Oracle® Public Sector Advanced Features

User's Guide

Release 11*i*

March, 2001

Part No. A86613-01

ORACLE®

Oracle Public Sector Advanced Features User's Guide, Release 11*i*

Part No. A86613-01

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Preface

The *Oracle Public Sector Advanced Features User's Guide* provides information on how to use Oracle Public Sector Advanced Features.

The following sections are included in this preface:

- Audience

- New Features

- Online Documentation

- Related Publications

- Document Conventions

- Training

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

- About Oracle

- Customer Support

- Documentation Sales

Audience

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

- accountants

- accounting managers

- controllers

- data entry clerks

- auditors

This guide assumes users have a basic familiarity with Oracle Public Sector Financials.

New Features

Users can find out about new features by selecting the Product Overview from the HTML help window for Advanced Features. This section describes:

- New features in 11*i*. The information is updated for each new release of Advanced Features.

- Information about any features that were not yet available when this user guide was printed. For example, if the system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Online Documentation

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

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

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

Related Publications

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

- *Oracle Applications System Administrator's Guide*

- *Oracle Public Sector General Ledger User's Guide*

- *Oracle Public Sector Payables User's Guide*

- *Oracle Public Sector Purchasing User's Guide*

- *Oracle Public Sector Receivables User's Guide*

Document Conventions

The following conventions are observed:

- special conventions
- usage conventions
- references

Special Conventions

The following special conventions are observed:

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

Usage Conventions

The following usage conventions are observed:

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

References

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

Training

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

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

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

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

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

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

When users employ Oracle Public Sector Applications windows to modify the data, Oracle Public Sector Applications automatically checks that the changes are valid. Oracle Public Sector Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

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

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

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

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- CSI number
- operating system and version
- release of Oracle Applications and versions of the Oracle Server and Oracle tools used
- description of the problem as well as specific information about any error messages
- whether dial-in capability is available at the site

Documentation Sales

To order hard copy documentation, go to the Oracle Store at http://oraclestore.oracle.com.

Support sales contact information by region and country is available at http://www.oracle.com/support/index.html?contact.html.

1

Product Overview

This chapter provides an overview of Oracle Public Sector Advanced Features. The following sections are in this chapter:

- Definition
- Overview
- New Features

Definition

Oracle Public Sector Advanced Features enhances the overall flexibility of Oracle Public Sector Financials.

Overview

Advanced Features includes the following advanced features:

- Multi-Fund Accounts Receivable
- Encumbrance Reconciliation Reports

Multi-Fund Accounts Receivable

Multi-fund accounts receivable is an optional feature that allows users to post receivables invoices, receipts, debit memos, credit memos, and adjustments to multiple balancing segment values or funds.

Public sector entities typically have multiple funds. A fund is a source of money. Examples of typical public sector funds include a general operating fund, an endowment fund, and a gift fund. Each of these funds have different purposes or uses and different reporting requirements.

Many public sector entities must report the amount of cash that has been deposited and disbursed by fund. To assist public sector organizations in meeting their reporting requirements, Oracle Public Sector Receivables provides the optional multi-fund accounts receivable feature. This feature allows agencies to track receivables, receipts, and adjustments by fund.

Features

Multi-fund accounts receivable allows users to do the following:

- post multiple matching revenue and receivables entries to many different operating funds
- create matching cash receipts, adjustments, and discount journal entries against the receivables balances in all necessary operating funds
- record revenue, tax, and freight in multiple funds within a single invoice
- automatically record matching receivables balances in each corresponding fund

Multi-fund accounts receivable transactions can coexist with standard, non-multi-fund transactions. Payments from customers can be applied to either multi-fund accounts receivable, non-multi-fund accounts receivable, or both at the same time.

Note: When using the multi-fund accounts receivable feature, specific Receivables functionality is not currently available.

Encumbrance Reconciliation Reports

The encumbrance reconciliation reports are used to identify encumbrance-related account imbalances between General Ledger and subsidiary ledgers.

The following encumbrance reconciliation reports are provided:

- Encumbrance Reconciliation Report
- Document Accounting Details Report

The Encumbrance Reconciliation Report performs the following tasks:

- determines General Ledger encumbrance account balances, based on parameters entered
- identifies journal entry line amounts that contributed to the General Ledger encumbrance account balances
- identifies the source document that created the journal entry line amounts
- reconciles the General Ledger encumbrance journal amounts against the subsidiary ledger encumbered amount

The Document Accounting Details Report performs the following tasks:

- lists the General Ledger journals associated with the subsidiary ledger source documents
- lists accounting entries generated from specified subsidiary ledger source documents

New Features

Oracle Public Sector Advanced Features, Release 11*i* incorporates the following new features:

- transaction types setup for multi-fund accounts receivable
- AutoInvoice and AutoLockbox enabled for multi-fund accounts receivable
- reconciliation reports for multi-fund accounts receivable
- coexistence of standard and multi-fund accounts receivable transactions
- improved multi-fund accounts receivable accounting procedure
- encumbrance reconciliation reports
- enhanced transaction codes feature moved to Oracle U.S. Federal Financials

2

Introduction

This chapter describes how the *Oracle Public Sector Advanced Features User's Guide* is organized. The following sections are in this chapter:

- Overview
- Setting Up Oracle Public Sector Advanced Features
- Multi-Fund Accounts Receivable
- Encumbrance Reconciliation Reports
- References

Overview

The *Oracle Public Sector Advanced Features User's Guide* contains information needed to understand and use Oracle Public Sector Advanced Features. The guide is divided into the following parts:

- Setting Up Oracle Public Sector Advanced Features

- Multi-Fund Accounts Receivable

- Encumbrance Reconciliation Reports

- References

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 Public Sector Advanced Features

Implementation of Advanced Features requires setup of Oracle Applications System Administration, Oracle Public Sector General Ledger, Oracle Public Sector Payables, Oracle Public Sector Receivables, and Oracle Public Sector Purchasing. The *Oracle Public Sector Advanced Features User's Guide* provides a checklist for setup of Oracle Public Sector Financials and describes the setup steps that are required for Advanced Features.

The following books must be used with the *Oracle Public Sector Advanced Features User's Guide* to set up Advanced Features:

- *Oracle Applications System Administrator's Guide*

- *Oracle Public Sector General Ledger User's Guide*

- *Oracle Public Sector Payables User's Guide*

- *Oracle Public Sector Purchasing User's Guide*

- *Oracle Public Sector Receivables User's Guide*

Detailed descriptions of setup steps that are required for each feature in Advanced Features are described in the section for that feature.

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 chapter provides an overview of setup for Advanced Features:

- Oracle Public Sector Advanced Features Setup Overview

Multi-Fund Accounts Receivable

The following chapters describe how to set up and use the multi-fund accounts receivable feature:

- Multi-Fund Accounts Receivable Process
- Multi-Fund Accounts Receivable Setup
- Invoices with Multi-Fund Accounts Receivable Procedures
- Credit Memos with Multi-Fund Accounts Receivable Procedures
- Receipts with Multi-Fund Accounts Receivable Procedures
- Adjustments with Multi-Fund Accounts Receivable Procedures
- Multi-Fund Accounts Receivable Reports Procedures
- Disabling Multi-Fund Accounts Receivable Procedure

Encumbrance Reconciliation Reports

The following chapters describe the encumbrance reconciliation reports feature:

- Encumbrance Reconciliation Reports Process
- Encumbrance Reconciliation Reports Procedures

References

The following chapters provide reference information for using Advanced Features:

- Oracle Public Sector Advanced Features Navigation Paths

Setting Up Oracle Public Sector Advanced Features

This section describes the setup steps in Advanced Features.

Oracle Public Sector Advanced Features Setup Overview

The Advanced Features setup checklist is used as a guide for the setup of features in Advanced Features.

Information on setting up Advanced Features is provided in the following chapter:

- Oracle Public Sector Advanced Features Setup Overview, page 3-1

Multi-Fund Accounts Receivable

This section describes the multi-fund accounts receivable feature.

Multi-Fund Accounts Receivable Process

The multi-fund accounts receivable feature is an alteration of the standard invoice transaction accounting model. Multi-fund accounts receivable accounting allows public sector organizations to post receivables invoices, receipts, debit memos, credit memos, and adjustments to multiple balancing segment values or funds.

Details on the multi-fund accounts receivable process are provided in the following chapter:

- Multi-Fund Accounts Receivable Process, page 4-1

Multi-Fund Accounts Receivable Setup

Setup of multi-fund accounts receivable consists of the following steps:

- enabling multi-fund accounts receivable implementation
- flagging multi-fund accounts receivable transaction types
- scheduling multi-fund accounts receivable distributions

Details on setting up multi-fund accounts receivable are provided in the following chapter:

- Multi-Fund Accounts Receivable Setup, page 5-1

Invoices with Multi-Fund Accounts Receivable Procedures

Multi-fund accounts receivable allows organizations to post receivables invoices to multiple balancing segment values or funds. Users can view multi-fund accounts receivable distributions and balances.

Details on using multi-fund accounts receivable with invoices are provided in the following chapter:

- Invoices with Multi-Fund Accounts Receivable Procedures, page 6-1

Credit Memos with Multi-Fund Accounts Receivable Procedures

Multi-fund accounts receivable allows organizations to post direct credit memos or on-account credit memos to multiple balancing segments or funds. Users can view multi-fund accounts receivable distributions and reallocate distributions manually.

Details on using multi-fund accounts receivable with credit memos are provided in the following chapter:

- Credit Memos with Multi-Fund Accounts Receivable Procedures, page 7-1

Receipts with Multi-Fund Accounts Receivable Procedures

Multi-fund accounts receivable allows organizations to post receipts to multiple balancing segments or funds. Users can view multi-fund accounts receivable distributions and reallocate distributions manually.

Details on using multi-fund accounts receivable with receipts are provided in the following chapter:

- Receipts with Multi-Fund Accounts Receivable Procedures, page 8-1

Adjustments with Multi-Fund Accounts Receivable Procedures

Multi-fund accounts receivable allows organizations to post adjustments to multiple balancing segment or funds. Users can view multi-fund accounts receivable distributions and reallocate distributions manually.

Details on using multi-fund accounts receivable with adjustments are provided in the following chapter:

- Adjustments with Multi-Fund Accounts Receivable Procedures, page 9-1

Multi-Fund Accounts Receivable Reports Procedures

Standard Receivables reports are modified for multi-fund accounts receivable to display multi-fund accounting lines.

Details on generating multi-fund accounts receivable reports are provided in the following chapter:

- Multi-Fund Accounts Receivable Reports Procedures, page 10-1

Disabling Multi-Fund Accounts Receivable Procedure

If required, organizations can disable multi-fund accounts receivable for an organization.

Details on disabling multi-fund accounts receivable are provided in the following chapter:

- Disabling Multi-Fund Accounts Receivable Procedure, page 11-1

Encumbrance Reconciliation Reports

This section describes the encumbrance reconciliation reports feature.

Encumbrance Reconciliation Reports Process

The encumbrance reconciliation reports are used to identify encumbrance-related account imbalances between General Ledger and subsidiary ledgers.

Details on the encumbrance reconciliation reports process are provided in the following chapter:

- Encumbrance Reconciliation Reporting Process, page 12-1

Encumbrance Reconciliation Reports Procedure

The following encumbrance reconciliation reports are provided:

- Encumbrance Reconciliation Report
- PSA Source Document - Account Details Report

Details on generating the encumbrance reconciliation reports are provided in the following chapter:

- Encumbrance Reconciliation Reports Procedures, page 13-1

References

This section describes reference information.

Oracle Public Sector Advanced Features Navigation Paths

This chapter shows the navigation path for each window in Advanced Features.

Details on Advanced Features navigation paths are provided in the following appendix:

- Oracle Public Sector Advanced Features Navigation Paths, page A-1

Part I

Setting Up Oracle Public Sector Advanced Features

3

Oracle Public Sector Advanced Features Setup Overview

This chapter describes the setup steps that are required for Oracle Public Sector Advanced Features. The following sections are in this chapter:

- Overview
- Oracle Public Sector Advanced Features Setup Checklist
- Oracle Public Sector Advanced Features Setup Steps

Overview

This chapter provides a setup checklist for Oracle Public Sector Advanced Features and describes the setup steps.

Complete all required setup steps for the following applications before beginning the Advanced Features setup steps:

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

Oracle Public Sector Advanced Features Setup Checklist

Table 3–1 shows the Advanced Features setup checklist.

Note: The sequence indicated for the setup checklist applies to the Advanced Features setup process only. For each application installed, consult the manuals for that application to determine the sequence of setup steps.

All required steps in this checklist must be completed. Specific information for each setup step is described in the following section, Oracle Public Sector Advanced Features Setup Steps, page 3-5.

Table 3–1   Oracle Public Sector Advanced Features Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application	Feature
1.	Create New Responsibilities	optional	System Administration	Multi-Fund Accounts Receivable
2.	Create Additional Users	required	System Administration	Multi-Fund Accounts Receivable
3.	Specify Site-Level and Application Level Profile Options	required with defaults	System Administration	Multi-Fund Accounts Receivable
4.	Enable Multi-Fund Accounts Receivable Implementation	required	Advanced Features	Multi-Fund Accounts Receivable
5.	Implement Function Security	required	System Administration	Multi-Fund Accounts Receivable
6.	[Define Request Groups]	required [not part of standard setup checklist]	System Administration	Multi-Fund Accounts Receivable
7.	Define a Set of Books	required	General Ledger	Encumbrance Reconciliation Reports
8.	Define Additional Journal Entry Sources and Categories	required	General Ledger	Encumbrance Reconciliation Reports

Table 3–1   Oracle Public Sector Advanced Features Setup Checklist

Step Number	Setup Step	Step Type	Oracle Application	Feature
9.	Define Transaction Types	required	Receivables	Multi-Fund Accounts Receivable
10.	Flag Multi-Fund Accounts Receivable Transaction Types	required	Advanced Features	Multi-Fund Accounts Receivable
11.	Schedule Multi-Fund Accounts Receivable Distributions	required	Advanced Features	Multi-Fund Accounts Receivable

Oracle Public Sector Advanced Features Setup Steps

To set up Advanced Features, perform the following setup steps in the order listed.

1. Create New Responsibilities

Determine the responsibilities that will use multi-fund accounts receivable. If required, create new responsibilities.

A separate responsibility must be assigned to each organization and set of books where multi-fund accounts receivable is enabled.

To create new responsibilities, see Defining a Responsibility, Responsibilities Window, and Users Window, *Oracle Applications System Administrator's Guide.*

2. Create Additional Users

Create new users that have access to Advanced Features or assign existing users access to Advanced Features.

Note: Users must be assigned to the PSA Administrator responsibility to implement multi-fund accounts receivable.

