

Oracle® Public Sector Financials (International)

Oracle Public Sector Financials (International) User's Guide

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Contributors: Meet Antani, Martyn Arbon, Lesley Ayres, Zahi Abdul Azeez, Melwyn Barretto, Mukesh Biyani, Sonya Brewer, Paul Edwards, Martin Figg, Mohinder Garcha, Malini Hazarika, Narayanan Iyer, Atul Kataria, Nawshad Kazi, K. Lakshminarayan, Julianna Litwin, Paul Longhorn, Deepak Mahajan, Ron Savage, Rani Shergill, Bidisha Silveira, Lancy Silveira, Michael Tibble, Hajnalka Vegh

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Glossary

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Send Us Your Comments

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

Part No. B10025-01

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

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Public Sector Applications Development Documentation Manager
TVP 530, Oracle Parkway
Thames Valley Park
Reading, Berks., RG6 1RA
United Kingdom

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Thank you for helping us improve our documentation.

Preface

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

The following sections are included in this preface:

- [Audience for this Guide](#)
- [Conventions](#)
- [Documentation Accessibility](#)
- [Other Information Sources](#)
- [Navigation Paths](#)
- [Training and Support](#)
- [Do Not Use Database Tools to Modify Oracle Applications Data](#)
- [About Oracle](#)
- [Documentation Sales](#)
- [Feedback](#)

Audience for this Guide

Welcome to Release 11i of the *Oracle Public Sector Financials (International) User's Guide*.

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

- principles and customary practices of the business area
- Oracle Public Sector Financials (International)

Oracle suggests that users who have never used Oracle Public Sector Financials (International) attend one or more of the Oracle Public Sector Financials (International) training classes available through Oracle University.

- Oracle Applications graphical user interface

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

See [Other Information Sources](#) for more information about Oracle Applications product information.

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 sample command line input or report output, as in the following example: \$APPL_TOP/BUDGET_99
Note:	Notes alert users to the following type of information in this guide: Note: Notes alert users to key points to consider when using a feature.
WARNING:	Warnings alert users to the following type of information in this guide: WARNING: Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.
< >	Angle brackets represent variable input, as in the following example: <SYSTEM username> / <SYSTEM password>
[]	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]

Usage Conventions

The following usage conventions are observed:

Attach file	Indicates that users should click the Attachment icon to attach a document to a record. For information on attachments, see About Attachments and Attachments Window, <i>Oracle Applications User's Guide</i>.
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.
Query appropriate data	Indicates users should query data in the window using View - Find or View - Query By Example - Enter. For information on entering and querying data, see Entering and Querying Data, <i>Oracle Applications User's Guide</i>.

References

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

Documentation Accessibility

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

Other Information Sources

Users can choose from many sources of information, including online documentation, training, and support services, to increase their knowledge and understanding of Oracle Public Sector Financials (International).

When this guide refers to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online in HTML or PDF.

- **Online Help** - The new features section, located in the product overview chapter in the HTML help, describes new features in 11*i*. This information is updated for each new release of Oracle Public Sector Financials (International). The new features section also includes information about any features that were not yet available when this guide was printed. For example, if the system administrator installs software from mini-packs or an upgrade, this section describes the new features.

Online help patches with the latest help are available on MetaLink, as are Documentation Update Notes (DUN). DUNs provide the latest information, as found in the online help patches, in PDF format.

- **11*i* Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.
- **About Document** - Refer to the About Oracle Public Sector Financials (International) document on MetaLink for installed patches to learn about new documentation or documentation patches available for download.

Related User's Guides

Oracle Public Sector Financials (International) shares business and setup information with other Oracle Applications products. Users may want to refer to other user's guides when setting up and using Oracle Public Sector Financials (International).

Read the guides online by choosing Library from the expandable menu on the HTML help window, by reading from the Oracle Applications Document Library CD included in the media pack, or using a Web browser with a URL provided by the system administrator.

Purchase printed guides, if required, from the Oracle Store at <http://oraclestore.oracle.com>.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface available with this release of Oracle Public Sector Financials (International) and any other Oracle Applications products. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Access this user's guide by choosing Getting Started with Oracle Applications from any Oracle Applications help file.

User's Guides Related to This Product

This guide contains references to the following Oracle publications:

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

Installation and System Administration

Oracle Applications Concepts

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

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8i Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks needed to complete an installation. Use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide when upgrading Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11i, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11i directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to run various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guide contains how-to steps, screenshots, and other information needed to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

Oracle Applications System Administrator's Guide

The guide provides planning and reference information for the Oracle Applications system administrator. The guide contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

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

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides

information to help users build custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the UI standards followed by the Oracle Applications development staff. It describes the UI for Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Multiple Reporting Currencies in Oracle Applications

Users who employ the multiple reporting currencies feature to record transactions in more than one currency must use this manual before implementing Oracle Public Sector Financials (International). This manual details additional steps and setup considerations for implementing Oracle Public Sector Financials (International) with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Public Sector Financials (International) with the Oracle Applications multiple organization support feature, so users can define and support different organization structures when running a single installation of Oracle Public Sector Financials (International).

Oracle Workflow Guide

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

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle Public Sector Financials (International) implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps users convert data from existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

The manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. The guide is available in HTML format on the documentation CD-ROM for Release 11i.

Navigation Paths

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

Navigation paths are documented for the following:

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

Features Specific to Oracle Public Sector Financials (International)

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

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

Features that are Enhancements to Oracle Financials

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

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

Training and Support

Training

Oracle offers a complete set of training courses to help users and their staffs master Oracle Public Sector Financials (International) and reach full productivity quickly. These courses are organized into functional learning paths, so users take only those courses appropriate to their jobs or areas of responsibility.

Users have a choice of educational environments. They can attend courses offered by Oracle University at any one of our many Education Centers, or can arrange for our trainers to teach at their facility, or can employ the Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet users' needs. For example, users can employ their own organizational structure, terminology, and data as examples in a customized training session delivered at their own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Oracle Public Sector Financials (International) working for all users. This team includes the technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in users' specific business areas, managing an Oracle server, and users' hardware and software environments.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless otherwise instructed.

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 Applications data, they risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Applications tables are interrelated, any change made using Oracle Applications can update many tables at once. But when users modify Oracle Applications data using anything other than Oracle Applications, 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 Applications.

When users employ Oracle Applications to modify the data, Oracle Applications automatically checks that the changes are valid. Oracle 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 Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and customer relationship 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.

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>.

Feedback

Thank you for using Oracle Public Sector Financials (International) and this user's guide.

Oracle values comments and feedback. At the end of this guide is a Reader's Comment Form that users can employ to explain what they like or dislike about Oracle Public Sector Financials (International) or this user's guide. Mail comments to the following address or call us directly at (650) 506-8968.

Oracle Public Sector Applications Documentation Manager

Oracle Corporation

500 Oracle Parkway

Redwood Shores, CA 94065

U.S.A

Or, send electronic mail to gepddoc_us@oracle.com.

Product Overview

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

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

Overview

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

- Budgeting Extensions
- Construction Industry Scheme
- Exchange Protocol
- Dossier
- Single Third Party

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

The following topics are described in this section:

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

Products

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

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

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

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

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

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

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

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

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

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

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

General Ledger	Payables	Receivables	Purchasing	Application Object Library	Assets
Budgeting Extensions	Construction Industry Scheme	Combined Basis Accounting	Construction Industry Scheme	Subledger Security	Inflation Accounting for Assets
Cash and Accruals Support	Exchange Protocol	Extended Dunning Letter Charges	Contract Encumbrancing		Modified Historic Cost Accounting
Commitment Budgetary Control	Multi-Period Posting	Exchange Protocol			
Dossier	Secondary Invoice Approval	Installment Terms			
Enhanced Funds Checker	Single Third Party	Standing Charges			
Generic Interface		Single Third Party			
Hierarchical Drill-Down					
Internal Trading					

International Implications

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

The following topics are described in this section:

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

Globalizations

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

- Dossier
- Exchange Protocol
- Single Third Party

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

Country or Government Specific Features, References, and Notes

[Table 1–1](#), page 1-6, and [Table 1–2](#), page 1-7, list features that might not be relevant in every country. Oracle Corporation recommends seeking advice from a qualified accountant about the implications of using a country specific feature.

Table 1–1 Country or Government Specific Features

Feature	Where Required	Reference Note	Applicable in Additional Countries
Cash and Accruals Support	UK	1	Yes
Combined Basis Accounting	UK	1	Yes
Construction Industry Scheme	UK	2	Yes; some reports may not be appropriate
Dossier	France	3	Yes
Extended Dunning Letter Charges	Netherlands		Yes; where legislation applies
Exchange Protocol	France	3	Yes

Table 1–1 Country or Government Specific Features

Feature	Where Required	Reference Note	Applicable in Additional Countries
Modified Historic Cost Accounting	UK	4	No
Inflation Accounting for Assets	UK	5	No
Single Third Party	France	3	Yes
Subledger Security	UK		Yes

Table 1–2, page 1-7 describes the reference notes listed in Table 1–1, page 1-6.

Table 1–2 Country or Government Specific Features Reference Notes

Reference Note Number	References
1 Cash and Accruals Support and Combined Basis Accounting	The United Kingdom (UK) Government has specified a move from cash-based accounting to accrual-based accounting. In some cases both accounting methods are retained in perpetuity. For information on UK requirements for combined basis accounting and cash and accruals, see <i>Better Accounting for the Taxpayer's Money; Resource Accounting and Budgeting in Government</i> , HMSO Cm2929.
2 Construction Industry Scheme	Oracle Public Sector Financials (International) meets the UK Inland Revenue requirements for construction industry scheme deductions. However, the reports are not approved as substitutes by the UK Inland Revenue. For information about UK Inland Revenue requirements for the construction industry, see <i>Construction Industry Tax Deduction Scheme</i> , External Communication Unit of the Inland Revenue, Construction Industry Series IR14 / 15 (CIS), March 1999, including addendums CIS Fact 1 and CIS Fact, 3 March 1999.

Table 1–2 Country or Government Specific Features Reference Notes

Reference Note Number	References
3 Exchange Protocol, Dossier, and Single Third Party	Oracle Public Sector Financials (International) meets the French government public sector requirements for exchange protocol, dossier, and single third party. For information on French requirements, see Reglementation comptable Etablissements Publics Administratifs et Nationaux M9.1, M14, M21 at the following website: http://www.finances.gouv.fr/reglementation/instructions_comptables .
4 Modified Historic Cost Accounting	This feature was the initial response to the UK Government's requirement for the revaluation of assets and associated depreciation. The scope was limited to positive inflationary index movements.
5 Inflation Accounting for Assets	This feature is the replacement for Modified Historic Cost Accounting, and has been enhanced to handle both positive and negative movements. The requirement to amortize the revaluation reserve has also been included.

Oracle Public Sector Financials (International) Features

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

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

Budgeting Extensions

Budgeting Extensions provide an expansion of the standard budgeting features present in General Ledger. Features include the following:

- optional double entry enforced budgeting
- budget spreadsheets import
- budget history inquiry
- next year budget creation, percentage changes to existing budgets, and budget reprofiling for whole or partial years
- budget reports

Cash and Accruals Support

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

- cash
- accruals

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

Combined Basis Accounting

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

The following windows provide enhancements:

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

The Oracle General Ledger Cash Basis Transfer routine automatically generates the following reports:

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

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

- **Combined Basis Accounting: Cash Basis Unposted Items Report**

This report is generated automatically if there are unposted items for a given General Ledger date range.

- **Standing Charges: Cash Basis Unposted Items Report**

This report is generated if the General Ledger postings are out of balance and shows the out of balance transactions. If generated, an error message is also printed in the execution log and the concurrent task fails.

Commitment Budgetary Control

Commitment Budgetary Control enables users to check funds availability online for all types of contract commitments, and encumber funds online. The Commitment Model enables public sector organizations to manage their business using dual budgeting, which includes standard budgetary control and commitment budgetary control. The standard budget represents the amount an organization is willing to pay in a given period. The commitment budget represents the amount of encumbrances an organization is willing to commit itself to in a given period.

