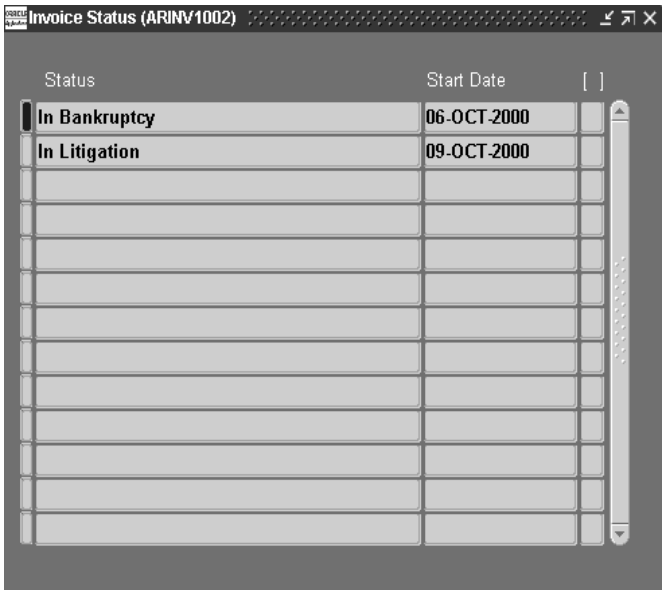
Invoices Window Description

Table 40–6 Invoices Window Description

Field Name	Type	Features	Description
Amount/Days Late Tab			
Customer Name	display only		customer name
Customer Number	display only		customer number
Invoice Number	display only		invoice number
Amount Due	display only		amount due on invoice
Days Late	display only		number of days invoice is past due; system calculates based on current date
History		button	When the user clicks **History**, the Invoice Status History window appears, which displays the history of each status assigned to the invoice.
Status		button	When the user clicks **Status**, the Invoice Status window appears, where the user can assign an invoice status to an overdue invoice or delete statuses for an invoice.
Receivable Type Tab			
Customer Name	display only		customer name
Customer Number	display only		customer number
Invoice Number	display only		invoice number
Receivable Type	display only		receivable type; options include Direct Loans, Defaulted Guaranteed Loans, or Administrative receivables
History		button	When the user clicks **History**, the Invoice Status History window appears, which displays the history of each status assigned to the invoice.
Status		button	When the user clicks **Status**, the Invoice Status window appears, where the user can assign an invoice status to an overdue invoice or delete statuses for an invoice.

Invoice Status Window

Figure 40–10 Invoice Status Window



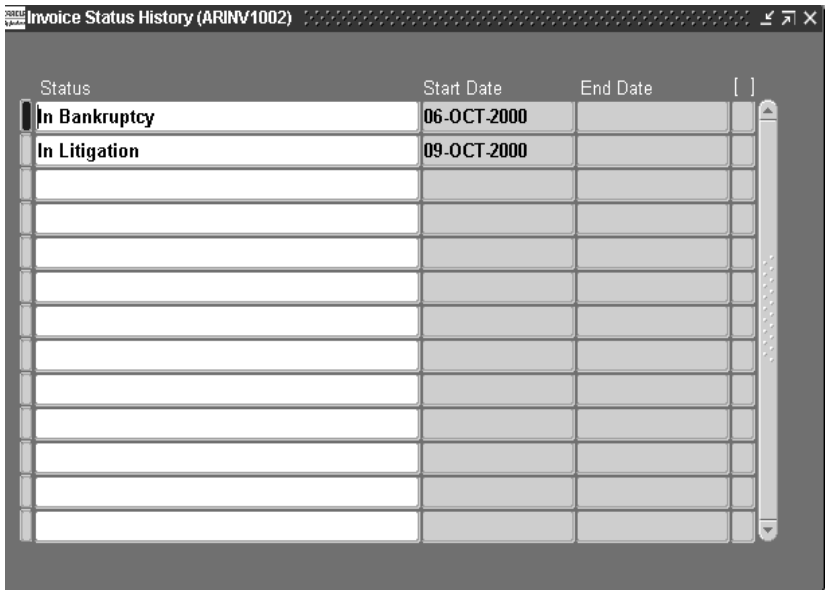
Invoice Status Window Description

Table 40–7 Invoice Status Window Description

Field Name	Type	Features	Description
Status	required	list of values	system defined; status available to be assigned to each overdue invoice
Start Date	display only		start date of invoice status; defaults to system date
Descriptive Flexfield	optional		user-customization field

Invoice Status History Window

Figure 40–11 Invoice Status History Window



Invoice Status History Window Description

Table 40–8 Invoice Status History Window Description

Field Name	Type	Features	Description
Status	display only		status assigned to overdue invoice
Start Date	display only		start date of status assigned to overdue invoice
End Date	display only		end date; defaults to system date when invoice is deleted from the Invoice Status window
Descriptive Flexfield	optional		user-customization field

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Interagency Transaction Procedures

This chapter describes the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, Online Payment and Collection (OPAC) transactions, and the Interagency Transfers window. The following sections are in this chapter:

- Definition
- Purpose
- Prerequisites
- SF 1080 Voucher for Transfers Between Appropriations and/or Funds Procedure
- SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description
- SF 1081 Voucher and Schedule of Withdrawals and Credits Procedure
- SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description
- Electronic OPAC Procedures
- OPAC Billing Transactions Window
- OPAC Billing Transactions Window Description
- OPAC Billing Data Format
- OPAC Billing Data Format Description
- Interagency Transfers Procedures
- Interagency Transfers Window
- Interagency Transfers Window Description

Definition

Interagency Transactions are transfers between federal agencies for which the Department of Treasury disburses payments. Oracle U.S. Federal Financials provides the SF 1080 Voucher for Transfers Between Appropriations and / or Funds document, the SF 1081 Voucher and Schedule of Withdrawals and Credits document, and the Interagency Transfers window to allow agencies to process these transactions.

For information on the Interagency Transaction process, see Interagency Transaction Process, page F-1.

Purpose

The SF 1080 Voucher for Transfers Between Appropriations and / or Funds is used as a charge document and disbursement voucher by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury does not disburse payments for at least one of the agencies.

The SF 1081 Voucher and Schedule of Withdrawals and Credits are used as a combined billing and payment document by billing and customer agencies to process transactions between two or more appropriation, fund, or receipt accounts when the Department of Treasury disburses payments for both agencies.

Online Payment and Collection (OPAC) transactions, or electronic OPAC transactions require the Agency Location Code (ALC) to transfer funds from one agency to another. The OPAC Billing Transactions window is used to store billing agency invoices for processing an electronic OPAC using the OPAC Billing Data Format program.

With SF 1081 Voucher and Schedule of Withdrawals and Credits and Online Payment and Collection (OPAC) transactions, the Interagency Transfers window stores interagency transfer information for the billing agency and the customer agency to ensure proper reporting on the FMS Form 224 Statement of Transactions Report.

Agencies can use the SF 1080 Voucher for Transfers Between Appropriations and / or Funds, the SF 1081 Voucher and Schedule of Withdrawals and Credits, or Online Payment and Collection (OPAC), to complete Interagency Transfers.

For information on generating and printing the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report

Procedures, page 50-1, and FMS Form 224 Statement of Transactions Process, page C-1.

Prerequisites

- ❏ Access to Receivables is required for the billing agency to set up customers and perform receivables activities.
- ❏ Access to Payables is required for the customer agency to enter invoices and process payments associated with interagency transactions.
- ❏ The billing agency must set up the customer agency using the Receivables Customers window, entering the Agency Location Code in the Taxpayer ID field.

  To set up customers in Receivables, see Oracle Public Sector Receivables Setup, page 5-1.
- ❏ The Agency Address must be provided in the Define Federal Options window to appear on the SF 1080 Voucher for Transfers Between Appropriations and/or Funds. The Agency Location Code must be provided in the Define Federal Options window to appear on the SF 1081 Voucher and Schedule of Withdrawals and Credits documents. The Interagency Activity Name must be provided for interagency transactions to appear correctly on the customer agency's FMS Form 224 Statement of Transactions Report.

  To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.
- ❏ Fund information must be provided for each applicable fund in the Define Appropriation Parameters window. The Department of Treasury Symbol is displayed in the Billing Agency Section of the SF 1081 Voucher and Schedule of Withdrawals and Credits as the Appropriation, Fund, or Receipt Symbol.

  To enter and update fund parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.
- ❏ The billing agency must define the Transaction Types for the SF 1081 Voucher and Schedule of Withdrawals and Credits and the SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices.

  To set up transaction types in Receivables, see Oracle Public Sector Receivables Setup, page 5-1.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Procedure

The following procedures are used to print SF 1080 Voucher for Transfers Between Appropriations and / or Funds:

- Print New SF 1080 Invoices
- Print Selected SF 1080 Invoices
- Print Batch of SF 1080 Invoices

Print New SF 1080 Invoices

To print the new SF 1080 Voucher for Transfers Between Appropriations and / or Funds Invoices, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Request Set radio button.
3. Click **OK.**

   The Submit Request Set window appears.
4. In the Request Set field, select Invoice Print New SF 1080 from the list of values.
5. Click **OK.**

   The Submit Request Set window re-appears.
6. Click in or tab to the Parameters field.

   The Parameters window appears.
7. In the Order By field, select a sort order from the list of values or use the default value.
8. Optionally, in the Transaction Class field, select a Transaction Class from the list of values.
9. In the Transaction Type field, select a Transaction Type from the list of values.

   Note: Select the transaction type established for SF 1080 invoices.

10. Optionally, in the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
11. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
12. To apply the parameters, click **OK**.
13. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
14. Place the cursor in the Request ID field and click **View Output**.
15. Close the window.

Print Selected SF 1080 Invoices

To print selected SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Request Set radio button.
3. Click **OK.**

   The Submit Request Set window appears.
4. In the Request Set field, select Invoice Print Selected SF 1080 from the list of values.
5. Click **OK**.

   The Submit Request Set window re-appears.
6. Click in or tab to the Parameters field.

   The Parameters window appears.
7. In the Order By field, select a sort order from the list of values or use the default value.
8. Optionally, in the Transaction Class field, select a Transaction Class from the list of values.
9. In the Transaction Type field, select a Transaction Type from the list of values.

Note: Select the transaction type established for SF 1080 invoices.

10. Optionally, in the Transaction Number Low and Transaction Number High fields, enter the beginning and ending numbers of the invoices to be printed.
11. Optionally, in the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.
12. Optionally, in the Customer Class field, select a Customer Class from the list of values.
13. Optionally, in the Customer field, select a Customer from the list of values.
14. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.
15. Optionally, in the Office Charged field, enter the name of the accounting classification of the office charged.
16. To apply the parameters, click **OK**.
17. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
18. Place the cursor in the Request ID field and click **View Output**.
19. Close the window.

Print Batch of SF 1080 Invoices

To print a batch of SF 1080 Voucher for Transfers Between Appropriations and/or Funds invoices, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Request Set radio button.
3. Click **OK.**

   The Submit Request Set window appears.
4. In the Request Set field, select Invoice Print Batch of SF 1080 from the list of values.

   The Submit Request Set window re-appears.

5. Click in or tab to the Parameters field.

   The Parameters window appears.

6. In the Order By field, select a sort order from the list of values or use the default value.

7. In the Batch field, select a batch from the list of values.

8. Optionally, in the Transaction Class field, select a Transaction Class from the list of values.

9. In the Transaction Type field, select a Transaction Type from the list of values.

   Note: Select the transaction type established for SF 1080 invoices.

10. In the Open Invoices Only field, select Y for Yes or N for No from the list of values.

11. To apply the parameters, click **OK**.

12. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

13. Place the cursor in the Request ID field and click **View Output**.

14. Close the window.

Note: The SF 1080 printing procedures should only be used to print invoice transactions.

Note: The Invoice Print Preview Report lists transactions that are printed from the preceding procedures.

For information on previewing transactions, see Entering Transactions, *Oracle Public Sector Receivables User's Guide*.

SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description

Table 41–1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description

Line	Description	Responsible
Header Section		
Voucher No.	voucher number assigned by customer agency	customer agency
Schedule No.	schedule number assigned by customer agency	customer agency
Department, establishment, bureau, or office receiving funds	name and address of station receiving funds	billing agency
Bill No.	number of invoice	billing agency
Paid By	stamp designated by customer agency	customer agency
Department, establishment, bureau, or office charged	name and address of station being charged	billing agency
Order No.	order identifying number	billing agency
Date of Delivery	date article or services delivered	billing agency
Article or Services	description of article or services	billing agency
Quantity	quantity of article or services billed	billing agency
Unit Cost	cost of article or services	billing agency
Price Per	unit of measure to define cost	billing agency
Amount	quantity multiplied by the unit price cost	billing agency
Total	total of all amounts billed	billing agency
Remittance in payment hereof should be sent to	remittance name and address of station receiving funds	billing agency
Accounting Classification - Office Receiving Funds	accounting classification of the bill	billing agency
Certificate of Office Charged	certification of customer agency	customer agency
Date	date of certification	customer agency
Authorized administrative or certifying officer	signature of authorized certifying officer	customer agency

Table 41–1 SF 1080 Voucher for Transfers Between Appropriations and/or Funds Document Description

Line	Description	Responsible
Title	title of certifying officer	customer agency
Accounting Classification - Office Charged	payable accounting classification	customer agency
Paid by Check No.	check number	customer agency

SF 1081 Voucher and Schedule of Withdrawals and Credits Procedure

To print the SF 1081 Voucher and Schedule of Withdrawals and Credits, perform the following steps.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Invoice Print New SF 1081 from the list of values.

   The Parameters window appears.

5. In the Order By field, select a sort order from the list of values or use the default value.

6. In the Transaction Class field, select a Transaction Class from the list of values.

7. In the Transaction Type field, select a Transaction Type from the list of values.

8. In the Print Date Low and Print Date High fields, enter the beginning and ending dates of the invoices to be printed.

9. In the ALC field, select the agency location code of the customer agency to be billed from the list of values.

10. In the Date SF 1081 Prepared field, accept today's date or enter a new date.

11. In the Prepared By field, enter the name of the billing agency's contact person.

12. In the Approved By field, enter the name of the person approving the SF 1081 Voucher and Schedule of Withdrawals and Credits.

13. In the Tel #1 field, enter the telephone number of the billing agency's contact person.

14. Optionally, in the Tel #2 field, enter the fax number of the billing agency's contact person.

15. Optionally, in the Details of Charges field, enter any additional information up to 100 characters, as described in Table 41–2, page 41-12.

16. To apply the parameters, click **OK**.
17. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
18. Place the cursor in the Request ID field and click **View Output**.

Note: The SF 1081 printing procedure should only be used to print invoice transactions.

SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description

Table 41–2 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description

Line	Description	Responsible
Header Section		
Charge and Credit Will be Reported on Customer Agency Statement of Transactions for Accounting Period Ending	accounting month in which transaction is reported by customer agency; accomplish date	customer agency
Transaction Date	document preparation date	billing agency
Document No.	document identifying number	billing agency
Customer Agency		
Agency Location Code	ALC of accounting station being billed	billing agency
Voucher No.	voucher number assigned by customer agency	customer agency
Department	name of station being billed	billing agency
Bureau	bureau name of station being billed	billing agency
Address	address of station being billed	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification charged	customer agency
Amount	amount adjusted or billed to	customer agency
Total	total of all amounts billed	customer agency
Billing Agency		
Agency Location Code	ALC of accounting station to receive credit	billing agency
Voucher No.	voucher number assigned by billing agency	billing agency
Department	name of station to receive credit	billing agency
Bureau	bureau name of station to receive credit	billing agency
Address	address of station to receive credit	billing agency
Appropriation, Fund, or Receipt Symbol	accounting classification adjusted, billed, or credited	billing agency
Amount	amount adjusted, billed, or credited	billing agency

Table 41–2 SF 1081 Voucher and Schedule of Withdrawals and Credits Document Description

Line	Description	Responsible
Total	total of all amounts billed	billing agency
Details of Charges or Reference to Attached Supporting Documents	details or reasons for billing; if applicable, list of supporting documents or vouchers	billing agency
Billing Agency Contact		
Prepared By	person preparing SF 1081	billing agency
Approved By	person approving SF 1081	billing agency
Telephone No.	telephone number of person approving SF 1081	billing agency
Certification of Customer Office	certification by customer agency	customer agency

Electronic OPAC Procedures

The following procedures are used to record electronic OPAC Billing transactions.

Note: This procedure is required only for the billing agency.

1. In Federal Financials, navigate to the OPAC Billing Transaction window as follows:

   Interagency - OPAC Billing Transactions

2. In the OPAC Customer Invoice region, enter the agency name in the Agency Name field or select from the list of values.

3. Enter the Accounts Receivable customer invoice number in the Invoice Number field or select from the list of values.

4. Enter the purchase order number in the Purchase Order Number field, if applicable.

5. Select the OPAC Contracts region and enter the Contract Obligation number and Contract Line Number (CLIN), if applicable.

6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

OPAC Billing Transactions Window

Figure 41–1 OPAC Billing Transactions Window, Customer Invoice Tab

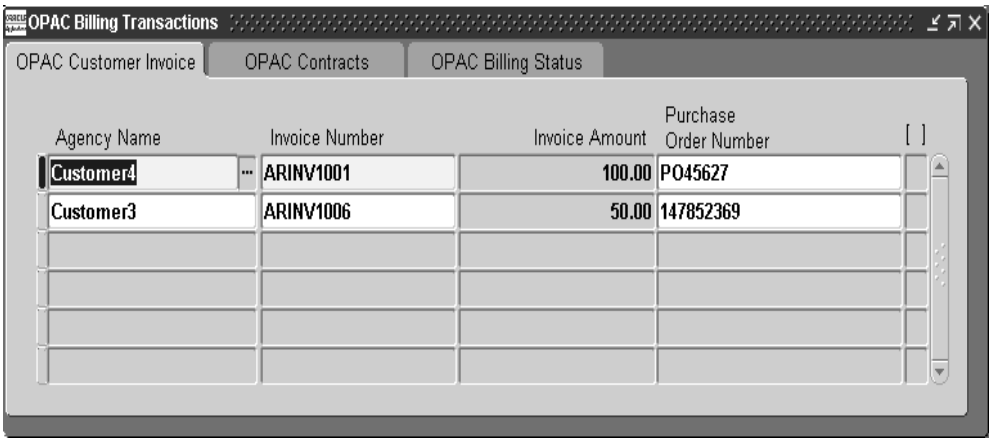


Figure 41–2 OPAC Billing Transactions Window, Contracts Tab

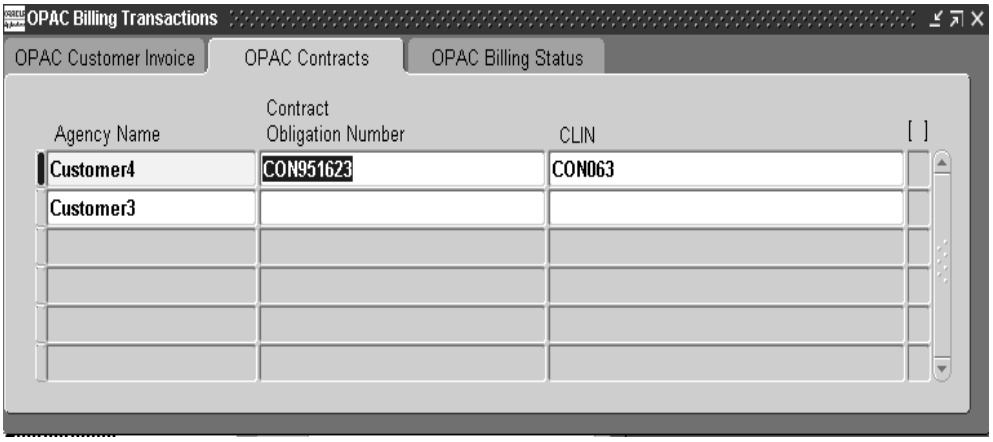
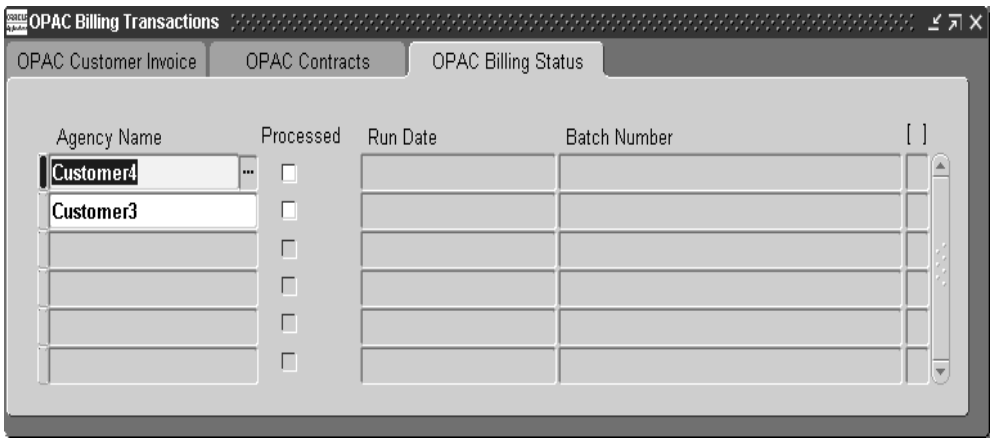


Figure 41–3 OPAC Billing Transactions Window, Billing Status Tab



OPAC Billing Transactions Window Description

Table 41–3 OPAC Billing Transactions Window Description

Field Name	Type	Features	Description
OPAC Customer Invoice Tab			
Agency Name	required	list of values	customer agency name
Invoice Number	required	list of values	invoice number
Invoice Amount	display only		invoice amount, populates when invoice number is entered
Purchase Order Number	optional		purchase order number, add if applicable
Descriptive Flexfield	optional		user-customization field
OPAC Contracts Tab			
Agency Name	required		populates automatically from Agency Name in OPAC Customer Invoice region
Contract Obligation Number	optional		contract obligation number, add if applicable
CLIN	optional		contract line number
Descriptive Flexfield	optional		user-customization field
OPAC Billing Status Tab			
Agency Name	required		populates automatically from OPAC Customer Invoice region
Processed	display only	check box	checked after successful completion of OPAC Billing Data upload program
Run Date	display only		actual date OPAC Billing Upload process is run
Batch Number	display only		system-generated number, populated after successful completion of OPAC Billing Data Upload program **Note:** The batch number is required to re-run an OPAC upload that is already processed.
Descriptive Flexfield	optional		user-customization field

Generating the OPAC Billing Data Format Program

When all records have been recorded on the OPAC Billing Transaction Form, perform the following steps to generate the OPAC Billing Data Bulk Upload file.

1. In Federal Financials, navigate to the Submit a New Request window as follows:

   Other - Request - Run

2. Select the **Single Request** radio button.
3. Click **OK**.

   The Submit a New Request window appears.

4. In the Name field, select the OPAC Billing Data Format Program from the list of values.

   The Parameters window appears.

5. Enter the Contact Name and Contact Telephone Number in the parameter window.
6. Enter a date range to select invoices that fall within the date range entered, if applicable.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. Place the cursor in the Request ID field and click **View Output**.
10. Close the window.

Follow the steps outlined in the Billing Agency SF 1081 and OPAC Transactions, page 41-25, to record the cash receipt for these invoices.

Re-running an OPAC Billing Data Format Program

To re-run a processed file, perform the following steps.

1. In Federal Financials, navigate to the Submit a New Request window as follows:

   Other - Request - Run

2. Select the **Single Request** radio button.

3. Click **OK**.

   The Submit a New Request window appears.

4. In the Request Name field, select the OPAC Billing Data Format Program Re-run from the list of values.

   The Parameters window appears.

5. Enter the Contact Name, Contact Telephone Number and the batch number in the parameter window.

6. To apply the parameters, click **OK**.

7. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

8. Place the cursor in the Request ID field and click **View Output**.

9. Close the window.

OPAC Billing Data Format

Federal Financials provides the data required to create an OPAC data file to be transmitted using the OPAC interface. The OPAC Bulk Upload Data file for uploading data from the agency to GOALS includes five record types:

- Header Record
- B1 Bill Record
- B2 Bill Record
- D1 Description Record
- Trailer Record

Each file starts with a header record and ends with a trailer record. Within the file, each OPAC transaction consists of a B1 Bill Record and either one B2 Bill Record or as many as four D1 Description Records.

OPAC Billing Data Format Description

Table 41–4 OPAC Billing Data Format Description

Number	Field Name	Description	Required	Start	End	Length
	Header Record					
1	TransCode	constant OPAC 1994	Yes	01	08	Char 08
	B1 Bill Record					
1	TransCode	constant B1	Yea	01	02	Char 02
2	Billing ALC	billing agency location code, derived from the Federal Options form	Yes	03	10	Char 08
3	Customer ALC	customer agency location code, derived from the tax identification number on the customer record	Yes	11	18	Char 08
4	Amount	bill amount representing the sum of all the invoice lines, uses a 13.2 format	Yes	19	34	Num 16
5	Appropriation	appropriation symbol used to classify transactions reported; when used, extracted from the Appropriations Parameters window, based on the balancing segment of the accounting flexfield from the customer invoice line.	No	35	54	Char 20
6	Contact	name of responsible billing office representative	Yes	55	74	Char 20
7	Phone	telephone number of contact person	Yes	75	86	Char 12
8	Original Accomplished Date	date as it appears on the original OPAC, in YYMMDD format; used for adjustments only, otherwise blank fill	Yes	87	92	Num 06
9	Original Disbursing Office	biller disbursing office, used for adjustments only, otherwise blank fill	Yes	93	97	Char 05

Table 41–4 OPAC Billing Data Format Description

Number	Field Name	Description	Required	Start	End	Length
10	Original Document Reference Number	document reference number from original OPAC; used for adjustments only, otherwise blank fill	Yes	98	105	Char 08
	B2 Bill Record					
1	Transaction Code	transaction code, constant B2	Yes	01	02	Char 02
2	ACL Code	Accounting Classification Code, blank fill	No	03	13	Char 11
3	Obligation Document Number	contract obligation document number from the Interagency Transfers window	No	14	30	Char 17
4	Purchase Order	purchase order number of customer agency; derived from Interagency Transfers form	No	31	47	Char 17
5	Invoice Number	customer invoice number; derived from Interagency Transfers form	No	48	57	Char 10
6	JAS Number	JAS number, a combination of the Job Order number, Accounting classification record number, and Site-ID; blank fill for OPAC customer invoices	No	58	69	Char 12
7	Contract Line Number	Contract Line Item number; derived from Interagency Transfers form	No	70	81	Char 12
8	Pay Flag	P indicates payment is partial and F indicates payment is final; blank fill for OPAC customer invoices	No	82	82	Char 01
9	Quantity	billed quantity for current invoice	No	83	89	Num 07
10	Unit Price	price per unit issue	No	90	99	Num 10
11	Extended Price	extended price equals quantity unit price	No	100	112	Num 13
12	Unit Issue	unit issue, unit of measure	No	113	114	Char 02
	D1 Description Record					

Table 41–4 OPAC Billing Data Format Description

Number	Field Name	Description	Required	Start	End	Length
1	Transaction Code	transaction code, constant D1; up to four D1 records allowed per bill or payment, as many as 3 per adjustment	Yes	01	02	Char 02
2	Description	text	No	02	82	Char 80
	Trailer Record					
1	Transaction Code	transaction code, constant trail	Yes	01	05	Char 05
2	Record Count	sum of header and all records, excluding trailer	Yes	06	10	Num 05
3	Total Dollars	net total of all dollars. Uses a 14.2 format	Yes	11	27	Num 17

Interagency Transfers Procedures

The following procedures are used to enter the interagency transfer in the Interagency Transfers window:

- Customer Agency: SF 1081 transactions
- Customer Agency: OPAC transactions
- Customer Agency: OPAC Chargeback transactions
- Billing Agency: SF 1081 and OPAC transactions
- Billing Agency: OPAC Chargeback transactions

Customer Agency: SF 1081 Transactions

To enter a SF 1081 transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:

   Interagency - Interagency Transfers

2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.
3. In the Invoice Number field, enter an Accounts Payable invoice or select from the list of values.
4. In the Billing Agency Fund field, enter the fund, appropriation, or receipt symbol to which funds are to be transferred.
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Customer Agency OPAC Transactions

To enter an OPAC transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:

   Interagency - Interagency Transfers

2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.

3. In the Invoice Number field, enter an Accounts Payable invoice or select from the list of values.
4. Save or save and continue as follows:

   File - Save or **Save and Proceed**
5. Close the window.

Note: The Billing Agency Fund field is not required for OPAC transactions.

Customer Agency OPAC Chargeback Transactions

To enter an OPAC Chargeback transaction for the customer agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:

   Interagency - Interagency Transfers
2. In the Accounts Receivable region, enter the agency name in the Agency Name field, or select from the list of values for either field.
3. In the Receipt Number field, enter an Accounts Receivable receipt or select from the list of values.
4. Select the Chargeback check box.
5. Save or save and continue as follows:

   File - Save or **Save and Proceed**
6. Close the window.

Billing Agency SF 1081 and OPAC Transactions

To record customer invoices so that they can be uploaded to OPAC, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the OPAC Billing Transactions window as follows:

   Interagency - OPAC Billing Transactions
2. In the Accounts Receivable region, enter the agency name in the Agency Name field or select from the list of values.
3. In the Receipt Number field, enter an Accounts Receivable receipt or select from the list of values.

4. Save or save and continue as follows:

   File - Save or **Save and Proceed**

5. Close the window.

Billing Agency OPAC Chargeback Transactions

To enter an OPAC Chargeback transaction for the billing agency, perform the following steps.

1. In Federal Financials, navigate to the Interagency Transfers window as follows:

   Interagency - Interagency Transfers

2. In the Accounts Payable region, enter the agency name in the Agency Name field or select from the list of values.

3. In the Invoice Number field, enter an Accounts Payable Invoice or select from the list of values.

4. Select the Chargeback check box.

5. Save or save and continue as follows:

   File - Save or **Save and Proceed**

6. Close the window.

Note: The Billing Agency Fund field is not required for an OPAC transaction.

Interagency Transfers Window

Figure 41–4 Interagency Transfers Window, Accounts Payable Region

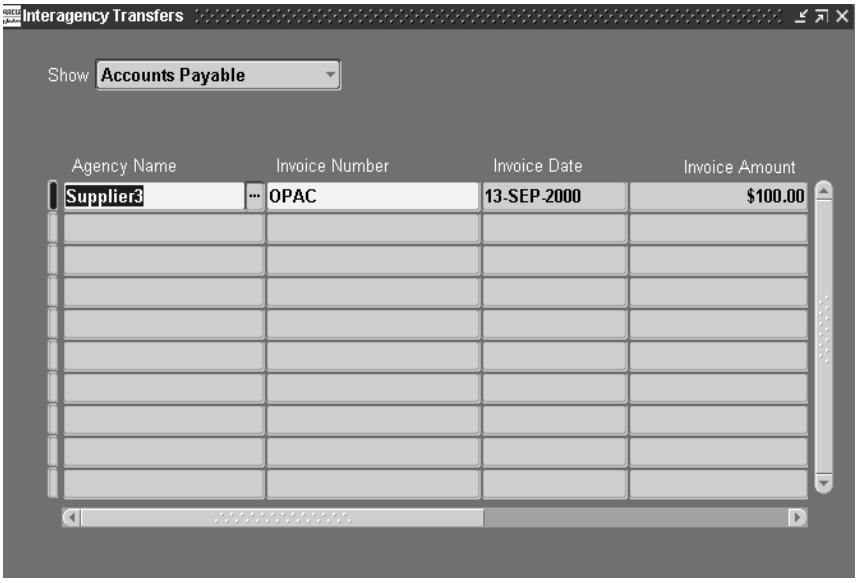


Figure 41–5 Interagency Transfers Window, Accounts Payable Region (continued)

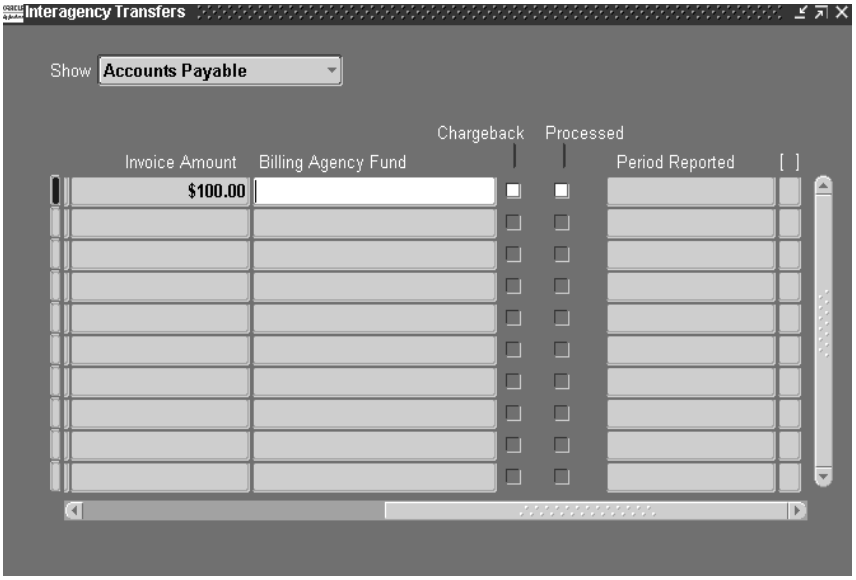


Figure 41–6 Interagency Transfers Window, Accounts Receivable Region

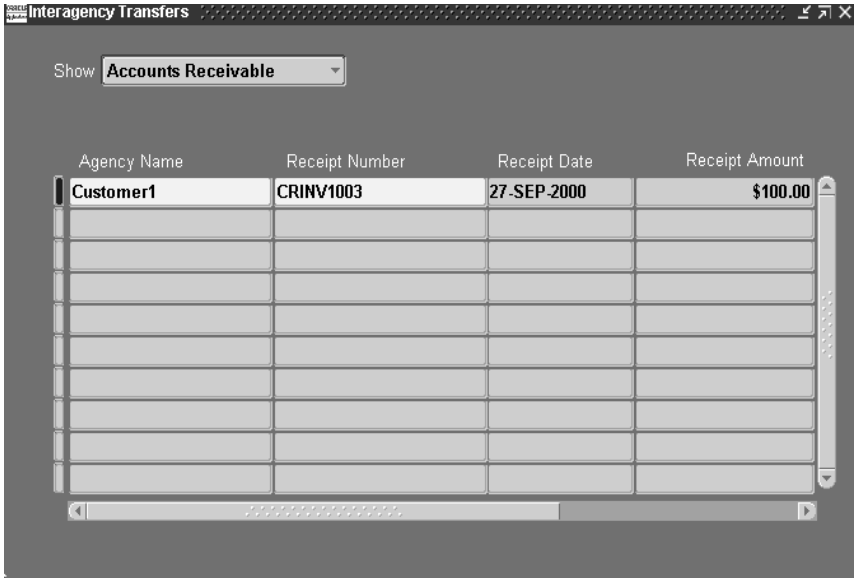
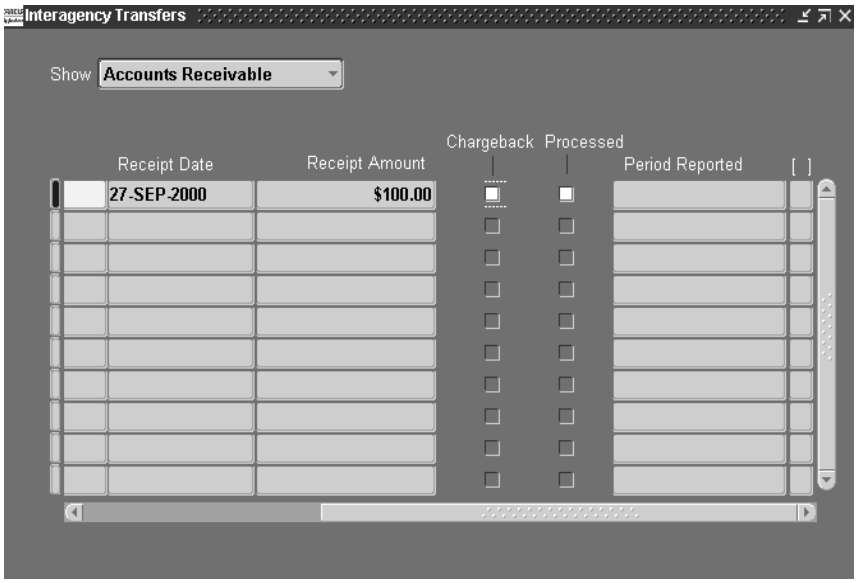


Figure 41–7 Interagency Transfers Window, Accounts Receivable Region (continued)



Interagency Transfers Window Description

Table 41–5 Interagency Transfers Window Description

Field Name	Type	Features	Description
Accounts Payable Region			
Agency Name	required	list of values	billing agency name or customer agency name if OPAC chargeback **Note:** Agency Name is automatically populated from invoice information.
Invoice Number	required	list of values	billing agency invoice number or customer agency invoice number if OPAC chargeback
Invoice Date	display only		invoice date
Invoice Amount	display only		invoice amount
Billing Agency Fund	optional		fund, appropriation, or receipt symbol to which amount is to be transferred
Chargeback	optional	check box	indicates if invoice is an OPAC chargeback
Processed	display only	check box	indicates payment has been included in FMS Form 224 Statement of Transactions Report report; if checked, item cannot be updated
Period Reported	display only		period reported on FMS Form 224 Statement of Transactions Report, if processed
Descriptive Flexfield	optional		user customization field
Accounts Receivable Region			
Agency Name	required	list of values	customer agency name or billing agency name if OPAC chargeback **Note:** Agency Name is automatically populated from receipt information.
Receipt Number	required	list of values	cash receipt number
Receipt Date	display only		cash receipt date
Receipt Amount	display only		cash receipt amount
Chargeback	optional	check box	used to indicate cash receipt is an OPAC chargeback

Table 41–5 Interagency Transfers Window Description

Field Name	Type	Features	Description
Processed	display only	check box	indicates cash receipt has been included in FMS Form 224 Statement of Transactions Report; if selected, item cannot be updated
Period Reported	display only		period reported on FMS Form 224 Statement of Transactions Report, if processed
Descriptive Flexfield	optional		user customization field

Part VI

Oracle U.S. Federal Purchasing

42

Enhanced Transaction Codes Procedures in Oracle Public Sector Purchasing

This chapter describes how to use enhanced transaction codes in Oracle Public Sector Purchasing. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Using Enhanced Transaction Codes for Requisitions Procedure
- Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure
- Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure
- Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure
- Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure
- Using Enhanced Transaction Codes for Unmatched Receipts Procedure
- Enter Transaction Events Window
- Enter Transaction Events Window Description

Definition

In Purchasing, enhanced transaction codes are used primarily when entering requisitions and purchase orders.

