

Oracle® Public Sector Financials (International)

Oracle Public Sector Financials (International) User's Guide

Volume 1

Release 11i

November, 2000

Part No. A87425-01

For users of Oracle Public Sector Financials (International). Must be used in conjunction with Oracle Financials manuals.

ORACLE™

Part No. A87425-01. This book is part of a set. To reorder this book, use set part number A87421-01.

Copyright © 2000, 1999, 1996, Oracle Corporation. All rights reserved.

Primary Authors: Halina Matyla, Melanie Stockton

Contributors: Meet Antani, Martyn Arbon, Zahi Abdul Azeez, Melwyn Barretto, Mukesh Biyani, Sonya Brewer, Lesley Bullock, Fiona Drysdale, Martin Figg, Mohinder Garcha, Eleni Garrett-Mastraki, Malini Hazarika, Robin Inglis-Arkell, Atul Kataria, Nawshad Kazi, K. Lakshminarayan, Ade Lamidi, Julianna Litwin, Deepak Mahajan, Halina Matyla, Glyn Quesnell, Ron Savage, William Shergill, Rani Shergill, Lancy Silveira, Haylie Thorpe, Michael Tibble, Hajnalka Vegh

The programs (which include both the software and documentation) contain proprietary information of Oracle Corporation; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the programs, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. Oracle Corporation does not warrant that this document is error free. Except as may be expressly permitted in your license agreement for these programs, no part of these programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oracle Corporation.

If the programs are delivered to the U.S. Government or anyone licensing or using the programs on behalf of the U.S. Government, the following notice is applicable:

Restricted Rights Notice Programs delivered subject to the DOD FAR Supplement are "commercial computer software" and use, duplication, and disclosure of the programs, including documentation, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement. Otherwise, programs delivered subject to the Federal Acquisition Regulations are "restricted computer software" and use, duplication, and disclosure of the programs shall be subject to the restrictions in FAR 52.227-19, Commercial Computer Software - Restricted Rights (June, 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy, and other measures to ensure the safe use of such applications if the programs are used for such purposes, and Oracle Corporation disclaims liability for any damages caused by such use of the programs.

Oracle is a registered trademark of Oracle Corporation and Enabling the Information Age, Oracle Application Object Library, Oracle Financials, and Oracle Workflow are trademarks or registered trademarks. All other company or product names mentioned are used for identification purposes only and may be trademarks of their respective owners.

Contents

Send Us Your Comments	xli
Preface.....	xliii
Audience.....	xliv
Related Publications	xliv
Document Conventions.....	xl v
Special Conventions	xl v
References	xl v
Navigation Paths.....	xlvi
Features Specific to Oracle Public Sector Financials (International).....	xlvi
Features that are Enhancements to Oracle Financials.....	xlvi
Customer Support.....	xl vii
Documentation Sales and Client Relations.....	xl vii
 1 Product Overview	
Overview	1-2
Products	1-2
International Implications	1-6
Oracle Public Sector Financials (International) Features.....	1-9
Budgeting Extensions	1-9
Cash and Accruals Support.....	1-10
Combined Basis Accounting.....	1-10
Construction Industry Scheme	1-11
Contract Encumbrancing.....	1-11

Dossier	1-12
Enhanced Funds Checker	1-12
Exchange Protocol	1-12
Extended Dunning Letter Charges	1-13
Generic Interface	1-13
Hierarchical Drill-Down Inquiry	1-14
Installment Terms	1-14
Internal Trading	1-14
Multi-Period Posting	1-14
Secondary Invoice Approval.....	1-15
Single Third Party.....	1-15
Standing Charges.....	1-16
Subledger Security.....	1-16
Oracle Public Sector Financials (International) Features Removed	1-17

2 Introduction

Overview	2-2
Part Features List	2-2
Part Organization.....	2-3
Setting Up Oracle Applications	2-4

Part I Setting Up Oracle Applications

3 Oracle Public Sector Financials (International) Setup Checklist

Overview	3-2
Oracle Public Sector Payables (International) Setup Checklist.....	3-3

4 Oracle Public Sector Financials (International) Setup Steps

Overview	4-2
Oracle Public Sector Receivable (International) Features Setup Steps.....	4-2
Set Up Menus	4-2
Create Additional Users	4-6
Specify Site-Level and Application-Level Profile Options	4-7
Set Up Oracle Applications Help System.....	4-17

Enable Oracle Public Sector Financials (International) Multiple Organization Features ..	4-18
Enable Oracle Public Sector Financials (International) Non Multiple Organization Features ..	4-18
Set Application Level Profile Options	4-18
Define Security Groups.....	4-19
Set Site Level Profile Options.....	4-19
Define Responsibilities	4-19
Set Responsibility Level Profile Options.....	4-19
Define Users	4-19
Define Secure Tables	4-19
Define Process Groups.....	4-19
Allocate Secure Tables and Process Groups.....	4-20
Apply Security	4-20
Maintain Schemas.....	4-20
Consolidate Security Groups	4-20
Create Flexfield Qualifier	4-20
Create Value Set.....	4-21
Enter Value Set Values.....	4-21
Define Accounting Flexfield Structure and Enable Flexfield Qualifier Segments.....	4-21
Define Additional Journal Entry Sources	4-21
Define Journal Entry Categories.....	4-22
Create Summary Accounts.....	4-23
Define Automatic Posting Criteria.....	4-23
Define Additional Encumbrance Types	4-23
Set Up Budgets.....	4-24
Set Up Budget Organizations	4-24
Continue Setup for Oracle Public Sector Receivable (International) Features ..	4-24
Set Up Personnel.....	4-25
Fill Employee Hierarchy.....	4-26
Set Up Oracle Workflows	4-26
Set Up Planned Purchase Order Encumbrance Type.....	4-26
Set Payables Profile Options	4-26
Enable Oracle Public Sector Receivable (International) Features.....	4-26
Define Payables Options	4-27
Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax	4-27

Define Tax Authority Type Suppliers.....	4-27
Define Suppliers.....	4-28
Define Tax Codes and Withholding Tax Groups.....	4-28
Set Up Credit Cards.....	4-29
Enter Employees	4-29
Continue Oracle Public Sector Receivable (International) Features	4-29
Enable Oracle Public Sector Receivable (International) Features	4-30
Define Grouping Rules	4-30
Define Extended System Options.....	4-31
Define Receivables Activities	4-32
Run Receivables Global: Populate Data Program.....	4-33
Compile Invoice Transaction Flexfield	4-33
Compile Line Transaction Flexfield	4-33
Set Up Payment Methods	4-33
Set Up Cash Basis Accounting Method	4-34
Define Transaction Types	4-34
Define Transaction Sources	4-34
Define Salespersons	4-37
Set Up Tax.....	4-37
Continue Receivables Setup for Oracle Public Sector Financials (International) Features.....	4-37

5 OPSF(I)-Specific Application Object Library Setup

Overview	5-2
Application Wide Features	5-2
Operating Unit Dependent Features.....	5-2
Prerequisites	5-3
Enabling Oracle Public Sector Financials (International) Features Procedure	5-4
Generating OPSF(I) Feature Status Reports Procedure	5-6
OPSF(I) Operating Unit Dependent Feature Status Report	5-6
.....OPSF(I) Application Wide Feature Status Report	5-6

Part II Budgeting Extensions

6 Budgeting Extensions Process

Definition	6-2
Overview	6-2
Budgeting Extensions Process Flow Diagram	6-3
Setting Up Budgeting Extensions	6-4
Enable Budgeting Extensions in the Applications Object Library	6-4
Define Profile Codes	6-5
Define Reason Codes	6-5
Define Accounting Combination Budget Control Settings	6-5
Define Budget Extension Profile Options	6-6
Define Budget Range Codes	6-6
Entering Budget Journals	6-6
Maintaining Budgets	6-7
Next Year Budgeting	6-7

7 Budgeting Extensions Setup

Definition	7-2
Overview	7-2
Enabling Enforced Balanced Budgeting Procedure	7-3
Setup Balanced Budgeting Window	7-4
Setup Balanced Budgeting Window Description	7-4
Defining Journal Sources Procedure	7-5
Defining Journal Categories Procedure	7-6
Defining Reason Codes Procedure	7-7
Reason Codes Window	7-8
Reason Codes Window Description	7-8
Defining Profile Codes Procedure	7-9
Profile Codes Window	7-10
Profile Codes Window Description	7-10
Defining Budget Range Codes Procedure	7-12
Budget Range Codes Window	7-13
Budget Range Codes Window Description	7-14
Defining Default Profile Codes Procedure	7-15
Default Profile Codes Window	7-16
Default Profile Codes Window Description	7-16

8 Create Budget Journal Procedures

Definition	8-2
Overview	8-2
Prerequisites	8-2
Create Balanced Budget Procedures.....	8-4
Create Balanced Budget Batch	8-4
Enter Balanced Budget Batch Journal Lines	8-4
View Balanced Budget Period Amounts.....	8-5
Complete the Batch.....	8-6
Balanced Budget Journals Window.....	8-7
Balanced Budget Journals Window Description	8-8
Journals Window for Balanced Budget	8-9
Journals Window Description for Balanced Budget.....	8-12
Periods Window for Balanced Budget.....	8-14
Periods Window Description for Balanced Budget	8-14
Create Unbalanced Budget Procedures	8-15
Create Unbalanced Budget Batch.....	8-15
Enter Unbalanced Budget Batch Journal Lines	8-15
Enter Unbalanced Period Amounts	8-16
Complete the Batch.....	8-17
Unbalanced Budget Journals Window	8-18
Unbalanced Budget Journals Window Description	8-19
Journals Window for Unbalanced Budget.....	8-20
Journals Window Description for Unbalanced Budget.....	8-21
Periods Window for Unbalanced Budget.....	8-23
Periods Window Description for Unbalanced Budget	8-23

9 Budget History Inquiry Procedures

Definition	9-3
Overview	9-3
Budget History Inquiries	9-3
Public Sector Variance Inquiries.....	9-4
Prerequisites	9-4
Budget History Inquiry Procedures	9-5
Performing an Inquiry Using the Budget History Inquiry Window	9-5

Performing a Variance Inquiry Using the Extended Account Inquiry Window	9-7
Budget History Inquiry Window	9-9
Budget History Inquiry Window Description	9-10
History Entries Window	9-11
History Entries Window Description	9-12
History Periods Window	9-13
History Periods Window Description	9-14
Extended Account Inquiry Window, Primary Balance Type Tab	9-15
Extended Account Inquiry Window, Secondary Balance Type Tab	9-16
Extended Account Inquiry Window Description	9-17
Variance Window, Period To Date Tab	9-19
Variance Window Description, Period To Date Tab	9-20
Variance Window, Quarter To Date Tab	9-21
Variance Window Description, Quarter To Date Tab	9-22
Variance Window, Year To Date Tab	9-23
Variance Window Description, Year To Date Tab	9-24
Variance Window, Project To Date Tab	9-25
Variance Window Description, Project To Date Tab	9-26

10 Maintaining Budget Procedures

Definition	10-2
Overview	10-2
Prerequisites	10-2
Reprofiling a Budget Procedure	10-3
Submit Budget Reprofile Window	10-4
Submit Budget Reprofile Window Description	10-5
Applying Budget Indexation Procedure	10-6
Submit Budget Indexation Window	10-7
Submit Budget Indexation Window Description	10-8
Creating a Next Year Budget Procedure	10-10
Submit Budget Next Year Create Window	10-12
Submit Budget Next Year Create Window Description	10-13
Previewing Budget Process Impact Procedure	10-14
Budget Process Impact Window	10-15
Budget Process Impact Window Description	10-16

Impact Details Window	10-17
Impact Details Window Description.....	10-18

11 Import Budget Spreadsheet Procedures

Definition	11-2
Overview	11-2
Prerequisites	11-2
Feeder Files.....	11-3
Sheet Headers.....	11-3
Sheet Lines	11-3
Feeder File Format Description	11-4
Importing Budget Spreadsheet Procedure.....	11-9
Create a Data File.....	11-9
Load a Data File	11-9
Extract Data from File	11-10
Submit Budget Spreadsheet Extract Window	11-12
Submit Budget Spreadsheet Extract Window Description.....	11-12

12 Budget Report Procedures

Definition	12-2
Overview	12-2
Budgeting Extensions: Balanced Budget Journal Input Proforma	12-2
Budgeting Extensions: Balanced Budget Journal Report.....	12-2
Budgeting Extensions: Unbalanced Budget Journal Report.....	12-3
Budgeting Extensions: Load Spreadsheet File.....	12-3
Budgeting Extensions: Maintain Code Combination Budget Control Flag Report	12-3
Budgeting Extensions: Process Impact Review Report.....	12-3
Budgeting Extensions: Process Impact Review Summary Report	12-4
Budgeting Extensions: Profile Code Listing Report	12-4
Budgeting Extensions: Range Code Listing Report.....	12-4
Budgeting Extensions: Reason Code Listing Report	12-5
Budgeting Extensions: Balanced Budget History Report	12-5
Budgeting Extensions: Unbalanced Budget History Report	12-5
Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure.	12-6

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description.....	12-7
Generating Budgeting Extensions: Balanced Budget Journal Report Procedure.....	12-8
Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure	12-9
Generating Budgeting Extensions: Process Impact Review Reports Procedure	12-10
Generating Budget Setup Reports Procedure	12-11
Generating Budgeting Extensions: Balanced Budget History Report Procedure	12-13
Generating Budgeting Extensions: Unbalanced Budget History Report Procedure	12-14

Part III Cash and Accruals Support

13 Cash and Accruals Support Process

Definition	13-18
Overview	13-18
Features	13-18
Supported Products.....	13-19
Cash and Accruals Support Process Flow Diagram	13-20
Cash and Accruals Support Process	13-21
Define Book Relationships	13-21
Enter Journals in Primary Book	13-21
Post Journals in Primary Book	13-22
Copy Journals.....	13-22
Post Journals in Secondary Book.....	13-22
Cash and Accruals Support Examples	13-24
Example 1: Creation and Maintenance of Manual Journals.....	13-25
Example 2: Importing Journals from Third Party Systems	13-27
Example 3: Posting Cash and Accruals Journals	13-29
Example 4: Posting Journals.....	13-30

14 Cash and Accruals Support Setup

Definition	14-2
Overview	14-2
Prerequisites	14-2
Defining Sets of Books Relationships Procedure	14-3
Sets of Books Relationships Window	14-4

Sets of Books Relationships Window Description	14-4

15 Managing Cash and Accruals Sets of Books Procedures

Definition	15-2
Overview	15-2
Batch Copy Submit Window	15-2
Account Inquiry Window	15-3
Integration with MRC	15-3
Prerequisites	15-4
Submitting Batches for Copying Procedure	15-5
Find Journal Batches Window	15-6
Find Journal Batches Window Description	15-6
Batch Copy Submit Window	15-7
Batch Copy Submit Window Description	15-8
Inquiring on Related Accounts Procedure	15-9
Account Inquiry Window	15-10
Account Inquiry Window Description	15-11
Balances Window	15-12
Balances Window Description	15-13
Current Journals Window	15-14
Current Journals Window Description	15-15
Related Journals Window	15-16
Related Journals Window Description	15-17

16 Cash and Accruals Support Report Procedures

Definition	16-2
Overview	16-2
Cash & Accruals Support: Related Sets of Books Line Report	16-2
Cash & Accruals Support: Batch Copy Process Report	16-3
Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure	16-4
Cash and Accruals Support: Related Sets of Books Line Report Description	16-6
Generating Cash & Accruals Support: Batch Copy Process Report Procedure	16-7
Cash & Accruals Support: Batch Copy Process Report Description	16-8

Part IV Combined Basis Accounting

17 Combined Basis Accounting Process

Definition	17-2
Overview	17-2
Combined Basis Accounting Process Flow Diagram.....	17-3
Setting Up Combined Basis Accounting in Receivables	17-4
Define Set of Books Relationship in General Ledger	17-4
Accounting Entries	17-4
Period Status in OPSF(I) Menu.....	17-5
Enter Receipt Transactions in Receivables.....	17-6
Run Postings to General Ledger.....	17-6
Generating Combined Basis Accounting Reports	17-7
Combined Basis Accounting: Cash Basis Accounting Journal Entries Report	17-7
Automatic Cash Postings Error Report.....	17-7
Combined Basis Accounting: Cash Basis Unposted Items Report.....	17-7
Combined Basis Accounting: Cash Basis Execution Report	17-7

18 Combined Basis Accounting Setup

Definition	18-2
Overview	18-2
Prerequisites	18-2
Populating Extended Tables Procedure.....	18-4
Transferring Information To General Ledger Procedure	18-5
Extended System Options Window, Combined Basis Accounting Tab	18-6
Extended System Options Window Description, Combined Basis Accounting Tab	18-7

19 Combined Basis Accounting Procedures

Definition	19-2
Overview	19-2
Features.....	19-2
Prerequisites	19-3
Copying Journals from Receivables to General Ledger Procedure	19-4
Run Cash Basis Transfer Window	19-5

Run Cash Basis Transfer Window Description.....	19-5
Viewing Accounting Period Status Procedure	19-7
Accounting Period Status Window	19-8
Accounting Period Status Window Description.....	19-9

20 Combined Basis Accounting Report Procedures

Definition	20-2
Overview	20-2
Prerequisites	20-2
Combined Basis Accounting: Execution Report Procedure.....	20-3
Combined Basis Accounting: Cash Basis Unposted Items Report Procedure	20-4
Combined Basis Accounting: Cash Posting Error Report Procedure	20-5
Combined Basis Accounting: Cash Basis Journal Entries Report Procedure.....	20-6

Part V Combined Basis Reports

21 Combined Basis Summary Reports

Definition	21-12
Overview	21-12
Generating Combined Basis Reports: Detail Report Procedure	21-13
Generating Combined Basis Reports: Total Report Procedure.....	21-14
Generating Combined Basis Reports: Payables Report Procedure.....	21-15
Generating Combined Basis Reports: Receivables Report Procedure	21-16

Part VI Construction Industry Scheme

22 Construction Industry Scheme Process

Definition	22-2
Process Flow Diagram	22-3
Process Description	22-4
References	22-6

23 Construction Industry Scheme Setup

Definition	23-2
Overview	23-2
Setting Up Construction Subcontractor Procedures	23-3
Assign CIS Tax Group	23-3
Enter Certificate or Registration Card Details.....	23-4
Enter National Insurance Number.....	23-4
Maintain CIS Certificates Window, Certificates Tab	23-6
Maintain CIS Certificates Window Description, Certificates Tab	23-7

24 Construction Industry Scheme Procedures

Definition	24-2
Overview	24-2
Legislation	24-2
Documentation.....	24-4
Certificate Type Requirements	24-4
Payments and Voucher Requirements	24-5
Features	24-7
Prerequisites	24-10
Assigning Vouchers to Payments Procedure	24-11
Inquiring on Voucher Details Procedure	24-12
Enter/Maintain CIS Payment Vouchers Window	24-13
Enter/Maintain CIS Payment Vouchers Window Description	24-14

25 Construction Industry Scheme Report Procedures

Definition	25-2
Overview	25-2
Construction Industry Scheme: CI36 End of Year Returns Report	25-2
Construction Industry Scheme: Certificate Renewal Reminders Report	25-2
Construction Industry Scheme: Missing Voucher Report.....	25-2
Construction Industry Scheme: Missing/Expired Certificates Report.....	25-3
Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report	25-3
Construction Industry Scheme: Voucher Report	25-3

Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure	25-4
Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure	25-5
Generating Construction Industry Scheme: Voucher Reports Procedure	25-6
Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure ...	25-7

Part VII Contract Encumbrancing

26 Contract Encumbrancing Process

Definition	26-2
Process Flow Diagram	26-3
Enter Planned Purchase Order Step Process Flow Diagram	26-4
Process Description	26-5
Set Up Contract Encumbrancing	26-5
Enter Planned Purchase Orders.....	26-5
View Funds Available.....	26-6
Release Planned Purchase Orders	26-6
Cancel Planned Purchase Order or Release	26-6
Final Close Planned Purchase Orders.....	26-7
Run MassCancel.....	26-7
Enter Planned Purchase Order Example	26-8
Release Planned Purchase Order Example	26-10
Final Close Planned Purchase Order Example	26-12
Cancel Planned Purchase Order Release Example	26-13
Reference	26-14

27 Contract Encumbrancing Setup

Definition	27-2
Overview	27-2
Defining Encumbrance Types Procedure	27-3
Enabling Contract Encumbrancing Procedure	27-4
Commitment Encumbrance Type Window	27-5
Commitment Encumbrance Type Window Description	27-5

28 Contract Encumbrancing Procedures

Definition	28-2
Overview	28-2
Prerequisites	28-2
Entering Contract Encumbrance Planned Purchase Order Procedure	28-3
Extended Purchase Orders Window	28-5
Extended Purchase Orders Window Description	28-6
Entering Release for Contract Encumbrance Planned Purchase Order Procedure	28-7
Modifying Contract Encumbrance Planned Purchase Orders Procedure	28-8
Viewing Funds Available for Contract Encumbrance Transactions Procedure	28-8
Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure	28-9
Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure	28-9

Part VIII Dossier

29 Dossier Process

Definition	29-2
Overview	29-2
Dossier Process Flow Diagram	29-4
Dossier Processes	29-5
Set Up Workflow Approval	29-5
Set Up General Ledger Budget	29-6
Set Up Dossier Numbering	29-7
Set Up Dossier Type	29-7
Maintain Dossiers	29-8

30 Dossier Setup

Definition	30-2
Overview	30-2
Set Up Dossier Numbering	30-2
Set Up Dossier Types	30-2
Assign Dossier Profile Value	30-4
Prerequisites	30-5

Setting Up Dossier Numbering Procedure	30-6
Setup Dossier Numbering Window	30-7
Setup Dossier Numbering Window Description	30-7
Setting Up Dossier Types Procedure.....	30-8
Setup Dossier Types Window	30-9
Setup Dossier Types Window Description	30-10

31 Dossier Procedures

Definition	31-2
Overview	31-3
Transferring Funds in Dossiers	31-3
Dossier Approval Process.....	31-3
Recommendations	31-4
Prerequisites	31-4
Checking and Reserving Funds Procedure.....	31-6
Dossier Window	31-7
Dossier Window Description	31-8
Dossier Items Window.....	31-10
Dossier Items Window Description	31-10
Dossier Inquiry Procedure	31-11
Dossier Inquiry Window	31-12
Dossier Inquiry Window Description	31-13
Accepting or Rejecting Dossiers Procedure.....	31-15
Reassigning Dossiers Procedure.....	31-16

Part IX Enhanced Funds Checker

32 Enhanced Funds Checker Process

Definition	32-2
Contract Encumbrancing Requirement.....	32-2
Process Flow Diagram	32-4
Determining Budgetary Control Policy Process Description.....	32-5
Setting Up Budgetary Control Process Description.....	32-7
Maintaining Budgetary Control with Enhanced Funds Checker.....	32-12

Multiple Funding Budgets Features	32-13
Maintaining Single Year Budgets.....	32-13
Processing Cross Year Transactions	32-13
Related Topics.....	32-16

33 Enhanced Funds Checker Setup

Definition	33-2
Overview	33-2
Prerequisites	33-2
Assigning Multiple Budgets to Detail Account Procedure	33-3
Assigning Multiple Funding Budgets to Summary Account Procedure	33-4
Extended Summary Accounts Window	33-5
Extended Summary Accounts Window Description	33-6
Funding Budgets Pop-Up Window	33-7
Funding Budgets Window Description.....	33-7
Enabling Options Procedure	33-8
Enable Options Window	33-9
Enable Options Window Description.....	33-9

34 Enhanced Funds Checker Procedures

Definition	34-2
Overview	34-2
Oracle General Ledger	34-2
Guidelines.....	34-3
Recommendations	34-4
Prerequisites	34-5
Viewing Budgetary Control Transactions Procedure.....	34-6
Enter Journals Procedure.....	34-6
Enter Encumbrances Procedure	34-7
Entering Budget Journal Procedures.....	34-8

Part X Exchange Protocol

35 Exchange Protocol Process

Definition	35-12
Overview	35-12
Example.....	35-12
Exchange Protocol Process Flow Diagram	35-15
Exchange Protocol Processes.....	35-16
Define Roles and Responsibilities	35-16
Define Profiles for Exchange Protocol	35-17
Define Exchange Protocol Numbering	35-18
Dialog Unit and Transmission Unit Approval.....	35-19
Dossier Approval.....	35-22

36 Exchange Protocol Setup

Definition	36-2
Overview	36-2
Exchange Protocol Supplier Threshold Control.....	36-3
Exchange Protocol Numbering.....	36-3
Dossier and Exchange Protocol: Approval Workflow Overview.....	36-6
Approval Workflow Rules	36-7
Approval Workflow Notification.....	36-7
Exchange Protocol Approval Workflow Example.....	36-7
Prerequisites	36-9
Exchange Protocol Setup Checklist.....	36-10
Exchange Protocol and Dossier: Setup Overview.....	36-11
Defining Accounting Flexfield Qualifier Procedure	36-15
Assigning Flexfield Qualifiers Procedure	36-17
Creating Value Sets Procedure	36-19
Defining Workflow Roles Procedure.....	36-20
Defining Jobs Procedure	36-22
Defining Positions Procedure	36-23
Assigning Job and Position to Employee Procedure	36-24
Assigning Employee to User Procedure	36-25
Defining Position Hierarchies Procedure	36-26
Filling Employee Hierarchy Procedure	36-27
Defining Workflow Profile Procedure.....	36-28

Workflow Profile Definition Window	36-30
Workflow Profile Definition Window Description	36-31
Maintaining Position Hierarchies Procedure.....	36-32
Defining Exchange Protocol Numbering Procedure	36-33
Define Exchange Protocol Numbering Window	36-34
Define Exchange Protocol Numbering Window Description.....	36-35

37 Exchange Protocol Procedures

Definition	37-2
Overview	37-2
Dialog Units.....	37-3
Transmission Units.....	37-3
Approval Hierarchies.....	37-3
Working with Dialog Units and Transmission Units.....	37-4
Numbering Dialog Units and Transmission Units.....	37-6
Exchange Protocol Processes	37-6
Recommendations	37-10
Prerequisites	37-10
Viewing An Individual Dialog Unit Procedure.....	37-11
Creating An Individual Dialog Unit Procedure	37-12
Dialog Unit Structure Window	37-13
Dialog Unit Structure Window Description.....	37-14
Creating Dialog Units or Transmission Units Procedure	37-16
Creating Dialog Units	37-17
Creating Transmission Units	37-17
Find Documents Window	37-19
Find Documents Window Description.....	37-20
AP Invoice Document Selection Window.....	37-22
AP Invoice Document Selection Window Description	37-23
AR Invoice Document Selection Window	37-24
AR Invoice Document Selection Window Description.....	37-25
Dialog Unit Document Selection Window	37-26
Dialog Unit Document Selection Window Description	37-27
Transmission Unit Document Selection Window	37-28
Transmission Unit Document Selection Window Description	37-29

Modifying Dialog Units or Transmission Units Procedure	37-30
Viewing Dialog Units and Transmission Units Procedure	37-32
Viewing An Individual Transmission Unit Procedure	37-34
Creating An Individual Transmission Unit Procedure	37-35
Transmission Unit Structure Window	37-36
Transmission Unit Structure Window Description	37-37
Dialog Unit Validation Procedure for Authorizers	37-38
Dialog Unit Validation Procedure for Accounts Officers	37-39
Dialog Unit Validation Procedure for Main Authorizers	37-40

Part XI Extended Dunning Letter Charges

38 Extended Dunning Letter Charges Process

Definition	38-2
Overview	38-2
Dunning Charge Example.....	38-2
Dunning Letters: Generate Dunning Letters Report	38-3
Adjustment or Report Mode	38-3
Dunning Letters Process Flow Diagram	38-5
Setting Up Dunning Letters in Receivables	38-6
Using Extended Dunning Letter Charges	38-7
Populate and Refresh Dunning Letter Sets	38-7
Select Charge Type and Enter Charge	38-7
Refresh Customer Profile Options	38-8
Query Customers	38-8
Set Charge Types	38-9
Run Reports	38-9

39 Extended Dunning Letter Charges Setup

Definition	39-2
Overview	39-2
Setting Up Extended Dunning Letters.....	39-2
Populating Dunning Letters Data	39-2
Prerequisites	39-2

Setting Up Extended Dunning Letters Procedures	39-4
Extended System Options Window, Dunning Letters and Installment Terms Tab	39-5
Extended Systems Options Window Description, Dunning Letters and Installment Terms Tab	39-6
Populating Dunning Letters Data Procedure	39-7

40 Extended Dunning Letter Charges Procedures

Definition	40-2
Overview	40-2
Windows	40-2
Prerequisites	40-2
Viewing Dunning Adjustments Procedure	40-4
Overriding Dunning Letter Sets Procedure	40-5
Dunning Letter Sets Window	40-7
Dunning Letter Sets Window Description	40-8
Overriding Customer Profile Dunning Options Procedure	40-9
Customer Profile Dunning Options Window	40-11
Customer Profile Dunning Options Window Description	40-12
Setting or Modifying Customer Profile Classes Procedure	40-13
Customer Profile Classes Window	40-14
Customer Profile Classes Window Description	40-15
Update Options Pop-Up Window	40-16
Update Options Pop-Up Window Description	40-16

41 Extended Dunning Letter Charges Report Procedures

Definition	41-2
Overview	41-2
Dunning Letters: Generate Dunning Letters Report	41-2
Dunning Letters: Maintain Adjustment Report	41-3
Dunning Letters: Post Adjustment to General Ledger Report	41-3
Dunning Letters: Purge Temporary Data Report	41-4
Dunning Letters: Update Profile Options Report	41-4
Generating Dunning Letters Report Procedure	41-5
Dunning Invoice Charge Report	41-6
Dunning Letter Generate Preliminary Report	41-6

Dunning Letters: Extended Print Report.....	41-7
Maintaining Adjustments Procedure	41-8
Posting Adjustments to General Ledger Procedure	41-9
Purging Temporary Data Procedure	41-10
Updating Profile Options Procedure	41-11

Part XII Generic Interface

42 Generic Interface Process

Definition	42-2
Overview	42-2
File Headers.....	42-2
Journal Headers.....	42-3
Journal Lines.....	42-3
File Footers.....	42-3
Feeder System Data File Layout.....	42-3
Prerequisites	42-4
Generic Interface Process Flow Diagram	42-5
Setting Up Generic Interface	42-6
Define New Journal Source.....	42-6
Define Period Mappings.....	42-6
Define Set of Books Mappings.....	42-6
Define Feeder System Descriptors.....	42-7
Define Generic Interface Profile Options.....	42-7
Loading Interface Files	42-8
Reloading Interface Files	42-9
Feeder Transaction Inquiry	42-9
File Header Record Specification	42-10
Journal Header Record Specification	42-11
Journal Lines Record Specification	42-12
File Footer Record Specification	42-14

43 Generic Interface Setup

Definition	43-2

Overview	43-2
Prerequisites	43-3
Mapping Feeder Books Procedure	43-4
Feeder Book Mapping Window	43-5
Feeder Book Mapping Window Description	43-5
Mapping Feeder Periods Procedure	43-6
Feeder Period Mappings Window	43-7
Feeder Period Mappings Window Description	43-7
Defining Feeder System Descriptors Procedure.....	43-8
Feeder System Descriptors Window	43-9
Feeder System Descriptors Window Description	43-9

44 Generic Interface Procedures

Definition	44-2
Overview	44-2
Prerequisites	44-2
Loading, Validating, and Extracting Feeder File Transactions Procedure	44-4
Load and Validate Feeder File	44-4
Extract Feeder File Transactions	44-5
Import and Post Feeder File Transactions	44-6
Viewing Feeder System Detail Inquiry Procedure	44-8
From the Account Inquiry Window	44-8
From the Feeder System Detail Inquiry Window	44-9
Feeder System Detail Inquiry Window	44-10
Feeder System Detail Inquiry Window Description	44-11
Feeder Details Window	44-12
Feeder Details Window Description.....	44-12
Reloading Feeder File Procedure.....	44-13
Archiving, Purging, or Restoring Feeder System Transactions Procedure.....	44-14

Part XIII Hierarchical Drill-Down Inquiry

45 Hierarchical Drill-Down Inquiry Process

Definition	45-20

Overview	45-20
Prerequisites	45-21
Hierarchical Drill-Down Inquiry Process Flow Diagram	45-22
Hierarchical Drill-Down Inquiry Process	45-23
Determine Drill-Down Structure	45-23
Set Up Drill-Down Structure	45-23
Interrogate Drill-Down Structure	45-23
Maintain Drill-Down Structure	45-24
Hierarchical Drill-Down Inquiry Business Rules	45-25
Drill-Down Mapping Business Rules	45-25
Drill-Down Inquiry Business Rules	45-25
Hierarchical Drill-Down Inquiry Example	45-26
Set Up Drill-Down	45-26

46 Hierarchical Drill-Down Inquiry Setup

Definition	46-2
Overview	46-2
Hierarchical Drill-Down Example	46-2
Set Up Drill-Down Levels Procedure	46-3
Setup Drill-Down Levels Window	46-4
Setup Drill-Down Levels Window Description	46-5

47 Hierarchical Drill-Down Inquiry Procedure

Definition	47-2
Overview	47-2
To Date Drill-Down	47-2
Full Year Drill-Down	47-3
Projections Drill-Down	47-3
Prerequisites	47-3
Hierarchical Drill-Down Inquiry Procedure	47-4
Drill-Down Inquiry Window, To Date Drill-Down Tab	47-5
Drill-Down Inquiry Window, Full Year Drill-Down Tab	47-6
Drill-Down Inquiry Window, Projections Drill-Down Tab	47-7
Drill-Down Inquiry Window Description	47-8
Journals Window	47-10

Journals Window Description.....	47-10

Part XIV Installment Terms

48 Installment Terms Process

Definition	48-14
Overview	48-14
Prerequisites	48-14
Installment Terms Process Flow Diagram	48-16
Installment Terms Setup	48-17
Installment Terms Reports.....	48-17

49 Installment Terms Procedure

Definition	49-2
Overview	49-2
Prerequisites	49-3
Modifying and Creating Payment Terms Procedure	49-4
Modify Installment Transactions Summary Window	49-6
Modify Installment Transactions Summary Window Description.....	49-7
Find Modify Installment Customers Window	49-8
Find Modify Installment Customers Window Description	49-8
Account Details Window	49-9
Account Details Window Description.....	49-10
Audit Terms Window	49-11
Audit Terms Window Description	49-11
Modify Installment Terms Window.....	49-12
Modify Installment Terms Window Description	49-12

50 Installment Terms Report Procedure

Definition	50-2
Overview	50-2
Generating Installment Terms: Installment Audit Report Procedure.....	50-3

Part XV Internal Trading

51 Internal Trading Process

Definition	51-2
No Encumbrance or Budgetary Control Process Flow Diagram.....	51-3
No Encumbrance or Budgetary Control Process Description	51-4
No Encumbrance Example	51-5
Encumbrance and Budgetary Control Process Flow Diagram	51-6
Encumbrance and Budgetary Control Process Description.....	51-7
Encumbrance and Budgetary Control Example	51-9
Status Codes	51-10
Status Codes After Submitting Cross Charges.....	51-12
Error Conditions	51-15
Status Codes After Authorizing Cross Charges.....	51-16
Error Conditions	51-21
Automatic Posting to the General Ledger	51-21
References	51-21

52 Internal Trading Setup

Definition	52-2
Overview	52-2
Setting Up Internal Trading Charge Centers Procedure	52-3
Setup Charge Center Window	52-4
Setup Charge Center Window Description	52-5

53 Internal Trading Procedures

Definition	53-2
Overview	53-2
Prerequisites	53-3
Creating Internal Charge Entries Procedure	53-4
Creating an Internal Charge Header.....	53-4
Creating Internal Charge Lines.....	53-5
Submitting Internal Charge Lines	53-5
Internal Charge Entry Window	53-6
Internal Charge Entry Window Description.....	53-7
Authorizing Cross Charges Procedure	53-9

Cross Charge Authorization Window	53-10
Cross Charge Authorization Window Description	53-11

54 Internal Trading Report Procedures

Definition	54-2
Overview	54-2
Internal Trading: Internal Charge Status Report	54-2
Internal Trading: Automatic Acceptance of Lines Report.....	54-2
Generating Internal Trading: Internal Charge Status Report Procedure	54-3
Generating Internal Trading: Automatic Acceptance of Lines Report Procedure	54-4

Part XVI Multi-Period Posting

55 Multi-Period Posting Process

Definition	55-2
Overview	55-2
Multi-Period Posting Process Flow Diagram	55-3
Setting Up Multi-Period Posting	55-4
Set Up Accounting Rules.....	55-4
Assign Multi-Period Posting Setup.....	55-4
Assign Default Accounting Rules	55-5
Selecting Invoices	55-6
Enter Payables Invoices	55-6
Transfer Invoices to Multi-Period Posting	55-6
Enter Multi-Period Posting Distributions	55-6
Period End Processing	55-8
Payables Accounting Process.....	55-8
Multi-Period Posting Expense Recognition	55-8
Multi-Period Posting Transfer to General Ledger	55-9

56 Multi-Period Posting Setup

Definition	56-2
Overview	56-2
Setting Up Accounting Rules.....	56-2

Setting Up Financials Options	56-2
Setting Up Fixed Duration Accounting Rules Procedure	56-3
Setting Up Variable Duration Accounting Rules Procedure	56-4
Invoicing and Accounting Rules Window	56-5
Invoicing and Accounting Rules Window Description	56-6
Setting Up Financials Options Procedure	56-7
Set up Multi Period Posting Window	56-8
Set up Multi Period Posting Window Description	56-8

57 Multi-Period Posting Procedures

Definition	57-2
Overview	57-2
Prerequisites	57-2
Overriding Default Account Rules Procedure	57-3
Default Accounting Rules Window	57-4
Default Accounting Rules Window Description	57-4
Recognizing Invoices for Multi-Period Posting Procedure	57-5
Transfer Invoices Window	57-6
Transfer Invoices Window Description	57-7
Viewing and Editing Multi-Period Posting Lines Procedure	57-8
Multi Period Posting Invoices Summary Window	57-9
Multi Period Posting Invoices Summary Window Description	57-10
Distributions Summary Window	57-11
Distributions Summary Window Description	57-12
View MPP Distributions Window	57-13
View MPP Distributions Window Description	57-14
View MPP OffSet Entries Window	57-15
View MPP OffSet Entries Window Description	57-16

58 Multi-Period Posting Report Procedures

Definition	58-2
Overview	58-2
Multi-Period Posting: Expense Collection Report	58-2
Multi-Period Posting: General Ledger Transfer Report	58-2
Multi-Period Posting: Recognize Expense Program Report	58-3

Generating Multi-Period Posting: Expense Collection Report Procedure	58-4
Generating Multi-Period Posting: General Ledger Transfer Report Procedure.....	58-5
Generating Multi-Period Posting: Recognize Expense Program Report Procedure.....	58-6

Part XVII Secondary Invoice Approval

59 Secondary Invoice Approval Process

Definition	59-2
Setting Up Secondary Invoice Approval.....	59-3
Secondary Invoice Approval Process Diagram.....	59-5
Using Oracle Payables with Secondary Approval	59-6
Using Secondary Approval Example	59-8
References	59-9

60 Secondary Invoice Approval Setup

Definition	60-2
Overview	60-2
Prerequisites	60-2
Maintaining Secondary Approval Relationships Procedure	60-3
Maintain Secondary Approval Relationships Window	60-5
Maintain Secondary Approval Relationships Window Description	60-6
Define Flexfield Ranges Window	60-7
Define Flexfield Ranges Window Description	60-8

61 Secondary Invoice Approval Procedures

Definition	61-2
Overview	61-2
Approval Groups.....	61-2
Secondary Approval Holds.....	61-2
Viewing and Authorizing Secondary Approvals	61-3
View and Authorize Secondary Approvals Window	61-3
Viewing and Authorizing Payment Holds	61-3
Prerequisites	61-4
Viewing and Authorizing Secondary Approvals Procedure.....	61-5

Viewing and Authorizing Payment Holds Procedure	61-7
View and Authorize Secondary Approvals Window, View Secondary Holds Tab.....	61-8
View and Authorize Secondary Approvals Window, View Payment Holds Tab.....	61-9
View and Authorize Secondary Approvals Window Description	61-10

62 Secondary Invoice Approval Report Procedures

Definition	62-2
Overview	62-2
Secondary Invoice Approval: Flexfield Assignments Report	62-2
Secondary Invoice Approval: Secondary Approval of Invoices Report.....	62-2
Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure ..	62-3
Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure	62-5

Part XVIII Single Third Party

63 Single Third Party Process

Definition	63-2
Single Third Party Process Flow Diagram	63-3
Setting Up Single Third Party	63-4
Enable Netting Transaction Types	63-4
Set Profile Options for Single Third Party	63-5
Creating Single Third Parties	63-6
Viewing Single Third Party Netting Balances	63-7
Creating Netting Transactions.....	63-8
Adjust Receivables Balance Example.....	63-8
Adjust Payables Balance Example.....	63-9
Objection to Payment Example.....	63-10
Assignment Example	63-11
Payment Excess Example	63-11
Supplier Reimbursement Example	63-12

64 Single Third Party Setup

Definition	64-2

Overview	64-2
Netting Types.....	64-3
Netting Transactions and Journal Entries.....	64-3
Netting Transaction Class and Type Usage.....	64-6
Netting Security	64-6
Prerequisites	64-7
Define Netting Transaction Types Procedure	64-9
Netting Transaction Types Window	64-10
Netting Transaction Types Window Description	64-11

65 Single Third Party Procedures

Definition	65-2
Overview	65-2
Netting Process	65-3
Netting Transaction Types	65-4
Netting Packages and Netting Batches	65-5
Prerequisites	65-5
Creating a Single Third Party Procedure	65-6
Entering Customer Details	65-7
Entering Supplier Details	65-7
Single Third Party - Main Window	65-8
Single Third Party - Main Window Description	65-9
Single Third Party - Address Details Window	65-10
Single Third Party - Address Details Window Description	65-11
Viewing Single Third Party Details and Outstanding Balance Procedure	65-12
Find STP Window	65-13
Find STP Window Description	65-13
Single Third Party Netting Balance Window	65-14
Single Third Party Netting Balance Window Description	65-15
Creating Netting Transactions Procedure	65-17
Netting Transactions Window	65-19
Netting Transactions Window Description	65-20
Create Netting Packages Window	65-22
Create Netting Packages Window Description	65-23
Submitting Netting Batches Procedure	65-25

Submit Netting Batches Window, Details Tab	65-26
Submit Netting Batches Window, Currency Tab	65-27
Submit Netting Batches Window Description.....	65-28

Part XIX Standing Charges

66 Standing Charges Process

Definition	66-2
Standing Charges Process Flow Diagram	66-3
Setting Up Standing Charges	66-4
Set Extended System Options for Standing Charges.....	66-4
Set Up Billing and Charging Periods.....	66-4
Entering Standing Charges and Creating Periodic Invoices	66-6
Enter Charge Items	66-6
Enter Standing Charge	66-6
Run Preliminary Invoice Register	66-7
Run Generate Interface Data Program	66-8
Run AutoInvoice.....	66-8
Run Synchronize Standing Charges Program	66-8
Price Update Considerations	66-10
Standing Charges Item Price Update.....	66-10
Price Update using Standing Charge Details Window	66-10
Price Update using Global Price Update Window	66-10

67 Standing Charges Setup

Definition	67-2
Overview	67-2
Enabling Standing Charges	67-2
Populating Standing Charge Data.....	67-2
Generating Invoice Transaction Flexfield	67-2
Generating Line Transaction Flexfield	67-2
Creating Periodic Periods	67-3
Prerequisites	67-3
Enabling Standing Charge Procedures.....	67-4

Extended System Options Window, Standing Charges Tab	67-5
Extended System Options Window Description, Standing Charges Tab.....	67-6
Populating Standing Charge Data Procedure	67-7
Generating Invoice Transaction Flexfield Procedure	67-8
Generating Line Transaction Flexfield Procedure.....	67-9
Creating Periodic Periods Procedure	67-10
Periodic Invoices Period Maintenance Window	67-11
Periodic Invoices Period Maintenance Window Description	67-12
Schedules Window	67-13
Schedules Window Description	67-13
Inter Component Period Relationships Window	67-14
Inter Component Period Relationships Window Description	67-14

68 Standing Charges Procedures

Definition	68-3
Overview	68-3
Prerequisites	68-4
Defining Standing Charge Items Procedure	68-5
Standing Charge Items Window.....	68-6
Standing Charge Items Window Description	68-7
Viewing Charge Item Price History Procedure.....	68-8
Item Price History Window	68-9
Item Price History Window Description.....	68-9
Viewing Standing Charges Procedure.....	68-10
Standing Charges Window	68-11
Standing Charges Window Description.....	68-11
Creating a Standing Charge Agreement Procedure	68-12
Standing Charge Window, Main Tab	68-13
Standing Charge Window, Details Tab	68-14
Standing Charge Window, Notes Tab	68-15
Standing Charge Window Description	68-16
Setting Up Charge Lines Procedure	68-20
Charge Details Window, Main Tab	68-21
Charge Details Window Description, Main Tab	68-22
Charge Details Window, Price Tab	68-23

Charge Details Window Description, Price Tab	68-23
Charge Details Window, Accounting Tab	68-24
Charge Details Window Description, Accounting Tab	68-25
Charge Details Window, Tax Tab	68-26
Charge Details Window Description, Tax Tab	68-26
Reviewing Invoice History Procedure	68-27
Invoice History Window	68-28
Invoice History Window Description	68-28
Viewing Price Update History Procedure	68-29
Price History Window	68-30
Price History Window Description	68-31
Updating Global Price Procedure	68-32
Global Price Update Window	68-33
Global Price Update Window Description	68-34
Run ID Window	68-36
Run ID Window Description	68-37

69 Standing Charges Report Procedures

Definition	69-2
Overview	69-2
Generating Standing Charges: Generate Interface Data Procedure	69-4
Running AutoInvoice Procedure	69-5
Synchronizing Standing Charges Procedure	69-6
Generating Standing Charges: Charge Item Price History Report Procedure	69-7
Generating Standing Charges: Item Price History Report Procedure	69-8
Generating Standing Charges: Listing Report Procedure	69-9
Generating Standing Charges: Transaction History Report Procedure	69-10
Generating Standing Charges: Transaction Report Procedure	69-12
Generating Standing Charges: Global Price Update Report Procedure	69-13
Generating Standing Charges: Preliminary Invoice Register Procedure	69-13

Part XX Subledger Security

70 Subledger Security Process

Definition	70-18
Overview	70-18
Features	70-18
Supported Products	70-21
Prerequisites	70-22
Subledger Security Setup.....	70-23
Determine Security Policy	70-24
Set Up Security	70-24
Apply Security	70-24
Maintain Security	70-25
Subledger Security Process Flow Diagram.....	70-26
Subledger Security Process.....	70-27
Enable Operating Unit Level Subledger Security	70-27
Set Application Level Profile Options	70-27
Set Site Level Profile Options.....	70-28
Define Security Groups.....	70-28
Define Responsibilities	70-29
Set Responsibility Level Profile Options.....	70-29
Define Users	70-30
Define Secure Tables	70-30
Define Process Groups.....	70-31
Allocate Secure Tables and Process Groups	70-31
Apply Security	70-32
Maintain Schemas.....	70-33
Security Group Consolidation	70-33
Subledger Security Examples.....	70-35
Basic Subledger Security Principles	70-35
Secure Update Access	70-40
Application Context	70-41
Security Group Consolidation	70-42
Action Control Hierarchy Example	70-45
Application Level Control.....	70-49

71 Subledger Security Setup

Definition	71-57
Overview	71-57
Prerequisites	71-58
Setting Application Level Profile Options Procedure.....	71-59
Maintaining Security Groups Procedure	71-60
Defining Security Groups Procedure.....	71-60
Disabling Security Groups Procedure	71-60
Re-enabling Security Groups Procedure	71-61
Deleting Security Groups Procedure	71-62
Viewing Security Group History Procedure	71-62
Maintain Groups Window	71-63
Maintain Groups Window Description.....	71-64
History Window	71-65
History Window Description.....	71-65
Setting Site Level Profile Options Procedure	71-66
Defining Responsibilities Procedure.....	71-67
Setting Responsibility Level Profile Options Procedure.....	71-68
Defining Users Procedure	71-69
Maintaining Secure Tables Procedures	71-70
Defining Secure Tables Procedure	71-70
Disabling Security on Tables Procedure.....	71-71
Re-enabling Security on Tables Procedure	71-71
Deleting Security on Tables Procedure.....	71-72
Maintain Tables Window	71-73
Maintain Tables Window Description.....	71-74
Maintaining Process Groups Procedure.....	71-75
Defining a Process Group Procedure.....	71-75
Disabling Process Groups Procedure	71-75
Re-enabling Process Groups Procedure	71-76
Deleting Process Groups Procedure	71-77
Viewing Process Group History Procedure.....	71-77
Maintaining Allocations Procedure	71-78
Table Allocation to Security Groups.....	71-78
Table Allocation to Process Groups	71-81

Process Group Allocation to Security Groups.....	71-82
Maintain Allocations Window	71-86
Maintain Allocations Window Description	71-87
Copying Allocations from Security Groups	71-88
Viewing Tables Procedure	71-89
All Tables Window	71-90
All Tables Window Description	71-90
Distinct Tables Window	71-91
Distinct Tables Window Description	71-91
Applying Security Procedure	71-92
Maintaining Schemas Procedure	71-93
Consolidating Security Groups Procedure	71-94
Security Group Consolidations Window	71-95
Security Group Consolidations Window Description	71-96

72 Subledger Security Report Procedures

Definition	72-98
Overview	72-98
Subledger Security: Allocation Status Report	72-98
Subledger Security: Group Status Report	72-98
Subledger Security: Grouped Secure Tables Report	72-99
Subledger Security: Object Status Report	72-99
Subledger Security: Secure Tables Status Report.....	72-99
Subledger Security: Security Group Consolidations Report.....	72-100
Subledger Security: User Allocation Status Report	72-100
Subledger Security: Allocation Status Report	72-101
Subledger Security: Group Status Report	72-102
Subledger Security: Grouped Secure Tables Report	72-103
Subledger Security: Object Status Report	72-104
Subledger Security: Secure Tables Status Report	72-105
Subledger Security: Security Group Consolidations Report	72-106
Subledger Security: User Allocation Status Report	72-107

Glossary

Index

A	Online Help	
	Combined Basis Accounting	19
	Dunning Letters	19

Send Us Your Comments

Oracle Public Sector Financials (International) User's Guide, Release 11i

Part No. A87425-01

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).

Please send your comments to:

Public Sector Applications Development Documentation Manager
TVP 560, Oracle Parkway
Thames Valley Park
Reading, Berks., RG6 1RA
United Kingdom

Fax: +44 118 924 7400; Electronic mail: INFO_OPSF@uk.oracle.com

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

For problems with the software, please contact your local Oracle Customer Support Services Center.

Thank you for helping us improve our documentation.

Preface

The *Oracle Public Sector Financials (International) User's Guide* provides information on Oracle Public Sector Financials (International).

The following sections are included in this preface:

- [Audience](#)
- [Related Publications](#)
- [Document Conventions](#)
- [Navigation Paths](#)
- [Customer Support](#)
- [Documentation Sales and Client Relations](#)

Audience

The *Oracle Public Sector Financials (International) User's Guide* provides complete information about the additions and changes made to Oracle Financials, for those who work in the public sector. It is designed to assist the following:

- accounting managers
- chief financial officers
- controllers
- data entry clerks
- external auditors
- financial analysts
- internal auditors
- line managers
- MIS professionals

This manual assumes users have a basic understanding of their profession. It also assumes that users are familiar with Oracle Financials.

Related Publications

This guide contains references to the following Oracle publications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Purchasing User's Guide*
- *Oracle Receivables User's Guide*

Document Conventions

The following conventions are observed:

- [Special 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 sample command line input or report output, as in the following example: \$APPL_TOP/BUDGET_99
Note:	Notes alert users to the following type of information in this guide: Note: Notes alert users to key points to consider when using a feature.
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.
< >	Angle brackets represent variable input, as in the following example: <SYSTEM username / <SYSTEM password>

References

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

Navigation Paths

Navigation paths for windows in Oracle Public Sector Financials (International) and Oracle Financials are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.

Navigation paths are documented for the following:

- [Features Specific to Oracle Public Sector Financials \(International\)](#)
- [Features that are Enhancements to Oracle Financials](#)

Features Specific to Oracle Public Sector Financials (International)

Navigation paths for features that are specific to Oracle Public Sector Financials (International) should use the Oracle Public Sector Financials (International) responsibilities.

For example, an instruction to navigate to **OPSF(I) Exchange Protocol - Dialog Unit Structure** in Payables is performed using the OPSF(I) AP responsibility.

Features that are Enhancements to Oracle Financials

Navigation paths for features that are enhancements to Oracle Financials should use the Oracle Financials responsibilities.

For example, an instruction to navigate to **Invoices - Entry - Invoices** in Oracle Payables is performed using an Oracle Payables responsibility.

Customer Support

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: **+44 990.332200**

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: **+44 990.622300**

Product Overview

This chapter is an introduction to the features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Overview](#)
- [Oracle Public Sector Financials \(International\) Features](#)
- [Oracle Public Sector Financials \(International\) Features Removed](#)

Overview

Oracle Public Sector Financials (International) extends Oracle Financials functionality and provides the basis for an integrated financial management solution for public sector agencies, providing features such as the following:

- budgeting extensions
- construction industry scheme
- exchange protocol
- dossier
- single third party
- ad hoc reporting

Setup windows are provided to enable the Oracle Public Sector Financials (International) features described in this guide. Setup procedures for each of the features are described in feature setup chapters.

The following topics are described in this section:

- [Products](#)
- [International Implications](#)

Products

Oracle Public Sector Financials (International) provides extensions to the following products:

- General Ledger
- Payables
- Receivables
- Purchasing
- Application Object Library

Subledger security is a security feature used in Payables, Receivables, and Purchasing. Subledger security is a tool rather than a product and is implemented by the systems administrator.

Modules affected by or enhanced in Oracle Public Sector Financials (International) are shown in [Figure 1–1](#), page 1-4.

The relationship of Oracle Public Sector Financials (International) features to Oracle Applications is shown in [Figure 1-2](#), page 1-5.

[Figure 1-1](#), page 1-4, shows the Oracle Financials modules affected by or enhanced in Oracle Public Sector Financials (International).

Figure 1–1 Oracle Financials Modules Affected by or Enhanced in Oracle Public Sector Financials (International)

General Ledger Activities	Payables Activities	Receivables Activities	Purchasing Activities
General Ledger Setup	Payables Setup	Receivables Setup	Purchasing Setup
Create and Maintain Budgets	Enter and Approve Invoices	Enter Transactions (Print Invoices)	Create Requisitions
Maintain Ledger Balances	Enter and Confirm Payments	Manage Receivables	Enter Purchase Orders
Create and Post Journal Entries	Post Payments to General Ledger	Apply Receipts and Post to General Ledger	Enter Receipts
Print Reports	Print Reports	Print Reports	Print Reports

Affected by or Enhanced in Oracle Public Sector Financials (International)Not Enhanced

Figure 1–2, page 1-5, shows the Oracle Public Sector Financials (International) Features as described in [Oracle Public Sector Financials \(International\) Features](#), page 1-9.

Figure 1–2 Oracle Public Sector Financials (International) Features



International Implications

The features in Oracle Public Sector Financials (International) conform to worldwide generally accepted accounting principles. However, some features are country specific and might not be relevant or appropriate everywhere.

The following topics are described in this section:

- [Globalizations](#)
- [Country or Government Specific Features, References, and Notes](#)

Globalizations

The following Oracle Public Sector Financials (International) features function with the Global Accounting Engine:

- dossier
- exchange protocol
- single third party

The remaining Oracle Public Sector Financials (International) features are not tested with the global accounting engine.

Country or Government Specific Features, References, and Notes

[Table 1–1](#), page 1-6, and [Table 1–2](#), page 1-8, list features that might not be relevant in every country. Oracle Corporation recommends seeking advice from a qualified accountant about the implications of using a country specific feature.

Table 1–1 Country or Government Specific Features

Feature	Where Required	Reference Note	Applicable in Additional Countries
Budgeting Extensions			
Cash and Accruals Support	UK	1	
Combined Basis Accounting	UK	1	
Construction Industry Scheme	UK	2	Yes; some reports may not be appropriate
Contract Encumbrancing			
Dossier	France	3	

Table 1–1 Country or Government Specific Features

Feature	Where Required	Reference Note	Applicable in Additional Countries
Extended Dunning Letter Charges	Netherlands		Yes; where legislation applies
Enhanced Funds Checker			
Exchange Protocol	France	3	
Generic Interface			
Gross Based VAT			
Hierarchical Drill-Down Inquiry			
Internal Trading			
Multi-Period Posting			
Installment Terms			
Secondary Invoice Approval			
Single Third Party	France	3	Yes
Standing Charges			
Subledger Security	UK		Yes

Table 1–2, page 1-8 describes the reference notes listed in Table 1–1, page 1-6.

Table 1–2 Country or Government Specific Features Reference Notes

Reference Note Number	References
1 Cash and Accruals Support and Combined Basis Accounting	The United Kingdom (UK) Government has specified a move from cash-based accounting to accrual-based accounting. In some cases both accounting methods are retained in perpetuity. For information on UK requirements for combined basis accounting and cash and accruals, see <i>Better Accounting for the Taxpayer’s Money; Resource Accounting and Budgeting in Government</i> , HMSO Cm2929.
2 Construction Industry Scheme	Oracle Public Sector Financials (International) meets the UK Inland Revenue requirements for construction industry scheme deductions. However, the reports are not approved as substitutes by the UK Inland Revenue. For information about UK Inland Revenue requirements for the construction industry, see <i>Construction Industry Tax Deduction Scheme</i> , External Communication Unit of the Inland Revenue, Construction Industry Series IR14/ 15 (CIS), March 1999, including addendums CIS Fact 1 and CIS Fact, 3 March 1999.
3 Exchange Protocol, Dossier, and Single Third Party	Oracle Public Sector Financials (International) meets the French government public sector requirements for exchange protocol, dossier, and single third party. For information on French requirements, see Réglementation comptable Etablissements Publics Administratifs et Nationaux M9.1, M14, M21 at the following website: http://www.finances.gouv.fr/reglementation/instructions_comptables .

Oracle Public Sector Financials (International) Features

Oracle Public Sector Financials (International) contains the following features:

- [Budgeting Extensions](#)
- [Cash and Accruals Support](#)
- [Combined Basis Accounting](#)
- [Construction Industry Scheme](#)
- [Contract Encumbrancing](#)
- [Dossier](#)
- [Enhanced Funds Checker](#)
- [Exchange Protocol](#)
- [Extended Dunning Letter Charges](#)
- [Generic Interface](#)
- [Hierarchical Drill-Down Inquiry](#)
- [Installment Terms](#)
- [Internal Trading](#)
- [Multi-Period Posting](#)
- [Secondary Invoice Approval](#)
- [Single Third Party](#)
- [Standing Charges](#)
- [Subledger Security](#)

Budgeting Extensions

Budgeting extensions are comprehensive additions to the standard budgeting features, including mass budgeting, in Oracle General Ledger. Features include the following:

- optional double entry enforced budgeting
- annual balanced budget journals and annual and period unbalanced budget journals
- budget spreadsheets import

- budget history inquiry
- next year budget creation, percentage changes to existing budgets, and budget reprofiling for whole or partial years
- budget reports
- journal entry windows

Cash and Accruals Support

Cash and accruals support enables different but related sets of books to be maintained using the following accounting methods:

- cash
- accruals

Different sets of books use the same chart of accounts, currency, and calendar facilities.

Combined Basis Accounting

Combined basis accounting is an Oracle Public Sector Financials (International) feature that supports resource accounting. Resource accounting is a financial management method that uses accrual basis accounting techniques, supplemented with the ability to report on a cash basis.

The following windows provide enhancements:

- The System Options window is enhanced to enable combined basis accounting.
- The Open and Close Accounting Periods window ensures that a period cannot be closed if there are unposted cash basis items.
- The Run General Ledger Interface window automatically submits the General Ledger transfer to the Oracle Receivables Cash Basis GL Transfer Execution concurrent process. This process posts to the cash set of books as well as the accrual set of books.

The Oracle Public Sector Receivables Cash Basis GL Transfer Execution process automatically generates the following reports:

- [Combined Basis Accounting: Execution Report Procedure](#)

This report shows a summary of all transactions by category and currency that comprise the journal entries to the General Ledger cash basis set of books.

- **Combined Basis Accounting: Cash Basis Unposted Items Report**
This report is generated automatically if there are unposted items for a given General Ledger date range.
- **Standing Charges: Cash Basis Unposted Items Report**
This report is generated if the General Ledger postings are out of balance and shows the out of balance transactions. If generated, an error message is also printed in the execution log and the concurrent task fails.

Construction Industry Scheme

Construction industry scheme extends automatic withholding tax (AWT) features in Oracle Payables and Oracle Purchasing to comply with UK Inland Revenue requirements for collecting tax from construction subcontractors. The following features are included:

- maintain and report details of payments to subcontractors where applicable, for monthly payments to the Inland Revenue using the vouchers
- manage details of subcontractors' certificates CIS4, CIS5, and CIS6 including the following:
 - automatic warnings on Invoice, Purchase Order, and Purchase Agreement windows
 - maintain certificate details for suppliers
 - certificate expiry report
- generate the following standard returns for the Inland Revenue:
 - CIS23 Taxed Payment Vouchers
 - CIS24 Gross Payment Vouchers
 - CIS25 Company Gross Payment Vouchers
 - CIS36 Contractors End of Year Return

Contract Encumbrancing

Contract encumbrancing is an enhancement to the standard purchasing facilities in Oracle Purchasing and includes the following features:

- encumbrances created on purchase agreements or purchase orders across the life of the agreement or order

- life of the agreement crosses fiscal years
- funds checking against multiple budgets

Oracle Purchasing creates encumbrances on standard purchase orders and for planned purchase orders, the encumbrance is created to the first period for the whole amount of the planned purchase order.

Dossier

Dossier extends functionality in Oracle Public Sector Financials (International) to provide control over the amount and timing of spending within an organization, which can be particularly important when budgets for large projects must be maintained and used separately. In addition, dossiers enable one or more persons to perform the following functions:

- create budgetary transfers
- approve budgetary transfers
- manage funds

Enhanced Funds Checker

Enhanced funds checker is an enhancement to the Oracle General Ledger funds checking and budgetary control process.

This feature enables public sector organizations to manage budgets more effectively because funds can be reserved in future periods, even if the periods cross over different budgets. The multiple funding budgets feature enables an organization to move away from unwieldy multiple year budgets.

Exchange Protocol

Exchange protocol is a process that can be enabled or disabled at the operating unit level. Exchange protocol enables an organization to manage the separate tasks of authorizing and paying the same set of expenses within the required legal framework at the same time. These tasks usually fall to individuals known as the authorizer and the accounts officer, which provide a secure approvals system.

In exchange protocol, the process of managing expenses involves creating, viewing, and modifying exchange protocol documents, that is, dialog units and transmission units, both of which are collections of financial documents.

Exchange protocol enables users to do the following:

- define an approval hierarchy
- define specific numbering using the Define Exchange Protocol Numbering window
- view dialog units and transmission units using the Find Documents window
- create dialog units using the Dialog Unit Structure window
- create transmission units using the Transmission Unit Structure window
- modify dialog units and transmission units
- submit dialog units for transmission
- accept, reject, or put on hold dialog units or transmission units using the Notification Details window

Extended Dunning Letter Charges

Extended dunning letter charges in Oracle Public Sector Financials (International) extend the basic dunning features of Oracle Receivables. The following features are included:

- flexible charge setup options
- dunning charges generation and associated reports
- dunning charge adjustments
- online charge inquiry

Generic Interface

The generic interface enables data files to be mapped to specified General Ledger periods and sets of books from feeder systems, for example, third-party software such as payrolls, which generate transactions as ASCII files in the specified format.

The generic interface enables users to do the following:

- load and validate feeder file process
- extract transactions process
- import and post feeder file transactions process
- reload feeder files in case of error process

- archive, purge, and restore feeder file transactions
- feeder system detail inquiry from the Account Inquiry window

Hierarchical Drill-Down Inquiry

The hierarchical drill-down inquiry procedure enables online, top-down General Ledger inquiries. Inquiry hierarchy levels can be defined, with segments of the chart of accounts assigned to each level and balances summarized by segment at each level. Balances can be viewed from the first to last segments of an inquiry hierarchy down to specific journal lines.

The following types of inquiries can be made at each defined level in the hierarchy:

- to date
- full year
- projections

Journal lines can be viewed beyond the lower level of the hierarchy.

Installment Terms

Installment terms enable adjustments to payment terms on invoices that have already gone to customers. An audit trail is kept of changed invoices.

Internal Trading

Internal trading tracks cross charges between charge centers within the same organization. Budgetary control and encumbrance accounting are supported. The following features are included:

- cross charge entry
- cross charge authorization
- reports showing journal activity and details of automatically accepted cross charges

Multi-Period Posting

Multi-period posting provides accounting rule functionality, currently available in Oracle Receivables, for Oracle Public Sector Financials (International).

There is a need to recognize expense as it is incurred. Therefore, if an insurance expense is incurred for the year, multi-period posting allows an accounting rule to be set against that invoice and the insurance expense is spread over the year. This spread is defined by the rule type that is set up and whether or not the multi-period posting line amounts are subsequently manually altered. If budgetary control is enabled, encumbrance journals are created for all the invoice distribution and multi-period posting lines in the appropriate periods.

When the insurance invoice is transferred to the General Ledger, a credit to the account and a debit to the future postings account is created for each invoice distribution line.

At each period end, the Multi-Period Posting: Expense Recognition Report is generated which in turn runs the Payables transfer to General Ledger. A credit to the future postings account and a debit to the expense account are created for each multi-period posting line. It is possible to run the Multi-Period Posting: Expense Recognition Report with the option that the transfer to the General Ledger does not happen so that the multi-period posting lines can be viewed before they are transferred to the General Ledger.

Secondary Invoice Approval

Secondary invoice approval provides a secure method of enforcing departmental approval.

Secondary invoice approval provides two additional levels of approval for invoices after they have passed AutoApproval. The invoices are approved by designated secondary approvers within an organization's business unit and optionally passed on for final approval, for example, by a final payments unit such as Central Finance. Only after completing the approval process are invoices marked as ready for payment.

If additional control is required over who can approve which invoices, approvers can be assigned flexfield ranges. Approvers drill down to the individual invoice lines and approve them.

Single Third Party

Single third party is a single entry point to financial information when a third party is both a customer and a supplier. A third party can be tracked as a single legal entity within the application, which enables calculation of a net balance.

Note: Netting is legal only in certain countries.

In Receivables, a single third party is defined as a unique combination of a customer, who is also a supplier, at a specific location. Similarly, in Payables a single third party is defined as a supplier, who is also a customer, at a specific location.

Single third party enables the user to perform the following functions:

- create, view, or modify a single third party using the Single Third Party - Main window
- view outstanding single third party balances using the Single Third Party Netting Balance window
- set up one or more netting types using the Netting Transaction Types window
- create and post netted single third party documents using the Submit Netting Batches window

For information on where netting is allowed, see [International Implications](#), page 1-6.

Standing Charges

Also known as periodic payments, standing charges enables open-ended and fixed length standing charge agreements with customers, calculated in advance or arrears.

The following features are included:

- definable charge periods used in standing charge agreements
- variable payment methods
- definable charge items for goods and services, used in standing charge agreements
- automatically generated invoices when payments are due
- price changes for standing charge items

Subledger Security

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials.

Subledger security provides a system where all business units can access their own financial information only.

Oracle Public Sector Financials (International) Features Removed

The following Oracle Public Sector Financials (International) features have been removed:

- gross based VAT

For information on gross based VAT in Version 3.3 for 11.0.3, see *Oracle Public Sector Financials (International) User's Guide*, and *Oracle Public Sector Financials (International) Implementation Guide*.

For information on gross based VAT in 11i, see [Payment Terms](#), *Oracle Payables User Guide*.

- HUL numbering

For information on HUL numbering, see *Oracle Public Sector Financials (International) User's Guide*, and *Oracle Public Sector Financials (International) Implementation Guide*.

- modified historic cost accounting

For information on modified historic cost accounting, see *Oracle Public Sector Financials (International) User's Guide*, and *Oracle Public Sector Financials (International) Implementation Guide*.

Introduction

This chapter describes how the *Oracle Public Sector Financials (International) User's Guide* is organized. The following sections are in this chapter:

- [Overview](#)
- [Setting Up Oracle Applications](#)

Overview

The *Oracle Public Sector Financials (International) User's Guide* contains information needed to understand and use Oracle Public Sector Financials (International).

The following topics are described in this section:

- [Part Features List](#)
- [Part Organization](#)

Part Features List

This guide is grouped into the following parts:

- Setting Up Oracle Applications
- Budgeting Extensions
- Cash and Accruals Support
- Combined Basis Accounting
- Construction Industry Scheme
- Contract Encumbrancing
- Dossier
- Enhanced Funds Checker
- Exchange Protocol
- Extended Dunning Letter Charges
- Generic Interface
- Hierarchical Drill-Down
- Installment Terms
- Internal Trading
- Multi-Period Posting
- Secondary Invoice Approval
- Single Third Party
- Standing Charges
- Subledger Security

Part Organization

Each part is organized as follows:

- topical essay
- setup chapters
- procedure chapters
- report chapters

Note: Setting Up Oracle Applications contains chapters relevant to setting up Oracle Applications and is not organized in the preceding format.

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it, ensure that the system administrator has installed the most current updates to online help.

Setting Up Oracle Applications

Oracle Public Sector Financials (International) implementation requires setup of the following products:

- Oracle Applications System Administration
- Oracle General Ledger
- Oracle Payables
- Oracle Purchasing
- Oracle Receivables

Detailed descriptions of setup steps required for Oracle Public Sector Financials (International) implementation are included in this guide.

The following guides must be used with the *Oracle Public Sector Financials (International) User's Guide* to set up Oracle Applications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Receivables User's Guide*
- *Oracle Purchasing User's Guide*

Setup should be reviewed annually, or as needed, to update system security, reflect changes in the organization's structure, or accommodate new requirements.

The following setup chapters describe how to set up Oracle Public Sector Financials (International):

- [Oracle Public Sector Financials \(International\) Setup Checklist](#)
- [Oracle Public Sector Financials \(International\) Setup Steps](#)
- [OPSF\(I\)-Specific Application Object Library Setup](#)

Part I

Setting Up Oracle Applications

Oracle Public Sector Financials (International) Setup Checklist

This chapter provides an overview of the setup steps required for Oracle Public Sector Payables (International). The following sections are in this chapter:

- [Overview](#)
- [Oracle Public Sector Payables \(International\) Setup Checklist](#)

Overview

This chapter provides a setup checklist for Oracle Public Sector Payables (International).

For the setup steps, see [Oracle Public Sector Financials \(International\) Setup Steps](#), page 4-1.

Complete all required setup steps for the following applications before beginning the Oracle Public Sector Payables (International) setup steps:

- Oracle Applications System Administration
- Application Object Library
- Oracle General Ledger
- Oracle Purchasing
- Oracle Payables
- Oracle Receivables
- Oracle Global Accounting Engine
- Oracle Workflow

Note: Depending on which features are enabled, some of the preceding products may not be required.

Oracle Public Sector Payables (International) features can be selectively enabled or disabled.

Some features must be configured as part of standard Oracle Applications setup, and some features require additional Oracle Public Sector Payables (International) setup steps, as well as standard Oracle Applications setup.

To avoid data inconsistency, some features such as enhanced funds checker cannot be disabled after they are enabled.

Oracle Public Sector Payables (International) Setup Checklist

[Table 3–1](#), page 3-3 shows the Oracle Public Sector Payables (International) setup checklist.

Note: The sequence indicated for the setup checklist applies to the Oracle Public Sector Payables (International) setup process only. For other applications, the setup step sequence is described in the application user guide.

All required setup steps in this checklist must be completed if the feature is enabled. Specific information for each setup step is described in [Oracle Public Sector Financials \(International\) Setup Steps](#), page 4-1.

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
Oracle Applications System Administration				
Step 1	Set Up Menus	required	System Administration	All features
Step 2	Create Additional Users	required	System Administration	Secondary Invoice Approval
		required	System Administration	Dossier
		required	System Administration	Exchange Protocol
Step 3	Specify Site-Level and Application-Level Profile Options	required with defaults	System Administration	Budgeting Extensions
		required	System Administration	Construction Industry Scheme
		required	System Administration	Dossier
		required	System Administration	Exchange Protocol
		required	System Administration	Internal Trading

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
		required	System Administration	Generic Interface
		required	System Administration	Secondary Invoice Approval
		required	System Administration	Single Third Party
Step 4	Set Up Oracle Applications Help System	optional	System Administration	All features
Application Object Library				
Step 5	Enable Oracle Public Sector Financials (International) Multiple Organization Features	required	Application Object Library	Contract Encumbrancing
		required	Application Object Library	Construction Industry Scheme
		required	Application Object Library	Exchange Protocol
		required	Application Object Library	Secondary Invoice Approval
		required	Application Object Library	Multi-Period Posting
		required	Application Object Library	Combined Basis Accounting
		required	Application Object Library	Standing Charges
		required	Application Object Library	Installment Terms
		required	Application Object Library	Extended Dunning Letter Charges
		required	Application Object Library	Single Third Party

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
		required	Application Object Library	Subledger Security
Step 6	Enable Oracle Public Sector Payables (International) Non Multiple Organization Features	required	Application Object Library	Budgeting Extensions
		required	Application Object Library	Cash and Accruals Support
		required	Application Object Library	Dossier
		required	Application Object Library	Enhanced Funds Checker
		required	Application Object Library	Generic Interface
		required	Application Object Library	Hierarchical Drill Down Inquiry
		required	Application Object Library	Internal Trading
Step 7	Set Application Level Profile Options	required	System Administration	Subledger Security
Step 8	Define Security Groups	required	Application Object Library	Subledger Security
Step 9	Set Site Level Profile Options	required	System Administration	Subledger Security
Step 10	Define Responsibilities	required	Application Object Library	Subledger Security
Step 11	Set Responsibility Level Profile Options	required	Application Object Library	Subledger Security
Step 12	Define Users	optional	Application Object Library	Subledger Security

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
Step 13	Define Secure Tables	required	Application Object Library	Subledger Security
Step 14	Define Process Groups	optional	Application Object Library	Subledger Security
Step 15	Allocate Secure Tables and Process Groups	required	Application Object Library	Subledger Security
Step 16	Apply Security	required	Application Object Library	Subledger Security
Step 17	Maintain Schemas	required	Application Object Library	Subledger Security
Step 18	Consolidate Security Groups	optional	Application Object Library	Subledger Security
Step 19	Create Flexfield Qualifier	required	Application Object Library	Exchange Protocol
		required	Application Object Library	Dossier
Step 20	Create Value Set	required	Application Object Library	Exchange Protocol
		required	Application Object Library	Dossier
Step 21	Enter Value Set Values	required	Application Object Library	Exchange Protocol
		required	Application Object Library	Dossier
Oracle General Ledger				
Step 22	Define Accounting Flexfield Structure and Enable Flexfield Qualifier Segments	conditionally required	Oracle General Ledger	Dossier
		conditionally required	Oracle General Ledger	Exchange Protocol

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
Step 23	Define Additional Journal Entry Sources	required	Oracle General Ledger	Budgeting Extensions
		required	Oracle General Ledger	Internal Trading
		required	Oracle General Ledger	Generic Interface
Step 24	Define Journal Entry Categories	required	Oracle General Ledger	Budgeting Extensions
		recommended	Oracle General Ledger	Generic Interface
Step 25	Create Summary Accounts	conditionally required	Oracle General Ledger	Enhanced Funds Checker, if summary accounts used
Step 26	Define Automatic Posting Criteria	recommended	Oracle General Ledger	Internal Trading
		recommended	Oracle General Ledger	Cash and Accruals Support
Step 27	Define Additional Encumbrance Types	optional	Oracle General Ledger	Contract Encumbrancing
		required	Oracle General Ledger	Internal Trading
Step 28	Set Up Budgets	required	Oracle General Ledger	Budgeting Extensions
		required	Oracle General Ledger	Enhanced Funds Checker
		required	Oracle General Ledger	Dossier
Step 29	Set Up Budget Organizations	required	Oracle General Ledger	Enhanced Funds Checker
		required	Oracle General Ledger	Budgeting Extensions

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
Step 30	Continue General Ledger setup for other enabled Oracle Public Sector Financials (International) features. These steps do not have to be performed in a particular order.			
	A. Define Reason Codes	required	N / A	Budgeting Extensions
	B. Define Profile Codes	required	N / A	Budgeting Extensions
	C. Define Default Profile Codes	optional	N / A	Budgeting Extensions
	D. Define Budget Range Codes	optional	N / A	Budgeting Extensions
	E. Define Sets of Books Relationship	required	N / A	Cash and Accruals Support
	F. Define Workflow Profile	required	N / A	Dossier
	G. Set Up Enhanced Funds Checker	required	N / A	Enhanced Funds Checker
	H. Set Up Drill-Down Levels	required	N / A	Hierarchical Drill-Down Inquiry
	I. Map Feeder Book	required	N / A	Generic Interface
	J. Map Feeder Periods	required	N / A	Generic Interface
	K. Define Feeder System Descriptors	required	N / A	Generic Interface
	L. Define Internal Trading Charge Centers	required	N / A	Internal Trading
Oracle Purchasing				
Step 31	Enable Oracle Public Sector Payables (International) Features	required	N / A	Contract Encumbrancing
		required	N / A	Dossier

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
		required	N / A	Exchange Protocol
Step 32	Set Up Personnel	required	Oracle Purchasing	
	A. Define Jobs	required	Oracle Purchasing	Dossier
		required	Oracle Purchasing	Exchange Protocol
	B. Define Positions	required	Oracle Purchasing	Dossier
		required	Oracle Purchasing	Exchange Protocol
	C. Define Position Hierarchies	required	Oracle Purchasing	Dossier
		required	Oracle Purchasing	Exchange Protocol
Step 33	Fill Employee Hierarchy	required	Oracle Purchasing	Dossier
		required	Oracle Purchasing	Exchange Protocol
Step 34	Set Up Oracle Workflows	required	Oracle Purchasing	Dossier
		required	Oracle Purchasing	Exchange Protocol
Step 35	Set Up Planned Purchase Order Encumbrance Type	required	Oracle Purchasing	Contract Encumbrancing
Oracle Payables				
Step 36	Set Profile Options	required	Oracle Payables	Secondary Invoice Approval
		required	Oracle Payables	Construction Industry Scheme
		optional	Oracle Payables	Exchange Protocol
Step 37	Enable Oracle Public Sector Payables (International) Features	required	N / A	Construction Industry Scheme
		required	N / A	Exchange Protocol
		required	N / A	Multi-Period Posting
		required	N / A	Secondary Invoice Approval

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
Step 38	Define Payables Options	required	Oracle Payables	Construction Industry Scheme
Step 39	Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax	optional	Oracle Payables	Construction Industry Scheme
Step 40	If Using Automatic Withholding Tax, Define Tax Authority Type Suppliers	required	Oracle Payables	Construction Industry Scheme
Step 41	Define Suppliers	required	Oracle Payables	Construction Industry Scheme
Step 42	Define Tax Codes, and if Using Automatic Withholding Tax, Define Withholding Tax Groups	required	Oracle Payables	Construction Industry Scheme
Step 43	If Using Credit Cards, Set Up Credit Card Programs	recommended	Oracle Payables	Construction Industry Scheme
Step 44	Enter Employees Note: If multiple organizations are used, this step should be done as part of multiple organizations setup.	required	Oracle Payables	Dossier
		required	Oracle Payables	Exchange Protocol
Step 45	Continue Payables setup for other enabled Oracle Public Sector Financials (International) features	required	N / A	
	A. Set Up Multi-Period Posting	required	N / A	Multi-Period Posting
	B. Set Up Construction Industry Scheme	required	N / A	Construction Industry Scheme

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
	C. Define Workflow Profiles	required	N / A	Dossier
		required	N / A	Exchange Protocol
	D. Define Exchange Protocol Numbering Schemes	required	N / A	Exchange Protocol
	E. Set Up Secondary Invoice Approvals	required	N / A	Secondary Invoice Approval
Oracle Receivables				
Step 46	Enable Oracle Public Sector Receivables (International) Features	required	N / A	Combined Basis Accounting
		required	N / A	Extended Dunning Letter Charges
		required	N / A	Exchange Protocol
		required	N / A	Installment Terms
		required	N / A	Standing Charges
		required	N / A	Single Third Party
Step 47	Define Grouping Rules	optional	Oracle Receivables	Single Third Party
		optional	Oracle Receivables	Standing Charges
Step 48	Define Extended System Options	required	Oracle Receivables	Combined Basis Accounting
		required	Oracle Receivables	Standing Charges
		required	Oracle Receivables	Extended Dunning Letter Charges
Step 49	Define Receivables Activities	required	Oracle Receivables	Extended Dunning Letter Charges
Step 50	Run Receivables Global: Populate Data Program	required	Oracle Receivables	Standing Charges

Table 3–1 Step 1 Oracle Public Sector Financials (International) Setup Checklist

Step Number	Setup Step	Step Type	Oracle Applications	Extra Setup for Oracle Public Sector Financial (International) Features
		required	Oracle Receivables	Extended Dunning Letter Charges
		required	Oracle Receivables	Combined Basis Accounting
		required	Oracle Receivables	Installment Terms
Step 51	Compile Invoice Transaction Flexfield	required	Oracle Receivables	Standing Charges
Step 52	Compile Line Transaction Method	required	Oracle Receivables	Standing Charges
		required	Oracle Receivables	Single Third Party
Step 53	Set Up Payment Methods	required	Oracle Receivables	Standing Charges
Step 54	Set Up Cash Basis Accounting Method	required if feature enabled	Oracle Receivables	Combined Basis Accounting
Step 55	Define Transaction Types	required	Oracle Receivables	Single Third Party
		required	Oracle Receivables	Standing Charges
Step 56	Define Transaction Sources	required with defaults	Oracle Receivables	Single Third Party
		required	Oracle Receivables	Standing Charges
Step 57	Define Salespersons	required	Oracle Receivables	Standing Charges
Step 58	Set Up Tax	required	Oracle Receivables	Standing Charges
Step 59	Continue Receivables setup for other enabled Oracle Public Sector Financials (International) features	required	N / A	
	A. Define Netting Transaction Types	required		Single Third Party
	B. Assign Single Third Party Profile Values	required		Single Third Party

Oracle Public Sector Financials (International) Setup Steps

This chapter describes the setup steps required for Oracle Public Sector Receivable (International) Features. The following sections are in this chapter:

- [Overview](#)
- [Oracle Public Sector Receivable \(International\) Features Setup Steps](#)

Overview

This chapter describes the setup steps for Oracle Public Sector Receivable (International) Features.

For the setup checklist, see [Oracle Public Sector Financials \(International\) Setup Checklist](#), page 3-1.

Oracle Public Sector Receivable (International) Features Setup Steps

1. Set Up Menus

Before using the Oracle Public Sector Financials (International) features, the OPSF(I) System Administration menu must be attached to the System Administration menu as shown in [Table 4–1](#), page 4-2.

Table 4–1 System Administration Menu

Menu	User Menu Name	Description
IGI_SYSADMIN_MAIN_MENU	OPSF(I) System Administration	IGI: System Administration Main Menu

When the system administration menu is set up, attach menus for the required features as shown in the following sections:

- [Lookups Menu](#)
- [General Ledger Menus](#)
- [Receivables Menus](#)
- [Payables Menus](#)
- [Purchasing Menus](#)

Lookups Menu

Optionally, attach the Lookups menu as shown in [Table 4–2](#), page 4-2.

Table 4–2 Lookups Menu

Menu	User Menu Name	Description
IGI_LOOKUPS	IGI_LOOKUPS	IGI_LOOKUPS

General Ledger Menus

Optionally, attach the General Ledger menus as shown in [Table 4–3](#), page 4-3.

Table 4–3 General Ledger Menus

Menu	User Menu Name	Description
IGI_GL_MAIN_MENU	IGI: General Ledger Main Menu	IGI: General Ledger Main Menu
IGI_GL_ITR_MAIN	OPSF(I) Internal Trading	IGI: General Ledger (Internal Trading)
IGI_GL_BUD_MAIN_MENU	OPSF(I) Budgeting Extensions	IGI: General Ledger (Budgeting Extensions)
IGI_GL_BUD_ENTER	IGI: General Ledger (Budgeting: Enter)	IGI: General Ledger (Budgeting: Enter)
IGI_GL_BUD_JOURNAL	IGI: General Ledger (Budgeting: Journal)	IGI: General Ledger (Budgeting: Journal)
IGI_GL_BUD_INQUIRY	IGI: General Ledger (Budgeting: Inquiry)	IGI: General Ledger (Budgeting: Inquiry)
IGI_GL_BUD_SETUP	IGI: General Ledger (Budgeting: Setup)	IGI: General Ledger (Budgeting: Setup)
IGI_GL_BUD_PROFILE_SETUP	IGI: General Ledger (Budgeting: Profile Setup)	IGI: General Ledger (Budgeting: Profile Setup)
IGI_GL_HGL_MAIN	OPSF(I) Hierarchical Drill-Down	IGI: General Ledger (Hierarchical General Ledger)
IGI_GL_HGL_SETUP	IGI: General Ledger (Hierarchical General Ledger: Setup)	IGI: General Ledger (Hierarchical General Ledger: Setup)
IGI_GL_COM_MAIN	OPSF(I) Cash and Accruals Support	IGI: General Ledger (Cash & Accruals)
IGI_GL_COM_SETUP	IGI: General Ledger (Cash & Accruals: Setup)	IGI: General Ledger (Cash & Accruals: Setup)
IGI_GL_INT_MAIN	OPSF(I) Generic Interface	IGI: General Ledger (Generic Interface)
IGI_GL_INT_SETUP	IGI: General Ledger (Generic Interface: Setup)	IGI: General Ledger (Generic Interface: Setup)
IGI_GL_EFC_MAIN_MENU	OPSF(I) Enhanced Funds Checker	IGI: General Ledger (Enhanced Funds Checker)
IGI_GL_EFC_ENTER	IGI: General Ledger (Enhanced Funds Checker: Enter)	IGI: General Ledger (Enhanced Funds Checker: Enter)

Table 4–3 General Ledger Menus

Menu	User Menu Name	Description
IGI_GL_EFC_SETUP	IGI: General Ledger (Enhanced Funds Checker: Setup)	IGI: General Ledger (Enhanced Funds Checker: Setup)
IGI_GL_DOS_MENU	OPSF(I) Dossier	IGI: General Ledger (Dossier)
IGI_GL_DOS_SETUP_MENU	IGI: General Ledger (Dossier: Setup)	IGI: General Ledger (Dossier: Setup)

Attaching the General Ledger main menu, IGI_GL_MAIN_MENU, automatically attaches all of the General Ledger submenus as follows:

- internal trading
- budgeting extensions
- hierarchical drill-down inquiry
- cash and accruals support
- generic interface
- enhanced funds checker
- dossier

If the user does not need to attach all General Ledger menus, individual submenus can be attached as required.

Receivables Menus

Optionally, attach the Receivables menus as shown in [Table 4–4](#), page 4-4.

Table 4–4 Receivables Menus

Menu	User Menu Name	Description
IGI_AR_MAIN_MENU	OPSF(I)	OPSF(I)
IGI_AR_INS_MENU	OPSF(I) Installment Terms	Installment Terms Menu
IGI_AR_RPI_MENU	OPSF(I) Standing Charges	Standing Charges Menu
IGI_AR_DUN_MENU	OPSF(I) Dunning Letters	Dunning Letters Menu

Table 4–4 Receivables Menus

Menu	User Menu Name	Description
IGI_AR_ARC_MENU	OPSF(I) Combined Basis Accounting	Combined Basis Accounting Menu
IGI_AR_STP_MENU	OPSF(I) Single Third Party	IGI: Receivables (Single Third Party)
IGI_AR_SETUP_MENU	OPSF(I) Receivables Setup	Receivables Global Menu

Attaching the Receivables main menu, IGI_AR_MAIN_MENU, automatically attaches all of the Receivables submenus as follows:

- installment terms
- standing charges
- extended dunning letter charges
- combined basis accounting
- single third party
- Receivables setup

If the user does not need to attach all Receivables menus, individual submenus can be attached as required.

Payables Menus

Optionally, attach the Payables menus as shown in [Table 4–5](#), page 4-5.

Table 4–5 Payables Menus

Menu	User Menu Name	Description
IGI_AP_MAIN_MENU	IGI: Payables Menu	IGI: Payables Menu
IGI_AP_EXP_MENU	OPSF(I) Exchange Protocol	IGI Payables (Exchange Protocol)
IGI_AP_SIA_MENU	OPSF(I) Secondary Invoice Approval	Secondary Invoice Approval Menu
IGI_CIS_MAIN	OPSF(I) Construction Industry Scheme	PSAD Construction Industry Scheme Main Menu
IGI_AP_MPP_MENU	OPSF(I) Multi-Period Posting	Multi-Period Posting Menu

Attaching the Payables main menu, IGI_AP_MAIN_MENU, automatically attaches all of the Payables submenus as follows:

- exchange protocol
- secondary invoice approval
- construction industry scheme
- multi-period posting

If the user does not need to attach all Payables menus, individual submenus can be attached as required.

Purchasing Menus

Optionally, attach the Purchasing menus as shown in [Table 4-6](#), page 4-6.

Table 4-6 Purchasing Menus

Menu	User Menu Name	Description
IGI_PO_CEC_MAIN	IGI: Contract Encumbrancing	IGI: Contract Encumbrancing
IGI_PO_CEC_ENTER	IGI: Purchasing (Contract Encumbrance: Enter)	IGI: Purchasing (Contract Encumbrance: Enter)
IGI_PO_CEC_SETUP	IGI: Purchasing (Contract Encumbrance: Setup)	IGI: Purchasing (Contract Encumbrance: Setup)
IGI_PO_CEC_VIEW	IGI: Purchasing (Contract Encumbrance: View)	IGI: Purchasing (Contract Encumbrance: View)

Attaching the Purchasing main menu, IGI_PO_CEC_MAIN, automatically attaches all of the contract encumbrancing submenus.

If the user does not need to attach all Purchasing menus, individual submenus can be attached as required.

For information on defining new menus or modify an existing menu, see [Menus Window](#), *Oracle Applications System Administrator's Guide*.

2. Create Additional Users

This step applies to secondary invoice approval, dossier, and exchange protocol.

Create new users that have access to Oracle Public Sector Financials (International) or assign existing users access to Oracle Public Sector Financials (International).

If secondary invoice approval is used, users assigned to the following roles must be defined:

- departmental approvers
- invoice clerks
- central finance group user, conditionally required if payment approvals are used

A unique employee must be assigned to each user if one or more of the following features is used:

- dossier
- exchange protocol

For information on creating users, see [Users window](#), *Oracle Applications System Administrator's Guide*.

For information on defining departmental approvers and clerks, see [Maintaining Secondary Approval Relationships Procedure](#), page 60-3.

3. Specify Site-Level and Application-Level Profile Options

This section describes the following topics:

- [Set Up Profile Option Levels](#)
- [Set Up General Ledger Profile Option Values](#)
- [Set Up Payables Profile Option Values](#)
- [Set Up Receivables Profile Option Values](#)
- [Set Up Purchasing Profile Option Values](#)

Set Up Profile Option Levels

The common user profile options for Oracle Applications must be specified as part of Oracle Applications System Administration setup. A profile can be set at the following levels:

- site
- application
- responsibility
- user

Most profiles are seeded with default values at the site-level, which serve as the system defaults until they are overridden at other levels.

Set profile options for active features as described in [Table 4–7](#), page 4-8, as follows:

- 1. As System Administrator, navigate to the System Profile Values window as follows:

Profile - System

The Find System Profile Values window appears.

- 2. Query the profile options to be set.
- 3. Click **Find**.

The System Profile Values window appears.

- 4. Set up profile options at the appropriate level.

For information on setting up profile options, see User Profiles, *Oracle Applications System Administrator's Guide*.

- 5. Save or save and continue as follows:

File - Save or Save and Proceed

- 6. Close the window.

For information on setting profile options, see [System Profile Values Window](#) in Oracle Applications Object Library, *Oracle Applications System Administrator's Guide*.

[Table 4–7](#), page 4-8 describes the profile option levels.

Table 4–7 Profile Option Levels

Module	Feature	Profile Option Name	Settings:			
			Site	Appli- cation	Respon- sibility	User
General Ledger	Budgeting Extensions	Budgeting Extensions: Average Non-Balance Enforced Account Value	x	x	x	x
		Budgeting Extensions: Allow Prior Period Budgeting	x	x	x	x
		Budgeting Extensions: Default Code for Unbalanced Budget Entry			x	

Table 4–7 Profile Option Levels

Module	Feature	Profile Option Name	Settings:			
			Site	Appli- cation	Respon- sibility	User
		Budgeting Extensions: Unbalanced Journal Total Checking	x	x	x	x
	Dossier	Dossier: Budget Organization Name	x	x	x	x
		Dossier: Transaction Default Rule	x	x	x	x
		Document Limit Value	x			
	Generic Interface	Generic Interface: View Secure Sources	x	x	x	x
	Internal Trading	Internal Trading: Authorization Time Limit in Days	x			
		Internal Trading: Encumbrance Required	x			
		Internal Trading: Encumbrance Type ID	x			
Payables	Dossier, Exchange Protocol	Allow Hierarchy Update	x			
	Secondary Invoice Approval	Secondary Invoice Approval: Payment Approvals Required	x		x	x
		Secondary Invoice Approval: Central Finance Group User	x		x	x
	Construction Industry Scheme	construction industry scheme: Tax Group	x			
		construction industry scheme: Tax Code	x			
		Construction Industry Scheme: CIS4P Tax Percentage	x			
		Construction Industry Scheme: CIS4T Tax Percentage	x			

Table 4–7 Profile Option Levels

Module	Feature	Profile Option Name	Settings:			
			Site	Appli- cation	Respon- sibility	User
		Construction Industry Scheme: CIS5 Tax Percentage	x			
		Construction Industry Scheme: CIS6 Tax Percentage	x			
		Construction Industry Scheme: Factored CIS4P Tax Percentage	x			
		Construction Industry Scheme: Factored CIS4T Tax Percentage	x			
		Construction Industry Scheme: Factored CIS5 Tax Percentage	x			
		Construction Industry Scheme: Factored CIS6 Tax Percentage	x			
Receivables	Single Third Party	Single Third Party: AR Term Default	x	x	x	
		Single Third Party: Interface Context	x	x	x	x
		Single Third Party: Netting Prefix	x			
		Single Third Party: Objecting STP Allowed	x	x	x	x
		Single Third Party: Receivables Batch Source	x	x	x	
		Single Third Party: Unit of Measure Default	x			
		Single Third Party: AP Term Default	x	x	x	
		Single Third Party: Payables Source	x	x	x	
Purchasing	Dossier, Exchange Protocol	Document Limit Value	x	x	x	x
Payables, Receivables and Purchasing	Subledger Security	Subledger Security: Default Security Group	x			

Table 4–7 Profile Option Levels

Module	Feature	Profile Option Name	Settings:			
			Site	Appli-cation	Respon-sibility	User
		Subledger Security: Maintain History	x			
		Subledger Security: SLS Responsibility			x	
		Subledger Security: Security Group			x	

Set Up General Ledger Profile Option Values

[Table 4–8](#), page 4-11 describes the General Ledger profile option values.

Table 4–8 General Ledger Profile Option Values

Profile Option Name	Value	Description
Budgeting Extensions: Average Non–Balance Enforced Account Value	yes or no	controls how users enter unbalanced budget amounts in budget journals and how the system displays year–to–date figures for non-balanced enforced accounting flexfields
	yes	displays year–to–date figures as an average of the periods
	no	displays year–to–date figures in the standard way
Budgeting Extensions: Allow Prior Period Budgeting	yes or no	enables budget transactions to be performed in prior periods. Prior periods are periods older than the oldest open period.
	yes	enables users to amend budgets held in prior periods
Budgeting Extensions: Default Code for Unbalanced Budget Entry	profile code	specifies default profile code for unbalanced budget journal entry For information on defining profile codes for Budgeting Extensions, see Defining Profile Codes Procedure , page 7-9.
Budgeting Extensions: Unbalanced Journal Total Checking	credit, debit, or hash total	defines batch control total criteria for entering transactions in unbalanced budget journals
	credit	Users enter the sum of all debit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits entered.

Table 4–8 General Ledger Profile Option Values

Profile Option Name	Value	Description
	debit	Users enter the sum of all credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals credits entered.
	hash total	Users enter the sum of combined debit and credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits and credits entered.
Dossier: Budget Organization Name	budget organization name	used to specify a budget organization that can be accessed when creating budget dossiers
Document Limit Value	number	supplier document amount used to limit the total value of supplier documents raised in a year
Dossier: Transaction Default Rule	partial or full	determines whether to default source and destination account values from the dossier type
Generic Interface: View Secure Sources	yes or no	determines if users can retrieve details of transactions imported from secure feeder systems
	yes	enables users to retrieve details
Internal Trading: Authorization Time Limit in Days	number of days	determines number of days that can elapse before internal trading automatically accepts an unapproved internal cross-charge. The time limit begins after the internal cross-charge lines are submitted for authorization.
Internal Trading: Encumbrance Type ID	encumbrance type	set at site-level to determine encumbrance type for internal trading encumbrance journals
Internal Trading: Encumbrance Required	yes or no	determines if encumbrance journals are automatically creating in internal trading
	yes	automatically creates encumbrance journals

Set Up Payables Profile Option Values

[Table 4–9](#), page 4-12 describes the Payables profile option values.

Table 4–9 Payables Profile Option Values

Profile Option Name	Value	Description
Allow Hierarchy Update	yes or no	Position hierarchies are used by exchange protocol and dossier to drive exchange protocol and dossier workflows. At any one time a number of workflows may still be in progress when a hierarchy update is requested.

Table 4–9 Payables Profile Option Values

Profile Option Name	Value	Description
	yes	forces an update even though workflows may be using the existing hierarchy
	no	The hierarchy is not updated.
Secondary Invoice Approval: Payment Approvals Required	yes or no	determines if there are two levels of approval holds
	yes	allows payment approval holds for invoices in addition to secondary approval holds
	no	allows secondary approval holds only
Secondary Invoice Approval: Central Finance Group User	yes or no	indicates if users are authorized to release payment approval holds. The Secondary Invoice Approval: Payment Approvals Required profile option must also be set to Yes.
	yes	at user or responsibility level, indicates users authorized to release payment approval holds
	no	usually set to no at site level
construction industry scheme: Tax Group	Withholding Tax Group name	indicates withholding tax group defined for construction industry scheme For information on defining withholding tax groups, see Withholding Tax Groups , <i>Oracle Applications Flexfields Guide</i> .
construction industry scheme: Tax Code	Withholding Tax code	indicates withholding tax code defined for construction industry scheme For information on defining withholding tax codes, see Tax Codes , <i>Oracle Applications Flexfields Guide</i> .
Construction Industry Scheme: CIS4P Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS4P holders; defaults to 23%
Construction Industry Scheme: CIS4T Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS4T holders; defaults to 23%
Construction Industry Scheme: CIS5 Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS5 holders; defaults to 0%

Table 4–9 Payables Profile Option Values

Profile Option Name	Value	Description
Construction Industry Scheme: CIS6 Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS6 holder, defaults to 0%
Construction Industry Scheme: Factored CIS4P Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for factored CIS4P holders; defaults to 23%
Construction Industry Scheme: Factored CIS4T Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for factored CIS4T holders; defaults to 23%
Construction Industry Scheme: Factored CIS5 Tax Percentage	percentage value	indicates the percentage of construction industry scheme tax to withhold for factored CIS5 holders; defaults to 23%
Construction Industry Scheme: Factored CIS6 Tax Percentage	percentage value	indicates the percentage of construction industry scheme tax to withhold for a factored CIS6 holder; defaults to 23%

Set Up Receivables Profile Option Values

[Table 4–10](#), page 4-14 describes the Receivables profile option values.

Table 4–10 Receivables Profile Option Values

Profile Option Name	Value	Description
Single Third Party: AR Term Default	default payment terms	indicates default payment terms for netting transactions automatically generated in Oracle Receivables. Payment terms must be predefined in the Payment Terms window in Oracle Receivables before the terms can be selected for this profile. For information on payment terms, see Payment Terms Window , <i>Oracle Receivables User's Guide</i> .
Single Third Party: Interface Context	Context Field Value	Specify the user-definable context field value assigned to the AutoInvoice line transaction flexfields for single third party. The suggested Context Field Value is STP NETTING. This context name is predefined in the Descriptive Flexfield Segments window. For information on defining the transaction flexfields for Single Third Party, see Descriptive Flexfield Segments Window , <i>Oracle Applications Flexfields Guide</i> .

Table 4–10 Receivables Profile Option Values

Profile Option Name	Value	Description
Single Third Party: Netting Prefix	sequence prefix	if sequential numbering is used to automatically assign numbering to netting transactions, optionally used to specify the sequence prefix for the netting transactions
Single Third Party: Objecting STP Allowed	yes or no	used to enhance netting security, by specifying whether the access to create and select objecting third parties is granted; also controls if objection to netting payment type is available for creation
Single Third Party: Unit of Measure Default	unit of measure	indicates default unit of measure for the netting transactions automatically generated in Oracle Receivables. The unit of measure must be predefined in the Units of Measure window before it can be selected for this profile. For information on defining units of measure, see Defining Units of Measure, <i>Oracle Receivables User's Guide</i>.
Single Third Party: Receivables Batch Source	Receivables Batch Source	Specify the user-definable name of the Receivables batch source defined for single third party on the Transaction Sources window. For information on defining batch sources, see Define Transaction Sources, page 4-34.
Single Third Party: AP Term Default	default payment terms	indicates default payment terms for netting transactions automatically generated in Oracle Payables. Payment terms must be predefined in the Payment Terms window in Oracle Payables before the terms can be selected for this profile. For information on payment terms, see Payment Terms, <i>Oracle Payables User's Guide</i>.
Single Third Party: Payables Source	Payables QuickCode Source Name	indicates user-definable name of the Payables lookup code defined for single third party on the Oracle Public Sector Payables Lookups window. For information on defining lookups for single third party see Lookups, <i>Oracle Applications Flexfields Guide</i>.

Set Up Purchasing Profile Option Values

Table 4–11, page 4-16 describes the Purchasing profile option values.

Table 4–11 Purchasing Profile Option Values

Profile Option Name	Value	Description
Document Limit Value	control amount	used to exercise supplier threshold control in exchange protocol or single third party The system checks the year-to-date sum of purchase orders and supplier invoices against the control amount to disallow any new transactions after the control limit is reached. Only numeric numbers are specified without the currency symbol, but the system recognizes the amount as the functional currency amount.

Payables, Receivables, and Purchasing Profile Options for Subledger Security

Table 4–12, page 4-16 describes the Payables, Receivables, and Purchasing profile options for subledger security.

Table 4–12 Payables, Receivables, and Purchasing Profile Option Values for Subledger Security

Profile Option Name	Value	Description
Subledger Security: Default Security Group	CEN, security group, or null	determines which security group a user belongs to by default, if not assigned at responsibility level
	CEN	Oracle application user can view data belonging to all security groups for the secured tables.
	security group	Oracle application user can view data belonging to the assigned security group only for the secured tables.
	null	Oracle application user cannot view data for any security group for the secured tables.
Subledger Security: Maintain History	Y, N, or null	determines if data entered in database tables, where security is enabled, is still secure when security is re-enabled
	Y	data is secured in between disabling and re-enabling security
	N	data is not secured in between disabling and re-enabling security
	null	default is set to N

Table 4–12 Payables, Receivables, and Purchasing Profile Option Values for Subledger Security

Profile Option Name	Value	Description
Subledger Security: SLS Responsibility	Y, N, or null	determines if the responsibility is treated as a subledger security responsibility
	Y	data is secured when using this responsibility
	N	indicates that this is not a subledger security candidate responsibility
	null	if subledger security responsibility set to Y, subledger security default security group is checked at site level and takes that value. If site level value is null, implies a full security scenario and responsibility is not able to view any data in secured tables
Subledger Security: Security Group	central, security group, or null	specifies the security group associated with this responsibility
	central	central responsibility; user can view data belonging to all security groups
	security group	indicates secured security group associated with this responsibility
	null	If Subledger Security: SLS Responsibility profile option set to Y, check Subledger Security Default Security Group profile option at site level and takes that value. If site level value is null, implies a full security scenario and this responsibility is not able to view any data in secured tables.

4. Set Up Oracle Applications Help System

To enable the Oracle Applications help system for Oracle Public Sector Receivable (International) Features, set the Help System Root system profile as shown in [Table 4–13](#), page 4-17.

Table 4–13 System Profile Values

System Profile Name	Site	Responsibility	Levels
Help System Root	FND:LIBRARY	PSA:CONTENTS	can be set at all levels

5. Enable Oracle Public Sector Financials (International) Multiple Organization Features

Before operating unit dependent features can be enabled, at least one operating unit organization must be defined.

For information on setting up multiple organizations, see the checklist in [Setting Up a Multi-Organization Enterprise](#), *Multiple Organizations in Oracle Applications*. Oracle Corporation recommends that multiple organization setup steps 1 to 10 be fully completed before switching on any operating unit dependent features.

For information on operating unit dependent features in Oracle Public Sector Financials (International), see [Operating Unit Dependent Features](#), page 5-2.

6. Enable Oracle Public Sector Financials (International) Non Multiple Organization Features

This step applies to the following features:

- budgeting extensions
- cash and accruals support
- dossier
- enhanced funds checker
- generic interface
- hierarchical drill-down inquiry
- internal trading

Enable the Oracle Public Sector Financials (International) features to be used.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

7. Set Application Level Profile Options

This step applies to subledger security.

For information on setting application level profile options, see [Setting Application Level Profile Options Procedure](#), page 71-59.

8. Define Security Groups

This step applies to subledger security.

For information on defining security groups, see [Maintaining Security Groups Procedure](#), page 71-60.

9. Set Site Level Profile Options

This step applies to subledger security.

For information on setting site level profile options, see [Setting Site Level Profile Options Procedure](#), page 71-66.

10. Define Responsibilities

This step applies to subledger security.

For information on defining responsibilities, see [Defining Responsibilities Procedure](#), page 71-67.

11. Set Responsibility Level Profile Options

This step applies to subledger security.

For information on setting responsibility level profile options, see [Setting Responsibility Level Profile Options Procedure](#), page 71-68.

12. Define Users

This is an optional step and applies to subledger security.

For information on defining users, see [Defining Users Procedure](#), page 71-69.

13. Define Secure Tables

This step applies to subledger security.

For information on defining secure tables, see [Maintaining Secure Tables Procedures](#), page 71-70.

14. Define Process Groups

This step applies to subledger security.

For information on defining process groups, see [Maintaining Process Groups Procedure](#), page 71-75.

15. Allocate Secure Tables and Process Groups

This step applies to subledger security.

For information on allocating secure tables and process groups, see [Maintaining Allocations Procedure](#), page 71-78.

16. Apply Security

This step applies to subledger security.

For information on applying security, see [Applying Security Procedure](#), page 71-92.

17. Maintain Schemas

This step applies to subledger security.

For information on maintaining schemas, see [Maintaining Schemas Procedure](#), page 71-93.

18. Consolidate Security Groups

This step applies to subledger security.

For information on consolidating security groups, see [Consolidating Security Groups Procedure](#), page 71-94.

19. Create Flexfield Qualifier

This step applies to dossier and exchange protocol.

An accounting flexfield qualifier must be created to mark the segment used to hold an engagement number. Only one qualifier is required. If exchange protocol is installed without dossier, the qualifier is an exchange protocol qualifier and must be named IGI_EXP_NUM. If dossier is also installed, a dossier qualifier is required instead of the exchange protocol qualifier and must be named IGI_DOS_ENGNUM.

For information on creating flexfield qualifiers, see [Defining Accounting Flexfield Qualifier Procedure](#), page 36-15.

20. Create Value Set

This step applies to dossier and exchange protocol.

For information on creating value sets, see [Creating Value Sets Procedure](#), page 36-19.

21. Enter Value Set Values

This step applies to dossier and exchange protocol.

For information on entering value set values, see [Assigning Flexfield Qualifiers Procedure](#), page 36-17.

22. Define Accounting Flexfield Structure and Enable Flexfield Qualifier Segments

This step has extra setup considerations for dossier and exchange protocol.

For information on defining accounting flexfields, see [Overview of Flexfields and Flexfield Concepts](#), *Oracle Applications Flexfields Guide*.

For information on defining and assigning accounting flexfields for exchange protocol, see [Defining Accounting Flexfield Qualifier Procedure](#), page 36-15 and [Assigning Flexfield Qualifiers Procedure](#), page 36-17.

23. Define Additional Journal Entry Sources

This step applies to budgeting extensions, internal trading, and is recommended for generic interface.

[Table 4-14](#), page 4-21 shows the predefined journal entry sources provided by Oracle Public Sector Financials (International).

Table 4-14 *Predefined Journal Entry Sources*

Journal Entry Sources	Feature
Budget - Indexation	Budgeting Extensions
Budget - Manual Journal	Budgeting Extensions
Budget - Next Year	Budgeting Extensions
Budget - Reprofile	Budgeting Extensions
Budget - Spreadsheet	Budgeting Extensions
Internal Trading	Internal Trading

To define journal sources used in identifying journal entry sources, perform the following steps.

- 1. In General Ledger, navigate to the Journal Sources window as follows:
Setup - Journal - Sources
- 2. Define journal entry sources to uniquely identify journals imported using the generic interface.

For information on defining journal sources, see [Defining Journal Sources](#), *Oracle General Ledger User's Guide*.

24. Define Journal Entry Categories

This step applies to budgeting extensions and generic interface.

[Table 4–15](#), page 4-22 shows the predefined journal entry categories provided by Oracle Public Sector Financials (International).

Table 4–15 Predefined Journal Entry Categories

Journal Entry Categories	In Feature
Budget - Indexation	Budgeting Extensions
Budget - Next Year	Budgeting Extensions
Budget - Reprofile	Budgeting Extensions
Budget - Spreadsheet	Budgeting Extensions

To define journal categories to be used in grouping journal entries, perform the following steps.

- 1. In General Ledger, navigate to the Journal Categories window as follows:
Setup - Journal - Categories
- 2. Define journal entry categories to handle journals imported using the Generic Interface.

For information on defining journal categories, see [Defining Journal Categories](#), *Oracle General Ledger User's Guide*.

25. Create Summary Accounts

This step applies to enhanced funds checker if summary accounts are used.

Summary accounts are used to perform online summary inquiries, and to speed the processing of financial reports, MassAllocations, and recurring journal formulas.

For information on creating summary accounts, see [Assigning Multiple Budgets to Detail Account Procedure](#), page 33-3.

For information on setting up the enhanced funds checker, see [Enhanced Funds Checker Setup](#), page 33-1.

26. Define Automatic Posting Criteria

This step applies to internal trading and cash and accruals support.

Automatic posting is recommended but not required.

To define automatic posting, perform the following steps.

1. In General Ledger, navigate to the AutoPost Criteria Sets window as follows:

Setup - Journal - AutoPost

2. Define automatic posting criteria.

For information on posting journal batches automatically, see [Posting Journal Batches Automatically](#), *Oracle General Ledger User's Guide*.

27. Define Additional Encumbrance Types

This step applies to contract encumbrancing and internal trading.

A unique contract encumbrance type is required to classify encumbrances generated by contract encumbrancing.

A unique contract encumbrance type is recommended for classifying encumbrances generated by internal trading.

To navigate to the Encumbrance Types window, perform the following steps.

1. In General Ledger, navigate to the Encumbrance Types window as follows:

Setup - Journal - Encumbrances

2. Set up encumbrance types.

For information on defining encumbrance types, see [Defining Encumbrance Types](#), *Oracle General Ledger User's Guide*.

28. Set Up Budgets

This step applies to budgeting extensions, enhanced funds checker, and dossier.

For information on defining budgets, see [Define Budget Window](#), *Oracle General Ledger User's Guide*.

For information on setting up budgets for the enhanced funds checker, see [Assigning Multiple Funding Budgets to Summary Account Procedure](#), page 33-4.

29. Set Up Budget Organizations

This step applies to enhanced funds checker and budgeting extensions.

For information on defining budget organizations, see [Define Budget Organization Window](#), *Oracle General Ledger User's Guide*.

30. Continue Setup for Oracle Public Sector Receivable (International) Features Features

For more information about this step, see the setup chapter for the appropriate feature, as follows:

Budgeting Extensions Setup

- [Defining Reason Codes Procedure](#), page 7-7
- [Defining Profile Codes Procedure](#), page 7-9
- [Defining Default Profile Codes Procedure](#), page 7-15
- [Defining Budget Range Codes Procedure](#), page 7-12

Cash and Accruals Support Setup

- [Defining Sets of Books Relationships Procedure](#), page 14-3

Dossier Setup

- [Defining Workflow Profile Procedure](#), page 36-28

Enhanced Funds Checker Setup

- [Enhanced Funds Checker Setup](#), page 33-1

Generic Interface Setup

- [Mapping Feeder Books Procedure](#), page 43-4
- [Mapping Feeder Periods Procedure](#), page 43-6
- [Defining Feeder System Descriptors Procedure](#), page 43-8

Hierarchical Drill-Down Inquiry Setup

- [Set Up Drill-Down Levels Procedure](#), page 46-3

Internal Trading Setup

- [Setting Up Internal Trading Charge Centers Procedure](#), page 52-3

31. Enable Oracle Public Sector Receivable (International) Features

If Oracle Purchasing is used, enable any of the following features that are to be used:

- contract encumbrancing
- dossier
- exchange protocol

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

32. Set Up Personnel

This step applies to dossier and exchange protocol.

A. Define Jobs

For information on defining job attributes, see [Defining Jobs](#), *Oracle Human Resources User's Guide*.

B. Define Positions

For information on defining positions, see [Defining Positions](#), *Oracle Human Resources User's Guide*.

C. Define Position Hierarchies

For information on defining position hierarchies, see [Creating Position Hierarchy](#), *Oracle Human Resources User's Guide*.

33. Fill Employee Hierarchy

This step applies to dossier and exchange protocol.

The Fill Employee Hierarchy concurrent program is used to create a direct mapping between the defined position hierarchies and the employees holding positions in each hierarchy.

For information on the Fill Employee Hierarchy concurrent procedure, see [Fill Employee Hierarchy Process](#), *Oracle Purchasing User's Guide*.

34. Set Up Oracle Workflows

This step applies to dossier and exchange protocol.

For information on defining workflow roles, see [Defining Workflow Roles Procedure](#), page 36-20.

For information on defining workflow profiles, see [Defining Workflow Profile Procedure](#), page 36-28.

35. Set Up Planned Purchase Order Encumbrance Type

This step applies to contract encumbrancing.

For information on defining encumbrance types, see [Defining Encumbrance Types](#), *Oracle General Ledger User's Guide*.

36. Set Payables Profile Options

This step applies to secondary invoice approval, construction industry scheme, and exchange protocol.

For information on setting profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

37. Enable Oracle Public Sector Receivable (International) Features

This step applies to construction industry scheme, exchange protocol, multi-period posting, and secondary invoice approval.

If Payables is used, enable any of the following features that are to be used:

- construction industry scheme
- exchange protocol
- multi-period posting
- secondary invoice approval

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

38. Define Payables Options

This step applies to construction industry scheme.

Withholding tax must be selected by checking the Use Withholding Tax check box. In the Tax Group field, select the appropriate withholding tax group as system level default.

For information on enabling withholding tax, see [Withholding Tax Payables Options](#), *Oracle Payables User's Guide*.

39. Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax

This step applies to construction industry scheme.

Define a withholding tax type special calendar.

For information on defining a special calendar, see [Special Calendar](#), *Oracle Payables User's Guide*.

Ensure that a withholding tax group is defined for the supplier's site for construction subcontractors subject to construction industry scheme.

For information on withholding tax, see [Tax Groups](#), *Oracle Payables User's Guide*.

For information on suppliers, see [Entering Suppliers](#), *Oracle Payables User's Guide*.

40. Define Tax Authority Type Suppliers

This step applies to construction industry scheme.

For construction industry scheme, the Inland Revenue must be defined as a supplier of type Tax Authority on the Suppliers window.

1. In Payables, navigate to the Suppliers window as follows:

Suppliers - Entry

The Suppliers Summary window appears.

2. Enter or query a supplier.
3. Click **Open**.

The Suppliers window appears.

4. In the Type field, select Tax Authority from the list of values.

For information on the Suppliers window, see [Suppliers and Supplier Sites Window Reference](#), *Oracle Payables User's Guide*.

For information on suppliers, see [Entering Suppliers](#), *Oracle Payables User's Guide*.

41. Define Suppliers

This step applies to construction industry scheme.

For construction industry scheme, ensure that a withholding tax group is defined for the supplier's site for construction subcontractors subject to construction industry scheme.

For information on suppliers, see [Entering Suppliers](#), *Oracle Payables User's Guide*.

For information on withholding tax, see [Withholding Tax Groups](#), *Oracle Payables User's Guide*.

42. Define Tax Codes and Withholding Tax Groups

This step applies to construction industry scheme.

Define a withholding tax group for the supplier's site for construction subcontractors subject to construction industry scheme.

Set up a withholding tax type tax code and assign this tax code to the Construction Industry Scheme Withholding Tax Group.

For information on withholding tax, see [Withholding Tax Groups](#), *Oracle Payables User's Guide*.

43. Set Up Credit Cards

This step applies to construction industry scheme.

For information on setting up credit cards, see [Credit Cards](#), *Oracle Payables User's Guide*.

44. Enter Employees

This step applies to dossier and exchange protocol.

For information on entering employees, see [Set Up Personnel](#), page 4-25.

45. Continue Oracle Public Sector Receivable (International) Features

This step applies to multi-period posting, construction industry scheme, dossier, secondary invoice approval, and exchange protocol.

Multi-Period Posting

This step applies to multi-period posting, which provides Receivables functionality in Oracle Public Sector Payables (International).

To define accounting rules to apply to purchase invoices, perform the following steps.

1. Navigate to the Invoicing and Accounting Rules window as follows:

OPSF(I) Multi-Period Posting - Set Up Accounting Rules

2. Define accounting rules as described in [Accounting Rules](#), *Oracle Receivables User's Guide*.

Construction Industry Scheme Setup

- [Setting Up Construction Subcontractor Procedures](#), page 23-3

Dossier Setup

- [Setting Up Dossier Numbering Procedure](#), page 30-6
- [Setting Up Dossier Types Procedure](#), page 30-8

Exchange Protocol Setup

- [Defining Workflow Profile Procedure](#), page 36-28

Note: Workflow profiles apply to Dossier and Exchange Protocol.

- [Defining Exchange Protocol Numbering Procedure](#), page 36-33

Secondary Invoice Approval Setup

- [Maintaining Secondary Approval Relationships Procedure](#), page 60-3

46. Enable Oracle Public Sector Receivable (International) Features

This step applies to the following features:

- combined basis accounting
- extended dunning letter charges
- exchange protocol
- installment terms
- standing charges
- single third party

Enable the Oracle Public Sector Financials (International) features to be used.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

47. Define Grouping Rules

This step applies to standing charges and single third party.

Grouping rules are required for standing charges. Define the transaction grouping rules for Oracle Receivables AutoInvoice to determine how lines are grouped to form a single invoice.

1. In Receivables, navigate to the Grouping Rules window as follows:
Setup - Transactions - AutoInvoice - Grouping Rules
2. Create a rule called, for example, PERIODICS.
3. For the Transaction Class of Invoice, create the following Group By rules in the Optional Grouping Characteristics region:
 - INTERFACE_LINE_ATTRIBUTE1
 - INTERFACE_LINE_ATTRIBUTE2

4. Save or save and proceed as follows:

File - Save or Save and Proceed

For information on defining AutoInvoice grouping rules, see [Setting Up Receivables](#), *Oracle Receivables User's Guide*.

48. Define Extended System Options

This step applies to combined basis accounting, standing charges, and extended dunning letter charges.

Continue setting up the features, which should be set up for each multi-organization unit, as follows:

Combined Basis Accounting

- [Populating Extended Tables Procedure](#), page 18-4
- [Transferring Information To General Ledger Procedure](#), page 18-5

Extended Dunning Letter Charges

- [Setting Up Extended Dunning Letters Procedures](#), page 39-4
- [Populating Dunning Letters Data Procedure](#), page 39-7
- [Generating Invoice Transaction Flexfield Procedure](#), page 67-8
- [Creating Periodic Periods Procedure](#), page 67-10

Standing Charges

- [Enabling Standing Charge Procedures](#), page 67-4
- [Populating Standing Charge Data Procedure](#), page 67-7
- [Generating Invoice Transaction Flexfield Procedure](#), page 67-8
- [Generating Line Transaction Flexfield Procedure](#), page 67-9
- [Creating Periodic Periods Procedure](#), page 67-10

49. Define Receivables Activities

This step applies to extended dunning letter charges.

The Receivables Activities window is enhanced in Receivables with a dunning charge activity type that identifies a General Ledger account for posting dunning charges.

Figure 4–1 Receivables Activities Window

The screenshot shows the 'Receivables Activities' window. At the top, there are input fields for 'Name' and 'Description'. Below these is a 'Type' dropdown menu currently set to 'Adjustment', and an 'Active' checkbox which is checked. To the right of the 'Active' checkbox is a small icon in square brackets. Below the 'Active' checkbox is a section titled 'Accounting'. Inside this section, there are two dropdown menus: 'GL Account Source' set to 'Activity GL Account' and 'Tax Code Source' set to 'None'. Below these are three more input fields: 'Activity GL Account', 'Distribution Set', and 'GL Account Description'.

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

Set Up - Receipts - Receivable Activities

2. In the Name field, enter a unique name for the dunning receivables activity.

Note: After it is defined, a dunning receivables activity name cannot be changed or deleted. To disable an unwanted receivables activity, deselect the Active check box.

For information on setting up profile options for Oracle Public Sector Financials (International), see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

3. In the Description field, enter a description of the dunning receivables activity.
4. In the Type field, select Adjustment from the drop-down list.
5. In the GL Account Source field, select the General Ledger account to which transactions of type Dunning Charge are posted.

Dunning charge receivables activities are specific to a set of books. Any activity defined in this screen is only available to the current set of books to which it is assigned.

For more information about defining Receivables Activities, see Receivables Activities, *Oracle Receivables User's Guide*.

50. Run Receivables Global: Populate Data Program

This step applies to standing charges, extended dunning letter charges, combined basis accounting, and installment terms.

For information on running the Receivables Global: Populate Data Program, see [Populating Standing Charge Data Procedure](#), page 67-7.

51. Compile Invoice Transaction Flexfield

This step applies to standing charges.

For information on compiling invoice transaction flexfields, see [Generating Invoice Transaction Flexfield Procedure](#), page 67-8.

52. Compile Line Transaction Flexfield

This step applies to standing charges and single third party.

For information on compiling line transaction methods, see [Generating Line Transaction Flexfield Procedure](#), page 67-9.

53. Set Up Payment Methods

This applies to standing charges.

For information on setting up payment methods, see [Receipt Classes](#), *Oracle Receivables User's Guide*.

54. Set Up Cash Basis Accounting Method

This step applies to combined basis accounting, but is included as part of step 48, [Define Extended System Options](#).

55. Define Transaction Types

This step applies to standing charges and single third party.

At least one transaction type of invoice class must be defined for standing charges.
At least one transaction type must be defined of class Invoice, Credit Memo, and Debit Memo for single third party.

In Receivables, define transaction types as follows.

1. Navigate to the Transaction Types window as follows:
Setup - Transactions - Transaction Types
2. Define one or more transaction types as described in [Transaction Types](#), *Oracle Receivables User's Guide*.

56. Define Transaction Sources

This step applies to single third party and standing charges.

Invoice sources of the type Imported are required for standing charges and single third party.

For information on setting up transaction sources, see [Setting Up Receivables](#), *Oracle Receivables User's Guide*.

Standing Charges

To use standing charges, at least one imported invoice source must be defined for batches, preferably using the transaction type defined in step 56, [Define Transaction Types](#), page 4-34.

In Receivables, define invoice batch sources as follows.

1. Navigate to the Transaction Sources window as follows:
Setup - Transactions - Sources
2. Enter the Batch Source Name and choose the type Imported.
3. Ensure that automatic batch numbering and automatic transaction numbering are enabled.

4. Enter a standard transaction type.
5. Set up the fields in the various Validation regions as follows:

Field	Setting	Field	Setting
Transaction Type	Id	Invoicing Rule	Id, None
Sold to Customer	Id	Accounting Rule	Id, None
Bill to Customer	Id	Accounting flexfield	Id
Bill to Address	Id	Payment terms	Id
Bill to Contact	Id	Unit of Measure	Id
Ship to Customer	Id, None	Invalid Line	Reject Invoice
Ship to Address	Id, None	Salesperson	Id
Ship to Contact	Id, None	Sales Credit Type	Id
Payment Method Rule	Id	Sales Credit	Percent
Customer Bank Account	Id		

Note: Fields not specified here are set up as described in [Setting Up Receivables](#), *Oracle Receivables User's Guide*.

Single Third Party

In Receivables, define invoice batch sources as follows.

1. Navigate to the Transaction Sources window as follows:

Setup - Transactions - Sources

2. Ensure that automatic batch numbering is enabled and automatic transaction numbering is disabled.
3. In the Name field, enter a batch source name, for example, STP NETTING.

Note: The name defined here is used in the profile option Single Third Party: Receivables Batch Source.

For information on setting profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Enter values in other fields as follows:

Field	Value
Type	Imported
Effective Date	valid date
Active [check box]	enabled
Automatic Batch Numbering	Yes
Automatic Transaction Numbering	No

4. Select the AutoInvoice Options tab. Enter values as follows:

Field	Value
Invalid Tax Rate	Reject
Invalid Line	Reject Invoice
GL Date in a Closed Period	Reject
Grouping Rule	DEFAULT

5. Select Customer Information from the drop-down list. Enter values as follows:

Field	Value
Sold To Customer	Value, ID
Bill To Customer	Id
Bill To Address	Id
Bill To Contact	None, ID
Ship To Customer	None, ID
Ship To Address	None, ID
Ship To Contact	None, ID
Payment Method Rule	Id
Customer Bank Account	Id

6. Select Accounting Information from the drop-down list. Enter values as follows:

Field	Value
Invoicing Rule	None
Accounting Rule	None
Accounting Flexfield	Id
Derive Date	Enabled
Payment Terms	Id
Revenue Account Allocation	Amount, Percent

57. Define Salespersons

This step applies to standing charges.

Define at least one salesperson to be assigned to standing charge agreements.

For information about defining a salesperson, see [Defining Agents](#), *Oracle Receivables User's Guide*.

58. Set Up Tax

This step applies to standing charges.

Ensure that tax codes used for standing charges are defined to allow ad-hoc charges.

For more information about defining tax codes, see [Tax Codes and Rates](#), *Oracle Receivables User's Guide*.

59. Continue Receivables Setup for Oracle Public Sector Financials (International) Features

This step applies to single third party.

Define Netting Transaction Types

For information on defining netting transaction types, see [Define Netting Transaction Types Procedure](#), page 64-9.

Assign Single Third Party Profile Values

For information on assigning single third party profile values, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

OPSF(I)-Specific Application Object Library Setup

This chapter describes specific Application Object Library setup procedures required to use Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Overview](#)
- [Prerequisites](#)
- [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#)
- [Generating OPSF\(I\) Feature Status Reports Procedure](#)

Overview

This chapter provides Application Object Library setup information.

Before using any Oracle Public Sector Financials (International) features, the feature must first be enabled using the Enable OPSF(I) Features window.

For information on completing all required setup steps that are not described in this section, see *Oracle Application's User's Guide*.

For information on features available in Oracle Public Sector Financials (International), see [Chapter 1, Product Overview](#).

Oracle Public Sector Financials (International) features are classified in the following categories:

- Application Wide Features
- Operating Unit Dependent Features

Application Wide Features

Application wide features are Oracle Public Sector Financials (International) features related to Oracle General Ledger. These features apply to the entire application when they are enabled.

Application wide features are as follows:

- budgeting extensions
- cash and accruals support
- dossier
- hierarchical drill-down inquiry
- generic interface
- internal trading
- enhanced funds checker

Operating Unit Dependent Features

Operating unit dependent features are Oracle Public Sector Financials (International) features that are not related to General Ledger. These features can be selectively enabled or disabled for each operating unit defined. For example, the combined basis accounting feature can be enabled for the first operating unit, but disabled for the second operating unit. If a multiple organization structure is not

used, then these features behave as if they are application wide features in that when they are enabled, they affect the entire application.

The operating unit dependent features are as follows:

- contract encumbrancing
- construction industry scheme
- exchange protocol
- secondary invoice approval
- multi-period posting
- combined basis accounting
- standing charges
- offering installment terms
- extended dunning letter charges

Prerequisites

- System Administrator setup must be complete.

For information on System Administrator setup, see [Chapter 3, Oracle Public Sector Financials \(International\) Setup Checklist](#).

- Before operating unit dependent features can be enabled, at least one operating unit organization must be defined.