The following features are included in Commitment Budgetary Control:

- set up commitment budgetary control check level
- check and reserve funds online
- commitment budgetary control online inquiry

Construction Industry Scheme

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

- maintain and report details of payments to subcontractors where applicable, for monthly payments to the Inland Revenue using the vouchers
- manage details of subcontractors' certificates CIS4, CIS5, and CIS6 including the following:
 - automatic warnings on Invoice, Purchase Order, and Purchase Agreement windows

- maintain certificate details for suppliers
- maintain voucher details for payments
- certificate expiry reports
- generate the following standard returns for the Inland Revenue:
 - CIS23 Taxed Payment Vouchers
 - CIS24 Gross Payment Vouchers
 - CIS25 Company Gross Payment Vouchers
 - CIS36 Contractors End of Year Return

Contract Commitment

A contract commitment is the financial representation of a legally enforceable agreement with a third party or an internal commitment of funds. Contract Commitment provides organizations with the ability to encumber contract activity from a financial perspective without the manufacturing type data required in Oracle Purchasing. Contract Commitment supports the Commitment Model which focuses on the encumbrance expenditure type.

Contract commitments usually extend over a period of years. This means that the contract commitment created in a certain fiscal year is paid against different funding budgets spread over multiple fiscal years. The amount that is expected to be paid in a certain fiscal year is the payment forecast. The set of payment forecasts that belongs to a contract commitment is the payment schedule.

Contract Commitment includes the following features:

- create and maintain standard, cover, and release contract commitments
- Year-End process
- revaluation process
- document control regulates the status of contract commitments during the contract commitment life cycle

Contract Commitment uses Oracle Workflow to route contract commitments for approval and to determine who has approval authority, who has access to contract commitments, and what actions employees can take against these contract commitments.

Contract Encumbrancing

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

- encumbrances created on purchase agreements or purchase orders across the life of the agreement or order
- life of the agreement crosses fiscal years
- funds checking against multiple budgets

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

Dossier

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

- create budgetary transfers
- approve budgetary transfers
- manage funds in a structured and controlled manner

Enhanced Funds Checker

Enhanced Funds Checker is an enhancement to the General Ledger funds checking and budgetary control process.

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

Exchange Protocol

Exchange Protocol provides public sector clients with a batched document approval system. Exchange Protocol enables an organization to manage the separate tasks of authorizing and paying the same set of expenses within the required legal

framework at the same time. These tasks usually fall to individuals known as the authorizer and the accounts officer, which provide a secure approvals system.

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

Exchange Protocol enables users to do the following:

- define an approval hierarchy
- define specific numbering
- view dialog units and transmission units
- group subledger transactions by client into a dialog unit
- batch dialog units into a transmission unit
- modify dialog units and transmission units
- submit units for approval
- accept, reject, or put on hold dialog units or transmission units via a workflow process

Extended Dunning Letter Charges

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

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

Generic Interface

Generic Interface allows flexible mapping of external feeder system books and periods to General Ledger. The feature provided the ability to define and control feeder system interfaces without programming. Typically, feeder systems encompass third-party software such as payrolls.

Generic Interface enables users to do the following:

- load and validate feeder files
- extract transactions
- import and post feeder file transactions
- reload feeder files in case of error
- archive, purge, and restore feeder file transactions

Hierarchical Drill-Down Inquiry

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

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

- to date
- full year
- projections

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

Inflation Accounting for Assets

Inflation Accounting for Assets enables Oracle Assets users to revalue assets and create accounting entries in line with the UK government's Resource Accounting and Budgeting guidelines.

Inflation Accounting for Assets provides for the following:

- revaluation of asset cost by either price index or professional valuation
- revaluation of current and prior year depreciation
- amortization of the revaluation reserve by a transfer to the general fund
- negative revaluation below historical cost with a charge to a nominated operating account

Installment Terms

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

Internal Trading

The Internal Trading feature controls the raising and authorization of cross charges between charge centers within the same organization. Budgetary control and encumbrance accounting are supported. The following features are included:

- charge center creation and maintenance
- charge creation and progress tracking
- cross charge authorization
- ability to view and re-assign notifications
- ability to relay authorizer notes to the charge creator, users above and below in the approval hierarchy, and to the receiving charge center

Internal Trading is available in both forms and self-service format.

Modified Historic Cost Accounting

Modified Historic Cost Accounting provides additional functionality for the upward revaluation of assets associated depreciation.

Modified Historic Cost Accounting is provided using Assets tax book functionality.

Modified Historic Cost Accounting has been superseded by Inflation Accounting for Assets. The Modified Historic Cost Accounting functionality is retained in Oracle Public Sector Financials (International) to ease migration to Inflation Account for Assets.

Multi-Period Posting

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

There is a need to recognize expense as it is incurred. Therefore, if an insurance expense is incurred for the year, Multi-Period Posting allows an accounting rule to be set against that invoice and the insurance expense is spread over the year. This spread is defined by the rule type that is set up and whether or not the multi-period posting line amounts are subsequently manually altered. If budgetary control is

enabled, encumbrance journals are created for all the invoice distribution and multi-period posting lines in the appropriate periods.

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

At each period end, the Multi-Period Posting: Recognize Expense Program Report is generated. A credit to the future postings account and a debit to the expense account are created for each multi-period posting line. It is possible to run the Multi-Period Posting: Recognize Expense Program Report in Preview mode, so that the multi-period posting lines can be viewed before they are transferred to General Ledger.

Secondary Invoice Approval

Secondary Invoice Approval provides a secure method of enforcing departmental approval.

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

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

Single Third Party

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

Note: Netting is legal only in certain countries.

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

Single Third Party enables the user to perform the following functions:

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

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

Standing Charges

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

The following features are included:

- definable charge periods used in standing charge agreements
- definable charge items for goods and services, used in standing charge agreements
- automatically generated invoices from standing charges
- price changes and price history for standing charge items
- invoice history for each standing charge

Subledger Security

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

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

Oracle Public Sector Financials (International) Features Removed

The following Oracle Public Sector Financials (International) features have been removed in 11i:

- Gross Based VAT

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

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

- HUL Numbering

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

2

Introduction

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

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

Overview

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

The following topics are described in this section:

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

Part Features List

This guide is grouped into the following parts:

- Setting Up Oracle Applications
- Budgeting Extensions
- Cash and Accruals Support
- Combined Basis Accounting
- Commitment Budgetary Control
- Construction Industry Scheme
- Contract Commitment
- Contract Encumbrancing
- Dossier
- Enhanced Funds Checker
- Exchange Protocol
- Extended Dunning Letter Charges
- Generic Interface
- Hierarchical Drill-Down
- Inflation Accounting for Assets
- Installment Terms
- Internal Trading
- Modified Historic Cost Accounting
- Multi-Period Posting

- Secondary Invoice Approval
- Single Third Party
- Standing Charges
- Subledger Security

Part Organization

Each part is organized as follows:

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

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

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

Setting Up Oracle Applications

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

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

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

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

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

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

The following setup chapter describes how to set up Oracle Public Sector Financials (International):

- [Oracle Public Sector Financials \(International\) Setup Steps](#)

Part I

Setting Up Oracle Applications

Oracle Public Sector Financials (International) Setup Steps

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

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

Overview

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

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

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

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

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

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

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

Enabling Features

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

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

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

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

- Application Wide Features
- Operating Unit Dependent Features

Application Wide Features

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

Application wide features are as follows:

- Budgeting Extensions
- Commitment Budgetary Control
- Cash and Accruals Support
- Dossier
- Enhanced Funds Checker
- Hierarchical Drill-Down Inquiry
- Generic Interface
- Inflation Accounting for Assets
- Internal Trading
- Modified Historic Cost Accounting

Operating Unit Dependent Features

Operating unit dependent features are Oracle Public Sector Financials (International) features that are not related to General Ledger. These features can be selectively enabled or disabled for each operating unit defined. For example, the Combined Basis Accounting feature can be enabled for the first operating unit, but disabled for the second operating unit. If a multiple organization structure is not used, then these features behave as if they are application wide features in that when they are enabled, they affect the entire application.

The operating unit dependent features are as follows:

- Contract Encumbrancing
- Construction Industry Scheme

- Contract Commitment
- Exchange Protocol
- Secondary Invoice Approval
- Multi-Period Posting
- Combined Basis Accounting
- Standing Charges
- Installment Terms
- Extended Dunning Letter Charges
- Subledger Security

Oracle Public Sector Financials (International) Features Setup Checklist

[Table 3–1](#), page 3-5 shows the Oracle Public Sector Financials (International) features setup checklist.

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

The setup steps in this checklist are organized by feature. All required setup steps must be completed if the feature is enabled. Specific information for each setup step is described in [Oracle Public Sector Financials \(International\) Setup Steps](#), page 3-6.

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

Step Number	Setup Step	Step Type	Oracle Applications
Step 1	Set Up Menus	required	System Administration
Step 2	Set Up Contract Commitment and Commitment Budgetary Control	optional	System Administration
Step 3	Specify Site-Level and Application-Level Profile Options Procedure	required	System Administration
Step 4	Set Up Oracle Applications Help System	optional	System Administration
Step 5	Enable Oracle Public Sector Financials (International) Multiple Organization Features	required	Application Object Library
Step 6	Enabling Oracle Public Sector Financials (International) Features Procedure	required	Application Object Library
Step 7	Generating OPSF(I) Feature Status Reports Procedure	optional	Application Object Library

Oracle Public Sector Financials (International) Setup Steps

1. Set Up Menus

Before using the Oracle Public Sector Financials (International) features, the OPSF(I) System Administration menu must be attached to the System Administration menu as shown in [Table 3-2](#), page 3-6.

Table 3-2 *System Administration Menu*

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

Attaching the System Administration menu automatically attaches the following Oracle Public Sector Financials (International) features:

- subledger security

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

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

Note: Menus for the Contract Commitment and Commitment Budgetary Control features are attached using a separate responsibility. For information on setting up the Contract Commitment responsibility, see step [2. Set Up Contract Commitment and Commitment Budgetary Control](#), page 3-12.

Lookups Menu

Optionally, attach the Lookups menu as shown in [Table 3–3](#), page 3-7.

Table 3–3 Lookups Menu

Menu	User Menu Name	Description
IGI_LOOKUPS	IGI_LOOKUPS	IGI_LOOKUPS

General Ledger Menus

Optionally, attach the General Ledger menus as shown in [Table 3–4](#), page 3-7.

Table 3–4 General Ledger Menus

Menu	User Menu Name	Description
IGI_GL_MAIN_MENU	IGI: General Ledger Main Menu	IGI: General Ledger Main Menu
IGI_GL_ITR_MAIN	OPSF(I) Internal Trading	IGI: General Ledger (Internal Trading)
IGI_GL_BUD_MAIN_MENU	OPSF(I) Budgeting Extensions	IGI: General Ledger (Budgeting Extensions)
IGI_GL_BUD_ENTER	IGI: General Ledger (Budgeting: Enter)	IGI: General Ledger (Budgeting: Enter)
IGI_GL_BUD_JOURNAL	IGI: General Ledger (Budgeting: Journal)	IGI: General Ledger (Budgeting: Journal)
IGI_GL_BUD_INQUIRY	IGI: General Ledger (Budgeting: Inquiry)	IGI: General Ledger (Budgeting: Inquiry)
IGI_GL_BUD_SETUP	IGI: General Ledger (Budgeting: Setup)	IGI: General Ledger (Budgeting: Setup)
IGI_GL_BUD_PROFILE_SETUP	IGI: General Ledger (Budgeting: Profile Setup)	IGI: General Ledger (Budgeting: Profile Setup)
IGI_GL_HGL_MAIN	OPSF(I) Hierarchical Drill-Down	IGI: General Ledger (Hierarchical General Ledger)
IGI_GL_HGL_SETUP	IGI: General Ledger (Hierarchical General Ledger: Setup)	IGI: General Ledger (Hierarchical General Ledger: Setup)

Table 3–4 General Ledger Menus

Menu	User Menu Name	Description
IGI_GL_COM_MAIN	OPSF(I) Cash and Accruals Support	IGI: General Ledger (Cash & Accruals)
IGI_GL_COM_SETUP	IGI: General Ledger (Cash & Accruals: Setup)	IGI: General Ledger (Cash & Accruals: Setup)
IGI_GL_INT_MAIN	OPSF(I) Generic Interface	IGI: General Ledger (Generic Interface)
IGI_GL_INT_SETUP	IGI: General Ledger (Generic Interface: Setup)	IGI: General Ledger (Generic Interface: Setup)
IGI_GL_EFC_MAIN_MENU	OPSF(I) Enhanced Funds Checker	IGI: General Ledger (Enhanced Funds Checker)
IGI_GL_EFC_ENTER	IGI: General Ledger (Enhanced Funds Checker: Enter)	IGI: General Ledger (Enhanced Funds Checker: Enter)
IGI_GL_EFC_SETUP	IGI: General Ledger (Enhanced Funds Checker: Setup)	IGI: General Ledger (Enhanced Funds Checker: Setup)
IGI_GL_DOS_MENU	OPSF(I) Dossier	IGI: General Ledger (Dossier)
IGI_GL_DOS_SETUP_MENU	IGI: General Ledger (Dossier: Setup)	IGI: General Ledger (Dossier: Setup)

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

- Internal Trading
- Budgeting Extensions
- Hierarchical Drill-Down Inquiry
- Cash and Accruals Support
- Generic Interface
- Enhanced Funds Checker
- Dossier

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

Receivables Menus

Optionally, attach the Receivables menus as shown in [Table 3–5](#), page 3-9.