Overview

This section describes the business processes in Purchasing that use enhanced transaction codes.

Process

In Purchasing, enhanced transaction codes are used with the following business processes:

- Requisitions
- AutoCreate Purchase Orders
- Standard and Planned Purchase Orders
- Planned Purchase Order Releases and Blanket Releases
- Purchase Order Matched Receipts
- Unmatched Receipts

Requisitions

The parameters used to derive the transaction code and proprietary charge account for requisitions are as follows:

- form activity, requisition
- transaction event
- responsibility
- user name

When users select the Requistions window, the Enter Transaction Events window appears, allowing the user to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Requistions window. If a charge account is set up for a transaction event, the charge account defaults to the value in the Requistions window with the transaction code properties.

Each time users add a new requisition in the Requistions window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values. If a predefined item is selected, the proprietary charge account defaults to the Requistions window.

AutoCreate Purchase Orders

Most purchase orders are automatically created from requisitions in which proprietary charge accounts are copied from the requisition lines.

The parameters used to derive the transaction code are as follows:

- form activity, AutoCreate Purchase Orders
- transaction event
- responsibility
- user name

When users select one or more lines in the AutoCreate Documents window, the Enter Transactions window appears, allowing users to select a transaction event and transaction code. The transaction code defaults to the value in the New Document window.

Each time users select a new requisition line to copy in the AutoCreate Documents window, the Enter Transactions window appears, allowing the user to select a new transaction event and transaction code from the list of values.

Standard and Planned Purchase Orders

The parameters used to derive the transaction code and proprietary charge account for standard and planned purchase orders are as follows:

- form activity, Standard / Planned Purchase Orders
- transaction event
- responsibility
- user name

When users select the Purchase Orders window, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Purchase Orders window. If a charge account is set up for a transaction event, the charge account defaults to the value in the Purchase Orders window with the transaction code properties.

Each time users add a new purchase order in the Purchase Orders window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values.

Planned Purchase Order Releases and Blanket Releases

The parameters used to derive the transaction code and proprietary charge account for planned purchase order releases and blanket releases are as follows:

- form activity, Purchase Order Releases
- transaction event
- responsibility
- user name

When users select the Releases window, the Enter Transaction Events window appears, allowing the user to select a transaction event and transaction code. The transaction event, transaction code, and charge account default to the values in the Releases window.

Each time users add a new planned purchase order release and blanket release in the Releases window, the Enter Transaction Events window appears, allowing the user to select a new transaction event and transaction code from the list of values. If a predefined item is selected, the proprietary charge account defaults to the value in the Releases window.

Purchase Order Matched Receipts

The parameters used to derive the transaction code for purchase order matched receipts are as follows:

- form activity, Purchase Order Matched Receipts
- transaction event
- responsibility
- user name

When users select the Receipts window and clicks on the first line in the Lines region, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code. The transaction event and transaction code default to the values in the Receipts window.

Each time users add a new planned receipt in the Receipts window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values.

Unmatched Receipts

The parameters used to derive the transaction code for unmatched receipts are as follows:

- form activity, Other Receipts
- transaction event
- responsibility
- user name

When users enter the Receipts window and clicks on the first line in the Lines region, the Enter Transaction Events window appears, allowing users to select a transaction event and transaction code.

Each time users add a new receipt in the Receipts window, the Enter Transaction Events window appears, allowing users to select a new transaction event and transaction code from the list of values.

Prerequisites

- The profile option FV: Enable Enhanced Transaction Codes must be set to Yes.

  To set profile options, see Oracle Applications System Administration Setup, page 2-1.

- Setup of enhanced transaction codes must be completed.

  To set up enhanced transaction codes, see Enhanced Transaction Codes Setup, page 24-1.

- The operating unit must be entered in the Define Federal Options window.

  For information on entering and updating in the Define Federal Options window, see Federal Options Setup, page 11-1.

Using Enhanced Transaction Codes for Requisitions Procedure

To enter enhanced transaction codes for requisitions in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Requistions window as follows:

   Requisitions - Requisitions

   The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14, and Table 42–2, page 42-15.

3. Click **OK**.

   The Requistions window appears, and the Transaction Code field is automatically populated with the transaction code.

4. In the Items drop-down region of the Requistions window, click the first line.

   The charge account and transaction code appear in the appropriate columns.

5. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

   If an item is selected, the charge account defined in the Enter Transaction Events window is overwritten by the proprietary charge account.

For information on the Requistions window, see Finding Requisitions, *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for AutoCreate Purchase Order Procedure

To enter enhanced transaction codes for an autocreate purchase order, perform the following steps.

1. In Purchasing, navigate to the AutoCreate Documents window as follows:

   AutoCreate

   The Find Requisition Lines window appears.

2. Before clicking **Find**, clear any default information in the Buyer field or Ship-To field.

3. Click **Find**.

   The AutoCreate Documents window appears.

4. Place the cursor in the first line and perform one of the following tasks:

   - To select one line, use Control-click.
   - To select multiple lines, use Shift-click.

5. Click **Automatic**.

   The Enter Transactions window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

6. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14 and Table 42–2, page 42-15.

7. Click **OK**.

   The New Document window appears.

   For information on the Find Requisition Lines window, see Finding Requisitions for AutoCreate, *Oracle Public Sector Purchasing User's Guide*.

   For information on the New Document window, see Entering Document Information and Completing AutoCreate, *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Standard and Planned Purchase Orders Procedure

To enter enhanced transaction codes for standard and planned purchase orders in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Purchase Orders window as follows:

   Purchase Orders - Purchase Orders

   The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14, and Table 42–2 , page 42-15.

3. Click **OK**.

   The Purchase Orders window appears, and the Transaction Code field is automatically populated with the transaction code.

4. In the Items region of the Purchase Orders window, click the first line.

   The charge account and transaction code appear in the appropriate columns.

5. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

   If an item is selected, the charge account defined in the Enter Transaction Events window is overwritten by the proprietary charge account.

For information on the Purchase Orders window, see Entering Purchase Order Lines, *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Planned Purchase Order Releases and Blanket Releases Procedure

To enter enhanced transaction codes for planned purchase order releases and blanket releases in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Releases window as follows:

   Purchase Orders - Releases

   The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

2. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14, and Table 42–2, page 42-15.

3. Click **OK**.

   The Releases window appears and the Transaction Code field is automatically populated with the transaction code.

4. In the PO, Rev field, select a PO from the list of values.

5. In the Shipments drop-down region of the Releases window, click the first line.

   The transaction event and transaction code appear in the appropriate columns.

6. To change a transaction event or transaction code, click in the appropriate column and select an item from the list of values.

For information on the Releases window, see Entering Release Headers, *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Purchase Order Matched Receipts Procedure

To enter enhanced transaction codes for purchase order matched receipts in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Receipts window as follows:

   Receiving - Receipts

   The Organizations window appears.

2. Select an organization.

3. Click **OK**.

   The Find Expected Receipts window appears.

4. Navigate through the Find Expected Receipts window and click **Find**.

   The Receipt Header window appears.

5. Navigate through the Receipt Header window.

6. Click on the Receipts window to bring it to the foreground.

7. In the Lines drop-down region, click the first line.

   The Enter Transaction Events window appears. In the Transaction Events list of values, the user sees only those transaction events defined for the selected activity.

8. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14, and Table 42–2, page 42-15.

9. Click **OK**.

   The Transaction Code column is automatically populated with the transaction code.

10. To change the transaction code, click in the appropriate column and select an item from the list of values.

For information on the Receipt Header window, see Entering Receipt Header Information, *Oracle Public Sector Purchasing User's Guide*.

For information on the Receipts window, see Entering Receipt Lines, *Oracle Public Sector Purchasing User's Guide*.

Using Enhanced Transaction Codes for Unmatched Receipts Procedure

To enter enhanced transaction codes for unmatched receipts in Purchasing, perform the following steps.

1. In Purchasing, navigate to the Receipts window as follows:

   Receiving - Receipts

   The Organizations window appears.

2. Select an organization.

3. Click **OK**.

   The Find Expected Receipts window appears.

4. Click **Unordered**.

   The Receipt Header window appears.

5. Navigate through the Receipt Header window.

6. Click on the Receipts window to bring it to the foreground.

7. In the Lines region of the Receipts window, click the first line.

   The Enter Transaction Events window appears. In the Transaction Events list of values, users see only those transaction events defined for the selected activity.

8. Enter data in each field of the Enter Transaction Events window as described in Table 42–1, page 42-14, and Table 42–2, page 42-15.

9. Click **OK**.

   The Transaction Code column is automatically populated with the transaction code.

10. To change the transaction code, click in the appropriate column and select an item from the list of values.

For information on the Receipt Header window, see Entering Receipt Header Information, *Oracle Public Sector Purchasing User's Guide*.

For information on the Receipts window, see Entering Receipt Lines, *Oracle Public Sector Purchasing User's Guide*.

Enter Transaction Events Window

Figure 42–1 Enter Transaction Events Window

Enter Transaction Events Window Description

Table 42–1 Enter Transaction Events Window Description

Field Name	Type	Features	Description
Form Activity	required	default or list of values	business activity
Transaction Event	required	list of values	user-defined events **Note:** If no transaction event is defined for a form activity, a message is displayed that the enhanced transaction codes feature will be disabled and that the Enter Transaction Events window will not be displayed for the remainder of the current transaction for that form activity.
Transaction Code	required	list of values	transaction codes defined for each accounting event
Do not display this window again	optional	check box	See Table 42–2 , page 42-15, for a description of options.
Cancel		button	See Table 42–2 , page 42-15, for a description of options.
OK		button	See Table 42–2 , page 42-15, for a description of options.

Table 42–2 , page 42-15, describes the result of setting transaction code options in the Enter Transaction Events window.

Table 42–2 Transaction Code Options in Purchasing

	Do not display this window again check box selected	Cancel button selected	OK button selected	Result
Option 1			X	The transaction code is entered for this transaction. The Enter Transaction Events window appears for each line item in the requisition, purchase order, or receipt. Users can assign a different transaction code for each line.
Option 2		X		Transaction codes are not used for this transaction. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 3	X		X	The transaction code is entered for this transaction. The same transaction code defaults to all other line items in the requisition, purchase order, or receipt. The Enter Transaction Events window does not appear again for the current batch of transactions.
Option 4	X	X		same result as Option 2

Part VII

U.S. Federal Interfaces

43

GOALS Procedures

This chapter describes the Government On-line Accounting Link System (GOALS) interface. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- GOALS Procedure

Definition

The Government On-line Accounting Link System (GOALS) is a government-wide telecommunications network established to reduce labor-intensive, paper-based processes by providing an efficient method for accounting and reporting functions.

This version of Oracle U.S. Federal Financials provides an automated reports interface component for GOALS. This interface allows agencies to submit specific standard financial reports online.

For information on GOALS, see the *Treasury Financial Manual*, Volume 2.

Features

The Federal Financials GOALS feature is an automated reports interface that generates Department of Treasury upload transfer files for the following:

- FMS Form 224 Statement of Transactions Report

The FMS Form 224 Statement of Transactions Report provides information on the financial condition and operations of federal agencies.

To run the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 50-1.

To run the FMS Form 224 Statement of Transactions Report process, see FMS Form 224 Statement of Transactions Process, page C-1.

Prerequisites

- ❏ Agencies must request specially formatted disks to access GOALS. Requests should be submitted to the Department of Treasury GOALS marketing team or to the Regional Operations Branch of the Department of Treasury Regional Financial Center.
- ❏ The FMS Form 224 Statement of Transactions Report must be run in Final mode before generating these reports for GOALS.

To run the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 50-1.

GOALS Procedure

To generate the FMS Form 224 Statement of Transactions Report for GOALS, perform the following steps.

1. Generate the FMS Form 224 Statement of Transactions Report.

   For information on the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 50-1.

2. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

3. Select the Request Set radio button.

4. Click **OK**.

   The Submit Request Set window appears.

5. In the Request Set field, select FMS Form 224 Set from the list of values.

   Note: The GOALS report is submitted as part of the FMS Form 224 report set.

6. To apply the parameters, click **OK**.

7. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

8. Place the cursor in the Request ID field and click **View Output**.

9. Close the window.

Note: The FMS Form 224 Statement of Transactions Report can be generated in Final mode only once and cannot be regenerated. Before generating this report, check to see if it has been previously generated

44

FACTS I Procedures

This chapter describes the Federal Agencies' Centralized Trial Balance System (FACTS I) interface for FACTS I. The following sections are in this chapter:

- Definition
- Features
- Prerequisites
- FACTS I Procedure
- FACTS I Edit Check Process
- FACTS I Exception Report

Definition

The Federal Agencies' Centralized Trial Balance System (FACTS I) was established by the Department of Treasury to require federal agencies to submit a pre-closing adjusted trial balance at the end of each fiscal year.

Features

The Oracle U.S. Federal Financials FACTS I feature collects information and allows agencies to submit reports online. A report can also be submitted by transferring a file that eliminates the need for submitting Federal Agency Financial reports SF220 - Statement of Financial Condition, SF220-1 - Additional Financial Information, SF221 - Statement of Income and Retained Earnings, SF222 - Report on Cash Flow, and SF223 - Report on Reconciliation.

Prerequisites

- ❏ Treasury account codes must be defined in the Define Treasury Account Codes window.

  To define treasury account codes in the Define Treasury Account Codes window, see Treasury Account Codes Setup, page 12-1.

- ❏ Treasury symbols must be defined in the Define Federal Account Symbols window.

  To define treasury symbols, see Federal Account Symbol Setup, page 13-1.

- ❏ Values for Department ID, Bureau ID, Business Line, and fund values must be defined in the Define Appropriation Parameters window.

  To enter and update appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

- ❏ The Customer Class Lookup must be defined as FEDERAL for federal customers.

  To define Customer Class Lookups, see Oracle Public Sector Receivables Setup, page 5-1.

- ❏ The Supplier Type Lookup must be defined as FEDERAL for federal suppliers.

  To define Supplier Type Lookups, see Oracle Public Sector Purchasing Setup, page 6-1.

- ❑ The Eliminations Department can be defined for federal customers in the descriptive flexfield of the Customers window.

  To enter customers, see Entering Customers, *Oracle Public Sector Receivables*.

- ❑ The Elimination Department can be defined for federal suppliers in the descriptive flexfield of the Suppliers window.

  To enter suppliers, see Entering Suppliers, *Oracle Public Sector Payables User's Guide*.

- ❑ Federal System Parameters must be defined.

  To define federal system parameters, see Federal System Parameters Setup, page 10-1.

- ❑ The US SGL accounts must be reviewed and edited, if necessary in the Define US SGL Accounts window.

  To run the US SGL accounts table setup procedure, see FACTS Table Setup, page 44-1.

- ❑ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window.

  To enter and update US SGL accounts, see FACTS Setup, page 22-1.

- ❑ The FACTS Attributes table setup procedure must be run to populate the define FACTS Attributes window.

  To run the FACTS Attributes table setup procedure, see FACTS Table Setup, page 21-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attribute window.

  To enter and update FACTS Attributes data, see FACTS Setup, page 22-1.

FACTS I Procedure

To generate the FACTS I file, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

   Other - Request - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select FACTS I Interface from the list of values.

   The Parameters window appears.
5. In the Entity Code field, enter the entity code.
6. In the Run Mode field, select the run mode from the list of values.
7. In the To Period field, select the period ending range from the list of values, if Period was selected in Step 5.
8. In the Fiscal Year field, select the fiscal year from the list of values, if Fiscal Year was selected in Step 5.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. Place the cursor in the Request ID field and click **View Output**.
12. Close the window.

FACTS I Edit Check Process

The FACTS I edit check process occurs automatically when the FACTS I procedure is performed. The edit check process certifies that debit entries equal credit entries for each treasury account code reported in FACTS I.

FACTS I Exception Report

The FACTS I Exception Report is printed automatically during the FACTS I procedure. The FACTS I Exception Report is described in Table 44–1.

Table 44–1 FACTS I Exception Report Description

Header Section	**run mode, fiscal year, to period, set of books**
Column	**Description**
SGL Account Exceptions	
Proprietary Account not defined on FACTS Attributes	Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window, and is not reported in FACTS I. Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS I.
Not a Valid US SGL Account	Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Either the account or the parent of the account must be defined in the Define US SGL Accounts window to be reported in FACTS I.
US SGL Account has been Disabled	Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Enable the account in the Define US SGL Account window or record the amount in a different account to be reported in FACTS I.
Account has Multiple Parents defined	Exception: The account has multiple US SGL parents defined in General Ledger and is not reported in FACTS I. Solution: The account must only have one US SGL parent defined in General Ledger to be reported in FACTS I.
Not a FACTS I Account	Exception: The US SGL Account is defined as a FACTS Reporting Type of II in the Define US SGL Accounts window and is not reported in FACTS I. Solution: Change the FACTS Reporting Type to I, or I and II, to be reported in FACTS I.
Treasury Symbol has not been Defined	Exception: The fund value has not been assigned to a treasury symbol in the Define Appropriation Parameters window and is not reported in FACTS I. Solution: Associate the fund value to a treasury symbol in the Define Appropriation Parameters window to be reported in FACTS I.

Table 44–1 FACTS I Exception Report Description

Missing Attribute Exceptions	
Supplier or Customer could not be determined	Exception: The Supplier or Customer cannot be determined for the transaction posted to General Ledger. Solution: The transactions are reported in FACTS I with default values. If the Govt / Non-Govt Attribute is set to Government in the Define FACTS Attributes window, the G / N indicator and Eliminations Dept is set to G and 00 respectively in FACTS I. If the Govt / Non-Govt Attribute is set to Either Government or Non-Government in the Define FACTS Attributes window, the G / N indicator is set to N and the Eliminations Dept is left blank in FACTS I.
Govt / Non-Govt Attribute set to G with a Non-Federal Supplier or Customer	Exception: The Govt / Non-Govt Attribute is set to G in the Define FACTS Attributes window and the Supplier or Customer is not defined as federal for the transactions posted to General Ledger. Solution: The transactions are reported in FACTS I with the G / N indicator and Eliminations Dept set to G and 00 respectively.
Current Fiscal Year Beginning Balance Difference	Exception: The beginning balance in General Ledger for the fiscal year the FACTS I Interface is submitted is different than the ending balance for the FACTS I interface run for the previous fiscal year. Solution: The difference is reported in FACTS I with default values. If the Govt / Non-Govt Attribute is set to Government in the Define FACTS Attributes window, the G / N indicator and Eliminations Dept is set to G and 00 respectively in FACTS I. If the Govt / Non-Govt Attribute is set to Either Government or Non-Government in the Define FACTS Attributes window, the G / N indicator is set to N and the Eliminations Dept is left blank in FACTS I.

45

FACTS II Procedures

This chapter describes how to perform Federal Agencies' Centralized Trial-Balance System II (FACTS II) procedures. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Running FACTS II Submission Procedure
- FACTS II Submission Window
- FACTS II Submission Window Description
- FACTS II Edit Check Process
- FACTS II Exception Report
- FACTS II Adjusted Trial Balance Report
- Generating FACTS II Bulk File Procedure
- FACTS II Bulk File Layout

Definition

The Federal Agencies' Centralized Trial-Balance System (FACTS) II process was established by the Department of Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB). FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

FACTS II replaces the SF 133 Report on Budget Execution and the FMS Form 2108 Year-End Closing Statement report.

Overview

FACTS II reports the following information in a consolidated pre-closing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the pre-closing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed

On a quarterly and annual basis, users submit the FACTS II Bulk file via the FACTS II Submission Form window. All applicable US SGL accounts, account balances, and attributes are selected.

If discrepancies exist for any US SGL account balance, the account and balance are printed on the FACTS II Exception Report. Table 45–3, page 45-16, provides a complete list of FACTS II exception categories.

A series of edit checks are performed before the FACTS II bulk file record layouts are completed. Table 45–2, page 45-14, lists each of the edit checks that are performed on FACTS II data. Edit checks must be successfully completed, with the exception of the Footnotes edit and Outlays edit, before a FACTS II bulk file is generated.

Agencies can use the FACTS II Exception Report and the FACTS II Edit Check Report as reconciliation tools. When a FACTS II bulk file is generated, users transmit the file to the Department of Treasury's FMS FACTS II On-line System.

Note: Changes entered into the Department of Treasury's FMS FACTS II On-line System after the bulk file is successfully transmitted are not captured in Federal Financials. To maintain the accuracy of the data reported and reduce reconciliation activities, users must ensure that any adjustments made in the FMS FACTS II On-line System are entered in Federal Financials.

Prerequisites

- ❏ Access to U.S. Federal General Ledger and budget execution is required to perform the following tasks:
  - define a set of books
  - establish an accounting flexfield
  - record budget execution data
  - post transactions
  - run General Ledger reports
- ❏ The agency name must be entered in the Define Federal Options window.

  To enter and update agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.
- ❏ Treasury Account Codes must be defined in the Define Treasury Account Codes window.

  To define Treasury Account Codes in the Define Treasury Account Codes window, see Treasury Account Codes Setup, page 12-1.

  To enter and update appropriation information, see Federal Account Symbol Setup, page 13-1, and Define Appropriation Parameters Setup, page 16-1.
- ❏ Treasury symbols must be defined and fund values must be associated to treasury symbols in the Define Federal Account Symbol window and Define Appropriation Parameters window.

  To define treasury symbols, see Treasury Account Codes Setup, page 12-1
- ❏ Budget Account Codes may be defined for federal account symbols.

  To define budget account codes, see Budget Account Codes Setup, page 14-1
- ❏ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

  To run the US SGL accounts table setup procedure, see FACTS Table Setup, page 21-1.
- ❏ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS II submission procedure.

  To enter and update US SGL accounts, see FACTS Setup, page 22-1.

- ❑ The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window and Define Other Authorization Codes window.

  To run the FACTS attributes table setup procedure, see FACTS Table Setup, page 21-1.

- ❑ Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS II report procedures or FACTS II submission procedure.

  To enter and update FACTS attributes data, see FACTS Setup, page 22-1.

- ❑ Authorization codes must be reviewed and edited, if necessary, in the Define Other Authorization Codes window before performing the FACTS II report procedures or the FACTS II submission procedures.

  To enter and update other authorization codes, see FACTS Table Setup, page 21-1.

Running FACTS II Submission Procedure

To submit one or more treasury symbols for FACTS II processing, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the FACTS II Submission window as follows:

   Reports - FACTS II Submission

2. Enter parameters as described in Table 45–1, page 45-11.
3. Submit one or more treasury symbols by selecting the Submit check box and clicking **Submit**.

   Note: Treasury symbols must be submitted prior to generating a bulk file.

4. View the request in the concurrent manager as follows:

   View - Requests

5. Close the window.

The following processes occur during the FACTS II submission procedure:

- FACTS II Edit Check Process
- FACTS II Exception Report
- FACTS II Adjusted Trial Balance Report

These processes are described in the following sections.

FACTS II Submission Window

Figure 45–1 FACTS II Submission Window, Report Parameters Tab

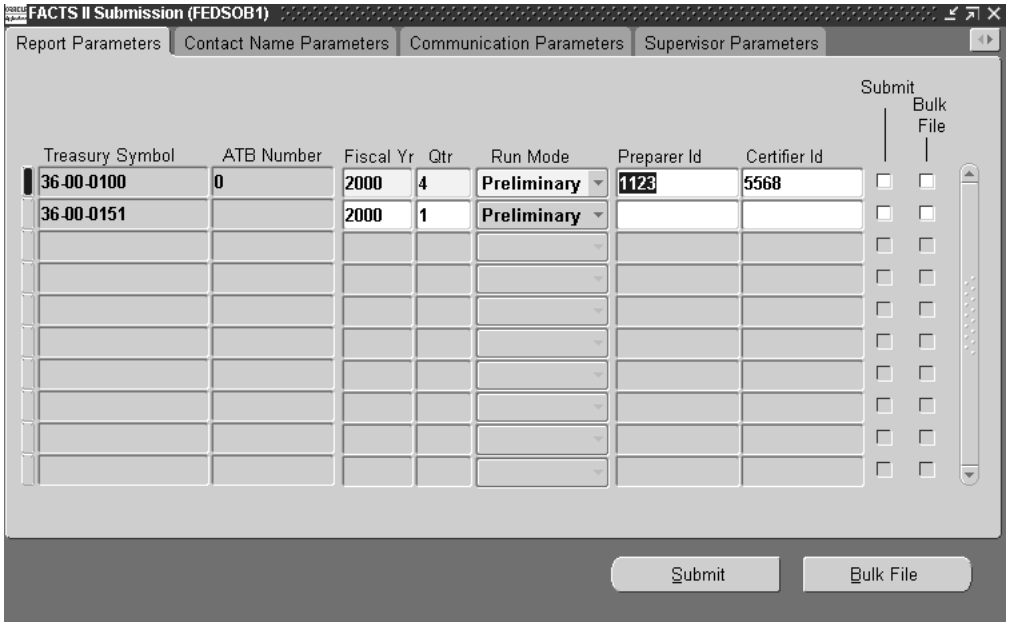


Figure 45–2 FACTS II Submission Window, Contact Name Parameters Tab

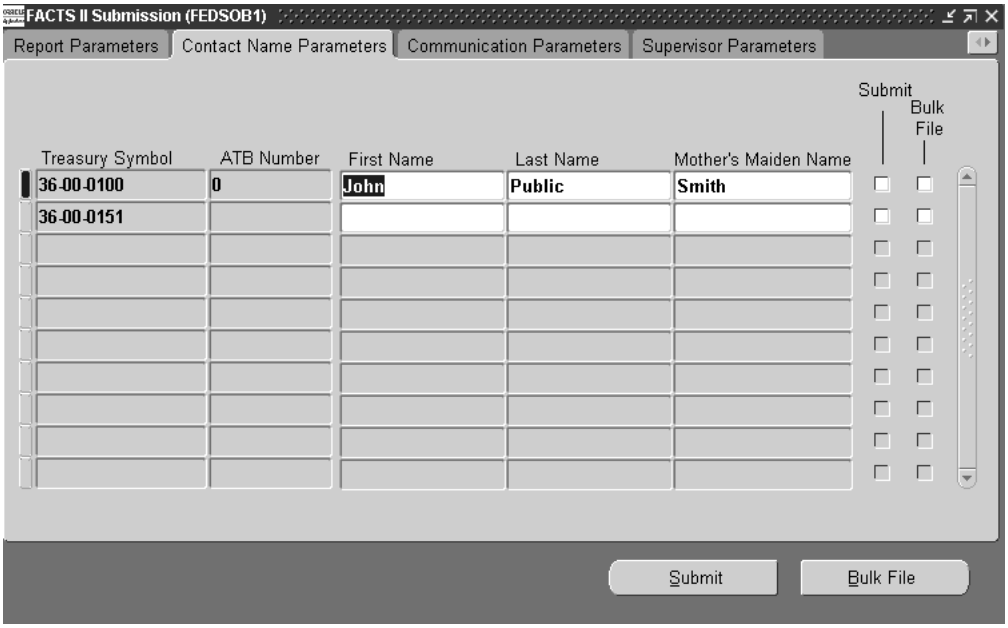


Figure 45–3 FACTS II Submission Window, Communication Parameters Tab

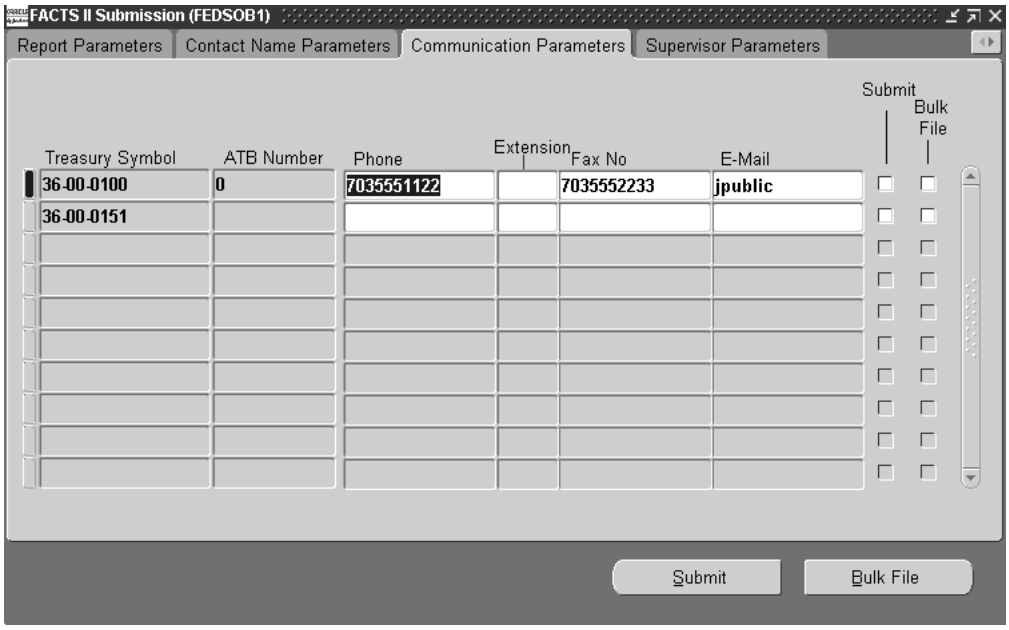
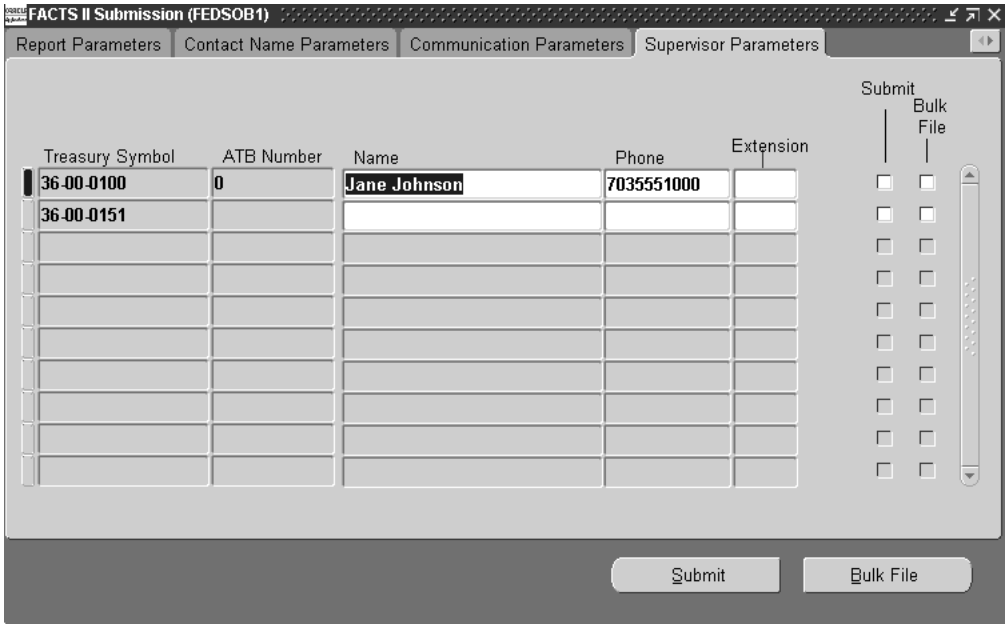


Figure 45–4 FACTS II Submission Window, Supervisor Parameters Tab



FACTS II Submission Window Description

Table 45–1 FACTS II Submission Window Description

Field Name	Type	Features	Description
Report Parameters Tab			
Treasury Symbol	required	list of values	treasury symbol; value entered in Define Appropriation Parameters window
ATB Number	display only		adjusted trial balance sequence number
Fiscal Yr	required		report fiscal year
Qtr	required		report fiscal quarter
Run Mode	required		run type: preliminary or final. Treasury symbols that are run in preliminary mode are not considered for the final bulk file output. Users can only select records to initiate the FACTS II process.
Preparer Id	optional		preparer ID; required in final mode
Certifier Id	optional		certifier ID; required in final mode
Submit	optional	check box	indicates that bulk file process can be submitted for this treasury symbol
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol
Contact Name Parameters Tab			
Treasury Symbol	required	list of values	treasury symbol; value entered in Define Appropriation Parameters window
ATB Number	display only		adjusted trial balance sequence number
First Name	optional		contact first name; required in final mode
Last Name	optional		contact last name; required in final mode
Mother’s Maiden Name	optional		contact mother’s maiden name; required in final mode
Submit	optional	check box	indicates that bulk file process can be submitted for this treasury symbol

Table 45–1 FACTS II Submission Window Description

Field Name	Type	Features	Description
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol
Communication Parameters Tab			
Treasury Symbol	required	list of values	treasury symbol; value entered in Define Appropriation Parameters window
ATB Number	display only		adjusted trial balance sequence number
Phone	optional		contact phone; required in final mode
Extension	optional		contact phone extension
Fax No	optional		contact fax number; required in final mode
E-mail	optional		contact e-mail address; required in final mode
Submit	optional	check box	indicates that bulk file process can be submitted for this treasury symbol
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol
Supervisor Parameters Tab			
Treasury Symbol	required	list of values	treasury symbol; value entered in Define Appropriation Parameters window
ATB Number	display only		adjusted trial balance sequence number
Name	optional		contact supervisor name; required in final mode
Phone	optional		contact supervisor phone; required in final mode
Extension	optional		contact supervisor extension
Submit	optional	check box	indicates that bulk file process can be submitted for this treasury symbol
Bulk File	optional	check box	indicates that FACTS II bulk file to be generated for this treasury symbol

Table 45–1 FACTS II Submission Window Description

Field Name	Type	Features	Description
Footer Region			
Submit		button	starts the FACTS II submission process for selected treasury symbol
Bulk File		button	generates FACTS II Bulk File Layout for treasury bulk file symbols where checkbox is checked. **Note**: One bulk file is created for all selected treasury symbols.

FACTS II Edit Check Process

The FACTS II edit check process occurs automatically when the FACTS II submission procedure is performed. The FACTS II Edit Check Report is printed automatically.

The edit check process performs the following tasks:

- certifies that debit entries equal credit entries for budgetary accounts
- confirms that budgetary resources equal status of resources
- validates quarterly outlay reconciliation
- authenticates year-end closing activities such as ensuring that the fund balance with the Department of Treasury is reconciled

Table 45–2 describes the edit checks that are performed during the edit check process.

Table 45–2 FACTS II Edit Check Process Description

Edit Check	Description	Quarters	Required or Optional
Treasury Symbol Authority	permits use of certain US SGL accounts only if treasury appropriation or fund symbol has that authority	all	required
Debit=Credit	total ending budgetary debits must equal total ending budgetary credits; for example, for the 4000 series of accounts	all	required
Resources vs. Status of Resources	total budgetary resources must equal total status of resources as reported on SF 133; that is, Line 7 must equal Line 11	all	required
Beginning Balance	beginning budgetary resources minus beginning obligated balances must equal beginning unobligated balances; that is, beginning budgetary debits must equal beginning budgetary credits	all	required
Zero Balance Accounts	certain US SGL accounts should have no balance for fourth quarter reporting; for example, anticipated amounts, such as US SGL Account 4060 Anticipated Collections from Non-federal Sources	fourth	required

Table 45–2 FACTS II Edit Check Process Description

Resource vs. Equity	US SGL account balances that correspond to fund resources on the FMS 2108 must equal US SGL account balances that correspond to fund equities on FMS 2108. Fund resources include Postclosing Unexpended Balance, Column 5; Other Authorizations, Column 6; Receivables, Columns 7 and 8. Fund equities include Undelivered Orders and Contracts, Column 9; Accounts Payable and Other Liabilities, Column 10; and Unobligated Balances, Column 11.	fourth	required
Treasury Fund Balance - Other Authorizations	US SGL account balances for contract and borrowing authority, securities, and imprest funds reported on FMS 2108 must equal Preclosing Unexpended Balance, Column 2, that Department of Treasury maintains in its books.	fourth	required
Treasury Fund Balance	US SGL account balances that correspond to undisbursed fund balances reported on FMS 2108, US SGL Account 1010 in Column 5 plus or minus US SGL Accounts 4350 Canceled Authority, and 4391 Adjustments to Indefinite No-Year Authority, in Column 4, must equal Pre-closing Unexpended Balance, Column 2, that Department of Treasury maintains in its books	fourth	required
Footnotes	A footnote is required for treasury appropriation fund symbols with the following characteristics: 1. negative receivables 2. negative payables 3. negative balances in US SGL Accounts 4221 Unfilled Customer Orders without Advance, or 4133 Actual Adjustments to Contract Authority, 4. non-zero balances in any of the following US SGL accounts: 4131, Current-Year Contract Authority Realized - Definite; 4132 Current-Year Contract Authority Realized - Indefinite; 4135 Contract Authority Liquidated; 4141 Current-Year Borrowing Authority Realized - Definite; 4392 Rescissions-Current Year; and 4393 Rescissions - Prior-Year.	fourth	optional
Outlays	compares net outlays reported in FACTS II trial balance to net outlays reported through daily or monthly central accounting reports such as FMS Form 224	all	optional

FACTS II Exception Report

The FACTS II Exception Report is printed automatically during the FACTS II submission procedure. The FACTS II Exception Report is described in Table 45–3.