To set up multiple organizations, see the checklist in [Organization Management](#), *Oracle Purchasing User's Guide*. Oracle Corporation recommends that multiple organization setup steps 1 to 10 be fully completed before enabling any operating unit dependent features.

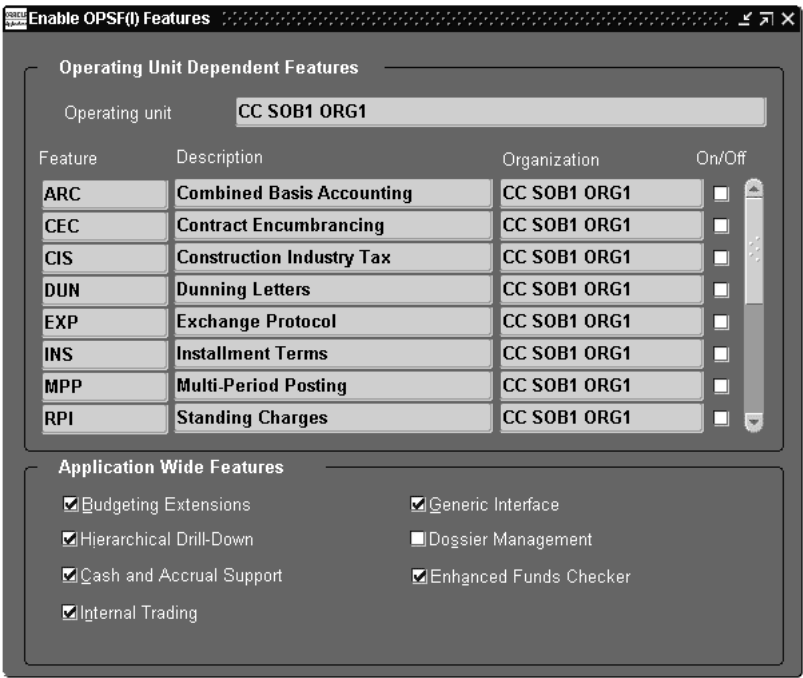
Enabling Oracle Public Sector Financials (International) Features Procedure

To enable Oracle Public Sector Financials (International) features, perform the following steps:

- 1. As System Administrator, navigate to the Enable OPSF(I) Features window as follows:

OPSF(I) System Administrator - Enable IGI Options

Figure 5–1 Enable OPSF(I) Features Window



- 2. To enable operating unit dependent features, perform the appropriate step, depending on whether multiple organization structure is used, as follows:

If a multiple organization structure is not used:

- Leave the Operating unit field blank.
- Select the Tools menu, and select Enable OPSF.

A list of operating unit dependent features appears.

- Select the On / Off check box to activate a feature or leave the check box deselected to disable a feature.

If a multiple organization structure is used:

- Select a relevant operating unit.

By default, all available operating units are automatically queried.

- Select the Tools menu, and select Enable OPSF.

A list of operating unit dependent features appears.

- By default, all features are disabled. Select the On / Off check box to activate a feature or leave the check box deselected to disable a feature.

WARNING: Regardless of whether a multiple organization structure is used or not, the On / Off status for an operating unit dependent feature can be updated at any time. Changing the status of a feature does not adjust the historical data retrospectively. If transactions have been entered, a status change may cause data inconsistency. If transactions have already been entered, the Oracle Support representative must be contacted before changing the status of a feature.

3. To enable an application wide feature, select the relevant check box. To disable an applications wide feature, deselect the check box.

WARNING: The On / Off status for an applications wide feature can be updated at anytime, except for the enhanced funds checker feature. When enhanced funds checker is enabled, it cannot be disabled. Changing the status of a feature does not adjust the historical data retrospectively. If transactions have been entered, a status change may cause data inconsistency. If transactions have already been entered, the Oracle Support Representative must be contacted before changing the status of a feature.

Note: Application wide features can be enabled independently of operating unit dependent features.

WARNING: Extended dunning letter charges cannot be used with the installment terms feature.

Generating OPSF(I) Feature Status Reports Procedure

Oracle Public Sector Financials (International) provides the following reports on the status of features:

- OPSF(I) Operating Unit Dependent Feature Status Report
- OPSF(I) Application Wide Feature Status Report

Both reports are added to the OPSF(I) AOL request group and can be submitted using the OPSF(I) AOL responsibility.

OPSF(I) Operating Unit Dependent Feature Status Report

This report lists all operating unit dependent features and the current status.

Optional parameters are provided for this report, as shown in [Table 5–1](#), page 5-6.

Table 5–1 OPSF(I) Operating Unit Dependent Feature Status Report Parameters

Parameter Name	Type	Description
Organization Name From	optional	operating unit name
Organization Name To	optional	operating unit name
Feature Name From	optional	operating unit dependent feature
Feature Name To	optional	operating unit dependent feature
Order By	optional	options include: Feature Description, Feature Short Name, Organization Name, Status

OPSF(I) Application Wide Feature Status Report

This report displays a list of all application wide features and indicates if they are installed. No parameters are available for this report.

Part II

Budgeting Extensions

Budgeting Extensions Process

This chapter describes the budgeting extensions functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Budgeting Extensions Process Flow Diagram](#)
- [Setting Up Budgeting Extensions](#)

Definition

The Oracle Public Sector Financials (International) budgeting extensions features are an extension to the budgeting facilities provided in Oracle General Ledger and enable the definition, entry, and maintenance of both balanced and unbalanced budgets.

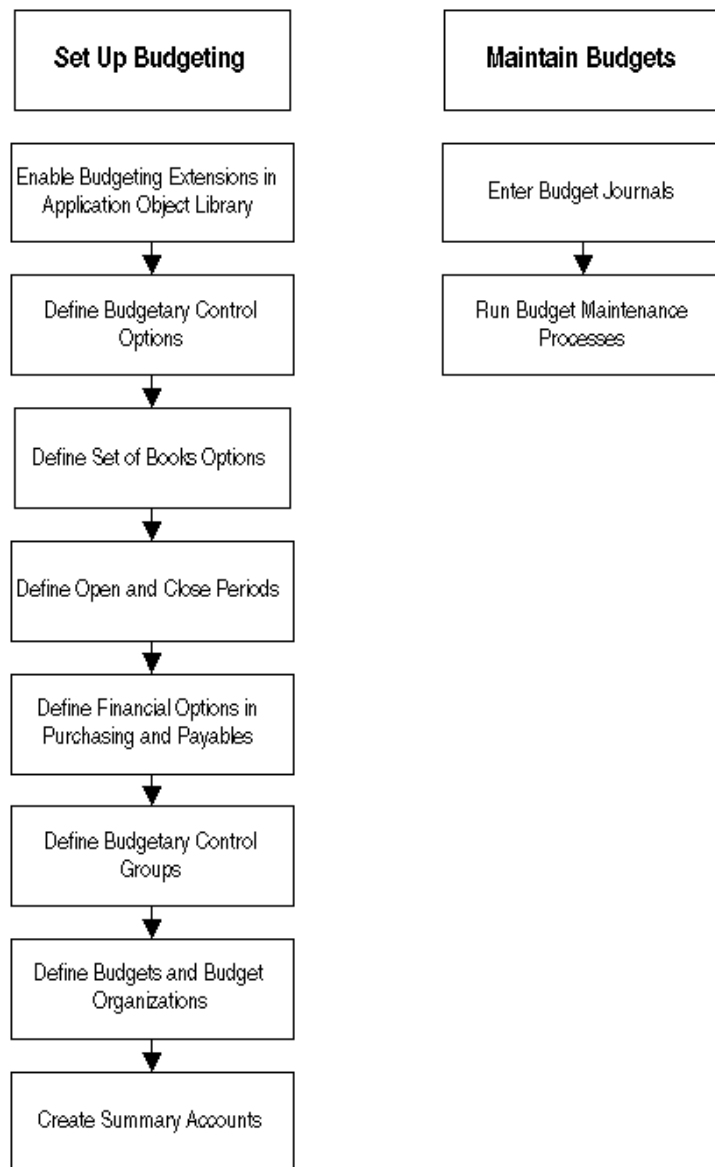
Overview

Budgeting extensions meet the following business requirements:

- annual budget automatic profiling
- enforcement of double entry budgets
- maintenance of next year budget figures

Budgeting Extensions Process Flow Diagram

Figure 6–1 Budgeting Extensions Process Flow Diagram



Setting Up Budgeting Extensions

The budgeting extensions functionality is based on standard General Ledger budgeting. Budgeting extensions enhance the budget entry and budget maintenance steps in the budgeting process.

Note: Only areas directly affected by the budgeting extensions are described in this section.

Setting up budgeting extensions consists of the following procedures:

- [Enable Budgeting Extensions in the Applications Object Library](#)
- [Define Profile Codes](#)
- [Define Reason Codes](#)
- [Define Accounting Combination Budget Control Settings](#)
- [Define Budget Extension Profile Options](#)
- [Define Budget Range Codes](#)
- [Entering Budget Journals](#)
- [Maintaining Budgets](#)
- [Next Year Budgeting](#)

Enable Budgeting Extensions in the Applications Object Library

The system administrator enables the budgeting extensions using the Oracle Public Sector Financials (International) functionality control window in Application Object Library.

Define Profile Codes

A new window enables profile codes to be defined for budgeting extensions. The profile code defines how an annual budget amount is automatically spread across the periods in the accounting calendar.

Table 6–1 Profile Code Examples

Profile	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Flat	1	1	1	1	1	1	1	1	1	1	1	1
High Summer	1	1	1	1	2	3	4	4	3	2	1	1
Quarter	0	0	1	0	0	1	0	0	1	0	0	1

Define Reason Codes

A new window enables reason codes to be defined for budgeting extensions. Reason codes are used to describe the reason for each budget transaction. Reason codes are used for reporting purposes only.

Table 6–2 Reason Code Examples

Reason Code	Description
Initial	Initial Budget
Pay	Annual Pay Rise
Special	Special Project Funding

Define Accounting Combination Budget Control Settings

A new window enables budget control settings to be defined for each accounting flexfield combination for budgeting extensions. The budget control settings for each combination are defined as follows:

- Enforce Balanced Budgeting set to Yes
Each budget entry must be matched by a balancing entry for account combinations where balanced budgeting is enforced. In this way, budgeting extensions budget journals enforce the same control as standard double entry accounting journals.
- Enforce Balanced Budgeting set to No

For account combinations where balanced budgeting is not enforced each budget entry is treated as a single entity and does not need to be matched by a balancing entry.

Define Budget Extension Profile Options

The budgeting extensions provide a number of profile options that enable the functionality to be configured to meet each customer’s requirements as follows:

- Allow Prior Period Balancing
- Average Unbalanced Budgets
- Unbalanced Budget Control Total

Define Budget Range Codes

This procedure is optional.

Budget range codes are used to group ranges of accounting flexfield combinations for easier budget maintenance using the budget maintenance procedures.

Table 6–3 Budget Range Code Examples

Range Code	Account From	Account To
Salaries	1-000-5000-000	9-999-5010-000
	1-000-6000-000	9-999-6999-999

Entering Budget Journals

Budget journals are the main method of entering budgets using the budgeting extensions. Budget journals follow the standard structure of other General Ledger journals with a batch containing one or more journals and a journal containing one or more journal lines. In addition, as budget journals are year based, budget journals also contain one or more period entries for each journal line.

Two types of budget journals can be entered:

- balanced budget journals
- Balanced budget journals enable budget transactions to be entered against any accounting flexfield combination defined as balance enforced.
- Annual figures are entered in journal lines with a start period, the period from which the annual amount should be profiled, and a profile code.

This information is used to automatically calculate the budget amount for each period in the accounting calendar.

When the journal is complete, Oracle Public Sector Financials checks that the journal debits and credits balance and that the control total matches the entered journal lines. Period budget journals are then automatically corrected.

- unbalanced budget journals

Unbalanced budget journals enable budget transactions to be entered against any accounting flexfield combination defined as balance not enforced.

Annual figures are entered in journal lines and are treated according to the setting of the Average Unbalanced Budgets profile option. When the profile option is set to No, unbalanced budget amounts are treated in the same way as balanced budget journal lines. When the profile option is set to Yes, the entered amount is repeated for each period in the accounting calendar.

When the journal is complete, Oracle Public Sector Financials (International) checks that the control total matches the entered journal lines and automatically creates the period budget journals.

Maintaining Budgets

Budgets can be maintained in a number of ways after they are entered. Additional budget journals can be entered at any time to modify the budgets held, or one of the budget maintenance procedures can be used as follows:

- budget reprofiling

Budget reprofiling enables the existing budget, for a selection of accounting flexfield combinations, to be reprofiled across the periods in the accounting calendar.

- budget indexation

Budget indexation enables the existing budget, for a selection of accounting flexfield combinations, to be increased or decreased by an entered percentage.

Next Year Budgeting

The entry of budget journals also enables the budget effect and the next year amount of each journal line to be entered. During entry, each journal line is defined as either recurring or non-recurring. Recurring entries are entries that have an effect on the budget for the following year, for example, pay increases.

Non-recurring entries are entries that are not repeated in the following year, for example, a budget for car park resurfacing.

For recurring entries, the effect of the entry is entered. The effect can either be Full Year or Part Year. Full Year effect is used when the amount entered reflects the total cost for the year, for example, an annual payment for auditing fees. Part Year effect is used when the entered amount reflects the cost for part of a year, for example, a pay increase awarded in the middle of the year.

For Full Year entries, the entered amount is automatically entered as the next year amount. The Next Year Amount must be entered manually for Part Year entries.

When budget maintenance procedures are run, the Next Year Amounts are automatically updated in the same way as the current year figures.

When the budget for the next year is being set the Next Year Amounts can be used to automatically create a starting budget using the Next Year Create Budget process.

Budgeting Extensions Setup

This chapter describes how to set up budgeting extensions in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Enabling Enforced Balanced Budgeting Procedure](#)
- [Setup Balanced Budgeting Window](#)
- [Setup Balanced Budgeting Window Description](#)
- [Defining Journal Sources Procedure](#)
- [Defining Journal Categories Procedure](#)
- [Defining Reason Codes Procedure](#)
- [Reason Codes Window](#)
- [Reason Codes Window Description](#)
- [Defining Profile Codes Procedure](#)
- [Profile Codes Window](#)
- [Profile Codes Window Description](#)
- [Defining Budget Range Codes Procedure](#)
- [Budget Range Codes Window](#)
- [Budget Range Codes Window Description](#)
- [Defining Default Profile Codes Procedure](#)
- [Default Profile Codes Window](#)
- [Default Profile Codes Window Description](#)

Definition

Budget extensions are extensions to Oracle General Ledger functionality in Oracle Public Sector Financials (International).

Overview

Oracle Public Sector Financials (International) budgeting extensions enable users to perform the following:

- enter annual balanced budget journals with optional enforced double entry
- enter annual unbalanced budget journals or, optionally, automatically calculate period amounts
- calculate and reprofile current and next year budgets automatically by period, full year, or partial year, using user-defined profile codes and profile options

The budgeting extensions setup windows are used to enable budgeting across specific accounting flexfield combinations and define system components.

Code combinations enforce balanced budgeting on the Setup Balanced Budgeting window.

Reason codes identify the reason behind each budget transaction in a specific set of books and provide defaults and lists of values on the budget journal entry, indexation, and reprofile windows.

Profile codes determine the spread of an annual budget figure over accounting periods in a specific set of books and provide lists of values on data entry windows.

Budget profile options control how budgets are processed and control system behavior during data entry.

Budgets can also be uploaded from spreadsheets.

Enabling Enforced Balanced Budgeting Procedure

To enforce balanced budgeting for an accounting flexfield code combination, perform the following steps.

1. Navigate to the Setup Balanced Budgeting window as follows:

OPSF(I) Budgeting Extensions - Setup - Code Combinations Update

2. Enter a query for the account combinations on which to enforce balanced budgeting.
3. Select the Enforce Balanced Budget check box for each segment that requires enforced balanced budgeting.

WARNING: Deselecting the Enforce Balanced Budget check box can cause a balanced budget to become unbalanced.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

To generate the code combinations report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

Setup Balanced Budgeting Window

Figure 7-1 Setup Balanced Budgeting Window

The screenshot shows a window titled "Setup Balanced Budgeting". It contains a table with two columns: "Accounting Flexfield" and "Description". The "Accounting Flexfield" column has a vertical list of values on the left and a text input field on the right. The "Description" column has a text input field. To the right of these columns is a checkbox labeled "Enforce Balanced Budget". Below the input fields is a "Clear" button.

Setup Balanced Budgeting Window Description

Table 7-1 Setup Balanced Budgeting Window Description

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	accounting flexfield segment
Description	display only		segment description
Enforce Balanced Budget	optional	check box	if selected, balanced budgeting enforced for account; if deselected, unbalanced budgeting enforced
Clear		button	erases data from fields

Defining Journal Sources Procedure

To define journal sources, perform the following steps.

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

Setup - Journal - Sources

For information on the Journal Sources window, see [Defining Journal Sources](#), *Oracle General Ledger User's Guide*.

2. Enter information in the Journal Sources window as described in [Table 7-2](#), page 7-5.

Table 7-2 Journal Sources Window Description

Source	Description	Freeze Journals
Budget - Indexation	Budget - Indexation	Select check box
Budget - Manual Journal	Budget - Manual Journal	Deselect check box
Budget - Next Year	Budget - Next Year Carry Forward	Select check box
Budget - Reprofile	Budget - Reprofile	Select check box
Budget - Spreadsheet	Budget - Spreadsheet	Select check box

WARNING: Information must be entered in the Journal Sources window exactly as shown in [Table 7-2](#), page 7-5. If information is not entered in this format, serious errors could occur in the programs that use this data.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Defining Journal Categories Procedure

To define journal categories, perform the following steps.

- 1. In General Ledger, navigate to the Journal Categories window as follows:

Setup - Journal - Categories

For information on the Journal Categories window, see [Defining Journal Categories](#), *Oracle General Ledger User's Guide*.

- 2. Enter information in the Journal Categories window as described in [Table 7–3](#), page 7-6.

Table 7–3 Journal Categories Window Description

Source	Description
Budget - Indexation	Budget - Indexation
Budget - Manual Journal	Budget - Manual Journal
Budget - Next Year	Budget - Next Year Carry Forward
Budget - Reprofile	Budget - Reprofile
Budget - Spreadsheet	Budget - Spreadsheet

WARNING: Information must be entered in the Journal Categories window exactly as shown in [Table 7–3](#), page 7-6. If information is not entered in this format, serious errors could occur in the programs that use this data.

- 3. Save or save and continue as follows:

File - Save or Save and Proceed

- 4. Close the window.

Defining Reason Codes Procedure

To define reason codes, perform the following steps.

1. Navigate to the Reason Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Reason Codes

2. In the Reason Code field, enter a unique reason code.
3. Optionally, in the Description field, enter a reason code description.
4. To activate the reason code on a specific date, select a date from the list of values in the Start Date Active field.

If the Start Date Active field is left blank, the reason code is activated immediately.

Note: Reason codes cannot be deleted and the name cannot be changed after they are defined.

5. To disable a reason code, select a date from the list of values in the End Date Active field.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

For information on generating the Budgeting Extensions: Reason Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

Reason Codes Window

Figure 7–2 Reason Codes Window

The screenshot shows a software window titled "Reason Codes". Inside the window is a table with four columns: "Reason Code", "Description", "Start Date Active", and "End Date Active". The table has 11 rows, with the first row being the header and the remaining 10 rows being empty for data entry. A vertical scrollbar is visible on the left side of the table.

Reason Codes Window Description

Table 7–4 Reason Codes Window Description

Field Name	Type	Features	Description
Reason Code	required		unique budget reason code
Description	optional		budget reason description
Start Date Active	optional	list of values; pop-up calendar	reason code active date; if blank, reason code active immediately
End Date Active	optional	list of values; pop-up calendar	reason code expiry date; if entered, must be same as or after start date; if blank, end date unrestricted; can be updated to extend active period

Defining Profile Codes Procedure

To define profile codes, perform the following steps.

1. Navigate to the Profile Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Profile Codes

2. In the Profile Code field, enter a unique profile code.
3. Optionally, in the Description field, enter a profile code description.
4. To activate the profile code on a specific date, select a date from the list of values in the Start Date Active field.

If the Start Date Active field is left blank, the profile code is activated immediately.

Note: Profile codes cannot be deleted and the name cannot be changed after they are defined.

5. To disable a profile code, select a date from the list of values in the End Date Active field.
6. To change the period ratio, enter a new value in the Ratio field.
7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.

For information on generating the Budgeting Extensions: Profile Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

Profile Codes Window

Figure 7–3 Profile Codes Window



Profile Codes Window Description

Table 7–5 Profile Codes Window Description

Field Name	Type	Features	Description
Profile Code	required		unique profile code
Description	optional		profile code description
Start Date Active	optional	list of values; pop-up calendar	profile code active date; if blank, profile code active immediately
End Date Active	optional	list of values; pop-up calendar	profile code expiry date; if entered, must be same as or after start date; if blank, end date unrestricted; can be updated to extend active period

Table 7-5 Profile Codes Window Description

Field Name	Type	Features	Description
Period Ratios Region			
Period	display only	default	period
Ratio	required	default	ratio

Defining Budget Range Codes Procedure

To define budget range codes, perform the following steps.

1. Navigate to the Budget Range Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Range Codes

2. In the Range Code field, enter a unique range code.
3. Optionally, in the Description field, enter a range code description.
4. To activate the range code on a specific date, select a date from the list of values in the Start Date Active field.

If the Start Date Active field is left blank, the range code is activated immediately.

Note: Range codes cannot be deleted and the name cannot be changed after they are defined.

5. To disable a range code, select a date from the list of values in the End Date Active field.
6. In the Accounting Flexfield Low field, select the low end of range value from the list of values.
7. In the Accounting Flexfield High field, select the high end of range value from the list of values.
8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

For information on generating the Budgeting Extensions: Range Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

Budget Range Codes Window

Figure 7-4 Budget Range Codes Window

Budget Range Codes

Range Code

Description

Start Date
Active

End Date
Active

Accounting Flexfield Ranges

Accounting Flexfield Low

Accounting Flexfield High

Budget Range Codes Window Description

Table 7–6 *Budget Range Codes Window Description*

Field Name	Type	Features	Description
Range Code	required	list of values	unique budget account range code
Description	optional		budget range description
Start Date Active	optional	list of values; pop-up calendar	budget range code active date
End Date Active	optional	list of values; pop-up calendar	range code expiry date; if entered, must be same as or after start date; if blank, end date unrestricted; can be updated to extend active period
Accounting Flexfield Ranges Region			
Accounting Flexfield Low	required	list of values	segment value to determine low end of range
Accounting Flexfield High	required	list of values	segment value to determine high end of range; can be same or higher than low value

Defining Default Profile Codes Procedure

This procedure is optional.

To define default profile codes, perform the following steps.

1. Define the profile codes.

For information on defining profile codes, see [Defining Profile Codes Procedure](#), page 7-9.

2. Navigate to the Default Profile Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Profiles - Default Profile Codes

3. Enter data in each field as described in [Table 7-7](#), page 7-16.

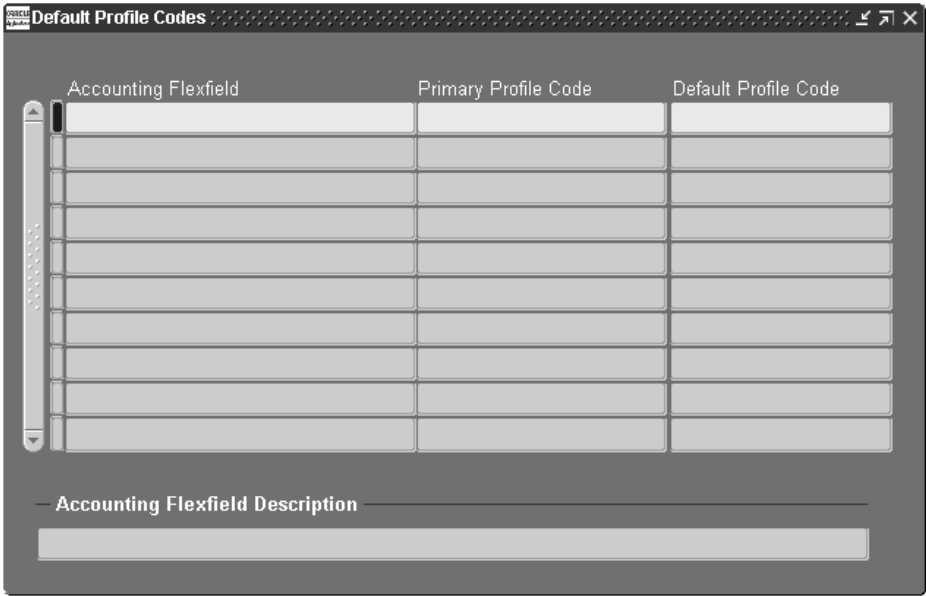
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Default Profile Codes Window

Figure 7–5 Default Profile Codes Window



Default Profile Codes Window Description

Table 7–7 Default Profile Codes Window Description

Field Name	Type	Features	Description
Accounting Flexfield	required	list of values	accounting flexfield
Primary Profile Code	optional	list of values	if not entered here, set automatically when user applies profile code to accounting flexfield
Default Profile Code	optional	list of values	if not entered here, set automatically when user applies profile code to accounting flexfield
Accounting Flexfield Description	display only		accounting flexfield description

Create Budget Journal Procedures

This chapter describes the budget journal creation procedures in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Create Balanced Budget Procedures](#)
- [Balanced Budget Journals Window](#)
- [Balanced Budget Journals Window Description](#)
- [Journals Window for Balanced Budget](#)
- [Journals Window Description for Balanced Budget](#)
- [Periods Window for Balanced Budget](#)
- [Periods Window Description for Balanced Budget](#)
- [Create Unbalanced Budget Procedures](#)
- [Unbalanced Budget Journals Window](#)
- [Unbalanced Budget Journals Window Description](#)
- [Journals Window for Unbalanced Budget](#)
- [Journals Window Description for Unbalanced Budget](#)
- [Periods Window for Unbalanced Budget](#)
- [Periods Window Description for Unbalanced Budget](#)

Definition

The create budget journal procedures are used to create balanced and unbalanced budgets.

Budgets can also be uploaded from a spreadsheet.

Overview

The create budget journal procedures are used to perform the following tasks:

- validate journal batch header information against the lines entered in the batch
- check if enforced budget balancing is enabled; if yes, all entries must be double entry
- enter annual amounts and calculate individual period amounts using a profile code and the start period for balanced budgets
- enter annual amounts and calculate individual period amounts using a profile code, or enter individual period amounts, depending on configuration, for unbalanced budgets
- enter next year budget amounts for journal lines

For information on uploading budgets from a spreadsheet, see [Import Budget Spreadsheet Procedures](#), page 11-1.

For information on budget reports, see [Budget Report Procedures](#), page 12-1.

Prerequisites

- ❑ A set of books, budgets, and budget organizations must be defined in General Ledger.

For information on budgeting, see [Overview of Budgeting](#), *Oracle General Ledger User's Guide*.

- ❑ Access to General Ledger is required to run any budgeting extension process.
- ❑ The budgeting extensions feature must be enabled on the Enable OPSF(I) Features window.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

- ❑ Accounting flexfield combinations must be predefined if dynamic insertion of new flexfield combinations is not authorized.

To set up accounting flexfield combinations for budgeting, see [Define Accounting Flexfield Structure and Enable Flexfield Qualifier Segments](#), page 4-21.

- ❑ Budget range codes can be defined to reduce the impact of reprofiling, indexing, and creating next year budgets.

To set up budget range codes, see [Defining Budget Range Codes Procedure](#), page 7-12.

- ❑ Budget profile codes must be defined to determine the spread of annual budget figures over accounting periods.

To set up budget profile codes, see [Defining Profile Codes Procedure](#), page 7-9.

- ❑ The following profile options must be defined:
 - Budgeting: Average Non-Balance Enforced Account Values, to control entry of unbalanced budget amounts in budget journals and how account inquiry displays year-to-date figures for non-balance enforced accounting flexfields
 - Budgeting: Allow Prior Period Budgeting, to control budget transactions in periods earlier than the oldest open period
 - Budgeting: Unbalanced Journal Total Checking, to control totals criteria during unbalanced budget amount entry
 - Budgeting: Default Profile Code for unbalanced budget entry

For information on setting up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

- ❑ Budget reason codes must be defined.

To set up budget reason codes, see [Defining Reason Codes Procedure](#), page 7-7.

For information on budgeting, see [Overview of Budgeting](#), *Oracle General Ledger User's Guide*.

Create Balanced Budget Procedures

To create unbalanced budgets, see [Create Unbalanced Budget Procedures](#), page 8-15.

Note: For balanced budgets, annual amounts only must be entered. Individual period amounts are calculated automatically according to the budget journal's profile code and the start period.

To create balanced budgets, perform the following steps.

1. Optionally, generate the Budgeting Extensions: Balanced Budget Journal Input Proforma Report.

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma Report, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 12-6.

2. Optionally, use the report as a worksheet to prepare a budget, and enter the details into the system in batches.

Create Balanced Budget Batch

3. Navigate to the Balanced Budget Journals window as follows:

OPSF(I) Budgeting Extensions - Enter - Journal - Extended Balanced Journal

4. In the Batch field, enter the budget journal batch name.
5. In the Year field, select the fiscal year for batch transaction from the list of values.
6. Optionally, in the Control Total field, enter the batch transaction total debit amount.

Note: The Complete check box must not be selected until all batch lines are entered and the batch is ready to post.

Enter Balanced Budget Batch Journal Lines

7. To enter journal line information, click **Journals**.

The Journals window appears.

8. In the Name field, enter the journal name.
9. In the Reason field, select a reason code from the list of values.
10. In the Category field, select a category from the list of values.
11. In the Budget field, select a budget name from the list of values.

12. In the Organization field, select a budget organization from the list of values.
13. In the Currency field, select a currency type from the list of values.
14. Optionally, select the Autocopy check box.
15. In the Line field, enter a line number.
16. In the Account field, select an account from the list of values.
Note: The account is automatically if the Autocopy check box is selected.
17. Optionally, in the Debit field, enter a journal line debit amount.
18. Optionally, in the Credit field, enter a journal line credit amount.
19. In the Start Period field, select a start period from the list of values.
20. In the Profile Code field, select a profile code from the list of values.
21. Optionally, if the entry is recurring, select the Recurring check box.
22. If the journal line is recurring, in the Full / Part Year field, select an amount from the list of values.
23. If the journal line is recurring, in the Next Year field, select an amount from the list of values.
24. Optionally, in the Reason Code field, select a reason code from the list of values.
25. Save or save and continue as follows:
File - Save or Save and Proceed
26. To view balanced budget period amounts go to Step 28.
27. To complete the batch go to Step 31.

View Balanced Budget Period Amounts

28. To view the balanced budget period amounts created by General Ledger based on the specified profile code and start period, click **Periods**.
The Periods window appears.
29. View data in the Periods window as described in [Table 8-3](#), page 8-14.
30. Close the Periods window.

Complete the Batch

31. Close the Journals window.

The Balanced Budget Journal window reappears.

32. In the Status region, select the Complete check box.

When the batch is complete, General Ledger automatically verifies that the control total equals the appropriate total of entered debits or credits or sum of both debits and credits.

Note: If the total amounts entered in the journal lines do not match the control total, a warning is displayed and the batch cannot be completed.

For information on posting the batch, see [Posting Journal Batches](#), *Oracle General Ledger User's Guide*.

33. Save or save and continue as follows:

File - Save or **Save and Proceed**

34. Close the window.

Balanced Budget Journals Window

Figure 8–1 Balanced Budget Journals Window

The screenshot shows a software window titled "Balanced Budget Journals". The window contains several input fields and a button. On the left, there are fields for "Batch" and "Year". Below these is a "Control Total" field. To the right of these fields is a "Status" section containing "Date Created" and "Date Completed" fields, and a checked checkbox labeled "Complete". Below the "Control Total" field is a "Batch Totals" section with a table structure. The table has two columns: "Debits" and "Credits". Under "Debits" is an "Entered" field. At the bottom right of the window is a button labeled "Journals".

Batch Totals		
	Debits	Credits
Entered		

Balanced Budget Journals Window Description

Table 8–1 *Balanced Budget Journals Window Description*

Field Name	Type	Features	Description
Batch	required		budget journal batch unique name
Year	required	list of values	fiscal year for batch transactions
Control Total	optional		batch transactions total debit amount
Batch Totals Region			
Entered Debits	display only		journal line debits running total
Entered Credits	display only		journal line credits running total
Status Region			
Date Created	display only		date batch created
Date Completed	display only		date batch completed
Complete	optional	check box	indicates all transactions entered and batch ready to post. Note: Do not select the Complete check box until all batch lines are entered and the batch is ready to post. When the check box is selected, the system verifies that the control total equals the debit total and that the total debits matches the total credits.
Journals		button	opens Journals window

Journals Window for Balanced Budget

Figure 8–2 Journals Window for Balanced Budget

Journals

Name

Reason Description

Category Budget

Control Total Organization

Currency ☐ Autocopy

Line	Account	Debit	Credit	Start Period
1				
2				
3				
4				
5				
6		0.00	0.00	

—Account Description

Periods

Figure 8–3 Journals Window for Balanced Budget

Journals

Name

Reason

Category

Control Total

Description

Budget

Organization

Currency

Autocopy

Line	Account	Profile Code	Rec	Full/Part Year	Next Year

Account Description

Periods

Figure 8-4 Journals Window for Balanced Budget

Journals

Name

Reason

Category

Control Total

Description

Budget

Organization

Currency

Autocopy

Line

Account

Reason Code

Description

Account Description

Periods

Journals Window Description for Balanced Budget

Table 8–2 Journals Window Description for Balanced Budget

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes journals with batches
Name	required		budget journal unique name
Reason	required	list of values	default reason code for all lines in journal header
Description	display only	default	defaults to reason code description
Category	required	list of values	user-defined category; can be used to group budget journals for analysis purposes
Budget	required	list of values	budget name to apply these journal lines
Organization	required	list of values; password entry window	budget organization for which budget journal created
Control Total	optional		total header amount; if entered, must match totals for journal's lines
Currency	required	list of values	functional currency or statistical currency
Autocopy	optional	check box	indicates if automatic completion of accounting flexfields for journal lines enabled
Toggle Query Coordination	optional	check box	synchronizes lines with journals
Line	required; first only		sequential line item numbers; user must enter first number, subsequent numbers automatically inserted
Account	required	list of values; default	accounting flexfield segments; automatically completed if Autocopy selected
Debit	optional		journal line debit amount
Credit	optional		journal line credit amount
Start Period	required	list of values; default	start period from which annual amount profiled; defaults to first valid period in fiscal year
Profile Code	required	list of values; default	determines how individual period amounts are calculated from annual amount; defaults to last profile code used for this accounting flexfield

Table 8–2 Journals Window Description for Balanced Budget

Field Name	Type	Features	Description
Rec	optional	check box	recurring; indicates recurring entry
Full / Part Year	required if recurring entry	list of values	if journal line recurring, enter effect of annual amount on budget; if Full Year, annual amount relates to a full year's budget change; if Part Year, annual amount relates to part year's budget change
Next Year	required if recurring entry	default	next year budget amount for line; defaults to current year's amount for full year budgets
Reason Code	optional	list of values; default	reason code for journal line; defaults to reason code in header
Description	display only	default	defaults to reason code description
Account Description	display only	default	account code description
Periods		button	opens Periods window

Periods Window for Balanced Budget

Figure 8–5 Periods Window for Balanced Budget



Periods Window Description for Balanced Budget

Table 8–3 Periods Window Description for Balanced Budget

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes periods with lines
Period	display only		budget periods
Debit	display only		debit amounts to be posted
Credit	display only		credit amounts to be posted

Create Unbalanced Budget Procedures

To create unbalanced budgets, perform the following steps.

1. Optionally, generate the Budgeting Extensions: Balanced Budget Journal Input Proforma Report.

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma Report, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 12-6.

2. Optionally, use the report as a worksheet to prepare a budget, and enter the details into the system in batches.

Create Unbalanced Budget Batch

3. Navigate to the Unbalanced Budget Journals window as follows:

OPSF(I) Budgeting Extensions - Enter - Journal - Extended Unbalanced Journal

4. In the Batch field, enter the budget journal batch name.
5. In the Year field, select the fiscal year for batch transaction from the list of values.
6. Optionally, in the Control Total field, enter the batch transaction total debit amount.

Note: The Complete check box must not be selected until all batch lines are entered and the batch is ready to post.

Enter Unbalanced Budget Batch Journal Lines

7. To enter journal line information, click **Journals**.

The Journals window appears.

8. In the Name field, enter the journal name.
9. In the Reason field, select a reason code from the list of values.
10. In the Category field, select a category from the list of values.
11. In the Budget field, select a budget name from the list of values.
12. In the Organization field, select a budget organization from the list of values.
13. In the Currency field, select a currency type from the list of values.

14. Optionally, select the Autocopy check box.
15. In the Line field, enter a line number.
16. In the Account field, select an account from the list of values.
Note: This is automatically completed if the Autocopy check box is selected.
17. Optionally, in the Debit field, enter a journal line debit amount.
18. Optionally, in the Credit field, enter a journal line credit amount.
19. In the Start Period field, select a start period from the list of values.
20. In the Profile Code field, select a profile code from the list of values.
21. Optionally, if the entry is recurring, select the Recurring check box.
22. If the journal line is recurring, in the Full / Part Year field, select an amount from the list of values.
23. If the journal line is recurring, in the Next Year field, select an amount from the list of values.
24. Optionally, in the Reason Code field, select a reason code from the list of values.
25. Save or save and continue as follows:
File - Save or Save and Proceed
26. To view unbalanced budget period amounts go to Step 28.
27. To complete the batch go to Step 31.

Enter Unbalanced Period Amounts

28. To enter the unbalanced budget period amounts created by General Ledger based on the specified profile code and start period, click **Periods**.
The Periods window appears.
29. Enter data in each field of the Periods window as described in [Table 8–6](#), page 8-23.

If the profile option Budgeting: Average Non-Balance Enforced Account Values is set to Yes, the figure entered in the Debit or Credit field is used as a default amount for each period in the accounting calendar. Each period amount can then be altered, except the last period, which must always equal the figure entered in the Debit or Credit field.

If the profile option is set to No, the figure entered is profiled using the profile code and start period to create period amounts. Each period amount can be altered, except the last period, which must always equal the figure entered the Debit or Credit field.

For information on setting up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

30. Close the Periods window.

Complete the Batch

31. Close the Journals window.

The Unbalanced Budget Journal window reappears.

32. In the Status region, select the Complete check box.

When the batch is complete, General Ledger automatically verifies that the control total equals the appropriate total of entered debits or credits or sum of both debits and credits.

Note: If the total amounts entered in the journal lines do not match the control total, a warning is displayed and the batch cannot be completed.

For information on posting the batch, see [Posting Journal Batches](#), *Oracle General Ledger User's Guide*.

33. Save or save and continue as follows:

File - Save or Save and Proceed

34. Close the window.

Unbalanced Budget Journals Window

Figure 8–6 Unbalanced Budget Journals Window

Unbalanced Budget Journals

Batch

Year

Control Total

Batch Totals

	Debits	Credits
Entered	0.00	0.00

Status

Date Created

Date Completed

☐ Complete

Journals

Unbalanced Budget Journals Window Description

Table 8–4 Unbalanced Budget Journals Window Description

Field Name	Type	Features	Description
Batch	required		budget journal batch unique name
Year	required	list of values	fiscal year for batch transactions
Control Total	optional		total of entries in current batch, depending on Budgeting; Unbalanced Journal Total Checking profile option setting; DEBIT, total of debit amounts; CREDIT, total of credit amounts; HASH TOTAL; sum of all debit and credit amounts
Batch Totals Region			
Entered Debits	display only		journal line debit running total
Entered Credits	display only		journal line credits running total
Status Region			
Date Created	display only		batch creation date
Date Completed	display only		batch completion date
Complete	required to post batch	check box	indicates all transactions entered and batch ready to post
Journals		button	opens Journals window

Journals Window for Unbalanced Budget

Figure 8–7 Journals Window for Unbalanced Budget

Journals

Name

Reason

Category

Control Total

Description

Budget

Organization

Currency

Autocopy

Line

Account

Debit

Credit

Start Period

Account Description

Periods

Journals Window Description for Unbalanced Budget

Table 8–5 Journals Window Description for Unbalanced Budget

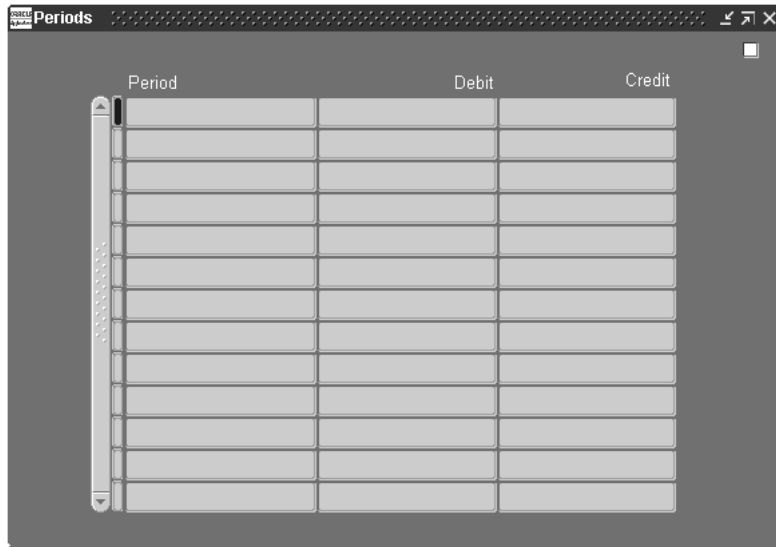
Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes journals with batches
Name	required		budget journal header unique name
Reason	required	list of values	default reason code for all lines in journal
Description	display only	default	reason description; defaults to reason code's description
Category	required	list of values	user-defined category; for example, to group budget journals for analysis
Budget	required	list of values	budget name to apply these journal lines
Organization	required	list of values	budget organization for which budget journal created
Control Total	optional		total header amount, depending on how Budgeting: Unbalanced Journal Total Checking profile option is set. Values: DEBIT, total of debit amounts; CREDIT, total of credit amounts; HASH TOTAL, sum of all debit and credit amounts
Currency	required	list of values	functional currency or statistical currency
Autocopy	optional	check box	indicates automatic completion of accounting flexfields for journal lines; a journal line is automatically created for each unfrozen accounting flexfield in budget organization, user must enter other journal line details, such as debit or credit
Toggle Query Coordination	optional	check box	synchronizes lines with journals
Line	required; first only		sequential line item numbers; user must enter first number, subsequent numbers automatically inserted
Account	required	list of values; default	accounting flexfield segments; automatically completed if Autocopy selected
Debit	optional		journal line debit amount
Credit	optional		journal line credit amount

Table 8–5 Journals Window Description for Unbalanced Budget

Field Name	Type	Features	Description
Accounting Flexfield Description Region			
Start Period	conditionally required	list of values; default	Budgeting, Average Non-Balance Enforced Account profile option set to No, user enters Start Period in fiscal year from which to profile annual amount. Budget is profiled starting in this period and through all following periods in fiscal year; defaults to first valid period in fiscal year
Profile Code	conditionally required	list of values; default	profiles annual budget across accounting periods; defaults to last profile code used for this accounting flexfield; input prohibited if Budgeting: Average Non-Balance Enforced Account Values profile option set to No
Rec	optional	check box	indicates recurring; entry
Full/Part year	required if recurring entry	list of values	if Rec check box selected, enter effect of annual amount on budget: Full year, annual amount relates to full year budget change; Part year, annual amount relates to a part year budget change.
Next year	required if recurring entry	default	next year budget amount; defaults to current year if budget for Full Year
Reason Code	optional	list of values; default	budget reason code; defaults to code in header
Description	optional	default	defaults to reason code description
Account Description	display only	default	account code description
Periods		button	opens Periods window

Periods Window for Unbalanced Budget

Figure 8–8 *Periods Window for Unbalanced Budget*



Periods Window Description for Unbalanced Budget

Table 8–6 *Periods Window Description for Unbalanced Budget*

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes periods with lines
Period	display only		period name
Debit	optional		debit amount for period
Credit	optional		credit amount for period

Budget History Inquiry Procedures

This chapter describes how to perform budget history inquiries in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Budget History Inquiry Procedures](#)
- [Budget History Inquiry Window](#)
- [Budget History Inquiry Window Description](#)
- [History Entries Window](#)
- [History Entries Window Description](#)
- [History Periods Window](#)
- [History Periods Window Description](#)
- [Extended Account Inquiry Window, Primary Balance Type Tab](#)
- [Extended Account Inquiry Window, Secondary Balance Type Tab](#)
- [Extended Account Inquiry Window Description](#)
- [Variance Window, Period To Date Tab](#)
- [Variance Window Description, Period To Date Tab](#)
- [Variance Window, Quarter To Date Tab](#)
- [Variance Window Description, Quarter To Date Tab](#)
- [Variance Window, Year To Date Tab](#)

-
- [Variance Window Description, Year To Date Tab](#)
 - [Variance Window, Project To Date Tab](#)
 - [Variance Window Description, Project To Date Tab](#)

Definition

Budget history inquiry procedures provide information for managing budgets.

Overview

Budget history inquiry procedures use the following windows:

- Budget History Inquiry
- History Entries
- History Periods
- Variance
- Extended Account Inquiry
- Feeder System Detail Inquiry

Budget history inquiries procedures are performed to make inquiries on the history of an account.

For information on the standard Account Inquiry windows, see [Performing an Account Inquiry](#), *Oracle General Ledger User's Guide*.

For information on the General Ledger Generic Interface, see [Generic Interface Procedures](#), page 44-1.

For information on budget reports, see [Budget Report Procedures](#), page 12-1.

The following types of inquiries are described:

- [Budget History Inquiries](#)
- [Public Sector Variance Inquiries](#)

Budget History Inquiries

The Budget History Inquiry window displays or prints accounting flexfields according to specified balance and amount types by accounting period.

The History Entries window automatically displays the date on which transactions were posted with transaction type, current and next year budget amounts, and recurring effect.

The History Periods window displays period-to-date and year-to-date figures of current and next year budget amounts by accounting flexfield.

Public Sector Variance Inquiries

The Variance window is accessed from the Extended Account Inquiry window. It displays the variance of each accounting flexfield by period. This information shows the difference between selected balance types and amount types vary between periods. The variance formula is as follows:

Variance = Option 1 - Option 2

Actual, budget, encumbrance, and variance are displayed for accounting flexfields for each period in the period range for the following:

- period-to-date
- quarter-to-date
- year-to-date
- project-to-date

If the Budgeting: Average Non-Balanced Enforced Account Values profile option is set to Yes, year-to-date figures are shown as a period average amount, calculated by taking the ordinary year-to-date figure and dividing it by the period number.

Prerequisites

The prerequisites for budget history inquiry procedures are the same as those for [Create Budget Journal Procedures](#), page 8-2.

Budget History Inquiry Procedures

For online inquiries and for actual budget, encumbrance, and variance balances for summary or detail accounts for any accounting flexfield in a set of books, perform one of the following procedures:

- [Performing an Inquiry Using the Budget History Inquiry Window](#)
- [Performing a Variance Inquiry Using the Extended Account Inquiry Window](#)

For information on standard features of the Account Inquiry window, the Variance window, and Drill-Down Inquiry windows, see [Performing an Account Inquiry](#), *Oracle General Ledger User's Guide*.

Performing an Inquiry Using the Budget History Inquiry Window

To perform a budget history inquiry using the Budget History Inquiry window, perform the following steps.

1. Navigate to the Budget History Inquiry window as follows:

OPSF(I) Budgeting Extensions - Inquiry - History

2. In the Selection Criteria region, enter criteria or select values from the list of values as follows:
 - In the Budget field, enter or select a budget name.
 - In the Fiscal Year field, enter or select a fiscal year.
 - In the Currency field, enter or select a currency.
 - In the Type field, enter or select Balanced or Unbalanced.

The Find Accounts pop-up window appears.

3. Enter or select accounting flexfields for one or more accounts.
4. Click **OK**.

Account details appear.

5. To print a report for an account, select the Print Record check box for that account.

If Balanced is selected in the Type field, the Budgeting Extensions: Balanced Budget History Report is generated.

If Unbalanced is selected in the Type field, the Budgeting Extensions: Unbalanced Budget History Report is generated.

For information on the Budgeting Extensions: Balanced Budget History Report, see [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#), page 12-13.

For information on the Budgeting Extensions: Unbalanced Budget History Report, see [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#), page 12-14.

- 6. Save or save and continue as follows:

File - Save or Save and Proceed

A concurrent request is automatically submitted for each account where the check box is selected.

- 7. Navigate to other inquiry windows by clicking the buttons listed in [Table 9–1](#), page 9-6.

Table 9–1 Budget History Inquiry Navigation

Window Name	Button Name	Window Displayed
Budget History Inquiry	History Periods	History Periods window
Budget History Inquiry	History Entries	History Entries window
History Entries	Budget History Inquiry	Budget History Inquiry window
History Entries	History Periods	History Periods window
History Periods	Budget History Inquiry	Budget History Inquiry window
History Periods	History Entries	History Entries window
Extended Account Inquiry	Show Variance	Variance window
Extended Account Inquiry	Show Balances	Detail Balances window
Extended Account Inquiry	Show Journal Details	Journals window

- 8. Close the window.

Performing a Variance Inquiry Using the Extended Account Inquiry Window

To perform a variance inquiry using the Extended Account Inquiry window, perform the following steps.

1. Navigate to the Extended Account Inquiry window as follows:

OPSF(I) Budgeting Extensions - Inquiry - Extended Account Inquiry

2. In the From and To fields in the Accounting Periods region, select the range of dates from the list of values.
3. In the Currency region, select the Single Currency or All Currencies radio button.
4. Select another currency if the default currency is not required.
5. In the Currency Type region, select the Entered or Translated radio button.
6. Select the Primary Balance Type tab or the Secondary Balance Type tab.
7. Select a balance type from the following:
 - Actual
 - Budget
 - Encumbrance
8. In the Budget field, if Budget is selected as a balance type, enter or select a budget name from the list of values.
9. In the Encumbrance Type field, if Encumbrance is selected as a balance type, enter or select an encumbrance type from the list of values.
10. In the Factor region, select a display and precision factor for rounding balances.
11. To select a summary template, click the list of values in the Summary Template field.

The Summary Templates pop-up window appears.

12. Select a template.
13. Click **OK**.
14. To navigate to the Variance window, click **Show Variance**.

For information on the Variance window, see [Table 9-5](#), page 9-17.

15. Navigate back to the Budget History Inquiry window as follows:

Tools - Budget History

- 16.** To select an account, click on an accounts line in the Accounts region.
- 17.** To perform a drill-down inquiry, click the drill-down button.
- 18.** Close the window.

Budget History Inquiry Window

Figure 9-1 Budget History Inquiry Window

Budget History Inquiry

Selection Criteria

Budget

Fiscal Year

Currency

Type

Accounts

Accounting Flexfield	Current Year Budget	Next Year Budget	Print Record
☒			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐
☐			☐

Description

History Entries

History Periods

Budget History Inquiry Window Description

Table 9–2 Budget History Inquiry Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Budget	required	list of values	budget name
Fiscal Year	required	list of values	fiscal year
Currency	required	list of values	currency
Type	required	list of values	balance type for balanced or unbalanced budget accounting flexfield combinations
Accounts Region			
Accounting Flexfield	required	list of values	accounting flexfield
Current Year Budget	display only		current year budget
Next Year Budget	display only		next year budget
Print Record	optional	check box	when selected and selection criteria saved, request automatically submitted to concurrent manager
Description	display only		accounting flexfield description
History Entries		button	opens History Entries window
History Periods		button	opens History Periods window

History Entries Window

Figure 9-2 History Entries Window

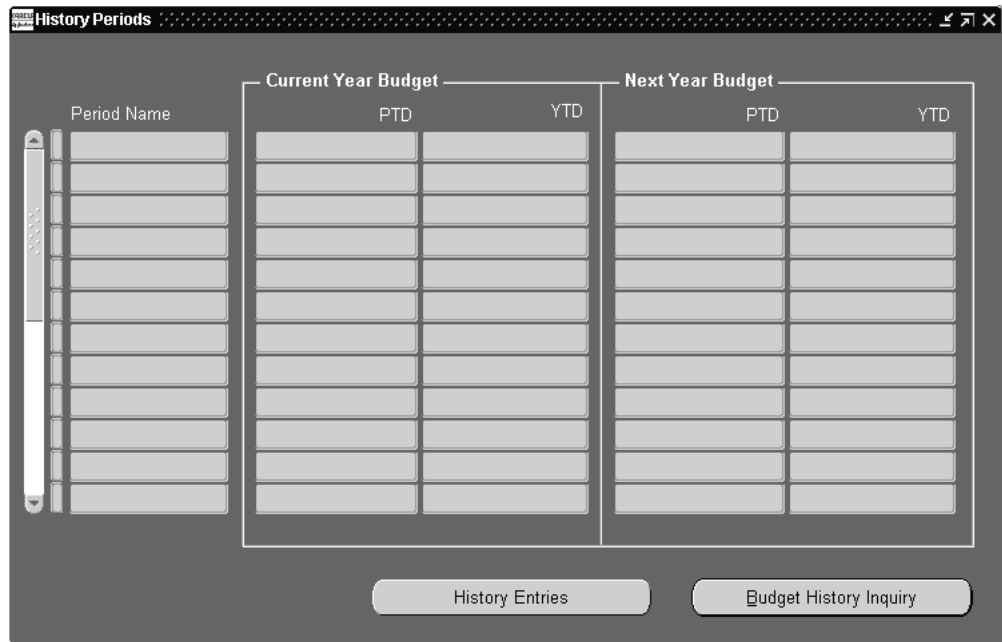
[illegible]

History Entries Window Description

Table 9–3 History Entries Window Description

Field Name	Type	Features	Description
Posted Date	display only		posted date
Trx Type	display only		transaction type
Current Year Budget	display only		current year budget total
Recurring Entry	display only		recurring entry; valid values: yes for recurring entries, no for single entries
Effect	display only		full year or part year
Next Year Budget	display only		next year budget amount
Profile Code	display only		budget profile code
Start Period	display only		start period
Reference Information	display only		journal entry line reference
Reason Code	display only		reason code
History Periods		button	opens History Periods window
Budget History Inquiry		button	opens Budget History Inquiry window

History Periods Window



History Periods Window Description

Table 9–4 History Periods Window Description

Field Name	Type	Features	Description
Period Name	display only		period name
Current Year Budget Region			
PTD	display only		period-to-date; current year budget period-to-date amounts
YTD	display only		year-to-date; current year budget year-to-date amounts
Next Year Budget Region			
PTD	display only		period-to-date; next year budget period-to-date amounts
YTD	display only		year-to-date; next year budget year-to-date amounts
History Entries		button	opens History Entries window
Budget History Inquiry		button	opens Budget History Inquiry window

Extended Account Inquiry Window, Primary Balance Type Tab

Figure 9-4 Extended Account Inquiry Window, Primary Balance Type Tab

The screenshot shows the 'Extended Account Inquiry' window with the 'Primary Balance Type' tab selected. The window is divided into several sections for configuring the inquiry.

Selection Criteria

- Accounting Periods:** Fields for 'From' and 'To' dates.
- Currency:** Radio buttons for 'Single Currency' and 'All Currencies'. A 'Currency' dropdown is set to 'USD'.
- Currency Type:** Radio buttons for 'Entered' and 'Translated'.

Primary Balance Type (Selected tab) and **Secondary Balance Type**

- Primary Balance Type:** Radio buttons for 'Actual' (selected), 'Budget', and 'Encumbrance'.
- Budget:** A text input field.
- Encumbrance Type:** A text input field.

Factor: Radio buttons for 'Units', 'Thousands', 'Millions', and 'Billions'.

Summary Template: A text input field.

Accounts: A list of accounts with checkboxes and a scroll bar.

Description: A text input field.

Buttons: 'Show Balances', 'Show Journal Details', and 'Show Variance'.

Extended Account Inquiry Window, Secondary Balance Type Tab

Figure 9–5 Extended Account Inquiry Window, Secondary Balance Type Tab

Extended Account Inquiry (OPSF NAX ACCR)

Selection Criteria

Accounting Periods

FromJUN:01:02ToJUN:01:02

Currency

Single Currency

All Currencies

CurrencyUSD

Currency Type

Entered

Translated

Primary Balance TypeSecondary Balance Type

Actual

Budget

Encumbrance

Budget

Encumbrance Type

Factor

Units

Thousands

Millions

Billions

Summary Template

Accounts

Description

Show Balances

Show Journal Details

Show Variance

Extended Account Inquiry Window Description

Table 9–5 *Extended Account Inquiry Window Description*

Field Name	Type	Features	Description
Selection Criteria Region			
Accounting Periods Region			
From	required	list of values	accounting period start date
To	required	list of values	accounting period end date
Currency Region			
<currency>	required	radio button	select single currency or all currencies
Currency	required	list of values	default currency displayed; change as required
Currency Type Region			
<currency type>	required	radio button	entered or translated currency type
Primary Balance Type Tab			
<balance type>	required	radio button	select primary balance type; valid values: Actual, Budget, or Encumbrance
Budget	conditionally required		enter budget name if Budget balance type selected
Encumbrance Type	conditionally required		enter encumbrance type if Encumbrance balance type selected
Secondary Balance Type Tab			
<balance type>	required	radio button	select secondary balance type; valid values: Actual, Budget, or Encumbrance
Budget	conditionally required		enter budget name if Budget balance type selected
Encumbrance Type	conditionally required		enter encumbrance type if Encumbrance balance type selected
Factor Region			
<factor>	required	radio button	select precision and rounding factor; valid values: Units, Thousands, Millions, or Billions

Table 9–5 *Extended Account Inquiry Window Description*

Field Name	Type	Features	Description
Summary Template	optional		if summary template name entered, search restricted to summary accounts associated with that template
Accounts	display only		account numbers
Description	display only		account description
Show Balances		button	reviews balance for current account based on inquiry criteria
Show Journal Details		button	shows journal entry activity for current account based on inquiry criteria; not available if inquiring on translated balances
Show Variance		button	shows variance calculation between primary and secondary balance types; not available if inquiring on all currencies

Variance Window, Period To Date Tab

Figure 9–6 Variance Window, Period To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Period To Date Tab

Table 9–6 *Variance Window Description, Period To Date Tab*

Field Name	Type	Features	Description
Balance Type	display only		balance type; valid values: actual, budget, or encumbrance
Currency Type	display only		currency type; valid values: Entered or Translated; must be Entered to enable journal detail drill-down
Factor	display only		display and precision rounding factor
Period	display only		range of accounting periods entered as selection criteria
<primary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
<secondary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
Variance	display only		difference between primary and secondary balance types
<primary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected
<secondary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected

Variance Window, Quarter To Date Tab

Figure 9–7 Variance Window, Quarter To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Quarter To Date Tab

Table 9–7 *Variance Window Description, Quarter To Date Tab*

Field Name	Type	Features	Description
Balance Type	display only		balance type; valid values: actual, budget, or encumbrance
Currency Type	display only		currency type; valid values: Entered or Translated; must be Entered to enable journal detail drill-down
Factor	display only		display and precision rounding factor
Period	display only		range of accounting periods entered as selection criteria
<primary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
<secondary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
Variance	display only		difference between primary and secondary balance types
<primary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected
<secondary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected

Variance Window, Year To Date Tab

Figure 9–8 Variance Window, Year To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Year To Date Tab

Table 9–8 *Variance Window Description, Year To Date Tab*

Field Name	Type	Features	Description
Balance Type	display only		balance type; valid values: actual, budget, or encumbrance
Currency Type	display only		currency type; valid values: Entered or Translated; must be Entered to enable journal detail drill-down
Factor	display only		display and precision rounding factor
Period	display only		range of accounting periods entered as selection criteria
<primary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
<secondary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
Variance	display only		difference between primary and secondary balance types
<primary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected
<secondary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected

Variance Window, Project To Date Tab

Figure 9–9 Variance Window, Project To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Project To Date Tab

Table 9–9 *Variance Window Description, Project To Date Tab*

Field Name	Type	Features	Description
Balance Type	display only		balance type; valid values: actual, budget, or encumbrance
Currency Type	display only		currency type; valid values: Entered or Translated; must be Entered to enable journal detail drill-down
Factor	display only		display and precision rounding factor
Period	display only		range of accounting periods entered as selection criteria
<primary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
<secondary balance type>	display only		actual value, value of named budget, or value of encumbrance type, depending on selection criteria
Variance	display only		difference between primary and secondary balance types
<primary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected
<secondary balance>		button	button label assigned dynamically depending on primary and secondary balance types selected

Maintaining Budget Procedures

This chapter describes how to maintain the General Ledger budget features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Reprofiling a Budget Procedure](#)
- [Submit Budget Reprofile Window](#)
- [Submit Budget Reprofile Window Description](#)
- [Applying Budget Indexation Procedure](#)
- [Submit Budget Indexation Window](#)
- [Submit Budget Indexation Window Description](#)
- [Creating a Next Year Budget Procedure](#)
- [Submit Budget Next Year Create Window](#)
- [Submit Budget Next Year Create Window Description](#)
- [Previewing Budget Process Impact Procedure](#)
- [Budget Process Impact Window](#)
- [Budget Process Impact Window Description](#)
- [Impact Details Window](#)
- [Impact Details Window Description](#)

Definition

The maintain budget procedures perform the following tasks:

- reprofiling budgets; globally adjusting existing budgets by applying a new profile code
- budget indexation; globally adjusting existing budgets by applying a price index to reflect, for example, cost of living or inflation changes
- creating next year budgets; generating a next year budget from an existing budget
- budget process impact inquiry; previewing changes before accepting and importing to the General Ledger

For information on budget reports, see [Budget Report Procedures](#), page 12-1.

Overview

The maintain budget procedure performs the following tasks:

- applies percentage changes to existing budgets for full or partial years
- applies budget changes to single accounts or a range of accounting flexfields by means of a user-defined budget range code, using a specified offset account
- submits new or changed budgets for processing manually or automatically with the option of importing immediately after processing to General Ledger
- when budget journals are not immediately imported, users can preview the effect of next year budgets, reprofiling, or indexation with the option of deleting or accepting batches

Note: Budget journals generated using the budgeting extensions features next year budget, reprofiling, and indexation must be imported using the Budget Process Impact Inquiry window unless the immediate import option is chosen.

Prerequisites

The prerequisites for maintaining budgets procedures are the same as those for [Create Budget Journal Procedures](#), page 8-2.

Reprofiling a Budget Procedure

To reprofile an existing budget, perform the following steps.

1. Navigate to the Submit Budget Reprofile window as follows:

OPSF(I) Budgeting Extensions - Enter - Reprofile

2. Enter data in each field of the Submit Budget Reprofile window as described in [Table 10–1](#), page 10-5.
3. Select a balance type, as described in [Table 10–1](#), page 10-5.
4. To import the reprofiled budget into the General Ledger automatically after processing, select the Submit Journal Import check box.
5. To preview the new budget before importing, deselect the Submit Journal Import check box.
6. In the Budget Process Impact window, delete the batch, or accept and import the budget journals into the General Ledger.

Note: Budget journals created by reprofiling cannot be imported manually using standard journal import.

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Window Description](#), page 10-16.

7. To schedule a specific date and time to submit the processing request, enter new values in the Start Date and Start Time fields in the Submission region.

If specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Submit Budget Reprofile Window

Figure 10–1 Submit Budget Reprofile Window

Submit Budget Reprofile

Batch Name

Budget Name

Organization

Currency

Flexfield Range Code

Flexfield Range

Profile Code

Start Period

Reason Code

☒ Submit Journal Import

Balancing Type

☐ Both

☒ Balanced

☐ Unbalanced

Submission

Start Date

23-JUN-2000

Start Time

08:02:54

Submit Budget Reprofile Window Description

Table 10–1 *Submit Budget Reprofile Window Description*

Field Name	Type	Features	Description
Batch Name	required		unique batch name
Budget Name	required	list of values	existing budget to be reprofiled
Organization	required	list of values	organization
Currency	required	list of values	functional currency for reprofiled budget
Flexfield Range Code	optional	list of values	user-defined budget range code
Flexfield Range	conditionally required	list of values	single account or low end of accounting flexfield range; required if Flexfield Range Code is blank
Profile Code	required	list of values	profile code to control how budget is reprofiled
Start Period	required	list of values	start period for reprofiled budget
Reason Code	optional	list of values	budget reason code
Submit Journal Import	optional	check box	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Balancing Type Region			
<Balancing Type>	required	radio button	balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts
Submission Region			
Start Date	optional	default	date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	optional	default	time to submit process to concurrent manager; defaults to now; submitted when window saved

Applying Budget Indexation Procedure

To apply indexation to an existing budget, perform the following steps.

1. Navigate to the Submit Budget Indexation window as follows:

OPSF(I) Budgeting Extensions - Enter - Indexation

2. Enter data in each field of the Submit Budget Indexation window as described in [Table 10–2](#), page 10-8.
3. Select a balance type, as described in [Table 10–1](#), page 10-5.
4. To import the new budget into the General Ledger automatically after processing, select the Submit Journal Import check box.
5. To preview the new budget before importing, deselect the Submit Journal Import check box.
6. In the Budget Process Impact window, delete the batch, or accept and import the budget journals into the General Ledger.

Note: Budget journals created by indexation cannot be imported manually using standard journal import.

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Window Description](#), page 10-16.

7. To schedule a specific date and time to submit the processing request, enter new values in the Start Date and Start Time fields in the Submission region.

If specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Submit Budget Indexation Window

Figure 10–2 Submit Budget Indexation Window

Submit Budget Indexation (OPSF NAX ACCR)

Batch Name

Budget Name

Organization

Currency

Flexfield Range Code

Flexfield Range

Offset Account

Indexation Percent

Annual Precision

Profile Code

Start Period

Reason Code

--

%

Units

Balancing Type

☐ Both

☐ Balanced

☐ Unbalanced

☒ Submit Journal Import

Submission

Start Date

23-JUN-2000

Start Time

08:37:03

Submit Budget Indexation Window Description

Table 10–2 *Submit Budget Indexation Window Description*

Field Name	Type	Features	Description
Batch Name	required		unique batch name
Budget Name	required		existing budget to which indexation is applied
Organization	required		organization
Currency	required	list of values	functional currency for new budget
Flexfield Range Code	optional	list of values	user-defined budget range code
Flexfield Range	conditionally required	list of values	single account or low end of accounting flexfield range; required if Flexfield Range Code is blank
Offset Account	conditionally required	list of values	account to hold balancing entry for new budget; not required if balance type is set to Unbalanced
Indexation Percent	required	list of values	adjustment percentage to apply to new budget
Annual Precision	required	drop-down list	precision and display factor
Profile Code	optional	list of values	profile code; if blank, each period is indexed individually
Start Period	required	drop-down list	start period for new budget
Reason Code	required	drop-down list	budget reason code
Submit Journal Import	optional	check box	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Balancing Type Region			
<Balancing Type>	required	radio button	balancing type; valid values: Balanced, to process balanced accounts; Unbalanced, to process unbalanced accounts; Both, to process balanced and unbalanced accounts

Table 10–2 *Submit Budget Indexation Window Description*

Field Name	Type	Features	Description
Submission Region			
Start Date	optional	default	date to submit process to concurrent manager; defaults to today; submitted when window is saved
Start Time	optional	default	time to submit process to concurrent manager; defaults to now; submitted when window is saved

Creating a Next Year Budget Procedure

A next year budget is only created if next year budget amounts are supplied during journal entry.

For information on creating budget journals, see [Create Budget Journal Procedures](#), page 8-1.

To create a next year budget from an existing budget, perform the following steps.

1. Navigate to the Submit Budget Next Year Create window as follows:

OPSF(I) Budgeting Extensions - Enter - Next Year Create

2. Enter data in each field of the Submit Budget Next Year Create window as described in [Table 10-3](#), page 10-13.

WARNING: If the Default Profile Code field is blank, new budget amounts for accounting flexfields with an invalid profile code are created with the same profiling as the next year budget figures currently held.

3. Select a Profile Method as follows:
 - Latest, to use the profile code most recently assigned to the accounting flexfield
 - Primary, to use the profile code that was first assigned to the accounting flexfield
 - Real, to ignore the profile code and use the raw next year budget period figures for the accounting flexfield
4. To import the next year budget into the General Ledger automatically after processing, select the Submit Journal Import check box.
5. To preview the new budget before importing, deselect the Submit Journal Import check box.

Use the Budget Process Impact window to delete the batch, or accept and import the budget journals into the General Ledger.

Note: Budget journals created by the next year budget process cannot be imported manually using standard journal import.

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Window Description](#), page 10-16.

6. To schedule a specific date and time to submit the processing request, enter new values in the Start Date and Start Time fields in the Submission region. If

specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.

7. Save as follows:

File - Save

8. Close the window.

Submit Budget Next Year Create Window

Figure 10–3 Submit Budget Next Year Create Window

Submit Budget Next Year Create

Batch Name

Source Budget Name

Source Fiscal Year

Target Budget Name

Target Fiscal Year

Flexfield Range Code

Offset Account

Default Profile Code

Reason Code

Submit Journal Import

Profile Method

Latest

Primary

Real

Submission

Start Date

23-JUN-2000

Start Time

08:32:42

Submit Budget Next Year Create Window Description

Table 10–3 *Submit Budget Next Year Create Window Description*

Field Name	Type	Features	Description
Batch Name	required		unique batch name
Source Budget Name	required	list of values	existing budget to use as model for next year budget
Source Fiscal Year	required		existing fiscal year to use as model for next year budget
Target Budget Name	required	list of values	next year budget name
Target Fiscal Year	required		fiscal year for next year budget
Flexfield Range Code	required	list of values	flexfield range code
Offset Account	required	list of values	account to hold balancing entry for next year budget
Default Profile Code	optional	list of values	code to use if accounting flexfield's default profile code is invalid
Reason Code	required	list of values	budget reason code
Submit Journal Import	optional	check box	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Profile Method Region			
<Profile Method>	required	radio button	profile method; valid values: Latest, Primary or Real
Submission Region			
Start Date	display only		date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	display only		time to submit process to concurrent manager; defaults to now; submitted when window saved

Previewing Budget Process Impact Procedure

To preview period and fiscal year impact on individual accounts before processing a budget change batch, print a summary or detail report for individual accounts, or delete the batch before importing to General Ledger, perform the following steps.

1. Navigate to the Budget Process Impact window as follows:

OPSF(I) Budgeting Extensions - Inquiry - Process

2. In the Batch Name field, enter or select a batch from the list of values.

The Find Accounts window appears.

3. In the Find Accounts window, enter or select accounting flexfields for one or more accounts.
4. Click **OK**.

Batch details appear on the Budget Process Impact window, as described in [Table 10-4](#), page 10-16.

5. To navigate to the Impact Details window, select an account and click **Impact Details**.

The Impact Details window appears showing details of the selected account, as described in [Table 10-5](#), page 10-18.

6. To print an impact report for the selected account, select the Summary or Detail radio button in the Report Type region.
7. To submit a print request to the concurrent manager, click **Report**.
8. To delete the entire batch, click **Delete**.
9. To accept all changes for all accounts in the batch and submit the entire batch for import to the General Ledger, click **Process**.
10. Close the window.

Budget Process Impact Window

Figure 10–4 Budget Process Impact Window

The screenshot shows a window titled "Budget Process Impact" with standard window controls (minimize, maximize, close) in the top right corner. The window is divided into three main sections:

- Selection Criteria:** This section contains three input fields: "Batch Name", "Budget Name", and "Currency".
- Accounts:** This section features a vertical list of checkboxes on the left, each corresponding to a horizontal input field on the right. The first checkbox is selected.
- Description:** This section contains a single large text input field.

At the bottom center of the window is a button labeled "Impact Details".

Budget Process Impact Window Description

Table 10–4 Budget Process Impact Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Batch Name	required	list of values	batch name
Budget Name	display only		budget name
Currency	display only		currency
Accounts Region			
Accounting Flexfield	display only		accounting flexfield; must be selected to drill-down and to navigate to Impact Details window
Description Region			
Description	display only		account description
Impact Details		button	opens Impact Details window

Impact Details Window

Figure 10–5 Impact Details Window

The screenshot shows a window titled "Impact Details" with a standard Windows-style title bar. The window is divided into two main sections. The top section, titled "Period Impact", contains a table with four columns: "Period Name", "Start Budget", "Budget Change", and "Resulting Budget". There are five rows in this table, all of which are currently empty. To the left of the table is a vertical scrollbar. The bottom section, titled "Fiscal Year Impact", contains a single row with four empty input fields. Below this section is a "Report Type" group box with two radio buttons: "Summary" (which is currently selected) and "Detail". At the bottom of the window are three buttons: "Process", "Delete", and "Report".

Period Name	Start Budget	Budget Change	Resulting Budget

Fiscal Year Impact

Report Type

☐ Summary ☒ Detail

Process Delete Report

Impact Details Window Description

Table 10–5 *Impact Details Window Description*

Field Name	Type	Features	Description
Period Impact Region			
Period Name	display only		period name
Start Budget	display only		start budget amount
Budget Change	display only		budget change amount
Resulting Budget	display only		resulting budget amount
Fiscal Year Impact Region			
<Fiscal Year>	display only		fiscal year
<Start Budget>	display only		start budget amount
<Budget Change>	display only		budget change amount
<Resulting Budget>	display only		resulting budget amount
Report Type Region			
<Report Type>	required	radio button	select summary or detail report type
Process		button	accepts changes for all accounts in batch and submits entire batch for import to General Ledger
Delete		button	deletes entire batch
Report		button	submits print request to concurrent manager

Import Budget Spreadsheet Procedures

This chapter describes how to import budget spreadsheets in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Feeder Files](#)
- [Importing Budget Spreadsheet Procedure](#)
- [Submit Budget Spreadsheet Extract Window](#)
- [Submit Budget Spreadsheet Extract Window Description](#)

Definition

The import budget spreadsheet procedure is used to perform the following tasks:

- create a data file
- load a data file
- extract data
- import batches

Overview

The import budget spreadsheet procedure enables users to:

- load a text data file created by any industry-standard spreadsheet software using the correct file specification
- extract data, automatically creating a ready-to-post budget journal batch
- manually or automatically import batches into the General Ledger

Prerequisites

- ❑ The spreadsheet software must be able to convert or export data to a comma-delimited ASCII file.
- ❑ A text editor, for example, Notepad in Windows or vi in UNIX is required to create the data file.
- ❑ To copy and load the data, access to the operating system command line and basic knowledge of operating system commands is required.

The prerequisites for importing a budget spreadsheet are the same as those for creating budget journals.

For information on prerequisites, see [Create Budget Journal Procedures](#), page 8-2.

Feeder Files

The feeder file is an ASCII text file containing comma-delimited record types.

The following are described in this section:

- [Sheet Headers](#)
- [Sheet Lines](#)
- [Feeder File Format Description](#)

Sheet Headers

Sheet Headers (SH), identify the spreadsheet to Oracle General Ledger. This record usually has no corresponding row in the spreadsheet and is created by editing the file after exporting data.

A file must have one spreadsheet header.

The following is an example spreadsheet header record:

SH, "Main Book", 1995, "Plan 001", "Catering", "Initial Budget"

Sheet Lines

Sheet Lines (SL), contain details of individual transactions. Each line record corresponds to one row; each field corresponds to one column in the spreadsheet.

A file must have one or more spreadsheet line records.

The following is an example spreadsheet line record, showing automatic profiling:

"SL", "GBP", 17000, "Full Spread", "JAN - 95", 17000, "01", "1000", "100", "00"

The following is an example spreadsheet line record for manual profiling:

"SL", "GBP", 17000, "MANUAL", "JAN - 95", 17000, "01", "1000", "100", "00", 500, 1000, 1000, 1000, 1000, 1000, 1000, 1000, 1000, 6500

Feeder File Format Description

Table 11–1, page 11-4 describes the feeder file format.

Table 11–1 Feeder File Format Description

Field Title	Max Length	Description
Spreadsheet Header SH Record		
Record Type	2	spreadsheet header (SH)
Set of Books Name	30	set of books name
Fiscal Year	4	target fiscal year
Budget Name	30	target budget name
Organization Name	30	target budget organization
Reason Code	30	budget reason code
Spreadsheet Lines SL Records		
Record Type	2	spreadsheet line (SL)
Currency Code	4	currency code
Annual Amount	15	annual amount with leading sign and zero decimal places
Profile Code	30	budget profile code
Start Period	10	start period for new budget
Next Year Budget	15	next year amount with leading sign and zero decimal places
Reference1	15	accounting flexfield segment or period budget amount
Reference2	15	accounting flexfield segment or period budget amount
Reference3	15	accounting flexfield segment or period budget amount
Reference4	15	accounting flexfield segment or period budget amount
Reference5	15	accounting flexfield segment or period budget amount

Table 11–1 Feeder File Format Description

Field Title	Max Length	Description
Reference6	15	accounting flexfield segment or period budget amount
Reference7	15	accounting flexfield segment or period budget amount
Reference8	15	accounting flexfield segment or period budget amount
Reference9	15	accounting flexfield segment or period budget amount
Reference10	15	accounting flexfield segment or period budget amount
Reference11	15	accounting flexfield segment or period budget amount
Reference12	15	accounting flexfield segment or period budget amount
Reference13	15	accounting flexfield segment or period budget amount
Reference14	15	accounting flexfield segment or period budget amount
Reference15	15	accounting flexfield segment or period budget amount
Reference16	15	accounting flexfield segment or period budget amount
Reference17	15	accounting flexfield segment or period budget amount
Reference18	15	accounting flexfield segment or period budget amount
Reference19	15	accounting flexfield segment or period budget amount
Reference20	15	accounting flexfield segment or period budget amount
Reference21	15	accounting flexfield segment or period budget amount
Reference22	15	accounting flexfield segment or period budget amount

Table 11–1 Feeder File Format Description

Field Title	Max Length	Description
Reference23	15	accounting flexfield segment or period budget amount
Reference24	15	accounting flexfield segment or period budget amount
Reference25	15	accounting flexfield segment or period budget amount
Reference26	15	accounting flexfield segment or period budget amount
Reference27	15	accounting flexfield segment or period budget amount
Reference28	15	accounting flexfield segment or period budget amount
Reference29	15	accounting flexfield segment or period budget amount
Reference30	15	accounting flexfield segment or period budget amount
Reference31	15	period budget amount
Reference31	15	period budget amount
Reference32	15	period budget amount
Reference33	15	period budget amount
Reference34	15	period budget amount
Reference35	15	period budget amount
Reference36	15	period budget amount
Reference37	15	period budget amount
Reference38	15	period budget amount
Reference39	15	period budget amount
Reference40	15	period budget amount
Reference41	15	period budget amount
Reference41	15	period budget amount
Reference42	15	period budget amount

Table 11–1 Feeder File Format Description

Field Title	Max Length	Description
Reference43	15	period budget amount
Reference44	15	period budget amount
Reference45	15	period budget amount
Reference46	15	period budget amount
Reference47	15	period budget amount
Reference48	15	period budget amount
Reference49	15	period budget amount
Reference50	15	period budget amount
Reference51	15	period budget amount
Reference52	15	period budget amount
Reference53	15	period budget amount
Reference54	15	period budget amount
Reference55	15	period budget amount
Reference56	15	period budget amount
Reference57	15	period budget amount
Reference58	15	period budget amount
Reference59	15	period budget amount
Reference60	15	period budget amount
Reference61	15	period budget amount
Reference62	15	period budget amount
Reference63	15	period budget amount
Reference64	15	period budget amount
Reference65	15	period budget amount
Reference66	15	period budget amount
Reference67	15	period budget amount
Reference68	15	period budget amount
Reference69	15	period budget amount

Table 11–1 Feeder File Format Description

Field Title	Max Length	Description
Reference70	15	period budget amount
Reference71	15	period budget amount
Reference72	15	period budget amount
Reference73	15	period budget amount
Reference74	15	period budget amount
Reference75	15	period budget amount
Reference76	15	period budget amount
Reference77	15	period budget amount
Reference78	15	period budget amount
Reference79	15	period budget amount
Reference80	15	period budget amount
Reference81	15	period budget amount
Reference82	15	period budget amount
Reference83	15	period budget amount
Reference84	15	period budget amount
Reference85	15	period budget amount
Reference86	15	period budget amount
Reference87	15	period budget amount
Reference88	15	period budget amount
Reference89	15	period budget amount
Reference90	15	period budget amount

Importing Budget Spreadsheet Procedure

The importing budget spreadsheet procedure includes the following sections:

- [Create a Data File](#)
- [Load a Data File](#)
- [Extract Data from File](#)

Create a Data File

To create a data file, perform the following steps.

1. Create a backup copy of the budget spreadsheet, matching columns in the spreadsheet to the field layout for the spreadsheet lines record.

For information on the spreadsheet lines record field layout, see [Feeder Files](#), page 11-3.

2. Export the data rows from the spreadsheet as comma-delimited into an ASCII file.

For information on creating an ASCII file from a spreadsheet, see the user guide or reference manual for the spreadsheet software.

3. Use a text editor to open the ASCII file.
4. Create a header record as the first line of the file, as shown in [Table 11–1](#), page 11-4 for the spreadsheet header record.

For information on the spreadsheet header record field layout, see [Feeder Files](#), page 11-3.

Load a Data File

To load the feeder file, perform the following steps.

5. Place the feeder file in a directory to which the concurrent manager has access permissions.

The file should have a **.dat** extension.

6. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request window appears.

7. Select the Single Request radio button.

8. Click **OK**.

The Submit Request window appears.

9. In the Name field, select Budgeting Extensions: Load Spreadsheet File from the list of values.

10. Click **OK**.

The Parameters pop-up window appears with the system path as the default.

11. In the Filename field, enter the feeder file's name.

Note: The system automatically adds a **.dat** extension while loading.

12. To apply the parameters, click **OK**.

13. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

14. To submit another request, click **Yes**, or to continue, click **No**.

15. View the request in the concurrent manager as follows:

View - Requests

Extract Data from File

To extract transactions from the feeder file, perform the following steps.

16. Navigate to the Submit Budget Spreadsheet Extract window as follows:

OPSF(I) Budgeting Extensions - Enter - Spreadsheet

17. Enter data in each field of the Submit Budget Spreadsheet Extract window as described in [Table 11-2](#), page 11-12.

18. To import the extracted budget into the General Ledger automatically after processing, select the Submit Journal Import check box.

19. To preview the new budget on the Budget Process Impact window before processing, deselect the Submit Journal Import check box.

For information on previewing, accepting, and rejecting budget changes, see [Previewing Budget Process Impact Procedure](#), page 10-14.

20. To schedule a specific date and time to submit the processing request, enter new values in the Start Date field and Start Time field in the Submission region.

If specific dates and times are not entered, the request is automatically submitted to the concurrent manager when the window is saved.

21. Save the window as follows:

File - Save

22. Close the window.

Submit Budget Spreadsheet Extract Window

Figure 11-1 Submit Budget Spreadsheet Extract Window

Submit Budget Spreadsheet Extract

Batch Name

Budget Name

Organization

Spreadsheet Header ID

☐ Submit Journal Import

Submission

Start Date

Start Time

Submit Budget Spreadsheet Extract Window Description

Table 11-2 Submit Budget Spreadsheet Extract Window Description

Field Name	Type	Features	Description
Batch Name	required		unique batch name
Budget Name	required	list of values	existing budget name
Organization	required	list of values	budget organization
Spreadsheet Header ID	required	list of values	spreadsheet header identifier
Submit Journal Import		check box	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Submission Region			
Start Date	display only		date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	display only		time to submit process to concurrent manager; defaults to current time; submitted when window saved

Budget Report Procedures

This chapter describes how to generate budget reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Report Procedure](#)
- [Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure](#)
- [Generating Budgeting Extensions: Process Impact Review Reports Procedure](#)
- [Generating Budget Setup Reports Procedure](#)
- [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#)
- [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#)

Definition

Budget reports enable users to prepare and review budgets for current and subsequent years and provide information about how the budgeting extensions in General Ledger are defined.

Overview

Budget reports include the following:

- [Budgeting Extensions: Balanced Budget Journal Input Proforma](#)
- [Budgeting Extensions: Balanced Budget Journal Report](#)
- [Budgeting Extensions: Unbalanced Budget Journal Report](#)
- [Budgeting Extensions: Load Spreadsheet File](#)
- [Budgeting Extensions: Maintain Code Combination Budget Control Flag Report](#)
- [Budgeting Extensions: Process Impact Review Report](#)
- [Budgeting Extensions: Process Impact Review Summary Report](#)
- [Budgeting Extensions: Profile Code Listing Report](#)
- [Budgeting Extensions: Range Code Listing Report](#)
- [Budgeting Extensions: Reason Code Listing Report](#)
- [Budgeting Extensions: Balanced Budget History Report](#)
- [Budgeting Extensions: Unbalanced Budget History Report](#)

Budgeting Extensions: Balanced Budget Journal Input Proforma

This report generates a worksheet to help prepare budget journals on paper.

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma Report, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 12-6.

Budgeting Extensions: Balanced Budget Journal Report

This report lists balanced journal transaction details. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on generating the Budgeting Extensions: Balanced Budget Journal Report, see [Generating Budgeting Extensions: Balanced Budget Journal Report Procedure](#), page 12-8.

Budgeting Extensions: Unbalanced Budget Journal Report

This report lists unbalanced journal transaction details. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on generating the Budgeting Extensions: Unbalanced Budget Journal Report, see [Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure](#), page 12-9.

Budgeting Extensions: Load Spreadsheet File

For information on loading the spreadsheet file, see [Import Budget Spreadsheet Procedures](#), page 11-1.

Budgeting Extensions: Maintain Code Combination Budget Control Flag Report

This report lists all combination codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions, Maintain Code Combination Budget Control Flag Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

For information on enforcing balanced budgeting for an accounting flexfield code combination, see [Enabling Enforced Balanced Budgeting Procedure](#), page 7-3.

Budgeting Extensions: Process Impact Review Report

This report displays a review of the impact of next year budget planning, including the effect of reprofiling and indexation for a selected account. The report shows the total changes to the budget amount caused by the following:

- budget recalculation
- revised budget amount if the budget recalculation is accepted
- change to the next year's budget amount caused by the recalculation
- revised next year's budget amount if the recalculation is accepted

For information on generating the Budgeting Extensions: Process Impact Review Report, see [Generating Budgeting Extensions: Process Impact Review Reports Procedure](#), page 12-10.

Budgeting Extensions: Process Impact Review Summary Report

This report displays a review of the overall impact of next year budget planning, including the effect of reprofiling and indexation. The report shows the total changes to the budget amount caused by the following:

- budget recalculation
- revised budget amount if the budget recalculation is accepted
- change to the next year's budget amount caused by the recalculation
- revised next year's budget amount if the recalculation is accepted

For information on generating the Budgeting Extensions: Process Impact Inquiry Report, see [Generating Budgeting Extensions: Process Impact Review Reports Procedure](#), page 12-10.

Budgeting Extensions: Profile Code Listing Report

This report lists all profile codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Profile Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

For information on defining profile codes, see [Defining Profile Codes Procedure](#), page 7-9.

Budgeting Extensions: Range Code Listing Report

This report lists all range codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Range Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

For information on defining range codes, see [Defining Budget Range Codes Procedure](#), page 7-12.

Budgeting Extensions: Reason Code Listing Report

This report lists all reason codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Reason Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 12-11.

For information on defining reason codes, see [Defining Reason Codes Procedure](#), page 7-7.

Budgeting Extensions: Balanced Budget History Report

This report is generated from the Budget History Inquiry window. The Budgeting Extensions: Balanced Budget History Report generates a history of balanced budget journals. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on the Budget History Inquiry window, see [Budget History Inquiry Window Description](#), page 9-10.

For information on generating the Budgeting Extensions: Balanced Budget History Report, see [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#), page 12-13.

Budgeting Extensions: Unbalanced Budget History Report

This report is generated from the Budget History Inquiry window. The Budgeting Extensions: Unbalanced Budget History Report generates a history of unbalanced budget journals. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on the Budget History Inquiry window, see [Budget History Inquiry Window Description](#), page 9-10.

For information on generating the Budgeting Extensions: Unbalanced Budget History Report, see [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#), page 12-14.

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure

To generate the Budgeting Extensions: Balanced Budget Journal Input Proforma, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

The Submit Request window appears.

3. Click **OK**.

4. In the Name field, select Budgeting Extensions: Balanced Budget Journal Input Proforma from the list of values.

The Parameters pop-up window appears.

5. In the Currency Code ID field, select a currency from the list of values.

6. In the Budget Entity ID field, select a budget organization from the list of values.

7. To apply parameters, click **OK**.

8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.

10. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Table 12–1 Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Field	Type	Description
Batch Header Region		
Batch Name		unique batch name
Fiscal Year		fiscal year
Control Total		batch control total
Journal Name		journal for all lines in batch
Currency	display only	functional currency
Reason Code		default reason code for lines left blank
Description		default reason code description
Category		category for all lines in batch
Budget Name		new budget's name
Organization	display only	budget organization
Journal Lines Region		
Line	display only	sequential line numbers
Accounting Flexfield	display only	accounting flexfield
Debits (DR)		debit amount for line
Credits (CR)		credit amount for line
Profile Code	display only	default profile code for accounting flexfield
Start Period		start period for line
Recurring		yes indicates recurring line; no indicates non-recurring line
Effect		effect on budget for recurring lines only
Next Year Budget		next year budget amount for line
Reason Code		reason code for line
Description		reason description for line

Generating Budgeting Extensions: Balanced Budget Journal Report Procedure

To generate one or more Budgeting Extensions: Balanced Budget Journal Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 Budgeting Extensions: Balanced Budget Journal Report from the list of values.

The Parameters pop-up window appears.

5. In the Batch Name field, enter or select a batch name from the list of values.
6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure

To generate one or more Budgeting Extensions: Unbalanced Budget Journal Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 Budgeting Extensions: Unbalanced Budget Journal Report from the list of values.

The Parameters pop-up window appears.

5. In the BE Batch field, enter or select a batch name from the list of values.
6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Process Impact Review Reports Procedure

This procedure is used to generate the following reports:

- Budgeting Extensions: Process Impact Review
- Budgeting Extensions: Process Impact Review Summary

To generate one or more Budgeting Extensions: Process Impact Review Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 one of the following report names from the list of values:
 - Budgeting Extensions: Process Impact Review Report
 - Budgeting Extensions: Process Impact Review Summary Report

The Parameters pop-up window appears.

5. In the Currency Code field, select a currency from the list of values.
6. In the Fiscal Year field, enter the fiscal year to be reviewed.
7. In the Group ID field, enter the group ID to be reviewed.
8. In the Budget Version ID field, enter a budget version identifier.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Budget Setup Reports Procedure

This procedure is used to generate the following reports:

- Budgeting Extensions: Profile Code Listing
- Budgeting Extensions: Range Code Listing
- Budgeting Extensions: Reason Code Listing
- Budgeting Extensions: Maintain Code Combination Budget Control Flag

To generate one or more budget setup reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 one of the following report names from the list of values:
 - Budgeting Extensions: Profile Code Listing
 - Budgeting Extensions: Range Code Listing
 - Budgeting Extensions: Range Code Listing
 - Budgeting Extensions: Maintain Code Combination Budget Control Flag
5. If the Budgeting Extensions: Profile Code Listing Report, Budgeting Extensions: Range Code Listing Report, or Budgeting Extensions: Range Code Listing Report is selected, click **OK**.
6. If the Budgeting Extensions: Maintain Code Combination Budget Control Flag Report is selected, the Parameters pop-up window appears.
7. In the Flexfield From field, enter a value in the accounting flexfield pop-up window.
8. In the Flexfield To field, enter a value in the accounting flexfield pop-up window.
9. To apply the parameters, click **OK**.

10. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.

12. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Balanced Budget History Report Procedure

To generate the Budgeting Extensions: Balanced Budget History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 Budgeting Extensions: Balanced Budget History Report from the list of values.

The Parameters pop-up window appears.

5. In the Budget Version ID field, enter a budget version identifier.
6. In the Fiscal Year field, enter the fiscal year to be reviewed.
7. In the Currency Code field, select a currency from the list of values.
8. In the Code Combination ID field, enter the code combination ID to be reviewed.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Unbalanced Budget History Report Procedure

To generate the Budgeting Extensions: Unbalanced Budget History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

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 Budgeting Extensions: Unbalanced Budget History Report from the list of values.

The Parameters pop-up window appears.

5. In the Set of Books ID field, enter the name of the set of books to be used.
6. In the Budget Version ID field, enter a budget version identifier.
7. In the Fiscal Year field, enter the fiscal year to be reviewed.
8. In the Currency Code field, select a currency from the list of values.
9. In the Code Combination ID field, enter the code combination ID to be reviewed.

10. To apply the parameters, click **OK**.

11. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

12. To submit another request, click **Yes**, or to continue, click **No**.

13. View the request in the concurrent manager as follows:

View - Requests

PartIII

Cash and Accruals Support

Cash and Accruals Support Process

This chapter describes the cash and accruals support functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Cash and Accruals Support Process Flow Diagram](#)
- [Cash and Accruals Support Process](#)
- [Cash and Accruals Support Examples](#)

Definition

Cash and accruals support is an enhancement to Oracle Financials that assists a business in maintaining two sets of books. A cash set of books and an accruals set of books are maintained simultaneously by allowing journals to be copied from one book to another.

Cash and accruals support enables the user to select the required journal batches to track the batch process from journal entry to copy, giving detailed line level information for all batches.

Overview

Cash and accruals support enhances standard Oracle General Ledger functionality.

Cash and accruals support does not alter or extend any standard Oracle Financials features or processes, but is implemented and maintained through a set of standalone windows and reports.

Cash and accruals support does require the use of Oracle General Ledger features such as:

- enter journals
- enter encumbrances
- post journals

Cash and accruals support does not require any defaults or standard Oracle Financials processing to be changed.

Features

The following cash and accruals support features are available:

- relate two sets of books
Users can relate two sets of books before copying journals.
- copy journals
Copy journals enables a business unit's transactions to be invisible to other business units and profit centers.
Users belonging to a business unit can view and modify transactions entered by other users.

- Reports

The reports available for cash and accruals support are shown in [Table 13–1](#), page 13-19.

Table 13–1 Cash and Accruals Support Reports

Report Name	Description
Cash & Accruals Support:Batch Copy Process Report	Tracks current status of journal batches from creation and copying to posting for the related sets of books batches
Cash & Accruals Support: Related Sets of Books Line Report	Shows journal activity across related sets of books. Illustrates journal activity at line level for all journal lines, including the copied journal lines, to confirm to the user which batches have been copied. This report is similar in layout to the standard General Ledger Line Report. The parameters for this report are as follows: Balance Type, Period Range, Accounting Flexfield Range, and Set of Books ID.

Supported Products

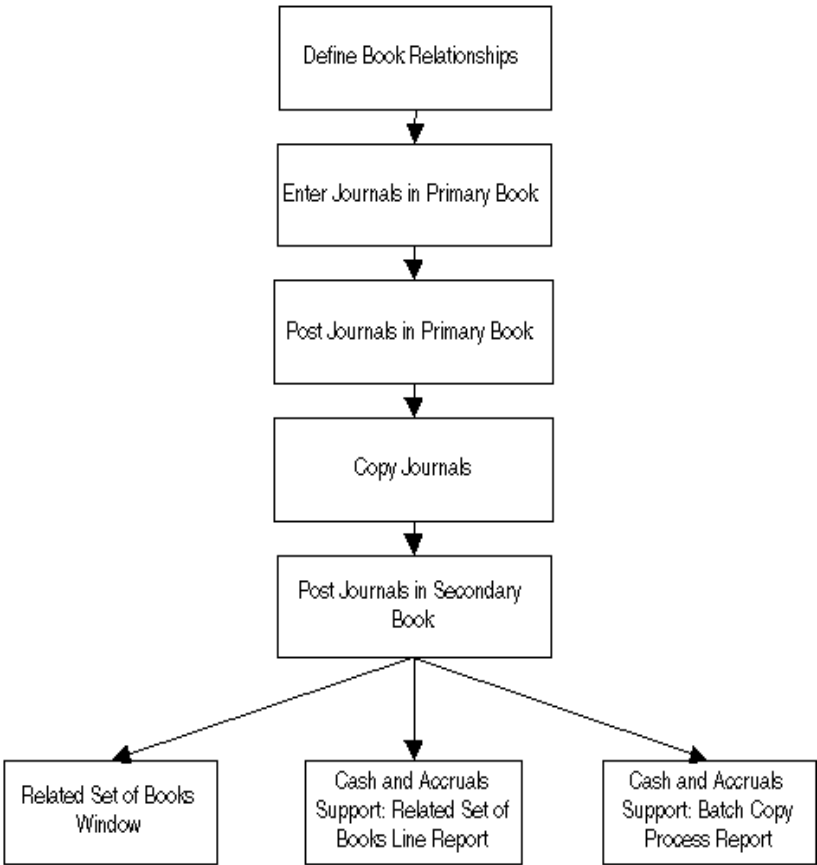
The cash and accruals support feature is supported for the following Oracle Financials modules:

- Oracle General Ledger

Cash and Accruals Support Process Flow Diagram

Figure 13–1, page 13-20 shows the process for cash and accruals support, as described in the accompanying text.

Figure 13–1 *Cash and Accruals Support Process Flow Diagram*



Cash and Accruals Support Process

The following topics are described in this section:

- [Define Book Relationships](#)
- [Enter Journals in Primary Book](#)
- [Post Journals in Primary Book](#)
- [Copy Journals](#)
- [Post Journals in Secondary Book](#)

Define Book Relationships

The define book relationships functionality enables the user to relate two sets of books, the cash set of books and the accrual set of books.

Business Rules

The business rules that apply to defining book relationships are as follows:

- Both related sets of books must have the same chart of accounts, currency, and calendar.
- Validation is not required to ensure that one set of books in a relationship is cash and the other set of books is accruals based.
- It is not possible to relate a set of books more than once, for example, one-to-many, many-to-many, and chaining.
- The relationship between existing sets of books can be deleted and a new relation created using the same component set of books.
- Encumbrance journals can only be copied if determined at the relationship level.

Encumbrances are transferred if only the target set of books has encumbrance accounting enabled.

Enter Journals in Primary Book

General Ledger journals are entered in the same way as in standard General Ledger functionality.

For information on entering journals, see [Entering and Posting Journals](#), *Oracle General Ledger User Guide*.

Post Journals in Primary Book

Journals are posted in the same way as in standard General Ledger functionality.

For information on posting journals, see [Entering and Posting Journals](#), *Oracle General Ledger User Guide*.

Copy Journals

The Copy Journals window enables posted journals to be copied from one book to another. Journals remain unposted in the secondary book.

Journals are not copied if any of the following apply:

- Budget journals cannot be copied.
- Journal batches can only be copied once.
- Unposted journal batches cannot be copied.
- Encumbrance journals cannot be copied when the copy option is disabled at the relationship level.
- Import references are only copied when required.
- Journal batches are not copied if the corresponding period is not open in the target set of books.
- Journal batches created by Oracle subledger are not copied.
- Budget journal batches are not copied.

Post Journals in Secondary Book

Journals are posted in the same way as in standard General Ledger functionality.

For information on posting journals, see [Entering and Posting Journals](#), *Oracle General Ledger User Guide*.

The results of posting journals to the secondary book can be viewed as follows:

- [Related Journals Window](#)
- [Cash & Accruals Support: Related Set of Books Line Report](#)
- [Cash & Accruals Support: Batch Copy Process Report](#)

Related Journals Window

This window displays related posted journals, encumbrance or actual, between two sets of books within a period.

For information on the Related Journals window, see [Related Journals Window Description](#), page 15-17.

Cash & Accruals Support: Related Set of Books Line Report

This report includes all balancing segments in the accounting flexfield range. The Cash & Accruals Support: Related Set of Books Line Report is sorted by balancing segment and starts a new page for each value in the segment.

For information on the Cash & Accruals Support: Related Sets of Books Line Report, see [Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure](#), page 16-6.

Cash & Accruals Support: Batch Copy Process Report

This report enables users to view the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal date batch within periods.

For information on the Cash & Accruals Support: Batch Copy Process, see [Cash & Accruals Support: Batch Copy Process Report Description](#), page 16-8.

Cash and Accruals Support Examples

Cash and accruals support is an Oracle Public Sector Financials (International) requirement that targets government departments and other specific market areas as required by the Government Green Paper, Better Accounting for the Taxpayers Money: Resource Accounting and Budgeting in Government, to move away from cash based accounting towards accrual based accounting.

In some cases, clients may retain cash and accrual methods of accounting, perhaps permanently, and the cash and accrual support feature enables this transition or method of working.

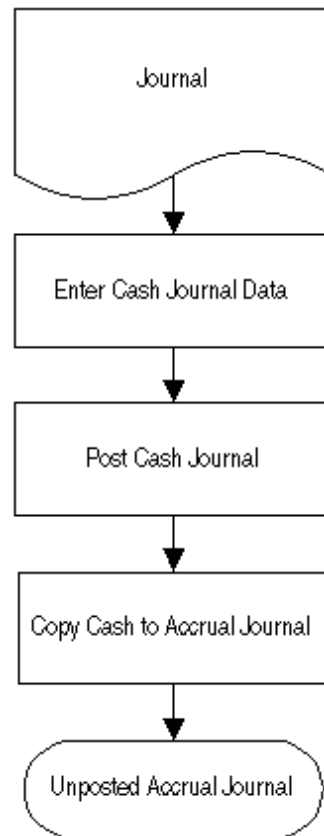
The following examples are described in this section:

- [Example 1: Creation and Maintenance of Manual Journals](#)
- [Example 2: Importing Journals from Third Party Systems](#)
- [Example 3: Posting Cash and Accruals Journals](#)
- [Example 4: Posting Journals](#)

Example 1: Creation and Maintenance of Manual Journals

Figure 13–2, page 13-25 shows the process for creating and maintaining manual journals as described in the accompanying text.

Figure 13–2 *Creation and Maintenance of Manual Journals Process Flow Diagram*



1. A paper journal entry document shows the sets of books to be addressed by the journal: cash, accrual, or both. Journal entry documents should be grouped in batches where all journals address the same combination of sets of books.
2. The sets of books information from the paper journal entry document is entered in the system with the batch journal information.
3. Each source journal is entered in the system.
4. Each source journal is posted.
5. It should be possible to duplicate the posted journal in the related set of books without retyping the journal.

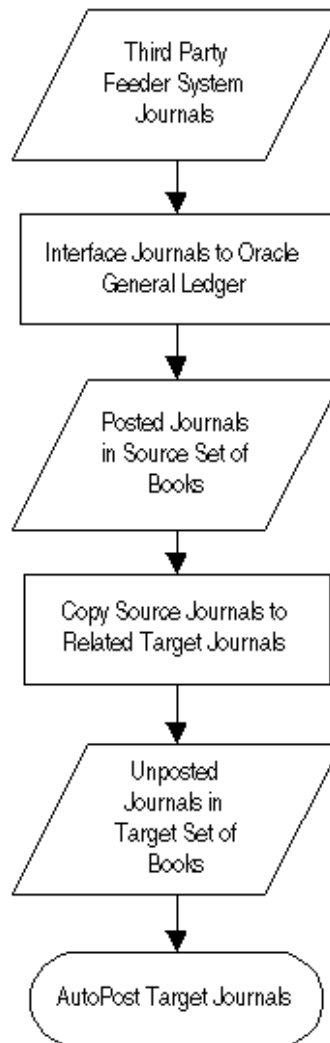
Note: The user is prevented from copying unposted journal batches.

6. The duplicate target journal is always unposted and therefore the copied journals must be posted.

Example 2: Importing Journals from Third Party Systems

Figure 13–3, page 13-27 shows how import journals are imported from third party systems, as described in the accompanying text.

Figure 13–3 Importing Journals from Third Party Systems Process Flow Diagram



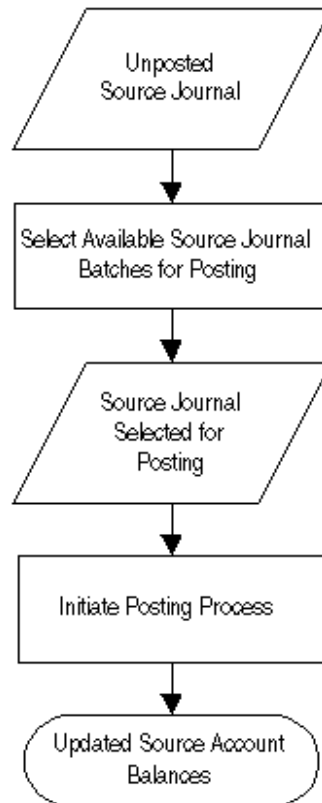
1. Third party feeder systems create journals for interface into Oracle General Ledger.
2. Journals are interfaced to Oracle General Ledger using the standard journal import utility.
3. Standard Oracle General Ledger journal import only produces journals in one set of books from a single set of interface data.
4. An imported and posted journal can be selected in one set of books and the journal copied to the related set of books. For example, if an existing feeder system is creating journals suitable for interface to the cash set of books, it must be possible to copy that journal to the accrual set of books within the General Ledger. Controls exist so that the user cannot copy journal data to an unrelated set of books or copy a journal twice. Controls also prevent unposted journals from being copied to the related set of books.
5. Two journals are created as a result of the copy process, the original posted journal in the source set of books and the copied unposted journal in the related destination set of books.

Example 3: Posting Cash and Accruals Journals

Cash and accruals journals must be posted independently.

[Figure 13-4](#), page 13-29 shows how cash and accruals journals are posted.

Figure 13-4 Posting Cash and Accruals Journals Process Flow Diagram



Example 4: Posting Journals

Standard Oracle General Ledger functionality enables journal batches to be posted individually. The user can manually post the source set of books journals before creating the target set of books journals. AutoPost is usually set up for this functionality in the target set of books.

AutoPost automatically posts the target set of books journals after the copy process according to the frequency defined for the automatic posting program.

For information on posting journal batches automatically, see [Posting Journal Batches Automatically](#), *Oracle General Ledger User's Guide*.

Cash and Accruals Support Setup

This chapter describes how to define sets of books for cash and accruals support in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Defining Sets of Books Relationships Procedure](#)
- [Sets of Books Relationships Window](#)
- [Sets of Books Relationships Window Description](#)

Definition

The Sets of Books Relationships window is used to specify the relationship linking an accrual set of books to a cash set of books. The relationship must exist to use cash and accruals support in Oracle Public Sector Financials (International).

Overview

The Sets of Books Relationships window in General Ledger enables the user to link an accrual set of books to a cash set of books and to restrict encumbrance journals from being available for copy.

The set of books where data is entered is known as the primary or source set of books. The set of books that receives a copy of transactions is the secondary or target set of books.

Prerequisites

- ❑ Both sets of books must be defined using the same accounting flexfields, currencies, and calendar.

To define the set of books, currencies, and calendar, see [Setting Up](#), *Oracle General Ledger User's Guide*.

To define accounting flexfields, see [Cash and Accruals Support Setup](#), *Oracle Applications Flexfields Guide*.

- ❑ Automatic posting is optional, but recommended. If used, it must be defined before specifying the set of books relationship.

To define automatic posting criteria, see [Posting Journal Batches Automatically](#), *Oracle General Ledger User's Guide*.

Defining Sets of Books Relationships Procedure

To define a relationship between sets of books, perform the following steps.

1. Navigate to the Sets of Books Relationships window as follows:

OPSF(I) Cash and Accrual Support - Setup - Setup Relationship

2. In the Source Set of Books field, select the name of the source set of books from the list of values.

Note: The Sets of Books Relationships window automatically generates an entry for the inverse relationship.

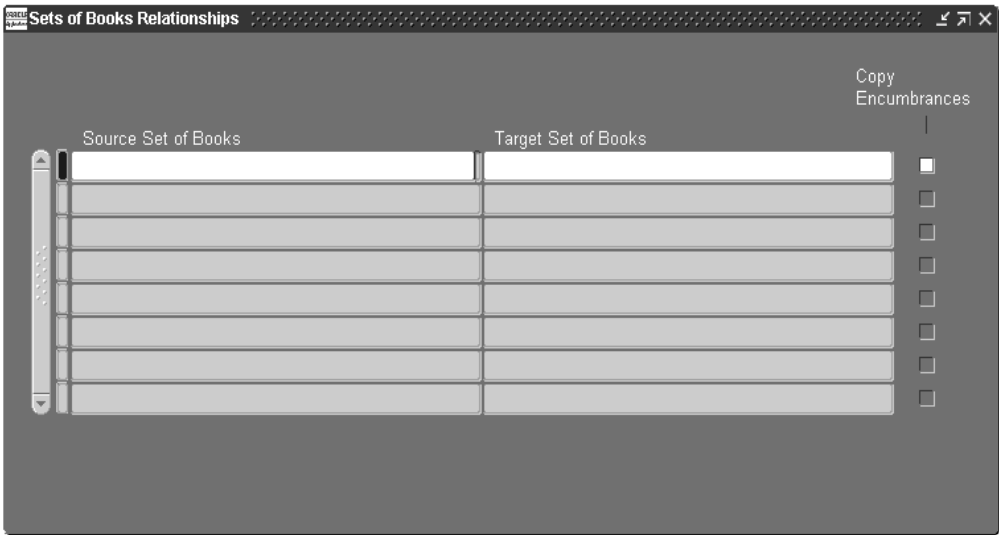
3. In the Target Set of Books field, select the name of the target set of books from the list of values.
4. To copy encumbrances to the target set of books, select the Copy Encumbrances check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Sets of Books Relationships Window

Figure 14–1 Sets of Books Relationships Window



Sets of Books Relationships Window Description

Table 14–1 Sets of Books Relationships Window Description

Field Name	Type	Features	Description
Source Set of Books	required	list of values	source set of books
Target Set of Books	required	list of values	target set of books
Copy Encumbrances	optional	check box	if selected, encumbrances copied to target set of books; if deselected, encumbrances are not copied

Managing Cash and Accruals Sets of Books Procedures

This chapter describes how to manage a cash set of books and an accruals set of books in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Submitting Batches for Copying Procedure](#)
- [Find Journal Batches Window](#)
- [Find Journal Batches Window Description](#)
- [Batch Copy Submit Window](#)
- [Batch Copy Submit Window Description](#)
- [Inquiring on Related Accounts Procedure](#)
- [Account Inquiry Window](#)
- [Account Inquiry Window Description](#)
- [Balances Window](#)
- [Balances Window Description](#)
- [Current Journals Window](#)
- [Current Journals Window Description](#)
- [Related Journals Window](#)
- [Related Journals Window Description](#)

Definition

General Ledger enables government agencies to run both cash and accruals sets of books simultaneously. The Batch Copy Submit window minimizes duplication of journal entry, and the Account Inquiry window, Cash & Accruals Support: Batch Copy Process Report, and Cash & Accruals Support: Related Sets of Books Line Report enable users to track the batch process.

Overview

General Ledger provides the following methods for managing a cash set of books and an accruals set of books:

- Batch Copy Submit Window
- Account Inquiry Window
- Batch Copy Process Report
- Related Sets of Books Line Report

For information on reports, see [Cash and Accruals Support Report Procedures](#), page 16-1.

Batch Copy Submit Window

The Batch Copy Submit window is used to submit posted and uncopied journal entry batches for copy to the related cash or accruals set of books. The Batch Copy Submit window automatically displays all posted and uncopied journal entry batches and information regarding these batches. Any batch can be selected for copying except the following:

- unposted journals
- budget journals
- Oracle subledger journals
- reversed journals

When the work is saved, a concurrent program is automatically submitted to copy the selected batches to the related set of books. Validation ensures the following:

- Journal data is not copied to the unrelated set of books.
- Journals are not copied twice.

Copying a journal to a related set of books results in the original posted journal in the source set of books and the unposted journal in the target set of books.

Account Inquiry Window

The Account Inquiry window enables users to perform online inquiry into account balances for related sets of books. Both cash and accruals balances can be viewed simultaneously for a period range and a single account or range of accounts. The user can drill-down to the journal entries that make up each account balance.

The Account Inquiry window is used to review account balances and journal details for all transactions, including those for related sets of books. Online inquiries can be performed for any accounting flexfield in a related set of books. The Account Inquiry window is also used to review source and target balances for any account, and the journal details affecting those account balances for the related sets of books.

For information on the Account Inquiry window, see [Performing an Account Inquiry](#), *Oracle General Ledger User's Guide*.

Integration with MRC

Cash and accruals support facilities should not be used to copy journal batches from an accrual MRC set of books to a cash MRC set of books, or from a cash MRC set of books to an accrual MRC set of books, if a journal batch originates from the primary accrual or cash set of books.

For example, with accrual to cash copying, when the journal batch is posted in the accrual set of books, the same journal batch is created simultaneously in the related MRC accrual set of books. Similarly, after the journal batch is copied from the primary accrual set of books to the cash set of books and posted in the cash set of books, the same journal batch is created simultaneously in the related MRC cash set of books.

A similar rule applies to copying from the cash MRC set of books to the accrual MRC set of books.

Note: When used with an MRC set of books, the Account Inquiry window and the Cash & Accruals Support:Related Sets of Books Line Report show journal batches as related only if they are copied from the MRC accrual set of books to the MRC cash set of books or from the MRC cash set of books to the MRC accrual set of books, using the cash and accrual support facilities.

Prerequisites

- ❑ The sets of books relationship must be defined.

To define the sets of books relationship, see [Defining Sets of Books Relationships Procedure](#), [Cash and Accruals Support Setup](#), page 14-3.

Submitting Batches for Copying Procedure

To submit batches for copying to the related set of books, perform the following steps.

1. Navigate to the Batch Copy Submit window as follows:

OPSF(I) Cash & Accruals Support - Copy Journals

The Find Journal Batches window appears.

2. Enter data in each field of the Find Journal Batches window as described in [Table 15–1](#), page 15-6.
3. Click **Find**.

The Batch Copy Submit window appears.

4. Enter data in each field of the Batch Copy Submit window as described in [Table 15–2](#), page 15-8.

If the target set of books is consolidated, the Average Journal Flag check box is selected by default.

5. To disable average balance processing for the batch, deselect the check box.
6. To copy the selected batches to the related set of books, click **Copy**.
7. Close the window.

Find Journal Batches Window

Figure 15–1 Find Journal Batches Window

Find Journal Batches

Period

Balance Type

Any

Batch

Total

Entered Debit

Entered Credit

Control

Clear

Find

Find Journal Batches Window Description

Table 15–1 Find Journal Batches Window Description

Field Name	Type	Features	Description
Period	required	list of values	period
Balance Type	required	drop-down list	balance type; any Actual Budget
Batch	required		batch
Total Region			
Entered Debit	optional		debit value
Entered Credit	optional		credit value
Control	optional		control value
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

15-6 Oracle Public Sector Financials (International) User’s Guide

Batch Copy Submit Window

Figure 15-2 Batch Copy Submit Window

Batch Copy Submit

Copy Information

Copy From

Copy To

Copy	Period	Batch	Balance Type	Total Entered		Control Total	Average Journal Flag
				Debit	Credit		
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Copy

Batch Copy Submit Window Description

Table 15–2 Batch Copy Submit Window Description

Field Name	Type	Features	Description
Copy Information Region			
Copy From	display only		source set of books
Copy To	display only		target set of books
Copy	optional	check box	indicates if batch to be copied
Period	display only		period
Batch	display only		batch
Balance Type	display only		balance type; valid values: Actual or Encumbrance
Total Entered Region			
Debit	display only		total entered debit
Credit	display only		total entered credit
Control Total	display only		control total
Average Journal Flag	optional	check box	indicates if average balance processing required
Copy		button	copies selected batches to related set of books

Inquiring on Related Accounts Procedure

To perform an online inquiry across related sets of books, perform the following steps.

1. Navigate to the Account Inquiry window as follows:

OPSF(I) Cash & Accruals Support - Inquire Related Account

2. Enter data in each field of the Account Inquiry window as described in [Table 15–3](#), page 15-11.
3. To show the balances for the account and period range selected, click **Show Balances**.

The Balances window appears.

4. To view entries in the current journal, click **Show Current Journals**.

The Current Journals window appears.

5. From the Balances window, to view the related journals that comprise the account selected, click **Show Related Journals**.

The Related Journals window appears.

6. From the Related Journals window, to return to the Account Inquiry window, click **Show Criteria**.

7. From the Account Inquiry window, to view entries in the current journal, click **Show Journal Details**.

The Current Journals window appears.

8. Close the window.

Account Inquiry Window

Figure 15–3 Account Inquiry Window

Account Inquiry

Selection Criteria

Accounting Periods

From

JUL-00

...

To

JUL-00

Currency

USD

Currency Type

Entered

☐ Actual

☒ Encumbrance

Encumbrance type

Factor

☐ Units

☒ Thousands

☐ Millions

☐ Billions

Accounts

Description

Show Balances

Show Journal Details

Account Inquiry Window Description

Table 15–3 Account Inquiry Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Accounting Periods Region			
From	required	list of values	start accounting period
To	optional	list of values	end accounting period
Currency	display only		currency
Currency Type	display only		currency type
<journal type>	required	radio button	journal type; valid values: Actual or Encumbrance
Encumbrance type	conditionally required		encumbrance value; required if Encumbrance radio button selected
Factor	required	radio button	precision and rounding factor; valid values: Units, Thousands, Millions, or Billions
Accounts	required	accounting flexfield pop-up window	account details
Description	display only		account description
Show Balances		button	opens Balances window
Show Journal Details		button	opens Current Journal window

Balances Window

Figure 15-4 Balances Window

Balances

Balance Type

Currency Type

Factor

Set Of Books

Related Set of Books

Period

Period To Date

Year To Date

Period To Date

Year To Date

Show Criteria

Show Current Journals

Show Related Journals

Balances Window Description

Table 15–4 Balances Window Description

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Set of Books Region			
Set of Books	display only		set of books name
Period To Date	display only		period to date balance
Year To Date	display only		year to date balance
Related Set of Books Region			
Related Set of Books Name	display only		related set of books name
Period To Date	display only		period to date balance
Year To Date	display only		year to date balance
Show Criteria		button	opens Account Inquiry window
Show Current Journals		button	opens Current Journals window
Show Related Journals		button	opens Related Journals window

Current Journals Window

Figure 15–5 Current Journals Window

Current Journals

Balance Type

Currency Type

Factor

Period

Balance

Batch Name	Header Name	Source	Line	Entered DR	Entered CR	Description

Related Journal - OPSFI NAX CASH

Show Criteria

Show Balances

Show Current Journals

Show Related Journals

Current Journals Window Description

Table 15–5 *Current Journals Window Description*

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Balance	display only		period to date balance
Batch Name	display only		journal batch name
Header Name	display only		journal header name
Source	display only		journal source
Line	display only		journal line number
Entered DR	display only		entered debit
Entered CR	display only		entered credit
Description	display only		line description
Related Journal	display only		related set of books journal information
Show Criteria		button	opens Account Inquiry window
Show Balances		button	opens Balances window
Show Current Journals		button	disabled
Show Related Journals		button	opens Related Journals window

Related Journals Window

Figure 15–6 Related Journals Window

Related Journals

Balance Type

Currency Type

Factor

Period

Balance

Batch Name	Header Name	Source	Line	Entered DR	Entered CR	Description

Current Journal - OPSFI NAX ACCR

Show Criteria

Show Balances

Show Current Journals

Show Related Journals

Related Journals Window Description

Table 15–6 *Related Journals Window Description*

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Balance	display only		period to date balance
Batch Name	display only		journal batch name
Header Name	display only		journal header name
Source	display only		journal source
Line	display only		journal line number
Entered DR	display only		entered debit
Entered CR	display only		entered credit
Description	display only		line description
Current Journal	display only		current set of books journal information
Show Criteria		button	opens Account Inquiry window
Show Balances		button	opens Balances window
Show Current Journals		button	opens Current Journals window
Show Related Journals		button	disabled

Cash and Accruals Support Report Procedures

This chapter describes the cash and accruals support reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure](#)
- [Cash and Accruals Support: Related Sets of Books Line Report Description](#)
- [Generating Cash & Accruals Support: Batch Copy Process Report Procedure](#)
- [Cash & Accruals Support: Batch Copy Process Report Description](#)

Definition

The cash and accruals support reports assist in reconciling batches and transactions copied from one set of books to another.

Overview

Cash and accruals support reports include the following:

- [Cash & Accruals Support: Related Sets of Books Line Report](#)
- [Cash & Accruals Support: Batch Copy Process Report](#)

Cash & Accruals Support: Related Sets of Books Line Report

This report includes all balancing segments in the accounting flexfield range, is sorted by balancing segment, and starts a new page for each value in the segment. The report enables the user to perform the following tasks for related sets of books:

- review journal activity at line level
- view transactions simultaneously
- track the copy status of journal batches using the following information:
 - journal source
 - category
 - name
 - description
 - reference
 - effective date
 - journal amount
 - accounting balance for each journal entry

This report enables the user to see the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal batch within periods.

Cash & Accruals Support: Batch Copy Process Report

This report enables the user to see the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal batch within periods.

Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure

To generate the Cash & Accruals Support: Related Sets of Books Line Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Cash & Accruals Support - Reports

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 Cash & Accruals Support: Related Sets of Books Line Report from the list of values.

The Parameters pop-up window appears.

5. In the Balance Type field, select the balance type from the list of values.
6. In the Budget or Encumbrance Name field, select a value from the list of values, or accept N / A if the balance type is set to Actual.
7. In the Starting Period field, select any accounting period in the calendar as the starting period of the range to report on.
8. In the End Period field, select the same or a later accounting period than the starting period.
9. In the Flexfield From field, select the low end of the accounting flexfield range to report on.
10. In the Flexfield To field, select the high end of the accounting flexfield range to report on.
11. To apply the parameters, click **OK**.
12. Enter data in the At These Times... and Upon Completion... regions of the Submit Request window, if required.
13. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

14. To submit another request, click **Yes**, or to continue, click **No**.

15. View the request in the concurrent manager as follows:

View - Requests

16. Close the window.

Cash and Accruals Support: Related Sets of Books Line Report Description

Table 16–1 Cash & Accruals Support:Related Sets of Books Line Report Description

Field	Description
Header Region	period, currency, balance type, budget name, or encumbrance type, company
Detail Region	
Accounting Flexfield	beginning and ending balances and journal entry lines for each accounting flexfield
Description	account segment value description for each accounting flexfield
Source	source name for each journal entry line; where journal entry lines originated
Category	journal category for each journal entry line to help identify nature and purpose of journal
Name	journal entry name for each journal entry line; reference the name to review complete journal entry for this line
Date	effective date of journal entry in DD-MMM-YY format
Current /Related Journal Amount	debit or credit amount for each journal entry line; CR indicates credit amount
Current /Related Account Balance	beginning and ending balances for each accounting flexfield; also includes beginning balances as of first day of each accounting period in specified range and ending balances as of last day of each accounting period in specified range Ending balance for each accounting period is computed by adding period's beginning balance to journal entry line amounts for that period. CR indicates credit amount.

Generating Cash & Accruals Support: Batch Copy Process Report Procedure

To generate the Cash & Accruals Support: Batch Copy Process Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Cash & Accruals Support - Reports

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 Cash & Accruals Support: Batch Copy Process Report from the list of values.

The Parameters pop-up window appears.

5. In the Period field, select the period on which to report details from the list of values or leave the field blank to report on all open periods.
6. To apply the parameters, click **OK**.
7. Enter data in the At These Times... and Upon Completion... regions of the Submit Request window, if required.
8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

11. Close the window.

Cash & Accruals Support: Batch Copy Process Report Description

Table 16–2 *Cash & Accruals Support: Batch Copy Process Report Description*

Column	Description
Header Region	report title, date, page, set of books name
Period	accounting period or periods covered by the report
Batch Name	batch name
Batch Date	batch date; sorted by journal batch within period; displayed for both sets of books for period specified in batch, can be last day of period, for manual entries to prior periods; first day of period specified in batch, for manual journal entries to future periods; and date on which the batch was created, for manual journal entries to current period or journal entries created by feeder systems
Posting Date	date batch posted; sorted by journal batch within period; displayed for both sets of books
Copy Status	copy status; valid values: Selected, In Process, Copy Complete

Part IV

Combined Basis Accounting

Combined Basis Accounting Process

This chapter describes the combined basis accounting functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Combined Basis Accounting Process Flow Diagram](#)
- [Setting Up Combined Basis Accounting in Receivables](#)
- [Generating Combined Basis Accounting Reports](#)

Definition

Combined basis accounting in Receivables enables receivables entries with cash implications to be posted from the Receivables subledger to a secondary general ledger, which is the cash based general ledger.

Overview

Combined basis accounting functionality enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

Combined basis accounting functionality is required to operate accounts and report on a cash basis. The user must operate both cash and accrual general ledgers to use the Oracle Public Sector Financials (International) combined basis accounting functionality.

The user defines two general ledgers. The first general ledger is the accrual general ledger and the second is the cash general ledger. The relationship between the accrual and cash general ledgers is that the accrual general ledger is the primary book and the cash general ledger is the secondary book.

The user must populate Oracle Public Sector Financials (International) tables for Receivables before using the combined basis accounting functionality.

Receipt entries made in the Receivables subledger are transferred to the accrual general ledger through the Oracle Receivables interface.

The user runs the Cash Basis Execution Report in the Oracle Public Sector Financials (International) menu.

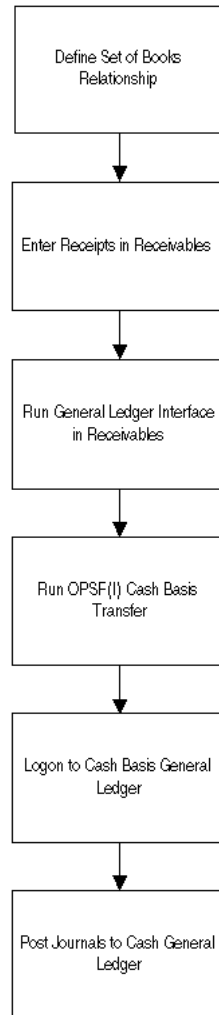
The Cash Basis Transfer Report transfers the cash entries from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices are not transferred as they have no cash impact.

When the transfer processes is complete, the journals created from the Receivables subledger must be posted to the general ledger. The journals must be posted in both the accrual general ledger and the cash general ledger. Journals are posted during the journal post routine.

Combined Basis Accounting Process Flow Diagram

Figure 17-1 Combined Basis Accounting Process Flow Diagram



Setting Up Combined Basis Accounting in Receivables

Setting up combined basis accounting in Receivables consists of the following procedures:

- [Define Set of Books Relationship in General Ledger](#)
- [Accounting Entries](#)
- [Period Status in OPSF\(I\) Menu](#)
- [Enter Receipt Transactions in Receivables](#)
- [Run Postings to General Ledger](#)

Define Set of Books Relationship in General Ledger

The relationship between the accrual and cash general ledgers must be established to set up combined basis accounting in Receivables.

The user defines the primary set of books, which is the accrual set of books, and the secondary set of books, which is the cash set of books. The user must also enter the account code for the unallocated revenue. The combined basis accounting feature is only available after these details are saved.

The cash basis accounting relationship between the two sets of books is not retrospective. The combined basis only applies from the date that the relationship applies and to all entries made after this date.

Accounting Entries

Combined basis accounting in Receivables generates accruals and cash basis accounting entries.

The primary set of books must be set to accrual accounting.

Cash basis entries are generated for the secondary set of books. In accordance with the cash basis accounting principles there are no cash basis entries for unpaid invoices. Cash basis entries can only be created for an invoice after it is partly or fully paid.

For example, full payment of an invoice with revenue of \$1000 and tax of \$175 results in accounting entries for the cash basis set of books, as shown in Table 16-1, page 16-15.

Table 17-1 Accounting Entries for Cash Basis Set of Books

DR or CR	Account Name	Account Value
DR	Cash	\$1175
CR	Unapplied	\$1175
DR	Unapplied	\$1175
CR	Revenue	\$1000
CR	Tax	\$175

For part payment entries, pro rata entries are created for the revenue and tax accounts.

Chargebacks

Chargeback transactions do not generate any General Ledger transactions to the cash set of books as they have no impact in cash accounting terms.

Adjustments

Adjustments of the type Charges do not create any General Ledger transactions to the cash set of books, but the user may need to define the appropriate accounting entries to either reverse the revenue or tax elements or any accounts that require posting for the adjustment.

It is recommended that the Over Applications check box is not selected.

Period Status in OPSF(I) Menu

The Oracle Public Sector Financials (International) combined basis accounting functionality requires that both the accrual and cash general ledgers are in the same periods. Users can ensure that both the accrual and cash general ledgers are synchronized in the period window. The window displays the period and indicates if it can be closed. If the window indicates that the periods in both the cash and accruals general ledgers can be closed, the user can close the periods from each of the general ledgers.

Enter Receipt Transactions in Receivables

The user enters receipt transactions in Accounts Receivable in the standard way using the Oracle Receivables windows.

Run Postings to General Ledger

The postings must be run from the Receivables subledger to the General Ledger. The user needs to run the transfer to General Ledger from the Receivables Interface General Ledger. This transfers the transaction details for the accrual set of books.

The cash transactions are transferred from the Receivables subledger to the cash set of books.