To create new users or assign access to Advanced Features for existing users, see Overview of Oracle Applications Security and Users Window, *Oracle Applications System Administrator's Guide.*

3. Specify Site-Level and Application Level Profile Options

This section includes the following parts:

- Set Up Profile Option Levels
- Set Up Profile Option Values

Set Up Profile Option Levels

The common user profile options for Oracle Applications must be specified as part of System Administration setup. There are a maximum of four levels at which a profile can be set: Site, Application, Responsibility, and User. Most profiles are seeded with default values at the site level that serve as the defaults until they are overridden at other levels.

If users are using single organization, the profile options are set at the site level. If multiple organizations is implemented, Advanced Features profile values should be set at the responsibility level.

Table 3–2 describes the profile option levels.

Table 3–2   Profile Option Levels

Feature	Profile Option Name	Settings			
		Site	Applica-tion	Respon-sibility	User
Multi-Fund Accounts Receivable	GL: Set of Books	x		x	
Multi-Fund Accounts Receivable	MO: Operating Unit	x		x	
Multi-Fund Accounts Receivable	AR: Use Invoice Accounting For Credit Memos		x		

Set Up Profile Option Values

Table 3–3 describes the profile option values.

Table 3–3   Oracle Public Sector Advanced Features Profile Option Values

Profile Option Name	Value	Description
GL: Set of Books	set of books	enables set of books to be used in Advanced Features; must be set up at the responsibility level
		Verify the set of books that is using multi-fund accounts receivable.
		Note: If multiple organizations is implemented, a set of books is linked to a specific Advanced Features responsibility.
MO: Operating Unit	organization name; list of values	Set the multiple organization profile option for users who have multiple organization environments.
		Verify the organization identifier that is using multi-fund accounts receivable.
		Note: Each organization linked to a particular responsibility appears on the Responsibilities menu. When logging in, users select the responsibility that corresponds to the appropriate organization. Each unique organization identifier must be associated with a responsibility.
AR: Use Invoice Accounting For Credit Memos	yes or no; list of values	Set to yes so that credit memos always follow the accounting for invoices.
		Note: The profile option must be set to yes to use multi-fund accounts receivable.

4. Enable Multi-Fund Accounts Receivable Implementation

Enable a multi-fund accounts receivable implementation to set up multi-fund transaction types and use the multi-fund accounts receivable feature.

Note: Enable a multi-fund accounts receivable implementation for a particular responsibility and organization. The implementation must be enabled for each organization using multi-fund accounts receivable.

To enable a multi-fund accounts receivable implementation, see Multi-Fund Accounts Receivable Setup, page 5-1.

5. Implement Function Security

Add multi-fund accounts receivable functions to the Receivables top menu.

Note: The functions for multi-fund accounts receivable are predefined.

Table 3–4 shows the functions added to the AR_NAVIGATE_GUI menu.

Table 3–4   Menu, Submenu, and Function Names

Menu Name	Submenu Name	Function Name
AR_NAVIGATE_GUI	<blank>	Adjustment Distributions
	<blank>	Multiple Fund Balances
	<blank>	Transaction Distributions
	<blank>	Receipt Distributions
	<blank>	Credit Memo Distributions

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

6. [Define Request Groups]

For reporting purposes, the PSA Administrator responsibility can only be assigned one organization.

To enable multiple organizations to access multi-fund accounts receivable reports, add the reports to the following request groups owned by Receivables:

- Receivables All

- Other

Table 3–5 shows the reports and programs added to the Receivables request groups for Receivables All and Other.

Table 3–5

Request Group	Report or Program
Receivables All	PSA Adjustment Register
	PSA Aging 4 Buckets Report
	PSA Applied Receipts Register
	PSA Create Multiple Fund Distributions
	PSA Multiple Fund Distributions Error Report
	PSA Receipt Register
	PSA Sales Journal by Customer
	PSA Sales Journal by GL Account
	PSA Transaction Register
Other	PSA Adjustment Register
	PSA Aging 4 Buckets Report
	PSA Applied Receipts Register
	PSA Create Multiple Fund Distributions
	PSA Multiple Fund Distributions Error Report
	PSA Receipt Register
	PSA Sales Journal by Customer
	PSA Sales Journal by GL Account
	PSA Transaction Register

To add reports and programs to request groups, see Organizing Programs into Request Groups and Request Groups Window, *Oracle Applications System Administrator's Guide.*

7. Define a Set of Books

To use the full capabilities of encumbrance accounting and run encumbrance reconciliation reports, users must enable budgetary control for a set of books.

Note: If budgetary control is disabled, users can still enter manual encumbrances by journal entry, but encumbrances cannot be generated from requisitions and purchase orders.

To enable budgetary control for a set of books, see Enabling and Disabling Budgetary Control, *Oracle Public Sector General Ledger User's Guide.*

8. Define Additional Journal Entry Sources and Categories

Journal sources are required for the encumbrance reconciliation reports.

If any subsidiary ledgers are not posting to the General Ledger in detail, the subsidiary ledgers must be defined to import detail reference information for summary journals imported from subsidiary ledgers.

To import detail reference information from each subsidiary ledger that sends encumbrance entries to General Ledger, select the Import Journal References check box in the Journal Sources window.

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

9. Define Transaction Types

Define transaction types for multi-fund accounts receivable.

Use a naming convention to identify the transaction types that are for multi-fund accounts receivable. For example, create transaction types for Multi-Fund Invoice and Multi-Fund Debit Memo.

Select a transaction type class of invoice or debit memo. A transaction type with a class other than invoice or debit memo cannot be flagged as multi-fund transaction type for multi-fund accounts receivable.

Note: A transaction type cannot be used for both multi-fund accounts receivable transactions and non-multi-fund accounts receivable transactions. If a transaction type is intended for multi-fund accounts receivable, then all transactions that use this transaction type are treated as multi-fund accounts receivable. Users must define transaction types for non-multi-fund accounts receivable if these are needed.

Note: Do not select the Allow Overapplication check box for transaction types that are used for multi-fund accounts receivable.

Note: Credit memo transaction types are not flagged as multi-fund accounts receivable transaction types because credit memos follow the invoice accounting. Users should set the AR: Use Invoice Accounting For Credit Memos profile option to Yes. Users may want to create a standard Receivables transaction type for direct credit memos and another transaction type for on-account credit memos.

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

10. Flag Multi-Fund Accounts Receivable Transaction Types

Flag transaction types that are used for multi-fund accounts receivable.

To flag multi-fund accounts receivable transaction types, see Multi-Fund Accounts Receivable Setup, page 5-1.

11. Schedule Multi-Fund Accounts Receivable Distributions

Schedule multi-fund accounts receivable distributions to run periodically as needed.

Note: Distributions should be scheduled for each organization.

To schedule multi-fund accounts receivable distributions, see Multi-Fund Accounts Receivable Setup, page 5-1.

Part II

Multi-Fund Accounts Receivable

4

Multi-Fund Accounts Receivable Process

This chapter describes the multi-fund accounts receivable process. The following sections are in this chapter:

- Definition
- Overview
- Multi-Fund Accounts Receivable Example
- Cash Receipts in Multi-Fund Accounts Receivable Model
- Posting Multi-Fund Accounts Receivable Transactions
- Validations in Multi-Fund Accounts Receivable
- References

Definition

The multi-fund accounts receivable feature is an alteration of the standard Receivables accounting model. Multi-fund accounts receivable allows public sector organizations to post receivables invoices, receipts, debit memos, credit memos, and adjustments to multiple balancing segment values or funds.

Overview

Multi-fund accounts receivable facilitates fund accounting on invoices in the public sector market. Public sector organizations typically use fund as their balancing segment in the Accounting Flexfield. These organizations define hundreds or thousands of values for their fund segments. Consequently, one invoice usually has many lines, each of which credit different fund segments.

If an invoice has multiple lines and each line credits a different fund segment value, then this invoice cannot generate a balanced journal entry by fund. This is because the Receivables debit side of the journal entry can debit one and only one fund segment.

Figure 4–1 illustrates the multi-fund accounts receivable feature. This diagram shows how multi-fund accounts receivable generates one Receivables debit entry for each Revenue credit line in the invoice.

Figure 4–1   Multi-Fund Accounts Receivable Diagram
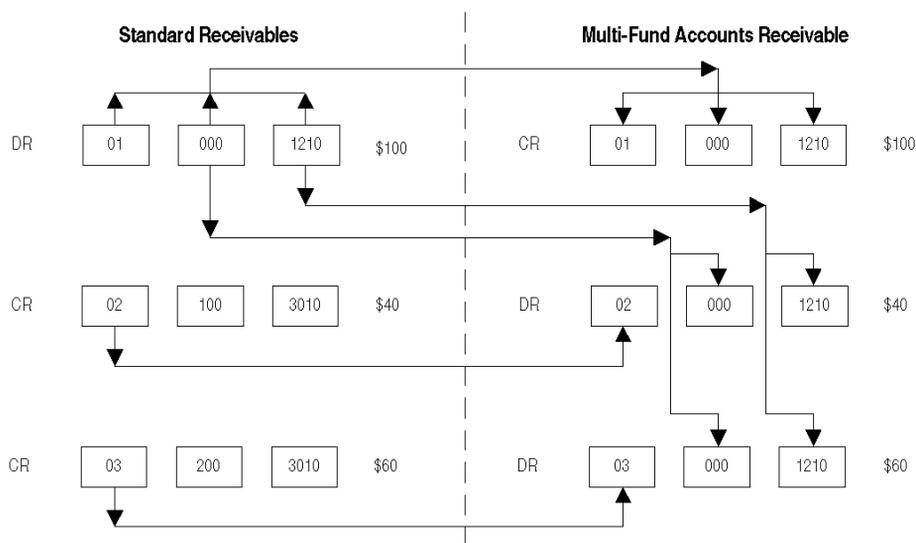
This section includes the following topics:

- Standard Receivables Model
- Multi-Fund Accounts Receivable Model
- Multi-Fund Accounts Receivable Trigger Points

Standard Receivables Model

In the standard Receivables accounting model, the accounting entry occurs as shown in Table 4–1:

- The Receivables account exists at the invoice header level.
- Only one Receivables account is debited per invoice, regardless of how many Revenue accounts are credited.

Table 4–1   Standard Receivables Model

Line/Distribution		Debit	Credit
Receivables Line		$1000	
Invoice Line 1	Revenue Distribution Line 1		$100
Invoice Line 2	Revenue Distribution Line 1		$250
	Revenue Distribution Line 2		$50
	Revenue Distribution Line 3		$25
Invoice Line 3	Revenue Distribution Line 1		$425
	Revenue Distribution Line 2		$150

Multi-Fund Accounts Receivable Model

In the multi-fund accounts receivable accounting model, the accounting entry occurs as shown in Table 4–2:

- The original Receivables entry is reversed.

- For each Revenue credit to an Accounting Flexfield segment combination, there is also a Receivables debit.

- The new Receivables debit created for each Revenue distribution uses all Accounting Flexfield segments from the original Receivables debit, except for the fund segment.

- Receivables receipts are applied at the line item level and relieve specific Receivables accounts that fall within specific funds.

Table 4–2   Multi-Fund Accounts Receivable Model

Line/Distribution		Debit	Credit
Invoice Line 1	Revenue/Receivables Distribution Line 1	$100	$100
Invoice Line 2	Revenue/Receivables Distribution Line 1	$250	$250
	Revenue/Receivables Distribution Line 2	$50	$50
	Revenue/Receivables Distribution Line 3	$25	$25
Invoice Line 3	Revenue/Receivables Distribution Line 1	$425	$425
	Revenue/Receivables Distribution Line 2	$150	$150

Multi-Fund Accounts Receivable Trigger Points

The distributions for multi-fund accounts receivable are created by a background process. This process is triggered at the following points:

- Viewing Multi-Fund Accounts Receivable Distributions
- Running Regularly Scheduled Concurrent Process
- Posting to General Ledger

Viewing Multi-Fund Accounts Receivable Distributions

Users can manually distribute the revenue of an invoice line to multiple funds. When users view the multi-fund accounts receivable distributions in the Multiple Funds Distributions window, Oracle Public Sector Advanced Features automatically reallocates receivables based on the revenue.

Running Regularly Scheduled Concurrent Process

Users can schedule the PSA Create Multiple Fund Distributions concurrent process to run periodically at select intervals. This concurrent process generates multi-fund accounts receivable distributions for any transactions where the user did not view the distributions online.

Posting to General Ledger

The PSA Create Multiple Fund Distributions is automatically triggered when users transfer from Receivables to General Ledger.

Multi-Fund Accounts Receivable Example

A non-profit research group called the Big Think Tank Institute must issue approximately 30 invoices per week to various foundations, endowments, and government agency grants for funding of its continued operations. Typically, one funding agency such as the National Science Foundation (NSF) provides money for several operational funds operated by Big Think Tank.

The following conditions exist in this example:

- NSF provides funding for the General Fund, Operating Fund, and Trust Fund of Big Think Tank.

- In the General Ledger set of books for Big Think Tank, the General, Operating, and Trust Funds are represented by the balancing fund segment values 100, 200, and 300.

- NSF wants to receive the invoice for their funding dollars in a single invoice.

The invoice for NSF appears as shown in Table 4–3.

Table 4–3   Invoice with Multi-Fund Accounts Receivable

BILL TO:	NATIONAL SCIENCE FOUNDATION			
TRANSACTION TYPE:	NSF FUNDING			
Line	Description	$ Amount	Revenue Account (Fund-Cost Center-Natural Account)	Receivables Account (Fund-Cost Center-Natural Account)
1	General Funds	1,000	100 - 35 - 5500	100 - 00 - 1210
2	Operating Funds	2,500	200 - 35 - 5600	200 - 00 - 1210
3	Trust Funds	3,000	300 - 35 - 5700	300 - 00 - 1210

With multi-fund accounts receivable enabled, Big Think Tank can debit the natural receivables account, 1210, for all three funds: 100, 200, and 300. Big Think Tank can now track the outstanding receivables for each fund.

Cash Receipts in Multi-Fund Accounts Receivable Model

Multi-fund accounts receivable provides the ability to track separate cash balances within multiple fund segments.

If an agency must maintain separate Receivables balances within each separate fund, it is most likely required to maintain separate cash balances within each fund.

In the standard accounting model, when a cash receipt is entered, the credit entry is against the Receivables account. The debit entry to the Cash account is against a single Accounting Flexfield combination associated with the Bank Account. Since a single Accounting Flexfield combination can only contain one possible fund value, the standard Receipts accounting model can only track cash balances in one fund.

The multi-fund accounts receivable feature allows users to track cash balances in several funds. When the user applies a receipt against an invoice with more than one Receivables line, the multi-fund accounts receivable feature generates one debit cash entry for each Receivables line in the invoice.

Cash Receipts Example

In the previous example, Big Think Tank issued an invoice with multi-fund accounts receivable. The invoice has three Receivables lines and three Receivables balances in funds 100, 200, and 300 as shown in Table 4–4.