Table 45–3 FACTS II Exception Report Description

Header Section	treasury symbol, reporting year, reporting quarter, date, page
Column	**Description**
SGL Account Exceptions	
Budgetary Account not defined on FACTS Attributes	Exception: Neither the account nor the US SGL account is defined in the Define FACTS Attributes window, and is not reported in FACTS II. Solution: Either the account or the US SGL account must be defined in the Define FACTS Attributes window to be reported in FACTS II.
Not a Valid US SGL Account	Exception: The account is not defined in the Define US SGL Accounts window and is not reported in FACTS II. Solution: Either the account or the parent of the account must be defined in the Define US SGL Accounts window to be reported in FACTS II.
Disabled US SGL Account	Exception: The account or parent account was disabled in the Define US SGL Accounts window and is not reported in FACTS II. Solution: Enable the account in the Define US SGL Account window or record the amount in a different account
Multiple US SGL Account Parents defined	Exception: The account has multiple US SGL parents defined in General Ledger and is not reported on FACTS II. Solution: The account must only have one US SGL parent defined in General Ledger to be reported on FACTS II.
Missing Attribute Exceptions	
Legislation Indicator not found	Exception: Legislation indicator is not found for the account. Solution: A default value of A is assigned.
Public Law Code not found - assigned ’000-000’	Exception: The public law code is not found for the account. Solution: A default value of 000-000 is automatically assigned.

Table 45–3 FACTS II Exception Report Description

Definite / Indefinite indicator not found	Exception: The definite / indefinite indicator is not found for this account. Solution: The correct value must be defined in the Define Appropriation Parameters window.
BEA Category not found	Exception: The BEA category is not found for the account. Solution: The correct value must be defined in the Define Budget Account Codes window.
Borrowing Source not found	Exception: The borrowing source was not found for the account. Solution: The correct value must be defined in the Define Budget Account Codes window.

FACTS II Adjusted Trial Balance Report

The FACTS II Adjusted Trial Balance Report is printed automatically upon completion of the FACTS II submission procedure. This report provides the user with the US SGL account, account balances, and attributes that will be captured in the FACTS II Bulk File layout.

Generating FACTS II Bulk File Procedure

To generate the FACTS II Bulk File, perform the following steps.

1. In Federal Financials, navigate to the FACTS II Submission window as follows:

   Reports - FACTS II Submission

2. Enter parameters as described in Table 45–1, page 45-11.

3. To generate a bulk file, select the treasury symbols to be included in the FACTS II Bulk File layouts by selecting the Bulk File box and clicking **Bulk File**.

   A treasury symbol can be selected for bulk file generation after the FACTS II submission procedure is performed in final mode and all required edits are successful.

4. View the request in the concurrent manager as follows:

   View - Requests

5. Close the window.

The following process occurs during the FACTS II Bulk File procedure:

- FACTS II Bulk File Layout

FACTS II Bulk File Layout

The FACTS II Bulk File layout is generated in the format described in Table 45–4.

Table 45–4 FACTS II Bulk File Layout Format

Record Name	Description
contact information and request record	includes preparer's identification, agency name, agency address, agency contact person, and agency contact person's supervisor. This information must be in a file by itself.
contact information and request record trailer detail	identifies total number of contact records included in bulk file; must be included with contact information and request record; record length is 416 characters
bulk file US SGL account detail	includes treasury account fund symbol, preparer ID, certifier ID, reporting fiscal year, reporting fiscal month, US SGL account number, and all applicable attributes
bulk file US SGL footnote detail	includes footnotes information as it relates to US SGL account in the bulk file US SGL account detail
bulk file SGL trailer detail	count of total number of detail and footnote record; must be last record in file; record length is 401 characters

Part VIII

U.S. Federal Reports

46

Year-End Closing Report Procedures

This chapter describes the Year-End Closing reports. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Year-End Closing Execution Report Procedure
- Year-End Closing Execution Report Description

Definition

The Year-End Closing reports provide information on the year-end closing activities of federal agencies. The reports include a Year-End Closing Execution Report, which provides information on accounts for which closing entries were generated during the Year-End Closing process

In addition, the Journal Import Execution Report provided in General Ledger lists the status of journal imports, including exceptions and errors. This report is printed automatically on completion of the journal import process.

For information on the Journal Import Execution Report, see Journal Import Execution Report, *Oracle Public Sector General Ledger User's Guide*.

For information on the Year-End Closing process, see Year-End Closing Procedures, page 31-1, and Year-End Closing Process, page I-1.

Requirements

Federal agencies must comply with Office of Management and Budget (OMB) requirements regarding the submission of financial reports on year-end closing.

For additional information on reporting requirements, see the Financial Management Service (FMS) *Budgetary Accounting Guide*.

Prerequisites

- Federal Lookups must be set up in the Define Federal Lookups window.

  To set up Lookups in the Define Federal Lookups window, see Federal Seed Data Setup, page 8-1.

- Treasury symbols must be defined in the Define Federal Account Symbols window.

  To define treasury symbols, see Federal Account Symbol Setup, page 13-1.

- Values for Appropriation Time Frame, Treasury Symbol, and Funds must be provided in the Define Appropriation Parameters window. Optionally, the Close Requisition check box can be selected in the Define Appropriation Parameters.

  To enter and update appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

- A Year-End Close record must be defined for each time frame with at least one sequence and one line of account information in the Define Federal Year-End Close window.

  To enter and update year-end definitions in the Define Federal Year-End Close window, see Year-End Closing Setup, page 27-1.

- The General Ledger calendar must have the closing fiscal year and the first period of the new year defined and open.

  For information on General Ledger setup steps, see Oracle Public Sector General Ledger Setup, page 3-1.

- The FACTS I and FACTS II procedures must be executed before running the Year-End Closing process.

  To run the FACTS I procedure, see FACTS I Procedures, page 44-1.

  To run the FACTS II procedure, see FACTS II Procedures, page 45-1.

Year-End Closing Execution Report Procedure

No separate procedure is required to print the Year-End Closing Execution Report. The Year-End Closing Execution Report is printed automatically on completion of the Year-End Closing process.

For information on the Year-End Closing process, see Year-End Closing Procedures, page 31-1, and Year-End Closing Process, page I-1.

Year-End Closing Execution Report Description

Table 46–1 Year-End Closing Execution Report Description

Header Section	report date, fiscal year, and set of books
Column	**Description**
Fund	fund value; balancing segment of accounting flexfield
Fiscal Year	fiscal year transaction occurred
Seq	closing sequence number, as defined in Year-End Closing window
Acct	from / to label
Key Flexfield Segments	key flexfield segments for the transactions
Debit Amount	debits reported
Credit Amount	credits reported

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Status of Funds Report Procedures

This chapter describes the Status of Funds Report. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Status of Funds Report Procedure
- Status of Funds Report Description

Definition

The Status of Funds Report is used by federal agencies to monitor fund performance and analyze budgeting versus spending.

The report can be produced at detail and summary account levels and provides information on commitments, obligations, expenditures, and other budgetary effects. Reports can be generated based on a treasury symbol or a range of funds and / or one or more accounting flexfield segments.

For information on how to view funds availability online in the Funds Available Inquiry window, see Funds Available Procedures, page 30-1.

Requirements

The establishment of budgetary limitations at required levels within an agency carries the weight of legal authority as defined by the Antideficiency Act. To ensure that budgetary limitations are not exceeded, agencies must have the ability to monitor fund performance against budgetary limitations at any time.

Additional information on reporting requirements is documented in the Office of Management and Budget (OMB) *Circular A-34, Instructions on Budget Execution* and the *Joint Financial Management Improvement Program (JFMIP).*

Prerequisites

- ❏ A set of books for the agency must be defined in General Ledger. The balancing segment of the accounting flexfield must be used to store fund numbers. The natural account segment of the accounting flexfield must be used to store account numbers.

  To define a set of books, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❏ Federal Lookups must be set up in the Define Federal Lookups window.

  To set up Lookups in the Define Federal Lookups window, see Federal Seed Data Setup, page 8-1.

- ❏ The agency name must be entered in the Define Federal Options window.

  To enter and update agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- Funds available accounting information must be entered in the Define Appropriation Parameters window.

  To enter and update appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

Status of Funds Report Procedure

To print the Status of Funds Report, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request or Request Set window appears.

2. Select the New Request or Request Set radio button.

3. Click **OK**.

   The Submit Request or the Submit Request Set window appears.

4. In the Name field or the Request Set field, select Status of Funds Report from the list of values.

   The Parameters window appears.

5. In the Summary Type field, select a summary type from the list of values.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.

7. In the From Fund field, select a fund from the list of values.

8. In the To Fund field, select a fund from the list of values.

9. Optionally, in the Pagebreak Segment 1, Pagebreak Segment 2, and Pagebreak Segment 3 fields, select segments to be reported from the list of values.

   Note: If no page break segments are selected, all segments are included in the report totals.

10. In the Currency field, select a currency type from the list of values.

11. In the Period field, select a period from the list of values.

12. To apply the parameters, click **OK**.

13. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

14. Place the cursor in the Request ID field and click **View Output**.

15. Close the window.

Status of Funds Report Description

Table 47–1 Status of Funds Report Description

Header Section	agency name, period, report date, set of books, currency, Treasury Symbol
Column	**Description**
Budget Authority	total allotment amount available for spending
Transfers In	total of transfers in
Transfers Out	total of transfers out
Total Budget Authority	total of Budget Authority and Budget Transfers In minus Budget Transfers Out
Unliquidated Commitments	total of funds committed for obligation but not yet obligated
Unliquidated Obligations	total of funds obligated for goods or services ordered but not yet received
Expended Amount	total of funds spent for goods or services
Total Actuals	total of Unliquidated Commitments, Unliquidated Obligations, and Expended Amount; represents total of funding no longer available for spending
Funds Available	Total Budget Authority minus Total Actuals; represents total amount of allotted funding still available for spending
Totals for Fund	column totals for fund

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Purchasing and Payables Management Report Procedures

This chapter describes the Purchasing Management reports. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Status of Obligations Report Procedure
- Status of Obligations Report Description
- Supplier Tax Identification Number Listing Procedure
- Supplier Tax Identification Number Listing Description
- SF 1166 Voucher and Schedule of Payments Procedure

Definition

The Status of Obligations Report is used by federal agencies to measure financial performance against operating plan objectives. This internal report assists federal agencies in determining if the procurement process has been completed for each obligation.

The Status of Obligations Report contains information on commitments, obligations, and invoices. Obligations, which denote legal responsibility for the procurement of goods or services, are entered alone or against commitments, which reserve funds for future use. Invoices are received from vendors and indicate that payment is required. Commitments with no corresponding obligations and invoice payment activities are not included in the report.

The Supplier Tax Identification Number Listing provides a list of tax identification numbers of suppliers. Tax identification numbers are used as identifiers for federal agencies to collect on debts.

The SF 1166 Voucher and Schedule of Payments is a report that may be used to schedule payments in place of transmitting individual basic vouchers and supporting documents to Treasury Regional Finance Centers when the Treasury ECS is not available or its use is not appropriate.

Requirements

Agencies are required to report on financial performance through a series of regulatory reports in accordance with the Government Results and Performance Act (GRPA). The Status of Obligations Report provides internal information to facilitate regulatory reporting.

Agencies are required to include the taxpayer identification number of each supplier to whom payment can be made with each payment request in accordance with the Debt Collection Improvement Act of 1996 (DCIA). The Supplier Tax Identification Number Listing provides information to comply with this requirement.

Agencies may only use the paper report SF 1166 Voucher and Schedule of Payments for the following:

- provide certification of payment data submitted via magnetic tape or bulk electronic transmission when the ECS is not available
- submit payment request and certification for small quantities of check payments that will be prepared manually (normally check payments over

$9,999,999.99 and emergency check payments) when the ECS is not available due to failure

- submit payment requests and certification for same day payments to be made via the Fedwire system when the ECS is not available
- submit payment requests for payments to be made in foreign currency

Prerequisites

❑ One to three key flexfield segments must be defined in the General Ledger Key Flexfield Segments window.

To define key flexfield segments, see Key Flexfield Segments Window, *Oracle Applications Flexfields Guide*.

❑ The agency name must be entered in the Define Federal Options window.

To enter and update agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

Status of Obligations Report Procedure

To print the Status of Obligations Report, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Status of Obligations Report from the list of values.

   The Parameters window appears.

5. In the Pagebreak Segment 1 field, enter a General Ledger key flexfield segment, or select a segment from the list of values.

6. In the Segment Low 1 field, enter the lowest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.

7. In the Segment High 1 field, enter the highest value of the range to be reported for the key flexfield segment selected in the Pagebreak Segment 1 field.

8. Optionally, in the Pagebreak Segment 2, Segment Low 2, Segment High 2, Pagebreak Segment 3, Segment Low 3, and Segment High 3 fields, enter additional key flexfield segments and ranges.

9. In the Currency field, select a currency from the list of values.

10. In the Status field, select a status from the list of values.

    Note: If no status is selected, all statuses are printed.

11. In the Run Option field, select a period to be reported from the list of values.

12. In the Period field, select a period from the list of values.

13. To apply the parameters, click **OK**.

14. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

15. Place the cursor in the Request ID field and click **View Output**.

16. Close the window.

Status of Obligations Report Description

Table 48–1 Status of Obligations Report Description

Section	Column	Description
Header		agency name, report date, period, set of books, currency, fund, <Pagebreak 1>, <Pagebreak 2>, <Pagebreak 3>
Commitment	Name	commitment identifying name or number
	Date	commitment date
	Amount	commitment amount; can be used to determine amount obligated and amount still available for obligation
Obligation	Name	obligation identifying name or number
	Amount	obligation amount; can be used to determine open obligations available for future cash outlays
	Date	obligation date
	Status	Open, Closed, Finally Closed, etc.
Invoice	Name	invoice identifying name or number
	Date	invoice date; can be used to determine amount of time elapsed from commitment to invoice
	Amount	invoice amount; dollar amounts can differ based on tolerance limits set in Purchasing; can be used to determine difference in amounts obligated and invoiced; activity accomplished against open obligations that can now be closed
Total For:		pagebreak totals
<Pagebreak 1>	Commitment	total of commitments for <Pagebreak 1>
	Obligation	total of obligations for <Pagebreak 1>
	Fund	total of invoices for <Pagebreak 1>
<Pagebreak 2>	Commitment	total of commitments for <Pagebreak 2>
	Obligation	total of obligations for <Pagebreak 2>
	Invoice	total of invoices for <Pagebreak 2>
<Pagebreak 3>	Commitment	total of commitments for <Pagebreak 3>
	Obligation	total of obligations for <Pagebreak 3>
	Invoice	total of invoices for <Pagebreak 3>

Note: Pagebreaks represent the key flexfield segments selected during report generation; for example, fund, allotment, or object class.

Supplier Tax Identification Number Listing Procedure

To print the Supplier Tax Identification Number Listing, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Supplier Tax Identification Number Listing from the list of values.

   The Parameters window appears.

5. In the TIN Status field, select a status from the list of values.

6. In the Supplier Status field, select a status from the list of values.

7. In the Sort Order field, select a sort order from the list of values.

   Note: Two additional sort orders can be selected.

8. To apply the parameters, click **OK**.

9. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

10. Place the cursor in the Request ID field and click **View Output**.

11. Close the window.

Supplier Tax Identification Number Listing Description

Table 48–2 Supplier Tax Identification Number Listing Description

Section	Column	Description
Header		agency name, report date, set of books name, TIN status, supplier status
Supplier	Name	supplier name
	Number	supplier identifier
	Type	supplier type
	Taxpayer ID	tax identification number
Parent Supplier	Name	parent supplier name
	Number	parent supplier identifier

SF 1166 Voucher and Schedule of Payments Procedure

To print the SF 1166 Voucher and Schedule of Payments report, perform the following steps:

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select SF 1166 EDP Voucher and Schedule of Payments from the list of values.
5. In the Checkrun Batch Name field, select a payment batch from the list of values.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
8. Place the cursor in the Request ID field and click **View Output**.
9. Close the window.

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Prompt Payment Report Procedures

This chapter describes the Prompt Payment reports. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Prompt Payment Due Date Report Procedure
- Prompt Payment Due Date Report Description
- Prompt Payment Statistical Report Procedure
- Prompt Payment Statistical Report Description
- Prompt Payment Exception Report Procedure
- Prompt Payment Exception Report Description
- Payments Without Reason Codes Report Procedure
- Payments Without Reason Codes Report Description

Definition

The Prompt Payment reports provide information about invoices affected by prompt payment requirements. The reports include the following:

- Prompt Payment Due Date Report, which provides information about invoices for which a due date adjustment was made
- Prompt Payment Statistical Report, which provides detailed statistical information about payments within a specific date range
- Prompt Payment Exception Report, which provides information about payments that have an invalid due date
- Payments Without Reason Codes Report, which provides a list of interest and discount lost payments without reason codes

For information on the Prompt Payment features, see Prompt Payment Procedures, page 33-1.

For information on the Prompt Payment process, see Prompt Payment Process, page B-1.

Requirements

Federal agencies are required to comply with the requirements of the Prompt Payment Act regarding payment of commercial obligations. Requirements include when and under what conditions payments must be made, taking of vendor discounts, and payment of interest penalties, when applicable.

Information regarding reporting requirements is available in the Office of Management and Budget (OMB) *Circular A-125, Prompt Payment*.

Prerequisites

- ❏ Prompt Pay must be defined and used as the Payment Terms Type for the payment terms associated with the invoices to be reported.

  To enter and update Payment Terms Types in the Define Payment Terms Types window, see Payment Terms Types Setup, page 9-1.

- ❏ The Site Level Profile Options, FV:USE INTEREST REASON CODES and FV:USE DISCOUNT LOST REASON CODES, must be set to Yes to capture and report reason code data.

To set the profile options, see Oracle Applications System Administration Setup, page 2-1.

Prompt Payment Due Date Report Procedure

The Prompt Payment Due Date Report is printed automatically on completion of the Due Date Calculation process.

For information on running the Due Date Calculation process, see Prompt Payment Procedures, page 33-1.

Prompt Payment Due Date Report Description

Table 49–1 Prompt Payment Due Date Report Description

Header Section	report date and set of books name
Column	**Description**
Invoice Number	invoice identifier
Vendor Name	vendor on invoice
Terms Date	invoice received date
Due Date	original due date
PPA Due Date	new due date
Discount Date	original discount date
PPA Discount Date	new discount date

Prompt Payment Statistical Report Procedure

To print the Prompt Payment Statistical Report, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Submit Request Set window appears.

4. In the Name field, select Prompt Payment Report from the list of values.

5. Click in or tab to the Parameters field for the first item, Prompt Payment Main Report.

   The Parameters window appears.

6. In the Currency field, select a currency from the list of values.

7. In the Report From Date field, enter a starting date of payments to be reported.

8. In the Report To Date field, enter an ending date of payments to be reported.

9. In the Distribution Level One, Two, Three, and Four fields, enter monetary amounts representing the ranges of interest amounts to be reported in the Interest Penalties Paid section of the report. See Table 49–2, page 49-7, for a description of these report lines.

10. In the Contact Agency's Name field, enter the name of the person approving the report.

11. In the Contact Agency's Position / Title field, enter the position or title of the person approving the report.

12. To apply the parameters, click **OK**.

13. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

14. Place the cursor in the Request ID field and click **View Output**.

15. Close the window.

Prompt Payment Statistical Report Description

Table 49–2 Prompt Payment Statistical Report Description

Header Section	set of books name, currency, report date, and contact information
Invoices Subject to PPA and OMB A-125:	invoices affected by Prompt Pay requirements
Column	**Description**
Number	number of invoices
Amount	total monetary amount
Invoices Paid After Due Date:	invoices paid after stated due date
Column	**Description**
Number	number of invoices
Amount	total monetary amount
Interest Penalties Paid:	interest paid on late payments
Column	**Description**
<Breakpoint Ranges>	monetary ranges entered during report generation
Number	number of invoices
Amount	total monetary amount
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Totals:	totals of columns for Number, Amount, Number %, Amount % in the Interest Penalties Paid region
Reasons why interest was incurred:	reasons for interest paid
Column	**Description**
Delay in Paying Office's Receipt of:	breakdown of invoices and reasons why interest was incurred
Number	number of invoices where interest was paid
Delay or error by Paying Office in:	breakdown of invoices and reasons why interest was incurred
Number	number of invoices where interest was paid
Invoice Payment Determination:	invoices paid before or after due date

Table 49–2 Prompt Payment Statistical Report Description

Column	Description
Paid 1 to 15 Days After Due Date:Paid 8 Days or More Before Due Date (No Discount):	breakdown of late and early payments
Number	invoices paid at least 8 days before due date with no discount taken or invoices paid 1 to 15 days after due date
Amount	total monetary amount
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Discount Taken:	vendor discounts available and taken
Column	**Description**
Discount Available:Discount Taken:	breakdown of discounts taken
Discount Not Taken Because:	breakdown of invoices and reasons why discounts were not taken
Number	number of invoices
Amount	total monetary amount
Interest Penalties Due But Not Paid:	invoices with interest due but not paid
Column	**Description**
Interest Less Than $1.00:Other Interest Not Paid:	breakdown of invoices with interest less than $1.00
Number	number of invoices
Amount	total monetary amount
Number %	percentage of invoices
Amount %	percentage of total monetary amount
Totals:	totals of columns for Number, Amount, Number %, Amount% in the Interest Penalties Due But Not Paid region

Prompt Payment Exception Report Procedure

No separate procedure is required to print the Prompt Payment Exception Report. The Prompt Payment Exception Report is printed automatically when the Prompt Payment Statistical Report is printed.

Prompt Payment Exception Report Description

Table 49–3 Prompt Payment Exception Report Description

Header Section	agency, currency, report date, and contact information
Column	**Description**
Vendor Name	vendor on exception invoice
Invoice Num	invoice identifier
Invoice Amount	dollar amount
Total Number of Records:	total exception invoices
Total Invoice Amount:	total dollar amount of exception invoices

Payments Without Reason Codes Report Procedure

To print the Payments Without Reason Codes Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Payments Without Reason Codes Report from the list of values.

   The Parameters window appears.

5. In the From Date field, enter a starting date of payments to be reported.

6. In the To Date field, enter a ending date of payments to be reported.

7. To apply the parameters, click **OK**.

8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. Place the cursor in the Request ID field and click **View Output**.

10. Close the window.

Note: For reconciliation purposes, the same From and To dates should be used for the Payments Without Reason Codes Report and the Prompt Payment Statistical Report.

Payments Without Reason Codes Report Description

Table 49–4 Payments Without Reason Codes Report Description

Header Section	agency, report date, from and to date, set of books name, currency
Interest Payments without Reason Codes	interest payments without assigned reason codes
Column	**Description**
Batch Name	batch name
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Amount	invoice amount
Due Date	assigned invoice due date
Payment Terms	payment terms
Payment Date	payment date
Total Interest:	total of interest payments without reason codes
Discounts Lost Payments without Reason Codes	discounts lost payments without assigned reason codes
Column	**Description**
Batch Name	batch name
Invoice Number	invoice number
Invoice Date	invoice date
Invoice Amount	invoice amount
Due Date	assigned invoice due date
Payment Terms	payment terms
Payment Date	payment date
Total Discounts:	total of discounts lost payments without reason codes

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FMS Form 224 Statement of Transactions Report Procedures

This chapter describes the FMS Form 224 Statement of Transactions Report and the FMS Form 224 Statement of Transactions Exception Report. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- FMS Form 224 Statement of Transactions Report Procedure
- FMS Form 224 Statement of Transactions Report Description
- FMS Form 224 Statement of Transactions Exception Report Procedure
- FMS Form 224 Statement of Transactions Exception Report Description

Definition

The FMS Form 224 Statement of Transactions Report provides information to the Department of Treasury about the financial condition and operations of federal agencies. The report includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

The FMS Form 224 Statement of Transactions Exception Report includes transactions included in or omitted from the FMS Form 224 Statement of Transactions Report that can require review or correction. These include the following:

- transactions with a prior month's date included in the current report and not included in a prior month's report
- transactions with future accomplish dates not included in the current report
- transactions previously reported as future accomplish dates included in the current report
- transactions with incomplete data for interagency transfer not included in the current report
- transactions with incomplete data for refund, void and chargeback payments not included in the current report
- transactions included in the current report where the Billing Agency Fund for an interagency transfer is the same as the Customer Agency Fund
- transactions with incomplete organizations are not included in the current report

Requirements

Federal agencies that disburse through the Department of Treasury are required to submit the FMS Form 224 Statement of Transactions Report, which is used to monitor an agency's monthly disbursement and receipt activity with the Department of Treasury.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3300.

Prerequisites

- ❏ A Cash Transaction Code for Department of Treasury payments must be defined.

  To set up transaction codes, see Oracle Public Sector General Ledger Setup, page 3-1.

- ❏ The Create Summarized Journal Entries check box must not be selected in the Payables Options window in Payables.

  To select Payables options, see Oracle Public Sector Payables Setup, page 4-1,

- ❏ Federal QuickCodes must be set up in the Define Federal QuickCodes window.

  To set up QuickCodes in the Define Federal QuickCodes window, see Federal Seed Data Setup, page 8-1.

- ❏ Agency location code and agency address must be provided in the Define Federal Options window. The Disbursement in Transit check box must be selected and the appropriate Cash Transaction Code selected. The Interagency Activity Name must be selected.

  To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- ❏ Fund information must be provided in the Define Appropriation Parameters window for each fund to be reported.

  To enter and update fund information in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

- ❏ FMS Form 224 information must be entered in the FMS Form 224 Report Definitions window.

  To enter and update information in the FMS Form 224 Report Definitions window, see Federal Report Definitions Setup, page 20-1.

- ❏ All interagency transfers, including chargebacks, must be entered in the Interagency Transfers window.

  To enter and update information in the Interagency Transfers window, see Interagency Transaction Procedures, page 41-1.

- ❏ Customer agency OPAC chargebacks, voided payments, or refunds received must be entered in the Refunds, Voids and Chargebacks window.

  To enter and update information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 35-1.

- ❑ The Posting Detail parameter must be set to Detail when submitting the Run General Ledger Interface in Receivables.

  To set the running the General Ledger Interface and the Posting Detail parameter, see Running GL Interface, *Oracle Public Sector Receivables User's Guide*.

FMS Form 224 Statement of Transactions Report Procedure

To print the FMS Form 224 Statement of Transactions Report, perform the following steps:

1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows.

   Other - Request - Run

   The Submit a New Request or Request Set window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Submit Request or the Submit Request Set window appears.

4. In the Name field or the Request Set field, select FMS 224 Form Report Set from the list of values.

5. Click in or tab to the Parameters field for the first item, FMS Form 224 Process.

   The Parameters window appears.

6. Select Preliminary or Final Mode from the list of values.

   WARNING: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.

7. To apply the parameters, click **OK**.

8. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

9. Place the cursor in the Request ID field and click **View Output**.

10. Close the window.

Note: The Zero Activity FMS Form 224 Statement of Transactions Report and the Supplemental FMS Form 224 Statement of Transactions Report are also printed using this procedure.

Note: For information on submitting the FMS Form 224 Statement of Transactions Report using GOALS, see GOALS Procedures, page 43-1.

FMS Form 224 Statement of Transactions Report Description

Table 50–1 FMS Form 224 Statement of Transactions Report Description

Header Section		reporting period, report date, and agency identification information
	Section I: Classification of Disbursements and Collections	total cash activity by appropriation, fund, or receipt account; total disbursements cleared, collections received
Column	**Title**	**Description**
1	Appr., Fund Or Receipt Account	appropriation, fund, or receipt account symbol
		symbols: receipt accounts, used to report agency collections, (1) governmental or budgetary, (2) proprietary and intergovernmental, first two digits identify agency, last four digits identify receipt account within fund group; expenditure accounts, used to report agency disbursements processed by Regional Finance Center (RFC) or accomplished using OPAC, first two digits identify agency reporting disbursement, last four digits identify disbursement account within fund group; suspense or clearing accounts, used when transaction cannot be classified into receipt or expenditure, seven or more digits, third digit is F, transactions must be removed as soon as correct classification is made
		Note: subclass identification prefixes assigned by Department of Treasury, used when reporting below appropriation or fund level
		Note: agencies dividing appropriation symbols into subaccounts must roll up accounts into reportable appropriation symbol
2	Receipts and Collections Credited to Appropriation or Fund Account	amount of collections; data from SF 215 Deposit Tickets, SF 5515 Debit Memos, and TFS 7306 OPAC Customer Agency Activity Statements, including OPAC chargebacks
		symbols: available and unavailable receipt accounts, F clearing accounts, revolving fund accounts, trust fund receipts, borrowings from the public, sales of federal securities, loan repayments
	Total	net total for Column 2
3	Gross Disbursement	amount of disbursements; data from SF 1166 Voucher and Schedule of Payments, SF 1081 Voucher and Schedule of Withdrawals and Credits, OPAC transactions
		symbols: F clearing accounts, revolving fund accounts, deposit fund accounts, investments in federal securities, loan disbursements

Table 50–1 FMS Form 224 Statement of Transactions Report Description

	Total	net total for Column 3
	Net Total Section I	Column 3 total minus Column 2 total
Section II		same information as Section I, reported by month instead of account type; disbursements for current month, adjustments to disbursements in prior months, collections received this month; used to distinguish transactions processed by Department of Treasury Regional Finance Centers from net collections received by agency
Line	**Title**	**Description**
1	Add Payment Transactions Accomplished: This Month	total of all disbursements and OPAC receipts in Section I by month accomplished; amount listed for This Month used by Department of Treasury to generate SF 6652 Statement of Differences report, amounts listed for prior months used to clear prior month's SF 6652 items
	Prior Month	
	Total Payments	
2	Deduct Collections Received	total of all collections received for deposit (SF 215), minus uncollectible items charged (SF 5515) and related adjustments for current accounting month
3	Net Total Section II	Line 1 minus Line 2; disbursements minus collections by accounting month; must match Net total of Section I
Section III		status of collections and deposit activity; balance of undeposited collections from close of previous month, total collections received in current month, and unconfirmed deposits from current and prior months
Line	**Title**	**Description**
1	Balance of Undeposited Collections, Close of Preceding Month	collections on hand as of close of previous month; must equal Line 4, Section III, of previous month's FMS Form 224
2	Add Collections Received This Month	total collections received, minus uncollectible items and adjustments for current month
3	Deduct Deposits Presented or Mailed to Bank This Month	total of deposits made by month to banks, Federal Reserve Branches, or other Department of Treasury-approved depositaries; amount listed for This Month used by Department of Treasury to generate SF 6652 Statement of Differences report, amounts listed for prior months used to clear prior month's SF 6652 items
	Prior Month	

Table 50–1 FMS Form 224 Statement of Transactions Report Description

	Total Deposits Presented or Mailed to Bank	
4	Net Total Section III	total of Line 1 and Line 2 minus Line 3; carried forward to Section III, Line 1 on next month's FMS Form 224
Footer Section		date and signature of person approving FMS Form 224

FMS Form 224 Statement of Transactions Exception Report Procedure

No separate procedure is required to print the FMS Form 224 Statement of Transactions Exception Report. The FMS Form 224 Statement of Transactions Exception Report is printed automatically when the FMS Form 224 Statement of Transactions Report is printed.

FMS Form 224 Statement of Transactions Exception Report Description

Table 50–2 FMS Form 224 Statement of Transactions Exception Report Description

Header Section	date and period of report
Section I: Record(s) appearing in current month from prior period activity:	transactions posted in a prior period but not reported; can be due to reopening of period after FMS Form 224 generation, or FMS Form 224 generation prior to final close of period; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and II
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section II: Record(s) appearing in current month from future period activity:	receipts with a future accomplish date that has now arrived; added to totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section III: Record(s) omitted from current month with future accomplish date:	receipts with a future accomplish date; deducted from totals reported in Section I of FMS Form 224 to maintain balance between Sections I and III
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	interagency disbursement transactions missing in Interagency Transfers window; transaction cannot be processed until it is entered in Interagency Transfers window

Table 50–2 FMS Form 224 Statement of Transactions Exception Report Description

Column	Description
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	voided payment transactions missing in Refunds, Voids, and Chargebacks window; transaction cannot be processed until it is entered in Refunds, Voids, and Chargebacks window
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VI: Record(s) appearing in the current month where the Billing Agency Fund on Interagency Transfers form duplicates the agency fund:	interagency disbursement transactions where the Billing Agency Fund in Interagency Transfers window is a duplicate of the customer Agency Fund entered in the disbursement transaction
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section VII: Records omitted from the current month with incomplete organization information	incomplete organization information. **Note:** If transactions appear in this section, contact Oracle Support Services.
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount

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FMS Form 1219/1220 Procedures

This chapter describes the FMS Form 1219 Statement of Accountability report, the FMS Form 1220 Statement of Transactions report, and the FMS Form 1219/1220 Exception Report. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- FMS Form 1219/1220 Process Procedure
- FMS Form 1219/1220 Correction Procedure
- FMS Form 1219/1220 Transaction Correction Window
- FMS Form 1219/1220 Transaction Correction Window Description
- Line Assignment Window
- Line Assignment Window Description
- FMS Form 1219/1220 Report Procedure
- FMS Form 1219 Statement of Accountability Report Description
- FMS Form 1220 Statement of Transactions Report Description
- FMS Form 1219/1220 Exception Report Procedure
- FMS Form 1219/1220 Exception Report Description

Definition

The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. This report is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments (Army, Navy, and Air Force), and nonmilitary agencies that do their own disbursing.

The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide Department of Treasury with a monthly statement of payments and collections for the agency.

The FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions are treated as one report when processed by the Financial Management Service (FMS). This report is referred to as the FMS Form 1219/1220 report in this document.

The FMS Form 1219/1220 Exception Report includes transactions included in or omitted from the FMS Form 1219/1220 report that can require review or correction. These include the following:

- transactions with a prior month's date included in the current report and not included in a prior month's report
- transactions previously reported as future accomplish dates included in the current report
- transactions with future accomplish dates not included in the current report
- transactions with incomplete data for interagency transfer not included in the current report
- transactions with incomplete data for refund, void, and chargeback payments not included in the current report

The FMS Form 1219/1220 Process procedure selects transactions from the General Ledger that should be reported on the FMS Form 1219/1220 report based on the values of the accounting flexfield defined during the Federal Report Definitions Setup procedure.

For information on setting up federal report definitions, see FMS Form 1219/1220 Report Definitions Setup Procedure, page 20-1.

The FMS Form 1219/1220 Correction procedure uses the FMS Form 1219/1220 Transaction Correction window to provide additional information to report on the FMS Form 1210/1220 and to perform the following tasks:

- select line placement for the FMS Form 1220/1219 report for transactions processed by the system, but line placement could not be determined
- select the Agency Location Code (ALC) for the FMS Form 1219/1220 report for transactions processed by the system, but the ALC could not be determined
- enter additional amounts, the ALC, and the corresponding line placement for the FMS Form 1219/1220 to account for items not captured by the system

Requirements

Federal agencies that perform their own disbursing are required to submit the FMS Form 1219/1220 report, which provides Department of Treasury with monthly statements of accountability and details of payments and collections for the agencies.

Information regarding report requirements is available in the *Treasury Financial Manual (TFM)*, 2-3100.

Prerequisites

❑ A Cash Transaction Code for Department of Treasury payments must be defined if using the Department of Treasury Confirmation procedure.

To set up transaction codes, see Oracle Public Sector General Ledger Setup, page 3-1.

❑ The Create Summarized Journal Entries check box must not be selected in the Payables Options window in Payables.

To select Payables options, see Oracle Public Sector Payables Setup, page 4-1.

❑ Agency Location Code and Agency Address must be provided in the Define Federal Options window. If the Disbursement in Transit check box is selected, the appropriate Cash Transaction Code must be selected. The Interagency Activity Name must be selected.

To enter and update information in the Define Federal Options window, see Federal Options Setup, page 11-1.

❑ Fund information must be provided in the Define Appropriation Parameters window for each fund to be reported.

To enter and update appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

- ❏ FMS Form 1219/1220 information must be entered in the FMS Form 1219/1220 Report Definitions window.

  To enter and update information in the FMS Form 1219/1220 Report Definitions window, see Federal Report Definitions Setup, page 20-1.

- ❏ All Interagency Transfers, including chargebacks, must be entered in the Interagency Transfers window.

  To enter and update information in the Interagency Transfers window, see Interagency Transaction Procedures, page 41-1.

- ❏ Customer Agency OPAC chargebacks, voided payments, or refunds received must be entered in the Refunds, Voids and Chargebacks window.

  To enter and update information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 35-1.

- ❏ The Posting Detail parameter must be set to Detail when submitting the Run General Ledger Interface in Receivables.

  To set the Posting Detail parameter, see Running the GL Interface, Oracle Public Sector Receivables.

FMS Form 1219/1220 Process Procedure

To generate the FMS Form 1219/1220 Process procedure, perform the following steps.

1. In Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select FMS Form 1219/1220 Process from the list of values.
5. Tab to or click in the Parameters field for the FMS Form 1219/1220 Process.

   The Parameters window appears.
6. In the Period Name field, select the accounting period being reported from the list of values.
7. In the Legal Entity field, enter the legal entity from the list of values.
8. In the Delete Corrections field, select Yes or No from the list of values to delete the additional records entered during the FMS Form 1219/1220 Correction procedure.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. Place the cursor in the Request ID field and click **View Output**.
12. Close the window.

FMS Form 1219/1220 Correction Procedure

Note: FMS Form 1219/1220 Process procedure must be run before performing the FMS Form 1219/1220 Correction procedure.

To enter adjustments to the FMS Form 1219/1220, perform the following steps.