Table 3–5 Receivables Menus

Menu	User Menu Name	Description
IGI_AR_MAIN_MENU	OPSF(I)	OPSF(I)
IGI_AR_INS_MENU	OPSF(I) Installment Terms	Installment Terms Menu
IGI_AR_RPI_MENU	OPSF(I) Standing Charges	Standing Charges Menu
IGI_AR_DUN_MENU	OPSF(I) Dunning Letters	Dunning Letters Menu
IGI_AR_ARC_MENU	OPSF(I) Combined Basis Accounting	Combined Basis Accounting Menu
IGI_AR_STP_MENU	OPSF(I) Single Third Party	IGI: Receivables (Single Third Party)
IGI_AR_SETUP_MENU	OPSF(I) Receivables Setup	Receivables Global Menu

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

- Installment Terms
- Standing Charges
- Extended Dunning Letter Charges
- Combined Basis Accounting
- Single Third Party
- Receivables setup

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

Payables Menus

Optionally, attach the Payables menus as shown in [Table 3–6](#), page 3-10.

Table 3–6 Payables Menus

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

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

- Exchange Protocol
- Secondary Invoice Approval
- Construction Industry Scheme
- Multi-Period Posting

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

Note: To be able to invoke the Internal Contract Commitment Releases window from the Payables Invoice Workbench, the Internal Contract Commitment Releases function must be attached to the Payables menu as shown in [Table 3–7](#), page 3-10.

Table 3–7 Attaching Internal Contract Commitment Releases to Payables

Prompt	Submenu	Function	Description
<blank>	<blank>	Internal Contract Commitment Releases	Internal Contract Commitment Releases

Purchasing Menus

Optionally, attach the Purchasing menus as shown in [Table 3–8](#), page 3-11.

Table 3–8 Purchasing Menus

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

Attaching the Purchasing main menu, IGI_PO_CEC_MAIN, automatically attaches all of the Contract Encumbrancing submenus.

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

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

Fixed Assets Menus

Optionally, attach the Fixed Assets menus as shown in [Table 3–9](#), page 3-11.

Table 3–9 Fixed Assets Menus

Menu	User Menu Name	Description
IGI_FA_MAIN_MENU	OPSF(I) Assets	OPSF(I) Assets
IGI_FA_MHC_MENU	OPSF(I) Modified Historic Cost Accounting	OPSF(I) Modified Historic Cost Accounting
IGI_IAC_MAIN_MENU	OPSF(I) Inflation Accounting for Assets	OPSF(I) Inflation Accounting for Assets
IGI_FA_SETUP_MENU	OPSF(I) Assets Setup	OPSF(I) Assets Setup

Attaching the Assets main menu, IGI_FA_MAIN_MENU, automatically attaches all of the Fixed Assets submenus as follows:

- Modified Historic Cost Accounting
- Inflation Accounting for Assets
- Asset Setup

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

2. Set Up Contract Commitment and Commitment Budgetary Control

This step is only required for the Contract Commitment and Commitment Budgetary Control features.

To set up the Contract Commitment responsibility, perform the following steps.

1. In System Administrator, navigate to the Responsibilities window as follows:

Security - Responsibility - Define

2. In the Responsibility Name field, enter the responsibility name.
3. In the Application field, select Commitment Administration from the list of values.
4. In the Responsibility Key field, enter a responsibility key name.
5. Optionally, in the Description field, enter a responsibility description.
6. In the Name field of the Data Group region, perform one of the following actions.
 - If multiple reporting currencies are set up for contract commitment, select Multiple Reporting Currencies from the list of values.
 - If multiple reporting currencies are disabled for contract commitment, select Standard from the list of values.
7. In the Application field of the Data Group region, select Commitment Administration from the list of values.
8. In the Menu field, select IGC_NAVIGATE_SUPERUSER from the list of values.
9. In the Name field of the Request Group region, select IGC_CONCURRENT_PROGRAM_GROUP from the list of values.
10. Save or save and continue as follows:
File - Save or Save and Proceed
11. Close the window.

For information on defining responsibilities, see [Defining a Responsibility](#), *Oracle Applications System Administrator's Guide*.

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

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

- site
- application
- responsibility
- user

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

Set profile options for active features as follows:

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

Profile - System

The Find System Profile Values window appears.

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

The System Profile Values window appears.

4. Set up profile options at the appropriate level.

For information on setting up profile options, see [Setting User Profile Options](#), *Oracle Applications System Administrator's Guide*.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

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

For information on specific Oracle Public Sector Financials (International) profile options, see the setup steps for the appropriate feature.

4. Set Up Oracle Applications Help System

To enable the Oracle Applications help system for Oracle Public Sector Financials (International), set the Help System Root system profile as shown in [Table 3–10](#), page 3-14.

Table 3–10 System Profile Values

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

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

Before organization related features can be enabled in a multiple organization enabled environment, at least one organization must be defined.

For information on setting up multiple organizations, see the checklist in [Organizations](#), *Oracle Receivables User's Guide*. Oracle Corporation recommends that multiple organization setup steps 1 to 10 be fully completed before enabling any operating unit dependent features.

For information on operating unit dependent features in Oracle Public Sector Financials (International), see [Operating Unit Dependent Features](#), page 3-3.

6. Enabling Oracle Public Sector Financials (International) Features Procedure

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

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

OP SF(I) System Administration - Enable IGI Options

Figure 3–1 Enable OPSF(I) Features Window

Feature	Description	Organization	On/Off
ARC	Combined Basis Accounting	IGI OP1 MAIN	☐
CC	Contract Commitment	IGI OP1 MAIN	☐
CEC	Contract Encumbrancing	IGI OP1 MAIN	☐
CIS	Construction Industry Scheme	IGI OP1 MAIN	☐
DUN	Dunning Letters	IGI OP1 MAIN	☐
EXP	Exchange Protocol	IGI OP1 MAIN	☐
INS	Installment Terms	IGI OP1 MAIN	☐
MPP	Multi-Period Posting	IGI OP1 MAIN	☐

Application Wide Features	
☐ Budgeting Extensions	☐ Generic Interface
☐ Hierarchical Drill-Down	☐ Dossier Management
☐ Cash and Accrual Support	☐ Enhanced Funds Checker
☐ Internal Trading	☐ Modified Historic Cost Accounting
☐ Commitment Budgetary Control	☐ Inflation Accounting

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

If a multiple organization structure is not used:

- Leave the Operating unit field blank.
- Select the Tools menu, and select Enable OPSF.
A list of operating unit dependent features appears.
- Select the On / Off check box to activate a feature or leave the check box deselected to disable a feature.

If a multiple organization structure is used:

- Select a relevant operating unit.
By default, all available operating units are automatically queried.
- Select the Tools menu, and select Enable OPSF.

A list of operating unit dependent features appears.

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

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

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

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

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

WARNING: Extended Dunning Letter Charges cannot be used with the Installment Terms feature.

7. Generating OPSF(I) Feature Status Reports Procedure

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

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

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

OPSF(I) Operating Unit Dependent Feature Status Report

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

Optional parameters are provided for this report, as shown in [Table 3–11](#), page 3-17.

Table 3–11 OPSF(I) Operating Unit Dependent Feature Status Report Parameters

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

OPSF(I) Application Wide Feature Status Report

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

Part II

Budgeting Extensions

Budgeting Extensions Process

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

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

Definition

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

Overview

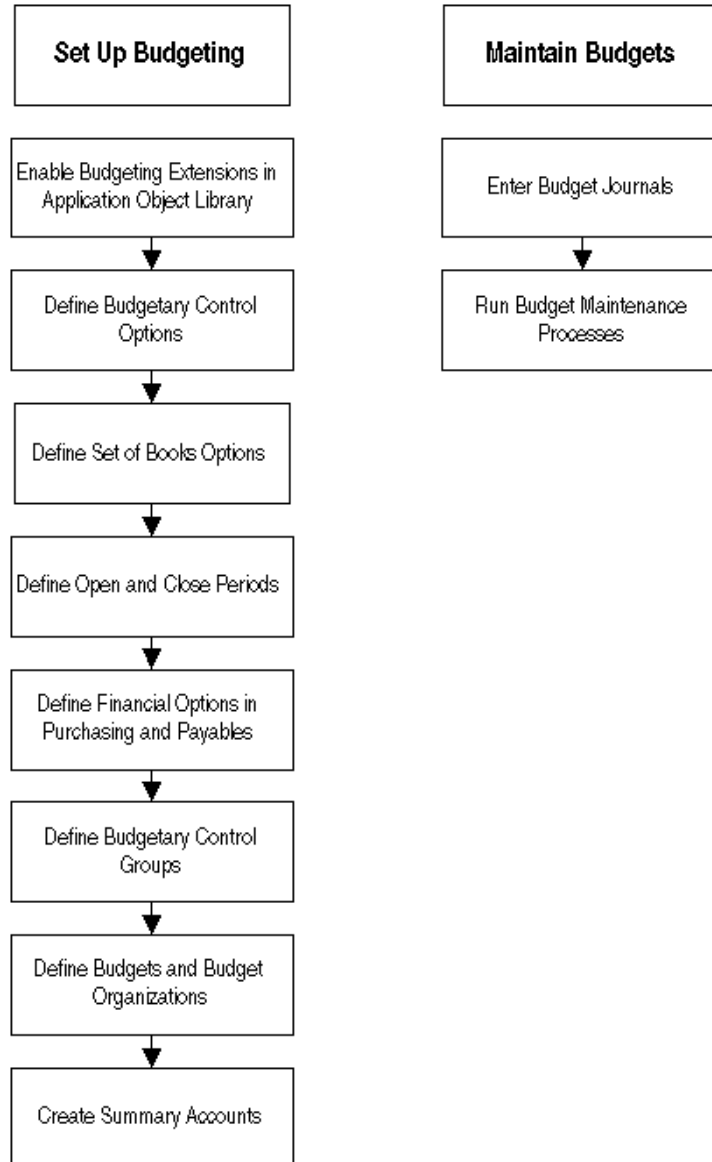
Budgeting Extensions meet the following business requirements:

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

Budgeting Extensions Process Flow Diagram

[Figure 4-1](#), page 4-4 shows the Budgeting Extensions Process Flow diagram, as described in the accompanying text.

Figure 4–1 Budgeting Extensions Process Flow Diagram



Setting Up Budgeting Extensions

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

Note: Only areas directly affected by the Budgeting Extensions are described in this section.

Setting up Budgeting Extensions consists of the following procedures:

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

Enable Budgeting Extensions in the Application Object Library

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

Define Profile Codes

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

Table 4–1 *Profile Code Examples*

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

Define Reason Codes

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

Table 4–2 *Reason Code Examples*

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

Define Accounting Combination Budget Control Settings

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

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

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

Define Budget Extension Profile Options

Budgeting Extensions provides a number of profile options that enable the functionality to be configured to meet each customer's requirements as follows:

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

Define Budget Range Codes

This procedure is optional.

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

Table 4–3 Budget Range Code Examples

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

Entering Budget Journals

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

Two types of budget journals can be entered:

- balanced budget journals

Balanced budget journals enable budget transactions to be entered against any accounting flexfield combination defined as balance enforced.

Annual figures are entered in journal lines with a start period, the period from which the annual amount should be profiled, and a profile code.

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

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

- unbalanced budget journals

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

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

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

Maintaining Budgets

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

- budget reprofiling

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

- budget indexation

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

Next Year Budgeting

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

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

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

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

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

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

Budgeting Extensions Setup

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

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

- [Default Profile Codes Window Description](#)

Definition

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

Overview

Oracle Public Sector Financials (International) Budgeting Extensions enable users to perform the following:

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

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

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

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

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

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

Budgets can also be uploaded from spreadsheets.