Table 4–4   Invoice with Multi-Fund Accounts Receivable

BILL TO:	NATIONAL SCIENCE FOUNDATION			
TRANSACTION TYPE:	NSF FUNDING			
Line	Description	$ Amount	Revenue Account (Fund-Cost Center-Natural Account)	Receivables Account (Fund-Cost Center-Natural Account)
1	General Funds	1,000	100 - 35 - 5500	100 - 00 - 1210
2	Operating Funds	2,500	200 - 35 - 5600	200 - 00 - 1210
3	Trust Funds	3,000	300 - 35 - 5700	300 - 00 - 1210

Big Think Tank uses the Natural Account segment value 1100 for the Cash account and a receipt of $6,500 is applied to this invoice. The cash receipts journal entry appears as shown in Table 4–5.

Table 4–5 Cash Receipts Journal Entry

CHECK # 12345			
Line	$ Amount Applied	Receivables Account	Cash Account
1	1,000	100 - 00 - 1210	100 - 00 - 1100
2	2,500	200 - 00 - 1210	200 - 00 - 1100
3	3,000	300 - 00 - 1210	300 - 00 - 1100

The multi-fund accounts receivable feature allows users to perform line-level cash receipt applications to invoices and to track cash balances in separate funds.

Posting Multi-Fund Accounts Receivable Transactions

The General Ledger Interface program is used in Receivables to transfer Receivables distributions to the General Ledger interface table. For standard Receivables transactions, users can transfer transactions in detail or summary. If detail is selected, the General Ledger Journal Import program creates one journal entry line for each Receivables distribution. If summary is selected, the program creates one journal entry line for the sum of distributions where the Accounting Flexfield combination is the same.

For multi-fund accounts receivable transactions, all transactions are transferred in detail, even if the summary option is selected for standard Receivables distributions.

For information on running the General Ledger Interface program, see Running General Ledger Interface, *Oracle Public Sector Receivables User's Guide.*

Validations in Multi-Fund Accounts Receivable

Users cannot use multi-fund accounts receivable with the following types of transactions as described in Table 4–6.

Table 4–6   Validations in Multi-Fund Accounts Receivable

Transaction Type	Validation Description
invoice with rules	For invoices with invoicing and accounting rules, accounting distributions are generated at different times and dates than when the original invoice is created. This can potentially cause mismatches between standard and multi-fund account distributions. If an invoice is created with a transaction type that is flagged as multi-fund, users cannot assign rules to this invoice.
invoice against deposit or guarantees	Transactions that involve deposits and guarantees create adjusting accounting entries at different times and dates that cannot be captured by the multi-fund accounts receivable process. If an invoice is created with a transaction type that is flagged as multi-fund, users cannot reference either deposits or guarantees.
foreign currency invoice	Multi-fund accounting requires that 100% of a transaction is reversed out of an original Receivables account and subsequently reentered into multiple Receivables accounts. Currency conversions make creating multi-fund entries for the correct amount unmanageably complex. Therefore, for multi-fund transactions, the transaction currency and functional currency must be the same.
foreign currency receipt	Multi-fund accounting requires that 100% of a receipt is reversed out of an original Cash account and subsequently reentered into multiple Cash accounts with matching funds. Currency conversions make creating multi-fund entries for the correct amount unmanageably complex. Therefore, for a receipt applied to a multi-fund invoice, the receipt currency and the invoice currency must be the same.
foreign currency Lockbox receipt	Multi-fund accounting requires that 100% of a receipt is reversed out of an original Cash account and subsequently reentered into multiple Cash accounts with matching funds. Currency conversions make creating multi-fund entries for the correct amount unmanageably complex. Therefore, all Lockbox receipts must be in the functional currency. **Note:** All Lockbox receipts using foreign currency cannot be processed for an organization where multi-fund accounts receivable is enabled.
profile option against direct credit memo	When credit memos are created by directly crediting the original transaction, users can either reverse the original invoice accounting or reverse the revenue against new accounts. If users credit a multi-fund invoice, they must reverse the original accounting or risk leaving some receivables accounts erroneously uncredited. Therefore, the AR: Use Invoice Accounting For Credit Memos profile option must be set to Yes.

Table 4–6   Validations in Multi-Fund Accounts Receivable

Transaction Type	Validation Description
receipt applied to multi-fund transaction that is combined with an on-account credit	If users enter a receipt and apply it to an on-account credit memo, they cannot also apply this combination to a multi-fund transaction. The resulting entries will overstate the Cash balance recorded in the various funds. However, users can enter a receipt, apply the receipt to a multi-fund transaction, and then combine the remaining amount of the receipt with an on-account credit memo. This sequence for applying a receipt will not cause problems.
chargeback against a multi-fund accounts receivables invoice	Chargebacks are not permitted against multi-fund transactions because the chargeback accounts are not linked to multi-fund account distributions. Instead users should use a debit memo in place of a chargeback.
manual receipt requiring remittance	The confirmation or remittance process for receipts creates multiple accounting distributions that would quickly increase the required multi-fund accounting distributions to unmanageable levels. Therefore, manual receipts that require confirmation or remittance cannot be applied to a multi-fund transaction.
QuickCash, Lockbox, or automatic receipt requiring remittance	The confirmation or remittance process for receipts creates multiple accounting distributions that would quickly increase the required multi-fund accounting distributions to unmanageable levels. Therefore, QuickCash, Lockbox, or automatic receipts that require confirmation or remittance are not allowed.

References

For information on setting up multi-fund accounts receivable, see Oracle Public Sector Advanced Features Setup Overview, page 3-1 and Multi-Fund Accounts Receivable Setup, page 5-1.

For information on creating invoices with multi-fund accounts receivable, see Invoices with Multi-Fund Accounts Receivable Procedures, page 6-1.

For information on creating credit memos with multi-fund accounts receivable, see Credit Memos with Multi-Fund Accounts Receivable Procedures, page 7-1.

For information on using cash receipts with multi-fund accounts receivable, see Receipts with Multi-Fund Accounts Receivable Procedures, page 8-1.

For information on entering adjustments with multi-fund accounts receivable, see Adjustments with Multi-Fund Accounts Receivable Procedures, page 9-1.

For information on generating multi-fund accounts receivable reports, see Multi-Fund Accounts Receivable Reports Procedures, page 10-1.

For information on disabling multi-fund accounts receivable for an organization, see Disabling Multi-Fund Accounts Receivable Procedure, page 11-1.

5

Multi-Fund Accounts Receivable Setup

This chapter describes how to set up multi-fund accounts receivable. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Enabling Multi-Fund Accounts Receivable Implementation Procedure
- Flagging Multi-Fund Accounts Receivable Transaction Types Procedure
- Multi-Fund Transaction Types Setup Window
- Multi-Fund Transaction Types Setup Window Description
- Scheduling Multi-Fund Accounts Receivable Distributions Procedure

Definition

Users must enable the multi-fund accounts receivable implementation for each organization to set up the multi-fund accounts receivable feature. Setup also consists of flagging multi-fund transaction types and scheduling multi-fund accounts receivable distributions.

Overview

Setup of multi-fund accounts receivable consists of the following steps:

- Enabling Multi-Fund Accounts Receivable Implementation
- Flagging Multi-Fund Accounts Receivable Transaction Types
- Scheduling Multi-Fund Accounts Receivable Distributions

Enabling Multi-Fund Accounts Receivable Implementation

The Enable Multiple Funds request set must be run for each organization to enable the multi-fund accounts receivable feature.

This request set stores the flag that indicates whether multi-fund accounts receivable is enabled for a specific organization. When multi-fund accounts receivable is enabled, users can see the multi-fund accounts receivable windows.

The Enable Multiple Funds request set consists of the following programs:

- Enable Public Sector Features
- Enable Multiple Funds - Install Complete Package

Flagging Multi-Fund Accounts Receivable Transaction Types

Transaction types that are defined in Oracle Public Sector Receivables must be flagged as multi-fund accounts receivable transaction types.

A transaction type can be flagged as a multi-fund accounts receivable transaction type only if all of the following conditions are met:

- transaction type is active according to the start and end date
- transaction type has not been used
- multi-fund accounts receivable has been enabled for the organization

- transaction type must have a class of invoice or debit memo
- transaction type does not allow overapplication

Note: Only transaction types that meet all requirements are included in the list of values in the Multi-Fund Transaction Types Setup window.

Note: Users can view the Multi-Fund Transaction Types Setup window even if multi-fund accounts receivable is not enabled for the organization. However, no transaction types are included in the list of values.

Scheduling Multi-Fund Accounts Receivable Distributions

The PSA Create Multiple Fund Distributions concurrent process is used to schedule when multi-fund accounts receivable distributions are generated.

Organizations can schedule the concurrent process to run at periodic intervals such as every hour or overnight. When scheduling the concurrent process, organizations should consider how often they run the multi-fund accounts receivable reports and the volume of transactions.

Prerequisites

Enabling Multi-Fund Accounts Receivable Implementation

❏ The user enabling the implementation must be assigned to the PSA Administrator responsibility.

To assign an existing user to the PSA Administrator responsibility or to create a new user, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

❏ The responsibility using multi-fund accounts receivable must be assigned to the set of books and organization identifier where multi-fund accounts receivable will be enabled.

To create a responsibility, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

Flagging Multi-Fund Accounts Receivable Transaction Types

❏ Transaction types must be defined in Receivables.

To define transaction types, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

Scheduling Multi-Fund Accounts Receivable Distributions

❏ The multi-fund accounts receivable implementation must be enabled for the organization.

To enable a multi-fund accounts receivable implementation, see Enabling Multi-Fund Accounts Receivable Implementation Procedure, page 5-5.

❏ The PSA Create Multiple Fund Distributions concurrent process must be added to the Receivables All and Other request groups for Receivables.

To add the PSA Create Multiple Fund Distributions concurrent process to the Receivables All and Other request groups for Receivables, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

Enabling Multi-Fund Accounts Receivable Implementation Procedure

Multi-fund accounts receivable must be enabled for each organization.

To enable a multi-fund accounts receivable implementation, perform the following steps.

1. Using the PSA Administrator responsibility, navigate to the Control Multiple Funds window as follows:

   Multiple Funds - **Control**

   The Submit a New Request window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Control Multiple Funds window appears.

4. In the Request Set field, select Enable Multiple Funds from the list of values.

5. Place the cursor in the Parameters field for the Enable Public Sector Features program.

   The Parameters window appears.

6. In the Organization field, select an organization from the list of values.

7. In the Feature field, select Multiple Funds from the list of values.

8. Click **OK**.

9. To enable a multi-fund accounts receivable implementation, click **Submit**.

   Note: The Enable Multiple Funds - Install Complete Package program does not have any parameters.

   The Requests window appears.

10. To view the log file, select the appropriate Request ID, and click **View Log**.

11. Close the window.

Flagging Multi-Fund Accounts Receivable Transaction Types Procedure

To flag multi-fund accounts receivable transaction types, perform the following steps.

1. Using the PSA Administrator responsibility, navigate to the Multi-Fund Transaction Types Setup window as follows:

   Multiple Funds - **Setup**

2. In the Transaction Type Name field, select the Receivables transaction type from the list of values.

   Note: Only transaction types that can be flagged as multi-fund transaction types are included in the list of values.

   The description for the transaction type and the organization using the transaction type are automatically entered in the Transaction Type Description and Organization fields.

3. Continue to enter additional transaction types that must be flagged as multi-fund transaction types.

4. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

5. Close the window.

Multi-Fund Transaction Types Setup Window

Figure 5–1 Multi-Fund Transaction Types Setup Window

Multi-Fund Transaction Types Setup Window Description

Table 5–1   Multi-Fund Transaction Types Setup Window Description

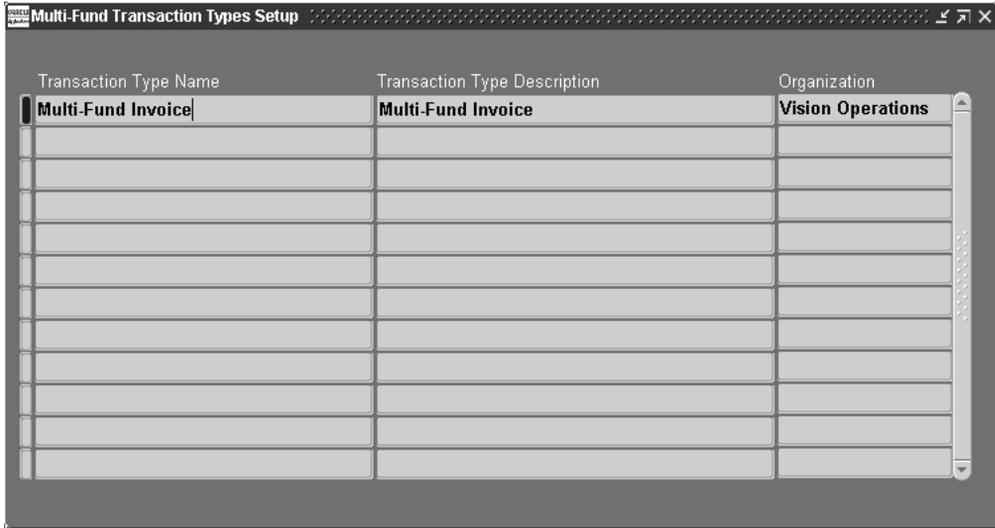| Field Name	Type	Features	Description
Transaction Type Name	required	list of values	transaction type name **Note:** Only transaction types that can be flagged as multi-fund transaction types are included in the list of values.
Transaction Type Description	default		transaction type description; automatically entered when the transaction type name is selected
Organization	default		organization using multi-fund accounts receivable transaction type

Scheduling Multi-Fund Accounts Receivable Distributions Procedure

Note: Multi-fund accounts receivable distributions must be scheduled for each organization using the multi-fund accounts receivable feature.

To schedule multi-fund accounts receivable distributions, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Create Multiple Fund Distributions from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Transaction Number field, optionally select a transaction number from the list of values or leave the field blank to select all invoices.

7. In the Set of Books ID field, accept the default set of books.

   Note: The default value is obtained from the GL Set of Books profile option.

8. To apply the parameters, click **OK**.

9. To schedule the distributions, click **Schedule** in the Print Other Reports window.

   The Schedule window appears.

10. Schedule the distributions as needed.

11. Click **OK**.

12. To send the request to the concurrent manager, click **Submit**.

    The Requests window appears.

13. To view the log file, select the appropriate Request ID and click **View Log**.

14. Close the window.

6

Invoices with Multi-Fund Accounts Receivable Procedures

This chapter describes how to enter transactions, enter transaction lines, view and distribute transaction lines distributions, view multi-fund accounts receivable distributions, and view multi-fund accounts receivable balances. The following sections are in this chapter:

- Definition

- Overview

- Entering Transactions Procedure

- Transactions Window

- Entering Transaction Lines Procedure

- Lines Window

- Viewing and Distributing Transaction Lines Distributions Procedure

- Accounting Window

- Viewing Multi-Fund Accounts Receivable Distributions Procedure

- Multiple Funds Distributions Window

- Multiple Funds Distributions Window Description

- Viewing Multi-Fund Accounts Receivable Balances Procedure

- Multiple Funds Balances Window

- Multiple Funds Balances Window Description

Definition

A transaction is an accounting activity entered with an Oracle Public Sector General Ledger date that is between the beginning and ending dates of an open General Ledger period. Oracle Public Sector Receivables transactions are entered in the Transactions window and include invoices, credit and debit memos, deposits, and guarantees.