Generating Combined Basis Accounting Reports

The following reports are available for combined basis accounting:

- [Combined Basis Accounting: Cash Basis Accounting Journal Entries Report](#)
- [Automatic Cash Postings Error Report](#)
- [Combined Basis Accounting: Cash Basis Unposted Items Report](#)
- [Combined Basis Accounting: Cash Basis Execution Report](#)

Combined Basis Accounting: Cash Basis Accounting Journal Entries Report

The Combined Basis Accounting: Cash Basis JE Report is based on the Receivables Journal Entries Report. The Combined Basis Accounting JE program produces a report of the pending journal entries into the General Ledger cash set of books.

Automatic Cash Postings Error Report

The Automatic Cash Postings Error report is only printed if the postings to the General Ledger are unbalanced. If this report is printed, an error message is also printed in the execution log, and the concurrent task completes with a status Error.

Combined Basis Accounting: Cash Basis Unposted Items Report

The Combined Basis Accounting: Cash Basis Unposted Items Report provides a list of items that are not posted for a specific General Ledger date range. This report is similar to the standard Oracle Receivables Unposted Items Report, but reports only on the unposted items for the General Ledger Cash Basis Transfer for combined basis accounting.

Combined Basis Accounting: Cash Basis Execution Report

The Combined Basis Accounting: Cash Basis Execution Report is automatically produced by the cash basis transfer and provides a summary of transactions by category and currency that make up the entries in General Ledger. The report is similar to the standard Oracle Receivables Posting Execution Report. The Combined Basis Accounting: Cash Basis Execution Report also reports on any unposted cash items.

Combined Basis Accounting Setup

This chapter describes how to set up combined basis accounting features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Populating Extended Tables Procedure](#)
- [Transferring Information To General Ledger Procedure](#)
- [Extended System Options Window, Combined Basis Accounting Tab](#)
- [Extended System Options Window Description, Combined Basis Accounting Tab](#)

Definition

Combined basis accounting in Receivables enables government departments to meet the requirements of resource accounting, managing departments using accrual based accounting techniques, as well as reporting on a cash basis.

Overview

Combined basis accounting enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

This functionality is required to operate accrual accounting and report on a cash basis. The user must operate both accrual and cash general ledgers to use the Oracle Public Sector Financials (International) functionality.

- The user predefines two general ledgers, an accrual general ledger and a cash general ledger. The accrual general ledger is the primary book and the cash general ledger is the secondary book.
- To enable combined basis accounting, the user must populate the Oracle Public Sector Financials (International) tables from the core Receivables tables. The report to populate the Oracle Public Sector Financials (International) tables must be run from the Oracle Public Sector Financials (International) Receivables setup menu option.
- Receipt entries made in the Receivables subledger are transferred to the accrual general ledger using the Oracle Receivables interface.
- The user runs the cash basis transfer report in the Oracle Public Sector Financials (International) reports menu. The cash basis transfer report transfers the cash entries from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries that have a cash impact to the cash general ledger, for example, cash receipts. The cash basis transfer does not transfer entries such as invoices, as there is no cash impact.

- When the transfer processes are complete, the journals are posted from the Receivables subledger to the general ledger. The journals must be posted in the accrual general ledger and the cash general ledger, using the core journal post routine.

Prerequisites

- ❑ The combined basis accounting feature must be enabled.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

Populating Extended Tables Procedure

To populate the extended tables, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Set Up - Reports

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 Global: Populate Data from the list of values.

The Parameters pop-up window appears.

5. In the Source Type field, select Combined Basis Accounting 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 Decision pop-up window appears.

8. To submit another request, click **Yes**, or click **No**, to continue.
9. View the request in the concurrent manager as follows:

View - Requests

10. Close the window.

When the report is complete, the extended tables are populated.

Note: The populate data program must be run after setting up a new Receivables subledger or adding a new multiple organization.

Transferring Information To General Ledger Procedure

To transfer information to General Ledger for combined basis accounting, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Set Up - Extended System Options

2. Select the Combined Basis Accounting tab.
3. Ensure that the Combined Basis Accounting Enabled check box is selected.

If the Combined Basis Accounting Enabled check box is not selected, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure, page 5-4](#) for instructions on how to enable the combined basis accounting feature.

4. Select the Run GL Journal Import check box, if required.

This check box is deselected by default.

5. In the Set of Books Name field, select the required cash set of books from the list of values.
6. In the Unallocated Revenue field, enter the required account number in the pop-up window.
7. Click **OK**.

The account description is automatically displayed.

8. Close the window.

Extended System Options Window, Combined Basis Accounting Tab

Figure 18–1 Extended System Options Window, Combined Basis Accounting Tab

Extended System Options

Combined Basis Accounting

Dunning Letters and Installment Terms

Standing Charges

☐ Combined Basis Accounting Enabled

☐ Run GL Journal Import

Accounting Method

Name

Set Of Books Name

Unallocated Revenue

Account Description

Extended System Options Window Description, Combined Basis Accounting Tab

Table 18–1 *Extended System Options Window Description, Combined Basis Accounting Option Tab*

Field Name	Type	Features	Description
Combined Basis Accounting Enabled	display only	check box	if selected, combined basis accounting enabled; if deselected, combined basis accounting disabled
Run GL Journal Import	optional	check box	if selected, General Ledger journal import program must be run
Accounting Method	display only		accounting method
Name	display only		set of books name
Set of Books Name	required		combined basis accounting set of books name; can only be set up once
Unallocated Revenue	required		unallocated revenue account; can be modified
Account Description	optional		account description

Combined Basis Accounting Procedures

This chapter describes how to use combined basis accounting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Copying Journals from Receivables to General Ledger Procedure](#)
- [Run Cash Basis Transfer Window](#)
- [Run Cash Basis Transfer Window Description](#)
- [Viewing Accounting Period Status Procedure](#)
- [Accounting Period Status Window](#)
- [Accounting Period Status Window Description](#)

Definition

Combined basis accounting functionality enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

Overview

Cash basis accounting operates accounts and reports on a cash basis. The user needs to operate a cash and accrual general ledger to use the Oracle Public Sector Financials (International) functionality.

Two general ledgers need to be defined. One general ledger is the accrual general ledger, the other general ledger is the cash general ledger. A relationship between the accrual and cash general ledger accrual general ledger is the primary book, the cash being the secondary book.

In order to use the combined basis accounting functionality within Oracle Public Sector Financials (International), the user must populate Oracle Public Sector Financials (International) tables for the core Receivables using the Oracle Public Sector Financials (International) Receivables Set Reports menu option.

Receipt entries made in the Receivables subledger are transferred to the accrual general ledger using the Receivables interface to the accrual general ledger.

The cash basis transfer report must be run from the combined basis accounting reports menu.

Cash entries are transferred from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices must be posted as invoices have no cash impact.

When the transfer processes are complete, journals that have been created must be posted from the Receivables subledger to the general ledger. The journals must be posted in both the accrual general ledger and the cash general ledger. Journals are posted using the Receivables journal post routine.

Features

The following combined basis accounting procedures are available:

- maintaining cash receipts to two sets of books, one on a cash basis and the other on an accrual basis

- displaying the status of a period if there are cash basis items that are unposted to General Ledger

Prerequisites

- The same prerequisites are required for the Run Cash Basis Transfer window in Receivables as those that apply to combined basis accounting.

For information on the Run General Ledger Interface window in Receivables, see [Running General Ledger Interface](#), *Oracle Receivables User's Guide*.

- The same prerequisites are required for the Accounting Period Status window in Receivables as those that apply to combined basis accounting.

For information on period status prerequisites in Receivables, see [Opening and Closing Accounting Periods](#), *Oracle Receivables User's Guide*.

- The feature combined basis accounting must be enabled.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

Copying Journals from Receivables to General Ledger Procedure

To copy journals from Receivables to the General Ledger, perform the following steps.

1. Navigate to the Run Cash Basis Transfer window as follows:

OPSF(I) Combined Basis Acctg - Cash Basis Transfer

2. In the Posting Detail field, select Detail or Summary report.
3. In the GL Posted Date field, enter the General Ledger posted date.
4. In the GL Dates field, enter the start and end dates of the General Ledger period.

The General Ledger date defaults to the last date of the same period as the start date.

5. In the Run Journal Import field, select Yes.
6. To run the Cash Basis GL Transfer program, click **Submit**.

Note: The request identifier needs to be recorded.

7. View the request in the concurrent manager as follows:

View - Requests

8. Close the window.

Run Cash Basis Transfer Window

Figure 19–1 Run Cash Basis Transfer Window

The screenshot shows a window titled "Run Cash Basis Transfer (OPSFI NON-AX ACCRUAL)". Inside the window, there are five input fields arranged vertically on the left side: "Posting Detail" (a drop-down menu), "GL Posted Date" (a date field), "GL Dates" (a date range field), "Run Journal Import" (a drop-down menu), and "Request Id" (a text field). To the right of these fields is a "Submit" button.

Run Cash Basis Transfer Window Description

Table 19–1 Run Cash Basis Transfer Window Description

Field Name	Type	Features	Description
Posting Detail	required	drop-down list	valid values are: Detailed or Summary Detailed, used for easy reconciliation as each transaction has at least one entry Summary, transfers accounting entries from General Ledger interface table to General Ledger tables in summarized format for each account
GL Posted Date	required	pop-up calendar	General Ledger posted date; defaults to today's date
GL Dates	required	pop-up calendar	General Ledger start and end dates; end date defaults to end of the month when start date is entered. The end date can be amended if required. Dates must be within an open period.

Table 19–1 Run Cash Basis Transfer Window Description

Field Name	Type	Features	Description
Run Journal Import	required	drop-down list	select Yes to run the journal import
Request Id	display only		request ID
Submit		button	runs Cash Basis GL Transfer program

Viewing Accounting Period Status Procedure

To review which accounting periods are open or closed, perform the following steps.

1. Navigate to the Accounting Period Status window as follows:

OPSF(I) Combined Basis Accounting - Period Status

The accounting periods are displayed in descending chronological order according to the fiscal year.

Note: Accounting periods cannot be closed in the Accounting Period Status window. The information in this window is display only.

For information on the Accounting Period Status window, see [Table 19–2, page 19-9](#).

2. Select the Can Close check box before closing the period in the accrual set of books.

Note: Incorrect or missing accounting entries can occur if the Can Close check box is not selected and periods with cash basis postings are closed.

Accounting Period Status Window

Figure 19–2 Accounting Period Status Window

Accounting Period Status

Latest Open Period

Accounting Periods

Status	Can Close	Number	Fiscal Year	Name	Start Date	End Date	[]
	☐						
	☐						
	☐						
	☐						
	☐						
	☐						
	☐						

Accounting Period Status Window Description

Table 19–2 *Accounting Period Status Window Description*

Field Name	Type	Features	Description
Latest Open Period	display only		displays most recent open period
Accounting Periods Region			
Status	display only		accounting period status
Can Close	display only	check box	If period is open and can be closed, a check is run to verify there are no unposted items before the period is closed.
Number	display only		order of period within fiscal year
Fiscal Year	display only		fiscal year
Name	display only		accounting period name
Start Date	display only		accounting period start date
End Date	display only		accounting period end date
Descriptive Flexfield	display only		indicates period status

Combined Basis Accounting Report Procedures

This chapter describes the combined basis accounting reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Combined Basis Accounting: Execution Report Procedure](#)
- [Combined Basis Accounting: Cash Basis Unposted Items Report Procedure](#)
- [Combined Basis Accounting: Cash Posting Error Report Procedure](#)
- [Combined Basis Accounting: Cash Basis Journal Entries Report Procedure](#)

Definition

The combined basis accounting reports provide analysis information about the cash basis position and reconcile accrual and cash basis postings.

Overview

The combined basis accounting reports are shown in [Table 20–1, page 20-2](#).

Table 20–1 Combined Basis Accounting Reports

Report	Description
Combined Basis Accounting;Execution Report	Provides a summary by category and currency of all transaction entries in the General Ledger.
Combined Basis Accounting;Cash Basis Unposted Items Report	Lists items that are not posted to the specific General Ledger date range.
Combined Basis Accounting;Cash Posting Error Report	Lists out of balance cash postings to the General Ledger.
Combined Basis Accounting;Cash Basis Journal Entries Report	Lists cash basis general ledger journal entry details for the transaction performed in Receivables and provides an audit trail for posting to the cash set of books.

Note: Reports can be generated in any order.

Prerequisites

- The combined basis accounting feature must be enabled.
To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure, page 5-4](#)
- The Receivables Global: Populate Data program must be run with the system options enabled.
For information on running the Receivables Global: Populate Data Program, see [Populating Standing Charge Data Procedure, page 67-7](#).
- Cash basis accounting information must be set up for the relevant accrual set of books.

Combined Basis Accounting: Execution Report Procedure

The Combined Basis Accounting: Execution Report is generated automatically by the General Ledger Transfer procedure, which is called when the General Ledger Interface program is run. The report is the same as the Receivables Posting Execution Report.

In accordance with cash basis accounting principles, there are no cash basis entries for unpaid invoices. Cash basis entries can only be created for invoices that have been partially or fully paid.

Note: Chargeback transactions and adjustments of type Charge do not generate General Ledger transactions to the cash set of books. Adjustments of type Invoice do generate General Ledger transactions, but account entries, such as to tax and revenue accounts, must be defined to reverse them.

For information on running the General Ledger Interface program and generating the Posting Execution Report, see [Running General Ledger Interface](#), *Oracle Receivables User's Guide*.

Combined Basis Accounting: Cash Basis Unposted Items Report Procedure

The Combined Basis Accounting: Cash Basis Unposted Items Report is created automatically by the General Ledger Cash Basis Transfer routine if there are unposted items for the specified General Ledger date range. This report is the same as the Receivables Unposted Items Report.

For information on the Unposted Items Report, see [Unposted Items Report](#), *Oracle Receivables User's Guide*.

The Combined Basis Accounting: Cash Basis Unposted Items Report can also be generated and printed manually as follows.

1. Navigate to the Submit Request window as follows:

OPSF(I) Combined Basis Acctg - Reports

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 Combined Basis Accounting: Cash Basis Unposted Items Report from the list of values.

The Parameters pop-up window appears.

5. In the Start GL Date field, enter the first General Ledger date.
6. In the End GL Date field, enter the last General Ledger date.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes** or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Combined Basis Accounting: Cash Posting Error Report Procedure

The Combined Basis Accounting: Cash Posting Error Report is generated automatically by the General Ledger Cash Basis Transfer Execution routine if there are unbalanced cash posting items. If generated, an error message is also printed in the execution log and the concurrent task fails with an error status.

This report is the same as the Receivables Journal Entries Report, with enhancements that invoke an internal General Ledger cash reporting process for combined basis accounting.

For information on running the General Ledger Cash Basis Transfer Execution routine and generating the Journal Entries Report, see [Reconcile Account Balances](#) and [Using Cash Basis Accounting](#), *Oracle Receivables User's Guide*.

Combined Basis Accounting: Cash Basis Journal Entries Report Procedure

This report generates similar output to the Receivables Journal Entries Report.

For information on the Cash Basis Journal Entries Report, see [Journal Entries Report](#), *Oracle Receivables User's Guide*.

To generate the Combined Basis Accounting: Cash Basis Journal Entries Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Combined Basis Accounting - Reports

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 Combined Basis Accounting: Cash Basis Journal Entries Report from the list of values.

The Parameters pop-up window appears.

5. Set one of the following options to Yes:
 - Detail By Account, to select and print each transaction for each accounting flexfield, category, and currency
 - Detail By Category, to select and print each transaction for each category and the equivalent accounting flexfield and currency
 - Summary By Account, to select and print the period balances for each currency on each accounting flexfield
 - Summary By Category, to print the foreign and functional currency balances for each category and the referenced accounting flexfields
6. In the Posting Status field, select the posting status from the list of values or leave the field blank to select both posted and unposted items.
7. In the Start GL date field, enter the beginning General Ledger date or leave the field blank to use the current date as the beginning GL date.
8. In the End GL date field, enter the ending General Ledger date or leave the field blank to use the current date as the ending General Ledger date.

9. In the Start GL Posted date field, enter the beginning General Ledger posted date or leave the field blank to use the current date as the beginning General Ledger posted date.
10. In the End GL Posted Date field, enter the ending General Ledger posted date or leave the field blank to use the current date as the ending General Ledger posted date.
11. In the Currency field, select the currency from the list of values or leave the field blank to select all currencies.

If the field is left blank, all journal line entries are displayed, but totals are calculated only for entries in the functional currency.

If the field is set to a foreign currency, both the functional and foreign currency amounts are displayed for each line of the report.
12. Set one or more of the following transaction categories in the list of values:
 - CM Application Category to print credit memo applications
 - Adjustment Category to print adjustments
 - Trade Receipt Category to print trade receipts
 - Misc Receipt Category to print miscellaneous receipts
 - Cross Currency Category to print cross currencies
13. In the Beginning Company Segment field, enter a value in the accounting flexfield pop-up window.
14. In the Ending Company Segment field, enter a value in the accounting flexfield pop-up window.
15. In the Beginning Accounting Segment field, enter a value in the accounting flexfield pop-up window.
16. In the Ending Accounting Segment field, enter a value in the accounting flexfield pop-up window.
17. To apply the parameters, click **OK**.
18. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.
19. To submit another request, click **Yes** or to continue, click **No**.
20. View the request in the concurrent manager as follows:

View - Requests

Part V

Combined Basis Reports

Combined Basis Summary Reports

This chapter describes the combined basis summary reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Combined Basis Reports: Detail Report Procedure](#)
- [Generating Combined Basis Reports: Total Report Procedure](#)
- [Generating Combined Basis Reports: Payables Report Procedure](#)
- [Generating Combined Basis Reports: Receivables Report Procedure](#)

Definition

The combined basis summary reports enable users to manage and reconcile accrual and cash general ledger sets of books.

Overview

The combined basis summary reports are shown in [Table 21–1](#), page 21-12.

Table 21–1 Combined Basis Summary Reports

Report Name	Description
Combined Basis Reports: Detail Report	The Combined Basis Reports: Detail Report details general ledger actual journal entry lines that have been entered into a general ledger set of books, usually an accrual book, and not yet copied to the linked general ledger set of books, normally a cash book, using Oracle Public Sector Financials (International) cash and accruals support functionality.
Combined Basis Reports: Total Report	The Combined Basis Reports: Total Report details by account, General Ledger accrual, cash, and variance balances, optionally sub-totalled by journal source, and compares this to the year’s opening balance and year-to-date movement.
Combined Basis Reports: Payables Report	The Combined Basis Reports: Payables Report details invoices that have been posted to the accrual set of books but have not been paid and have not been posted to the cash set of books.
Combined Basis Reports: Receivables Report	The Combined Basis Reports: Receivables Report details transactions that have been posted to the cash set of books.

Generating Combined Basis Reports: Detail Report Procedure

To generate the Combined Basis Reports: Detail Report, perform the following steps.

1. In General Ledger, navigate to the Submit Request window as follows:

OPSF(I) Combined Basis Reports - Combined Basis Reports: Detail Report

The Submit Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Combined Basis Reports: Detail Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Journal Source field, select the journal source from the list of values or select All to report on all journals.
7. In the From Account field, select an account number from the accounting flexfield pop-up window.
8. In the To Account field, select an account number from the accounting flexfield pop-up window.
9. In the From Period field, select the start period from the list of values.
10. In the To Period field, select the end period from the list of values.
11. To apply the parameters, click **OK**.
12. To send the print request to the concurrent manager, click **Submit**.
13. To submit another request, click **Yes** or to continue, click **No**.
14. View the request in the concurrent manager as follows:

View - Requests

Generating Combined Basis Reports: Total Report Procedure

To generate the Combined Basis Reports: Total Report, perform the following steps.

1. In General Ledger, navigate the Submit Request window as follows:

OPSF(I) Combined Basis Reports - Combined Basis Reports: Total Report

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 Combined Basis Reports: Total Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the From Account field, select an account number from the accounting flexfield pop-up window.
7. In the To Account field, select an account number from the accounting flexfield pop-up window.
8. In the From Period field, select the start period from the list of values.
9. In the To Period field, select the end period from the list of values.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

12. To submit another request, click **Yes** or to continue, click **No**.
13. View the request in the concurrent manager as follows:

View - Requests

Generating Combined Basis Reports: Payables Report Procedure

To generate the Combined Basis Reports: Payables Report, perform the following steps.

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

OPSF(I) Combined Basis Reports - General Ledger Reports

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. Place the cursor in the Name field to display the Combined Basis Reports: Payables Report.

The Parameters pop-up window appears.

5. In the From Account field, select an account number from the accounting flexfield pop-up window.
6. In the To Account field, select an account number from the accounting flexfield pop-up window.
7. In the From Period field, select the start period from the list of values.
8. In the To Period field, select the end period 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 Decision pop-up window appears.

11. To submit another request, click **Yes** or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Combined Basis Reports: Receivables Report Procedure

To generate the Combined Basis Reports: Receivables Report, perform the following steps.

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

OPSF(I) Combined Basis Reports - General Ledger Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. Place the cursor in the Name field to display the Combined Basis Reports: Receivables Report.

The Parameters pop-up window appears.

5. In the Posted Status field, select the posted status from the list of values.
6. In the General Ledger Period From field, enter the first general ledger period on which to report.
7. In the Accounts Segment From field, select the start account date from the list of values.
8. In the Accounts Segments To field, select the end account date 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 Decision pop-up window appears.

11. To submit another request, click **Yes** or to continue, click **No**.

12. View the request in the concurrent manager as follows:

View - Requests

Part VI

Construction Industry Scheme

Construction Industry Scheme Process

This chapter describes the construction industry scheme (CIS) features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Process Description](#)
- [References](#)

Definition

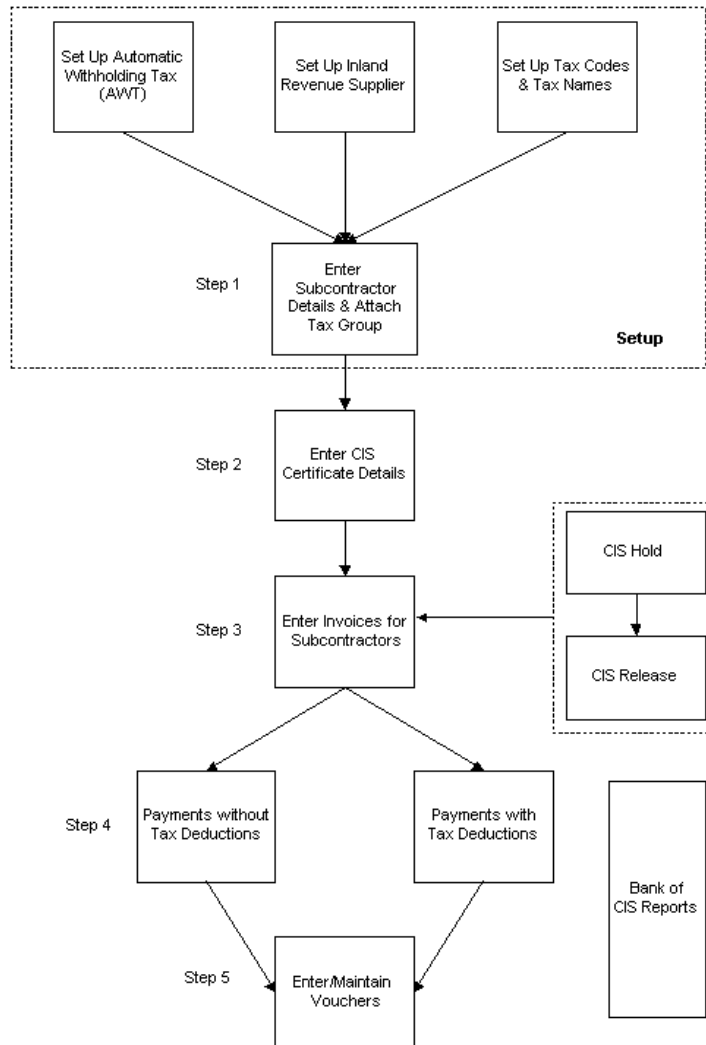
The UK Inland Revenue's construction industry scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1 1999. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating. The construction industry tax (CIT) scheme preceded CIS and is no longer valid.

Note: CIT information can no longer be entered, but CIT reporting information is included in CIS reports.

Process Flow Diagram

Figure 22–1, page 22-3, shows the construction industry scheme process as described in the accompanying text.

Figure 22–1 Process Flow for CIS Diagram



Process Description

The construction industry scheme process is as follows:

1. The contractor uses Payables to enter details about a subcontractor and to assign the subcontractor to the CIS tax withholding group.

When the association is made between Payables and a CIS tax withholding group, the Payables automatic withholding tax (AWT) functionality is used to deduct tax from the subcontractor.

2. The contractor enters the subcontractor's certificate details.
3. The contractor enters CIS subcontractor invoices.

A warning is displayed if any of the following apply:

- supplier site has an expired CIS certificate
- supplier has valid CIS certificate
- supplier has no CIS certificate or only has CIT certificates

4. Manual CIS holds and releases can be applied as required.

A manual CIS hold is placed on the invoice if the CIS certificate is invalid or expired, or if the supplier only has a CIT certificate. The invoice is not paid until a CIS release is applied.

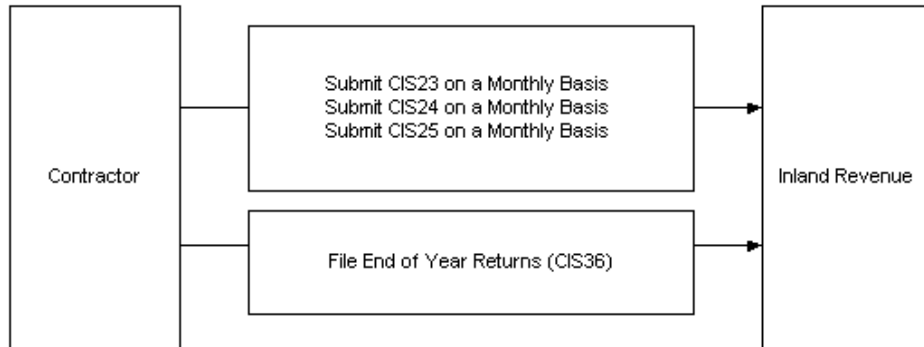
Note: Applying CIS holds and releases is a manual process and not automatic.

5. The contractor pays the invoice.

Note: Forced payments can be made to CIS suppliers without valid certificates or cards. The AWT feature deducts a percentage equal to that set for the Tax Name profile option when making the payment.

6. The contractor assigns voucher numbers to payments using the Enter / Maintain CIS Voucher Payments window.
7. Payment vouchers are submitted to the Inland Revenue as shown in [Figure 22-2](#), page 22-5.

[Figure 22-2](#), page 22-5, show the Inland Revenue requirements as described in the accompanying text.

Figure 22–2 Inland Revenue Requirements

Note: CIS taxes deducted from payments to subcontractors by the contractor are sent to the Inland Revenue within 14 days of the end of the tax month.

8. The following reports can be generated:
 - Construction Industry Scheme: Expired / Missing Certificates Report
 - Construction Industry Scheme: Expired / Missing Certificates with Pending Payments Report
 - Construction Industry Scheme: Certificate Renewal Reminders Report
 - Construction Industry Scheme: Voucher Report
 - Construction Industry Scheme: Missing Voucher Report
 - Construction Industry Scheme: CIS36 End of Year Returns Report
9. At the end of the tax year the CIS36 report provides details of construction payments, subtotalled by supplier and CIS voucher.

References

For information on entering and updating subcontractor certificate details, see [Automatic Withholding Tax \(AWT\) Overview](#), *Oracle Payables User's Guide*, and [Setting Up Construction Subcontractor Procedures](#), page 23-3.

For information on splitting labor and material lines for tax purposes, see [Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements](#), *Oracle Payables User's Guide*.

For information on warning messages, see [Setting Up Construction Subcontractor Procedures](#), page 23-3.

For information on CIS holds and releases, see [CIS Holds and Releases](#), page 24-8.

For information on setting up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Construction Industry Scheme Setup

This chapter describes how to set up construction industry scheme (CIS) in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Setting Up Construction Subcontractor Procedures](#)
- [Maintain CIS Certificates Window, Certificates Tab](#)
- [Maintain CIS Certificates Window Description, Certificates Tab](#)

Definition

Construction industry scheme setup uses the automatic withholding tax (AWT) functionality of Payables and includes enhancements to the Maintain Tax & Certificates window.

Overview

The set up construction subcontractor procedure has the following steps:

- The Suppliers window is used to assign a construction industry scheme withholding tax group to the subcontractor.
- The Maintain Tax & Certificates window is used to enter the subcontractor's certificate or registration card details into the system.

Setting Up Construction Subcontractor Procedures

To enable construction industry scheme reporting, automatic warnings, and other construction industry scheme features for a subcontractor, the following procedures must be performed:

- [Assign CIS Tax Group](#)
- [Enter Certificate or Registration Card Details](#)
- [Enter National Insurance Number](#)

Assign CIS Tax Group

To assign a CIS tax group, perform the following steps.

1. In Payables, navigate to the Suppliers window as follows:

Suppliers - Entry

2. In the Supplier Name field, enter a new subcontractor name or query an existing subcontractor.
3. Select the Withholding Tax tab.
4. Select the Allow Withholding Tax check box to enable automatic withholding tax for this subcontractor.
5. In the Withholding Tax Group field, select the appropriate tax group from the list of values.

Note: The tax groups displayed in the drop-down list depend on the values entered in the CIS Tax Group profile option.

To set up CIS Tax Group Profile Options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

6. Click **Sites**.

The Supplier Sites window appears.

7. Select the Withholding Tax tab.
8. Select the Allow Withholding Tax check box to enable Automatic Withholding Tax for this subcontractor.
9. In the Withholding Tax Group field, select the appropriate tax group from the list of values.

Note: Associating the tax group to a supplier does not automatically update all existing supplier sites. Changes must be made manually for each site.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

For information on the Suppliers window, see Suppliers and Supplier Sites Window Reference, *Oracle Payable User's Guide*.

Enter Certificate or Registration Card Details

To enter certificate or registration card details, perform the following steps.

12. In Payables, navigate to the Withholding Tax Certificates and Exceptions window as follows:

Setup - Tax - Withholding - Certificates

13. In the Supplier Name field, enter the supplier site certificate.
14. In the Site field, enter the site.
15. In the Certificate region of the Certificate tab, enter certificate details.
16. In the Effective Dates region of the Certificate tab, enter dates.
17. Save as follows:

File - Save

18. Close the window.

For information on the Withholding Tax and Exceptions window, see [Withholding Tax Certificates and Exceptions](#), *Oracle Payables User's Guide*.

Enter National Insurance Number

To enter national insurance numbers, perform the following steps.

19. Navigate to the Maintain CIS Certificates window as follows:

OPSF(I) Construction Industry Scheme - CIS Maintain Certificates

20. In the Supplier Name field, enter supplier site certificate details used in Step 13.
21. In the NI Number field, enter the national insurance number.

Note: The NI Number field is disabled if the national insurance number is not required.

Note: The Exceptions tab is not used.

22. Save as follows:

File - Save

23. Close the window.

Maintain CIS Certificates Window, Certificates Tab

Figure 23–1 Maintain CIS Certificates Window, Certificates Tab

Maintain CIS Certificates

Supplier Name

Supplier Number

Site

Clear

Find

Certificates

Exceptions

Certificate

Effective Dates

Tax Code	Number	Type	Priority	NI Number	Rate	From	To	Comments	[]

23-6 Oracle Public Sector Financials (International) User's Guide

Maintain CIS Certificates Window Description, Certificates Tab

Table 23–1 Maintain CIS Certificates Window Description, Certificates Tab

Field Name	Type	Features	Description
Supplier Name	required	list of values	subcontractor name
Supplier Number	required		subcontractor number, based on supplier name
Site	required	list of values	subcontractor site
Certificates Tab			
Certificate Region			
Tax Code	required	list of values	withholding tax name; depends on value entered in Construction Industry Scheme: Tax Code profile option
Number	required		certificate number
Type	required	list of values	subcontractor type; valid values: CIS5, construction gross payment certificate, CIS6, subcontractors gross payment certificate; CIS4P, permanent registration card; CIS4T, temporary registration card
Priority	optional		not used by CIS; defaults to 50
NI Number	conditionally required		national insurance number required for CIS4T and CIS6 only. Field is disabled if not required. UK number format: CCDDDDDDDC, where C = character and D = digit, for example YE010153C.
Rate	display only		appropriate rate is automatically entered depending on certificate type. Rates are taken from the following profile options: Construction Industry Scheme: CIS4P Tax Percentage, Construction Industry Scheme: CIS4T Tax Percentage, Construction Industry Scheme: CIS5 Tax Percentage, and Construction Industry Tax: CIS6 Tax Percentage
Effective Dates Region			
From	required		certificate valid from date; required for all certificate types

Table 23–1 Maintain CIS Certificates Window Description, Certificates Tab

Field Name	Type	Features	Description
To	conditionally required		certificate valid to date; must be later than or same as From date. Required for CIS4T, CIS5, and CIS6.
Comments	optional		information included in reports
Descriptive Flexfield	optional		field for user customization
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Construction Industry Scheme Procedures

This chapter describes the construction industry scheme features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Assigning Vouchers to Payments Procedure](#)
- [Inquiring on Voucher Details Procedure](#)
- [Enter / Maintain CIS Payment Vouchers Window](#)
- [Enter / Maintain CIS Payment Vouchers Window Description](#)

Definition

The UK Inland Revenue's construction industry scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1, 1999. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating.

Note: The construction industry tax (CIT) scheme preceded CIS and is no longer valid.

The construction industry scheme procedures consist of the following:

- [Assigning Vouchers to Payments Procedure](#)
- [Inquiring on Voucher Details Procedure](#)

Overview

This section contains information on the following:

- [Legislation](#)
- [Documentation](#)
- [Certificate Type Requirements](#)
- [Payments and Voucher Requirements](#)
- [Features](#)

Legislation

CIS legislation requires that any subcontracting company or person employed in the construction industry holds a construction gross payment certificate, CIS5, or a subcontractors gross payment certificate, CIS6. The holder of a CIS5 or CIS6 is entitled to gross payment of the labor component of payments received.

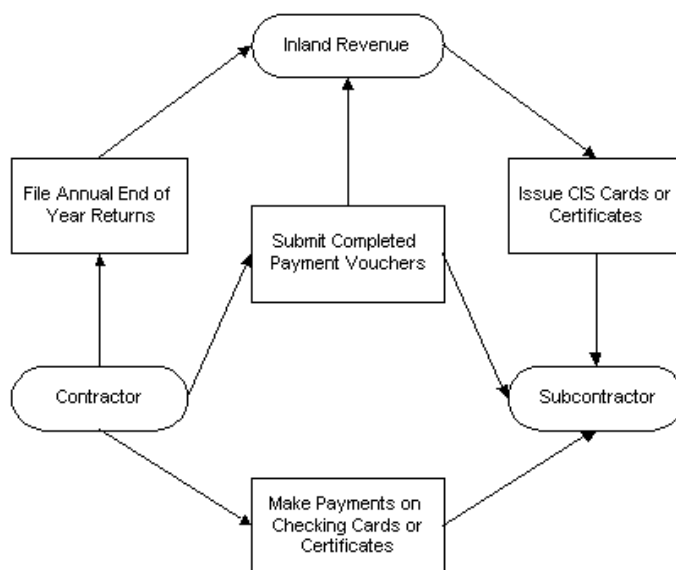
If the subcontracting company or person does not meet the eligibility criteria for a gross payment certificate, a subcontractors registration card, CIS4 is issued, that entitles them to net payments.

It is mandatory for all subcontractors working within the definition of CIS to register with the UK Inland Revenue. The contractor must determine the certificate status of the subcontractor before trading with them. In particular, no payments can be made to subcontractors until either a valid certificate or registration card is produced.

It is also mandatory for all payments made to subcontractors working within the definition of CIS to be recorded on vouchers and returns made to UK Inland Revenue regarding these payments. The payments made to CIS6 holders are recorded on a monthly gross payment voucher, CIS24, to CIS5 holders on a monthly company gross payment voucher, CIS23 and to CIS4 holders on a monthly taxed payment voucher, CIS25.

Figure 24–1, page 24-3 shows an overview of CIS as described in the accompanying text.

Figure 24–1 CIS Overview



Documentation

The contractor must file end of year returns with the UK Inland Revenue detailing all payments to and deductions from subcontractors.

See [Table 24–1](#), page 24-4 for a full list of document names and descriptions.

Table 24–1 *CIS Document Names*

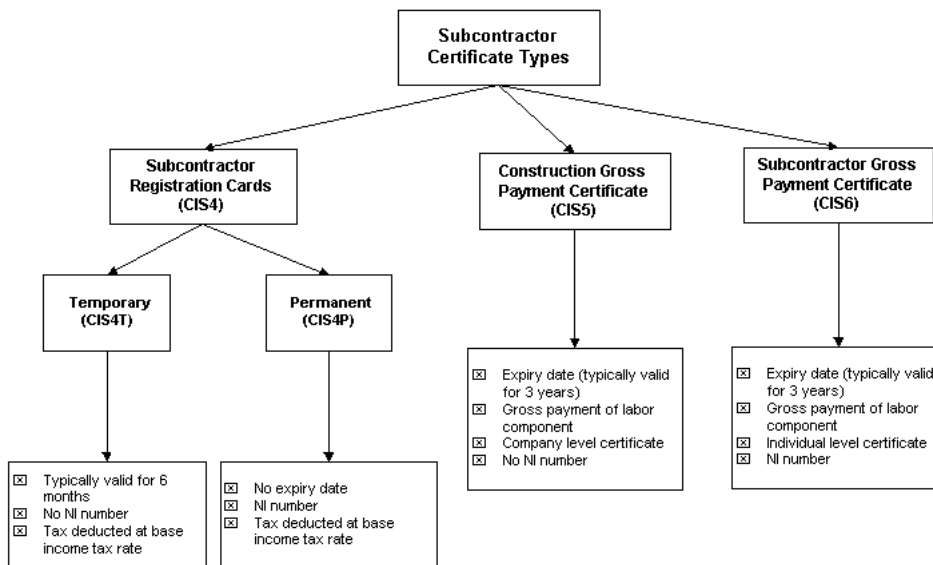
Document Name	Description
CIS4P	Permanent Subcontractor Registration Card
CIS4T	Temporary Subcontractor Registration Card
CIS5	Company Gross Payment Certificate
CIS6	Subcontractor Gross Payment Certificate
CIS23	Company Gross Payment Voucher for payments to CIS5
CIS24	Gross Payment Voucher for payments to CIS6
CIS25	Taxed Payment Voucher for payments to CIS4

Certificate Type Requirements

The subcontractor certificate types required for CIS are as follows:

- CIS4 - Subcontractor Registration Cards
- CIS5 - Construction Gross Payment Certificates
- CIS6 - Subcontractor Gross Payment Certificates

[Figure 24–2](#), page 24-5 shows subcontractor certificate types as described in the accompanying text.

Figure 24–2 Subcontractor Certificate Types

Payments and Voucher Requirements

This section details the CIS payment and voucher requirements as follows:

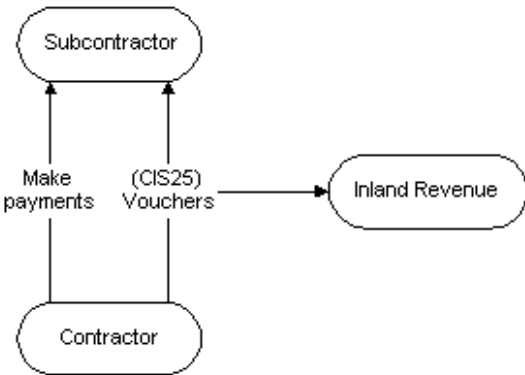
- [Payments and Voucher Requirements for CIS4 Subcontractors](#)
- [Payments/Voucher Requirements for CIS5 Subcontractors](#)
- [Payments and Voucher Requirements for CIS6 Subcontractors](#)

Payments and Voucher Requirements for CIS4 Subcontractors

The contractor makes payments to the subcontractor, after checking the appropriate CIS4T or CIS4P, and prepares a CIS25 payment voucher in triplicate. One copy is retained by the contractor, the second copy is sent to the Inland Revenue and the third copy is sent to the subcontractor, as shown in [Figure 24–3](#), page 24-6.

[Figure 24–3](#), page 24-6 shows the payments and voucher requirements for CIS4 subcontractors as described in the accompanying text.

Figure 24–3 Payments and Voucher Requirements for CIS4 Subcontractors

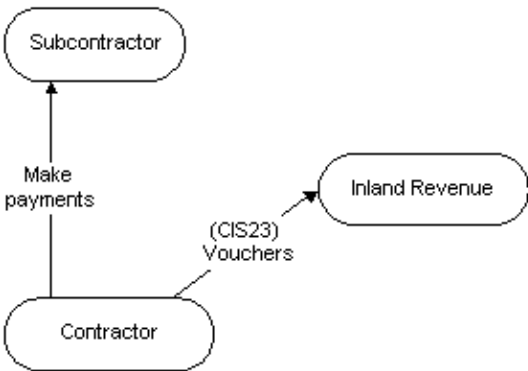


Payments/Voucher Requirements for CIS5 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS5, and prepares a CIS23 gross payment voucher in duplicate. One copy is retained by the contractor and the second copy is sent to the Inland Revenue.

Figure 24–4, page 24-6 shows the payments and voucher requirements for CIS5 subcontractors as described in the accompanying text.

Figure 24–4 Payment and Voucher Requirements for CIS5 Subcontractors

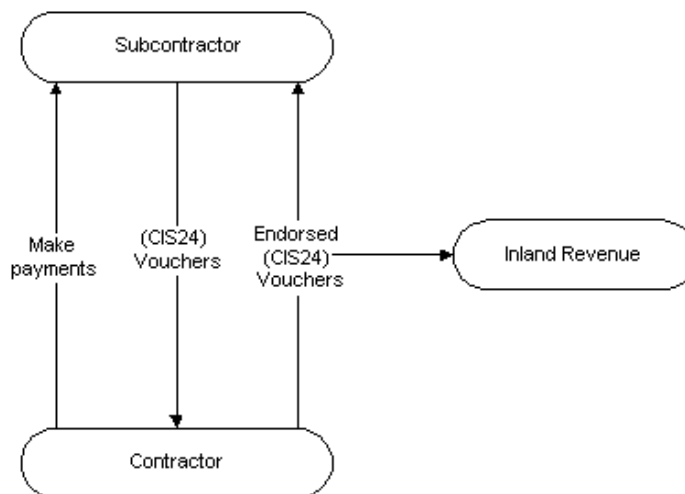


Payments and Voucher Requirements for CIS6 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS6, and the subcontractor prepares a CIS24 gross payment voucher in triplicate and submits it to the contractor. The contractor endorses it with the contractor's tax reference and then retains one copy for the contractor's own records, sends a copy to the Inland Revenue, and another to the subcontractor.

Figure 24–5, page 24-7 shows the payments and voucher requirements for CIS6 subcontractors as described in the accompanying text.

Figure 24–5 Payments and Voucher Requirements for CIS6 Subcontractors



For information on construction industry scheme reports, see [Construction Industry Scheme Report Procedures](#), page 25-1.

For information on setting up subcontractors, see [Construction Industry Scheme Setup](#), page 23-1.

Features

The following features are available in construction industry scheme:

- [CIS Holds and Releases](#)

- [CIS Specific Warnings](#)

CIS Holds and Releases

Supplier site holds can be applied to invoices and released at a later date. A warning message is displayed confirming the validation of the supplier site certificates. If a certificate is invalid, the warning message directs the user to check the Hold Unapproved Invoices check box on the Supplier Sites Window Control tab. To make the payment when a valid certificate is in place, the supplier site hold must be released manually and the invoice re-approved.

Note: This process is performed manually, not automatically.

For information on warning messages, see [CIS Specific Warnings](#), page 24-9.

For information on releasing holds, see [Releasing Holds](#), *Oracle Payables User's Guide*.

For information on applying holds, see [Applying Holds](#), *Oracle Payables User's Guide*.

For information on entering suppliers, see [Suppliers & Suppliers Sites Window References](#), *Oracle Payables User's Guide*.

For information on the standard features of the Maintain CIS Certificates window, see [Withholding Tax Certificates and Exceptions Window References](#), *Oracle Payables User's Guide*.

For information on the Enter Invoices and Enter QuickInvoices windows, see [Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

For information on the Enter Purchase Agreements and Enter Purchase Order windows, see [Overview of Purchase Orders](#), *Oracle Purchasing User's Guide*.

CIS Specific Warnings

Warnings appear automatically when supplier details are entered in the Invoices window or the Purchase Orders window as shown in [Table 24–2](#), page 24-9.

Table 24–2 *CIS Warnings*

Warning	Reason	Action required
Expired CIS Certificate	Supplier site has expired CIS certificate	Apply manual CIS hold
Valid CIS Certificate	Supplier has valid CIS certificate	For information purposes only, no action required
No CIS Certificate	Supplier has no CIS certificate or only has CIT certificates	Apply manual CIS hold

Prerequisites

- ❑ The Payables option, automatic withholding tax (AWT), must be enabled.
For information on Payables options, see [Define Payables Options](#), page 4-27.
- ❑ The Inland Revenue must be defined as a supplier of type Tax Authority.
For information on defining a tax authority, see [Define Tax Authority Type Suppliers](#), page 4-27.
- ❑ The tax code must be defined before the CIS withholding tax group code is set up. All construction industry scheme subcontractors must be associated with the tax group.
For information on associating a subcontractor with the CIS withholding tax group, see [Setting Up Construction Subcontractor Procedures](#), page 23-3.
For information on setting up the tax codes and CIS tax code group, see [Define Tax Codes and Withholding Tax Groups](#), page 4-28.
- ❑ A withholding tax type special calendar must be defined.
For information on defining a special calendar, see [Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax](#), page 4-27.
- ❑ Site-level profile options must be set up to enable the following:
 - Define the user-defined CIS withholding tax group name and CIS withholding tax code.
 - Limit the number of days allowed for voucher submission by subcontractors.
 - Define the percentage of tax to be withheld based on the type of certificate held by subcontractors, if different from the defaults.For information on setting up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Assigning Vouchers to Payments Procedure

The Enter / Maintain CIS Payment Vouchers window enables voucher numbers to be applied to one or more payments.

To assign vouchers to payments, or inquire about vouchers or payments, perform the following steps.

1. Navigate to the Enter / Maintain CIS Payment Vouchers window as follows:

OPSF(I) Construction Industry Scheme - CIS Maintain Payment Vouchers

2. In the Supplier Name field, select the supplier from the list of values.

Note: The Supplier Number is automatically displayed. If there is just one site, the site name is automatically displayed in the Supplier Name field. If there is more than one site, the Supplier Name field remains blank.

3. In the Site field, select the relevant site from the list of values.
4. In the Period From field, enter the earliest payment date on which to report details.
5. In the Period To field, enter the latest payment date on which to report details.
6. To display all payments without vouchers, click **Find Payments**.

Payment information is displayed in the lower section of the window.

7. Select the check boxes to indicate which payments to include.

Note: All check boxes are selected by default.

8. In the Voucher Number field, enter a number.
9. In the Description field, enter a voucher description if required.
10. In the Voucher Date field, enter a date.
11. Save or save and continue as follows:

File - Save or Save and Proceed

12. Close the window.

Inquiring on Voucher Details Procedure

To display all vouchers and corresponding payments in a specific period, perform the following steps.

1. Navigate to the Enter / Maintain CIS Payments Vouchers window as follows:

OPSF(I) Construction Industry Scheme - CIS Maintain Payment Vouchers

2. In the Supplier Name field, select the supplier from the list of values.

The Supplier Number is automatically displayed. If there is only one site, the site name is automatically displayed in the Supplier Number field. If there is more than one site, the Supplier Number field remains blank.

3. In the Site field, select the relevant site from the list of values.
4. In the Period From field, enter the earliest payment date on which to report details.
5. In the Period To field, enter the latest payment date on which to report details.
6. To display all payments with vouchers, click **Find Vouchers**.

Use the arrow keys in the Voucher Number field to scroll through all available vouchers.

Note: Changes can be made to the voucher details but not the payment information.

7. Close the window.

Enter/Maintain CIS Payment Vouchers Window

Figure 24–6 *Enter/Maintain CIS Payment Vouchers Window*

Supplier Name Period From
Supplier Number Period To
Site

Voucher Number Voucher Date
Description Voucher Amount

Payment Ref.	Invoice Number	Material	Labor	CIS Tax	Net	Gross	
							☒
							☐
							☐
							☐
							☐

Enter/Maintain CIS Payment Vouchers Window Description

Table 24–3 *Enter/Maintain CIS Payment Vouchers Window Description*

Field Name	Type	Features	Description
Supplier Name	required	list of values	supplier name
Supplier Number	required		supplier number, based on supplier name
Site	required	list of values	supplier site
Period From	required		payment period start date
Period To	required		payment period end date
Clear		button	erases data from fields
Find Vouchers		button	searches for vouchers based on parameters entered
Find Payments		button	searches for payments based on parameters entered
Voucher Number	required		voucher number
Voucher Date	required		voucher date
Description	optional		voucher description
Voucher Amount	display only		total of selected gross payments
Payment Ref.	display only		payment reference number
Invoice Number	display only		invoice number
Material	display only		amount of material, excluding VAT
Labor	display only		amount of labor, excluding VAT
CIS Tax	display only		amount of CIS tax
Net	display only		total payment, excluding VAT
Gross	display only		gross payment

Construction Industry Scheme Report Procedures

This chapter describes the construction industry scheme reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure](#)
- [Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure](#)
- [Generating Construction Industry Scheme: Voucher Reports Procedure](#)
- [Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure](#)

Definition

Construction industry scheme reports enable users to generate the reports required by subcontractors and the Inland Revenue for construction industry work.

Overview

The following construction industry scheme reports are available:

- [Construction Industry Scheme: CI36 End of Year Returns Report](#)
- [Construction Industry Scheme: Certificate Renewal Reminders Report](#)
- [Construction Industry Scheme: Missing Voucher Report](#)
- [Construction Industry Scheme: Missing / Expired Certificates Report](#)
- [Construction Industry Scheme: Missing / Expired Certificates with Pending Payments Report](#)
- [Construction Industry Scheme: Voucher Report](#)

Construction Industry Scheme: CI36 End of Year Returns Report

The Construction Industry Scheme: CI36 End of Year Returns Report is a statutory report used by subcontractors to file returns with the Inland Revenue.

Construction Industry Scheme: Certificate Renewal Reminders Report

The Construction Industry Scheme: Certificate Renewal Reminders Report lists subcontractors whose certificates expire during the specified period.

The report is used by contractors to send reminders to subcontractors to review CIS certificates.

Construction Industry Scheme: Missing Voucher Report

The Construction Industry Scheme: Missing Voucher Report lists all payments made to CIS subcontractors where vouchers have not been entered.

The report is used by contractors to remind subcontractors to enter missing vouchers.

Construction Industry Scheme: Missing/Expired Certificates Report

The Construction Industry Scheme: Missing/Expired Certificates Report lists subcontractors with missing or expired certificates.

The report is used by contractors to remind subcontractors to obtain valid certificates.

Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report

The Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report lists subcontractors with missing or expired certificates where payments are outstanding in the specified period.

The report is used by contractors to remind subcontractors to obtain valid certificates.

Construction Industry Scheme: Voucher Report

The Construction Industry Scheme: Voucher Report lists data required to complete pre-printed CIS23, CIS24, and CIS25 payment vouchers.

The report is used by subcontractors to complete CIS23, CIS24, and CIS25 payment vouchers.

Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure

To generate a Construction Industry Scheme: CI36 End of Year Returns Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - CIS Reports

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 Construction Industry Scheme: CI36 End of Year Returns Report from the list of values.

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest payment date to report details.
6. In the High Date field, enter the latest payment date to report details.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure

To generate a Construction Industry Scheme: Certificate Renewal Reminders Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - CIS Reports

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 Construction Industry Scheme: Certificate Renewal Reminders Report from the list of values.

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest certificate renewal date on which to report details.
6. In the High Date field, enter the latest certificate renewal date on which to report details.
7. Optionally, in the Certificate Type field, select the type 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 Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Construction Industry Scheme: Voucher Reports Procedure

This procedure is used to generate the following reports:

- Construction Industry Scheme: Voucher
- Construction Industry Scheme: Missing Vouchers Report

To generate a list of vouchers or missing vouchers, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - CIS Reports

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 one of the following reports from the list of values:

- Construction Industry Scheme: Voucher
- Construction Industry Scheme: Missing Vouchers Report

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest expiry date on which to report details.
6. In the High Date field, enter the latest expiry date on which to report details.
7. Optionally, in the Vendor Name field, enter the subcontractor's name.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure

This procedure is used to generate the following reports:

- Construction Industry Scheme: Missing / Expired Certificates
- Construction Industry Scheme: Missing / Expired Certificates with Pending Payments

The reports show missing or expired certificates, and are ordered as follows:

Details	Ordered By
Expired	Certificate Type, Expiry Date, and Vendor Name

To generate a list of missing or expired certificates, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - CIS Reports

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 one of the following reports from the list of values:

- Construction Industry Scheme: Missing / Expired Certificates Report
- Construction Industry Scheme: Missing / Expired Certificates with Pending Payments Report

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest expiry date on which to report details.
6. In the High Date field, enter the latest expiry date on which to report details.
7. Optionally, in the Certificate Type field, select the type 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 Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.

11. View the request in the concurrent manager as follows:

View - Requests

Part VII

Contract Encumbrancing

Contract Encumbrancing Process

This chapter describes the contract encumbrancing process in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Enter Planned Purchase Order Step Process Flow Diagram](#)
- [Process Description](#)
- [Enter Planned Purchase Order Example](#)
- [Release Planned Purchase Order Example](#)
- [Final Close Planned Purchase Order Example](#)
- [Cancel Planned Purchase Order Release Example](#)
- [Reference](#)

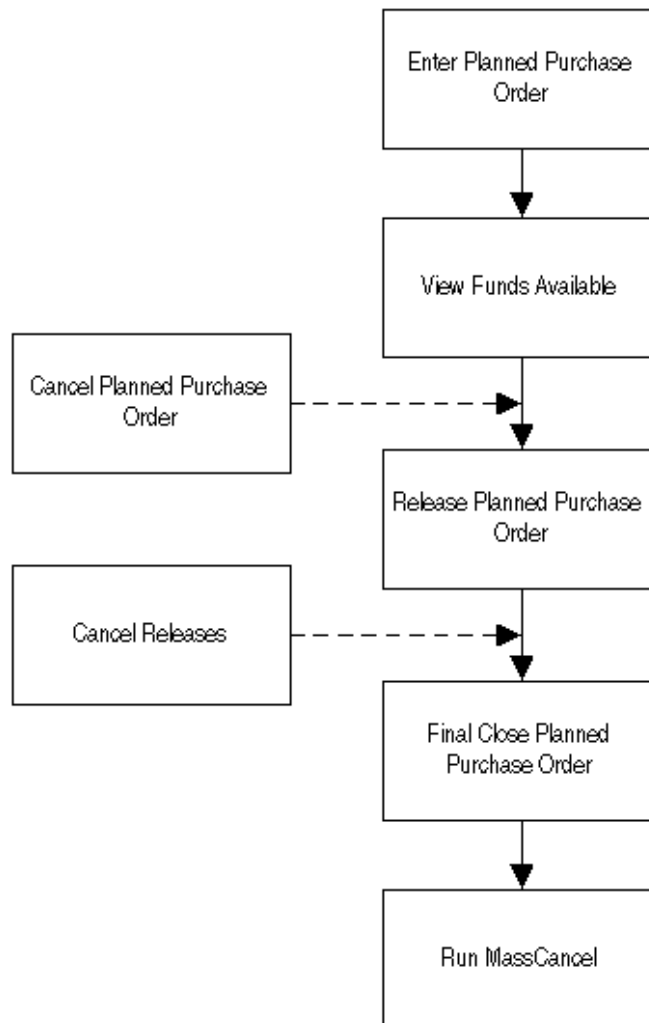
Definition

Contract encumbrancing enables organizations to create encumbrances on planned purchase orders across the life of the order and to release funds against those orders.

Process Flow Diagram

Figure 26–1, page 26-3, shows the contract encumbranced planned purchase order entry process.

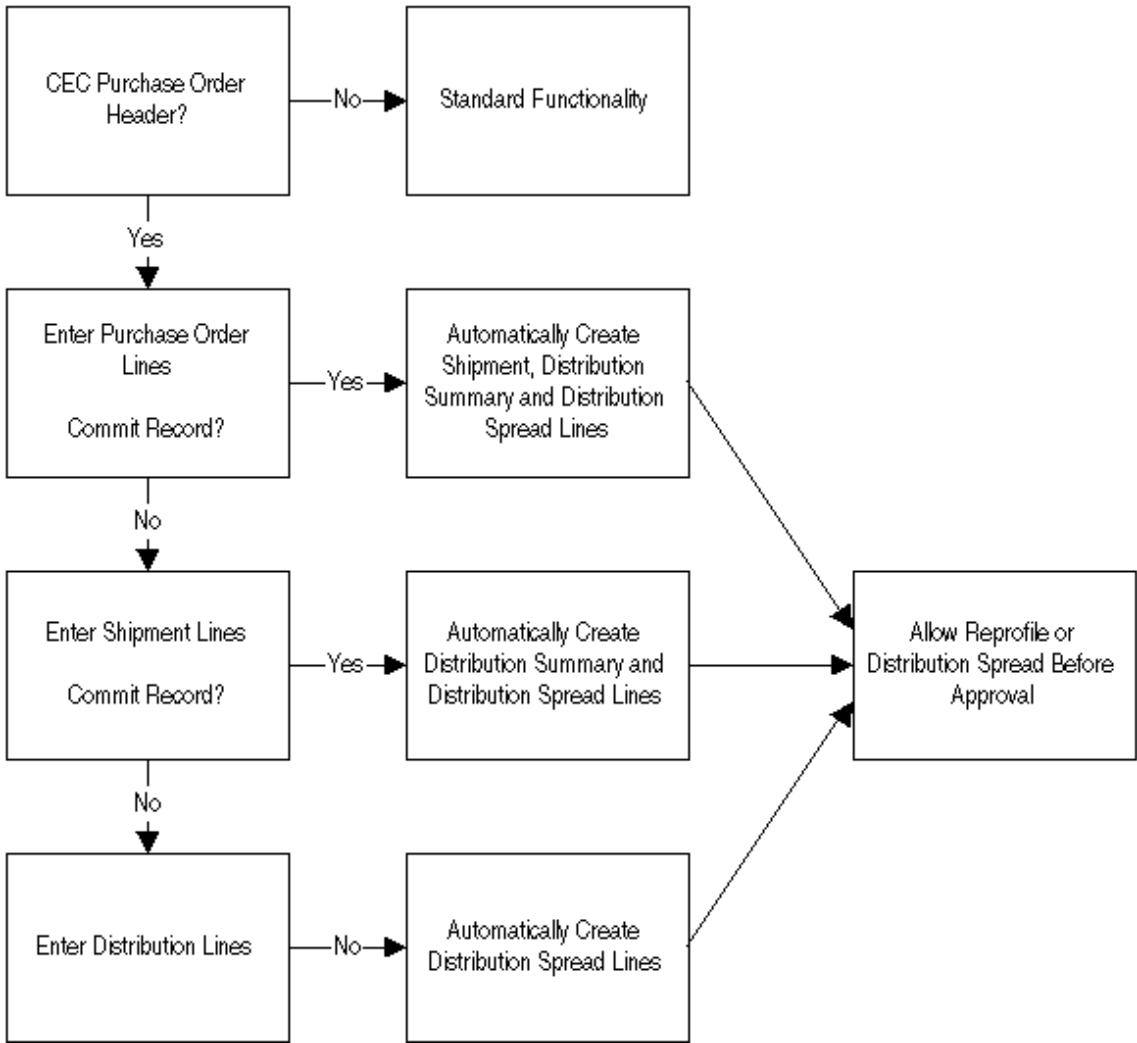
Figure 26–1 Contract Encumbranced Planned Purchase Order Entry Process Diagram



Enter Planned Purchase Order Step Process Flow Diagram

Figure 26–2, page 26–4 expands the Enter Planned Purchase Order step in Figure 26–1 and shows the component processes.

Figure 26–2 Enter Planned Purchase Order Step Process Flow Diagram



Process Description

This section describes the following steps in the contract encumbrancing process:

- [Set Up Contract Encumbrancing](#)
- [Enter Planned Purchase Orders](#)
- [View Funds Available](#)
- [Release Planned Purchase Orders](#)
- [Cancel Planned Purchase Order or Release](#)
- [Final Close Planned Purchase Orders](#)
- [Run MassCancel](#)

Set Up Contract Encumbrancing

Setting up contract encumbrancing consists of the following steps:

1. A contract encumbrance type is defined in the Encumbrance Types window.
2. Contract encumbrancing is enabled, and the contract encumbrance type is selected in the Commitment Encumbrance Type window.

Enter Planned Purchase Orders

Entering planned purchase orders consists of the following steps:

1. In the Purchase Orders window, the organization enters a new purchase order number, if automatic purchase order numbering is not enabled, and sets the purchase order type to Planned Purchase Order. The CE check box is displayed and is automatically selected.
2. Effective start and end dates are entered in the Purchase Order Details window.
Note: The start and end dates must be in different periods. If the enhanced funds checker is installed, the effective dates can span multiple fiscal years.
3. Line level, shipment level, and distribution level information are entered for the purchase order.
4. When the purchase order is committed, the distribution lines for the purchase order are automatically spread over periods that are between the effective dates for the planned purchase order. The spread figures are calculated by multiplying the quantity by the unit price of the items. The result is divided

over the period of the agreement. If the spread is uneven, the difference is added to or subtracted from the last period of the spread, as shown in [Table 26–2](#), page 26-9.

Note: Purchase orders can be committed at any level.

5. The contract encumbrance planned purchase order is approved and reserved.

View Funds Available

The Funds Available Inquiry window in General Ledger displays the funds available for contract encumbrance transactions.

If Contract is selected in the Encumbrance Type field, the value displayed in the Encumbrance column is the total contract encumbrance for that particular account code in that period.

If All is selected in the Encumbrance Type field, the contract encumbrances are rolled up in the Other field, which is displayed in the Encumbrance Amounts section.

Release Planned Purchase Orders

The release planned purchase order process consists of the following:

1. Release information for a purchase order is entered in the Releases window and in the Distributions window.

The organization must specify whether to use automatic or manual releasing.

2. By default, the actual releases are encumbered within the current period. The default period can be changed by selecting any open General Ledger or Purchasing period.

Cancel Planned Purchase Order or Release

The Control Document window is used to cancel a contract encumbrance planned purchase order or release.

By default, all cancellations are encumbered within the period corresponding to the specified action date.

Note: Cancelling the reversing transaction uses the contract encumbrance type; cancelling the release transaction uses the obligation encumbrance type.

Final Close Planned Purchase Orders

The Control Document window is used to close a contract encumbrance planned purchase order.

Run MassCancel

The Run MassCancel window is used to run a MassCancel of batches of contract encumbrance planned purchase orders or releases no longer required.

Enter Planned Purchase Order Example

This example illustrates how to enter a contract encumbrance planned purchase order.

A purchase order is entered with the information shown in [Table 26–1](#), page 26-8.

Table 26–1 *Entering Planned Purchase Order Example*

Purchase order date	January 16 1998
Effective Agreement Dates	January 1998 - March 1999
Period Type	Monthly
Calculated Number of Periods	15
Line Level	1000 items at £1 each
Shipment Level	Line 1:
	Line 2:
Distribution Summary Level	Line 1:
	Line 2:

Table 26–2, page 26-9 illustrates distribution entries at the line level, shipment level, and distribution summary level.

Table 26–2 Distribution Entries for Enter Planned Purchase Order Example

Encumbered Date

Commit Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Line															
Core	1000														
CEC	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.76
Shipment															
Core 1	500														
2	500														
CEC 1	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38
2	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38
Distribution															
Core 1 (i)	200														
1 (ii)	300														
2 (iii)	500														
CEC 1 (i)	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.38
1 (ii)	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
2(iii)	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38

Release Planned Purchase Order Example

This example illustrates how to release a contract encumbrance planned purchase order.

A purchase order is released with the information shown in [Table 26–3](#), page 26-10.

Table 26–3 Release Planned Purchase Order Information Example

Purchase Order Amount	£1000
Purchase Order Terms	January 1998 - March 1999
Release 1 Amount	£170
Release 2 Amount	£333.34

[Table 26–4](#), page 26-10 illustrates the resulting distribution entries for the released contract encumbrance purchase order.

Table 26–4 Distribution Entries for Release Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Approve / Reserve CEC PO	1-0-111-01	Contract	Jan 98	66.66	
	1-0-111-01	Contract	Feb 98	66.66	
	1-0-111-01	Contract	Mar 98	66.66	
	1-0-111-01	Contract	Apr 98	66.66	
	1-0-111-01	Contract	May 98	66.66	
	1-0-111-01	Contract	Jun 98	66.66	
	1-0-111-01	Contract	Jul 98	66.66	
	1-0-111-01	Contract	Aug 98	66.66	
	1-0-111-01	Contract	Sep 98	66.66	
	1-0-111-01	Contract	Oct 98	66.66	
	1-0-111-01	Contract	Nov 98	66.66	
	1-0-111-01	Contract	Dec 98	66.66	
	1-0-111-01	Contract	Jan 99	66.66	

Table 26–4 Distribution Entries for Release Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Approve/Reserve Release 1	1-0-111-01	Contract	Feb 99	66.66	
	1-0-111-01	Contract	Mar 99	66.76	
	1-0-111-01	Contract	Jan 98		66.66
	1-0-111-01	Contract	Feb 98		66.66
	1-0-111-01	Contract	Mar 98		36.68
	1-0-111-01	Obligation	Aug 98	66.66	
Approve/Reserve Release 2	1-0-111-01	Obligation	Aug 98	66.66	
	1-0-111-01	Obligation	Aug 98	36.68	
	1-0-111-01	Contract	Mar 98		29.98
	1-0-111-01	Contract	Apr 98		66.66
	1-0-111-01	Contract	May 98		66.66
	1-0-111-01	Contract	Jun 98		66.66
	1-0-111-01	Contract	Jul 98		66.66
	1-0-111-01	Contract	Aug 98		36.72
	1-0-111-01	Obligation	Sep 98	29.98	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	36.72	

Final Close Planned Purchase Order Example

This example illustrates how to perform a final close of a contract encumbrance planned purchase order.

The organization performs the final close of the purchase order on October 27, 1998.

[Table 26–5](#), page 26-12 illustrates the resulting distribution level transactions for a final close of the contract encumbrance planned purchase order.

Table 26–5 Distribution Level Transactions for Final Close Planned Purchase Order

Action	Account Code	Encumbrance Type	Period	DR	CR
Final Close CEC PO	1-0-111-01	Contract	Oct 98		29.94
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.76
	Total				496.66

Reconciliation

Release 1	170.00
Release 2	333.34
Final Close	496.66
Total	1000.00

Cancel Planned Purchase Order Release Example

This example illustrates how to cancel a contract encumbrance planned purchase order.

The organization cancels Release 1 on August 15, 1998 and cancels Release 2 on September 20, 1998.

[Table 26–6](#), page 26-13 illustrates the resulting distribution entries for the cancelled contract encumbrance purchase order.

Table 26–6 Distribution Entries for Cancel Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Cancel Release 1	1-0-111-01	Contract	Aug 98		(66.66)
	1-0-111-01	Contract	Aug 98		(66.66)
	1-0-111-01	Contract	Aug 98		(36.68)
	1-0-111-01	Obligation	Aug 98	(66.66)	
	1-0-111-01	Obligation	Aug 98	(66.66)	
	1-0-111-01	Obligation	Aug 98	(36.68)	
Cancel Release 2	1-0-111-01	Contract	Sep 98		(29.98)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(36.72)
	1-0-111-01	Obligation	Sep 98	(29.98)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(36.72)	

Reference

For information on enabling features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

For information on installing and using the enhanced funds checker, see [Enhanced Funds Checker Process](#), page 32-1.

For information on defining a contract encumbrance type, see [Define Additional Encumbrance Types](#), page 4-23.

For information on enabling contract encumbrancing, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

For information on contract encumbrancing procedures, see [Contract Encumbrancing Procedures](#), page 28-1.

Contract Encumbrancing Setup

This chapter describes how to set up contract encumbrancing in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Defining Encumbrance Types Procedure](#)
- [Enabling Contract Encumbrancing Procedure](#)
- [Commitment Encumbrance Type Window](#)
- [Commitment Encumbrance Type Window Description](#)

Definition

Contract encumbrancing enables organizations to create encumbrances on purchase agreements across the life of the agreement.

Overview

Setting up contract encumbrancing consists of the following procedures:

- Defining Encumbrance Types
- Enabling Contract Encumbrancing

Encumbrance types enable the user to classify and track expenditures according to the purchasing approval system.

The user can define as many additional encumbrance types for contract encumbrancing as required to reflect the terminology used within the organization.

Defining Encumbrance Types Procedure

To define encumbrance types for contract encumbrancing, perform the following steps.

1. In General Ledger, navigate to the Encumbrance Types window as follows:

Setup - Journal - Encumbrances

For information on defining encumbrance types, see [Enter Encumbrance Window](#), *Oracle General Ledger User's Guide*.

2. In the Encumbrance Type field, enter Contract.
3. In the Description field, enter a description.

For example, an encumbrance for planned purchase orders of type Contract Encumbrance.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Enabling Contract Encumbrancing Procedure

To enable contract encumbrancing, perform the following steps.

1. Navigate to the Commitment Encumbrance Type window as follows:

OPSF(I) Contract Encumbrancing - Setup - Setup

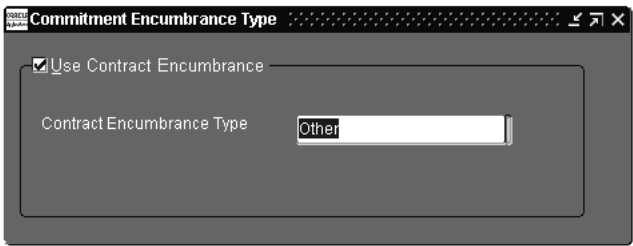
2. To enable contract encumbrancing, select the Use Contract Encumbrance check box.
3. In the Contract Encumbrance Type field, select a contract encumbrance type from the list of values.
4. Save as follows:

File - Save

5. Close the window.

Commitment Encumbrance Type Window

Figure 27–1 Commitment Encumbrance Type Window



Commitment Encumbrance Type Window Description

Table 27–1 Commitment Encumbrance Type Window Description

Field Name	Type	Features	Description
Use Contract Encumbrance	optional	check box	if selected, contract encumbrancing enabled; if deselected, contract encumbrancing disabled
Contract Encumbrance Type	conditionally required	list of values	contract encumbrance type

Contract Encumbrancing Procedures

This chapter describes the contract encumbrancing features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Entering Contract Encumbrance Planned Purchase Order Procedure](#)
- [Extended Purchase Orders Window](#)
- [Extended Purchase Orders Window Description](#)
- [Entering Release for Contract Encumbrance Planned Purchase Order Procedure](#)
- [Modifying Contract Encumbrance Planned Purchase Orders Procedure](#)
- [Viewing Funds Available for Contract Encumbrance Transactions Procedure](#)
- [Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure](#)
- [Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure](#)

Definition

The contract encumbrancing feature enables organizations to create encumbrances on purchase agreements or orders across the life of the agreement or order.

Overview

The Contract Encumbrance Planned Purchase Order procedure and the Release Contract Encumbrance Planned Purchase Order procedure are used to perform the following tasks:

- create contract encumbrance planned purchase order
- specify contract start date and end date
- automatically spread the encumbrance evenly over periods that are between the effective dates for the planned purchase order
- create releases against the contract encumbrance planned purchase order spread
- modify contract encumbrance planned purchase orders
- view funds available for contract encumbrance transactions
- cancel or final close contract encumbrance planned purchase order
- run MassCancel of contract encumbrance planned purchase order

Prerequisites

- ❑ A contract encumbrance type must be defined in General Ledger.
To define encumbrance types, see [Defining Encumbrance Types](#), *Oracle General Ledger User's Guide*.
- ❑ Contract encumbrancing must be enabled in the Enable OPSF(I) Features window.
To enable contract encumbrancing, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4 and [Commitment Encumbrance Type Window Description](#), page 27-5.
- ❑ Contract encumbrancing must be enabled in the Commitment Encumbrance Type window and the encumbrance type to be used for contract encumbrancing selected.

Entering Contract Encumbrance Planned Purchase Order Procedure

To enter a contract encumbrance planned purchase order, perform the following steps.

1. Navigate to the Extended Purchase Orders window as follows:

OPSF(I) Contract Encumbrancing - Enter - Enter Extended Purchase Orders

2. In the PO, Rev field, enter the purchase order number.

Note: If automatic purchase order numbering is enabled, the purchase order number is automatically displayed after saving.

3. In the Type field, select Planned Purchase Order as the purchase order type from the list of values.
4. Ensure that the CE check box is selected.
5. To enter terms and conditions information, click **Terms**.

The Terms and Conditions window appears.

Note: To use contract encumbrancing, users must enter effective start and end dates in the Terms and Conditions window. The start and end dates must be in different periods.

Note: If the enhanced funds checker is installed, the effective dates can span multiple fiscal years.

For information on the Terms and Conditions window, see [Entering Purchase Order Details Information](#), *Oracle Purchasing User's Guide*.

6. Close the Terms and Conditions window.
7. Enter data in the remaining fields of the Extended Purchase Orders window as described in [Entering Purchase Order Headers](#), *Oracle Purchasing User's Guide*.
8. Save or save and continue as follows:

File - Save or Save and Proceed

This automatically spreads the encumbrance evenly over the terms of the purchase order.

9. To enter currency information, click **Currency**.

The Currency window appears.

For information on the Currency window, see [Entering Currency Information](#), *Oracle Purchasing User's Guide*.

10. To enter shipment information, click **Shipments**.

The Shipments window appears.

For information on the Shipments window, see [Entering Purchase Order Shipments](#), *Oracle Purchasing User's Guide*.

11. To enter distributions, click **Distributions**.

The Distributions window appears.

For information on the Distributions window, see [Entering Purchase Order Distributions](#), *Oracle Purchasing User's Guide*.

12. To take approval actions, click **Approve**.

The Approve Document window appears.

For information on the Approve Document window, see [Submitting a Document for Approval](#), *Oracle Purchasing User's Guide*.

13. Close the window.

Extended Purchase Orders Window

Figure 28–1 Extended Purchase Orders Window

Extended Purchase Orders

PO, Rev

Supplier

Ship-To

Buyer

Description

Type

Site

Bill-To

Status

Planned Purchase

☒CE

Created

Contact

Currency

Total

Transaction Code

Items

Price Reference

Reference Documents

More

Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant	
☐								
☐								
☐								
☐								
☐								

Item

Catalog...

Currency...

Terms

Shipments

Approve...

Extended Purchase Orders Window Description

[Table 28–1](#), page 28-6 describes the fields in the Extended Purchase Orders window that are specific to Oracle Public Sector Financials (International). All other fields are the same as Oracle Purchasing.

Table 28–1 Extended Purchase Orders Window Description

Field Name	Type	Features	Description
CE	default; planned purchase order only	check box	indicates that contract encumbrancing is used; selected as default; cannot change setting once purchase order committed

For information on the Extended Purchase Orders window, see [Entering Purchase Order Headers](#), and [Entering Purchase Order Lines](#), *Oracle Purchasing User’s Guide*.

Entering Release for Contract Encumbrance Planned Purchase Order Procedure

To release a contract encumbrance planned purchase order, perform the following steps.

1. Navigate to the Extended Releases window as follows:

OPSF(I) Contract Encumbrancing - Enter - Enter Extended Releases

2. Enter data in each field of the Extended Releases window.

The Extended Releases window contains the same information as the Releases window.

For information on the Releases window, see [Entering Release Headers](#), *Oracle Purchasing User's Guide*.

3. To take approval actions, click **Approve**.

The Approve Document window appears.

For information on the Approve Document window, see [Submitting a Document for Approval](#), *Oracle Purchasing User's Guide*.

4. To enter receiving control information, click **Receiving Controls**.

For information on the Receiving Controls window, see [Entering Purchase Order Receiving Controls](#), *Oracle Purchasing User's Guide*.

5. To enter release distribution information, click **Distributions**.

6. Enter data in each field of the Distributions window.

For information on the Distributions window, see [Entering Release Distributions](#), *Oracle Purchasing User's Guide*.

7. In the Extended Releases window, to view terms information, click **Agreement**.

The Agreement window appears.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Modifying Contract Encumbrance Planned Purchase Orders Procedure

For information on modifying a planned purchase order, see [Overview of Purchase Orders](#), [AutoCreate Document Options](#), and [Document Revision Rules](#), *Oracle Purchasing User's Guide*.

Viewing Funds Available for Contract Encumbrance Transactions Procedure

To view funds available for contract encumbrance transactions, perform the following steps.

1. In General Ledger, navigate to the Funds Available Inquiry window as follows:

Inquiry - Funds

2. Enter data in each field of the Funds Available Inquiry window.

Note: In the Encumbrance Type field, select Contract as the encumbrance type from the list of values.

3. Close the window.

For information on the Funds Available Inquiry window, see [Viewing Funds Available](#), *Oracle General Ledger User's Guide*.

Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure

To cancel or final close a contract encumbrance planned purchase order, perform the following steps.

1. In Purchasing, navigate to the Find Purchase Orders window as follows:

Purchase Orders - Purchase Order Summary

2. In the Results region of the Find Purchase Orders window, select the Headers radio button.
3. Click **Find**.

The Purchase Order Headers window appears.

4. Select a purchase order line to cancel or final close.
5. Navigate to the Control Document window as follows:

Tools - Control

6. Cancel or final close the purchase order.
7. Close the window.

For information on cancelling or closing a purchase order, see [Controlling Documents](#), *Oracle Purchasing User's Guide*.

Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure

For information on running MassCancel of extended planned purchase orders and extended releases, see [Defining MassCancel](#), *Oracle Purchasing User's Guide*.

Part VIII

Dossier

Dossier Process

This chapter describes the dossier functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Dossier Process Flow Diagram](#)
- [Dossier Processes](#)

Definition

In accounting terms, dossiers are part of the budgeting process. In the public sector, the budgeting process involves various levels of government that determine the amount to be spent on goods and services and when the money is available to spend.

Overview

The public sector uses dossiers to allocate accrual and payment budget funds to a lower level of detail. For example, a dossier could be raised to register parliament’s decision to allocate funds to be committed to the Ministry of Education for constructing new schools. The Ministry of Education meets to determine a more specific use of the commitment funds and additional dossiers are used to allocate the funds for more specific purposes. Therefore, a dossier is either a balanced or unbalanced budget journal transfer.

The dossiers follow strict numbering regulations and a hierarchical approval process before the transfer of funds can be processed.

In order to meet the needs of the public sector requirements for dossier, a structure of dossier types is required to enable a strict control system to be set up as shown in [Table 29–1](#), page 29-2.

Table 29–1 Dossier Types

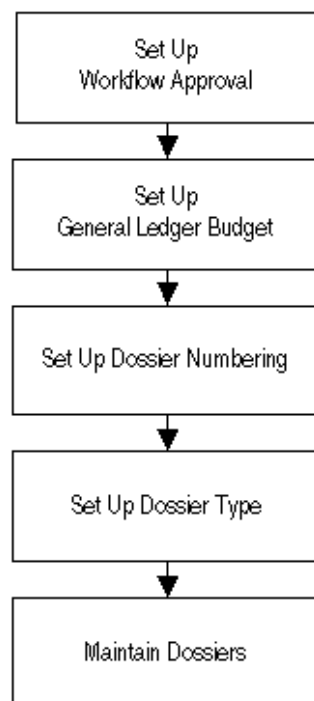
Dossier Types	Description
Parent	Parent dossiers relate to the parliamentary vote, that is the initial assignment of budget.
Child	Child dossiers enable various required levels of budget allocation to be created.
Adjustment	Adjustment dossiers are modifications to an original voted budget. The adjustment dossier enables additional ranges of accounts to be allocated to the dossier.
Complementary	Complementary dossiers enable additional funds to be allocated to the related dossier.
Retirement	Retirement dossiers enable allocated dossier funds to be retired, clearing the dossier for continued use.

Dossier acts as a control system on the budgets allocated through the standard budget allocation within General Ledger, using predefined French public sector

rules and numbering. Dossier maintenance is the transfer of funds within the defined budget structure.

Dossier Process Flow Diagram

Figure 29–1 *Dossier Process Flow Diagram*



Dossier Processes

The following topics are discussed in this section:

- [Set Up Workflow Approval](#)
- [Set Up General Ledger Budget](#)
- [Set Up Dossier Numbering](#)
- [Set Up Dossier Type](#)
- [Maintain Dossiers](#)

Set Up Workflow Approval

The user can set up a hierarchical structure for the approval of dossier maintenance transactions. This profile must contain at least two steps in the structure, one step for the authorizer, and another step for the accounts officer. An additional position defined within the French public sector is the financial controller. A maximum of 3 steps can be defined in the profile.

Within each step or position structure there must be at least one position defined as shown in [Table 29–2](#), page 29-5.

Table 29–2 Workflow Profile

Step 1 Authorizer	Step 2 Accounts Officer
Main Authorizer	Accounts Officer - Director
Manager	Accounts Officer - Manager
Clerk	

Each person in the hierarchy receives a notification requesting action to be taken regarding the dossier transaction, for example, approve or reject the transaction. In the example, if the Clerk inputs the dossier transaction, the Manager receives the first notification. If the dossier transaction is approved by the Manager, the Main Authorizer receives a notification to approve. The approval process continues with the Accounts Officer - Manager and Accounts Officer - Director until all approvers have approved the transaction. If rejected, the transaction originator receives a workflow notification.

For information on entering workflow profiles for dossier, see [Exchange Protocol Setup](#), page 36-1.

Set Up General Ledger Budget

The user must set up a standard general ledger budget, a budget organization, and post the initial budget journal in order to operate a set of dossiers.

The dossier system operates as a controlling mechanism for the transfer of general ledger budget amounts within a specified range of accounts.

Setting up the General Ledger budget consists of the following steps:

- [Defining a Budget](#)
- [Defining a Budget Organization](#)
- [Entering a Budget Journal](#)

Defining a Budget

Defining and entering budgets are standard general ledger functions. An example of the budget process is as follows:

- Define a budget.
- Enter the name, for example, Dossier - Ed.
- Enter a description, for example, Dossier for the ministry of education.
- Set the budget status to Open.
- Set the required journals to Yes.

Defining a Budget Organization

Budget organizations are defined as follows:

- Enter the name of the organization.
- Enter a description, for example, Dossier organization.
- Enter the account range, for example, 1-0-6001-00 to 1-0-6010-010.
- Enter the funding budget, for example, Dossier - Ed.

Entering a Budget Journal

- Enter the budget organization, for example, Dossier Org.
- Enter a budget, for example, Dossier - Ed.
- Enter the accounting period, for example, Jan - 00.
- Enter the budget worksheet account, for example, 1- 0-6001-00.

- Enter a worksheet amount, for example, \$40M.

For information on setting up and entering budgets, see [Enter Budget Amounts Window](#), *Oracle General Ledger User's Guide*.

Set Up Dossier Numbering

The user must set up a numbering sequence for each dossier to be created. This number prefixes a sequential count of all transactions entered against the individual dossier.

An example of dossier numbering is shown in [Table 29–3](#), page 29-7.

Table 29–3 Dossier Numbering Example

Sequence	Description
Prefix	prefix to the number, for example, ME
Number	automatically generated sequential number, for example, 1
Delimiter	delimits the number, for example, '_'
Suffix	usually the year, for example, 2000

The example shown in [Table 29–3](#), page 29-7 creates the dossier number ME1-2000. All transactions relating to that dossier are then sequentially numbered, for example, ME1-2000-1, ME1-2000-2, and so on.

Set Up Dossier Type

The next stage is to define the dossier. The first dossier created is the parent dossier and any subsequent dossiers created are called child dossiers. This process follows the standard hierarchical structure where children can have children and so on. For each dossier in the structure, the user must create a unique dossier numbering entry. The information required to create a dossier is as follows:

- dossier name
- relationship

The type of dossier must be selected, for example, parent.

- related dossier
The related dossier must be defined for all except the parent dossier, for example, the name of the parent dossier.
- dossier number
The defined numbering for the dossier must be selected.
- workflow profile
The workflow approval process for dossiers must be selected.
- source information
The user can specify the budget organization, budget, and account codes used to supply the source funding for the dossier.
- destination information
The user can specify the budget organization, budget, and account codes used to define the destination accounts for the dossier transfer of funds.

Maintain Dossiers

Maintaining dossiers is the process of creating budget transfers to allocate budget funds to the appropriate accounts and years. The information required to create a dossier transaction is as follows:

- A dossier must be selected.
- A transaction and description must be defined.
The user must define a unique reference and description for the maintenance transaction, for example, School R-17 Reading.
- A transaction number must be allocated, for example, ME1-2000-6.
Note: The transaction number is automatically allocated.
Available source funds are displayed.
- Amount to be allocated to the destination accounts is selected.
- Funds must be checked and reserved.
- Transaction for approval must be selected.

When approved, the budget funds are transferred to the selected budget accounts.

Dossier Setup

This chapter describes how to set up dossier in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Setting Up Dossier Numbering Procedure](#)
- [Setup Dossier Numbering Window](#)
- [Setup Dossier Numbering Window Description](#)
- [Setting Up Dossier Types Procedure](#)
- [Setup Dossier Types Window](#)
- [Setup Dossier Types Window Description](#)

Definition

The dossier feature manages an unlimited number of budgetary dossier types and uses Oracle Workflow to manage online dossier approval based on predefined position hierarchies.

Budgetary dossiers enable the user to transfer budget amounts from one budget to another and allocate budget amounts to one or more specific accounting flexfields within an accounting flexfield structure. For example, one dossier transfers funds to a project, and another dossier is created later to allocate the project's funds to the specific project tasks.

Overview

The following steps are required to set up dossier:

- [Set Up Dossier Numbering](#)
- [Set Up Dossier Types](#)
- [Assign Dossier Profile Value](#)

Set Up Dossier Numbering

A legal requirement of the French public sector specifies that each dossier must have a unique reference number. The unique numbers must be sequential and gapless.

Dossier numbering setup enables unique dossier numbering schemes to be created. A dossier numbering scheme consists of a prefix and a fiscal year. Users can optionally insert a delimiter between the different components of a scheme. For example, a scheme of SCHOOLS-1999 consists of a prefix of SCHOOLS, a delimiter of hyphen (-), and a fiscal year of 1999. All sequences start from 1, in this instance SCHOOLS-1999-1.

Each unique numbering scheme can be assigned to only one dossier type. This enables a unique sequence for each dossier type to be automatically maintained.

Set Up Dossier Types

Dossier types are sets of budgetary transfer rules with designated dossier approval workflow.

To enhance security and reduce data entry effort, budgetary rules are predefined by means of dossier types. Each dossier type can consist of a number of the following elements:

- budgetary transfer accounting flexfield ranges
- source budget from which to transfer funds
- destination budget where funds are transferred
- budget journal types: balanced, unbalanced, or multiple years
- relationship between dossier types
- dossier type hierarchy
- dossier approval workflow used
- dossier numbering scheme

When a dossier is created, dossier types are selected to automatically generate rules and the default flexfield values that govern budgetary transfers or allocation process. Segregation of duties is maintained; the budget controller who constructs the budget types is independent of the budget clerk who enters the budget dossiers. Although the rules associated with a dossier type are predefined, the budget amount must be entered when creating the dossier. Dossier approval workflow ensures that if a dossier transaction is rejected, funds become available in the source budget.

Examples of dossier types are as follows:

- parliamentary authorized budget
- modified parliamentary budget
- detailed budget apportionment

Table 30–1 Relationships between Dossier Types

Dossier Type	Description
Parent	top of dossier hierarchy; sets source and destination boundaries for children; parent dossier can also be child of another parent
Child	lower level of dossier hierarchy than parent; source and destination of child dossier type must be within source and destination of parent; child dossier can have only one parent

Table 30–1 Relationships between Dossier Types

Dossier Type	Description
Complementary	modifies related dossier; changing amount by adding or subtracting; enables related dossier’s source to be expanded
Retirement	cancels related dossier by reversing original budget journals resulting from related dossier; retired dossier cannot be associated with additional dossiers
Adjustment	expands accounting flexfield range of related dossier; expansion must be within same budget and budget organization assigned to related dossier and is subject to any parent or child rules defined. For example, if adjustment dossier is related to child dossier, the expansion must be within flexfield boundary of related parent dossier.

Different types of dossier transactions can be defined using combinations of settings. An example is shown in [Table 30–2](#), page 30-4.

Table 30–2 Dossier Type Examples

Dossier Purpose	Define Type	Budget Type
Generate budget journals to enter initial budget amounts into expense accounts	Define Destination only	unbalanced; debit source account
Transfer expense budget amounts from source account to destination account	Define Source and Destination	balanced; debit destination account and credit source account

Assign Dossier Profile Value

A budget organization is assigned to restrict users’ access to a budget organization when creating budgetary dossiers.

To enhance security by budget organization, a value is defined for the Dossier: Budget Organization Name profile option.

For added segregation, a value is assigned to this profile at the lowest possible level. This profile is defined at user level if every user is responsible for a different budget organization. Alternatively, the profile option is defined at Responsibility level if multiple users share the same responsibility and are responsible for the same budget organization.

For information on the Dossier: Budget Organization Name profile option, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Prerequisites

- ❑ Dossier must be enabled in the Enable OPSF(I) Features window.
To enable a feature, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.
- ❑ Fiscal years must be defined in the Accounting Calendar window.
To define calendars, see [Defining Calendars](#), *Oracle General Ledger User's Guide*.
- ❑ The accounting flexfield structure must be defined before creating dossier numbering schemes, because dossier numbering schemes are associated with a chart of accounts.
To define accounting flexfield structures, see [Defining Your Account Structure](#), *Oracle General Ledger User's Guide*.
- ❑ Dossier numbering must be set up.
To set up dossier numbering, see [Setting Up Dossier Numbering Procedure](#), page 30-6.
- ❑ Require Budget Journals must be set to Yes at the set of books level.
To define a budget organization, see [Defining Budget Organizations](#), *Oracle General Ledger User's Guide*.
To define a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.
- ❑ Budgets and budget organizations related to a dossier type must be defined.
To define a budget, see [Defining Budgets](#), *Oracle General Ledger User's Guide*.
- ❑ Workflow profiles must be defined.
To define workflow profiles, see [Defining Workflow Profile Procedure](#), page 36-28.

Setting Up Dossier Numbering Procedure

To set up dossier numbering, perform the following steps.

1. Navigate to the Setup Dossier Numbering window as follows:

OPSF(I) Dossier - Setup - Numbering

2. Enter data in each field of the Setup Dossier Numbering window as described in [Table 30-3](#), page 30-7.

Note: A numbering scheme cannot be disabled after it is allocated to a dossier type.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Setup Dossier Numbering Window

Figure 30–1 Setup Dossier Numbering Window



Setup Dossier Numbering Window Description

Table 30–3 Setup Dossier Numbering Window Description

Field Name	Type	Features	Description
Scheme	display only		numbering scheme unique name, derived from entries in Prefix, Delimiter, and Fiscal Year fields
Prefix	required		free format field; forms first part of sequence number; maximum of 5 characters allowed
Fiscal Year	required	list of values	year from validated list of fiscal years defined in Accounting Calendar window
Delimiter	optional		character to be inserted between Prefix and Fiscal Year to form numbering scheme, for example, a hyphen
Enabled	required	list of values	if Yes selected, dossier numbering scheme enabled; if No selected, dossier numbering scheme disabled; only enabled dossier numbering schemes can be associated with dossier type in Setup Dossier Types window

Setting Up Dossier Types Procedure

To set up dossier types, perform the following steps.

1. Navigate to the Setup Dossier Types window as follows:

OPSF(I) Dossier - Setup - Dossier Type

2. Enter data in each field of the Setup Dossier Types window as described in [Table 30-4](#), page 30-10.

Note: The Enabled check box must remain deselected until step 3 is complete.

Note: The dossier relationship defaults to parent, but must be reassigned if the current dossier is related to a different type of dossier.

For information on dossier types, see [Table 30-1](#), page 30-3.

Dossier types that are not used to generate dossier transactions can be deleted in the Setup Dossier Types window.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. In the Dossier Types region, select the Enabled check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Setup Dossier Types Window

Figure 30–2 Setup Dossier Types Window

Setup Dossier Types

Dossier Types

Dossier Name	Description	RelatedDossier	Relationship	Numbering	Workflow	Multi Annual Balanced Enabled
			Parent			

Source

Budget Org	Budget	From Acct	To Acct

Destination

Budget Org	Budget	From Acct	To Acct

Setup Dossier Types Window Description

Table 30–4 Setup Dossier Types Window Description

Field Name	Type	Features	Description
Dossier Types Region			
Dossier Name	required		unique dossier name; identifies budget transfer primary purpose
Description	required		budget transfer description; for example, parliamentary vote that authorizes budgetary transfer
Related Dossier	conditionally required	list of values	dossier name that current dossier related to; required for non-parent dossiers; not enterable for parent dossiers
Relationship	required	list of values	dossier relationship; valid values: Parent, Child, Retirement, Adjustment, or Complementary
Numbering	required	list of values	unallocated numbering scheme
Workflow	required	list of values	workflow profile name as defined in Workflow Profile Definition window
Multi Annual	required	check box	indicates if multiple-year budgeting or single-year budgeting used; if selected, multiple-year budget enabled; if deselected, single-year budget enabled
Balanced	required	check box	balanced or unbalanced budget journal; select Yes for balanced budget journal; select No for unbalanced budget journal
Enabled	required	check box	if selected, dossier type enabled; if deselected, dossier type disabled Note: Only enabled dossiers are available for relating to other dossiers and can result in dossier transactions.
Source Region			
Budget Org	required	list of values	budget organization name as defined in Define Budget Organization window
Budget	required	list of values	budgets assigned to selected budget organization
From Acct	required	list of values	accounting flexfield range starting point required for budgetary transfer source; must fall within selected budget organization's account ranges

Table 30–4 Setup Dossier Types Window Description

Field Name	Type	Features	Description
To Acct	required	list of values	accounting flexfield range ending point required for budgetary transfer source; must fall within selected budget organization's account ranges
Destination Region			
Budget Org	required	list of values	budget organization name as defined in Define Budget Organization window
Budget	required	list of values	budget assigned to budget organization in Budget Org field
From Acct	required	list of values	accounting flexfield range starting point required for budgetary transfer destination; must fall within selected budget organization's account ranges
To Acct	required	list of values	accounting flexfield range ending point required for budgetary transfer destination; must fall within selected budget organization's account ranges

Dossier Procedures

This chapter describes dossier procedures in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Checking and Reserving Funds Procedure](#)
- [Dossier Window](#)
- [Dossier Window Description](#)
- [Dossier Items Window](#)
- [Dossier Items Window Description](#)
- [Dossier Inquiry Procedure](#)
- [Dossier Inquiry Window](#)
- [Dossier Inquiry Window Description](#)
- [Accepting or Rejecting Dossiers Procedure](#)
- [Reassigning Dossiers Procedure](#)

Definition

Dossier controls the amount and timing of spending within an organization, which is particularly important when budgets for large projects are maintained and used separately. In addition, dossiers enable users to perform the following tasks:

- create budgetary transfers
- approve budgetary transfers
- manage funds

For a given project, budget dossiers can either be payment category for managing funds in a single fiscal year, or accrual category for projects covering several years. In both categories, certain types of dossier fulfil specific budgetary needs. A project uses a number of these dossier types in a set of relationships that define a hierarchy. The dossier types are described in [Table 31–1](#), page 31-2.

Table 31–1 Dossier Types

Dossier Type	Description
Parent	A single parent dossier is the source of all other dossiers in the project.
Child	Any dossier that is below another in the hierarchy is a child dossier. A child dossier can only have one parent.
Complementary	A complementary dossier adds funds to or subtract funds from an existing dossier, for example, if a ministry assigns additional funds after a parent dossier is created.
Retirement	A retirement dossier is created when a dossier is cancelled, for example, at the end of the project.
Adjustment	An adjustment dossier changes the accounting range of an existing dossier.

Overview

This chapter describes procedures for using dossiers after they are set up as follows:

- checking and reserving allotted funds in a dossier using the Dossier window
- tracking the funds in a dossier and viewing the relationship between dossiers using the Dossier Inquiry window
- submitting a dossier for approval by an authorizer using the Dossier window
- approving changes to a dossier using the Worklist window

The following topics are described in this section:

- [Transferring Funds in Dossiers](#)
- [Dossier Approval Process](#)
- [Recommendations](#)

Transferring Funds in Dossiers

After setup, the budgets contained in a dossier can be modified using the Dossier window.

Transferring funds between budgets is performed by selecting source and destination budgets. For a given dossier, each combination of source and destination budgets is defined by a dossier transaction number.

After source and destination budgets are identified, the availability of funds can be checked and, if they are available for use, funds can be reserved.

For information on checking and reserving funds, see [Checking and Reserving Funds Procedure](#), page 31-6.

Dossier Approval Process

Before any financial changes to a dossier come into effect, the user seeks approval for the change. The change request is automatically managed by Oracle Workflow, which notifies a dossier authorizer of dossiers that require approval. The authorizer makes a decision on the change request and accepts or rejects the dossier.

A dossier or a dossier transaction has one of the following statuses depending on its progress through the approval process; the statuses are as follows:

- creating

- in process
- completed
- rejected

Workflow sends users notifications if action is required or the dossier status changes. The information in the Subject field and the notification message specifies the action or status change.

For information on checking and reserving funds, see [Checking and Reserving Funds Procedure](#), page 31-6.

For information on accepting or rejecting dossiers, see [Accepting or Rejecting Dossiers Procedure](#), page 31-15.

Recommendations

It is recommended that an organization develops consistent naming conventions for dossiers to aid financial management.

Prerequisites

- Dossiers must be defined.

During the dossier setup process, the source and destination budgets are defined for dossiers, and each dossier is assigned a unique number. Approved authorizers are defined, that is, users are defined who are permitted to authorize dossier changes.

The following must be set up in Oracle General Ledger:

- budgets
- budget organization assignments
- budget organizations
- set of books
- The Dossier: Transaction Default Rule profile option must be defined to specify the default behavior for transaction details when creating dossier transactions.

If the profile option is set to Full, both the source and destination are copied automatically into the transaction details. If the profile option is set to Partial, only the destination is copied automatically when the user enters and saves a source.

To set up dossier numbering, see [Setting Up Dossier Numbering Procedure](#), page 30-6.

To set up dossier types, see [Setting Up Dossier Types Procedure](#), page 30-8.

To set up budgeting, see [Overview of Budgeting](#), *Oracle General Ledger User's Guide*.

For information on defining a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

To set up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Checking and Reserving Funds Procedure

This procedure enables funds in budgets to be checked and reserved for a transaction in a dossier.

To check and reserve funds in a dossier, perform the following steps.

1. Navigate to the Dossier window as follows:

OPSF(I) Dossier - Dossier Maintenance

2. Enter data in the Dossier window as described in [Table 31–2](#), page 31-8.
3. To view information on the documents in the dossier, navigate to the Dossier Items window as follows:

Tools - Dossier Items

Enter data in the Dossier Items window as described in [Table 31–3](#), page 31-10.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the Dossier Items window.
6. To check if there are funds available for transfer between the selected budgets, click **Check Funds**.

A message indicates if sufficient funds exist.

7. To provisionally transfer the funds, click **Reserve Funds**.

A message indicates if the provisional transfer is successful.

Note: Funds must be reserved by clicking **Reserve Funds** before seeking approval through workflow.

8. To place the dossier in the workflow approval process, click **Approval**.

The dossier status changes to In Process.

A workflow notification is generated and sent to the user.

Note: The dossier type, transaction name, and transaction number are included in the workflow notification to enable the approver to easily identify the dossier.

9. Close the window.

Dossier Window

Figure 31-1 Dossier Window

Dossier

Dossier TypeTransaction NameDescriptionTransaction NumberUpdated DateStatus

Source

BudgetKeyPeriod NameFundsNew Balance

Destination

BudgetKeyPeriod NameBud. AmountFundsNew Balance

Check Funds

Reserve Funds

Approval

Dossier Window Description

Table 31–2 *Dossier Window Description*

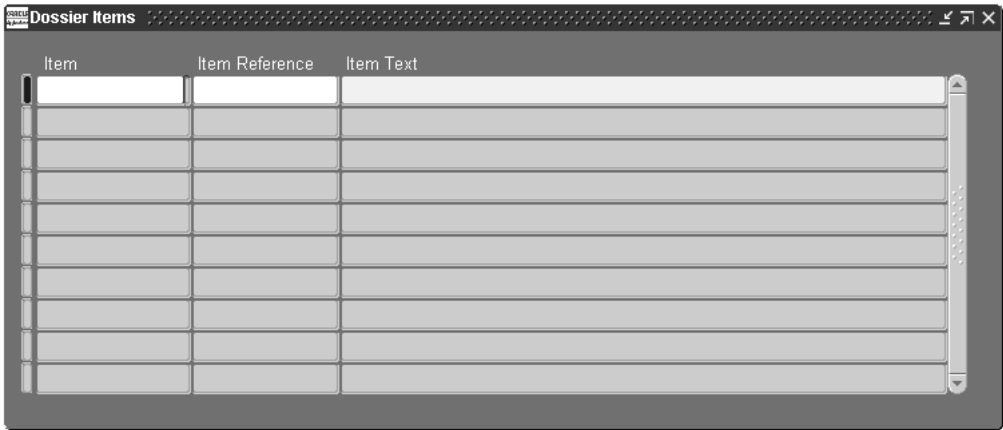
Field Name	Type	Features	Description
Dossier Type	required	list of values	dossier type previously set up in Setup Dossier Types window
Transaction Name	required		user defined unique transaction name
Description	required	list of values	transaction type
Transaction Number	display only		automatically assigned transaction number
Updated Date	display only		date when transaction was last updated
Status	display only		status defaults to Creating; changes to In Process when OK clicked; during approval process, indicates Complete if changes accepted and Rejected if changes not accepted
Descriptive Flexfield	optional		field for user customization
Source Region			
Budget	required	list of values	budget name; only budget names assigned to dossier type in Setup Dossier Types window displayed
Key	required	list of values	source account number
Period Name	required	list of values: pop-up calendar	period name; displays month and year
Funds	display only		amount displayed when value entered in Key field; displays funds currently available in selected account
New Balance	display only		calculated from sum of Budget Amount fields in Destination region

Table 31–2 Dossier Window Description

Field Name	Type	Features	Description
Destination Region			
Budget	required	list of values	budget name; only budget names assigned to dossier type in Setup Dossier Types window displayed
Key	required	list of values	destination account number; restricted to those allocated in Setup Dossier Types window
Period Name		list of values	period name; displays month and year
Bud. Amount	required		budget amount; amount of source funds available to be allocated to destination budget; sum of budget amounts cannot exceed source funds available
Funds	display only		calculated when account number entered in Key field; displays funds currently allocated to Destination
New Balance	display only		calculated when account number entered in Key field; new balance calculated by subtracting Budget Amount from available funds
Check Funds		button	checks if funds available for transfer between selected budgets
Reserve Funds		button	provisionally transfers funds
Approval		button	places dossier in workflow approval process

Dossier Items Window

Figure 31–2 Dossier Items Window



Dossier Items Window Description

Table 31–3 Dossier Items Window Description

Field Name	Type	Features	Description
Item	required	list of values	document type
Item Reference	required		unique document reference number
Item Text	required		notes associated with individual transactions

Dossier Inquiry Procedure

To view the hierarchical relationship of one dossier to another, and to view a dossier's source and destination budgets, perform the following steps.

1. Navigate to the Dossier Inquiry window as follows:

OPSF(I) Dossier - Dossier Inquiry

The Dossier Inquiry window appears in query mode.

2. Enter a dossier name in the Dossier Name field, or, to view all existing dossiers, enter the query as follows:

View - Query by Example - Run

Dossiers are displayed in the Dossier Name field and all related dossiers are displayed in the Related Dossier fields.

Dossier transactions are displayed in the Transactions region. Source budgets are displayed in the Source region. Destination budgets are displayed in the Destination region.

3. Close the window.

Dossier Inquiry Window

Figure 31–3 Dossier Inquiry Window

Dossier Inquiry

Dossier

Dossier Name	Description	Related Dossier	Relationship

Transactions

Transaction Name	Description	Transaction Number	Updated Date	Status

Source

Budget	Key	Period Name	Funds Available	New Balance

Destination

Budget	Key	Period Name	Bud. Amount	Funds Available	New Balance

Dossier Inquiry Window Description

Table 31–4 Dossier Inquiry Window Description

Field Name	Type	Features	Description
Dossier Region			
Dossier Name	required	list of values	dossier name
Description	display only		dossier description
Related Dossier	display only		related dossier name
Relationship	display only		indicates relationship between dossier and related dossier
Transactions Region			
Transaction Name	display only		dossier transaction name
Description	display only		dossier transaction description
Transaction Number	display only		dossier transaction number; transactions performed in dossier
Updated Date	display only		date when dossier transaction last updated
Status	display only		dossier transaction status; valid values: Creating, In Process, Completed, or Rejected
Source Region			
Budget	display only		source budget name
Key	display only		source account number
Period Name	display only		month and year
Funds Available	display only		amount of funds currently available in source account
New Balance	display only		balance of source account, including new debit
Destination Region			
Budget	display only		destination budget name
Key	display only		destination account number
Period Name	display only		month and year

Table 31–4 Dossier Inquiry Window Description

Field Name	Type	Features	Description
Bud. Amount	display only		budget amount; amount allocated in budget for transaction
Funds Available	display only		amount currently available for transaction
New Balance	display only		balance of destination account including new credit

Accepting or Rejecting Dossiers Procedure

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Dossier - Workflow Monitor - Worklist

A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. Double-click the icon in the References region.

Note: Icons may be disabled if the current user does not have sufficient responsibilities.

4. To accept the dialog unit, click **Approve**.
5. To reject the dialog unit, click **Reject**.
6. To reassign the dossier to another user, click **Reassign**.
7. The Worklist window appears.
8. Close the window.

If approved, the notification is sent to the next approver in the hierarchy. If rejected, the dossier is cancelled and may be reused at a later date.

Reassigning Dossiers Procedure

This procedure enables authorizers to reassign dossiers.

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Dossier - Workflow Monitor - Worklist

A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.

3. Click **Reassign**.

4. In the Reassign To field, select a user from the list.

A new browser is launched.

5. Enter search criteria in the Find field.

6. Click **Find**.

A list of users and internal names is displayed.

7. Click the relevant user's name.

8. Select the Delegate Authority radio button to respond to this notification or the Transfer Ownership radio button to transfer ownership.

9. Enter comments if required.

10. Click **OK**.

The dossier is reassigned and the Worklist window appears.

11. Close the window.

Part IX

Enhanced Funds Checker

Enhanced Funds Checker Process

This chapter describes the enhanced funds checker process in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Determining Budgetary Control Policy Process Description](#)
- [Setting Up Budgetary Control Process Description](#)
- [Maintaining Budgetary Control with Enhanced Funds Checker](#)
- [Multiple Funding Budgets Features](#)
- [Related Topics](#)

Definition

Enhanced funds checker is an extension to Oracle Public Sector Financials (International) for maintaining single year budgets and processing cross year transactions.

In previous versions of Oracle Public Sector Financials (International), the functionality of enhanced funds checker was implemented in phases known as EFC I, EFC II, and EFC III. The phases are described in [Table 32–1](#), page 32-2.

Table 32–1 Enhanced Funds Checker Phases

Phase	Description
EFC I	introduced multiple funding budgets functionality
EFC II	included dual budgeting functionality
EFC III	provides additional functionality to EFC II

EFC II and EFC III are released as part of Contract Commitment and Commitment Budgetary Control.

Enhanced funds checker is supported in the following Oracle Public Sector Financials (International) modules:

- General Ledger
- Payables
- Purchasing

Note: Enhanced funds checker needs to be enabled to run contract encumbrancing.

Note: The abbreviation EFC is also used elsewhere in Oracle Public Sector Financials (International) to mean the Euro as a functional currency.

Contract Encumbrancing Requirement

Enhanced funds checker is also required by the contract encumbrancing feature.

Contract encumbrancing enables the user to create a planned purchase order that commits funds in multiple periods crossing multiple fiscal years, that is, funding budgets.

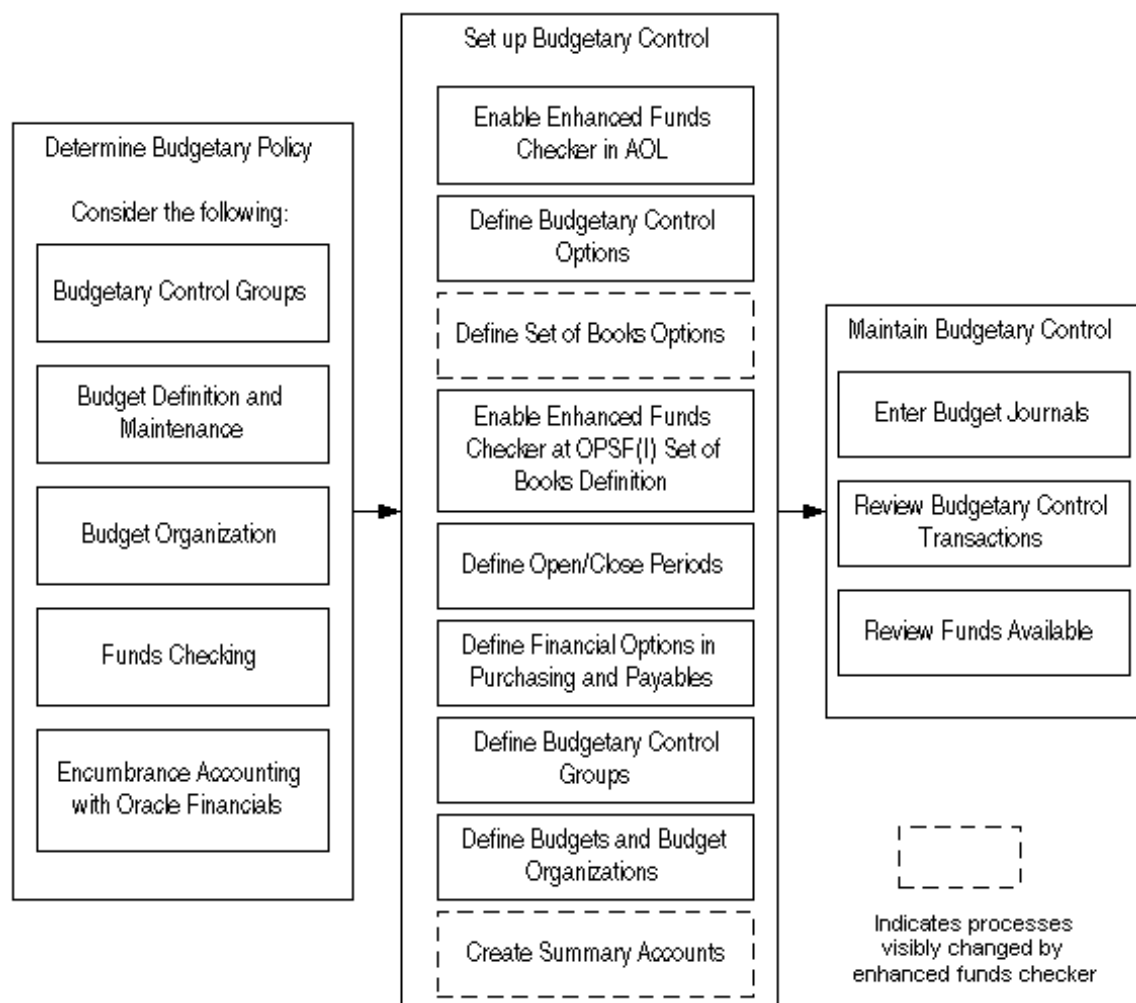
Standard planned purchase orders create default encumbrances in the current period, and a manual process is required to spread those encumbrances. The benefit

of contract encumbrancing is the ability to spread encumbrances across multiple funding budgets.

Process Flow Diagram

Figure 32–1, page 32-4 shows the enhanced funds checker process flow.

Figure 32–1 Enhanced Funds Checker Process Flow Diagram



Determining Budgetary Control Policy Process Description

The enhanced funds checker was created to fill the following business requirements:

- create more than one funding budget
- use funding budgets concurrently within budget organizations

The overall implementation of budgetary control and encumbrance accounting within Oracle Public Sector Financials (International) needs to be determined before using the enhanced funds checker.

For information on implementing budgetary control see, [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

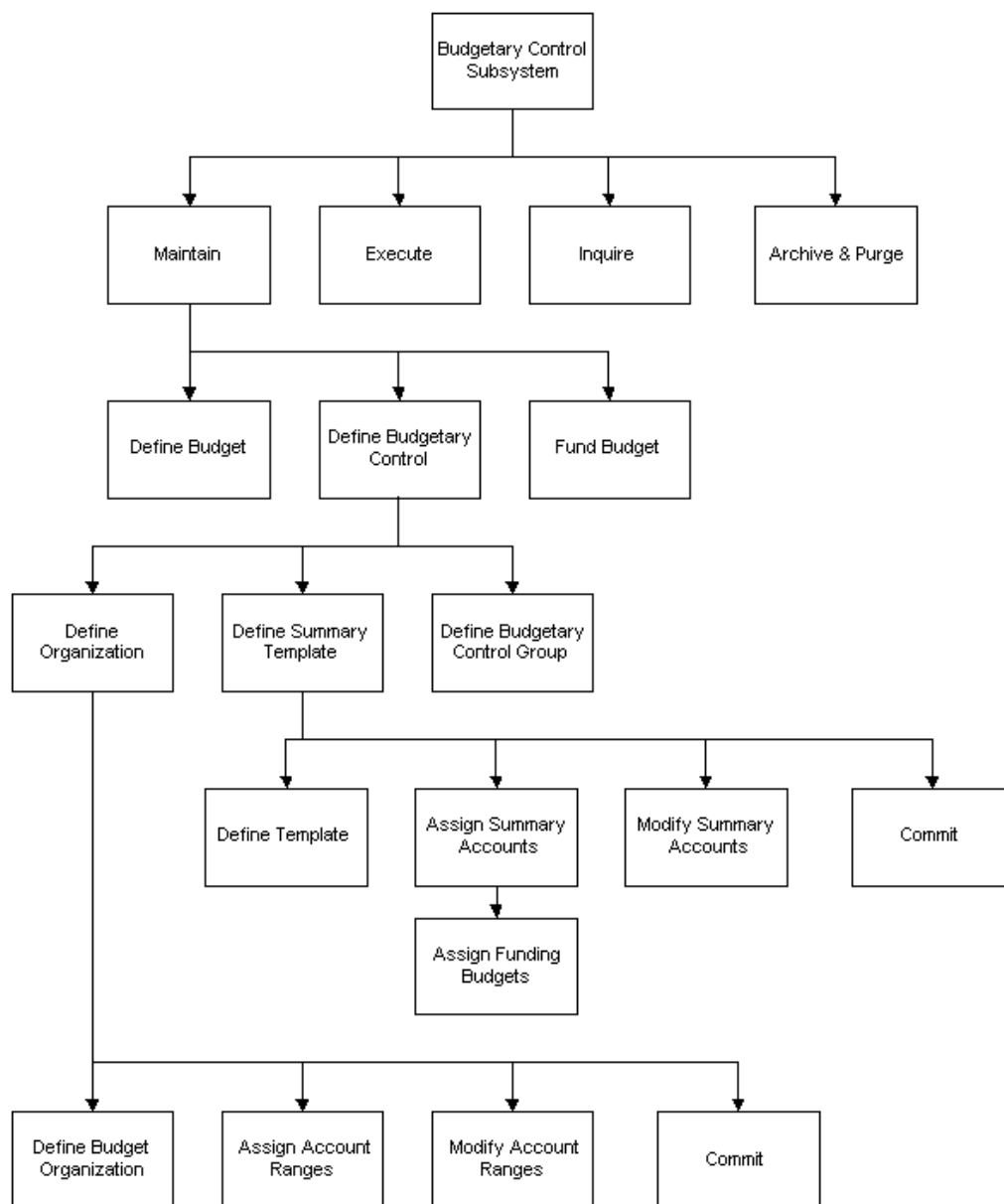
The following needs to be considered before using the enhanced funds checker:

- budgetary control groups
- budget definition and maintenance
- budget organization
- funds checking
- encumbrance accounting with Oracle Public Sector Financials (International)

Implementation of budgetary control policy affects use of the enhanced funds checker and is described where appropriate.

[Figure 32–2](#), page 32-6, shows an overview of the budgetary control system in Oracle Public Sector Financials (International), and lists all components whose functionality is changed when using the enhanced funds checker.

Figure 32-2 Budgetary Control System Components Changed By Enhanced Funds Checker



Setting Up Budgetary Control Process Description

Enhanced funds checker functionality is based on standard General Ledger budgetary control procedures. Enhanced funds checker is part of the General Ledger budgetary control process.

Note: Only those areas directly affected by the enhanced funds checker are described in this section.

For information on standard General Ledger budgetary control, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

To set up budgetary control, perform the following steps.

1. Enable the enhanced funds checker in the Applications Object Library.

The system administrator enables the enhanced funds checker during installation.

2. Define the set of books.

The enhanced funds checker provides an additional window to confirm if a General Ledger set of books uses enhanced funds checker functionality.

Defining the set of books consists of the following actions:

- defining set of books options in General Ledger
- defining budgetary control options in General Ledger
- selecting the Enable Budgetary Control check box in General Ledger
- selecting the Use Multiple Funding Budget check box in General Ledger

For information on the Set of Books window, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

For more information on the Enable Budgetary Control, see [Enable Options Window Description](#), page 33-9.

When the enhanced funds checker is enabled, it cannot be disabled for that set of books.

3. Manage open and close periods.

Oracle Public Sector Financials (International) allows encumbrance entries to be booked to future periods. Funds checking prevents this if periods overlap budgets. The enhanced funds checker with absolute budgetary control enables booking over future periods and across different budgets.

The following considerations apply:

- Encumbrance years need to be open to book any type of encumbrance.

Multiple encumbrance years can be opened into the future, but the calendar for the future year needs to be defined.

- General Ledger periods need to be defined.

Encumbrances from requisitions, purchase orders, and manual journals can be booked to closed as well as open accounting periods. Periods need to be opened for posting of any Purchasing or Payables transactions.

- Budget start and end periods need to be defined.

If a transaction's General Ledger date falls outside of the funding budgets periods, the transaction fails the funds check. Enhanced funds checker matches the General Ledger date to the appropriate funding budget period.

- Purchasing and inventory periods needs to be opened to book purchase documents and inventory items, if inventory items are used.

4. Define encumbrance accounting options.

Encumbrance accounting options describe the encumbrance types used for requisitions, purchase orders, invoices, and contract encumbrance planned purchase orders.

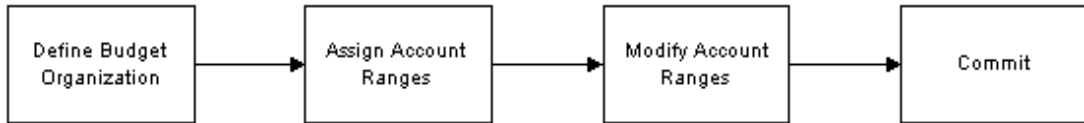
5. Define budgetary control groups.

Options need to be correctly set for all required transaction types.

6. Define funding budgets.

7. Define budget organizations and the accounts assigned to each organization and the organization's funds check level.

[Figure 32–3](#), page 32-9 shows the budget organization process flow diagram as described in the accompanying text.

Figure 32–3 Define Budget Organization Process Flow Diagram

Enhanced funds checker adds account assignments as shown in bold italics in the following example:

Budget Organization: Property Maintenance

1-1-100-1 to 1-1-999-1

1-1-100-1 to 1-1-999-1

1-1-100-1 to 1-1-999-1

Funding Budget

BUD97

BUD98

BUD99

When enhanced funds checker is enabled, the ordinary limit of one funding budget per account or range is increased to enable setup of additional funding budgets.

Validation ensures that budget dates do not overlap, as shown in [Table 32–2](#), page 32-9. This example assumes a fiscal year running from January to December.

Table 32–2 Validation Example

Budget Name	First Budget Period	Last Budget Period
BUD97	JAN-97	DEC-97
BUD98	JAN-98	DEC-98
BUD99	JAN-99	DEC-99

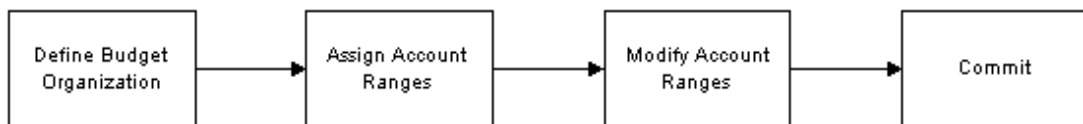
The following business rules apply to the enhanced funds checker:

- Budget ranges cannot overlap.
- A transaction's general ledger date determines the period in which funds are checked and reserved.

- If an account has a funds check level that is not None, a funds check needs to be performed for the account.
 - If an account has a funds check status of None, no funds check is performed on the account.
 - An account with multiple assignments cannot have a funds check level of None on one assignment and Absolute or Advisory for another assignment. However, an account with multiple assignments can have a funds check status level of Absolute and Advisory for different assignments. An assignment level of None does not have budget periods associated with it.
- Note:** If assignments are given different funds check levels, for example, None and Absolute, the account may be funds checked outside the date range specified by the Absolute entry.
- When an account is assigned with different funds check levels, for example, Absolute and Advisory, the account is assumed to have a funds check level of Absolute with no funding budget for the periods with no budget assignment.
 - An account cannot exist in different budget organizations for the same currency.
 - Account assignments cannot have different values for the Automatic encumbrance flag, they needs to be set to Yes.
8. Define summary templates.

[Figure 32–4](#), page 32-10 shows the summary template process flow diagram as described in the accompanying text.

Figure 32–4 Define Summary Templates Process Flow Diagram



Note: Multiple funding budgets are only available if enhanced funds checker is enabled for the set of books.

To set the budgetary control options for a summary account template, perform the following steps.

1. Enter all required information prior to budgetary control.

2. Enter the funds check level.

If Absolute or Advisory is entered, all remaining information needs to also be entered.

3. Assign debit or credit balance type.

General Ledger uses the balance type to determine funds available using the following formula:

$$\text{Funds Available} = \text{Budget} - \text{Encumbrance} - \text{Actual}$$

For accounts with debit balance, General Ledger considers sufficient funds available if the equation gives a positive result.

For accounts with credit balance, General Ledger considers sufficient funds available if the equation gives a negative result.

4. Enter the amount type, or cumulative balance.

5. Enter the boundary.

6. Enter the budget.

7. Enter the funding budget by clicking **Funding Budgets**.

A new region is displayed, which lists available funding budgets.

8. Select one or more funding budgets.

Maintaining Budgetary Control with Enhanced Funds Checker

To maintain budgetary control, perform the following steps.

1. Enter budget journals to provide funds for the budgets.
2. Review budgetary control transactions.

This provides details of all budgetary control transactions during journal entry and posting.

3. Review available funds.

After setup, enhanced funds checker is transparent to the user. There are no visible changes to any of the windows.

WARNING: Oracle Corporation recommends the following:

- Do not predate encumbrances.

Predated encumbrances can interfere with year-end processing.

- Do not predate or post-date actuals.

Predated actuals can be incorrectly processed. The purchase order accrual program and the adjustment period in General Ledger assist users with period-end accruals.

Postdated actuals can interfere with GAAP compliance because actual expense recognition needs to be made in the period for which the expense is incurred.

Multiple Funding Budgets Features

The main features of enhanced funds checker in Oracle Public Sector Financials (International) are as follows:

- [Maintaining Single Year Budgets](#)
- [Processing Cross Year Transactions](#)

Maintaining Single Year Budgets

Funds checking for a General Ledger code combination can only be performed on a single available budget, and all transactions can only check against the same budget, when encumbrance accounting and budgetary control are enabled in General Ledger.

Organizations that operate on a cash, or cash and accrual basis accounting, and budgeting require more flexibility. The organizations need to maintain single year budgets, approved by central government, and process cross year transactions.

Public sector organizations use one year budgets because the governing bodies approve budgets on a year to year basis. Central governments do not usually approve five-year budgets.

Private sector companies plan further into the future and do not regulate budgets as tightly, so multiple year budgets are appropriate for them.

Processing Cross Year Transactions

Single year budgets improve budgetary control over one year, but there are issues when accounting transactions occur over the year-end, and into multiple years.

General Ledger without the enhanced funds checker, allows the creation of any number of budgets, but only allows one funding budget.

The following examples illustrate problems that are resolved by using the enhanced funds checker. In the examples, the budgets are set up as follows:

- absolute budgetary control with encumbrance accounting
- two single year budgets: 1997 and 1998
- 1997 has ended and is closing its books for the 1997 year

Year-End Accruals Example

Scenario	It is the second week in 1998, and a company is still receiving 1997 invoices. According to GAAP, the invoices should be recorded in the year in which the charges were made, in this case, 1997. Because budgetary control is used, the 1997 budget must be kept open into the 1998 year. The company must also keep up with 1998 business, that is, any 1998 invoices must be posted into the 1998 year budget and books.
Problem	The company cannot check funds for 1997 invoices and also check funds for 1998 invoices against the 1998 budget. If the 1997 budget is kept open, the 1998 invoices are delayed until the 1997 budget is closed, and the 1998 budget is opened. If the 1997 budget is closed, and the 1998 budget opened, then trailing 1997 items are incorrectly funds checked against the 1998 budget.
Workaround without Enhanced Funds Checker	One way to work around the limitations of single year budgets is by using multiple year budgets. The budget can be defined as from 1997 to 1999, with budgetary control over this range. For example, Canadian public sector users set up a 1.5-year budget so they can reserve funds into the second year, and also use that period to enter year-end accruals. However, the problem still occurs when closing the multiple year budget, and when transitioning the 0.5 year into the full year.

Long Lead Time Purchases Example

Scenario	Using the same setup scenario, it is two months until the end of 1997, and the company wants to purchase an item to use in 1998. However, the item needs to be custom made, which will take several months and needs to be ordered in 1997. This enables the company to start the associated paperwork. The company needs to create a purchase requisition and encumbrance entry in 1997, but check the funds against the 1998 budget.

Problem

The company is not able to check 1998 funds for a 1997 purchase requisition or order. If the purchase document is raised in 1997, it is automatically checked against the available 1997 budget. The only workaround is to define a multiple year budget as only one funding budget can be open at any time.

Related Topics

For information on enabling features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

For information on installing the enhanced funds checker, see [Enhanced Funds Checker Setup](#), page 33-1.

For information on contract encumbrancing, see [Contract Encumbrancing Process](#), page 26-1.

Enhanced Funds Checker Setup

This chapter describes how to set up the enhanced funds checker in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Assigning Multiple Budgets to Detail Account Procedure](#)
- [Assigning Multiple Funding Budgets to Summary Account Procedure](#)
- [Extended Summary Accounts Window](#)
- [Extended Summary Accounts Window Description](#)
- [Funding Budgets Pop-Up Window](#)
- [Funding Budgets Window Description](#)
- [Enabling Options Procedure](#)
- [Enable Options Window](#)
- [Enable Options Window Description](#)

Definition

The enhanced funds checker in Oracle Public Sector Financials (International) is an extension to the standard General Ledger funds checker that enables multiple funding budgets to be checked across multiple years.

Overview

Multiple funding budgets enable multiple budgets to be assigned to the same account combination or account range, either at detail or summary level, to support funds checking against multiple budgets. This ensures effective funds control over lead-time purchase contracts that span over multiple budget years. Multiple funding budgets uses the general ledger date of a transaction to determine which budget to use in the funds checking operation.

The following windows are used to set up the enhanced funds checker:

- Set of Books, to set up enhanced funds checker options
- Define Budget Organizations, to assign multiple funding budgets to an account or account range.
- Define Summary Accounts, to assign multiple funding budgets to a summary template.

For information on setting up and using enhanced funds checker, see [Enhanced Funds Checker Process](#), page 32-1.

Prerequisites

- ❑ The enhanced funds checker feature must be enabled for the required set of books.

To enable the enhanced funds checker, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

- ❑ Budgets must be set up.

To set up budgets, see [Budgeting Extensions Setup](#), page 7-1.

To set up budgets for the enhanced funds checker, see [Assigning Multiple Funding Budgets to Summary Account Procedure](#), page 33-4.

Assigning Multiple Budgets to Detail Account Procedure

To assign multiple funding budgets to a detail account or range of accounts, perform the following steps.

1. Navigate to the Extended Budget Organization window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Extended Budget Organization

For information on the Extended Budget Organization window, see [Defining Budget Organizations](#), *Oracle General Ledger User's Guide*.

2. Enter or query a budget organization.
3. Click **Ranges**.
The Account Ranges window appears.
4. Click **Range Assignments**.
The Account Assignments window appears.
5. Enter account ranges for the organization.
6. Use **Edit - Duplicate - Record Above** to copy the details of each record that requires multiple funding budgets into a new row.
7. In the Funding Budget field, ensure that the relevant funding budget is selected.
8. To enable funds checking, in the Funds Check Level field select Absolute, Advisory, or a combination if different levels of funds checking are required for the account, or enter None to disable funds checking.

For information on the Account Assignments window, see [Assigning Account Ranges to a Budget Organization](#), *Oracle General Ledger User's Guide*.

For information on the enhanced funds checker, see [Setting Up Budgetary Control Process Description](#), page 32-7.