1. In Federal Financials, navigate to the FMS Form 1219/1220 Transaction Correction window as follows:

   Setup - Federal Report Definitions - FMS Form 1219/1220 - Transaction Correction

2. Enter data in each field of the FMS Form 1219/1220 Transaction Correction window as described in Table 51–1, page 51-8.

3. To assign lines for records, place the cursor on the transaction record line.

4. Click **Lines**.

   The Line Assignment window appears.

5. Enter data in each field of the Line Assignment window as described in Table 51–2, page 51-8.

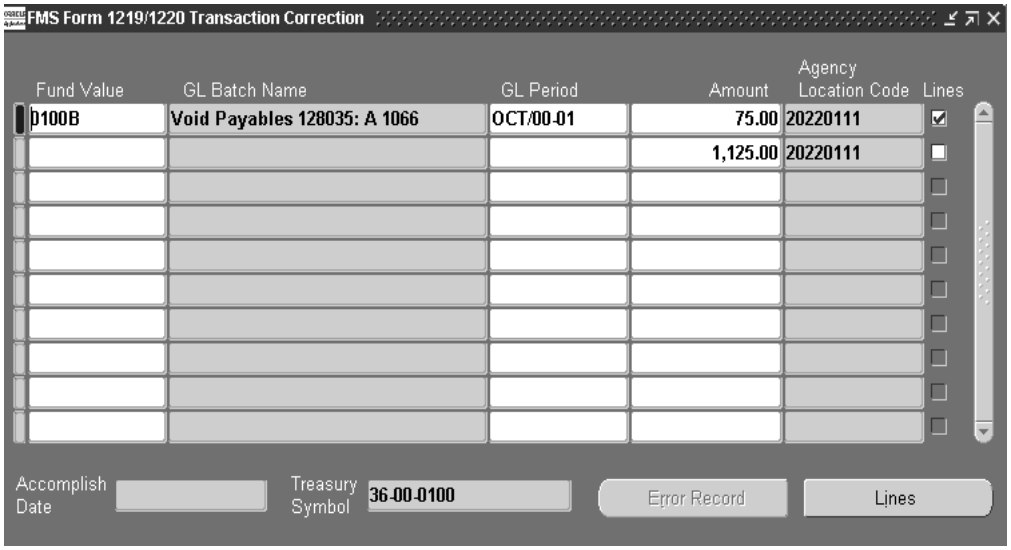
6. Save or save and continue as follows:

   File - Save or **Save and Proceed**

7. Close the window.

FMS Form 1219/1220 Transaction Correction Window

Figure 51–1 FMS Form 1219/1220 Transaction Correction Window



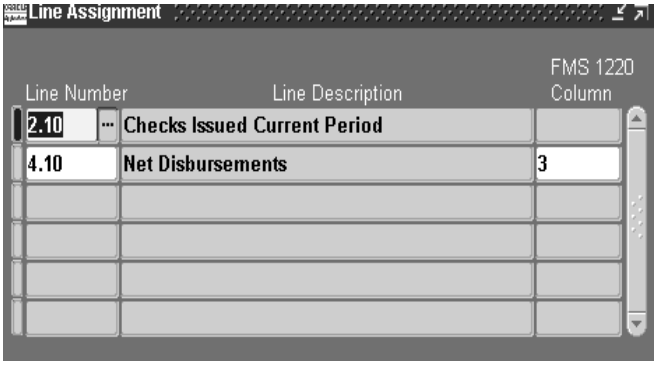
FMS Form 1219/1220 Transaction Correction Window Description

Table 51–1 FMS Form 1219/1220 Transaction Correction Window Description

Field Name	Type	Features	Description
Fund Value	default, display only		balancing segment of the accounting flexfield for transactions processed by the system
GL Batch Name	default, display only		General Ledger journal batch name for transactions processed by the system
GL Period	default, display only		General Ledger journal period for transactions processed by the system
Amount	required		additional amount or transaction amount processed by the system **Note:** This field is display only for transactions processed by the system.
Agency Location Code	required		ALC for the additional amount or for the transaction processed by the system **Note:** This field is display only for transactions processed by the system where the ALC is found.
Lines	display only	check box	automatically selected when lines are assigned in the Line Assignment window
Accomplish Date	optional	list of values	date transaction accomplished **Note:** This field is required when line number 2.11, 2.12, 2.80, or 4.20 is selected in the Line Assignment window.
Treasury Symbol	optional	list of values	treasury symbol for reporting on the FMS Form 1220 **Note:** This field is required when line number 4.10 is selected in the Line Assignment window.
Error Record	optional	button	navigates to record that requires Accomplish Date or Treasury Symbol **Note:** Button is enabled after one of the following error messages is received: Treasury Symbol is required or Accomplish Date is required.
Lines		button	navigates to the Line Assignment window

Line Assignment Window

Figure 51–2 Line Assignment Window



Line Assignment Window Description

Table 51–2 Line Assignment Window Description

Field Name	Type	Features	Description
Line Number	optional	list of values	valid FMS Form 1219 report line
Line Description	default, display only		automatically populated when line number selected
FMS 1220 Column	optional		column for reporting on FMS Form 1220 **Note:** This field is required when the line number is 4.10.

FMS Form 1219/1220 Report Procedure

Note: The FMS Form 1219/1220 Process procedure must be run before performing the FMS Form 1219/1220 Report procedure.

To print the FMS Form 1219/1220 report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Request Set radio button.
3. Click **OK**.
4. In the Request Set field, select FMS Form 1219/1220 Report Set from the list of values.
5. Tab to or click in the Parameters field for the FMS Form 1219/1220 Report.

   The Parameters window appears.
6. In the Run Type field, select Preliminary or Final from the list of values.

   WARNING: If Preliminary is selected, the report can be regenerated. If Final is selected, the report cannot be regenerated. Once the report is run in final mode, only a supplemental report can be generated.
7. In the DO Name field, enter the disbursing officer's name.
8. In the DO Location field, enter the disbursing officer's address.
9. In the DO Tel No field, enter the disbursing officer's telephone number.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
12. Place the cursor in the Request ID field and click **View Output**.
13. Close the window.

Note: The Zero Activity FMS Form 1219/1220 Report and the Supplemental FMS Form 1219/1220 Report are also printed using this procedure.

FMS Form 1219 Statement of Accountability Report Description

Table 51–3 FMS Form 1219 Statement of Accountability Report Description

	Header Section	disbursing officer name, department or agency, location, Agency Location Code (ALC), period
	Section I: General Statement of Account	
	Part A: Transactions During Period Affecting Accountability	computes the total disbursing office accountability to Department of Treasury
Line	**Title**	**Description**
1.00	Accountability Beginning Of Period	balance of accountability for the disbursing office or station as of the close of the previous accounting period
2.00	Increases in Accountability	description
2.10	Checks Issued Current Period	total amount of checks drawn on the Department of Treasury for the current period; analysis of the total amount by check symbol, shown in Section II, Part A
2.11	Checks Issued / Adjustments (TFS Form 5206)	total amount of adjustments of prior month check issue amounts based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A
2.12	Checks Issued / Adjustments - Other	total amount of adjustments of prior month check issue amounts other than those based on FMS Form 5206 recorded in the current month; analysis of the total amount by check symbol and month and year of the check issue, shown in Section II, Part A
2.30	Other Transactions	description
2.34	Discrepancies in D.O. Accounts - Credits	total amount of all unidentified transactions during period of account that increases the disbursing office accountability and cannot accurately be classified to line 2.36 or 2.37
2.36	Payments by Another D.O.	total amount of Department of Treasury check payments issued by another disbursing office, at the reporting office's request, during period of account
2.37	Transfers from Other D.O.	total amount of transfers received from other disbursing officers during period of account

Table 51–3 FMS Form 1219 Statement of Accountability Report Description

Line	Title	Description
2.80	OPAC Payments and Collections	total amount of OPAC payments and collections for the period, including any adjustments of OPAC payments and collections and limited pay in prior periods; an analysis by ALC and month and year of the payments and collections reported in Section II, Part B
2.90	Total Increases in Accountability	sum of lines 2.10, 2.11, 2.12, 2.34, 2.36, 2.37, and 2.80
3.00	Subtotal	sum of the accountability at the beginning of the period and the increases in accountability during the reporting period; line 1.00 plus line 2.90
4.00	Decreases in Accountability	description
4.10	Net Disbursements	total of gross vouchered charges to appropriation and fund accounts net of receipts and collections credited to appropriation or fund accounts for the reporting period; analysis by appropriation, fund, or receipt account reported in FMS Form 1220
4.20	Deposits Presented or Mailed to Bank	deposits of disbursing officers net of related net vouchers; summary analysis by deposit symbol and month and year presented or mailed to the bank reported in Section II, Part B
4.30	Other Transactions	description
4.34	Discrepancies in D.O. Accounts - Debits	total amount of all unidentified transactions during the reporting period that decreases the disbursing office accountability and that cannot be classified accurately to line 4.36 or 4.37
4.36	Payments for Another D.O.	total amount of Department of Treasury check payments issued by the reporting disbursing office, at the request of another disbursing office, during the reporting period
4.37	Transfers to Other D.O.	total amount of transfers sent to other disbursing officers during period of account
4.90	Total Decreases in Accountability	sum of lines 4.10, 4.20, 4.34, 4.36, and 4.37
5.00	Total Accountability Close of Period	difference between amounts reported on line 3.00 and line 4.90
	Part B: Analysis of Officer's Accountability	summarizes the elements that make up the current and prior disbursing officer's accountability
6.10	Deposits in Banks	total of all checkbook balances in U.S. dollar or U.S. dollar equivalent of foreign currencies on deposit in designated depository accounts

Table 51–3 FMS Form 1219 Statement of Accountability Report Description

Line	Title	Description
6.20	Cash on Hand and in Transit to Treasury	total of cash items held at disbursing office or station in U.S. dollar or U.S. dollar equivalent of foreign currencies
6.50	Advances to Agents	total cash that has been advanced to officially authorized government cashiers for which they are accountable to the disbursing office
7.00	Receivables and Deferred Voucher Charges	payments made on vouchers that are not complete; total of uncollected check overdrafts; total funds lost, stolen, or are otherwise unavailable; total of all dishonored checks held for redemption by the drawer
8.00	Total of My Accountability	sum of lines 6.10, 6.20, 6.50, and 7.00; amount of accountability for which the incumbent disbursing office is personally liable
9.00	Predecessor Officer's Receivables	total of uncollected check overdrafts applying to checks issued by the predecessor disbursing office; total funds of the predecessor disbursing office lost, stolen, or are otherwise unavailable; any predecessor disbursing office funds that remain outstanding for any reason
9.90	Total Disbursing Office Accountability	sum of lines 8.00 and 9.00; total should equal Total Accountability Close of Period (line 5.00)
	Footer Section - Certification	name of contact and telephone number of contact, signature of the disbursing office, and date
	Section II - Summary by Symbol of Check and Deposit Transactions with U.S. Treasury	
	Part A - Checks Issued and Adjustments for Prior Periods	analysis shown by check symbol for checks issued or check issue adjustments transactions that occurred in the current period
TC 210	**Checks Issued Current Period**	analysis by Check Symbol for checks issued in the current reporting period
Column	**Title**	**Description**
1	Check Symbol / DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM / YY)	accomplish date; blank; not used in this section
3	Amount	total amount of all checks issued during the current reporting period under the related check symbol
TC 211	**Checks Issued Adjustments - TFS Form 5206**	analysis by Check Symbol for check issue adjustment based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year

Table 51–3 FMS Form 1219 Statement of Accountability Report Description

Column	Title	Description
1	Check Symbol / DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM / YY)	original issue month and year to which the check issue adjustment transactions apply
3	Amount	total adjustment for the check symbol and issue month for the check issue adjustment
TC 212	**Checks Issued Adjustments - Other**	analysis by Check Symbol for checks issue adjustment transactions other than those based on FMS Form 5206 in the current reporting period by check symbol and original issue month and year
Column	**Title**	**Description**
1	Check Symbol / DO Symbol	check symbol number under which the checks are drawn or to which the check issue adjustment transactions apply
2	Issue Date (MM / YY)	original issue month and year to which the check issue adjustment transactions apply
3	Amount	total adjustment for the check symbol and issue month for the check issue adjustment
TC 280	**OPAC Payments and Collections**	all OPAC transactions reported in the current reporting period
Column	**Title**	**Description**
1	Check Symbol / DO Symbol	ALC under which the OPAC payments and collections are made
2	Issue Date (MM / YY)	month and year during which the OPAC transaction, including adjustments, are processed
3	Amount	amount of the OPAC transaction or adjustment by ALC and Issue Date
	Part B - Summary of Deposits Presented or Mailed to Bank (Line 4.20)	
TC 420	**Deposits Presented/Mailed to Bank (Line 4.20)**	total deposits net of debit vouchers presented or mailed to the bank accomplished during the current or prior reporting period by the related deposit symbol

Table 51–3 FMS Form 1219 Statement of Accountability Report Description

Column	Title	Description
1	Deposit Symbol	deposit symbol number used by the disbursing office
2	Date Presented or Mailed to Bank	month and year the deposit accomplished
3	Amount	total amount for deposit transactions net of debit vouchers for the deposit symbol and date accomplished

FMS Form 1220 Statement of Transactions Report Description

Table 51–4 FMS Form 1220 Statement of Transactions Report Description

	Header Section	disbursing officer name, department or agency, location, bureau, period of account, Agency Location Code (ALC)
Column	**Title**	**Description**
1	Appr. Fund or Receipt Account	appropriation, fund, or receipt account symbol
2	Receipts and Collections Credited to Appropriation or Fund Accounts	all receipts and collections, OPAC chargebacks, and refunds or voids of payments where the obligation originally made in a prior fiscal year
3	Gross Disbursements	all disbursements and refunds or voids of payments where the obligation originally made in the current fiscal year; data derived from payment vouchers made on letters of credit on an issue month basis
	Columnar Totals	net totals for columns 2 and 3
	Net Total - (Report on Line 4.10 of FMS Form 1219)	column 3 minus column 3

FMS Form 1219/1220 Exception Report Procedure

No separate procedure is required to print the FMS Form 1219/1220 Exception Report. The FMS Form 1219/1220 Exception Report is printed automatically when the FMS Form 1219/1220 Report is printed.

For information on printing the FMS Form 1219/1220 Report, see the FMS Form 1219/1220 Report Procedure in this chapter.

FMS Form 1219/1220 Exception Report Description

Table 51–5 FMS Form 1219/1220 Exception Report Description

Header Section	date and period of report
Section I: Record(s) appearing in current month from prior period activity:	transactions posted in a prior period but not reported; may be due to reopening of period after FMS Form 1219/1220 generation, or FMS Form 1219/1220 generation prior to final close of period
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section II: Record(s) appearing in current month from future period activity:	transactions with a future accomplish date that has now arrived
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section III: Record(s) omitted from current month with future accomplish date:	transactions with a future accomplish date not included on FMS Form 1219/1220
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section IV: Record(s) omitted from current month with incomplete data for Interagency Transfer:	interagency disbursement transactions missing in Interagency Transfers window; transaction cannot be processed until it is entered in Interagency Transfers window

Table 51–5 FMS Form 1219/1220 Exception Report Description

Column	Description
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount
Section V: Record(s) omitted from current month with incomplete Refunds, Voids, and Chargebacks information:	voided payment transactions missing in Refunds, Voids, and Chargebacks window; transaction cannot be processed until it is entered in Refunds, Voids, and Chargebacks window
Column	**Description**
Batch Name	General Ledger journal entry batch name
GL Period	Period posted to General Ledger
Accomplish Date	date accomplished
Amount	transaction amount

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Receivables Management Report Procedures

This chapter describes the Receivables Management reports. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Assign Finance Charges Report Procedure
- Assign Finance Charges Report Description
- Report on Receivables Due from the Public Procedure
- Report on Receivables Due from the Public Description
- Identification of Federal Employees Report Procedure
- Identification of Federal Employees Report Description
- 1099-C Electronic Filing Procedure
- 1099-C Electronic Filing Format Description
- 1099-C Preprinted Form Report Procedure
- 1099-C Cancellation of Debt Report Description
- 1096 Annual Summary and Transmittal of U.S. Information Returns Procedure
- 1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Definition

The Receivables Management reports provide information about finance charges assessed on overdue invoices and related debt collection activities. The reports include the following:

- Assign Finance Charges Report, which provides information on customers and invoices assigned finance charges
- Report on Receivables Due from the Public, which provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes by Entity Code.
- Identification of Federal Employees Report, which provides information on federal employees indebted to the U.S. Government

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of $600 or more is cancelled during the calendar year. Additionally, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are to be submitted. The 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with copy A of all paper 1099-C Cancellation of Debt reports.

The following features are provided:

- 1099-C Electronic Filing process, which allows agencies to submit 250 or more 1099-C Cancellation of Debt reports to the IRS
- 1099-C Cancellation of Debt process, which allows agencies to generate a paper copy of the 1099-C Cancellation of Debt report
- 1096 Annual Summary and Transmittal of U.S. Information Returns process, which allows agencies to generate a paper copy of the 1096 Annual Summary and Transmittal of U.S. Information Returns report

For information on the Receivables Management features, see Receivables Management Procedures, page 40-1.

For information on the Receivables Management process, see Receivables Management Process, page E-1.

Requirements

Federal agencies are required to comply with the requirements of the Debt Collection Act regarding collection of finance charges on overdue invoices and the reporting of those charges.

The Assign Finance Charges Report and the Apply Cash Receipts Execution Report are intended for internal use to verify processing in Oracle U.S. Federal Financials.

The Report on Receivables Due from the Public is provided for compliance with reporting requirements of the Department of Treasury's Financial Management Service (FMS). For agencies with total receivables, inclusive of principal, interest, and late charges, greater than or equal to fifty million dollars, the report must be submitted quarterly, by the end of the thirtieth day of the month following the close of each of the first three quarters. Annual reports are due on November 15 from all agencies, regardless of the amount of total receivables for the fiscal year. Annual reports must be certified as accurate by the chief financial officer or agency head; certification must be submitted separately from the report. Verifications are due by March 31 of each year for the preceding fiscal year.

The 1099-C Electronic Filing, 1099-C Cancellation of Debt, and 1096 Annual Summary and Transmittal of U.S. Information Returns are provided for compliance with Internal Revenue Service requirements that agencies file 1099-C reports for each debtor for whom a debt of $600 or more is cancelled during the calendar year.

Additional information regarding reporting requirements is available in the *Treasury Financial Manual (TFM)*.

Prerequisites

- ❏ Receivables setup steps, including setting up Customer Classes, Customer Categories, Customer Types, Receivables Activities, and Federal Receivable Types, must be performed to run the Report on Receivables Due from the Public and the Identification of Federal Employees Report.

  To enter these setup steps, see Oracle Public Sector Receivables Setup, page 5-1.

- ❏ Agency name and address must be entered in the Define Federal Options window.

  To enter and update agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

- ❏ Organization information must be defined in Receivables.

To define organizations, see Organizations, *Oracle Public Sector Receivables User's Guide*.

- ❏ Customer information must be entered in Receivables.

  To enter customer information, see Entering Customer Contacts, *Oracle Public Sector Receivables User's Guide*.

- ❏ Invoice information must be entered in Receivables.

  To enter invoice information, see Entering Transactions, *Oracle Public Sector Receivables User's Guide*.

- ❏ Adjustment Status should be entered for all adjustment transactions.

  To enter adjustments, see Crediting Transactions, *Oracle Public Sector Receivables User's Guide*.

- ❏ Federal System Parameters must be defined.

  To define federal system parameters, see Federal System Parameters Setup, page 10-1.

Assign Finance Charges Report Procedure

The Assign Finance Charges Report is generated automatically during the Assign Finance Charges procedure.

For information on running the Assign Finance Charges procedure, see Receivables Management Procedures, page 40-1.

Assign Finance Charges Report Description

Table 52–1 Assign Finance Charges Report Description

Header Section	set of books, currency, and report date
Assigned Finance Charges to Customers	customers assigned finance charges
Column	**Description**
Customer Name	customer name
Customer Number	customer identifier
Charge Type	Finance Charge Type assigned to customer
Assigned Finance Charges to Invoices	invoices assigned finance charges
Column	**Description**
Customer Name	customer name
Customer Number	customer identifier
Invoice Number	invoice identifier
Charge Type	Finance Charge Type assigned to invoice
Waived	indicates if charge is waived on invoice

Report on Receivables Due from the Public Procedure

To print the Report on Receivables Due from the Public, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Receivables Due From the Public from the list of values.

   The Parameters window appears.

5. In the Reporting Entity Code field, enter a reporting entity code.

6. In the Fiscal Year field, select a fiscal year from the list of values.

7. In the Quarter field, optionally select a quarter from the list of values.

8. In the Type of Receivable field, select a receivable type to be reported from the list of values.

9. In the Receivables Write Offs Activity 1 field, select a receivables activity for write-offs from the list of values.

   Note: Up to three Receivables Write-Off Activities can be selected per report.

10. In the Receivables Write Offs Activity 2 field, optionally select a receivables activity for write-offs from the list of values.

11. In the Receivables Write Offs Activity 3 field, optionally select a receivables activity for write-offs from the list of values.

12. In the Non-Federal Customer Class field, select a non-federal customer class from the list of values.

13. In the Footnotes field, enter footnote text.

14. In the Name of Preparer field, enter the name of the person preparing the report.

15. In the Preparer's Phone field, enter a phone number.

16. In the Preparer's Fax Number field, enter a fax number.
17. In the Preparer's E-MAIL field, enter an e-mail address.
18. In the Supervisors's Name field, enter the supervisor's name.
19. In the Supervisor's Phone field, enter a phone number.
20. In the Supervisor's E-Mail field, enter an e-mail address.
21. In the Address Line 1 field, enter the agency street address.
22. In the Address Line 2 field, optionally enter the agency street address.
23. In the Address Line 3 field, optionally enter the agency street address.
24. In the City field, enter the agency city.
25. In the State field, enter the agency state.
26. In the Postal Code field, enter the agency postal code.
27. To apply the parameters, click **OK**.
28. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
29. Place the cursor in the Request ID field and click **View Output**.
30. Close the window.

Report on Receivables Due from the Public Description

Table 52–2 Report on Receivables Due from the Public Description

Report on Receivables Due from the Public Description	
Part I: Status of Receivables	
Section A: Receivables and Collections	
Line	**Description**
1. Beginning FY Balance	number and dollar amount of all receivables outstanding at beginning of fiscal year; figures must agree with ending balance reported at end of prior fiscal year
2. New Receivables (+)	number and dollar amount of all receivables generated in current fiscal year
3. Accruals (+)	dollar amount of earned interest and late charges accrued during current fiscal year
4. Collections on Receivables (-)	dollar amount of all collections in current fiscal year; non-cash collections, such as personal property or services rendered, must be footnoted
5. Adjustments	dollar amount reclassified or adjusted and transferred into or out of receivables balances in current fiscal year; corrections to previously reported receivables, refunds of amounts previously reported as collections, and adjustments made in prior periods
6. Amounts Written Off (-)	dollar amounts written off during current fiscal year
	Note: The Number field displays invoice write-off adjustments. The Dollars field displays invoice write-offs and line write-off adjustments.
7. Ending Balance	fiscal year beginning balance plus new receivables, accruals, collections on receivables, adjustments, and amounts written off
	Note: The ending balance Dollars includes accruals.
8. Rescheduled Debt	debt for which new or modified payment terms have been agreed to

Table 52–2 Report on Receivables Due from the Public Description

9. Interest & Late Charges	dollar amount of interest or late charges associated with the total outstanding receivables due from public at the end of the reporting period
Section B: Delinquent Debt by Age	
Line	**Description**
1. Total Delinquencies	number and dollar amount of receivables reported in Ending Balance that are delinquent at end of quarterly reporting period; if any portion of a debt has been delinquent more than 180 days, entire amount reported; receivables recorded as delinquent if not paid by payment due date unless terms of contract or agreement specify otherwise; receivables aged from payment due date or date debt notification mailed, depending on agreement; does not include rescheduled receivables in a repayment plan; delinquent accounts only counted once
2. Commercial	number and dollar amount of total outstanding and delinquencies on commercial receivables
3. Consumer	number and dollar amount of total outstanding and delinquencies on consumer receivables
4. Foreign / Sovereign Debt	number and dollar amount of debt owed to the Government by sovereign nations
Part II: Debt Management Tool and Technique Performance Data	
Section A: Delinquent Debt 180 Days or Less	
Line	**Description**
1. Total Delinquencies (1-180 days)	total number and dollar amount of delinquent receivable types that are 180 days or less past due and listed by invoice status types
Section B: Debt Eligible for Referral to Treasury for Offset and Cross-Servicing	
1. Debt Eligible for Referral to Treasury for Offset	delinquent debt over 180 days but not over 10 years that is eligible for referral to Department of Treasury for offset

Table 52–2 Report on Receivables Due from the Public Description

2. Debt Eligible for Referral to Treasury or a Designated Debt Collection Center for Cross-Servicing	delinquent debt over 180 days but not over 10 years that is eligible for referral to Department of Treasury or a designated debt collection center for cross-servicing
Section C: Collections	
1. Collections on Delinquent Debt	number and dollar amount of collections on delinquent debts
	Note: Count reflects invoices only.
Section D: Debt Disposition	
1. Written Off and Not Closed Out	number and dollar amount of receivables that have been removed from agency accounting records, but not reported to the IRS on Form 1099-C
2. Reported to IRS on Form 1099-C	number and dollar amount of debt that has been reported as income to the IRS on Form 1099-C during the fiscal year
Part III: Footnotes	

Note: Dollar amounts are not currently provided by Federal Financials for the following:

- Lines 8 and 9, Rescheduled Debt and Interest & Late Charges, in Section A of Part I
- Section B for Part II
- Section D of Part II

Note: Receivables adjustments are populated from system provided values in the Adjustments Descriptive Flexfield. For information on defining the Accounts Receivable Adjustments Flexfield, see Oracle Public Sector Receivables Setup, page 5-1.

Identification of Federal Employees Report Procedure

To print the Identification of Federal Employees Report, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK.**

   The Submit Request window appears.
4. In the Name field, select Identify Federal Employees from the list of values.

   The Parameters window appears.
5. In the Customer Category field, select a Category from the list of values.
6. In the Customer Class field, select a Class, such as Federal, from the list of values.
7. In the Customer Type field, select a Type of Internal or External from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.
10. Place the cursor in the Request ID field and click **View Output**.
11. Close the window.

Identification of Federal Employees Report Description

Table 52–3 Identification of Federal Employees Report Description

Header Section	set of books, currency, and report date
Column	**Description**
Customer Name	customer name
Customer Number SSN	customer identifier
Bill To Address	customer address
Category	Receivables Customer Category

1099-C Electronic Filing Procedure

To run the 1099-C Electronic Filing procedure for an organization, perform the following steps.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select 1099-C Electronic Filing from the list of values.

   The Parameters window appears.

5. In the Tax Year field, enter the tax year using a two digit format.

6. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00.

   Note: The process only selects records greater than or equal to the Invoice Minimum value.

7. In the Media field, enter the two character magnetic tape or tape cartridge type.

8. In the Transmitter Control Code field, enter the five-digit alpha/numeric Transmitter Control Code.

9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. Place the cursor in the Request ID field and click **View Output**.

12. Close the window.

Note: The output file is placed in the user's designated concurrent manager output directory.

1099-C Electronic Filing Format Description

If an organization submits 250 or more 1099-C forms to the IRS, the forms must be sent by electronic media.

The 1099-C Setup process must be run prior to producing the electronic filing data file. The file contains the following record types:

- A - Creditor Records: identifies the creditor and transmitter of the magnetic media file and provides parameters for the following Debtor (type B) Records
- B - Debtor Records: contains debt information such as debtor ID, amount, and description
- C - End of Creditor Records: contains the total number of debts cancelled and the total amount of debt cancelled for each creditor
- F - End of Transmission Record: written after the last C record; contains the total number of type A records

Table 52–4, page 52-15, describes the 1099-C Electronic Filing format.

Table 52–4 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
	Creditor/Transmitter A Record		
1	Record Type	1	required; record type is A
2-3	Payment Year	2	required; from the tax year parameter
4-6	Reel Sequence No.	3	optional; the reel sequence number is incremented by 1 for each tape or diskette on the file starting with 001
7-15	Creditor's TIN	9	required; the nine-digit Taxpayer Identification Number assigned to the payor
16-19	Creditor Name Control	4	optional
20	Last Filing Indicator	1	optional
21	Combined Federal/State Filer	1	optional
22	Type of Return	1	required; type of return code
23-31	Amount Codes	9	required; type of amounts on return
32	Test Indicator	1	T if test file; blank otherwise

Table 52–4 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
33	Service Bureau Indicator	1	indicator is 1 if a service was used to develop / transmit files
34-41	Blank	8	enter blanks
42-43	Magnetic Tape Filer Indicator	2	required for magnetic table / tape cartridge files from the media parameter
44-48	Transmitter Control Code	5	required; enter the five character Transmitter Control Code assigned by IRS / MCC from the transmitter control code parameter
49	Foreign Entity Indicator	1	indicator is 1 if the creditor is a foreign entity and income is paid
50-89	First Creditor Name	40	required; name of the creditor
90-129	Second Creditor	40	optional
130	Transfer Agent Indicator	1	optional
131-170	Creditor Shipping Address	40	creditor address; fill unused positions with blanks
171-210	Creditor City, State, and Zip Code	40	required; city, town, or post office, state, and zip code
211-290	Transmitter Name	80	required if creditor and transmitter are not the same
291-330	Transmitter Mailing Address	40	required if creditor and transmitter are not the same
331-370	Transmitter City, State, and Zip Code	40	transmitter's city town, or post office, state, and zip code
371	Blank	50	enter blanks
	Debtor B Records		
1	Record Type	1	required; record type is B
2-3	Payment Year	2	required; from the tax year parameter
4-13	Blank	10	enter blanks

Table 52–4 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
14	Type of TIN	1	if the Taxpayer Identification Number is:•Employer Identification Number, enter 1•Social Security Number, enter 2•cannot determine, enter 3
15-23	Tax Identification Number	9	required; the nine-digit Taxpayer Identification Number assigned to the debtor
24-43	Creditor's Account Number for Debtor	20	optional; enter any number assigned by the creditor to the debtor
44-50	Blank	7	enter blanks
51-60	Payment Amount 1	10	enter zero
61-70	Payment Amount 2	10	enter amount of cancelled debt right-justified and zero filled
71-80	Payment Amount 3	10	enter interest cancelled right justified and zero filled
81-90	Payment Amount 4	10	enter zero
91-100	Payment Amount 5	10	enter zero
101-110	Payment Amount 6	10	enter zero
111-120	Payment Amount 7	10	enter zero
121-130	Payment Amount 8	10	enter zero
131-140	Payment Amount 9	10	enter zero
141-160	blank	20	enter blanks
161	Foreign Country Indicator	1	1 if debtor is in foreign country; otherwise blank
162-201	Debtor Name	40	required; enter the name of the debtor
202-241	2nd Debtor Name Line	40	optional
242-281	Debtor Mailing Address	40	required; enter mailing address of debtor
282-310	Debtor City	29	required; enter city of debtor
311-312	Debtor State	2	required; enter the valid U.S. Postal Service state abbreviations for states on the appropriate postal identifier

Table 52–4 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
313-321	Debtor ZIP Code	9	required; enter the debtor ZIP code
322-370	Blank	49	enter blanks
371-376	Date Cancelled	6	enter the date the debt was cancelled as MMDDYY
377	Bankruptcy Indicator	1	enter blank if FV_1099C.bankruptcy_code is blank; otherwise enter 1
378-416	Debt Description	39	description of the original debt
417-420	Blanks	4	enter blanks
	End of Creditor C Records		
1	Record Type	1	required; record type is C
2-7	Number of Payees	2	required; enter the total number of B records; right justify information and fill unused positions with zeroes
8-10	Blank	3	enter blanks
11-25	Control Total 1	15	enter zero
26-40	Control Total 2	15	enter zero
41-55	Control Total 3	15	enter zero
56-70	Control Total 4	15	enter zero
71-85	Control Total 5	15	enter zero
86-100	Control Total 6	15	enter zero
101-115	Control Total 7	15	enter zero
116-130	Control Total 8	15	enter zero
131-145	Control Total 9	15	enter zero
146-420	Blank	275	enter blanks
	End of Transmission F Records		
1	Record Type	1	required; record type is F

Table 52–4 1099-C Electronic Filing Format Description

Field Position	Field Title	Length	Description
2-5	Number of A Records	4	required; enter the total number of type A records
6-30	Zero	25	enter zeroes
31-420	Blank	390	enter blanks

1099-C Preprinted Form Report Procedure

To print the 1099-C Cancellation of Debt for an organization, perform the following steps.

1. In the Oracle U.S. Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select 1099-C Preprinted Form Report Procedure from the list of values.

   The Parameters window appears.

5. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00

   Note: The report only selects records greater than or equal to the Invoice Minimum value.

6. In the Reprint field, select Yes or No from the list of values.

   For information on the Maintain 1099-C Information window, see Receivables Management Procedures, page 1.

7. In the Reprint Type field, select All, Corrected, or Void from the list of values.

   Note: Select Reprint Type only if Reprint is set to Yes.

   Note: See Table 52–5, page 52-21, for a description of 1099-C Cancellation of Debt selection criteria.

8. To apply the parameters, click **OK**.

9. To send the print request to the concurrent manager, click **Submit**.

   The Requests window appears.

10. Place the cursor in the Request ID field and click **View Output**.

11. Close the window.

Note: The IRS 1099-C Cancellation of Debt report is a preprinted form that is produced by the IRS annually. Federal Financials allows agencies to print financial information from written-off receivables onto these preprinted forms.

Table 52–5, page 52-21, shows the 1099-C Cancellation of Debt selection criteria.

Table 52–5 1099-C Cancellation of Debt Selection Criteria

Reprint	Reprint Type	Description
No		all invoices that are checked reportable and are not checked reprint are selected for the 1099-C Cancellation of Debt report
Yes	Void	only invoices checked as reportable, reprint, and void are selected for the 1099-C Cancellation of Debt report
Yes	Corrected	only invoices checked as reportable, reprint, and corrected are selected for the 1099-C Cancellation of Debt report
Yes	All	all invoices checked reportable and reprint, and either void or corrected, are selected for the 1099-C Cancellation of Debt report

1099-C Cancellation of Debt Report Description

Table 52–6 1099-C Cancellation of Debt Report Description

Field	Description
Creditor's name, street address, city, state, and ZIP code	name, address, city, state, and ZIP code for creditor
Creditor's Federal identification number	federal identification number for creditor
Debtor's identification number	federal identification number for debtor
Date cancelled	date the debt was canceled
Amount of debt cancelled	amount of debt canceled
Debtor's name	debtor name
Interest if included in box 2	amount of interest if included as part of amount of debt cancelled
Street address (including apt. no.)	street address of debtor
City, state, and ZIP code	city, state, and ZIP code of debtor
Debt description	description of debt
Account number (optional)	optional field, account number assigned by agency
Check for bankruptcy	If box is selected, the creditor indicated that debt was cancelled in a bankruptcy proceeding.
Fair market value of property	The fair market value of property is shown, or the debtor receives a separate Form 1099-A Acquisition or Abandonment of Secured Property.

1096 Annual Summary and Transmittal of U.S. Information Returns Procedure

To print the 1096 Annual Summary and Transmittal of U.S. Information Returns for an organization, perform the following steps.

Note: Run this data after the 1099-C Cancellation of Debt reports have been processed.

1. In Federal Financials, navigate to the Submit Request window as follows:

   Other - Request - Run

   The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select 1096 Annual Summary and Transmittal of U.S. Information Returns from the list of values.

   The Parameters window appears.

5. In the Name of Contact Person field, enter a contact name.

6. In the Phone of Contact Person field, enter a phone number.

7. In the Federal Income Tax Withheld field, enter the amount of federal income tax withheld.

8. In the Invoice Minimum field, enter an invoice amount or use the default value of $600.00.

   Note: The report only selects records greater than or equal to the Invoice Minimum value.

9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. Place the cursor in the Request ID field and click **View Output**.

12. Close the window.

Note: The IRS 1096 Annual Summary and Transmittal of U.S. Information Returns is a preprinted form that is produced by the IRS annually. Federal Financials allows

agencies to print financial information from written-off receivables onto these preprinted forms using the 1096 Annual Summary and Transmittal of U.S. Information Returns report.

1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Table 52–7 1096 Annual Summary and Transmittal of U.S. Information Returns Report Description

Filer's name, street address, city, state, and ZIP code	name, address, city, state, and ZIP code for filer
Name of person to contact if the IRS needs more information; Telephone number	name and telephone number of person to contact
Field	**Description**
1. Employer identification number	federal identification number of employer
2. Social security number	social security number of filer
3. Total number of forms	total number of forms sent to IRS
4. Federal income tax withheld	amount of federal income tax withheld
5. Total amount reported with this Form 1096	total amount reported with the Form 1096
Enter an 'X' in only one box below to indicate the type of form being filed.	checkmark indicates the type of form being filed
If this is the FINAL return, enter an 'X' here	checkmark indicates if the form is the final return

53

FACTS II Report Procedures

This chapter describes the FACTS II reports. The following sections are in this chapter:

- Definition
- Requirements
- Prerequisites
- Trial Balance with FACTS II Attributes Report Procedure
- Trial Balance with FACTS II Attributes Report Description
- Transaction Register with FACTS II Attributes Report Procedure
- Transaction Register with FACTS II Attributes Report Description

Definition

The FACTS II reports provide information on SGL account balances and associated attributes affected by FACTS II requirements. The FACTS II reports include the following:

- The Trial Balance with FACTS II Attributes Report is used by federal agencies to review SGL account balances at the attribute level by fund within a treasury symbol.
- The Transaction Register with FACTS II Attributes Report captures every transaction posting to a SGL account by fund within a treasury symbol.