An invoice is the source document created in Receivables that lists amounts owed by the customer for the purchase of goods or services. This document also lists any tax, freight charges, and payment terms.

Overview

Although different types of transactions can be performed in the Transactions window, this chapter describes the process of an invoice from initial entry through viewing multi-fund accounts receivable distributions and balances. This process consists of the following:

1. entering transactions

2. entering transaction lines

3. viewing and distributing transaction lines distributions

4. viewing multi-fund accounts receivable distributions

5. viewing multi-fund accounts receivable balances

Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account.

Standard Receivables

In Receivables, with the multi-fund accounts receivable feature disabled, users enter general invoice information and invoice lines, and view and distribute invoice lines distributions for posting to General Ledger. The entire balance of the invoice debits only one receivables account, regardless of the number of lines in the invoice. Additionally, users can view invoice balances. The accounting is as follows:

Dr. Receivables $100 Account - 01.000.1210

Cr. Revenue $40 Account - 02.420.4130

Cr. Revenue $60 Account - 03.420.4130

Multi-Fund Accounts Receivable

With the multi-fund accounts receivable feature enabled, Receivables defaults a revenue and a receivables accounting line for each invoice line item. For every revenue line entered, a corresponding receivables line is generated. For example, with multi-fund accounts receivable enabled, an invoice is generated for two line items of $40 and $60. The accounting is as follows:

Dr. Receivables $40 Account - 02.000.1210

Dr. Receivables $60 Account - 03.000.1210

Cr. Receivables $100 Account - 01.420.1210

Additionally, with the multi-fund accounts receivable feature enabled, users can view invoice balances and invoice balances distributions.

Multi-fund accounts receivable also enables users to split an invoice line item into multiple distributions. For example, if quantities of one item are sold, two funds or profit centers can receive a percentage of the revenue.

Entering Transactions Procedure

Enter a receivables invoice in the Transactions window. Basic invoice information is entered, which includes invoice number, invoice date, ship-to and bill-to addresses, terms, due date, and salesperson.

For multi-fund accounts receivable transactions, users must select a multi-fund accounts receivable transaction type in the Type field.

To set up multi-fund accounts receivable transaction types, see Oracle Public Sector Advanced Features Setup Checklist, Oracle Public Sector Advanced Features Setup Overview, page 3-3 and Multi-Fund Accounts Receivable Setup, page 5-1.

To enter invoices, credit memos, and debit memos, see Entering Transactions, *Oracle Public Sector Receivables User's Guide.*

Transactions Window

Figure 6–1   Transactions Window

Entering Transaction Lines Procedure

Enter invoice lines in the Lines window. Users enter descriptions of the invoice goods or services, as well as the item numbers, quantities, unit price, and tax code. Receivables automatically calculates the total amount for each invoice line.

To enter invoices lines, see Entering Transactions, *Oracle Public Sector Receivables User's Guide.*

Lines Window

Figure 6–2   Lines Window
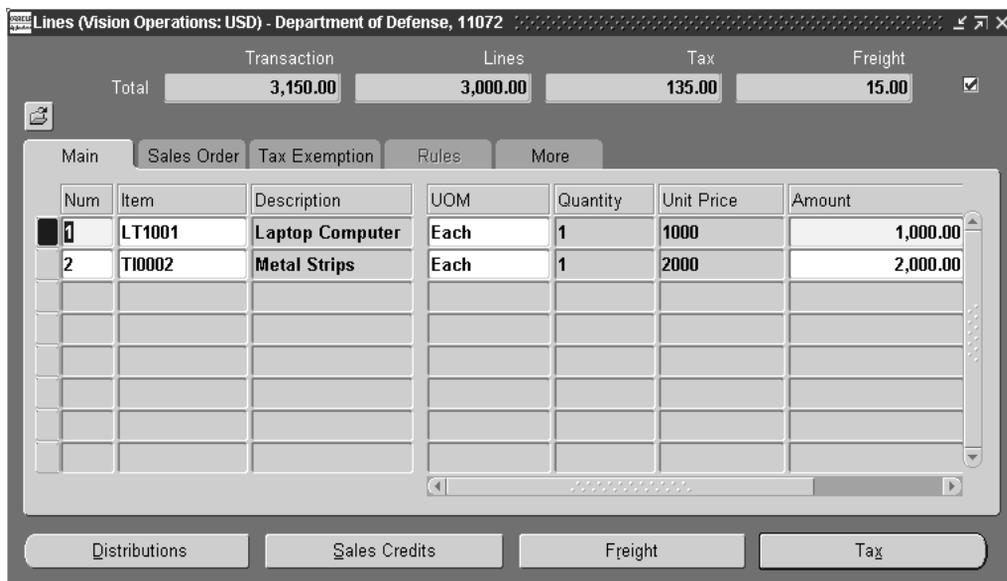
Viewing and Distributing Transaction Lines Distributions Procedure

To view and distribute a single invoice line to the Revenue and Receivables accounts in General Ledger, perform the following steps.

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

   Transactions - **Transactions**

2. Select a line item.

3. Click **Line Items**.

   The Lines window appears.

4. Click **Distributions**.

   The Accounting window for the line level appears.

5. Select Accounts For This Line from the pull-down menu.

6. Reallocate the revenue to the appropriate General Ledger account.

   Note: Revenue accounts are automatically entered according to the AutoAccounting rules.

7. To split the invoice to multiple revenue accounts, add additional revenue lines.

8. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

9. Close the window.

Accounting Window

Figure 6–3   Accounting Window

Viewing Multi-Fund Accounts Receivable Distributions Procedure

The Multiple Funds Distributions window displays the distribution of the invoice lines to the revenue and receivables accounts in General Ledger.

To view multi-fund accounts receivable distributions, perform the following steps.

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

   Transactions - **Transactions**

2. Query the invoice.

3. Click **Distributions**.

   The Accounting window for the header level appears.

4. To create and view multi-fund accounts receivable distributions, navigate to the Multiple Funds Distributions window as follows:

   Actions - **View Multi-Fund Distributions**

   Note: If the multi-fund accounts receivable distributions have already been created, the Multiple Funds Distributions window is used to view the distributions only.

5. View the distributions.

6. Close the window.

   Note: If the Transactions window is closed, the Multiple Funds Distributions window remains open. The Multiple Funds Distributions window must be closed separately.

Multiple Funds Distributions Window

Figure 6–4   Multiple Funds Distributions Window

Multiple Funds Distributions Window

Figure 6–4   Multiple Funds Distributions Window

Multiple Funds Distributions Window Description

Table 6–1   Multiple Funds Distributions Window Description

Field Name	Type	Features	Description
Transaction Line	display only		invoice line number
Receivable Account	display only		multi-fund accounts receivable account that is reallocated
Revenue Account	display only		revenue account; same as revenue account for distributions in the Accounting window **Note:** The Revenue Account field can also display tax or freight.
%	display only		percentage of the line and class **Note:** The line can consist of freight, tax, and revenue. For example, tax could be split to two accounts or as 100%.
Amount	display only		amount of distribution
Total [Amount]	display only		total invoice amount
Receivable Description	display only		receivables accounting flexfield description
Revenue Description	display only		revenue accounting flexfield description

Viewing Multi-Fund Accounts Receivable Balances Procedure

Users can view balances information for a specific transaction in the Multiple Funds Balances window. The Multiple Funds Balances window displays the original invoice amount, as well as the total amount of receipts, credits, adjustments, and discounts applied to the invoice.

To view invoice balances, perform the following steps.

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

   Transactions - **Transactions**

2. Query the invoice.

3. Click **Balances**.

   The Balances window appears.

4. To view multi-fund accounts receivable balances, navigate to the Multiple Funds Balances window as follows:

   Actions - **View Multi-Fund Distributions**

5. Close the window.

   Note: If the Transactions window is closed, the Multiple Funds Balances window remains open. The Multiple Funds Balances window must be closed separately.

Multiple Funds Balances Window

Figure 6–5   Multiple Funds Balances Window

Multiple Funds Balances Window Description

Table 6–2   Multiple Funds Balances Window Description

Field Name	Type	Features	Description
Receivable Account	display only		multi-fund receivables account
Amount Due Original	display only		original receivables amount; original amount of invoice or amount owed
Amount Applied	display only		receipts amount applied to invoice
Amount Adjusted	display only		adjustments amount raised against invoice
Amount Credited	display only		credit memos amount raised against invoice
Amount Discounted	display only		discounts against invoice. For example, if a customer pays early, they may receive a discount.
Amount Due Remaining	display only		amount still due
Receivable Description	display only		receivables accounting flexfield description

7

Credit Memos with Multi-Fund Accounts Receivable Procedures

This chapter describes how to enter credit memos, view and distribute credit memo distributions, and reallocate distributions manually using the multi-fund accounts receivable feature. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Entering a Direct Credit Memo Procedure

- Credit Transactions Window

- Entering an On-Account Credit Memo Procedure

- Transactions Window

- Viewing and Distributing Direct Credit Memo Distributions Procedure

- Credit Memo Distributions Window, Direct Credit Memo

- Credit Memo Distributions Window Description

- Viewing and Distributing On-Account Credit Memo Distributions Procedure

- Credit Memo Distributions Window, On-Account Credit Memo

Definition

A credit memo is a document that partially or fully reverses an original invoice. A direct credit memo reverses a specific invoice or invoice line directly. An on-account credit memo credits a customer's account but is not related to a specific invoice until applied.

Overview

Multi-fund accounts receivable supports the following types of credit memos:

- direct credit memos
- on-account credit memos

The credit memo process consists of the following:

1. entering a direct or an on-account credit memo
2. viewing and distributing credit memo distributions

Note: Credit memo types are not flagged as multi-fund accounts receivable transaction types. A credit memo becomes a multi-fund accounts receivable credit memo when it is linked to a multi-fund accounts receivable invoice.

Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account:

- invoice
- direct credit memo at header level (line, tax, and freight)
- direct credit memo at header level (line only)
- direct credit memo at line level
- on-account credit memo

Invoice

The credit memo examples are based on the following invoice.

Standard Receivables With multi-fund accounts receivable disabled, the invoice accounting is as follows:

Dr. Receivables $1,605 Account - 01.000.1200

Cr. Revenue $1,000 Account - 02.101.3000

Cr. Tax $50 Account - 02.000.2500

Cr. Freight $20 Account- 02.101.4500

Cr. Revenue $500 Account - 03.102.3000

Cr. Tax $25 Account - 03.000.2500

Cr. Freight $10 Account - 03.102.4500

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the invoice accounting is as follows:

Dr. Receivables $1,000 Account - 02.000.1200

Dr. Receivables $50 Account - 02.000.1200

Dr. Receivables $20 Account - 02.000.1200

Dr. Receivables $500 Account - 03.000.1200

Dr. Receivables $25 Account - 03.000.1200

Dr. Receivables $10 Account - 03.000.1200

Cr. Receivables $1,605 Account - 01.000.1200

Direct Credit Memo at Header Level (Line, Tax, and Freight)

The following example shows the accounting for a direct credit memo at the header level. The credit memo credits 100% of the line amount, 100% of the tax amount, and 100% of the freight amount.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Revenue	$1,000 Account - 02.101.3000
Dr. Tax	$50 Account - 02.000.2500
Dr. Freight	$20 Account - 02.101.4500
Dr. Revenue	$500 Account - 03.102.3000
Dr. Tax	$25 Account - 03.000.2500
Dr. Freight	$10 Account - 03.102.4500
Cr. Receivable	$1,605 Account - 01.000.1200

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the accounting is as follows:

Dr. Receivable	$1,605 Account - 01.000.1200
Cr. Receivable	$1,000 Account - 02.000.1200
Cr. Receivable	$50 Account - 02.000.1200
Cr. Receivable	$20 Account - 02.000.1200
Cr. Receivable	$500 Account - 03.000.1200
Cr. Receivable	$25 Account - 03.000.1200
Cr. Receivable	$10 Account - 03.000.1200

Direct Credit Memo at Header Level (Line Only)

The following example shows the accounting for a direct credit memo at the header level. The credit memo credits 20% of the line amount.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Revenue	$200 Account - 02.101.3000	
Dr. Revenue	$100 Account - 03.101.3000	
Cr. Receivables		$300 Account - 01.000.1200

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the accounting is as follows:

Dr. Receivables	$300 Account - 01.000.1200	
Cr. Receivables		$200 Account - 02.000.1200
Cr. Receivables		$100 Account - 03.000.1200

Direct Credit Memo at Line Level

The following example shows the accounting for a direct credit memo at the line level. The credit memo is applied to a specific invoice line.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Revenue	$1,000 Account - 02.101.3000	
Dr. Tax	$50 Account - 02.000.2500	
Dr. Freight	$20 Account - 02.101.4500	
Cr. Receivables		$1,070 Account - 01.000.1200

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the accounting is as follows:

Dr. Receivables $1,070 Account - 01.000.1200

Cr. Receivables $1,000 Account - 02.000.1200

Cr. Receivables $50 Account - 02.000.1200

Cr. Receivables $20 Account - 02.000.1200

On-Account Credit Memo

The following example shows the accounting for an on-account credit memo. By default, multi-fund accounts receivable reallocates the credit memo across all invoice lines.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Revenue $1,000 Account - 04.101.3000

Cr. Receivables $1,000 Account - 01.000.1200

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the accounting is as follows:

Dr. Receivables $1,000 Account - 01.000.1200

Cr. Receivables $623.05 Account - 02.000.1200

Cr. Receivables $31.15 Account - 02.000.1200

Cr. Receivables $12.46 Account - 02.000.1200

Cr. Receivables $311.53 Account - 03.000.1200

Cr. Receivables $15.58 Account - 03.000.1200

Cr. Receivables $6.23 Account - 03.000.1200

Prerequisites

❏ The AR: Use Invoice Accounting For Credit Memos profile option must be set to Yes so that credit memos always follow the accounting for invoices.

To set the AR: Use Invoice Accounting For Credit Memos profile option, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

❏ To distinguish between direct credit memos and on-account credit memos, it is recommended that users create separate transaction types for direct credit memos and on-account credit memos.

To create transaction types, see Oracle Public Sector Advanced Features Setup Overview, page 3-1.

Entering a Direct Credit Memo Procedure

Enter a direct credit memo in the Credit Transactions window. Users can credit an entire invoice or specific invoice lines.

The standard Receivables Credit Memo type is selected. Credit memo types are not flagged as multi-fund accounts receivable transaction types.