9. Save or save and continue as follows:

File - Save or Save and Proceed

A concurrent program creates the budget assignments.

10. Close the window.

Assigning Multiple Funding Budgets to Summary Account Procedure

To assign multiple funding budgets to a summary account, perform the following steps.

1. Navigate to the Extended Summary Accounts window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Extended Summary Accounts

For information on defining summary accounts, see [Defining Summary Accounts](#), *Oracle General Ledger User's Guide*.

For information specific to the enhanced funds checker when defining summary accounts, see [Setting Up Budgetary Control Process Description](#), page 32-7.

2. Query an existing account or accounts, or enter a new template.
3. If funds checking on the template is required, click **Funding Budgets**.

The Funding Budgets pop-up window appears.

4. Enter one or more budgets.

If funds checking on multiple funding budgets is required, select budgets that do not have overlapping periods.

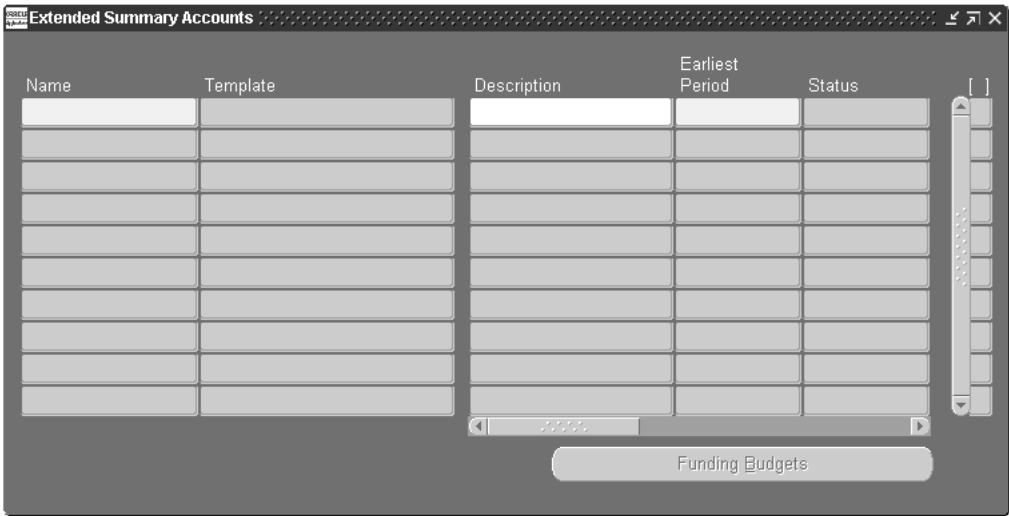
5. Save or save and continue as follows:

File - Save or **Save and Proceed**

6. Close the window.

Extended Summary Accounts Window

Figure 33–1 Extended Summary Accounts Window



Extended Summary Accounts Window Description

Table 33–1 *Extended Summary Accounts Window Description*

Field Name	Type	Features	Description
Name	required		summary account name
Template	optional	accounting flexfield pop-up window	summary account template
Description	optional		summary account description
Earliest Period	required	list of values	summary account earliest effective period
Status	display only		summary account status
Account Category	required	list of values	category of accounts
Funds Check Level	required	list of values	summary account funds check level; valid values: absolute, advisory, or none
Debit or Credit	conditionally required	list of values	debit or credit if funds check level is absolute or advisory
Amount Type	conditionally required	list of values	amount type; valid values: period to date, project to date, quarter to date, or year to date
Boundary	conditionally required	list of values	funds checking boundary
Descriptive Flexfield	optional		field for user customization
Funding Budgets		button	opens Funding Budgets window

Funding Budgets Pop-Up Window

Figure 33–2 *Funding Budgets Pop-Up Window*



Funding Budgets Window Description

Table 33–2 *Funding Budgets Window Description*

Field Name	Type	Features	Description
Funding Budget	display only		budget name
Toggle Query Field	optional		synchronizes detailed records with master records

Enabling Options Procedure

To enable a set of books to use multiple funding budgets, perform the following steps.

1. Navigate to the Enable Options window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Enable Options

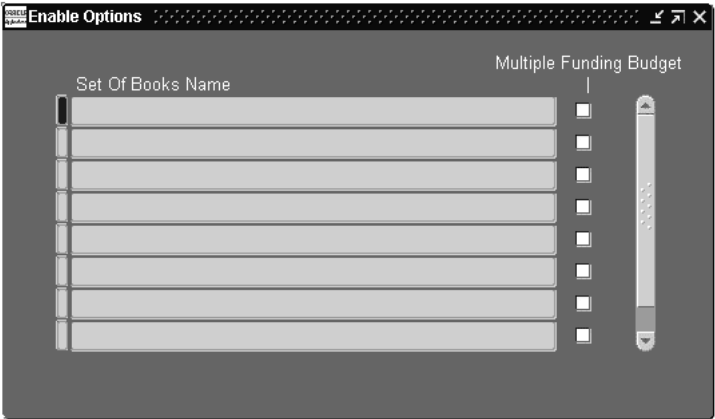
2. To enable multiple funding budgets, select the Multiple Funding Budget check box for the relevant set of books.

If the check box is deselected, multiple funding budgets are disabled.

3. Close the window.

Enable Options Window

Figure 33–3 Enable Options Window



Enable Options Window Description

Table 33–3 Enable Options Window Description

Field Name	Type	Features	Description
Set of Books Name	display only		set of books name
Multiple Funding Budget	optional	check box	if selected, multiple funding budgets enabled; if deselected, multiple funding budgets disabled

Enhanced Funds Checker Procedures

This chapter describes enhanced funds checker features in Oracle Public Sector Financials (International). The following sections are in this chapter:

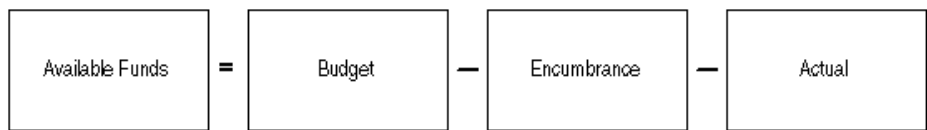
- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing Budgetary Control Transactions Procedure](#)
- [Entering Budget Journal Procedures](#)

Definition

Enhanced funds checker in Oracle Public Sector Financials (International) extends the functionality provided in General Ledger, Purchasing, and Payables. The enhancement to ordinary funds checking enables public sector organizations to maintain single year budgets as approved by central governments and to process cross-year transactions such as lead-time purchases and year-end accruals.

Figure 34–1, page 34-2 shows the calculation of available funds.

Figure 34–1 Calculation of Available Funds



Overview

Enhanced funds checker allows multiple funding budgets when checking funds for journals, purchase requisitions, purchase orders, or invoices.

Public sector organizations can manage budgets more effectively because accounts can have multiple funding budgets during different periods.

Enhanced funds checker is used by the following products:

- General Ledger
- Purchasing
- Payables

Oracle General Ledger

Enhanced funds checker in Oracle Public Sector Financials (International) is an extension to standard General Ledger funds checker and consists of multiple funding budgets.

Multiple funding budgets enable users to perform a funds check on different funding budgets based on the transaction dates. This allows an account to have

multiple budget assignments. Based on the transaction date or period, the effective funding budget is used in the funds checking operation.

The following windows are used to perform tasks related to enhanced funds checker:

- Enter Extended Journals window and Enter Extended Encumbrances window are used for enhanced funds checking.
- Budgetary Control Transactions window shows funds checking results.
- Funds Available Inquiry window shows funds available balances.

The following sections outline guidelines and recommendations for using the enhanced funds checker:

- [Guidelines](#)
- [Recommendations](#)

Guidelines

Guidelines for using enhanced funds checker are as follows:

- The General Ledger date or period determines, with the set of books, currency, and account code, which funding budget is checked for General Ledger transactions, such as entries to the following:
 - encumbrance journals, actual journals, and budget journals in General Ledger
 - invoices, purchase orders, planned purchase orders, and contract purchase orders in Purchasing

Users must know the period to which the commitment must be made and be aware of how opened, closed, and future accounting periods are maintained.

- If an account has a funds check status level of None, no funds check is performed on the account.

An account with multiple assignments cannot have a funds check status level of None on one assignment and Absolute or Advisory for another assignment. However, an account with multiple assignments can have a funds check status level of absolute and advisory for its different assignments.

- When an account is assigned with different funds check levels, such as advisory and absolute, the account is assumed to have a funds check level of absolute with no funding budget for the periods with no budget assignment.
- An account cannot exist in different budget organizations for the same currency.
- Account assignments cannot have different values of an automatic encumbrance flag.
- The enhanced funds checker cannot be disabled after it is enabled.

Recommendations

Oracle Corporation recommends the following:

- Encumbrances must not be predated.
Predated encumbrances can interfere with year-end carry forward processing.
- Actuals must not be predated.
Predated actuals can be incorrectly processed. The purchase order accrual program and the adjustment period in General Ledger assist users with period-end accruals.
- Actuals must not be postdated.
Postdated actuals can interfere with GAAP compliance because actual expense recognition must be made in the period for which the expense is incurred.

Prerequisites

- ❑ Budgetary control, journaling, funds checking, and encumbrance accounting must be enabled for the set of books.

To set up budgetary control and funds checking, see [Budgetary Control and Online Funds Checking](#) and [Setting Up Budgetary Control](#), *Oracle General Ledger User's Guide*.

- ❑ Enhanced funds checker for the set of books must be enabled.

To define enhanced funds checker options at the set of books level, see [Enabling Options Procedure](#), page 33-8.

For information on the Set of Books window, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

- ❑ Funding budgets must be assigned to detail accounts.

To assign funding budgets to detail accounts, see [Assigning Multiple Funding Budgets to Summary Account Procedure](#), page 33-4.

- ❑ Funds must be allocated to funding budgets in General Ledger.

To allocate funds to funding budgets in General Ledger, see [Entering Budget Journals](#), *Oracle General Ledger User's Guide*.

- ❑ To automatically encumber purchase orders across future periods, contract encumbrancing must be enabled in Oracle Public Sector Financials (International), and purchase orders must be entered as contract encumbrancing planned purchase orders.

To enable contract encumbrancing, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

Viewing Budgetary Control Transactions Procedure

Budgetary control transactions can be viewed during journal entry or encumbrance entry, as described in the following procedures:

- [Enter Journals Procedure](#)
- [Enter Encumbrances Procedure](#)

Enter Journals Procedure

1. Navigate to the Enter Extended Journals window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Journals - Extended Journals

The Find Journals window appears.

2. In the Journal field, select a journal from the list of values.
3. Click **Find**.

The Enter Extended Journals window appears.

Note: The Enter Extended Journals window has enhancements but includes the same fields as the Enter Journals window.

For information on the Enter Journals window, see [Entering Budget Journals](#), *Oracle General Ledger User's Guide*.

4. Click **More Actions**.

The More Actions pop-up window appears.

5. To check funds, click **Check Funds**.
6. To reserve funds, click **Reserve Funds**.
7. To view the results, click **View Results**.

The Note pop-up window appears.

8. Click **OK**.

The Budgetary Control Transactions window appears.

For information on the Budgetary Control Transactions window, see [Budgetary Control Transactions Window](#), *Oracle General Ledger User's Guide*.

9. To perform a query on specific types of balances, navigate as follows:

View - Find

The Find Transactions window appears.

10. In the Balance Type drop-down list, select a balance type.
11. Click **Find**.

The Budgetary Control Transactions window appears.

12. Close the window.

Enter Encumbrances Procedure

To view encumbrances, perform the following steps.

1. Navigate to the Extended Encumbrances window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Encumbrances

The Find Journals window appears.

2. In the Journal field, select a journal from the list of values.
3. Click **Find**.

The Enter Encumbrances window appears.

Note: The Enter Encumbrances window has enhancements but includes the same fields as the General Ledger Enter Encumbrances window.

For information on the Enter Encumbrances window, see [Enter Encumbrances Window](#), *Oracle General Ledger User's Guide*.

4. Go to Step 4 of the [Enter Journals Procedure](#), page 34-6.

Entering Budget Journal Procedures

To enter budget journals, perform the following steps.

1. Navigate to the Enter Extended Budget Journals window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Budget Journals

Note: The Enter Extended Budget Journals window has enhancements but includes the same fields as the General Ledger Enter Budget Journals window.

For information on the Enter Extended Budget Journals window, see [Enter Budget Journals Window](#), *Oracle General Ledger User's Guide*.

Part X

Exchange Protocol

Exchange Protocol Process

This chapter describes the exchange protocol functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Exchange Protocol Process Flow Diagram](#)
- [Exchange Protocol Processes](#)

Definition

Exchange protocol is the process of approving documents. Exchange protocol passes documents through a hierarchy of authorizers, financial controllers, and to an accounts officer for final approval.

Overview

The exchange protocol system uses Oracle Workflow to set up the appropriate structures and move documents through the regulated approval process.

The business rules defined for workflow in exchange protocol are as follows:

- Each approval circuit can comprise one or more steps, each of which can contain only one hierarchy.
- Each user can be assigned to only one role type.
- Three role types can be used: authorizer, financial controller, and accounts officer.
- When a user defines an approval circuit, the number of steps that comprise the circuit can be defined and the role assigned to each step.
- Where an approval circuit has two users assigned in the next role type, the user is prompted to register which user should receive the document.
- In the first step, the same user cannot be assigned in the hierarchies. This is permitted in later steps.
- Actions are predefined for each role. The actions are as follows: create, reject, approve, requisition, on-hold, and point of acceptance.

Example

[Table 35–1](#), page 35-13 shows that a document created by User B is passed to User D or E and then to User F for approval. Dossier documents pass to User G or H and

then to User J. Payables and Receivables subledger documents pass directly from User F to User J for final approval.

Table 35–1 Approval Circuit Example

Step 1		Step 2	
Role	Users	Role	Users
Authorizer - Director	F	Accounts Officer - Director	J
Financial Controller	D	Accounts Officer - Manager	G
	E		H
Authorizer - Clerk	A		
	B		
	C		

[Table 35–2](#), page 35-13 describes the roles in the approval circuit.

Table 35–2 Approval circuit

Role	Description
Authorizer	Defines commitment from a legal and accounting point of view to validate and authorize it.
Financial controller	Validates budgetary accounts in dossier and checks that expenditure is consistent with plans. Approves authorizers work.
Principal Authorizer	Last authorizer in hierarchy before accounts officer.
Accounts officer	Checks expenditure is consistent with a budget and conforms with official orders, for example, the contract. Agrees payment.
Principal authorizer	Has final responsibility for authorization. Also known as secondary authorizer.

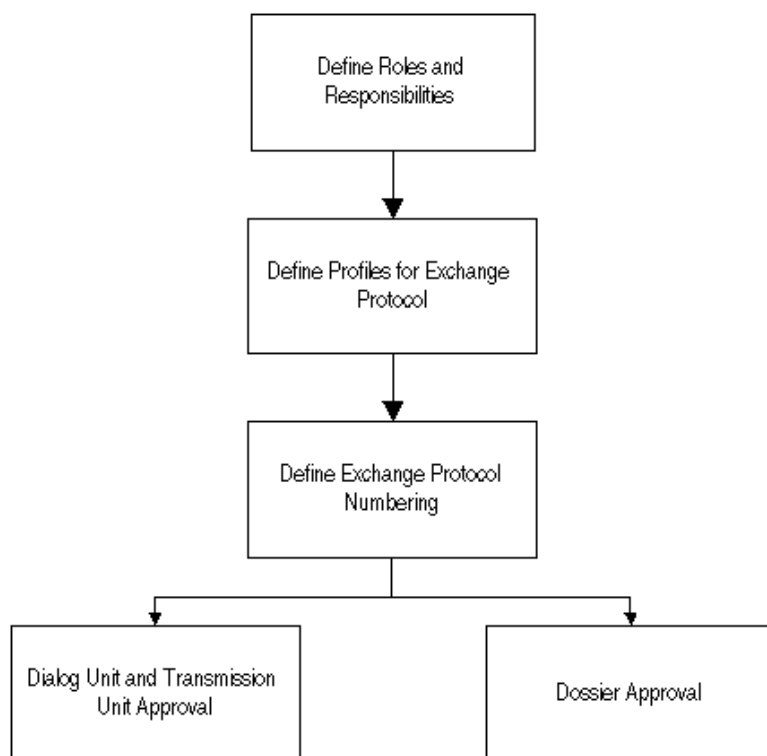
The authorizer and accounts officer levels are legally required within the French public sector. The authorizer level can be broken down into several departments for internal organizational needs. For example, in a ministry, the financial controller is in a higher internal approval level than the authorizer.

Payables and Receivables subledger security documents are passed to the principal authorizer and then to the senior accounts officer for final approval. However, if the

accounts officer rejects payment, the principal authorizer can accept the responsibility and authorize payment.

Exchange Protocol Process Flow Diagram

Figure 35-1 Exchange Protocol Process Flow Diagram



Exchange Protocol Processes

The following topics are described in this section:

- [Define Roles and Responsibilities](#)
- [Define Profiles for Exchange Protocol](#)
- [Define Exchange Protocol Numbering](#)
- [Dialog Unit and Transmission Unit Approval](#)
- [Dossier Approval](#)

Define Roles and Responsibilities

The user can set up a Human Resources work structure that forms the basis for creating workflow profiles used by the exchange protocol process. The work structure contains the following:

- Jobs window
Users must set up the predefined jobs for exchange protocol: authorizer, accounts officer, and financial controller.
- Positions window
These are defined as positions within the jobs, for example, Authorizer - Clerk and Authorizer - Manager are within the job Authorizer as shown in [Table 35–3](#), page 35-16.
- Employees Hierarchies window
Employees are defined within the positions, for example, employees A and B are Authorizer - Clerks, employees C and D are Authorizer - Managers.
- Position Hierarchies
[Table 35–3](#), page 35-16, defines the position hierarchies within the job Authorizer.

Table 35–3 Position Hierarchies

Position hierarchy	Authorizer
Positions	Authorizer - Director Authorizer - Manager Authorizer - Clerk

The following steps are required to create the work structure:

- The Fill Employee Hierarchy request must be run.
This concurrent process creates the work structure as defined in [Table 35–3](#), page 35-16.
- Associate the employees with user identities, for example, create a logon user identity of USERB and assign employee B to USERB.

For information on creating job descriptions within work structures, see [Enterprise Modeling](#), *Oracle Human Resources User Guide*.

For information on creating positions descriptions within work structures, see [Enterprise Modeling](#), *Oracle Human Resources User Guide*.

For information on creating position hierarchies within work structures, see [Enterprise Modeling](#), *Oracle Human Resources User Guide*.

Define Profiles for Exchange Protocol

The user can define workflow profiles to control the process flow of document approval within exchange protocol. The workflow profile can be used for dossier approval and subledger document approval or separate profiles can be created for each approval process.

The information required to create a workflow profile is as follows:

- profile name; for example, EXP profile
- workflow enabled
- dossier workflow; enabled for use by dossier approval
- exchange protocol workflow; enabled for subledger document approval
- step number
- position hierarchy

The user must define two steps in the approval process. These steps are the position hierarchies previously defined, for example, step 1 authorizer and step 2 accounts officer. As each step is selected, the positions within the hierarchy are also displayed in the window.

For information on workflow, see [Table 35–3](#), page 35-16.

For information on defining position hierarchies, see [Define Roles and Responsibilities](#), page 35-16.

Define Exchange Protocol Numbering

The user can set up a numbering sequence for each type of document. This number prefixes and suffixes a sequential count of all dialog units and transmission units created during the exchange protocol process.

Document numbers within exchange protocol are defined as follows:

- exchange protocol type
There are two types of exchange protocol type: dialog unit or transmission unit.
- class
Actual; at creation and during approval by authorizers.
Legal; after approval by the principal authorizer and during approval by the accounts officer.
- document type and transaction type
The document type is linked to the standard Payables and Receivables transaction types. For example, the predefined exchange protocol document type Mandate is linked to the Payables document Standard Invoices.

The information required for exchange protocol numbering is as follows:

- Prefix
The prefix to the sequential number, for example, Def.
- Suffix
Describes the documents, for example, Mandate.

All of the available document types within the dialog unit and transmission unit structures must have a unique numbering system applied. [Table 35–3](#), page 35-16, shows an example of exchange protocol numbering.

Table 35–4 Exchange Protocol Numbering Example

Type	Class	Document Type	Transaction Type	Prefix	Suffix	Year
Dialog Unit	Actual	Mandate	Standard Invoice	Temp	Mandate	2000
	Legal	Mandate	Standard Invoice	Def	Mandate	2000
Dialog Unit	Actual	Payback Order	Credit Memo	Temp	Payback Order	2000
	Legal	Payback Order	Credit Memo	Def	Payback Order	2000

Dialog Unit and Transmission Unit Approval

The process of approving documents within exchange protocol is described in the following topics:

- [Document Entry](#)
- [Dialog Unit Creation](#)
- [Transmission Unit Creation](#)
- [Exchange Protocol Approval](#)

Document Entry

All documents are usually entered in the subledger. When the user approves the subledger, a document hold is automatically applied to the document. This hold can only be released by the exchange protocol approval process. The document can then be paid or completed in Receivables.

The document entry process applies to both Payables and Receivables documents, for example, invoices and credit notes. An example of the document entry process is as follows:

- Enter a Payables standard invoice for a supplier.
- Approve the invoice.
- An exchange protocol hold is applied to the invoice.
- The hold cannot be manually cleared, it must be cleared by exchange protocol approval.

For information on transactions, see [Enter Transactions](#), *Oracle Human Resources User Guide*.

For information on invoices, see [Invoices and Invoice Batches in the Invoice Work Bench](#), *Oracle Human Resources User Guide*.

Dialog Unit Creation

The first stage in the exchange protocol process is to create a dialog unit. A dialog unit is a collection of documents requiring exchange protocol approval, for example, all standard Payables invoices for a supplier. The process is as follows:

- document search
 - Find the subledger documents to be included in the dialog unit.

- set document type to Dialog Unit
- set action to Create
- set subledger to AP, Payables
- select document type as Mandate
- select transaction type as Standard Invoices
- click **OK**
- enter supplier
- click **Find**
- all unapproved standard Payables invoices for the supplier are displayed, preselected
- click **Create**
- created dialog unit is displayed, amend as required and close the window

Transmission Unit Creation

The second stage in the exchange protocol process is to create a transmission unit. A transmission unit is a collection of dialog units requiring exchange protocol approval, for example, all dialog units containing the document type, Mandate. The process is as follows:

- document search
Find the dialog units to be included in the transmission unit.
- set Type to Transmission unit
- set action to Create
- set subledger to AP, Payables
- select document Type to Mandate
- click Find
All appropriate mandate dialog units are displayed, preselected.
- click Create
The created transmission unit is displayed, amend if required.
- click Approve

Exchange Protocol Approval

Transmission units are approved through a workflow process. The transmission unit enters the workflow at the point where the transmission unit user exists in the hierarchy. The next user in the hierarchy is sent a notification to approve or reject the transmission unit. If rejected, a notification is sent to the user who raised the transmission unit. If approved, a notification is sent to the next user in the hierarchy or to the first user in the next step until all users in the hierarchy have approved the transmission unit.

The approval process, including the special features for the French public sector, is shown in [Table 35–4](#), page 35-18.

Table 35–5 Workflow Profile

Authorizers	Accounts Officers
Director A	Director B
Manager A	Manager B
Clerk A	

- Clerk A enters a transmission unit and notification to approve is sent to Manager A. When Manager A approves the transmission unit, notification is sent to Director A. Director A is the principal or main authorizer.

From the Notification window the approver can drill-down to the individual documents within the list of dialog units in the transmission unit.

If an individual dialog unit is rejected up to this stage, all documents within that dialog unit are released and made available for inclusion in a future dialog unit.
- All remaining dialog units within the transmission unit approved by Director A are passed to Director B, the accounts officer for approval.

This stage is called the point of acceptance.
- If Director B rejects any or all dialog units within the transmission unit, a notification is sent to the main authorizer, Director A.
- The main authorizer, Director A in this example, has two options available at this point:
 - Requisition the rejected dialog unit and approve the dialog unit despite the accounts officer’s rejection.

- Reject the dialog unit from the transmission unit. All documents contained within the dialog unit are automatically cancelled.
- When the exchange protocol process for the transmission unit is complete, and all dialog units within the transmission unit have been approved or finally rejected, the status of all the documents within the approved dialog units is set to approved.

Dossier Approval

Approving dossiers is a standard workflow process. The dossier enters the workflow at the point where the user exists in the hierarchy. The next user in the hierarchy is sent a notification to approve or reject the dossier. If rejected, a notification is sent to the user who raised the dossier. If approved, a notification is sent to the next user in the hierarchy or to the first user in the next step until all users in the hierarchy have approved the dossier. [Table 35–5](#), page 35-21, shows an example of a workflow profile.

Table 35–6 Workflow Profile

Authorizers	Accounts Officers
Director A	Director B
Manager A	Manager B
Clerk A	

Dossier Approval Example

- Clerk A enters a dossier.

Notification to approve is sent to Manager A, Director A, Manager B, and Director B. Assuming all approve the dossier, the funds transfer can take place. If any authorizer rejects the dossier, the approval process is terminated and notification is sent to Clerk A. No transfer of funds takes place.
- Director A enters a dossier.

Notification to approve is sent to Manager B and Director B. Assuming all approve the dossier, the funds transfer can take place.

For information on approving dossiers, see [Accepting or Rejecting Dossiers Procedure](#), page 31-15.

Exchange Protocol Setup

This chapter describes exchange protocol setup steps in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Exchange Protocol Setup Checklist](#)
- [Defining Accounting Flexfield Qualifier Procedure](#)
- [Assigning Flexfield Qualifiers Procedure](#)
- [Creating Value Sets Procedure](#)
- [Defining Workflow Roles Procedure](#)
- [Defining Jobs Procedure](#)
- [Defining Positions Procedure](#)
- [Assigning Job and Position to Employee Procedure](#)
- [Assigning Employee to User Procedure](#)
- [Defining Position Hierarchies Procedure](#)
- [Filling Employee Hierarchy Procedure](#)
- [Defining Workflow Profile Procedure](#)
- [Workflow Profile Definition Window](#)
- [Workflow Profile Definition Window Description](#)
- [Maintaining Position Hierarchies Procedure](#)

- [Defining Exchange Protocol Numbering Procedure](#)
- [Define Exchange Protocol Numbering Window](#)
- [Define Exchange Protocol Numbering Window Description](#)

Definition

Exchange protocol provides a secured approval framework for maintaining the separation between authorizing and accounts departments to ensure effective control over public finances. The authorizing department is responsible for controlling and executing the budget. The accounts department handles payments and financial accounting.

Exchange protocol manages the circulation of accounting documents such as invoices and credit memos between authorizers and accounts officers by means of user-definable approval hierarchy workflows. Workflow ensures that accounting documents pass the required levels of approval before they are paid.

Overview

Exchange protocol workflow handles document routing and approval based on the following workflows:

- authorizer's department
- accounts officer's department

After approval at the top level of the authorizer's department workflow, the document goes to the top level of the accounts officer's hierarchy for approval. The exchange protocol workflow is available for each exchange protocol document type.

The following components must be set up for exchange protocol:

- approval workflow
- numbering schemes

Approval workflow is the approval hierarchy structure definition.

Dialog and transmission unit numbering schemes must be set up for each fiscal year.

Related documents must be grouped together as they are checked before authorization. Exchange protocol refers to a group of related documents as a dialog unit. Exchange protocol only handles documents when grouped as dialog units.

Workflow circulates dialog units using transmission units. Each transmission unit can consist of one or more dialog units.

Approved dialog units in the exchange protocol process reach point of acceptance (POA), which is the final approval status. Only documents with POA status or requisition status can be paid.

The following topics are described in this section:

- [Exchange Protocol Supplier Threshold Control](#)
- [Exchange Protocol Numbering](#)
- [Dossier and Exchange Protocol: Approval Workflow Overview](#)
- [Approval Workflow Rules](#)
- [Approval Workflow Notification](#)
- [Exchange Protocol Approval Workflow Example](#)

For information on document types, see [Table 36-2](#), page 36-5.

Exchange Protocol Supplier Threshold Control

Exchange protocol provides the supplier threshold control functionality to limit the year-to-date accumulated transaction amount for a single supplier to no more than a specified maximum amount. When new transactions are entered against a supplier, the system checks the year-to-date sum of purchase orders and invoices for the supplier against the control amount to disallow any new transactions after the control limit is reached.

The Document Limit Value profile option is used to specify the threshold control amount.

The Document Limit Currency profile option is used to specify the currency in which the amount limit is checked.

For information on setting profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Exchange Protocol Numbering

Each dialog unit and transmission unit must be uniquely numbered. The unique numbering must be sequential and is reset to one at the start of a new financial year.

Note: To prevent duplicate numbers, previous year transactions for dialog units and transmission units must be archived in the new year when numbers are reset.

An exchange protocol number consists of a prefix, a suffix, and a number. It is assigned to a fiscal year. A prefix, suffix, or both can be used.

The following numbering system types are required for dialog and transmission units:

- actual numbering
- legal numbering

Actual numbers are assigned when a dialog unit or transmission unit is created. Actual numbers signify the start of an exchange protocol process.

Legal numbers are assigned when a dialog unit or transmission unit is transferred from the final authorizer to an accounts officer. Legal numbers signify the transfer of legal responsibility from authorizer to accounts officer.

For dialog units, a unique numbering scheme must be assigned to each combination of document class, document type, and transaction type.

For transmission units, a unique numbering scheme must be assigned to each combination of document class and document type. However, transmission unit numbering does not include transaction types. The document classes, document types, and transaction types are predefined. [Table 36–1](#), page 36-4 displays the predefined document classes, document types, and transaction types.

Table 36–1 Document Classes, Document Types, and Transaction Types

Document Classes	Document Types	Transaction Types
Actual	Collection Certificate	Customer Credit Memo
Legal	Mandate / Ordonnance	Customer Invoice
	Reduction Certificate	Standard Invoice
	Payback Order	Supplier Credit Memo
	Reallocation Certificate (AP)	Mixed Type Invoice
	Reallocation Certificate (AR)	Supplier Debit Memo
	Miscellaneous (AP)	Expense Report
	Miscellaneous (AR)	Prepayment
		Deposit
		Guarantee
		Customer Debit Memo

Table 36–2, page 36-5 describes the document types.

Table 36–2 Document Type Descriptions

Document Type	Description
Collection Certificate	dialog unit containing only Receivables invoices; also known as receipt certificate
Mandate / Ordonnance	dialog unit containing only Payables invoices
Reduction Certificate	dialog unit containing only Receivables credit memos
Payback Order	dialog unit containing only Payables credit memos
Reallocation Certificate (AP)	dialog unit containing only Payables mixed invoices
Reallocation Certificate (AR)	dialog unit containing only Receivables invoices or Receivables credit memos
Miscellaneous (AP)	dialog unit containing only supplier debit memos, prepayments, and expense reports
Miscellaneous (AR)	dialog unit containing only customer debit memos, guarantees, and deposits

Dossier and Exchange Protocol: Approval Workflow Overview

Dossier and exchange protocol enable electronic approval based on a hierarchical approval path known as an approval workflow. An approval workflow follows the approval path defined by the associated hierarchies and is capable of updating document status and providing on-line notifications to prompt for user actions.

A hierarchical approval path consists of one or more steps. In exchange protocol, two or more steps are required. Each step contains an approval hierarchy which represents a separate business unit or role type to ensure clear separation of duties. Each level or position within a hierarchy can contain one or more users. A document travels along the approval path starting at a given level in the first hierarchy, working its way up to the top and then starts at the top of the next hierarchy. If there is more than one user at the top level, any of the accounts officers can approve or reject the document. At each level in a hierarchy the approval workflow ensures that the document is approved before moving onto the next level.

A document is only successfully approved if approved at each level in each hierarchy of the approval path. One nominated user at a given level must approve the document.

The scope of actions available in a workflow depends on the hierarchy as shown in [Table 36–3](#), page 36-6 which also shows a two step approval workflow for exchange protocol.

Table 36–3 Exchange Protocol Approval Workflow Example

Step No.	Role Type	Position Hierarchy	Position	Actions
1	Authorizer	Authorizer Hierarchy	Main Authorizer: Top	Approve, Reject, On-Hold
			Authorizer Level 2	Approve, Reject, On-Hold
			Authorizer Level 3: Creator of transmission unit	Create
2	Accounts Officer	Accounts Officer Hierarchy	Chief accounts office	Accept, Reject, On-Hold, POA
3	Authorizer	Authorizer Hierarchy	Main authorizer taking responsibility for rejection of dialog unit by the accounts office	Requisition, Reject, On-Hold

Approval Workflow Rules

Dossier and exchange protocol workflow is validated by special rules that meet French public sector requirements. An exchange protocol approval workflow must have two approval hierarchies. The first step contains the authorizer hierarchy. The second step contains the accounts office hierarchy. A dossier approval workflow can consist of one or more hierarchies.

The Workflow Profile Definition window is used to define the hierarchy approval paths and group them as a workflow profile.

The user who creates a document and submits it for approval must be a user in the first hierarchy path defined, that is, Step 1, in the workflow. The workflow locates the user in the first hierarchy and starts the approval process. Only one employee can be assigned to a user and only one position can be assigned to an employee.

Note: Only one workflow profile is supported for exchange protocol and one for dossier.

Approval Workflow Notification

Approval workflow sends on-line notifications to the document creators and approvers to prompt them for further actions.

After the creator submits a transmission unit to the exchange protocol workflow, the creator receives a notification listing the approvers if there is more than one person in the next position. The creator must select an approver from the list and close the notification.

The approver receives a notification to validate dialog units in the transmission unit. After validating and closing the notification, the approver receives another notification listing the approvers if there is more than one person at the next level. The approver selects the next approver on the list and closes the notification.

Approvals continue for each level in the hierarchy until the accounts office hierarchy is reached. Anyone in the accounts office can respond to the notification.

Exchange Protocol Approval Workflow Example

The following example is based on the workflow definitions shown in [Table 36-3](#), page 36-6, for exchange protocol to illustrate how workflow notification works.

An authorizer at level 3 creates a transmission unit and submits it to the exchange protocol workflow. The system returns a notification containing a list of authorizers

at level 2, the next level. The level 3 authorizer chooses a level 2 authorizer and closes the notification.

The level 2 authorizer receives a notification to approve all documents in the transmission unit. The level 2 authorizer approves all documents in the transmission unit, and closes the notification. The level 2 authorizer receives a notification listing authorizers at level 1, the top or main level. The level 2 authorizer chooses a level 1 authorizer and closes the notification.

At level 1, the main authorizer receives the notification and approves all but one dialog unit in the transmission unit. The rejected dialog unit can no longer be viewed in the transmission unit. The transmission unit is sent to the accounts office. When the transmission unit completes the approval process, workflow releases the rejected dialog unit back into the system where it can be reused.

An accounts officer looks at the transmission unit, accepts some dialog units but rejects others, and closes the notification. If there are several accounts officers, all accounts officers can see the transmission unit notification.

The main authorizer receives a notification to re-approve or requisition the transmission unit. If the dialog units are requisitioned, the level 1 authorizer takes responsibility for those dialog units rejected by the accounts officer and closes the notification. Workflow cancels the dialog units rejected by the main authorizer.

If a dialog unit is successfully validated and contains Payables documents, exchange protocol holds are released and the documents are approved. If the dialog unit contains Receivables documents, the documents are completed. If an authorizer rejects a dialog unit before sending the transmission unit to the accounts officer, the documents are made available for re-use in another dialog unit and transmission unit combination. However, if the main authorizer rejects any dialog units from the accounts officer and the dialog unit contains Payables documents, the documents are cancelled. If Receivables documents are rejected, the amounts are reset to zero and the transactions are completed.

Prerequisites

- ❑ Exchange protocol must be enabled in the Enable OPSF(I) Features window.
To enable exchange protocol, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.
- ❑ The Oracle Applications environment must be Oracle Workflow enabled.
- ❑ The Use Approval Hierarchies option must be selected in the Human Resources region of the Financials Options window in Payables.
To define financials options, see [Defining Financials Options](#), *Oracle Payables User's Guide*.
- ❑ To exercise supplier threshold control, the control amount must be specified using the profile option Document Limit Value and the Enforce Threshold Control check box must be selected on the Single Third Party - Main window.
To define profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.
To select the Enforce Threshold Control check box on the Single Third Party - Main window, see [Single Third Party - Main Window Description](#), page 65-9.
- ❑ To specify the currency in which the amount limit must be checked, the Document Limit Currency profile option must be used.

Exchange Protocol Setup Checklist

The exchange protocol setup checklist is shown in [Table 36–4](#), page 36-10.

All setup steps designated as required in this checklist must be completed.

All setup steps designated as conditionally required are only required if there are special conditions. Special conditions are documented in the relevant setup procedure.

Table 36–4 Exchange Protocol Setup Checklist

Step Number	Setup Step	Type
Step 1	Define Accounting Flexfield Qualifier	required
Step 2	Define Engagement Segment for Accounting Flexfield	required
Step 3	Define Workflow Profiles as follows:	required
	A. Define Value Set	required
	B. Define Workflow Roles	required
	C. Define Jobs	required
	D. Define Positions	required
	E. Enter Employees	required
	F. Enter Users	required
	G. Define Position Hierarchies	conditionally required
	H. Define Workflow Profile	required
	I. Maintain Position Hierarchies	conditionally required
Step 4	Define Exchange Protocol Numbering Schemes	required
Step 5	Assign Exchange Protocol Profile Values	optional

Note: Step 3, Define Workflow Profiles, is a required step for the exchange protocol and dossier features.

[Figure 36–1](#), page 36-11 through [Figure 36–4](#), page 36-14 provide an overview of defining workflow profiles.

Exchange Protocol and Dossier: Setup Overview

Figure 36–1 Exchange Protocol and Dossier: Setup Overview

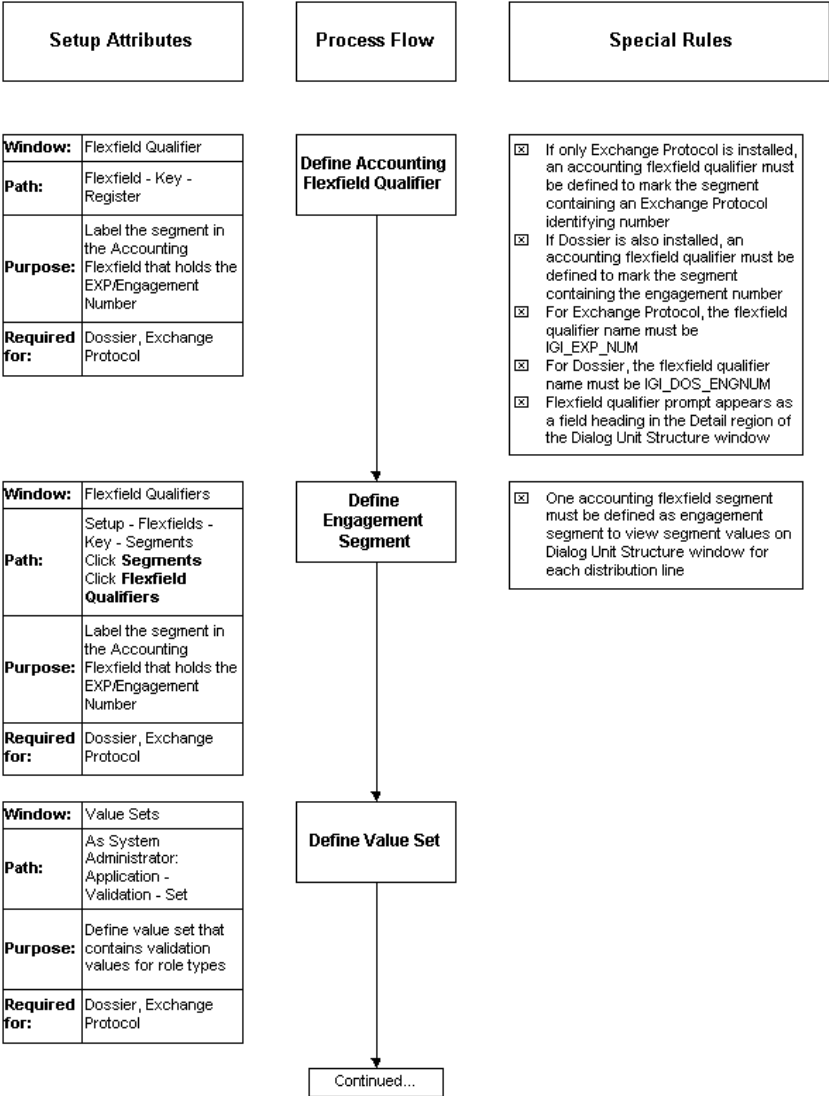


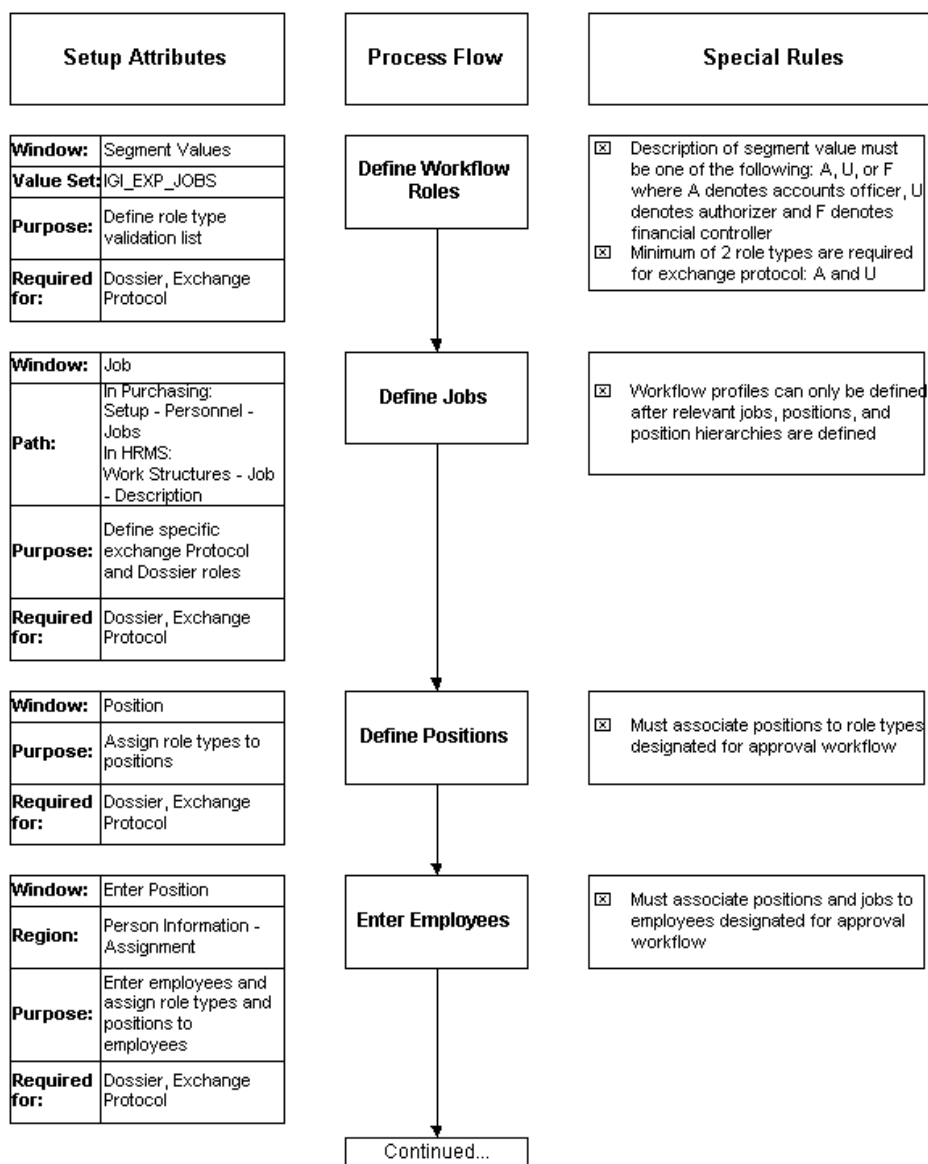
Figure 36–2 Exchange Protocol and Dossier: Workflow Profile Setup Overview

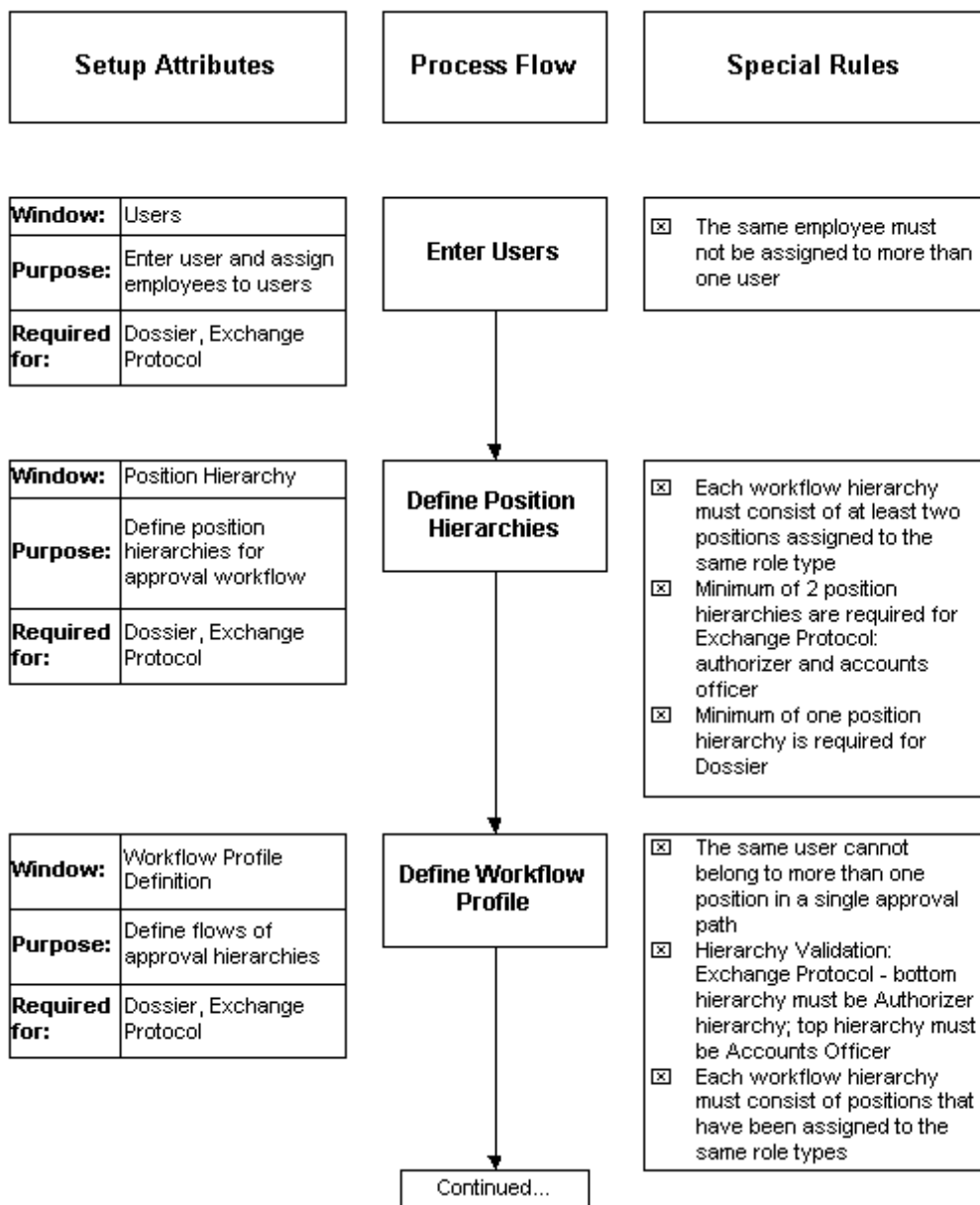
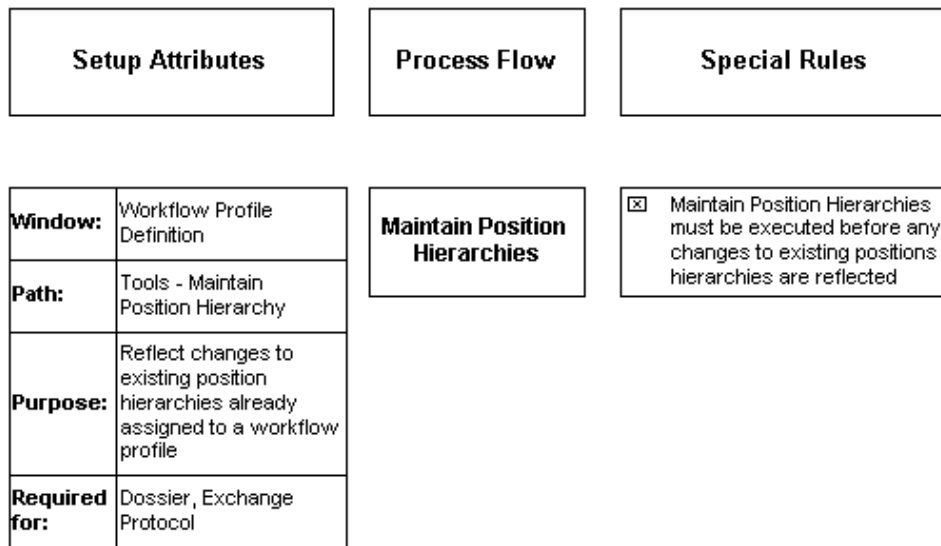
Figure 36-3 Exchange Protocol and Dossier: Workflow Profile Setup Overview

Figure 36–4 Exchange Protocol and Dossier: Workflow Profile Setup Overview

Defining Accounting Flexfield Qualifier Procedure

The Flexfield Qualifiers window is used to create an accounting flexfield qualifier to mark the segment used to hold an engagement number. Only one qualifier is required. If exchange protocol is installed without dossier, the qualifier is an exchange protocol qualifier and must be named IGI_EXP_NUM. If dossier is also installed, a dossier qualifier is required instead of the exchange protocol qualifier and must be named IGI_DOS_ENGNUM.

To create an accounting flexfield qualifier, perform the following steps:

1. In Payables, navigate to the Flexfield Qualifiers window as follows:

Setup - Flexfields - Key - Register

The Key Flexfields window appears.

For information on the Key Flexfields window, see [Register Key Flexfields, Oracle Applications Flexfields Guide](#).

2. Query the Accounting Flexfield as follows:

View - Query by Example - Run

Accounting Flexfield appears in the Title field and all other fields are automatically displayed.

3. Click **Qualifiers**.

The Flexfield Qualifiers window appears.

For information on the Flexfield Qualifiers window, see [Register Key Flexfields, Oracle Applications Flexfields Guide](#).

4. Create a new record as follows:

File - New

5. In the Name field, enter the new qualifier name as follows:

- IGI_EXP_NUM for exchange protocol
- IGI_DOS_ENGNUM for dossier

6. In the Prompt field, enter a prompt.

Text entered in this field is used as the prompt for the column displaying the engagement number in the Documents region of the Dialog Unit Structure window.

For information on the Dialog Unit Structure window, see [Dialog Unit Structure Window Description](#), page 37-14.

7. In the Description field, enter a description indicating the purpose of the qualifier.
8. Select the Unique check box.
9. Ensure that the Required and Global check boxes are deselected.
10. Save or save and continue as follows:
File - Save or Save and Proceed
11. Close the window.

Assigning Flexfield Qualifiers Procedure

To assign an accounting flexfield qualifier, perform the following steps:

1. In Payables, navigate to the Key Flexfield Segments window as follows:

Setup - Flexfields - Key - Segments

The Key Flexfield Segments window appears.

For information on the Key Flexfield Segments window, see [Key Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

2. Query the accounting flexfield as follows:

View - Query by Example - Run

Accounting Flexfield appears in the Flexfield Title field and all other fields are automatically displayed.

3. Select the accounting flexfield structure assigned to the set of books.
4. To unfreeze the accounting flexfield structure, deselect the Freeze Flexfield Definition check box.
5. Click **Segments**.

The Segments Summary window appears.

For information on the Segments Summary window, see [Defining Segments](#), *Oracle Applications Flexfields Guide*.

6. Select the segment that will hold the engagement number.
7. Click **Flexfield Qualifiers**.

The Flexfield Qualifiers window appears.

For information on the Flexfield Qualifiers window, see [Flexfield Qualifiers](#), *Oracle Applications Flexfields Guide*.

8. Select the accounting flexfield qualifier by selecting the Enabled check box as appropriate.
9. Save or save and continue as follows:

File - Save or Save and Proceed

10. Close the Flexfield Qualifiers window.

The Segments Summary window appears.

11. Close the Segments Summary window.

The Key Flexfield Segments window appears.

12. Ensure that the Freeze Flexfield Definition check box is selected.

If the Freeze Flexfield Definition check box is selected, a Caution pop-up box appears.

13. To close the Caution pop-up box, click **OK**.

14. Click **Compile**.

15. To close the Caution pop-up windows, click **OK**.

16. Close the Key Flexfield Segments window.

Creating Value Sets Procedure

To create a new value set, perform the following steps.

1. In Payables, navigate to the Value Sets window as follows:

Setup - Flexfields - Validation - Sets

For information on the Value Sets window, see [Value Set Windows](#), *Oracle Applications Flexfields Guide*.

2. In the Value Set Name field, enter IGI_EXP_JOBS.
3. In the Format Validation region, select Char from the Format Type drop-down list.
4. In the Maximum Size field, enter 4.
5. In the Value Validation region, select Independent from the Validation Type drop-down list.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Defining Workflow Roles Procedure

The Segment Values window is used to define valid role types for the exchange protocol process. This list validates the exchange protocol jobs defined in the Define Jobs procedure.

Note: Value sets must be created before defining workflow roles.

For information on creating value sets, see [Creating Value Sets Procedure](#), page 36-19.

To define the exchange protocol role type validation list, perform the following steps.

1. In Payables, navigate to the Segment Values window as follows:

Setup - Flexfields - Validation - Values

The Find Value Set window appears.

2. In the Name field, select IGI_EXP_JOBS from the list of values.
3. Click **OK**.
4. Click **Find**.

The Segment Values window appears.

For information on the Segment Values window, see [Segment Values Window](#), *Oracle Applications Flexfield Guide*.

5. In the Value column, enter an exchange protocol role type.

Note: The specified values must match the first four characters of the corresponding job flexfield values.

6. In the Description column, enter a description for the role type.

The description should be no more than one character in length. This column is validated. Only one of the descriptions listed in [Table 36-5](#), page 36-20 is allowed for each role type.

Table 36-5 Exchange Protocol Role Types

Description	Role Type
A	Accounts Officer
U	Authorizer

To use exchange protocol workflow, at least two role types must be defined, for example, accounts officer and authorizer.

7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.

Defining Jobs Procedure

The Job window is used to define exchange protocol roles.

If Human Resources is installed, the Job window can be used to define the following job attributes:

- skill requirements necessary to perform jobs
- grades to which the jobholder can be assigned
- job evaluation scores
- work choices

For information on defining job attributes, see [Defining a Job](#), *Oracle Human Resources User's Guide*.

To define exchange protocol jobs, perform the following steps.

1. In Purchasing, navigate to the Job window as follows:

Setup - Personnel - Jobs

2. In the Dates From field, enter a start date early enough to accept historical information.
3. Optionally, in the Dates To field, enter an end date for the role.
4. In the Name field, enter a unique name for an exchange protocol role.

Note: The Name field is based on the Job Flexfield structure.

For information on defining Job Flexfields, see [Job Flexfield](#), *Oracle Applications Flexfields Guide*.

This flexfield can have one or more segments and each segment can be set to required or optional. Whatever Job Flexfield structure definitions are used, the exchange protocol job name defined in this window must have the first segment value identical to the associated role type on the IGI_EXP_JOBS validation list. For example, if a value of AUTH is defined on the IGI_EXP_JOBS validation list for the Authorizer role, the exchange protocol job name for the authorizer must have AUTH as the first segment of the job name. The IGI_EXP_JOBS validation list is used in the Job window to determine which job is exchange protocol related.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Defining Positions Procedure

The Positions window is used to define positions available for each exchange protocol role defined in the Define Jobs procedure.

To define exchange protocol positions, perform the following steps.

1. In Purchasing, navigate to the Position window as follows:

Setup - Personnel - Positions

2. Define an exchange protocol position.

For information on defining positions, see [Defining a Position](#), *Oracle Human Resources User's Guide*.

3. In the Job field, assign the relevant exchange protocol role to the position.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Assigning Job and Position to Employee Procedure

The Enter Persons window is used to assign the appropriate job and position to each employee in the exchange protocol process.

To assign an exchange protocol job and position to an employee, perform the following steps.

1. If Human Resources is installed, navigate to the People window as follows:

People - Enter and Maintain

If Human Resources is not installed, navigate to the Enter Person window in Purchasing as follows:

Setup - Personnel - Employees

2. If the exchange protocol employee is already set up, go to Step 3. Otherwise, enter the employee in the People window.

For information on entering employees in Human Resources or Purchasing, see [Entering New Persons](#), *Oracle Human Resources User's Guide*.

3. Query the exchange protocol employee.
4. Click **Assignment**.

The Assignment window appears.

5. Assign the appropriate exchange protocol job and position to the employee.

For information on assigning employees, see [Assigning Employees](#), *Oracle Purchasing User's Guide*.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Assigning Employee to User Procedure

The Users window is used to assign a unique employee to each user in the exchange protocol process.

To assign an exchange protocol employee to a user, perform the following steps.

1. In System Administrator, navigate to the Users window as follows:

Security - User - Define

2. If the exchange protocol user is already set up, go to Step 3.

If the exchange protocol user is not set up, define the user in the Users window.

For information on defining users, see [Users Window](#), *Oracle Applications System Administrator's Guide*.

3. Query the exchange protocol user.
4. In the Person field, assign the appropriate exchange protocol employee to the user.

Note: The same employee must be assigned to only one user.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Defining Position Hierarchies Procedure

The Position Hierarchy window is used to define the hierarchy of positions for the same exchange protocol role.

To define exchange protocol position hierarchies, perform the following steps.

1. In Purchasing, navigate to the Position Hierarchy window as follows:

Setup - Personnel - Position Hierarchy

2. Define an exchange protocol position hierarchy.

For information on defining positions, see [Creating a Position Hierarchy](#), *Oracle Human Resources User's Guide*.

Note: For exchange protocol workflow to operate, an exchange protocol position hierarchy must consist of positions that are assigned to the same role type or job. For example, an authorizer department hierarchy must consist only of positions that have been assigned to the authorizer role type or job in the Position window. A hierarchy cannot contain a mixture of roles.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Filling Employee Hierarchy Procedure

The Fill Employee Hierarchy concurrent program is used to create a direct mapping between the defined position hierarchies and the employees holding positions in each hierarchy.

For the exchange protocol process to recognize the latest hierarchy definitions, the Fill Employee Hierarchy process must be run before any of the following changes take effect:

- employee addition or deletion
- employee name or position change
- position addition, deletion, or modification
- position hierarchy addition, deletion, or modification

For information on the Fill Employee Hierarchy procedure, see [Fill Employee Hierarchy Process](#), *Oracle Purchasing User's Guide*.

To run the Fill Employee Hierarchy concurrent process, perform the following steps.

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

Reports - 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 Fill Employee Hierarchy from the list of values.
5. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

6. Close the window.

Defining Workflow Profile Procedure

The Workflow Profile Definitions window is used to define flows of exchange protocol approval hierarchies. Each flow consists of a hierarchy of position hierarchies.

Note: Only one workflow profile can be enabled for exchange protocol and for dossier. The same workflow profile can be used in exchange protocol and dossier.

To define the workflow profile, perform the following steps.

1. Navigate to the Workflow Profile Definition window as follows:

OPSF(I) Exchange Protocol - Workflow Profiles

2. In the Workflow Profile Name field, enter a unique workflow profile name.
3. In the Role Type field, select an exchange protocol role type or job.
4. In the Position Structure Name field, select the appropriate hierarchy for the role type selected.

The position names related to the hierarchy are automatically displayed when a position structure name is selected.

Note: To delete data in the Role Type or Position Structure Name fields, first delete data in the Position Name fields.

5. To enable the dossier workflow profile, select the Dossier Workflow Profile check box.
6. To enable the exchange protocol workflow profile, select the EXP Workflow Profile check box.
7. To enable the dossier and exchange protocol workflow profiles, select the Dossier Workflow Profile and EXP Workflow Profile check boxes.
8. Save the changes as follows:

File - Save

9. Enter additional role types as required.
10. Ensure that the authorizer is first and accounts officer is last in the list.
11. To enable the workflow, select the Workflow Enabled check box.

WARNING: Do not select the Workflow Enabled check box until all data is entered. When the check box is selected, the workflow profile is frozen.

12. Save the changes as follows:

File - Save

- 13.** To make changes to an existing workflow, deselect the Workflow Enabled check box.
- 14.** To define an additional flow, click **Next**.

The flow number displayed in the Current Flow Number field is incremented by one. After data is saved, the number of flows defined is displayed in the Number of Flows Defined field.
- 15.** To query a workflow profile, click **Previous** or **Next** to retrieve previous or next definitions respectively.

Note: Each step can have only one hierarchy and the hierarchy must consist of positions of the same role type.
- 16.** Close the window.

Workflow Profile Definition Window

Figure 36–5 Workflow Profile Definition Window

Workflow Profile Definition

Workflow Profile Name

☐ Workflow Enabled

☐ Dossier Workflow Profile

☐ EXP Workflow Profile

Current Flow Number

Number of Flows Defined

Step No

Role Type

Position Structure Name

Previous

Next

Positions

Position Name

Workflow Profile Definition Window Description

Table 36–6 Workflow Profile Definition Window Description

Field Name	Type	Features	Description
Workflow Profile Name	required		workflow profile unique name
Workflow Enabled	optional	check box	if selected, indicates workflow enabled; if deselected, workflow disabled; selected when all information entered
Dossier Workflow Profile	conditionally required	check box	if selected, indicates workflow used by dossier; if deselected, workflow not used by dossier
EXP Workflow Profile	conditionally required	check box	if selected, indicates workflow used by exchange protocol; if deselected, workflow not used by exchange protocol
Current Flow Number	display only		number defining current workflow; automatically generated
Number of Flows Defined	display only		number of workflows defined in workflow profile
Step No	display only		step number; sequential steps in current workflow
Role Type	required	list of values	exchange protocol roles; defined in Job window
Position Structure Name	required	list of values	hierarchies defined in position hierarchy window; list restricted by role types chosen in Role Type field
Previous		button	retrieves previous workflow profile definition
Next		button	retrieves next workflow profile definition
Positions Region			
Position Name	display only		position name; defaults from positions defined for position hierarchy selected in Position Structure Name field

Maintaining Position Hierarchies Procedure

When a position hierarchy is assigned to a workflow profile, changes made to that position hierarchy are not recognized until the Maintain Position Hierarchies option is selected from the Tools menu.

To initiate the maintain position hierarchies procedure, perform the following steps.

1. Navigate to the Workflow Profile Definition window as follows:

OPSF(I) Exchange Protocol - Workflow Profiles

2. Query the workflow profile name to update.
3. Run maintain position hierarchies as follows:

Tools - Maintain Position Hierarchy

Note: This option is only available if the hierarchy is not in use. To modify the hierarchy, complete all outstanding workflows that use the hierarchy.

This can be overridden by setting the profile Allow Hierarchy Update profile option to Yes.

To set up the Allow Hierarchy Update profile option, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Defining Exchange Protocol Numbering Procedure

The Define Exchange Protocol Numbering window enables users to set up and format exchange protocol numbers in sequence. The exchange protocol numbers are used to track dialog and transmission units as they pass through the approval process.

To define exchange protocol numbering, perform the following steps.

1. Navigate to the Define Exchange Protocol Numbering window as follows:

OPSF(I) Exchange Protocol - Define EXP Numbering

2. Enter data in each field of the Define Exchange Protocol Numbering window as described in [Table 36–7](#), page 36-35.

Note: Only one combination of numbering type, document class, document type, transaction type, and fiscal year can be entered.

The record cannot be deleted after transactions are entered against a record.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Define Exchange Protocol Numbering Window

Figure 36–6 Define Exchange Protocol Numbering Window

Define Exchange Protocol Numbering

Numbering Type	Document Type	Prefix	Fiscal Year
Document Class	Transaction Type	Suffix	

Define Exchange Protocol Numbering Window Description

Table 36–7 *Define Exchange Protocol Numbering Window Description*

Field Name	Type	Features	Description
Numbering Type	required	list of values	dialog or transmission unit numbering type
Document Class	required	list of values	actual or legal; indicates if documents are before or after point of acceptance respectively
Document Type	required	list of values	document type. For information on exchange protocol categories, see Table 36–2 , page 36-5.
Transaction Type	conditionally required	list of values	transaction type; only required for dialog units. For information on transaction types, see Table 36–1 , page 36-4.
Prefix	conditionally required		user-defined prefix; required if suffix not defined
Suffix	conditionally required		user-defined suffix; required if prefix not defined
Fiscal Year	required	list of values	fiscal year; defaults to current fiscal year when record saved, unless user enters year. Fiscal years are defined in the Accounting Calendar window.

Note: The combinations of document class and transaction type are validated by the system.

For information on document classes and transaction types, see [Table 36–1](#), page 36-4.

Exchange Protocol Procedures

This chapter describes how to use exchange protocol in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing An Individual Dialog Unit Procedure](#)
- [Creating An Individual Dialog Unit Procedure](#)
- [Dialog Unit Structure Window](#)
- [Dialog Unit Structure Window Description](#)
- [Creating Dialog Units or Transmission Units Procedure](#)
- [Find Documents Window](#)
- [Find Documents Window Description](#)
- [AP Invoice Document Selection Window](#)
- [AP Invoice Document Selection Window Description](#)
- [AR Invoice Document Selection Window](#)
- [AR Invoice Document Selection Window Description](#)
- [Dialog Unit Document Selection Window](#)
- [Dialog Unit Document Selection Window Description](#)
- [Transmission Unit Document Selection Window](#)
- [Transmission Unit Document Selection Window Description](#)

- [Modifying Dialog Units or Transmission Units Procedure](#)
- [Viewing Dialog Units and Transmission Units Procedure](#)
- [Viewing An Individual Transmission Unit Procedure](#)
- [Creating An Individual Transmission Unit Procedure](#)
- [Transmission Unit Structure Window](#)
- [Transmission Unit Structure Window Description](#)
- [Dialog Unit Validation Procedure for Authorizers](#)
- [Dialog Unit Validation Procedure for Accounts Officers](#)
- [Dialog Unit Validation Procedure for Main Authorizers](#)

Definition

Exchange protocol is a process that enables an organization to manage the separate tasks of authorizing and paying the same set of expenses within a required legal framework. These tasks are assigned to the authorizer and the accounts officer.

Exchange protocol can be enabled or disabled at the operating unit level.

In exchange protocol, the process of managing expenses involves creating, viewing, and modifying exchange protocol documents, that is, dialog units and transmission units, which are collections of financial documents.

For information on dialog units and transmission units, see [Dialog Units](#), page 37-3 and [Transmission Units](#), page 37-3.

Overview

This section describes exchange protocol documents and how to use them.

- [Dialog Units](#)
- [Transmission Units](#)
- [Approval Hierarchies](#)
- [Working with Dialog Units and Transmission Units](#)
- [Numbering Dialog Units and Transmission Units](#)
- [Exchange Protocol Processes](#)
- [Recommendations](#)

Dialog Units

In exchange protocol, Payables or Receivables documents are grouped into dialog units. Dialog units are a set of financial documents that can be approved or rejected in one step by an accounts officer without handling each document individually. It is also possible to work by exception and process each dialog unit within a transmission unit individually.

Depending on the nature of the financial documents it contains, a dialog unit belongs to a document type. A document type also contains specific transaction types.

For information on document types, see [Table 36–2](#), page 36-5.

For information on transaction types, see [Table 36–1](#), page 36-4.

Transmission Units

Several dialog units with the same document type can be grouped into a transmission unit, which is used to transfer dialog units through the approval process using Oracle Workflow.

A transmission unit also enables a reviewer to group financial documents by document type. For example, a transmission unit can be a collection of Payables standard invoices only.

Approval Hierarchies

Different hierarchies can be created within the approval process in an organization, that is, different job types, such as authorizers or accounts officers, with different responsibilities, such as the ability to approve or reject documents. These hierarchies are set up using the exchange protocol setup procedures.

When setup is complete and exchange protocol documents are created, the user places transmission units in Oracle Workflow, which routes them through the appropriate approval process and notifies authorizers of dialog units that require their approval.

For information on setting up exchange protocol, see [Exchange Protocol Setup Checklist](#), page 36-10.

Working with Dialog Units and Transmission Units

The Dialog Unit Structure window, the Transmission Unit Structure window, and the Find Documents window are the starting points for creating, viewing, and modifying exchange protocol documents.

The Dialog Unit Structure window and the Transmission Unit Structure window are used to create an individual dialog unit or transmission unit. Documents in the dialog unit or transmission unit can be examined in depth using drill-down buttons.

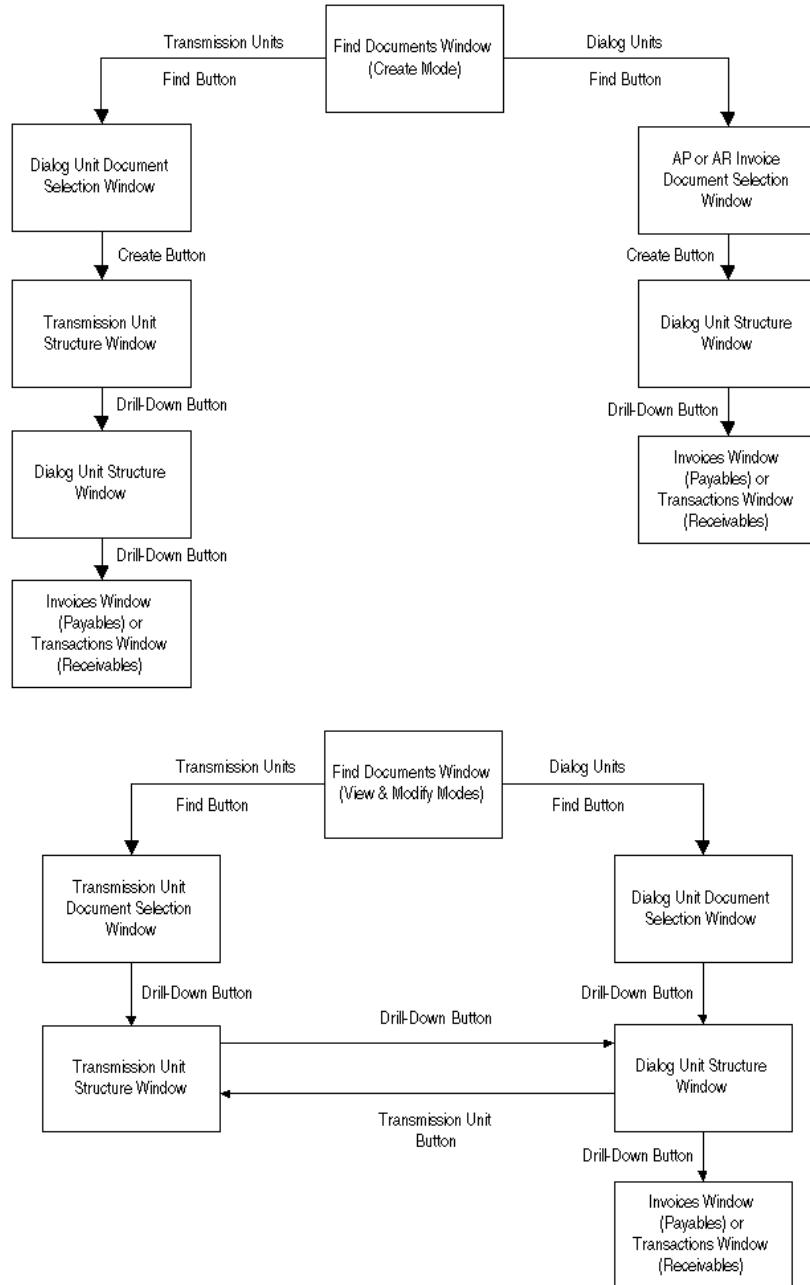
The Transmission Unit Structure window can be accessed from the Dialog Unit Structure window to view the transmission unit that contains the dialog unit.

The Find Documents window is used to create, view, and modify a selection of dialog units or transmission units, which are selected based on the following search criteria:

- document type
- transaction type
- document numbers range
- creation dates range
- name of user who created the document
- amounts range
- third party name
- site
- currency code

[Figure 37–1](#), page 37-5, shows how the Find Documents window is used to create, view, and modify dialog units and transmission units as described in the accompanying text.

Figure 37-1 Using the Find Documents Window in Exchange Protocol



Numbering Dialog Units and Transmission Units

Unique actual numbers are automatically assigned to dialog units and transmission units when they are created. Actual numbers can have prefixes and suffixes to aid identification.

In addition, legal numbers are automatically assigned to dialog units and transmission units after approval from the last authorizer. At the start of a new financial year, the actual and legal numbering systems are reset.

Exchange Protocol Processes

Using notifications, Workflow informs users of transmission units or dialog units that have pending actions. [Figure 37–2](#), page 37-6 through [Figure 37–5](#), page 37-9 illustrate the exchange protocol process for the transmission unit creator, authorizer, accounts officer, and main authorizer.

Figure 37–2 *Exchange Protocol Process for Transmission Unit Creator*

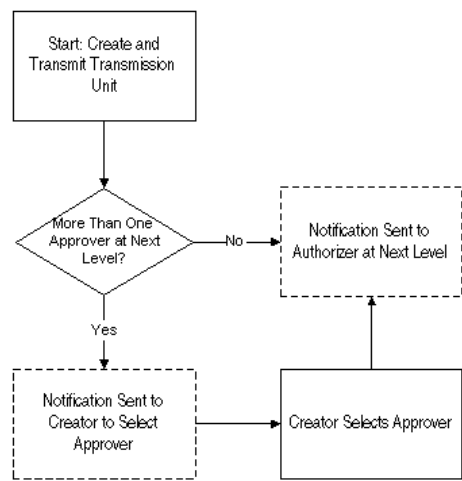


Figure 37-3 Exchange Protocol Process for Authorizer

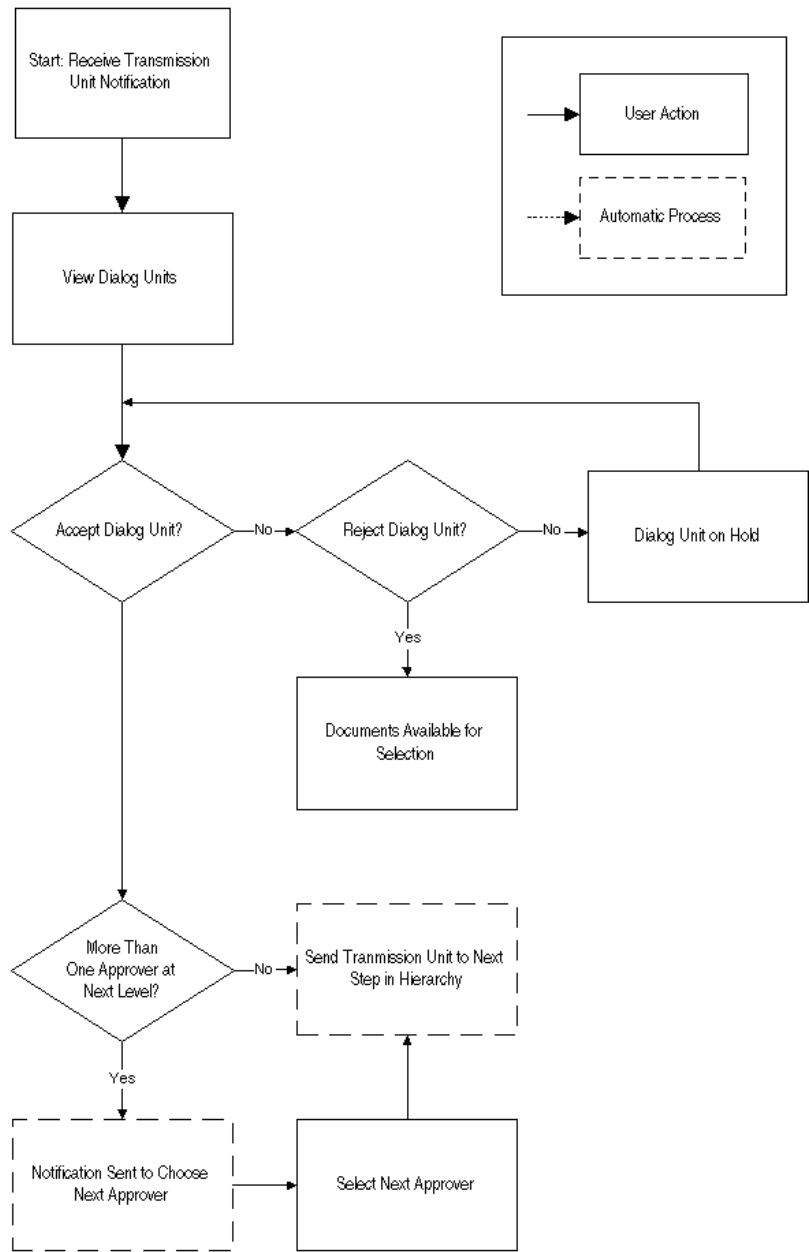


Figure 37-4 Exchange Protocol Process for Accounts Officer

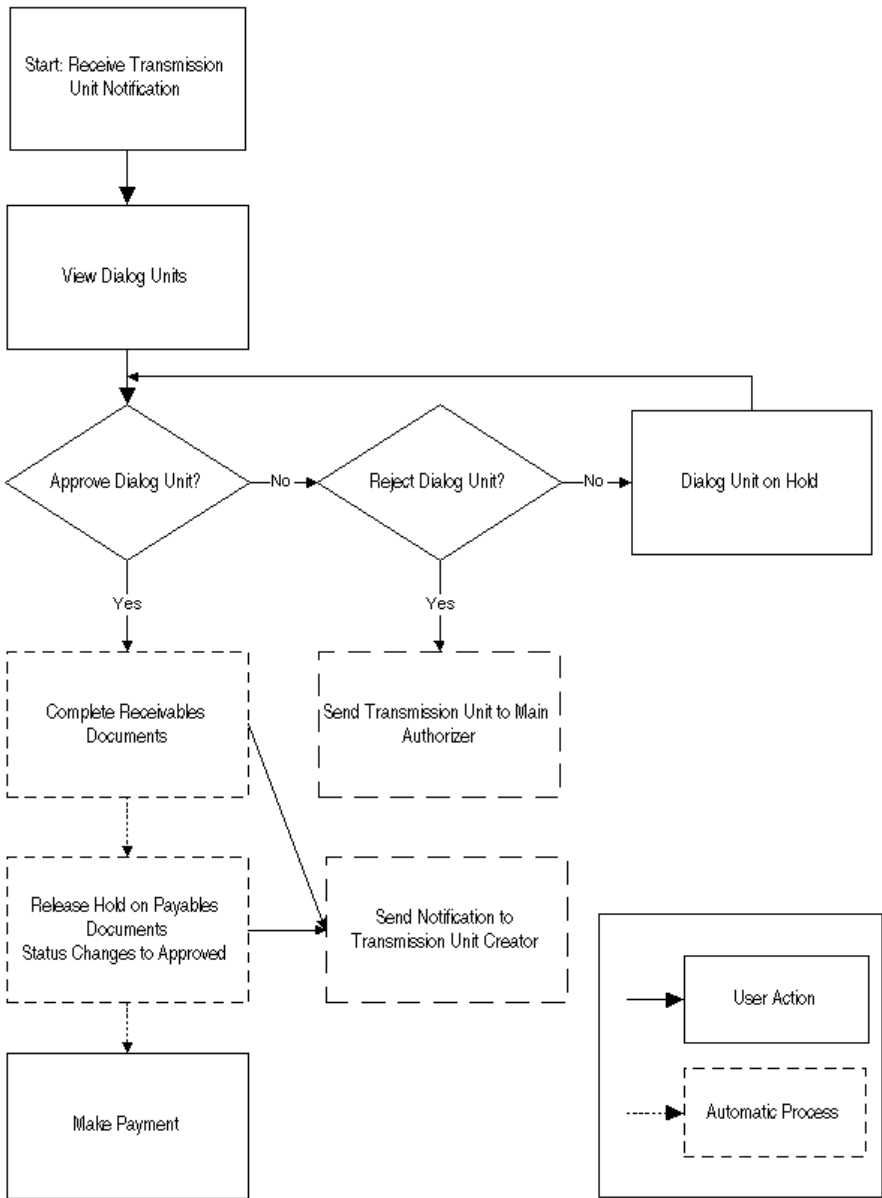
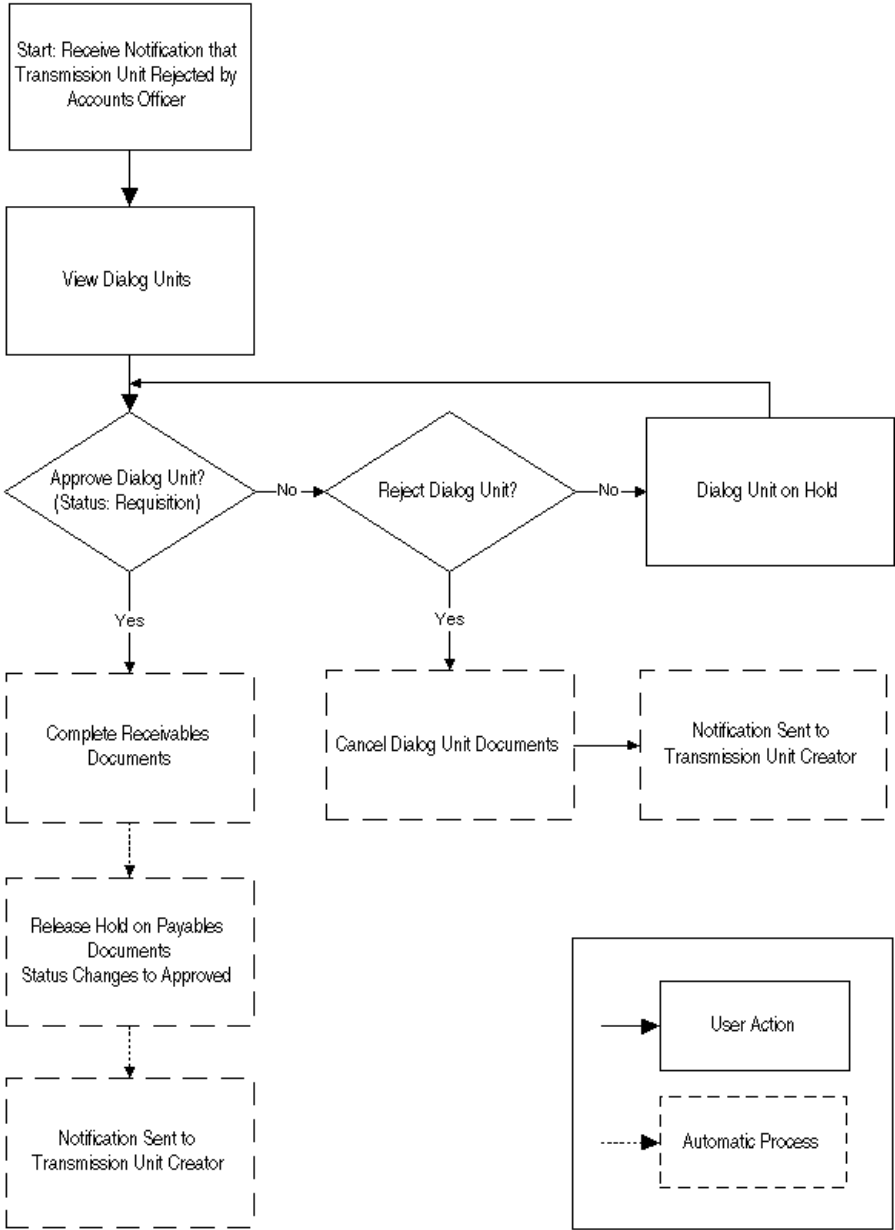


Figure 37-5 Exchange Protocol Process for Main Authorizer



Recommendations

Oracle Corporation recommends the following:

- System administrator privileges must be set up to enable the system administrator to inspect Workflow messages. This is useful if messages are not being processed because an approver is absent.

Prerequisites

- ❑ Exchange Protocol must be set up.

To set up exchange protocol, see [Exchange Protocol Setup Checklist](#), page 36-10.

- ❑ If the Global Accounting Engine is used, it must be set up to post all transactions in General Ledger.

To set up Oracle Applications global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

- ❑ A numbering system for actual numbers and legal numbers must be set up.

To set up dialog unit and transmission unit numbers, see [Exchange Protocol Setup Checklist](#), page 36-10.

Viewing An Individual Dialog Unit Procedure

To view an individual dialog unit using the Dialog Unit Structure window, perform the following steps.

1. Navigate to the Dialog Unit Structure window as follows:

OPSF(I) Exchange Protocol - Dialog Unit Structure

2. In the Dialog Unit region, enter query mode as follows:

View - Query by Example - Enter

3. Enter appropriate search criteria as described in [Table 37-1](#), page 37-14.
4. Run the query as follows:

View - Query by Example - Run

A list of documents appears in the Documents region.

5. To view the transmission unit that contains the selected dialog unit, click **Transmission unit**.

The Transmission Unit Structure window appears.

Note: The **Transmission unit** button is disabled if a transmission unit has not yet been created.

For information on the Transmission Unit Structure window, see [Transmission Unit Structure Window Description](#), page 37-37.

6. To view subledger details, click the drill-down button.
7. Close the window.

Creating An Individual Dialog Unit Procedure

To create an individual dialog unit using the Dialog Unit Structure window, perform the following steps.

1. Navigate to the Dialog Unit Structure window as follows:

OPSF(I) Exchange Protocol - Dialog Unit Structure

2. In the Dialog Unit Type field, select the dialog unit type.
3. In the Document Type field, select the document type.
4. In the Currency Code field, select a currency code from the list of values.
5. In the Third Parties field, select a third party from the list of values.
6. In the Site field, select a third party site from the list of values.
7. Optionally, enter a description.

A list of documents that are not part of an existing dialog unit appears in the Documents region of the window.

8. Choose the documents to add to the dialog unit by selecting the check boxes.
All documents are deselected by default.
9. Save or save and continue as follows:

File - Save or Save and Proceed

10. Close the window.

Dialog Unit Structure Window

Figure 37–6 Dialog Unit Structure Window

Dialog Unit Structure

Dialog Unit

Dialog Unit Number

Dialog unit status

Dialog Unit Type

Document Type

Currency Code

Amount

Third Parties

Site

Description

Documents

Number	Description	Document Date	Account	Eng Num	Amount
☒					☒
☐					☐
☐					☐
☐					☐
☐					☐
☐					☐
☐					☐
☐					☐

Transmission Unit Number

Transmission unit

Dialog Unit Structure Window Description

Table 37–1 Dialog Unit Structure Window Description

Field Name	Type	Features	Description
Dialog Unit Region			
Dialog Unit Number	display only		automatically generated unique number for dialog unit when saved
Dialog unit status	display only		dialog unit status in exchange protocol process or Workflow; valid values: Selected, Put into transmission unit, Transmitted, Rejected, Approved, Point of Acceptance, Requisition is done
Dialog Unit Type	required	list of values	dialog unit type; valid values: Mandate/Ordonnance, Payback Order, Reallocation Certificate (AP), Collection Certificate, Reduction Certificate, Reallocation Certificate (AR), Miscellaneous (AP), Miscellaneous (AR). For information on dialog unit types, see Table 36–2 , page 36-5.
Document Type	required	list of values	transaction type; choices depend on the dialog unit type selected. For information on document types, see Table 36–1 , page 36-4.
Currency Code	required	list of values	dialog unit transaction currency
Amount	display only		invoice total for selected invoices only, shown in Documents region
Third Parties	required	list of values	third party name
Site	required	list of values	third party site
Description	optional		dialog unit description; maximum 30 alphanumeric characters
Documents Region			
Number	display only		document number
Description	display only		document description
Document Date	display only		document date
Account	display only		accounting flexfield accounting segment for distribution line
Eng Num	display only		engagement number segment of accounting flexfield for distribution line

Table 37–1 *Dialog Unit Structure Window Description*

Field Name	Type	Features	Description
Amount	display only		distribution line amount
Transmission Unit Number	display only		transmission unit number containing currently selected dialog unit
Transmission unit		button	opens Transmission Unit Structure window; only available when dialog unit included in transmission unit

Creating Dialog Units or Transmission Units Procedure

To create dialog units or transmission units using the Find Documents window, perform the following steps.

1. Navigate to the Find Documents window as follows:

OPSF(I) Exchange Protocol - Find Documents

The Find Documents window appears.

2. In the Exchange Protocol Document region, select the Transmission Unit radio button or the Dialog Unit radio button.
3. In the Actions region, select the Create radio button.
4. To find documents in Receivables or Payables, select the AR or AP radio button.
5. To create dialog units, select the Document Type and Transaction Type.
6. To create transmission units, select the Document Type.

The Transaction Type is not required when creating transmission units.

7. Click **OK**.
8. In the Documents to Select region, enter appropriate search criteria as described in [Table 37-2](#), page 37-20.
9. Click **Find**.

The following windows appear:

- If creating dialog units, the AP Invoice Document Selection window or AR Invoice Document Selection window appears.
- If creating transmission units, the Dialog Unit Document Selection window appears.

All documents that meet the search criteria and are not part of an existing dialog unit or transmission unit are displayed. If no search criteria are entered, all documents or dialog units available for creation are shown.

10. To examine a dialog unit or transmission unit in more depth, select a unit and click the drill-down button.

The Dialog Unit Structure window, Transmission Unit Structure window, Invoices window, or Transactions window appears.

For information on the Dialog Unit Structure window, see the [Dialog Unit Structure Window Description](#), page 37-14.

For information on the Transmission Unit Structure window, see [Transmission Unit Structure Window Description](#), page 37-37.

11. Deselect any documents that are not required in the dialog unit or transmission unit using the check boxes.

All documents are selected by default.

12. If creating dialog units, go to step 14.
13. If creating transmission units, go to step 20.

Creating Dialog Units

14. To create a transmission unit in addition to dialog units, select the Create Transmission Unit check box.
15. To create individual dialog units for each document, select the One Doc per Dialog Unit check box.

16. Click **Create**.

The Dialog Unit Structure window appears.

For information on the Dialog Unit Structure window, see the [Dialog Unit Structure Window Description](#), page 37-14.

17. Click **Transmission Unit**.

The Transmission Unit Structure window appears if the Create Transmission Unit check box is selected.

For information on the Transmission Unit Structure window, see the [Transmission Unit Structure Window Description](#), page 37-37.

18. To submit the transmission unit for approval, click **Transmit**.
19. Close the window.

Creating Transmission Units

20. To create a transmission unit from the selected documents, click **Create**.

The Transmission Unit Structure window appears.

21. To submit the transmission unit for approval, click **Transmit**.
22. Close the window.

Note: Individual dialog units and transmission units can also be created using the Dialog Unit Structure and Transmission Unit Structure windows.

Find Documents Window

Figure 37-7 Find Documents Window

Find Documents

Exchange Protocol Document

Type

☒ Transmission Unit

☐ Dialog Unit

Actions

☐ Create

☒ Modify

☐ View

☒ AR

Document Type

☐ AP

Transaction Type

OK

Documents to Select

Number From

Amount From

Number To

Amount To

Creation Date

Third Party

Date To

Site

User

Currency Code

Find

Find Documents Window Description

Table 37–2 Find Documents Window Description

Field Name	Type	Features	Description
Exchange Protocol Document Region			
Type Region			
Transmission Unit	optional	radio button	creates, views, or modifies transmission units
Dialog Unit	optional	radio button	creates, views, or modifies dialog units
Actions Region			
Create	optional	radio button	creates new dialog unit or transmission unit
Modify	optional	radio button	adds documents to or removes documents from existing dialog unit or transmission unit
View	optional	radio button	displays an existing dialog unit or transmission unit; read-only information
AR	optional	radio button	finds Receivables documents
AP	optional	radio button	finds Payables documents
Document Type	required	list of values	dialog unit or transmission unit type to use in specific Workflow profile; valid values: Mandate / Ordonnance, Payback Order, Reallocation Certificate (AP), Collection Certificate, Reduction Certificate, Reallocation Certificate (AR), Miscellaneous (AP), Miscellaneous (AR) For information on document types, see Table 36–2 , page 36-5.
Transaction Type	conditionally required	list of values	exchange protocol transaction type for dialog units; choices depend on document type selected; applicable to dialog units only For information on transaction types, see Table 36–1 , page 36-5.
OK		button	enters information in Exchange Protocol Document region
Documents to Select Region			
Number From	optional		document number start range

Table 37–2 Find Documents Window Description

Field Name	Type	Features	Description
Number To	optional		document number end range
Creation Date	optional	list of values: pop-up calendar	document creation date
Date To	optional	list of values: pop-up calendar	document end date
User	optional	list of values	documents created by specific user
Amount From	optional		minimum cash value in selected currency
Amount To	optional		maximum cash value in selected currency
Third Party	optional	list of values	documents from specific third party; applicable to dialog units only
Site	optional	list of values	documents from specific site; depends on selected third party; applicable to dialog units only
Currency Code	required	list of values	transaction currency
Find		button	if creating dialog units, AP Invoice Document Selection window or AR Invoice Document Selection window appears; if creating transmission units, Dialog Unit Document Selection window appears

AP Invoice Document Selection

Invoice Num	Description	Curr	Creation Date	Vendor Name	Vendor Site	Amount	User	
								☒
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐
								☐

☐ Create Transmission Unit
 ☐ One Doc per Dialog Unit
 Create

AP Invoice Document Selection Window Description

Table 37–3 AP Invoice Document Selection Window Description

Field Name	Type	Features	Description
Invoice Num	display only		Payables invoice number
Description	display only		invoice description
Curr	display only		currency code; transaction currency
Creation Date	display only		invoice creation date
Vendor Name	display only		vendor sending invoice
Vendor Site	display only		vendor site sending invoice
Amount	display only		invoice amount
User	display only		user who entered invoice in system
Create Transmission Unit	optional	check box	creates transmission unit in addition to dialog unit
One Doc per Dialog Unit	optional	check box	creates one dialog unit for each invoice document
Create		button	opens Dialog Unit Structure window

AR Invoice Document Selection Window

Figure 37–9 AR Invoice Document Selection Window

AR Invoice Document Selection

Type

Invoice Num

Code

Creation Date

Customer

Location

Amount

User

☒ Create Transmission Unit

☐ One Doc per Dialog Unit

Create

AR Invoice Document Selection Window Description

Table 37–4 AR Invoice Document Selection Window Description

Field Name	Type	Features	Description
Type	display only		transaction type
Invoice Num	display only		invoice number; Receivables transaction number
Code	display only		currency code; currency used in transaction
Creation Date	display only		invoice creation date
Customer	display only		customer receiving invoice
Location	display only		customer site receiving invoice
Amount	display only		invoice amount
User	display only		user who entered transaction in system
Create Transmission Unit	optional	check box	creates transmission unit in addition to dialog unit
One Doc per Dialog Unit	optional	check box	creates one dialog unit for each invoice document
Create		button	opens Dialog Unit Structure window

Dialog Unit Document Selection Window

Figure 37–10 Dialog Unit Document Selection Window



Dialog Unit Document Selection Window Description

Table 37–5 *Dialog Unit Document Selection Window Description*

Field Name	Type	Features	Description
Number	display only		automatically generated unique number for dialog unit
Description	display only		dialog unit description
Curr	display only		dialog unit transaction currency
Creation Date	display only		dialog unit creation date
Third Party Name	display only		third party who sent or received dialog unit invoices
Site Name	display only		third party site
Amount	display only		total amount for dialog unit in selected currency
User	display only		user who created dialog unit

Transmission Unit Document Selection Window

Figure 37–11 Transmission Unit Document Selection Window



Transmission Unit Document Selection Window Description

Table 37–6 *Transmission Unit Document Selection Window Description*

Field Name	Type	Features	Description
Number	display only		automatically generated unique number for transmission unit
Creation Date	display only		transmission unit creation date
Amount	display only		total amount for transmission unit in selected currency
User Name	display only		user who created transmission unit
Status	display only		transmission unit status; valid values: Selected, Transmitted, In Treatment, Terminated

Modifying Dialog Units or Transmission Units Procedure

To add documents to or remove documents from dialog units or transmission units using the Find Documents window, perform the following steps.

1. Navigate to the Find Documents window as follows:

OPSF(I) Exchange Protocol - Find Documents

The Find Documents window appears.

2. In the Exchange Protocol Document region, select the Transmission Unit or Dialog Unit radio button.
3. In the Actions region, select the Modify radio button.
4. To find documents in Receivables or Payables, select the AR or AP radio button.
5. To find dialog units or transmission units, in the Document Type field, select the document type from the list of values.
6. To find dialog units, in the Transaction Type field, select the transaction type from the list of values.

Note: The transaction type is not required for transmission units.

7. Click **OK**.
8. In the Documents to Select region, enter appropriate search criteria as described in [Table 37-2](#), page 37-20.
9. Click **Find**.

The Dialog Unit Document Selection window or Transmission Unit Document Selection window appears. All documents that meet the search criteria and that are part of an existing dialog unit or transmission unit are displayed. If no search criteria are entered, all existing dialog units or transmission units are shown.

10. To modify a dialog unit or transmission unit, select a unit and click the drill-down button.

The Dialog Unit Structure window or Transmission Unit Structure window appears.

For information on the Dialog Unit Structure window, see the [Dialog Unit Structure Window Description](#), page 37-14.

For information on the Transmission Unit Structure window, see the [Transmission Unit Structure Window Description](#), page 37-37.

11. To add a document, select the document check boxes as required.

12. To remove a document, deselect the document check boxes as required.
13. Save or save and continue as follows:
File - Save or Save and Proceed
14. Close the window.

Viewing Dialog Units and Transmission Units Procedure

To view dialog units or transmission units using the Find Documents window, perform the following steps.

1. Navigate to the Find Documents window as follows:

OPSF(I) Exchange Protocol - Find Documents

The Find Documents window appears.

2. In the Exchange Protocol Document Type region, select the Transmission Unit or Dialog Unit radio button.
3. In the Actions region, select the View radio button.
4. To find documents in Receivables or Payables, select the AR or AP radio button.
5. To find dialog units or transmission units, in the Document Type field, select the document type from the list of values.
6. To find dialog units, in the Transaction Type field, select the transaction type from the list of values.

Note: The transaction type is not required for transmission units.

7. Click **OK**.
8. In the Documents to Select region, enter appropriate search criteria as described in [Table 37-2](#), page 37-20.
9. Click **Find**.

The Dialog Unit Document Selection window or Transmission Unit Document Selection window appears. All documents that meet the search criteria and that are part of an existing dialog unit or transmission unit are displayed. If no search criteria are entered, all existing dialog units or transmission units are shown.

10. To view a dialog unit or transmission unit, select a unit and click the drill-down button.

The Dialog Unit Structure window or Transmission Unit Structure window appears.

For information on the Dialog Unit Structure window, see the [Dialog Unit Structure Window Description](#), page 37-14.

For information on the Transmission Unit Structure window, see the [Transmission Unit Structure Window Description](#), page 37-37.

- 11.** Close the Dialog Unit Document Selection window or Transmission Unit Document Selection window.

Viewing An Individual Transmission Unit Procedure

To view an individual transmission unit using the Transmission Unit Structure window, perform the following steps.

1. Navigate to the Transmission Unit Structure window as follows:

OPSF(I) Exchange Protocol - Transmission Unit Structure

2. Enter query mode as follows:

View - Query by Example - Enter

3. Run the query as follows:

View - Query by Example - Run

4. In the Type field, use the up and down arrow keys to scroll through the available transmission unit types.

The information displayed in the Dialog Unit region changes according to the transmission unit currently selected.

5. Close the window.

Creating An Individual Transmission Unit Procedure

To create an individual transmission unit using the Transmission Unit Structure window, perform the following steps.

1. Navigate to the Transmission Unit Structure window as follows:

OPSF(I) Exchange Protocol - Transmission Unit Structure

2. In the Type field, select a transmission unit type from the list of values.
Any dialog units not contained within transmission units are displayed.
3. To select dialog units to transmit, select the appropriate check boxes.
All dialog units are deselected by default.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. To submit the transmission unit for approval, click **Transmit**.
6. Close the window.

Transmission Unit Structure Window

Figure 37–12 Transmission Unit Structure Window

Transmission Unit Structure

Transmission Unit

Status

Number

Type

Amount

Dialog Unit

	Number	Description	Curr	Status	Single Third Party (STP)	Date	Amount	
☒								☐
☐								☐
☐								☐
☐								☐
☐								☐
☐								☐
☐								☐
☐								☐

Transmit

Transmission Unit Structure Window Description

Table 37–7 Transmission Unit Structure Window Description

Field Name	Type	Features	Description
Status	display only		current status; valid values: Selected, Transmitted, In Treatment, Terminated
Type	required	list of values	document types included in transmission unit For information on document types see Table 36–2 , page 36-5.
Number	display only		automatically generated unique number for transmission unit when saved
Amount	display only		dialog unit transaction total in selected currency for selected dialog units only
Dialog Unit Region			
Number	display only		dialog unit number
Description	display only		text description
Curr	display only		currency used in transmission unit transactions
Status	display only		shows current status; valid values: Selected, Put Into A Transmission Unit, Transmitted, Rejected, Approved, On Hold, Point Of Acceptance, Requisition Is Done
Single Third Party (STP)	display only		single third party name
Date	display only		dialog unit creation date
Amount	display only		total amount of dialog unit in selected currency
Transmit		button	submits transmission unit for approval

Dialog Unit Validation Procedure for Authorizers

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Exchange Protocol - Workflow Monitor - Worklist

A new browser is launched, displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. In the References region, click **Enter Transmission Unit**.

The Transmission Unit Structure window appears.

For information on the Transmission Unit Structure window, see [Transmission Unit Structure Window Description](#), page 37-37.

4. To accept all dialog units, click **Approve All**.
5. To reject all dialog units, click **Reject All**.
6. To place all dialog units on hold, click **Hold All**.
7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.
8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Return to the Notification Details window.
10. Click **Finish**.

The Worklist window appears.

11. Close the browser.

If approved, the notification is sent to the next approver in the hierarchy.

If rejected, the documents in the dialog unit may be reused at a later date.

Dialog Unit Validation Procedure for Accounts Officers

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Exchange Protocol - Workflow Monitor - Worklist

A new browser is launched, displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. In the References region, click **Enter Transmission Unit**.

The Transmission Unit Structure window appears.

For information on the Transmission Unit Structure window, see [Transmission Unit Structure Window Description](#), page 37-37.

4. To approve all dialog units, click **Accept All**.
5. To reject all dialog units, click **Reject All**.
6. To place all dialog units on hold, click **Hold All**.
7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.
8. Save or save and continue as follows:
File - Save or **Save and Proceed**
9. Return to the Notification Details window.
10. Click **Finish**.

The Worklist window appears.

11. Close the browser.

If one or more dialog units are rejected by the accounts officer, a notification is returned to the main authorizer for approval of the rejected dialog units.

Receivables documents in successfully validated dialog units are completed.

Payables documents in successfully validated dialog units have the exchange protocol hold removed and are approved.

Dialog Unit Validation Procedure for Main Authorizers

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Exchange Protocol - Workflow Monitor - Worklist

A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. In the References region, click **Enter Transmission Unit**.

The Transmission Unit Structure window appears.

For information on the Transmission Unit Structure window, see [Transmission Unit Structure Window Description](#), page 37-37.

4. To requisition all dialog units, click **Requisition All**.
5. To reject all dialog units, click **Reject All**.
6. To place all dialog units on hold, click **Hold All**.
7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.
8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Return to the Notification Details window.
10. Click **Finish**.

The Worklist window appears.

11. Close the browser.

Documents in rejected dialog units are cancelled.

Receivables documents in successfully validated dialog units are completed.

Payables documents in successfully validated dialog units have the exchange protocol hold removed and are approved.

Index

A

- account inquiry
 - related sets of books, 15-9
- Account Inquiry window
 - description, 15-11, 15-13, 15-15, 15-17
 - example, 15-10
- AP Invoice Document Selection window
 - description, 37-23
 - example, 37-22
- Application Object Library Setup
 - enable Oracle Public Sector Financials (International) features, 5-4
 - overview, 5-2
 - prerequisites, 5-3
 - print OPSF(I) feature status reports, 5-6
- approval
 - dossier approval process, 31-3
- ARC, Cash Basis GL Transfer Execution Report
 - procedure, 20-3
- ARC, Cash Basis JE Report
 - procedure, 20-6
- ARC, Cash Posting Error Report
 - procedure, 20-5
- ARC, Unposted Items Report
 - procedure, 20-4
- archiving feeder system transactions
 - procedure, 44-14
- assign employee to user
 - Exchange Protocol Setup, 36-25
- Assign Flexfield Ranges window
 - description, 60-8
 - example, 60-7
- assign job and position to employee

- Exchange Protocol Setup, 36-24
- assign multiple budgets to detail account
 - Enhanced Funds Checker Setup, 33-3
- assign multiple funding budgets to summary account
 - Enhanced Funds Checker Setup, 33-4
- AutoInvoice grouping rules
 - Receivables Setup, 4-30
- Automatic Acceptance of Lines Report
 - overview, 54-2
 - procedure, 54-4

B

- Balances window
 - example, 15-12
- batch copy
 - batch copy submit procedure, 15-5
 - Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- Batch Copy Process Report
 - description, 16-8
 - overview, 16-3
 - procedure, 16-7
- Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- Budget History Inquiry Procedures
 - Budget History Inquiry window
 - description, 9-10
 - example, 9-9
 - definition, 9-3
 - features, 9-3

- History Entries window
 - description, 9-12
 - example, 9-11
- History Periods window
 - description, 9-14
 - example, 9-13
- prerequisites, 9-4
- procedures, 9-5
- Variance window
 - description, 9-17, 9-20
 - example, 9-19, 9-21, 9-23, 9-25
- Budget History Inquiry window
 - description, 9-10
 - example, 9-9
- Budget Process Impact Review Report
 - procedure, 12-10, 12-13, 12-14
- Budget Process Impact Review Reports
 - overview, 12-3, 12-4
- Budget Process Impact window
 - description, 10-16
 - example, 10-15
- Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
- budget reason codes
 - Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
 - Default Profile Codes window
 - description, 7-16
 - example, 7-16
 - Define Budget Range Codes, 7-3, 7-12
 - define default profile codes, 7-15
 - define profile codes, 7-9
 - define reason codes, 7-7
 - Profile Codes window
 - description, 7-10
 - example, 7-10
 - Reason Codes window
 - description, 7-8
 - example, 7-8
- Budget Report Procedures
 - Budget Process Impact Review Report
 - procedure, 12-10, 12-13, 12-14
 - Budget Process Impact Review Reports, 12-3, 12-4
 - Budget Setup Reports, 12-3
 - Budgeting, Balanced Budget Journal Input Proforma Report, 12-2
 - description, 12-7
 - procedure, 12-6
 - Budgeting, Balanced Budget Journal Report, 12-2
 - Budgeting, Balanced Budget Journal Report
 - procedure, 12-8
 - Budgeting, Unbalanced Budget Journal Report, 12-3
 - Budgeting, Unbalanced Budget Journal Report
 - procedure, 12-9
 - generating Budget Setup Reports
 - procedure, 12-11
- Budget Setup Reports
 - overview, 12-3
 - procedure, 12-1
- Budgeting Extensions Setup
 - Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
 - Default Profile Codes window
 - description, 7-16
 - example, 7-16
 - define budget range codes, 7-3, 7-12
 - define default profile codes, 7-15
 - define profile codes, 7-9
 - define reason codes, 7-7
 - definition, 7-2
 - Profile Codes window
 - description, 7-10
 - example, 7-10
 - purpose
 - budget profile options, 7-2
 - budget range codes, 7-2
 - default profile codes, 7-2
 - profile codes, 7-2
 - reason codes, 7-2
 - Reason Codes window
 - description, 7-8
 - example, 7-8
- Budgeting Report Procedures
 - definition, 12-2

- overview, 12-2
- Budgeting, Balanced Budget Input Journal Proforma Report
 - procedure, 12-6
- Budgeting, Balanced Budget Journal Input Proforma Report
 - description, 12-7
 - overview, 12-2
- Budgeting, Balanced Budget Journal Report
 - overview, 12-2
 - procedure, 12-8, 12-9
- Budgeting, Unbalanced Budget Journal Report
 - overview, 12-3
- budgets
 - dossier, 31-4

C

- cash and accruals
 - Batch Copy Process Report, 16-3, 16-7
 - integration with MRC, 15-3
 - Related Sets of Books Line Report, 16-2, 16-4
 - sets of books
 - define relationships, 14-3
 - definition, 14-2
 - overview, 14-2
 - prerequisites, 14-2
 - Sets of Books Relationships window
 - example, 14-4
- Cash and Accruals Support Report Procedures
 - Batch Copy Process Report, 16-3, 16-7
 - description, 16-8
 - definition, 16-2
 - overview, 16-2
 - Related Sets of Books Line Report, 16-2, 16-4
 - description, 16-6
- Charge Details window
 - description, 68-22, 68-23, 68-25, 68-26
 - example, 68-21, 68-23, 68-24, 68-26
- CIS expired / incomplete certificates report
 - procedure, 25-6, 25-7
- combined basis accounting
 - sets of books
 - define relationships, 14-3
 - definition, 14-2

- overview, 14-2
- prerequisites, 14-2
- Sets of Books Relationships window
 - example, 14-4
- Combined Basis Accounting Procedures
 - definition, 18-2, 19-2, 27-2
 - features, 19-2
 - introduction, 1-10
 - open / close accounting periods procedure, 19-7
 - prerequisites, 19-3, 39-2, 67-3
 - run general ledger interface procedure, 19-4
- Combined Basis Accounting Report Procedures
 - ARC, Cash Basis GL Transfer Execution Report, 20-3
 - ARC, Cash Basis JE Report, 20-6
 - ARC, Unposted Items Report, 20-4
 - Cash Posting Error Report, 20-5
 - definition, 20-2, 72-98
 - overview, 20-2
- Construction Industry Scheme
 - definition, 24-2
 - features, 24-7
 - Maintain Tax & Certificates window
 - description, 23-7
 - example, 23-6
 - prerequisites, 24-10
 - set up construction subcontractor
 - procedure, 23-3
 - Vouchers Window
 - description, 24-14
 - example, 24-13
- construction industry scheme
 - expired / incomplete CIS certificates report, 25-6, 25-7
- Construction Industry Scheme Setup
 - definition, 23-2, 39-2, 56-2, 67-2
 - overview, 23-2, 69-4
- construction industry tax
 - 714 certificates expired / incomplete
 - procedure, 21-15, 21-16, 25-6, 25-7
 - Form SC35 report, 21-13, 21-14, 25-4, 25-5
 - Form SC35 Report procedure, 21-13, 21-14, 25-4, 25-5
 - Form SC60 report, 24-11
 - Form SC60 Report procedure, 24-11

- overview, 21-12, 25-2
- reports definition, 21-12, 25-2
- reports overview, 21-12, 25-2
- Construction Industry Tax Process
 - definition, 22-2
 - process description, 22-4
 - process flow diagram
 - Process Flow for Construction Industry Tax Diagram, 22-3
 - references, 22-6
- construction subcontractor
 - CIS
 - set up procedure, 23-3
- Contract Encumbranced Planned Purchase Order
 - Entry Process diagram, 26-3
- Contract Encumbrancing Procedures
 - cancel or final close contract encumbrance
 - planned purchase order procedure, 28-9
 - definition, 28-2
 - enter contract encumbrance planned purchase order procedure, 28-3
 - enter release for contract encumbrance planned purchase order procedure, 28-7
 - features, 28-2
 - introduction, 1-11
 - modify contract encumbrance planned purchase orders procedure, 28-8
 - prerequisites, 28-2
 - Purchase Orders window
 - description, 28-6
 - example, 28-5
 - run MassCancel of contract encumbrance
 - planned purchase orders and releases procedure, 28-9
 - view funds available for contract encumbrance transactions procedure, 28-8
- Contract Encumbrancing Process
 - cancel planned purchase order example, 26-13
 - Contract Encumbranced Planned Purchase Order Entry Process Flow diagram, 26-3
 - definition, 26-2
 - enter planned purchase order example, 26-8
 - Enter Planned Purchase Order Step Process Flow diagram, 26-4
 - final close planned purchase order
 - example, 26-12
 - process description, 26-5
 - cancel planned purchase order or release, 26-6
 - enter planned purchase orders, 26-5
 - final close planned purchase orders, 26-7
 - release planned purchase orders, 26-6
 - run MassCancel, 26-7
 - set up contract encumbrancing, 26-5
 - view funds available, 26-6
 - process flow diagram
 - Contract Encumbranced Planned Purchase Order Entry Process diagram, 26-3
 - related topics, 26-14
 - release planned purchase order example, 26-10
- construction industry tax
 - definition, 21-12, 25-2
- conventions
 - bold, xlv
 - Courier font, xlv
 - references, xlv
 - special, xlv
 - uppercase, xlv
 - warning symbol, xlv
- conventions, document, xlv
- create balanced budget procedures, 8-4
- Create Budget Journal Procedures
 - Balanced Budget Journals window
 - description, 8-8
 - example, 8-7
 - create balanced budget procedures, 8-4
 - create unbalanced budget procedures, 8-15
 - definition, 8-2
 - features, 8-2
 - Journals window for balanced budget
 - description, 8-12
 - example, 8-9
 - Journals window for unbalanced budget
 - description, 8-21
 - example, 8-20
 - Periods window for balanced budget
 - description, 8-14
 - example, 8-14
 - Periods window for unbalanced budget
 - description, 8-23

- example, 8-23
 - prerequisites, 8-2
- Unbalanced Budget Journals window
 - description, 8-19
 - example, 8-18
- create new responsibilities
 - System Administrator Setup, 4-2
- create unbalanced budget procedures, 8-15
- Creating Netting Packages window
 - description, 65-23
- cross charge authorisation procedure, 53-9
- Cross Charge Authorization window
 - description, 53-11
 - example, 53-10
- Customer Dunning Invoice Report
 - overview, 41-6
- Customers - Standard window, Document Printing region
 - description, 40-8, 40-12, 40-15
 - example, 40-7, 40-11, 40-14, 40-16

D

- Default Profile Codes window
 - description, 7-16
 - example, 7-16
- default profile codes, define
 - Budgeting Extensions Setup, 7-15
- Define Budget Range Codes
 - Budgeting Extensions Setup, 7-3, 7-12
- define sets of books relationships
 - Cash and Accruals Support Setup, 14-3
- diagrams
 - Encumbrance and Budgetary Control Process Flow, 51-6
 - No Encumbrance or Budgetary Control Process Flow, 51-3
 - Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International), 1-4, 1-5
 - Oracle Public Sector General Ledger (International), 1-6
 - Oracle Public Sector Receivables (International), 1-12
 - Process Flow for Construction Industry Tax

- Diagram, 22-3
 - Secondary Invoice Approval Process, 59-5
- Dialog Unit Document Selection window
 - description, 37-27
 - example, 37-26, 37-28
- Dialog Unit Structure window
 - description, 37-14
 - example, 37-13
- dialog units
 - adding documents to and removing documents from, 37-30
 - creating, 37-16
 - numbering, 37-6
 - overview, 37-3
 - seeking approval for, 37-38, 37-39, 37-40
 - viewing, 37-32
 - viewing an individual, 37-11, 37-12
 - working with, 37-4
- Distributions window
 - description, 57-4, 57-7, 57-10, 57-12, 57-14, 57-16
 - example, 57-6
- dossier, 31-2
 - approval
 - accepting or rejecting dossiers procedure, 31-15
 - process, 31-15
 - dossier approval process, 31-3
- Dossier Procedures
 - overview, 31-3
- Dossier window, 31-7
- funds
 - checking and reserving funds procedure, 31-6
 - dossier inquiry procedure, 31-11
 - Dossier Inquiry window, 31-12
 - transferring funds, 31-3
- Dossier Items window description, 31-8
- dossier numbering setup
 - procedure, 30-6
- window
 - description, 30-7
 - example, 30-7
- Dossier Procedures
 - accepting or rejecting dossiers procedure, 31-15
 - checking and reserving funds procedure, 31-6

- definition, 31-2
- dossier inquiry procedure, 31-11
- Dossier Inquiry window, 31-12
- Dossier window, 31-7
- introduction, 1-12
- overview, 31-3
 - dossier approval process, 31-3
 - transferring funds in dossiers, 31-3
- prerequisites, 31-4
- recommendations, 31-4
- Dossier Setup
 - dossier numbering setup
 - procedure, 30-6
 - window description, 30-7
 - window example, 30-7
 - dossier types setup
 - procedure, 30-8
 - window description, 30-10
 - window example, 30-9
 - overview, 30-2
 - dossier numbering setup, 30-2
 - dossier types setup, 30-2
 - prerequisites, 30-5
 - set up dossier numbering
 - procedure, 30-6
 - window description, 30-7
 - window example, 30-7
 - set up dossier types
 - procedure, 30-8
 - window description, 30-10
 - window example, 30-9
- dossier types setup
 - procedure, 30-8
 - window
 - description, 30-10
 - example, 30-9
- Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
- drill-down inquiry, hierarchical
 - Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
- Hierarchical Drill-Down Inquiry Procedure
 - definition, 47-2

- features, 47-2
- prerequisites, 47-3
- hierarchical drill-down inquiry procedure, 47-4
- dunning adjustments procedure, 40-4, 40-5
- Dunning Letter Charges Procedures
 - Customers - Standard window, Document
 - Printing region
 - description, 40-8, 40-12, 40-15
 - example, 40-7, 40-11, 40-14, 40-16
 - definition, 40-2
 - dunning adjustments procedure, 40-4, 40-5
 - features, 40-2
 - introduction, 1-13
 - override customer profile dunning options
 - procedure, 40-9, 40-13
 - prerequisites, 40-2
- Dunning Letter Charges Report Procedures
 - Customer Dunning Invoice Report, 41-6
 - definition, 41-2
 - Dunning Letters
 - procedure, 41-5, 41-8, 41-9, 41-10, 41-11
 - overview, 41-2
- Dunning Letters
 - procedure, 41-5, 41-8, 41-9, 41-10, 41-11

E

- Enable OPSF(I) Features
 - application wide features, 5-2
 - operating unit dependent features, 5-2
 - overview, 5-2
 - print reports, 5-6
 - procedure, 5-4
 - window, 5-4
- Encumbrance and Budgetary Control Process Flow
 - diagram, 51-6
- encumbrance types
 - General Ledger Setup, 4-23, 4-24, 4-25
- Enhanced Funds Checker Procedures
 - data entry recommendations, 34-4
 - definition, 34-2
 - introduction, 1-12
 - overview
 - Enhanced Funds Checker, 34-2
 - General Ledger, 34-2

- prerequisites, 34-5
- view budgetary control transactions
 - procedure, 34-6
- Enhanced Funds Checker Process
 - changes to budgetary control subsystem
 - diagram, 32-6
 - definition, 32-2
 - multiple funding budgets examples, 32-13
 - process description
 - determine budgetary control policy, 32-5
 - maintain budgetary control, 32-12
 - set up budgetary control, 32-7
 - Process Flow diagram, 32-4
 - process flow diagram
 - Enhanced Funds Checker Process
 - diagram, 32-4
 - related topics, 32-16
- Enhanced Funds Checker Setup
 - assign multiple budgets to detail account, 33-3
 - assign multiple funding budgets to summary
 - account, 33-4
 - definition, 33-2
 - prerequisites, 33-2
 - Summary Accounts window, 33-5
- Enter Planned Purchase Order Step Process Flow
 - diagram, 26-4
- Exchange Protocol Procedures
 - adding documents to and removing documents
 - from dialog units or transmission
 - units, 37-30
 - AP Invoice Document Selection window
 - description, 37-23
 - example, 37-22
 - creating dialog units or transmission
 - units, 37-16
 - definition, 37-2
 - Dialog Unit Document Selection window
 - description, 37-27
 - example, 37-26, 37-28
 - Dialog Unit Structure window
 - description, 37-14
 - example, 37-13
 - Find Documents window
 - description, 18-7, 37-20
 - example, 37-19
 - introduction, 1-12
 - overview
 - approval hierarchies, 37-3
 - dialog units, 37-3
 - numbering dialog units and transmission
 - units, 37-6
 - processes, 37-6
 - transmission units, 37-3
 - working with dialog units and transmission
 - units, 37-4
 - prerequisites, 37-10
 - recommendations, 37-10
 - seeking approval for dialog units, 37-38, 37-39, 37-40
 - Transmission Unit Structure window
 - description, 37-37
 - example, 37-36
 - viewing an individual dialog unit, 37-11, 37-12
 - viewing an individual transmission unit, 37-34, 37-35
 - viewing dialog units and transmission
 - units, 37-32
- Exchange Protocol Setup
 - assign employee to user, 36-25
 - assign job and position to employee, 36-24
 - checklist, 36-10
 - define jobs, 36-22
 - define position hierarchies, 36-26
 - define positions, 36-23
 - define validation values, 36-20
 - fill employee hierarchy, 36-27
 - overview
 - Exchange Protocol approval workflow, 36-6
 - Exchange Protocol numbering, 36-3
 - setup overview, 36-2
 - prerequisites, 36-9
 - set up Exchange Protocol numbering
 - procedure, 36-33
 - window description, 36-35
 - workflow profile definition
 - procedure, 36-28
 - window description, 36-31
- expired / incomplete CIS certificates report
 - procedure, 25-6, 25-7
- extracting feeder file transactions, 44-5

F

- feeder book mapping
 - procedure, 43-4
 - window
 - description, 43-5
 - example, 43-5
- Feeder Details window
 - description, 44-12
 - example, 44-12
- feeder file
 - archiving, purging, or restoring feeder system transactions, 44-14
 - feeder book mapping
 - procedure, 43-4
 - window, 43-5
 - window description, 43-5
- Feeder Details window
 - description, 44-12
 - example, 44-12
- Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
- Feeder System Descriptors window
 - description, 43-9
 - example, 43-9
- feeder system descriptors, define, 43-8
- Feeder System Detail Inquiry window
 - description, 44-11
 - example, 44-10
- feeder system period mapping procedure, 43-6
- Generic Interface Feeder System Data File Specification
 - header record, 42-10
 - journal header record, 42-11
 - prerequisites, 42-4
 - transaction lines record, 42-12
- Generic Interface Procedures
 - definition, 44-2
 - prerequisites, 44-2
- Generic Interface setup
 - definition, 43-2
 - prerequisites, 43-3
 - purpose, 43-2
- loading, validating, and extracting
 - transactions, 44-4
 - reload feeder file procedure, 44-13
 - viewing feeder system detail inquiry procedure, 44-8
- feeder file format, 11-3
- Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
- Feeder System Descriptors window
 - description, 43-9
 - example, 43-9
- feeder system descriptors, define
 - Generic Interface Setup, 43-8
- Feeder System Detail Inquiry window
 - description, 44-11
 - example, 44-10
- feeder system period mapping
 - Generic Interface Setup, 43-6
- fill employee hierarchy
 - Exchange Protocol Setup, 36-27
- Find Documents window
 - description, 18-7, 37-20
 - example, 37-19
- Find Journal Batches window
 - description, 14-4, 15-6
 - example, 15-6
- Form SC35 report
 - procedure, 21-13, 21-14, 25-4, 25-5
- Form SC60 report
 - procedure, 24-11
- Funding Budgets Pop-Up, 33-5
- Funding Budgets Pop-Up window
 - Enhanced Funds Checker Setup, 33-5
- funds
 - transferring funds in dossiers, 31-3

G

- General Ledger
 - automatic posting for internal charge journals, 51-21
 - diagram, 1-6
- General Ledger Setup
 - define journal entry categories, 4-22
 - define journal entry sources, 4-21

- define summary accounts, 4-23
- encumbrance types, 4-23, 4-24, 4-25
- set up automatic posting, 4-23
- steps, 4-21
- Generating Installment Terms Report Procedure
 - procedure, 50-3
- Generating Internal Charge Status Report
 - procedure, 54-3
- Generic Interface Feeder System Data File Specification
 - file footer record, 42-14
 - file header record, 42-10
 - prerequisites, 42-4
 - transaction lines record, 42-12
- Generic Interface Procedures
 - archiving, purging, or restoring feeder system transactions procedure, 44-14
 - definition, 44-2
 - Feeder Details window
 - description, 44-12
 - example, 44-12
 - Feeder System Detail Inquiry
 - window description, 44-11
 - Feeder System Detail Inquiry window
 - example, 44-10
 - INT Extract Feeder File report, 44-6
 - Interface File Validation report, 44-5
 - introduction, 1-13
 - loading, validating, and extracting feeder file transactions, 44-4
 - prerequisites, 44-2
 - reload feeder file procedure, 44-13
 - viewing feeder system detail inquiry
 - procedure, 44-8
- Generic Interface Setup
 - definition, 43-2
 - feeder book mapping
 - procedure, 43-4
 - window description, 43-5
 - window example, 43-5
 - Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
 - Feeder System Descriptors window
 - description, 43-9

- example, 43-9
- feeder system period mapping procedure, 43-6
- prerequisites, 43-3
- Generic Interface setup
 - feeder system descriptors, define, 43-8
- Global Price Update window
 - description, 68-34
 - example, 68-33

H

- Hierarchical Drill-Down Inquiry Procedure
 - definition, 47-2
 - Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
 - features, 47-2
 - introduction, 1-14
 - prerequisites, 47-3
 - procedure, 47-4
- Hierarchical Drill-Down Inquiry Setup
 - definition, 46-2
 - example, 46-2
 - overview, 46-2
 - set up drill-down levels
 - procedure, 46-3
 - window description, 46-5
 - window example, 46-4
- History Entries
 - window, 9-11
- History Entries window
 - description, 9-12
 - example, 9-11
- History Periods window
 - description, 9-14
 - example, 9-13

I

- Impact Details window
 - description, 10-18
 - example, 10-17
- import budget spreadsheet procedure, 11-9
 - creating data file, 11-9
 - extracting data from file, 11-10

- loading data file, 11-9
- Import Budget Spreadsheet Procedures
 - definition, 11-2
 - features, 11-2
 - feeder file format description, 11-3
 - prerequisites, 11-2
 - Submit Budget Spreadsheet Extract
 - window, 11-12
 - Submit Budget Spreadsheet Extract window
 - description, 11-12
- importing and posting feeder file transactions, 44-6
- installment terms
 - Installments Audit Report, 50-3
 - reports
 - definition, 50-2
 - overview, 50-2
 - procedure, 50-3
- Installment Terms window
 - description, 49-7, 49-8, 49-10, 49-12
 - example, 49-12
- Installments Audit Report
 - procedure, 50-3
- Installments window
 - example, 49-6, 49-9
- INT Extract Feeder File report, 44-6
- Interface File Validation report, 44-5
- internal charge entry procedure, 53-4
- Internal Charge Entry window
 - description, 53-7
 - example, 53-6
- Internal Charge Status Report
 - overview, 54-2, 54-3
- internal trading
 - Automatic Acceptance of Lines Report, 54-2, 54-4
 - Internal Charge Status Report, 54-2, 54-3
- Internal Trading Procedures
 - cross charge authorization procedure, 53-9
 - Cross Charge Authorization window
 - description, 53-11
 - example, 53-10
 - definition, 53-2
 - features, 53-2
 - internal charge entry procedure, 53-4
 - Internal Charge Entry window
 - description, 53-7
 - example, 53-6
 - introduction, 1-14
 - prerequisites, 53-3
 - Internal Trading Process
 - automatic posting to General Ledger, 51-21
 - definition, 51-2
 - encumbrance and budgetary control
 - example, 51-9
 - encumbrance and budgetary control process
 - description, 51-7
 - Encumbrance and Budgetary Control Process
 - Flow diagram, 51-6
 - no encumbrance example, 51-5
 - no encumbrance or budgetary control process
 - description, 51-4
 - No Encumbrance or Budgetary Control Process
 - Flow diagram, 51-3
 - references, 51-21
 - status codes, 51-10
 - after authorizing cross charges, 51-16
 - after submitting cross charges, 51-12

- Internal Trading Reports
- Automatic Acceptance of Lines Report, 54-2
 - definition, 54-2
- Internal Charge Status Report, 54-2
 - overview, 54-2
- Internal Trading Setup
- definition, 52-2
- overview, 52-2
- Setup Charge Center
 - procedure, 52-3
 - window description, 52-5
 - window example, 52-4
- Introduction
- international implications
 - country or government specific features, references, and notes, 1-6
 - globalizations, 1-6
- Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International) diagram, 1-4, 1-5
- Oracle Public Sector General Ledger (International)
 - budgeting extensions

introduction, 1-9

Cash and Accruals Support, 1-10

diagram, 1-6

Dossier, 1-12

Enhanced Funds Checker, 1-12

Generic Interface, 1-13

Hierarchical Drill-Down Inquiry, 1-14

Internal Trading, 1-14

Oracle Public Sector Payables (International)

Exchange Protocol, 1-12

Multi-Period Posting, 1-14

Secondary Invoice Approval, 1-15

Oracle Public Sector Purchasing (International)

Contract Encumbrancing, 1-11

Oracle Public Sector Receivables (International)

Combined Basis Accounting, 1-10

diagram, 1-12

Dunning Letter Charges, 1-13

Offering Installment Terms, 1-14

Single Third Party, 1-15

Standing Charges, 1-16

overview, 1-2

introduction

Oracle Grants Proposal setup, 2-4

overview, 2-2

Invoice History window

description, 67-10, 68-28

example, 68-28

invoice sources

Receivables Setup, 4-34

J

jobs, define

Exchange Protocol Setup, 36-22

Journals window for balanced budget

description, 8-12

example, 8-9

Journals window for unbalanced budget

description, 8-21

example, 8-20

L

loading feeder file transactions, 44-4

M

Maintain Budget Procedures

prerequisites, 10-2

previewing budget process impact

procedure, 10-14

maintain secondary approval relationships

procedure, 60-3

window

description, 60-6

example, 60-5

Maintain Tax & Certificates window

CIS

description, 23-7

example, 23-6

Maintaining Budget Procedures

applying budget indexation procedure, 10-6

budget indexation

applying budget indexation procedure, 10-6

Budget Process Impact window

description, 10-16

example, 10-15

budget reprofiling procedure, 10-3

creating a next year budget procedure, 10-10

definition, 10-2

features, 10-2

Impact Details window

description, 10-18

example, 10-17

next year budget

creating a next year budget procedure, 10-10

previewing budget process impact inquiry

procedure, 10-14

Submit Budget Indexation window

description, 10-8

example, 10-7

Submit Budget Next Year Create window

description, 10-13

example, 10-12

Submit Budget Reprofile window

description, 10-5

example, 10-4

Managing Cash and Accruals Sets of Books

Account Inquiry window

description, 15-11, 15-13, 15-15, 15-17

- example, 15-10
- Balances window
 - example, 15-12
- batch copy submit procedure, 15-5
- Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- definition, 15-2
- Find Journal Batches window
 - description, 14-4, 15-6
 - example, 15-6
- overview, 15-2
- prerequisites, 15-4
- related account inquiry procedure, 15-9
- MPP Distributions window
 - example, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- MPP Expense Recognition Report
 - overview, 58-2
 - procedure, 58-4, 58-6
- MRC
 - integration with cash and accruals, 15-3
- multi-period posting
 - MPP Expense Recognition Report, 58-4, 58-6
 - reports
 - overview, 58-2
- Multi-Period Posting Procedures
 - definition, 57-2
- Distributions window
 - description, 57-4, 57-7, 57-10, 57-12, 57-14, 57-16
 - example, 57-6
- features, 57-2
- introduction, 1-14
- invoice distributions procedure, 57-3, 57-5
- MPP Distributions window
 - example, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- multi-period posting lines, view and edit, 57-8
- prerequisites, 57-2

N

- netting
 - creating a single third party procedure, 65-6
 - netting batches, 65-5

- netting packages, 65-5
- netting transaction types, 65-4
- posting netted single third party documents
 - procedure, 65-17
- security, 64-6
- Single Third Party Procedures
 - definition, 65-2
 - overview, 65-2
- transaction class and type usage, 64-6
- transaction types, define, 64-9
- transactions and journal entries, 64-3
- types, 64-3
- Netting Transactions window
 - description, 65-20
- No Encumbrance or Budgetary Control Process
 - Flow diagram, 51-3

O

- Offering Installment Terms Procedure
 - definition, 49-2
 - features, 49-2
- Installment Terms window
 - description, 49-7, 49-8, 49-10, 49-12
 - example, 49-12
- Installments window
 - example, 49-6, 49-9
 - offering installment terms procedure, 49-4
- Offering Installment Terms Procedures
 - introduction, 1-14
- Offering Installment Terms Report Procedure
 - definition, 50-2
 - overview, 50-2
- Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International) diagram, 1-4, 1-5
- Oracle Public Sector General Ledger (International) diagram, 1-6
- Oracle Public Sector Receivables (International) diagram, 1-12
- Overview of Setup
 - introduction, 3-2, 4-2
 - OPSF(I) setup checklists
 - System Administration, 3-3

P

- Periods window for balanced budget
 - description, 8-14
 - example, 8-14
- Periods window for unbalanced budget
 - description, 8-23
 - example, 8-23
- position hierarchies, define
 - Exchange Protocol Setup, 36-26
- positions, define
 - Exchange Protocol Setup, 36-23
- Price History window
 - description, 39-6, 56-6, 56-8, 68-9, 68-31
 - example, 39-5, 68-9, 68-30
- Process Flow for Construction Industry Tax
 - Diagram, 22-3
- Profile Codes window
 - description, 7-10
 - example, 7-10
- profile codes, define
 - Budgeting Extensions Setup, 7-9
- Purchase Orders window
 - description, 28-6
 - example, 28-5
- purging feeder system transactions
 - procedure, 44-14

R

- Reason Codes window
 - description, 7-8
 - example, 7-8
- reason codes, define
 - Budgeting Extensions Setup, 7-7
- Receivables Activity window
 - example, 4-32
- Receivables Setup
 - AutoInvoice grouping rules, 4-30
 - invoice sources, 4-34
 - Receivables Activity window
 - example, 4-32
 - transaction types, define, 4-34
- related account inquiry procedure, 15-9
- related sets of books

- Account Inquiry window
 - description, 15-11, 15-13, 15-15, 15-17
 - example, 15-10
- Balances window, 15-12
- related account inquiry procedure, 15-9
- Related Sets of Books Line Report
 - description, 16-6
 - overview, 16-2
 - procedure, 16-4
- reload feeder file procedure, 44-13
- Reports
 - Installments Audit, 50-3
- reports
 - ARC, Cash Basis GL Transfer Execution, 20-3
 - ARC, Cash Basis JE, 20-6
 - ARC, Cash Posting Error, 20-5
 - ARC, Unposted Items, 20-4
 - Automatic Acceptance of Lines, 54-2, 54-4
 - Batch Copy Process, 16-3, 16-7, 16-8
 - Budget Process Impact Review, 12-3, 12-4, 12-10, 12-13, 12-14
 - Budget Setup, 12-3, 12-11
 - Budgeting, Balanced Budget Journal, 12-2, 12-8
 - Budgeting, Balanced Budget Journal Input
 - Proforma, 12-2, 12-6, 12-7
 - Budgeting, Unbalanced Budget Journal, 12-3, 12-9
 - Customer Dunning Invoice, 41-6
 - Dunning Letters, 41-5, 41-8, 41-9, 41-10, 41-11
 - Feeder File Extract, 44-5, 44-6
 - Form SC35, 21-13, 21-14, 25-4, 25-5
 - Form SC60, 24-11
 - Interface File Validation, 44-5
 - Internal Charge Status, 54-2, 54-3
 - INTEExtract Feeder File, 44-6
 - MPP Expense Recognition, 58-2, 58-4, 58-6
 - OPSF(I) Application Wide Feature Status, 5-6
 - OPSF(I) Operating Unit Dependent Feature Status, 5-6
 - Related Sets of Books Line, 16-2, 16-4, 16-6
 - SIA, Flexfield Assignments, 62-2, 62-5
 - SIA, Secondary Approval of Invoices, 62-2
 - Standing Charges, Charge Item Price History, 69-8
 - Standing Charges, Global Price Update, 69-13

- Standing Charges, Preliminary Invoice Register, 69-13
- Standing Charges, Standing Charge Item Price History, 69-7
- Standing Charges, Standing Charge Listing, 69-9
- Standing Charges, Standing Charge Transaction, 69-12
- Standing Charges, Transaction History, 69-10
- restoring feeder system transactions
 - procedure, 44-14
- Run ID window
 - description, 68-37
 - example, 68-36

S

- secondary approval of invoices, 62-2
 - SIA, Flexfield Assignments Report, 62-2, 62-5
 - SIA, Secondary Approval of Invoices Report, 62-2, 62-3
- Secondary Approval of Invoices Report
 - overview, 62-2
- secondary invoice approval
 - reports
 - overview, 62-2
- Secondary Invoice Approval Procedures
 - definition, 61-2
 - features, 61-2
 - introduction, 1-15
 - prerequisites, 61-4
 - view and authorize secondary approvals
 - procedure, 61-5
 - View and Authorize Secondary Approvals
 - window
 - description, 61-10
 - example, 61-8, 61-9
- Secondary Invoice Approval Process
 - definition, 59-2
 - diagram, 59-5
 - example, 59-8
 - references, 59-9
 - setting up, 59-3
 - using Oracle Payables, 59-6
- Secondary Invoice Approval Process diagram, 59-5

- Secondary Invoice Approval Report Procedures
 - definition, 62-2
 - overview, 62-2
- Secondary Invoice Approval Setup
 - Assign Flexfield Ranges window
 - description, 60-8
 - example, 60-7
 - definition, 60-2
 - maintain secondary approval
 - relationships, 60-3
 - window description, 60-6
 - window example, 60-5
 - overview, 60-2
 - prerequisites, 60-2
- Set Up Budgeting Extensions
 - Budget Range Codes window
 - example, 7-4, 7-13
- set up dossier numbering
 - procedure, 30-6
 - window
 - description, 30-7
 - example, 30-7
- set up dossier types
 - procedure, 30-8
 - window
 - description, 30-10
 - example, 30-9
- Set Up Drill-Down Levels window
 - description, 46-5
 - example, 46-4
- Set Up Exchange Protocol Numbering window
 - description, 36-35
- sets of books
 - combined basis accounting
 - define relationships, 14-3
 - definition, 14-2
 - overview, 14-2
 - prerequisites, 14-2
 - Sets of Books Relationships window
 - example, 14-4
- Managing Cash and Accruals Sets of Books
 - batch copy submit procedure, 15-5
 - definition, 15-2
 - features, 15-2
 - Find Journal Batches window, 15-6

- Find Journal Batches window
 - description, 14-4, 15-6
 - prerequisites, 15-4
 - related account inquiry procedure, 15-9
- Sets of Books Relationships window
 - Cash and Accruals Support Setup, 14-4
- setup
 - Oracle Grants Proposal
 - introduction, 2-4
- Setup Charge Center
 - procedure, 52-3
 - window
 - example, 52-4
 - window description, 52-5
- Setup Overview
 - introduction, 3-2, 4-2
 - OPSFI(I) setup checklists
 - System Administration, 3-3
- SIA, Flexfield Assignments Report
 - overview, 62-2
 - procedure, 62-5
- SIA, Secondary Invoice Approval Report
 - procedure, 62-3
- Single Third Party Address Details window
 - description, 65-11
- Single Third Party Main window
 - description, 65-9
- Single Third Party Netting Balance window
 - description, 65-15
 - example, 65-14
- Single Third Party Procedures
 - Address Details window
 - description, 65-11
 - creating a single third party procedure, 65-6
 - Creating Netting Packages window
 - description, 65-23
 - definition, 65-2
 - Find STP window, 65-13
 - introduction, 1-15
 - Main window
 - description, 65-9
 - Netting Balance window
 - description, 65-15
 - example, 65-14
 - Netting Transactions window
 - description, 65-20
 - overview, 65-2
 - netting packages, 65-5
 - netting transaction types, 65-4
 - posting netted single third party documents
 - procedure, 65-17
 - prerequisites, 65-5
 - Submit Netting Batches window
 - description, 64-11, 65-28
 - viewing single third party details and
 - outstanding balance procedure, 65-12
- Single Third Party Setup
 - define netting transaction types, 64-9
 - overview
 - netting security, 64-6
 - netting transaction class and type usage, 64-6
 - netting transactions and journal entries, 64-3
 - netting types, 64-3
 - prerequisites, 64-7
- special conventions, xlv
- Standing Charge Items window
 - description, 68-7
 - example, 68-6
- Standing Charge window
 - description, 68-16
 - example, 68-13, 68-14, 68-15
- standing charges
 - reports
 - definition, 69-2
 - reports overview, 69-2
 - Standing Charges, Charge Item Price History
 - Report, 69-8
 - Standing Charges, Preliminary Invoice Register
 - Report, 69-13
 - Standing Charges, Standing Charge Item Price
 - History Report, 69-7
 - Standing Charges, Standing Charge Listing
 - Report
 - procedure, 69-9
 - Standing Charges, Standing Charge Transaction
 - Report, 69-12
- Standing Charges Procedures
 - Charge Details window
 - description, 68-22, 68-23, 68-25, 68-26
 - example, 68-21, 68-23, 68-24, 68-26

- charge item price history inspection
 - procedure, 68-8
- charge lines maintenance procedure, 68-20
- create a standing charge agreement
 - procedure, 68-12
- definition, 68-3
- features, 68-3
- global price update procedure, 68-32
- Global Price Update window
 - description, 68-34
 - example, 68-33
- introduction, 1-16
- Invoice History window
 - description, 67-10, 68-28
 - example, 68-28
- prerequisites, 68-4
- price history inspection procedure, 68-29
- Price History window
 - description, 39-6, 56-6, 56-8, 68-9, 68-31
 - example, 39-5, 68-9, 68-30
- review invoice history procedure, 68-27
- Run ID window
 - description, 68-37
 - example, 68-36
- standing charge items maintenance
 - procedure, 68-5
- Standing Charge Items window
 - description, 68-7
 - example, 68-6
- Standing Charge window
 - description, 68-16
 - example, 68-13, 68-14, 68-15
- standing charges summary procedure, 68-10
- Standing Charges window
 - description, 68-11
 - example, 68-11
- Standing Charges window
 - description, 68-11
 - example, 68-11
- Standing Charges, Charge Item Price History Report
 - procedure, 69-8
- Standing Charges, Global Price Update
 - Report, 69-13
 - procedure, 69-13
- Standing Charges, Preliminary Invoice Register

- procedure, 69-13
- Standing Charges, Standing Charge Item Price
 - History Report
 - procedure, 69-7
- Standing Charges, Standing Charge Listing Report
 - procedure, 69-9
- Standing Charges, Standing Charge Transaction
 - Report
 - procedure, 69-12
- Standing Charges, Transaction History
 - Report, 69-10
 - procedure, 69-10
- Submit Budget Indexation window
 - description, 10-8
 - example, 10-7
- Submit Budget Next Year Create window
 - description, 10-13
 - example, 10-12
- Submit Budget Reprofile window
 - description, 10-5
 - example, 10-4
- Submit Budget Spreadsheet Extract window
 - description, 11-12
 - example, 11-12
- Submit Netting Batches window
 - description, 64-11, 65-28
- Summary Accounts window
 - Enhanced Funds Checker Setup, 33-5
- System Administrator Setup
 - create new responsibilities, 4-2

T

- third party
 - creating a single third party procedure, 65-6
 - netting batches, 65-5
 - netting packages, 65-5
 - netting transaction types, 65-4
 - posting netted single third party documents
 - procedure, 65-17
 - Single Third Party Procedures
 - definition, 65-2
 - overview, 65-2
 - viewing single third party details and
 - outstanding balance procedure, 65-12

- transaction types, define
 - Receivables Setup, 4-34
- Transmission Unit Structure window
 - description, 37-37
 - example, 37-36
- transmission units
 - adding documents to and removing documents from, 37-30
 - creating, 37-16
 - numbering, 37-6
 - overview, 37-3
 - viewing, 37-32
 - viewing an individual, 37-34, 37-35
 - working with, 37-4

U

- Unbalanced Budget Journals window
 - description, 8-19
 - example, 8-18

V

- validation values, define
 - Exchange Protocol Setup, 36-20
- Variance window
 - description, 9-17, 9-20
 - example, 9-19, 9-21, 9-23, 9-25
- View and Authorize Secondary Approvals window
 - description, 61-10
 - example, 61-8, 61-9
- viewing feeder system detail inquiry
 - procedure, 44-8
- Vouchers Window
 - CIS
 - description, 24-14
 - example, 24-13

W

- windows
 - Account Inquiry, 15-10
 - AP Invoice Document Selection, 37-22
 - Assign Flexfield Ranges, 60-7
 - Balanced Budget Journals, 8-7

- Balances, 15-12
- Batch Copy Submit, 15-7
- Budget History Inquiry, 9-9
- Budget Process Impact, 10-15
- Budget Range Codes, 7-4, 7-13
- Charge Details, 68-21, 68-23, 68-24, 68-26
- CIS
 - Maintain Tax & Certificates, 23-6
 - Vouchers Window, 24-13
- Cross Charge Authorization, 53-10
- Customers - Standard, Document Printing
 - region, 40-7, 40-11, 40-14, 40-16
- Default Profile Codes, 7-16
- Dialog Unit Document Selection, 37-26, 37-28
- Dialog Unit Structure, 37-13
- Distributions, 57-6
- Dossier, 31-7
- Dossier Inquiry, 31-12
- Drill-Down Inquiry, 47-5, 47-6, 47-7, 47-10
- Enable OPSF(I) Features, 5-4
- Feeder Book Mapping, 43-5
- Feeder Details, 44-12
- Feeder Period Mappings, 43-7
- Feeder System Descriptors, 43-9
- Feeder System Detail Inquiry, 44-10
- Find Documents, 37-19
- Find Journal Batches, 15-6
- Find STP, 65-13
- Funding Budgets Pop-Up, 33-5
- Global Price Update, 68-33
- History Periods, 9-13
- Impact Details, 10-17
- Installment Terms, 49-12
- Installments, 49-6, 49-9
- Internal Charge Entry, 53-6
- Invoice History, 68-28
- Journals window for balanced budget, 8-9
- Journals window for unbalanced budget, 8-20
- Maintain Secondary Approval
 - Relationships, 60-5
- MPP Distributions, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- Periods window for balanced budget, 8-14
- Periods window for unbalanced budget, 8-23
- Price History, 39-5, 68-9, 68-30

- Profile Codes, 7-10
- Purchase Orders, 28-5
- Reason Codes, 7-8
- Receivables Activity, 4-32
- Run ID, 68-36
- Set Up Drill-Down Levels, 46-4
- Sets of Books Relationships, 14-4
- Setup Charge Center, 52-4
- Setup Dossier Numbering, 30-7
- Setup Dossier Types, 30-9
- Single Third Party Netting Balance, 65-14
- Standing Charge, 68-13, 68-14, 68-15
- Standing Charge Items, 68-6
- Standing Charges, 68-11
- Submit Budget Indexation, 10-7
- Submit Budget Next Year Create, 10-12
- Submit Budget Reprofile, 10-4
- Submit Budget Spreadsheet Extract, 11-12
- Summary Accounts, 33-5
- Transmission Unit Structure, 37-36
- Unbalanced Budget Journals, 8-18
- Variance, 9-19, 9-21, 9-23, 9-25
- View and Authorize Secondary Approvals, 61-8, 61-9
- Workflow Profile Definition window description, 36-31

Oracle® Public Sector Financials (International)

Oracle Public Sector Financials (International) User's Guide

Volume 2

Release 11i

November, 2000

Part No. A87423-01

For users of Oracle Public Sector Financials (International). Must be used in conjunction with Oracle Financials manuals.