Budgeting Extensions Setup Steps

The steps in this section are listed in order of completion.

1. Set Profile Options

Table 5–1, page 5-3 describes the profile option levels for Budgeting Extensions.

Table 5–1 Profile Option Levels for Budgeting Extensions

Module	Profile Option Name	Site	Application	Responsibility	User
General Ledger	Budgeting Extensions: Average Non-Balance Enforced Account Value	x	x	x	x
	Budgeting Extensions: Allow Prior Period Budgeting	x	x	x	x
	Budgeting Extensions: Default Code for Unbalanced Budget Entry			x	
	Budgeting Extensions: Unbalanced Journal Total Checking	x	x	x	x

Table 5–2, page 5-3 describes the Budgeting Extensions profile option values.

Table 5–2 Budgeting Extensions Profile Option Values

Profile Option Name	Value	Description
Budgeting Extensions: Average Non-Balance Enforced Account Value	yes or no	controls how users enter unbalanced budget amounts in budget journals and how the system displays year-to-date figures for non-balanced enforced accounting flexfields
	yes	displays year-to-date figures as an average of the periods
	no	displays year-to-date figures in the standard way
Budgeting Extensions: Allow Prior Period Budgeting	yes or no	enables budget transactions to be performed in prior periods. Prior periods are periods older than the oldest open period.
	yes	enables users to amend budgets held in prior periods

Table 5–2 Budgeting Extensions Profile Option Values

Profile Option Name	Value	Description
Budgeting Extensions: Default Code for Unbalanced Budget Entry	profile code	specifies default profile code for unbalanced budget journal entry For information on defining profile codes for Budgeting Extensions, see Defining Profile Codes Procedure , page 5-12.
Budgeting Extensions: Unbalanced Journal Total Checking	credit, debit, or hash total	defines batch control total criteria for entering transactions in unbalanced budget journals
	credit	Users enter the sum of all debit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits entered.
	debit	Users enter the sum of all credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals credits entered.
	hash total	Users enter the sum of combined debit and credit amounts as a control total for the batch. When the batch is complete, the system verifies the control total equals debits and credits entered.

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

2. Define Additional Journal Entry Sources

This step is required.

For information on defining journal sources, see [Defining Journal Sources Procedure](#), page 5-8.

3. Define Journal Entry Categories

This step is required.

For information on defining journal entry categories, see [Defining Journal Categories Procedure](#), page 5-9.

4. Set Up Budgets

This step is required.

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

5. Set Up Budget Organizations

This step is required.

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

6. Enable Enforced Balanced Budgeting

This step is required.

For information on enabling enforced balanced budgeting, see [Enabling Enforced Balanced Budgeting Procedure](#), page 5-6.

7. Define Reason Codes

This step is required.

For information on defining reason codes, see [Defining Reason Codes Procedure](#), page 5-10.

8. Define Profile Codes

This step is required.

For information on defining profile codes, see [Defining Profile Codes Procedure](#), page 5-12.

9. Define Budget Range Codes

This step is required.

For information on defining budget range codes, see [Defining Budget Range Codes Procedure](#), page 5-15.

10. Define Default Profile Codes

This step is optional.

For information on defining default profile codes, see [Defining Default Profile Codes Procedure](#), page 5-18.

Enabling Enforced Balanced Budgeting Procedure

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

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

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

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

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

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

To generate the code combinations report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

Setup Balanced Budgeting Window

Figure 5–1 Setup Balanced Budgeting Window

The screenshot shows a window titled "Setup Balanced Budgeting". It contains three columns of input fields. The first column is labeled "Accounting Flexfield" and has five empty text boxes. The second column is labeled "Description" and also has five empty text boxes. The third column is labeled "Enforce Balanced Budget" and has five checkboxes, all of which are currently unchecked. At the bottom center of the window is a button labeled "Clear".

Setup Balanced Budgeting Window Description

Table 5–3 Setup Balanced Budgeting Window Description

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

Defining Journal Sources Procedure

To define journal sources, perform the following steps.

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

Setup - Journal - Sources

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

2. Enter information in the Journal Sources window as described in [Table 5-4](#), page 5-8.

Table 5-4 Journal Sources Window Description

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

WARNING: Information must be entered in the Journal Sources window exactly as shown in [Table 5-4](#), page 5-8. If information is not entered in this format, serious errors could occur in the programs that use this data.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Defining Journal Categories Procedure

To define journal categories, perform the following steps.

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

Setup - Journal - Categories

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

2. Enter information in the Journal Categories window as described in [Table 5-5](#), page 5-9.

Table 5-5 Journal Categories Window Description

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

WARNING: Information must be entered in the Journal Categories window exactly as shown in [Table 5-5](#), page 5-9. If information is not entered in this format, serious errors could occur in the programs that use this data.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Defining Reason Codes Procedure

To define reason codes, perform the following steps.

1. Navigate to the Reason Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Reason Codes

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

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

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

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

File - Save or Save and Proceed

7. Close the window.

For information on generating the Budgeting Extensions: Reason Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

Reason Codes Window

Figure 5–2 Reason Codes Window

The screenshot shows a window titled "Reason Codes" with a table containing four columns: "Reason Code", "Description", "Start Date Active", and "End Date Active". The table has 15 rows, all of which are currently empty. A vertical scrollbar is visible on the left side of the table.

Reason Codes Window Description

Table 5–6 Reason Codes Window Description

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

Defining Profile Codes Procedure

To define profile codes, perform the following steps.

1. Navigate to the Profile Codes window as follows:

OPSF(I) Budgeting Extensions - Setup - Profile Codes

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

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

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

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

File - Save or Save and Proceed

8. Close the window.

For information on generating the Budgeting Extensions: Profile Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

Profile Codes Window

Figure 5–3 Profile Codes Window

The screenshot shows a window titled "Profile Codes". It contains the following elements:

- Input Fields:**
 - Profile Code:** A text input field.
 - Description:** A text input field.
 - Start Date Active:** A date input field.
 - End Date Active:** A date input field.
- Period Ratios Table:**

Period	Ratio

Profile Codes Window Description

Table 5–7 Profile Codes Window Description

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

Defining Budget Range Codes Procedure

To define budget range codes, perform the following steps.

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

OPSF(I) Budgeting Extensions - Setup - Range Codes

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

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

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

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

File - Save or Save and Proceed

9. Close the window.

For information on generating the Budgeting Extensions: Range Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

Budget Range Codes Window

Figure 5–4 *Budget Range Codes Window*

The screenshot shows the 'Budget Range Codes' window. At the top, there are four input fields: 'Range Code', 'Description', 'Start Date Active', and 'End Date Active'. Below these fields is a section titled 'Accounting Flexfield Ranges'. This section contains a table with two columns: 'Accounting Flexfield Low' and 'Accounting Flexfield High'. The table has 10 rows, each with empty input fields for these two columns. A vertical scrollbar is visible on the left side of the table.

Accounting Flexfield Low	Accounting Flexfield High

Budget Range Codes Window Description

Table 5–8 Budget Range Codes Window Description

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

Defining Default Profile Codes Procedure

This procedure is optional.

To define default profile codes, perform the following steps.

1. Define the profile codes.

For information on defining profile codes, see [Defining Profile Codes Procedure](#), page 5-12.

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

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

3. Enter data in each field as described in [Table 5–9](#), page 5-19.
4. Save or save and continue as follows:
File - Save or **Save and Proceed**
5. Close the window.

Default Profile Codes Window

Figure 5–5 *Default Profile Codes Window*

Accounting Flexfield	Primary Profile Code	Default Profile Code

— Accounting Flexfield Description —

Default Profile Codes Window Description

Table 5–9 *Default Profile Codes Window Description*

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

Create Budget Journal Procedures

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

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

Definition

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

Budgets can also be uploaded from a spreadsheet.

Overview

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

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

For information on uploading budgets from a spreadsheet, see [Import Budget Spreadsheet Procedures](#), page 9-1.

For information on budget reports, see [Budget Report Procedures](#), page 10-1.

Prerequisites

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

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

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

To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

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

To set up budget range codes, see [Defining Budget Range Codes Procedure](#), page 5-15.

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

To set up budget profile codes, see [Defining Profile Codes Procedure](#), page 5-12.

- ❑ The following profile options must be defined:

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

For information on setting up profile options, see [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

- ❑ Budget reason codes must be defined.

To set up budget reason codes, see [Defining Reason Codes Procedure](#), page 5-10.

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

Create Balanced Budget Procedures

To create unbalanced budgets, see [Create Unbalanced Budget Procedures](#), page 6-15.

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

To create balanced budgets, perform the following steps.

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

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 10-6.

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

Create Balanced Budget Batch

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

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

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

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

Enter Balanced Budget Batch Journal Lines

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

The Journals window appears.

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

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

View Balanced Budget Period Amounts

28. To view the balanced budget period amounts created by General Ledger based on the specified profile code and start period, click **Periods**.
The Periods window appears.
29. View data in the Periods window as described in [Table 6-3](#), page 6-14.
30. Close the Periods window.

Complete the Batch

31. Close the Journals window.

The Balanced Budget Journals window reappears.

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

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

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

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

33. Save or save and continue as follows:

File - Save or **Save and Proceed**

34. Close the window.

Balanced Budget Journals Window

Figure 6–1 Balanced Budget Journals Window

The screenshot shows a software window titled "Balanced Budget Journals". The window contains the following elements:

- Batch** and **Year** input fields.
- Control Total** input field.
- Status** section containing:
 - Date Created** and **Date Completed** input fields.
 - A **Complete** checkbox, which is currently checked.
- Batch Totals** section with a table structure:

	Debits	Credits
Entered		
- A **Journals** button at the bottom right.

Balanced Budget Journals Window Description

Table 6–1 *Balanced Budget Journals Window Description*

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

Journals Window for Balanced Budget

Figure 6–2 Journals Window for Balanced Budget

The screenshot shows a software window titled "Journals" with a standard Windows-style title bar. The window is divided into several sections. At the top, there are input fields for "Name", "Reason", "Category", "Control Total", "Description", "Budget", "Organization", and "Currency". There are also checkboxes for "Autocopy" and a small icon in the top right corner. Below these fields is a table with five columns: "Line", "Account", "Debit", "Credit", and "Start Period". The table has several rows, with the last row showing "0.00" in both the "Debit" and "Credit" columns. Below the table is a horizontal scrollbar. At the bottom of the window, there is a text area labeled "Account Description" and a button labeled "Periods".

Line	Account	Debit	Credit	Start Period
1				
2				
3				
4				
5				
6				
7				
8				
9				
10		0.00	0.00	

Figure 6-3 Journals Window for Balanced Budget

The screenshot shows a software window titled "Journals". It contains several input fields and a table. The fields are arranged in two columns: Name, Reason, Category, and Control Total on the left; Description, Budget, Organization, and Currency on the right. There is an "Autocopy" checkbox. Below these fields is a table with six columns: Line, Account, Profile Code, Rec, Full/Part Year, and Next Year. The table has seven rows. At the bottom of the window, there is an "Account Description" label followed by a long text input field, and a "Periods" button.

Line	Account	Profile Code	Rec	Full/Part Year	Next Year
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

Figure 6–4 Journals Window for Balanced Budget

The screenshot shows a software window titled "Journals". It contains the following fields and sections:

- Name:** A single-line text input field.
- Reason:** A single-line text input field.
- Category:** A single-line text input field.
- Control Total:** A single-line text input field.
- Description:** A single-line text input field.
- Budget:** A single-line text input field.
- Organization:** A single-line text input field.
- Currency:** A single-line text input field.
- Autocopy:** A checkbox.
- Table:** A table with four columns: "Line", "Account", "Reason Code", and "Description". It has six rows, with the first row highlighted.
- Account Description:** A section with a label and a large text area.
- Periods:** A button at the bottom right.

Journals Window Description for Balanced Budget

Table 6–2 Journals Window Description for Balanced Budget

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

Table 6–2 Journals Window Description for Balanced Budget

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

Periods Window for Balanced Budget

Figure 6–5 *Periods Window for Balanced Budget*



Periods Window Description for Balanced Budget

Table 6–3 *Periods Window Description for Balanced Budget*

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

Create Unbalanced Budget Procedures

To create unbalanced budgets, perform the following steps.