The preceding reports capture attributes for accounts that are reported on FACTS II only. In addition, these reports facilitate the analysis of SGL account balances and attribute information captured in Oracle U.S. Federal Financials.

For information on FACTS II features, see FACTS II Procedures, page 45-1.

For information on the FACTS II process, see FACTS II Process, page H-1.

Requirements

Agencies' financial systems are required to comply with the US SGL at the transaction level for FACTS II reporting in accordance with the Federal Financial Management Improvement Act and section 7(c) of the Office of Management and Budget (OMB) *Circular No. A-127*.

For information on reporting requirements, see the Department of Treasury's Financial Management Service (FMS) FACTS II information at the following website:

`www.fms.treas.gov/ussgl/factsii`

Prerequisites

- ❏ Access to U.S. Federal General Ledger and budget execution is required to perform the following tasks:
  - define a set of books
  - establish an accounting flexfield
  - record budget execution data
  - post transactions
  - run General Ledger reports
- ❏ The agency name must be entered in the Define Federal Options window.

  To enter and update agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.
- ❏ Treasury account codes must be defined in the Define Treasury Account Codes window.

  To define Treasury Account Codes in the Define Treasury Account Codes window, see Treasury Account Codes Setup, page 12-1.
- ❏ Treasury symbols must be defined and fund values must be associated to treasury symbols in the Define Federal Account Symbol window and Define Appropriation Parameters window.

  To enter and update appropriation information, see Federal Account Symbol Setup, page 13-1, and Define Appropriation Parameters Setup, page 16-1.
- ❏ The US SGL accounts table setup procedure must be run to populate the Define US SGL Accounts window.

  To run the US SGL accounts table setup procedure, see FACTS Table Setup, page 21-1.
- ❏ US SGL accounts must be reviewed and edited, if necessary, in the Define US SGL Accounts window before performing the FACTS II Submission procedure.

  To enter and update US SGL accounts, see FACTS Setup, page 22-1.
- ❏ The FACTS attributes table setup procedure must be run to populate the Define FACTS Attributes window.

  To run the FACTS attributes table setup procedure, see FACTS Table Setup, page 21-1.

- Account numbers and attributes must be reviewed and edited, if necessary, in the FACTS Attributes window before performing the FACTS II report procedures.

  To enter and update FACTS attributes data, see FACTS Setup, page 22-1.

Trial Balance with FACTS II Attributes Report Procedure

To print the Trial Balance with FACTS II Attributes report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

   Other - Request - Run

   The Submit a New Request window appears.
2. Select the Single Request radio button.
3. Click **OK**.

   The Submit Request window appears.
4. In the Name field, select Generate Trial Balance with FACTS II Attributes from the list of values.
5. Click **OK**.

   The Parameters pop-up window appears.
6. In the Treasury Symbol field, select a treasury symbol from the list of values.
7. In the Report Fiscal Year field, select a fiscal year from the list of values.
8. In the Report Fiscal Quarter field, select a quarter from the list of values.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.
11. Place the cursor in the Request ID field and click **View Output**.
12. Close the window.

Trial Balance with FACTS II Attributes Report Description

Table 53–1 Trial Balance with FACTS II Attributes Report Description

Header Section **Fund**	**set of books name, report date, treasury symbol, page, report year, report quarter**
Column	**Description**
Account	SGL account number
Description	SGL account name
Begin / End	balance; beginning B, ending E
PL Code	public law code reported for account number
Reimb Flag	reimbursable flag; direct D, reimbursable R
Avail Time	period of availability; available A or available in a subsequent period S
BEA Cat	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
Appor Cat	apportionment category: A, B, R
Trans Prtnr	transaction partner code; federal F, non-federal X, non-federal exception E
Brrw Srce	borrowing source; treasury T, public P, both B
Def / Indef	definite or indefinite flag; definite D, indefinite I
Auth Type	authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan asset sales with recourse L, re-appropriation R, spending authority from offsetting collections S
Leg Ind	legislation indicator; appropriation act A, continuing resolution C, supplemental appropriation S, authorization act / other O, rescission R, deferral D
Cohort	cohort year; two-digit year
Amount	account balance; positive numbers indicate a debit balance, negative numbers indicate a credit balance

Transaction Register with FACTS II Attributes Report Procedure

To print the Transaction Register with FACTS II Attributes report, perform the following steps.

1. In Federal Financials, navigate to the Submit Requests window as follows:

   Other - Request - Run

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Submit Requests window appears.

4. In the Name field, select Generate Transaction Register with FACTS II Attributes from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Treasury Symbol field, select a treasury symbol from the list of values.

7. Select the journal source and journal category for which to print account balances and transaction detail.

   If the journal source and journal category are left blank, the report prints all sources and categories.

8. In the Period From and Period To fields, select a starting and ending accounting period for which to print account balances and transaction details from the list of values.

9. To apply the parameters, click **OK**.

10. To send the print request to the concurrent manager, click **Submit**.

    The Requests window appears.

11. Place the cursor in the Request ID field and click **View Output**.

12. Close the window.

Transaction Register with FACTS II Attributes Report Description

Table 53–2 Transaction Register with FACTS II Attributes Report Description

Header Section **Fund, Source, Category**	**set of books name, report date, treasury symbol, page, report year, report quarter**
Column	**Description**
Account	SGL account number
Description	SGL account name
Document Number	document number of transaction posted to account
Date	document date of transaction posted to account
Begin / End	balance; beginning B, ending E
PL Code	public law code reported for account number
Reimb Flag	reimbursable flag; direct D, reimbursable R
Avail Time	period of availability; available A or available in a subsequent period S
BEA Cat	Budget Enforcement Agency (BEA) category; discretionary D, mandatory M
Appor Cat	apportionment category: A, B, R
Trans Prtnr	transaction partner code; federal F, non-federal X, non-federal exception E
Brrw Srce	borrowing source; treasury T, public P, both B
Def / Indef	definite or indefinite flag; definite D, indefinite I
Auth Type	authority type; advance appropriation D, appropriation P, borrowing authority B, contract authority C, proceeds of loan asset sales with recourse L, re-appropriation R, spending authority from offsetting collections S
Leg Ind	legislation indicator; appropriation act A, continuing resolution C, supplemental appropriation S, authorization act / other O, rescission R, deferral D
Cohort	cohort year; two-digit year
Debits	debit balance for transaction, if applicable
Credits	credit balance for transaction, if applicable
Ending Balance	sum of debit and credit balances; positive numbers indicate a debit balance, negative numbers indicate a credit balance

Part IX

Topical Essays

A

Budget Execution Process

This appendix contains a detailed discussion of the Budget Execution process. The following sections are in this appendix:

- Definition
- Federal Requirements
- Federal Reporting Requirements
- Budget Execution Process Features
- Budget Execution Process

Definition

The Budget Execution process provides organizations with the ability to develop and record budgets, and to track and control funds. An organization can define multiple levels to its budget and establish budgetary limitations for each level. The upper levels, such as appropriation, apportionment, and allotment, have legal authority over the limitations. The lower levels of control are used for internal management.

Federal Requirements

Federal agencies are precluded by the Antideficiency Act from the following:

- incurring obligations or expenditures in excess of the amounts available in appropriations, fund accounts, or apportionments
- obligating or expending amounts required to be sequestered. Federal agencies are also precluded from exceeding allotments, sub-allotments, or other subdivisions of funds when agency regulations make exceeding such administrative divisions a violation of the law.

In addition, the Antideficiency Act requires agency managers to establish fund control systems that identify agency staff responsible for causing obligations or expenditures to exceed limitations. OMB has directed executive agencies to always treat obligations in excess of allotments or sub-allotments as violations of the Antideficiency Act.

Federal Reporting Requirements

Agencies are required to produce the SF-133 Report on Budget Execution on a quarterly basis and submit it within 20 days after the close of the quarter. This report accounts for the budgetary resources appropriated for an agency. The report contains information about the sources of budget authority and the current status of budgetary resources by appropriation. To comply with OMB regulations, the SF-133 report must be constructed using the standard accounts as defined in the U.S. Standard General Ledger.

Budget Execution Process Features

The Budget Execution process has the following features:

- creation of multiple budget levels from top-level funding to detailed, time-based divisions of funds. Budget levels can have any name.
- establishment of budget limitations and monetary amounts
- distribution and control of budgets at any level including the division, program, and project. Budgets can be distributed and controlled at all levels.
- recording and control of rescissions and deferrals. Rescissions, proposed and enacted, and deferrals, OMB and agency, are recorded on the Define Budget Level 1 (Appropriation) window. Recording these transactions generates the proper accounting entries through the use of transaction codes. Control of rescissions and deferrals can be established as absolute, advisory, or no spending control.
- creation of security levels to tightly control access to budget information
- posting to the General Ledger. The transaction codes ensure that budget transactions are posted correctly to the General Ledger.
- online audit trail. The Budget Transaction History window shows all transactions including the date, amount, status of posting to the General Ledger, type of transaction, name of user, document number, and other audit data.

Budget Execution Process

The Budget Execution process consists of the following steps:

1. The agency's federal account symbols are entered and the associated treasury symbols are built in the Define Federal Account Symbols window.
2. The number of levels are defined in the Define Budget Levels window.
3. Security groups and access rights are given to users in the Define Budget Users window.
4. Budget distributions are defined for each fund value to be used in entering transactions in the Define Budget Distributions window.
5. Budget transaction types are entered in the Define Budget Transaction Types window.
6. Budget transaction codes are entered in the Define Budget Transaction Codes window.
7. Appropriation transactions are entered or modifies appropriation transactions on the Enter Budget Level 1 (Appropriation) window. The information is imported to General Ledger by selecting the Post button.
8. The appropriation is divided into quarter, program or by another segment on the Enter Budget Level 2 (Apportionment) window.
9. The apportionment is distributed into lower levels, such as allotments.
10. Entries from each level are imported to General Ledger by selecting the Post button from each level.
11. The Budget Transaction History window lists all pertinent data for each transaction and is used to audit budgetary transactions based on a particular treasury symbol or fund value.

B

Prompt Payment Process

This appendix contains a detailed discussion of the Prompt Payment features of Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- U.S. Federal Payables Diagram
- Due Date Calculation Process
- Economically Beneficial Discount Process
- Reason Code Process
- References

Federal Requirements

Definition

The Prompt Payment Act is a set of regulations governing the payment practices of federal agencies. The Prompt Payment Act is documented in the Office of Management and Budget (OMB) *Circular A-125, Prompt Payment* and in a supplement to the *Treasury Financial Manual (TFM).*

Payment of Commercial Obligations

Agencies must comply with the following:

- Agencies must pay commercial obligations within specific time periods.
- Payments must be based on receipt of proper invoices or progress payment requests only if goods or services have been received and accepted by the agency and contract terms have been fulfilled satisfactorily.

Federal Financials enables users to comply with these requirements by providing the following features:

- Due Date Calculation process
- Economically Beneficial Discount process
- Reason Code process

Payment of Interest Penalties

Agencies must comply with the following:

- Agencies must pay valid interest penalties on late payments automatically from funds budgeted and allocated for the program for which the late payment occurred.

Payables allows users to comply with this requirement by providing the Payables Automatic Interest process.

For information on the Payables Automatic Interest process, see Prompt Payment Support, *Oracle Public Sector Payables User's Guide.*

Reporting Requirements

Agencies must comply with the following:

- Agencies must prepare an annual report to the Office of Management and Budget (OMB) to comply with the Prompt Payment Act.

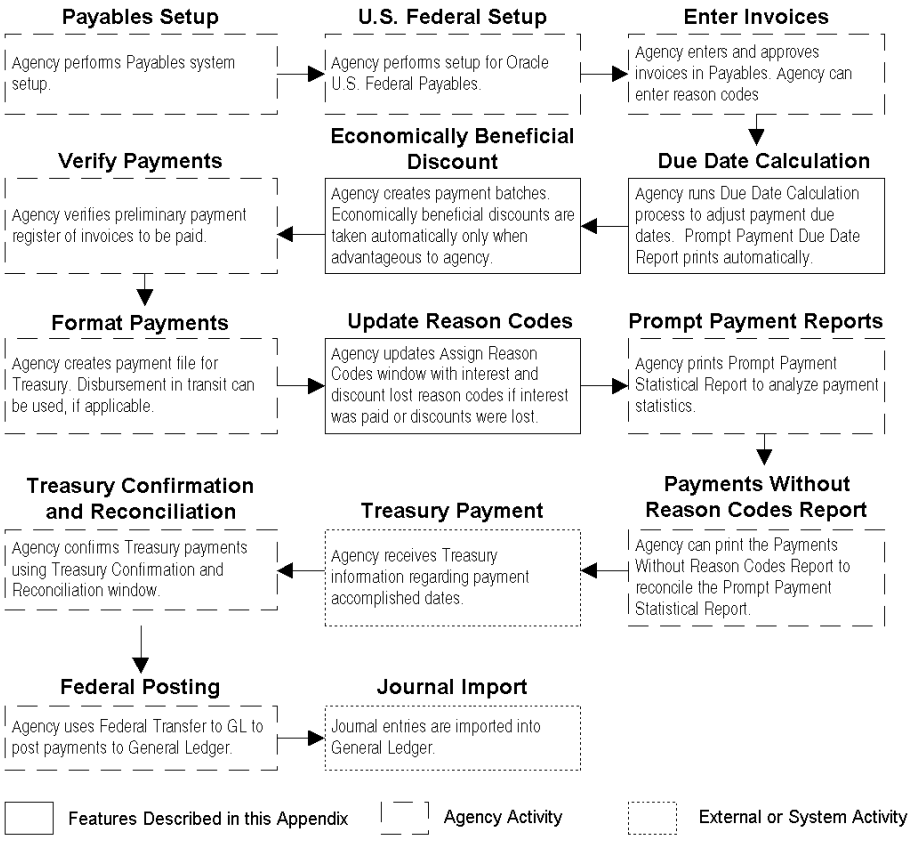
Payables allows users to comply with this requirement by providing the following features:

- Prompt Payment Statistical Report
- Payments Without Reason Codes Report

U.S. Federal Payables Diagram

Figure B–1 shows the U.S. Federal Payables Processing Cycle diagram as described in Table B–1.

Figure B–1 U.S. Federal Payables Processing Cycle Diagram



U.S. Federal Payables Processing Cycle

Table B–1 U.S. Federal Payables Processing Cycle

Feature	Description	Status
Payables Setup	Agency performs Payables system setup.	agency activity
U.S. Federal Setup	Agency performs setup for Oracle U.S. Federal Payables.	agency activity
Enter Invoices	Agency enters and approves invoices in Payables. Agency can enter reason codes.	agency activity
Due Date Calculation	Agency runs Due Date Calculation process to adjust payment due dates. Prompt Payment Due Date Report prints automatically.	described in this appendix
Economically Beneficial Discount	Agency creates payment batches. Economically beneficial discounts are taken automatically only when advantageous to agency.	described in this appendix
Verify Payments	Agency verifies preliminary payment register of invoices to be paid.	agency activity
Format Payments	Agency creates payment file for Treasury. Disbursement in transit can be used, if applicable.	agency activity
Update Reason Codes	Agency updates Assign Reason Codes window with interest and discount lost reason codes if interest was paid or discounts were lost.	described in this appendix
Prompt Payment Reports	Agency prints Prompt Payment Statistical Report to analyze payment statistics.	agency activity
Payments without Reason Codes Report	Agency can print the Payments without Reason Codes Report to reconcile the Prompt Payment Statistical Report.	agency activity
Treasury Payment	Agency receives Treasury information regarding payment accomplished dates.	external or system activity

Table B–1 U.S. Federal Payables Processing Cycle

Feature	Description	Status
Treasury Confirmation and Reconciliation	Agency confirms Treasury payments using Treasury Confirmation and Reconciliation window.	agency activity
Federal Posting	Agency uses Federal Transfer to GL to post payments to General Ledger.	agency activity
Journal Import	Journal entries are imported into General Ledger.	external or system activity

Figure B–2 Due Date Calculation Process

Features

In Payables, the payment due date of an invoice normally defaults to the date set up as the Terms Date Basis, usually the Invoice Received Date. U.S. Federal Payables provides the Due Date Calculation process to calculate payment due dates according to the terms of the Prompt Payment Act.

Process

The Due Date Calculation process involves the following:

1. After invoices have been entered and approved in Payables, but before payment batches are created using the AutoSelect process, the Due Date Calculation process is initiated by the user. See Figure B–1, page B-4, which illustrates the U.S. Federal Payables processing cycle.
2. The Due Date Calculation process compares the Terms Date Basis with the Goods / Services Acceptance Date on each invoice. If the Goods / Services Acceptance Date is later than the Invoice Received date, the payment due date is changed to reflect the Goods / Services Acceptance Date. The payment period begins with the date selected.

   The Due Date Calculation Process can also compare the Goods / Services Acceptance Date to the Constructive Acceptance Date. Invoice returns can also affect the payment schedule.

   If payment due dates fall due on nonworking dates or holidays, the Due Date Calculation process schedules the payment on the following business day. This is in compliance with the Prompt Payment Act, which states that agencies do not incur late payment interest penalties.

Example: Due Date Adjustment

This example illustrates an instance in which the payment due date of an invoice is changed based on a later Goods / Services Acceptance Date.

An invoice is received with the following information:

- Date the invoice was received is April 11, 1997.
- Date goods were received is April 14, 1997.
- Payment terms are Net 30.

The original payment due date is May 11, 1997 because Payables uses the Invoice Received Date as the Terms Date Basis.

The Due Date Calculation process changes the due date to May 14, 1997 because the Goods / Services Acceptance Date is later than the Invoice Received Date.

Note: In this example, the Payables Terms Date Basis defaults to the Invoice Received Date. This default date must be specified in Payables. For more information on setting up the Terms Date Basis in Payables, see Oracle Public Sector Payables Setup, page 4-1.

Example: No Due Date Adjustment

This example illustrates an instance in which the payment due date is not changed, because the Invoice Received Date is later than the Goods / Services Acceptance Date.

An invoice is received with the following information:

- Date the invoice was received is April 14, 1997.
- Date services were accepted is April 11, 1997.
- Payment terms are Net 30.

The original payment due date is May 14, 1997.

The Due Date Calculation process leaves the due date as May 14, 1997, because the Invoice Received Date is later than the Goods / Services Acceptance Date.

Example: Constructive Acceptance

This example illustrates an instance where the payment due date of an invoice is changed because the Constructive Acceptance Date is later than the Invoice Received Date.

An invoice is received with the following information:

- Date the invoice was received is November 14, 1997.
- Date goods were received is November 10, 1997.
- Date goods were accepted is November 20, 1997.
- The Constructive Acceptance Date is November 17, 1997.
- Payment terms are Net 30.

The original payment due date is December 14, 1997 because Payables uses the Invoice Received Date as the Terms Date Basis.

The agency has a Constructive Acceptance Date that is 7 days after receipt of the goods. Actual acceptance of the goods did not occur until November 20, 1997, 10 days after receipt of the goods. The Due Date Calculation Process changes the due date for the invoice to December 17, 30 days after the Constructive Acceptance Date.

Example: Invoice Returns

This example illustrates an instance where the payment due date is changed because the invoice was not returned within the allotted time.

- Date the original invoice was received is November 14, 1997.
- Date the original invoice was returned is November 24, 1997.
- The Invoice Return Days for the agency are 7 days.
- Date goods were received is November 10, 1997.
- Date goods were accepted is November 20, 1997.
- The Constructive Acceptance Date is November 17, 1997.
- Date the new invoice was received is November 30, 1997.
- Payment terms are Net 30.

The original payment due date is December 30, 1997, 30 days after the new invoice was received.

The Due Date Calculation process changes the due date to December 27, 1997, because the Invoice Return Days are 7 days, but the agency took 10 days to return the original invoice. The three extra days are subtracted from the payment terms.

Economically Beneficial Discount Process

Definition

An economically beneficial discount is a vendor discount that, if taken, allows an agency to realize a greater return by paying early than by keeping its money invested until a later payment due date.

Features

Payables allows users to take vendor discounts for early payment at their discretion, as long as the discount date has not yet passed. However, the Prompt Payment Act requires federal agencies to take all economically beneficial discounts. Federal Financials complies with this requirement by providing the Economically Beneficial Discount process.

Process

The Economically Beneficial Discount process involves the following:

1. When payment batches are created using the Payables AutoSelect process, the Economically Beneficial Discount process runs automatically. See Figure C-1, which illustrates the U.S. Federal Payables processing cycle.
2. For each applicable invoice, the savings that would be realized by taking a discount on that date are converted into an effective annual discount rate using the following formula:

$$\frac{\text{discount \%}}{100 - \text{discount}} \times \frac{\text{(days in year)}}{\text{(total days in payment period)} - \text{(days left in discount period)}}$$

3. The rate is compared to the Current Value of Funds rate entered in the Define Fund Rates window. If the effective annual discount rate is greater than the Current Value of Funds rate, the discount is economically beneficial.
4. Discounts are taken unless they are not economically beneficial or the discount date has passed. If the discount is not economically beneficial, the payment is eliminated from the payment batch, and it is processed again the next time invoices are selected for payment. If the discount date has passed, the payment

is automatically added to the Assign Reason Codes window for a discount lost reason code to be assigned.

Example: Vendor Discount

This example illustrates an instance in which it is economically beneficial to take a vendor discount for early payment.

On an invoice dated April 15, a supplier offers a 2% discount if payment is made within 10 days. Otherwise, the payment is due within 30 days.

On April 25, the Current Value of Funds rate is 9%. The Economically Beneficial Discount process performs the following calculation to determine the effective annual discount rate the vendor is offering:

$$2\% / (100\% - 2\%) \times 360 / (30 - (10 - 0)) = 0.367 = 36.7\%$$

Since this rate is greater than the Current Value of Funds rate, the payment is processed and the discount taken.

Example: Due Date Adjustment with Discount

This example illustrates an instance in which the payment due date of an invoice is changed based on a later Goods / Services Acceptance Date, and a vendor discount is offered.

An invoice is received with the following information:

- Date the invoice was received is April 11, 1997.
- Date goods were received is April 14, 199.7
- Payment terms are 2 / 10, Net 30.
- Discount date is April 21, 1997.

The original payment due date for this example is May 11, 1997.

The Due Date Calculation process changes the due date to May 14, 1997, because the Goods / Services Acceptance Date is later than the Invoice Received Date. The discount date remains April 21.

During the creation of payment batches on April 21, the Economically Beneficial Discount process determines that the discount date has not yet passed, and compares the discount rate to the Current Value of Funds rate to determine if taking the discount is economically beneficial.

WARNING: The Economically Beneficial Discount process is not utilized by the manual payments or quick payments. All payments subject to the Prompt Payment Act must be made by scheduling payment batches.

Reason Code Process

Definition

Reason codes provide reasons for invoices with interest paid or discounts lost.

Features

Payables allows users to enter reason codes for invoices for which interest was paid or a discount was lost. Payables loads these invoices automatically when the payment batch is confirmed. The reason codes for these invoices can then be entered individually or by batch.

Process

The Reason Code process involves the following:

1. Enter an invoice if interest was paid or a discount was lost.
2. Optionally, enter the unpaid invoice and assign a reason code in the Assign Reason Codes window.

   Note: If the invoice is entered in Step 2 above, the record is updated with the payment batch information during the payment batch process and retains the original reason code.
3. Process the payment.

   Note: When payment batches are created using Payables, all invoices with interest over $1.00 and invoices with discounts lost automatically populate the Assign Reason Codes window. See Figure B–1, page B-4, which illustrates the U.S. Federal Payables processing cycle.
4. Assign reason codes in the Assign Reason Codes window.

Note: For more information on assigning reason codes, see Prompt Payment Procedures, page 33-1.

WARNING: Reason codes are not assigned for manual payments.

References

For information on setting up Payables, see Oracle Public Sector Payables Setup, page 4-1.

For information on entering and updating the Current Value of Funds rate in the Define Fund Rates window, see Current Value of Funds Setup, page 17-1.

For information on entering and updating payment terms types in the Define Payment Terms Types window, see Payment Terms Types Setup, page 9-1.

For information on entering and updating holidays and non-working dates in the Define Holiday / Non-Working Dates window, see Holiday and Non-Working Dates Setup, page 19-1.

For information on running the Due Date Calculation procedure and the Economically Beneficial Discount procedure, see Prompt Payment Procedures, page 33-1.

For information on printing the Prompt Payment reports, see Prompt Payment Report Procedures, page 49-1.

For information on approving invoices in Payables, see Invoice Approvals, *Oracle Public Sector Payables User's Guide*.

For information on how to process payment batches in Payables, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

For information on the Payables Automatic Interest process, see Prompt Payment Support, *Oracle Public Sector Payables User's Guide*.

For information on entering reason codes in the Define Federal Lookups window, see Federal Seed Data Setup, page 8-1.

C

FMS Form 224 Statement of Transactions Process

This appendix contains a detailed discussion of the FMS Form 224 Statement of Transactions Report process in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- FMS Form 224 Statement of Transactions Report Diagram
- FMS Form 224 Statement of Transactions Report Process
- References

Federal Requirements

Definition

The FMS Form 224 Statement of Transactions Report is a report generated by federal agencies containing debit and credit transactions. The report includes vouchers accomplished by the Department of Treasury and cash collections received for deposit.

Reporting Requirements

Agencies are required to comply with the following:

- The FMS Form 224 must be generated for each calendar month.
- If no transactions occur during the accounting month, a zero activity FMS Form 224 must be submitted.
- If additional transactions occur after submission of the FMS Form 224, an additional FMS Form 224 containing only supplemental information must be submitted.

Submission Requirements

Agencies are required to comply with the following:

- The FMS Form 224 must be submitted to the Department of Treasury no later than the fifth working day following the close of the accounting month.
- A separate FMS Form 224 must be submitted for each Agency Location Code (ALC).
- The supplemental FMS Form 224 must be submitted between the fifth and eighth working days following the close of the reporting month.

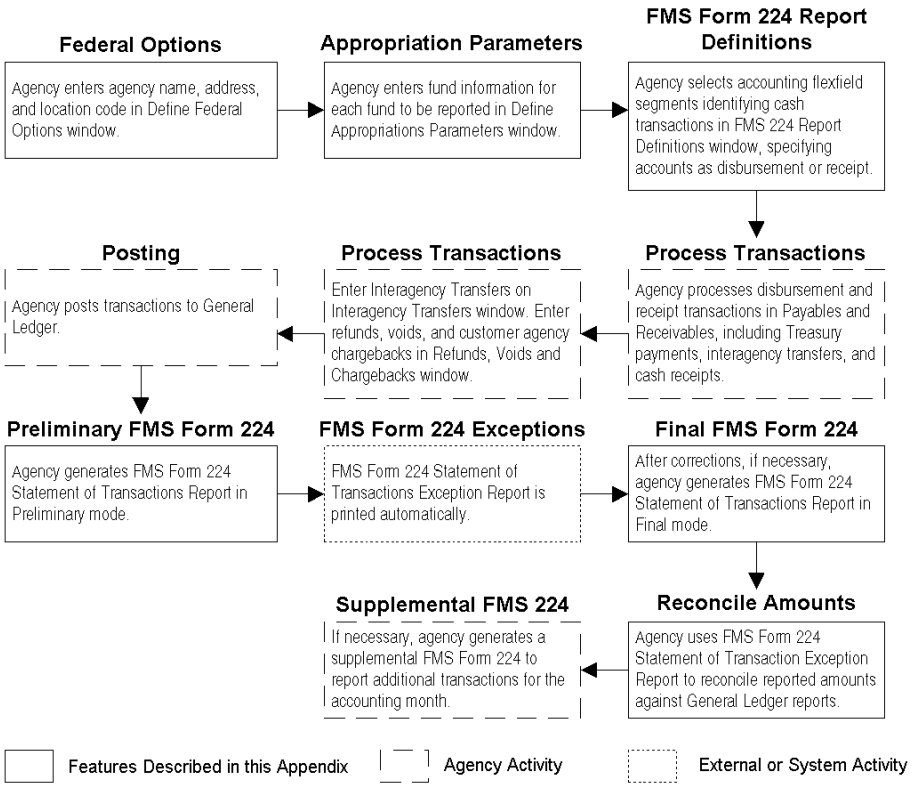
Federal Financials enables users to comply with these requirements by providing the FMS Form 224 Statement of Transactions Report process.

Additional information on FMS Form 224 requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3300.

FMS Form 224 Statement of Transactions Report Diagram

Figure C–1 shows the FMS Form 224 Statement of Transaction Report diagram as described in Table C–1.

Figure C–1 FMS Form 224 Statement of Transactions Report Process Diagram



FMS Form 224 Statement of Transactions Report

Table C–1 FMS Form 224 Statement of Transactions Report

Feature	Description	Status
Federal Options	Agency enters agency name, address, and location code in Define Federal Options window.	described in this appendix
Appropriation Parameters	Agency enters fund information for each fund to be reported in Define Appropriations Parameters window.	described in this appendix
FMS Form 224 Report Definitions	Agency selects accounting flexfield segments identifying cash transactions in FMS 224 Report Definitions window, specifying accounts as disbursement or receipt.	described in this appendix
Process Transactions	Agency processes disbursement and receipt transactions in Payables and Receivables, including Treasury payments, interagency transfers, and cash receipts.	agency activity
Process Transactions	Enter Interagency Transfers on Interagency Transfers window. Enter refunds, voids, and customer agency chargebacks in Refunds, Voids and Chargebacks window.	agency activity
Posting	Agency posts transactions to General Ledger.	agency activity
Preliminary FMS Form 224	Agency generates FMS Form 224 Statement of Transactions Report in Preliminary mode.	described in this appendix
FMS Form 224 Exceptions	FMS Form 224 Statement of Transactions Exception Report is printed automatically.	external or system activity
Final FMS Form 224	After corrections, if necessary, agency generates FMS Form 224 Statement of Transactions Report in Final mode.	described in this appendix
Reconcile Amounts	Agency uses FMS Form 224 Statement of Transaction Exception Report to reconcile reported amounts against General Ledger reports.	described in this appendix

Table C–1 FMS Form 224 Statement of Transactions Report

Feature	Description	Status
Supplemental FMS 224	If necessary, agency generates a supplemental FMS Form 224 to report additional transactions for the accounting month.	agency activity

FMS Form 224 Statement of Transactions Report Process

Features

The Federal Financials FMS Form 224 Statement of Transactions Report process is comprised of the following features:

- FMS Form 224 Report Definitions window
- FMS Form 224 Statement of Transactions Report, including the ability to generate supplemental reports
- FMS Form 224 Statement of Transactions Exception Report

Process

The FMS Form 224 Statement of Transactions Report process consists of the following:

1. The agency enters the FMS 224 Fund Type for each fund to be reported in the Define Appropriation Parameters window. Funds are designated as Disbursement Account, Receipt Account, or Revolving Account. Transactions are reported by Department of Treasury Symbol on the FMS Form 224 Statement of Transactions Report, Section I. The fund designation determines the section and column of the FMS Form 224 Statement of Transactions Report in which transactions are reported for manual journal entries.
2. In the FMS Form 224 Report Definitions window, the agency selects the accounting flexfield segment to be used in determining the transactions to be reported on the FMS Form 224 Statement of Transactions Report. The Account Type determines the section and column of the FMS Form 224 Statement of Transactions Report in which transactions are reported for manual journal entries to Revolving Accounts.
3. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.
4. Interagency transfer transactions are also entered in the Interagency Transfers window. Refunds, voids and customer agency chargeback transactions are also entered in the Refunds, Voids and Chargebacks window.
5. At month-end, the agency generates the FMS Form 224 Statement of Transactions Report. All applicable transactions, including disbursements processed in the Department of Treasury Confirmation and Reconciliation window, receipts processed in the Cash Receipts window, and interagency

transactions recorded in the Interagency Transfers window, are included in the report.

Note: The FMS Form 224 Statement of Transactions Report can be regenerated, as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 224 Statement of Transactions Report.

6. The FMS Form 224 Statement of Transactions Report process internally reconciles all transactions to be included in the report against General Ledger. If discrepancies exist, the transactions are printed on the FMS Form 224 Statement of Transactions Exception Report.
7. If the FMS Form 224 was run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 224 Exception Report can be used to compare FMS Form 224 reported amounts with amounts on General Ledger balancing reports for the reporting period.
8. If additional transactions must be reported after FMS Form 224 submission (FMS Form 224 Statement of Transactions Report generated in final mode), a supplemental FMS Form 224 Statement of Transactions Report can be generated using the FMS Form 224 Statement of Transactions Report procedure. Only transactions not previously reported are included. If applicable, an Exception Report is also generated as described in step 6.

Example: Disbursement Reporting

The following table illustrates disbursement transactions that could appear on the FMS Form 224 Statement of Transactions Report.

Table C–2 FMS Form 224 Disbursement Reporting

Transaction	Fund Type	Accounting Month	FMS Form 224 Report Section
Disbursement transaction posted to accounts 1234 and 5678;	Disbursement	January	Section I, Column 3, Section II, Line 1
account number 2040804; transaction date 01/07/96; accomplish date 01/17/96			
Disbursement transaction posted to accounts 2345 and 6789;	Disbursement	January	Section I, Column 3, Section II, Line 1

Table C–2 FMS Form 224 Disbursement Reporting

Transaction	Fund Type	Accounting Month	FMS Form 224 Report Section
account number 2040805; transaction date 01/10/96; blank accomplish date			

Note: Transactions with a blank accomplish date are given a date reflecting the end of the period.

Example: Receipt Reporting

The following table illustrates receipt transactions that could appear on the FMS Form 224 Statement of Transactions Report.

Table C–3 FMS Form 224 Receipt Reporting

Transaction	Fund Type	Accounting Month	FMS Form 224 Report Section
Receipt transaction posted to accounts 4321 and 8765; account number 200132; transaction date 01/22/96; accomplish date 01/28/96	Receipt	January	Section I, Column 2, Section II, Line 2, Section III, Lines 2 and 3
Receipt account transaction posted to accounts 5555 and 6666;	Revolving	January	Section I, Column 2, Section II, Line 2, Section III, Lines 2 and 3
account number 2040804; transaction date 01/22/96; accomplish date 01/29/96			

References

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

For information on entering and updating information in the FMS Form 224 Report Definitions window, see Federal Report Definitions Setup, page 20-1.

For information on entering and updating information in the Interagency Transfers window, see Interagency Transaction Procedures, page 41-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 35-1.

For information on printing the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 50-1.

D

FMS Form 1219/1220 Process

This appendix contains a detailed discussion of the FMS Form 1219/1220 process in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- FMS Form 1219/1220 Process Diagram
- FMS Form 1219/1220 Report Process
- References

Federal Requirements

Definition

The FMS Form 1219 Statement of Accountability is prepared by disbursing officers in agencies that do their own disbursing. The report is used to determine the accountability of disbursing officers for funds held outside the Department of Treasury, that is cash on hand. This includes Department of Treasury Regional Finance Centers (TRFCs), Military Departments, Army, Navy, and Air Force, and nonmilitary agencies that do their own disbursing.

The FMS Form 1220 Statement of Transactions is prepared by disbursing officers to provide treasury with a monthly statement of payments and collections for the agency.

The FMS Form 1219 Statement of Accountability and FMS Form 1220 Statement of Transactions are treated as one report when processed by the Financial Management Service (FMS). This report is referred to as the FMS Form 1219/1220 report in this document.

The FMS Form 1219/1220 Process selects General Ledger transactions that must be reported on the FMS Form 1219/1220.

The FMS Form 1219/1220 Correction procedure assigns lines and the Agency Location Code on the FMS Form 1219/1220 report to transaction records where the required information cannot be identified. It also allows entry of adjustment records and the assignment of these records to lines on the report.

The FMS Form 1219/1220 Exception Report includes transactions included in or omitted from the FMS Form 1219/1220 report that can require review or correction.

For information on FMS Form 1219/1220 procedures, see FMS Form 1219/1220 Procedures, page 51-1.

Reporting Requirements

Agencies are required to comply with the following:

- The FMS Form 1219/1220 report must be generated for each calendar month.
- If no transactions occur during the accounting month, a zero activity FMS Form 1219 must be submitted.

Submission Requirements

Agencies are required to comply with the following:

- A separate FMS Form 1219/1220 report must be submitted for each Agency Location Code.
- A supplemental FMS Form 1219/1220 report containing supplemental information can be submitted to adjust data.

Federal Financials enables users to comply with these requirements by providing the FMS Form 1219/1220 process.

Additional information on FMS Form 1219/1220 report requirements is documented in the *Treasury Financial Manual (TFM)*, 2-3100.

FMS Form 1219/1220 Process Diagram

Figure D–1 and Figure D–2 show the FMS Form 1219/1220 Process diagram as described in Table D–1.