ORACLE™

Part No. A87423-01. This book is part of a set. To reorder this book, use set part number A87421-01.

Copyright © 2000, 1999, 1996, Oracle Corporation. All rights reserved.

Primary Authors: Halina Matyla, Melanie Stockton

Contributors: Meet Antani, Martyn Arbon, Zahi Abdul Azeez, Melwyn Barretto, Mukesh Biyani, Sonya Brewer, Lesley Bullock, Fiona Drysdale, Martin Figg, Mohinder Garcha, Eleni Garrett-Mastraki, Malini Hazarika, Robin Inglis-Arkell, Atul Kataria, Nawshad Kazi, K. Lakshminarayan, Ade Lamidi, Julianna Litwin, Deepak Mahajan, Halina Matyla, Glyn Quesnell, Ron Savage, William Shergill, Rani Shergill, Lancy Silveira, Haylie Thorpe, Michael Tibble, Hajnalka Vegh

The programs (which include both the software and documentation) contain proprietary information of Oracle Corporation; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the programs, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. Oracle Corporation does not warrant that this document is error free. Except as may be expressly permitted in your license agreement for these programs, no part of these programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oracle Corporation.

If the programs are delivered to the U.S. Government or anyone licensing or using the programs on behalf of the U.S. Government, the following notice is applicable:

Restricted Rights Notice Programs delivered subject to the DOD FAR Supplement are "commercial computer software" and use, duplication, and disclosure of the programs, including documentation, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement. Otherwise, programs delivered subject to the Federal Acquisition Regulations are "restricted computer software" and use, duplication, and disclosure of the programs shall be subject to the restrictions in FAR 52.227-19, Commercial Computer Software - Restricted Rights (June, 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy, and other measures to ensure the safe use of such applications if the programs are used for such purposes, and Oracle Corporation disclaims liability for any damages caused by such use of the programs.

Oracle is a registered trademark of Oracle Corporation and Enabling the Information Age, Oracle Application Object Library, Oracle Financials, and Oracle Workflow are trademarks or registered trademarks. All other company or product names mentioned are used for identification purposes only and may be trademarks of their respective owners.

Contents

Send Us Your Comments	xli
Preface.....	xlili
Audience.....	xliv
Related Publications	xliv
Document Conventions.....	xlvi
Special Conventions	xlvi
References	xlvi
Navigation Paths.....	xlvi
Features Specific to Oracle Public Sector Financials (International).....	xlvi
Features that are Enhancements to Oracle Financials.....	xlvi
Customer Support.....	xlvi
Documentation Sales and Client Relations.....	xlvi
 1 Product Overview	
Overview	1-2
Products	1-2
International Implications	1-6
Oracle Public Sector Financials (International) Features.....	1-9
Budgeting Extensions	1-9
Cash and Accruals Support.....	1-10
Combined Basis Accounting.....	1-10
Construction Industry Scheme	1-11
Contract Encumbrancing.....	1-11

Dossier	1-12
Enhanced Funds Checker	1-12
Exchange Protocol	1-12
Extended Dunning Letter Charges	1-13
Generic Interface	1-13
Hierarchical Drill-Down Inquiry	1-14
Installment Terms	1-14
Internal Trading	1-14
Multi-Period Posting	1-14
Secondary Invoice Approval.....	1-15
Single Third Party.....	1-15
Standing Charges.....	1-16
Subledger Security.....	1-16
Oracle Public Sector Financials (International) Features Removed	1-17

2 Introduction

Overview	2-2
Part Features List	2-2
Part Organization.....	2-3
Setting Up Oracle Applications	2-4

Part I Setting Up Oracle Applications

3 Oracle Public Sector Financials (International) Setup Checklist

Overview	3-2
Oracle Public Sector Payables (International) Setup Checklist.....	3-3

4 Oracle Public Sector Financials (International) Setup Steps

Overview	4-2
Oracle Public Sector Receivable (International) Features Setup Steps.....	4-2
Set Up Menus	4-2
Create Additional Users	4-6
Specify Site-Level and Application-Level Profile Options	4-7
Set Up Oracle Applications Help System.....	4-17

Enable Oracle Public Sector Financials (International) Multiple Organization Features ..	4-18
Enable Oracle Public Sector Financials (International) Non Multiple Organization Features ..	4-18
Set Application Level Profile Options	4-18
Define Security Groups.....	4-19
Set Site Level Profile Options.....	4-19
Define Responsibilities	4-19
Set Responsibility Level Profile Options.....	4-19
Define Users	4-19
Define Secure Tables	4-19
Define Process Groups.....	4-19
Allocate Secure Tables and Process Groups.....	4-20
Apply Security	4-20
Maintain Schemas.....	4-20
Consolidate Security Groups	4-20
Create Flexfield Qualifier	4-20
Create Value Set.....	4-21
Enter Value Set Values.....	4-21
Define Accounting Flexfield Structure and Enable Flexfield Qualifier Segments.....	4-21
Define Additional Journal Entry Sources	4-21
Define Journal Entry Categories.....	4-22
Create Summary Accounts.....	4-23
Define Automatic Posting Criteria.....	4-23
Define Additional Encumbrance Types	4-23
Set Up Budgets.....	4-24
Set Up Budget Organizations	4-24
Continue Setup for Oracle Public Sector Receivable (International) Features ..	4-24
Set Up Personnel.....	4-25
Fill Employee Hierarchy.....	4-26
Set Up Oracle Workflows	4-26
Set Up Planned Purchase Order Encumbrance Type.....	4-26
Set Payables Profile Options	4-26
Enable Oracle Public Sector Receivable (International) Features.....	4-26
Define Payables Options	4-27
Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax	4-27

Define Tax Authority Type Suppliers.....	4-27
Define Suppliers.....	4-28
Define Tax Codes and Withholding Tax Groups.....	4-28
Set Up Credit Cards.....	4-29
Enter Employees	4-29
Continue Oracle Public Sector Receivable (International) Features	4-29
Enable Oracle Public Sector Receivable (International) Features	4-30
Define Grouping Rules	4-30
Define Extended System Options.....	4-31
Define Receivables Activities	4-32
Run Receivables Global: Populate Data Program.....	4-33
Compile Invoice Transaction Flexfield	4-33
Compile Line Transaction Flexfield	4-33
Set Up Payment Methods	4-33
Set Up Cash Basis Accounting Method	4-34
Define Transaction Types	4-34
Define Transaction Sources	4-34
Define Salespersons	4-37
Set Up Tax.....	4-37
Continue Receivables Setup for Oracle Public Sector Financials (International) Features.....	4-37

5 OPSF(I)-Specific Application Object Library Setup

Overview	5-2
Application Wide Features	5-2
Operating Unit Dependent Features.....	5-2
Prerequisites	5-3
Enabling Oracle Public Sector Financials (International) Features Procedure	5-4
Generating OPSF(I) Feature Status Reports Procedure	5-6
OPSF(I) Operating Unit Dependent Feature Status Report	5-6
.....OPSF(I) Application Wide Feature Status Report	5-6

Part II Budgeting Extensions

6 Budgeting Extensions Process

Definition	6-2
Overview	6-2
Budgeting Extensions Process Flow Diagram	6-3
Setting Up Budgeting Extensions	6-4
Enable Budgeting Extensions in the Applications Object Library	6-4
Define Profile Codes	6-5
Define Reason Codes	6-5
Define Accounting Combination Budget Control Settings	6-5
Define Budget Extension Profile Options	6-6
Define Budget Range Codes	6-6
Entering Budget Journals	6-6
Maintaining Budgets	6-7
Next Year Budgeting	6-7

7 Budgeting Extensions Setup

Definition	7-2
Overview	7-2
Enabling Enforced Balanced Budgeting Procedure	7-3
Setup Balanced Budgeting Window	7-4
Setup Balanced Budgeting Window Description	7-4
Defining Journal Sources Procedure	7-5
Defining Journal Categories Procedure	7-6
Defining Reason Codes Procedure	7-7
Reason Codes Window	7-8
Reason Codes Window Description	7-8
Defining Profile Codes Procedure	7-9
Profile Codes Window	7-10
Profile Codes Window Description	7-10
Defining Budget Range Codes Procedure	7-12
Budget Range Codes Window	7-13
Budget Range Codes Window Description	7-14
Defining Default Profile Codes Procedure	7-15
Default Profile Codes Window	7-16
Default Profile Codes Window Description	7-16

8 Create Budget Journal Procedures

Definition	8-2
Overview	8-2
Prerequisites	8-2
Create Balanced Budget Procedures.....	8-4
Create Balanced Budget Batch	8-4
Enter Balanced Budget Batch Journal Lines	8-4
View Balanced Budget Period Amounts.....	8-5
Complete the Batch.....	8-6
Balanced Budget Journals Window.....	8-7
Balanced Budget Journals Window Description	8-8
Journals Window for Balanced Budget	8-9
Journals Window Description for Balanced Budget.....	8-12
Periods Window for Balanced Budget.....	8-14
Periods Window Description for Balanced Budget	8-14
Create Unbalanced Budget Procedures	8-15
Create Unbalanced Budget Batch.....	8-15
Enter Unbalanced Budget Batch Journal Lines	8-15
Enter Unbalanced Period Amounts	8-16
Complete the Batch.....	8-17
Unbalanced Budget Journals Window	8-18
Unbalanced Budget Journals Window Description	8-19
Journals Window for Unbalanced Budget.....	8-20
Journals Window Description for Unbalanced Budget.....	8-21
Periods Window for Unbalanced Budget.....	8-23
Periods Window Description for Unbalanced Budget	8-23

9 Budget History Inquiry Procedures

Definition	9-3
Overview	9-3
Budget History Inquiries	9-3
Public Sector Variance Inquiries.....	9-4
Prerequisites	9-4
Budget History Inquiry Procedures	9-5
Performing an Inquiry Using the Budget History Inquiry Window	9-5

Performing a Variance Inquiry Using the Extended Account Inquiry Window	9-7
Budget History Inquiry Window	9-9
Budget History Inquiry Window Description	9-10
History Entries Window	9-11
History Entries Window Description	9-12
History Periods Window	9-13
History Periods Window Description	9-14
Extended Account Inquiry Window, Primary Balance Type Tab	9-15
Extended Account Inquiry Window, Secondary Balance Type Tab	9-16
Extended Account Inquiry Window Description	9-17
Variance Window, Period To Date Tab	9-19
Variance Window Description, Period To Date Tab	9-20
Variance Window, Quarter To Date Tab	9-21
Variance Window Description, Quarter To Date Tab	9-22
Variance Window, Year To Date Tab	9-23
Variance Window Description, Year To Date Tab	9-24
Variance Window, Project To Date Tab	9-25
Variance Window Description, Project To Date Tab	9-26

10 Maintaining Budget Procedures

Definition	10-2
Overview	10-2
Prerequisites	10-2
Reprofiling a Budget Procedure	10-3
Submit Budget Reprofile Window	10-4
Submit Budget Reprofile Window Description	10-5
Applying Budget Indexation Procedure	10-6
Submit Budget Indexation Window	10-7
Submit Budget Indexation Window Description	10-8
Creating a Next Year Budget Procedure	10-10
Submit Budget Next Year Create Window	10-12
Submit Budget Next Year Create Window Description	10-13
Previewing Budget Process Impact Procedure	10-14
Budget Process Impact Window	10-15
Budget Process Impact Window Description	10-16

Impact Details Window	10-17
Impact Details Window Description.....	10-18

11 Import Budget Spreadsheet Procedures

Definition	11-2
Overview	11-2
Prerequisites	11-2
Feeder Files.....	11-3
Sheet Headers.....	11-3
Sheet Lines	11-3
Feeder File Format Description	11-4
Importing Budget Spreadsheet Procedure.....	11-9
Create a Data File.....	11-9
Load a Data File	11-9
Extract Data from File	11-10
Submit Budget Spreadsheet Extract Window	11-12
Submit Budget Spreadsheet Extract Window Description.....	11-12

12 Budget Report Procedures

Definition	12-2
Overview	12-2
Budgeting Extensions: Balanced Budget Journal Input Proforma	12-2
Budgeting Extensions: Balanced Budget Journal Report.....	12-2
Budgeting Extensions: Unbalanced Budget Journal Report.....	12-3
Budgeting Extensions: Load Spreadsheet File.....	12-3
Budgeting Extensions: Maintain Code Combination Budget Control Flag Report	12-3
Budgeting Extensions: Process Impact Review Report.....	12-3
Budgeting Extensions: Process Impact Review Summary Report	12-4
Budgeting Extensions: Profile Code Listing Report	12-4
Budgeting Extensions: Range Code Listing Report.....	12-4
Budgeting Extensions: Reason Code Listing Report	12-5
Budgeting Extensions: Balanced Budget History Report	12-5
Budgeting Extensions: Unbalanced Budget History Report	12-5
Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure.	12-6

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description.....	12-7
Generating Budgeting Extensions: Balanced Budget Journal Report Procedure.....	12-8
Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure	12-9
Generating Budgeting Extensions: Process Impact Review Reports Procedure	12-10
Generating Budget Setup Reports Procedure	12-11
Generating Budgeting Extensions: Balanced Budget History Report Procedure	12-13
Generating Budgeting Extensions: Unbalanced Budget History Report Procedure	12-14

Part III Cash and Accruals Support

13 Cash and Accruals Support Process

Definition	13-18
Overview	13-18
Features	13-18
Supported Products.....	13-19
Cash and Accruals Support Process Flow Diagram	13-20
Cash and Accruals Support Process	13-21
Define Book Relationships	13-21
Enter Journals in Primary Book	13-21
Post Journals in Primary Book	13-22
Copy Journals.....	13-22
Post Journals in Secondary Book.....	13-22
Cash and Accruals Support Examples	13-24
Example 1: Creation and Maintenance of Manual Journals.....	13-25
Example 2: Importing Journals from Third Party Systems	13-27
Example 3: Posting Cash and Accruals Journals	13-29
Example 4: Posting Journals.....	13-30

14 Cash and Accruals Support Setup

Definition	14-2
Overview	14-2
Prerequisites	14-2
Defining Sets of Books Relationships Procedure	14-3
Sets of Books Relationships Window	14-4

Sets of Books Relationships Window Description	14-4

15 Managing Cash and Accruals Sets of Books Procedures

Definition	15-2
Overview	15-2
Batch Copy Submit Window	15-2
Account Inquiry Window	15-3
Integration with MRC	15-3
Prerequisites	15-4
Submitting Batches for Copying Procedure	15-5
Find Journal Batches Window	15-6
Find Journal Batches Window Description	15-6
Batch Copy Submit Window	15-7
Batch Copy Submit Window Description	15-8
Inquiring on Related Accounts Procedure	15-9
Account Inquiry Window	15-10
Account Inquiry Window Description	15-11
Balances Window	15-12
Balances Window Description	15-13
Current Journals Window	15-14
Current Journals Window Description	15-15
Related Journals Window	15-16
Related Journals Window Description	15-17

16 Cash and Accruals Support Report Procedures

Definition	16-2
Overview	16-2
Cash & Accruals Support: Related Sets of Books Line Report	16-2
Cash & Accruals Support: Batch Copy Process Report	16-3
Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure	16-4
Cash and Accruals Support: Related Sets of Books Line Report Description	16-6
Generating Cash & Accruals Support: Batch Copy Process Report Procedure	16-7
Cash & Accruals Support: Batch Copy Process Report Description	16-8

Part IV Combined Basis Accounting

17 Combined Basis Accounting Process

Definition	17-2
Overview	17-2
Combined Basis Accounting Process Flow Diagram.....	17-3
Setting Up Combined Basis Accounting in Receivables	17-4
Define Set of Books Relationship in General Ledger	17-4
Accounting Entries	17-4
Period Status in OPSF(I) Menu.....	17-5
Enter Receipt Transactions in Receivables.....	17-6
Run Postings to General Ledger.....	17-6
Generating Combined Basis Accounting Reports	17-7
Combined Basis Accounting: Cash Basis Accounting Journal Entries Report	17-7
Automatic Cash Postings Error Report.....	17-7
Combined Basis Accounting: Cash Basis Unposted Items Report.....	17-7
Combined Basis Accounting: Cash Basis Execution Report	17-7

18 Combined Basis Accounting Setup

Definition	18-2
Overview	18-2
Prerequisites	18-2
Populating Extended Tables Procedure.....	18-4
Transferring Information To General Ledger Procedure	18-5
Extended System Options Window, Combined Basis Accounting Tab	18-6
Extended System Options Window Description, Combined Basis Accounting Tab	18-7

19 Combined Basis Accounting Procedures

Definition	19-2
Overview	19-2
Features.....	19-2
Prerequisites	19-3
Copying Journals from Receivables to General Ledger Procedure	19-4
Run Cash Basis Transfer Window	19-5

Run Cash Basis Transfer Window Description.....	19-5
Viewing Accounting Period Status Procedure	19-7
Accounting Period Status Window	19-8
Accounting Period Status Window Description.....	19-9

20 Combined Basis Accounting Report Procedures

Definition	20-2
Overview	20-2
Prerequisites	20-2
Combined Basis Accounting: Execution Report Procedure.....	20-3
Combined Basis Accounting: Cash Basis Unposted Items Report Procedure	20-4
Combined Basis Accounting: Cash Posting Error Report Procedure	20-5
Combined Basis Accounting: Cash Basis Journal Entries Report Procedure.....	20-6

Part V Combined Basis Reports

21 Combined Basis Summary Reports

Definition	21-12
Overview	21-12
Generating Combined Basis Reports: Detail Report Procedure	21-13
Generating Combined Basis Reports: Total Report Procedure.....	21-14
Generating Combined Basis Reports: Payables Report Procedure.....	21-15
Generating Combined Basis Reports: Receivables Report Procedure	21-16

Part VI Construction Industry Scheme

22 Construction Industry Scheme Process

Definition	22-2
Process Flow Diagram	22-3
Process Description	22-4
References	22-6

23 Construction Industry Scheme Setup

Definition	23-2
Overview	23-2
Setting Up Construction Subcontractor Procedures	23-3
Assign CIS Tax Group	23-3
Enter Certificate or Registration Card Details.....	23-4
Enter National Insurance Number.....	23-4
Maintain CIS Certificates Window, Certificates Tab	23-6
Maintain CIS Certificates Window Description, Certificates Tab	23-7

24 Construction Industry Scheme Procedures

Definition	24-2
Overview	24-2
Legislation	24-2
Documentation.....	24-4
Certificate Type Requirements	24-4
Payments and Voucher Requirements	24-5
Features	24-7
Prerequisites	24-10
Assigning Vouchers to Payments Procedure	24-11
Inquiring on Voucher Details Procedure	24-12
Enter/Maintain CIS Payment Vouchers Window	24-13
Enter/Maintain CIS Payment Vouchers Window Description	24-14

25 Construction Industry Scheme Report Procedures

Definition	25-2
Overview	25-2
Construction Industry Scheme: CI36 End of Year Returns Report	25-2
Construction Industry Scheme: Certificate Renewal Reminders Report	25-2
Construction Industry Scheme: Missing Voucher Report.....	25-2
Construction Industry Scheme: Missing/Expired Certificates Report.....	25-3
Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report	25-3
Construction Industry Scheme: Voucher Report	25-3

Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure	25-4
Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure	25-5
Generating Construction Industry Scheme: Voucher Reports Procedure	25-6
Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure	25-7

Part VII Contract Encumbrancing

26 Contract Encumbrancing Process

Definition	26-2
Process Flow Diagram	26-3
Enter Planned Purchase Order Step Process Flow Diagram	26-4
Process Description	26-5
Set Up Contract Encumbrancing	26-5
Enter Planned Purchase Orders	26-5
View Funds Available	26-6
Release Planned Purchase Orders	26-6
Cancel Planned Purchase Order or Release	26-6
Final Close Planned Purchase Orders	26-7
Run MassCancel	26-7
Enter Planned Purchase Order Example	26-8
Release Planned Purchase Order Example	26-10
Final Close Planned Purchase Order Example	26-12
Cancel Planned Purchase Order Release Example	26-13
Reference	26-14

27 Contract Encumbrancing Setup

Definition	27-2
Overview	27-2
Defining Encumbrance Types Procedure	27-3
Enabling Contract Encumbrancing Procedure	27-4
Commitment Encumbrance Type Window	27-5
Commitment Encumbrance Type Window Description	27-5

28 Contract Encumbrancing Procedures

Definition	28-2
Overview	28-2
Prerequisites	28-2
Entering Contract Encumbrance Planned Purchase Order Procedure	28-3
Extended Purchase Orders Window	28-5
Extended Purchase Orders Window Description	28-6
Entering Release for Contract Encumbrance Planned Purchase Order Procedure	28-7
Modifying Contract Encumbrance Planned Purchase Orders Procedure	28-8
Viewing Funds Available for Contract Encumbrance Transactions Procedure	28-8
Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure	28-9
Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure	28-9

Part VIII Dossier

29 Dossier Process

Definition	29-2
Overview	29-2
Dossier Process Flow Diagram	29-4
Dossier Processes	29-5
Set Up Workflow Approval	29-5
Set Up General Ledger Budget	29-6
Set Up Dossier Numbering	29-7
Set Up Dossier Type	29-7
Maintain Dossiers	29-8

30 Dossier Setup

Definition	30-2
Overview	30-2
Set Up Dossier Numbering	30-2
Set Up Dossier Types	30-2
Assign Dossier Profile Value	30-4
Prerequisites	30-5

Setting Up Dossier Numbering Procedure	30-6
Setup Dossier Numbering Window	30-7
Setup Dossier Numbering Window Description	30-7
Setting Up Dossier Types Procedure.....	30-8
Setup Dossier Types Window	30-9
Setup Dossier Types Window Description	30-10

31 Dossier Procedures

Definition	31-2
Overview	31-3
Transferring Funds in Dossiers	31-3
Dossier Approval Process.....	31-3
Recommendations	31-4
Prerequisites	31-4
Checking and Reserving Funds Procedure.....	31-6
Dossier Window	31-7
Dossier Window Description	31-8
Dossier Items Window.....	31-10
Dossier Items Window Description	31-10
Dossier Inquiry Procedure	31-11
Dossier Inquiry Window	31-12
Dossier Inquiry Window Description	31-13
Accepting or Rejecting Dossiers Procedure.....	31-15
Reassigning Dossiers Procedure.....	31-16

Part IX Enhanced Funds Checker

32 Enhanced Funds Checker Process

Definition	32-2
Contract Encumbrancing Requirement.....	32-2
Process Flow Diagram	32-4
Determining Budgetary Control Policy Process Description.....	32-5
Setting Up Budgetary Control Process Description.....	32-7
Maintaining Budgetary Control with Enhanced Funds Checker.....	32-12

Multiple Funding Budgets Features	32-13
Maintaining Single Year Budgets.....	32-13
Processing Cross Year Transactions	32-13
Related Topics.....	32-16

33 Enhanced Funds Checker Setup

Definition	33-2
Overview	33-2
Prerequisites	33-2
Assigning Multiple Budgets to Detail Account Procedure	33-3
Assigning Multiple Funding Budgets to Summary Account Procedure	33-4
Extended Summary Accounts Window	33-5
Extended Summary Accounts Window Description	33-6
Funding Budgets Pop-Up Window	33-7
Funding Budgets Window Description.....	33-7
Enabling Options Procedure	33-8
Enable Options Window	33-9
Enable Options Window Description.....	33-9

34 Enhanced Funds Checker Procedures

Definition	34-2
Overview	34-2
Oracle General Ledger	34-2
Guidelines.....	34-3
Recommendations	34-4
Prerequisites	34-5
Viewing Budgetary Control Transactions Procedure.....	34-6
Enter Journals Procedure.....	34-6
Enter Encumbrances Procedure	34-7
Entering Budget Journal Procedures.....	34-8

Part X Exchange Protocol

35 Exchange Protocol Process

Definition	35-12
Overview	35-12
Example.....	35-12
Exchange Protocol Process Flow Diagram	35-15
Exchange Protocol Processes.....	35-16
Define Roles and Responsibilities	35-16
Define Profiles for Exchange Protocol	35-17
Define Exchange Protocol Numbering	35-18
Dialog Unit and Transmission Unit Approval.....	35-19
Dossier Approval.....	35-22

36 Exchange Protocol Setup

Definition	36-2
Overview	36-2
Exchange Protocol Supplier Threshold Control.....	36-3
Exchange Protocol Numbering.....	36-3
Dossier and Exchange Protocol: Approval Workflow Overview.....	36-6
Approval Workflow Rules	36-7
Approval Workflow Notification.....	36-7
Exchange Protocol Approval Workflow Example.....	36-7
Prerequisites	36-9
Exchange Protocol Setup Checklist.....	36-10
Exchange Protocol and Dossier: Setup Overview.....	36-11
Defining Accounting Flexfield Qualifier Procedure	36-15
Assigning Flexfield Qualifiers Procedure	36-17
Creating Value Sets Procedure	36-19
Defining Workflow Roles Procedure.....	36-20
Defining Jobs Procedure	36-22
Defining Positions Procedure	36-23
Assigning Job and Position to Employee Procedure	36-24
Assigning Employee to User Procedure	36-25
Defining Position Hierarchies Procedure	36-26
Filling Employee Hierarchy Procedure	36-27
Defining Workflow Profile Procedure.....	36-28

Workflow Profile Definition Window	36-30
Workflow Profile Definition Window Description	36-31
Maintaining Position Hierarchies Procedure.....	36-32
Defining Exchange Protocol Numbering Procedure	36-33
Define Exchange Protocol Numbering Window	36-34
Define Exchange Protocol Numbering Window Description.....	36-35

37 Exchange Protocol Procedures

Definition	37-2
Overview	37-2
Dialog Units.....	37-3
Transmission Units.....	37-3
Approval Hierarchies.....	37-3
Working with Dialog Units and Transmission Units.....	37-4
Numbering Dialog Units and Transmission Units.....	37-6
Exchange Protocol Processes	37-6
Recommendations	37-10
Prerequisites	37-10
Viewing An Individual Dialog Unit Procedure.....	37-11
Creating An Individual Dialog Unit Procedure	37-12
Dialog Unit Structure Window	37-13
Dialog Unit Structure Window Description.....	37-14
Creating Dialog Units or Transmission Units Procedure	37-16
Creating Dialog Units	37-17
Creating Transmission Units	37-17
Find Documents Window	37-19
Find Documents Window Description.....	37-20
AP Invoice Document Selection Window.....	37-22
AP Invoice Document Selection Window Description	37-23
AR Invoice Document Selection Window	37-24
AR Invoice Document Selection Window Description.....	37-25
Dialog Unit Document Selection Window	37-26
Dialog Unit Document Selection Window Description	37-27
Transmission Unit Document Selection Window	37-28
Transmission Unit Document Selection Window Description	37-29

Modifying Dialog Units or Transmission Units Procedure.....	37-30
Viewing Dialog Units and Transmission Units Procedure.....	37-32
Viewing An Individual Transmission Unit Procedure.....	37-34
Creating An Individual Transmission Unit Procedure	37-35
Transmission Unit Structure Window	37-36
Transmission Unit Structure Window Description.....	37-37
Dialog Unit Validation Procedure for Authorizers	37-38
Dialog Unit Validation Procedure for Accounts Officers	37-39
Dialog Unit Validation Procedure for Main Authorizers	37-40

Part XI Extended Dunning Letter Charges

38 Extended Dunning Letter Charges Process

Definition	38-2
Overview	38-2
Dunning Charge Example.....	38-2
Dunning Letters: Generate Dunning Letters Report	38-3
Adjustment or Report Mode	38-3
Dunning Letters Process Flow Diagram.....	38-5
Setting Up Dunning Letters in Receivables	38-6
Using Extended Dunning Letter Charges	38-7
Populate and Refresh Dunning Letter Sets	38-7
Select Charge Type and Enter Charge	38-7
Refresh Customer Profile Options	38-8
Query Customers	38-8
Set Charge Types	38-9
Run Reports	38-9

39 Extended Dunning Letter Charges Setup

Definition	39-2
Overview	39-2
Setting Up Extended Dunning Letters.....	39-2
Populating Dunning Letters Data	39-2
Prerequisites	39-2

Setting Up Extended Dunning Letters Procedures	39-4
Extended System Options Window, Dunning Letters and Installment Terms Tab	39-5
Extended Systems Options Window Description, Dunning Letters and Installment Terms Tab	39-6
Populating Dunning Letters Data Procedure	39-7

40 Extended Dunning Letter Charges Procedures

Definition	40-2
Overview	40-2
Windows	40-2
Prerequisites	40-2
Viewing Dunning Adjustments Procedure	40-4
Overriding Dunning Letter Sets Procedure	40-5
Dunning Letter Sets Window	40-7
Dunning Letter Sets Window Description	40-8
Overriding Customer Profile Dunning Options Procedure	40-9
Customer Profile Dunning Options Window	40-11
Customer Profile Dunning Options Window Description	40-12
Setting or Modifying Customer Profile Classes Procedure	40-13
Customer Profile Classes Window	40-14
Customer Profile Classes Window Description	40-15
Update Options Pop-Up Window	40-16
Update Options Pop-Up Window Description	40-16

41 Extended Dunning Letter Charges Report Procedures

Definition	41-2
Overview	41-2
Dunning Letters: Generate Dunning Letters Report	41-2
Dunning Letters: Maintain Adjustment Report	41-3
Dunning Letters: Post Adjustment to General Ledger Report	41-3
Dunning Letters: Purge Temporary Data Report	41-4
Dunning Letters: Update Profile Options Report	41-4
Generating Dunning Letters Report Procedure	41-5
Dunning Invoice Charge Report	41-6
Dunning Letter Generate Preliminary Report	41-6

Dunning Letters: Extended Print Report.....	41-7
Maintaining Adjustments Procedure	41-8
Posting Adjustments to General Ledger Procedure	41-9
Purging Temporary Data Procedure	41-10
Updating Profile Options Procedure	41-11

Part XII Generic Interface

42 Generic Interface Process

Definition	42-2
Overview	42-2
File Headers.....	42-2
Journal Headers.....	42-3
Journal Lines.....	42-3
File Footers.....	42-3
Feeder System Data File Layout.....	42-3
Prerequisites	42-4
Generic Interface Process Flow Diagram	42-5
Setting Up Generic Interface	42-6
Define New Journal Source.....	42-6
Define Period Mappings.....	42-6
Define Set of Books Mappings.....	42-6
Define Feeder System Descriptors.....	42-7
Define Generic Interface Profile Options.....	42-7
Loading Interface Files	42-8
Reloading Interface Files	42-9
Feeder Transaction Inquiry	42-9
File Header Record Specification	42-10
Journal Header Record Specification	42-11
Journal Lines Record Specification	42-12
File Footer Record Specification	42-14

43 Generic Interface Setup

Definition	43-2

Overview	43-2
Prerequisites	43-3
Mapping Feeder Books Procedure	43-4
Feeder Book Mapping Window	43-5
Feeder Book Mapping Window Description	43-5
Mapping Feeder Periods Procedure	43-6
Feeder Period Mappings Window	43-7
Feeder Period Mappings Window Description	43-7
Defining Feeder System Descriptors Procedure.....	43-8
Feeder System Descriptors Window	43-9
Feeder System Descriptors Window Description	43-9

44 Generic Interface Procedures

Definition	44-2
Overview	44-2
Prerequisites	44-2
Loading, Validating, and Extracting Feeder File Transactions Procedure	44-4
Load and Validate Feeder File	44-4
Extract Feeder File Transactions	44-5
Import and Post Feeder File Transactions	44-6
Viewing Feeder System Detail Inquiry Procedure	44-8
From the Account Inquiry Window	44-8
From the Feeder System Detail Inquiry Window	44-9
Feeder System Detail Inquiry Window	44-10
Feeder System Detail Inquiry Window Description	44-11
Feeder Details Window	44-12
Feeder Details Window Description.....	44-12
Reloading Feeder File Procedure.....	44-13
Archiving, Purging, or Restoring Feeder System Transactions Procedure.....	44-14

Part XIII Hierarchical Drill-Down Inquiry

45 Hierarchical Drill-Down Inquiry Process

Definition	45-20

Overview	45-20
Prerequisites	45-21
Hierarchical Drill-Down Inquiry Process Flow Diagram	45-22
Hierarchical Drill-Down Inquiry Process	45-23
Determine Drill-Down Structure	45-23
Set Up Drill-Down Structure	45-23
Interrogate Drill-Down Structure	45-23
Maintain Drill-Down Structure	45-24
Hierarchical Drill-Down Inquiry Business Rules	45-25
Drill-Down Mapping Business Rules	45-25
Drill-Down Inquiry Business Rules	45-25
Hierarchical Drill-Down Inquiry Example	45-26
Set Up Drill-Down	45-26

46 Hierarchical Drill-Down Inquiry Setup

Definition	46-2
Overview	46-2
Hierarchical Drill-Down Example	46-2
Set Up Drill-Down Levels Procedure	46-3
Setup Drill-Down Levels Window	46-4
Setup Drill-Down Levels Window Description	46-5

47 Hierarchical Drill-Down Inquiry Procedure

Definition	47-2
Overview	47-2
To Date Drill-Down	47-2
Full Year Drill-Down	47-3
Projections Drill-Down	47-3
Prerequisites	47-3
Hierarchical Drill-Down Inquiry Procedure	47-4
Drill-Down Inquiry Window, To Date Drill-Down Tab	47-5
Drill-Down Inquiry Window, Full Year Drill-Down Tab	47-6
Drill-Down Inquiry Window, Projections Drill-Down Tab	47-7
Drill-Down Inquiry Window Description	47-8
Journals Window	47-10

Journals Window Description.....	47-10

Part XIV Installment Terms

48 Installment Terms Process

Definition	48-14
Overview	48-14
Prerequisites	48-14
Installment Terms Process Flow Diagram	48-16
Installment Terms Setup	48-17
Installment Terms Reports.....	48-17

49 Installment Terms Procedure

Definition	49-2
Overview	49-2
Prerequisites	49-3
Modifying and Creating Payment Terms Procedure	49-4
Modify Installment Transactions Summary Window	49-6
Modify Installment Transactions Summary Window Description.....	49-7
Find Modify Installment Customers Window	49-8
Find Modify Installment Customers Window Description	49-8
Account Details Window	49-9
Account Details Window Description.....	49-10
Audit Terms Window	49-11
Audit Terms Window Description	49-11
Modify Installment Terms Window.....	49-12
Modify Installment Terms Window Description	49-12

50 Installment Terms Report Procedure

Definition	50-2
Overview	50-2
Generating Installment Terms: Installment Audit Report Procedure.....	50-3

Part XV Internal Trading

51 Internal Trading Process

Definition	51-2
No Encumbrance or Budgetary Control Process Flow Diagram.....	51-3
No Encumbrance or Budgetary Control Process Description	51-4
No Encumbrance Example	51-5
Encumbrance and Budgetary Control Process Flow Diagram	51-6
Encumbrance and Budgetary Control Process Description.....	51-7
Encumbrance and Budgetary Control Example	51-9
Status Codes	51-10
Status Codes After Submitting Cross Charges.....	51-12
Error Conditions	51-15
Status Codes After Authorizing Cross Charges.....	51-16
Error Conditions	51-21
Automatic Posting to the General Ledger	51-21
References	51-21

52 Internal Trading Setup

Definition	52-2
Overview	52-2
Setting Up Internal Trading Charge Centers Procedure	52-3
Setup Charge Center Window	52-4
Setup Charge Center Window Description	52-5

53 Internal Trading Procedures

Definition	53-2
Overview	53-2
Prerequisites	53-3
Creating Internal Charge Entries Procedure	53-4
Creating an Internal Charge Header.....	53-4
Creating Internal Charge Lines.....	53-5
Submitting Internal Charge Lines	53-5
Internal Charge Entry Window	53-6
Internal Charge Entry Window Description.....	53-7
Authorizing Cross Charges Procedure	53-9

Cross Charge Authorization Window	53-10
Cross Charge Authorization Window Description	53-11

54 Internal Trading Report Procedures

Definition	54-2
Overview	54-2
Internal Trading: Internal Charge Status Report	54-2
Internal Trading: Automatic Acceptance of Lines Report.....	54-2
Generating Internal Trading: Internal Charge Status Report Procedure	54-3
Generating Internal Trading: Automatic Acceptance of Lines Report Procedure	54-4

Part XVI Multi-Period Posting

55 Multi-Period Posting Process

Definition	55-2
Overview	55-2
Multi-Period Posting Process Flow Diagram	55-3
Setting Up Multi-Period Posting	55-4
Set Up Accounting Rules.....	55-4
Assign Multi-Period Posting Setup.....	55-4
Assign Default Accounting Rules	55-5
Selecting Invoices	55-6
Enter Payables Invoices	55-6
Transfer Invoices to Multi-Period Posting	55-6
Enter Multi-Period Posting Distributions	55-6
Period End Processing	55-8
Payables Accounting Process.....	55-8
Multi-Period Posting Expense Recognition	55-8
Multi-Period Posting Transfer to General Ledger	55-9

56 Multi-Period Posting Setup

Definition	56-2
Overview	56-2
Setting Up Accounting Rules.....	56-2

Setting Up Financials Options	56-2
Setting Up Fixed Duration Accounting Rules Procedure	56-3
Setting Up Variable Duration Accounting Rules Procedure	56-4
Invoicing and Accounting Rules Window	56-5
Invoicing and Accounting Rules Window Description	56-6
Setting Up Financials Options Procedure	56-7
Set up Multi Period Posting Window	56-8
Set up Multi Period Posting Window Description	56-8

57 Multi-Period Posting Procedures

Definition	57-2
Overview	57-2
Prerequisites	57-2
Overriding Default Account Rules Procedure	57-3
Default Accounting Rules Window	57-4
Default Accounting Rules Window Description	57-4
Recognizing Invoices for Multi-Period Posting Procedure	57-5
Transfer Invoices Window	57-6
Transfer Invoices Window Description	57-7
Viewing and Editing Multi-Period Posting Lines Procedure	57-8
Multi Period Posting Invoices Summary Window	57-9
Multi Period Posting Invoices Summary Window Description	57-10
Distributions Summary Window	57-11
Distributions Summary Window Description	57-12
View MPP Distributions Window	57-13
View MPP Distributions Window Description	57-14
View MPP OffSet Entries Window	57-15
View MPP OffSet Entries Window Description	57-16

58 Multi-Period Posting Report Procedures

Definition	58-2
Overview	58-2
Multi-Period Posting: Expense Collection Report	58-2
Multi-Period Posting: General Ledger Transfer Report	58-2
Multi-Period Posting: Recognize Expense Program Report	58-3

Generating Multi-Period Posting: Expense Collection Report Procedure	58-4
Generating Multi-Period Posting: General Ledger Transfer Report Procedure.....	58-5
Generating Multi-Period Posting: Recognize Expense Program Report Procedure.....	58-6

Part XVII Secondary Invoice Approval

59 Secondary Invoice Approval Process

Definition	59-2
Setting Up Secondary Invoice Approval.....	59-3
Secondary Invoice Approval Process Diagram.....	59-5
Using Oracle Payables with Secondary Approval	59-6
Using Secondary Approval Example	59-8
References	59-9

60 Secondary Invoice Approval Setup

Definition	60-2
Overview	60-2
Prerequisites	60-2
Maintaining Secondary Approval Relationships Procedure	60-3
Maintain Secondary Approval Relationships Window	60-5
Maintain Secondary Approval Relationships Window Description	60-6
Define Flexfield Ranges Window	60-7
Define Flexfield Ranges Window Description	60-8

61 Secondary Invoice Approval Procedures

Definition	61-2
Overview	61-2
Approval Groups.....	61-2
Secondary Approval Holds.....	61-2
Viewing and Authorizing Secondary Approvals	61-3
View and Authorize Secondary Approvals Window	61-3
Viewing and Authorizing Payment Holds	61-3
Prerequisites	61-4
Viewing and Authorizing Secondary Approvals Procedure.....	61-5

Viewing and Authorizing Payment Holds Procedure	61-7
View and Authorize Secondary Approvals Window, View Secondary Holds Tab.....	61-8
View and Authorize Secondary Approvals Window, View Payment Holds Tab	61-9
View and Authorize Secondary Approvals Window Description	61-10

62 Secondary Invoice Approval Report Procedures

Definition	62-2
Overview	62-2
Secondary Invoice Approval: Flexfield Assignments Report	62-2
Secondary Invoice Approval: Secondary Approval of Invoices Report.....	62-2
Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure ..	62-3
Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure	62-5

Part XVIII Single Third Party

63 Single Third Party Process

Definition	63-2
Single Third Party Process Flow Diagram	63-3
Setting Up Single Third Party	63-4
Enable Netting Transaction Types	63-4
Set Profile Options for Single Third Party	63-5
Creating Single Third Parties	63-6
Viewing Single Third Party Netting Balances	63-7
Creating Netting Transactions.....	63-8
Adjust Receivables Balance Example.....	63-8
Adjust Payables Balance Example.....	63-9
Objection to Payment Example.....	63-10
Assignment Example	63-11
Payment Excess Example	63-11
Supplier Reimbursement Example	63-12

64 Single Third Party Setup

Definition	64-2

Overview	64-2
Netting Types.....	64-3
Netting Transactions and Journal Entries.....	64-3
Netting Transaction Class and Type Usage.....	64-6
Netting Security	64-6
Prerequisites	64-7
Define Netting Transaction Types Procedure	64-9
Netting Transaction Types Window	64-10
Netting Transaction Types Window Description	64-11

65 Single Third Party Procedures

Definition	65-2
Overview	65-2
Netting Process	65-3
Netting Transaction Types	65-4
Netting Packages and Netting Batches	65-5
Prerequisites	65-5
Creating a Single Third Party Procedure	65-6
Entering Customer Details	65-7
Entering Supplier Details	65-7
Single Third Party - Main Window	65-8
Single Third Party - Main Window Description	65-9
Single Third Party - Address Details Window	65-10
Single Third Party - Address Details Window Description	65-11
Viewing Single Third Party Details and Outstanding Balance Procedure	65-12
Find STP Window	65-13
Find STP Window Description	65-13
Single Third Party Netting Balance Window	65-14
Single Third Party Netting Balance Window Description	65-15
Creating Netting Transactions Procedure	65-17
Netting Transactions Window	65-19
Netting Transactions Window Description	65-20
Create Netting Packages Window	65-22
Create Netting Packages Window Description	65-23
Submitting Netting Batches Procedure	65-25

Submit Netting Batches Window, Details Tab	65-26
Submit Netting Batches Window, Currency Tab	65-27
Submit Netting Batches Window Description.....	65-28

Part XIX Standing Charges

66 Standing Charges Process

Definition	66-2
Standing Charges Process Flow Diagram	66-3
Setting Up Standing Charges	66-4
Set Extended System Options for Standing Charges.....	66-4
Set Up Billing and Charging Periods.....	66-4
Entering Standing Charges and Creating Periodic Invoices	66-6
Enter Charge Items	66-6
Enter Standing Charge	66-6
Run Preliminary Invoice Register	66-7
Run Generate Interface Data Program	66-8
Run AutoInvoice.....	66-8
Run Synchronize Standing Charges Program	66-8
Price Update Considerations	66-10
Standing Charges Item Price Update.....	66-10
Price Update using Standing Charge Details Window	66-10
Price Update using Global Price Update Window	66-10

67 Standing Charges Setup

Definition	67-2
Overview	67-2
Enabling Standing Charges	67-2
Populating Standing Charge Data.....	67-2
Generating Invoice Transaction Flexfield	67-2
Generating Line Transaction Flexfield	67-2
Creating Periodic Periods	67-3
Prerequisites	67-3
Enabling Standing Charge Procedures.....	67-4

Extended System Options Window, Standing Charges Tab	67-5
Extended System Options Window Description, Standing Charges Tab.....	67-6
Populating Standing Charge Data Procedure	67-7
Generating Invoice Transaction Flexfield Procedure	67-8
Generating Line Transaction Flexfield Procedure.....	67-9
Creating Periodic Periods Procedure	67-10
Periodic Invoices Period Maintenance Window	67-11
Periodic Invoices Period Maintenance Window Description	67-12
Schedules Window	67-13
Schedules Window Description	67-13
Inter Component Period Relationships Window	67-14
Inter Component Period Relationships Window Description	67-14

68 Standing Charges Procedures

Definition	68-3
Overview	68-3
Prerequisites	68-4
Defining Standing Charge Items Procedure	68-5
Standing Charge Items Window.....	68-6
Standing Charge Items Window Description	68-7
Viewing Charge Item Price History Procedure.....	68-8
Item Price History Window	68-9
Item Price History Window Description.....	68-9
Viewing Standing Charges Procedure.....	68-10
Standing Charges Window	68-11
Standing Charges Window Description.....	68-11
Creating a Standing Charge Agreement Procedure	68-12
Standing Charge Window, Main Tab	68-13
Standing Charge Window, Details Tab	68-14
Standing Charge Window, Notes Tab	68-15
Standing Charge Window Description	68-16
Setting Up Charge Lines Procedure	68-20
Charge Details Window, Main Tab	68-21
Charge Details Window Description, Main Tab	68-22
Charge Details Window, Price Tab	68-23

Charge Details Window Description, Price Tab	68-23
Charge Details Window, Accounting Tab	68-24
Charge Details Window Description, Accounting Tab	68-25
Charge Details Window, Tax Tab	68-26
Charge Details Window Description, Tax Tab	68-26
Reviewing Invoice History Procedure	68-27
Invoice History Window	68-28
Invoice History Window Description	68-28
Viewing Price Update History Procedure	68-29
Price History Window	68-30
Price History Window Description	68-31
Updating Global Price Procedure	68-32
Global Price Update Window	68-33
Global Price Update Window Description	68-34
Run ID Window	68-36
Run ID Window Description	68-37

69 Standing Charges Report Procedures

Definition	69-2
Overview	69-2
Generating Standing Charges: Generate Interface Data Procedure	69-4
Running AutoInvoice Procedure	69-5
Synchronizing Standing Charges Procedure	69-6
Generating Standing Charges: Charge Item Price History Report Procedure	69-7
Generating Standing Charges: Item Price History Report Procedure	69-8
Generating Standing Charges: Listing Report Procedure	69-9
Generating Standing Charges: Transaction History Report Procedure	69-10
Generating Standing Charges: Transaction Report Procedure	69-12
Generating Standing Charges: Global Price Update Report Procedure	69-13
Generating Standing Charges: Preliminary Invoice Register Procedure	69-13

Part XX Subledger Security

70 Subledger Security Process

Definition	70-18
Overview	70-18
Features	70-18
Supported Products	70-21
Prerequisites	70-22
Subledger Security Setup.....	70-23
Determine Security Policy	70-24
Set Up Security	70-24
Apply Security	70-24
Maintain Security	70-25
Subledger Security Process Flow Diagram.....	70-26
Subledger Security Process.....	70-27
Enable Operating Unit Level Subledger Security	70-27
Set Application Level Profile Options	70-27
Set Site Level Profile Options.....	70-28
Define Security Groups.....	70-28
Define Responsibilities	70-29
Set Responsibility Level Profile Options.....	70-29
Define Users	70-30
Define Secure Tables	70-30
Define Process Groups.....	70-31
Allocate Secure Tables and Process Groups	70-31
Apply Security	70-32
Maintain Schemas.....	70-33
Security Group Consolidation	70-33
Subledger Security Examples.....	70-35
Basic Subledger Security Principles	70-35
Secure Update Access	70-40
Application Context	70-41
Security Group Consolidation	70-42
Action Control Hierarchy Example	70-45
Application Level Control.....	70-49

71 Subledger Security Setup

Definition	71-57
Overview	71-57
Prerequisites	71-58
Setting Application Level Profile Options Procedure.....	71-59
Maintaining Security Groups Procedure	71-60
Defining Security Groups Procedure.....	71-60
Disabling Security Groups Procedure	71-60
Re-enabling Security Groups Procedure	71-61
Deleting Security Groups Procedure	71-62
Viewing Security Group History Procedure	71-62
Maintain Groups Window	71-63
Maintain Groups Window Description.....	71-64
History Window	71-65
History Window Description.....	71-65
Setting Site Level Profile Options Procedure	71-66
Defining Responsibilities Procedure.....	71-67
Setting Responsibility Level Profile Options Procedure.....	71-68
Defining Users Procedure	71-69
Maintaining Secure Tables Procedures	71-70
Defining Secure Tables Procedure	71-70
Disabling Security on Tables Procedure.....	71-71
Re-enabling Security on Tables Procedure	71-71
Deleting Security on Tables Procedure.....	71-72
Maintain Tables Window	71-73
Maintain Tables Window Description.....	71-74
Maintaining Process Groups Procedure.....	71-75
Defining a Process Group Procedure.....	71-75
Disabling Process Groups Procedure	71-75
Re-enabling Process Groups Procedure	71-76
Deleting Process Groups Procedure	71-77
Viewing Process Group History Procedure.....	71-77
Maintaining Allocations Procedure	71-78
Table Allocation to Security Groups.....	71-78
Table Allocation to Process Groups	71-81

Process Group Allocation to Security Groups.....	71-82
Maintain Allocations Window	71-86
Maintain Allocations Window Description	71-87
Copying Allocations from Security Groups	71-88
Viewing Tables Procedure	71-89
All Tables Window	71-90
All Tables Window Description	71-90
Distinct Tables Window	71-91
Distinct Tables Window Description	71-91
Applying Security Procedure	71-92
Maintaining Schemas Procedure	71-93
Consolidating Security Groups Procedure	71-94
Security Group Consolidations Window	71-95
Security Group Consolidations Window Description	71-96

72 Subledger Security Report Procedures

Definition	72-98
Overview	72-98
Subledger Security: Allocation Status Report	72-98
Subledger Security: Group Status Report	72-98
Subledger Security: Grouped Secure Tables Report	72-99
Subledger Security: Object Status Report	72-99
Subledger Security: Secure Tables Status Report.....	72-99
Subledger Security: Security Group Consolidations Report.....	72-100
Subledger Security: User Allocation Status Report	72-100
Subledger Security: Allocation Status Report	72-101
Subledger Security: Group Status Report	72-102
Subledger Security: Grouped Secure Tables Report	72-103
Subledger Security: Object Status Report	72-104
Subledger Security: Secure Tables Status Report	72-105
Subledger Security: Security Group Consolidations Report	72-106
Subledger Security: User Allocation Status Report	72-107

Glossary

Index

A	Online Help	
	Combined Basis Accounting	19
	Dunning Letters	19

Send Us Your Comments

Oracle Public Sector Financials (International) User's Guide, Release 11i

Part No. A87423-01

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).

Please send your comments to:

Public Sector Applications Development Documentation Manager
TVP 560, Oracle Parkway
Thames Valley Park
Reading, Berks., RG6 1RA
United Kingdom

Fax: +44 118 924 7400; Electronic mail: INFO_OPSF@uk.oracle.com

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

For problems with the software, please contact your local Oracle Customer Support Services Center.

Thank you for helping us improve our documentation.

Preface

The *Oracle Public Sector Financials (International) User's Guide* provides information on Oracle Public Sector Financials (International).

The following sections are included in this preface:

- [Audience](#)
- [Related Publications](#)
- [Document Conventions](#)
- [Navigation Paths](#)
- [Customer Support](#)
- [Documentation Sales and Client Relations](#)

Audience

The *Oracle Public Sector Financials (International) User's Guide* provides complete information about the additions and changes made to Oracle Financials, for those who work in the public sector. It is designed to assist the following:

- accounting managers
- chief financial officers
- controllers
- data entry clerks
- external auditors
- financial analysts
- internal auditors
- line managers
- MIS professionals

This manual assumes users have a basic understanding of their profession. It also assumes that users are familiar with Oracle Financials.

Related Publications

This guide contains references to the following Oracle publications:

- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Applications User's Guide*
- *Oracle General Ledger User's Guide*
- *Oracle Payables User's Guide*
- *Oracle Purchasing User's Guide*
- *Oracle Receivables User's Guide*

Document Conventions

The following conventions are observed:

- [Special 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 sample command line input or report output, as in the following example: \$APPL_TOP/BUDGET_99
Note:	Notes alert users to the following type of information in this guide: Note: Notes alert users to key points to consider when using a feature.
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.
< >	Angle brackets represent variable input, as in the following example: <SYSTEM username / <SYSTEM password>

References

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

Navigation Paths

Navigation paths for windows in Oracle Public Sector Financials (International) and Oracle Financials are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.

Navigation paths are documented for the following:

- [Features Specific to Oracle Public Sector Financials \(International\)](#)
- [Features that are Enhancements to Oracle Financials](#)

Features Specific to Oracle Public Sector Financials (International)

Navigation paths for features that are specific to Oracle Public Sector Financials (International) should use the Oracle Public Sector Financials (International) responsibilities.

For example, an instruction to navigate to **OPSF(I) Exchange Protocol - Dialog Unit Structure** in Payables is performed using the OPSF(I) AP responsibility.

Features that are Enhancements to Oracle Financials

Navigation paths for features that are enhancements to Oracle Financials should use the Oracle Financials responsibilities.

For example, an instruction to navigate to **Invoices - Entry - Invoices** in Oracle Payables is performed using an Oracle Payables responsibility.

Customer Support

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: **+44 990.332200**

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: **+44 990.622300**

PartXI

Extended Dunning Letter Charges

Extended Dunning Letter Charges Process

This chapter describes the extended dunning letter charges functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Dunning Letters Process Flow Diagram](#)
- [Setting Up Dunning Letters in Receivables](#)
- [Using Extended Dunning Letter Charges](#)

Definition

Extended dunning letter charges is a feature that enables users to generate an administration charge for the cost of collecting an overdue debt.

Overview

Dunning charges functionality enables the charge to be set as either a charge per letter or a charge per outstanding invoice. The charge per letter is a total charge for the letter raised. The dunning charge per letter is based on the number of days that the invoice is overdue. When a charge per letter is raised, the letter charge is allocated to the total invoice value including tax and freight. The user can raise a charge per invoice. This charge is a flat rate per invoice and therefore the allocated charge to the invoice does not relate to the value of the invoice as with the charge per letter.

Note: Dunning charges only apply to invoices and other debt transactions. Dunning charges are not applied to credit transactions, for example, credit memos and unapplied receipts.

The following topics are described in this section:

- [Dunning Charge Example](#)
- [Dunning Letters: Generate Dunning Letters Report](#)
- [Adjustment or Report Mode](#)

Dunning Charge Example

The dunning letter sequence for a dunning letter set is set up as follows:

Charge Level	Days Past Due		Letter Charge
	From	To	
First	1 day	60 days	\$15
Second	61 days	90 days	\$20
Third	91 days	999 days	\$30

Two invoices are outstanding on March 11 as follows:

- Invoice A, valued at \$1000, was due for payment on January 1 and is now 70 days overdue.
- Invoice B, valued at \$500, was due for payment on January 20 and is now 50 days overdue.

A first level dunning letter is issued for Invoice A and Invoice B. Both invoices are included in the same dunning letter and as the first level charge is \$15 per letter, Invoice A is charged \$10 and Invoice B is charged \$5.

A further dunning letter is issued for Invoice A with the second level charge applied of \$20. The \$20 charge is in addition to the \$10 charged for the first dunning letter.

Dunning Letters: Generate Dunning Letters Report

The Dunning Letters: Generate Dunning Letters Report can be generated in the following modes:

- [Preliminary](#)
- [Final](#)

Preliminary

This enables the user to preview the charges before running the report in final mode.

In preliminary mode, the user does not see any values allocated as an adjustment to the invoice

Final

When the Dunning Letters: Generate Dunning Letters Report is run in final mode transactions are applied and the dunning letter is printed.

Charges to a particular invoice are allocated in the final mode.

Note: After dunning is run in the final mode, it is not possible to run dunning for the same period again.

Adjustment or Report Mode

Dunning charges functionality enables the user to raise the charge as follows:

- adjustment

- report

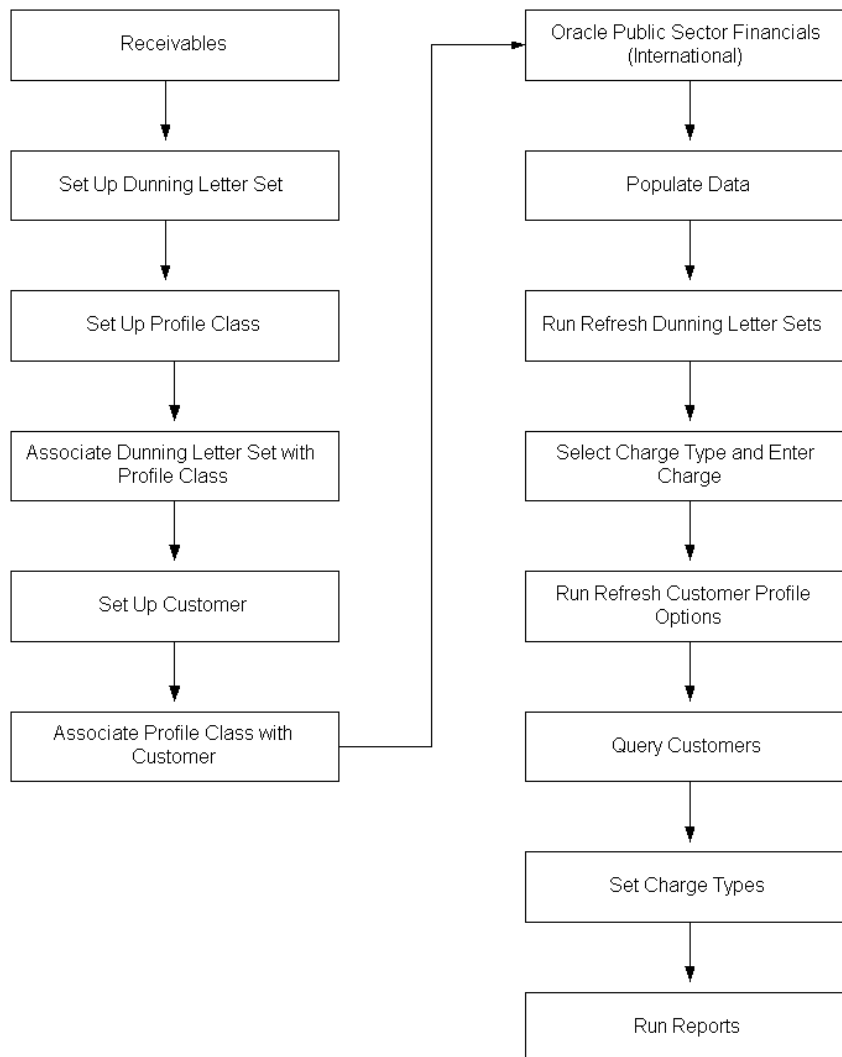
Raising the charges as an adjustment automatically apportions the cost of the dunning letter or charge per invoice to dunned invoices.

Raising the charge as a manual invoice generates the Dunning Letters: Dunning Invoice Charge Report. This report lists all invoices waiting to be dunned and displays the charge that applies to the invoice. After the Dunning Letters: Dunning Invoice Charge Report is generated, the user raises a manual sales invoice for the dunning charges.

Dunning Letters Process Flow Diagram

Figure 38–1, page 38-5 shows the dunning letters process.

Figure 38–1 Dunning Letters Diagram



Setting Up Dunning Letters in Receivables

Oracle Public Sector Financials (International) extended dunning letter charges functionality is based on Receivables dunning letter setup. Dunning letter charges must be set up in Receivables before enabling extended dunning letter charges functionality in Oracle Public Sector Financials (International).

The association between the profile class and the customer must be made at the address level and the Resend Last Letter and Send Letters in Sequence check boxes must be selected during setup. All other check boxes can be set as required by the user. The Dunning Letter Set check box must also be set to Active or dunning letters are not generated for customers holding a particular dunning letter set.

WARNING: If the Resend Last Letter check box is not selected, report entries are not generated when the Dunning Letters: Generate Dunning Letters Report is run in preliminary mode.

For information on setting up dunning letters in Receivables, see *Oracle Receivables User's Guide*.

Using Extended Dunning Letter Charges

When Receivables setup is complete, the user must use Oracle Public Sector Financials (International) extended receivables options to use dunning letter charges.

The following topics are described in this section:

- [Populate and Refresh Dunning Letter Sets](#)
- [Select Charge Type and Enter Charge](#)
- [Refresh Customer Profile Options](#)
- [Query Customers](#)
- [Set Charge Types](#)
- [Run Reports](#)

Populate and Refresh Dunning Letter Sets

The Receivables Global: Populate Data process must be run to populate Oracle Public Sector Financials (International) extended dunning letter charge tables with Receivables setup information.

The Refresh Dunning Letter Sets concurrent process is used to transfer changes made in Receivables setup or customer profiles to Oracle Public Sector Financials (International) extended dunning letter charge tables.

WARNING: If the Refresh Dunning Letter Sets concurrent process is not run whenever changes are made, the information shown in Oracle Public Sector Financials (International) extended dunning letters is not up-to-date.

For information on updating profile options, see [Populating Dunning Letters Data Procedure](#), page 39-7.

For information on refreshing dunning letter sets, see [Extended Dunning Letter Charges Procedures](#), page 40-1.

Select Charge Type and Enter Charge

Oracle Public Sector Financials (International) extended dunning letter charge options work on a defaulting hierarchy as follows:

- [Extended Dunning Letter Set](#)
- [Customer Profile Class](#)

Extended Dunning Letter Set

The highest level is Oracle Public Sector Financials (International) extended dunning letter set. This level shows the letter set created in Receivables setup and where the value is assigned.

Customer Profile Class

If the existing dunning letter set or customer profile class for a particular customer must be altered, it is possible to override charges for letters or invoices using the Extended Dunning Letter Sets window.

If the charge amounts are overridden in this way, they default to all customers using the same letter set.

To activate this option, the Enable Charge check box must be selected. When the Enable Charge check box is enabled, the user can apply either a letter charge or an invoice charge by selecting the appropriate radio button.

Depending which charge type has been selected, the Letter Charge or Invoice Charge field becomes active and a charge amount can be entered.

Note: It is not possible to set a charge per letter and a charge per invoice because each amount is mutually exclusive for the dunning generation. For example, a user can generate a charge for an invoice or letter, but not both at the same time.

For information on overriding charges, see [Overriding Dunning Letter Sets Procedure](#), page 40-5.

Refresh Customer Profile Options

The user must refresh customer profile options to ensure that those customers with the same letter sets have the same charges. The Refresh Customer Profile Options concurrent process, accessed in the Oracle Public Sector Financials (International) Customer Profile Dunning Options window, is used to run this process. Running the process automatically populates the Oracle Public Sector Financials (International) extended dunning letter set with the new customer profile options.

Query Customers

When the Refresh Customer Profile Options or Refresh Dunning Letter Sets concurrent processes are run, the changes made to the database are not automatically shown.

To review the changes, the user must run a query on the dunning letter set or customer profile concerned.

Set Charge Types

To change the letter or invoice values for a particular customer, the extended customer profile dunning options must be modified using the Extended Customer Profile Options window.

The extended customer profile dunning option is also used to select whether the dunning charge is raised either as an adjustment or appears on the Dunning Letters: Dunning Invoice Charge Report for the customer.

When the charges setup is complete, dunning charges are raised as in Receivables functionality.

Run Reports

The following topics are described in this section:

- [Dunning Letters: Generate Dunning Letters Report](#)
- [Post Adjustments to General Ledger](#)
- [Run Adjustments](#)

Dunning Letters: Generate Dunning Letters Report

The Dunning Letters: Dunning Letter Generate Report must be run from the Oracle Public Sector Financials (International) extended dunning letter charges options, not from Receivables.

Post Adjustments to General Ledger

Posting to General Ledger must be run as a separate process from Oracle Public Sector Financials (International) extended dunning letters. This creates the journals for the dunning charges. The user must post the journals in General Ledger using the Post Journals window accessed from the Oracle General Ledger menu.

For information on posting journals, see *Oracle General Ledger User's Guide*.

Run Adjustments

Adjustments can be made to the dunning charges through the concurrent process. The user must enter the customer name and transaction number. To revise the

dunning charge, the user must reverse the original charge in full. To reverse the charge, the user enters a zero as the adjustment value in the Maintain Adjustments window, which fully reverses the original dunning entry.

Note: It is not possible to partially reverse dunning charges to make an adjustment. After this is complete, a revised figure for the dunning charge can be entered.

Extended Dunning Letter Charges Setup

This chapter describes how to set up dunning letters in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Setting Up Extended Dunning Letters Procedures](#)
- [Extended System Options Window, Dunning Letters and Installment Terms Tab](#)
- [Extended Systems Options Window Description, Dunning Letters and Installment Terms Tab](#)
- [Populating Dunning Letters Data Procedure](#)

Definition

Oracle Public Sector Financials (International) extends the dunning letters functionality in Receivables enabling users to generate an administration charge for the cost of collecting an overdue debt. Extended dunning letter charges must be set up to enable changes to be applied to dunning letters produced by Receivables.

Overview

This chapter describes the steps required to set up extended dunning letters:

- [Setting Up Extended Dunning Letters](#)
- [Populating Dunning Letters Data](#)

Setting Up Extended Dunning Letters

The dunning letters feature in Receivables enables dunning letters to be issued. Oracle Public Sector Financials (International) extends dunning letter functionality to enable a charge to be applied. Extended dunning letter charges must be set up to enable users to enter the required charges that apply to a particular dunning letter set.

Populating Dunning Letters Data

Before entering a charge amount for the collection of overdue debts using extended dunning letter charges functionality, the Receivables Global: Populate Data program must be run.

This program copies all system-wide setup information from Receivables to Oracle Public Sector Financials (International).

Prerequisites

- Dunning letters must be enabled in Receivables.
- Receivables activities must be defined for dunning letters in Receivables.
To define activities for dunning letters in Receivables, see [Creating Dunning Letter Sets](#), *Oracle Receivables User's Guide*.
- Dunning letters must be enabled in Oracle Public Sector Financials (International).

To enable dunning letters in Receivables, see *Oracle Receivables User's Guide*.

For information on enabling features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

Setting Up Extended Dunning Letters Procedures

To set up extended dunning letters, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Set Up - Extended System Options

2. Ensure that the Dunning Letters and Installment Terms tab is selected.
3. Ensure that the Dunning Letters Enabled check box is selected.

For information on enabling dunning letters, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

4. In the Dunning Charge Activity field, enter the dunning charge activity name.

Note: A dunning charge activity is set up once for each organization within Oracle Public Sector Financials (International).

Note: After a dunning charge activity has been defined, it cannot be changed.

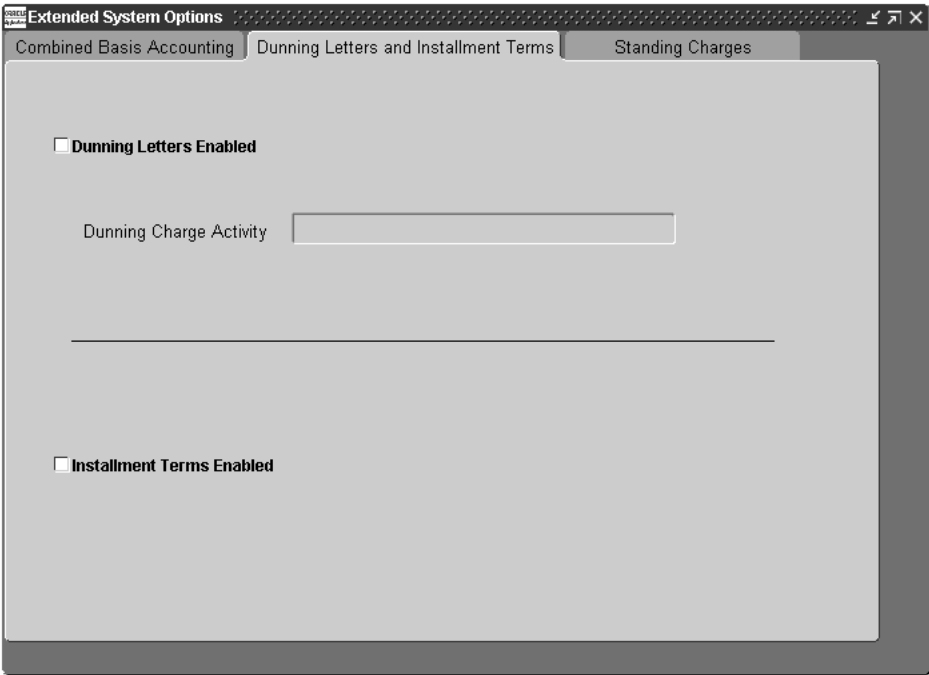
5. Save or save and continue as follows:

File - Save or **Save and Proceed**

6. Close the window.

Extended System Options Window, Dunning Letters and Installment Terms Tab

Figure 39–1 *Extended System Options Window, Dunning Letters and Installment Terms Tab*



Extended Systems Options Window Description, Dunning Letters and Installment Terms Tab

Table 39–1 Extended Systems Options Window Description, Dunning Letters and Installment Terms Tab

Field Name	Type	Features	Description
Dunning Letters and Installment Terms Tab			
Dunning Letters Enabled	display only	check box	if selected, extended dunning letters enabled; if deselected, dunning letters disabled
Dunning Charge Activity	required		dunning charge activity description
Installment Terms Enabled	display only	check box	if selected, installment terms enabled; if deselected, installment terms disabled

Populating Dunning Letters Data Procedure

This procedure is used to populate Oracle Public Sector Financials (International) extended dunning letter charges with Receivables dunning letters data.

Note: This procedure must be run each time a new Receivables subledger that uses dunning letters is configured.

To populate dunning letters data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Set Up - Reports

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 Global: Populate Data from the list of values.

The Parameters window appears.

5. In the Source Type field, select Dunning Letters from the list of values.
6. To apply the parameters, click **OK**.
7. To populate the dunning letters data, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes** or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Note: After the initial data population takes place using the Populate Dunning Letters Data procedure, the Refresh Dunning Letter Sets and Refresh Customer Profile Options concurrent processes can be used to update Oracle Public Sector Financials (International) dunning letter sets and customer profile options.

For information on refreshing dunning letter sets and customer profiles, see [Extended Dunning Letter Charges Procedures](#), page 40-1.

Extended Dunning Letter Charges Procedures

This chapter describes how to use the extended dunning letter charges feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing Dunning Adjustments Procedure](#)
- [Overriding Dunning Letter Sets Procedure](#)
- [Dunning Letter Sets Window](#)
- [Dunning Letter Sets Window Description](#)
- [Overriding Customer Profile Dunning Options Procedure](#)
- [Customer Profile Dunning Options Window](#)
- [Customer Profile Dunning Options Window Description](#)
- [Setting or Modifying Customer Profile Classes Procedure](#)
- [Customer Profile Classes Window](#)
- [Customer Profile Classes Window Description](#)
- [Update Options Pop-Up Window](#)
- [Update Options Pop-Up Window Description](#)

Definition

The extended dunning letter charges feature in Oracle Public Sector Financials (International) is an extension to the standard Receivables dunning features.

Overview

The extended dunning letter charges feature consists of the following procedures:

- [Viewing Dunning Adjustments Procedure](#)
- [Overriding Customer Profile Dunning Options Procedure](#)
- [Setting or Modifying Customer Profile Classes Procedure](#)

Windows

The following windows are used to perform tasks related to extended dunning letter charges:

- The Adjustments window enables dunning adjustments to be viewed.
- The Account Overview window displays a customer's total dunning charges accrued over a specific period of time.
- The Customer Profile Dunning Options window enables dunning options defined in the Customer Profile Class window to be overridden for a customer.
- The Customer Profile Classes window enables dunning options to be defined.

The extended dunning letter charges feature also generates dunning letters and customer dunning invoice reports.

For information on generating dunning letters and customer dunning invoice reports, see [Generating Dunning Letters Report Procedure](#), page 41-5.

Prerequisites

- ❑ Working knowledge of dunning letters in Receivables is required to use extended dunning letter charges in Oracle Public Sector Financials (International).

To use dunning letters in Receivables, see *Oracle Receivables User's Guide*.

- ❑ Receivables setup steps for dunning are required, including setting up the dunning receivables activity, defining dunning letter sets, and defining customer profile classes.

To set up Receivables for dunning, see *Oracle Receivables User's Guide*.

- ❑ Access to Oracle Public Sector Financials (International) extended dunning letter charges is required to adjust dunning charges, override customer profile options, and override dunning letter set options.

To set up Oracle Public Sector Financials (International) for extending dunning letter charges, see [Extended Dunning Letter Charges Setup](#), page 39-1.

Viewing Dunning Adjustments Procedure

To view dunning charge adjustments in General Ledger, perform the following steps.

1. In Receivables, navigate to the Adjustments window as follows:

Collections - Account Details

The Find Account Details window appears.

Enter selection criteria to limit the query or leave the fields blank to display all details.

2. Click **Find**.

The Account Details window appears.

For information on the Account Details window, see [Viewing Transactions](#), *Oracle Receivables User's Guide*.

3. Select the transaction in the Account Details window.
4. To open the Adjustments window, click **Adjust**.

The Adjustments window appears.

5. Close the window.

Overriding Dunning Letter Sets Procedure

To override dunning charges in the dunning letter set for a specific customer, perform the following steps.

1. Navigate to the Dunning Letter Sets window as follows:

OPSF(I) Dunning Letters - Extended Dunning Letter Sets

2. To synchronize Receivables dunning letter sets with Oracle Public Sector Financials (International) dunning letter sets, click **Refresh Dunning Letter Sets**.

This automatically populates Oracle Public Sector Financials (International) with Receivables dunning letter sets and enables charges.

Note: Receivables dunning letter sets must be synchronized with Oracle Public Sector Financials (International) dunning letter sets before performing any other actions.

3. In the Dunning Letter Set region, select the dunning letter set to be overridden.
4. Set the charge method as follows:
 - To activate charge fields, select the Enable Charge check box.
 - To apply letter charges, select the Letter Charge radio button.
 - To apply invoice charges, select the Invoice Charge radio button.
5. To override the customer profile and prevent charges from being applied to the customer, deselect the Enable Charge check box.

A Decision pop-up window appears.

6. To confirm the override, click **Yes**.

WARNING: Disabling the customer profile option stops charges being calculated for all customer dunning sites using this letter set or a charge per letter.

7. To cancel the override, click **No**.
8. In the Currency field, select a currency from the list of values.

Note: Only those currencies previously set up in Receivables for the selected dunning letter set are available in the list of values. Further currencies must first be set up in Receivables if required.

For information on setting up currencies, see *Oracle Receivables User's Guide*.

9. To override a charge, enter one of the following:

In the Invoice Charge field, enter an invoice charge amount for a particular customer.

In the Letter Charge field, enter an letter charge amount for a particular customer.

Note: The field name changes depending on how the charges are defined in Step 4.

10. Save or save and continue as follows:

File - Save or **Save and Proceed**

11. Close the window.

Dunning Letter Sets Window

Figure 40–1 Dunning Letter Sets Window

Dunning Letter Sets

Dunning Letter Set

Enable Charge

Charge Letter

Invoice

Currencies

Currency

Currency Letter Amounts

Letter Name

Letter Charge

Refresh Dunning Letter Sets ...

Dunning Letter Sets Window Description

Table 40–1 Dunning Letter Sets Window Description

Field Name	Type	Features	Description
Dunning Letter Set	display only		dunning letter set
Enable Charge	required	check box	if selected, uses existing customer profile; if deselected, overrides customer profile
Letter Charge	conditionally required	radio button	applies letter charges
Invoice Charge	conditionally required	radio button	applies invoice charges
Currencies Region			
Currency	required	list of values	default currency
Currency Letter Amounts Region			
Letter Charge	conditionally required		field appears if Letter Charge radio button selected; displays letter charge amount
Invoice Charge	conditionally required		field appears if Invoice Charge radio button selected; displays invoice charge amount
Refresh Dunning Letter Sets		button	synchronizes Receivables dunning letter sets with Oracle Public Sector Financials (International) dunning letter sets

Overriding Customer Profile Dunning Options Procedure

To override dunning options for a customer defined in the Customer Profile Classes window, perform the following steps.

1. Navigate to the Customer Profile Dunning Options window as follows:

OPSF(I) Dunning Letters - Extended Customer Profile Options

2. To synchronize customer profile dunning options with extended customer profile dunning options, click **Refresh Customer Profile Options**.

Note: Customer profile dunning options must be synchronized with extended customer profile dunning options before performing any other actions.

3. Query a customer.
4. Select or deselect the Set Charge check box.

Note: When the Set Charge check box is selected, customers are charged only if the following is true:

- An amount has been entered in the currency field of the invoice to have charges calculated.
- The Enable Charge check box is selected in the Oracle Public Sector Financials (International) Dunning Letter Sets window for this letter set.

5. Select a charge type from the Charge Type drop-down list as follows:
 - To create dunning charges as Receivables adjustment records against the invoice being dunned, select Adjustment.
 - To generate the DunningLetter Invoice Charge Report that shows the dunning charge for each overdue invoice in the set, select Invoice.

For information on dunning charge types, see [Select Charge Type and Enter Charge](#), page 38-7.

6. In the Currencies region, enter a currency for each invoice currency used to calculate dunning charges.

Note: If the dunning letter set charges are set up using the Oracle Public Sector Financials (International) Dunning Letter Sets window, the charges are automatically transferred when the customer profile options are synchronized. These dunning letter set charge amounts can be changed at this point, but any changes made only affect the customer address selected in Step 3.

Note: To update the Invoice Charge field, the Charge per Invoice check box must be selected in the Oracle Public Sector Financials (International) Dunning Letter Sets window.

Note: Only currencies previously set up in Receivables for the selected dunning letter set are available in the list of values. Further currencies must first be set up in Receivables if required.

For information on setting up currencies, see [Defining Currencies](#), *Oracle Receivables User's Guide*.

For information on setting up charges, see [Define Receivables Activities](#), page 4-32.

7. In the Letter Name field, select a letter name.
8. If Letter Charge is selected in the Type field, enter the letter charge amount.
9. If Invoice Charge is selected in the Type field, enter the invoice charge amount.

Note: The field name changes according to how the charges are defined in the Oracle Public Sector Financials (International) Dunning Letter Sets window.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

Customer Profile Dunning Options Window

Figure 40–2 Customer Profile Dunning Options Window

Customer Name

☐ Set Charge

Charge Type

☐ Letter Charge

☒ Invoice Charge

Customer Address

Letter Set Name

Currencies

Currency

Currency Letter Charge Amounts

Letter Name

Letter Charge

Refresh Customer Profile Options ...

Customer Profile Dunning Options Window Description

Table 40–2 Customer Profile Dunning Options Window Description

Field Name	Type	Features	Description
Customer Name	display only		customer name
Set Charge	conditionally required	check box	if selected, charges calculated; if deselected charges not calculated
Charge Type	conditionally required	drop-down list	charging method; valid values are: Adjustment or Invoice
Letter Charge	display only		indicates charge applied to dunning letter
Invoice Charge	display only		indicates charge applied to invoice
Customer Address	display only		customer site address
Letter Set Name	display only		dunning letter set name
Currencies Region			
Currency	display only	list of values	currency
Currency Letter Charge Amounts Region			
Letter Name			dunning letter name
Letter Charge	required		charge applied to dunning letter
Invoice Charge	required		charge applied to invoice
Refresh Customer Profile Options		button	synchronizes Oracle Public Sector Financials (International) customer profile options with Receivables customer profile options

Setting or Modifying Customer Profile Classes Procedure

To set or modify a customer profile class, perform the following steps.

1. Navigate to the Customer Profile Classes window as follows:

OPSF(I) Dunning Letters - Extended Customer Profile Classes

2. Query a record.
3. To apply dunning charges to all customers with the queried profile class, select the Set Charge check box.
4. To disable dunning charges for all customers with the queried profile class, deselect the Set Charge check box.
5. In the Charge Type field, select a dunning charge type from the drop-down list.
6. To save the options, click **Save Options**.

The Update Options pop-up window appears.

7. Select the update option required as follows:
 - To prevent existing customer profile classes from being updated, select the Do Not Update Existing Profiles radio button.
 - To update all profile classes, existing and new, select the Update All Profiles radio button.
 - To update customer profile classes that match the criteria defined in steps 2 to 5, select the Update All Uncustomized Profiles radio button.
8. To redefine or cancel changes to the customer profile class, click **Cancel**.
9. To save the options and update the customer profile classes, click **OK**.
10. Close the window.

Customer Profile Classes Window

Figure 40–3 Customer Profile Classes Window

Customer Profile Classes

Name

Description

Receivables Options

Letter Set Name

☒ Active

☒ Send Letters

Update Profile Class Options

☐ Set Charge

Charge Type

Save Options

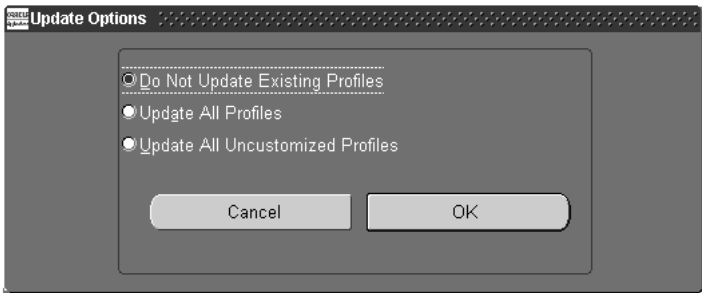
Customer Profile Classes Window Description

Table 40–3 Customer Profile Classes Window Description

Field Name	Type	Features	Description
Name	display only		customer profile name
Description	display only		customer profile description
Receivables Options Region			
Letter Set Name	display only		default dunning letter set attached to profile
Active	display only	check box	active status
Send Letters	display only	check box	indicates Receivables dunning status; if selected dunning letters apply, if deselected, dunning disabled
Update Profile Class Options Region			
Set Charge	conditionally required	check box	if selected dunning charges apply, if deselected dunning disabled
Charge Type	conditionally required	drop-down list	dunning charge type; valid values are: Invoice or Adjustment
Save Options		button	saves information entered in Customer Profile Classes window

Update Options Pop-Up Window

Figure 40–4 Update Options Pop-Up Window



Update Options Pop-Up Window Description

Table 40–4 Update Options Pop-Up Window Description

Field Name	Type	Features	Description
Do Not Update Existing Profiles	conditionally required	radio button	prevents existing customer profile classes from being updated
Update All Profiles	conditionally required	radio button	updates all profile classes
Update All Uncustomized Profiles	conditionally required		updates customer profile classes that match the defined criteria
Cancel		button	closes window without saving
OK		button	confirms action and accepts selected data

Extended Dunning Letter Charges Report Procedures

This chapter describes how to generate extended dunning letter charges reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Dunning Letters Report Procedure](#)
- [Maintaining Adjustments Procedure](#)
- [Posting Adjustments to General Ledger Procedure](#)
- [Purging Temporary Data Procedure](#)
- [Updating Profile Options Procedure](#)

Definition

Dunning letter charges reports are used to list and manage overdue accounts.

Overview

The dunning letters generate procedure in Oracle Public Sector Financials (International) calculates dunning charges for customers with overdue invoices, debit memos, and chargebacks. Based on the value of the dunning charge type, dunning charges are either applied to the original transaction as an adjustment, or charges are shown on the Customer Dunning Invoice Report.

If the dunning charge type is set to Adjustment in the customer's customer profile class, dunning charges are created as adjustments.

If the dunning charge type is set to Invoice, the dunning charge shown on the dunning letters is not automatically entered into an account. Instead, the recommended charge apportionments are shown on the Customer Dunning Invoice Report, and the information can be used to create a manual invoice.

For information on setting up dunning options in the Customer Profile Class and Receivables Activities windows, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

For information on dunning letters, see [Dunning Letters](#), *Oracle Receivables User's Guide*.

The following dunning letters reports are available:

- [Dunning Letters: Generate Dunning Letters Report](#)
- [Dunning Letters: Maintain Adjustment Report](#)
- [Dunning Letters: Post Adjustment to General Ledger Report](#)
- [Dunning Letters: Purge Temporary Data Report](#)
- [Dunning Letters: Update Profile Options Report](#)

For information on generating reports, see [Running Standard Reports and Listings](#), *Oracle Receivables User's Guide*.

Dunning Letters: Generate Dunning Letters Report

This report calculates dunning charges for customers with overdue invoices, debit memos, and chargebacks.

The following reports are automatically generated by Dunning Letters: Generate Dunning Letters Report:

- [Dunning Letters: Dunning Invoice Charge Report](#)
- [Dunning Letters: Extended Preliminary Report](#)
- [Dunning Letters: Extended Print Report](#)

Dunning Letters: Dunning Invoice Charge Report

This report is automatically generated every time Dunning Letters: Generate Dunning Letters Report is generated. The report lists overdue invoices with corresponding dunning charges for customers with the charge type set to Invoice.

For information on modes, see [Adjustment or Report Mode](#), page 38-3.

For information on charge types, see [Setting or Modifying Customer Profile Classes Procedure](#), page 40-13.

Dunning Letters: Extended Preliminary Report

This report is automatically generated when the Dunning Letters: Generate Dunning Letters Report is run in preliminary mode. The report generates a list of customers to be included in the next dunning period.

Dunning Letters: Extended Print Report

This report is automatically generated when the Dunning Letters: Generate Dunning Letters Report is run in final mode. The report prints all letters sent to customers and dunned invoices with associated dunning charges.

Dunning Letters: Maintain Adjustment Report

This report enables the reversal and adjustment of dunning letter charges or dunning invoice charges that are generated as adjustments.

Dunning Letters: Post Adjustment to General Ledger Report

This report transfers accounting entities related to adjustments created by dunning letter charges from Receivables to General Ledger.

Dunning Letters: Purge Temporary Data Report

This report enables users to remove historic temporary data previously used in dunning calculations from the database.

Dunning Letters: Update Profile Options Report

This report updates customer profiles in batch format. The report can be scheduled to run as required, but is not printable.

Generating Dunning Letters Report Procedure

To generate dunning letters, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

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 Dunning Letters: Generate Dunning Letters from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see [Dunning Letter Generate, Oracle Receivables User's Guide](#).

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

When the Dunning Letters: Generate Dunning Letters Report is run, the following reports are automatically generated:

- [Dunning Letters: Dunning Invoice Charge Report](#)
- [Dunning Letters: Extended Preliminary Report](#)
- [Dunning Letters: Extended Print Report](#)

Note: These reports are generated in addition to the Receivables dunning reports.

Dunning Invoice Charge Report

In Oracle Public Sector Financials (International), the Dunning Invoice Charge Report includes overdue invoices with corresponding dunning charges and displays total dunning charges for customers that have the dunning charge type set to Invoice in customer setup.

The Dunning Invoice Charge Report information can be used to create a manual invoice specifically for dunning charges for each customer.

The Dunning Invoice Charge Report is generated automatically when the Dunning Letters: Generate Dunning Letters Report is run.

For information on setting the dunning charge type, see [Extended Dunning Letter Charges Procedures](#), page 40-1.

Dunning Letter Generate Preliminary Report

In Oracle Public Sector Financials (International), the Dunning Letter Generate Preliminary Report displays the details of all invoices, debit memos, and chargebacks being dunned, such as the following:

- customer name
- bill-to address
- debit item number
- transaction type
- purchase order
- creation date
- due date
- days past due
- amount
- balance due

Note: The Dunning Letter Generate Preliminary Report is generated automatically when the Dunning Letters: Generate Dunning Letters Report is run, if the Preliminary field in the Parameters window is set to Yes.

For information on the Dunning Letter Generate Preliminary Report, see [Dunning Letters - Preliminary Report](#), *Oracle Receivables User's Guide*.

Dunning Letters: Extended Print Report

In Oracle Public Sector Financials (International), the Dunning Letters: Extended Print Report prints all letters sent to customers and dunned invoices with associated dunning charges.

The letters detail the current position of the account, charges applied, and warn customers of the consequences of non-payment.

Maintaining Adjustments Procedure

To maintain adjustments, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

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 Dunning Letters: Maintain Adjustments from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see Common Report Parameters, *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Note: The charge transaction number that is being adjusted must be identified before entering the adjustment.

For information on charge transaction numbers, see [Reviewing a Customer Account](#), *Oracle Receivables User's Guide*.

Posting Adjustments to General Ledger Procedure

To post adjustments to General Ledger, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

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 Dunning Letters: Post Adjustments to General Ledger from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Purging Temporary Data Procedure

To purge temporary data from the database, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

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 Dunning Letters: Purge Temporary Data from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Updating Profile Options Procedure

To update dunning letter profile options, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

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 Dunning Letters: Update Profile Options from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Part XII

Generic Interface

Generic Interface Process

This chapter describes the generic interface functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generic Interface Process Flow Diagram](#)
- [Setting Up Generic Interface](#)
- [Loading Interface Files](#)
- [Reloading Interface Files](#)
- [Feeder Transaction Inquiry](#)
- [File Header Record Specification](#)
- [Journal Header Record Specification](#)
- [Journal Lines Record Specification](#)
- [File Footer Record Specification](#)

Definition

The generic interface is an extension to the standard journal import interface and enables feeder system files to be loaded without the need for additional programming or system administrator support.

Feeder system data files are files in an ASCII text format containing comma-delimited record types which are loaded into General Ledger.

Feeder system data files must have a certain format.

Overview

The generic interface meets the following business requirements:

- simple loading of feeder system data files
- prevents invalid files from being loaded
- prevents duplicate files from being loaded
- creates summary general ledger transactions
- enables access to feeder system transaction details
- enables data archive, purge and restore

All files feeding into the General Ledger through the generic interface must use the same layout. The format for all feeder system data files is described in this chapter.

Accounting information can be created by many different software programs. To be accessible by General Ledger, the format described in this chapter must be used.

The following record types are required in the file format:

- [File Headers](#)
- [Journal Headers](#)
- [Journal Lines](#)
- [File Footers](#)

File Headers

File Headers (FH), identify the spreadsheet to General Ledger. This record usually has no corresponding row in the spreadsheet and is created by editing the file after exporting data.

A file must have one spreadsheet header.

The following is an example of a spreadsheet file header record:

```
FH, "Payroll", 0598, 00123, 001
```

Journal Headers

Journal Headers (JH), identify each group of transactions to be posted to the journal.

A file must have one or more journal headers.

The following is an example of a spreadsheet journal header:

```
JH, "Monthly", N, A, , GBP
```

Journal Lines

Journal Lines (JL), contain details of individual transactions. Each line record corresponds to one row; each field corresponds to one column in the spreadsheet.

A file must have one or more transaction line records and each transaction line must be contained within a journal header.

The following is an example of a spreadsheet transaction line:

```
"TL", 120.15, "Primary Desc", 180594, "Desc 1", "Dec 2", , , , , 01, 100, 5960, 1000, 45
```

File Footers

File Footers (FF), summarize the information of the file.

A file must have one file footer.

The following is an example of a spreadsheet file footer:

```
"FF", 120.15, 45
```

Feeder System Data File Layout

The following is an example of a feeder system data file layout:

```
File Header      (FH)  
  Journal Header (JH)  
    Transaction Line (JL)  
    Transaction Line (JL)  
    Transaction Line (JL)
```

Journal Header (JH)
Transaction Line (JL)
Transaction Line (JL)
Transaction Line (JL)
File Footer (FF)

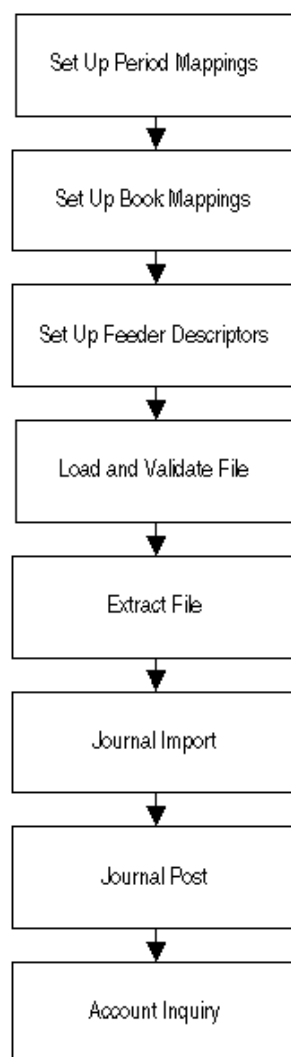
If the feeder system is a spreadsheet program, each line record corresponds to one row and each field in a record corresponds to one column in the spreadsheet.

Prerequisites

- ☐ The feeder system software must convert or export data to a comma-delimited ASCII file with variable length records.
- ☐ To eliminate the risk of incorrectly reading text containing commas, all text values must be enclosed in double quotes (" ").

Generic Interface Process Flow Diagram

Figure 42–1 *Generic Interface Process Flow Diagram*



Setting Up Generic Interface

The generic interface functionality is based on the standard General Ledger journal interface. The generic interface enhances the file loading, data manipulation and inquiry steps in the import process.

Setting up generic interface consists of the following procedures:

- [Define New Journal Source](#)
- [Define Period Mappings](#)
- [Define Set of Books Mappings](#)
- [Define Feeder System Descriptors](#)
- [Define Generic Interface Profile Options](#)

Define New Journal Source

In the standard General Ledger Journal Source Maintenance window, define a new source for the feeder system. Ensure that the Import References option is selected for the new journal source.

Define Period Mappings

It is possible that the feeder system uses different period names to those defined in General Ledger. To handle this situation a new window is provided enabling mappings to be defined between Feeder System Period Names and General Ledger Period Names.

Define Set of Books Mappings

If multiple sets of books are used, the feeder systems may use different book identifiers than General Ledger. To handle this situation a new window is provided to enable mappings to be defined between feeder system book identifiers and General Ledger sets of books.

Define Feeder System Descriptors

There are three additional sections of information required for each journal source that enable the generic interface to function. The information is defined in the Feeder System Descriptors window as follows:

- **secure source**

If a feeder system is defined as a secure source, only users with the profile option View Secure Sources set to Yes are able to view the feeder system transaction details. This setting has no impact on standard General Ledger account or journal inquiry which is controlled using the standard flexfield security functionality.

- **date picture**

It is possible that the date format used by the feeder system does not match the standard Oracle date format. The date picture is used to describe the format used by the feeder system.

- **descriptors**

The generic interface enables the transfer of 10 items of data for each transaction line. The first three data items are system defined as the transaction date, the primary description, and the amount. The remaining seven data items can be used to transfer any information as required. The descriptors are used to provide a user description for each piece of data passed from the feeder system.

Define Generic Interface Profile Options

The generic interface provides one profile option that controls access to secure source feeder system detail transactions.

- **View Secure Source**

This profile option is set at Responsibility or User level and accepts either a Yes or No value.

When the View Secure Source profile option is set to No, users are unable to view feeder system transaction details for secure sources.

Loading Interface Files

When the feeder system file is available for loading, the file is processed using a number of concurrent programs as shown in [Figure 42–2](#), page 42-8. All of the concurrent programs are submitted through the standard reports window.

- **Load and Validate Feeder File**

Run the Generic Interface: Load External Feeder File Report to load a file into Oracle Public Sector (International) generic interface tables and the Generic Interface: Validate Feeder File Report to check that the file is valid. Validation checks ensure that the file is of the correct format, that the file control totals are correct, that the file has not been loaded previously and that the file refers to a correct journal source, set of books, and period name.

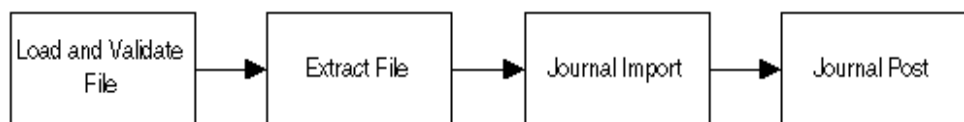
- **Extract Feeder File**

When the file passes validation it is available for extraction. This process takes the loaded information and passes it through period and set of books mapping, date conversion, accounting flexfield technical structure conversion, and prepares it for importing into the General Ledger.

- **Journal Import**

Following extraction, the standard Journal Import and Journal Post routines are used to create and post standard General Ledger journals.

Figure 42–2 Loading Interface Files



Reloading Interface Files

A feeder system file cannot usually be reloaded after it is originally loaded. However, it may be necessary to reload a file for a number of reasons.

To accommodate this, a concurrent program is provided that enables a file to be marked as Reloadable. After this routine is run, a file can be reloaded using the Generic Interface: Load External Feeder File Report and the Generic Interface: Validate Feeder File Report.

Feeder Transaction Inquiry

Feeder transactions can be viewed depending on the setting of the Secure Source flag and the View Secure Sources profile option, through the standard Account Inquiry window. When viewing a journal line from a feeder system, the feeder system transaction details can be viewed by selecting the option from the Tools menu. This option displays the feeder system transactions used to create the summary General Ledger journal line.

File Header Record Specification

The file header record passes journal source information to the General Ledger.

[Table 42–1](#), page 42-10 describes the file header record specification.

Table 42–1 File Header Record Specification

Field Name	Max Width	Description	Type
Record Type	2	FH	required
Source Name	25	name of the feeder system, for example, "Payroll"	required
Source Period Name	15	accounting period name from feeder system	required
Transmission Number	50	unique file identification number	required
Feeder Book ID	25	maps to set of books ID	required

Journal Header Record Specification

The journal header record passes journal header information to the General Ledger.

[Table 42–2](#), page 42-11 describes the journal header record specification.

Table 42–2 Journal Header Record Specification

Field Name	Max Width	Description	Type
Record Type	2	JH	required
Category Name	25	journal category	required
Reverse Flag	1	Is this a reversing batch? Y if yes, N if no	required
Reverse Period Offset	#	if Reverse Flag is Y, offset period in which the journal is reversed; for example, 1 for next period, 3 for next quarter	conditionally required
Actual Flag	1	type of transaction; A for actual or E for encumbrance	required
Encumbrance Type ID	#	if Actual Flag is E, journal encumbrance type, such as 1001	conditionally required
Currency Code	10	journal currency code	required
Currency Conversion Date	11	foreign currency journal conversion date; set up through the feeder system descriptors	optional
Currency Conversion Type	15	foreign currency journal conversion type	optional
Currency Conversion Rate	#	foreign currency journal conversion type	optional

Note: # symbol indicates numeric field, which can be any width.

Journal Lines Record Specification

Journal line records contain details of individual transactions and passes journal line information to the General Ledger.

Table 42–3, page 42-12 describes the journal lines record specification, listing acceptable fields in the journal lines records.

Table 42–3 Transaction Lines Record Specification

Field Name	Max Width	Description	Type
Record Type	2	"JL"	required
Amount	#	transaction amount; enter leading sign and decimal point	required
Primary Description	240	primary transaction description	optional
Transaction Date	240	transaction date	required
Descriptor1	240	first transaction descriptor	optional
Descriptor2	240	second transaction descriptor	optional
Descriptor3	240	third transaction descriptor	optional
Descriptor4	240	fourth transaction descriptor	optional
Descriptor5	240	fifth transaction descriptor	optional
Descriptor6	240	sixth transaction descriptor	optional
Descriptor7	240	seventh transaction descriptor	optional
Account Segment1	240	accounting flexfield segment	optional
Account Segment2	240	accounting flexfield segment	optional
Account Segment3	240	accounting flexfield segment	optional
Account Segment4	240	accounting flexfield segment	optional
Account Segment5	240	accounting flexfield segment	optional
Account Segment6	240	accounting flexfield segment	optional
Account Segment7	240	accounting flexfield segment	optional
Account Segment8	240	accounting flexfield segment	optional
Account Segment9	240	accounting flexfield segment	optional
Account Segment10	240	accounting flexfield segment	optional

Table 42–3 Transaction Lines Record Specification

Field Name	Max Width	Description	Type
Account Segment11	240	accounting flexfield segment	optional
Account Segment12	240	accounting flexfield segment	optional
Account Segment13	240	accounting flexfield segment	optional
Account Segment14	240	accounting flexfield segment	optional
Account Segment15	240	accounting flexfield segment	optional
Account Segment16	240	accounting flexfield segment	optional
Account Segment17	240	accounting flexfield segment	optional
Account Segment18	240	accounting flexfield segment	optional
Account Segment19	240	accounting flexfield segment	optional
Account Segment20	240	accounting flexfield segment	optional
Account Segment21	240	accounting flexfield segment	optional
Account Segment22	240	accounting flexfield segment	optional
Account Segment23	240	accounting flexfield segment	optional
Account Segment24	240	accounting flexfield segment	optional
Account Segment25	240	accounting flexfield segment	optional
Account Segment26	240	accounting flexfield segment	optional
Account Segment27	240	accounting flexfield segment	optional
Account Segment28	240	accounting flexfield segment	optional
Account Segment29	240	accounting flexfield segment	optional
Account Segment30	240	accounting flexfield segment	optional

Note: # symbol indicates numeric field, which may be any width.

File Footer Record Specification

The file footer record passes summary information to the General Ledger and validates the feeder file content.

[Table 42–4](#), page 42-14 describes the file footer record specification.

Table 42–4 File Footer Record Specification

Field Name	Max Width	Description	Type
Record Type	2	FF	required
Total Amount	#	total of all transaction amounts, regardless of currency	required
Record Count	240	total number of transaction line, TL, records	required

Note: # symbol indicates a numeric field, which may be any width.

Generic Interface Setup

This chapter describes how to set up the generic interface in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Mapping Feeder Books Procedure](#)
- [Feeder Book Mapping Window](#)
- [Feeder Book Mapping Window Description](#)
- [Mapping Feeder Periods Procedure](#)
- [Feeder Period Mappings Window](#)
- [Feeder Period Mappings Window Description](#)
- [Defining Feeder System Descriptors Procedure](#)
- [Feeder System Descriptors Window](#)
- [Feeder System Descriptors Window Description](#)

Definition

The generic interface setup windows are used to identify and map a relationship between an external system, such as a payroll system, and corresponding elements in the General Ledger system.

This chapter describes the journal source and feeder book windows only.

Overview

The following Oracle Public Sector Financials (International) and standard General Ledger windows are described:

- System Profile Values window
- Journal Categories window
- Feeder Book Mapping window
- Feeder Period Mappings window
- Feeder System Descriptors window

The setup windows identify external sources for data and ensure journal lines are imported correctly into the appropriate journals and period in the correct set of books.

A profile option can be set at site, application, responsibility, or user level to control access to secure feeder system data.

The layout of feeder system data files must conform to the file specification. [Table 43-1](#), page 43-2 shows how field names in the feeder system data file relate to General Ledger items.

Table 43-1 Mapping Feeder System Data File Fields to General Ledger

Feeder System Data File Element		Maps to	
Record Type	Field Name	General Ledger Item	Window
FH, file header	Feeder Book ID	set of books ID	Feeder Book Mapping

Table 43–1 Mapping Feeder System Data File Fields to General Ledger

Feeder System Data File Element		Maps to	
FH, file header	Source Period Name	General Ledger period name	Feeder Period Mappings
JH, journal header	Category Name	journal entry category	Define Journal Categories
TL, transaction line	Feeder System Descriptors	detail fields in corresponding General Ledger area	Feeder System Descriptors

For information on setting profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

For information on using the Journal Categories windows, see [Defining Journal Categories](#), *Oracle General Ledger User's Guide*.

Prerequisites

- ☐ Accounting periods must be defined in the General Ledger.
- ☐ Journal categories must be defined in the General Ledger.
To define accounting periods and journal categories see [Setting Up](#), *Oracle General Ledger User's Guide*.
- ☐ If using generic interface, the source must be defined as Import References and set to Yes.
- ☐ If users are not allowed to view data from specific feeder systems, the system administrator must set the profile option INT: View Secure Sources to No at Site, Application, Responsibility, or User level.

Setting this option to No enables the Secure Source check box on the Feeder System Descriptors window. Selecting the Secure Source check box for a feeder system restricts users from viewing details of transactions imported from that feeder system.

To set profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Mapping Feeder Books Procedure

To map book IDs from the feeder system to the General Ledger set of books, perform the following steps.

1. Navigate to the Feeder Book Mapping window as follows:

OPSF(I) Generic Interface - Setup - Book Mapping

2. In the Feeder Book Id field, enter the feeder book identifier as defined in the feeder system.
3. In the Set of Books Name field, enter the General Ledger set of books to map to the set of books in the feeder system.

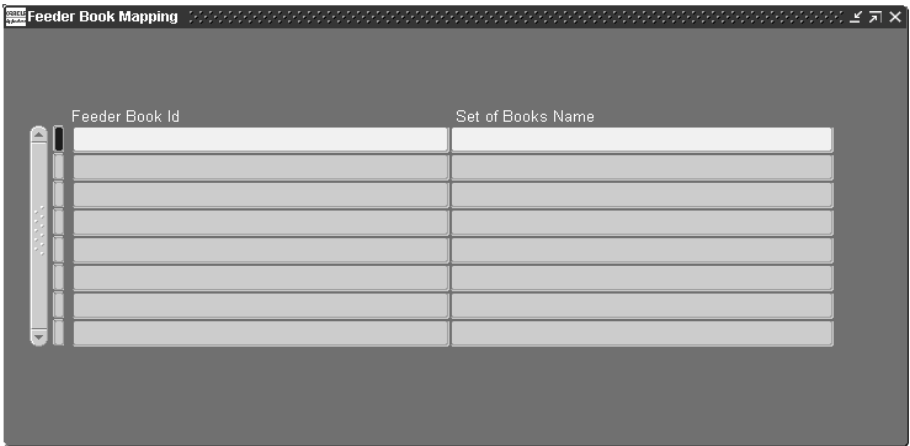
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Feeder Book Mapping Window

Figure 43–1 Feeder Book Mapping Window



Feeder Book Mapping Window Description

Table 43–2 Feeder Book Mapping Window Description

Field Name	Type	Features	Description
Feeder Book Id	required		feeder book identifier as defined in feeder system
Set of Books Name	required	list of values	set of books name to be mapped to feeder book specified by Feeder Book Id

Mapping Feeder Periods Procedure

To map periods from the feeder system to General Ledger periods, perform the following steps.

1. Navigate to the Feeder Period Mappings window as follows:

OPSF(I) Generic Interface - Setup - Period Mapping

2. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
3. In the Source Period Name field, enter the period name as it appears in the feeder system.
4. In the General Ledger Period Name field, enter the General Ledger period name that corresponds to this period in the feeder system.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Feeder Period Mappings Window

Figure 43–2 Feeder Period Mappings Window

Feeder Period Mappings

Source NameDescription

Period Mapping

Source Period Name

General Ledger Period Name

Feeder Period Mappings Window Description

Table 43–3 Feeder Period Mappings Window Description

Field Name	Type	Features	Description
Source Name	required	list of values	feeder system journal source name
Description	display only		feeder system journal source description
Period Mapping Region			
Source Period Name	required		feeder system period name
General Ledger Period Name	required	list of values	corresponding General Ledger period name

Defining Feeder System Descriptors Procedure

To define system descriptors, perform the following steps.

1. Navigate to the Feeder System Descriptors window as follows:

OPSF(I) Generic Interface - Setup - Feeder Descriptors

2. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
3. If some users are not allowed access to transaction details imported from this feeder system, select the Secure Source check box.

The check box is available only if the Generic Interface: View Secure Sources profile option is set to No.

For information on setting profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

4. In the Date Picture field, enter the format used by the feeder system for displaying dates. Typical values are as follows:
 - DD-MON-YYYY, the Oracle Public Sector Financials (International) standard date format
 - DDMMYYYY
 - DD/MM/YYYY

5. Enter the transaction descriptor names used by the feeder system.

Transaction descriptors correspond to General Ledger field names.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Feeder System Descriptors Window

Figure 43–3 Feeder System Descriptors Window

Feeder System Descriptors

Source Name Description

Transaction Descriptors

☒ Secure Source

Date Picture

Descriptor 1

Descriptor 2

Descriptor 3

Descriptor 4

Descriptor 5

Descriptor 6

Descriptor 7

Feeder System Descriptors Window Description

Table 43–4 Feeder System Descriptors Window Description

Field Name	Type	Features	Description
Source Name	required	list of values	feeder system source name
Description	display only		feeder system source description
Transaction Descriptors Region			
Secure Source	optional	check box	restricts access to journal source feeder information
Date Picture	required		feeder system date format
Descriptor	optional		transaction descriptors

Generic Interface Procedures

This chapter describes how to create, update, and process generic interface features used in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Loading, Validating, and Extracting Feeder File Transactions Procedure](#)
- [Viewing Feeder System Detail Inquiry Procedure](#)
- [Feeder System Detail Inquiry Window](#)
- [Feeder System Detail Inquiry Window Description](#)
- [Feeder Details Window](#)
- [Feeder Details Window Description](#)
- [Reloading Feeder File Procedure](#)
- [Archiving, Purging, or Restoring Feeder System Transactions Procedure](#)

Definition

The generic interface feeder management procedures map data files into specified General Ledger periods and sets of books from feeder systems, such as third-party spreadsheet software that generates transactions as ASCII files in the specified format.

Overview

The generic interface feeder management procedures are used to perform the following tasks:

- loading and validating feeder system data files
- extracting feeder file transactions
- importing and posting feeder file transactions
- inquiring on feeder system transactions
- reloading feeder files
- archiving, purging, and restoring feeder file transactions

Prerequisites

- ❑ Basic knowledge of operating system commands is required.
- ❑ The feeder file must exist and be accessible to the user.
- ❑ The filename must not include an extension when running the concurrent program. For example, the feeder filename **\$IGI_TOP/payweek20.dat** is entered as follows:

`$IGI_TOP/payweek20`

The **.dat** extension is automatically appended to the filename when the file is processed.

For information on filenames and directory structure, contact the system administrator or database administrator.

- ❑ The following feeder system details must be set up:
 - The feeder book identifier must be mapped to a General Ledger set of books name.

- One or more feeder periods must be mapped to General Ledger accounting periods.
- The feeder system descriptors must be registered.

To map feeder system details to corresponding General Ledger details, see [Generic Interface Setup](#), page 43-1.

Loading, Validating, and Extracting Feeder File Transactions Procedure

The load, validate, and extract feeder file transactions procedure includes the following tasks:

- [Load and Validate Feeder File](#)
- [Extract Feeder File Transactions](#)
- [Import and Post Feeder File Transactions](#)

Load and Validate Feeder File

To load and validate the feeder file, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

The Submit a New Request 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 Generic Interface: Load and Validate Feeder File from the list of values.

The Parameters pop-up window appears.

5. In the Feeder File Name field, enter the full path and name of the feeder data file without the extension, for example **\$IGI_TOP/payweek34**.

Note: If the feeder file is not stored in the default directory **\$IGI_TOP**, the full directory path must be entered, overwriting the default directory path.

6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

10. Review the Interface File Validation Report, as shown in [Figure 44-1](#), page 44-5, and resolve any errors.

Figure 44–1 Interface File Validation Report

IGIGIVLD: Interface File Validation Report Date: 15-APR-1998 09:49

ERROR: No new data files found for processing

WARNING: Validation routine completed with errors.

Extract Feeder File Transactions

To extract transactions from the feeder file, perform the following steps.

1. When the Interface File Validation Report has no errors, navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

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 Generic Interface: Extract Feeder File from the list of values.

The Parameters pop-up window appears.