To enter a direct credit memo, see Crediting Transactions, *Oracle Public Sector Receivables User's Guide.*

Credit Transactions Window

Figure 7–1   Credit Transactions Window

Entering an On-Account Credit Memo Procedure

Enter an on-account credit memo in the Transactions window. On-account credits are credits that are assigned to a customer's account but are not related to a specific invoice until applied.

The standard Receivables Credit Memo type is selected. Credit memo types are not flagged as multi-fund accounts receivable transaction types.

To enter an on-account credit memo, see Creating On-Account Credits, *Oracle Public Sector Receivables User's Guide.*

Transactions Window

Figure 7–2   Transactions Window

Viewing and Distributing Direct Credit Memo Distributions Procedure

Note: Direct credit memo distributions are viewed from the Accounting window.

To view and distribute direct credit memo distributions, perform the following steps.

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

    Transactions - **Transactions**

2. Query the credit memo.

3. Select the Credit tab to see the invoice being credited.

4. Click **Distributions**.

    The Accounting window appears.

5. To create and view multi-fund accounts receivable distribution lines, navigate to the Credit Memo Distributions window as follows:

    Actions - **View Multi-Fund Distributions**

    Note: If the multi-fund accounts receivable have already been created, the Credit Memo Distributions window is used to view the distributions only.

6. View the distributions.

7. Optionally, enter comments in the Comments field.

8. To reallocate the distributions manually, modify the values in the % or Amount fields as needed.

9. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

10. Close the window.

    Note: If the Transactions window is closed, the Credit Memo Distributions window remains open. The Credit Memo Distributions window must be closed separately.

Credit Memo Distributions Window, Direct Credit Memo

Figure 7–3   Credit Memo Distributions Window, Direct Credit Memo

Credit Memo Distributions

Customer Name **Department of Defense**
Transaction Number **11081**
Credited Amount **3,150.00**

Distributions

Revenue Account	Receivable Account	Comments	%	Amount
02-430-7220-0000-000	02-000-1210-0000-000		.1587	5.00
02-420-4130-0000-000	02-000-1210-0000-000		31.7460	1,000.00
03-430-7220-0000-000	03-000-1210-0000-000		.3175	10.00
03-420-4130-0000-000	03-000-1210-0000-000		63.4921	2,000.00
02-000-2520-2116-000	02-000-1210-0000-000		1.2698	40.00
03-000-2520-2116-000	03-000-1210-0000-000		3.0159	95.00
		Total	100.0000	3,150.00

Additional Information

Revenue Description **Distributi-Commercial Sales-Freight-No Sub Account-No Product**
Receivable Description **Distributi-Balance Sheet-Accounts Receivable-No Sub Account-No Product**

Credit Memo Distributions Window Description

Table 7–1   Credit Memo Distributions Window Description

Field Name	Type	Features	Description
Customer Name	display only		customer name
Transaction Number	display only		invoice number
Credited Amount	display only		amount credited
Distributions Region			
Revenue Account	display only		revenue account after reallocation
Receivable Account	display only		receivables account after reallocation
Comments	optional		comments entered by user
%	default, required		percentage of total amount credited
Amount	default, required		amount credited
Total [%]	display only		total percentage credited
Total [Amount]	display only		total amount credited
Additional Information Region			
Revenue Description	display only		revenue flexfield description
Receivable Description	display only		receivables accounting flexfield description

Viewing and Distributing On-Account Credit Memo Distributions Procedure

Note: On-account credit memo distributions must be viewed from the Applications window.

To view and distribute on-account credit memo distributions, perform the following steps.

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

   Transactions - **Transactions Summary**

2. Query the credit memo.

3. Click **Applications**.

   The Applications window appears.

4. In the Transaction Number field, enter the invoice number.

5. Select the Apply check box.

6. Save or save and continue as follows:

   File - **Save** or **Save and Proceed**

7. To create and view multi-fund accounts receivable distributions, navigate to the Credit Memo Distributions window from the Applications window as follows:

   Actions - **View Multi-Fund Distributions**

8. View the distributions.

9. Optionally, enter comments in the Comments field.

10. To reallocate the distributions manually, modify the values in the % or Amount fields as needed.

11. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

12. Close the window.

    Note: If the Transactions Summary window is closed, the Credit Memo Distributions window remains open. The Credit Memo Distributions window must be closed separately.

Credit Memo Distributions Window, On-Account Credit Memo

Figure 7–4   Credit Memo Distributions Window, On-Account Credit Memo

8

Receipts with Multi-Fund Accounts Receivable Procedures

This chapter describes how to enter cash receipts, apply cash receipt lines, view and distribute cash receipt distributions, and reverse cash receipts using the multi-fund accounts receivable feature. The following sections are in this chapter:

- Definition
- Overview
- Entering a Cash Receipt Manually Procedure
- Receipts Window
- Applying a Cash Receipt Manually Procedure
- Applications Window
- Viewing and Distributing Cash Receipt Distributions Procedure
- Receipt Distributions Window
- Receipt Distributions Window Description
- Reversing Cash Receipts Procedure
- Reverse Window

Definition

A receipt is a payment received in exchange for goods or services. Payments include applied and unapplied receipts entered within the specified Oracle Public Sector General Ledger date range.

Overview

The process of a receipt from initial entry through viewing and distributing cash receipt distributions consists of the following:

1. entering a cash receipt manually

2. applying a cash receipt manually

3. viewing and distributing cash receipt distributions

4. reversing cash receipts

Examples

The following examples use a three- segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account:

- invoice

- apply receipt

- unapply receipt

- reverse receipt

- partial receipt applied specifically to invoice line

- partial receipt applied generally to invoice

Invoice

The receipt examples are based on the following invoice.

Standard Receivables With multi-fund accounts receivable disabled, the invoice accounting is as follows:

Dr. Receivables	$100 Account - 01.000.1200
Invoice Line 1	$40 Account - 02.101.3000
Cr. Revenue	
Invoice Line 2	$60 Account - 03.102.3000
Cr. Revenue	

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the invoice accounting is as follows:

Dr. Receivables	$40 Account - 02.000.1210
Dr. Receivables	$60 Account - 03.000.1210
Cr. Receivables	$100 Account - 01.000.1210

Apply Receipt

The following example shows the accounting when applying a receipt to an invoice.

Standard Receivables With the multi-fund accounts receivable feature disabled, the accounting for a $100.00 receipt shows a single receivables line as follows:

Dr. Cash	$100 Account - 01.000.1115
Cr. Unapplied	$100 Account - 01.000.1220
Dr. Unapplied	$100 Account - 01.000.1220
Cr. Receivables	$100 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, users can post against multiple receivables lines and generate multiple cash entries. For example, for a $100.00 receipt, the cash accounting is as follows:

Dr. Cash	$40 Account - 02.000.1115	
Dr. Cash	$60 Account - 03.000.1115	
Cr. Cash		$100 Account - 01.000.1115

The receivables accounting is as follows:

Dr. Receivables	$100 Account - 01.000.1210	
Cr. Receivables		$40 Account - 02.000.1210
Cr. Receivables		$60 Account - 03.000.1210

Unapply Receipt

The following example shows the accounting when unapplying a receipt.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Receivables	$100 Account - 01.000.1210	
Cr. Unapplied		$100 Account - 01.000.1220

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the cash accounting is as follows:

Dr. Cash	$100 Account - 01.000.1115	
Cr. Cash		$40 Account - 02.000.1115
Cr. Cash		$60 Account - 03.000.1115

The receivables accounting is as follows:

Dr. Receivables	$40 Account - 02.000.1210	
Dr. Receivables	$60 Account - 03.000.1210	
Cr. Receivables		$100 Account - 01.000.1210

Reverse Receipt

The following example shows the accounting when reversing a receipt.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Receivables $100 Account - 01.000.1210

Cr. Unapplied $100 Account - 01.000.1220

Dr. Unapplied $100 Account - 01.000.1220

Cr. Cash $100 Account - 01.000.1115

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the cash accounting is as follows:

Dr. Cash $100 Account - 01.000.1115

Cr. Cash $40 Account - 02.000.1115

Cr. Cash $60 Account - 03.000.1115

The receivables accounting is as follows:

Dr. Receivables $40 Account - 02.000.1210

Dr. Receivables $60 Account - 03.000.1210

Cr. Receivables $100 Account - 01.000.1210

Partial Receipt Applied Specifically to Invoice Line

The following example shows a partial receipt applied specifically to invoice line one.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Cash $40 Account - 01.000.1115

Cr. Unapplied $40 Account - 01.000.1220

Dr. Unapplied $40 Account - 01.000.1220

Cr. Receivables $40 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the cash accounting is as follows:

Dr. Cash $40 Account - 02.000.1115

Cr. Cash $40 Account - 01.000.1115

The receivables accounting is as follows:

Dr. Receivables $40 Account - 01.000.1210

Cr. Receivables $40 Account - 02.000.1210

Partial Receipt Applied Generally to Invoice

The following example shows a partial receipt applied generally to the invoice.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Cash $40 Account - 01.000.1115

Cr. Unapplied $40 Account - 01.000.1220

Dr. Unapplied $40 Account - 01.000.1220

Cr. Receivables $40 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the cash accounting is as follows:

Dr. Cash $16 Account - 02.000.1115

Dr. Cash $24 Account - 03.000.1115

Cr. Cash $40 Account - 01.000.1115

The receivables accounting is as follows:

Dr. Receivables $40 Account - 01.000.1210

Cr. Receivables $16 Account - 02.000.1210

Cr. Receivables $24 Account - 03.000.1210

Entering a Cash Receipt Manually Procedure

Enter receipts in the Receipts window. Users can enter cash receipts or miscellaneous transactions. For miscellaneous transaction such as interest income from a bank account, multi-fund accounts receivable does not apply.

To enter receipts, see Entering Receipts, *Oracle Public Sector Receivables User's Guide.*

Receipts Window

Figure 8–1   Receipts Window

Applying a Cash Receipt Manually Procedure

Apply the receipt to the receivables invoice in the Applications window. The accounting for the receipt should follow the invoice. Users can apply all or part of a receipt to one or more debit items.

To apply receipts, see Manually Applying Receipts, *Oracle Public Sector Receivables User's Guide.*

Applications Window

Figure 8–2   Applications Window

Viewing and Distributing Cash Receipt Distributions Procedure

The Receipt Distributions window displays the distribution of the receipt lines to the Receivables and Cash accounts in General Ledger.

To view and distribute cash receipt distributions, perform the following steps.

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

    Receipts - **Receipts**

2. Query the receipt.

3. To manually apply a receipt to an invoice in the Applications window, click **Applications** and go to Step 7.

4. To automatically apply receipts to invoices according to parameters, click **Mass Apply**.

    The Mass Apply window appears.

5. Enter parameters regarding which invoices to apply.

6. Click **Apply**.

    The Applications window appears.

7. To create and view receipt distributions, navigate to the Receipt Distributions window as follows:

    Actions - **View Multi-Fund Distributions**

8. View the distributions.

9. Optionally, enter comments in the Comments field.

10. To reallocate distributions manually, modify the values in the % or Amount fields as needed.

11. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

12. Close the window.

    Note: If the Receipts window is closed, the Receipt Distributions window remains open. The Receipt Distributions window must be closed separately.

Receipt Distributions Window

Figure 8–3   Receipt Distributions Window

Receipt Distributions Window Description

Table 8–1   Receipt Distributions Window Description

Field Name	Type	Features	Description
Customer Name	display only		customer name
Transaction Number	display only		invoice number
Receipt Number	display only		receipt number
Receipt Amount	display only		receipt amount
Applied Amount	display only		applied amount. A receipt might not be completely applied to an invoice.
Distributions Region			
Cash Account	display only		cash account after reallocation
Receivable Account	display only		receivables account after reallocation
Comments	optional		comments entered by user
%	default, required		percentage of total amount applied
Amount	default, required		amount applied **Note:** If a receipt is not applied in full, the amount is prorated across each line.
Total [Amount]	display only		total amount applied
Total [%]	display only		total percentage applied
Additional Information Region			
Cash Description	display only		cash accounting flexfield description
Receivable Description	display only		receivables accounting flexfield description

Reversing Cash Receipts Procedure

Users can reverse standard, invoice-related receipts. A reversal is necessary, for example, when a customer stops payment on a receipt or if a receipt comes from an account with insufficient funds. A receipt can also be reversed if the user wants to re-enter and reapply it in Receivables.

Note: Users cannot view multi-fund accounts receivable distributions on reversal.

To reverse a cash receipt, perform the following steps.

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

    Receipts - **Receipts**

2. Query the receipt to reverse.

3. Click **Reverse... 1**.

    The Reverse window appears.

4. Enter data in each field of the Reverse window.

5. Click **Reverse**.

    The Receipts window appears with Reversed displayed in the State field.

6. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

7. Close the window.

Reverse Window

Figure 8–4   Reverse Window

9

Adjustments with Multi-Fund Accounts Receivable Procedures

This chapter describes how to enter an adjustment and view and distribute the adjustment. The following sections are in this chapter:

- Definition
- Overview
- Entering an Adjustment Procedure
- Adjustments Window
- Viewing and Distributing Adjustments Procedure
- Adjustment Distributions Window
- Adjustment Distributions Window Description

Definition

An adjustment is an increase or decrease of the amount due on an invoice, debit memo, chargeback, deposit, or guarantee. An example of an adjustment is a write-off. Adjustments can be created manually or automatically.

Overview

Receivables adjustment entries are used to write off receivables that are considered uncollectable. The write-off is generally entered against an allowance for doubtful accounts.

Receivables adjustments can be done at either the invoice or the line level. When an adjustment is made at the invoice level, it decreases the entire remaining balance. If an adjustment is entered at the line level, it can decrease any portion of the transaction.

The adjustment process consists of the following:

1. entering an adjustment

2. viewing and distributing adjustments

Adjusting an Invoice With Multi-Fund Accounts Receivable

In Receivables, users can adjust invoices using the following functions:

- transactions

- receipts

- collections

Transactions

Users can query a transaction in the Transactions Summary window, select the transaction or installment to adjust, and enter the adjustment in the Adjustments window. From the Adjustments window, users can navigate to the Adjustment Distributions window to distribute and view the multi-fund accounts receivable distributions.

Receipts

Users can combine a receipt with an adjustment in the Receipts window by applying a receipt to an invoice and adjusting the remainder of the receipt. From the Applications window, users can navigate to the Receipt Distributions window to reallocate cash and receivables and view the multi-fund accounts receivable distributions.

Collections

Users can check the status of customers and invoices in the Account Details window. From the Account Details window, users can view standard receivables distributions. Users cannot create or view multi-fund accounts receivable distributions from the Account Details window.

Note: To create or view multi-fund accounts receivable distributions for adjustments created in collections, users must view the distributions from invoices or receipts.

Examples

The following examples use a three-segment chart of accounts where the first segment is Fund, the second segment is Department, and the third segment is Account:

- invoice
- invoice type adjustment
- line type adjustment
- tax type adjustment
- freight type adjustment
- line type adjustment to a single line

Invoice

The adjustment examples are based on the following invoice.