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

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 10-6.

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

Create Unbalanced Budget Batch

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

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

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

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

Enter Unbalanced Budget Batch Journal Lines

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

The Journals window appears.

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

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

Enter Unbalanced Period Amounts

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

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

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

For information on setting up profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

30. Close the Periods window.

Complete the Batch

31. Close the Journals window.

The Unbalanced Budget Journals window reappears.

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

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

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

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

33. Save or save and continue as follows:

File - Save or Save and Proceed

34. Close the window.

Unbalanced Budget Journals Window

Figure 6–6 *Unbalanced Budget Journals Window*

The screenshot shows a software window titled "Unbalanced Budget Journals". The window contains the following elements:

- Batch** and **Year** input fields.
- Control Total** input field.
- Status** section with **Date Created** and **Date Completed** input fields, and a **Complete** checkbox.
- Batch Totals** section with a table:

	Debits	Credits
Entered	0.00	0.00

A **Journals** button is located at the bottom right of the window.

Unbalanced Budget Journals Window Description

Table 6–4 Unbalanced Budget Journals Window Description

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

Journals Window for Unbalanced Budget

Figure 6–7 Journals Window for Unbalanced Budget

The screenshot shows the 'Journals' window with the following fields and sections:

- Name:** A text input field.
- Reason:** A text input field.
- Category:** A text input field.
- Control Total:** A text input field.
- Description:** A text input field.
- Budget:** A text input field.
- Organization:** A text input field.
- Currency:** A text input field.
- Autocopy:** A checkbox.
- Table:** A table with columns: Line, Account, Debit, Credit, and Start Period. The table has 10 rows.
- Account Description:** A text input field.
- Periods:** A button.

Line	Account	Debit	Credit	Start Period

Journals Window Description for Unbalanced Budget

Table 6–5 Journals Window Description for Unbalanced Budget

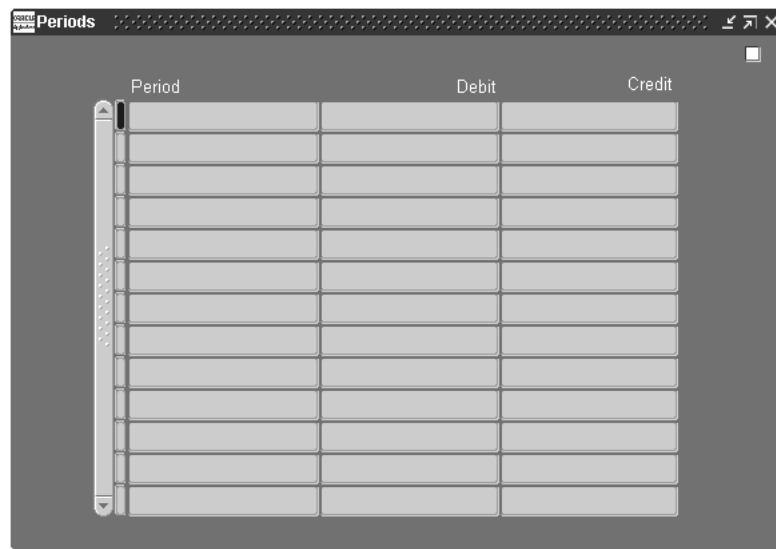
Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes journals with batches
Name	required		budget journal header unique name
Reason	required	list of values	default reason code for all lines in journal
Description	display only	default	reason description; defaults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

Table 6–5 Journals Window Description for Unbalanced Budget

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

Periods Window for Unbalanced Budget

Figure 6–8 *Periods Window for Unbalanced Budget*



Periods Window Description for Unbalanced Budget

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

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

Budget History Inquiry Procedures

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

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

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

Definition

Budget history inquiry procedures provide information for managing budgets.

Overview

Budget history inquiry procedures use the following windows:

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

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

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

For information on the General Ledger Generic Interface, see [Generic Interface Procedures](#), page 54-1.

For information on budget reports, see [Budget Report Procedures](#), page 10-1.

The following types of inquiries are described:

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

Budget History Inquiries

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

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

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

Public Sector Variance Inquiries

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

Variance = Option 1 - Option 2

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

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

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

Prerequisites

The prerequisites for budget history inquiry procedures are the same as those for [Create Budget Journal Procedures](#), page 6-2.

Budget History Inquiry Procedures

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

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

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

Performing an Inquiry Using the Budget History Inquiry Window

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

1. Navigate to the Budget History Inquiry window as follows:
OPSF(I) Budgeting Extensions - Inquiry - History
2. In the Selection Criteria region, enter criteria or select values from the list of values as follows:
 - In the Budget field, enter or select a budget name.
 - In the Fiscal Year field, enter or select a fiscal year.
 - In the Currency field, enter or select a currency.
 - In the Type field, enter or select Balanced or Unbalanced.

The Find Accounts pop-up window appears.
3. Enter or select accounting flexfields for one or more accounts.
4. Click **OK**.
Account details appear.
5. To print a report for an account, select the Print Record check box for that account.

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

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

For information on the Budgeting Extensions: Balanced Budget History Report, see [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#), page 10-13.

For information on the Budgeting Extensions: Unbalanced Budget History Report, see [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#), page 10-14.

6. Save or save and continue as follows:

File - Save or Save and Proceed

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

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

Table 7-1 Budget History Inquiry Navigation

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

8. Close the window.

Performing a Variance Inquiry Using the Extended Account Inquiry Window

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

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

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

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

The Summary Templates pop-up window appears.

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

For information on the Variance window, see [Table 7-5](#), page 7-17.
15. Navigate back to the Budget History Inquiry window as follows:

Tools - Budget History

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

Budget History Inquiry Window

Figure 7-1 Budget History Inquiry Window

The screenshot displays the 'Budget History Inquiry' window. It features a 'Selection Criteria' section with input fields for 'Budget', 'Fiscal Year', 'Currency', and 'Type'. Below this is an 'Accounts' section containing a table with four columns: 'Accounting Flexfield', 'Current Year Budget', 'Next Year Budget', and 'Print Record'. The table has 12 rows, with the first row having a selected checkbox in the 'Print Record' column. A vertical scrollbar is on the left of the table. At the bottom of the window is a 'Description' text area and two buttons: 'History Entries' and 'History Periods'.

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

Budget History Inquiry Window Description

Table 7–2 *Budget History Inquiry Window Description*

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

History Entries Window

Figure 7-2 History Entries Window

The screenshot displays the 'History Entries' window. It features a table with the following columns: Posted Date, Trx Type, Current Year Budget, Recurring Entry, Effect, and Next Year Budget. The table contains 15 rows of data. Below the table, there are four input fields labeled Profile Code, Start Period, Reference Information, and Reason Code. At the bottom, there are two buttons: History Periods and Budget History Inquiry.

Posted Date	Trx Type	Current Year Budget	Recurring Entry	Effect	Next Year Budget

Profile Code: Start Period: Reference Information: Reason Code:

History Periods Budget History Inquiry

History Entries Window Description

Table 7–3 *History Entries Window Description*

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

History Periods Window

Figure 7–3 History Periods Window

[illegible]

History Periods Window Description

Table 7–4 History Periods Window Description

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

Extended Account Inquiry Window, Primary Balance Type Tab

Figure 7-4 Extended Account Inquiry Window, Primary Balance Type Tab

The screenshot shows the 'Extended Account Inquiry' window with the 'Primary Balance Type' tab selected. The window is divided into several sections for data entry and display options.

Selection Criteria

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

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

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

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

Summary Template: A text input field.

Accounts: A list box with three accounts visible, each with a checkbox on the left.

Description: A text input field.

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

Extended Account Inquiry Window, Secondary Balance Type Tab

Figure 7–5 *Extended Account Inquiry Window, Secondary Balance Type Tab*

The screenshot shows the 'Extended Account Inquiry (OPSFI NAX ACCR)' window with the 'Secondary Balance Type' tab selected. The window is divided into several sections:

- Selection Criteria:**
 - Accounting Periods:** From **JUN:01:02** To **JUN:01:02**
 - Currency:** ☐ Single Currency (selected), ☐ All Currencies. Currency: **USD**
 - Currency Type:** ☐ Entered (selected), ☐ Translated
- Primary Balance Type / Secondary Balance Type:**
 - Primary Balance Type:** ☒ Actual, ☐ Budget, ☐ Encumbrance
 - Budget:** [Empty field]
 - Encumbrance Type:** [Empty field]
- Factor:** ☐ Units (selected), ☐ Thousands, ☐ Millions, ☐ Billions
- Summary Template:** [Empty field]
- Accounts:** A list of accounts with checkboxes and a search icon.
- Description:** [Empty text area]
- Buttons:** **Show Balances**, **Show Journal Details**, **Show Variance**

Extended Account Inquiry Window Description

Table 7–5 *Extended Account Inquiry Window Description*

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

Table 7–5 Extended Account Inquiry Window Description

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

Variance Window, Period To Date Tab

Figure 7-6 Variance Window, Period To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Period To Date Tab

Table 7–6 *Variance Window Description, Period To Date Tab*

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

Variance Window, Quarter To Date Tab

Figure 7-7 Variance Window, Quarter To Date Tab

Variance

Balance TypeCurrency TypeFactor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Quarter To Date Tab

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

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

Variance Window, Year To Date Tab

Figure 7-8 Variance Window, Year To Date Tab

Variance

Balance Type

Currency Type

Factor

Period To Date

Quarter To Date

Year To Date

Project To Date

Period	Actual	Actual	Variance

Actual

Actual

Variance Window Description, Year To Date Tab

Table 7–8 *Variance Window Description, Year To Date Tab*

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

Variance Window, Project To Date Tab

Figure 7-9 *Variance Window, Project To Date Tab*

The screenshot shows a software window titled "Variance". At the top, there are three input fields: "Balance Type", "Currency Type", and "Factor". Below these are four tabs: "Period To Date", "Quarter To Date", "Year To Date", and "Project To Date". The "Project To Date" tab is selected. The main area contains a table with four columns: "Period", "Actual", "Actual", and "Variance". The table has 15 rows. At the bottom of the window, there are two buttons, both labeled "Actual".

Period	Actual	Actual	Variance

Variance Window Description, Project To Date Tab

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

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

Maintaining Budget Procedures

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

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

Definition

The maintain budget procedures perform the following tasks:

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

For information on budget reports, see [Budget Report Procedures](#), page 10-1.

Overview

The maintain budget procedure performs the following tasks:

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

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

Prerequisites

The prerequisites for maintaining budgets procedures are the same as those for [Create Budget Journal Procedures](#), page 6-2.

Reprofiling a Budget Procedure

To reprofile an existing budget, perform the following steps.

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

OPSF(I) Budgeting Extensions - Enter - Reprofile

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

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

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Inquiry Window Description](#), page 8-16.

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

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

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Submit Budget Reprofile Window

Figure 8–1 *Submit Budget Reprofile Window*

Submit Budget Reprofile

Batch Name

Budget Name

Organization

Currency

Flexfield Range Code

Flexfield Range

Profile Code

Start Period

Reason Code

☒ Submit Journal Import

Balancing Type

☐ Both

☐ Balanced

☐ Unbalanced

Submission

Start Date 23-JUN-2000 Start Time 08:02:54

Submit Budget Reprofile Window Description

Table 8–1 *Submit Budget Reprofile Window Description*

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

Applying Budget Indexation Procedure

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

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

OPSF(I) Budgeting Extensions - Enter - Indexation

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

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

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Inquiry Window Description](#), page 8-16.

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

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

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Submit Budget Indexation Window

Figure 8-2 Submit Budget Indexation Window

Submit Budget Indexation (OPSF1 NAX ACCR)

Batch Name

Budget Name

Organization

Currency

Flexfield Range Code

Flexfield Range

Offset Account

Indexation Percent

Annual Precision

Profile Code

Start Period

Reason Code

--

Units

Submit Journal Import

Balancing Type

☐ Both

☒ Balanced

☐ Unbalanced

Submission

Start Date

23-JUN-2000

Start Time

08:37:03

Submit Budget Indexation Window Description

Table 8–2 *Submit Budget Indexation Window Description*

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

Table 8-2 Submit Budget Indexation Window Description

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

Creating a Next Year Budget Procedure

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

For information on creating budget journals, see [Create Budget Journal Procedures](#), page 6-1.