Figure D–1 FMS Form 1219/1220 Process Diagram

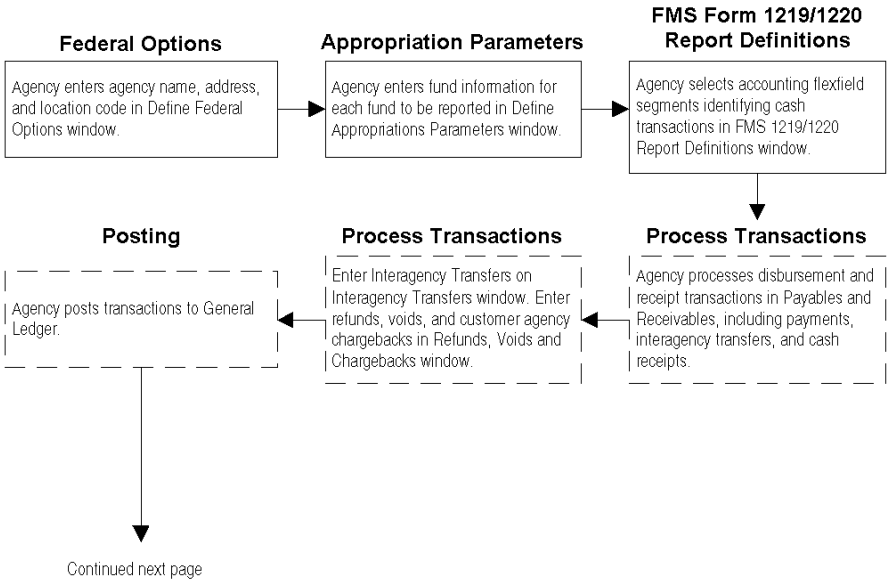
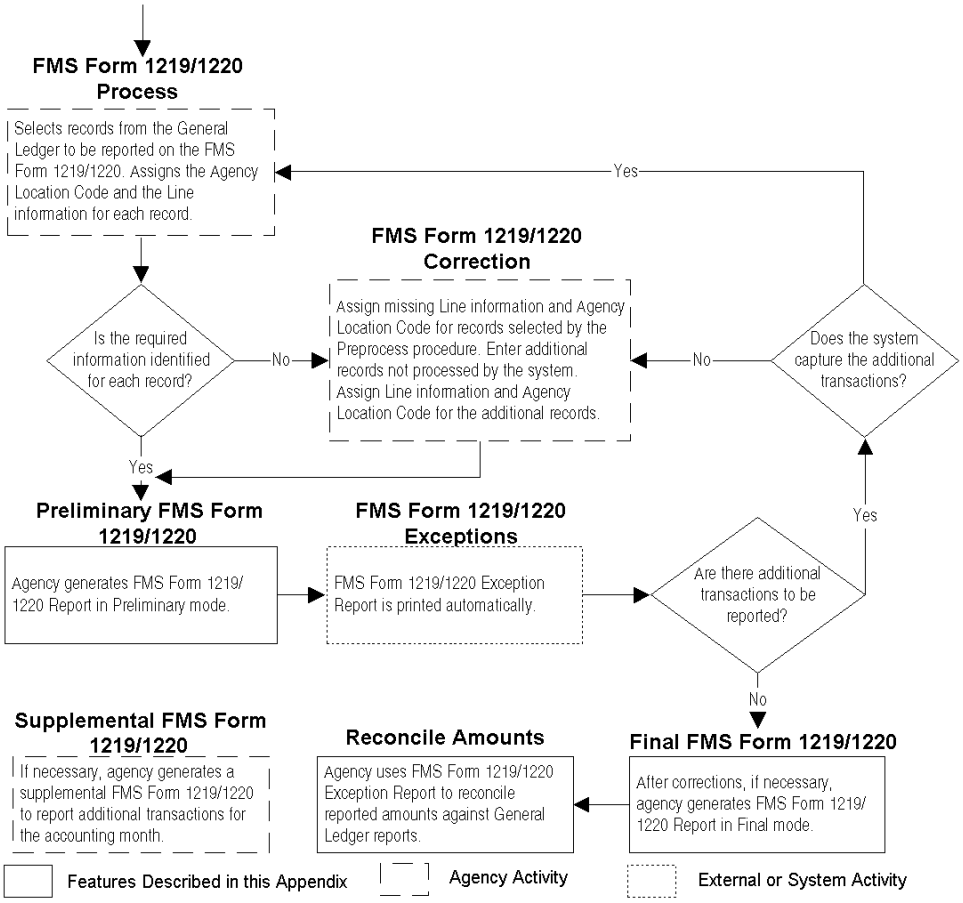


Figure D–2 FMS Form 1219/1220 Process Diagram (Continued)



FMS Form 1219/1220 Process

Table D–1 FMS Form 1219/1220 Process

Feature	Description	Status
Federal Options	Agency enters agency name, address, and location code in Define Federal Options window.	described in this appendix
Appropriation Parameters	Agency enters fund information for each fund to be reported in Define Appropriations Parameters window.	described in this appendix
FMS Form 1219/1220 Report Definitions	Agency selects accounting flexfield segments identifying cash transactions in FMS 1219/1220 Report Definitions window.	described in this appendix
Process Transactions	Agency processes disbursement and receipt transaction in Payables and Receivables, including payments, interagency transfers, and cash receipts.	agency activity
Process Transactions	Enter Interagency Transfers in Interagency Transfers window. Enter refunds, voids, and customer agency chargebacks in Refunds, Voids and Chargebacks window.	agency activity
Posting	Agency posts transactions to General Ledger.	agency activity
FMS Form 1219/1220 Process	Selects records from the General Ledger to be reported on the FMS Form 1219/1220. Assigns the Agency Location Code and the Line information for each record.	agency activity
Decision Box	Is the required information identified for each record?	described in this appendix
FMS Form 1219/1220 Correction	If required information is not identified, perform this step. Assign missing Line information and Agency Location Code for records selected by the Preprocess procedure. Enter additional records not processed by the system. Assign Line information and Agency Location Code for the additional records.	agency activity

Table D–1 FMS Form 1219/1220 Process

Feature	Description	Status
Preliminary FMS Form 1219/1220	If the required information is identified, perform this step. If the required information was not identified for each record, perform this step after making the FMS Form 1219/1220 Correction. Agency generates FMS Form 1219/1220 Report in Preliminary mode.	agency activity
FMS Form 1219/1220 Exceptions	FMS Form 1219/1220 Exception Report is printed automatically.	external or system activity
Decision Box	Are there additional transactions to be reported?	described in this appendix
Decision Box	If there are additional transactions to be reported, perform this step. Does the system capture the additional transactions?	described in this appendix
FMS Form 1219/1220 Correction	If the system does not capture the additional transactions, perform the FMS Form 1219/1220 Correction as previously described, then continue the process.	agency activity
FMS Form 1219/1220 Process	If the system does capture the additional transactions, perform the FMS Form 1219/1220 Process as previously described, then continue the process.	agency activity
Final FMS Form 1219/1220	If there are not additional transactions to be reported, perform this step. After corrections, if necessary, agency generates FMS Form 1219/1220 Report in Final mode.	described in this appendix
Reconcile Amounts	Agency uses FMS Form 1219/1220 Exception Report to reconcile reported amounts against General Ledger reports.	described in this appendix

Table D–1 FMS Form 1219/1220 Process

Feature	Description	Status
Supplemental FMS Form 1219/1220	If necessary, agency generates a supplemental FMS Form 1219/1220 to report additional transactions for the accounting month.	agency activity

FMS Form 1219/1220 Report Process

Features

The Federal Financials FMS Form 1219/1220 Report process is comprised of the following features:

- FMS Form 1219/1220 Report Definitions window
- FMS Form 1219/1220 Process
- FMS Form 1219/1220 Transaction Correction window
- FMS Form 1219/1220 Report, including the ability to generate supplemental reports
- FMS Form 1219/1220 Exception Report

Process

The FMS Form 1219/1220 report process consists of the following:

1. In the FMS Form 1219/1220 Report Definitions window, the agency selects the accounting flexfield segment to be used in determining the transactions to be reported on the FMS Form 1219/1220 Report.
2. The agency enters the Department of Treasury Symbol and fund values to be reported in the Define Appropriation Parameters window. Transactions are reported by Department of Treasury Symbol on the FMS Form 1220 Report.
3. The agency processes disbursements and receipts throughout the accounting month, posting transactions to General Ledger.
4. Interagency transfer transactions are entered in the Interagency Transfers window. Refunds, voids, and customer agency chargeback transactions are entered in the Refunds, Voids and Chargebacks window.
5. At month-end, the agency runs the FMS Form 1219/1220 Process procedure. All applicable transactions, including disbursements, receipts, and interagency transactions, are selected.

   Transactions where the line information or the Agency Location Code could not be identified are populated in the FMS Form 1219/1220 Transaction Correction window.

   Note: The FMS Form 1219/1220 Process can be resubmitted, as long as Preliminary is selected in the Parameters window during the FMS 1219/1220

report generation. If Final is selected in the Parameters window during the FMS 1219/1220 report generation, only supplemental information is selected by the process. When the process is resubmitted and the Delete Corrections parameter is set to No in the Parameters window, any additional records entered in the FMS Form 1219/1220 Transaction Correction window are not deleted.

6. The agency performs the FMS Form 1219/1220 Correction procedure to update the transactions selected by the FMS Form 1219/1220 Process. Updates are performed by assigning line numbers of the report to the transaction as well as the Agency Location Code in the FMS Form 1219/1220 Transaction Correction window. Adjustments can also be entered in the FMS Form 1219/1220 Transaction Correction window to account for items not selected in the FMS From 1219 and 1220 Process. Records that do not have lines assigned are not reported in the FMS Form 1219/1220 report process.

7. The FMS Form 1219/1220 report process prints the FMS Form 1219 Statement of Accountability and the FMS Form 1220 Statement of Transactions. The FMS Form 1219/1220 Report process internally reconciles all transactions to be included in the report against General Ledger. If discrepancies exist, the transactions are printed on the FMS Form 1219/1220 Exception Report.

   Note: The FMS Form 1219/1220 Report can be regenerated as long as Preliminary is selected in the Parameters window during report generation. If Final is selected, the report cannot be regenerated except as a supplemental FMS Form 1219/1220 Report.

8. If the FMS Form 1219/1220 is run in Preliminary mode, exception items can be corrected for regeneration of the current month's report. The FMS Form 1219/1220 Exception Report can be used to compare FMS Form 1219/1220 reported amounts with amounts on General Ledger balancing reports for the reporting period.

9. If additional transactions must be reported after FMS Form 1219/1220 submission, which is the FMS Form 1219/1220 Report generated in final mode, a supplemental FMS Form 1219/1220 Report can be generated using the FMS Form 1219/1220 Process procedure, the FMS Form 1219/1220 Correction procedure, if required, and the FMS Form 1219/1220 report procedure. Only transactions not previously reported are included. If applicable, an Exception Report is also generated as described in Step 7.

References

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

For information on entering and updating information in the FMS Form 1219/1220 Report Definitions window, see Federal Report Definitions Setup, page 20-1.

For information on the FMS Form 1219/1220 Process procedure, see FMS Form 1219/1220 Procedures, page 51-1.

For information on FMS Form 1219/1220 Transaction Correction procedure, see FMS Form 1219/1220 Procedures, page 51-1.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 35-1.

For information on the FMS Form 1219/1220 Report procedure, see FMS Form 1219/1220 Procedures, page 51-1.

E

Receivables Management Process

This appendix contains a detailed discussion of the Receivables Management features of Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- U.S. Federal Receivables and Debt Collection Processing Cycle Diagram
- U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram
- Finance Charges Process
- Cash Receipts Process
- 1099-C Cancellation of Debt Process
- References

Federal Requirements

Definitions

Receivables Management is the processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act.

The Debt Collection Act is a set of regulations governing the receivables management and collections practices of federal agencies. The Debt Collection Act of 1982 and related legislation are documented in the *Treasury Financial Manual (TFM)*.

Receivables Management

Agencies must comply with the following:

- Agencies must maintain detailed information by account.
- Agencies must calculate and assess interest, administrative, and penalty charges on overdue receivables.
- Collection must be performed by offset from current pay based on judgments against employees.
- Dunning letters must be produced for overdue receivables.
- Reports summarizing the agency's outstanding debt must be produced for submission to the Department of Treasury.

Federal Financials allows users to comply with the requirements of assessing interest, administrative, and penalty charges and reporting by providing the following features:

- Finance Charges process
- Identification of Federal Employees Report

All other requirements are satisfied by existing features in Receivables.

For information on Receivables features, see the *Oracle Public Sector Receivables User's Guide*.

Collections

Agencies must comply with the following:

- Agencies must record receipts to settle finance charges related to original debt.
- Interest, administrative, and penalty charges must be settled before applying receipts to original debt.

Federal Financials allows users to comply with these requirements by providing the Cash Receipts process.

1099-C Cancellation of Debt

Agencies must comply with the following:

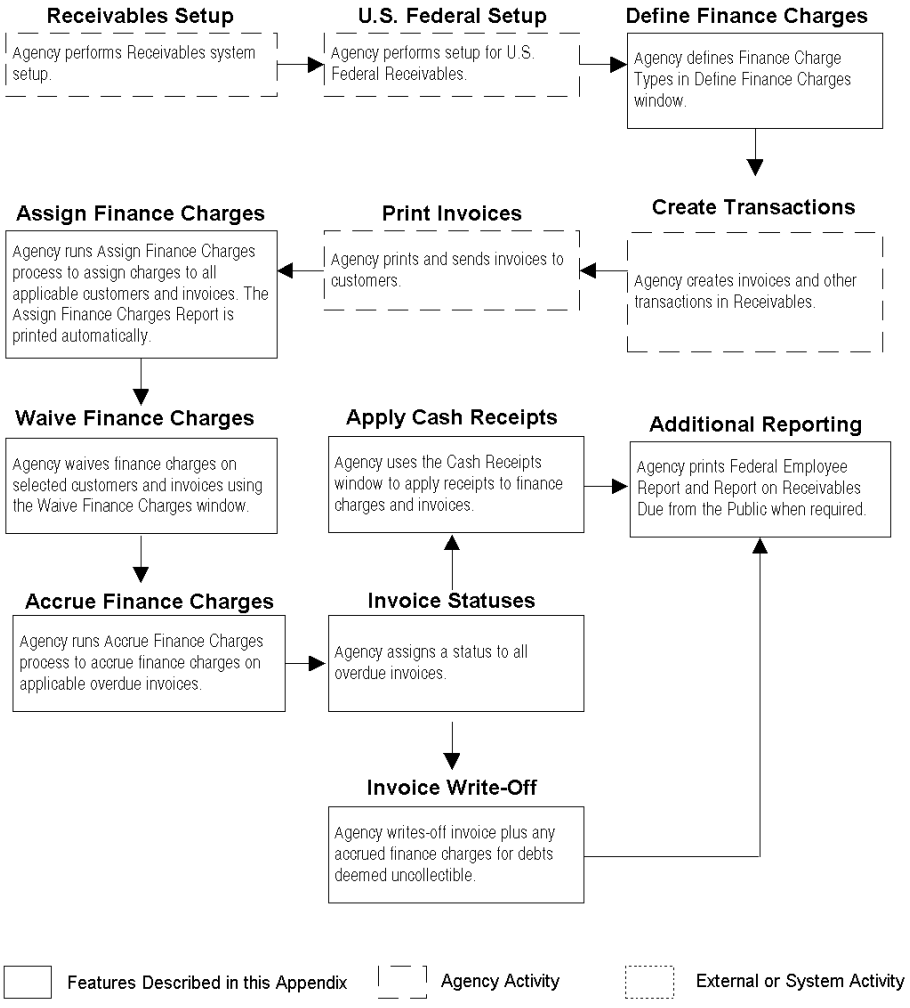
- The 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service (IRS) for each debtor for whom a debt of $600.00 or more is canceled during the calendar year.
- The 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the IRS.

Federal Financials allows agencies to comply with these requirements by providing the 1099-C Cancellation of Debt process.

U.S. Federal Receivables and Debt Collection Processing Cycle Diagram

Figure E–1 shows the U.S. Federal Receivables and Debt Collection Processing diagram as described in Table E–1.

Figure E–1 U.S. Federal Receivables and Debt Collection Processing Cycle Diagram



U.S. Federal Receivables and Debt Collection Processing Cycle

Table E–1 U.S. Federal Receivables and Debt Collection Processing

Feature	Description	Status
Receivables Setup	Agency performs Receivables system setup.	agency activity
U.S. Federal Setup	Agency performs setup for U.S. Federal Receivables.	agency activity
Define Finance Charges	Agency defines Finance Charge Types in Define Finance Charges window.	described in this appendix
Create Transactions	Agency creates invoices and other transactions in Receivables	agency activity
Print Invoices	Agency prints and send invoices to customers.	agency activity
Assign Finance Charges	Agency runs Assign Finance Charges process to assign charges to all applicable customers and invoices. The Assign Finance Charges Report is printed automatically.	described in this appendix
Waive Finance Charges	Agency waives finance charges on selected customers and invoices using the Waive Finance Charges window.	described in this appendix
Accrue Finance Charges	Agency runs Accrue Finance Charges process to accrue finance charges on applicable overdue invoices.	described in this appendix
Invoice Statuses	Agency assigns a status to all overdue notices. After assigning an invoice status, agency proceeds to either the Apply Cash Receipts or Invoice Write-Off step.	described in this appendix
Apply Cash Receipts	Agency uses the Cash Receipts window to apply receipts to finance charges and invoices. Continue to Additional Reporting step	described in this appendix
Invoice Write-Off	Agency writes-off invoice plus any accrued finance charges for debts deemed uncollectible. Continue to Additional Reporting step	described in this appendix

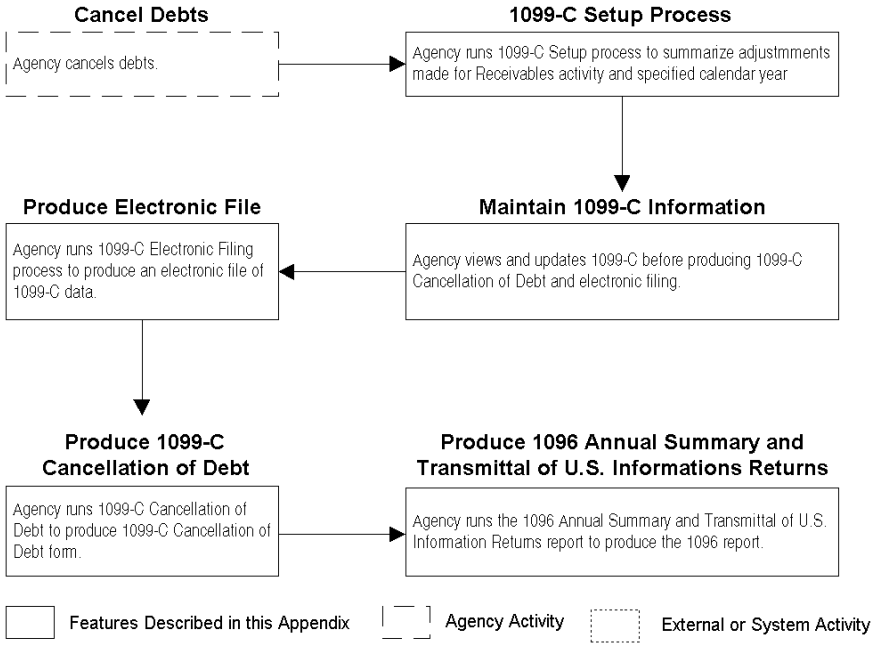
Table E–1 U.S. Federal Receivables and Debt Collection Processing

Feature	Description	Status
Additional Reporting	Agency prints Federal Employee Report and Report on Receivables Due from the Public when required.	described in this appendix

U.S. Federal Receivables - 1099-C Cancellation of Debt Diagram

Figure E–2 shows the U.S. Federal Receivables - 1099-C Cancellation of Debt diagram as described in Table E–2.

Figure E–2 U.S. Federal Receivables - 1099-C Cancellation of Debt Processing Cycle Diagram



U.S. Federal Receivables - 1099-C Cancellation of Debt

Table E–2 U.S. Federal Receivables, Cancellation of Debt

Feature	Description	Status
Cancel Debts	Agency cancels debts.	agency activity
1099-C Setup Process	Agency runs 1099-C Setup process to summarize adjustments made for Receivables activity and specified calendar year.	described in this appendix
Maintain 1099-C Information	Agency views and updates 1099-C before producing 1099-C Cancellation of Debt and electronic filing.	described in this appendix
Produce Electronic File	Agency runs 1099-C Electronic Filing process to produce an electronic file of 1099-C data.	described in this appendix
Produce 1099-C Cancellation of Debt	Agency runs 1099-C Cancellation of Debt to produce 1099-C Cancellation of Debt form.	described in this chapter
Produce 1096 Annual Summary and Transmittal of U.S. Information Returns	Agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to produce the 1096 report.	described in this appendix

Finance Charges Process

Definition

Finance charges are interest or penalties assessed on overdue invoices.

Features

The Finance Charges process is comprised of the following features:

- Define Finance Charges window, which allows users to set up finance charges in Receivables
- Assign Finance Charges process, which selects applicable customers and invoices for which finance charges are to be accrued
- Waive Finance Charges window, which allows users to waive finance charges on selected customers and invoices
- Accrue Finance Charges process, which assesses finance charges on applicable overdue invoices
- Identification of Federal Employees Report, which contains information on federal employees indebted to the U.S. Government

Process

The Finance Charges process consists of the following steps:

1. The billing agency must ensure that Receivables is set up appropriately for the Finance Charges process. Setup steps include creating the following:
    - at least one Receivables Transaction Type that can be used to accrue finance charges, such as Interest Debit Memo
    - Customer Classes to distinguish customers to be assessed finance charges, such as Federal and Non-Federal
    - Customer Categories within the Non-Federal Class, such as Consumer and Commercial, for the Report on Receivables Due from the Public
    - Receivables Activities to allow adjustment of finance charge debit memos during subsequent accruals
    - line transaction flexfield
    - invoice transaction flexfield

- transaction batch source
- unit of measure EACH
- AutoInvoice

2. The agency determines how and when finance charges are to be assessed on overdue invoices and enters the criteria in the Define Finance Charges window. Finance Charge Types can be named and defined according to the agency's requirements.
3. The agency runs the Assign Finance Charges process to designate customers and invoices as eligible for finance charge accrual using the criteria entered in the Define Finance Charges window. Finance charges are not accrued until an invoice becomes overdue.

   The Assign Finance Charges Report is generated and printed automatically during the Assign Finance Charges process.

   Note: It is recommended that users run the Assign Finance Charges process frequently to ensure that all receivables are kept current.
4. If necessary, finance charges can be waived for individual customers and invoices using the Waive Finance Charges window.

   If a Finance Charge Type is waived for a customer, all subsequent finance charges on invoices for that customer are waived from accrual. If a Finance Charge Type is waived for an invoice, all subsequent accruals are waived on that invoice. Accrual can be resumed by deselecting the Finance Charge Type in the Waive Finance Charges window.
5. Finance charges are accrued and applied from the Accrue Finance Charges process. During this process, finance charges are calculated for each overdue invoice designated to accrue finance charges. Charges are applied using the Transaction Type and criteria defined in the Define Finance Charges window. The Accrue Finance Charges process creates new debt memos using the AutoInvoice process.

   Note: All finance charges are calculated based on the due date.
6. The agency must assign a status to each overdue invoice. This status is used by the Report on Receivables Due from the Public to indicate where the invoice is in the collection process. Statuses are assigned in the Invoice Status window.

   Note: Statuses are required for all invoices that are overdue, regardless of whether finance charges have been applied.

7. If an invoice and corresponding finance charge debit memo are considered uncollectible from a customer, the agency can write-off the invoice and the corresponding finance charges by using the Invoice Write-Off window.

   Note: Users can write-off individual lines of the invoice or the finance charges by using the Adjustments window in Oracle Public Sector Receivables.

8. The Identification of Federal Employees Report can be printed at any time, as required.

Example: Finance Charge Accrual

This example illustrates how finance charges are accrued on an overdue invoice.

An agency has created Finance Charge Types of Interest, Administrative, and Penalty, with the following criteria:

- Grace period is zero days.
- First accrual is five days.
- Accrual interval is three days.
- Interest finance charge rate is 10%.
- Administrative finance charge rate is 10%.
- Penalty is a flat amount of $20.

Note: Finance Charge Types based on rates use the rate effective on the invoice date during accrual.

On May 10, the agency has the following outstanding invoices. Both customers are assigned to accrue finance charges.

Table E–3 Outstanding Invoices

	Example A	**Example B**
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2
Terms	Immediate	Immediate
Invoice Date	5/10/97	5/10/97
Due Date	5/10/97	5/10/97
Invoice Amount	$100.00	$200.00

On May 20, no payments are received. The agency runs the Accrue Finance Charges process, with the following results:

Table E–4 Finance Charge Accrual

	Example A	**Example B**
Accrual Date	5/20/97	5/20/97
Invoice Number	ABC1	DEF2
Invoice Amount	$100.00	$200.00
Interest Debit Memo Amount	$.11	$.22
Administrative Debit Memo Amount	$.11	$.22
Penalty Debit Memo Amount	$20.00	$20.00
Total Amount Due	$120.22	$220.44

Finance charge debit memos for each Finance Charge Type are created for each overdue invoice.

Cash Receipts Process

Definition

Cash receipts are cash payments collected to satisfy an exchange of cash for goods and / or services.

Features

The Cash Receipts process is comprised of the Cash Receipts window, which allows users to apply manual receipts to finance charge debit memos and on account.

Process

The Cash Receipts process involves the following:

1. The agency batches and enters manual receipts in the Cash Receipts window.
2. The user submits the receipt batch for processing by clicking on the Submit button.
3. The Apply Cash Receipts process checks to see if finance charge debit memos exist for each invoice. If finance charge debit memos exist, the receipt amount is applied to the debit memos in order of priority, as defined in the Define Finance Charges window. After all finance charges are paid, the remaining receipt amount is applied to the principal amount.
4. The batch is applied and receipts are created in Receivables by the Submit Post Batch process.

Example: Cash Applied to Finance Charges

This example continues the previous example, illustrating how cash is applied to finance charges.

On May 21, payment is received and applied as follows:

Table E–5 Cash Applied to Finance Charges

	Example A	**Example B**
Customer Name	ABC Enterprises	DEF Enterprises
Invoice Number	ABC1	DEF2

Table E–5 Cash Applied to Finance Charges

Invoice Amount	$100.00	$200.00
Total Finance Charges	$20.22	$20.44
Total Amount Due	$120.22	$220.44
Receipt Amount	$120.22	$200.00
Amount Remaining	$0.00	$20.44
Amount Applied Finance Charge	$20.22	$20.44
Amount Applied Accounting in 1	$100.00	$179.56
Amount Applied Accounting in 2		

Note: Amounts received in excess of the amount due are put on account. Finance charges continue to accrue on amounts remaining.

1099-C Cancellation of Debt Process

Definition

Government agencies are required to file the IRS 1099-C Cancellation of Debt for each debtor for whom a debt of $600.00 or more is canceled during the calendar year. In addition, the 1099-C Cancellation of Debt must be produced on electronic media when 250 or more forms are submitted. 1096 Annual Summary and Transmittal of U.S. Information Returns must be produced for submission with Copy A of all paper 1099-C Cancellation of Debt reports.

Features

The 1099-C Cancellation of Debt process is comprised of the following features:

- 1099-C Setup process, which creates an initial table of 1099-C data from which all subsequent 1099-C forms and data files are produced
- Maintain 1099-C Information window, which allows users to view and update the 1099-C data before producing the 1099-C forms or data files
- 1099-C Electronic Filing process, which produces a file that can be distributed on electronic media
- 1099-C Cancellation of Debt, which produces the 1099-C Cancellation of Debt report on paper
- 1096 Annual Summary and Transmittal of U.S. Information Returns report, which must accompany Copy A of the 1099-C forms to the IRS

Process

The 1099-C Cancellation of Debt process involves the following:

1. The agency performs an adjustment within Receivables or Federal Financials on invoices.
2. The agency runs the 1099-C Setup process to extract write-off data from Receivables and to import the data to Federal Financials. The data is summed based on the receivables activity type requested for the calendar year specified. If users include finance charges for the invoices that were written off, then the invoice's related finance charges are also summed.

   Each time this process is run, existing data is replaced with the new data.

If an invoice has multiple write-off dates, the maximum write-off date is the cancelled date for that invoice.

3. The agency can view and modify the newly created data in the Maintain 1099-C Information window. The Reportable check box defaults to selected, which designates that the invoice is to be printed on the 1099-C Cancellation of Debt report.

   The report is printed when a user requests the report from the concurrent manager.

4. The agency can produce the electronic file by running the 1099-C Electronic Filing process. The output file is placed in the user's designated concurrent manager output directory.

5. The agency runs the 1099-C Cancellation of Debt to produce the IRS 1099-C Cancellation of Debt. Only invoice amounts greater than or equal to the invoice minimum parameter and a checked Reportable flag are included in this report unless otherwise specified in the report parameters.

6. The agency runs the 1096 Annual Summary and Transmittal of U.S. Information Returns report to create the Form 1096 that must accompany Copy A of the 1099-C Cancellation of Debt report to the IRS.

References

For information on setting up Receivables, see Oracle Public Sector Receivables Setup, page 5-1.

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

For information on setting up finance charges in the Define Finance Charges window, see Finance Charges Setup, page 18-1.

For information on running the Receivables Management processes discussed in this chapter, see Receivables Management Procedures, page 40-1, and Receivables Management Report Procedures, page 52-1.

For information on AutoInvoice, see Importing Invoice information using AutoInvoice, *Oracle Public Sector Receivables User's Guide.*

For information on Quick Cash, see Quick Cash, *Oracle Public Sector Receivables User's Guide.*

F

Interagency Transaction Process

This appendix contains a detailed discussion of Interagency Transactions in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- Interagency Billing and Payment for SF 1080 Transactions Diagram
- Interagency Billing and Payment for SF 1081 Transactions Diagram
- Interagency Billing Process for Electronic OPAC Process Diagram
- Interagency Billing and Payment for OPAC Transactions Diagram
- Interagency Billing and Payment for OPAC Chargeback Transactions Diagram
- Interagency Transactions Process
- References

Federal Requirements

Definitions

An interagency transaction is a transfer between Federal agencies that involves two or more different appropriation, fund, or receipt accounts and is classified as an expenditure transaction.

An expenditure transaction is a withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Financial Management Service (FMS) as an expenditure and repayment.

Examples of Expenditure Transactions

Examples of expenditure transactions include the following:

- withdrawals and credits between accounts
- all transfers between budgetary and nonbudgetary accounts
- annual travel advance adjustments
- adjustments to correct errors in expenditure transactions
- withdrawals and credits not specifically defined as nonexpenditure transactions

Regulations governing these transactions are documented in the *Treasury Financial Manual (TFM)*, 2-2500.

Required Processing Methods

To process interagency transactions, agencies are required to use one of the following methods:

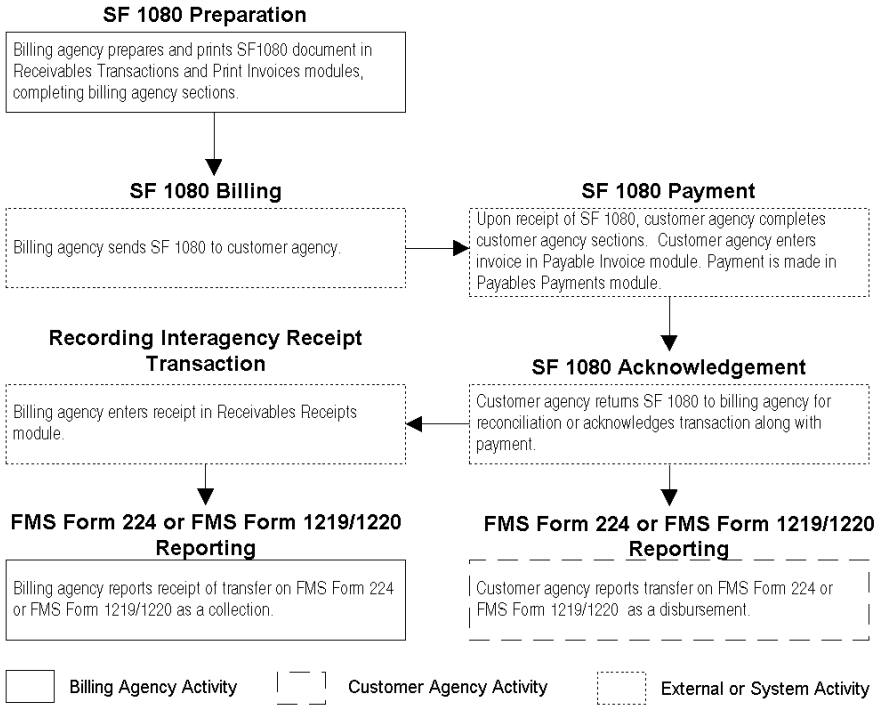
- The SF 1080 Voucher for Transfers Between Appropriations and/or Funds is used when the Department of Treasury does not disburse payments for at least one of the agencies involved in the interagency transfer. A check is required to complete these transactions.
- When the Department of Treasury disburses payments for both agencies involved in the interagency transfer, agencies must use the SF 1081 Voucher and Schedule of Withdrawals and Credits document or the Online Payment and Collection (OPAC) system. No check is required to complete these transactions.

Federal Financials enables users to comply with the interagency transaction requirements for agencies by providing the Interagency Transactions process.

Interagency Billing and Payment for SF 1080 Transactions Diagram

Figure F–1 shows the Interagency Billing and Payment for SF 1080 Transactions diagram as described in the accompanying text.

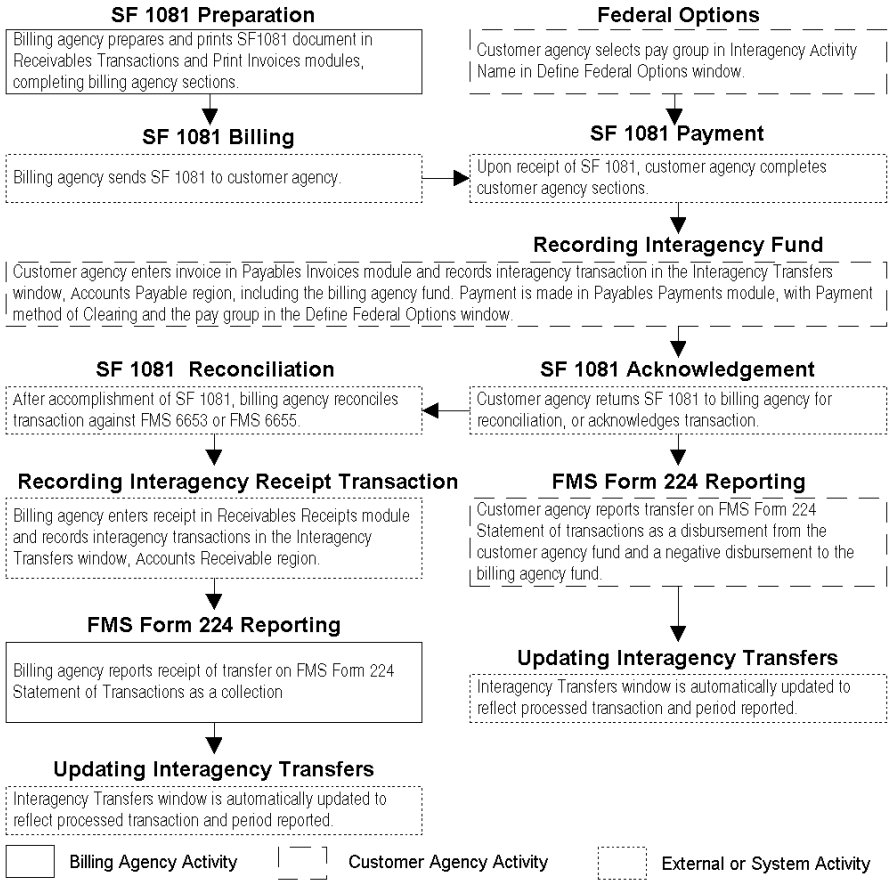
Figure F–1 Interagency Billing and Payment for SF 1080 Transactions Diagram



Interagency Billing and Payment for SF 1081 Transactions Diagram

Figure F–2 shows the Interagency Billing and Payment for SF 1081 Transaction diagram as described in the accompanying text.

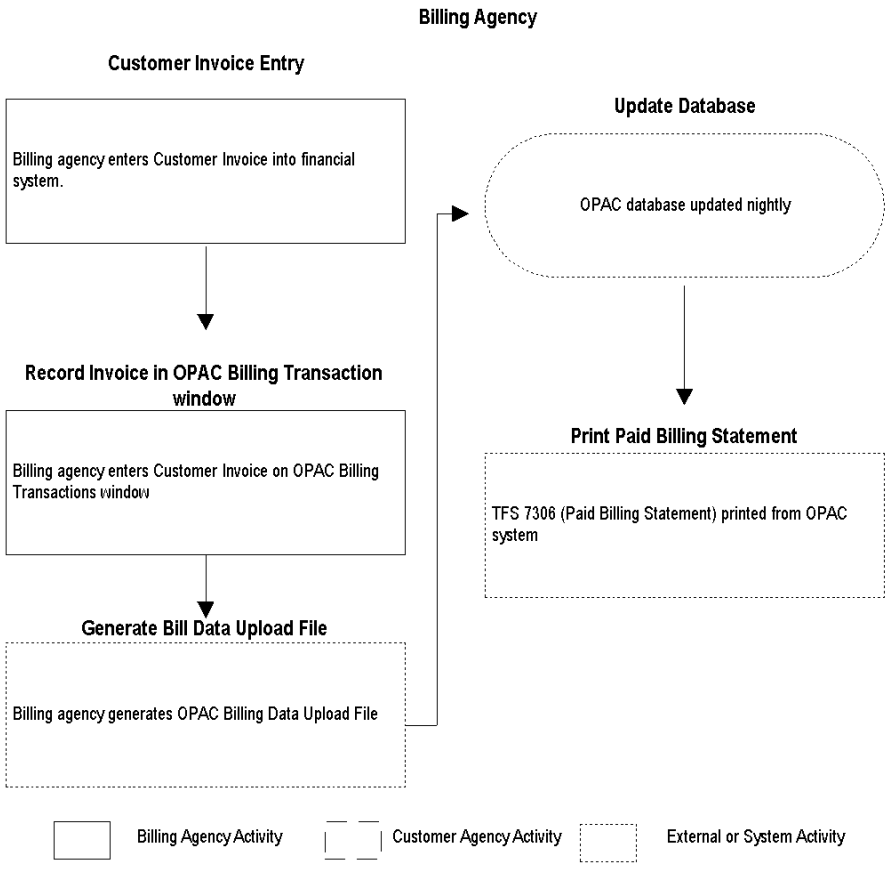
Figure F–2 Interagency Billing and Payment for SF 1081 Transactions Diagram



Interagency Billing Process for Electronic OPAC Process Diagram

Figure F–3 shows the Interagency Billing Process for Electronic OPAC Process diagram as described in the accompanying text.