Standard Receivables With multi-fund accounts receivable disabled, the invoice accounting is as follows:

Dr. Receivables $1,605 Account - 01.000.1200

Cr. Revenue $1,000 Account - 02.101.3000

Cr. Tax $50 Account - 02.000.2500

Cr. Freight $20 Account- 02.101.4500

Cr. Revenue $500 Account - 03.102.3000

Cr. Tax $25 Account - 03.000.2500

Cr. Freight $10 Account - 03.102.4500

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the invoice accounting is as follows:

Dr. Receivables $1,000 Account - 02.000.1200

Dr. Receivables $50 Account - 02.000.1200

Dr. Receivables $20 Account - 02.000.1200

Dr. Receivables $500 Account - 03.000.1200

Dr. Receivables $25 Account - 03.000.1200

Dr. Receivables $10 Account - 03.000.1200

Cr. Receivables $1,605 Account - 01.000.1200

Invoice Type Adjustment

The following example shows an adjustment against an entire invoice.

Standard Receivables With multi-fund accounts receivable accounting disabled, the accounting is as follows:

Dr. Adjustment $1,605 Account - 01.000.1260

Cr. Receivables $1,605 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, each adjustment line has a corresponding receivables line. The receivables accounting is as follows:

Dr. Receivables $1,605 Account - 01.000.1200

Cr. Receivables $1,000 Account - 02.000.1200

Cr. Receivables $50 Account - 02.000.1200

Cr. Receivables $20 Account - 02.000.1200

Cr. Receivables $500 Account - 03.000.1200

Cr. Receivables $25 Account - 03.000.1200

Cr. Receivables $10 Account - 03.000.1200

The adjustment accounting is as follows:

Dr. Adjustment $1,000 Account - 02.000.1260

Dr. Adjustment $50 Account - 02.000.1260

Dr. Adjustment $20 Account - 02.000.1260

Dr. Adjustment $500 Account - 03.000.1260

Dr. Adjustment $25 Account - 03.000.1260

Dr. Adjustment $10 Account - 03.000.1260

Cr. Adjustment $1,605 Account - 01.000.1260

Line Type Adjustment

The following example shows an adjustment at the line level.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Adjustment	$300 Account - 01.000.1260	
Cr. Receivables		$300 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the receivables accounting is as follows:

Dr. Receivables	$300 Account - 01.000.1210	
Cr. Receivables		$200 Account - 02.000.1210
Cr. Receivables		$100 Account - 03.000.1210

The adjustment accounting is as follows:

Dr. Adjustment	$200 Account - 02.000.1260	
Dr. Adjustment	$100 Account - 03.000.1260	
Cr. Adjustment		$300 Account - 01.000.1260

Tax Type Adjustment

The following example shows an adjustment to invoice tax lines.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Adjustment	$75 Account - 01.000.1260	
Cr. Receivables		$75 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the receivables accounting is as follows:

Dr. Receivables	$75 Account - 01.000.1210	
Cr. Receivables		$50 Account - 02.000.1210
Cr. Receivables		$25 Account - 03.000.1210

The adjustment accounting is as follows:

Dr. Adjustment $50 Account - 02.000.1260

Dr. Adjustment $25 Account - 03.000.1260

Cr. Adjustment $75 Account - 01.000.1260

Freight Type Adjustment

The following example shows an adjustment to invoice freight lines.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Adjustment $30 Account - 01.000.1260

Cr. Receivables $30 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the receivables accounting is as follows:

Dr. Receivables $30 Account - 01.000.1210

Cr. Receivables $20 Account - 02.000.1210

Cr. Receivables $10 Account - 03.000.1210

The adjustment accounting is as follows:

Dr. Adjustment $20 Account - 02.000.1260

Dr. Adjustment $10 Account - 03.000.1260

Cr. Adjustment $30 Account - 01.000.1260

Line Type Adjustment to Single Line

The following example shows a line type adjustment to a single line.

Standard Receivables With multi-fund accounts receivable disabled, the accounting is as follows:

Dr. Adjustment $1,000 Account - 01.000.1260

Cr. Receivables $1,000 Account - 01.000.1210

Multi-Fund Accounts Receivable With multi-fund accounts receivable enabled, the receivables accounting is as follows:

Dr. Receivables $1,000 Account - 01.000.1210

Cr. Receivables $1,000 Account - 02.000.1210

The adjustment accounting is as follows:

Dr. Adjustment $1,000 Account - 02.000.1260

Cr. Adjustment $1,000 Account - 01.000.1260

Entering an Adjustment Procedure

Adjustments are entered in the Adjustments window. When an activity is assigned to the adjustment, Receivables automatically uses the accounts assigned to that activity for the adjustment.

To enter an adjustment, perform the following steps.

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

    Transactions - **Transactions Summary**

2. Query the transaction to adjust.

3. Select the transaction or, if the transaction has multiple installments, select the installment to adjust.

4. Click **Adjust**.

    The Adjustments window appears.

5. Enter the adjustment.

6. Save or save and continue as follows:

    File - **Save** or **Save and Proceed**

7. Close the window.

Adjustments Window

Figure 9–1   Adjustments Window

Viewing and Distributing Adjustments Procedure

To view and distribute an adjustment, perform the following steps.

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

   Transactions - **Transactions Summary**

2. Query the transaction to adjust.

3. Select the transaction or, if the transaction has multiple installments, select the installment to adjust.

4. Click **Adjust**.

   The Adjustments window appears.

5. Enter the adjustment.

6. To distribute and view the adjustment, navigate to the Adjustment Distributions window as follows:

   Actions - **View Multi-Fund Distributions**

7. View the distributions.

8. Close the window.

Adjustment Distributions Window

Figure 9–2   Adjustment Distributions Window

Adjustment Distributions Window Description

Table 9–1   Adjustment Distributions Window Description

Field Name	Type	Features	Description
Adjustment Amount	display only		amount adjusted
Activity	display only		type of adjustment activity
Distributions Region			
Adjustment Account	display only		adjustment account after reallocation
Receivable Account	display only		receivables account
Comments	optional		comments entered by user
Percent	default, required		percentage of adjustment
Amount	default, required		amount adjusted
Total [Percent]	display only		total percentage adjusted
Total [Amount]	display only		total amount adjusted
Additional Information Region			
Line Description	display only		invoice line description
Adjustment Description	display only		adjustment accounting flexfield description
Receivable Description	display only		receivables accounting flexfield description

10

Multi-Fund Accounts Receivable Reports Procedures

This chapter describes reports for Multi-Fund Accounts Receivable. The following sections are in this chapter:

- Definition

- Overview

- PSA Adjustment Register Report Procedure

- PSA Aging 4 Buckets Report Procedure

- PSA Applied Receipts Register Report Procedure

- PSA Multiple Fund Distributions Error Report Procedure

- PSA Receipt Register Report Procedure

- PSA Sales Journal by Customer Report Procedure

- PSA Sales Journal by GL Account Report Procedure

- PSA Transaction Register Report Procedure

Definition

Standard Receivables reports are modified for multi-fund accounts receivables to display multi-fund distributions.

Overview

Oracle Public Sector Advanced Features includes the following reports for multi-fund accounts receivable:

- PSA Adjustment Register
- PSA Aging 4 Buckets Report
- PSA Applied Receipts Register
- PSA Multiple Fund Distributions Error Report
- PSA Receipt Register
- PSA Sales Journal by Customer
- PSA Sales Journal by GL Account
- PSA Transaction Register

Note: Some standard Receivables reports in Release 11*i* are in RXi format to enable a degree of customization. However, the multi-fund accounts receivables versions of those same reports are not in RXi format. The affected reports are:

- PSA Adjustment Register
- PSA Applied Receipts Register
- PSA Receipt Register
- PSA Transaction Register

PSA Adjustment Register

The PSA Adjustment Register report provides information on approved adjustments. Adjustments include manual and automatic adjustments, invoices applied to commitments, and credit memos applied to invoices that are against commitments.

PSA Aging 4 Buckets Report

The PSA Aging 4 Buckets Report provides information about open items within four aging buckets. Reports can include detail and summary information about customers' current and past due invoices, debit memos, and chargebacks.

Aging reports show detail and summary information about open items. Reports are sorted by organization, and each item is allocated to an organization. Open credits can appear in either summary or aged format. Either format will only report the open credits for the organization to which the credits were entered.

Note: If overlapping aging buckets exist, transactions can be included in more than one bucket and bucket total. However, Receivables will correctly include such transactions only once when calculating the total outstanding amount.

PSA Applied Receipts Register

The PSA Applied Receipts Register report provides information on all activity for a receipt. Users can review how receipts were applied or reversed. The report prints all applications the date range specified, regardless of check date.

PSA Multiple Fund Distributions Error Report

The PSA Multiple Fund Distributions Error Report provides information on errors made during multiple fund distributions.

PSA Receipt Register

The PSA Receipt Register report provides a list of receipts for the date range specified.

PSA Sales Journal by Customer

The PSA Sales Journal by Customer report provides information on all transactions.

PSA Sales Journal by GL Account

The PSA Sales Journal by GL Account report is used to ensure that the transaction register matches the revenue journal. It is also used to balance accounts receivable aging to the General Ledger.

To match both foreign and functional currency amounts to the General Ledger, run the PSA Sales Journal by GL Account report by currency.

To preview a posting to see if debits match credits, run the report with a posting status of unposted.

PSA Transaction Register

The PSA Transaction Register is used to balance revenue accounts to accounts receivable aging.

PSA Adjustment Register Report Procedure

To generate the PSA Adjustment Register report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Adjustment Register from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Order By field, from the list of values, select an option for sorting report results.

7. Optionally, in the GL Date Low field, enter the low end of the General Ledger date range for the report.

8. Optionally, in the GL Date High field, enter the high end of the General Ledger date range for the report.

9. Optionally, in the Transaction Date Low field, enter the low end of the transaction date range for the report.

10. Optionally, in the Transaction Date High field, enter the high end of the transaction date range for the report.

11. Optionally, in the Due Date Low field, enter the low end of the due date range for the report.

12. Optionally, in the Due Date High field, enter the high end of the due date range for the report.

13. Optionally, in the Invoice Type Low field, select the low end of the invoice types range for the report from the list of values.

14. Optionally, in the Invoice Type High field, select the high end of the invoice types range for the report from the list of values.

15. Optionally, in the Adjustment Type Low field, select the low end of the adjustment types range for the report from the list of values.

16. Optionally, in the Adjustment Type High field, select the high end of the adjustment types range for the report from the list of values.

17. Optionally, in the Currency Code Low field, select the low end of the currency codes range for the report from the list of values.

18. Optionally, in the Currency Code High field, select the high end of the currency codes range for the report from the list of values.

19. Optionally, in the Receivables Company Low field, enter the low end of the company codes range for the report.

The Accounting Flexfield window appears.

20. In the Company field, select a company from the list of values.

21. Click **OK**.

22. Optionally, in the Receivables Company High field, enter the high end of the company codes range for the report.

The Accounting Flexfield window appears.

23. In the Company field, select a company from the list of values.

24. Click **OK**.

25. Optionally, in the Adjustment Account Low field, enter the low end of the adjustment account range for the report.

The Accounting Flexfield window appears.

26. For each segment in the accounting flexfield, select a value from the list of values.

27. Click **OK**.

28. Optionally, in the Adjustment Account High field, enter the high end of the adjustment account range for the report.

The Accounting Flexfield window appears.

29. For each segment in the accounting flexfield, select a value from the list of values.

30. Click **OK**.

31. To apply the parameters, click **OK**.

32. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

33. To submit another request, click **Yes,** or to continue, click **No**.

34. View the request in the concurrent manager as follows:

View - **Requests**

PSA Aging 4 Buckets Report Procedure

To generate the PSA Aging 4 Buckets Report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

    Reports - **Other**

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Print Other Reports window appears.

4. In the Name field, select PSA Aging 4 Buckets Report from the list of values.

5. Click **OK**.

    The Parameters window appears.

6. In the Reporting Level field, select the organizational level for which the report is run.

7. In the Reporting Entity field, accept the default organization name, or select the organization from the list of values if the profile option MO: Top Reporting Level is set to Set of Books.

8. In the Order By field, from the list of values, select an option for sorting report results.

9. In the Report Summary field, select the type of report summary from the list of values.

    Note: An invoice summary report provides information on all customers' debit items, and a customer summary report provides customers' names with their total debit item balances.

10. In the Report Format field, select a report format.

    Note: The brief format prints customer names and customer numbers with item information. The detailed format also includes addresses and contact-at addresses.

11. In the As of Date field, enter the date as of which items are included.

    Note: All open items with a General Ledger date before or the same as the date entered are included. The default is the current date.

12. In the Aging Bucket Name field, select the appropriate bucket set from the list of values.

13. In the Show on Account field, select whether customers' credit items are shown.

    Note: If Age is selected, Receivables ages credit items and includes the credit amounts in the appropriate aging bucket columns.

    If Do Not Show is selected, Receivables does not include credit items in customers' balances. No identified or unidentified payments or on-account credit memos are displayed.

    If Summarize is selected, Receivables shows the sum of credit items in the Customer Credit Memos, Customer Payments, and the Customer Balance rows.

14. Optionally, in the Balance Due Low field, enter the low end of the balances due range for the report.

15. Optionally, in the Balance Due High field, enter the high end of the balances due range for the report.

16. Optionally, in the Invoice Type Low field, select the low end of the invoice types range for the report from the list of values.

17. Optionally, in the Invoice Type High field, select the high end of the invoice types range for the report from the list of value.

18. Optionally, in the Currency field, select a currency from the list of values.

19. Optionally, in the Company Segment Low field, enter the low end of the company segments range for the report.

    The Accounting Flexfield window appears.

20. In the Company field, select the company segment from the list of values.

21. Click **OK**.

22. Optionally, in the Company Segment High field, enter the high end of the company segments range for the report.

    The Accounting Flexfield window appears.

23. In the Company field, select the company segment from the list of values.

24. Click **OK**.

25. Optionally, in the Customer Name Low field, select the low end of the customer names range for the report from the list of values.

26. Optionally, in the Customer Name High field, select the high end of the customer names range for the report from the list of values.

27. To apply the parameters, click **OK**.

28. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

29. To submit another request, click **Yes,** or to continue, click **No**.

30. View the request in the concurrent manager as follows:

    View - **Requests**

PSA Applied Receipts Register Report Procedure

To generate the PSA Applied Receipts Register report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Applied Receipts Register from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Order By field, from the list of values, select an option for sorting report results.

7. Optionally, in the Batch Name Low field, select the low end of the batch names range for the report from the list of values.

8. Optionally, in the Batch Name High field, select the high end of the batch names range for the report from the list of values.

9. Optionally, in the Customer Name Low field, select the low end of the customer names range for the report from the list of values.

10. Optionally, in the Customer Name High field, select the high end of the customer names range for the report from the list of values.

11. Optionally, in the Customer Number Low field, select the low end of the customer numbers range for the report from the list of values.