5. In the Feeder Source Name field, accept the default All to extract transactions from all journal sources, or enter the name of a specific journal source from which to extract transactions, such as Payroll.
6. In the Transmission Number field, accept the default All to extract transactions from all validated feeder files, or enter the transmission number for a specific file, such as EA1007.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

11. Review the Generic Interface: Extract Feeder File Report as shown in [Figure 44–2](#), page 44-6.

Note: The number at the top of the report is the group identifier, which is used during the next step to identify this group of transactions.

Figure 44–2 Generic Interface:Extract Feeder File Report

```
Payroll-0197-41001357
=====
9 Records Loaded Totaling 0
9 Records Transferred Totaling 0
```

Import and Post Feeder File Transactions

To import and post feeder file transactions, perform the following steps.

- 12. After extracting transactions from the feeder file, import and post transactions using the standard features of General Ledger.

For information on importing journal transactions and posting, see [Importing Journals](#) and [Posting Journal Batches](#), *Oracle General Ledger User's Guide*.

- 13. In General Ledger, navigate to the Import Journals window as follows:

Journals - Import - Run

- 14. In the Source field, select the journal source name from the list of values.
- 15. In the Group ID field, enter the group identifier from the Generic Interface:Extract Feeder File Report.

Data can be imported for the same or different sources in parallel by specifying a unique group identifier for each request. General Ledger imports data with the journal entry source and group identifier combination specified. If a Group identifier is not specified, General Ledger imports data from the specified journal entry source with no corresponding group identifier.

- 16. Select the Create Summary Journals check box.
- 17. In the Date Range fields, enter a start date and an end date.
Note: This field is optional and usually left blank.
- 18. To submit a concurrent process to import journals, click **Import**.
The Decision pop-up window appears.
- 19. To submit another request, click **Yes**, or to continue, click **No**.
- 20. Close the window.

- 21.** Review the Journal Import Execution Report to determine the number of errors in the import data and how to correct any journal import errors.

Viewing Feeder System Detail Inquiry Procedure

To view details of transactions imported from a feeder file, perform this procedure, before or after posting, using one of the following methods:

- [From the Account Inquiry Window](#)
- [From the Feeder System Detail Inquiry Window](#)

From the Account Inquiry Window

1. Navigate to the Extended Account Inquiry window as follows:

OPSF(I) Budgeting Extensions - Inquiry - Extended Account Inquiry

2. In the Accounting Periods region, enter start and end dates for an account with transactions imported from a feeder file.
3. Select the Single Currency or All Currencies radio button.
4. In the Currency Type region, select another currency if the default currency is not required.
5. In the Currency Type region, select the Extended or Translated radio button.
Note: Translated Currency type is only available if All Currencies has been selected in the Currency region.
6. Select the Primary Balance Type tab or the Secondary Balance Type tab.
7. Select a balance type from the following:
 - Actual
 - Budget
 - Encumbrance
8. If Budget is selected as a balance type, in the Budget field, enter or select a budget name from the list of values.
9. If Encumbrance is selected as a balance type, in the Encumbrance Type field, enter or select an encumbrance type from the list of values.
10. In the Factor area, select a display and precision factor for rounding balances.
11. In the Summary Template field, select a summary template from the list of values.
12. To select an account, click on an accounts line in the Accounts region.

The Find Accounts pop-up window appears.

13. Enter the low and high parameters.

14. Click **Show Journal Details**.

The Journals window appears.

15. From the Tools menu, select Feeder Transactions.

The Feeder System Detail Inquiry window appears.

The Feeder System Detail Inquiry window is automatically populated with data.

16. To review feeder details, click **Review Feeder Details**.

The Feeder Details window appears.

The Feeder Details window is automatically populated with data.

17. Close the windows.

From the Feeder System Detail Inquiry Window

1. Navigate to the Feeder System Detail Inquiry window as follows:

OPSF(I) Generic Interface - Inquire Feeder

2. In the Selection Criteria region, enter details for an account with transactions imported from a feeder file.

3. Click **Review Feeder Details**.

The Feeder Details window appears. Use this window to view feeder file details for the chosen account, journal, and line.

4. Close the window.

Feeder System Detail Inquiry Window

Figure 44-3 Feeder System Detail Inquiry Window

Feeder System Detail Inquiry

Selection Criteria

Source

Currency

Period

Batch

Journal

Posting

Line

Line Amount Display

Balance Type

Actual

Encumbrance

Account

Description

Review Feeder Details

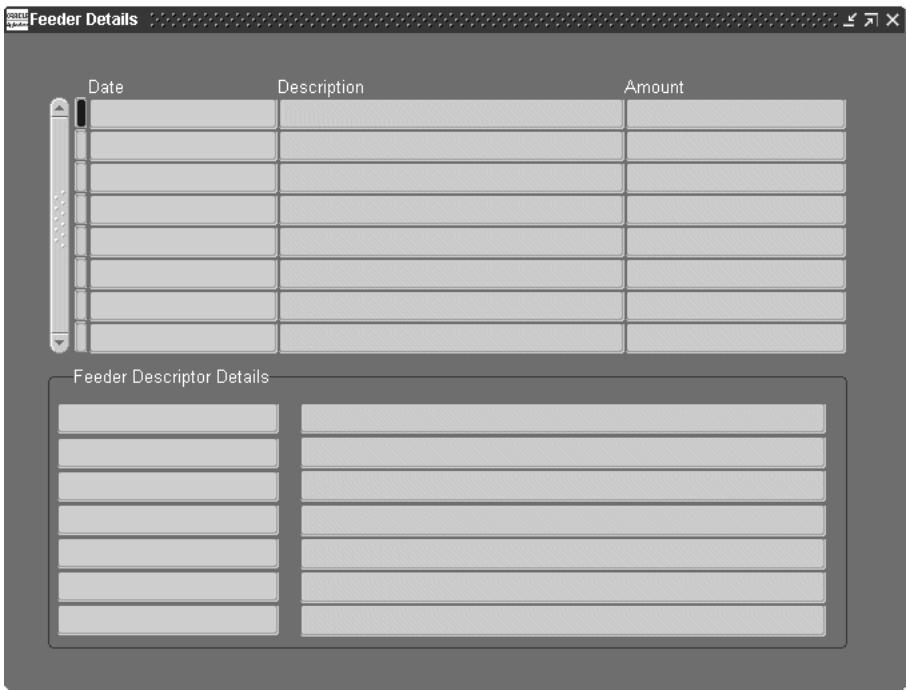
Feeder System Detail Inquiry Window Description

Table 44–1 Feeder System Detail Inquiry Window Description

Field Name	Type	Features	Description
Source	required	list of values	source
Currency	required	list of values	currency code
Period	required	list of values	period to query
Batch	required	list of values	batch to query
Journal	required	list of values	journal to query
Posting	required	list of values	posting status
Line	required	list of values	line number
Line Amount Display	display only		line amount
Balance Type Region			
Actual	required	radio button	actual balance type
Encumbrance	required	radio button	encumbrance balance type
Account	display only		account name
Description	display only		account description
Review Feeder Details		button	opens Feeder Details window

Feeder Details Window

Figure 44–4 Feeder Details Window



Feeder Details Window Description

Table 44–2 Feeder Details Window Description

Field Name	Type	Features	Description
Date	display only		date
Description	display only		description
Amount	display only		amount
Feeder Descriptor Details	display only		feeder descriptor and value

Reloading Feeder File Procedure

To enable a feeder system file to reload, perform the following steps.

Note: It may be necessary to reload an invalid feeder system data file.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

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 Generic Interface: Allow File Reload from the list of values.

The Parameters pop-up window appears.

5. In the Feeder Source Name field, select the journal source name to be reloaded from the list of values.
6. In the Feeder Period Name field, select the period name to be reloaded from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
9. To submit another request click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Archiving, Purging, or Restoring Feeder System Transactions Procedure

Feeder system data transactions remain in the system until they are manually removed.

Note: Archive transactions before purging them because transactions cannot be restored later.

To use the Archive / Purge / Restore program, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

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, choose Generic Interface: Archive / Purge / Restore from the list of values.

The Parameters pop-up window appears.

5. In the Journal Source Name field, select the journal source to process from the list of values.
6. In the Action field, select either Archive, Purge, or Restore.
7. In the Period Name field, select the period to process from the list of values.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

The concurrent manager performs the following, depending on the action selected:

Archive	Copy the Feeder System Details
From	GL_IMPORT_REFERENCES
To	IGI_INT_ARCH_REFS

WARNING: After the archive program is run, the IGI_INT_ARCH_REFS table must be exported to tape or disk to allow later restore. See the database administrator.

Purge	Delete the Feeder System Details
From	GL_IMPORT_REFERENCES
And	IGI_INT_ARCH_REFS
Restore	Copy the Feeder System Details
From	IGI_INT_ARCH_REFS
To	GL_IMPORT_REFERENCES

WARNING: Before the Restore Program is run, the IGI_INT_ARCH_REFS table must be imported from the archive medium. See the database administrator.

Part XIII

Hierarchical Drill-Down Inquiry

Hierarchical Drill-Down Inquiry Process

This chapter describes the hierarchical drill-down inquiry functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Hierarchical Drill-Down Inquiry Process Flow Diagram](#)
- [Hierarchical Drill-Down Inquiry Process](#)
- [Hierarchical Drill-Down Inquiry Business Rules](#)
- [Hierarchical Drill-Down Inquiry Example](#)

Definition

Hierarchical drill-down inquiry is an extension to Oracle Financials that enables the user to query budgets, actuals, commitments, and projections in a top-down approach.

Overview

Hierarchical drill-down inquiry requires a drill-down mapping structure for each set of books to be defined.

The user needs to interrogate budgets, actuals, commitments, encumbrances, and projections in a top-down approach, starting at a high organization level and gradually drilling down to view figures for specific areas.

This structure determines how the General Ledger accounting flexfield is displayed and interrogated in the Drill-Down Inquiry Window.

Drill-down is the term used to describe the top-down approach of inquiring on balances progressively from the start to the end of the chart of accounts structure.

Hierarchical drill-down inquiry consists of a set of pre-determined mathematical formulae that operate in a top-down, drill-down method on posted General Ledger budget, encumbrance, and actual journals.

These drill-down mapping formulae are organized into the following sections:

- period-to-date
- year-to-date
- variances
- projections

The formulae are shown in [Table 45–1](#), page 45-20.

Table 45–1 Drill-Down Mapping Formulae

Calculation	Derivation
Period-to-Date Actuals	(Period-to-Date Actual Debits - Period-to-Date Actual Credits)
Year-to-Date Actuals	(Year-to-Date Actual Debits - Year-to-Date Actual Credits)
Period-to-Date Budget	(Period-to-Date Budget Debits - Period-to-Date Budget Credits)
Year-to-Date Budget	(Year-to-Date Budget Debits - Year-to-Date Budget Credits)

Table 45–1 Drill-Down Mapping Formulae

Calculation	Derivation
Full Year Budget	(Full Year Budget Debits - Full Year Budget Credits)
Full Year Estimate	(Year-to-Date Actuals / Year-to-Date Budget) * Full Year Budget
Period-to-Date Budget Variance	(Period-to-Date Budget - Period-to-Date Actuals)
Year-to-Date Budget Variance	(Year-to-Date Budget - Year-to-Date Actuals)
Projection	(Full Year Budget - Year-to-Date Budget + Year-to-Date Actuals)
Projected Variance	(Projection - Full Year Budget)
Percentage Variance	(Projection Variance / Full Year Budget) * 100
Overspend Indicator	(Set to '*' where Projection Variance > 0)

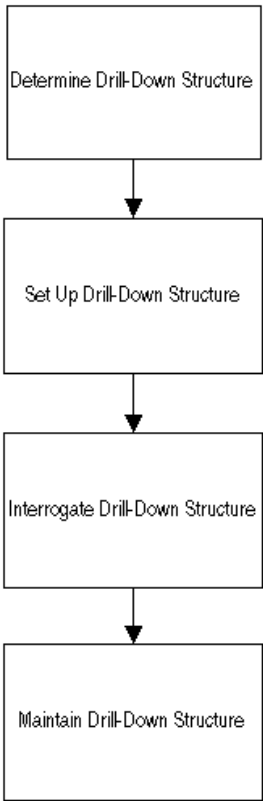
Prerequisites

Hierarchical drill-down inquiry functionality does not impact any core Oracle Financials modules. Hierarchical drill-down inquiry is a standalone requirement and an addition to the General Ledger module.

Hierarchical Drill-Down Inquiry Process Flow Diagram

Figure 45–1, page 45-22 shows the process flow for implementing hierarchical drill-down inquiry.

Figure 45–1 Hierarchical Drill-Down Inquiry Process Flow Diagram



Hierarchical Drill-Down Inquiry Process

Hierarchical drill-down inquiry enhances standard General Ledger functionality.

Hierarchical drill-down inquiry does not require altering any default or standard Oracle Financials processing.

Hierarchical drill-down inquiry interrogates existing posted General Ledger journals that must be entered as standard using General Ledger functionality.

The following topics are described in this section:

- [Determine Drill-Down Structure](#)
- [Set Up Drill-Down Structure](#)
- [Interrogate Drill-Down Structure](#)
- [Maintain Drill-Down Structure](#)

Determine Drill-Down Structure

The overall number of segments must be defined within the organization's chart of accounts for the set of books in question, before interrogating General Ledger. This requires an analysis of the organization's requirements and is not within the scope of this document.

Set Up Drill-Down Structure

The physical implementation and setup of the predetermined drill-down policy must be defined.

The required drill-down level structure must be mapped to the chart of accounts segment.

For information on setting up the drill-down structure, see [Set Up Drill-Down Levels Procedure](#), page 46-3.

Interrogate Drill-Down Structure

This concerns the interrogation of General Ledger and use of the fixed formulae within the drill-down structure.

The Drill-Down Inquiry Window queries General Ledger according to the search criteria entered and displays the calculated figures based on the fixed formula for each drill-down line.

For information on interrogating the drill-down structure, see [Hierarchical Drill-Down Inquiry Procedure](#), page 47-4.

Maintain Drill-Down Structure

The drill-down structure can be changed at any time, but only one structure is available for a General Ledger set of books at any time.

For information on maintaining the drill-down structure, see [Set Up Drill-Down Levels Procedure](#), page 46-3.

Hierarchical Drill-Down Inquiry Business Rules

Business rules that apply to hierarchical drill-down inquiry are as follows:

- [Drill-Down Mapping Business Rules](#)
- [Drill-Down Inquiry Business Rules](#)

Drill-Down Mapping Business Rules

The business rules for drill-down mapping are as follows:

- one drill-down structure per set of books only
- mapping view must be generated to be applicable

Drill-Down Inquiry Business Rules

The business rules for drill-down inquiry are as follows:

- The user must be allowed to choose options as shown in [Table 45–2](#), page 45-25, at the outset of an inquiry.

Table 45–2 Inquiry Options

Inquiry Options	Description
Period	User must be able to select any period: Future, Open, or Closed
Budget	The user must be able to choose which budget to inquire on.
Commitments	The user must be able to choose if commitments are included in the queried figures. Choosing to include commitments means that queried actuals include outstanding commitments to account for unpaid purchases.

- All journals must be posted to be visible in the hierarchical drill-down inquiry system.
- Drill-down is provided for up to five levels only.
- On drilling down to the lowest segment defined for the drill-down, the relevant journal lines are displayed for actual balance types only.

Hierarchical Drill-Down Inquiry Example

Local government authorities require a method of tracking income and expenditure against budgets for business reasons. Government moves towards a decentralized approach and also the open book accounting concept made this an essential requirement within the local government sector.

A top-down approach is required to ascertain the impact and expenditure on the financial state of the company.

Although the hierarchical drill-down inquiry feature is primarily intended for the public sector, it is a requirement that may be applicable to many organizations that use budgetary control.

Set Up Drill-Down

The first stage of setting up drill-down is defining the segments of the customer’s chart of accounts that relate to each level of the drill-down structure using the Setup Drill-Down Levels window.

[Table 45–3](#), page 45-26 shows an example of mapping each drill-down level to a chart of accounts segment.

Table 45–3 Mapping Drill-Down Levels to Chart of Accounts Segments

Drill-Down Level	Chart of Accounts Segment
Level 1	Segment A
Level 2	Segment B
Level 3	Segment C
Level 4	Segment D
Level 5	Segment E

The drill-down structure shown in [Table 45-3](#), page 45-26 is interrogated in the drill-down inquiry window as shown in [Table 45-4](#), page 45-27.

Table 45-4 *Hierarchy Viewing Structure Example*

Level	Segment	View Balances for Combination
1	A	Not applicable
2	B	Not applicable
3	C	A, B, and C values
4	D	A, B, C, and D values
5	E	A, B, C, D, and E values
Below level 5		display journal lines making up level 5 balances

Hierarchical Drill-Down Inquiry Setup

This chapter describes the hierarchical drill-down inquiry setup steps in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Set Up Drill-Down Levels Procedure](#)
- [Setup Drill-Down Levels Window](#)
- [Setup Drill-Down Levels Window Description](#)

Definition

The hierarchical drill-down inquiry setup procedure is used to define an inquiry hierarchy of four to six levels of segments. Segments of the chart of accounts can be assigned to each level of the inquiry hierarchy, so that balances are summarized by segment to each level of drill-down inquiry.

Overview

The Setup Drill-Down Levels window is used to perform the following tasks:

- define the chart of accounts segments for a set of books to create drill-down inquiry mapping
- submit a concurrent request to generate drill-down mapping

Hierarchical Drill-Down Example

Each level corresponds to one segment in the chart of accounts.

[Table 46–1](#), page 46-2 shows an example of a hierarchical viewing structure.

Table 46–1 Hierarchy Viewing Structure Example

Inquiry Level	Segment	View Balances for Combination of Segments
1	A	-
2	B	-
3	C	A, B, and C values
4	D	A, B, C, and D values
5	E	A, B, C, D, and E values
6		display journal lines making up level 5 balances

Set Up Drill-Down Levels Procedure

To define accounting flexfield segments for a set of books to be used for drill-down levels, perform the following steps.

1. Navigate to the Setup Drill-Down Levels window as follows:

OPSF(I) Hierarchical Drill-Down - Setup - Drill-Down Setup

2. In the Set of Books Name field, enter the name of the set of books in which the drill-down inquiry screens are used.
3. In the Segment Name field for level 1, enter the name of the accounting flexfield segment to use for the first level in drill-down inquiries.
4. In the Segment Number field for level 1, enter the number of the accounting flexfield segment to use for the first level in drill-down inquiries.
5. Repeat steps 3 and 4 for remaining levels.

Note: A minimum of four levels must be defined to generate drill-down mapping.

6. To generate drill-down mapping, select the Generate Mapping View check box and save the changes as follows:

File - Save

This submits a concurrent request to generate drill-down mapping.

7. Close the window.

Setup Drill-Down Levels Window

Figure 46–1 Setup Drill-Down Levels Window

Setup Drill-Down Levels

Set of Books Name

Segment

Level	Name	Number
1		
2		
3		
4		
5		
6		

☐Generate Mapping View

Setup Drill-Down Levels Window Description

Table 46–2 Setup Drill-Down Levels Window Description

Field Name	Type	Features	Description
Set of Books Name	required	list of values	set of books name
Segment Region			
Level 1 Name	required	list of values	accounting flexfield segment name to use for level 1 drill-down inquiry
Level 1 Number	required	list of values	accounting flexfield segment number to use for level 1 drill-down inquiry
Level 2 Name	required	list of values	segment name for level 2
Level 2 Number	required	list of values	segment number level 2
Level 3 Name	required	list of values	segment name for level 3
Level 3 Number	required	list of values	segment number level 3
Level 4 Name	required	list of values	segment name for level 4
Level 4 Number	required	list of values	segment number level 4
Level 5 Name	optional	list of values	segment name for level 5
Level 5 Number	optional	list of values	segment number level 5
Level 6 Name	optional	list of values	segment name for level 6
Level 6 Number	optional	list of values	segment number level 6
Generate Mapping View	optional	check box	if selected, indicates definition complete; automatically submits concurrent request to generate drill-down mapping when window saved

Hierarchical Drill-Down Inquiry Procedure

This chapter describes the hierarchical drill-down inquiry procedure in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Hierarchical Drill-Down Inquiry Procedure](#)
- [Drill-Down Inquiry Window, To Date Drill-Down Tab](#)
- [Drill-Down Inquiry Window, Full Year Drill-Down Tab](#)
- [Drill-Down Inquiry Window, Projections Drill-Down Tab](#)
- [Drill-Down Inquiry Window Description](#)
- [Journals Window](#)
- [Journals Window Description](#)

Definition

Hierarchical drill-down inquiry provides online top-down inquiries, enabling users to do the following:

- perform drill-down inquiries for period-to-date and year-to-date actual and budget balances
- project future years' actual and budget balances

Overview

The Drill-Down Inquiry window enables the following types of inquiries with the option to include or exclude commitments at each level defined in the hierarchy:

- [To Date Drill-Down](#)
- [Full Year Drill-Down](#)
- [Projections Drill-Down](#)

Journal lines can be viewed below the lower level of the hierarchy.

A hierarchy is definable with segments of the chart of accounts assigned to each level and balances summarized by segment at each level. Balances can be viewed from first to last segments of the hierarchy down to specific journal lines.

For an example of a hierarchical balance structure, see [Hierarchical Drill-Down Example](#), page 46-2.

To Date Drill-Down

To date drill-down displays the following:

- period-to-date actuals
- year-to-date actuals
- period-to-date budget
- year-to-date budget
- period-to-date budget variance
- year-to-date budget variance

Full Year Drill-Down

Full year drill-down displays the following:

- period-to-date actuals
- year-to-date actuals
- period-to-date budget
- year-to-date budget
- full year budget
- full year estimate

Projections Drill-Down

Projections drill-down displays the following:

- full year budget
- year-to-date actuals
- projection
- projected variance
- percentage variance
- overspend indicator, if projection variance is more than zero

Prerequisites

- ❑ Drill-down mapping must be defined and generated for the set of books.

To use the Setup Drill-Down Levels window, see [Set Up Drill-Down Levels Procedure](#), page 46-3.

- ❑ The set of books profile must be defined for the responsibilities or users using the Drill-Down Inquiry window.

To define sets of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

Hierarchical Drill-Down Inquiry Procedure

To view balances for selected accounts, perform the following steps.

1. Navigate to the Drill-Down Inquiry window as follows:

OPSF(I) Hierarchical Drill-Down - Drill-Down Inquiry

2. In the Selection region, select a period name and budget name from the list of values.
3. In the Factor field, select a display and precision factor from the drop-down list for rounding balances.
4. To include commitments in actuals balances, select the Commitment check box.
5. In the <Project> and <Company> fields, select level descriptions from the list of values.

To populate the remaining fields, click **Drill Down**.

6. Select one of the following tabs:
 - To Date Drill-Down
 - Full Year Drill-Down
 - Projections Drill-Down
7. Select a line item.
8. Click one of the following:
 - **Drill Down** to display the following window in the hierarchy.
Note: The Journals window appears when drill-down is complete.
 - **Drill Up** to display the preceding window in the hierarchy.
9. Close the window.

Drill-Down Inquiry Window, To Date Drill-Down Tab

Figure 47-1 Drill-Down Inquiry Window, To Date Drill-Down Tab

Drill-Down Inquiry

Selection

Period Name

Budget Name

FactorUnits

☒Commitment

Project

Company

Cost Centre

Account

Sub-Account

Product

Cost Centre

To Date Drill-Down

Full Year Drill-Down

Projections Drill-Down

----- Actuals -----

Code	Description	Period-To-Date	Year-To-Date

----- Budget -----

----- Variance -----

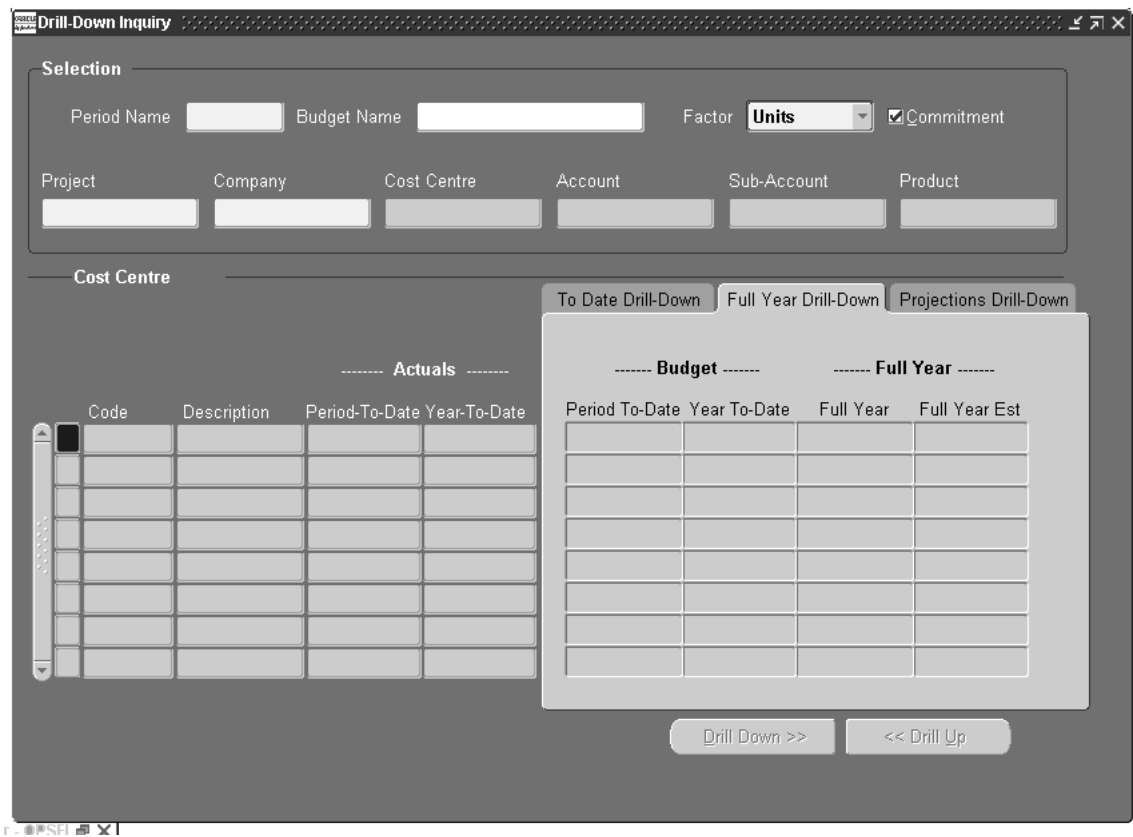
Period To-Date	Year To-Date	Period To-Date	Year To-Date

Drill Down >>

<< Drill Up

Drill-Down Inquiry Window, Full Year Drill-Down Tab

Figure 47-2 Drill-Down Inquiry Window, Full Year Drill-Down Tab



Drill-Down Inquiry Window, Projections Drill-Down Tab

Figure 47-3 Drill-Down Inquiry Window, Projections Drill-Down Tab

Drill-Down Inquiry

Selection

Period Name Budget Name Factor **Units** ☒ Commitment

Project Company Cost Centre Account Sub-Account Product

Cost Centre

To Date Drill-Down Full Year Drill-Down **Projections Drill-Down**

----- Actuals -----			
Code	Description	Period-To-Date	Year-To-Date

--- Budget ---		----- Projection -----		Overspend
Budget	Projection	Variance	%	

Drill Down >> << Drill Up

Drill-Down Inquiry Window Description

Table 47–1 Drill-Down Inquiry Window Description

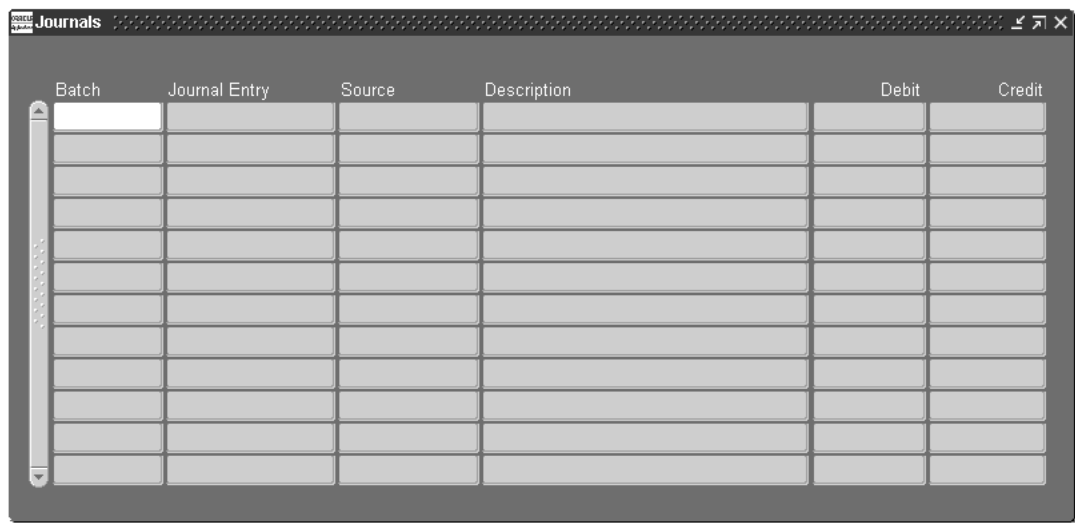
Field Name	Type	Features	Description
Selection Region			
Period Name	required	list of values	period name
Budget Name	optional	list of values	budget name
Factor	required with defaults	drop-down list	display and precision factor
Commitment	optional	check box	indicates commitments included within actuals balances
<Project>	required	list of values	level 1 description, as defined in set of books
<Company>	required	list of values	level 2 description, as defined in set of books
<Cost Centre>	display only		level 3 description, as defined in set of books
<Account>	display only		level 4 description, as defined in set of books
<Sub-Account>	display only		level 5 description, as defined in set of books
<Product>	display only		level 6 description, as defined in set of books
Cost Centre Region			
Code	display only		actuals code; user definable; one of key accounting flexfields
Description	display only		actuals description; user definable
Actuals Region			
Period-To-Date	display only		actual period-to-date balance
Year-To-Date	display only		actual year-to-date balance
To Date Drill-Down Tab			
Budget Period To-Date	display only		budget period-to-date balance
Budget Year To-Date	display only		budget year-to-date balance

Table 47–1 Drill-Down Inquiry Window Description

Field Name	Type	Features	Description
Variance Period To-Date	display only		period-to-date budget variance; budget minus period-to-date actuals
Variance Year To-Date	display only		year-to-date budget variance; budget minus year-to-date actuals
Full Year Drill-Down Tab			
Budget Period To-Date	display only		budget period-to-date balance
Budget Year To-Date	display only		budget year-to-date balance
Full Year Full Year	display only		budget full year amount
Full Year Full Year Est	display only		budget full year estimate; year-to-date actuals divided by year-to-date budget, multiplied by full year budget
Projections Drill-Down Tab			
Budget	display only		full year budget balance
Projection	display only		full year budget minus year-to-date budget plus year-to-date actuals
Projection Variance	display only		projected variance; projection minus full year budget
Projection%	display only		projected percentage variance; projection variance divided by full year budget multiplied by 100
Overspend	display only		indicates if overspend projected
Drill Down		button	displays the following window in the hierarchy
Drill Up		button	displays the preceding window in the hierarchy

Journals Window

Figure 47–4 Journals Window



Journals Window Description

Table 47–2 Journals Window Description

Field Name	Type	Features	Description
Batch	display only		batch name
Journal Entry	display only		journal name
Source	display only		journal source; for example, manual
Description	display only		journal line description
Debit	display only		journal line debit
Credit	display only		journal line credit

Part XIV

Installment Terms

Installment Terms Process

This chapter describes the installment terms functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Installment Terms Process Flow Diagram](#)
- [Installment Terms Setup](#)
- [Installment Terms Reports](#)

Definition

Installment terms enable payment terms for transactions in Receivables to be modified.

Overview

Installment terms functionality enables the user to modify the transaction payment terms for a particular transaction.

The user needs the installment terms functionality to change the current payment terms defined for a transaction. The user can extend the original terms by changing the terms from immediate payment to four equal monthly installments. This type of change assists the user with the debt collection process.

The user can change the transaction terms as frequently as required. The modify installments terms functionality records and maintains an audit record of the changes that are made to payment terms.

The original Receivables transactions are entered in the standard Receivables window.

The user can modify the invoice payment terms on a particular transaction in the Oracle Public Sector Financials (International) menu options. The transactions entered in the Receivables windows are immediately available to the user. There is no need to populate the data for use by Oracle Public Sector Financials (International).

Installment terms can be updated after a receipt is recorded against a particular invoice. The balance displayed reflects the receipt against the transaction and new installments are based on the revised figures rather than the original figures for the transaction.

Prerequisites

- ❑ It is recommended that users do not use installment terms if any of the following apply:
 - Cash basis accounting is in use.
 - Combined basis accounting functionality is enabled.
 - Extended dunning letter charges functionality is enabled.

Note: The restrictions listed are not enforced in the software.

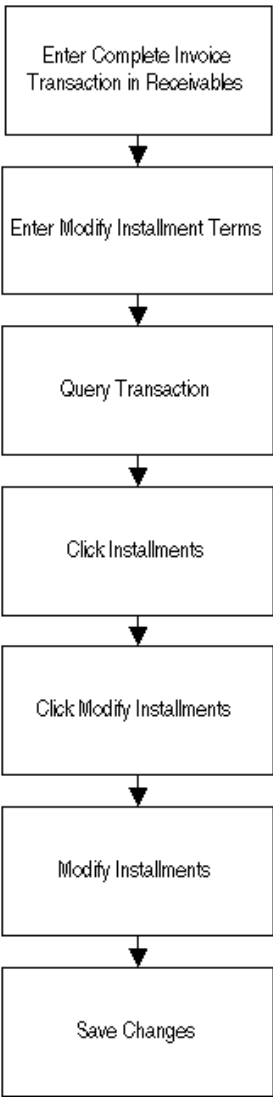
- ❑ Installment terms must be enabled in Oracle Public Sector Financials (International).

For information on enabling features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

Installment Terms Process Flow Diagram

Figure 48-1, page 48-16 shows the installment terms process flow.

Figure 48-1 Installment Terms Process Flow Diagram



Installment Terms Setup

No additional setup is required for installment terms.

Installment Terms Reports

The Installment Terms: Installment Audit Report shows the changes made to installment terms for each supplier invoice in a specified date range.

For information on the Installment Terms: Installment Audit Report, see [Generating Installment Terms: Installment Audit Report Procedure](#), page 50-3.

Installment Terms Procedure

This chapter describes how to modify installment terms in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Modifying and Creating Payment Terms Procedure](#)
- [Modify Installment Transactions Summary Window](#)
- [Modify Installment Transactions Summary Window Description](#)
- [Find Modify Installment Customers Window](#)
- [Find Modify Installment Customers Window Description](#)
- [Account Details Window](#)
- [Account Details Window Description](#)
- [Audit Terms Window](#)
- [Audit Terms Window Description](#)
- [Modify Installment Terms Window](#)
- [Modify Installment Terms Window Description](#)

Definition

Installment terms enable payment terms to be changed on a Receivables invoice sent to a customer.

Changing payment terms in response to a customer request for easier terms is an example of installment terms functionality.

Overview

The windows available for creating and altering payment terms are shown in [Table 49–1](#), page 49-2.

Table 49–1 *Installment Terms Windows*

Window Name	Description
Modify Installment Transactions Summary	Provides access to the Account Details window for a specific invoice.
Find Modify Installment Customers	Used to query invoices by a range of dates, range of transaction numbers, or by customer name.
Account Details	Used to view detailed information about an invoice and for displaying information about existing payment schedules. Provides access to the Modify Installment Terms window and the Audit Terms window.
Modify Installment Terms	Used to generate new payment schedules for an invoice using one of the predefined payment terms.
Audit Terms	Used to view installment terms history.
Payment Terms	Used to alter payment terms.

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices.

Note: Oracle Public Sector Financials (International) does not support the discounts functionality.

For information on the Installment Terms: Installment Audit Terms Report, see [Generating Installment Terms: Installment Audit Report Procedure](#), page 50-3.

For information on the Payment Terms window, see [Payment Terms](#), *Oracle Receivables User’s Guide*.

Prerequisites

Installment terms can be offered to customers only under the following conditions:

- ☐ Invoices may not have adjustments.
- ☐ Accrual based accounting must be used.
- ☐ Combined basis accounting must not be enabled if both cash and accrual are supported.

Modifying and Creating Payment Terms Procedure

To modify or create payment terms on a fully or partially unpaid invoice, perform the following steps.

1. Navigate to the Modify Installment Transactions Summary window as follows:

OPSF(I) Installment Terms - Modify Installment Terms

Note: For information on fields shown on the Modify Installment Transactions Summary window, see the Transactions Summary window, [Entering Transactions](#), *Oracle Receivables User's Guide*.

2. To query specific customers or invoices, navigate to the Find Modify Installment Customers window as follows:

View - Find

3. Enter search criteria in one or more fields of the Find Modify Installment Customers window as described in [Table 49-3](#), page 49-8.
4. Click **Find**.

The Modify Installment Transactions Summary window appears with the query results displayed.

5. Select the invoice to modify.

6. Click **Installments**.

The Account Details window appears.

7. To view installment term history for the invoice, click Audit Terms.

The Audit Terms window appears.

The Creation Date is the date when new installment terms were set up. The other fields in the Audit Terms window are identical to those for the Modify Installment Terms window as described in [Table 49-6](#), page 49-12.

8. Close the Audit Terms window.
9. To modify installment terms, click **Modify Terms** on the Account Details window.

The Modify Installment Terms window appears.

10. Enter data in each field of the Modify Installment Terms window as described in [Table 49-6](#), page 49-12.

11. To save the changes, select the Modify Installment Terms check box and click **Save Changes**.

12. To modify payment terms, click **Payment Terms**.

For information on the Payment Terms window, see [Payment Terms](#), *Oracle Receivables User's Guide*.

After the update, the outstanding debt is recalculated to fit the new payment terms.

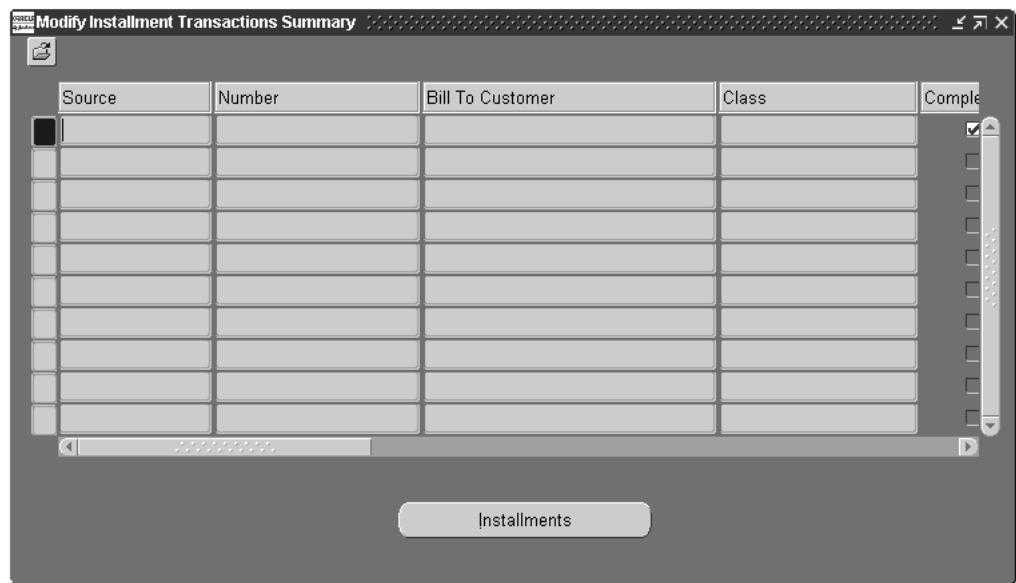
13. Save or save and continue as follows:

File - Save or Save and Proceed

14. Close the window.

Modify Installment Transactions Summary Window

Figure 49–1 Modify Installment Transactions Summary Window



Modify Installment Transactions Summary Window Description

Table 49–2 *Modify Installment Transactions Summary Window Description*

Field Name	Type	Features	Description
Source	display only		batch source value
Number	display only		invoice number
Bill To Customer	display only		bill-to customer name
Class	display only		invoice class
Complete	display only	check box	invoice status: if selected invoice complete; if deselected invoice incomplete
Comments	display only		comments
Currency	display only		invoice currency code
Date	display only		invoice date
GL Date	display only		date invoice applied to General Ledger
Reference	display only		invoice number
Salesperson	display only		salesperson
Ship To Customer	display only		ship to customer name
Terms	display only		payment terms
Type	display only		transaction type
Flexfield	display only		descriptive flexfield, not used
Installments		button	opens Account Details window

Find Modify Installment Customers Window

Figure 49–2 Find Modify Installment Customers Window

The screenshot shows a window titled "Find Modify Installment Customers". Inside the window, there are three input fields arranged vertically. The first field is labeled "Transaction Numbers" and has a range separator (two boxes with a line between them). The second field is labeled "Transaction Dates" and also has a range separator. The third field is labeled "Name" and is a single-line text box. Below these fields are two buttons: "Clear" and "Find".

Find Modify Installment Customers Window Description

Table 49–3 Find Modify Installment Customers Window Description

Field Name	Type	Features	Description
Transaction Numbers	optional	list of values	transaction number, low to high range
Transaction Dates	optional	list of values	transaction date, low to high range
Name	optional	list of values	bill-to customer name
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Account Details Window

Figure 49–3 Account Details Window

The screenshot shows a window titled "Account Details". Inside, there is a table with the following columns: Number, Seq, Class, Days Late, Due Date, Currency, and Original. The table has several rows, some of which are highlighted. Below the table, there are two rows of input fields. The first row is labeled "Cumulative Balance" and has two sub-fields: "Entered" and "Functional". The second row is labeled "Total Balance" and also has two sub-fields: "Entered" and "Functional". At the bottom of the window, there are two buttons: "Modify Terms" and "Audit Terms".

Number	Seq	Class	Days Late	Due Date	Currency	Original

Cumulative Balance Entered Functional

Total Balance Entered Functional

Modify Terms Audit Terms

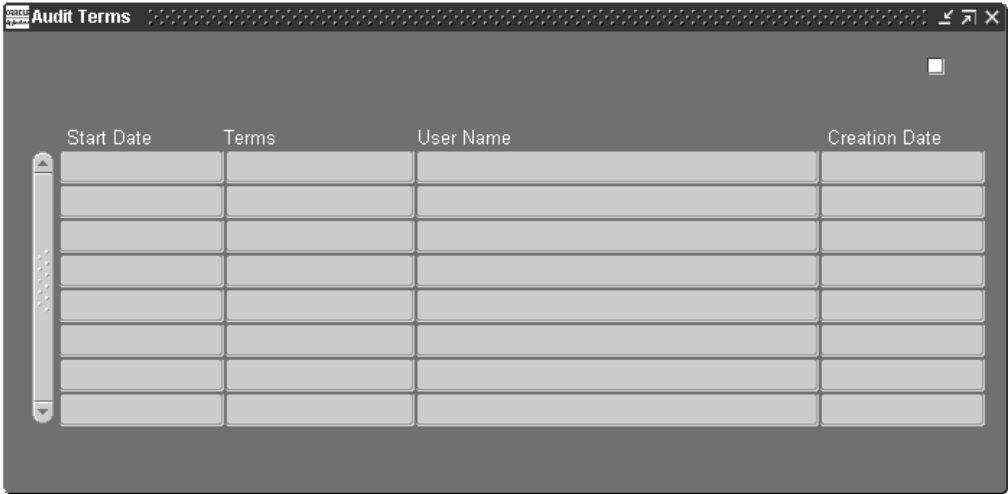
Account Details Window Description

Table 49–4 Account Details Window Description

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes detail records with master records
Number	display only		invoice number
Seq	display only		payment terms sequence number
Class	display only		class
Days Late	display only		number of days invoice late
Due Date	display only		invoice due date
Currency	display only		currency type
Original	display only		original invoice amount
Balance Due	display only		invoice balance currently due
Status	display only		invoice payment status
Dispute Amount	display only		invoice amount in dispute
Dispute Date	display only		date when customer raised dispute
Cumulative Balance Entered	display only		cumulative balance in currency as entered
Cumulative Balance Functional	display only		cumulative balance in functional currency
Total Balance Entered	display only		total balance in currency as entered
Total Balance Functional	display only		total balance in functional currency
Modify Terms		button	opens Modify Installment Terms window
Audit Terms		button	opens Audit Terms window

Audit Terms Window

Figure 49-4 Audit Terms Window



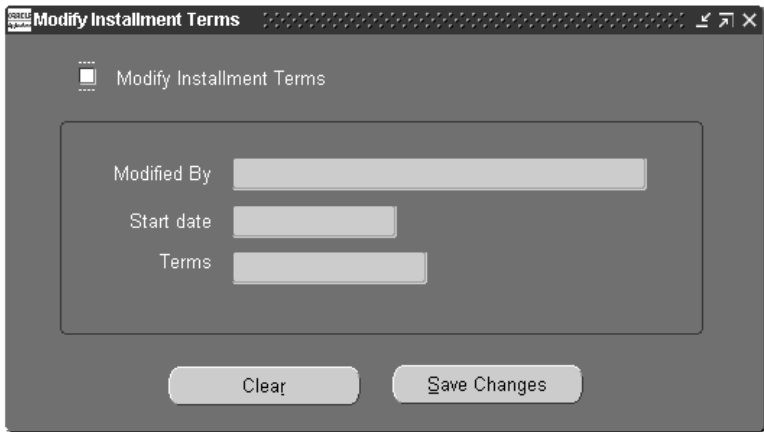
Audit Terms Window Description

Table 49-5 Audit Terms Window Description

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes detail records with master records
Start Date	display only		date on which new payment terms take effect
Terms	display only		payment terms required for invoice
User Name	display only		user name of person who approved payment terms change
Creation Date	display only		date new payment terms created

Modify Installment Terms Window

Figure 49–5 Modify Installment Terms Window



Modify Installment Terms Window Description

Table 49–6 Modify Installment Terms Window Description

Field Name	Type	Features	Description
Modify Installment Terms	required	check box	if selected, installment terms changed when Save Changes clicked
Modified By	required	list of values	user name of person who approved payment terms changes
Start date	required	list of values	date on which new payment terms take effect
Terms	required	list of values	payment terms required for invoice
Clear		button	erases data from fields
Save Changes		button	commits data to database

Installment Terms Report Procedure

This chapter describes the installment terms reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Installment Terms: Installment Audit Report Procedure](#)

Definition

The Installment Terms: Installment Audit Report lists changes to payment terms on invoices.

Overview

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices, showing the names of the users who approved and changed the payment terms, the new installment terms, and the date on which the new terms take effect. The report is ordered as follows:

- customer name
- customer number
- invoice number
- date changed
- approver
- user
- revised terms
- start date

Note: The report can be restricted to a single customer.

Generating Installment Terms: Installment Audit Report Procedure

To generate the Installment Terms: Installment Audit Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Installment Terms - Reports

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 Installment Terms: Installment Audit Report from the list of values.

The Parameters window appears.

Note: Dates entered in the From Date and To Date fields refer to the date of change to an invoice and not the date when installment terms start.

5. In the From Date field, enter the earliest date to report on.
6. In the To Date field, enter the latest date to report on.
7. In the Customer Name field, select a customer's name from the list of values or leave blank to report on all customers.
8. To apply parameters, click **OK**.
9. To submit the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Part XV

Internal Trading

Internal Trading Process

This chapter describes the internal trading functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [No Encumbrance or Budgetary Control Process Flow Diagram](#)
- [No Encumbrance or Budgetary Control Process Description](#)
- [No Encumbrance Example](#)
- [Encumbrance and Budgetary Control Process Flow Diagram](#)
- [Encumbrance and Budgetary Control Process Description](#)
- [Encumbrance and Budgetary Control Example](#)
- [Status Codes](#)
- [Automatic Posting to the General Ledger](#)
- [References](#)

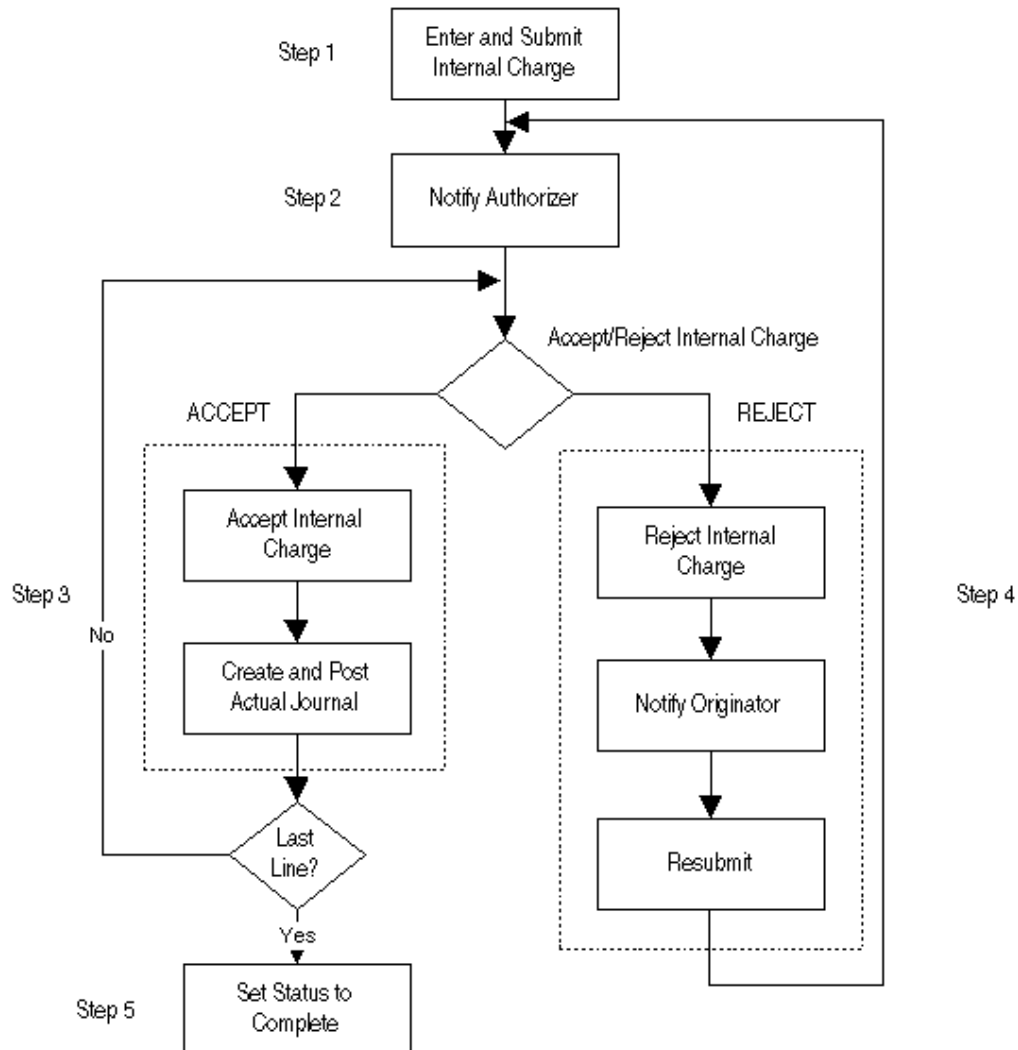
Definition

Internal trading for Oracle Public Sector Financials (International) provides a comprehensive and flexible financial system for raising charges from one part of an organization to one or more parts of the same organization.

No Encumbrance or Budgetary Control Process Flow Diagram

Figure 51-1, page 51-3, shows the process flow for internal trading without encumbrancing or budgeting control.

Figure 51-1 Internal Trading without Encumbrancing or Budgetary Control Process Diagram



No Encumbrance or Budgetary Control Process Description

Internal trading without encumbrance accounting or budgetary control consists of the following steps:

1. The originator creates and submits an internal cross charge in the Internal Charge Entry window.

General Ledger updates the header status in the Internal Charge Entry window to Posted.
2. The cross charges awaiting approval are displayed to the authorizer if the Cross Charge Authorization window is selected.
3. If the authorizer accepts the cross charge, General Ledger creates an actual journal and posts the cross charge to General Ledger.

Note: Posting is only automatic if AutoPost is enabled.

4. If the authorizer rejects the cross charge, the following occurs:
 - The cross charge line status in the Internal Charge Entry window is updated to Rejected.
 - The originator can make changes to the rejected cross charge line with the amount suggested by the authorizer or resubmit it for any amount.
5. When all cross charges are accepted, General Ledger updates the header status in the Internal Charge Entry window to Complete.

Note: The Internal Trading: Automatic Acceptance of Lines Report can be run to accept automatically any cross charges that are not specifically accepted or rejected within the user-defined time limit.

No Encumbrance Example

DWILLIAM of the Finance charge center raises an internal charge of £700 consisting of £250 against the IT charge center and £450 against the Facilities charge center.

AJONES is an authorizer for the IT charge center and MSMITH is an authorizer for the Facilities charge center.

1. DWILLIAM creates the cross charges and submits them for authorization.

General Ledger updates the header status in the Internal Charge Entry window to Posted.

2. AJONES and MSMITH use the Cross Charge Authorization window to view cross charges for the IT and Facilities cost centers.

3. AJONES accepts the cross charge of £250.

General Ledger creates an actual journal and posts the £250 cross charge to General Ledger.

4. MSMITH rejects the cross charge of £450 and suggests an amount of £350 instead.

The cross charge status in the Internal Charge Entry window is updated to Rejected.

5. DWILLIAM uses the Internal Charge Entry window to view the rejected cross charge.

6. DWILLIAM replaces the original £450 in the rejected cross charge line with the £350 suggested by MSMITH and resubmits the cross charge.

7. MSMITH accepts the cross charge of £350.

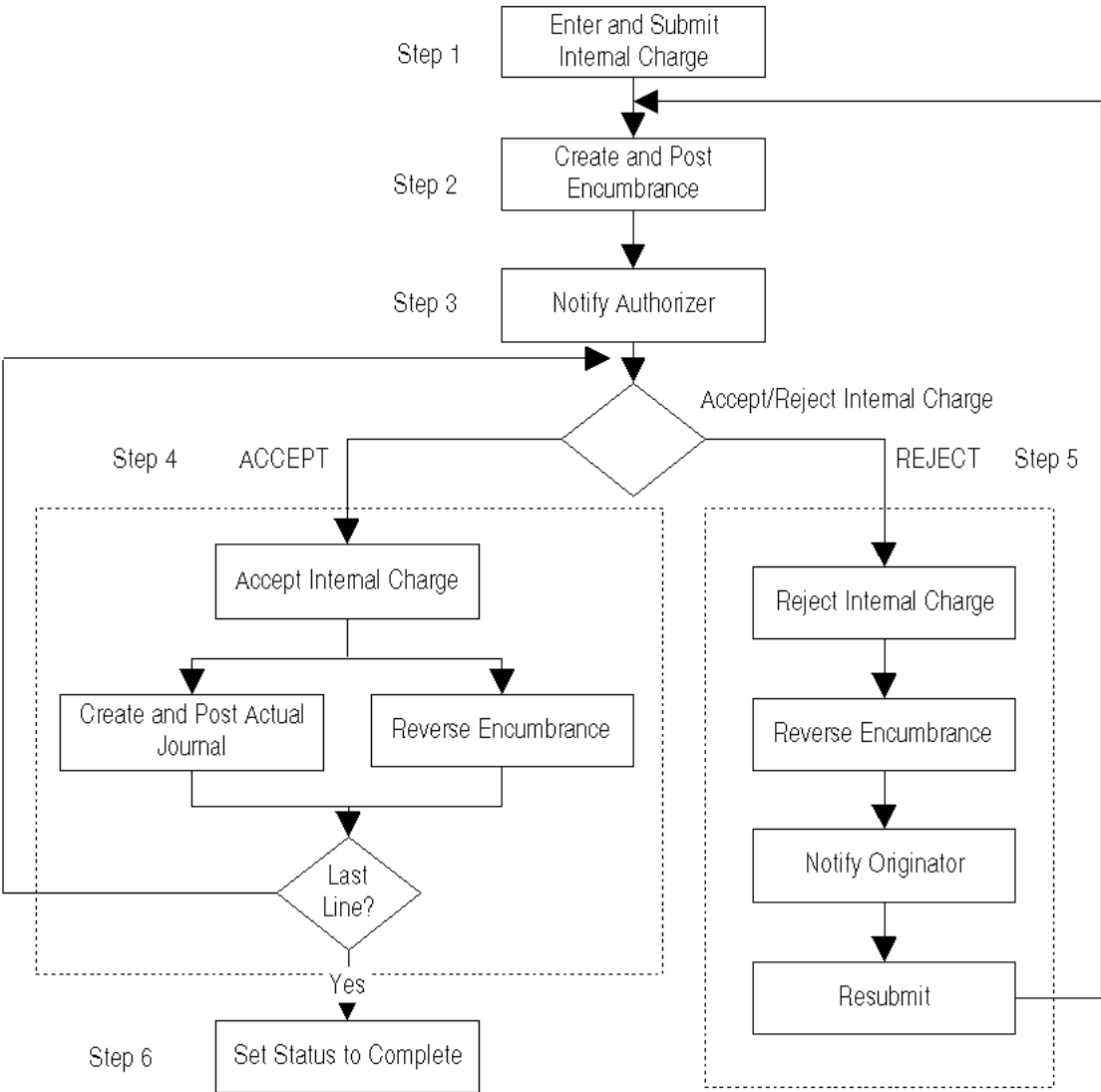
General Ledger creates an actual journal and posts the £350 cross charge to General Ledger.

8. Both charges are accepted and the header status in the Internal Charge Entry window is set to Complete.

Encumbrance and Budgetary Control Process Flow Diagram

Figure 51–2, page 51-6, shows the process flow for internal trading with encumbrances and budgetary control.

Figure 51–2 Internal Trading with Encumbrancing and Budgetary Control Process Diagram



Encumbrance and Budgetary Control Process Description

If encumbrance accounting is enabled, General Ledger automatically attempts to create an encumbrance journal.

If budgetary control is enabled, General Ledger performs funds checking by checking funds online and verifying available funds for the transaction.

Internal trading with encumbrance accounting and budgetary control consists of the following steps:

1. The originator creates and submits an internal cross charge in the Internal Charge Entry window.

General Ledger creates an encumbrance journal for the internal charge and reserves funds for this journal after passing funds checking.

General Ledger updates the header status in the Internal Charge Entry window to Posted after the encumbrance journal is posted.

2. The cross charges awaiting approval are displayed to the authorizer if the Cross Charge Authorization window is selected.
3. If the authorizer accepts the cross charge, General Ledger creates the following journals in General Ledger:

- an encumbrance to reverse the encumbrance raised on submission
- an actual for the amount accepted

If the journal fails funds checking, the authorizer resubmits the cross charge line until the cross charge line is successfully posted.

4. If the authorizer rejects the cross charge, the following occurs:
 - General Ledger creates a journal to reverse the encumbrance amount reserved for the cross charge.
 - The authorizer is required to recommend a cross charge amount that is acceptable and may enter a reason for rejection.
 - The cross charge line status in the Internal Charge Entry window is updated to Rejected.
 - The originator can make changes to the rejected cross charge line with the amount suggested by the authorizer or any amount and resubmit it.
5. When all cross charges are accepted, General Ledger updates the header status in the Internal Charge Entry window to Complete.

Note: The Internal Trading: Automatic Acceptance of Lines Report can be run to accept automatically any cross charges not specifically accepted or rejected within the system-defined time limit.

Encumbrance and Budgetary Control Example

DWILLIAM of the Finance charge center raises an internal charge of £700 consisting of £250 against the IT charge center and £450 against the Facilities charge center.

AJONES is an authorizer for the IT charge center and MSMITH is an authorizer for the Facilities charge center.

1. DWILLIAM creates the cross charges and submits them for authorization.

General Ledger updates the header status in the Internal Charge Entry window to Posted and creates two encumbrance journals in General Ledger.

2. AJONES and MSMITH use the Cross Charge Authorization window to view cross charges for the IT and Facilities cost centers respectively.

3. AJONES accepts the cross charge of £250.

General Ledger reverses the £250 encumbrance and creates an actual journal of £250 in General Ledger.

4. MSMITH rejects the cross charge of £450 and suggests an amount of £350 instead.

The encumbrance of £450 is reversed, and the header status in the Internal Charge Entry window is updated to Rejected.

5. DWILLIAM uses the Internal Charge Entry window to view the rejected cross charge.

6. DWILLIAM replaces the original £450 in the rejected cross charge line with the £350 suggested by MSMITH and resubmits the cross charge.

General Ledger updates the header status in the Internal Charge Entry window to Posted and creates an encumbrance journal in General Ledger.

7. MSMITH accepts the cross charge of £350.

General Ledger reverses the £350 encumbrance and creates an actual journal of £350 in General Ledger.

8. Both charges are accepted so the header status in the Internal Charge Entry window is set to Complete.

Status Codes

As an internal charge is processed, a number of status codes are assigned to reflect the stage in the processing cycle and the posting status in the General Ledger. All internal charges have a header status that shows the charge’s overall status, as shown in [Table 51–1](#), page 51-10.

Table 51–1 Internal Charge Header Status

Header Status Flag	Description
New	new internal charge, not yet submitted for authorization
Submit	submitted for authorization
Fundsfail	failed funds checking and automatically deleted from General Ledger
pOstfail	failed to post
Deleted	journal deleted from General Ledger
Posted	posted to General Ledger
Repost	failed charge corrected and reposted
Complete	internal charge accepted; process complete

When a submitted internal charge is accepted or rejected, each line in the charge is assigned a line authorization flag and line posting status. These may vary between lines in a charge. [Table 51–2](#), page 51-10 describes the line authorization flags.

Table 51–2 Line Authorization Flags

Authorization Flag	Description
NULL	line not yet accepted or rejected
Accept	line accepted
Reject	line rejected
rEsubmit	line resubmitted for authorization following rejection by an authorizer of the charge center

Table 51-3, page 51-11 describes line posting status flags.

Table 51-3 Line Posting Status Flags

Line Posting Status	Description
Submit	line submitted for posting
Fundsfail	failed funds checking and automatically deleted from General Ledger
pOstfail	failed to post
Posted	posted to General Ledger
Repost	line resent for posting to General Ledger

Status Codes After Submitting Cross Charges

[Figure 51–3](#), page 51-13, shows header status flags assigned when a new cross charge is created and submitted. At this stage all line authorization flags and line posting flags are null.

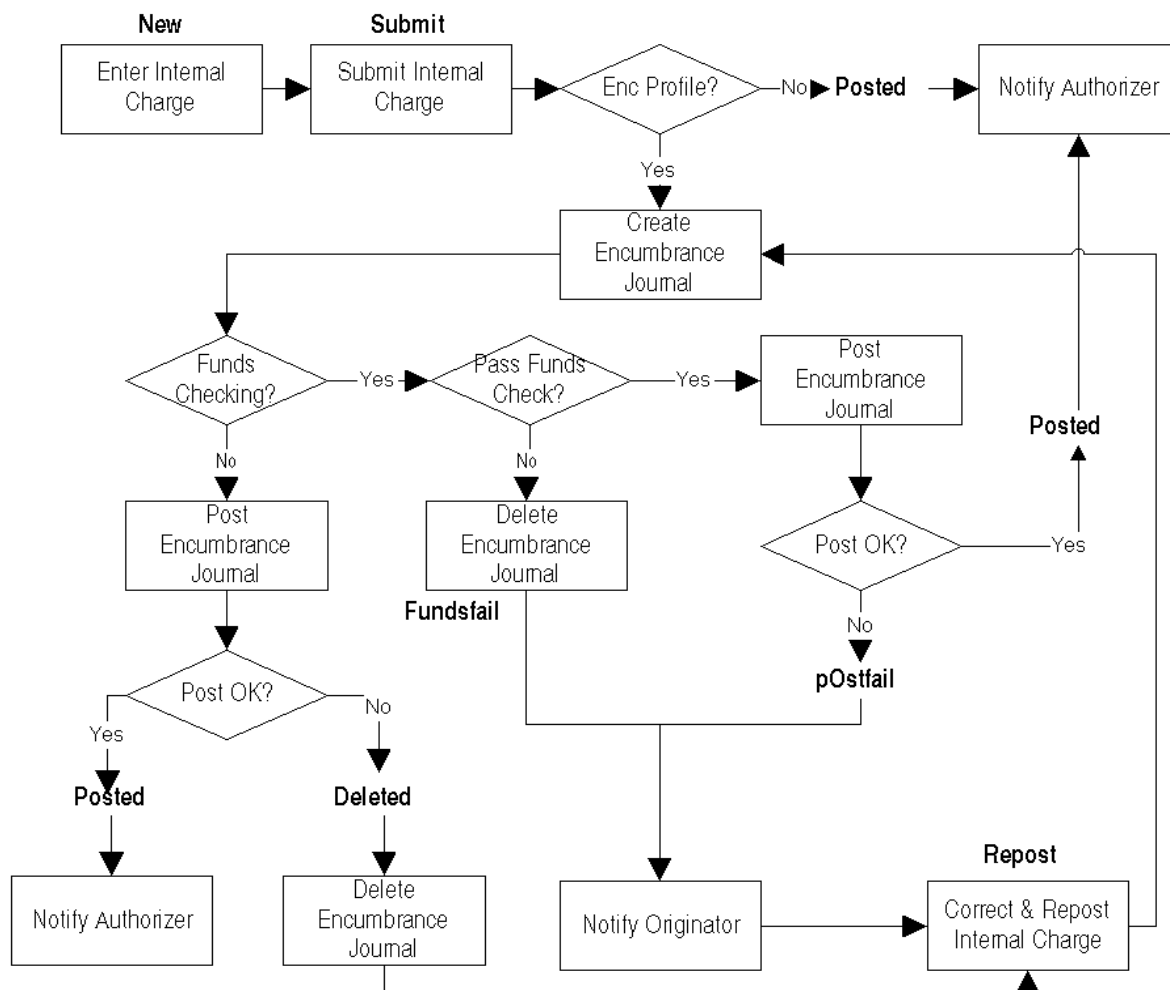
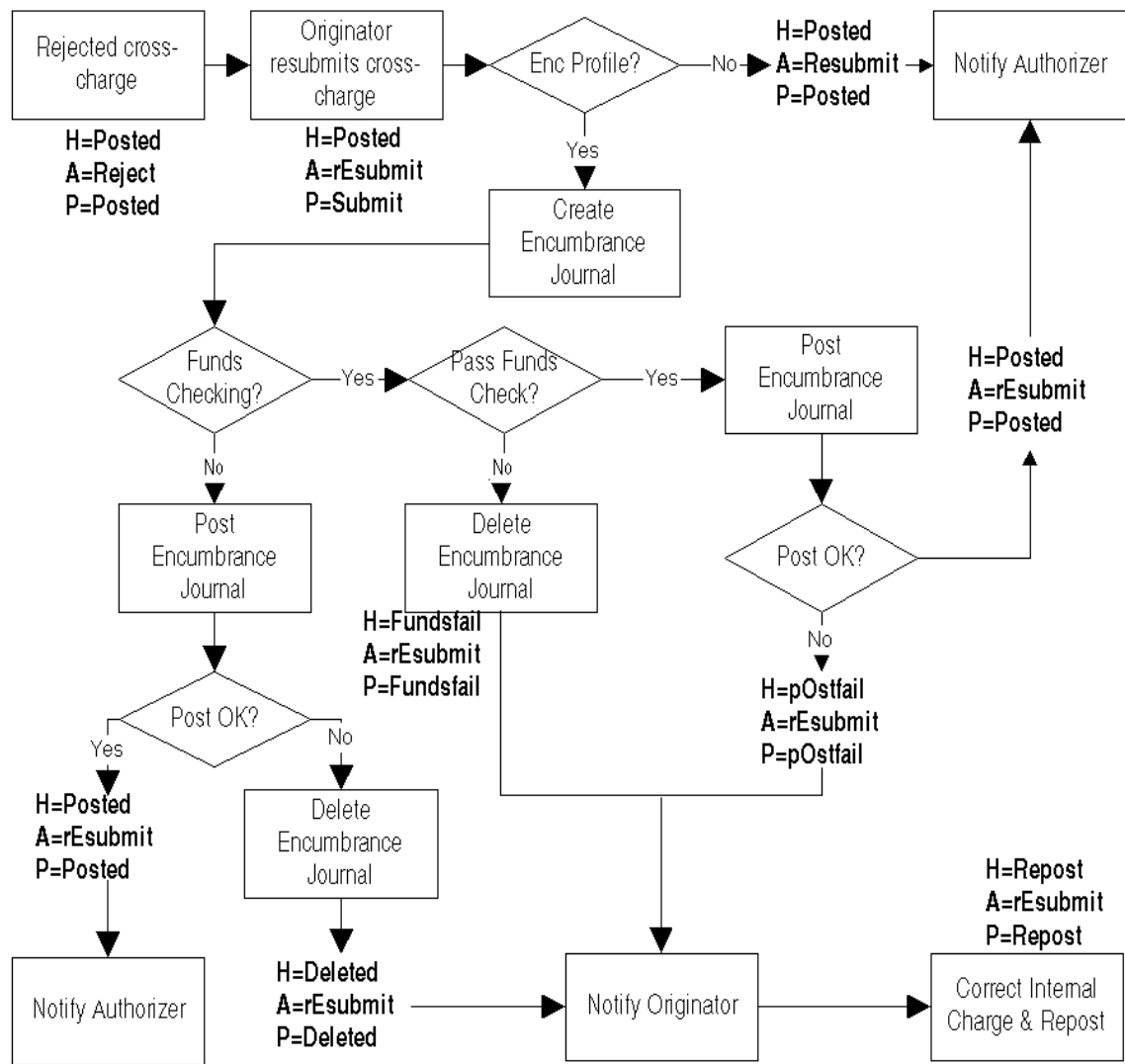
Figure 51–3 Status Codes after Submitting a New Cross Charge

Figure 51–4, page 51-14, shows status codes assigned after resubmitting a rejected cross charge to the originator. The letters H, A, and P represent the header status flag, the line authorization flag, and the line posting flag respectively.

Figure 51-4 Status Codes after Resubmitting a Rejected Cross Charge to the Originator



Error Conditions

Error conditions that can occur after submitting an internal charge are as follows:

- [Fail Funds Checking](#)
- [Fail Posting Process](#)
- [Encumbrance Journal Deleted](#)

Fail Funds Checking

If adequate funds are not available for a cross charge line, the line fails funds checking and the encumbrance journal is deleted from General Ledger. The header status in the Internal Charge Entry window is set to Fundsfail.

The originator can update the internal charge and resubmit the internal charge.

Fail Posting Process

If the encumbrance journal passes funds checking but fails to post, then the header status in the Internal Charge Entry window is set to Postfail.

The originator can update the internal charge and resubmit the internal charge.

Encumbrance Journal Deleted

If the encumbrance journal fails validation before funds checking then the journal is deleted and the header status in the Internal Charge Entry window is set to Deleted.

If funds checking is not applicable and the encumbrance journal fails to post, the encumbrance journal is also deleted from General Ledger. General Ledger updates the header status in the Internal Charge Entry window to Deleted.

Status Codes After Authorizing Cross Charges

[Figure 51–5](#), page 51-17, shows status codes assigned when an authorizer accepts a new cross charge without encumbrancing or budgetary control. The letters H, A, and P represent the header status flag, the line authorization flag, and the line posting flag respectively.

Figure 51-5 Status Codes after Accepting a Cross Charge without Encumbrancing or Budgetary Control

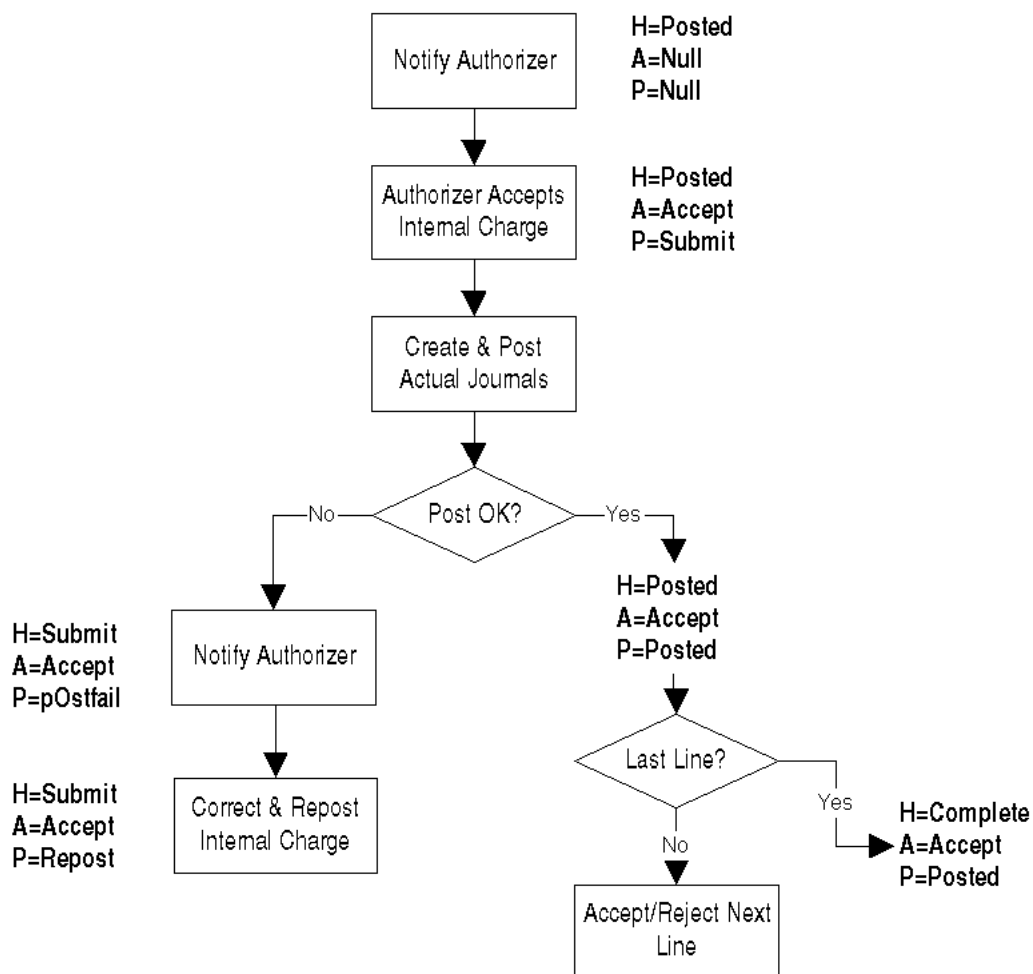


Figure 51-6, page 51-18, shows status codes assigned when an authorizer accepts a cross charge with encumbrancing and without budgetary control. The letters H, A, and P represent the header status flag, the line authorization flag, and the line posting flag respectively.

Figure 51–6 Status Codes after Accepting a Cross Charge with Encumbrancing and Without Budgetary Control

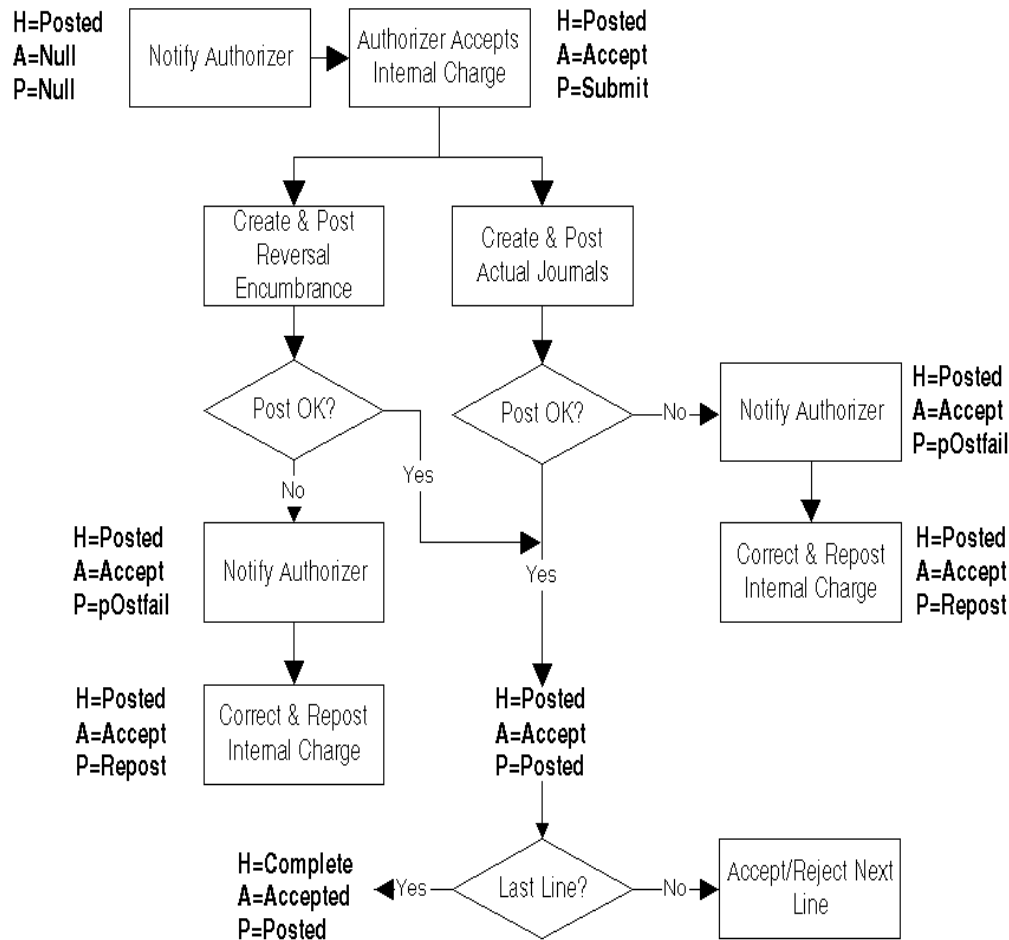


Figure 51–7, page 51-19, shows status codes assigned when an authorizer accepts a cross charge with encumbrancing and budgetary control. The letters H, A, and P represent the header status flag, the line authorization flag, and the line posting flag respectively.

Figure 51–7 Status Codes after Accepting a Cross Charge with Encumbrancing and Budgetary Control

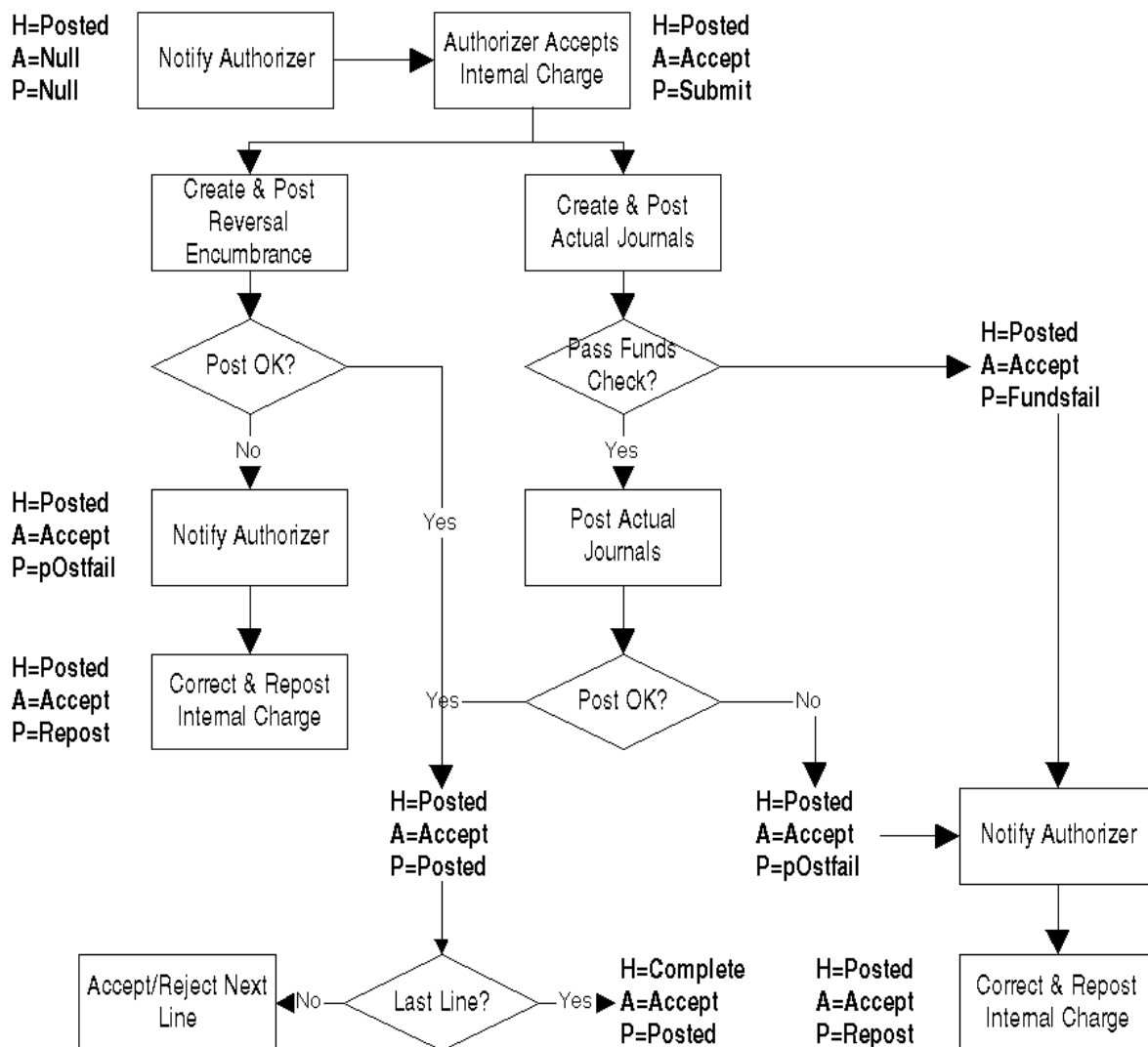
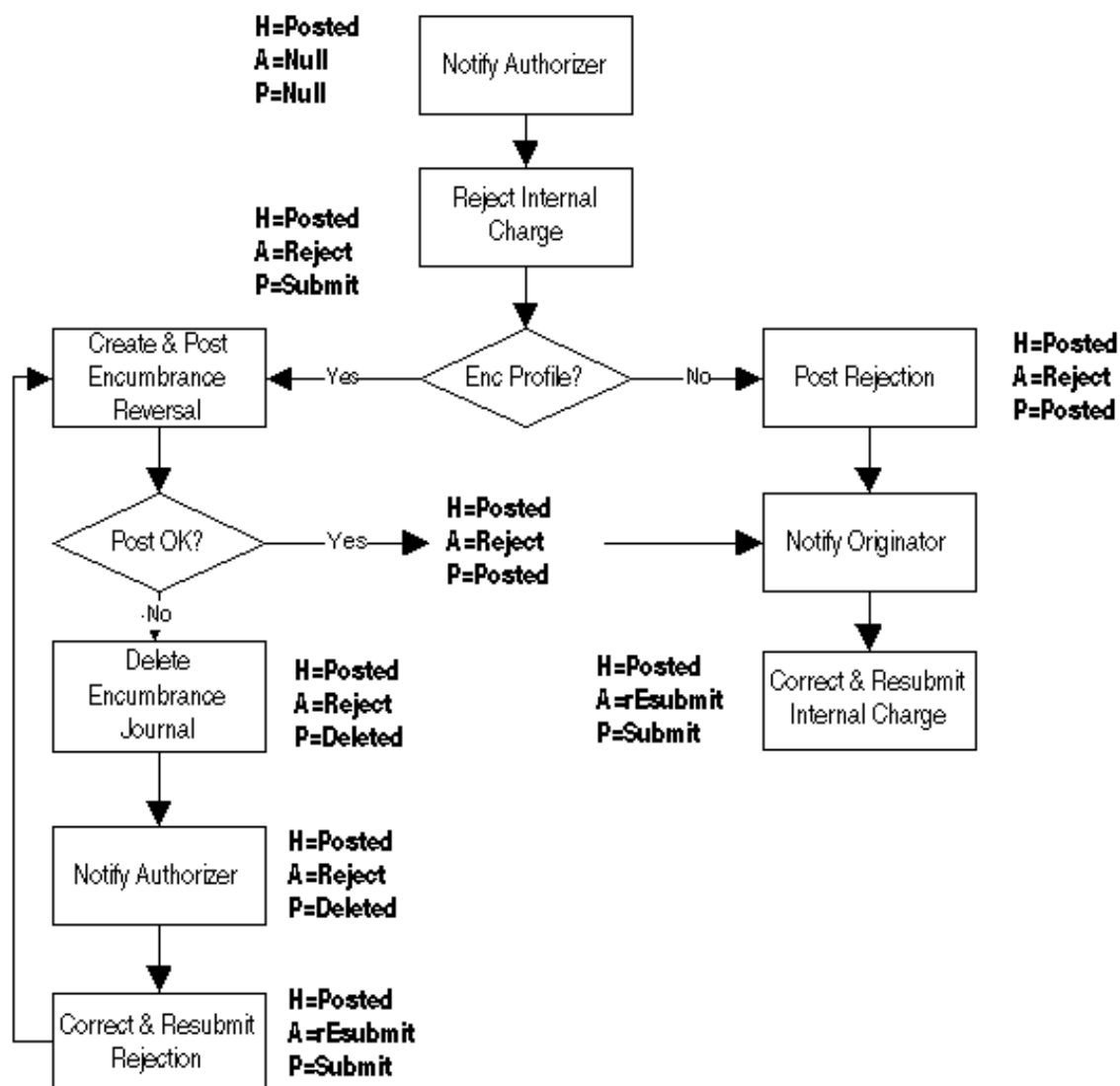


Figure 51–8, page 51-20, shows status codes assigned when an authorizer rejects a cross charge. The letters H, A, and P represent the header status flag, the line authorization flag, and the line posting flag respectively.

Figure 51-8 Status Codes after Rejecting Cross Charges



Error Conditions

Error conditions that can occur when a cross charge is authorized are as follows:

- fail funds checking
- fail posting process

When the authorizer rejects an internal cross charge and encumbrance accounting is enabled, General Ledger releases the encumbrances initially reserved after the generated journals are posted.

Automatic Posting to the General Ledger

Many processes within internal trading depend upon the successful posting in General Ledger of journals generated by a previous internal trading process. Most notably, if encumbrance accounting is enabled, an internal charge cannot be authorized until the encumbrance journal generated on submission is posted in the General Ledger.

To facilitate the timely posting of internal charges, it is recommended that automatic posting for the journal source internal transfer be enabled via the AutoPost Criteria window in General Ledger. Within this setup, encumbrance batches should be given a higher priority than actual batches to ensure that encumbrance batches are posted before the related actuals. This prevents unnecessary funds checking that could arise if the actuals are posted first.

References

For information on setting up internal trading, see [Chapter 52, Internal Trading Setup](#).

For information on setting up encumbrance accounting, see [Setting User Profile Options](#), *Oracle Applications System Administrator's Guide*.

For information on setting up budgetary control, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

Internal Trading Setup

This chapter describes how to set up internal trading in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Setting Up Internal Trading Charge Centers Procedure](#)
- [Setup Charge Center Window](#)
- [Setup Charge Center Window Description](#)

Definition

The internal trading setup procedure is used to define charge centers and associated account ranges and authorizers, and to define user profile options associated with internal trading.

Overview

Charge centers are business units that incur the internal charge. Account ranges must be unique to charge centers because the account flexfield ranges describe the charge center. Authorizers have the authority to accept or reject a cross charge.

This setup is required to perform the internal trading procedures, which enable users to raise charges between charge centers within the same organization.

Internal trading setup procedures are used to perform the following tasks:

- define charge centers for the current set of books
- query and update information for charge centers associated with the current set of books
- define account ranges for a charge center
- define authorizers for the appropriate charge center
- link authorizers to the appropriate charge center
- define a time limit within which cross charges must be authorized before they are automatically authorized

Internal trading is controlled by the following profile options:

- The Encumbrance Required profile option is used to request automatic creation of encumbrance journals.
- The Encumbrance Type ID profile option determines the encumbrance type for internal trading encumbrance journals.
- The Authorization Time Limit in Days profile option is used to specify the number of days that can elapse before a cross charge is automatically accepted.

For information on setting internal trading profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

Setting Up Internal Trading Charge Centers Procedure

To set up internal trading charge centers, perform the following steps.

1. Navigate to the Setup Charge Center window as follows:

OPSF(I) Internal Trading - Setup - Setup Charge Center

2. In the Name field, enter the charge center name.
3. In the Start Date field, enter the date to activate the charge center.
4. In the End Date field, enter the date to deactivate the charge center.
5. Place the cursor in the From field.

The Accounting Flexfield parameter window appears.

Note: Entering a value in the Low field populates both the High and Low fields, indicating that one accounting flexfield is assigned to that row.

Note: The account range must be unique to the charge center and must not overlap another range in any charge center.

6. To enter more than one accounting flexfield, select a value from the list of values in the High field that is higher than the corresponding Low field.
7. To apply the parameters, click **OK**.
8. In the Name field of the Authorizers region, select the authorizer's name from the list of values.
9. Save or save and continue as follows:
File - Save or Save and Proceed
10. Close the window.

Setup Charge Center Window

Figure 52–1 Setup Charge Center Window

Setup Charge Center

Name

Start Date

End Date

Ranges

	From	To
☐		
☐		
☐		
☐		
☐		
☐		

Authorizers

Name

Setup Charge Center Window Description

Table 52–1 Setup Charge Center Window Description

Field Name	Type	Features	Description
Name	required		charge center name; must be unique within current set of books
Start Date	required		date to activate charge center
End Date	optional		date to deactivate charge center
Ranges Region			
From	required		start account range from which cross charges raised
To	required		end account range from which cross charges raised
Authorizers Region			
Name	required	list of values	authorizer name; must be valid Oracle Applications user

Internal Trading Procedures

This chapter describes the internal trading procedures in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating Internal Charge Entries Procedure](#)
- [Internal Charge Entry Window](#)
- [Internal Charge Entry Window Description](#)
- [Authorizing Cross Charges Procedure](#)
- [Cross Charge Authorization Window](#)
- [Cross Charge Authorization Window Description](#)

Definition

Internal trading procedures raise internal charge journals between charge centers within the same organization and control the authorization.

Overview

The internal trading process enables users to perform the following tasks:

- enter and submit internal cross charges to one or more charge centers within the same organization
- create encumbrance journals automatically for internal charge journals
- reserve funds for internal charge entries using budgetary control
- approve or reject the cross charge with recommendations for modification
- post internal charge encumbrances and actuals to General Ledger
- modify or resubmit cross charges

Internal trading features are detailed in [Table 53–1](#), page 53-2.

Table 53–1 Internal Trading Features

Feature	Description
Maintain Charge Centers, Ranges, and Authorizers	Accounting flexfield ranges constitute the charge centers. Authorizers are allocated to each charge center to approve internal charges for that charge center.
Enter and Submit Internal Charges	When an internal charge is submitted for approval, if budgetary control is enabled and the Encumbrance Required profile option is set to Y, an encumbrance journal is created automatically.
Encumbrance Accounting	Automatic creation of encumbrance journals can be controlled using the Encumbrance Required profile option.
Notification	When authorizers invoke the Internal Charge Approval window, they are alerted if there are internal charges requiring their attention. A similar process happens when originators invoke the Internal Charge Entry window and an internal charge is rejected.

Table 53–1 Internal Trading Features

Feature	Description
Resubmit Internal charge	Originators can modify and resubmit internal charges rejected by authorizers. If budgetary control is enabled and the Encumbrance Required profile option is set to Y, an encumbrance journal is created automatically on resubmission.
Internal Charge Approval or Rejection	When rejecting an internal charge, authorizers are required to enter a reason for the rejection and a suggested value that is acceptable.
Authorization Time Limit	If a time limit is set for authorization, any charges that have not been accepted or rejected within that time can be automatically accepted by running a concurrent program.

Prerequisites

- ❑ Set of books must be defined.
To define a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.
- ❑ Journal entry categories must be defined.
To define journal entry categories, see [Defining Journal Categories](#), *Oracle General Ledger User's Guide*.
- ❑ Charge centers and associated accounting ranges need to be set up.
To set up charge centers, see [Setting Up Internal Trading Charge Centers Procedure](#), page 52-3.
- ❑ Authorizers for the charge center must be defined.
To define authorizers, see [Setting Up Internal Trading Charge Centers Procedure](#), page 52-3.
- ❑ The following system profile options must exist:
 - Internal Trading: Authorization Time Limit in Days
 - Internal Trading: Encumbrance Type ID
 - Internal Trading: Encumbrance Required
 To set up system profile options, see [Setting User Profile Options](#), *Oracle Applications System Administrator's Guide*.

Creating Internal Charge Entries Procedure

The Internal Charge Entry procedure includes the following sections:

- [Creating an Internal Charge Header](#)
- [Creating Internal Charge Lines](#)
- [Submitting Internal Charge Lines](#)

Creating an Internal Charge Header

To create an internal charge header, perform the following steps.

1. Navigate to the Internal Charge Entry window as follows:

OPSF(I) Internal Trading - Enter Cross-Charge

2. In the Name field, enter the internal charge name to be defined.
Note: Do not enter duplicate names for internal charges.
3. In the Status field, select New from the list of values.
4. In the Description field, enter a description for the internal charge.
5. In the Period field, select the accounting period for the internal charge from the list of values.
6. Perform one of the following tasks:
 - In the Entered DR field, enter a debit value greater than 0.
 - In the Entered CR field, enter a credit value greater than 0.
7. Place the cursor in the Accounting Flexfield field.
The Parameters pop-up window appears.
8. In the Account field, select the appropriate accounting flexfield segment for the internal cross charge from the list of values.
9. To apply the parameters, click **OK**.
The Flexfield Description field automatically displays the accounting flexfield description.
10. In the Category field, select a category to group internal charges for analysis purposes from the list of values.

Creating Internal Charge Lines

To create internal charge lines, perform the following steps.

1. Navigate to the Internal Charge Entry window as follows:

OPSF(I) Internal Trading - Enter Cross-Charge

2. In the Line field, enter the number of the charge line.
3. Place the cursor in the Accounting Flexfield field.

The Parameters pop-up window appears.

4. In the Accounting Flexfield field, select the appropriate accounting flexfield segment for the internal cross charge from the list of values.
5. To apply the parameters, click **OK**.
6. Perform one of the following tasks:
 - In the Entered Dr field, enter a debit amount greater than 0.
 - In the Entered Cr field, enter a credit amount greater than 0.
7. In the Description field, enter a description for each line of the internal cross charge entry.

Submitting Internal Charge Lines

8. When all charges are entered, return to the Status field in the Internal Charge Header region, and select Submit from the list of values.
9. Save or save and continue as follows:

File - Save or Save and Proceed

10. Close the window.

The new cross charge is created.

Note: If the Encumbrance Required profile option is set to N, this charge is available in the Cross Charge Authorization window. If the profile option is set to Y, an encumbrance journal is created. After all deleted encumbrance journals are successfully posted to General Ledger, the cross charge is available to the authorizers in the Cross Charge Authorization window.

Internal Charge Entry Window

Figure 53–1 Internal Charge Entry Window

Internal Charge Entry

Internal Charge Header

Name

Status

Description

Originator

Period

Entered DR

Entered CR

Total DR

Total CR

Accounting Flexfield

Category

Flexfield Description

Internal Charge Lines

Line

Accounting Flexfield

Entered Dr

Entered Cr

Description

Charge Center

Submit Date

Auth

Flexfield Description

Post

Rejection Note

Amount

Internal Charge Entry Window Description

Table 53–2 Internal Charge Entry Window Description

Field Name	Type	Features	Description
Internal Charge Header Region			
Name	required		internal cross charge name
Status	required	list of values	internal cross charge status; valid values: New, Submit, Fundsfail, Postfail, Deleted, Repost, Posted, Complete
Description	optional		internal cross charge description; appears in General Ledger and in internal cross charge entry reports
Originator	default, display only		user's name as originator
Period	required	list of values	internal charge accounting period. Note: The accounting period status must be Open or Future Entry.
Entered DR	optional		debit amount greater than 0 for internal charge; required if no amount present in Entered CR field
Entered CR	optional		credit amount greater than 0 for internal charge; required if no amount present in Entered DR field
Total DR	default, display only		entered debit running total amount
Total CR	default, display only		entered credit running total amount
Accounting Flexfield	required	list of values	internal cross charge entry accounting flexfield segments
Category	required	list of values	category used to group internal charges for analysis purposes
Flexfield Description	default, display only		accounting flexfield description

Table 53–2 Internal Charge Entry Window Description

Field Name	Type	Features	Description
Internal Charge Lines Region			
Line	required		user-defined number for charge line
Accounting Flexfield	required	list of values	internal cross charge entry accounting flexfield segment; accounting flexfield selected must fall within account range for current charge center
Entered Dr	optional		debit amount greater than 0 for cross charge lines. Note: To submit a cross charge, the total debit for cross charge lines must match the Entered CR field in the Internal Charge Header region.
Entered Cr	optional		credit amount greater than 0 for cross charge lines. Note: To submit a cross charge, the total credit for cross charge lines must match the Entered DR field in the Internal Charge Header region.
Description	optional		internal cross charge entry line description
Charge Center	default, display only		charge center name to which cross charge is raised
Submit Date	default, display only		internal cross charge submission date
Auth	default, display only		authorization status of internal cross charge line; valid values: Accept, Reject, Resubmit
Flexfield Description	default, display only		accounting flexfield description matching accounting flexfield description in Internal Charge Header region
Post	default, display only		posting status of internal cross charge; valid values: Submit, Fundsfail, Postfail, Deleted, Repost, Posted
Rejection Note	default, display only		reason cross charge line rejected by authorizer
Amount	default, display only		amount recommended by authorizer for cross charge line

Authorizing Cross Charges Procedure

To authorize an internal cross charge, perform the following steps.

1. Navigate to the Cross Charge Authorization window as follows:
OPSF(I) Internal Trading - Authorize Cross-Charge
2. In the Authorize field, select Accept or Reject from the list of values.
3. If the cross charge is rejected, perform the following tasks:
 - In the Suggested Amount field, enter a suggested amount.
 - In the Rejection Note field, enter the reason for rejection.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Cross Charge Authorization Window

Figure 53–2 Cross Charge Authorization Window

Cross Charge Authorization

Authorize

	Originator	Name	Accounting Flexfield	Entered Dr	Entered Cr

Authorization Details

Description

Charge Center

Suggested Amount

Rejection Note

Posting Status

Accounting Flexfield Description

Cross Charge Authorization Window Description

Table 53–3 Cross Charge Authorization Window Description

Field Name	Type	Features	Description
Authorize	required	list of values	cross charge line; valid values: accept or reject
Originator	default, display only		originator who raised internal charge
Name	default, display only		cross charge name as defined by originator
Accounting Flexfield	default, display only		cross charge line accounting flexfield
Entered Dr	default, display only		cross charge line debit amount
Entered Cr	default, display only		cross charge line credit amount
Authorization Details Region			
Description	default, display only		internal cross charge line description
Charge Center	default, display only		charge center against which internal charge raised
Suggested Amount	conditionally required		suggested amount for rejected cross charge line
Rejection Note	conditionally required		authorizer's reason for rejecting cross charge line
Posting Status	default, display only		cross charge line posting status; valid values: Submit, Fundsfail, Postfail, Deleted, Repost, Posted
Accounting Flexfield Description	default, display only		accounting flexfield description; same as accounting flexfield description in Accounting Flexfield field

Internal Trading Report Procedures

This chapter describes the internal trading reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Internal Trading: Internal Charge Status Report Procedure](#)
- [Generating Internal Trading: Automatic Acceptance of Lines Report Procedure](#)

Definition

Internal trading reports provide information about internal cross charges.

Overview

The following internal trading reports are available:

- [Internal Trading: Internal Charge Status Report](#)
- [Internal Trading: Automatic Acceptance of Lines Report](#)

Internal Trading: Internal Charge Status Report

This report provides a listing of cross charge journal activity sorted by charge center, period, and status. The report can be filtered to include cross charges for a subset of charge centers for a selected range of accounting periods or for a selected status. Totals are generated for all cross charge lines and batches and for the charge center, as well as grand totals for all credit and debit amounts present in the report.

Internal Trading: Automatic Acceptance of Lines Report

This report accepts all cross charges that are not accepted or rejected within the system-defined time limit and reports all the cross charge lines accepted in this way.

Generating Internal Trading: Internal Charge Status Report Procedure

To generate the Internal Trading: Internal Charge Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

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 Internal Trading: Internal Charge Status Report from the list of values.

The Parameters pop-up window appears.

5. In the Start Charge Center field, select the first charge center from the list of values.
6. In the End Charge Center field, select the last charge center from the list of values.
7. In the Start Period field, select the earliest accounting period from the list of values.
8. In the End Period field, select the latest accounting period from the list of values.
9. Optionally, in the Status Flag field, select a charge status from the list of values.
10. To apply the parameters, click **OK**.
11. To submit the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

12. To submit another request, click **Yes**, or to continue, click **No**.
13. View the request in the concurrent manager as follows:

View - Requests

Generating Internal Trading: Automatic Acceptance of Lines Report Procedure

To generate the Internal Trading: Automatic Acceptance of Lines Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

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 Internal Trading: Automatic Acceptance of Lines Report from the list of values.
5. To submit the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

6. To submit another request, click **Yes**, or to continue, click **No**.
7. View the request in the concurrent manager as follows:

View - Requests

Part XVI

Multi-Period Posting

Multi-Period Posting Process

This chapter describes the multi-period posting functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Multi-Period Posting Process Flow Diagram](#)
- [Setting Up Multi-Period Posting](#)
- [Selecting Invoices](#)
- [Period End Processing](#)

Definition

Multi-period posting enables expenses to be recognized over multiple periods when the supplier issues one invoice. With multi-period posting, users register an invoice once to automatically prorate it over the required periods and accounting entries are generated accordingly.

Overview

Multi-period posting enables the user to define various accounting rules to spread expenses over multi-periods. For example, an accounting rule can be defined to evenly spread an expense, such as insurance or rent, evenly over 12 periods. Users can assign a pre-defined accounting rule to the relevant invoice distribution lines and the system automatically spreads the expense over the general ledger periods. Users can manually update the automatically prorated lines.

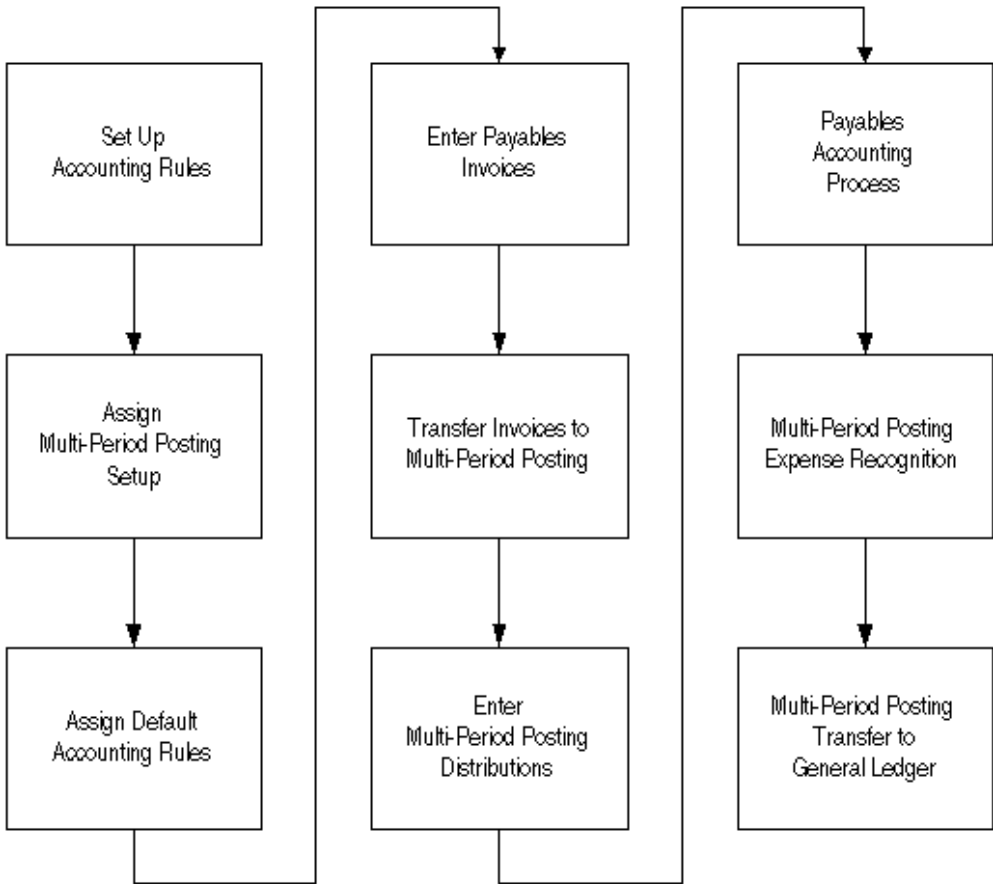
At month end, a process is run to select all non-posted multi-period posting distribution line postings for the specified period and interface them to General Ledger for posting. Before posting, users run a report to recognize and update all the non-posted multi-period posting entries for the current period. Alternatively, users can run this report to list all the multi-period posting entries for the month.

Note: Multi-period posting is only available for expense account distribution. The procedure excludes accruals, assets, and all other account types.

Multi-Period Posting Process Flow Diagram

Figure 55–1, page 55-3, shows the multi-period posting process.

Figure 55–1 Multi-Period Posting Process Flow Diagram



Setting Up Multi-Period Posting

This section describes how to set up multi-period postings as follows:

- [Set Up Accounting Rules](#)
- [Assign Multi-Period Posting Setup](#)
- [Assign Default Accounting Rules](#)

Set Up Accounting Rules

To spread expenses across a defined period, an accounting rule is created for each method required by the user defining the period, type of rule, and duration. An example of an accounting rule is 12 equal monthly postings.

Each accounting rule is set up with the following information:

- rule name and description
- accounting period

The accounting period defines the period over which the postings are made. The accounting period relates to the periods defined in the accounting calendar. This is usually on a monthly or fiscal monthly basis.

- accounting rule types

Fixed duration type creates a rule with a pre-defined percentage for each period. For example, 12 months defaults to 8.333% per period and 8.334 in period 12. These periods can be amended during setup but must total 100%.

Variable duration type creates a rule where the first percentage only can be applied by the user, for example 20%. This allocates 20% in period 1, and the remaining 80% is divided in equal amounts across the remaining periods. The number of periods is not specified in the rule, but may be applied when the rule is applied to the expense distribution line. The default is one period.

Assign Multi-Period Posting Setup

The default accounting rules control account information that is used for multi-period posting as follows:

- journal category

The journal category can be selected from a list of defined General Ledger journal categories. The choice of category is optional, for example, Other. The

journal category enables the user to identify the batches within the General Ledger journal posting process.

- journal source

The journal source can be selected from a list of defined General Ledger journal sources. Payables is usually selected as this is the source subledger. Journal inquiry in General Ledger allows drill-down to the source documents.

- default account rule

An existing accounting rule can be selected.

- future postings account

The General Ledger account can be defined as a control account for the multi-period posting.

- description

The description defaults to the accounting flexfield description of the future posting account.

Assign Default Accounting Rules

When an invoice is selected for multi-period posting, the set of books default accounting rule is applied to all distribution lines. No action is automatically taken against an invoice expense distribution, but if the invoice is selected for multi-period posting, a different accounting rule can be defaulted to the distribution line.

The default accounting rules by account are defined as follows:

- account

The General Ledger account must be defined and requires a default accounting rule.

- default account rule

An existing accounting rule must be selected.

Note: If the General Ledger accounts defined previously were used, the associated rule is applied.

The default accounting rules defined for the set of books and for individual accounts can be changed when multi-period posting is applied to the invoice.

Selecting Invoices

The following stages of the multi-period posting process are described in this section:

- [Enter Payables Invoices](#)
- [Transfer Invoices to Multi-Period Posting](#)
- [Enter Multi-Period Posting Distributions](#)

Enter Payables Invoices

The invoice is entered in Payables in the standard manner. At this stage in the process, users cannot spread payments over multiple periods as the following entry illustrates:

Expense account 5050	debit	£1200.00
AP Control account	credit	£1200.00

For information on entering invoices, see *Oracle Payables User’s Guide*.

Transfer Invoices to Multi-Period Posting

The invoices are selected from a list and transferred to the multi-period posting process. They must be approved, but there are no further restrictions on their status, whether posted or paid.

When selected, the invoice is assigned a default accounting rule, as defined in the setup process. When the selection is complete, **Transfer Invoice** is clicked to start the multi-period posting invoice collection concurrent process. When the process is complete, the invoices are available in multi-period posting.

Enter Multi-Period Posting Distributions

The required accounting rule is assigned to each expense distribution line of the invoice.

The required invoices are found, the invoice is selected, and distribution lines are displayed. Only those lines relating to expenses that can have multi-period posting accounting rules applied are displayed. The following entries can be made:

- accounting rule

A different rule from the list can be selected, if required.

- periods
If the rule is fixed, the periods cannot be altered. If the rule is variable, the number of periods over which the expense is to be applied are entered.
- first posting date
The first posting date is the date of the first posting to General Ledger for the expense.

When the amendments are saved, the postings to be made to General Ledger can be viewed on the MPP Distributions window. The MPP Distributions window also displays the status of the postings as they are made.

Subledger Entries

This is a one-time posting to General Ledger crediting the expense and debiting the future postings control account as follows:

Expense account (5050)	debit	£100.00
Future postings (1370)	credit	£100.00

Detailed Distributions

Based on a 12 month rule, the detailed distributions for each of the 12 periods is as follows:

Expense account (5050)	debit	£100.00
Future postings (1370)	credit	£100.00

Period End Processing

The following processes are run in the multi-period posting process:

- [Payables Accounting Process](#)
- [Multi-Period Posting Expense Recognition](#)
- [Multi-Period Posting Transfer to General Ledger](#)

Payables Accounting Process

The first stage of the month-end process runs the standard Payables posting to General Ledger, which consists of the following procedures:

- recognize the accounting entry
- post to General Ledger
- import journal

These procedures move the standard Payables postings from invoices into General Ledger.

Multi-Period Posting Expense Recognition

The next stage of the month-end process recognizes the expense postings required to maintain the multi-period posting invoices. This report can be run in the following modes:

- view
View mode lists the accounting entries to be made for the period.
- update
Update mode recognizes and updates the recognition indicator for the distribution postings related to multi-period posting, ready for transfer to General Ledger.

In the first period for a multi-period posting invoice, the recognition process identifies the subledger entries to credit the expense and debit the future postings account. The process recognizes the first of the 12 monthly postings crediting the future postings account and debiting the expense account. Subsequent monthly processes only post the remaining 11 monthly postings.

Multi-Period Posting Transfer to General Ledger

The final stage runs the multi-period posting transfer to General Ledger that creates journal entries for General Ledger from the recognized multi-period postings and updates the posting status on the multi-period posting distributions. Optionally, the process also runs the General Ledger journal import.

Multi-Period Posting Setup

This chapter describes how to set up multi-period posting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Setting Up Fixed Duration Accounting Rules Procedure](#)
- [Setting Up Variable Duration Accounting Rules Procedure](#)
- [Invoicing and Accounting Rules Window](#)
- [Invoicing and Accounting Rules Window Description](#)
- [Setting Up Financials Options Procedure](#)
- [Set up Multi Period Posting Window](#)
- [Set up Multi Period Posting Window Description](#)

Definition

Multi-period posting uses Payables functionality and enables the user to define various accounting rules to spread expenses over multiple periods.

Multi-period posting must be set up to set up and identify the following:

- multi-period posting account
- General Ledger journal source
- General Ledger journal category for multi-period posting journals transferred to General Ledger
- default accounting rule for the system

Overview

This section describes the steps required to set up multi-period posting.

- [Setting Up Accounting Rules](#)
- [Setting Up Financials Options](#)

Setting Up Accounting Rules

Accounting rules are used to define the method of spreading postings over a predefined accounting period.

Setting Up Financials Options

Financial options must be set up to enable the user to define the default options used for multi-period postings to General Ledger.

Setting Up Fixed Duration Accounting Rules Procedure

To set up a fixed duration accounting rule, perform the following steps.

1. Navigate to the Invoicing and Accounting Rules window as follows:

OPSF(I) Multi Period Posting - Set Up Accounting Rules

2. In the Name field, enter a name for the rule.
3. In the Description field, enter a description for the rule.
4. In the Type field, select Accounting, Fixed Duration from the list of values.
5. To enable the accounting rule, select the Active check box.

The Active check box is selected by default.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values of any window.

For information on the Set up Multi Period Posting window, see [Setting Up Financials Options](#), page 56-2.

6. In the Period field, select a period type from the list of values.
7. In the Number of Periods field, enter the required number of periods.
8. Place the cursor in any of the Period, Percent, or Date fields in the Schedule region.

The accounting rule schedule is generated automatically based on the number of periods entered.

9. To amend the percentages, enter new values as required.

Note: The combined values must total 100 percent.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

Setting Up Variable Duration Accounting Rules Procedure

To set up a variable duration accounting rule, perform the following steps.

1. Navigate to the Invoicing and Accounting Rules window as follows:

OPSF(I) Multi Period Posting - Set Up Accounting Rules

2. In the Name field, enter a name for the rule.
3. In the Description field, enter a description for the rule.
4. In the Type field, select Accounting, Variable Duration from the list of values.

Note: If a variable account duration is selected, the Number of Periods field is disabled.

5. To enable the accounting rule, select the Active check box.

The Active check box is selected by default.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values, in the Distribution Summary window.

For information on the Distribution Summary window, see [Viewing and Editing Multi-Period Posting Lines Procedure](#), page 57-8.

6. In the Period field, select a period from the list of values.
7. To amend the percentage for the first period, enter a new value as required.

The default value is 0. If the default value is used, each period is automatically set to an equal value. If the default value is overridden, the system automatically deducts the entered value from 100 percent and splits the balance equally between the remaining periods.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Invoicing and Accounting Rules Window Description

Table 56–1 Invoicing and Accounting Rules Window Description

Field Name	Type	Features	Description
Name	required		user defined rule name
Description	required		rule description
Type	required	list of values	fixed or variable accounting
Active	conditionally required	check box	indicates if accounting rule active; if selected, accounting rule active; if deselected, accounting rule disabled
Period	required	list of values	period
Number of Periods	conditionally required		determines number of periods in schedule when fixed duration accounting rules selected
Descriptive Flexfield			not available
Schedule Region			
Period	required		period number
Percent	required		percentage to apply to period
Date	display only		date period schedule is active
Total	display only		percent fields sum

Setting Up Financials Options Procedure

To set up multi-period posting financials options, perform the following steps.

1. Navigate to the Set up Multi Period Posting window as follows:

OPSF(I) Multi-Period Posting - Multi-Period Posting Set Up

2. In the Journal Category field, select a journal category from the list of values.
3. In the Journal Source field, select a journal source from the list of values.
4. In the Default Accounting Rule field, select the required default accounting rule from the list of values.
5. In the Future Posting Account field, select the future posting account from the list of values.

A description of the future posting account is automatically displayed in the Description field.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Set up Multi Period Posting Window

Figure 56–2 Set up Multi Period Posting Window



Set up Multi Period Posting Window Description

Table 56–2 Set up Multi Period Posting Window Description

Field Name	Type	Features	Description
Journal Category	required	list of values	journal category
Journal Source	required	list of values	journal source
Default Accounting Rule	required	list of values	accounting rule
Future Posting Account	required	list of values	future posting account
Description	display only		future posting account description

Multi-Period Posting Procedures

This chapter describes how to use multi-period posting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Overriding Default Account Rules Procedure](#)
- [Default Accounting Rules Window](#)
- [Default Accounting Rules Window Description](#)
- [Recognizing Invoices for Multi-Period Posting Procedure](#)
- [Transfer Invoices Window](#)
- [Transfer Invoices Window Description](#)
- [Viewing and Editing Multi-Period Posting Lines Procedure](#)
- [Multi Period Posting Invoices Summary Window](#)
- [Multi Period Posting Invoices Summary Window Description](#)
- [Distributions Summary Window](#)
- [Distributions Summary Window Description](#)
- [View MPP Distributions Window](#)
- [View MPP Distributions Window Description](#)
- [View MPP OffSet Entries Window](#)
- [View MPP OffSet Entries Window Description](#)

Definition

Multi-period posting in Oracle Public Sector Financials (International) is an extension to the standard Payables enter invoice facility that enables expenses to be recognized as they are incurred. For example, an insurance expense that covers a year may be paid in full at the start of the year, but the expense needs to be recognized in each period that it is used.

This functionality is similar to the invoicing and accounting rules features of standard Receivables. Multi-period posting enables accounting rules to be defined for use when creating multi-period posting lines.

Overview

The following multi-period posting windows are available:

- entry of accounting rules against specific invoice distribution lines using the Default Accounting Rules window
- recognizing invoices for multi-period posting process using the Transfer Invoices window
- viewing and editing of multi-period posting lines using the following:
 - Multi-Period Posting Invoices Summary window
 - Distributions Summary window
 - View MPP Distributions window
 - View MPP OffSet Entries window

Prerequisites

- ❑ Accrual accounting must be used.
To define accrual accounts, see *Defining Accrual and Variance Accounts, Oracle Payables User's Guide*.
- ❑ Accounting rules must exist.
To set up accounting rules, see [Accounting Rules](#), *Oracle Receivables User's Guide*.
- ❑ Future posting account must exist and be set to a valid value.
To set up a future posting account, see [Defining Accounts](#), *Oracle General Ledger User's Guide*.

Overriding Default Account Rules Procedure

To override the default account rules, perform the following steps.

1. Navigate to the Default Accounting Rules window as follows:

OPSF(I) Multi-Period Posting - Default Accounting Rules

2. In the Expense Account field, select the expense account to be overridden from the list of values.
3. In the Default Accounting Rule field, select the accounting rule to be applied from the list of values.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Default Accounting Rules Window

Figure 57–1 Default Accounting Rules Window

The screenshot shows a window titled "Default Accounting Rules". Inside, there is a table with three columns: "Expense Account", "Default Accounting Rule", and "Enabled". The "Expense Account" column has a list of values, with the first one selected. The "Default Accounting Rule" column has a list of values. The "Enabled" column has checkboxes, with the first one checked. Below the table is a text field labeled "Account Description".

Default Accounting Rules Window Description

Table 57–1 Default Accounting Rules Window Description

Field Name	Type	Features	Description
Expense Account	required	list of values	expense to be recognized
Default Accounting Rule	required	list of values	rule applied to distribution line
Enabled	conditionally required	check box	if selected, account rule enabled; if deselected, account rule disabled
Account Description	display only		expense account description

Recognizing Invoices for Multi-Period Posting Procedure

To recognize an invoice for multi-period posting, perform the following steps.

1. Navigate to the Transfer Invoices window as follows:

OPSF(I) Multi-Period Posting - Invoice Transfer

2. Select a line in the Invoices region.

Note: The invoice must be approved before it can be transferred.

3. To add the invoice to the Selected Invoices region, click **Add**.
4. To remove an invoice from the Selected Invoices region, click **Remove**.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. To transfer the selected invoice to Oracle Public Sector Financials (International) multi-period posting tables, click **Transfer Invoices**.

A pop-up window appears.

A message is displayed, indicating that a transfer concurrent request was submitted.

7. Click **OK**.
8. When the concurrent process is complete, click **Requery**.

The Selected Invoices region is cleared automatically to confirm invoices transferred successfully.

Note: If the Selected Invoices region contains data after requerying the window, the invoice transfer was unsuccessful.

9. To establish why an invoice transfer was unsuccessful, click **View Log...** in the Requests window.

For information on the Requests window, see [Requests Window](#), *Oracle Payables User's Guide*.

10. Close the window.
11. View the request in the concurrent manager as follows:

View - Requests

For information on invoices, see [Entering Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

Transfer Invoices Window

Figure 57-2 Transfer Invoices Window

Transfer Invoices

Invoices

Vendor	Date	Number	Currency	Amount	Accounting Rule

Remove

Add

Selected Invoices

Number	Vendor Name	Accounting Rule

Regquery

Transfer Invoices

Transfer Invoices Window Description

Table 57–2 Transfer Invoices Window Description

Field Name	Type	Features	Description
Invoices Region			
Vendor	display only		vendor name
Date	display only		invoice date
Number	display only		invoice number
Currency	display only		invoice currency
Amount	display only		invoice amount
Accounting Rule	required	list of values	rule applied to invoice distribution line
Remove		button	removes invoices from Selected Invoices region
Add		button	adds invoices to Selected Invoices region
Selected Invoices Region			
Number	display only		invoice number
Vendor Name	display only		vendor name
Accounting Rule	display only		rule applied to invoice distribution line
Requery		button	requeries invoice; remains inactive until invoice transferred using Transfer Invoices
Transfer Invoices		button	transfers selected invoice to Oracle Public Sector Financials (International) multi-period posting tables

Viewing and Editing Multi-Period Posting Lines Procedure

Payables creates multi-period posting lines when an accounting rule is attached to an invoice distribution.

To view and edit multi-period posting lines, perform the following steps.

1. Navigate to the Multi-Period Posting Invoices Summary window as follows:

OPSF(I) Multi-Period Posting - Multi-Period Posting Distributions

2. Query an invoice.
3. Click **Distributions**.

The Distributions Summary window appears.

4. To cancel a multi-period posting distribution, select the Ignore MPP check box.
5. In the Accounting Rule field, select the required accounting rule from the list of values.
6. In the Durations field, if the Variable Duration accounting type is selected, enter the number of durations.
7. In the Start Date field, select the required date from the pop-up calendar.
8. Save or save and continue as follows:

File - Save or Save and Proceed

9. To view detailed distributions, click **Detailed Distributions**.

The View MPP Distributions window appears.

10. To close the View MPP Distributions window, click **Close**.
11. To view offset entries for the invoice distribution lines, click **Subledger Offset Entries**.

The View MPP OffSet Entries window appears.

12. To close the View MPP OffSet Entries window, click **Close**.
13. Close the Distributions Summary window.
14. Close the Multi-Period Posting Invoices Summary window.

Multi Period Posting Invoices Summary Window

Figure 57-3 Multi Period Posting Invoices Summary Window

[illegible]

Multi Period Posting Invoices Summary Window Description

Table 57–3 Multi Period Posting Invoices Summary Window Description

Field Name	Type	Features	Description
Type	display only		line type
Supplier	display only		supplier name
Supplier Num	display only		supplier number
Site	display only		site number
Invoice Date	display only		invoice date
Invoice Num	display only		invoice number
Currency	display only		currency
Amount	display only		amount
GL Date	display only		transfer to General Ledger date
Distributions		button	opens Distributions Summary window

Distributions Summary Window

Figure 57-4 Distributions Summary Window

Distributions Summary

Number	Type	Amount	Date	Distribution Account	Ignore MPP	Accounting Ru
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

Distribution Account

Future Posting Account

Subledger Offset Entries

Detailed Distributions

Distributions Summary Window Description

Table 57–4 Distributions Summary Window Description

Field Name	Type	Features	Description
Number	display only		distribution line number
Type	display only		distribution type
Amount	display only		distribution line amount
Date	display only		date distribution line entered
Distribution Account	display only		expense account
Ignore MPP	conditionally required	check box	if deselected, multi-period posting distribution lines generated
Accounting Rule	required	list of values	accounting rule applied to multi-period posting spread
Start Date	required	list of values; pop-up calendar	multi-period posting spread start date; defaults to General Ledger date
Duration	display only		accounting rule duration
Future Posting Account	display only		multi-period posting predated expense account for future postings
Tax Code	display only		tax code
VAT Code	display only		VAT code
Distribution Account	display only		distribution account description
Future Posting Account	display only		future posting account description
Subledger Offset Entries		button	opens View MPP OffSet Entries window
Detailed Distributions		button	opens View MPP Distributions window

View MPP Distributions Window

Figure 57–5 View MPP Distributions Window

The screenshot shows the 'View MPP Distributions' window. At the top, there are input fields for 'Distribution Line', 'Accounting Rule', 'Distribution Line Account', and 'Future Posting Account'. Below these is a section titled 'Distributions' containing a table with columns: 'MPP Line', 'Amount', 'Expense Recognized', 'Period', 'Posted', and 'Posted Date'. The table has 8 rows. Below the table is a section titled 'MPP Line Drilldown' with a dropdown for 'MPP Line' and a 'GL Date' field. This section contains a table with columns: 'Account', 'Debit', 'Entered', 'Credit', 'Debit', and 'Accounted Credit'. The table has 2 rows. At the bottom of the window is a 'Close' button.

MPP Line	Amount	Expense Recognized	Period	Posted	Posted Date
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	

Account	Debit	Entered	Credit	Debit	Accounted Credit

View MPP Distributions Window Description

Table 57–5 View MPP Distributions Window Description

Field Name	Type	Features	Description
Distribution Line	display only		distribution line
Accounting Rule	display only		rule applied to distribution line
Distribution Line Account	display only		distribution line account
Future Posting Account	display only		future posting account
Distributions Region			
MPP Line	display only		multi-period posting identifier
Amount	display only		amount to be recognized
Expense Recognized		check box	if selected, expense recognized for selected multi-period posting line
Period	display only		period
Posted		check box	indicates line posted to General Ledger
Posted Date	display only		indicates date line posted to General Ledger
MPP Line Drilldown Region			
MPP Line	display only		multi-period posting identifier
GL Date	display only		General Ledger posting date
Account	display only		account
Entered Debit	display only		entered debit amount
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Account	display only		account description
Close		button	closes View MPP Distributions window

View MPP OffSet Entries Window

Figure 57–6 View MPP OffSet Entries Window

View MPP OffSet Entries

Distribution Line Number

Currency Code

MPP OffSet Entries

Account	Entered		Accounted		Expense Recognized	Posted
	Debit	Credit	Debit	Credit		

Account

Close

View MPP OffSet Entries Window Description

Table 57–6 View MPP OffSet Entries Window Description

Field Name	Type	Features	Description
Distribution Line Number	display only		distribution line number
Currency Code	display only		currency code
MPP Offset Entries Region			
Account	display only		account
Entered Debit	display only		entered debit amount
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Expense Recognized		check box	amount recognized
Posted		check box	if selected, indicates line posted to General Ledger
Account	display only		account description
Close		button	closes View MPP OffSet Entries window

Multi-Period Posting Report Procedures

This chapter describes how to generate multi-period posting reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Multi-Period Posting: Expense Collection Report Procedure](#)
- [Generating Multi-Period Posting: General Ledger Transfer Report Procedure](#)
- [Generating Multi-Period Posting: Recognize Expense Program Report Procedure](#)

Definition

Multi-period posting reports are used to recognize and transfer expenses to General Ledger.

Overview

The following reporting features are described in this section:

- [Multi-Period Posting: Expense Collection Report](#)
- [Multi-Period Posting: General Ledger Transfer Report](#)
- [Multi-Period Posting: Recognize Expense Program Report](#)

Multi-Period Posting: Expense Collection Report

The Multi-Period Posting: Expense Collection Report transfers an invoice batch to the multi-period posting distribution line in addition to transferring by invoice number and vendor name.

The Multi-Period Posting: Expense Collection Report is used to cancel the multi-period posting distribution when a batch or invoice that was transferred to the multi-period posting distribution line is cancelled.

The process inserts the following information:

- default multi-period posting accounting rule
- multi-period posting start date
- duration
- future posting account

Multi-Period Posting: General Ledger Transfer Report

The Multi-Period Posting: General Ledger Transfer Report transfers multi-period posting distribution lines with recognized expenses.

Note: The Multi-Period Posting: Expense Recognition Report must be run prior to running the Multi-Period Posting: General Ledger Transfer Report.

Multi-Period Posting: Recognize Expense Program Report

The Multi-Period Posting: Recognize Expense Program Report displays multi-period posting lines over a certain period range enabling the user to recognize the multi-period posting expenses for each period within the range.

The Multi-Period Posting: Recognize Expense Program Report can be viewed in the following modes:

- Preview

Expenses viewed in preview mode are not recognized.

- Update

Expenses viewed in update mode are permanently recognized. The accounting rule, start date, and duration are viewed in update mode, they cannot be updated in the MPP Distribution window.

The Multi-Period Posting: Recognize Expense Program Report is run at period end to show multi-period posting lines waiting to be recognized.

The report provides the following information:

- period and currency

The information is split at the highest level by accountancy period and currency so that the total amount to be posted into the period can be easily reviewed.

- expense account

Multi-period lines are listed by expense account within each period, enabling totals for each account to be easily reviewed.

- detail line

Vendors, type of invoice, and amounts are shown.

Generating Multi-Period Posting: Expense Collection Report Procedure

To generate the Multi-Period Posting: Expense Collection Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

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 Multi-Period Posting: Expense Collection from the list of values.

The Parameters pop-up window appears.

5. In the Mode field, select a mode from the list of values.
6. Optionally, enter parameters as follows:

- Invoice Number or Vendor Name
- Invoice Number and Vendor Name
- Batch Number

7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Generating Multi-Period Posting: General Ledger Transfer Report Procedure

To generate the Multi-Period Posting: General Ledger Transfer Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

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 Multi-Period Posting: General Ledger Transfer from the list of values.

The Parameters pop-up window appears.

5. In the Start Period Name field, select a start period from the list of values.
6. In the End Period Name field, select an end period from the list of values.
7. In the Run GL Import field, select a parameter from the list of values as follows:
 - To automatically import a journal to the general ledger, select Yes.
 - To post a journal to be manually imported to the general ledger later, select No.

For information on manually importing journals, see [Import Journals Window](#), *Oracle General Ledger User's Guide*.