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

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

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

2. Enter data in each field of the Submit Budget Next Year Create window as described in [Table 8-3](#), page 8-13.

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

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

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

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

For information on previewing, deleting, accepting, and importing budget changes, see [Budget Process Impact Inquiry Window Description](#), page 8-16.

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

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

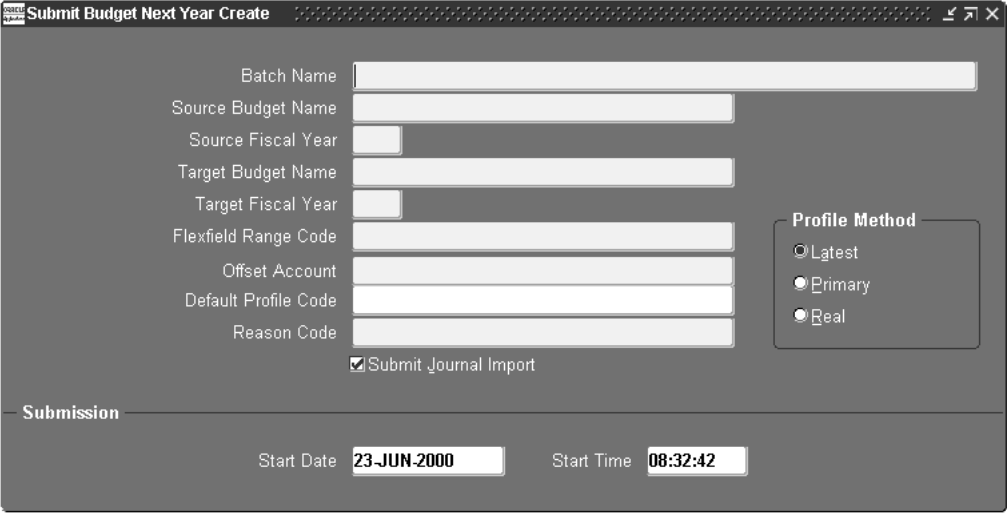
7. Save as follows:

File - Save

8. Close the window.

Submit Budget Next Year Create Window

Figure 8–3 *Submit Budget Next Year Create Window*



Submit Budget Next Year Create

Batch Name

Source Budget Name

Source Fiscal Year

Target Budget Name

Target Fiscal Year

Flexfield Range Code

Offset Account

Default Profile Code

Reason Code

Profile Method

☐ Latest

☒ Primary

☐ Real

☒ Submit Journal Import

Submission

Start Date 23-JUN-2000 Start Time 08:32:42

Submit Budget Next Year Create Window Description

Table 8–3 *Submit Budget Next Year Create Window Description*

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

Previewing Budget Process Impact Inquiry Procedure

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

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

OPSF(I) Budgeting Extensions - Inquiry - Process

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

The Find Accounts window appears.

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

4. Click **OK**.

Batch details appear on the Budget Process Impact Inquiry window, as described in [Table 8–4](#), page 8-16.

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

The Impact Details window appears showing details of the selected account, as described in [Table 8–5](#), page 8-18.

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

Budget Process Impact Inquiry Window

Figure 8-4 Budget Process Impact Inquiry Window

Budget Process Impact

Selection Criteria

Batch Name

Budget Name

Currency

Accounts

Description

Impact Details

Budget Process Impact Inquiry Window Description

Table 8–4 *Budget Process Impact Inquiry Window Description*

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

Impact Details Window

Figure 8-5 Impact Details Window

Impact Details

Period Impact

Period Name	Start Budget	Budget Change	Resulting Budget

Fiscal Year Impact

Report Type

☐ Summary☒ Detail

Process

Delete

Report

Impact Details Window Description

Table 8–5 *Impact Details Window Description*

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

Import Budget Spreadsheet Procedures

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

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

Definition

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

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

Overview

The import budget spreadsheet procedure enables users to:

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

Prerequisites

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

The prerequisites for importing a budget spreadsheet are the same as those for creating budget journals.

For information on prerequisites, see [Create Budget Journal Procedures](#), page 6-2.

Feeder Files

The feeder file is an ASCII text file containing comma-delimited record types.

The following are described in this section:

- [Sheet Headers](#)
- [Sheet Lines](#)
- [Feeder File Format Description](#)

Sheet Headers

Sheet Headers (SH), identify the spreadsheet to General Ledger. This record usually has no corresponding row in the spreadsheet and is created by editing the file after exporting data.

A file must have one spreadsheet header.

The following is an example spreadsheet header record:

```
SH, "Main Book", 1995, "Plan 001", "Catering", "Initial Budget"
```

Sheet Lines

Sheet Lines (SL), contain details of individual transactions. Each line record corresponds to one row; each field corresponds to one column in the spreadsheet.

A file must have one or more spreadsheet line records.

The following is an example spreadsheet line record, showing automatic profiling:

```
"SL", "GBP", 17000, "Full Spread", "JAN - 95", 17000, "01", "1000", "100", "00"
```

The following is an example spreadsheet line record for manual profiling:

```
"SL", "GBP", 17000, "MANUAL", "JAN - 95", 17000, "01", "1000", "100", "00", 500, 1000,  
1000, 1000, 1000, 1000, 1000, 1000, 1000, 1000, 1000, 6500
```

Feeder File Format Description

Table 9–1, page 9-4 describes the feeder file format.

Table 9–1 Feeder File Format Description

Field Title	Max Length	Description
Spreadsheet Header SH Record		
Record Type	2	spreadsheet header (SH)
Set of Books Name	30	set of books name
Fiscal Year	4	target fiscal year
Budget Name	30	target budget name
Organization Name	30	target budget organization
Reason Code	30	budget reason code
Spreadsheet Lines SL Records		
Record Type	2	spreadsheet line (SL)
Currency Code	4	currency code
Annual Amount	15	annual amount with leading sign and zero decimal places
Profile Code	30	budget profile code
Start Period	10	start period for new budget
Next Year Budget	15	next year amount with leading sign and zero decimal places
Reference1	15	accounting flexfield segment or period budget amount
Reference2	15	accounting flexfield segment or period budget amount
Reference3	15	accounting flexfield segment or period budget amount
Reference4	15	accounting flexfield segment or period budget amount
Reference5	15	accounting flexfield segment or period budget amount

Table 9–1 Feeder File Format Description

Field Title	Max Length	Description
Reference6	15	accounting flexfield segment or period budget amount
Reference7	15	accounting flexfield segment or period budget amount
Reference8	15	accounting flexfield segment or period budget amount
Reference9	15	accounting flexfield segment or period budget amount
Reference10	15	accounting flexfield segment or period budget amount
Reference11	15	accounting flexfield segment or period budget amount
Reference12	15	accounting flexfield segment or period budget amount
Reference13	15	accounting flexfield segment or period budget amount
Reference14	15	accounting flexfield segment or period budget amount
Reference15	15	accounting flexfield segment or period budget amount
Reference16	15	accounting flexfield segment or period budget amount
Reference17	15	accounting flexfield segment or period budget amount
Reference18	15	accounting flexfield segment or period budget amount
Reference19	15	accounting flexfield segment or period budget amount
Reference20	15	accounting flexfield segment or period budget amount
Reference21	15	accounting flexfield segment or period budget amount
Reference22	15	accounting flexfield segment or period budget amount

Table 9–1 Feeder File Format Description

Field Title	Max Length	Description
Reference23	15	accounting flexfield segment or period budget amount
Reference24	15	accounting flexfield segment or period budget amount
Reference25	15	accounting flexfield segment or period budget amount
Reference26	15	accounting flexfield segment or period budget amount
Reference27	15	accounting flexfield segment or period budget amount
Reference28	15	accounting flexfield segment or period budget amount
Reference29	15	accounting flexfield segment or period budget amount
Reference30	15	accounting flexfield segment or period budget amount
Reference31	15	period budget amount
Reference31	15	period budget amount
Reference32	15	period budget amount
Reference33	15	period budget amount
Reference34	15	period budget amount
Reference35	15	period budget amount
Reference36	15	period budget amount
Reference37	15	period budget amount
Reference38	15	period budget amount
Reference39	15	period budget amount
Reference40	15	period budget amount
Reference41	15	period budget amount
Reference41	15	period budget amount
Reference42	15	period budget amount

Table 9–1 Feeder File Format Description

Field Title	Max Length	Description
Reference43	15	period budget amount
Reference44	15	period budget amount
Reference45	15	period budget amount
Reference46	15	period budget amount
Reference47	15	period budget amount
Reference48	15	period budget amount
Reference49	15	period budget amount
Reference50	15	period budget amount
Reference51	15	period budget amount
Reference52	15	period budget amount
Reference53	15	period budget amount
Reference54	15	period budget amount
Reference55	15	period budget amount
Reference56	15	period budget amount
Reference57	15	period budget amount
Reference58	15	period budget amount
Reference59	15	period budget amount
Reference60	15	period budget amount
Reference61	15	period budget amount
Reference62	15	period budget amount
Reference63	15	period budget amount
Reference64	15	period budget amount
Reference65	15	period budget amount
Reference66	15	period budget amount
Reference67	15	period budget amount
Reference68	15	period budget amount
Reference69	15	period budget amount

Table 9–1 Feeder File Format Description

Field Title	Max Length	Description
Reference70	15	period budget amount
Reference71	15	period budget amount
Reference72	15	period budget amount
Reference73	15	period budget amount
Reference74	15	period budget amount
Reference75	15	period budget amount
Reference76	15	period budget amount
Reference77	15	period budget amount
Reference78	15	period budget amount
Reference79	15	period budget amount
Reference80	15	period budget amount
Reference81	15	period budget amount
Reference82	15	period budget amount
Reference83	15	period budget amount
Reference84	15	period budget amount
Reference85	15	period budget amount
Reference86	15	period budget amount
Reference87	15	period budget amount
Reference88	15	period budget amount
Reference89	15	period budget amount
Reference90	15	period budget amount

Importing Budget Spreadsheet Procedure

The importing budget spreadsheet procedure includes the following sections:

- [Create a Data File](#)
- [Load a Data File](#)
- [Extract Data from File](#)

Create a Data File

To create a data file, perform the following steps.

1. Create a backup copy of the budget spreadsheet, matching columns in the spreadsheet to the field layout for the spreadsheet lines record.

For information on the spreadsheet lines record field layout, see [Feeder Files](#), page 9-3.

2. Export the data rows from the spreadsheet as comma-delimited into an ASCII file.

For information on creating an ASCII file from a spreadsheet, see the user guide or reference manual for the spreadsheet software.

3. Use a text editor to open the ASCII file.
4. Create a header record as the first line of the file, as shown in [Table 9-1](#), page 9-4 for the spreadsheet header record.

For information on the spreadsheet header record field layout, see [Feeder Files](#), page 9-3.

Load a Data File

To load the feeder file, perform the following steps.

5. Place the feeder file in a directory to which the concurrent manager has access permissions.

The file should have a **.dat** extension.

6. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request window appears.

7. Select the Single Request radio button.

8. Click **OK**.

The Submit Request window appears.

9. In the Name field, select Budgeting Extensions: Load Spreadsheet File from the list of values.

10. Click **OK**.

The Parameters pop-up window appears with the system path as the default.

11. In the Filename field, enter the feeder file's name.

Note: The system automatically adds a **.dat** extension while loading.

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

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

The Decision pop-up window appears.

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

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

View - Requests

Extract Data from File

To extract transactions from the feeder file, perform the following steps.

16. Navigate to the Submit Budget Spreadsheet Extract window as follows:

OPSF(I) Budgeting Extensions - Enter - Spreadsheet

17. Enter data in each field of the Submit Budget Spreadsheet Extract window as described in [Table 9-2](#), page 9-12.

18. To import the extracted budget into the General Ledger automatically after processing, select the Submit Journal Import check box.

19. To preview the new budget on the Budget Process Impact window before processing, deselect the Submit Journal Import check box.

For information on previewing, accepting, and rejecting budget changes, see [Previewing Budget Process Impact Inquiry Procedure](#), page 8-14.