12. Optionally, in the Customer Number High field, select the high end of the customer numbers range for the report from the list of values.

13. Optionally, in the Apply Date Low field, enter the low end of the receipt apply date range for the report.

14. Optionally, in the Apply Date High field, enter the high end of the receipt apply date range for the report.

15. Optionally, in the Receipt Number Low field, select the low end of the receipt number range for the report from the list of values.

16. Optionally, in the Receipt Number High field, select the high end of the receipt number range for the report from the list of values.

17. Optionally, in the Invoice Number Low field, select the low end of the invoice number range for the report from the list of values.

18. Optionally, in the Invoice Number High field, select the high end of the invoice number range for the report from the list of values.

19. Optionally, in the Receipt GL Date Low field, enter the low end of the receipt General Ledger date range for the report.

20. Optionally, in the Receipt GL Date High field, enter the high end of the receipt General Ledger date range for the report.

21. Optionally, in the Invoice Type Low field, select the low end of the invoice type range for the report from the list of values.

22. Optionally, in the Invoice Type High field, select the high end of the invoice type range for the report from the list of values.

23. Optionally, in the Company Segment Low field, enter the low end of the company segment range for the report.

    The Accounting Flexfield window appears.

24. In the Company field, select the company from the list of values.

25. Click **OK**.

26. Optionally, in the Company Segment High field, enter the low end of the company segment range.

    The Accounting Flexfield window appears.

27. In the Company field, select the company from the list of values.

28. Click **OK**.

29. To apply the parameters, click **OK**.

30. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

31. To submit another request, click **Yes,** or to continue, click **No**.

32. View the request in the concurrent manager as follows:

    View - **Requests**

PSA Multiple Fund Distributions Error Report Procedure

To generate the PSA Multiple Fund Distributions Error Report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Multiple Fund Distributions Error Report from the list of values.

5. Click **OK**.

6. To send the request to the concurrent manager, click **Submit**.

   The Decision pop-up window appears.

7. To submit another request, click **Yes,** or to continue, click **No**.

8. View the request in the concurrent manager as follows:

   View - **Requests**

PSA Receipt Register Report Procedure

To generate the PSA Receipt Register report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

    Reports - **Other**

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Print Other Reports window appears.

4. In the Name field, select PSA Receipt Register from the list of values.

5. Click **OK**.

    The Parameters window appears.

6. In the Order By field, from the list of values, select an option for sorting report results.

7. Optionally, in the Batch Name Low field, select the low end of the batch name range for the report from the list of values.

8. Optionally, in the Batch Name High field, select the high end of the batch name range for the report from the list of values.

9. Optionally, in the Customer Name Low field, select the low end of the customer name range for the report from the list of values.

10. Optionally, in the Customer Name High field, select the high end of the customer name range for the report from the list of values.

11. Optionally, in the Deposit Date Low field, select the low end of the deposit date range for the report from the list of values.

12. Optionally, in the Deposit Date High field, select the high end of the deposit date range for the report from the list of values.

13. Optionally, in the Receipt Status Low field, select the low end of the receipt status range for the report from the list of values.

14. Optionally, in the Receipt Status High field, select the high end of the receipt status range for the report from the list of values.

15. Optionally, in the Receipt GL Date Low field, select the low end of the receipt General Ledger date range for the report from the list of values.

16. Optionally, in the Receipt GL Date High field, select the high end of the receipt General Ledger date range for the report from the list of values.

17. Optionally, in the Currency Code field, select a currency code from the list of values.

18. To apply the parameters, click **OK**.

19. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

20. To submit another request, click **Yes,** or to continue, click **No**.

21. View the request in the concurrent manager as follows:

    View - **Requests**

PSA Sales Journal by Customer Report Procedure

To generate the PSA Sales Journal by Customer report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

    Reports - **Other**

    The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

    The Print Other Reports window appears.

4. In the Name field, select PSA Sales Journal by Customer from the list of values.

5. Click **OK**.

    The Parameters window appears.

6. In the Order By field, from the list of values, select the option used to sort report results.

7. In the Report By Line field, select Yes or No from the list of values.

8. Optionally, in the GL Date Low field, select the low end of the General Ledger date range for the report from the list of values.

9. Optionally, in the GL Date High field, select the high end of the General Ledger date range for the report from the list of values.

10. Optionally, in the Transaction Date Low field, select the low end of the transaction date range for the report from the list of values.

11. Optionally, in the Transaction Date High field, select the high end of the transaction date range for the report from the list of values.

12. Optionally, in the Currency Code field, select a currency code from the list of values.

13. Optionally, in the Company Segment Low field, enter the low end of the company segment range.

    The Accounting Flexfield window opens.

14. In the Company field, select a company from the list of values.

15. Click **OK**.

16. Optionally, in the Company Segment High field, enter the low end of the company segment range.

    The Accounting Flexfield window opens.

17. In the Company field, select a company from the list of values.

18. Click **OK**.

19. Optionally, in the GL Account Type field, select a General Ledger account type from the list of values.

20. Optionally, in the Posting Status field, select a posting status from the list of values.

21. Optionally, in the Transaction Type Low field, select the low end of the transaction type range for the report from the list of values.

22. Optionally, in the Transaction Type High field, select the high end of the transaction type range for the report from the list of values.

23. Optionally, in the Transaction Number Low field, select the low end of the transaction number range for the report from the list of values.

24. Optionally, in the Transaction Number High field, select the high end of the transaction number range for the report from the list of values.

25. In the Customer [Name] Low field, select the low end of the customer name range for the report from the list of accounts.

26. In the Customer Name High field, select the high end of the customer name range for the report from the list of accounts.

27. To apply the parameters, click **OK**.

28. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

29. To submit another request, click **Yes,** or to continue, click **No**.

30. View the request in the concurrent manager as follows:

    View - **Requests**

PSA Sales Journal by GL Account Report Procedure

To generate the PSA Sales Journal by GL Account report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Sales Journal by GL Account from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Order By field, from the list of values, select an option for sorting report results.

7. Optionally, in the GL Date Low field, enter the low end of the General Ledger date range for the report.

8. Optionally, in the GL Date High field, enter the high end of the General Ledger date range for the report.

9. Optionally, in the currency code field, select the currency code from the list of values.

10. Optionally, in the Account Low field, enter the low end of the account range for the report.

    The Accounting Flexfield window appears.

11. Select the appropriate accounting segments from the lists of values.

12. Click **OK**.

13. Optionally, in the Account High field, enter the high end of the account range for the report.

    The Accounting Flexfield window appears.

14. Select the appropriate accounting segments from the lists of values.

15. Click **OK**.

16. Optionally, in the GL Account Type field, select a General Ledger account type from the list of values.

17. Optionally, in the Posting Status field, select a posting status from the list of values.

18. To apply the parameters, click **OK**.

19. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

20. To submit another request, click **Yes,** or to continue, click **No**.

21. View the request in the concurrent manager as follows:

    View - **Requests**

PSA Transaction Register Report Procedure

To generate the PSA Transaction Register report, perform the following steps.

1. In Receivables, navigate to the Print Other Reports window as follows:

   Reports - **Other**

   The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

   The Print Other Reports window appears.

4. In the Name field, select PSA Transaction Register from the list of values.

5. Click **OK**.

   The Parameters window appears.

6. In the Order By field, from the list of values, select an option for sorting report results.

7. Optionally, in the GL Date Low field, enter the low end of the invoice General Ledger date range for the report.

8. Optionally, in the GL Date High field, enter the high end of the invoice General Ledger date range for the report.

9. Optionally, in the Transaction Date Low field, enter the low end of the transaction date range for the report.

10. Optionally, in the Transaction Date High field, enter the high end of transaction date range for the report.

11. Optionally, in the Transaction Type field, select a transaction type from the list of values.

12. Optionally, in the Invoice Type Low field, select the low end of the invoice type range for the report from the list of values.

13. Optionally, in the Invoice Type High field, select the high end of the invoice type range for the report from the list of values.

14. Optionally, in the Currency Code Low field, select the low end of the currency code range for the report from the list of values.

15. Optionally, in the Currency Code High field, select the high end of the currency code range for the report from the list of values.

16. Optionally, in the Company Segment Low field, enter the low end of the company segment range for the report.

    The Accounting Flexfield window appears.

17. In the Company field, select a company from the list of values.

18. Optionally, in the Company Segment High field, enter the high end of the company segment range for the report.

    The Accounting Flexfield window appears.

19. In the Company field, select a company from the list of values.

20. To apply the parameters, click **OK**.

21. To send the request to the concurrent manager, click **Submit**.

    The Decision pop-up window appears.

22. To submit another request, click **Yes,** or to continue, click **No**.

23. View the request in the concurrent manager as follows:

    View - **Requests**

11

Disabling Multi-Fund Accounts Receivable Procedure

This chapter describes how to disable multi-fund accounts receivable. The following sections are in this chapter:

- Definition

- Overview

- Prerequisites

- Disabling Multi-Fund Accounts Receivable Implementation Procedure

Definition

Organizations can disable the multi-fund accounts receivable implementation for an organization.

Overview

The Disable Multiple Funds request set is used to disable the multi-fund accounts receivable implementation for an organization. This request set stores the flag that indicates whether multi-fund accounts receivable is disabled for an organization.

The Disable Multiple Funds request set consists of the following programs:

- Disable Public Sector Features
- Disable Multiple Funds - Install Stub Package

No Transactions Exist

If multi-fund accounts receivable was enabled for an organization in error and no multi-fund accounts receivable transactions exist, users can run the Disable Multiple Funds request set to disable the multi-fund accounts receivable implementation.

Transactions Exist

Organizations that have existing multi-fund accounts receivable transactions must ensure that all prerequisites for shutting down multi-fund accounts receivable are met. Users should ensure that the organization is upgrading to a new multi-fund accounts receivable system.

Running the Disable Multiple Funds request set does not affect historical multi-fund accounts receivable data. However, users will not be able to view this data.

Note: If the Disable Multiple Funds request set is run in error, users should re-run the Enable Multiple Funds request set for the organization.

Prerequisites

❏ Stop creating any new multi-fund accounts receivable transactions.

❏ Reconcile and post all transactions to the last open period in General Ledger and reconcile all subledger balances.

To reconcile and post all transactions, see Running General Ledger Interface, *Oracle Public Sector Receivables User's Guide.*

❏ Generate the PSA Aging 4 Buckets Report to obtain a complete list of all outstanding multi-fund accounts receivable balances.

To generate the PSA Aging 4 Buckets Report, see PSA Aging 4 Buckets Report Procedure, Multi-Fund Accounts Receivable Reports Procedures, page 10-1.

❏ Follow the instructions for upgrading to the new version of multi-fund accounts receivable.

Disabling Multi-Fund Accounts Receivable Implementation Procedure

To disable a multi-fund accounts receivable implementation, perform the following steps.

1. Using the PSA Administrator responsibility, navigate to the Control Multiple Funds window as follows:

   Multiple Funds - **Control**

   The Submit a New Request window appears.

2. Select the Request Set radio button.

3. Click **OK**.

   The Control Multiple Funds window appears.

4. In the Request Set field, select Disable Multiple Funds from the list of values.

5. Place the cursor in the Parameters field for the Disable Public Sector Features program.

   The Parameters window appears.

6. In the Organization field, select an organization from the list of values.

7. In the Features field, select Multiple Funds from the list of values.

8. Click **OK**.

9. To disable a multi-fund accounts receivable implementation, click **Submit**.

   Note: The Disable Multiple Funds - Install Stub Package program does not have any parameters.

   The Requests window appears.

10. To view the log file, select the appropriate Request ID and click **View Log**.

11. Close the window.

Part III

Encumbrance Reconciliation Reports

12

Encumbrance Reconciliation Reporting Process

This chapter describes the encumbrance reconciliation reporting process. The following sections are in this chapter:

- Overview
- Background
- Existing Architecture
- Benefits
- Limitations
- Encumbrance Reconciliation Report
- Document Accounting Details Report

Overview

The encumbrance reconciliation reports aid in the reconciliation of encumbrance account balances. This functionality provides information for the analysis of encumbrance account balances, starting from the General Ledger with references back to the transaction sources in the subsidiary ledgers.

The primary tools for performing encumbrance reconciliation are the encumbrance reconciliation reports, which present the details regarding any imbalances. These reports are executable as an encumbrance transaction listing on selected accounts or account ranges over a selected period range.

Other standard reports related to encumbrance accounting exist, which can be referenced from the *Oracle Public Sector General Ledger User's Guide.*

The encumbrance reconciliation reports must be viewed as a diagnostic tool only. They do not resolve any encumbrance imbalances that occur between the subsidiary ledgers and the General Ledger. The imbalances can only be corrected by the creation and posting of manual encumbrance journals in the General Ledger. Oracle Corporation does not recommend or support the adjustment of encumbrance account balances through any other means.

The business justification for the encumbrance reconciliation reports is the need to diagnose cross-modular accounting imbalances. Accounting data is maintained in subsidiary ledger document tables in the database. The data in these document, or transaction, tables is dynamic. Changes to documents can affect the accounting. In pre-Release 11*i* installations, there are no auditable accounting transactions maintained in the subsidiary ledgers. This means that any changes to the subsidiary ledger accounting data, or changes to documents, which impact the subsidiary ledger accounting data, will change the accounting data residing in the subsidiary ledger document tables. These changes generate relevant accounting transactions for transfer to the General Ledger.

Reference

For information on reconciling payables activity with General Ledger, see Reconciling Payables Activity to General Ledger, *Oracle Public Sector Payables User's Guide.*

Background

The subsidiary ledgers, Oracle Public Sector Purchasing and Oracle Public Sector Payables, create encumbrance entries during transaction processing and document approval that are transferred to Oracle Public Sector General Ledger. These encumbrance entries can be reviewed, edited, and posted in General Ledger.

The existing standard reports provide information about the transactions related to encumbrance entries within a specific module. There is no specific report that comprehensively reconciles the encumbrance accounting balance between the subsidiary ledgers, Purchasing and Payables, and the General Ledger. There are some combinations of standard reports which approach the desired functionality, but the new encumbrance reconciliation reports provide the cross-modular data users require.

For descriptions of standard reports, see Submitting Standard Reports, Programs, and Listings, *Oracle Public Sector Payables User's Guide* and Chapter 9, *Oracle Public Sector Purchasing User's Guide.*

Simply stated, the encumbrance reconciliation reports gather cross-modular data on related encumbrance accounting entries and report all source transactions, highlighting where imbalances occur.

The encumbrance reconciliation reporting functionality includes the following:

- identification of atypical encumbrance balances in the General Ledger, such as negative encumbrance balances

- full implementation of the drilldown concept seen in the online windows and standard reports, and only partially implemented by the Subsidiary Ledger Accounting model

- support for period-end reconciliation and year-end processing

Existing Architecture

Before Release 11*i*, there were no distinct set of subsidiary ledger accounting entry tables, only the dynamic document tables from which accounting entries are generated. An action history table exists in Purchasing, but not in Payables. The Purchasing action history table records transaction events for each Purchasing document. These transaction events may or may not result in the generation of an associated accounting entry.