8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Multi-Period Posting: Recognize Expense Program Report Procedure

To generate the Multi-Period Posting: Recognize Expense Program Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

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 Multi-Period Posting: Recognize Expense Program from the list of values.

The Parameters pop-up window appears.

5. In the Starting Period Name field, select the starting period from the list of values.
6. In the End Period Name field, select the end period from the list of values.
7. In the Expense Recognition Mode field, select a parameter from the list of values as follows:
 - To print a report without saving changes to the database, select Preview.
 - To print a report and commit changes to the database, select Update.
8. Optionally, enter a batch name or invoice number.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

PartXVII

Secondary Invoice Approval

Secondary Invoice Approval Process

This chapter describes the secondary invoice approval functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Setting Up Secondary Invoice Approval](#)
- [Secondary Invoice Approval Process Diagram](#)
- [Using Oracle Payables with Secondary Approval](#)
- [Using Secondary Approval Example](#)
- [References](#)

Definition

Secondary invoice approval provides Payables with two levels of approvals for invoices. Invoices are first approved by individual business units, and then optionally finally approved for payment by a central unit with access to all departments' invoices.

Setting Up Secondary Invoice Approval

The process for setting up secondary invoice approval is as follows:

1. The system administrator sets the payment approvals required profile option at application level for Payables to determine if tertiary level approval is required by the secondary approval process.

A Yes setting allows for a tertiary level of approval before an invoice is made available for payment. This means that an invoice requires two stages of approval after a successful AutoApproval before it can be paid.

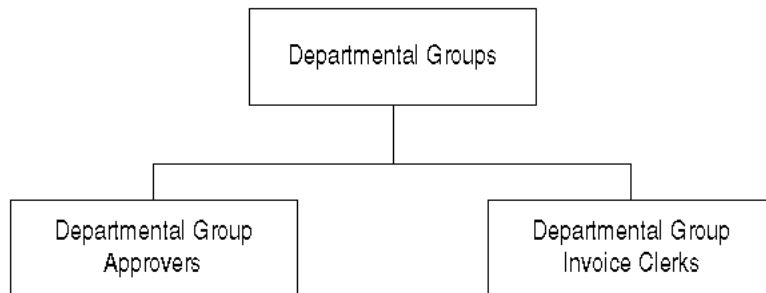
A No setting allows only for the secondary level of approval before an invoice is made available for payment. The invoice is ready for payment after one stage of approval, namely, the secondary approval authorization.

Users can set the posting level of secondary approval holds to the General Ledger as postable or non-postable.

2. The database administrator uses the Maintain Secondary Approval Relationships window to set up departmental groups, approvers, and invoice clerks. All approvers and clerks must be valid users of Payables.

[Figure 59–1](#), page 59-3 shows the relationship between the departmental group and the approvers and clerks as described in the accompanying text.

Figure 59–1 Setup Relationship in Secondary Approval



The departmental group enables a number of approvers to be assigned to a number of invoice clerks, to avoid authorization problems if an approver is absent or unavailable. In this way, it is possible to assign temporary approvers or have more than one person authorizing invoices.

An approver can be part of more than one departmental group, in which case the approver can authorize invoices for all those groups. Similarly, an invoice clerk can be a member of different departmental groups. Where this is the case, approvers in each of those groups can authorize that clerk's invoices.

It is important to keep the relationship of group approvers and invoice clerks up-to-date. Otherwise, invoices can be entered without an approver to authorize them. The system notifies users when invoices do not have an authorized approver and also of invoices that are outside the approver's flexfield range.

Approvers can also be assigned flexfield ranges to restrict the invoice lines each approver can approve. Approvers then drill-down to the individual invoice lines and approve them.

3. The database administrator sets up menus and responsibilities to determine who has access to which windows.

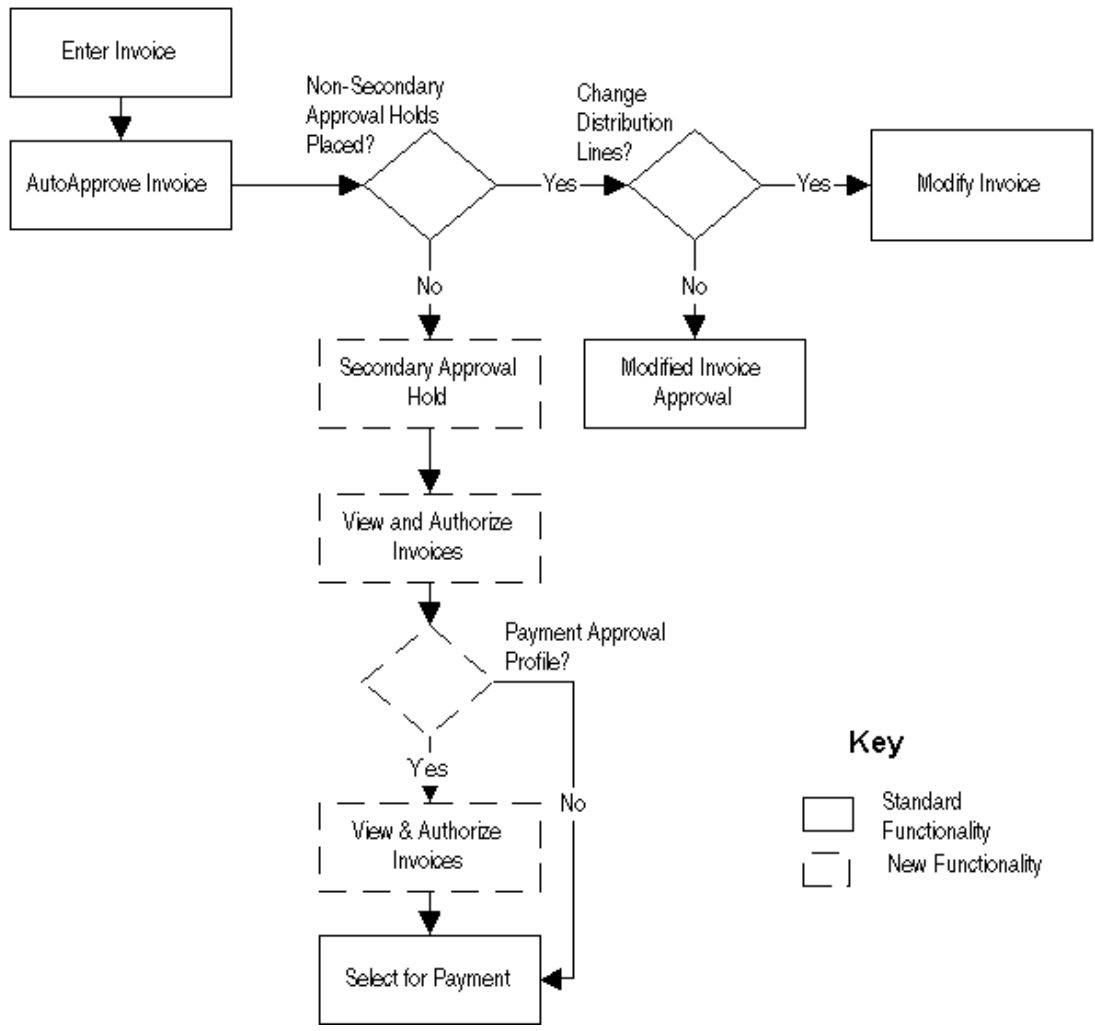
It is recommended that invoice clerks have access only to windows that enter invoices. Approvers must have access to all the approval windows authorizing invoices and be able to remove all holds except the payment approval hold. This hold can be removed only by users who have the central finance user profile option set to Yes.

Note: Misuse of the standard View and Authorize Secondary Approvals window releases secondary approval and payment approval holds, and bypasses secondary approval completely. This window must be available to super users only.

Secondary Invoice Approval Process Diagram

Figure 59–2, page 59-5, shows the secondary invoice approval process diagram.

Figure 59–2 Secondary Invoice Approval Process Diagram



Using Oracle Payables with Secondary Approval

This section describes the additional steps required to enforce subsequent levels of approval prior to an invoice being selected for payment.

1. Invoice clerks enter invoices using the Invoice Workbench in Payables.
2. The system automatically approves invoices as in Payables. In Payables, this is usually the last entry against the invoice before final payment, unless further modifications are made to the invoice lines.

If any approval holds are placed against an invoice, with the exception of secondary approval holds, they are removed using the View Payment Holds tab of the View and Authorize Secondary Approvals window. This allows removal of all user-defined holds and most system-generated AutoApproval holds. It does not allow for removal of secondary approval holds or payment approval holds.

3. The secondary approval hold can be removed only by the appropriate secondary approver using the View and Authorize Secondary Approvals window. If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices requiring secondary approval and of any unassigned invoices.

If AutoApproval is not successful, for example, a distribution line does not match, the invoice is not approved, and the secondary approval hold cannot be released.

If further modifications are made to an invoice, the secondary approval hold is released. The invoice requires re-approval, and the process of secondary approval starts again.

4. Approvers approve invoices with a secondary approval hold using the View and Authorize Secondary Approvals window and optionally drill-down to the invoice lines.

Approvers release the secondary approval hold by selecting invoices and the Authorization check box. If the payment approval profile option is set to Yes, the system places a payment hold against the invoice after authorization; otherwise, the invoice is available for payment.

If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices that receive secondary approval. If secondary approval is set up to require payment approvals, it is recommended that the standard Invoice On Hold Report is run to track payment approvals.

5. If invoices have a payment approval hold set, users with the central finance user profile option set to Yes release these holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window.

6. Invoices are selected for payment.

The payment process is unaffected by the secondary approval process and requires all invoices to be approved before they are available for payment.

Using Secondary Approval Example

This example illustrates how to use secondary approval. It assumes that the HR GROUP departmental group has one approver, JSMITH, and two invoice clerks, TSCOTT and TJONES. Additionally, the payment approval profile option is set to Yes so that a payment hold is placed on invoices after approval. JSMITH has the central finance user profile option set to Yes and is able to remove holds of this type.

1. Invoice INV 0310 is entered and successfully approved by invoice clerk TJONES. The system issues the message no holds have been placed or released, indicating that AutoApproval is successful. The Enter Invoices window places a secondary approval hold against the invoice. The Status field of the Invoices Summary window shows the text Needs Reapproval for this invoice.
2. The group approver JSMITH uses the View and Authorize Secondary Approvals window to list those invoices and authorizes INV 0310 for payment by selecting the Authorize check box.
3. The system places a payment approval hold on invoice INV 0310.
4. JSMITH, who also has the central finance user profile option set to Yes, uses the Invoice Holds window to view invoices with payment approval holds. The line for invoice INV 0310 shows that the secondary approval hold is released and that the payment approval hold is in place. JSMITH uses this window to release the hold.
5. JSMITH runs the Secondary Invoice Approval: Secondary Approval of Invoices Report. This provides details of the authorized invoices that receive secondary approval. The report is ordered by status, approver name, group name, invoice date, and invoice number.

References

For information on menus and responsibilities, see [Defining a Responsibility](#), *Oracle Applications System Administrator's Guide*.

For information on setting the posting level of secondary invoice holds, see [Invoice Approvals](#), *Oracle Payables User's Guide*.

For information on entering invoices in Payables, see [Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

For information on the Invoice On Hold Report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

Secondary Invoice Approval Setup

This chapter describes how to set up secondary invoice approval in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Maintaining Secondary Approval Relationships Procedure](#)
- [Maintain Secondary Approval Relationships Window](#)
- [Maintain Secondary Approval Relationships Window Description](#)
- [Define Flexfield Ranges Window](#)
- [Define Flexfield Ranges Window Description](#)

Definition

Secondary invoice approval for Payables enables users to enforce additional levels of approval within departments before an invoice or purchase order is released for payment.

Overview

The Maintain Secondary Approval Relationships window enables the user to perform the following tasks:

- create departmental groups
- assign departmental approvers and invoice clerks to departmental groups
- assign flexfield ranges to departmental approvers
- deactivate departmental approvers and invoice clerks

Prerequisites

- ❑ Departmental approvers and invoice clerks must be valid application users.
- ❑ The profile option Secondary Invoice Approval: Payment Approvals Required must be set to Yes to use secondary approval payment holds.

To set up profile options, see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

- ❑ The profile option Secondary Invoice Approval: Central Finance Group User must be set to Yes for users in the central finance group.
- ❑ For cancellation of invoices to function correctly while using secondary invoice approval, the Postable flag must be set to Yes in the Invoice Approvals window.

For information on the Invoice Approvals window, see [Invoice Approvals](#), *Oracle Payables User's Guide*.

Maintaining Secondary Approval Relationships Procedure

To create a departmental group, define departmental approvers and invoice clerks, and optionally assign flexfield ranges to approvers, perform the following steps.

1. Navigate to the Maintain Secondary Approval Relationships window as follows:

OPSF(I) Secondary Invoice Approval - Setup SIA Relationships

2. In the Group Name field, enter the departmental group name.
3. In the Departmental Approvers User Name field, select the names of the departmental approvers permitted to authorize invoices from the list of values.

The employee name is displayed in the Employee Name field.

4. In the Departmental Approvers Start Date field, enter the date when authorization is active. The default is today's date.
5. In the Departmental Approvers End Date field, enter the date when the authorization expires if an expiration date is needed.
6. To assign flexfield ranges to an approver, click **Assign Flexfield Ranges**.

The Define Flexfield Ranges window appears.

Note: If no flexfield ranges are assigned, approvers can approve transactions for all accounts. No restrictions apply.

7. Place the cursor in the From Flexfield field.

A pop-up window appears.

8. Enter the lowest and highest flexfields in the range.
9. Click **OK**.

The flexfield numbers are automatically displayed in the From Flexfield and To Flexfield fields.

10. Save and continue as follows:

File - Save and Proceed

The Define Flexfield Ranges window closes, and the Maintain Secondary Approval Relationships window appears.

11. In the Invoice Clerks User Name field, select the names of the invoice clerks permitted to enter invoices from the list of values.

The employee name is displayed in the Employee Name field.

12. In the Invoice Clerks Start Date field, enter the date when the authorization is active. The default is today's date.
13. Optionally, in the Invoice Clerks End Date field, enter the authorization's expiration date.
14. Save or save and continue as follows:

File - Save or Save and Proceed

15. Close the window.

For a description of the fields described in the above procedure, see [Table 60–1](#), page 60-6, and [Table 60–2](#), page 60-8.

Maintain Secondary Approval Relationships Window

Figure 60–1 Maintain Secondary Approval Relationships Window

Maintain Secondary Approval Relationships

Departmental Group

Group Name

Departmental Approvers

User Name	Employee Name	Start Date	End Date

Assign Flexfield Ranges

Invoice Clerks

User Name	Employee Name	Start Date	End Date

Maintain Secondary Approval Relationships Window Description

Table 60–1 *Maintain Secondary Approval Relationships Window Description*

Field Name	Type	Features	Description
Departmental Group Region			
Group Name	required		unique departmental group name
Departmental Approvers Region			
Toggle Query Coordination	optional	check box	if selected, synchronizes user list with group name
User Name	required		user name; must be unique within group; cannot be deleted Note: Each department can have multiple departmental approvers assigned to it. A single departmental approver can be assigned to multiple departments.
Employee Name	display only		employee name
Start Date	required		authorization active date; defaults to today's date
End Date	optional		authorization expiry date; if used must be same as or after start date; leave blank if end date unrestricted; can be updated to deactivate user
Assign Flexfield Ranges		button	assigns flexfield ranges to approver
Invoice Clerks Region			
User Name	required		user name; must be unique within group; cannot be deleted Note: Each department can have multiple invoice clerks assigned to it. A single invoice clerk can be assigned to multiple departments.
Employee Name	display only		employee name
Start Date	required		authorization active date; default is today's date
End Date	optional		authorization expiry date; must be same as or after start date; leave blank if end date unrestricted; can be updated to deactivate user

Define Flexfield Ranges Window

Figure 60–2 Define Flexfield Ranges Window

Define Flexfield Ranges

Departmental Group

Group Name

Departmental Approvers

User Name

Employee Name

Flexfield Ranges

From Flexfield	To Flexfield

Define Flexfield Ranges Window Description

Table 60–2 Define Flexfield Ranges Window Description

Field Name	Type	Features	Description
Departmental Group Region			
Group Name	display only		departmental group name; defaults to name on Maintain Secondary Approval Relationships window
Departmental Approvers Region			
User Name	display only		approver name; defaults to name on Maintain Secondary Approval Relationships window
Employee Name	display only		employee name
Flexfield Ranges Region			
From Flexfield	required		accounting flexfield start range
To Flexfield	required		accounting flexfield end range

Secondary Invoice Approval Procedures

This chapter describes how to use secondary invoice approval in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing and Authorizing Secondary Approvals Procedure](#)
- [Viewing and Authorizing Payment Holds Procedure](#)
- [View and Authorize Secondary Approvals Window, View Secondary Holds Tab](#)
- [View and Authorize Secondary Approvals Window, View Payment Holds Tab](#)
- [View and Authorize Secondary Approvals Window Description](#)

Definition

Secondary invoice approval in Payables provides two levels of approval for invoices. After passing the standard Payables AutoApproval process, invoices are approved by individual business units and can optionally be approved by a central unit with access to all departments' invoices.

Business units can be further devolved by assigning flexfield ranges to approvers.

The secondary approval and payment approval holds placed by secondary invoice approval can be set to either postable or non-postable to General Ledger, giving Payables the ability to prevent or enable posting of expense distributions to the General Ledger.

For information on approvals, see [Approval](#), *Oracle Payables User's Guide*.

Overview

The following topics are discussed in this section:

- [Approval Groups](#)
- [Secondary Approval Holds](#)
- [Viewing and Authorizing Secondary Approvals](#)
- [View and Authorize Secondary Approvals Window](#)
- [Viewing and Authorizing Payment Holds](#)

Approval Groups

Departmental groups, departmental approvers, and invoice clerks are set up as approval groups. Each approval group can be assigned a number of invoice clerks and approvers, and each approver can be assigned a flexfield range.

Secondary Approval Holds

When an invoice is approved using the AutoApproval process, it is marked with a secondary approval hold. If the invoice is modified, the secondary approval hold is released, and the invoice must pass through the AutoApproval process again.

Viewing and Authorizing Secondary Approvals

Departmental approvers are restricted to viewing and approving only invoices belonging to their group and invoices within their flexfield range. They can also view and approve individual invoice distribution lines assigned to them. Departmental approvers can approve invoices that are placed on secondary approval hold.

View and Authorize Secondary Approvals Window

Departmental approvers use the View Secondary Holds tab in the View and Authorize Secondary Approvals window to release secondary invoice approval holds and to drill-down to approve individual distribution lines.

Viewing and Authorizing Payment Holds

A profile option enables a central finance user to be defined who can approve invoices on which a payment hold is placed. If authorized, a central finance user with access to all departments can release payment holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window. If the invoice is modified, both holds are released, and the invoice must pass through the AutoApproval process again.

If an invoice has multiple distribution lines assigned to an approver, all lines must be approved before a payment approval hold is placed on the invoice.

Prerequisites

- ☐ Departmental groups must be set up.
- ☐ Departmental approvers must be set up for each group.
- ☐ Flexfield ranges can be assigned to approvers.
- ☐ Invoice clerks must be set up for each group.
- ☐ Invoices must be entered.
- ☐ Invoices must pass AutoApproval.
- ☐ The central finance user profile option for the releaser must be set to Yes if an additional payment approval hold should be applied and if the payment approvals profile option is set to Yes.
- ☐ Secondary invoice approval holds must be set to postable or non-postable.

To set up secondary invoice approvals, see [Approval](#), *Oracle Payables User's Guide*.

Viewing and Authorizing Secondary Approvals Procedure

To view and authorize secondary approvals, perform the following steps.

1. Navigate to the View and Authorize Secondary Approvals window as follows:

OPSF(I) Secondary Invoice Approval - Authorize SIA

Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Secondary Holds tab.
3. To further restrict the number of invoices displayed, query on any of the following:
 - batch name
 - supplier name
 - invoice number
 - invoice date
 - amount

Invoices requiring secondary invoice approval are displayed automatically.

4. To view all invoices that have no approver assigned or that are partially or completely excluded from an approval range, click **View Exceptions**.

Note: This information is for display only and is not updatable. Invoice exceptions can only be approved after the exception problem is corrected.

5. To view invoice distributions for approval, click **Distributions**.
6. To approve an invoice or distribution line, select the Authorize check box.

If the Payment Approvals Required profile option for the application is set to No, the invoice is authorized for payment.

If the Payment Approvals Required profile option for the application is set to Yes, a payment approval hold is set for the invoice.

7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.
9. To view exceptions, run the Secondary Invoice Approval: Secondary Approval of Invoices Report.

To run the Secondary Invoice Approval: SIA Secondary Approval of Invoices Report, see [Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure](#), page 62-3.

Viewing and Authorizing Payment Holds Procedure

To view and authorize payment holds, perform the following steps.

1. Navigate to the View and Authorize Secondary Approvals window as follows:

OPSF(I) Secondary Invoice Approval - Authorize SIA

Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Payment Holds tab.
3. To further restrict the number of invoices displayed, query on any of the following:
 - batch name
 - supplier name
 - invoice number
 - invoice date
 - amount

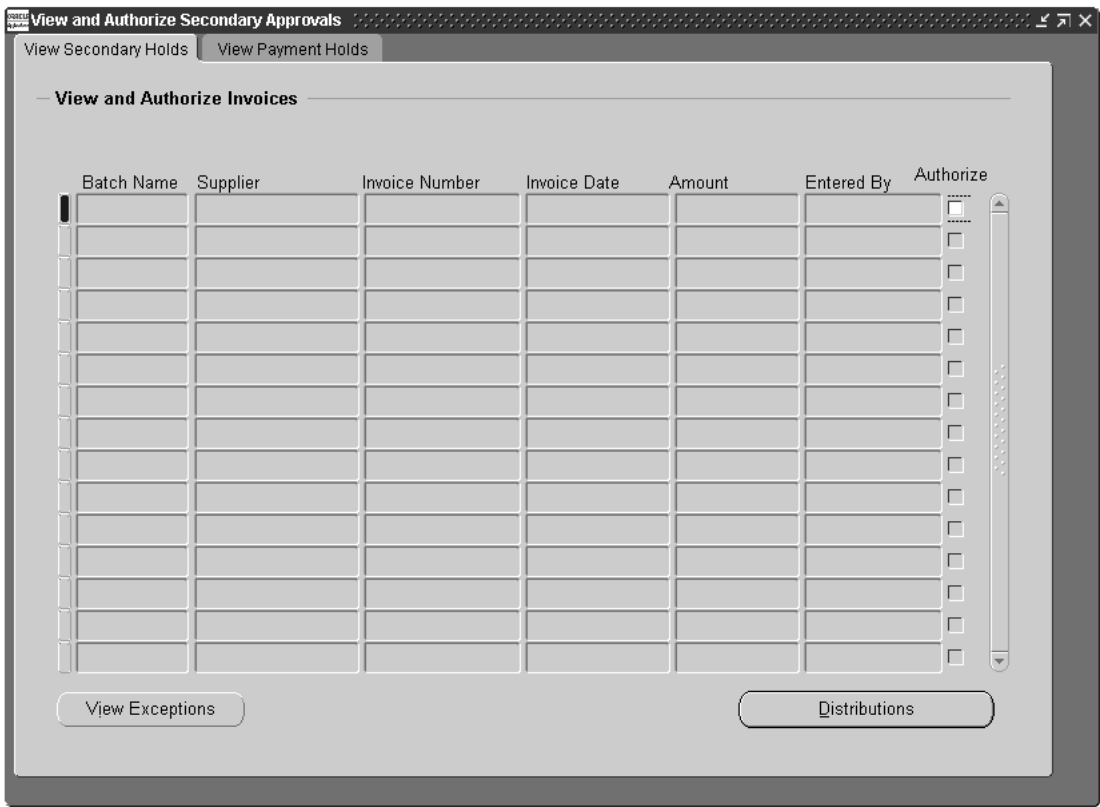
Invoices requiring payment approval are displayed automatically.

4. Click **View Invoice** to view invoice details.
5. To approve an invoice, select the Authorize check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Invoice on Hold report to view payment holds.

For information on the Invoice on Hold report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

View and Authorize Secondary Approvals Window, View Secondary Holds Tab

Figure 61–1 View and Authorize Secondary Approvals Window, View Secondary Holds Tab



[illegible]

View and Authorize Secondary Approvals Window Description

Table 61–1 View and Authorize Secondary Approvals Window Description

Field Name	Type	Features	Description
View Secondary Holds Tab			
View and Authorize Invoices Region			
Batch Name	display only		batch number or null
Supplier	display only		supplier name
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Amount	display only		invoice amount
Entered By	display only		invoice entry person
Authorize	optional	check box	select to approve invoice
View Exceptions		button	displays invoices that have no approver assigned or that are partially or completely excluded from an approval range
Distributions		button	displays invoice distributions for approval
View Payments Holds Tab			
View and Authorize Invoices Region			
Batch Name	display only		batch number or null
Supplier	display only		supplier name
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Amount	display only		invoice amount
Entered By	display only		invoice entry person
Authorize	optional	check box	select to approve invoice
View Invoice		button	displays invoices on payment hold

Secondary Invoice Approval Report Procedures

This chapter describes secondary invoice approval reports available in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure](#)
- [Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure](#)

Definition

Secondary invoice approval reports provide details of invoices that require or have received secondary approval.

Note: If invoices that require secondary approvals also require payment approval, it is recommended that the Invoice On Hold Report is used to track payment approvals.

For information on the Invoice on Hold Report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

Overview

The following secondary invoice approval reports are available:

- [Secondary Invoice Approval: Flexfield Assignments Report](#)
- [Secondary Invoice Approval: Secondary Approval of Invoices Report](#)

Secondary Invoice Approval: Flexfield Assignments Report

This report lists the flexfield assignment of authorizers within an approval group.

Secondary Invoice Approval: Secondary Approval of Invoices Report

This report lists invoices that require or have received secondary approval or modified invoice approval, those that have no approver assigned, or those that are partially or completely outside of an approval range. The report is ordered by status, approver name, group name, invoice date, and invoice number.

Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure

To generate the Secondary Invoice Approval: Secondary Approval of Invoices Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Secondary Invoice Approval - Reports

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 Secondary Invoice Approval: Secondary Approval of Invoices Report from the list of values.

The Parameters pop-up window appears.

5. To submit a report for all values, leave the parameter fields blank.
6. Optionally, to submit a report on status type, in the Status field, select the status type from the list of values.
7. Optionally, to submit a report on a group name, in the Group Name field, select the group name from the list of values.
8. Optionally, to submit a report on an approver user name, in the Approver User Name field, enter the approver user name.

Note: To submit a report on an approver user name, the group name must have been selected in the Group Name field.

9. Optionally, to submit a report on a vendor name, in the Vendor Name field, select the vendor name from the list of values.
10. Optionally, to submit a report on a batch name, in the Batch Name field, select the batch name from the list of values.
11. Optionally, to submit a report on an invoice number, in the Invoice Number field, enter the invoice number.

Note: To submit a report on an invoice number, the vendor name must be selected in the Vendor Name field.

12. Optionally, to submit a report on an invoice start date, in the Invoice Start Date field, enter the invoice start date.

13. Optionally, to submit a report on an invoice end date, in the Invoice End Date field, enter the invoice end date.
14. To apply the parameters, click **OK**.
15. To send the print request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
16. To submit another request, click **Yes**, or to continue, click **No**.
17. View the request in the concurrent manager as follows:

View - Requests

Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure

To generate the Secondary Invoice Approval: Flexfield Assignments Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Secondary Invoice Approval - Reports

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 Secondary Invoice Approval: Flexfield Assignments Report from the list of values.

The Parameters pop-up window appears.

5. Optionally, in the Approval Group field, select an approval group from the list of values.
6. Optionally, in the Approver field, enter the approver's name.
7. In the Flexfield From field, enter a flexfield range from the list of values.
8. In the Flexfield To field, enter a flexfield range 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 Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Part XVIII

Single Third Party

Single Third Party Process

This chapter describes the single third party functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Single Third Party Process Flow Diagram](#)
- [Setting Up Single Third Party](#)
- [Creating Single Third Parties](#)
- [Viewing Single Third Party Netting Balances](#)
- [Creating Netting Transactions](#)

Definition

The single third party feature identifies the connection between a supplier and a customer where it is the same entity. Creating a single third party enables the user to perform six types of netting transactions as follows:

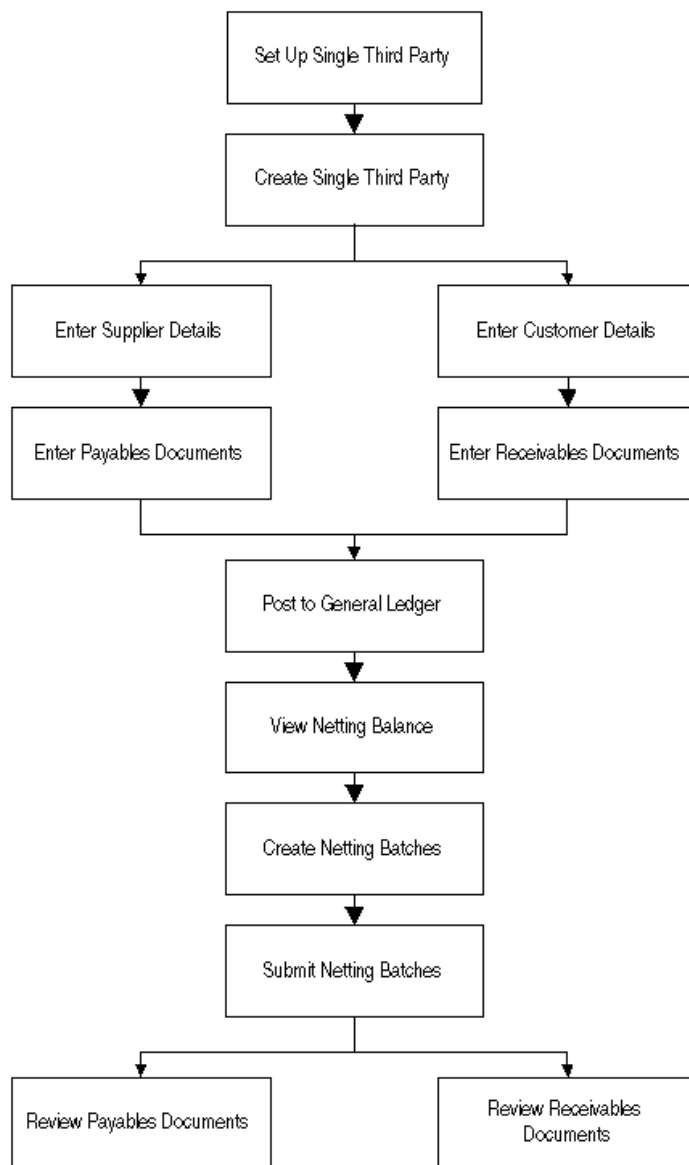
- adjust Receivables balance
- adjust Payables balance
- objection to payment
- assignment
- payment excess
- supplier reimbursement

Netting transaction security is controlled by profile options.

Netting transactions are separated by a netting prefix that is inserted in each invoice and transaction number created by the single third party netting process.

Single Third Party Process Flow Diagram

Figure 63–1 *Single Third Party Process Flow Diagram*



Setting Up Single Third Party

The following topics are discussed in this section:

- [Enable Netting Transaction Types](#)
- [Set Profile Options for Single Third Party](#)

Enable Netting Transaction Types

Six netting types are available in single third party:

- adjust Receivables balance
- adjust Payables balance
- objection to payment
- assignments
- supplier reimbursement
- payment excess

Each netting type requires an original transaction type and creates two netting transactions in Payables and Receivables. The netting types are predefined and cannot be modified.

Each netting type requires a netting control account. The netting control account must be the same for both Payables and Receivables. The account defined on the Netting Transaction Types window is used instead of the expense account in Payables and revenue account in Receivables.

If sequence numbering is always or partially used, the document category assignments must be set up before netting transaction types are set up. Document category assignments must be entered for the document category fields. If sequence numbering is not used, the document category field must be blank.

For information on document category assignments, see [Sequence Assignments Window](#), *Oracle Applications System Administrators Guide, Document Sequences*.

Set Profile Options for Single Third Party

The profile options must be set before using the single third party feature as shown in [Table 63-1](#), page 63-5.

Table 63-1 Single Third Party Profile Options

Profile Options	Descriptions
Objecting STP Allowed	This profile option controls creation of objecting third parties and objection to payment netting transactions. As the Objection to Payment netting type is allowed only for specific account officers this profile option can be assigned at user level.
Default Receivables Payment Term	The value assigned to this profile option is used as the payment term for Receivables netting transactions when imported by AutoInvoice.
Default Payables Payment Term	The value assigned to this profile option is used as the payment term for Payables netting documents when they are imported by Payables Open Interface request.
Receivables Batch Source	The batch source assigned to this profile is used for netting Receivables transactions when imported by AutoInvoice. If the multiple organizations feature is used and single third party is enabled for more than one operating unit, this profile option must be assigned at responsibility level as the Receivables batch source is an operating unit specific element.
Payables Batch Source	This value is used by the Payables Open Interface Report when importing Payables invoices and credit memos into Payables.
Unit of Measure	This unit of measure is used by AutoInvoice when importing Receivables transaction lines.
Interface Context	This profile option must be set to STP Netting. This context is predefined and should not be modified.
Netting Prefix	This profile option can be set only at site level. The value of this field is inserted as a prefix for each transaction number created by single third party netting.

Creating Single Third Parties

Single third party header and address information must be entered on the Single Third Party - Main window. When saving a new single third party, a supplier and a customer are created at the same time. The information entered on the Single Third Party - Main window populates the corresponding fields on the standard supplier, supplier site address, customer, or customer address windows, but can be updated only on the Single Third Party - Main and Address Details windows.

When creating addresses for a single third party all the addresses are inserted in the supplier and customer database.

If an address is enabled as a supplier, but not enabled as a customer, the Active check box remains deselected for the address on the standard customer addresses window and no Receivables transaction can be entered.

If an address is enabled as a customer but not as a supplier, the Pay site and the Purchasing site check boxes remain deselected on the standard Supplier Site window and no invoices or purchase orders can be entered. If an address is created as a supplier both the Pay site and Purchasing site check boxes are deselected, but updating the Single Third Party - Main window does not change the status of the Purchasing site check box. The Purchasing Site check box can be updated on the standard supplier site window.

Information not entered in the Single Third Party - Main and Address Details windows for example, default payment term and bank account assignments, must be entered on the standard supplier, supplier site, customer, or customer address windows.

Single third parties cannot be set up from suppliers or customers created using the standard Receivables and Payables windows. Single third parties are not displayed on the Single Third Party Netting Balance window if created in the standard Payables or Receivables windows, for example, if a new supplier site or customer address is added to an existing single third party on the supplier site or customer address window. Customer addresses and supplier sites created on the standard customer address or supplier site windows are not displayed on the Single Third Party Netting Balance window and any documents entered cannot be netted.

Viewing Single Third Party Netting Balances

The Single Third Party Netting Balance window is used to view the following:

- outstanding Payables balance
- outstanding Receivables balance
- net balance for third party
- individual third party addresses

The user can drill-down to individual transactions to review subledger details.

The balances displayed are not necessarily the same as the current outstanding amount for a given supplier or customer as the Single Third Party Netting Balance window displays transactions that are already posted to the General Ledger in the entered currency.

Only transactions that have class of invoice, credit memo, and debit memo are displayed on the Receivables side, but all Payables documents are displayed on the Payables side. Transactions with class guarantee, deposit, and chargeback are not displayed.

For each document the invoice number or transaction number and the outstanding amount are displayed. For example, if a Payables invoice of 100 is posted, the amount displayed is 100. If 30 is paid for that invoice the amount displayed is 70.

In Receivables, if an invoice of 100 is posted to the General Ledger, the amount displayed is 100. If 60 is received from the customer and applied to the invoice the amount displayed changes to 40. If a credit memo for 40 is issued for this invoice, the outstanding amount is zero and the invoice does not appear on the Single Third Party Netting Balance window.

Creating Netting Transactions

Netting transactions are initially displayed in the Single Third Party Netting Balance window. Only transactions displayed on the Single Third Party Netting Balance window can be netted.

The following topics are discussed in this section:

- [Adjust Receivables Balance Example](#)
- [Adjust Payables Balance Example](#)
- [Objection to Payment Example](#)
- [Assignment Example](#)
- [Payment Excess Example](#)
- [Supplier Reimbursement Example](#)

Adjust Receivables Balance Example

Company A is a supplier and a customer with the following outstanding invoices:

- Payables invoice of 100
- Receivables invoice of 150

A net receivable balance is displayed. An agreement with the third party states that only the net balance is paid.

Company A is queried on the Single Third Party Netting Balance window and the Payables invoice of 100 and the Receivables invoice of 150 are displayed. The Adjust AR Balance netting type is selected on the Netting Transactions window. When the Adjust AR Balance netting type is selected, only documents with positive amounts are available for selection in the Payables and Receivables regions on the Create Netting Packages window. The documents for netting must be selected. The Create Batch button is clicked to display the netting batch created, including the netting transactions. The netting transaction numbers and amounts are reviewed. At this point the status of the batch is Available.

A Payables credit memo for -100 and a Receivables credit memo for -100 are created. Note that creating netting batches is irreversible and netting batches cannot be deleted.

When the netting batch is created but not submitted, the netting balance window displays the amount of netting transactions in the Netting in Progress field next to the original transaction.

The original Payables invoice still has 100 displayed in the Amount field and 100 in the Netting in Progress field. The Receivables transaction displays 150 in the Amount field and 100 in the Netting In Progress field.

When the netting batch is submitted, the netting transactions are imported into the subledgers using the AutoInvoice concurrent program in Receivables and Payables Open Interface concurrent program in Payables. The status of the netting batch changes to Complete. Transactions can be reviewed in the Single Third Party Netting Balance window. The Payables invoice is no longer displayed as it is netted. For the Receivables invoice, 50 is displayed in the Amount field.

Netting transactions can be viewed on the Invoice Entry window or Transactions window.

The Receivables credit memo is applied to the original Receivables invoice. The amount displayed for this invoice on the Single Third Party Netting Balance window is not affected as the amount of this credit memo is already deducted from the original amount.

On receipt of 50 from the customer the receipt is applied to the original invoice and the transaction is closed and does not appear on the Single Third Party Netting Balance window.

In Payables, the credit memo cannot be applied to the original invoice. The original invoice and the credit memo created by netting must be grouped and paid together.

Adjust Payables Balance Example

The Adjust Payables Balance example is similar to the Adjusting Receivables Balance example, but there is a net Payables balance as follows:

- Payables invoice of 200
- Receivables invoice of 170

An agreement with the third party states that only the net balance is paid. An Adjust AP Balance type netting batch is created. When Adjust AP Balance netting type is selected, only documents with positive amounts are available for selection in Payables and Receivables on the Create Netting Packages window.

The documents for netting are selected and the netting batch is created. The netting batch includes a Receivables credit memo for -170 and a Payables credit memo for -170.

The netting balance is reviewed before submitting the batch. The Amount field for the Payables invoice displays 200 and the Netting In Progress field displays 170.

The Amount and the Netting In Progress fields display 170 for the Receivables invoice. After the netting batch is submitted and completed, the Payables invoice displays 30 in the Amount field and the Receivables invoice is no longer displayed as it is fully netted.

The Receivables credit memo created by netting must be applied to the original transaction. The credit memo and invoice are closed after the credit memo is applied.

The Payables invoice and credit memo must be grouped together for payment ensuring that only the net 30 is paid.

Objection to Payment Example

The Objection to Payment netting type is specific to French public sector organizations and has a higher level of security as it can be performed only by specific users.

A third party submits an invoice for 400, but a notification is sent from a public sector organization for example, the tax authority, stating that the same third party has an outstanding balance of 300.

Both organizations must be entered in the Single Third Party - Main window. The public sector organization must be entered as an objecting third party. Objecting third parties are available only when the Objecting STP Allowed profile option is set to Yes.

On receipt of notification, users with the authority to deal with this type of netting can process an Objection to Payment netting transaction. The invoice received from the first third party must be queried on the Single Third Party Netting Balance window. The Objection to Payment netting type is only available on the Netting Transactions window if it is enabled on the Netting Transaction Types window and the Objecting STP Allowed profile option is set to Yes.

Only Payables documents with positive amounts are displayed on the Create Netting Packages window. The objecting third party must be selected from the list of values. Only third parties created as objecting third parties are displayed in the list. The third party must be enabled as a supplier so that a valid pay site is available.

The user enters 300 in the Amount field and selects the invoice by scrolling down. The user creates a netting package and reviews the batch identifier, status, and netting transactions to be imported into Payables. The netting transactions are a credit memo of -300 for the original supplier and an invoice of 300 for the public sector organization.

After the netting batch is submitted there is a net outstanding balance of 100 for the original supplier and 300 for the public sector organization.

Assignment Example

The Assignment netting type is identical to the Objection to Payment netting type, but is available for all users with the authority to perform netting transactions.

Partial or full amounts of an outstanding invoice for a third party can be assigned to another third party. The third party must be set up as a debt beneficiary single third party type on the Single Third Party - Main window and have at least one valid pay site.

After generating an assignment netting type from the original Payables invoice, a credit memo is created for the first third party and an invoice is created for the debt beneficiary.

Payment Excess Example

The Payment Excess netting type is used to return money to a customer. The customer must be recorded as a single third party with a valid bill-to address on the customer side and a valid pay site on the supplier side.

A Receivables credit memo must be recorded for the amount to be paid back. The document must be queried on the Single Third Party Netting Balance window. Only Receivables credit memos are displayed on the Create Netting Batches window after selecting the Payment Excess netting type.

During netting batch creation the batch identifier, status, and netting transactions can be reviewed.

The netting transactions created in the payment excess netting type are as follows:

- Receivables debit memo
- Payables invoice

The original Receivables credit memo must be applied to the debit memo to close both transactions.

Money is returned to the third party when the Payables invoice is paid.

Supplier Reimbursement Example

The Supplier Reimbursement netting type is similar to the Payment Excess netting type in Payables. A supplier reimbursement netting type is created to record money received from a supplier.

A Payables credit memo must be entered for this amount. The credit memo must be queried on the Single Third Party Netting Balance window, and the Supplier Reimbursement netting type selected. Only Payables documents with a negative amount appear on the Create Netting Packages window.

Submitting the netting batch creates an invoice in Payables and a debit memo in Receivables for the same amount.

Single Third Party Setup

This chapter describes how to set up single third parties in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Define Netting Transaction Types Procedure](#)
- [Netting Transaction Types Window](#)
- [Netting Transaction Types Window Description](#)

Definition

Single third party treats a customer or supplier as a single entity and provides a netting facility between a single third party's receivable and payable transactions to arrive at a net balance position.

WARNING: Netting is legal only in certain countries.

For information on where netting is allowed, see [International Implications](#), page 1-6.

Overview

Single third party provides the following:

- maintains a single entry point for customers and suppliers
- supports various types of payable and receivable netting at transaction level
For information on netting types, see [Netting Types](#), page 64-3.
- provides an inquiry facility to view the outstanding balance of a third party and to support drill-down to individual transactions
- reconciles the net balance position due to, or from, a third party by automatically creating netting transactions and resulting journal entries
- provides an audit trail by maintaining sequential numbering for netting transactions
- enforces security by restricting netting access to authorized users

For information on security, see [Netting Security](#), page 64-6.

The single third party feature can be used with Oracle Applications global accounting engine to utilize the country-specific accounting rules applicable to third party transactions. The global accounting engine provides country-specific legal reports and accounting treatment, subledger transactions by control account, gapless numbering of accounting lines, and online drill-down to original subledger documents.

For information on global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

The following topics are described in this section:

- [Netting Types](#)
- [Netting Transactions and Journal Entries](#)

- [Netting Transaction Class and Type Usage](#)
- [Netting Security](#)

Netting Types

Netting types supported by single third party for accounts officers are displayed in [Table 64–1](#), page 64-3.

Table 64–1 Netting Types

Netting Types	Description
Adjust AR Balance	Netting the outstanding payable balance owed to a third party with receivable invoices due from the same third party. The third party's payable balance is eliminated by adjusting the receivable balance.
Adjust AP Balance	Netting the outstanding receivable balance due from a third party with payable invoices due to the same third party. The third party's receivable balance is eliminated by adjusting the payable balance.
Objections to Payment	Netting the payable invoices owed to a third party by creating an invoice for another third party called the objecting third party. This applies when payment is owed to a third party who also owes money to another third party. The objecting third party is paid the netting amount and the third party receives a net settlement.
Assignments	Netting the payable invoices owed to a third party by creating an invoice for another third party, called the debt beneficiary. This applies when payment is owed to a third party who has a debt beneficiary in a factoring agreement. The debt beneficiary is paid the netting amount and the third party receives a net settlement.
Payment Excesses	Netting a third party's credits or overpayment in Receivables by refunding the overpayment in Payables.
Supplier Reimbursements	Netting a third party's credit memo in Payables by receiving a refund in Receivables.

Netting Transactions and Journal Entries

Single third party offsets a third party's outstanding balances by creating netting transactions in Payables, Receivables, or both, depending on the netting type. This is because single third party performs netting at the balance level, or at the

transaction level to complete the accounting cycle of those transactions that are offset. For example, Payables balance netting automatically creates the following netting transactions:

- credit memo in Payables to reduce the balance due to the third party
- credit memo in Receivables to eliminate the balance due from the third party

Table 64–2, page 64-4 shows examples of netting transactions and journal entries created for each of the netting types.

Table 64–2 Netting Transactions and Journal Entries

Netting Types	Transactions Automatically Generated for Netting Operation	Journal Entries Automatically Generated for Netting Operation	
Receivables Balance Example: Adjust receivable balance by 100.00	In Receivables:		
	Create credit memo of 100.00	Dr Netting Control 100.00	Cr Receivables Control 100.00
	In Payables:		
	Create credit memo of 100.00	Dr Payables Control 100.00	Cr Netting Control 100.00
Payables Balance Example: Adjust payables balance by 100.00	In Receivables:		
	Create credit memo of 100.00	Dr Netting Control 100.00	Cr Receivables Control 100.00
	In Payables:		
	Create credit memo of 100.00	Dr Payables Control 100.00	Cr Netting Control 100.00
Objection to Payment Example: Create 100.00 settlement to the objecting third party	In Payables:		
	1. Create credit memo of 100.00 for the third party	Dr Payables Control 100.00	Cr Netting Control 100.00
	2. Create invoice of 100.00 for the objecting third party	Dr Netting Control 100.00	Cr Payables Control 100.00
Assignments Example: Create 100.00 settlement to the debt beneficiary	In Payables:		
	1. Create credit memo of 100.00 for third party	Dr Payables Control 100.00	Cr Netting Control 100.00

Table 64–2 Netting Transactions and Journal Entries

Netting Types	Transactions Automatically Generated for Netting Operation	Journal Entries Automatically Generated for Netting Operation	
	2. Create invoice of 100.00 for debt beneficiary party	Dr Netting Control 100.00	Cr Payables Control 100.00
Payment Excess	In Receivables:		
Example: Refund of 100.00 to the third party for overpayment of receivable	Create debit memo of 100.00 to be receipted against overpaid amount	Dr Receivables Control 100.00	Cr Netting Control 100.00
	In Payables:		
	Create invoice of 100.00 to refund payment	Dr Netting Control 100.00	Cr Payables Control 100.00
Supplier Reimbursement	In Payables:		
Example: Receive refund of 100.00 due to overpayment of payable	Create invoice of 100.00 for overpaid amount to match it against credit memo received from third party	Dr Netting Control 100.00	Cr Payables Control 100.00
	In Receivables:		
	Create debit memo of 100.00 to be receipted against refund from third party	Dr Receivables Control 100.00	Cr Netting Control 100.00

Netting Transaction Class and Type Usage

Single third party predefines the appropriate combinations of transaction classes for each netting type based on the accounting principles adopted by the French public sector.

[Table 64–3](#), page 64-6 shows the combinations of transaction classes supported by single third party.

Table 64–3 Netting Transactions Class and Type Usage

Netting Types	Receivable Transaction Class Usage	Payable Transaction Class Usage	Payable Transaction Type
Receivables Balance	Credit Memo	Credit Memo	Credit Memo
Payables Balance	Credit Memo	Credit Memo	Credit Memo
Objection to Payment	Not Applicable	1. Credit Memo	1. Credit Memo
		2. Invoice	2. Invoice
Assignment	Not Applicable	1. Credit Memo	1. Credit Memo
		2. Invoice	2. Invoice
Payment Excess	Debit Memo	Invoice	Invoice
Reimbursement	Debit Memo	Invoice	Invoice

Receivable transaction types for netting can be defined for each supported receivable transaction class. Available transaction types are those defined in the Transaction Types window in Receivables for the same transaction class.

Single third party uses the following rules to determine which accounting flexfield is used to create journal entries:

- Clearing netting account. This is used as a clearing account for netting transactions and is user-definable in the Netting Types window.

For information on defining a netting account, see [Define Netting Transaction Types Procedure](#), page 64-9.

Netting Security

Single third party provides restrictive access to the following functions:

- creating objecting third party
- creating objection to payment netting

Use the Single Third Party: Objecting STP Allowed profile option to specify whether to grant access to the functions.

Single third parties must be entered and maintained in the Single Third Party - Main window.

Prerequisites

- ❑ The single third party feature in the Enable OPSF(I) Features window must be enabled.

To enable a feature, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

- ❑ Receivables netting transaction types must be defined in the Transaction Types window.

To define transaction types, see [Transaction Types](#), *Oracle Receivables User's Guide*.

- ❑ If dynamic insert is not enabled for the accounting flexfield structure, the accounting flexfield used for the clearing netting account must be entered as an account combination.

To enable dynamic inserts, see [Defining Key Flexfield Structures](#), *Oracle Applications Flexfields Guide*.

To define account combinations, see [Defining Accounts](#), *Oracle General Ledger User's Guide*.

- ❑ If document sequences are implemented for netting transactions, these sequences must be defined and assigned to relevant transaction types.

To define document sequences, see [Document Sequences](#), *Oracle Applications System Administrator's Guide*.

- ❑ To implement single third party, the following profile options must be defined:

- Single Third Party: AP Term Default
- Single Third Party: AR Term Default
- Single Third Party: Unit of Measure Default
- Single Third Party: Interface Content

- Single Third Party: Payables Source
- Single Third Party: Pay Group Default
- Single Third Party: Receivables Batch Source

The following profile options are optional:

- Single Third Party: Netting Prefix
- Single Third Party: Objecting STP Allowed

To define profile options in Oracle Public Sector Financials (International), see [Specify Site-Level and Application-Level Profile Options](#), page 4-7.

To set up Oracle Applications global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

Define Netting Transaction Types Procedure

The Netting Transaction Types window is used to enable a netting type. The Netting Transaction Types window is also used to define the netting control account, document category for sequence numbering, and transaction types for each netting type.

To define netting transaction types, perform the following steps.

1. Navigate to the Netting Transaction Types window as follows:

OPSF(I) Single Third Party - Netting Transaction Types

2. To enable a netting type, select the Enabled check box to the right of the relevant Netting Transaction field.

Note: A netting type cannot be enabled until all required values for the netting type definitions are entered. A netting type must be disabled before the definitions can be updated. Only enabled netting transaction types can be used for netting batch creation.

3. The Transaction Type Usage region of the window changes depending on which netting transaction the cursor points to. The Transaction Type Usage and Application and Transaction Class columns are predefined and not updatable.

For combinations of transaction classes supported by single third party, see [Table 64-3](#), page 64-6.

4. Enter data in the remaining fields of the Transaction Type Usage region as described in [Table 64-4](#), page 64-11.
5. Close the window.

Netting Transaction Types Window

Figure 64–1 Netting Transaction Types Window

Netting Transaction Types

Netting Types

Netting Transaction	Enabled
AR Balance	☒
AP Balance	☒
Objections to Payment	☒
Payment excesses	☒
Assignments	☒
Supplier Reimbursements	☒

Transaction Type Usage

Application	Transaction Class	Document Category Code	Transaction Type	Clearing Netting Account
Oracle Public Sec	Credit Memo		Credit Memo	1-000-1410-0000-STP-000
Oracle Public Sec	Credit Memo		Credit Memo	1-000-1410-0000-STP-000
OPSF1 UK D-Default-Adjusting -Default-Single Thi-Default				

Netting Transaction Types Window Description

Table 64–4 Netting Transaction Types Window Description

Field Name	Type	Features	Description
Netting Types Region			
Netting Transaction	display only		netting transaction type; valid values: AR Balance, AP Balance, Objections to Payment, Payment Excesses, Assignments, or Supplier Reimbursements
Enabled	conditionally required	check box	if selected, enables selected transaction type; if deselected, disables selected transaction type
Transaction Type Usage Region			
Application	display only		Oracle application name
Transaction Class	display only		transaction class; transaction type automatically determined by netting type selected
Document Category Code	optional	list of values	if sequential numbering required for netting transactions, category codes defined in Document Categories window; sequence assigned to this category code in Sequence Assignments window used for numbering netting transactions
Transaction Type	conditionally required	list of values	for Receivables, transaction types defined in Transaction Types window. Note: Transaction type that applies to same transaction class must be selected. For example, transaction type for class of debit memo must be selected when Transaction Class Code is Debit Memo. For Payables, values are predefined as listed in Table 64–3 , page 64-6.
Clearing Netting Account	conditionally required	list of values	netting control account. Note: Clearing netting account for Payables and Receivables must be the same. Only one netting account is allowed for the netting type in order to balance netting transactions within the same type.

Single Third Party Procedures

This chapter describes how to use single third party functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating a Single Third Party Procedure](#)
- [Single Third Party - Main Window](#)
- [Single Third Party - Main Window Description](#)
- [Single Third Party - Address Details Window](#)
- [Single Third Party - Address Details Window Description](#)
- [Viewing Single Third Party Details and Outstanding Balance Procedure](#)
- [Find STP Window](#)
- [Find STP Window Description](#)
- [Single Third Party Netting Balance Window](#)
- [Single Third Party Netting Balance Window Description](#)
- [Creating Netting Transactions Procedure](#)
- [Netting Transactions Window](#)
- [Netting Transactions Window Description](#)
- [Create Netting Packages Window](#)
- [Create Netting Packages Window Description](#)

- [Submitting Netting Batches Procedure](#)
- [Submit Netting Batches Window, Details Tab](#)
- [Submit Netting Batches Window, Currency Tab](#)
- [Submit Netting Batches Window Description](#)

Definition

Single third party is a single entry point for creating, viewing, and deactivating a third party that is both a customer and a supplier. Single third party also enables the third party to be tracked as a single legal entity within the application, which enables the calculation of a net balance.

WARNING: Netting is legal only in certain countries.

For information on where netting is allowed, see [International Implications](#), page 1-6.

Overview

Calculating the net balance for a single third party involves the following tasks:

- defining a customer and a supplier as a single third party using the Single Third Party - Main and Single Third Party - Address Details windows
- querying and viewing the single third party net balance using the Find STP and Single Third Party Netting Balance windows
- specifying the netting transaction type to be used in the netting calculation using the Netting Transaction Types window

Netting single third party documents also involves the following:

- grouping the netted invoices into netting packages using the Create Netting Packages window
- submitting invoices for netting, as netting batches, using the Submit Netting Batches window

For information on setting up single third parties, see [Single Third Party Setup](#), page 64-1.

For information on netting transaction types, see [Netting Transaction Types](#), page 65-4.

For information on netting packages and netting batches, see [Netting Packages and Netting Batches](#), page 65-5.

As part of the single third party posting process, all netting documents for the net outstanding balance are automatically generated by the system.

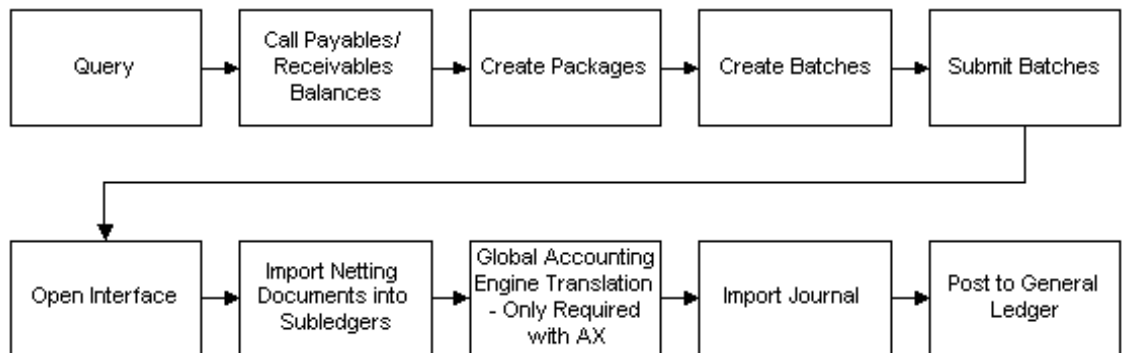
The following topics are discussed in this section:

- [Netting Process](#)
- [Netting Transaction Types](#)
- [Netting Packages and Netting Batches](#)

Netting Process

[Figure 65-1](#), page 65-3 shows an overview of the netting process.

Figure 65-1 Netting Process Overview



Note: Netting transactions can only be performed by the accounts officers.

Netting Transaction Types

The netting transaction type is determined by the net balance for a third party. The netting transaction types available are described in [Table 65–1](#), page 65-4.

Table 65–1 Netting Transaction Types

Netting Transaction Type	Description
AR Balance	Nets a third party’s Receivables invoices with Payables invoices. The transactions selected for netting are a Receivables invoice and a Payables invoice. Both invoices should have a net Receivables balance, that is, the outstanding amount of the Receivables invoice is greater than the outstanding amount of the Payables invoice. Netting creates a Receivables credit memo and a Payables credit memo for the amount of the original Payables invoice.
AP Balance	Nets a third party’s Payables invoices with Receivables invoices. The transactions selected for netting are a Payables invoice and a Receivables invoice. Both invoices should have a net Payables balance, that is, the outstanding amount of the Payables invoice is greater than the outstanding amount of the Receivables invoice. Netting creates a Receivables credit memo and a Payables credit memo for the amount of the original Receivables invoice. This option is the reverse of the AR Balance transaction type.
Objections to Payment	The netting transaction is a Payables invoice. The purpose of netting is to partially or fully assign this invoice to another third party. The invoice amount is specified on the Create Netting Packages window. The assignee third party needs to be set up as an objecting third party on the Single Third Party - Main window and needs to have an active pay site in the given operating unit. Netting creates a Payables credit memo for the original third party and a Payables invoice for the same amount for the objecting third party. This option can be performed by authorized account officers on receipt of a legal notification. This can be controlled by the value of the Single Third Party: Objecting Third Party Allowed profile option.

Table 65–1 Netting Transaction Types

Netting Transaction Type	Description
Payment Excesses	Nets a third party's Receivables invoices and settlements. The original transaction needs to be a Receivables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.
Assignments	This netting type is identical to the Objection to Payment type except that it is available to all account officers. In addition, the assignee must be set up as a debt beneficiary type third party on the Single Third Party - Main window.
Supplier Reimbursements	Nets a third party's Payables invoices and settlements when a credit memo is received. The original transaction must be a Payables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.

Netting Packages and Netting Batches

The accounts officer creates netting packages using the Create Netting Packages window. Netting packages are collections of Payables and Receivables transactions for a single third party.

Netting batches are submitted using the Submit Netting Batches window. Submitting netting batches rather than netting packages has the advantage that netting and posting can be performed independently. For example, the information that netting provides can be useful at any time, but submitting can be convenient at the end of each day.

Prerequisites

- ❑ If used, the global accounting engine must be set up to post all transactions in General Ledger for a set of books.

To set up the global accounting engine, see [Set Up Window](#), *Oracle Applications Global Accounting Engine User's Guide*.

Creating a Single Third Party Procedure

To create a new single third party, perform the following steps.

1. Navigate to the Single Third Party - Main window as follows:

OPSF(I) Single Third Party - Single Third Party Maintenance

2. In the STP Name field, enter the name of the single third party.

Note: The Active check box must be selected. This enables the system to calculate single third party balances. The Active check box is selected by default.

3. In the STP Type field, select a single third party type.

The single third party type indicates that the third party is an objecting third party if the Objection to Payment netting type is selected, or a debt beneficiary if the Assignments netting type is selected.

4. If the single third party must be under a threshold control, select the Enforce Threshold check box.
5. In the Address region, enter address references to distinguish between third party addresses. The address reference is the site name, as defined in Payables.
6. To define an address reference as a customer location, a supplier site, or both, select the Customer or Supplier check box, or both.

Note: To perform netting on an address reference, it must be defined as a customer, a supplier, or both. In addition, the Bill to Location field in the Customer Addresses window must contain data.

For information on the Customer Addresses window, see [Entering Customer Addresses](#), *Oracle Receivables User's Guide*.

7. Define an address for the single third party as follows:

- Select an address reference and click **Open**.

The Single Third Party - Address Details window appears.

- Enter data in the Single Third Party - Address Details window as described in [Table 65–3](#), page 65-11.

8. Close the Single Third Party - Address Details window.

The Single Third Party - Main window appears.

9. Click **New (B)** to create another single third party.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

Entering Customer Details

To view customer details and enter additional information, perform the following steps.

1. In Receivables, navigate to the Customers - Standard window as follows:

Customers - Standard

The Find /Enter Customers window appears.

2. Enter search criteria or leave the fields blank to retrieve all records.
3. Click **Find**.

The Customer Selection window appears.

4. Select a customer name from the list.

The Customers - Standard window appears.

For information on the Customers - Standard window, see [Entering Customers Oracle Receivables User's Guide](#).

Entering Supplier Details

To view supplier details and enter additional information, perform the following steps.

1. In Payables, navigate to the Suppliers window as follows:

Suppliers - Inquiry

The Find Suppliers window appears.

2. Enter search criteria or leave the fields blank to retrieve all records.
3. Click **Find**.

The Suppliers window appears.

For information on the Suppliers window, see [Suppliers Oracle Payables User's Guide](#).

Single Third Party - Main Window

Figure 65–2 Single Third Party - Main Window

Single Third Party - Main

STP Name

Number

Taxpayer ID

Tax Registration Num

STP Type

Standard STP

☒Active

☐Enforce Threshold

Address

Customer

Supplier

☒

☐

☐

☐

☐

☒

☐

☐

☐

☐

New (B)

Open

Single Third Party - Main Window Description

Table 65–2 *Single Third Party - Main Window Description*

Field Name	Type	Features	Description
STP Name	required		single third party name; maximum 50 characters
Taxpayer ID	optional		must be identical to Taxpayer ID in Customers - Standard and Suppliers Summary windows
Tax Registration Num	optional		tax registration number
STP Type	optional	list of values	single third party type; valid values: Debt Beneficiary STP, Objecting STP, or Standard STP; Standard STP selected as default
Number	display only		single third party unique identifier; automatically generated when data saved
Active	optional	check box	if selected, customer and supplier sites activated; if deselected, customer and supplier sites deactivated
Enforce Threshold	optional	check box	if selected, invoice threshold fixed; if deselected, invoice threshold unlimited
Address Region			
<Address>	required		address reference; distinguishes customer or supplier sites; at least one address reference required; maximum 15 characters
Customer	optional	check box	if selected, customer address active
Supplier	optional	check box	if selected, supplier address active
New (B)		button	opens Single Third Party - Address Details window
Open		button	enables user to enter new single third party details

Single Third Party - Address Details Window

Figure 65–3 Single Third Party - Address Details Window

Single Third Party - Address Details

Address Reference

Country

EDI Location

Address

Alternate Name

City

State

Postal Code

Province

County

Reference

Language

Category

Alternate Address

Single Third Party - Address Details Window Description

Table 65–3 *Single Third Party - Address Details Window Description*

Field Name	Type	Features	Description
Address Reference	display only		address reference; automatically displayed from Single Third Party - Main window
Country	required	list of values	third party location; identical to Country in Payables or Receivables
EDI Location	optional		Electronic Data Interchange location; identical to EDI Location in Receivables
Address	required		third party address; first line required; identical to Address in Payables or Receivables
Alternate Name	optional		alternate name to identify third party; identical to Alternate Name in Payables or Receivables
City	optional		third party location; identical to City in Payables or Receivables
State	optional		third party location; identical to State in Payables or Receivables
Postal Code	optional		third party postal code; identical to Postal Code in Payables and Receivables
Province	optional		third party location; identical to Province in Payables or Receivables
County	optional		third party location; identical to County in Payables or Receivables
Reference	required		third party reference; defines combination of third party and address
Language	optional	list of values	language used by third party; identical to Language in Payables or Receivables
Category	optional	list of values	identical to Address Category in Receivables; used in analysis of customers
Alternate Address	optional		third party alternate address; identical to Alternate Address in Payables

Viewing Single Third Party Details and Outstanding Balance Procedure

To review details such as the address and the net outstanding balance for an existing single third party, perform the following steps.

1. Navigate to the Single Third Party Netting Balance window as follows:

OPSF(I) Single Third Party - Netting Balance

The Find STP window appears.

2. Perform one of the following actions:

- In the Third Party Name field, enter a third party name.
- Select a third party name from the list of values.
- Leave the Third Party Name field blank.

3. Click **Find**.

The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved. The up and down arrow keys can be used to scroll through all available single third parties.

4. To examine an invoice in more depth, select an invoice and click the drill-down button.

The standard Payables Invoice window or Receivables Transactions window appears.

5. In the Currencies Code field, select the currency code.

The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

6. Select one or more of the single third party Site check boxes.

All Site check boxes are selected by default.

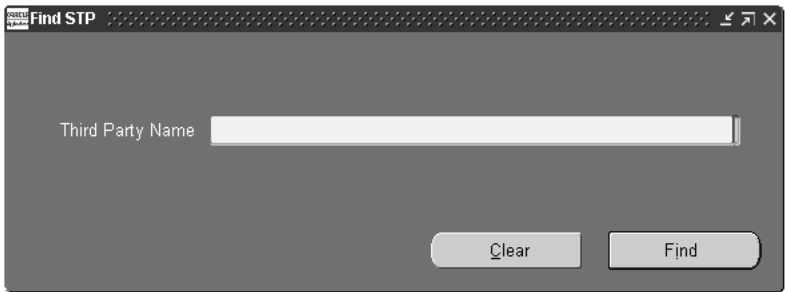
7. Click **OK**.

Invoice details that are entered in the given currency and posted to General Ledger as well as the outstanding third party balances are displayed in the Payables Invoices and Receivables Invoices regions.

8. Close the window.

Find STP Window

Figure 65–4 Find STP Window



Find STP Window Description

Table 65–4 Find STP Window Description

Field Name	Type	Features	Description
Third Party Name	optional	list of values	third party name
Clear		button	erases data in Third Party Name field
Find		button	opens Single Third Party Netting Balance window

Single Third Party Netting Balance Window

Figure 65–5 Single Third Party Netting Balance Window

Single Third Party Netting Balance

Third Party Name

Currency Code

Site

☒☐☐

Clear

OK

Payables Invoices

Invoice Number	Amount	Netting in Progress

AP Balance

Netting In Progress

Receivables Invoices

Invoice Number	Amount	Netting in Progress

AR Balance

Netting In Progress

Balance (AP-AR)

Netting In Progress

Netting Transactions

Single Third Party Netting Balance Window Description

Table 65–5 *Single Third Party Netting Balance Window Description*

Field Name	Type	Features	Description
Third Party Name	display only		third party name with associated address references
Currency Code	required	list of values	currency used to calculate netting balance; default is functional currency
<address reference>	display only		single third party address reference automatically displayed from Single Third Party - Main window; by default, all address references selected; address references used to distinguish customer or supplier sites
Site	optional	check box	indicates which single third party sites to include; all sites selected by default
Clear		button	erases data from Payables Invoices and Receivables Invoices regions
OK		button	populates Payables Invoices and Receivables Invoices regions with selected site data
Payables Invoices Region			
Invoice Number	display only		invoices from selected third party site or sites. Note: Rules for displaying Payables invoices are as follows: General Ledger date must be before today's date, amount must be greater than zero, invoice must be posted
Amount	display only		outstanding invoice amount minus any amount already netted
Netting in Progress	display only		netting in progress; invoice amount involved in pending netting transaction
AP Balance	display only		balance in Payables for third party; Amount fields sum shown in selected currency
Netting In Progress	display only		netting transactions total still being processed in Payables; sum of Netting in Progress fields

Table 65–5 Single Third Party Netting Balance Window Description

Field Name	Type	Features	Description
Receivables Invoices Region			
Invoice Number	display only		billed invoices to selected third party sites. Note: Rules for displaying Receivables invoices are as follows: Receivables document status is Posted, General Ledger date must be before today's date, amount must be greater than zero, Bill To Location in Customer Addresses window must contain data. For information on the Customer Addresses window, see Entering Customer Addresses , <i>Oracle Receivables User's Guide</i> .
Amount	display only		outstanding invoice amount minus any amount already netted
Netting in Progress	display only		netting in progress; invoice amount involved in pending netting transaction
AR Balance	display only		balance in Receivables for third party, shown in selected currency; sum of Amount fields
Netting In Progress	display only		netting transactions total still being processed in Receivables; sum of Netting in Progress fields
Balance (AP-AR)	display only		outstanding balance for selected third party site or sites; Payables Balance minus Receivables Balance
Netting In Progress	display only		netting transactions balance still being processed; Payables minus Receivables transactions
Netting Transactions		button	opens Netting Transactions window

Creating Netting Transactions Procedure

To create netting transactions, perform the following steps.

1. Navigate to the Single Third Party Netting Balance window as follows:

OPSF(I) Single Third Party - Netting Balance

The Find STP window appears.

2. Perform one of the following actions:

- In the Third Party Name field, enter a third party name.
- Select a third party name from the list of values.
- Leave the Third Party Name field blank.

3. Click **Find**.

The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved.

4. Select the currency code.

The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

5. Select one or more of the third party Site check boxes.

All check boxes are selected by default.

6. Click **OK**.

Invoice details and the outstanding third party balance are shown in the selected currency and are displayed in the Payables Invoices and Receivables Invoices regions.

When adding or removing single third party sites, documents in the Payables and Receivables regions are automatically cleared.

7. To refresh the information, click **OK**.

8. To select a netting transaction type or to select invoices for netting, click **Netting Transactions**.

The Netting Transactions window appears.

The Objection to Payment option is only available when the Objection to Payment netting type is selected, and the Single Third Party: Objecting STP Allowed profile option is set to Yes.

9. Enter data in the Netting Transactions window as described in [Table 65–6](#), page 65-20.
10. Click **Create Netting Packages**.

The Create Netting Packages window appears with the list of third party documents and amounts in both Payables and Receivables.
11. If the netting type is set to Objection to Payment, in the Objecting Third Party field, enter the objecting single third party and specify the amount to be reassigned.
12. If the netting type is set to Assignments, in the Debt Beneficiary Third Party field, enter the debt beneficiary single third party and specify the amount to be reassigned.
13. Click the up and down arrows for Payables and Receivables documents.

The Package region displays a netting package with a package number.

To examine previous netting packages, click **Previous**.

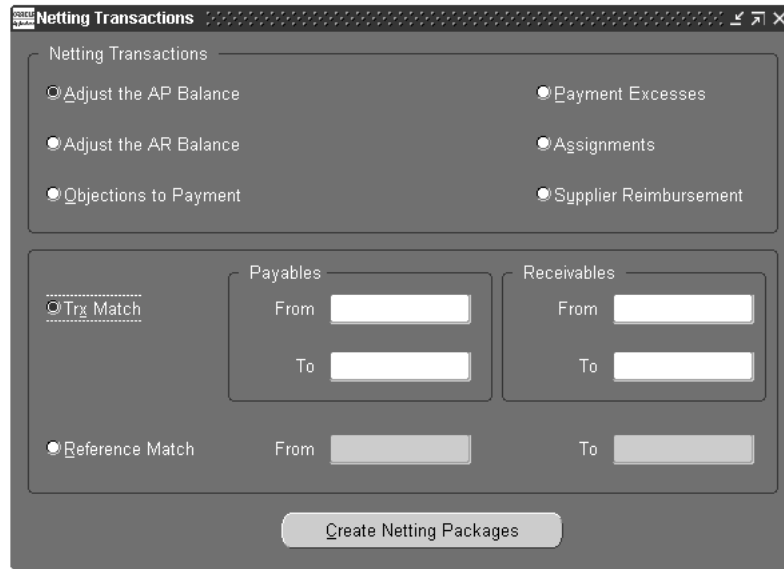
The package number changes when **Next** and **Previous** are clicked.
14. To create a new netting package, click **Next** when the Package Number is equal to the Number of Packages Defined.
15. When all required netting packages are defined, click **Create Batch**.

The Submit Netting Batches window appears.

For information on the Submit Netting Batches window, see the [Submit Netting Batches Window Description](#), page 65-28.

Netting Transactions Window

Figure 65–6 *Netting Transactions Window*



The screenshot shows a software window titled "Netting Transactions". It contains several radio button options for transaction types: "Adjust the AP Balance", "Adjust the AR Balance", "Objections to Payment", "Payment Excesses", "Assignments", and "Supplier Reimbursement". Below these is a section with a "Trg Match" radio button and two columns labeled "Payables" and "Receivables". Each column has "From" and "To" text boxes. At the bottom left is a "Reference Match" radio button with corresponding "From" and "To" text boxes. A "Create Netting Packages" button is at the bottom center.

Netting Transactions

☐ Adjust the AP Balance

☐ Adjust the AR Balance

☐ Objections to Payment

☐ Payment Excesses

☐ Assignments

☐ Supplier Reimbursement

☐ Trg Match

Payables

From

To

Receivables

From

To

☐ Reference Match

From

To

Create Netting Packages

Netting Transactions Window Description

Table 65–6 Netting Transactions Window Description

Field Name	Type	Features	Description
Netting Transactions Region			
Adjust the AP Balance	optional	radio button	nets Payables invoices for given third party with Receivables invoices
Adjust the AR Balance	optional	radio button	nets Receivables invoices for given third party with Payables invoices
Objections to Payment	optional	radio button	nets Payables invoices for given third party by creating Payables invoices for another third party, called objecting third party
Payment Excesses	optional	radio button	nets third party's Receivables invoices and settlements
Assignments	optional	radio button	identical to Objections to Payment option except that it is available to all users, not only accounts officers
Supplier Reimbursement	optional	radio button	nets third party's Payables invoices and settlements when credit memo received
Trx Match	optional	radio button	transaction match; matches Payables invoice number and Receivables transactions number; selected as default
Payables Region			
From	optional		available with Trx Match; beginning transaction number for selecting Payables documents; transaction number in Payables is Payables invoice number
To	optional		available with Trx Match; ending transaction number for selecting Payables documents
Receivables Region			
From	optional		available with Trx Match; beginning transaction number for selecting Receivables documents; transaction number in Receivables is Receivables transaction number

Table 65–6 Netting Transactions Window Description

Field Name	Type	Features	Description
To	optional		available with Trx Match; ending transaction number for selecting Receivables documents
Reference Match	optional	radio button	matches Payables invoice description and Receivables invoice reference number
From	optional		available with Reference Match; beginning reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number
To	optional		available with Reference Match; ending reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number
Create Netting Packages		button	opens Create Netting Packages window

Create Netting Packages Window

Figure 65–7 Create Netting Packages Window

Create Netting Packages

Single Third PartySTP1 Non-AXCurrencyUSD

Payables

Reference

Trx No

Amount

Netting Amount

Package Number

Reference

Trx No

Amount

Netting Amount

Receivables

Reference

Trx No

Amount

Netting Amount

Number of Packages Defined

Reference

Trx No

Amount

Netting Amount

Previous

Next

Create Batch

65-22 Oracle Public Sector Financials (International) User's Guide

Create Netting Packages Window Description

Table 65–7 Create Netting Packages Window Description

Field Name	Type	Features	Description
Single Third Party	display only		displays single third party selected in Find STP window
Currency	display only		displays currency selected in Single Third Party Netting Balance window
Objecting Third Party	conditionally required	list of values	required if Objection to Payment selected in Netting Transactions window
Amount	conditionally required		required if Objection to Payment selected in Netting Transactions window
Debt Beneficiary Third Party	conditionally required	list of values	required if Assignments selected in Netting Transactions window
Amount	conditionally required		required if Assignments selected in Netting Transactions window
Payables Region			
Reference	display only		identical to Description on Invoice Entry window in Payables
Trx No	display only		transaction number; identical to invoice number in Enter Invoice window
Amount	display only		transaction amount not currently being netted
Netting Amount	display only		transaction amount currently being netted
Package Number	display only		package number for selected invoices
Receivables Region			
Reference	display only		identical to Reference on Transactions window in Receivables
Trx No	display only		transaction number
Amount	display only		transaction amount not currently being netted
Netting Amount	display only		transaction amount currently being netted
Number of Packages Defined	display only		total number of packages defined

Table 65–7 Create Netting Packages Window Description

Field Name	Type	Features	Description
Previous		button	displays previous netting package
Next		button	creates new netting package if Package Number equals Number of Packages Defined
Create Batch		button	opens Submit Netting Batches window

Submitting Netting Batches Procedure

To submit netting batches, perform the following steps.

1. Navigate to the Submit Netting Batches window as follows:

OPSF(I) Single Third Party - Submit Netting Batches

2. Query a netting batch.
3. To display netting batch information, select the Details tab.
4. To display currency information, select the Currency tab.
5. Enter the exchange rate type, exchange date, and exchange rate for netting batches created in non-functional currencies.
6. To select a netting batch for submission, select the check box next to the netting batch.
7. To submit the selected netting batches, click **Submit**.

A Payables or Receivables document is generated for all the transactions in the selected netting batch.

8. Close the window.

Submit Netting Batches Window, Details Tab

Figure 65–8 Submit Netting Batches Window, Details Tab

Submit Netting Batches

Batch Id	Status	Trx Type	Select
			☐
			☐
			☐
			☐
			☐

Details

Currency

Number	Application	Customer Name	Site	Trx Number	Reference Num	Amount

Submit

Submit Netting Batches Window, Currency Tab

Figure 65–9 *Submit Netting Batches Window, Currency Tab*

Submit Netting Batches

Batch Id	Status	Trx Type	Select
			☐
			☐
			☐
			☐
			☐

Details Currency

Curr	Rate Type	Exchange Date	Exchange Rate

Submit

Submit Netting Batches Window Description

Table 65–8 *Submit Netting Batches Window Description*

Field Name	Type	Features	Description
Batch Id	display only		unique batch number; automatically generated
Status	display only		batch status; valid values: Available or Complete
Trx Type	display only		netting transaction type For information on netting transaction types, see Overview , page 65-2.
Select	optional	check box	indicates netting batches to submit
Details Tab			
Number	display only		package number
Application	display only		Payables or Receivables
Customer Name	display only		single third party name
Site	display only		single third party address reference
Trx Number	display only		transaction number; same as Trx No in Create Netting Packages window
Reference Num	display only		reference number; Payables document description; Receivables document reference number
Amount	display only		netting amount total for each package
Currency Tab			
Curr	display only		currency used in netting transaction
Rate Type	conditionally required	list of values	currency conversion type; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission

Table 65–8 Submit Netting Batches Window Description

Field Name	Type	Features	Description
Exchange Date	conditionally required	list of values	currency conversion date; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission
Exchange Rate	required		conversion rate; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission; required field if User selected as conversion type
Submit		button	submits selected netting batches

Part XIX

Standing Charges

Standing Charges Process

This chapter describes the standing charges functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Standing Charges Process Flow Diagram](#)
- [Setting Up Standing Charges](#)
- [Entering Standing Charges and Creating Periodic Invoices](#)
- [Price Update Considerations](#)

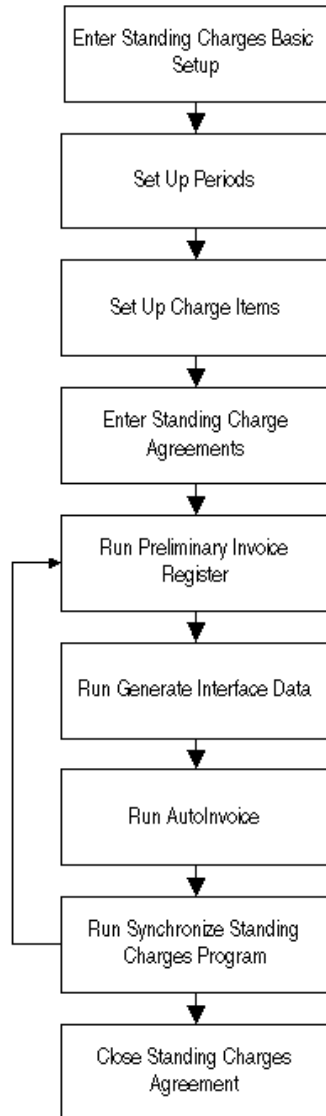
Definition

Standing charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements. Standing charge agreements are used as a source to create and accurately control periodic invoices. The standing charges functionality enables the user to charge customers periodically and automatically create invoices without the need to enter duplicate information. Standing charge agreements can also be amended and standing charge item prices updated.

Standing Charges Process Flow Diagram

Figure 66–1, page 66-3 shows the standing charge process flow.

Figure 66–1 *Standing Charges Process Flow Diagram*



Setting Up Standing Charges

The following topics are discussed in this section:

- [Set Extended System Options for Standing Charges](#)
- [Set Up Billing and Charging Periods](#)

Set Extended System Options for Standing Charges

Extended system options control creation of the context and segments for the invoice transaction flexfield and line transaction flexfield. If multiple organizations are implemented in the system the context can be different for each operating unit.

Receivables uses the transaction flexfields to uniquely identify each transaction and transaction line created by standing charges. Transactions and transaction lines are imported through AutoInvoice.

After entering data in the Extended System Options window the Receivables Global: Populate Data program must be run with the Standing Charges parameter selected.

Note that after running the Receivables Global: Populate Data program, modification of the context field creates a new entry for both the line and invoice transaction flexfield. Modifying the header, sequence, line number or price break number only amends the existing context.

Set Up Billing and Charging Periods

Billing periods determine the frequency of standing charge invoice creation. Charge periods determine how often items are charged to the customers.

Billing and charging periods must be set up before entering standing charge items and standing charge agreements. There are four types of period component: Day, Week, Month and Year. If a combination of components is used for a standing charge, the relationship between the two periods must be set up in advance.

For example, there are three different periods set up as follows:

- **monthly**
Create a period for the component Month, entering the name as Monthly, description as Monthly, Unit of Measure as Month, and the Factor is set to 1.

- quarterly

Create a period for the component Month, entering the name as Quarterly, Description as Quarterly, Unit of Measure as Month, and the Factor is set to 3.

- annually

Create a period for component Annual, entering the name as Annually, Descriptor as Annually, Unit of Measure as Year, and the Factor is set to 1.

For example, Company A agrees with Customer B that charges are applied annually and bills issued quarterly. The relationship is set up as follows:

- Billing Period: Annually
- Charge Period: Quarterly

If there is a standing charge for another customer that is charged monthly and billed quarterly it is not necessary to set up the relationship between the two periods as they have the same component.

The unit of measure entered for the period is used as the unit of measure for the invoice lines created by standing charges.

Entering Standing Charges and Creating Periodic Invoices

The following topics are discussed in this section:

- [Enter Charge Items](#)
- [Enter Standing Charge](#)
- [Run Preliminary Invoice Register](#)
- [Run Generate Interface Data Program](#)
- [Run AutoInvoice](#)
- [Run Synchronize Standing Charges Program](#)

Enter Charge Items

Creating standing charge items makes it easier to enter standing charge lines as default values can be assigned to each item, for example, charge period, tax code, revenue account, and price. All values are defaults only and can be overridden when standing charge lines are entered.

Enter Standing Charge

When there is an agreement with the customer that a charge is invoiced periodically the details of the agreement can be entered in the system.

Before entering a standing charge, the following information must be available:

- Customer name
Defined in the standard Customers window. Also bill-to and ship-to sites must be defined and enabled if used.
- Period when standing charge agreement is active
The start and end dates of this period should be entered. Invoices are created only during the active period for a given standing charge.
- How often the customer is invoiced
This value must be entered in the Frequency field. If, for example, this value is 3 months, an invoice is sent every three months to the customer including all the charges for that period of time.
- How often the customer is charged for a particular item

If, for example, this value is monthly and the price of the charge item is 100, the customer is charged 100 every month. Taking into account the previous example where the billing frequency was 3 monthly, the customer is billed monthly for 300, as the billing period includes 3 charge periods.

- Use of invoicing rules

This is identical to the standard Receivables invoicing rule and is based on the same logic. If an invoicing rule is used, the accounting rule and the first accounting date must be assigned to the charge items.

- Next Due Date

When defined, the Next Due Date is used to start calculation of the billing periods. Note that this value cannot be modified after it is defined and invoices are created for the standing charge agreement. This date is updated by the Synchronize Standing Charges program that automatically calculates and updates the Next Due Date field using the value entered in the Frequency field.

- Next GL Date

The same process updates the Next GL Date and the First Date at charge line level if invoicing rules are used. The only difference is that the Next GL Date and the First Date for the accounting rule can be updated and the updated value is used as the base of the calculation for the following GL dates.

For example, if the Next Due Date and the Next GL Date are both 01-JAN-2000 and the frequency is monthly, after creating the invoice for 01-JAN-2000 the Synchronize Standing Charges program updates the Next Due Date and the Next GL Date to 01-FEB-2000.

If the Next GL Date is updated to 10-FEB-2000 and the 01-FEB-2000 invoice was created, running the Synchronize Standing Charges program updates the Next Due Date to 01-MAR-2000 and the Next GL Date to 10-MAR-2000.

Run Preliminary Invoice Register

After entering the standing charge agreement in the system the Standing Charges: Preliminary Invoice Register Report can be run to AutoInvoice. The following details are listed as follows:

- charge reference
- customer
- billing period

- charge period
- item code
- price
- tax code

Run Generate Interface Data Program

This program populates standing charge invoice data in the AutoInvoice tables. The Preliminary Invoice Register Report should be run with the same batch source and date before submitting the Generate Interface Data program. The invoices created can be viewed and amended, ensuring that invoices are created with the correct details.

Run AutoInvoice

AutoInvoice is a standard Receivables program used to import invoices into Receivables from feeder systems. Standing charges uses this program to import standing charge invoices into Receivables. All invoices created have the same features as standard Receivables invoices and are included in customer accounts and can be listed by standard Receivables reports.

The transactions created by standing charges can be reviewed on the transaction workbench to check that the invoices are created with the correct details. Standing charge invoices can be amended before posting them.

Run Synchronize Standing Charges Program

The Synchronize Standing Charges program must be run to update the Next Due Date, Next GL Date at header level, and First Date at line level if invoicing rules are used. Running the Synchronize Standing Charges program ensures that no duplicate invoices are created for the standing charges.

Note that only one invoice can be created for each standing charge agreement within a standing charge period cycle. For example, a standing charge agreement has 01-JUN-2000 as the Next Due date and a weekly billing cycle. If the Generate Interface Data program is run with the parameter Run Date: 01-JUL-2000 and the corresponding batch source, only one invoice is created for the due date 01-JUN-2000 and no invoices are created for subsequent due dates, for example, 07-JUN-2000, 14-JUN-2000.

No new invoices are created if an invoice is created for the standing charge in a period cycle but the Synchronize Standing Charges program was not run to update the Next Due Date.

Price Update Considerations

Charge item prices can be updated in standing charges as follows:

- [Standing Charges Item Price Update](#)
- [Price Update using Standing Charge Details Window](#)
- [Price Update using Global Price Update Window](#)

Standing Charges Item Price Update

Standing charge item prices can be amended at any time on the Standing Charge Items window. The users must enter the new current price and effective date. A record to track item price history is created each time an item price is modified.

Note that modifying the item price on the Standing Charge Items window only affects newly created standing charges and does not modify the item prices on existing standing charge agreements.

Price Update using Standing Charge Details Window

Individual standing charge item prices can be modified on the Standing Charge Details window. Entering a new current price and effective date only modifies the item price for the current standing charge agreement and has no effect on the price of the same item included in another standing charge agreement or the price of future agreements using the same charge item.

The item price update does not modify item prices for the data already transferred to the AutoInvoice tables by generating interface data or the prices of the invoices already imported into Receivables.

Price Update using Global Price Update Window

Global price update can be used if there is more than one item price to be updated at the same time. This applies if the price of more than one item requires changing by the same amount or percentage or the price of one item must be modified on more than one existing standing charge agreement.

When running the global price update program there are a number of options to select from depending on the group of records to be updated, as follows:

- None

Select None if updating item prices only. No standing charges are modified, the new prices apply only to standing charges entered after the effective date.

- All
Select All if all the item prices and standing charges including the specific item or range of items require updating.
- Default
Select Default if only standing charge lines with default charge item prices require updating.

The Preliminary Price Update Report should be reviewed before committing the changes. This report is always submitted when changes are saved on the global price update window. The changes made by the global price update can be viewed in advance using the Global Price Update window, drilling down to review the standing charges affected.

Standing Charges Setup

This chapter describes how to set up standing charges for Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Enabling Standing Charge Procedures](#)
- [Extended System Options Window, Standing Charges Tab](#)
- [Extended System Options Window Description, Standing Charges Tab](#)
- [Populating Standing Charge Data Procedure](#)
- [Generating Invoice Transaction Flexfield Procedure](#)
- [Generating Line Transaction Flexfield Procedure](#)
- [Creating Periodic Periods Procedure](#)
- [Periodic Invoices Period Maintenance Window](#)
- [Periodic Invoices Period Maintenance Window Description](#)
- [Schedules Window](#)
- [Schedules Window Description](#)
- [Inter Component Period Relationships Window](#)
- [Inter Component Period Relationships Window Description](#)

Definition

Standing charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements and use them as a source to create and accurately control periodic invoices.

Standing charges must be set up to enable standing charge agreements and the AutoInvoice program to import standing charge invoices and invoice lines.

Overview

This section describes the steps required to set up standing charges and contains the following:

- [Enabling Standing Charges](#)
- [Populating Standing Charge Data](#)
- [Generating Invoice Transaction Flexfield](#)
- [Generating Line Transaction Flexfield](#)
- [Creating Periodic Periods](#)

Enabling Standing Charges

This procedure enables the user to automatically set up a different context for each operating unit. This context is used by AutoInvoice to identify and import standing charge invoices.

Populating Standing Charge Data

This process creates the context information for the invoice transaction flexfield and the line transaction flexfield using the information entered during the enable standing charges procedure.

Generating Invoice Transaction Flexfield

This procedure compiles the invoice transaction flexfield to be used by AutoInvoice.

Generating Line Transaction Flexfield

This procedure compiles the line transaction flexfield to be used by AutoInvoice.

Creating Periodic Periods

This procedure enables the user to create different types of periods that can be used as billing periods or charge periods on entering standing charge agreements. If periods with different components are used as billing periods and charge periods on a given standing charge agreement, they must be set up as related periods on the Period Relation window.

Prerequisites

- ❑ The standing charges feature must be enabled.

To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.

- ❑ The following Receivables setup must be completed:

- AutoAccounting

Note: Standing charges do not work with the Standard Lines table name.

- payment terms

- transaction types

Note: Standing charges use invoice class transaction types.

- transaction sources

- descriptive flexfield of the type Line Transaction Flexfield

- descriptive flexfield of the type Invoice Transaction Flexfield

- salesperson

- tax codes, if tax is required

Note: Tax codes defined for standing charges must allow ad hoc changes.

- customers

Note: Each customer must have an active bill-to site.

Enabling Standing Charge Procedures

To enable standing charges, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Setup - Extended System Options

2. Select the Standing Charges tab.
3. Ensure that the Standing Charges Enabled check box is selected.

If the Standing Charges Enabled check box is not selected, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4 for instructions on how to enable the standing charges feature.

4. In the Standing Charges region, enter the context, header, and sequence labels.

The Charge Line Details region is automatically populated with the data entered in the Standing Charges region.

5. In the Line Number field, enter the line number label.
6. In the Price Break Number field, enter the price break number label.
7. Save or save and continue as follows:
File - Save or Save and Proceed
8. Close the window.

Extended System Options Window, Standing Charges Tab

Figure 67–1 Extended System Options Window, Standing Charges Tab

Extended System Options

Combined Basis Accounting

Dunning Letters and Installment Terms

Standing Charges

Standing Charges Enabled

Standing Charges

Charge Line Details

Context

Header

Sequence

Line Number

Price Break Number

Extended System Options Window Description, Standing Charges Tab

Table 67–1 *Extended System Options Window Description, Standing Charges Tab*

Field Name	Type	Features	Description
Standing Charges Enabled	display only	check box	if selected, standing charges enabled; if deselected, standing charges disabled
Standing Charges Region			
Context	required		descriptive flexfield context
Header	required		descriptive flexfield header label
Sequence	required		descriptive flexfield sequence label
Charge Line Details Region			
Context	display only		descriptive flexfield context
Header	display only		descriptive flexfield header label
Sequence	display only		descriptive flexfield sequence label
Line Number	required		charge line number label
Price Break Number	required		price break number label

Populating Standing Charge Data Procedure

To populate standing charge data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Setup - Reports

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 Global: Populate Data from the list of values.

The Parameters window appears.

5. In the Source Type field, select Standing Charges from the list of values.
6. To apply the parameters, click **OK**.
7. To submit the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.

Generating Invoice Transaction Flexfield Procedure

Standing charge data must be populated before generating an invoice transaction flexfield.

To populate standing charge data, see [Populating Standing Charge Data](#), page 67-2.

To generate an invoice transaction flexfield, perform the following steps.

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

Setup - Financials - Flexfields - Descriptive - Segments

For information on Descriptive Flexfield Segments window, see [Descriptive Flexfield Segments Window](#), *Oracle Public Sector Receivables User's Guide*.

2. Query an Invoice Transaction Flexfield.
3. Click **Compile**.

The Note pop-up window appears.

4. Click **OK**.

Generating Line Transaction Flexfield Procedure

Standing charge data must be populated before generating a line transaction flexfield.

To populate standing charge data, see [Populating Standing Charge Data](#), page 67-2.

To generate a line transaction flexfield, perform the following steps.

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

Setup - Financials - Flexfields - Descriptive - Segments

For information on Descriptive Flexfield Segments window, see [Descriptive Flexfield Segments Window](#), *Oracle Public Sector Receivables User's Guide*.

2. Query a Line Transaction Flexfield.
3. Click **Compile**.

The Note pop-up window appears.

4. Click **OK**.

Creating Periodic Periods Procedure

To set up billing and charging periods, perform the following steps.

1. Navigate to the Periodic Invoices Period Maintenance window as follows:

OPSF(I) Standing Charges - Maintain Periods

2. In the Component field, select the required component from the list of available components.
3. In the Name field, enter a name for the period.
4. In the Description field, enter a description for the period.
5. In the Unit of Measure field, select the unit of measure from the list of values.
6. In the Factor field, enter the precision and rounding factor required.
7. To define quarter days, click **Schedules**.

The Schedules window appears.

Note: The factor must be set to zero to access the Schedules window.

8. Enter the quarter dates required.

Note: All date fields must be entered and be in the same year.

9. Save or save and continue as follows:

File - Save or Save and Proceed

10. Close the Schedules window.

11. Click **Period Relations**.

The Inter Component Period Relationships window appears.

12. Enter the Billing Period Name and Charge Period Name as required.

13. Save or save and continue as follows:

File - Save or Save and Proceed

14. Close the Inter Component Period Relationships window.

15. Save or save and continue as follows:

File - Save or Save and Proceed

16. Close the Periodic Invoices Period Maintenance window.

Periodic Invoices Period Maintenance Window

Figure 67–2 Periodic Invoices Period Maintenance Window

Periodic Invoices Period Maintenance

Component	Description	Enabled
☒ DAY	DAY	☒
☒ WEEK	WEEK	☒
☒ MONTH	MONTH	☒
☒ YEAR	YEAR	☒

Period Details

Name	Enabled	Description	Unit Of Measure	Factor	Use Schedules
☒	☐				☐
☐	☐				☐
☐	☐				☐
☐	☐				☐
☐	☐				☐

Schedules

Period Relations

Periodic Invoices Period Maintenance Window Description

Table 67–2 Periodic Invoices Period Maintenance Window Description

Field Name	Type	Features	Description
Component	display only		component period
Description	display only		component description
Enabled	required	check box	if selected, component status enabled; if deselected, component status disabled
Period Details Region			
Name	required		period name
Enabled	required	check box	if selected, period status enabled; if deselected, period status disabled
Description	required		period description
Unit Of Measure	required	list of values	unit of measure used on invoices created by standing charges
Factor	required		determines period length; for example, factor of 3 indicates three month period
Use Schedules	display only		if selected, schedules available; if deselected, schedules not available Note: To enable schedules, the factor must be set to 0.
Schedules		button	opens Schedules window
Period Relations		button	opens Inter Component Period Relationships window

Schedules Window

Figure 67–3 Schedules Window



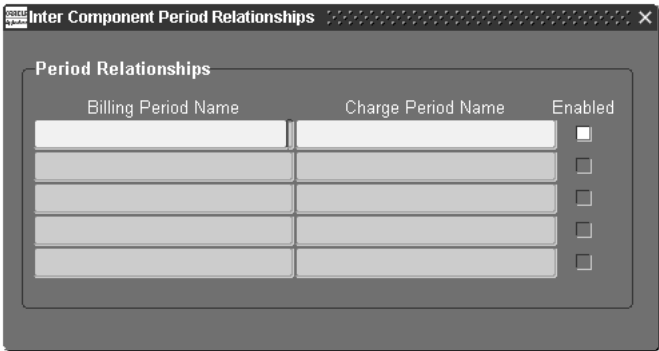
Schedules Window Description

Table 67–3 Schedules Window Description

Field Name	Type	Features	Description
Period Schedules Region			
Description	required		period schedule description
First Date	required	list of values; pop-up calendar	first period date
Second Date	required	list of values; pop-up calendar	second period date
Third Date	required	list of values; pop-up calendar	third period date
Fourth Date	required	list of values; pop-up calendar	fourth period date

Inter Component Period Relationships Window

Figure 67–4 Inter Component Period Relationships Window



Inter Component Period Relationships Window Description

Table 67–4 Inter Component Period Relationships Window Description

Field Name	Type	Features	Description
Period Relationships Region			
Billing Period Name	required	list of values	billing period
Charge Period Name	required	list of values	charge period
Enabled		check box	if selected, indicates enabled period relationships; if deselected, indicates disabled period relationships

Standing Charges Procedures

This chapter describes how to define and maintain details of standing charge agreements in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Defining Standing Charge Items Procedure](#)
- [Standing Charge Items Window](#)
- [Standing Charge Items Window Description](#)
- [Viewing Charge Item Price History Procedure](#)
- [Item Price History Window](#)
- [Item Price History Window Description](#)
- [Viewing Standing Charges Procedure](#)
- [Standing Charges Window](#)
- [Standing Charges Window Description](#)
- [Creating a Standing Charge Agreement Procedure](#)
- [Standing Charge Window, Main Tab](#)
- [Standing Charge Window, Details Tab](#)
- [Standing Charge Window, Notes Tab](#)
- [Standing Charge Window Description](#)

-
- [Setting Up Charge Lines Procedure](#)
 - [Charge Details Window, Main Tab](#)
 - [Charge Details Window, Price Tab](#)
 - [Charge Details Window, Accounting Tab](#)
 - [Charge Details Window, Tax Tab](#)
 - [Charge Details Window Description, Tax Tab](#)
 - [Reviewing Invoice History Procedure](#)
 - [Invoice History Window](#)
 - [Invoice History Window Description](#)
 - [Viewing Price Update History Procedure](#)
 - [Price History Window](#)
 - [Price History Window Description](#)
 - [Updating Global Price Procedure](#)
 - [Global Price Update Window](#)
 - [Global Price Update Window Description](#)
 - [Run ID Window](#)
 - [Run ID Window Description](#)

Definition

The standing charges procedures, also called periodic invoices, are used to define and maintain details of standing charge agreements that Receivables AutoInvoice functionality uses to periodically generate invoices.

Overview

The following standing charges features are available:

- standing charge items
- standing charge agreements
- global price update
- price history
- invoice history
- generating invoices periodically based on the interval and criteria specified for the standing charge agreements

The Standing Charge Items window is used to define periodic items for goods and services and to access the Price History window for a specific item.

The Price History window displays information about item price changes. The Price History window also provides access to the standing charges summary window which displays information about standing charges that use the item.

The Standing Charge window is used to maintain details of a customer's standing charge agreements. Details can be set up that are consistent with the batch source. These are used for the automatic generation of periodic invoices for services that are charged on a regular basis, for example, weekly or monthly. Users can select the standing charge items predefined with the flexibility to override the charge item defaults.

The Standing Charges window provides access to the Price History window, which displays each standing charge detail line, and the Invoice History window, which displays the invoices generated to date for each standing charge.

If a price update record selected in the Price History window is created by the global price update process, all affected standing charges that use the charge item updated by the price update can be viewed.

The Invoice History window displays information about invoices generated for a standing charge agreement.

The Global Price Update window is used to specify the global price update criteria and view all the charge items and the standing charge lines affected by the update criteria. When the global update criteria are specified, the user can preview the results and optionally deselect any of the selected charge items before the final update is confirmed.

Note: Only one price break can be in effect during the current or future periods.

Prerequisites

- ☐ Standing charges must be enabled in the Enable OPSF(I) Features window.
To enable features, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 5-4.
- ☐ Standing charges setup must be complete.
To set up standing charges, see [Standing Charges Setup](#), page 67-1.

Defining Standing Charge Items Procedure

To define a standing charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Enter data in each field of the Standing Charge Items window as described in [Table 68-1](#), page 68-7.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Standing Charge Items Window

Figure 68–1 Standing Charge Items Window

Standing Charge Items

Item Code

☒ Enabled

Description

Effective From

To

Charge Details

Period Name

Tax Code

Revenue Account

Current Price

Effective From

Revised Price

Effective From

Revenue Account Description

Item Price History

Standing Charge Items Window Description

Table 68–1 *Standing Charge Items Window Description*

Field name	Type	Features	Description
Item Code	required		item identifier
Enabled	optional	check box	indicates if charge item can be selected for a standing charge Note: Charge items can only be selected for a standing charge when enabled.
Description	required		item description
Effective From	required		first date charge item is active Note: Charge items can only be selected for a standing charge if active for start date of standing charge.
To	optional		last date charge item is active
Charge Details Region			
Period Name	required	list of values	period name
Tax Code	optional	list of values	tax code
Revenue Account	required	list of values	default revenue account
Current Price	required		item's current price
Effective From	required		date current price effective
Revised Price	optional		item's revised price
Effective From	optional		date revised price effective Note: Date only required if revised price defined. A revised price earlier than the current price effective date cannot be entered.
Revenue Account Description	display only		default revenue account description
Item Price History		button	opens Item Price History window

Viewing Charge Item Price History Procedure

To view the price update history of a charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

The Item Price History window appears.

3. View data in the Item Price History window as described in [Table 68–2](#), page 68-9.
4. Close the window.

Item Price History Window

Figure 68–2 Item Price History Window



Item Price History Window Description

Table 68–2 Item Price History Window Description

Field Name	Type	Features	Description
Item Name	display only		charge item identifier
Charge Item History Region			
Current Price	display only		item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's revised price
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date price updated
Standing Charges		button	opens Standing Charges window

Viewing Standing Charges Procedure

To view standing charges that use the allocated charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

The Item Price History window appears.

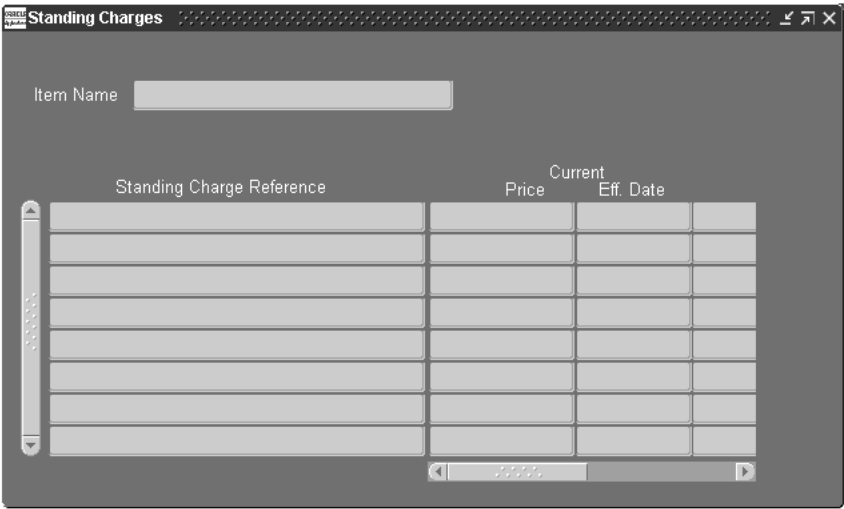
3. Click **Standing Charges**.

The Standing Charges window appears.

4. View data in the Standing Charges window as described in [Table 68–3](#), page 68-11.
5. Close the window.

Standing Charges Window

Figure 68–3 Standing Charges Window



Standing Charges Window Description

Table 68–3 Standing Charges Window Description

Field Name	Type	Features	Description
Item Name	display only		charge item name
Standing Charge Reference	display only		standing charge reference that uses charge item
Current Price	display only		item's price on standing charge
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's price on standing charge
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date standing charge item updated

Creating a Standing Charge Agreement Procedure

To set up a standing charge agreement, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in [Table 68–4](#), page 68-16.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Standing Charge Window, Main Tab

Figure 68-4 Standing Charge Window, Main Tab

Standing Charge

Reference

Status

INCOMPLETE

Batch Source

Start Date

Type

End Date

Main

Details

Notes

Ship To

Name

Number

Address

Contact

Bill To

Salesperson

Invoice History

Charge Lines

Standing Charge Window, Details Tab

Figure 68–5 Standing Charge Window, Details Tab

Standing Charge

Reference

Batch Source

Type

Status

INCOMPLETE

Start Date

End Date

Main

Details

Notes

Billing Details

Invoicing Rule

Next Due Date

Next GL Date

Review Date

Frequency

Reminder Days

☒ Print Invoices

Payment Details

Currency

USD

Payment Terms

Payment Method

Bank Name

Branch

Account

Invoice History

Charge Lines

Standing Charge Window, Notes Tab

Figure 68–6 Standing Charge Window, Notes Tab

Standing Charge

Reference

Status

INCOMPLETE

Batch Source

Start Date

Type

End Date

Main

Details

Notes

Description

Comments

Invoice History

Charge Lines

Standing Charge Window Description

Table 68–4 Standing Charge Window Description

Field Name	Type	Features	Description
Reference	required		standing charge unique identifier
Status	required	drop-down list	standing charge status; valid values: INCOMPLETE, ACTIVE, or CLOSED; INCOMPLETE indicates standing charge details not completed or agreed to; ACTIVE indicates standing charge active, invoices periodically generated; CLOSED indicates standing charge closed, invoices not generated Note: When entering a new standing charge, the status defaults to INCOMPLETE. Invoices are only generated from a standing charge when the status is set to ACTIVE. When invoices are generated from a standing charge, the status can never be returned to INCOMPLETE, but can be set to CLOSED to indicate that the standing charge is no longer active. The status can be changed from CLOSED to ACTIVE or ACTIVE to CLOSED at any time.
Batch Source	required	list of values	import batch source used to group generated invoices; cannot be modified after invoices generated from standing charge
Start Date	required	calendar	date standing charge agreement starts; cannot be modified after invoices generated from standing charge
Type	required	list of values	transaction type used for invoices to be generated from a standing charge; cannot be modified after invoices generated from standing charge Note: Standing charges only allows selection of transaction types of the Class of Invoice.
End Date	required	calendar	date standing charge agreement ends; no standing charge invoices generated for periods after this date; can be modified after invoices generated from standing charge
Main Tab			
Ship To Region			

Table 68–4 Standing Charge Window Description

Field Name	Type	Features	Description
Name	optional	list of values	ship-to customer name; cannot be modified after invoices generated from standing charge
Number	optional	list of values	ship-to customer number
Address	optional	list of values	ship-to customer address; details can be entered if Ship To field is blank; cannot be modified after invoices generated from standing charge
Contact	optional	list of values	contact name at ship-to address
Salesperson	required	list of values	salesperson; cannot be modified after invoices generated from standing charge
Bill To Region			
Name	required	list of values	bill-to customer name; cannot be modified when invoices generated from standing charge
Number	required	list of values	bill-to customer number; cannot be modified after invoices generated from standing charge
Address	required	list of values	bill-to customer address; can be modified after invoices generated from standing charge
Contact	optional	list of values	contact name at bill-to address
Details Tab			
Billing Details Region			
Invoicing Rule	required	pop-up list	cannot be modified after standing charge saved
Next Due Date	required	calendar	date first standing charge invoice due; date updated by Standing Charges: Synchronize Standing Charges program; date that next invoice due always displayed; cannot be modified after invoices generated from standing charge
Next GL Date	required	calendar	next invoice General Ledger date created by standing charges; updated by Standing Charges: Synchronize Standing Charges concurrent program

Table 68–4 Standing Charge Window Description

Field Name	Type	Features	Description
Review Date	optional	calendar	date standing charge to be reviewed; displayed in the Standing Charges: Listing Report as reminder that standing charge due for review; can be modified after invoices generated from standing charge
Frequency	required	list of values	billing period, interval at which standing charge invoices generated; cannot be modified after invoices generated from standing charge
Reminder Days	optional		number of days before end date when standing charge reported as nearing its end date; displayed in Standing Charges: Listing Report as reminder that standing charge is about to end; can be modified after invoices generated from standing charge
Print Invoices	required	check box	indicates if standing charge invoices to be printed; can be modified
Payment Details Region			
Currency	display only		displays functional currency
Payment Terms	required	list of values	payment term for invoices created by standing charges
Payment Method	optional	list of values	invoice payment method; can be modified after invoices generated from standing charge Note: Only the payment method that is defined for the bill-to address of the customer can be chosen. Only payment methods that are valid for the Next Due Date are available.
Accounting Rule	optional	list of values	standing charge accounting rule; cannot be modified after invoices generated from standing charge
Bank Name	conditionally required if payment method is automatic	list of values	bill-to customer's bank name

Table 68–4 Standing Charge Window Description

Field Name	Type	Features	Description
Branch	conditionally required if payment method is automatic	list of values	bill-to customer's bank branch
Account	conditionally required if payment method is automatic	list of values	bill-to customer's bank account number
Notes Tab			
Description	required		standing charge description; appears on generated standing charge invoices with date range invoiced; can be modified
Comments	optional		standing charge comments; do not appear on generated standing charge invoices and can be used to record confidential information unavailable to the customer
Invoice History		button	opens Invoice History window
Charge Lines		button	opens Charge Details window

Setting Up Charge Lines Procedure

To set up information for the goods or services included in a standing charge agreement, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in [Table 68–4](#), page 68-16.
3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Click **Charge Lines**.

The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in [Table 68–8](#), page 68-26.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Charge Details Window, Main Tab

Figure 68–7 Charge Details Window, Main Tab

Charge Details

MainPriceAccountingTax

Seq.	Item	Description	Quantity	Charge Period

Price History

Charge Details Window Description, Main Tab

Table 68–5 Charge Details Window Description, Main Tab

Field Name	Type	Features	Description
Main Tab			
Seq.	required		unique sequential item number in standing charge agreement; duplicate number for same standing charge not allowed; can enter multiple charge lines against one standing charge; cannot be modified after saving standing charge
Item	required	list of values	item name; items restricted to those that are active for standing charge next due date; cannot be modified after invoices generated from standing charge Note: When a charge item is selected, the charge period, current and revised price, effective dates, description, and revenue account are set to the default values defined in the Charge Items window. These defaults can be overridden.
Description	default		charge item description; appears on generated standing charge invoices; can be modified after invoices generated from standing charge
Quantity	required		number of charge items in standing charge agreement; cannot be modified after invoices generated from standing charge
Charge Period	required	list of values	charge item's charge period; cannot be modified after invoices generated from standing charge
Price History		button	opens Price History window

Charge Details Window, Price Tab

Figure 68–8 Charge Details Window, Price Tab



Charge Details Window Description, Price Tab

Table 68–6 Charge Details Window Description, Price Tab

Field Name	Type	Features	Description
Price Tab			
Current Price	default		charge item’s current price
Effective From	default		date current price effective; must be on or before the standing charge date; current price automatically updated using information defined for new price
New Price	optional		charge item’s revised price; can be modified after invoices generated from standing charge
Effective From	optional	calendar	date revised price effective; can be modified after invoices generated from standing charge
Previous Price	default		charge item’s previous price
Price History		button	opens Price History window

Charge Details Window, Accounting Tab

Figure 68–9 Charge Details Window, Accounting Tab



Charge Details Window Description, Accounting Tab

Table 68–7 *Charge Details Window Description, Accounting Tab*

Field Name	Type	Features	Description
Accounting Tab			
Revenue Account	default	list of values	charge item's revenue account; can be modified after invoices generated from standing charge
Receivables Account	optional	list of values	charge item's receivable account; can be modified after invoices generated from standing charge Note: If this information is not entered, Receivables uses a default account based on the Receivables default hierarchy.
Accounting Rule	conditionally required	list of values	accounting rule applied to invoices created by standing charges Note: This is required if an invoicing rule is used for the standing charge.
Start Date	conditionally required	calendar	first date invoice created by standing charges Note: This is required if an invoicing rule is used for the standing charge.
Duration	conditionally required		duration of invoice created by standing charges Note: This is required if an accounting rule has variable duration.
Price History		button	opens Price History window

Charge Details Window, Tax Tab

Figure 68–10 Charge Details Window, Tax Tab



Charge Details Window Description, Tax Tab

Table 68–8 Charge Details Window Description, Tax Tab

Field Name	Type	Features	Description
Tax Tab			
Tax Code	optional	list of values	charge item’s tax code; cannot be modified after invoices generated from standing charge Note: Tax code must be entered if standing charge requires tax to be calculated based on tax code. The tax rate related to this tax code is displayed.
Tax Rate	derived		charge item’s tax rate
Price History		button	opens Price History window

Reviewing Invoice History Procedure

To review the invoice history of a standing charge, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

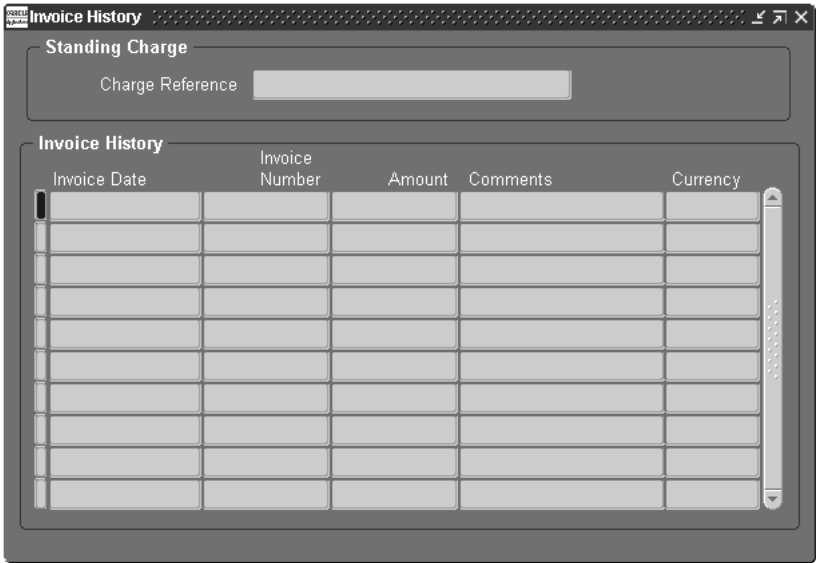
2. Query a standing charge to review the invoice history.
3. View the data in the Standing Charge window as described in [Table 68–4](#), page 68-16.
4. Click **Invoice History**.

The Invoice History window appears.

5. View data in the Invoice History window as described in [Table 68–9](#), page 68-28.
6. Close the window.

Invoice History Window

Figure 68–11 Invoice History Window



Invoice History Window Description

Table 68–9 Invoice History Window Description

Field Name	Type	Features	Description
Standing Charge Region			
Charge Reference	display only		standing charge unique identifier
Invoice History Region			
Invoice Date	display only		invoice date
Invoice Number	display only		invoice number
Amount	display only		invoice amount
Comments	display only		billing period included as part of invoice description
Currency	display only		invoice currency code

Viewing Price Update History Procedure

To view the price update history of a standing charge line item, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in [Table 68–4](#), page 68-16.
3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Click **Charge Lines**.

The Charge Details window appears.

5. Enter data in each field of the Charge Details window as described in [Table 68–8](#), page 68-26.

6. Click **Price History**.

The Price History window appears.

7. View the price updates as described in [Table 68–10](#), page 68-31.
8. Close the window.

[illegible]

Price History Window Description

Table 68–10 Price History Window Description

Field Name	Type	Features	Description
Standing Charge Region			
Charge Reference	display only		standing charge unique identifier
Description	display only		item description
Item Code	display only		item identifier
Price History Region			
Current Price	display only		charge item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		charge item's revised price
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date update occurred

Updating Global Price Procedure

To update an item's price throughout the system, perform the following steps.

1. Navigate to the Global Price Update window as follows:

OPSF(I) Standing Charges - Global Price Update

2. Enter data in each field of the Global Price Update window as described in [Table 68–11](#), page 68-34.
3. Save or save and continue to submit the Preliminary Global Update Report as follows:

File - Save or Save and Proceed

4. To run the global price update program, select the Run check box.
5. Click **Standing Charges**.

The Run ID window appears.

6. View data in the Run ID window as described in [Table 68–12](#), page 68-37.
7. Close the window.

Global Price Update Window

Figure 68–13 Global Price Update Window

Global Price Update

Update Criteria

Item Code From

Item Code To

Run ID

Effective Date

Change Amount

Change Percentage

Option

Status

Run

Items

	Item Code	Current Price	Current Eff. Date	Revised Price	Revised Eff. Date	Update Price	Update
☒							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Standing Charges

Global Price Update Window Description

Table 68–11 Global Price Update Window Description

Field Name	Type	Features	Description
Update Criteria Region			
Item Code From	required	list of values	first item code included in global price update
Item Code To	required	list of values	last item code included in global price update
Run ID	display only		run identifier for global price update
Effective Date	required		date price update effective; must be later than or same as current system date
Change Amount	conditionally required		amount to change price of charge item
Change Percentage	conditionally required		percentage to change price of charge item
Option	required	list of values	indicates if standing charge line items that fall within update criteria are updated: All, price update affects charge item and all standing charge lines having that item; Default, price update affects charge item and standing charge lines that have the current price of the charge item; None, price update affects charge item only and not standing charge lines
Status	display only		displays status of global price update; valid values: Completed, Error, New, Run
Run	optional	check box	indicates if global price update should run; only available if Status is Error or New
Items Region			
Item Code	display only		item code selected for global price update
Current Price	display only		item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's revised price
Revised Eff. Date	display only		date revised price effective

Table 68–11 Global Price Update Window Description

Field Name	Type	Features	Description
Update Price	display only		item's new price
Update	optional	check box	indicates if item included in final global price update
Standing Charges		button	opens Run ID window

Run ID Window

Figure 68–14 Run ID Window

Run ID

Item Code

Standing Charge Lines

	Charge Reference	Current Price	Current Eff. Date	Revised Price	Revised Eff. Date	Update Price	Update
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Run ID Window Description

Table 68–12 *Run ID Window Description*

Field Name	Type	Features	Description
Item Code	display only		global price update item code
Standing Charge Lines Region			
Charge Reference	display only		standing charge using item code selected for global price update
Current Price	display only		standing charge line item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		standing charge line item's revised price
Revised Eff. Date	display only		date revised price effective
Update Price	display only		standing charge line item's new price
Update	display only	check box	indicates if standing charge line item included in final global price update

Standing Charges Report Procedures

This chapter describes the standing charges reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Standing Charges: Generate Interface Data Procedure](#)
- [Running AutoInvoice Procedure](#)
- [Synchronizing Standing Charges Procedure](#)
- [Generating Standing Charges: Charge Item Price History Report Procedure](#)
- [Generating Standing Charges: Item Price History Report Procedure](#)
- [Generating Standing Charges: Listing Report Procedure](#)
- [Generating Standing Charges: Transaction History Report Procedure](#)
- [Generating Standing Charges: Transaction Report Procedure](#)
- [Generating Standing Charges: Global Price Update Report Procedure](#)
- [Generating Standing Charges: Preliminary Invoice Register Procedure](#)

Definition

The standing charges reports provide information to assist in managing and maintaining standing charges.

Overview

The standing charges reports available are shown in [Table 69–1](#), page 69-2.

Table 69–1 Standing Charges Reports

Report Name	Description
Standing Charges: Generate Interface Data	Creates invoices for standing charges due for payment up to a given date. This report is run as often as required during a period.
AutoInvoice	Validates transaction data from other financial systems from which invoices, debit memos, credit memos, and on-account credits can be created. Receivables rejects transactions with invalid information to ensure the integrity of data. This report is run once at the end of each period. For information on AutoInvoice Report, see <i>Importing Invoice Information Using AutoInvoice</i> , <i>Oracle Receivables User's Guide</i> .
Standing Charges: Synchronize Standing Charges	Prevents duplicate charges by synchronizing standing charges with the AutoInvoice. This report is run once at the end of each period and immediately after the AutoInvoice Report is run.
Standing Charges: Charge Item Price History	Lists all price updates made to charge line items of a particular standing charge or range of standing charges.
Standing Charges: Item Price History	Displays price history details for a range of charge items and any related standing charge lines, if the update is made by a global price update request.
Standing Charges: Listing	Displays details of all standing charges, with options for displaying standing charges that are nearing their due date for invoice generation or are due for renewal.
Standing Charges: Transaction History	Lists all invoices generated up to a specified General Ledger period.

Table 69–1 Standing Charges Reports

Report Name	Description
Standing Charges: Transaction	Displays details of invoices generated from one or more standing charges.
Standing Charges: Global Price Update	Lists all charge items and any related standing charge lines affected by a global price update.
Standing Charges: Preliminary Invoice Register	Displays all payments due for a given date range and indicates which invoices are generated during the generate invoices procedure. This report is used to preview the results of a planned invoice run before submitting the generate invoice program.

Generating Standing Charges: Generate Interface Data Procedure

To generate interface data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Generate Interface Data from the list of values.

The Parameters window appears.

5. In the Run Date field, enter the date when the standing charge should run.
6. In the Batch Source field, select a batch source from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Running AutoInvoice Procedure

To run an AutoInvoice, perform the following steps.

1. In Receivables, navigate to the Run AutoInvoice window as follows:

Interfaces - AutoInvoice

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Run AutoInvoice window appears.

4. In the Name field, select AutoInvoice Master Program from the list of values.

The Parameters window appears.

5. In the Invoice Source field, select a required source from the list of values.
6. In the Default Date field, enter the date when AutoInvoice should run.

Note: This date can differ from the standing charge run date. It is recommended that the AutoInvoice is run either the same day or after the latest standing charge run date.

The Line Transaction Flexfield window appears.

7. To close the Line Transaction Flexfield window, click **Cancel**.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Synchronizing Standing Charges Procedure

To synchronize standing charges, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Synchronize Standing Charges from the list of values.

The Parameters window appears.

5. In the Run Date field, enter the date from which the standing charge should be synchronized.
6. In the Batch Source field, select a batch source from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue, click **No**.

Generating Standing Charges: Charge Item Price History Report Procedure

To generate the Standing Charges: Charge Item Price History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Charge Item Price History Report from the list of values.

The Parameters pop-up window appears.

5. In the Batch Source Name field, select the batch source to report on from the list of values or leave blank to report on all batch sources.
6. In the Due Date field, enter the next due date to report on or leave blank to report on all dates.
7. In the Review Date field, enter the review date to report on or leave blank to report on all dates.
8. In the Remind Flag field, enter No to ignore reminder dates for standing charges or Yes to print the standing charges that have reminder dates earlier than the current system date.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Item Price History Report Procedure

To generate the Standing Charges: Item Price History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Item Price History Report from the list of values.

The Parameters pop-up window appears.

5. In the From Item Code and To Item Code fields, enter the range of item codes to report on or leave blank to report on all items.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Listing Report Procedure

To generate the Standing Charges: Listing report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Listing from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Batch Source Name field, select the batch source to report on from the list of values or leave blank to report on all batch sources.
7. In the Due Date field, enter the next due date to report on or leave blank to report on all dates.
8. In the Review Date field, enter the review date to report on or leave blank to report on all dates.
9. In the Remind Flag field, enter No to ignore reminder dates for standing charges or Yes to print the standing charges that have reminder dates earlier than the current system date.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

12. To submit another request, click **Yes**, or to continue, click **No**.
13. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Transaction History Report Procedure

To generate the Standing Charges: Transaction History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Transaction History Report from the list of values.

The Parameters pop-up window appears.

5. In the Order By field, select Alternate Name, Customer, or Invoice Number from the list of values.

If Alternate Name is selected, the report is ordered by alternate customer name.

If Customer is selected, the report is ordered by customer name.

If Invoice Number is selected, the report is ordered by invoice number.

6. In the GL Date Low and GL Date High fields, enter the invoice General Ledger date range to report on or leave blank to report on all invoices.
7. In the Transaction Date Low and Transaction Date High fields, enter the transaction date range to report on or leave blank to report on all transactions.
8. In the Transaction Type field, select the transaction type to report on from the list of values or leave blank to report on all transaction types.
9. In the Invoice Type Low and Invoice Type High fields, select the range of invoice types to report on from the list of values or leave blank to report on all invoice types.
10. In the Currency Code Low and Currency Code High fields, select the range of currency codes to report on from the list of values or leave blank to report on all currency codes.

11. In the Balancing Segment Low and Balancing Segment High fields, select the company range to report on from the list of values or leave blank to report on all companies.
12. In the Standing Charge Reference Low and Standing Charge Reference High fields, enter the standing charge reference range to report on or leave blank to report on all standing charge references.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
15. To submit another request, click **Yes**, or to continue, click **No**.
16. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Transaction Report Procedure

To generate the Standing Charges: Transaction Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

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 Standing Charges: Transaction Report from the list of values.

The Parameters pop-up window appears.

5. In the Batch Source Name field, select the batch source to report on from the list of values or leave blank to report on all batch sources.
6. In the Customer Transaction Type field, enter the transaction type to report on or leave blank to report on all transaction types.
7. In the Standing Charge Reference field, enter the name of the standing charge to report on or leave blank to report on all standing charges.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Global Price Update Report Procedure

This report is submitted automatically after a global price update is confirmed.

For information on running a global price update, see [Updating Global Price Procedure](#), page 68-32.

Generating Standing Charges: Preliminary Invoice Register Procedure

This report is submitted automatically by the Global Price Update procedure.

For information on running a Global Price Update, see [Updating Global Price Procedure](#), page 68-32.

Part XX

Subledger Security

Subledger Security Process

This chapter describes the subledger security functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Subledger Security Setup](#)
- [Subledger Security Process Flow Diagram](#)
- [Subledger Security Process](#)
- [Subledger Security Examples](#)

Definition

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials and provides a central system where all business units can access their own financial information.

Subledger security has been part of the Oracle Public Sector Financials (International) product set since release 10.6 of Oracle Financials.

This release of subledger security has been significantly re-engineered both technically and functionally. The fundamental concepts of subledger security have not been altered.

Overview

Subledger security is not to be associated with other products within the Oracle Public Sector Financials (International) suite.

Subledger security is designed to be used as a tool by the systems administrator or database administrator, rather than as a standard end-user product. Subledger security is a requirement that is primarily a technical implementation of a business security policy.

WARNING: Subledger security must be implemented and maintained only when end-users are not using Oracle Financials, for example, during system downtime. This is because subledger security works at the Oracle database table level. Subledger security is not supported if subledger security is implemented or maintained when end-users are using an Oracle product.

Subledger security is an addition to Oracle Financials and is transparent to the end-user after implementation.

Standard Oracle Financials features and processes are not altered or extended because subledger security is implemented and maintained through a set of standalone windows and reports.

For information on using subledger security, see [Subledger Security Process](#), page 70-27 and [Subledger Security Examples](#), page 70-35.

Features

The following features are available in subledger security:

- [Data Management](#)
- [Data Security](#)

- [Data Security Auditing](#)
- [Reports](#)

Data management and data security are conceptually separate business requirements but are closely related to, and are physically indistinguishable within the implementation of subledger security.

Data Management

Subledger security facilitates management of transactions. In the Oracle Applications multiple organizations architecture, it provides a lower organizational level.

Users can view transactions belonging to their own business units.

Data Security

Subledger security enables transactions to be viewed by the business unit from which they originated and not by any other business unit. Users belonging to a business unit can view and modify transactions entered by users belonging to their business unit only. There is also a top level central business unit that can view all business unit transactions. Users belonging to this central business unit can view transactions belonging to all business units.

[Table 70–1](#), page 70-19 describes the data management and data security windows and concurrent programs available in subledger security.

Table 70–1 Data Management and Data Security Windows and Concurrent Programs

Object	Type	Purpose
Maintain Tables	Window	Specify all Oracle Financials database tables that require security and need allocating to security groups.
Maintain Groups	Window	Specify all required security groups and process groups.
Maintain Allocations	Window	Allocate and maintain required Oracle database tables and process groups to a security group. Allocate and maintain Oracle database tables belonging to a process group.

Table 70–1 Data Management and Data Security Windows and Concurrent Programs

Object	Type	Purpose
Apply Security	Concurrent Program	Apply security policy as required.
Security Group Consolidations	Window	Consolidate or merge security groups.