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

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

21. Save the window as follows:

File - Save

22. Close the window.

Submit Budget Spreadsheet Extract Window

Figure 9–1 *Submit Budget Spreadsheet Extract Window*

Submit Budget Spreadsheet Extract Window Description

Table 9–2 *Submit Budget Spreadsheet Extract Window Description*

Field Name	Type	Features	Description
Batch Name	required		unique batch name
Budget Name	required	list of values	existing budget name
Organization	required	list of values	budget organization
Spreadsheet Header ID	required	list of values	spreadsheet header identifier
Submit Journal Import		check box	indicates automatic import to General Ledger after processing; if deselected, batch can be previewed and deleted before import
Submission Region			
Start Date	display only		date to submit process to concurrent manager; defaults to today; submitted when window saved
Start Time	display only		time to submit process to concurrent manager; defaults to current time; submitted when window saved

Budget Report Procedures

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

- [Definition](#)
- [Overview](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description](#)
- [Generating Budgeting Extensions: Balanced Budget Journal Report Procedure](#)
- [Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure](#)
- [Generating Budgeting Extensions: Process Impact Review Report Procedures](#)
- [Generating Budget Setup Reports Procedure](#)
- [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#)
- [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#)

Definition

Budget reports enable users to prepare and review budgets for current and subsequent years and provide information about how the budgeting extensions in General Ledger are defined.

Overview

Budget reports include the following:

- [Budgeting Extensions: Balanced Budget Journal Input Proforma](#)
- [Budgeting Extensions: Balanced Budget Journal Report](#)
- [Budgeting Extensions: Unbalanced Budget Journal Report](#)
- [Budgeting Extensions: Load Spreadsheet File Report](#)
- [Budgeting Extensions: Maintain Code Combination Budget Control Flag Report](#)
- [Budgeting Extensions: Process Impact Review Report](#)
- [Budgeting Extensions: Process Impact Review Summary Report](#)
- [Budgeting Extensions: Profile Code Listing Report](#)
- [Budgeting Extensions: Range Code Listing Report](#)
- [Budgeting Extensions: Reason Code Listing Report](#)
- [Budgeting Extensions: Balanced Budget History Report](#)
- [Budgeting Extensions: Unbalanced Budget History Report](#)

Budgeting Extensions: Balanced Budget Journal Input Proforma

This report generates a worksheet to help prepare budget journals on paper.

For information on generating the Budgeting Extensions: Balanced Budget Journal Input Proforma, see [Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure](#), page 10-6.

Budgeting Extensions: Balanced Budget Journal Report

This report lists balanced journal transaction details. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on generating the Budgeting Extensions: Balanced Budget Journal Report, see [Generating Budgeting Extensions: Balanced Budget Journal Report Procedure](#), page 10-8.

Budgeting Extensions: Unbalanced Budget Journal Report

This report lists unbalanced journal transaction details. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on generating the Budgeting Extensions: Unbalanced Budget Journal Report, see [Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure](#), page 10-9.

Budgeting Extensions: Load Spreadsheet File Report

For information on loading the spreadsheet file, see [Import Budget Spreadsheet Procedures](#), page 9-1.

Budgeting Extensions: Maintain Code Combination Budget Control Flag Report

This report lists all combination codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Maintain Code Combination Budget Control Flag Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

For information on enforcing balanced budgeting for an accounting flexfield code combination, see [Enabling Enforced Balanced Budgeting Procedure](#), page 5-6.

Budgeting Extensions: Process Impact Review Report

This report displays a review of the impact of next year budget planning, including the effect of reprofiling and indexation for a selected account. The report shows the total changes to the budget amount caused by the following:

- budget recalculation
- revised budget amount if the budget recalculation is accepted
- change to the next year's budget amount caused by the recalculation
- revised next year's budget amount if the recalculation is accepted

For information on generating the Budgeting Extensions: Process Impact Review Report, see [Generating Budgeting Extensions: Process Impact Review Report Procedures](#), page 10-10.

Budgeting Extensions: Process Impact Review Summary Report

This report displays a review of the overall impact of next year budget planning, including the effect of reprofiling and indexation. The report shows the total changes to the budget amount caused by the following:

- budget recalculation
- revised budget amount if the budget recalculation is accepted
- change to the next year's budget amount caused by the recalculation
- revised next year's budget amount if the recalculation is accepted

For information on generating the Budgeting Extensions: Process Impact Review Summary Report, see [Generating Budgeting Extensions: Process Impact Review Report Procedures](#), page 10-10.

Budgeting Extensions: Profile Code Listing Report

This report lists all profile codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Profile Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

For information on defining profile codes, see [Defining Profile Codes Procedure](#), page 5-12.

Budgeting Extensions: Range Code Listing Report

This report lists all range codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Range Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

For information on defining range codes, see [Defining Budget Range Codes Procedure](#), page 5-15.

Budgeting Extensions: Reason Code Listing Report

This report lists all reason codes in the current set of books to use while preparing budgets. A blank Start Date Active field indicates that the code is active until the end date. A blank end date indicates that the code has no expiry date.

For information on generating the Budgeting Extensions: Reason Code Listing Report, see [Generating Budget Setup Reports Procedure](#), page 10-11.

For information on defining reason codes, see [Defining Reason Codes Procedure](#), page 5-10.

Budgeting Extensions: Balanced Budget History Report

This report is generated from the Budget History Inquiry window. The Budgeting Extensions: Balanced Budget History Report generates a history of balanced budget journals. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on the Budget History Inquiry window, see [Budget History Inquiry Window Description](#), page 7-10.

For information on generating the Budgeting Extensions: Balanced Budget History Report, see [Generating Budgeting Extensions: Balanced Budget History Report Procedure](#), page 10-13.

Budgeting Extensions: Unbalanced Budget History Report

This report is generated from the Budget History Inquiry window. The Budgeting Extensions: Unbalanced Budget History Report generates a history of unbalanced budget journals. The Effect column indicates if the line is a recurring budget item. If so, the Effect and Next Year Budget columns contain data.

For information on the Budget History Inquiry window, see [Budget History Inquiry Window Description](#), page 7-10.

For information on generating the Budgeting Extensions: Unbalanced Budget History Report, see [Generating Budgeting Extensions: Unbalanced Budget History Report Procedure](#), page 10-14.

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Procedure

To generate the Budgeting Extensions: Balanced Budget Journal Input Proforma, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

The Submit Request window appears.

3. Click **OK**.

4. In the Name field, select Budgeting Extensions: Balanced Budget Journal Input Proforma from the list of values.

The Parameters pop-up window appears.

5. In the Currency Code ID field, select a currency from the list of values.

6. In the Budget Entity ID field, select a budget organization from the list of values.

7. To apply parameters, click **OK**.

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

The Decision pop-up window appears.

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

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

View - Requests

Generating Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Table 10–1 Budgeting Extensions: Balanced Budget Journal Input Proforma Report Description

Field	Type	Description
Batch Header Region		
Batch Name		unique batch name
Fiscal Year		fiscal year
Control Total		batch control total
Journal Name		journal for all lines in batch
Currency	display only	functional currency
Reason Code		default reason code for lines left blank
Description		default reason code description
Category		category for all lines in batch
Budget Name		new budget's name
Organization	display only	budget organization
Journal Lines Region		
Line	display only	sequential line numbers
Accounting Flexfield	display only	accounting flexfield
Debits (DR)		debit amount for line
Credits (CR)		credit amount for line
Profile Code	display only	default profile code for accounting flexfield
Start Period		start period for line
Recurring		yes indicates recurring line; no indicates non-recurring line
Effect		effect on budget for recurring lines only
Next Year Budget		next year budget amount for line
Reason Code		reason code for line
Description		reason description for line

Generating Budgeting Extensions: Balanced Budget Journal Report Procedure

To generate one or more Budgeting Extensions: Balanced Budget Journal Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Budgeting Extensions: Balanced Budget Journal Report from the list of values.

The Parameters pop-up window appears.

5. In the Batch Name field, enter or select a batch name from the list of values.
6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Unbalanced Budget Journal Report Procedure

To generate one or more Budgeting Extensions: Unbalanced Budget Journal Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Budgeting Extensions: Unbalanced Budget Journal Report from the list of values.

The Parameters pop-up window appears.

5. In the BE Batch field, enter or select a batch name from the list of values.
6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Process Impact Review Report Procedures

This procedure is used to generate the following reports:

- Budgeting Extensions: Process Impact Review Report
- Budgeting Extensions: Process Impact Review Summary Report

To generate one or more Budgeting Extensions: Process Impact Review Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select one of the following report names from the list of values:
 - Budgeting Extensions: Process Impact Review Report
 - Budgeting Extensions: Process Impact Review Summary Report

The Parameters pop-up window appears.

5. In the Currency Code field, select a currency from the list of values.
6. In the Fiscal Year field, enter the fiscal year to be reviewed.
7. In the Group ID field, enter the group ID to be reviewed.
8. In the Budget Version ID field, enter a budget version identifier.
9. To apply the parameters, click **OK**.

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

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Budget Setup Reports Procedure

This procedure is used to generate the following reports:

- Budgeting Extensions: Profile Code Listing
- Budgeting Extensions: Range Code Listing
- Budgeting Extensions: Reason Code Listing Report
- Budgeting Extensions: Maintain Code Combination Budget Control Flag Report

To generate one or more budget setup reports, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select one of the following report names from the list of values:
 - Budgeting Extensions: Profile Code Listing
 - Budgeting Extensions: Range Code Listing
 - Budgeting Extensions: Reason Code Listing Report
 - Budgeting Extensions: Maintain Code Combination Budget Control Flag Report
5. If the Budgeting Extensions: Profile Code Listing Report, Budgeting Extensions: Range Code Listing Report, or Budgeting Extensions: Reason Code Listing Report is selected, click **OK**.
6. If the Budgeting Extensions: Maintain Code Combination Budget Control Flag Report is selected, the Parameters pop-up window appears.
7. In the Flexfield From field, enter a value in the accounting flexfield pop-up window.
8. In the Flexfield To field, enter a value in the accounting flexfield pop-up window.
9. To apply the parameters, click **OK**.

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

The Decision pop-up window appears.

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

- 12.** View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Balanced Budget History Report Procedure

To generate the Budgeting Extensions: Balanced Budget History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Budgeting Extensions: Balanced Budget History Report from the list of values.

The Parameters pop-up window appears.

5. In the Budget Version ID field, enter a budget version identifier.
6. In the Fiscal Year field, enter the fiscal year to be reviewed.
7. In the Currency Code field, select a currency from the list of values.
8. In the Code Combination ID field, enter the code combination ID to be reviewed.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Generating Budgeting Extensions: Unbalanced Budget History Report Procedure

To generate the Budgeting Extensions: Unbalanced Budget History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Budgeting Extensions - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Budgeting Extensions: Unbalanced Budget History Report from the list of values.

The Parameters pop-up window appears.

5. In the Set of Books ID field, enter the name of the set of books to be used.
6. In the Budget Version ID field, enter a budget version identifier.
7. In the Fiscal Year field, enter the fiscal year to be reviewed.
8. In the Currency Code field, select a currency from the list of values.
9. In the Code Combination ID field, enter the code combination ID to be reviewed.
10. To apply the parameters, click **OK**.

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

The Decision pop-up window appears.

12. To submit another request, click **Yes**, or to continue, click **No**.
13. View the request in the concurrent manager as follows:

View - Requests

Part III

Cash and Accruals Support

Cash and Accruals Support Process

This chapter describes the Cash and Accruals Support functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Cash and Accruals Support Process Flow Diagram](#)
- [Cash and Accruals Support Process](#)
- [Cash and Accruals Support Examples](#)

Definition

Cash and Accruals Support is an enhancement to Oracle Financials that assists a business in maintaining two sets of books. A cash set of books and an accruals set of books are maintained simultaneously by allowing journals to be copied from one book to another.

Cash and Accruals Support enables the user to select the required journal batches to track the batch process from journal entry to copy, giving detailed line level information for all batches.

Overview

Cash and Accruals Support enhances standard General Ledger functionality.

Cash and Accruals Support does not alter or extend any standard Oracle Financials features or processes, but is implemented and maintained through a set of standalone windows and reports.

Cash and Accruals Support does require the use of General Ledger features such as:

- enter journals
- enter encumbrances
- post journals

Cash and Accruals Support does not require any defaults or standard Oracle Financials processing to be changed.

Features

The following Cash and Accruals Support features are available:

- relate two sets of books
Users can relate two sets of books before copying journals.
- copy journals
Copy journals enables a business unit's transactions to be invisible to other business units and profit centers.
Users belonging to a business unit can view and modify transactions entered by other users.

- Reports

The reports available for Cash and Accruals Support are shown in [Table 11–1](#), page 11-3.