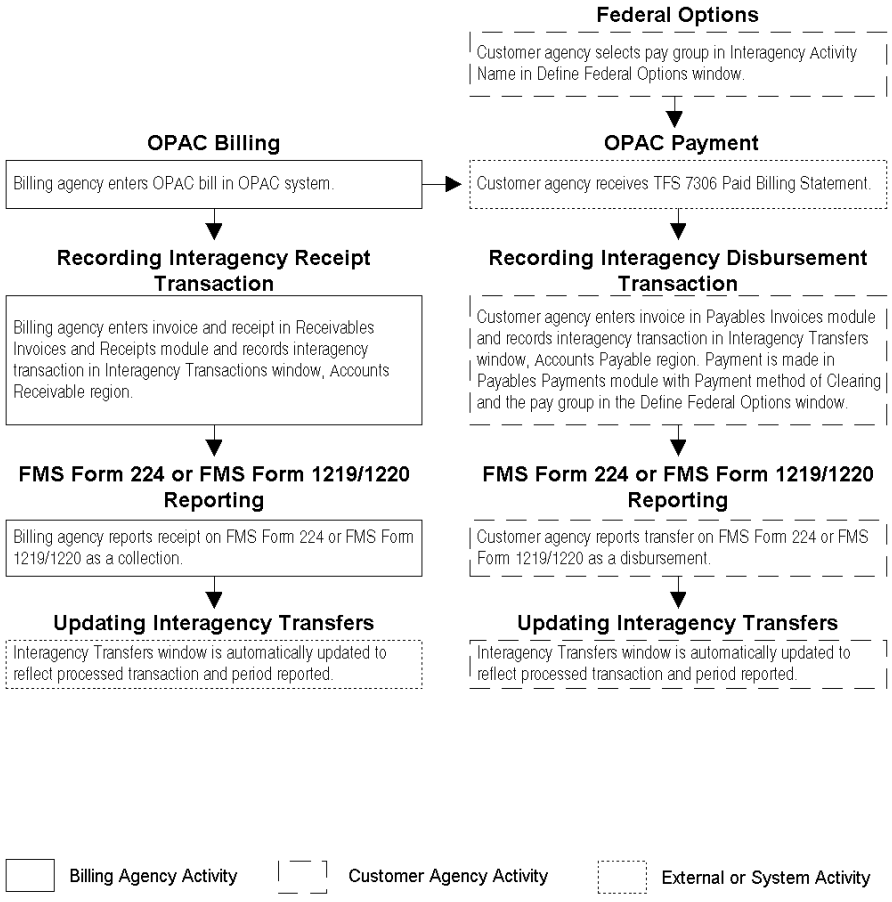
Figure F–3 Interagency Billing for Electronic OPAC Process Diagram



Interagency Billing and Payment for OPAC Transactions Diagram

Figure F–4 shows the Interagency Billing and Payment for OPAC Transactions diagram as described in the accompanying text.

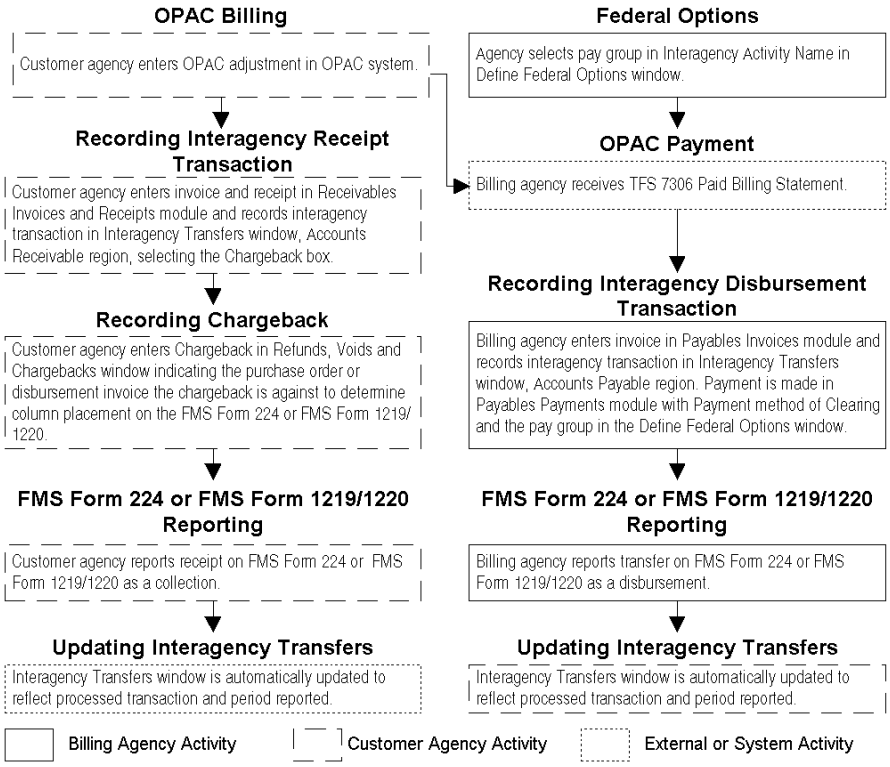
Figure F–4 Interagency Billing and Payment for OPAC Transactions Diagram



Interagency Billing and Payment for OPAC Chargeback Transactions Diagram

Figure F–5 shows the Interagency Billing and Payment for OPAC Chargeback Transactions diagram as described in the accompanying text.

Figure F–5 Interagency Billing and Payment for OPAC Chargeback Transactions Diagram



Interagency Transactions Process

Features

The Interagency Transactions process is comprised of the following features:

- SF 1080 Voucher for Transfers Between Appropriations and / or Funds report, used by billing agencies to initiate interagency transactions when the Department of Treasury is not the disbursing agency for at least one of the agencies
- SF 1081 Voucher and Schedule of Withdrawals and Credits report, used by billing agencies to initiate interagency transactions when the Department of Treasury disburses payments for both agencies
- Interagency Transfers window, which allows billing agencies and customer agencies to record all interagency transactions, including OPAC chargebacks

Interagency Transactions Process for SF 1080

The Interagency Transactions process for SF 1080 transactions consists of the following steps:

1. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and Address to be printed on the SF 1080.
2. The billing agency prepares and prints the SF 1080 in the Receivables Transactions and Print Invoices modules.

   Figure F–1, page F-4, illustrates the Interagency Transactions processing cycle for SF 1080 transactions.

   The billing agency enters the following:

   - billing agency department, bureau, and address
   - customer agency department, bureau, and address
   - details of amount billed
   - remittance name and address
   - accounting classification of billing agency
3. The billing agency forwards the SF 1080 to the customer agency.
4. Upon receipt, the customer agency ensures that the transaction is correct.

The customer agency completes the following:

- customer agency voucher number
- customer agency schedule number
- paid by information
- certification of customer office
- accounting classification of billing agency

5. The customer agency enters the invoice in Payables.
6. After accomplishment, the customer agency returns the SF 1080 to the billing agency along with the payment.
7. If the Department of Treasury disburses payments for the agency, the customer agency reports the transaction as a disbursement on the FMS Form 224 Report for the appropriate accounting period.

   If the Department of Treasury does not disburse payments for the agency, the customer agency reports the transactions as a disbursement on the FMS Form 1219/1220 Report.
8. The billing agency enters the SF 1080 bill and receipt in Receivables.
9. If the Department of Treasury disburses payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 224 Report for the appropriate accounting period.

   If the Department of Treasury does not disburse payments for the agency, the billing agency reports the transaction as a collection on the FMS Form 1219/1220 Report for the appropriate accounting period.

Interagency Transactions Process for SF 1081

The Interagency Transactions process for SF 1081 transactions consists of the following steps:

1. The billing and customer agencies enter required information in the Define Federal Options window. The billing agency must enter Agency Name and Address to be printed on the SF 1081. The customer agency must enter a pay group in the Interagency Activity Name field to ensure that interagency transactions appear correctly on the FMS Form 224 Report.
2. The billing agency prepares and prints the SF 1081 in the Receivables Transactions and Print Invoices modules.

Figure F–2, page F-5, illustrates the Interagency Transactions processing cycle for SF 1081 transactions.

The billing agency enters the following:

- transaction date
- customer agency location code, department, bureau, and address
- billing agency location code, department, bureau, and address
- billing agency voucher number
- billing agency appropriation, fund, or receipt symbol
- amount billed
- details of charges or reference to attached supporting documents
- billing agency contact person, approval, and telephone number

3. The billing agency forwards the SF 1081 to the customer agency.
4. Upon receipt, the customer agency ensures that the transaction is correct.

   The customer agency completes the following:

   - accounting period charge and credit are to be reported on customer agency Statement of Transactions
   - customer agency voucher number
   - customer agency appropriation, fund, or receipt symbol
   - amount billed
   - certification of customer office

5. The customer agency enters the invoice in Payables and records the billing agency name, invoice number, and fund in the Accounts Payable region of the Interagency Transfers window. This allows the billing agency fund to be reported on the customer agency's FMS Form 224. Payment is entered in Payables as a Manual Payment with a Payment Method of Clearing and the pay group indicated in the Interagency Activity Name field of the Define Federal Options window.
6. After accomplishment, the customer agency returns the SF 1081 to the billing agency or acknowledges the transaction.
7. The customer agency generates its FMS Form 224 Report for the accounting period indicated on the SF 1081. If entered correctly in the Interagency Transfers

window, the transaction is included in the FMS Form 224 Report as a disbursement in Section I, column 3, and Section II, line 1 and as a negative disbursement to the Billing agency Fund in Section I, column 3, and Section II, line 1.

WARNING: If a manual payment with the Payment Method of Clearing and the Pay Group indicated in the Interagency Activity Name field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 Report. The transaction appears on the FMS Form 224 Exception Report for correction. To allow corrections to be made, Oracle Corporation recommends that the FMS Form 224 Report be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

8. The billing agency receives the FMS 6653 Undisbursed Appropriation Account document or the FMS 6655 Unavailable Receipt Account Ledger document from FMS indicating accomplishment by the customer agency. The billing agency reconciles it against the completed transaction. Any errors must be resolved by contacting the customer agency or FMS.
9. The billing agency enters the SF 1081 bill and receipt in Receivables. The receipt is also recorded in the Interagency Transfers window, Accounts Receivable region, to ensure proper reporting of the transaction on the FMS Form 224 Report.
10. The billing agency reports the transaction on its FMS Form 224 Report for the appropriate accounting period. The transaction is reported in Section I, column 2 as a collection, and in Section II, line 1 as a negative disbursement. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 224 Report.

Example: Billing Agency

This example illustrates the SF 1081 interagency transaction performed from the point of view of the billing agency.

Agency ABC bills Agency XYZ using the SF 1081 Voucher and Schedule of Withdrawals and Credits document. Agency XYZ must effect a transfer in the amount of $5,000 to fund 20X1234.

Agency ABC prints the SF 1081, specifying fund 20X1234 as the fund to receive the transfer.

Agency ABC waits for accomplishment from Agency XYZ. Receipt of either FMS 6653 or FMS 6655 from FMS is required to reconcile the transaction.

After reconciliation or the resolution of errors or discrepancies, Agency ABC is able to report the transfer as a collection on its FMS Form 224 Report.

Example: Customer Agency

This example illustrates the same transaction performed from the point of view of the customer agency.

Agency XYZ receives the SF 1081 Voucher and Schedule of Withdrawals and Credits document from Agency ABC initiating the transfer in the amount of $5,000 to fund 20X1234.

Agency XYZ enters an invoice in Payables, completes the SF 1081, enters 20X1234 in the Interagency Transfers window as Billing Agency Fund to receive the transfer, and processes the payment.

After accomplishment, Agency XYZ returns the completed SF 1081, if required, and prints its FMS Form 224 Report for submission to FMS. FMS generates an FMS 6653 or FMS 6655 and sends it to the billing agency.

Interagency Billing Process for Electronic OPAC

The Interagency Billing Process for Electronic OPAC consists of the following steps. Figure F–3, page F-6, illustrates the process.

1. The billing agency enters a customer invoice into the financial system.
2. The billing agency enters customer invoice information in the OPAC Billing Transaction window.
3. The billing agency generates an OPAC Billing Data Upload File, using the format in Interagency Transaction Procedures, page 41-21.
4. The billing agency uploads the OPAC Billing Data file via personal computer to the OPAC interface. The filename is expected to be A:TRANSMIT.TXT or B:TRANSMIT.TXT.
5. The OPAC database updates nightly.
6. The billing agency gets a TFS 7306 Paid Billing Statement printed from the OPAC system.

   The process then continues as outlined in Interagency Transaction Process for OPAC Transactions, page F-9.

Interagency Transaction Process for OPAC Transactions

The Interagency Transaction Process consists of the following steps. Figure F–4, page F-4, illustrates the process.

- The customer agency enters a pay group in the Interagency Activity name field to ensure that interagency transactions appear correctly on the FMS Form 224 Report or FMS Form 1219/1220 Report.
- The billing agency records the invoice in the OPAC system in either of the following ways:

  The billing agency logs on to the OPAC system and records the bill to the customer agency including additional information in the description area. The OPAC system assigns an OPAC Billing Document Reference Number for the bill.

  Alternately, the billing agency uses the electronic OPAC process as outlined in Interagency Billing Process for Electronic OPAC, page F-6.
- The billing agency enters the OPAC bill and receipt in Receivables. The receipt is also recorded in the Interagency Transfers window, Accounts Receivable region, to ensure proper reporting of the transaction on the FMS Form 224 Report or FMS Form 1219/1220 Report.
- The OPAC database is updated overnight so the customer agency can view the OPAC bills, TFS 7306 Paid Billing Statement, using the OPAC system the day after the bills are entered into the system. The customer agency also receives a microfiche copy of the OPAC bill.
- The customer agency enters the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region. Payment is entered in Payables as a Manual Payment with a Payment Method of Clearing and the Pay Group indicated in the Interagency Activity Name field of the Define Federal Options window. The customer agency records the payment as of the payment date reflected on the OPAC bill.
- If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 Report for the accounting period indicated on the OPAC bill. The transaction is reported. If the receipt is not entered in the Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 224 Report.

  If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 Report for the accounting period indicated on the OPAC bill. The transaction is reported. If the receipt is not entered in the

Accounts Receivable region of the Interagency Transfers window, the transaction will not be reported properly on the FMS Form 1219/1220 Report.

- If the Department of Treasury is disbursing payments, the customer agency generates its FMS Form 224 for the accounting period indicated on the OPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

  If the Department of Treasury is not disbursing payments, the customer agency generates the FMS Form 1219/1220 for the accounting period indicated on the OPAC bill. If entered correctly in the Interagency Transfers window, the transaction is included in the report as an interagency disbursement.

  WARNING: If a manual payment with the Payment Method of Clearing and the Pay Group indicated in the Interagency Activity Name field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 Report or the FMS Form 1219/1220 Report. The transaction appears on the FMS Form 224 Exception Report or the FMS Form 1219/1220 Exception Report for correction. To allow corrections to be made, Oracle Corporation recommends that the FMS Form 224 or the FMS Form 1219/1220 be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

Interagency Transactions Process for OPAC Chargeback Transactions

The Interagency Transactions process for OPAC chargeback transactions consists of the following steps:

1. The billing agency enters a pay group in the Interagency Activity name field to ensure that interagency transactions appear on the FMS Form 224 Report.
2. After the customer agency has notified the billing agency of the error in the OPAC bill, the customer agency logs on to the On-Line Payment and Collection (OPAC) system and records an OPAC adjustment against the erroneous OPAC bill.

   Figure F–5, page F-8, illustrates the Interagency Transactions processing cycle for OPAC chargeback transactions.
3. The customer agency enters the OPAC adjustment in Receivables as an Invoice and a Receipt that closes the Invoice. The receipt is also recorded in the Interagency Transfers window, Accounts Receivable region, with the Chargeback check box selected.

4. The customer agency enters the OPAC adjustment in the Refunds, Voids and Chargebacks window in the AP Refund region. The originating purchase order or Payables invoice is entered to determine column placement in Section I of the FMS Form 224 or FMS Form 1220 Report.

5. The OPAC database is updated overnight so that the billing agency can view the OPAC adjustment using the OPAC system the day after the adjustments are entered into the system.

6. The billing agency enters the invoice in Payables and records the transaction in the Interagency Transfers window, Accounts Payable region, with the Chargeback check box checked. Payment is entered in Payables as a Manual Payment with a Payment Method of Clearing and the Pay Group indicated in the Interagency Activity Name field of the Define Federal Options window. The billing agency records the payment as of the payment date reflected on the OPAC system for the adjustment.

   Note: The billing agency does not enter the OPAC chargeback in the Refunds, Voids and Chargebacks window.

7. The customer agency generates its FMS Form 224 Report or FMS Form 1219/1220 Report for the accounting period indicated on the OPAC adjustment.

   If the Department of Treasury disburses payments and the chargeback was from an obligation in a prior fiscal year, the transaction is reported in Section I, column 2 on the FMS Form 224 Report as a collection. If the Department of Treasury is not disbursing payments, and the chargeback is from an obligation in a prior fiscal year, the transaction is reported in Section I, column 2 on the FMS Form 1220 Report as a collection.

   If the Department of Treasury is disbursing payments and the chargeback is from an obligation in the current fiscal year, the transaction is reported as a negative disbursement in Section I, column 3 on the FMS Form 224 Report. If the Department of Treasury is not disbursing payments and the chargeback is from an obligation in the current fiscal year, the transaction is reported as a negative disbursement in Section I, column 3 on the FMS Form 1220 Report.

   If the receipt is not entered in the Accounts Receivable region of the Interagency Transfer window and the AP Refund region of the Refunds, Voids and Chargebacks window, the transaction will not be reported properly on the FMS Form 224 Report or the FMS Form 1219/1220 Report.

8. If the Department of Treasury is disbursing payments, the billing agency generates its FMS Form 224 Report for the accounting period indicated on the OPAC adjustment. If entered correctly in the Interagency Transfers window, the

transaction is included in the report as a negative collection in Section I, column 2 of the report.

If the Department of Treasury is not disbursing payments, the billing agency generates its FMS Form 1219/1220 Report for the accounting period indicated on the OPAC adjustment. If entered correctly in the Interagency Transfers window, the transaction is included in the report as a negative collection in Section I, column 2 of the report.

WARNING: If a manual payment with the Payment Method of Clearing and the Pay Group indicated in the Interagency Activity Name field of the Define Federal Options window is not entered in the Interagency Transfers window, Accounts Payable region, the transaction is not reported on the FMS Form 224 Report. The transaction appears on the FMS Form 224 Exception Report for correction. To allow corrections to be made, Oracle Corporation recommends that the FMS Form 224 Report or the FMS Form 1219/1220 Report be printed in Preliminary mode to determine if transactions were omitted before printing in Final mode for submission.

References

For information on setting up customers in Receivables, see Oracle Public Sector Receivables Setup, page 5-1.

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

For information on entering and updating information in the FMS Form 224 Report Definitions window, see Federal Report Definitions Setup, page 20-1.

For information on generating and printing invoices in Receivables, see Printing Transactions, *Oracle Public Sector Receivables User's Guide*.

For information on entering invoices in Payables, see Entering Basic Invoices in the Invoice Workbench, *Oracle Public Sector Payables User's Guide*.

For information on paying invoices associated with interagency transactions, see Recording Manual Payments and Wire Transfers and Paying Invoices with Clearing Payments, *Oracle Public Sector Payables User's Guide*.

For information on entering and updating information in the Refunds, Voids and Chargebacks window, see Refunds, Voids, and Chargebacks Procedures, page 35-1.

For information on generating the SF 1080 Voucher for Transfers Between Appropriations and/or Funds document, see Interagency Transaction Procedures, page 41-1.

For information on generating the SF 1081 Voucher and Schedule of Withdrawals and Credits document and entering and updating information in the Interagency Transfers window, see Interagency Transaction Procedures, page 41-1.

For information on printing the FMS Form 224 Statement of Transactions Report, see FMS Form 224 Statement of Transactions Report Procedures, page 50-1.

For information on printing the FMS Form 1219/1220 Report, see FMS Form 1219/1220 Procedures, page 51-1.

G

Receivables and Payables Netting Process

This appendix describes the Receivables and Payables Netting process in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- Receivables and Payables Netting Process Diagram
- Receivables and Payables Netting Process
- Examples
- References

Federal Requirements

Definition

Receivables and Payables Netting allows agencies to manage the collection of receivables by offsetting receivables against payables to a vendor who is also the customer.

The Receivables and Payables Netting process is run during the payment batch process in Payables.

Receivables and Payables Netting Requirements

Agencies have the following basic business requirements for Receivables and Payables Netting:

- to be eligible for offset, the receivable transaction must have a delinquent status
- to be eligible for offset, the receivables and related payables must be related to the same customer and vendor
- for receivables identified for offset, any finance charges accrued on that receivable must be offset first in the order defined by the agency, and then the principal invoice must be offset
- after identifying payables and receivables transactions for netting, a debit memo to the vendor's account in Payables must be created and a credit memo must be created in Receivables
- after offset is complete, a remittance report with the offset transactions must be created to inform the vendor at the time of payment

Receivables and Payables Netting Process Diagram

Figure G–1 and Figure G–2 show the Receivables and Payables Netting Process diagram as described in the accompanying text.

Figure G–1 Receivables and Payables Netting Process Diagram

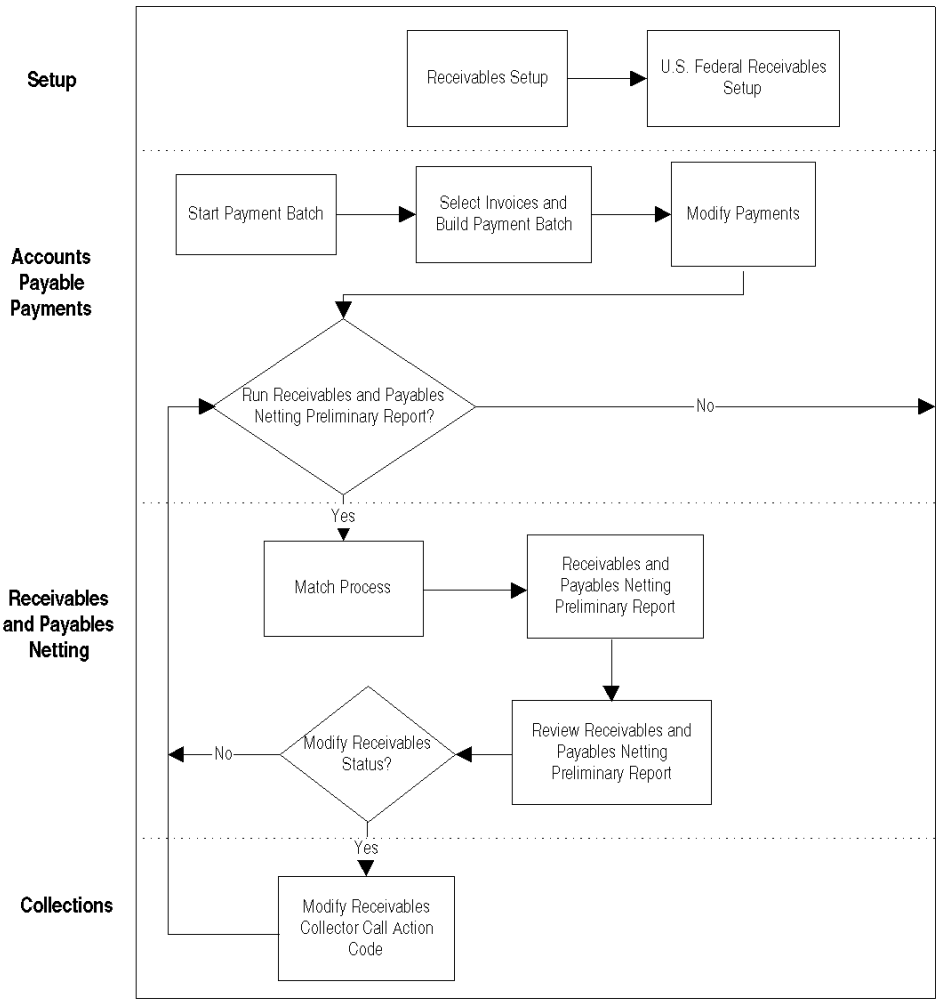
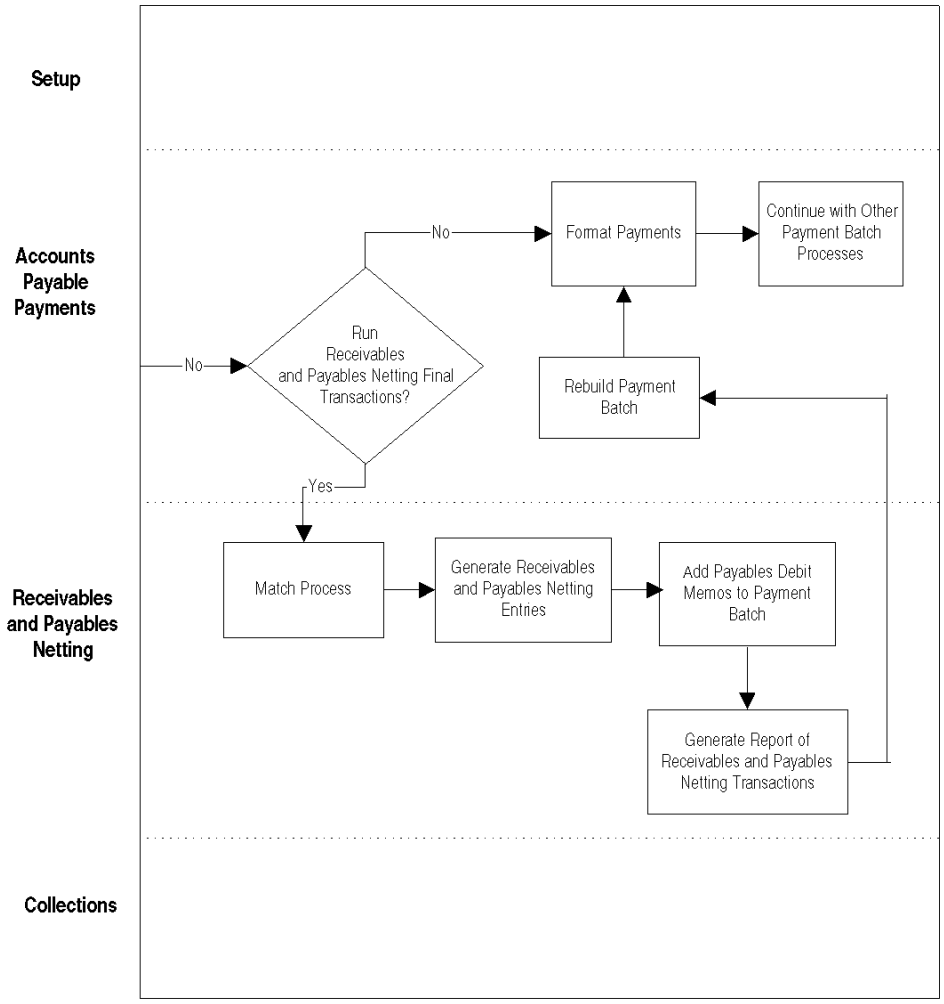


Figure G–2 Receivables and Payables Netting Process Diagram (Continued)



Receivables and Payables Netting Process

Features

The Receivables and Payables Netting process is comprised of the following features:

- Receivables Eligibility window
- Customer Vendor Cross Reference window
- Receivables and Payables Netting option in the Payment Batch Actions window
- AR/AP Netting Preliminary Report
- AR/AP Netting Match Process
- AR/AP Netting Credit and Debit Memo Generation concurrent process
- Add AP Debit Memo to Payment Batch concurrent process
- AR/AP Netting Final Report

Process

The Receivables and Payables Netting process consists of the following:

1. The agency must set up the following in Receivables to use Receivables and Payables Netting:
   - operating unit in Define Federal Options window
   - line transaction flexfield
   - collector call actions
   - transaction type for CM-AR/AP Netting
   - transaction batch source
   - unit of measure EACH
   - AutoInvoice
   - Payables Open Interface Import process
2. The agency defines rules to determine the receivables invoices that are eligible for offset in the Receivables Eligibility window.

3. The agency sets up customer and vendor cross reference information in the Customer Vendor Cross Reference window.

   The cross reference link is used to identify and match appropriate receivables and payables invoices for a customer who is also a vendor.

4. The agency initiates a payment batch in Payables.

5. Payables selects all approved invoices and builds the payment batch.

6. After selecting invoices and building payments, the agency can review and modify the payment batch.

7. To run the preliminary report, the agency selects the Format check box in the Payment Batch Actions window and selects Preliminary in the Perform AR/AP Netting decision window.

8. The Receivables and Payables Netting match process systematically looks for receivables and payables that are eligible for offset as follows:

   - identifies receivables invoices eligible for offset according to the conditions set in the Receivables Eligibility window
   - looks for a match of the customer number
   - the payable amount to be offset is applied in the order defined in the setup for accrued finance charges in Federal Financials and then the principal for each receivable
   - if the receivable invoice exceeds the payable, Receivables and Payables Netting processes a partial offset against the receivable and matches the remainder against another payable
   - if no other payable is available, the remainder is left on account

9. The AR/AP Netting Preliminary Report identifies all matched receivables for the payables for which the batch is being run.

10. The agency reviews the proposed netting transactions in the AR/AP Netting Preliminary Report.

11. If needed, the agency can change the status of receivables in the Call Actions window so that the receivables are not offset against payables.

12. To run the final Receivables and Payables Netting process, the agency selects the Format check box in the Payment Batch Actions window and selects final in the Perform AR/AP Netting decision window.

13. The final match process is completed.

14. For the matches identified, the Receivables and Payables Netting process automatically creates debit memos in Payables and credit memos in Receivables.

    To link the Receivables invoice and Receivables credit memo, the credit memo number field in the Transactions window is populated with the suffix NET and a sequence number.

    To link the Payables invoice and Payables debit memo, the debit memo number field in the Invoices window is populated with the suffix NET and a sequence number.

15. The Receivables and Payables Netting process triggers a rebuild of the Payables payment batch.

16. The Payables debit memos are applied to the payables selected for the Receivables and Payables Netting transactions and reduces the payment made to the vendor.

17. The remittance report associated with the payment lists the debit memo and information from the debit memo that describes the receivable that was offset.

18. The AR/AP Netting Final Report is generated.

19. The agency formats the payment batch by selecting the format check box in the Payment Batch Actions window and then selecting No in the Perform AR/AP Netting decision window.

20. The agency completes additional standard payment batch processes.

Examples

The following examples show different offset scenarios for Receivables and Payables Netting and illustrate how various invoices and memo balances are applied.

Scenario 1

Table G–1, shows a Payables invoice amount that is equal to the Receivables invoice amount.

Table G–1 Payables Invoice Amount = Receivables Invoice Amount

Receivables Invoice			**Payables Invoice**		
Customer Number	**Receivables Invoice Number**	**$ Amount**	**Supplier Site**	**Payables Invoice Number**	**$ Amount**
7V348	123	$1,000	7V348	B101	$1,000

When the balance for both the Receivables invoice and the Payables invoice are equal, the Receivables and Payables Netting process creates a Payables debit memo and a Receivables credit memo for the exact dollar amount. All invoices net to zero.

Scenario 2

Table G–2, shows a Payables invoice amount that is greater than the Receivables invoice amount.

Table G–2 Payables Invoice Amount > Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice			**Payables Invoice**		
Customer Number	**Receivables Invoice Number**	**$ Amount**	**Supplier Site**	**Payables Invoice Number**	**$ Amount**
7V348	123	$5,000	7V348	B101	$8,000

In this example, the Receivables and Payables Netting process creates a Receivables credit memo in the amount of $5,000 and completely offsets the Receivables invoice. The Receivables invoice is closed and unavailable for the application of receipts. A

Payables debit memo is also created for $5,000 and reduces the Payables invoice to $3,000.

Scenario 3

Table G–3, shows Payables invoice amounts for several invoices that are greater than the Receivables invoice amount for a single invoice.

Table G–3 Payables Invoice Amount > Receivables Invoice Amount, Many to 1 Relationship

Receivables Invoice			Payables Invoice		
Customer Number	**Receivables Invoice Number**	**$ Amount**	**Supplier Site**	**Payables Invoice Number**	**$ Amount**
7V348	123	$5,000	7V348	B101	$2,000
			7V348	B102	$2,500
			7V348	B103	$1,000

The Receivables and Payables Netting process selects Payables invoices for netting in the order of their amount, beginning with Payables invoices with the largest amount. In this example, the Receivables and Payables Netting process selects the Payables invoices for netting as follows:

1. The Receivables and Payables Netting process selects Payables invoice B102 for netting first since the invoice amount of $2,500 is the largest.

   The process creates a Receivables credit memo in the amount of $2,500 and a Payables debit memo in the amount of $2,500.

2. The process selects Payables invoice B101 for netting and creates a Receivables credit memo in the amount of $2,000 and a Payables debit memo in the amount of $2,000.

3. The process selects Payables invoice B103 as the third Payables invoice netted against Receivables invoice 123 and creates a Receivables credit memo of $500 and a Payables debit memo of $500.

   Payables invoice B103 has a balance of $500. The Receivables invoice is closed and unavailable for the application of receipts.

Scenario 4

Table G–4 , shows a Payables invoice amount that is less than the Receivables invoice amount.

Table G–4 Payables Invoice Amount < Receivables Invoice Amount, 1 to 1 Relationship

Receivables Invoice			Payables Invoice		
Customer Number	**Receivables Invoice Number**	**$ Amount**	**Supplier Site**	**Payables Invoice Number**	**$ Amount**
7V348	123	$5,000	7V348	B101	$4,000

In this example, the Receivables and Payables Netting process creates a Receivables credit memo for $4,000 and a Payables debit memo for $4,000. The $1,000 amount for the Receivables invoice that is still unapplied is available for offset at a later point in time. The same Receivables invoice number can be used again for another credit memo because the suffix NET and a unique sequence number are added to the Receivables invoice number.

Scenario 5

Table G–5, shows a Payables invoice amount that is less than the total amount for a Receivables invoice, interest invoice and administrative charge invoice.

Table G–5 Payables Invoice Amount <Receivables Invoice Amount + Interest Invoice Amount + Administrative Charge Invoice Amount, 1 to 1 Relationship

Receivables Invoice			Payables Invoice		
Customer Number	**Receivables Invoice Number**	**$ Amount**	**Supplier Site**	**Payables Invoice Number**	**$ Amount**
1000	123	$5,000	1000	B101	$4,000
1000	123INT	$150			
1000	123ADM	$25			

The Receivables and Payables Netting process determines the offset eligibility of an administrative charge invoice or interest invoice according to the offset eligibility of the related principal Receivables invoice. The process offsets administrative charge

invoices and interest invoices first and then the principal Receivables invoices. In this example, the Receivables and Payables Netting process offsets the Receivables invoices as follows:

- The Receivables and Payables Netting process offsets the administrative charge invoice first. The process creates a Receivables credit memo in the amount of $25 and a Payables debit memo in the amount of $25.

  Note: The Receivables and Payables Netting process offsets administrative charge and interest invoices in the same order as receipts are applied. In Oracle U.S. Federal Financials, the order of processing receipts for administrative charges, penalty charges, and interest charges is defined in the Define Finance Charges window.

- The process offsets the interest invoice and creates a Receivables credit memo in the amount of $150 and a Payables debit memo in the amount of $150.

- The process offsets the principal Receivables invoice 123 and creates a Receivables credit memo for $3,825 and a Payables debit memo for $3,825.

  The $1,175 amount for the principal Receivables invoice that is still unapplied is available for offset at a later point in time. Any interest that accumulates on the $1,175 principal balance will be selected for offset as described in this example.

References

For information on setting up Receivables when using Receivables and Payables Netting, see Oracle Public Sector Receivables Setup, page 5-1.

For information on setting up Receivables eligibility, see Receivables and Payables Netting Setup, page 26-1.

For information on setting up customer and vendor cross references, see Receivables and Payables Netting Setup, page 26-1.

For information on how to use Receivables and Payables Netting to offset the collection of Receivables from a customer against Payables to the vendor, see Receivables and Payables Netting Procedures, page 34-1.

For information on paying invoices in payment batches, see Paying Invoices in Payment Batches, *Oracle Public Sector Payables User's Guide*.

For information on modifying Receivables collector call actions, see Recording Call Actions, *Oracle Public Sector Receivables User's Guide*.

For information on entering and updating information in the Define Federal Options window, see Federal Options Setup, page 11-1.

H

FACTS II Process

This appendix describes the Federal Agencies' Centralized Trial-Balance System (FACTS) II process in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Definition
- Overview
- FACTS II Diagram
- FACTS II Process
- References

Definition

The Federal Agencies' Centralized Trial-Balance System (FACTS) II process was established by the Department of Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB). FACTS II enables agencies to submit one set of financial data that consolidates data reported on the SF 133 Report on Budget Execution, the FMS 2108 Year-End Closing Statement, and much of the initial set of data that appears in the prior year column of the Program and Financing (P&F) Schedule.

Overview

FACTS II reports the following information in a consolidated pre-closing adjusted trial balance:

- beginning balances for budgetary accounts from the beginning trial balance
- ending balances for budgetary accounts from the pre-closing adjusted trial balance
- ending balances for selected proprietary accounts
- attributes that further describe the characteristics of the data to be processed

FACTS II replaces the SF 133 Report on Budget Execution and the FMS Form 2108 Year-End Closing Statement reports.