Data Security Auditing

Subledger security provides an audited history of the major control actions that can be performed on the main business entities as follows:

- enable security
- re-enable security
- disable security
- delete security

The audited history enables an organization’s business analyst and systems administrator to recognize and reconcile the history profile of secured database tables. Auditing history is accessible through window or report based inquiry.

Reports

A comprehensive set of reports supports implementation and maintenance of subledger security. The subledger security reports provide information on the current and previous state of subledger security objects and the organization’s security structure, as shown in [Table 70–2](#), page 70-20.

Table 70–2 Subledger Security Reports

Report	Purpose
Subledger Security: Group Status	Provides a list of groups and descriptions. Displays current enabled date.
Subledger Security: Secure Tables Status	Lists all tables defined as secure by the user, and displays the current status.
Subledger Security: Grouped Secure Tables	Lists all tables currently secured for each security group.

Table 70–2 Subledger Security Reports

Report	Purpose
Subledger Security: Allocation Status	This report lists the following information: process groups and the secure tables allocated to them; security groups; allocated process groups and secure tables with the enabled or disabled status. This report shows all historic data and can be run for a given subledger security group, a process group, or a secure table.
Subledger Security: Object Status	Displays status of subledger security objects for each secure table. The report lists all corresponding subledger security table names, the policy on the secure table, the policy function used by the policy, and the database trigger on the secure table.
Subledger Security: User Allocation Status	Lists security groups with associated application users and responsibilities.
Subledger Security: Security Group Consolidations	Provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes. Displays source security groups consolidated in the parent security group and historical information.

Supported Products

Subledger security is supported for the following Oracle Supply Chain and Oracle Financials modules:

- Purchasing
- Payables
- Receivables

Prerequisites

This version of subledger security requires Oracle Applications release 11.5.2 or higher and Oracle database 8i (enterprise).

This version of subledger security cannot be implemented on previous versions of Oracle Financials or the Oracle database.

Subledger security does require the use of Oracle Financials features such as:

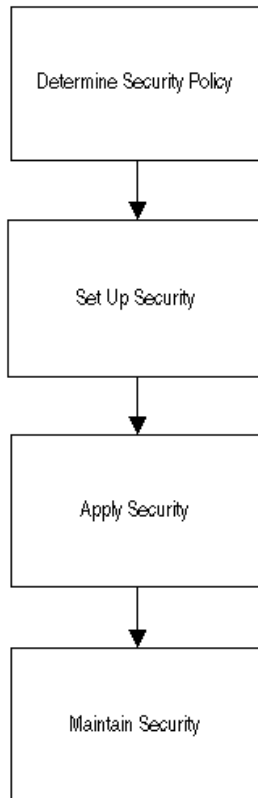
- profile options
- responsibilities
- Oracle Applications users

Subledger security does not require the alteration of any default or standard Oracle Financials processing.

Subledger Security Setup

Figure 70–1, page 70-23 shows the strategy for implementing subledger security as described in the accompanying text.

Figure 70–1 Subledger Security Implementation



The following areas should be considered when implementing and using subledger security:

- Determine Security Policy
- Set Up Security
- Apply Security
- Maintain Security

Determine Security Policy

The security policy must be determined as follows:

- [Business Analysis](#)
- [Translation of Business Analysis to Subledger Security Structure](#)

Business Analysis

The organization needs to conduct an analysis of their business requirements, and determine how to structure data management and data security requirements.

Structuring data management and security requires the construction of a two level hierarchy of central and secured business units. The organization needs to determine which business entities within Oracle Financials need to be secured, for example, secured transactional entities such as purchase orders and business entities, such as suppliers.

This business analysis is beyond the scope of this chapter.

Translation of Business Analysis to Subledger Security Structure

This process requires translation of the business analysis into a structure that may be constructed through subledger security.

This involves definition of the following:

- secured tables
- security groups
- process groups

This process also requires that the relationship is determined between secured tables, security groups, and process groups.

Set Up Security

Security setup involves physical setup of the predetermined security policy.

For information on setting up security, see [Subledger Security Setup](#), page 71-55.

Apply Security

A valid security structure may be determined and set up, but must be applied to Oracle Financials to be effective.

For information on applying security, see [Applying Security Procedure](#), page 71-92.

Maintain Security

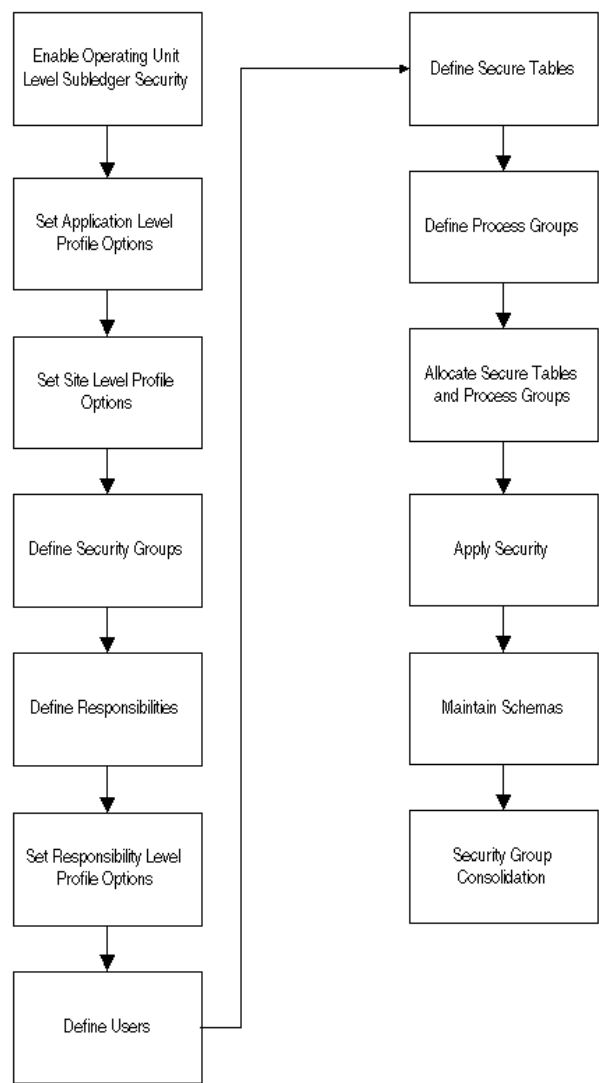
Ongoing maintenance of the security structure is required. Security maintenance enables the user to make changes to the business organization's requirements with regard to data management and data security and the re-representation of that structure within the subledger security system.

For information on maintaining security, see [Consolidating Security Groups Procedure](#), page 71-94.

Subledger Security Process Flow Diagram

Figure 70-2, page 70-26 shows the subledger security process.

Figure 70-2 Subledger Security Process Flow Diagram



Subledger Security Process

The following topics are described in this section:

- [Enable Operating Unit Level Subledger Security](#)
- [Set Application Level Profile Options](#)
- [Set Site Level Profile Options](#)
- [Define Security Groups](#)
- [Define Responsibilities](#)
- [Set Responsibility Level Profile Options](#)
- [Define Users](#)
- [Define Secure Tables](#)
- [Define Process Groups](#)
- [Allocate Secure Tables and Process Groups](#)
- [Apply Security](#)
- [Maintain Schemas](#)
- [Security Group Consolidation](#)

Enable Operating Unit Level Subledger Security

The Systems Administrator OPSF(I) Application Object Library is used to enable subledger security for the operating units required. Subledger security can be enabled or disabled for each operating unit.

Subledger security is part of the multiple operating unit structure, that is, all data is partitioned within an operating unit. Subledger security can be used in an organization where the multiple organization feature is not enabled.

Set Application Level Profile Options

The application level profile option Initialization SQL statement - Custom must be set up for each application that requires subledger security. The application value must be set as follows:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically set.

Set Site Level Profile Options

The Subledger Security: Default Security Group profile option determines which security group a user belongs to by default, if this has not been already defined at responsibility level. If an Oracle applications user is not assigned to a security group, the site level profile option is used to determine access to all secured tables in subledger security.

Note: The central security group is not defined in the Maintain Groups window, it is provided as seeded data.

The Subledger Security: Maintain History profile option enables security to be applicable when security is temporarily disabled for a database table. This profile option can be changed at any time.

Note: If the profile is set to N and security is disabled, any data entered is not visible to the user when security is re-enabled for the security group.

Define Security Groups

Subledger security groups correspond to business units required by an organization. Each security group corresponds to a required business unit as determined through business analysis. Security groups are defined in the Maintain Groups window and are set up using the Security type. Security groups do not breach operating unit security, although logically security groups may exist across more than one operating unit. Each security group name must be unique.

Central security group is not implemented through a physical entity, but is provided as seeded data, and is used as a profile option value.

The main functions available for security groups are as follows:

- add
- remove
- enable
- disable
- history

For information on security groups, see [Security Groups](#), page 70-35.

Define Responsibilities

Each responsibility must be defined as a subledger security responsibility in the Subledger Security: SLS Responsibility profile option. Each responsibility must be allocated to an applications user according to predefined business rules and is associated with a security group through the Subledger Security: Security Group profile option.

For information on responsibilities, see [Responsibilities](#), page 70-36.

Set Responsibility Level Profile Options

The Subledger Security: SLS Responsibility profile option is the driving profile option of the set of profile options belonging to subledger security when determining the access privileges a user has when viewing secured data.

Table 70–3 Subledger Security: Responsibility Profile Option

SLS Responsibility	Security Group Derivation
Y	1. Check the Subledger Security: Security Group profile option. If CEN, this responsibility is central and has full access to all security groups data. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 2. Check the Subledger Security: Default Security Group profile option. If CEN, this responsibility is central and has full access to security group x. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 3. No access; this responsibility does not have access to any secure data.
N	This is not a subledger security responsibility and has full access to all secure data.
NULL	This is not a subledger security responsibility and has full access to all secure data.

Define Users

This procedure is optional as users may be defined already.

Defining users specifies the Oracle application users to be used within the subledger secured system. A user is allocated subledger security enabled responsibilities for each application.

For information on application users, see [Basic Subledger Security Principles](#), page 70-35.

Define Secure Tables

A list of database tables that can be allocated directly to security groups or indirectly through process groups must be defined. The list includes all Oracle Financials database tables, comprising business entities that require security as determined through business analysis. Security is only applied to tables included in this list.

Tables must be allocated to a security group, either directly or through a process group, and security enabled for the table to be secure. The secure table can be selected from a list of values or entered manually, but is validated against database tables for the pre-determined owner. The user can optionally provide a description for the secure table. The database owner of these tables is selected from predefined application database schemas and is provided as a lookup value. The predefined application database schemas are Payables, Receivables, and Purchasing. A corresponding subledger security table name is automatically generated for each secure table.

The Applied flag indicates if the required security rules are physically applied to the secure table. For each secure table a corresponding subledger security table name is also automatically generated.

The main functions available in the Maintain Tables window are as follows:

- add
- remove
- enable
- disable
- update access required
- history

Define Process Groups

Process groups enable transactional business entities to be defined. Oracle Financials database tables comprising the business entities can be grouped together and allocated to security groups. Process groups are defined in the Maintain Groups window and are specified as being of type Process.

Oracle recommends that process groups contain unique database table sets. Allocating database tables to more than one process group, when allocated to the same security group, complicates security policy maintenance.

Note: Process groups are optional.

The main functions available for process groups are as follows:

- add
- remove
- enable security
- disable security
- history

For information on application level controls, see [Application Level Control](#), page 70-49.

Allocate Secure Tables and Process Groups

The following topics are described in this section:

- [Allocating Tables to Security Groups](#)
- [Allocating Process Groups to Security Groups](#)
- [Allocating Tables to Process Groups](#)

Allocating Tables to Security Groups

Before allocating a table to a security group, the table must be defined in the Maintain Tables window. Tables can be allocated to more than one security group but can only be allocated once to the same security group.

The main functions available for allocating secure tables to security groups are as follows:

- add

- remove
- enable security
- disable security
- copy security group

Allocating Process Groups to Security Groups

Before allocating a process group to a security group, the process group must be predefined in the Maintain Groups window. Process groups can be allocated to more than one security group but cannot be allocated to another process group. A process group cannot be allocated more than once to the same security group. A process group can be allocated to a security group if at least one secure table is allocated to the process group. A database table can belong to more than one process group, but can only belong to a security group once. The security status of the database tables belonging to the process group determines the effective security when a process group is allocated to a security group.

The main functions available for allocating process groups to security groups are as follows:

- add
- remove
- enable security
- disable security

Allocating Tables to Process Groups

When allocating tables to process groups, a table can be allocated once to a process group. At least one table must be allocated to a process group, for the process group to be available for allocation to a security group.

The main functions available when allocating secure tables to process groups are as follows:

- add
- remove

Apply Security

Applying security affects definitions of the security system requirement as specified within the definition forms. Security is not effective until applied and successful.

Reports can be generated to view the effective security policy, for example, the Subledger Security: Grouped Secure Tables Report. Applying security generates and runs all Oracle database scripts needed to implement the required security policy.

The main functions available when applying security are as follows:

- create
- refresh

Maintain Schemas

Each time a secured table is added to the subledger security system and allocated to a process group or security group, all additional database schemas, for example APPS_MRC and APPS_MLS, must be maintained.

This procedure can only be run by the database administrator using the ADADMIN utilities.

Security Group Consolidation

Consolidating security groups enables a business to change requirements, by allowing multiple security groups to be consolidated. Only one destination security group can be specified but one or more source security groups can be merged into the destination security group. All data belonging to the source security groups also belongs to the destination security group. Security on the source security groups should be disabled before the consolidation process. After consolidation takes place, the source security groups are deleted and cannot be modified or re-used. An audit history is maintained. All process groups and secured tables belong to the destination security group.

Note: The destination security group must be predefined.

When consolidating tables, the following security rules apply:

- If a table is already allocated to the destination security group, the status remains unchanged.
- If the table belongs to more than one source group, the table remains enabled unless it is disabled in all of the source security groups.
- If the table exists in only one source security group, the status remains the same as the source security group.

Example

If security group A needs to be merged into security group B and security group B merged into security group C, it should be merged as follows:

A to C

B to C

The merge should not be specified as follows:

A to B

B to C

Security must be applied before the new security policy takes effect.

WARNING: Consolidation is an irreversible process.

Subledger Security Examples

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data in a single install of Oracle Financials.

Many medium-to-large organizations divide the business into profit centers. The common requirement is a central system where each profit center has access to their own financial information. This security is typically required to help business units manage an increased proportion of their own affairs without affecting other business units' information, as well as for confidentiality between business units.

Subledger security is based on two principles as follows:

- application context
- fine grained security

For information on application context, see [Application Context](#), page 70-41.

Basic Subledger Security Principles

Subledger security implementation is based on the following:

- [Security Groups](#)
- [Secure Tables](#)
- [Application Users](#)
- [Responsibilities](#)

Security Groups

Security groups are the main building blocks of subledger security and represent an organization's required business structure. Each security group's data must be maintained separately.

There may be only one central security group that can view all other security groups' data, as only a two level security hierarchy is allowed in subledger security.

Secure Tables

Subledger security is based on securing database tables.

Transactions and data within Oracle Financials are sorted within the Oracle relational database.

An organization must know which Oracle Financials database tables map to the transactions that it wants to secure for a security policy to work.

Subledger security stores an identifying record for every transaction that is secured in Oracle Financials. This identifying record is stored in the corresponding subledger security database table, associated with each Oracle Financials database table that is part of the transaction.

A transaction may span more than one table. If a user removes security on one of the tables in the transaction, security integrity may be compromised. For this reason, subledger security introduces the process group concept for validation purposes only. Process groups are not mandatory, and security and subledger security can be implemented without using process group functionality.

Process groups are used to group together related database tables to ensure security integrity. Subledger security implements an Oracle policy and policy function for each secured database table. Policy functions and security can be disabled and re-enabled.

WARNING: Removing a secured database table from the system removes all subledger transactions' identifying records and is irreversible.

Application Users

Oracle application users perform the daily work within Oracle Financials and belong to or are associated with one or more security groups or business entities.

Users may leave and rejoin security groups depending on business requirements.

Transactions or data do not belong to a specific application user, but belong to the security group. Application users may leave or join multiple security groups, but the data remains with the security group.

Responsibilities

Responsibilities determine how to associate or access data belonging to different security groups in subledger security.

Data cannot be directly associated with a specific application user as users may leave an organization or be absent. Users must be able to view data belonging to another application user in the same security group.

Access to data is achieved using individual responsibilities associated with a security group through a profile option, that is, a responsibility provides the link between application users and security groups.

Setting up responsibilities uses current Oracle Application menus and function security. A security policy requires a set of responsibilities, one for each security group and Oracle Application, for example, Payables, Receivables, and also each operating unit. An application user may belong to more than one security group by allocating a responsibility crossing responsibility sets.

Table [Table 70–4](#), page 70-37 demonstrates how an organization can implement a three security group structure across a multiple organization structure in Purchasing.

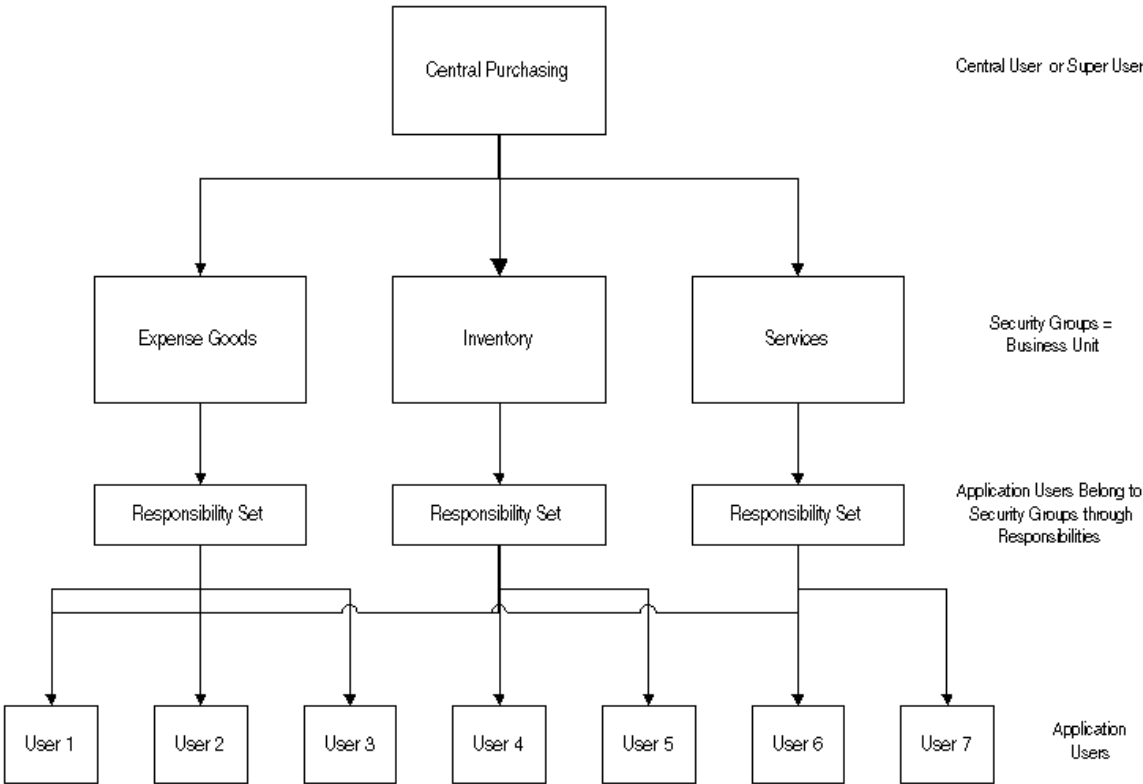
Table 70–4 Security Group Structure Example

Existing Responsibilities	Subledger Security Responsibilities
PO1 SuperUser	PO1 SuperUser security group 1 PO1 SuperUser security group 2 PO1 SuperUser security group 3
PO2 SuperUser	PO2 SuperUser security group 1 PO2 SuperUser security group 2 PO2 SuperUser security group 3

Note: The changes outlined in [Table 70–4](#), page 70-37 imply an alteration of the organization’s existing responsibility structure.

Figure 0–1, page 70-38 shows security groups, users, and responsibilities.

Figure 0–1 Security Groups, Users, and Responsibilities



Allocating Database Tables to Security Groups, Full and Partial Security

Figure 70-3, page 70-39 shows database tables allocated to security groups.

Figure 70-3 Database Tables Allocated to Security Groups

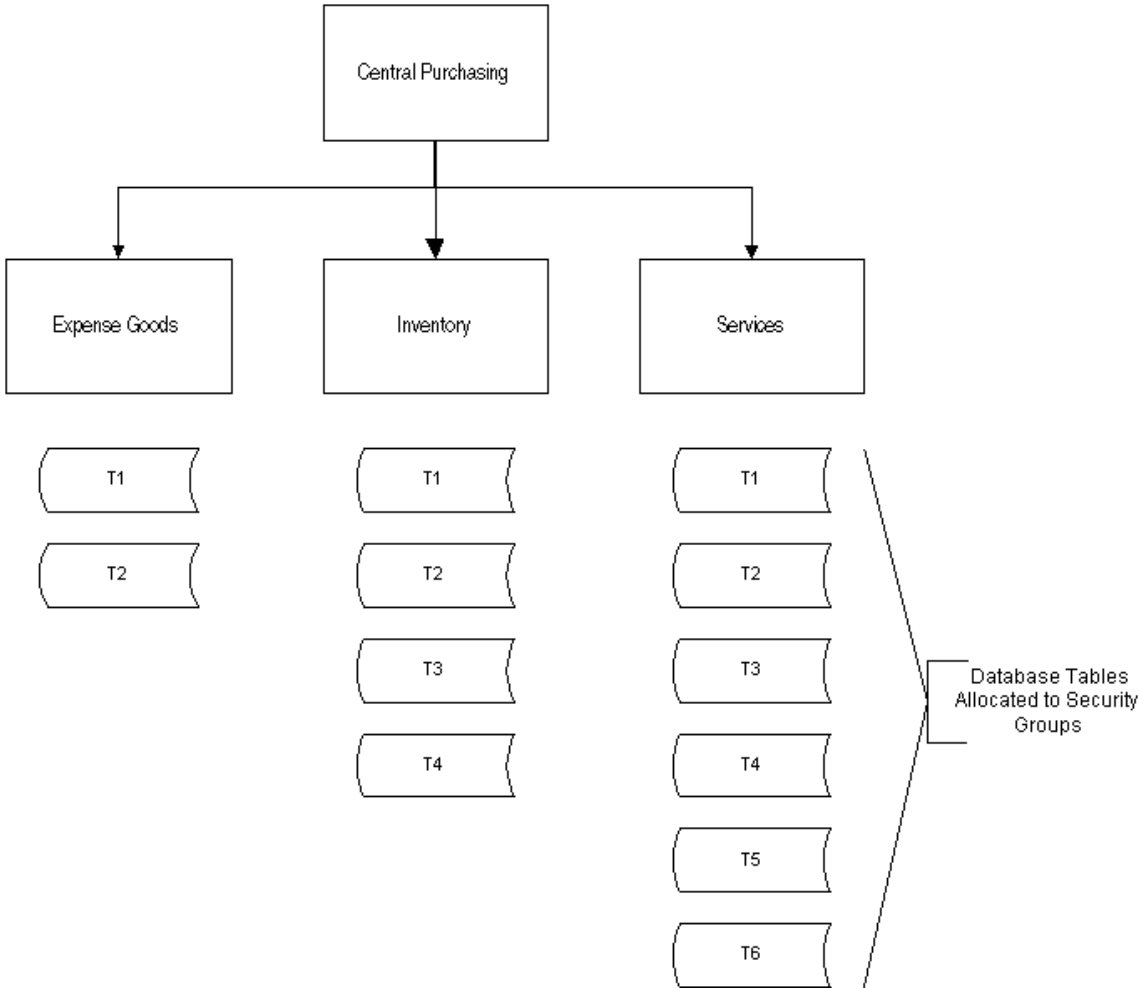


Figure 70-3, page 70-39 may be translated into the security policy structure shown in Table 70-5, page 70-40.

Table 70-5 Security Policy Structure Example

Table	Security Implication
T1 and T2	T1 and T2 belong to all three security groups. Both tables are fully secure as any users belonging to any of the security groups can see data belonging to their security group only.
T3 and T4	T3 and T4 belong to only two of the three security groups. Both tables are partially secure across the security structure as users belonging to the Expense Goods security group can view not only their own data but also that of the other two security groups. This is because the table has not been secured for this security group. Users belonging to the Inventory and Services security groups are able to view their data only.
T5 and T6	T5 and T6 belong to only one security group. Users belonging to the Services security group can view only their own data. Users belonging to the other two security groups are not only able to view their own data, but also that of the Services security group.
T1 to T6	Users belonging to the central security group can view all data entered by users belonging to the hierarchically lower security groups.

Note: Any data existing before implementing subledger security is invisible to application users belonging to security groups. Application users can view and modify data created after subledger security is implemented. A central user can view all data.

Secure Update Access

This functionality is implemented in this version of subledger security in response to and in order to resolve a possible scenario as follows:

Example: Payables Transfer to General Ledger

Running the Payables transfer to General Ledger performs the following tasks:

- Payments are transferred to General Ledger.
- Invoices are transferred to General Ledger.
- Invoices are updated to indicate they are posted in Payables.

If this process is run from a central responsibility, all invoices are posted regardless of the security group to which they belong. However, if the Payables to General Ledger transfer is run individually for each business group and security group through the responsibility set belonging to a particular security group, the Secure Update flag needs to be set to Yes for AP_INVOICE_DISTRIBUTIONS_ALL to enable only each security groups invoices to be marked as posted.

If the Secure Update flag is not set to Yes, the first security group to run the Payables transfer program marks all unposted invoices as posted. The Secure Update flag enables all database update access codes to consider the security group when updating a secured database table.

Note: The Secure Update flag defaults to No. The flag only needs to be set to Yes when invoices need to be marked as posted.

Application Context

Application context is a feature of the Oracle 8i database that enables runtime database variables to be stored in memory. This feature is used by subledger security to store the Subledger Security: Security Group profile option value, and enables an application user's security group to be determined at runtime.

Oracle Applications initializes the required subledger security application context as an application user logs on or switches responsibility.

The application context can only be defined at the Oracle Application level, for example, for Oracle Public Sector Applications (IGI). The application context is defined during subledger security installation and implementation. If the end-user needs to use subledger security for a different Oracle Application, for example, Receivables, the subledger security application context initialization script must be run for Receivables.

This initial step depends on the Oracle Applications and Oracle Financials implementation at the end-user site.

In a core Oracle Financials implementation of subledger security supported modules, this step must be performed for:

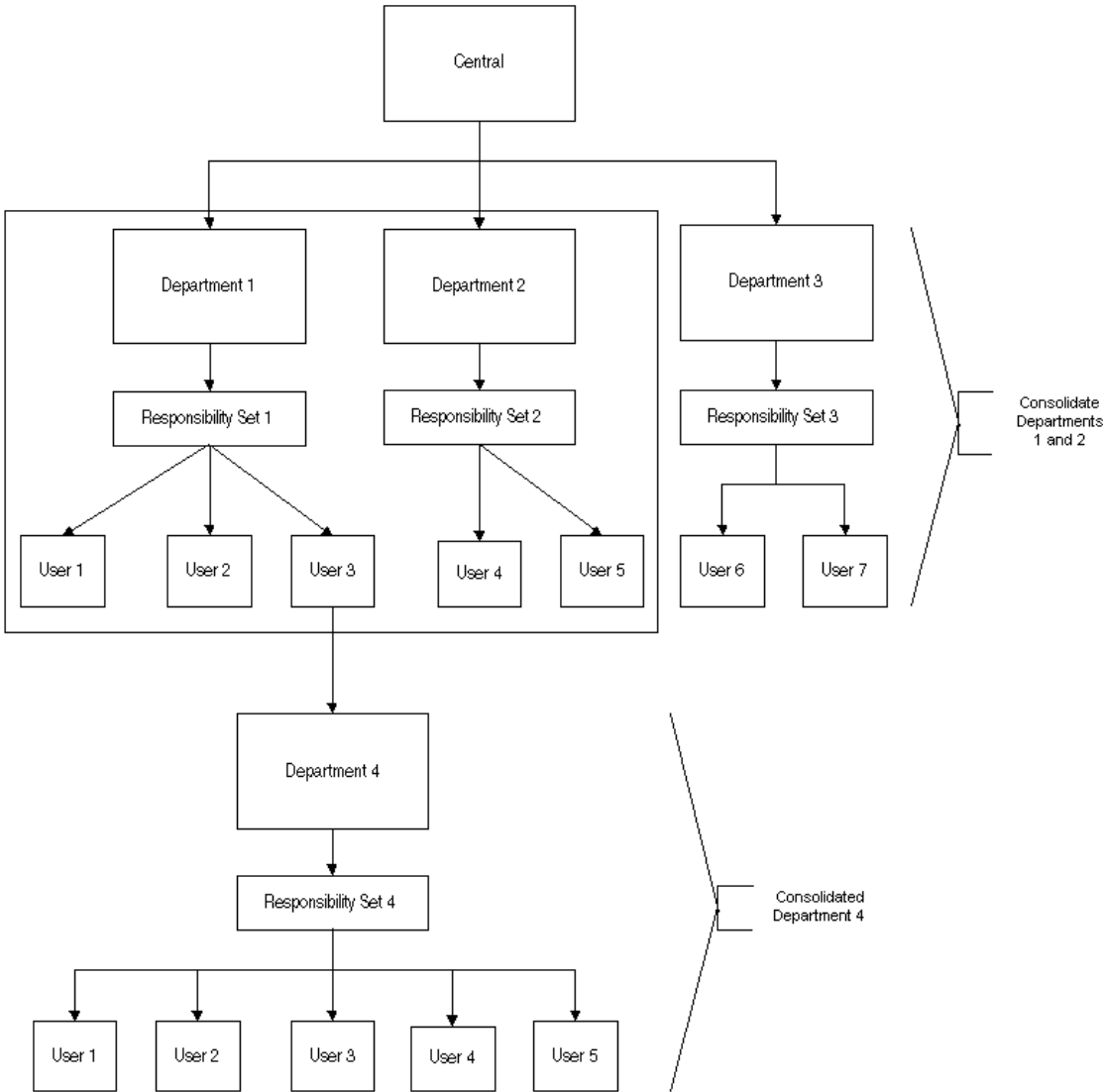
- Payables
- Receivables
- Purchasing

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically set.

Security Group Consolidation

Figure 70-4, page 70-42 shows an example of subledger security group consolidation.

Figure 70-4 Security Group Consolidation Example



Security group consolidation enables subledger security to be maintained according to changes within the business environment. Consolidation enables multiple security groups and associated secure data to be merged or consolidated into one destination security group.

Note: All responsibility sets created before consolidation must be manually altered to reflect the new structure. All valid application users must be set up to use the new responsibilities.

All secured data associated with the pre-consolidation security groups is changed to reflect the new security group.

The destination security group must be an existing security group, although it may have been newly created and may not have any associated secure data.

WARNING: Security group consolidation is irreversible.

Security Group Consolidation Example

Table 70–6, page 70-43, shows security groups 1 and 3 consolidating into group 2. A database table is represented by T, for example, T1 and T2. A process group is represented by PG, for example, PG1 and PG2.

Table 70–6 Security Group Pre-Consolidation Example

Security Group 1			Security Group 2			Security Group 3		
Allocation	Table	Security	Allocation	Table	Security	Allocation	Table	Security
			T1		Enabled	T1		Disabled
T2		Disabled	T2		Disabled	T2		Enabled
T3		Enabled				T3		Disabled
PG1		Disabled						
	T3							
	T5							
T4		Disabled	T4		Enabled	T4		Disabled
PG2		Disabled						
	T4							
	T5							
T5		Disabled	T5		Disabled	T5		Enabled

Table 70–6 Security Group Pre-Consolidation Example

Security Group 1			Security Group 2			Security Group 3		
PG3		Enabled						
	T6					T6		Disabled
						PG4		Enabled
							T7	
							T8	
						T9		Disabled

Table 70–7, page 70-44 shows security group 2 after consolidation takes place. A table is represented by T, for example T1 and T2. A process group is represented by PG, for example PG3 and PG4.

Table 70–7 Post Consolidation Destination Security Group Structure

Security Group 2		
Allocation	Table	Security
T1		Enabled
T2		Disabled
T3		Enabled
T4		Enabled
PG1		Disabled
	T3	
	T5	
PG2		Disabled
	T4	
	T5	
T5		Disabled
PG3		Enabled
	T6	
T6		Disabled

Table 70–7 Post Consolidation Destination Security Group Structure

Security Group 2		
PG4		Enabled
	T7	
	T8	
T9		Disabled

Action Control Hierarchy Example

The following example demonstrates how subledger security can be used in Purchasing. An example is given of subledger security controls available at different levels, and the various scenarios that may arise when using subledger security, as well as the effect the scenarios may have according to the action taken at various stages.

Disclaimer: This is an arbitrary example and does not indicate how subledger security should be applied in Purchasing.

Step 1: Analysis

Analysis identifies a need to split data between two purchasing departments, each with individual secure access to transactions such as requisitions, purchase orders, and shipments.

Step 2: Determine Secured Tables

Purchasing tables that need to be secured corresponding to the required business entities are determined.

Table 70–8, page 70-45 shows an example of secured tables.

Table 70–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
Requisition Import	PO_REQUISITIONS_INTERFACE_ALL	T2
	PO_REQ_DIST_INTERFACES_ALL	
Requisition Template	PO_REQEXPRESS_HEADERS_ALL	T3
	PO_REQEXPRESS_LINES_ALL	

Table 70–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
Requisition Transactions	PO_REQUISITION_HEADERS_ALL	T4
	PO_REQUISITION_LINES_ALL	
	PO_REQ_DISTRIBUTIONS_ALL	
	PO_ACTION_HISTORY	
	PO_APPROVAL_LIST_HEADERS	
	PO_APPROVAL_LIST_LINES	
Requisition History	PO_HISTORY_REQUISITIONS_ALL	T9
Purchase Order Import	PO_HEADERS_INTERFACE	T1
	PO_LINES_INTERFACE	
	PO_DISTRIBUTIONS_INTERFACE	
Purchase Order Transactions	PO_HEADERS_ALL	T5
	PO_LINES_ALL	
	PO_LINE_LOCATIONS_ALL	
	PO_DISTRIBUTIONS_ALL	
	PO_RELEASES_ALL	
Purchase Order History	PO_HEADERS_ARCHIVE_ALL	T6
	PO_LINES_ARCHIVE_ALL	
	PO_LINE_LOCATIONS_ARCHIVE_ALL	
	PO_DISTRIBUTIONS_ARCHIVE_ALL	
	PO_RELEASES_ARCHIVE_ALL	
	PO_HISTORY_POS_ALL	
Receiving	RCV_LOT_TRANSACTIONS	T7
	RCV_PARAMETERS	
	RCV_RECEIVING_SUBLEDGER	

Table 70–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
	RCV_SERIAL_TRANSACTIONS	
	RCV_SHIPMENT_HEADERS	
	RCV_SHIPMENT_LINES	
	RCV_SUBLEDGER_DETAILS	
	RCV_SUPPLY	
	RCV_TRANSACTIONS	
	RCV_ROUTING_HEADERS	
	PO_HISTORY_RECEIPTS	
Suppliers	PO_VENDOR_SITES_ALL	T8
	PO_VENDOR_CONTACTS	
	PO_VENDOR_LIST_ENTRIES	
	PO_VENDOR_LIST_HEADERS	

Step 3: Define Process Groups

Analysis also indicates that process groups should be implemented to help the systems administrator enable security integrity by grouping together tables required for business entities as shown in [Table 70–9](#), page 70-47.

Table 70–9 Process Group Implementation Example

PG1	PG2	PG3	PG4	PG5	PG6	PG7
T3	T4	T6	T7	T7	T8	T9
T5	T5		T8	T8		
				T9		

Note: T denotes a database table or database table group. PG denotes a process group.

Step 4: Mixed Security

Analysis indicates that a mixed security scenario is required because full security is not required for some business entities. Some database tables are allocated directly to a security group and others are allocated through process groups.

Table 70–10, page 70-48 shows an example of mixed security.

Table 70–10 Mixed Security Example

Security Group 1			Security Group 2		
Allocation	Table Breakdown	Scenario Code	Allocation	Table Breakdown	Scenario Code
			T1		
T2		(B)	T2		B
T3		C & (K)			
PG1					
	T3	(C) & K			
	T5	(E) & K			
T4		D & (G)	T4		(D)
PG2		G			
	T4	(D)			
	T5	(E)			
T5		E & (G) & (K)	T5		(E)
PG3		F			
	T6	J			
PG4		H & (I)	PG4		I & (H)
	T7	(O)		T7	O
	T8	(L)		T8	(L)
PG5					
	T7	(O)			
	T8	L			

Table 70–10 Mixed Security Example

Security Group 1			Security Group 2		
	T9	(M)			
PG6			PG6		
	T8	(N)		T8	N
			PG7		
				T9	M
			T9		(M)

Note: Scenario code refers to codes as described in [Table 70–12](#), page 70-50. Brackets indicate that an item is associated indirectly with the scenario.

Application Level Control

This section describes the various control levels that are available through the subledger security system, and indicates the impact of control actions on a security structure, as shown in [Table 70–11](#), page 70-49.

Table 70–11 Application Level Control

Object Level	Actions	Comments
Secure Tables	Enable	system wide control
Security Groups	Disable Re-enable Remove	
Process Groups	Disable Re-enable Remove	

Table 70–11 Application Level Control

Object Level	Actions	Comments
Allocations	Tables allocated directly to security groups: Enable Disable Re-enable Remove	specific security group allocation level control
	Process groups allocated to security groups: Enable Disable Re-enable Remove	
	Tables allocated directly to process groups: Enable Remove	

Table 70–12, page 70-50 outlines example scenarios that need to be considered within a subledger security implementation when control actions are performed.

Table 70–12 Subledger Security Implementation Example Scenarios

Scenario	Description
A	Table belonging to one security group and no process groups.
B	Table belonging to more than one security group and no process groups.
C	Table belonging to one security group and one process group allocated to the security group.
D	Table belonging to more than one security group and one process group.
E	Table belonging to more than one security group and more than one process group.

Table 70–13, page 70-51 shows example scenarios of process groups allocated to security groups.

Table 70–13 Process Group Allocated to Security Group Example Scenarios

Scenario	Description
F	Process groups belonging to one security group with none of its associated tables directly within the security group.
G	Process group belonging to one security group with one or more of its associated tables directly within the security group.
H	Process group belonging to more than one security group with none of its associated tables directly within the security group.
I	Process group belonging to more than one security group with one or more of its associated tables directly within the security group.

Table 70–14, page 70-51 shows example scenarios of tables allocated to process groups.

Table 70–14 Table Allocated to Process Group Example Scenarios

Scenario	Description
J	Table belonging to one process group, that belongs to one security group with that table not directly allocated to the security group.
K	Table belonging to one process group, that belongs to one security group with that table or more of the process groups tables directly allocated to the security group.
L	Table belonging to one or more process groups, that belongs to one security group with that table not directly allocated to the security group.
M	Table belonging to one or more process group, that belongs to one or more security group with table not directly allocated to the security group.
N	Table belonging to one or more process groups, that belongs to one or more security groups with table not directly allocated to the security group.
O	Table belonging to one or more process group, that belongs to one or more security group with that table directly allocated to the security group.

Table 70–15, page 70-52 outlines possible actions that may occur within the lifecycle of the subledger security implementation and the consequences of each action.

The following assumptions have been made in this example:

- All tables are populated with financials data.
- Each action is not dependant on a previous action.

Please refer to table for the security policy.

Table 70–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
Secure Table	Disable Security	T1	A	Security disabled for T1 across the subledger security system. Affects security group 2.
	Remove Table	T1	A	All subledger security data removed for T1 across the subledger security system. Affects security group 2 and is irreversible.
	Disable Security	T2	B	Security disabled for T2 across the subledger security system. Affects security groups 1 and 2.
	Disable Security	T3	C	Security disabled for T3 across the subledger security system. Affects security group 1. Affects T3 directly allocated to security group 1 and also process group 1.
	Disable Security	T4	D	Security disabled for T4 across the subledger security system. Affects security groups 1 and 2. Affects T4 directly allocated to security groups 1 and 2 and security group 1 through process group 2.

Table 70–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
	Disable Security	T5	E	Security disabled for T5 across the subledger security system. Affects security groups 1 and 2. Affects T5 directly allocated to both security groups and also security group 1 through process groups 1 and 2.
Process Group Allocated to Security Group	Disable process groups security	PG3 and SG1	F	Disables process group 3 for security group 1. Implies that any tables allocated to this process group should also be disabled, depending on whether the process group's tables are already associated with the security group, either directly or through another process group. In this case T6 belongs to PG3 only, security on T6 is disabled for security group 1. As T6 is not allocated to security group 2 or security group 1, this effectively implies that T6 is disabled through the subledger security system.
	Disabled process group security	PG2 and SG1	G	Disables process group 2 through the subledger security system. The actual effect is null because: T4 belongs directly to security group 1 and 2 is enabled. T5 belongs directly to security group 1 and 2 and is enabled, it also belongs to security group 1 through process group 1 and is enabled.

Table 70–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
Table Allocated to Process Group	Remove tables from process group	T6 and PG3	J	Removes T6 from process group 3 and removes security and secured data on T6 if possible. In this case, T6 does not belong to either security group, directly or through another security group. All secured data is removed for T6. This process is irreversible. If the desired effect was to disable security on T6 for process group 3, rather than remove all secured data, it could have been performed in two ways as follows: Disable process group 3 system wide or disable process group 3 allocated to security group 1.

Subledger Security Setup

This chapter describes the subledger security features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Setting Application Level Profile Options Procedure](#)
- [Maintaining Security Groups Procedure](#)
- [Maintain Groups Window](#)
- [Maintain Groups Window Description](#)
- [History Window](#)
- [History Window Description](#)
- [Setting Site Level Profile Options Procedure](#)
- [Defining Responsibilities Procedure](#)
- [Setting Responsibility Level Profile Options Procedure](#)
- [Defining Users Procedure](#)
- [Maintaining Secure Tables Procedures](#)
- [Maintain Tables Window](#)
- [Maintain Tables Window Description](#)
- [Maintaining Process Groups Procedure](#)
- [Maintaining Allocations Procedure](#)

-
- [Maintain Allocations Window](#)
 - [Maintain Allocations Window Description](#)
 - [Copying Allocations from Security Groups](#)
 - [Viewing Tables Procedure](#)
 - [All Tables Window](#)
 - [All Tables Window Description](#)
 - [Distinct Tables Window](#)
 - [Distinct Tables Window Description](#)
 - [Applying Security Procedure](#)
 - [Maintaining Schemas Procedure](#)
 - [Consolidating Security Groups Procedure](#)
 - [Security Group Consolidations Window](#)
 - [Security Group Consolidations Window Description](#)

Definition

Subledger security is an extension of Oracle Financials that enables organizations to selectively partition data within a single install of Oracle Financials.

Subledger security is a requirement that is primarily a technical implementation of a business security policy. Subledger security is implemented by a systems administration.

WARNING: Read the subledger security topical essay before completing any of the procedures in this chapter.

For information on the subledger security processes, see [Subledger Security Process, page 70-17](#).

Overview

The procedures in this chapter reflect the order in which subledger security should be set up, as shown in [Figure 70-4, page 70-42](#).

Before using subledger security, the following areas should be considered:

- **Determine Overall Security Policy**
Determining overall security policy requires a business analyst to determine the organization's requirements and the translation of those business requirements into subledger security architecture.
- **Physical Definition of Security Policy**
Physical definition of security policy procedure requires the systems administration to define the determined subledger security architecture using subledger security features.
- **Application of Security Policy**
The application of security policy requires the systems administration to make subledger security architecture available to users of Oracle Financials modules.
- **Maintenance of Security Policy**
Ongoing maintenance of the subledger security system is required. The security policy may be altered to keep in step with organizational changes.

For information on subledger security, see [Subledger Security Process, page 70-17](#).

Prerequisites

- ❑ Oracle Public Sector Financials (International) must be installed.
- ❑ Subledger security must be enabled.

To enable subledger security, see [Enabling Oracle Public Sector Financials \(International\) Features Procedure, page 5-4](#).

Setting Application Level Profile Options Procedure

To set the application level profile options, perform the following actions.

1. In System Administrator, navigate to the System Profile Values window as follows:

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Application check box is selected.
3. In the Application field, select the Oracle application that requires subledger security to be applied.

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically selected.

4. In the Profile field, select Initialization SQL Statement - Custom from the list of values.
5. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

6. In the Application field, to run the `igi_sls_context_pkg.set_sls_context` program, type the following command line:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

Note: The command line must be entered exactly as shown.

For information on storing runtime database variables in memory, see [Application Context](#), page 70-41.

7. Save or save and continue as follows:

File - Save or **Save and Proceed**

8. Close the window.

Maintaining Security Groups Procedure

Subledger security enables the user to define, disable, re-enable, delete, and view the history of security groups, as described in the following procedures:

- [Defining Security Groups Procedure](#)
- [Disabling Security Groups Procedure](#)
- [Re-enabling Security Groups Procedure](#)
- [Deleting Security Groups Procedure](#)
- [Viewing Security Group History Procedure](#)

Defining Security Groups Procedure

To define a security group using the Maintain Groups window, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the name of a security group, for example, the cost center name.
3. Optionally, enter a description.
4. In the Type field, select Security from the drop-down list.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Note: A security group is enabled by default.

Disabling Security Groups Procedure

To disable a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups

2. Enter query mode.
3. In the Name field, enter the security group name.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Note: The Apply Security concurrent program disables security on all database tables belonging to this security group only.

Re-enabling Security Groups Procedure

To re-enable a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Groups

2. Enter query mode.
3. In the Name field, enter the security group name.
4. Run the query.
5. Select the Enable check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this security group only.

Deleting Security Groups Procedure

To delete a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the security group name, for example, the cost center name.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information associated with this security group from all database tables belonging to this security group.

Viewing Security Group History Procedure

To view security group history, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the name of the security group, for example, the cost center name.
3. Click **History**.

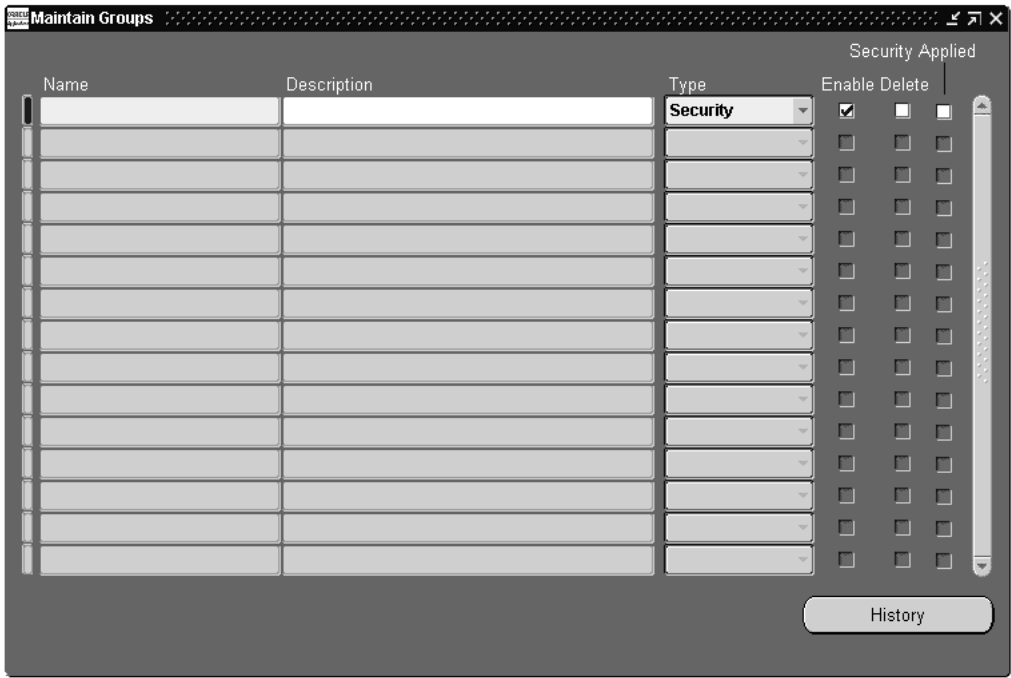
The History window appears.

Information is displayed indicating when the security group was enabled or disabled and shows the date that security was applied.

4. Close the window.

Maintain Groups Window

Figure 71-1 Maintain Groups Window



Maintain Groups Window Description

Table 71–1 Maintain Groups Window Description

Field Name	Type	Features	Description
Name	required	list of values	security group name; for example, cost center name
Description	optional	user defined	name description
Type	required	drop-down list	type of group to be defined; Security selected by default
Enable	optional	check box	selected by default; if selected, security enabled; if deselected, disables group from security
Delete	optional	check box	if selected, permanently removes security information from tables within the security group; if deselected, security enabled on record
Security Applied	display only	check box	indicates if security applied; if selected, security applied; if deselected, security not applied
History		button	displays History window; provides information for groups on date enabled, date disabled, and date security applied

History Window

Figure 71–2 History Window



History Window Description

Table 71–2 History Window Description

Field Name	Type	Features	Description
Date Enabled	display only		displays date enable action performed
Date Disabled	display only		displays date disable action performed
Date Security Applied	display only		displays date when enable or disable action applied
Close		button	closes History window

Setting Site Level Profile Options Procedure

To set the site level profile options, perform the following steps.

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

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Site check box is selected.

The Site check box is selected by default.

3. In the Profile field, search for all subledger security profile options.

4. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

5. In the Site field, for profile option Subledger Security: Default Security Group, select the security group name from the list of values.

6. In the Site field, for profile option Subledger Security: Maintain History, select Yes or No from the list of values.

This profile option determines if data entered for a secured database table remains secure when security is re-enabled.

For information on defining site level profile options, see [Set Site Level Profile Options](#), page 70-28.

7. Save or save and continue as follows:

File - Save or **Save and Proceed**

8. Close the window.

Defining Responsibilities Procedure

To define a responsibility, perform the following steps.

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

Security - Responsibility - Define

2. Follow the steps for defining responsibilities in the same way as in core System Administration.

For information on defining responsibilities, see Responsibilities Window, *Oracle Applications System Administrator's Guide*.

3. Close the window.

Setting Responsibility Level Profile Options Procedure

To set the responsibility level profile options, perform the following steps.

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

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Site check box is selected.

The Site check box is selected by default.

3. Select the Responsibility check box.

4. In the Responsibility field, select the responsibility name from the list of values.

5. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

6. In the Responsibility field, for profile option Subledger Security: SLS Responsibility, select Yes or No from the list of values.

If Yes is selected, subledger security is enabled for a responsibility. If No is selected, subledger security is disabled.

For information on setting responsibility level profile options, see [Setting Responsibility Level Profile Options Procedure, page 71-68](#).

7. In the Responsibility field, for profile option Subledger Security: Security Group, select the security group name from the list of values.

This profile option enables responsibilities to be associated with security groups.

For information on responsibilities, see [Responsibilities, page 70-36](#).

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Defining Users Procedure

This procedure is optional as users may already be defined within the organization.

Note: The previously defined subledger security responsibilities must be assigned to application users.

For information on defining users, see [Users Window](#), *Oracle Applications System Administrator's Guide*.

For information on application users, see [Application Users](#), page 70-36.

Maintaining Secure Tables Procedures

In subledger security the user can define, disable, re-enable, and delete secure tables as described in the following sections:

- [Defining Secure Tables Procedure](#)
- [Disabling Security on Tables Procedure](#)
- [Re-enabling Security on Tables Procedure](#)
- [Deleting Security on Tables Procedure](#)

Defining Secure Tables Procedure

To define a secure table, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. In the Owner field, select the owner from the list of values, as shown in [Table 71-3, page 71-70](#).

Table 71-3 Owners

Owner	Description
AP	Payables
AR	Receivables
PO	Purchasing

Note: The owners correspond to the database schema name for the database tables to be secured.

3. In the Secure Table field, select the database table name from the list of values.
4. Optionally, enter a description.
5. Save or save and continue as follows:

File - Save or Save and Proceed

Note: This process provides the subledger security extended table name in the SLS Table field for the required secure database table and makes the database table available for allocation to a security group.

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Disabling Security on Tables Procedure

To disable security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table to be disabled from the list of values.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: Running the Apply Security concurrent program disables security on the table across the subledger security system.

Re-enabling Security on Tables Procedure

To re-enable security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table to be enabled from the list of values.
4. Run the query.

5. Select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Deleting Security on Tables Procedure

To delete security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table that is to be deleted from the list of values.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: The Apply Security process is irreversible. Deleting security on tables removes all subledger security information, regardless of the security group associated with the database table.

[illegible]

Maintain Tables Window Description

Table 71–4 *Maintain Tables Window Description*

Field Name	Type	Features	Description
Owner	required	list of values	table owner; for example, PO, AP, or AR
Secure Table	required	list of values	table name
Description	optional		user-defined table description
SLS Table	display only		displays subledger security table name
Secure Update	optional	check box	if selected, secure update required; if deselected, secure update not required
Enable	optional	check box	selected by default; if selected, enables security; if deselected, disables table from security
Delete	optional	check box	if selected, no security required; if deselected, security required
Security Applied	display only	check box	if selected, security applied; if deselected, security not applied
History		button	displays History window

Maintaining Process Groups Procedure

Subledger security enables the user to define, disable, re-enable, delete, and view the history of process groups, as described in the following procedures:

- [Defining a Process Group Procedure](#)
- [Disabling Process Groups Procedure](#)
- [Re-enabling Process Groups Procedure](#)
- [Deleting Process Groups Procedure](#)
- [Viewing Process Group History Procedure](#)

Defining a Process Group Procedure

To define a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the process group name, for example, Requisitions.
3. Optionally, enter a description.
4. In the Type field, select Process from the drop-down list.
5. To disable the group from security restrictions, select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Disabling Process Groups Procedure

To disable a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.

3. In the Name field, enter the process group name.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Note: The Apply Security concurrent program disables security on all database tables belonging to this process group only.

Re-enabling Process Groups Procedure

To re-enable a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Groups

2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Enable check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this process group only.

Deleting Process Groups Procedure

To delete a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Groups

2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information associated with the allocated secured database tables from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

Viewing Process Group History Procedure

To view process group history, perform the following steps.

1. Navigate to the Maintain Groups window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Groups

2. In the Name field, enter the process group name.
3. Click **History**.

The History window appears.

Information is displayed indicating when the process group was enabled or disabled and shows the date that security was applied.

4. Close the window.

Maintaining Allocations Procedure

In subledger security, the user can allocate tables to security groups or process groups, and allocate process groups to security groups as described in the following sections:

- [Table Allocation to Security Groups](#)
- [Table Allocation to Process Groups](#)
- [Process Group Allocation to Security Groups](#)

Table Allocation to Security Groups

In subledger security, users can allocate tables to or delete tables from security groups, disable, or re-enable tables, as described in the following sections:

- [Allocating Tables to Security Groups](#)
- [Disabling Tables from Security Groups](#)
- [Re-enabling Tables to Security Groups](#)
- [Deleting Tables from Security Groups](#)

Allocating Tables to Security Groups

To allocate tables to security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. To display the tables that are allocated, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the system administrator to view process groups allocated to the security group.

4. To add a table to the security group, in the Name field, select the table name from the list of values.
5. Ensure the Type is set to Table.

Table is selected by default.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Disabling Tables from Security Groups

To disable tables from security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.
3. To display allocated tables, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Deselect the Enable check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Re-enabling Tables to Security Groups

To re-enable a table to a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.
3. Click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Deleting Tables from Security Groups

To delete tables from security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. To display tables that are allocated, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Delete check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: This step is irreversible. Running the Apply Security concurrent program removes information relating to the table for this security group.

Table Allocation to Process Groups

In subledger security, users can allocate tables to or delete tables from process groups, as described in the following sections:

- [Allocating Tables to Process Groups](#)
- [Deleting Tables from Process Groups](#)

Allocating Tables to Process Groups

To allocate tables to process groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the process group name from the list of values.
3. Click **Find Allocations**.

Tables allocated to the process group are displayed in the Allocations region.

4. To add tables to the process group, in the Name field, select the table name from the list of values.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Deleting Tables from Process Groups

To delete tables from a process group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the process group name from the list of values.
3. Click **Find Allocations**.

Tables allocated to the process group are displayed in the Allocations region.

4. Select the Delete check box.

5. Save or save and continue as follows:

File - Save or Save and Proceed

Note: Tables can be deselected before running the Apply Security concurrent program to prevent deletion.

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information, associated with the allocated secured database tables, from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

6. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Process Group Allocation to Security Groups

In subledger security, the user can allocate process groups to security groups, disable, re-enable, and delete process groups, as described in the following sections:

- [Allocating Process Groups to Security Groups](#)
- [Disabling Process Groups from Security Groups](#)
- [Re-enabling Process Groups to Security Groups](#)
- [Deleting Process Groups from Security Groups](#)

Allocating Process Groups to Security Groups

To allocate process groups to security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.
3. Click **Find Allocations**.

All allocated process groups are displayed in the Allocations region.

Note: Performing this function enables system administrators to view tables allocated to the security group.

4. To add process groups, select Process in the Type field.

5. In the Name field, enter the name of the process group.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Disabling Process Groups from Security Groups

To disable a process group from a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.

3. Click **Find Allocations**.

All allocated process groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Deselect the Enable check box.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Re-enabling Process Groups to Security Groups

To re-enable a process group to a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.

3. Click **Find Allocations**.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Enable check box.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Deleting Process Groups from Security Groups

To delete a process group from a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.

3. Click **Find Allocations**.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Delete check box.

5. Save or save and continue as follows:

File - Save or Save and Proceed.

WARNING: Deleting a process group deletes the tables associated with the process group from the security group. The record is permanently deleted when the Apply Security concurrent program is run.

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

Maintain Allocations Window

Figure 71-4 Maintain Allocations Window

Maintain Allocations

Group

Name

Type

Description

Find Allocations

Copy From

All Tables

Distinct Tables

Allocations

Type	Name	Description	Security Applied		
			Enable	Delete	
Table			☒	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

History

Maintain Allocations Window Description

Table 71–5 *Maintain Allocations Window Description*

Field Name	Type	Features	Description
Group Region			
Name	required	list of values	security group name
Type	display only		group type; valid values: Process Group or Security Group
Description	display only		user-defined name description
Find Allocations		button	displays tables allocated to security group
Copy From		button	displays list of security groups; select security group to copy from
All Tables		button	displays All Tables window
Distinct Tables		button	displays Distinct Tables window
Allocations Region			
Type	display only	list of values	allocation type; valid values are: Table or Process; Table selected by default
Name	display only	list of values	table name
Description	display only		user-defined name description
Enable	optional	check box	if selected, enabled; if deselected, disabled
Delete	optional	check box	if selected, indicates record marked for deletion
Security Applied	optional	check box	system generated showing if security is applied; selected by default; if selected, security applied
History		button	displays History window; displays date enabled, date disabled, and date security applied

Copying Allocations from Security Groups

Allocations can be copied from an existing security group to a new group or a group where all allocations have been deleted.

To copy allocations from an existing security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Name field, select a security group name from the list of values.

The allocations will be copied to the security group selected.

3. Click **Copy From**.

4. Select a security group name from the list of values.

The allocations are copied from the security group selected.

5. To copy the allocations, click **OK**.

6. Close the window.

Note: All copied allocations are enabled by default.

Viewing Tables Procedure

In subledger security, users can view all allocated tables or all distinct allocated tables. Viewing all tables displays all tables, including tables that are allocated to more than one process group. Viewing distinct tables shows all tables, but only displays them once even if a table is allocated to more than one process group.

Note: It is recommended that a table is not allocated to more than one process group to facilitate maintenance.

To view tables, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Name field, select a security group name from the list of values.
3. To view all tables, click **All Tables**.

The All Tables window appears.

The table name, process group name, and status of the allocated table are displayed.

4. To view all distinct tables, click **Distinct Tables**.

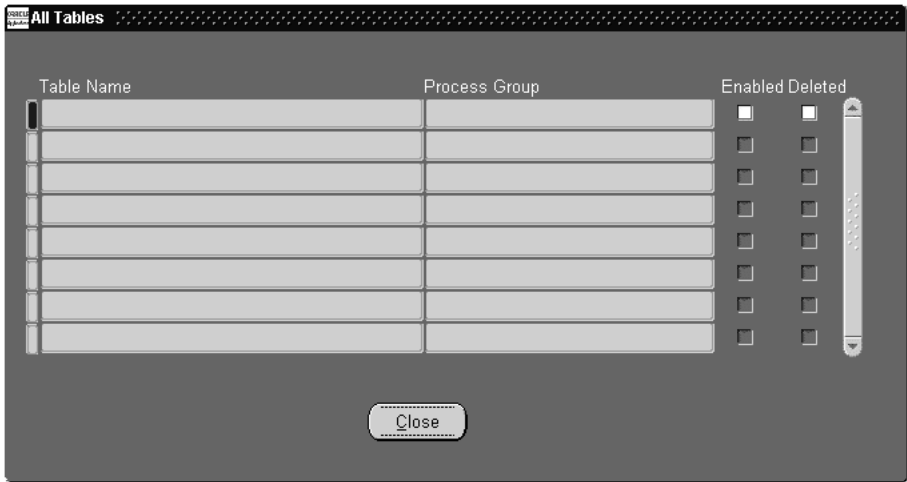
The Distinct Tables window appears.

The table name and status of the allocated table are displayed.

5. Close the window.

All Tables Window

Figure 71–5 All Tables Window



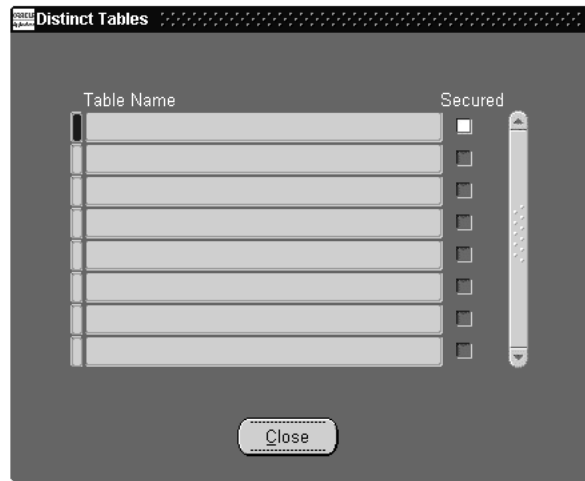
All Tables Window Description

Table 71–6 All Tables Window Description

Field Name	Type	Features	Description
Table Name	display only		table name
Process Group	display only		process group name
Enabled	display only	check box	if selected, enabled; if deselected, disabled
Deleted	display only	check box	if selected, deleted; if deselected, not deleted
Close		button	closes All Tables window

Distinct Tables Window

Figure 71–6 Distinct Tables Window



Distinct Tables Window Description

Table 71–7 Distinct Tables Window Description

Field Name	Type	Features	Description
Table Name	display only		table name
Secured	display only	check box	if selected, tables secured; if deselected, tables unsecured
Close		button	closes Distinct Tables window

Applying Security Procedure

To apply security, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Apply Security

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. Place the cursor in the Name field.

The Subledger Security - Apply Security concurrent program name is automatically displayed.

The Parameters pop-up window appears.

5. In the Mode field, select Create or Refresh from the list of values.
 - To recompile triggers or policy functions that are invalid or disabled, select Refresh.
 - To change subledger security architecture, select Create.

Note: Refresh is used only to recompile invalid triggers or policy functions. Create is used at all other times.

6. To apply the parameters, click **OK**.
7. To run the Apply Security concurrent program, click **Submit**.
8. Close the window.

Maintaining Schemas Procedure

Maintaining schemas is a mandatory step if a new secure table is added. The Security Applied flag is enabled in the Maintain Tables window and the following schemas are installed:

- APPS_MRC
- APPS_MLS

The systems administrator or application database administrator needs to run the Maintain MRC schema or the Maintain MLS schema program from the application utility ADADMIN.

WARNING: The user needs to run similar programs for any customized schemas if the schemas are affected by the secure tables.

Note: The purpose of running these programs is to ensure that the schemas are synchronized with the APPS schema and synonyms are created for corresponding subledger security extended tables for each secure table.

Consolidating Security Groups Procedure

Subledger security enables the user to map changes to the organization by consolidating security groups.

To consolidate security groups, perform the following steps.

1. Navigate to the Security Group Consolidations window as follows:

OPSF(I) System Administration - Subledger Security - Security Group Consolidation

2. In the Destination Security Group Name field, select the name of the destination security group from the list of values.

The destination security group is where the source security groups are consolidated.

A security group description is automatically displayed.

3. Click **Find**.

Source security groups are displayed in the Source Security Group(s) region. The security groups may have been already consolidated into the destination security group.

4. In the Source Security Group(s) Name field, select the name of the security group to be consolidated into the destination security group from the list of values.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 71-92](#).

WARNING: This step is irreversible after the Apply Security concurrent program has run successfully.

7. Close the window.

Security Group Consolidations Window

Figure 71-7 Security Group Consolidations Window

Security Group Consolidations

Destination Security Group

Name

Description

Find

Source Security Group(s)

Name	Description	Date Security Applied	Security Applied
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Security Group Consolidations Window Description

Table 71–8 Security Group Consolidations Window Description

Field Name	Type	Features	Description
Destination Security Group Region			
Name	required	list of values	destination security group name
Description	display only		destination security group description
Find		button	displays source security groups in Source Security Group(s) region
Source Security Group(s) Region			
Name	display only		source security group name
Description	display only		source security group description
Date Security Applied	display only		date security applied
Security Applied	display only		indicates if security applied; if selected, security applied; if deselected, security not applied

Subledger Security Report Procedures

This chapter describes the subledger security reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Subledger Security: Allocation Status Report](#)
- [Subledger Security: Group Status Report](#)
- [Subledger Security: Grouped Secure Tables Report](#)
- [Subledger Security: Object Status Report](#)
- [Subledger Security: Secure Tables Status Report](#)
- [Subledger Security: Security Group Consolidations Report](#)
- [Subledger Security: User Allocation Status Report](#)

Definition

The subledger security reports provide information on the current and previous state of subledger security objects and organizations' security structure.

Overview

The following reports are available for subledger security:

- [Subledger Security: Allocation Status Report](#)
- [Subledger Security: Group Status Report](#)
- [Subledger Security: Grouped Secure Tables Report](#)
- [Subledger Security: Object Status Report](#)
- [Subledger Security: Secure Tables Status Report](#)
- [Subledger Security: Security Group Consolidations Report](#)
- [Subledger Security: User Allocation Status Report](#)

Subledger Security: Allocation Status Report

The Subledger Security: Allocation Status Report displays all group allocations. The report is divided into the following sections:

- secure tables allocated to subledger security groups
- process groups allocated to subledger security groups
- secure tables allocated to process groups

Each of the report sections provide historical data relating to when the allocations were enabled or disabled.

The report can be generated for a specific security group, process group, or secure table.

Note: The Subledger Security: Allocation Status Report maps to the Maintain Allocations window.

Subledger Security: Group Status Report

The Subledger Security: Security Group Status Report displays information on all groups defined in the subledger security system. This report maps to the Maintain Groups window.

The report provides the following information:

- lists all security groups and process groups
- description
- indicates enabled or disabled state
- deletion dates
- security history of the group

Subledger Security: Grouped Secure Tables Report

The Subledger Security: Grouped Secure Tables Report displays all security groups with currently secured tables.

This report maps to the distinct table information in the Maintain Allocations window.

Subledger Security: Object Status Report

The Subledger Security: Object Status Report displays the current status of all subledger security objects required to implement security on a secured database table. The Subledger Security: Object Status Report enables the system administrator to identify and resolve security problems.

The Subledger Security: Object Status Report provides the following information:

- corresponding subledger security table name for each secure database table
- policy on the secure table
- policy function used by the policy
- database trigger on the secure table
- index on secure table
- synonym for secure table
- grants required for secure table

Subledger Security: Secure Tables Status Report

The Subledger Security: Secure Tables Status Report lists all database tables that require security. The Subledger Security: Secure Tables Status Report maps to the Maintain Tables window.

The Subledger Security: Secure Tables Status Report lists all Oracle database table names with the database table owner, descriptions, and the subledger security table name. This report provides information on various security information states. Historical information is also displayed.

Subledger Security: Security Group Consolidations Report

The Subledger Security: Security Group Consolidations Report provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes.

The Subledger Security: Security Group Consolidations Report shows child security groups consolidated in the parent security group. Historical information is also provided, indicating when the consolidations took place.

Subledger Security: User Allocation Status Report

The Subledger Security: User Allocation Status Report enables an organization to view the functional changes required and the impact of the changes when a security policy or business change is required.

This report displays information relating to a security group, indicating the responsibilities that are associated with the security group and application users who are using those responsibilities.

Subledger Security: Allocation Status Report

To generate the Subledger Security: Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Allocation Status Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Security Group Name field, enter a security group name or leave blank to report on all security groups.
7. In the Process Group Name field, enter a process group name or leave blank to report on all process groups.
8. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

11. To submit another request, click **Yes** or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Group Status Report

To generate the Subledger Security: Group Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Group Status Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Group Type field, select a group type from the list of values or leave blank to display all group types.
7. In the SLS Group Name field, enter a group name or leave blank to display all group names.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Grouped Secure Tables Report

To generate the Subledger Security: Grouped Secure Tables Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Grouped Secure Tables Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Group Name field, enter a group name or leave blank to report on all group names.
7. In the Table Name field, enter a table name or leave blank to report on all table names.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Object Status Report

To generate the Subledger Security: Object Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Object Status Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Owner field, select the owner from the list or leave blank to report on all owners.
7. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Secure Tables Status Report

To generate the Subledger Security: Secure Tables Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Secure Tables Status Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Owner field, select the owner from the list or leave blank to report on all owners.
7. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Security Group Consolidations Report

To generate the Subledger Security: Security Group Consolidations Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

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 Subledger Security: Security Group Consolidations Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Source Group field, enter a source group name or leave blank to display all source groups.
7. In the Destination Group field, enter a destination group name or leave blank to display all destination groups.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: User Allocation Status Report

To generate the Subledger Security: User Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administrator - Subledger Security - Subledger Security Reports

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 Subledger Security: User Allocation Status Report from the list of values
5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Security Group Name field, enter the security group name or leave blank to report on all security groups.
7. In the User Id field, enter a user identifier for a particular user or leave blank to report on all users.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Glossary

accountant

Manages cash and liquid assets. The accountant is responsible for payment of expenditure and recovery of debts and is also known as an account officer. Used in *exchange protocol*.

accounting flexfields

Name given to the account key used to record and report accounting information. The accounting flexfield uniquely identifies General Ledger accounts and provides a flexible structure for any chart of accounts.

accrual accounting

Records revenues and expenses as they are incurred and not when payment is made or received. See *cash accounting*.

accrual dossier

Type of budget dossier for projects covering several years.

actual number

Number generated automatically when a dialog unit is created. An actual number is used in exchange protocol. See *dialog unit* and *legal number*.

address reference

Reference name or number used to uniquely identify a single third party site. See *single third party*.

adjusting the AP balance

Type of netting. Adjusting the Payables balance nets the Payables invoices with Receivables invoices for a given third party. See *netting*.

adjusting the AR balance

Type of netting. Adjusting the Receivables balance nets the Receivables invoices with Payables invoices for a given third party. See *netting*.

adjustment dossier

Expands the accounting flexfield range of a related dossier. The expansion must be within the same budget and budget organization assigned to the related dossier. It is also subject to any parent or child rules that are defined.

For example, if an adjustment dossier is related to a child dossier, the expansion must be within the flexfield boundary of the related parent dossier. See *dossier*, *child dossier*, and *parent dossier*.

adjustment period

A period reserved for end of year adjustments.

application wide features

Oracle Public Sector Financials (International) features related to General Ledger and Oracle Assets. When enabled, these features apply to the entire application. See *operating unit dependent features*.

approval group

A hierarchy of approvers and invoice clerks for secondary invoice approval.

approver

Used in secondary invoice approval. See *approval group*.

asset category

A type of asset, for example, buildings, land, or office equipment.

assignments

Type of netting. Assignments net the Payables invoice for a given third party with the Payables invoice of another third party, known as the debt beneficiary third party. See *netting*.

authorizer

In exchange protocol, the authorizer manages expenditure, execution, and receipts. In internal trading, the authorizer approves or rejects interdepartmental cross charges.

AutoAccounting

Used in Receivables and Projects for generating default accounting flexfields for revenue, receivables, freight, tax, unearned revenue, unbilled receivables, finance charges, and clearing suspense accounts.

AutoApproval

A standard feature of Payables that prevents payment of invoices when the supplier has overcharged or billed for items that have not been received, ordered, or accepted. AutoApproval also validates tax, period, currency, budgetary, and other information. When secondary invoice approval is enabled, this is the first level of invoice approval. If the secondary and optional third level of approvals are used and an invoice is modified, both the secondary and third levels are automatically released and the invoice must pass through AutoApproval again.

AutoInvoice

An interface that enables the user to import invoice information from financial billing systems or invoices from Order Entry and Project Billing.

automatic withholding tax

Enables users to automatically deduct tax from payments. This is a Payables feature used in construction industry tax and automatic posting.

AWT

See *Automatic Withholding Tax*.

batch copy process report

Displays the current status of all flagged and submitted journal entry batches, if the batch was copied or is still being copied. The report lists batch creation and posted dates for related sets of books.

budget reports

Enables users to prepare and review budgets for the current and subsequent years and provides information about how budgeting extensions in General Ledger are defined.

budgeting extensions

Public sector enhancements to budgeting in General Ledger.

business unit

See *profit center*.

cancellation certificate

A specific type of dialog unit containing only Receivables credit memos. A cancellation certificate is also known as a reduction certificate. See *dialog unit*.

cash and accruals support

Public sector enhancements to Receivables that provide the ability to keep both a cash and accruals set of books. See *combined basis accounting*.

cash accounting

Records transactions as payment occurs, regardless of when the transaction takes place. See *accrual accounting*.

central finance

In subledger security, this is a profit center that has full access to information belonging to business units in the same hierarchy.

central finance user

In secondary invoice approval, a user who can approve invoices that have a third level of invoice approval placed on them. The central finance user has access to invoices across all departments.

central security group

See *super user security group*.

charge center

A charge center is a section of an organization, typically a business unit or division, that raises or receives cross charges. A charge center may contain one or more cost centers.

chart of accounts

Also known as accounting flexfields. See *accounting flexfields*.

child dossier

A dossier that is related to a parent dossier and is placed at a lower level of a dossier hierarchy than that of its parent. The source of a child dossier type must be within the destination of its parent. A child dossier can only have one parent. See *dossier* and *parent dossier*.

closed accounting period

A period of time when no further accounting entries can be entered.

collection certificate

A specific type of dialog unit containing only Receivable credit memos. See *dialog unit*.

combined basis accounting

Public sector enhancements to General Ledger that provide the ability to keep both a cash and accruals set of books. See *cash and accruals support*.

complementary dossier

Modifies a related dossier by adding to or subtracting from the original budget amount. See *dossier*.

construction industry scheme

Public sector enhancements to Purchasing and Payables that comply with UK Government requirements for tracking and reporting construction subcontractor payment and tax details.

contract encumbrancing

Public sector enhancements to contractual agreements in Purchasing. Contract encumbrancing enables organizations to create encumbrances on purchase agreements or orders across the life of an agreement or order, and to release funds against those orders.

cross charge authorization

In internal trading, the procedure where cross charges are accepted or rejected by an authorizer.

descriptive flexfield

Captures information from transactions entered into Oracle Applications.

dialog unit

A collection of one or more documents of the same type, belonging to the same third party and site combination or the same third party if there is no site. Each dialog unit has a unique name and number. The individual documents in a dialog unit can be approved in one step.

display factor

Number of decimal points displayed for specific currencies.

document limit

A threshold for purchases or payments within a given financial year. A document limit is used in dossier.

dossier

A framework for budgetary transfer. Dossiers can have the following relationships to other dossiers: parent dossier, child dossier, complementary dossier, retirement dossier, and adjustment dossier.

dual budget checking

Allows funds to be checked and reserved against a commitment type budget as well as a payment type budget before the transaction can be approved.

dunning letter charges

Public sector enhancements to Purchasing and Payables, providing a versatile means of charging customers for dunning letters.

encumbrance accounting

Records expected expenses at the time a department makes a requisition, or when the approved or reserved purchase order goes to a supplier. When journals have been created, encumbrances can be posted to the ledger to represent money obligated to be spent.

enhanced funds checker

Public sector enhancements to General Ledger that enable more than one funding budget to be available when checking funds for journals, purchase requisitions, purchase orders, or invoices. Enhanced funds checker includes multiple funding budgets.

exchange protocol

Exchange protocol is the approval cycle for both Payables and Receivables documents. This protocol enables the authorizer department and the account officer department to communicate documents within the required framework. See *authorizer* and *accountant*.

extended dunning letter charges

The ability to add a charge for each dunning letter which is raised or to add a charge for each invoice which is outstanding on a dunning letter.

feeder file

A file containing data that is imported from third party software into Oracle Applications.

financial controller

Oversees accounting practices within an organization at a high level.

flexfield

Enables screens and reports to contain data unique to an organization. Each flexfield can be configured to capture and display specific information. See *key flexfield*, *descriptive flexfield*, and *accounting flexfields*.

future postings account

A holding account for advance payments. A future postings account is used in multi-period posting.

GAAP

Generally accepted accounting principles.

generic interface

Public sector enhancements to journal import in General Ledger. Generic Interface allows easy mapping of data files into specified General Ledger periods and sets of books from feeder systems, for example, third party software such as spreadsheets that generate transactions as ASCII files in the specified format.

global price update

Updates an item price throughout the system. A global price update is used in standing charges.

hierarchical drill-down inquiry

Public sector enhancements to account inquiry in General Ledger.

indexation

A global adjustment to existing budgets by applying a price index to reflect changes in the cost of living or inflation changes. See *reprofiling*.

indexation percent

Adjustment percentage to apply to a budget.

internal charge journal

A journal from one charge center to another charge center. An internal charge journal is generated by *internal trading*.

internal trading

Public sector enhancements in General Ledger to improve control of departmental cross-charge authorization. Internal trading tracks cross charges between charge centers within the same organization.

invoice history

Invoice history is used in standing charges. Provides details of each of the invoices generated to date for each standing charge.

invoice workbench

Used for entering invoices in Payables.

key flexfield

Uniquely identifies information such as General Ledger accounts, inventory items, fixed assets, and other entities that require tracking.

legal number

Number generated automatically when a dialog unit reaches the point of acceptance. Legal numbers are used in exchange protocol. See *point of acceptance* and *exchange protocol*.

mandate

A specific type of dialog unit containing only Payables invoices that is also known as ordonnance. See *dialog unit*.

MassCancel

A Purchasing feature used to cancel requisitions and purchase orders in batches.

multi-period posting

Multi-period posting is an extension to the Payables Enter Invoice feature that enables expenses to be recognized as they are incurred.

multiple funding budgets

Enables funds checking and reservation across multiple single year budgets for journals, purchase requisitions, purchase orders, and invoices. Multiple funding budgets are used in enhanced funds checker.

multiple year budget

A single year budget held over multiple years that is used in enhanced funds checker.

netting

Netting is performed between Payables and Receivables for a single third party. Offsets an outstanding amount by creating a document in either Payables or Receivables. This function is available to accountants only. There are six types of netting transaction defined. See *adjusting the AR balance*, *adjusting the AP balance*, *objection to payment*, *assignments*, *payment excesses/amounts overpaid*, and *supplier reimbursements*.

netting batch

A collection of netting packages defined for netting at a later date. Netting batches are used in single third party. See *netting*.

netting in progress

Documents, and their totals, that are defined for netting and are pending payment. Netting in progress is used in *single third party*. See *netting*.

netting package

Collection of single third party documents for netting. Netting packages are used in single third party. See *netting*.

next year budget

Budget for the next year that can be automatically generated from an existing budget.

objection to payment

Type of netting. Objection to payment nets the Payables invoice for a given third party with a Payables invoice from another third party, known as the objecting third party. See *netting*.

offering installment terms

Public sector enhancement to Receivables enabling customers of an organization to pay invoices in periodic installments.

offset account

Account to hold balancing entry for a budget transaction.

OPSF(I)

Oracle Public Sector Financials (International).

ordonnance

See *mandate*.

parent dossier

Dossier placed at the top of a dossier hierarchy that defines the original budget source for children dossiers. See *dossier* and *child dossier*.

payback order

A specific type of dialog unit containing only Payables credit memos. See *dialog unit*.

payment dossier

Type of budget dossier for managing funds in a single fiscal year.

payment excesses/amounts overpaid

Type of netting that nets a third party's Receivables settlements or invoices. See *netting*.

payment forecast schedule

An enhanced funds checker feature that enables how a payment budget is to be appropriated to be defined.

payment funds checking

An enhanced funds checker feature for requisitions, purchase orders, and invoices. Determines the periods to check the funds against a payment budget.

period mapping

Enables the user to map accounting periods in General Ledger to the equivalent period in third party software. Period mapping is used in generic interface.

point of acceptance

Occurs when an accountant validates dialog units. Payment takes place when the validation is complete. Point of acceptance is used in exchange protocol. See *dialog unit*.

price history

Provides details of each standing charge detail line. Price history is used in standing charges.

process group

A collection of secure tables relating to an entity, for example, a business process or transaction.

profile code

In budgeting extensions, a mechanism for spreading an annual budget figure over multiple accounting periods. It also provides lists of values for data entry windows.

profile method

Profile methods are used in next year budget creation. The types of profile options are latest, primary and real. Latest uses the profile code that is most recently assigned to the accounting flexfield. Primary uses the profile code that was first assigned to the accounting flexfield. Real ignores the profile code and uses the raw next year budget period figures for the accounting flexfield.

profit center

A profit center is the result of a medium-to-large organization devolving business into subsections known as profit centers or business units.

range code

A group of accounts created by storing and naming a user-defined range of accounting flexfields, accessed by the list of values on the budgeting extensions windows.

reallocation certificate

A specific type of dialog unit containing only Payables or Receivables mixed invoices. See *dialog unit*.

reason code

User-defined budget reasons, accessed by the lists of values on the budgeting extensions windows.

receipt certificate

A specific type of dialog unit containing only Receivables invoices. See *dialog unit*.

reduction certificate

A specific type of dialog unit containing only Receivables credit memos that is also known as a cancellation certificate. See *dialog unit*.

repeated periodic payments

See *standing charges*.

reprofiling

A global adjustment to existing budgets by applying a new profile code. Used in budgeting extensions. See *indexation*.

resource accounting

A financial management method that uses accrual basic accounting techniques, supplemented with the ability to report on a cash basis.

retirement dossier

Dossier that cancels a related dossier. To cancel the related dossier, the original budget journals that result from the related dossier must be reversed. A dossier that is retired cannot be associated to other dossiers. See *dossier*.

secondary approval holds

The second stage in approving an invoice for payment. After an invoice passes AutoApproval, the invoice is marked with a secondary approval hold. A third level of approval is possible. See *central finance user*.

secure table candidate

A database table that requires secure access by application users.

secured table

A database table with security applied.

secondary invoice approval

Public sector enhancement to Payables that provides a secure method of enforcing departmental approvals. See *AutoApproval*.

security group

A security group is used for data security purposes and is the physical implementation of a profit center. A security group is a one-to-one mapping to a profit center. See *profit center*.

single occurrence table

A single occurrence of the secure table within the security group in subledger security. For example, if a secure table is allocated to a security group directly, it is not allocated to any subledger security process group for the same security group. If a secure table is allocated to a subledger security process group, it is not allocated directly to the security group to which the process group is allocated. The secure table is not allocated to any other process group allocated to the same security group.

single third party

Single third party (STP) provides a single entry point for the customer or supplier and allows reconciliation of the outstanding balance that a single third party may have as a customer or a supplier. The authorizing department and the accounts department remain separated throughout the process.

standard charge items

Defines periodic items for goods and services.

standing charges

Public sector enhancement to Receivables. Standing charges are also known as repeated periodic payments that define and maintain details of standing charge agreements that Receivables uses to periodically generate invoices.

subledger security

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials. Subledger security provides a system where all business units can access their own financial information only.

subledger security extended table

Used by subledger security to hold security group information for a secured table. Each Oracle Financials secured table has a corresponding subledger security extended table.

super user

User is a user who belongs to the super user security group. See *super user security group*.

super user security group

The subledger security implementation of the central finance concept. The super user security group is not a physical security group, but is a profile option value associated with a responsibility. See *security group*.

supplier reimbursements

Type of netting. Supplier reimbursements net Payables settlements or invoices of a third party when a credit memo is received. See *netting*.

transaction matching

Method of selecting Payables or Receivables documents for netting. Transaction matching selects documents with matching Payables attribute voucher number and Receivables attribute reference. Used in single third party.

transaction type

Type of Receivables or Payables document, for example, invoice, credit note, or debit note.

transmission unit

Conveys dialog units between the authorizer and the accountant. The dialog units within the transmission unit must be an identical type, but can contain multiple third parties. A transmission unit has a unique numbering system and is used in exchange protocol. See *dialog unit*.

workflow

Underlying Oracle application that automatically monitors and transmits messages and documents through a defined hierarchy of people in an organization. Used in exchange protocol. See *workflow profile*.

workflow profile

A hierarchy of positions, each with a number of allowed actions, that models a business process in a series of steps. Workflow profile is used in exchange protocol. See *workflow*.

Index

A

- account inquiry
 - related sets of books, 15-9
- Account Inquiry window
 - description, 15-11, 15-13, 15-15, 15-17
 - example, 15-10
- AP Invoice Document Selection window
 - description, 37-23
 - example, 37-22
- Application Object Library Setup
 - enable Oracle Public Sector Financials (International) features, 5-4
 - overview, 5-2
 - prerequisites, 5-3
 - print OPSF(I) feature status reports, 5-6
- approval
 - dossier approval process, 31-3
- ARC, Cash Basis GL Transfer Execution Report
 - procedure, 20-3
- ARC, Cash Basis JE Report
 - procedure, 20-6
- ARC, Cash Posting Error Report
 - procedure, 20-5
- ARC, Unposted Items Report
 - procedure, 20-4
- archiving feeder system transactions
 - procedure, 44-14
- assign employee to user
 - Exchange Protocol Setup, 36-25
- Assign Flexfield Ranges window
 - description, 60-8
 - example, 60-7
- assign job and position to employee

- Exchange Protocol Setup, 36-24
- assign multiple budgets to detail account
 - Enhanced Funds Checker Setup, 33-3
- assign multiple funding budgets to summary account
 - Enhanced Funds Checker Setup, 33-4
- AutoInvoice grouping rules
 - Receivables Setup, 4-30
- Automatic Acceptance of Lines Report
 - overview, 54-2
 - procedure, 54-4

B

- Balances window
 - example, 15-12
- batch copy
 - batch copy submit procedure, 15-5
 - Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- Batch Copy Process Report
 - description, 16-8
 - overview, 16-3
 - procedure, 16-7
- Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- Budget History Inquiry Procedures
 - Budget History Inquiry window
 - description, 9-10
 - example, 9-9
 - definition, 9-3
 - features, 9-3

- History Entries window
 - description, 9-12
 - example, 9-11
- History Periods window
 - description, 9-14
 - example, 9-13
- prerequisites, 9-4
- procedures, 9-5
- Variance window
 - description, 9-17, 9-20
 - example, 9-19, 9-21, 9-23, 9-25
- Budget History Inquiry window
 - description, 9-10
 - example, 9-9
- Budget Process Impact Review Report
 - procedure, 12-10, 12-13, 12-14
- Budget Process Impact Review Reports
 - overview, 12-3, 12-4
- Budget Process Impact window
 - description, 10-16
 - example, 10-15
- Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
- budget reason codes
 - Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
 - Default Profile Codes window
 - description, 7-16
 - example, 7-16
 - Define Budget Range Codes, 7-3, 7-12
 - define default profile codes, 7-15
 - define profile codes, 7-9
 - define reason codes, 7-7
 - Profile Codes window
 - description, 7-10
 - example, 7-10
 - Reason Codes window
 - description, 7-8
 - example, 7-8
- Budget Report Procedures
 - Budget Process Impact Review Report
 - procedure, 12-10, 12-13, 12-14
 - Budget Process Impact Review Reports, 12-3, 12-4
 - Budget Setup Reports, 12-3
 - Budgeting, Balanced Budget Journal Input Proforma Report, 12-2
 - description, 12-7
 - procedure, 12-6
 - Budgeting, Balanced Budget Journal Report, 12-2
 - Budgeting, Balanced Budget Journal Report
 - procedure, 12-8
 - Budgeting, Unbalanced Budget Journal Report, 12-3
 - Budgeting, Unbalanced Budget Journal Report
 - procedure, 12-9
 - generating Budget Setup Reports
 - procedure, 12-11
- Budget Setup Reports
 - overview, 12-3
 - procedure, 12-1
- Budgeting Extensions Setup
 - Budget Range Codes window
 - description, 7-4, 7-14
 - example, 7-4, 7-13
 - Default Profile Codes window
 - description, 7-16
 - example, 7-16
 - define budget range codes, 7-3, 7-12
 - define default profile codes, 7-15
 - define profile codes, 7-9
 - define reason codes, 7-7
 - definition, 7-2
 - Profile Codes window
 - description, 7-10
 - example, 7-10
 - purpose
 - budget profile options, 7-2
 - budget range codes, 7-2
 - default profile codes, 7-2
 - profile codes, 7-2
 - reason codes, 7-2
 - Reason Codes window
 - description, 7-8
 - example, 7-8
- Budgeting Report Procedures
 - definition, 12-2

- overview, 12-2
- Budgeting, Balanced Budget Input Journal Proforma Report
 - procedure, 12-6
- Budgeting, Balanced Budget Journal Input Proforma Report
 - description, 12-7
 - overview, 12-2
- Budgeting, Balanced Budget Journal Report
 - overview, 12-2
 - procedure, 12-8, 12-9
- Budgeting, Unbalanced Budget Journal Report
 - overview, 12-3
- budgets
 - dossier, 31-4

C

- cash and accruals
 - Batch Copy Process Report, 16-3, 16-7
 - integration with MRC, 15-3
 - Related Sets of Books Line Report, 16-2, 16-4
 - sets of books
 - define relationships, 14-3
 - definition, 14-2
 - overview, 14-2
 - prerequisites, 14-2
 - Sets of Books Relationships window
 - example, 14-4
- Cash and Accruals Support Report Procedures
 - Batch Copy Process Report, 16-3, 16-7
 - description, 16-8
 - definition, 16-2
 - overview, 16-2
 - Related Sets of Books Line Report, 16-2, 16-4
 - description, 16-6
- Charge Details window
 - description, 68-22, 68-23, 68-25, 68-26
 - example, 68-21, 68-23, 68-24, 68-26
- CIS expired / incomplete certificates report
 - procedure, 25-6, 25-7
- combined basis accounting
 - sets of books
 - define relationships, 14-3
 - definition, 14-2

- overview, 14-2
- prerequisites, 14-2
- Sets of Books Relationships window
 - example, 14-4
- Combined Basis Accounting Procedures
 - definition, 18-2, 19-2, 27-2
 - features, 19-2
 - introduction, 1-10
 - open / close accounting periods procedure, 19-7
 - prerequisites, 19-3, 39-2, 67-3
 - run general ledger interface procedure, 19-4
- Combined Basis Accounting Report Procedures
 - ARC, Cash Basis GL Transfer Execution Report, 20-3
 - ARC, Cash Basis JE Report, 20-6
 - ARC, Unposted Items Report, 20-4
 - Cash Posting Error Report, 20-5
 - definition, 20-2, 72-98
 - overview, 20-2
- Construction Industry Scheme
 - definition, 24-2
 - features, 24-7
 - Maintain Tax & Certificates window
 - description, 23-7
 - example, 23-6
 - prerequisites, 24-10
 - set up construction subcontractor
 - procedure, 23-3
 - Vouchers Window
 - description, 24-14
 - example, 24-13
- construction industry scheme
 - expired / incomplete CIS certificates report, 25-6, 25-7
- Construction Industry Scheme Setup
 - definition, 23-2, 39-2, 56-2, 67-2
 - overview, 23-2, 69-4
- construction industry tax
 - 714 certificates expired / incomplete
 - procedure, 21-15, 21-16, 25-6, 25-7
 - Form SC35 report, 21-13, 21-14, 25-4, 25-5
 - Form SC35 Report procedure, 21-13, 21-14, 25-4, 25-5
 - Form SC60 report, 24-11
 - Form SC60 Report procedure, 24-11

- overview, 21-12, 25-2
- reports definition, 21-12, 25-2
- reports overview, 21-12, 25-2
- Construction Industry Tax Process
 - definition, 22-2
 - process description, 22-4
 - process flow diagram
 - Process Flow for Construction Industry Tax Diagram, 22-3
 - references, 22-6
- construction subcontractor
 - CIS
 - set up procedure, 23-3
- Contract Encumbranced Planned Purchase Order
 - Entry Process diagram, 26-3
- Contract Encumbrancing Procedures
 - cancel or final close contract encumbrance
 - planned purchase order procedure, 28-9
 - definition, 28-2
 - enter contract encumbrance planned purchase
 - order procedure, 28-3
 - enter release for contract encumbrance planned
 - purchase order procedure, 28-7
 - features, 28-2
 - introduction, 1-11
 - modify contract encumbrance planned purchase
 - orders procedure, 28-8
 - prerequisites, 28-2
 - Purchase Orders window
 - description, 28-6
 - example, 28-5
 - run MassCancel of contract encumbrance
 - planned purchase orders and releases
 - procedure, 28-9
 - view funds available for contract encumbrance
 - transactions procedure, 28-8
- Contract Encumbrancing Process
 - cancel planned purchase order example, 26-13
 - Contract Encumbranced Planned Purchase Order
 - Entry Process Flow diagram, 26-3
 - definition, 26-2
 - enter planned purchase order example, 26-8
 - Enter Planned Purchase Order Step Process Flow
 - diagram, 26-4
 - final close planned purchase order

- example, 26-12
- process description, 26-5
 - cancel planned purchase order or
 - release, 26-6
 - enter planned purchase orders, 26-5
 - final close planned purchase orders, 26-7
 - release planned purchase orders, 26-6
 - run MassCancel, 26-7
 - set up contract encumbrancing, 26-5
 - view funds available, 26-6
- process flow diagram
 - Contract Encumbranced Planned Purchase
 - Order Entry Process diagram, 26-3
 - related topics, 26-14
 - release planned purchase order example, 26-10
- construction industry tax
 - definition, 21-12, 25-2
- conventions
 - bold, xlv
 - Courier font, xlv
 - references, xlv
 - special, xlv
 - uppercase, xlv
 - warning symbol, xlv
- conventions, document, xlv
- create balanced budget procedures, 8-4
- Create Budget Journal Procedures
 - Balanced Budget Journals window
 - description, 8-8
 - example, 8-7
 - create balanced budget procedures, 8-4
 - create unbalanced budget procedures, 8-15
 - definition, 8-2
 - features, 8-2
 - Journals window for balanced budget
 - description, 8-12
 - example, 8-9
 - Journals window for unbalanced budget
 - description, 8-21
 - example, 8-20
 - Periods window for balanced budget
 - description, 8-14
 - example, 8-14
 - Periods window for unbalanced budget
 - description, 8-23

- example, 8-23
 - prerequisites, 8-2
- Unbalanced Budget Journals window
 - description, 8-19
 - example, 8-18
- create new responsibilities
 - System Administrator Setup, 4-2
- create unbalanced budget procedures, 8-15
- Creating Netting Packages window
 - description, 65-23
- cross charge authorisation procedure, 53-9
- Cross Charge Authorization window
 - description, 53-11
 - example, 53-10
- Customer Dunning Invoice Report
 - overview, 41-6
- Customers - Standard window, Document Printing region
 - description, 40-8, 40-12, 40-15
 - example, 40-7, 40-11, 40-14, 40-16

D

- Default Profile Codes window
 - description, 7-16
 - example, 7-16
- default profile codes, define
 - Budgeting Extensions Setup, 7-15
- Define Budget Range Codes
 - Budgeting Extensions Setup, 7-3, 7-12
- define sets of books relationships
 - Cash and Accruals Support Setup, 14-3
- diagrams
 - Encumbrance and Budgetary Control Process Flow, 51-6
 - No Encumbrance or Budgetary Control Process Flow, 51-3
 - Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International), 1-4, 1-5
 - Oracle Public Sector General Ledger (International), 1-6
 - Oracle Public Sector Receivables (International), 1-12
 - Process Flow for Construction Industry Tax

- Diagram, 22-3
 - Secondary Invoice Approval Process, 59-5
- Dialog Unit Document Selection window
 - description, 37-27
 - example, 37-26, 37-28
- Dialog Unit Structure window
 - description, 37-14
 - example, 37-13
- dialog units
 - adding documents to and removing documents from, 37-30
 - creating, 37-16
 - numbering, 37-6
 - overview, 37-3
 - seeking approval for, 37-38, 37-39, 37-40
 - viewing, 37-32
 - viewing an individual, 37-11, 37-12
 - working with, 37-4
- Distributions window
 - description, 57-4, 57-7, 57-10, 57-12, 57-14, 57-16
 - example, 57-6
- dossier, 31-2
 - approval
 - accepting or rejecting dossiers procedure, 31-15
 - process, 31-15
 - dossier approval process, 31-3
- Dossier Procedures
 - overview, 31-3
- Dossier window, 31-7
- funds
 - checking and reserving funds procedure, 31-6
 - dossier inquiry procedure, 31-11
 - Dossier Inquiry window, 31-12
 - transferring funds, 31-3
- Dossier Items window description, 31-8
- dossier numbering setup
 - procedure, 30-6
- window
 - description, 30-7
 - example, 30-7
- Dossier Procedures
 - accepting or rejecting dossiers procedure, 31-15
 - checking and reserving funds procedure, 31-6

- definition, 31-2
- dossier inquiry procedure, 31-11
- Dossier Inquiry window, 31-12
- Dossier window, 31-7
- introduction, 1-12
- overview, 31-3
 - dossier approval process, 31-3
 - transferring funds in dossiers, 31-3
- prerequisites, 31-4
- recommendations, 31-4
- Dossier Setup
 - dossier numbering setup
 - procedure, 30-6
 - window description, 30-7
 - window example, 30-7
 - dossier types setup
 - procedure, 30-8
 - window description, 30-10
 - window example, 30-9
 - overview, 30-2
 - dossier numbering setup, 30-2
 - dossier types setup, 30-2
 - prerequisites, 30-5
 - set up dossier numbering
 - procedure, 30-6
 - window description, 30-7
 - window example, 30-7
 - set up dossier types
 - procedure, 30-8
 - window description, 30-10
 - window example, 30-9
- dossier types setup
 - procedure, 30-8
 - window
 - description, 30-10
 - example, 30-9
- Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
- drill-down inquiry, hierarchical
 - Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
 - Hierarchical Drill-Down Inquiry Procedure
 - definition, 47-2

- features, 47-2
- prerequisites, 47-3
- hierarchical drill-down inquiry procedure, 47-4
- dunning adjustments procedure, 40-4, 40-5
- Dunning Letter Charges Procedures
 - Customers - Standard window, Document
 - Printing region
 - description, 40-8, 40-12, 40-15
 - example, 40-7, 40-11, 40-14, 40-16
 - definition, 40-2
 - dunning adjustments procedure, 40-4, 40-5
 - features, 40-2
 - introduction, 1-13
 - override customer profile dunning options
 - procedure, 40-9, 40-13
 - prerequisites, 40-2
- Dunning Letter Charges Report Procedures
 - Customer Dunning Invoice Report, 41-6
 - definition, 41-2
 - Dunning Letters
 - procedure, 41-5, 41-8, 41-9, 41-10, 41-11
 - overview, 41-2
- Dunning Letters
 - procedure, 41-5, 41-8, 41-9, 41-10, 41-11

E

- Enable OPSF(I) Features
 - application wide features, 5-2
 - operating unit dependent features, 5-2
 - overview, 5-2
 - print reports, 5-6
 - procedure, 5-4
 - window, 5-4
- Encumbrance and Budgetary Control Process Flow
 - diagram, 51-6
- encumbrance types
 - General Ledger Setup, 4-23, 4-24, 4-25
- Enhanced Funds Checker Procedures
 - data entry recommendations, 34-4
 - definition, 34-2
 - introduction, 1-12
 - overview
 - Enhanced Funds Checker, 34-2
 - General Ledger, 34-2

- prerequisites, 34-5
- view budgetary control transactions
 - procedure, 34-6
- Enhanced Funds Checker Process
 - changes to budgetary control subsystem
 - diagram, 32-6
 - definition, 32-2
 - multiple funding budgets examples, 32-13
 - process description
 - determine budgetary control policy, 32-5
 - maintain budgetary control, 32-12
 - set up budgetary control, 32-7
 - Process Flow diagram, 32-4
 - process flow diagram
 - Enhanced Funds Checker Process
 - diagram, 32-4
 - related topics, 32-16
- Enhanced Funds Checker Setup
 - assign multiple budgets to detail account, 33-3
 - assign multiple funding budgets to summary
 - account, 33-4
 - definition, 33-2
 - prerequisites, 33-2
 - Summary Accounts window, 33-5
- Enter Planned Purchase Order Step Process Flow
 - diagram, 26-4
- Exchange Protocol Procedures
 - adding documents to and removing documents
 - from dialog units or transmission
 - units, 37-30
 - AP Invoice Document Selection window
 - description, 37-23
 - example, 37-22
 - creating dialog units or transmission
 - units, 37-16
 - definition, 37-2
 - Dialog Unit Document Selection window
 - description, 37-27
 - example, 37-26, 37-28
 - Dialog Unit Structure window
 - description, 37-14
 - example, 37-13
 - Find Documents window
 - description, 18-7, 37-20
 - example, 37-19
 - introduction, 1-12
 - overview
 - approval hierarchies, 37-3
 - dialog units, 37-3
 - numbering dialog units and transmission
 - units, 37-6
 - processes, 37-6
 - transmission units, 37-3
 - working with dialog units and transmission
 - units, 37-4
 - prerequisites, 37-10
 - recommendations, 37-10
 - seeking approval for dialog units, 37-38, 37-39, 37-40
 - Transmission Unit Structure window
 - description, 37-37
 - example, 37-36
 - viewing an individual dialog unit, 37-11, 37-12
 - viewing an individual transmission unit, 37-34, 37-35
 - viewing dialog units and transmission
 - units, 37-32
- Exchange Protocol Setup
 - assign employee to user, 36-25
 - assign job and position to employee, 36-24
 - checklist, 36-10
 - define jobs, 36-22
 - define position hierarchies, 36-26
 - define positions, 36-23
 - define validation values, 36-20
 - fill employee hierarchy, 36-27
 - overview
 - Exchange Protocol approval workflow, 36-6
 - Exchange Protocol numbering, 36-3
 - setup overview, 36-2
 - prerequisites, 36-9
 - set up Exchange Protocol numbering
 - procedure, 36-33
 - window description, 36-35
 - workflow profile definition
 - procedure, 36-28
 - window description, 36-31
- expired / incomplete CIS certificates report
 - procedure, 25-6, 25-7
- extracting feeder file transactions, 44-5

F

- feeder book mapping
 - procedure, 43-4
 - window
 - description, 43-5
 - example, 43-5
- Feeder Details window
 - description, 44-12
 - example, 44-12
- feeder file
 - archiving, purging, or restoring feeder system transactions, 44-14
 - feeder book mapping
 - procedure, 43-4
 - window, 43-5
 - window description, 43-5
- Feeder Details window
 - description, 44-12
 - example, 44-12
- Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
- Feeder System Descriptors window
 - description, 43-9
 - example, 43-9
- feeder system descriptors, define, 43-8
- Feeder System Detail Inquiry window
 - description, 44-11
 - example, 44-10
- feeder system period mapping procedure, 43-6
- Generic Interface Feeder System Data File Specification
 - header record, 42-10
 - journal header record, 42-11
 - prerequisites, 42-4
 - transaction lines record, 42-12
- Generic Interface Procedures
 - definition, 44-2
 - prerequisites, 44-2
- Generic Interface setup
 - definition, 43-2
 - prerequisites, 43-3
 - purpose, 43-2
- loading, validating, and extracting
 - transactions, 44-4
 - reload feeder file procedure, 44-13
 - viewing feeder system detail inquiry procedure, 44-8
- feeder file format, 11-3
- Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
- Feeder System Descriptors window
 - description, 43-9
 - example, 43-9
- feeder system descriptors, define
 - Generic Interface Setup, 43-8
- Feeder System Detail Inquiry window
 - description, 44-11
 - example, 44-10
- feeder system period mapping
 - Generic Interface Setup, 43-6
- fill employee hierarchy
 - Exchange Protocol Setup, 36-27
- Find Documents window
 - description, 18-7, 37-20
 - example, 37-19
- Find Journal Batches window
 - description, 14-4, 15-6
 - example, 15-6
- Form SC35 report
 - procedure, 21-13, 21-14, 25-4, 25-5
- Form SC60 report
 - procedure, 24-11
- Funding Budgets Pop-Up, 33-5
- Funding Budgets Pop-Up window
 - Enhanced Funds Checker Setup, 33-5
- funds
 - transferring funds in dossiers, 31-3

G

- General Ledger
 - automatic posting for internal charge journals, 51-21
 - diagram, 1-6
- General Ledger Setup
 - define journal entry categories, 4-22
 - define journal entry sources, 4-21

- define summary accounts, 4-23
- encumbrance types, 4-23, 4-24, 4-25
- set up automatic posting, 4-23
- steps, 4-21
- Generating Installment Terms Report Procedure
 - procedure, 50-3
- Generating Internal Charge Status Report
 - procedure, 54-3
- Generic Interface Feeder System Data File Specification
 - file footer record, 42-14
 - file header record, 42-10
 - prerequisites, 42-4
 - transaction lines record, 42-12
- Generic Interface Procedures
 - archiving, purging, or restoring feeder system transactions procedure, 44-14
 - definition, 44-2
 - Feeder Details window
 - description, 44-12
 - example, 44-12
 - Feeder System Detail Inquiry
 - window description, 44-11
 - Feeder System Detail Inquiry window
 - example, 44-10
 - INT Extract Feeder File report, 44-6
 - Interface File Validation report, 44-5
 - introduction, 1-13
 - loading, validating, and extracting feeder file transactions, 44-4
 - prerequisites, 44-2
 - reload feeder file procedure, 44-13
 - viewing feeder system detail inquiry
 - procedure, 44-8
- Generic Interface Setup
 - definition, 43-2
 - feeder book mapping
 - procedure, 43-4
 - window description, 43-5
 - window example, 43-5
 - Feeder Period Mappings window
 - description, 43-7
 - example, 43-7
 - Feeder System Descriptors window
 - description, 43-9

- example, 43-9
 - feeder system period mapping procedure, 43-6
 - prerequisites, 43-3
- Generic Interface setup
 - feeder system descriptors, define, 43-8
- Global Price Update window
 - description, 68-34
 - example, 68-33

H

- Hierarchical Drill-Down Inquiry Procedure
 - definition, 47-2
 - Drill-Down Inquiry window
 - description, 47-8
 - example, 47-5, 47-6, 47-7, 47-10
 - features, 47-2
 - introduction, 1-14
 - prerequisites, 47-3
 - procedure, 47-4
- Hierarchical Drill-Down Inquiry Setup
 - definition, 46-2
 - example, 46-2
 - overview, 46-2
 - set up drill-down levels
 - procedure, 46-3
 - window description, 46-5
 - window example, 46-4
- History Entries
 - window, 9-11
- History Entries window
 - description, 9-12
 - example, 9-11
- History Periods window
 - description, 9-14
 - example, 9-13

I

- Impact Details window
 - description, 10-18
 - example, 10-17
- import budget spreadsheet procedure, 11-9
 - creating data file, 11-9
 - extracting data from file, 11-10

- loading data file, 11-9
- Import Budget Spreadsheet Procedures
 - definition, 11-2
 - features, 11-2
 - feeder file format description, 11-3
 - prerequisites, 11-2
 - Submit Budget Spreadsheet Extract
 - window, 11-12
 - Submit Budget Spreadsheet Extract window
 - description, 11-12
- importing and posting feeder file transactions, 44-6
- installment terms
 - Installments Audit Report, 50-3
 - reports
 - definition, 50-2
 - overview, 50-2
 - procedure, 50-3
- Installment Terms window
 - description, 49-7, 49-8, 49-10, 49-12
 - example, 49-12
- Installments Audit Report
 - procedure, 50-3
- Installments window
 - example, 49-6, 49-9
- INT Extract Feeder File report, 44-6
- Interface File Validation report, 44-5
- internal charge entry procedure, 53-4
- Internal Charge Entry window
 - description, 53-7
 - example, 53-6
- Internal Charge Status Report
 - overview, 54-2, 54-3
- internal trading
 - Automatic Acceptance of Lines Report, 54-2, 54-4
 - Internal Charge Status Report, 54-2, 54-3
- Internal Trading Procedures
 - cross charge authorization procedure, 53-9
 - Cross Charge Authorization window
 - description, 53-11
 - example, 53-10
 - definition, 53-2
 - features, 53-2
 - internal charge entry procedure, 53-4
 - Internal Charge Entry window
 - description, 53-7
 - example, 53-6
 - introduction, 1-14
 - prerequisites, 53-3
- Internal Trading Process
 - automatic posting to General Ledger, 51-21
 - definition, 51-2
 - encumbrance and budgetary control
 - example, 51-9
 - encumbrance and budgetary control process
 - description, 51-7
 - Encumbrance and Budgetary Control Process
 - Flow diagram, 51-6
 - no encumbrance example, 51-5
 - no encumbrance or budgetary control process
 - description, 51-4
 - No Encumbrance or Budgetary Control Process
 - Flow diagram, 51-3
 - references, 51-21
 - status codes, 51-10
 - after authorizing cross charges, 51-16
 - after submitting cross charges, 51-12
- Internal Trading Reports
 - Automatic Acceptance of Lines Report, 54-2
 - definition, 54-2
 - Internal Charge Status Report, 54-2
 - overview, 54-2
- Internal Trading Setup
 - definition, 52-2
 - overview, 52-2
 - Setup Charge Center
 - procedure, 52-3
 - window description, 52-5
 - window example, 52-4
- Introduction
 - international implications
 - country or government specific features, references, and notes, 1-6
 - globalizations, 1-6
 - Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International) diagram, 1-4, 1-5
 - Oracle Public Sector General Ledger (International)
 - budgeting extensions

introduction, 1-9

Cash and Accruals Support, 1-10

diagram, 1-6

Dossier, 1-12

Enhanced Funds Checker, 1-12

Generic Interface, 1-13

Hierarchical Drill-Down Inquiry, 1-14

Internal Trading, 1-14

Oracle Public Sector Payables (International)

Exchange Protocol, 1-12

Multi-Period Posting, 1-14

Secondary Invoice Approval, 1-15

Oracle Public Sector Purchasing (International)

Contract Encumbrancing, 1-11

Oracle Public Sector Receivables (International)

Combined Basis Accounting, 1-10

diagram, 1-12

Dunning Letter Charges, 1-13

Offering Installment Terms, 1-14

Single Third Party, 1-15

Standing Charges, 1-16

overview, 1-2

introduction

Oracle Grants Proposal setup, 2-4

overview, 2-2

Invoice History window

description, 67-10, 68-28

example, 68-28

invoice sources

Receivables Setup, 4-34

J

jobs, define

Exchange Protocol Setup, 36-22

Journals window for balanced budget

description, 8-12

example, 8-9

Journals window for unbalanced budget

description, 8-21

example, 8-20

L

loading feeder file transactions, 44-4

M

Maintain Budget Procedures

prerequisites, 10-2

previewing budget process impact

procedure, 10-14

maintain secondary approval relationships

procedure, 60-3

window

description, 60-6

example, 60-5

Maintain Tax & Certificates window

CIS

description, 23-7

example, 23-6

Maintaining Budget Procedures

applying budget indexation procedure, 10-6

budget indexation

applying budget indexation procedure, 10-6

Budget Process Impact window

description, 10-16

example, 10-15

budget reprofiling procedure, 10-3

creating a next year budget procedure, 10-10

definition, 10-2

features, 10-2

Impact Details window

description, 10-18

example, 10-17

next year budget

creating a next year budget procedure, 10-10

previewing budget process impact inquiry

procedure, 10-14

Submit Budget Indexation window

description, 10-8

example, 10-7

Submit Budget Next Year Create window

description, 10-13

example, 10-12

Submit Budget Reprofile window

description, 10-5

example, 10-4

Managing Cash and Accruals Sets of Books

Account Inquiry window

description, 15-11, 15-13, 15-15, 15-17

- example, 15-10
- Balances window
 - example, 15-12
- batch copy submit procedure, 15-5
- Batch Copy Submit window
 - description, 15-8
 - example, 15-7
- definition, 15-2
- Find Journal Batches window
 - description, 14-4, 15-6
 - example, 15-6
- overview, 15-2
- prerequisites, 15-4
- related account inquiry procedure, 15-9
- MPP Distributions window
 - example, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- MPP Expense Recognition Report
 - overview, 58-2
 - procedure, 58-4, 58-6
- MRC
 - integration with cash and accruals, 15-3
- multi-period posting
 - MPP Expense Recognition Report, 58-4, 58-6
 - reports
 - overview, 58-2
- Multi-Period Posting Procedures
 - definition, 57-2
- Distributions window
 - description, 57-4, 57-7, 57-10, 57-12, 57-14, 57-16
 - example, 57-6
- features, 57-2
- introduction, 1-14
- invoice distributions procedure, 57-3, 57-5
- MPP Distributions window
 - example, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- multi-period posting lines, view and edit, 57-8
- prerequisites, 57-2

N

- netting
 - creating a single third party procedure, 65-6
 - netting batches, 65-5

- netting packages, 65-5
- netting transaction types, 65-4
- posting netted single third party documents
 - procedure, 65-17
- security, 64-6
- Single Third Party Procedures
 - definition, 65-2
 - overview, 65-2
- transaction class and type usage, 64-6
- transaction types, define, 64-9
- transactions and journal entries, 64-3
- types, 64-3
- Netting Transactions window
 - description, 65-20
- No Encumbrance or Budgetary Control Process
 - Flow diagram, 51-3

O

- Offering Installment Terms Procedure
 - definition, 49-2
 - features, 49-2
- Installment Terms window
 - description, 49-7, 49-8, 49-10, 49-12
 - example, 49-12
- Installments window
 - example, 49-6, 49-9
- offering installment terms procedure, 49-4
- Offering Installment Terms Procedures
 - introduction, 1-14
- Offering Installment Terms Report Procedure
 - definition, 50-2
 - overview, 50-2
- Oracle Financials Modules Affected By or Enhanced in Oracle Public Sector Financials (International) diagram, 1-4, 1-5
- Oracle Public Sector General Ledger (International) diagram, 1-6
- Oracle Public Sector Receivables (International) diagram, 1-12
- Overview of Setup
 - introduction, 3-2, 4-2
 - OPSF(I) setup checklists
 - System Administration, 3-3

P

Periods window for balanced budget
 description, 8-14
 example, 8-14
Periods window for unbalanced budget
 description, 8-23
 example, 8-23
position hierarchies, define
 Exchange Protocol Setup, 36-26
positions, define
 Exchange Protocol Setup, 36-23
Price History window
 description, 39-6, 56-6, 56-8, 68-9, 68-31
 example, 39-5, 68-9, 68-30
Process Flow for Construction Industry Tax
 Diagram, 22-3
Profile Codes window
 description, 7-10
 example, 7-10
profile codes, define
 Budgeting Extensions Setup, 7-9
Purchase Orders window
 description, 28-6
 example, 28-5
purging feeder system transactions
 procedure, 44-14

R

Reason Codes window
 description, 7-8
 example, 7-8
reason codes, define
 Budgeting Extensions Setup, 7-7
Receivables Activity window
 example, 4-32
Receivables Setup
 AutoInvoice grouping rules, 4-30
 invoice sources, 4-34
 Receivables Activity window
 example, 4-32
 transaction types, define, 4-34
related account inquiry procedure, 15-9
related sets of books

Account Inquiry window
 description, 15-11, 15-13, 15-15, 15-17
 example, 15-10
Balances window, 15-12
 related account inquiry procedure, 15-9
Related Sets of Books Line Report
 description, 16-6
 overview, 16-2
 procedure, 16-4
reload feeder file procedure, 44-13
Reports
 Installments Audit, 50-3
reports
 ARC, Cash Basis GL Transfer Execution, 20-3
 ARC, Cash Basis JE, 20-6
 ARC, Cash Posting Error, 20-5
 ARC, Unposted Items, 20-4
 Automatic Acceptance of Lines, 54-2, 54-4
 Batch Copy Process, 16-3, 16-7, 16-8
 Budget Process Impact Review, 12-3, 12-4,
 12-10, 12-13, 12-14
 Budget Setup, 12-3, 12-11
 Budgeting, Balanced Budget Journal, 12-2, 12-8
 Budgeting, Balanced Budget Journal Input
 Proforma, 12-2, 12-6, 12-7
 Budgeting, Unbalanced Budget Journal, 12-3,
 12-9
 Customer Dunning Invoice, 41-6
 Dunning Letters, 41-5, 41-8, 41-9, 41-10, 41-11
 Feeder File Extract, 44-5, 44-6
 Form SC35, 21-13, 21-14, 25-4, 25-5
 Form SC60, 24-11
 Interface File Validation, 44-5
 Internal Charge Status, 54-2, 54-3
 INTEExtract Feeder File, 44-6
 MPP Expense Recognition, 58-2, 58-4, 58-6
 OPSF(I) Application Wide Feature Status, 5-6
 OPSF(I) Operating Unit Dependent Feature
 Status, 5-6
 Related Sets of Books Line, 16-2, 16-4, 16-6
 SIA, Flexfield Assignments, 62-2, 62-5
 SIA, Secondary Approval of Invoices, 62-2
 Standing Charges, Charge Item Price
 History, 69-8
 Standing Charges, Global Price Update, 69-13

- Standing Charges, Preliminary Invoice Register, 69-13
- Standing Charges, Standing Charge Item Price History, 69-7
- Standing Charges, Standing Charge Listing, 69-9
- Standing Charges, Standing Charge Transaction, 69-12
- Standing Charges, Transaction History, 69-10
- restoring feeder system transactions
 - procedure, 44-14
- Run ID window
 - description, 68-37
 - example, 68-36

S

- secondary approval of invoices, 62-2
 - SIA, Flexfield Assignments Report, 62-2, 62-5
 - SIA, Secondary Approval of Invoices Report, 62-2, 62-3
- Secondary Approval of Invoices Report
 - overview, 62-2
- secondary invoice approval
 - reports
 - overview, 62-2
- Secondary Invoice Approval Procedures
 - definition, 61-2
 - features, 61-2
 - introduction, 1-15
 - prerequisites, 61-4
 - view and authorize secondary approvals
 - procedure, 61-5
 - View and Authorize Secondary Approvals
 - window
 - description, 61-10
 - example, 61-8, 61-9
- Secondary Invoice Approval Process
 - definition, 59-2
 - diagram, 59-5
 - example, 59-8
 - references, 59-9
 - setting up, 59-3
 - using Oracle Payables, 59-6
- Secondary Invoice Approval Process diagram, 59-5

- Secondary Invoice Approval Report Procedures
 - definition, 62-2
 - overview, 62-2
- Secondary Invoice Approval Setup
 - Assign Flexfield Ranges window
 - description, 60-8
 - example, 60-7
 - definition, 60-2
 - maintain secondary approval
 - relationships, 60-3
 - window description, 60-6
 - window example, 60-5
 - overview, 60-2
 - prerequisites, 60-2
- Set Up Budgeting Extensions
 - Budget Range Codes window
 - example, 7-4, 7-13
- set up dossier numbering
 - procedure, 30-6
 - window
 - description, 30-7
 - example, 30-7
- set up dossier types
 - procedure, 30-8
 - window
 - description, 30-10
 - example, 30-9
- Set Up Drill-Down Levels window
 - description, 46-5
 - example, 46-4
- Set Up Exchange Protocol Numbering window
 - description, 36-35
- sets of books
 - combined basis accounting
 - define relationships, 14-3
 - definition, 14-2
 - overview, 14-2
 - prerequisites, 14-2
 - Sets of Books Relationships window
 - example, 14-4
- Managing Cash and Accruals Sets of Books
 - batch copy submit procedure, 15-5
 - definition, 15-2
 - features, 15-2
 - Find Journal Batches window, 15-6

- Find Journal Batches window
 - description, 14-4, 15-6
 - prerequisites, 15-4
 - related account inquiry procedure, 15-9
- Sets of Books Relationships window
 - Cash and Accruals Support Setup, 14-4
- setup
 - Oracle Grants Proposal
 - introduction, 2-4
- Setup Charge Center
 - procedure, 52-3
 - window
 - example, 52-4
 - window description, 52-5
- Setup Overview
 - introduction, 3-2, 4-2
 - OPSFI(I) setup checklists
 - System Administration, 3-3
- SIA, Flexfield Assignments Report
 - overview, 62-2
 - procedure, 62-5
- SIA, Secondary Invoice Approval Report
 - procedure, 62-3
- Single Third Party Address Details window
 - description, 65-11
- Single Third Party Main window
 - description, 65-9
- Single Third Party Netting Balance window
 - description, 65-15
 - example, 65-14
- Single Third Party Procedures
 - Address Details window
 - description, 65-11
 - creating a single third party procedure, 65-6
 - Creating Netting Packages window
 - description, 65-23
 - definition, 65-2
 - Find STP window, 65-13
 - introduction, 1-15
 - Main window
 - description, 65-9
 - Netting Balance window
 - description, 65-15
 - example, 65-14
 - Netting Transactions window
 - description, 65-20
 - overview, 65-2
 - netting packages, 65-5
 - netting transaction types, 65-4
 - posting netted single third party documents
 - procedure, 65-17
 - prerequisites, 65-5
 - Submit Netting Batches window
 - description, 64-11, 65-28
 - viewing single third party details and
 - outstanding balance procedure, 65-12
- Single Third Party Setup
 - define netting transaction types, 64-9
 - overview
 - netting security, 64-6
 - netting transaction class and type usage, 64-6
 - netting transactions and journal entries, 64-3
 - netting types, 64-3
 - prerequisites, 64-7
- special conventions, xlv
- Standing Charge Items window
 - description, 68-7
 - example, 68-6
- Standing Charge window
 - description, 68-16
 - example, 68-13, 68-14, 68-15
- standing charges
 - reports
 - definition, 69-2
 - reports overview, 69-2
 - Standing Charges, Charge Item Price History
 - Report, 69-8
 - Standing Charges, Preliminary Invoice Register
 - Report, 69-13
 - Standing Charges, Standing Charge Item Price
 - History Report, 69-7
 - Standing Charges, Standing Charge Listing
 - Report
 - procedure, 69-9
 - Standing Charges, Standing Charge Transaction
 - Report, 69-12
- Standing Charges Procedures
 - Charge Details window
 - description, 68-22, 68-23, 68-25, 68-26
 - example, 68-21, 68-23, 68-24, 68-26

- charge item price history inspection
 - procedure, 68-8
- charge lines maintenance procedure, 68-20
- create a standing charge agreement
 - procedure, 68-12
- definition, 68-3
- features, 68-3
- global price update procedure, 68-32
- Global Price Update window
 - description, 68-34
 - example, 68-33
- introduction, 1-16
- Invoice History window
 - description, 67-10, 68-28
 - example, 68-28
- prerequisites, 68-4
- price history inspection procedure, 68-29
- Price History window
 - description, 39-6, 56-6, 56-8, 68-9, 68-31
 - example, 39-5, 68-9, 68-30
- review invoice history procedure, 68-27
- Run ID window
 - description, 68-37
 - example, 68-36
- standing charge items maintenance
 - procedure, 68-5
- Standing Charge Items window
 - description, 68-7
 - example, 68-6
- Standing Charge window
 - description, 68-16
 - example, 68-13, 68-14, 68-15
- standing charges summary procedure, 68-10
- Standing Charges window
 - description, 68-11
 - example, 68-11
- Standing Charges window
 - description, 68-11
 - example, 68-11
- Standing Charges, Charge Item Price History Report
 - procedure, 69-8
- Standing Charges, Global Price Update
 - Report, 69-13
 - procedure, 69-13
- Standing Charges, Preliminary Invoice Register

- procedure, 69-13
- Standing Charges, Standing Charge Item Price
 - History Report
 - procedure, 69-7
- Standing Charges, Standing Charge Listing Report
 - procedure, 69-9
- Standing Charges, Standing Charge Transaction
 - Report
 - procedure, 69-12
- Standing Charges, Transaction History
 - Report, 69-10
 - procedure, 69-10
- Submit Budget Indexation window
 - description, 10-8
 - example, 10-7
- Submit Budget Next Year Create window
 - description, 10-13
 - example, 10-12
- Submit Budget Reprofile window
 - description, 10-5
 - example, 10-4
- Submit Budget Spreadsheet Extract window
 - description, 11-12
 - example, 11-12
- Submit Netting Batches window
 - description, 64-11, 65-28
- Summary Accounts window
 - Enhanced Funds Checker Setup, 33-5
- System Administrator Setup
 - create new responsibilities, 4-2

T

- third party
 - creating a single third party procedure, 65-6
 - netting batches, 65-5
 - netting packages, 65-5
 - netting transaction types, 65-4
 - posting netted single third party documents
 - procedure, 65-17
 - Single Third Party Procedures
 - definition, 65-2
 - overview, 65-2
 - viewing single third party details and
 - outstanding balance procedure, 65-12

- transaction types, define
 - Receivables Setup, 4-34
- Transmission Unit Structure window
 - description, 37-37
 - example, 37-36
- transmission units
 - adding documents to and removing documents from, 37-30
 - creating, 37-16
 - numbering, 37-6
 - overview, 37-3
 - viewing, 37-32
 - viewing an individual, 37-34, 37-35
 - working with, 37-4

U

- Unbalanced Budget Journals window
 - description, 8-19
 - example, 8-18

V

- validation values, define
 - Exchange Protocol Setup, 36-20
- Variance window
 - description, 9-17, 9-20
 - example, 9-19, 9-21, 9-23, 9-25
- View and Authorize Secondary Approvals window
 - description, 61-10
 - example, 61-8, 61-9
- viewing feeder system detail inquiry
 - procedure, 44-8
- Vouchers Window
 - CIS
 - description, 24-14
 - example, 24-13

W

- windows
 - Account Inquiry, 15-10
 - AP Invoice Document Selection, 37-22
 - Assign Flexfield Ranges, 60-7
 - Balanced Budget Journals, 8-7

- Balances, 15-12
- Batch Copy Submit, 15-7
- Budget History Inquiry, 9-9
- Budget Process Impact, 10-15
- Budget Range Codes, 7-4, 7-13
- Charge Details, 68-21, 68-23, 68-24, 68-26
- CIS
 - Maintain Tax & Certificates, 23-6
 - Vouchers Window, 24-13
- Cross Charge Authorization, 53-10
- Customers - Standard, Document Printing
 - region, 40-7, 40-11, 40-14, 40-16
- Default Profile Codes, 7-16
- Dialog Unit Document Selection, 37-26, 37-28
- Dialog Unit Structure, 37-13
- Distributions, 57-6
- Dossier, 31-7
- Dossier Inquiry, 31-12
- Drill-Down Inquiry, 47-5, 47-6, 47-7, 47-10
- Enable OPSF(I) Features, 5-4
- Feeder Book Mapping, 43-5
- Feeder Details, 44-12
- Feeder Period Mappings, 43-7
- Feeder System Descriptors, 43-9
- Feeder System Detail Inquiry, 44-10
- Find Documents, 37-19
- Find Journal Batches, 15-6
- Find STP, 65-13
- Funding Budgets Pop-Up, 33-5
- Global Price Update, 68-33
- History Periods, 9-13
- Impact Details, 10-17
- Installment Terms, 49-12
- Installments, 49-6, 49-9
- Internal Charge Entry, 53-6
- Invoice History, 68-28
- Journals window for balanced budget, 8-9
- Journals window for unbalanced budget, 8-20
- Maintain Secondary Approval
 - Relationships, 60-5
- MPP Distributions, 57-9, 57-11, 57-13, 57-14, 57-15, 57-16
- Periods window for balanced budget, 8-14
- Periods window for unbalanced budget, 8-23
- Price History, 39-5, 68-9, 68-30

- Profile Codes, 7-10
- Purchase Orders, 28-5
- Reason Codes, 7-8
- Receivables Activity, 4-32
- Run ID, 68-36
- Set Up Drill-Down Levels, 46-4
- Sets of Books Relationships, 14-4
- Setup Charge Center, 52-4
- Setup Dossier Numbering, 30-7
- Setup Dossier Types, 30-9
- Single Third Party Netting Balance, 65-14
- Standing Charge, 68-13, 68-14, 68-15
- Standing Charge Items, 68-6
- Standing Charges, 68-11
- Submit Budget Indexation, 10-7
- Submit Budget Next Year Create, 10-12
- Submit Budget Reprofile, 10-4
- Submit Budget Spreadsheet Extract, 11-12
- Summary Accounts, 33-5
- Transmission Unit Structure, 37-36
- Unbalanced Budget Journals, 8-18
- Variance, 9-19, 9-21, 9-23, 9-25
- View and Authorize Secondary Approvals, 61-8, 61-9
- Workflow Profile Definition window description, 36-31