The following primary tables maintain accounting information to be generated and transferred to the General Ledger:

- AP_INVOICE_DISTRIBUTIONS_ALL

- PO_DISTRIBUTIONS_ALL

- PO_REQ_DISTRIBUTIONS_ALL

Changes to these transaction tables can result in changes to the accounting data in these tables. These actions generate General Ledger entries for transfer to the General Ledger, but the contents of these subsidiary ledger tables are overwritten without a history of the changes being maintained.

Users typically require a confirmation that the General Ledger encumbrance balances reconcile to the subsidiary ledger amounts. If imbalances exist, users may need to trace the source that introduced the imbalance.

Benefits

The encumbrance reconciliation reports identify and report the outstanding imbalances between the General Ledger and the subsidiary ledgers using encumbrances. Most government agencies are required by law to control their spending and their commitments to spend. Overspending often results in severe non-compliance penalties. Using encumbrance reconciliation reports on a regular basis greatly assists with identifying encumbrance errors before overspending occurs.

Limitations

The encumbrance reconciliation reports only provide information about the variances between the General Ledger and the subsidiary ledgers. They do not correct the variances or the errors in encumbrance accounting.

Users must devise procedures for researching further the reasons for the discrepancies. To correct imbalances, users must create and post manual encumbrances.

To obtain the most complete and accurate encumbrance reconciliation reporting details, perform the following steps.

1. In the Journal Sources window for the journal sources setup option, select the Import Journal References check box for Purchasing and Payables throughout the reporting periods desired. Additionally, the GL_IMPORT_REFERENCES table must be preserved and maintained by the General Ledger Journal Import process. This table collects import references for actual entries only.

2. To preserve detailed reference data, the Create Journals program must be run without the summarized option enabled for every execution in the reporting period. The process inserts rows for encumbrance entries going to the General Ledger into the GL_IMPORT_REFERENCES table, only if the journal source is flagged to import journal references.

3. Encumbrance accounting must be enabled throughout the reporting period requested. The Automatic Encumbrance check box in the Define Budget Organizations window must be selected for all required account ranges.

Encumbrance Reconciliation Report

The Encumbrance Reconciliation Report can be run as a concurrent program from the standard report submission window.

Parameters

The Encumbrance Reconciliation Report accepts the following parameters:

- period range selected from the list of values
- chart of accounts value range selected from the list of values
- encumbrance type selected from the list of values

Based on the parameters selected, the Encumbrance Reconciliation Report lists General Ledger balances for each of the Accounting Flexfields with encumbrance balances, the journal entry transactions that contribute to these encumbrance account balances, the total balance in the requested periods, and the related source document level and distribution level data that are referred to in each of the journal entry lines reported.

The source document data in the Encumbrance Reconciliation Report is driven by the presence of the reference columns on the journal entry lines. These reference columns are the key to the cross-modular reporting capability. If these reference columns are in error or missing, an appropriate error is displayed for the account. Similarly, if a reference column points to a document that cannot be found, another error message is displayed.

Document Accounting Details Report

The Document Accounting Details Report can be run as a concurrent program from the standard report submission window.

Parameters

The Document Accounting Details Report accepts the following parameters:

- Document Type selected from the list of values
- Document ID selected from the list of values

Based on the parameters selected, the Document Accounting Details Report lists all accounting entries, or journal entry lines, generated from the selected document. The report essentially performs a reverse drill-down from the source document back to the General Ledger. This report is used to supplement the analysis performed during encumbrance reconciliation.

Limitations

The history of encumbrance transactions is not recorded in the subsidiary ledgers. Only the current status and details of encumbrances is stored in the subsidiary ledgers. Consequently, the Document Accounting Details Report is provided to present all accounting entries generated from a selected document.

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Encumbrance Reconciliation Reports Procedures

This chapter describes the encumbrance reconciliation reports procedures. The following sections are in this chapter:

- Definition
- Overview
- Prerequisites
- Running and Printing the Encumbrance Reconciliation Report Procedure
- Running and Printing the Document Accounting Details Report Procedure

Definition

The Encumbrance Reconciliation Report lists encumbrance balances and transactions on selected accounts or account ranges for a given period or period range, which allows users to identify outstanding encumbrance imbalances between the subsidiary ledgers, Oracle Public Sector Purchasing and Oracle Public Sector Payables, and the General Ledger.

The Document Accounting Details Report lists accounting entries generated from a specified purchasing document.

Overview

This chapter describes the following reports:

- Encumbrance Reconciliation Report
- Document Accounting Details Report

Users run the Encumbrance Reconciliation Report first to identify imbalances and then the Document Accounting Details Report to view details on the source document associated with the imbalance.

Encumbrance Reconciliation Report

The Encumbrance Reconciliation Report gathers cross-modular data on encumbrance accounting entries and reports the source transactions, highlighting any imbalances.

The Encumbrance Reconciliation Report identifies the following:

- variances between the General Ledger and subsidiary ledgers' encumbrance balances
- negative General Ledger encumbrance balances

Note: To correct imbalances, users must create and post manual encumbrances to the General Ledger.

To create and post manual encumbrances to the General Ledger, see Entering Encumbrances, *Oracle Public Sector General Ledger User's Guide.*

The Encumbrance Reconciliation Report prints the following information:

- General Ledger balances for the account or account range specified

- journal entry line amounts that contribute to the General Ledger balances in the requested period

- source document data that corresponds to each journal entry line amount and the corresponding source document amounts originating from the subsidiary ledgers

Document Accounting Details Report

The Document Accounting Details Report provides the following information:

- identifies journal entry lines generated from a specified purchasing document

The Document Accounting Details Report prints the following information for each line of the specified purchasing document:

- distribution account number

- journal entry batch name and header name

- journal entry line number and amount

- journal entry date

References

For information on encumbrance accounting, see Overview of Encumbrance Accounting, *Oracle Public Sector General Ledger User's Guide.*

For information on using budgetary control with Payables, see Budgetary Control in Payables, *Oracle Public Sector Payables User's Guide.*

For information on making changes to an encumbered purchase order, see Changing Encumbered Documents, *Oracle Public Sector Purchasing User's Guide.*

For information on reserving funds for requisitions, see Reserving Funds for Requisitions, *Oracle Public Sector Purchasing User's Guide.*

For information on making changes to encumbered documents, see Submitting a Document for Approval, *Oracle Public Sector Purchasing User's Guide.*

Prerequisites

❑ To use encumbrance accounting, budgetary control, budgetary accounts, and funds checking, users must install Oracle Public Sector General Ledger. Full use of these features also requires installing Oracle Public Sector Purchasing and Oracle Public Sector Payables.

❑ To use the full capabilities of encumbrance accounting, users must enable budgetary control for a set of books.

To enable budgetary control for a set of books, see Oracle Public Sector Advanced Features Setup Checklist, Oracle Public Sector Advanced Features Setup Overview, page 3-3.

❑ To ensure the best accuracy and completeness, General Ledger posting must be performed in detail for all subsidiary ledgers. To perform detail posting to the General Ledger for all subsidiary ledgers, the Journal Import process must be run in detail mode.

To run the Journal Import process in detail mode, deselect the Create Summary Journals check box in the Import Journals window.

For information on running the Journal Import process, see Importing Journals, *Oracle Public Sector General Ledger User's Guide.*

❑ To ensure the best accuracy and completeness, General Ledger posting must be performed in detail for all subsidiary ledgers. To perform detail posting to the General Ledger for all subsidiary ledgers, the Create Journals program must be run in detail mode.

To run the Create Journals program in detail mode, select Program - Create Journals in the Name field of the Submit Requests window and then select No from the list of values in the Create Summary Journals field of the Parameters pop-up window.

For information on running the Create Journals program, see Running the Create Journals Program, *Oracle Public Sector General Ledger User's Guide.*

❑ If any subsidiary ledgers are not posting to the General Ledger in detail, the subsidiary ledgers must be defined to import detail reference information for summary journals imported from subsidiary ledgers.

To import detail reference information from each subsidiary ledger that sends encumbrance entries to General Ledger, see Oracle Public Sector Advanced Features Setup Checklist, Oracle Public Sector Advanced Features Setup Overview, page 3-3.

Running and Printing the Encumbrance Reconciliation Report Procedure

To run and print the Encumbrance Reconciliation Report, perform the following steps.

1. In General Ledger, navigate to the Submit Request window as follows:

   Other - **Report** - **Run**

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select Encumbrance Reconciliation Report from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Starting Period field, select a beginning period to include in the Encumbrance Reconciliation Report from the list of values.

7. In the Ending Period field, select an ending period to include in the Encumbrance Reconciliation Report from the list of values.

8. Click in the Account From field.

   The Chart of Accounts pop-up window appears.

9. Select low and high values from the list of values and click **OK**.

10. In the Encumbrance Type field, select the encumbrance type from the list of values to be included in the Encumbrance Reconciliation Report.

11. Click **OK**.

12. To print the Encumbrance Reconciliation Report after it is run, click **Options...**.

    The Upon Completion... window appears.

13. In the Style field, select the desired style of the report to be printed from the list of values.

14. In the Printer field, select the printer from the list of values.

15. In the Copies field, specify the number of reports to be printed.

16. In the For Language field, select the language the report is to be printed in from the list of values.

17. Click **OK**.

18. To send the process request to the concurrent manager, click **Submit**.

    The Requests window appears for viewing.

19. Close the window.

Running and Printing the Document Accounting Details Report Procedure

To run and print the Document Accounting Details Report, perform the following steps.

1. In General Ledger, navigate to the Submit Request window as follows:

   Other - **Report** - **Run**

   The Submit a New Request window appears.

2. To submit an individual request, select the Single Request radio button.

3. Click **OK**.

   The Submit Request window appears.

4. In the Name field, select the Document Accounting Details Report from the list of values.

5. Click **OK**.

   The Parameters pop-up window appears.

6. In the Document Type field select a source document type from the list of values.

7. In the Document ID field, select or enter a source document number from the list of values.

8. Click **OK**.

9. To print the Document Accounting Details Report after it is run, click **Options...**.

   The Upon Completion... window appears.

10. In the Style field, select the desired style of the report to be printed from the list of values.

11. In the Printer field, select the printer from the list of values.

12. In the Copies field, specify the number of reports to be printed.

13. In the For Language field, select the language the report is to be printed in from the list of values.

14. Click **OK**.

15. To send the process request to the concurrent manager, click **Submit**.

   The Requests window appears for viewing.

16. Close the window.

Part IV

References

A

Oracle Public Sector Advanced Features Navigation Paths

This appendix lists navigation paths for windows in Oracle Public Sector Advanced Features. The following topic is in this appendix:

- Navigation

Navigation

Table A–1 shows the navigation path for each window in Advanced Features.

Table A–1   Navigation Paths

Window	Navigation Path
Oracle Public Sector Advanced Features	
Control Multiple Funds	Multiple Funds - Control
Multi-Fund Transaction Types Setup	Multiple Funds - Setup
Oracle Public Sector General Ledger	
Submit Request	Other - Report - Run
Oracle Public Sector Receivables	
Accounting	Transactions - Transactions Click Line Items Click Distributions or Transactions - Transactions Click Distributions
Adjustment Distributions	Transactions - Transactions Summary Click Adjust Actions - View Multi-Fund Distributions
Adjustments	Transactions - Transactions Summary Click Adjust
Applications	Receipts - Receipts Click Applications

Table A–1   Navigation Paths

Window	Navigation Path
Credit Memo Distributions	Transactions - Transactions Query the direct credit memo Click Distributions Actions - View Multi-Fund Distributions or Transactions - Transactions Summary Query the on-account credit memo Click Applications Actions - View Multi-Fund Distributions
Credit Transactions	Transactions - Credit Transactions
Lines	Transactions - Transactions Click Line Items
Mass Apply	Receipts - Receipts Click Mass Apply
Multiple Funds Balances	Transactions - Transactions Query the invoice Click Balances Actions - View Multi-Fund Distributions
Multiple Funds Distributions	Transactions - Transactions Query the invoice Click Distributions Actions - View Multi-Fund Distributions or Transactions - Transactions Query the invoice Click Line Items Click Distributions Actions - View Multi-Fund Distributions
Print Other Reports	Reports - Other

Table A–1   Navigation Paths

Window	Navigation Path
Receipt Distributions	Receipts - Receipts Click Applications Actions - View Multi-Fund Distributions or Receipts - Receipts Click Mass Apply Click Apply Actions - View Multi-Fund Distributions
Receipts	Receipts - Receipts
Reverse	Receipts - Receipts Click Reverse... 1
Transactions	Transactions - Transactions
Transactions Summary	Transactions - Transactions Summary

Glossary

adjustment

An increase or decrease of the amount due on an invoice, debit memo, chargebacks, deposit, or guarantee. Adjustments can be created manually or automatically.

credit memo

A document that partially or fully reverses an original invoice.

distribution line

A line corresponding to an accounting transaction for an expenditure item on an invoice or a liability on a payment.

encumbrance

An entry made to record an anticipated expenditure of any type. Oracle Public Sector Financials creates requisition encumbrances and purchase order encumbrances automatically when encumbrance accounting or budgetary control is enabled. Users can also record other encumbrances manually.

encumbrance accounting

An Oracle Public Sector Financials feature that creates encumbrances automatically for requisitions, purchase orders, and invoices. If the encumbrance accounting feature is enabled only, users can create encumbrances automatically or manually. Users cannot check funds online unless budgetary control is enabled.

encumbrance journal entry

A journal entry created online that increases or relieves encumbrances. Encumbrance entries can include encumbrances of any type. Users can enter manual encumbrance entries, define encumbrance allocations, or use the Journal Import process to import encumbrance entries from other financial systems.

encumbrance type

An encumbrance category that allows users to track anticipated expenditures according to purchase approval process and to more accurately control planned expenditures. Examples of encumbrance types are commitments, for requisition encumbrances, and obligations, for purchase order obligations.

invoice

A source document created in Oracle Public Sector Receivables that lists amounts owed by the customer for the purchase of goods or services. The document also lists any tax, freight charges, or payment terms.

miscellaneous receipt

Revenue earned from investments, interest, refunds, and stock sales. Miscellaneous receipts do not have invoices associated with them.

multi-fund accounts receivable

An optional feature in Oracle Public Sector Financials that allows users to post receivables invoices, receipts, debit memos, credit memos, and adjusting entries to multiple balancing segment values or funds.

receipt

A payment received in exchange for goods or services.

receivable adjustment

Entries used to write off receivables that are considered uncollectable.

reversing journal entry

A journal entry in General Ledger that reverses an existing journal entry. Users can reverse any journal entry and post it to any open accounting period.

transaction

An accounting activity entered with a General Ledger date that is between the beginning and ending General Ledger dates.

transaction type

An invoice control feature in Receivables that is used to specify default values for invoice printing, posting to General Ledger, and updating open receivables balances.

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