The following types of FACTS II requirements must be met:

- FACTS II Reporting Requirements
- FACTS II Submission Requirements

FACTS II Reporting Requirements

Agencies are required to comply with the following:

- Agencies must provide a comprehensive accounting structure that contains sufficient levels of detail to do the following:
  - allow reporting for all categories on which budgetary decisions are made
  - support external reporting requirements to OMB and the Department of Treasury
  - maintain flexibility to meet agency-specific requirements

- report amounts derived from cumulative, year-to-date general ledger account balances at the end of the specified period

FACTS II Submission Requirements

Agencies are required to comply with the following:

- Agencies must generate FACTS II for each fiscal quarter and fiscal year end.
- Agencies must provide data in the required electronic format to transmit to the Department of Treasury.

Federal Financials enables users to comply with these requirements by providing the FACTS II process.

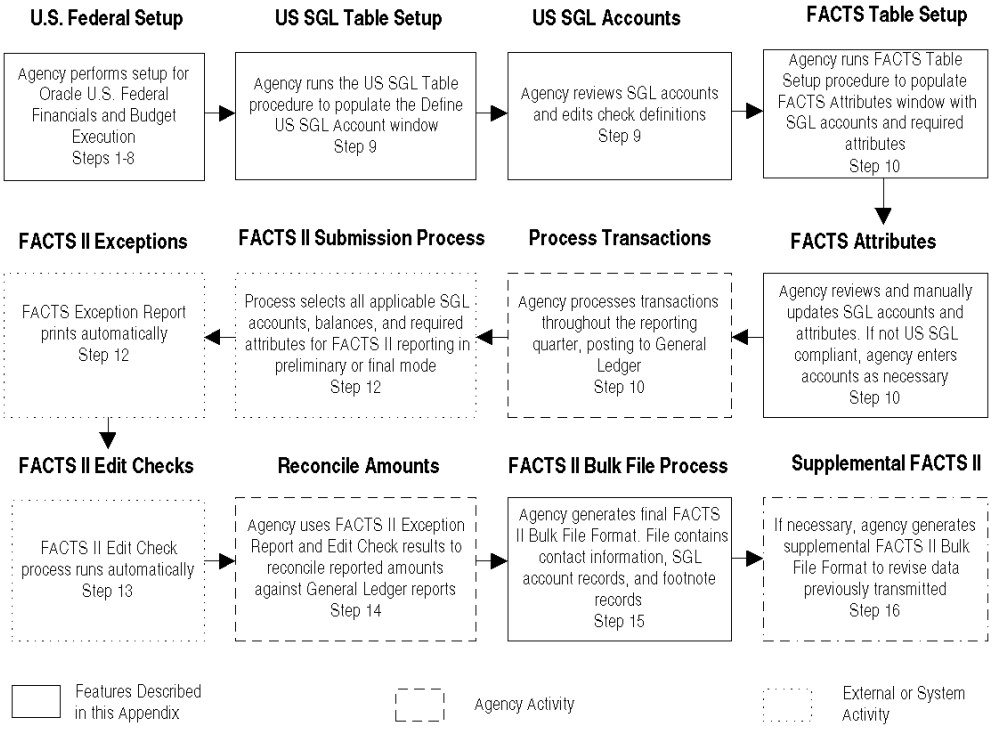
For information on FACTS II requirements, see the Department of Treasury's website at the following URL:

`http://www.fms.treas.gov/ussgl/factsii`

FACTS II Diagram

Figure H–1 lists the steps of the FACTS II process as described in Table H–1.

Figure H–1 FACTS II Process Steps Diagram



FACTS II Process Steps

Table H–1 FACTS II Process Steps

Feature	Description	Status
U.S. Federal Setup	Agency performs setup for Oracle U.S. Federal Financials and Budget Execution. Steps 1-8	described in this appendix
US SGL Table Setup	Agency runs the US SGL Table procedure to populate the Define US SGL Account window. Step 9	described in this appendix
US SGL Accounts	Agency reviews SGL accounts and edits check definitions. Step 9	described in this appendix
FACTS Table Setup	Agency runs FACTS Table Setup procedure to populate FACTS Attributes window with SGL accounts and required attributes. Step 10	described in this appendix
FACTS Attributes	Agency reviews and manually updates SGL accounts and attributes. If not US SGL compliant, agency enters accounts as necessary. Step 10	described in this appendix
Process Transactions	Agency processes transactions throughout the reporting quarter, posting to General Ledger. Step 10	agency activity
FACTS II Submission Process	Process selects all applicable SGL accounts, balances, and required attributes for FACTS II reporting in preliminary or final mode. Step 12	external or system activity
FACTS II Exceptions	FACTS Exception Report prints automatically. Step 12	external or system activity
FACTS II Edit Checks	FACTS II Edit Check process runs automatically. Step 13	external or system activity
Reconcile Amounts	Agency uses FACTS II Exception Report and Edit Check results to reconcile reported amounts against General Ledger reports. Step 14	agency activity
FACTS II Bulk File Process	Agency generates final FACTS II Bulk File Format. File contains contact information, SGL account records, and footnote records. Step 15	described in this appendix

Table H–1 FACTS II Process Steps

Feature	Description	Status
Supplemental FACTS II	If necessary, agency generates supplemental FACTS II Bulk File Format to revise data previously transmitted. Step 16	agency activity

FACTS II Process

The following topics are included in this section:

- Features
- Process

Features

The Federal Financials FACTS II process consists of the following components:

- US SGL accounts table setup
- FACTS attribute table setup
- define US SGL accounts
- define FACTS attributes setup
- define other authorization codes setup
- FACTS II submission process
- FACTS II Exception Report
- FACTS II edit check process
- FACTS II Adjusted Trial Balance Report, which includes the ability to generate supplemental transmissions
- FACTS II bulk file process

For information on the preceding procedures and reports, see the References section in this appendix.

Process

The FACTS II process consists of the following steps.

1. The agency's name and address is entered in the Define Federal Options window. This information is used to populate the agency's name and address on the FACTS II Contact Information Request file.
2. The agency's treasury account codes are entered in the Define Treasury Account Codes window. The treasury account code is used as the agency's main account code on the Define Federal Account Symbol window.

3. The agency's federal account symbols are entered in the Define Federal Account Symbols window. Users identify if the federal account symbol is a financing account or not. If it is, users specify the segment in the accounting flexfield that captures the cohort year. The treasury symbol is built dynamically in the Define Federal Account Symbols window, but users further describe the treasury symbol in the Define Appropriation Parameters window.

4. If the agency uses budget accounts, users must establish budget accounts in the Define Budget Accounts window. Users enter a budget account code and name. The budget status indicator, Function, Budget Enforcement Act (BEA) category, and borrowing source are attributes associated with budget accounts. This window is also used to associate the appropriate federal account symbols with the budget account.

   Note: If a budget account is defined, it must have a federal account symbol associated with it. However, a federal account symbol can be defined without a budget account. Due to this relationship between budget accounts and federal account symbols, users must define federal account symbols before defining related budget accounts. If users enter a budget account without a federal account symbol, an error appears.

5. Users upgrading to add FACTS II functionality must perform the treasury symbol mapping process once to convert the treasury symbols of existing customers to the new treasury symbols built with the Define Federal Account Symbols window. In the Treasury Symbol Mapping Form window, the old treasury symbol is entered in the first column and the corresponding treasury symbol is defined in the Define Federal Account Symbols window, in a one-to-one mapping. When the **Update** button is clicked, the following warning message appears:

   ```
   All links to the Old Treasury Symbols will be severed on commit. Verify that
   Treasury Symbol associations are correct. Proceed?
   ```

   If users click **OK**, the changes are committed. If users click **Cancel**, users are returned to the Treasury Symbol Mapping Form window.

6. In the Define Appropriation Parameters window, users specify the resource type, public law code, and quarterly net outlays, which are taken from the FMS Form 6653 - Undisbursed Appropriation Account Ledger. This window captures pre-closing unexpended amounts for each treasury symbol and its corresponding authorizations. Users also identify fund values that are associated with each treasury symbol. Account balances are reported by treasury symbol for FACTS II.

7. Users identify the segment in the account flexfield that captures the program or activity for Category B apportionments in the Define Budget Distributions window.
8. Users associate the appropriate legislation indicator with the appropriation transaction types that are established in the Define Budget Transaction Types window.
9. Users initiate the US SGL table setup process to populate the Define US SGL Accounts window. This window captures all valid US SGL accounts as defined by the Department of Treasury.
10. Users initiate the FACTS Attributes table setup process using the concurrent manager to populate the Define FACTS Attributes window and the Define Other Authorization Codes window.

    The check boxes on the Define FACTS Attributes window indicate that the attribute should be reported for the SGL account; however, the value for the attribute is derived from other windows in the system.

    The Availability Time, Authority Type, and Transaction Partner fields can have different values depending on the US SGL account. This process can be initiated at any time prior to executing the FACTS II bulk file process.

    Once the table setup procedure is completed, users can add, modify, or delete records from the windows as necessary.

    Note: Agencies must comply with the US SGL to take full advantage of the FACTS II enhancement. Agencies that expand their numbering system to accommodate agency-specific requirements should designate a parent account that is a four-digit US SGL account. The FACTS Attributes window requires manual update to accommodate the SGL Accounts before generating the FACTS II process if individual accounts are defined to specifically capture an attribute that further describes the parent SGL account.

    Table H–2 provides examples of alternate GL account numbering schemas.

Table H–2 Alternate GL Account Numbering Schemas

GL	Account Name	Parent US SGL Account or Name
Example	**Structure Using Six-Digit GL Account**	
101012	Disbursement Transactions - Direct Deposits	1010 - Fund Balance with Department of Treasury

Table H–2 Alternate GL Account Numbering Schemas

GL	Account Name	Parent US SGL Account or Name
101013	Disbursement Transactions - OPAC	
101014	Direct Deposit Receipts - US Department of Treasury	
Example	**Structure Using Four-Digit GL Account**	
1311	Accounts Receivable - Federal	1310 - Accounts Receivable
1312	Accounts Receivable - Non-federal	

If Account 1310 is reported on FACTS II according to transaction partner, users are required to add Accounts 131-AR Federal and Accounts 131-AR Non-federal to the FACTS Attributes window and define the correct transaction partner value for each, E and X, respectively.

SGL Account 1010 does not require any additional attributes, so the users do not have to set up an entry for all of the child accounts that roll up to SGL Account 1010.

11. Once setup is complete, users process transactions throughout the reporting quarter, posting transactions to the General Ledger.

12. On a quarterly and annual basis, users submit the FACTS II submission procedure. All applicable SGL accounts, account balances, and attributes are selected. If discrepancies exist for any SGL account balance, the account and the balance are printed on the FACTS II Exception Report.

    Note: Users indicate a preliminary or final run in the Parameters window. The MAF sequence number on the Bulk File layout is incremented based on how many times a final FACTS II file is generated for the same treasury symbol in a specified reporting period.

13. The FACTS II edit check process is executed after the FACTS II submission procedure summarizes the account balances. The edit check process does the following:

    - certifies that debit and credit entries are equal for budgetary accounts
    - confirms that budgetary resources equal status of resources
    - validates quarterly outlay reconciliation

- authenticates year-end closing activities; for example, the Fund Balance with Department of Treasury is reconciled.

All required edits must be successfully completed before a FACTS II bulk file format is produced.

Note: The FACTS II Adjusted Trial Balance Report is automatically generated when the FACTS II submission procedure is completed.

14. Agencies reconcile reported amounts on the FACTS II Exception Report and Edit Check Report against General Ledger reports.
15. Once the FACTS II bulk file procedure is completed with acceptable edit checks, a bulk file containing the SGL records and footnote records is produced and a FACTS II Adjusted Trial Balance Report is generated.
16. If necessary, users can generate supplemental FACTS II bulk files to revise data previously transmitted.

References

This section lists sources of reference for the topics in this appendix.

For information on FACTS attribute table setup, see FACTS Table Setup, page 21-1.

For information on US SGL accounts table setup, see Entering US SGL Accounts Table Setup Procedure, FACTS Table Setup, page 21-4.

For information on defining FACTS attributes setup, see Defining FACTS Attributes Procedure, FACTS Setup, page 22-11.

For information on defining other authorization codes setup, see Setting Up Define Other Authorization Codes Procedure, FACTS Setup, page 22-15.

For information on defining US SGL accounts, see Define US SGL Accounts Window Description, FACTS Setup, page 22-9.

For information on the FACTS II submission procedure, see Running FACTS II Submission Procedure, FACTS II Procedures, page 45-6.

For information on the FACTS II bulk file procedure, see Generating FACTS II Bulk File Procedure, FACTS II Procedures, page 45-19.

For information on the FACTS II edit check process, see FACTS II Edit Check Process, FACTS II Procedures, page 45-14.

For information on the FACTS II Adjusted Trial Balance Report, see FACTS II Adjusted Trial Balance Report, FACTS II Procedures, page 45-18.

For information on the FACTS II Exception Report, see FACTS II Exception Report, FACTS II Procedures, page 45-16.

I

Year-End Closing Process

This appendix contains a detailed discussion of the Year-End Closing process in Oracle U.S. Federal Financials. The following sections are in this appendix:

- Federal Requirements
- Year-End Closing Diagram
- Year-End Closing Process
- References

Federal Requirements

Definition

The Year-End Closing process is a set of activities that allows federal agencies to comply with Office of Management and Budget (OMB) requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

Appropriations are funds provided to federal agencies through legislation. Agencies submit apportionment requests to OMB to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

Appropriations are designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year, which can only be used in the current year.

Year-End Closing Requirements

As specified by the *Joint Financial Management Improvement Program (JFMIP)*, agencies are required to comply with the following:

- Agencies must be able to perform year-end closing.
- Agencies must be able to perform multiple preliminary year-end closings before final year-end closing while maintaining the ability to post current period activity.
- Agencies must be able to selectively generate transactions required by year-end closing procedures.

Year-End Reporting Requirements

Agencies must comply with the following:

- Agencies must be able to prepare trial balances and other supporting information required for external reports and financial statements, including consolidated statements.

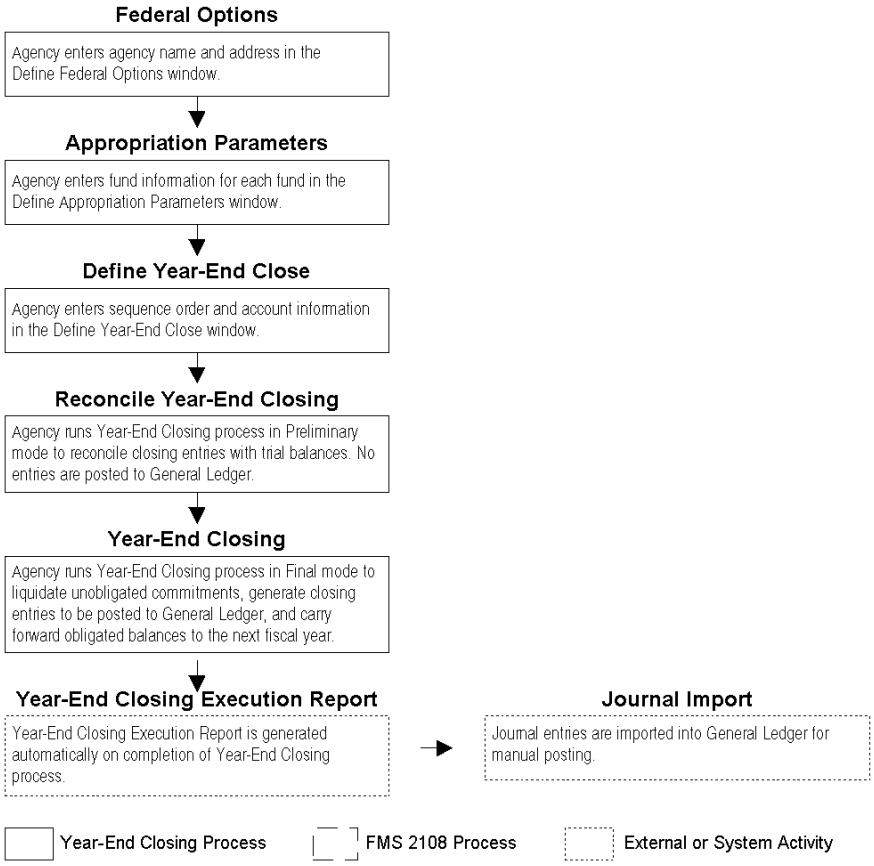
Federal Financials enables users to comply with these requirements by providing the Year-End Closing process.

Additional information on year-end closing requirements is documented in the Financial Management Service (FMS) *Budgetary Accounting Guide.*

Year-End Closing Diagram

Figure I–1 shows the year-end closing diagram as described in the accompanying text.

Figure I–1 Year-End Closing Processing Diagram



Year-End Closing Process

Features

The Federal Financials Year-End Closing process is comprised of the following features:

- Define Appropriation Parameters window
- Define Federal Year-End Close window
- Year-End Closing process
- Year-End Closing Execution Report

Year-End Closing

The Year-End Closing process consists of the following steps:

1. The agency enters its Agency Name and Address in the Define Federal Options window.
2. The agency enters fund information, including Department of Treasury Symbol, Appropriation Group, Appropriation Time Frame, and Resource Type, for each Department of Treasury Symbol to be reported in the Define Appropriation Parameters window. Optionally, the Close Requisition check box can be selected in the Define Appropriation Parameters window.
3. The agency defines Year-End Sequence Order and From and To Accounts in the Define Federal Year-End Close window.
4. The agency runs the Year-End Closing process in Preliminary mode and reconciles the Year-End Closing Execution Report with the Detail Trial Balance Report.
5. The agency runs the Year-End Closing process in Final mode to liquidate unobligated commitments, generate closing entries, and carry obligations forward.

   Requisitions for the fiscal year are updated with a status of FINALLY CLOSED. If the Close Requisition check box is not selected, the requisition status remains open.

   The Requisition header status is not set to FINALLY CLOSED until all requisition lines are closed.

Obligated balances, including multi-year appropriations, no-year appropriations, and undelivered order balances from one-year appropriations, are carried forward to the next fiscal year.

6. The Year-End Closing Execution Report is automatically generated upon completion of the Year-End Closing process. This report lists the closing entries created for posting to General Ledger.

7. The agency manually posts journal entries created by the Year-End Closing process.

Note: Detailed sequences must be defined to execute the Year-End Closing process using other available options such as Treasury Symbol or Appropriation Group.

Note: If the Treasury Symbol is expired and canceled within the same year, the Year-End Closing process must be executed twice to pick up expired and canceled entries.

References

For information on entering and updating agency information in the Define Federal Options window, see Federal Options Setup, page 11-1.

For information on entering and updating appropriation parameters in the Define Appropriation Parameters window, see Define Appropriation Parameters Setup, page 16-1.

For information on entering and updating year-end definitions in the Define Federal Year-End Close window, see Year-End Closing Setup, page 27-1.

For information on running the Year-End Closing process, see Year-End Closing Procedures, page 31-1.

For information on generating the Year-End Closing Execution Report, see Year-End Closing Report Procedures, page 46-1.

For information on posting to General Ledger, see Posting Journal Batches or Posting Journal Batches Automatically, *Oracle Public Sector General Ledger User's Guide*.

Glossary

1096 Annual Summary and Transmittal of U.S. Information Returns

The Debt Collection Act of 1982 states that a 1096 Annual Summary and Transmittal of U.S. Information Returns report must accompany Copy A of the 1099-C Cancellation of Debt report that is submitted to the Internal Revenue Service.

1099-C Cancellation of Debt

The Debt Collection Act of 1982 requires that a 1099-C Cancellation of Debt report must be submitted to the Internal Revenue Service for each debtor for whom a debt of $600.00 or more is canceled during the calendar year.

Accrue Finance Charges

A process in Oracle U.S. Federal Financials that creates a debit memo for each Finance Charge Type associated with each newly overdue invoice; and adjusts existing finance charge debit memos for each Finance Charge Type associated with old overdue invoices.

adjusted trial balance (ATB)

Balance for an SGL account and related attributes that make up a portion of a FACTS II submission as of a specific date for a specific treasury appropriation fund symbol.

adjustment

The method prescribed by the Department of Treasury under the OPAC system that allows a customer to charge a billing agency to remedy an incorrect billing.

Agency Location Code (ALC)

An 8-digit numeric symbol identifying the agency accounting and / or reporting office with disbursing authority. Any 4-digit ALCs is preceded by four zeros.

allotment

Funds within an apportionment designated for specific programs or projects in an agency.

Antideficiency Act

A regulation applying to federal agencies that establishes budgetary limitations at required levels within an agency.

Apply Cash Receipts

A procedure in Oracle U.S. Federal Financials to enter manual cash receipts for customers and invoices to be applied, as appropriate, to previously created finance charge debit memos, invoices, or on account.

Apply Cash Receipts Execution Report

An internal report that provides information on receipts applied to invoices and finance charges.

apportionment

An agency request to the Office of Management and Budget to acquire funds to be used in designated quarters of the fiscal year. Agencies divide apportionments into allotments, which are converted into commitments, obligations, and expended authority.

appropriation

Funds provided to federal agencies through legislation. An appropriation is designated as multi-year, which can be used for a specified period of time in excess of one year; no-year, which can be used indefinitely; and single-year. which can only be used in the current year.

AR/AP Netting Preliminary Report

A preliminary report generated by the Receivables and Payables Netting process that allows agencies to review Receivables and Payables Netting transactions prior to running the final process.

Assign Finance Charges

A process in Oracle U.S. Federal Financials that selects customers and invoices for which finance charges are to be accrued during the Accrue Finance Charges process, based on customer classes specified in the Define Finance Charges window.

AR/AP Netting Final Report

A report that lists the offset transactions that are generated by the Receivables and Payables Netting process.

Assign Finance Charges Report

An internal report that provides information on customers and invoices assigned finance charges.

ATB

See adjusted trial balance.

automated interagency bill

A bill that exists on a computerized database, although it can be printed out in hard copy format.

billing agency fund

The accounting classification that is adjusted, billed, or credited by the billing agency.

budget account definition

An administrative or functional subdivision of a budget agency. A budget account must have at least one federal account symbol associated with it.

budget authority

Total allotment amount available for spending by an agency.

Budgetary Accounting Guide

A publication issued by the Financial Management Service that provides information on year-end closing requirements for federal agencies.

cash receipts

Cash payments collected to satisfy an exchange of cash for goods and / or services.

certifier

A person, typically a high level official at an agency, who verifies the accuracy of year-end submissions for the agency or a portion of the agency. Certifiers can either certify or reject submissions that were entered by preparers.

Circular A-125, Prompt Payment

A publication issued by the Office of Management and Budget that documents the Prompt Payment Act.

Circular A-34, Instructions on Budget Execution

A publication issued by the Office of Management and Budget that provides information on the SF 133 Report on Budget Execution.

cohort

Direct loans obligated or loan guarantees committed by a program in the same year, even if disbursements occur in subsequent years or the loans are modified. Modified pre-1992 direct loans constitute a single cohort; modified pre-1992 loan guarantees constitute a single cohort. For loans subsidized by no-year or multi-year appropriations, the cohort may be defined by the year of appropriation or the year of obligation. For information on proper determination, the Office of Management and Budget (OMB) can be contacted.

commitment

The reservation of funds in anticipation of legal obligations.

cross-servicing

Passing a debt to a designated collection center or private collection agency in an effort to collect the amount due.

current value of funds

The average annual rate of the Department of Treasury tax and loan accounts. The rate is used to determine whether taking a vendor discount for early payment is economically beneficial.

Debt Collection Act of 1982

A set of regulations governing the receivables management and collections practices of federal agencies.

direct loan

A disbursement of funds by the government to a non-federal borrower under a contract requiring repayment of such funds with or without interest. The term includes the purchase or participation in a loan made by a non-federal lender. It also includes the sale of a government asset on credit terms of more than 90 days duration.

disbursement in transit

A liability account used for payments pending Department of Treasury confirmation of disbursement.

Due Date Calculation

A process in Oracle U.S. Federal Financials that determines the due date on the payment schedule by using the later of the Invoice Received Date or the Goods/Services Acceptance or Receipt Date.

economically beneficial discounts

Discounts offered by suppliers that federal agencies are required to take pursuant to the Prompt Payment Act. An agency must take available discounts for early payment unless they are not economically beneficial. Discounts are not beneficial if an agency can realize a greater return by keeping its money invested until a later payment due date.

ECS

See Electronic Certification System.

ECS ACH Vendor Payment Format

A process that allows federal agencies to produce payment output files used to pay Automated Clearing House (ACH) vendors.

ECS NCR Vendor Check Payment Format

A process that allows federal agencies to format payments for electronic submission to a central disbursing office of the Department of Treasury.

Electronic Certification System (ECS)

A Department of Treasury electronic payment system used by federal agencies to transmit vendor payment information to the Department of Treasury for accomplishment.

expended authority

Portion of an agency's budget authority that has been expended.

expenditure transaction

A withdrawal from one account and a credit to another account when the withdrawal and credit are recorded in the central accounts of the Financial Management Service (FMS) as an expenditure and repayment.

FACTS I

See Federal Agencies' Centralized Trial-Balance System I.

FACTS II

See Federal Agencies' Centralized Trial-Balance System II.

federal account symbol

A group of numbers used to identify the agency responsible for the appropriation and fund classification without regard to the period of availability to incur new obligations. The federal account symbol is the summary level of the treasury symbol.

Federal Agencies' Centralized Trial-Balance System I (FACTS I)

A data entry system used by federal program agencies (FPAs) to report mainly proprietary US SGL accounts to create the consolidated financial statements of the United States Government.

Federal Agencies' Centralized Trial-Balance System II (FACTS II)

A data entry system used by federal program agencies (FPAs) to report budget execution data that fulfill several reporting requirements of the Office of Management and Budget (OMB) and the Department of Treasury.

Federal Financials setup

Steps that must be performed in Oracle U.S. Federal Financials to implement features in Oracle U.S. Federal Financials.

Federal QuickCodes

An Oracle U.S. Federal Financials feature used to create reference information that is used by federal agencies. The reference information appears in the list of values for fields in Oracle U.S. Federal Financials windows. Predefined QuickCodes are included in Oracle U.S. Federal Financials.

federal report definitions

Report information, set up in the Federal Report Definitions windows, that is used to customize reports by specifying report content and entering report data to meet federal government reporting requirements.

Federal Reports Setup

Setup required prior to generating federal reports.

Federal Setup Options

Specially defined and updated information used by federal agencies and maintained in Oracle U.S. Federal Financials. Federal Options are required for some new features and reports. The Define Federal Options window is used to enter the information.

Federal Vertical Transfer to GL

A process in Oracle U.S. Federal Financials that creates the budgetary and proprietary entries required by federal accounting rules when taking discounts on payments. Where applicable, the request set uses the disbursement in transit liability account in place of the fund balance cash account when payments are posted.

Finance Charge Types

Finance charge information entered in the Define Finance Charges window that is used to assign and accrue finance charges in Receivables.

Financial Management Service (FMS)

A division of the Department of Treasury that oversees the U.S. Federal Government's accounting and reporting system, publishes financial information, functions as central disburser and collections agent, and helps federal agencies to develop uniform accounting and reporting systems.

financing account

The non-budget account or accounts associated with each credit program account for post-1991 direct loans or loan guarantees. It holds balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the government. Separate financing accounts are required for direct loans and loan guarantees.

FMS

See Financial Management Service.

FMS 2108 Year-End Closing Report

A report submitted to the Department of Treasury that provides information on the status of appropriations and funds at the end of the fiscal year.

FMS Form 224 Statement of Transactions Exception Report

A report that shows transactions included or omitted from the FMS Form 224 Statement of Transactions Report that may require review or correction.

FMS Form 224 Statement of Transactions Report

A report used to provide information to the Treasury about the financial condition and operations of federal agencies.

fund parameters

Information maintained about each fund in Oracle U.S. Federal Financials. Fund parameters define additional information associated with the balancing segment of the accounting flexfield.

funds available

The total amount of allotted funding still available for spending by an agency.

Funds Available

A procedure in Oracle U.S. Federal Financials for agencies to view funds available at both detail and summary levels and to compare budget amounts to actual fund values.

General Ledger setup

Steps that must be performed in Oracle Public Sector Financials to implement General Ledger.

Government Online Accounting Link System (GOALS)

A government-wide telecommunications network established to reduce dependence on labor-intensive paper-based processes and to provide an efficient method for accounting and reporting functions.

Government Results and Performance Act (GRPA)

A U.S. Government regulation requiring agencies to report on financial performance through a series of regulatory reports.

GRPA

See Government Results and Performance Act.

Holiday/Non-Working Dates

Holiday and non-working dates entered in the Define Holiday / Non-Working Dates window that is used by the Due Date Calculation process to determine a payment schedule in compliance with the Prompt Payment Act.

Identification of Federal Employees Report

A report that provides information on federal employees indebted to the U.S. Government.

Interagency Transfers

A window in Oracle U.S. Federal Financials used by the customer agency to store information regarding the billing agency fund involved in an interagency transaction.

interagency transactions

Transfers between Treasury agencies that involve two or more different appropriation, fund, or receipt accounts and are classified as expenditure transactions.

JFMIP

See Joint Financial Management Improvement Program.

Joint Financial Management Improvement Program (JFMIP)

A cooperative effort among major agencies of the U.S. Federal Government to arrive at a common set of financial management standards as mandated by the President of the United States. Representatives from major agencies serve on a committee charged with formulating these standards.

liquidating account

The budget account that includes all cash flows to and from the government resulting from pre-1992 direct loans or loan guarantees. Cash flows associated with modified direct loans and loan guarantees are treated as exceptions. The liquidating accounts are the old credit accounts, whose transactions are counted on a cash basis in calculating budget outlays and the deficit. Liquidating accounts are not subject to credit reform accounting except for the effects of modifications.

loan guarantee

Any guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-federal borrower to a non-federal lender. It does not, however, include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.

MAF

See master account file.

master account file (MAF)

Treasury account fund symbols that are reported in FACTS II. The MAF also contains the preparer and certifier IDs for each fund symbol.

normal balance indicator

Normal condition of the balance in an SGL account, that is, debit or credit.

obligation

Allotment funds obligated for goods or services that have been ordered, but not yet received. Obligated funds are not available for spending by an agency.

Office of Management and Budget (OMB)

A U.S. Federal Government office that helps the President of the United States oversee the preparation of the federal budget and supervise the administration of federal agencies. The OMB also oversees and coordinates the administration's procurement, financial management, information, and regulatory policies.

Offset

The amount the Treasury Department pays a customer for Receivable invoices that have been outstanding for at least 181 days but less than 10 years. For example, if Customer A owes Agency A $150 and if Agency B owes Customer A $200, then the Treasury Department will pay Customer A $50. The $50 the Treasury Department pays Customer A is offset by the amount Customer A owes Agency A.

OMB

See Office of Management and Budget.

Online Payment and Collection (OPAC) System

An automated intra-governmental system used to electronically bill and / or pay for services and supplies.

OPAC

See Online Payment and Collection.

OPAC Adjustment Voucher Number

A unique identification number automatically assigned to each automated interagency bill entered into the system.

OPAC Billing Agency

Initiator of am OPAC transaction, either a collection or a payment.

OPAC Billing Document Reference Number

A unique identification number automatically assigned to each automated interagency bill entered into the system.

OPAC Customer Agency

Recipient of an OPAC transaction, either a collection or payment.

OPAC Disbursing Office Symbol

An alpha or alpha-numeric code that identifies the OPAC agency that processes an automated interagency bill. This symbol is assigned when an agency becomes an OPAC billing agency.

Payables setup

Steps that must be performed in Oracle Public Sector Financials to implement Payables.

Payment Terms Types

Payment terms, specified in the Define Payment Terms Types window, used to automatically calculate the payment due date in compliance with the Prompt Payment Act. The payment term also defaults to purchase orders and invoices generated for a specific vendor.

Posting

A feature in Oracle U.S. Federal Financials that supports federal accounting rules requiring that discounts taken on payments be posted to the corresponding budgetary as well as proprietary accounts in General Ledger. Discounts are treated as expense or asset reversals increasing budgetary authority while making funds available in an agency's budget for other purposes. The Federal Vertical Transfer to GL process automatically generates posting entries for the amount of the discount

taken. For agencies using a disbursement in transit liability account, that account is used in place of the fund balance account when payments are posted.

preparer

Representative from the federal program agencies (FPA) who prepares the adjusted trial balance (ATB) information for one or more treasury appropriation fund symbol (TAFS) accounts.

Prompt Payment Act

A set of laws applying to federal agencies mandating how and when to pay commercial obligations. The act requires agencies to pay interest on overdue invoices and to take discounts offered by suppliers unless doing so would not prove economically beneficial.

Prompt Payment Due Date Report

An internal report that provides information about invoices within a specific payment batch for which a due date adjustment was made.

Prompt Payment Exception Report

An internal report that provides information about payments that have an invalid due date.

Prompt Payment Statistical Report

A report that provides detailed statistical information about payments within a specific date range.

Purchasing setup

Steps that must be performed in Oracle Public Sector Financials to implement Purchasing.

Receivable Type

A receivable category. Preseeded receivable types include Direct Loans, Defaulted Guaranteed Loans, and Administrative receivables. Receivable types are linked to transaction types in the Receivable Types window.

Receivables and Payables Netting

A feature that allows agencies to manage the collection of receivables by offsetting receivables against payables for vendors who are also customers.

Receivables Management

The processing and application of collections on receivables. Receivables management for federal agencies involves compliance with the requirements set forth in the Debt Collection Act of 1982.

Receivables setup

Steps that must be performed in Oracle Public Sector Financials to implement Receivables.

Report on Budget Execution

See SF 133 Report on Budget Execution.

record type 7 (RT7)

A three-digit numeric code attached to the end of the treasury appropriation fund symbol that identifies specific kinds of fund resources such as Fund Held Outside the Treasury, Authority to Borrow from the Treasury, and Unrealized Discounts.

Report on Receivables Due from the Public

A report that provides information on the status of receivables, including direct loans, defaulted guaranteed loans, administrative receivables, and footnotes.

RT7

See record type 7.

Standard Form 224: Statement of Transactions

A monthly report on disbursements and collections submitted to Treasury by agencies for which Treasury disburses.

SF 1081 Voucher and Schedule of Withdrawals and Credits

A document used by federal agencies to complete interagency expenditure transactions involving two or more appropriation, fund, or receipt accounts.

SF 133 Report on Budget Execution

An Office of Management and Budget report used to list the sources of budget authority and the current status of budgetary resources by individual fund.

Statement of Transactions

See FMS Form 224 Statement of Transactions Report.

Status of Funds Report

An internal report in Oracle U.S. Federal Financials used by federal agencies to monitor fund performance.

Status of Obligations Report

An internal report used to measure financial performance against operating plan objectives. The report assists federal agencies in determining if the procurement process has been completed for each obligation.

subsidy

Estimated long-term cost to the government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for re-estimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

System Administration setup

Steps that must be performed in Oracle Public Sector Financials to implement System Administration.

TAFS

See treasury appropriation fund symbol.

TAFS split

Sub-divides a treasury appropriation fund symbol. Splits are established for programmatic or administrative reasons.

TAFS status

Indicates the status of a specific TAFS account. The following definitions apply: unexpired indicates the TAFS can incur new obligation; expired indicates that the TAFS can liquidate obligations or make adjustments, but cannot incur new obligations; cancelled indicates that the TAFS will have no more reportable activity.

Taxpayer Identification Number (TIN)

A number that identifies a taxpayer. The taxpayer identification number can be an employee identification number or a social security number.

TFM

See Treasury Financial Manual.

TIN

See Taxpayer Identification Number.

Treasury

Refers to the U.S. Department of Treasury. Among other roles, the Treasury formulates and recommends economic, fiscal, and tax policies; and serves as financial agent for the U.S. Government.

treasury appropriation fund symbol (TAFS)

Code that represents the department, account symbol, and period of availability to incur new obligations. This is also referred to as treasury symbol.

Treasury Confirmation and Reconciliation

A window in Oracle U.S. Federal Financials used to confirm Treasury payments.

Treasury Confirmation Inquiry

A window in Oracle U.S. Federal Financials used to find and view Treasury payments.

Treasury Financial Manual (TFM)

The Treasury's official publication for financial accounting and reporting of all receipts and disbursements of the U.S. Federal Government. The Financial Management Service of the Treasury issues the TFM to provide policies, procedures, and instructions for federal departments and agencies.

treasury symbol

A seven digit code that identifies the appropriation from which agencies can create spending transactions. The first two digits are the agency code; the third digit is the fund fiscal year; and the last four digits are the type of fund.

Treasury undisbursed balance

Fund balance, which is cash, for a TAFS account at a point in time, for example, as of September 30th.

U.S. Government Standard General Ledger account (US SGL)

Accounts used to record, classify, and report accounting events in a uniform manner throughout the U.S. Government. US SGL accounts provide control over all financial transactions and resource balances; in combination with other attributes, satisfy basic financials and budget execution reporting requirements of the OMB and Department of Treasury; and integrate proprietary and budgetary accounting.

US SGL

See U.S. Government Standard General Ledger.

Voucher and Schedule of Withdrawals and Credits

See SF 1081 Voucher and Schedule of Withdrawals and Credits.

Waive Finance Charges

A process in Oracle U.S. Federal Financials that allows a user to waive subsequent finance charges for selected customers or invoices.

year-end closing

The process required by the Office of Management and Budget in which agencies liquidate unobligated commitments, generate closing entries to be posted to General Ledger, and carry forward obligated balances to the next fiscal year.

year-end closing definitions

Information set up in the Define Federal Year-End Close window. The Define Federal Year-End Close window is used to define from and to accounts for creation of year-end closing General Ledger entries and to set up the year-end closing sequence order.

Year-End Closing Execution Report

An internal report that provides information on accounts for which closing entries were generated during the Year-End Closing process.

year-end closing process

A set of activities that allows federal agencies to comply with Office of Management and Budget requirements regarding the closing of appropriation accounts, preparing for the next fiscal year, and reporting on those activities.

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