Table 11–1 Cash and Accruals Support Reports

Report Name	Description
Cash & Accruals Support: Batch Copy Process Report	Tracks current status of journal batches from creation and copying to posting for the related sets of books batches
Cash & Accruals Support: Related Sets of Books Line Report	Shows journal activity across related sets of books. Illustrates journal activity at line level for all journal lines, including the copied journal lines, to confirm to the user which batches have been copied. This report is similar in layout to the standard General Ledger Line Report. The parameters for this report are as follows: Balance Type, Period Range, Accounting Flexfield Range, and Set of Books ID.

Supported Products

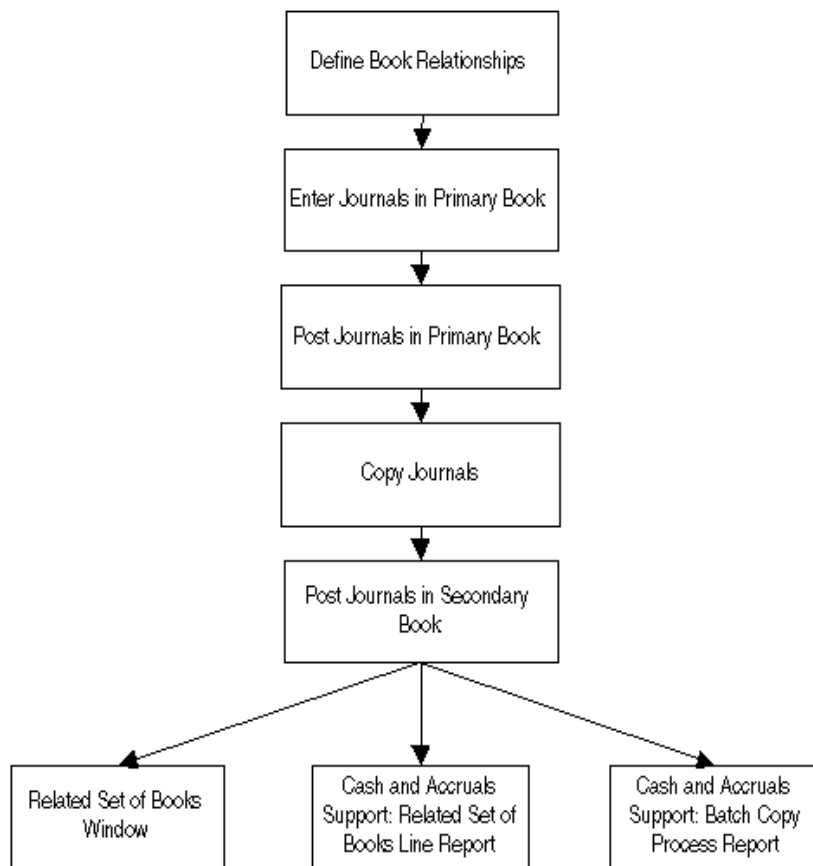
The Cash and Accruals Support feature is supported for the following Oracle Financials modules:

- General Ledger

Cash and Accruals Support Process Flow Diagram

Figure 11–1, page 11-4 shows the process for Cash and Accruals Support, as described in the accompanying text.

Figure 11–1 *Cash and Accruals Support Process Flow Diagram*



Cash and Accruals Support Process

The following topics are described in this section:

- [Define Book Relationships](#)
- [Enter Journals in Primary Book](#)
- [Post Journals in Primary Book](#)
- [Copy Journals](#)
- [Post Journals in Secondary Book](#)

Define Book Relationships

The define book relationships functionality enables the user to relate two sets of books, the cash set of books and the accrual set of books.

Business Rules

The business rules that apply to defining book relationships are as follows:

- Both related sets of books must have the same chart of accounts, currency, and calendar.
- Validation is not required to ensure that one set of books in a relationship is cash and the other set of books is accruals based.
- It is not possible to relate a set of books more than once, for example, one-to-many, many-to-many, and chaining.
- The relationship between existing sets of books can be deleted and a new relation created using the same component set of books.
- Encumbrance journals can only be copied if determined at the relationship level.

Encumbrances are transferred if only the target set of books has encumbrance accounting enabled.

Enter Journals in Primary Book

General Ledger journals are entered in the same way as in standard General Ledger functionality.

For information on entering journals, see [Entering and Posting Journals](#), *Oracle General Ledger User's Guide*.

Post Journals in Primary Book

Journals are posted in the same way as in standard General Ledger functionality.

For information on posting journals, see [Entering and Posting Journals](#), *Oracle General Ledger User's Guide*.

Copy Journals

The Copy Journals window enables posted journals to be copied from one book to another. Journals remain unposted in the secondary book.

Journals are not copied if any of the following apply:

- Budget journals cannot be copied.
- Journal batches can only be copied once.
- Unposted journal batches cannot be copied.
- Encumbrance journals cannot be copied when the copy option is disabled at the relationship level.
- Import references are only copied when required.
- Journal batches are not copied if the corresponding period is not open in the target set of books.
- Journal batches created by Oracle subledger are not copied.
- Budget journal batches are not copied.

Post Journals in Secondary Book

Journals are posted in the same way as in standard General Ledger functionality.

For information on posting journals, see [Entering and Posting Journals](#), *Oracle General Ledger User's Guide*.

The results of posting journals to the secondary book can be viewed as follows:

- [Related Journals Window](#)
- [Cash & Accruals Support: Related Sets of Books Line Report](#)
- [Cash & Accruals Support: Batch Copy Process Report](#)

Related Journals Window

This window displays related posted journals, encumbrance or actual, between two sets of books within a period.

For information on the Related Journals window, see [Related Journals Window Description](#), page 13-17.

Cash & Accruals Support: Related Sets of Books Line Report

This report includes all balancing segments in the accounting flexfield range. The Cash & Accruals Support: Related Sets of Books Line Report is sorted by balancing segment and starts a new page for each value in the segment.

For information on the Cash & Accruals Support: Related Sets of Books Line Report, see [Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure](#), page 14-6.

Cash & Accruals Support: Batch Copy Process Report

This report enables users to view the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal date batch within periods.

For information on the Cash & Accruals Support: Batch Copy Process Report, see [Cash & Accruals Support: Batch Copy Process Report Description](#), page 14-8.

Cash and Accruals Support Examples

Cash and Accruals Support is an Oracle Public Sector Financials (International) requirement that targets government departments and other specific market areas as required by the Government Green Paper, Better Accounting for the Taxpayers Money: Resource Accounting and Budgeting in Government, to move away from cash based accounting towards accrual based accounting.

In some cases, clients may retain cash and accrual methods of accounting, perhaps permanently, and the cash and accrual support feature enables this transition or method of working.

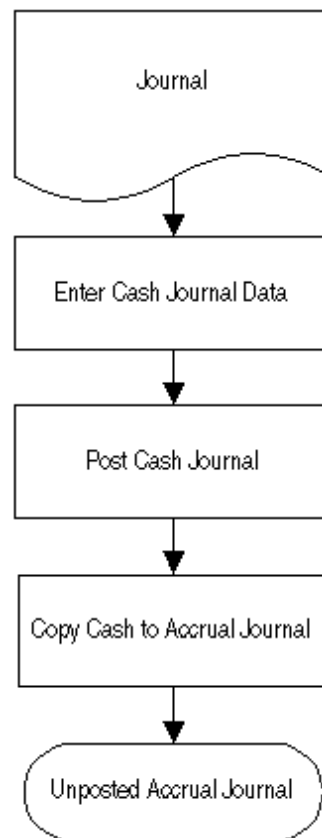
The following examples are described in this section:

- [Example 1: Creation and Maintenance of Manual Journals](#)
- [Example 2: Importing Journals from Third Party Systems](#)
- [Example 3: Posting Cash and Accruals Journals](#)
- [Example 4: Posting Journals](#)

Example 1: Creation and Maintenance of Manual Journals

Figure 11–2, page 11-9 shows the process for creating and maintaining manual journals, as described in the accompanying text.

Figure 11–2 *Creation and Maintenance of Manual Journals Process Flow Diagram*



1. A paper journal entry document shows the sets of books to be addressed by the journal: cash, accrual, or both. Journal entry documents should be grouped in batches where all journals address the same combination of sets of books.
2. The sets of books information from the paper journal entry document is entered in the system with the batch journal information.
3. Each source journal is entered in the system.
4. Each source journal is posted.
5. It should be possible to duplicate the posted journal in the related set of books without retyping the journal.

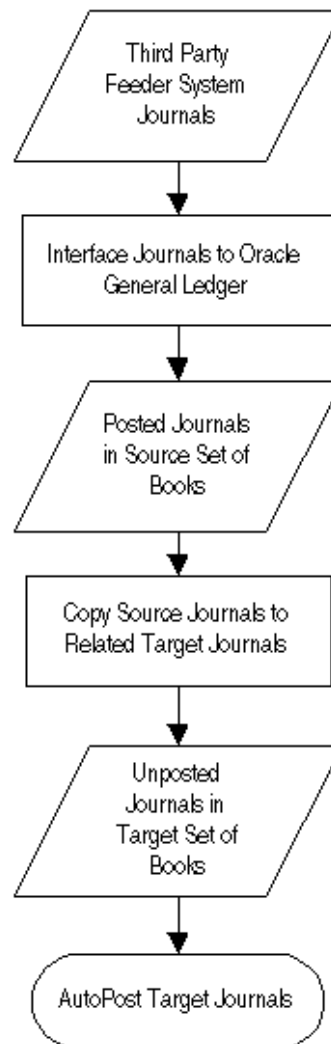
Note: The user is prevented from copying unposted journal batches.

6. The duplicate target journal is always unposted and therefore the copied journals must be posted.

Example 2: Importing Journals from Third Party Systems

Figure 11–3, page 11-11 shows how import journals are imported from third party systems, as described in the accompanying text.

Figure 11–3 Importing Journals from Third Party Systems Process Flow Diagram



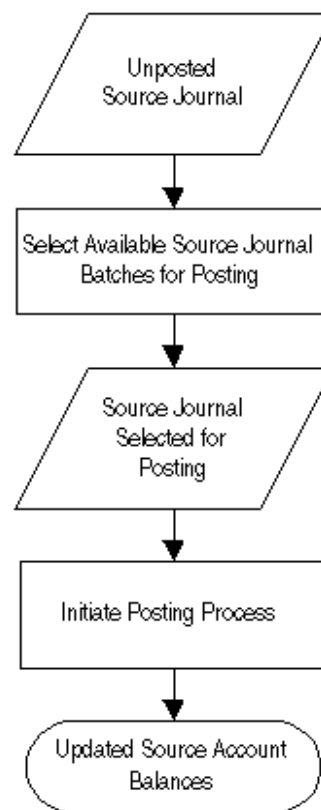
1. Third party feeder systems create journals for interface into General Ledger.
2. Journals are interfaced to General Ledger using the standard journal import utility.
3. Standard General Ledger journal import only produces journals in one set of books from a single set of interface data.
4. An imported and posted journal can be selected in one set of books and the journal copied to the related set of books. For example, if an existing feeder system is creating journals suitable for interface to the cash set of books, it must be possible to copy that journal to the accrual set of books within the General Ledger. Controls exist so that the user cannot copy journal data to an unrelated set of books or copy a journal twice. Controls also prevent unposted journals from being copied to the related set of books.
5. Two journals are created as a result of the copy process, the original posted journal in the source set of books and the copied unposted journal in the related destination set of books.

Example 3: Posting Cash and Accruals Journals

Cash and accruals journals must be posted independently.

Figure 11-4, page 11-13 shows how cash and accruals journals are posted, as described in the accompanying text.

Figure 11-4 Posting Cash and Accruals Journals Process Flow Diagram



Example 4: Posting Journals

Standard General Ledger functionality enables journal batches to be posted individually. The user can manually post the source set of books journals before creating the target set of books journals. AutoPost is usually set up for this functionality in the target set of books.

AutoPost automatically posts the target set of books journals after the copy process according to the frequency defined for the automatic posting program.

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

Cash and Accruals Support Setup

This chapter describes how to define sets of books for Cash and Accruals Support in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Cash and Accruals Support Setup Steps](#)
- [Defining Sets of Books Relationships Procedure](#)
- [Sets of Books Relationships Window](#)
- [Sets of Books Relationships Window Description](#)

Definition

The Sets of Books Relationships window is used to specify the relationship linking an accrual set of books to a cash set of books. The relationship must exist to use Cash and Accruals Support in Oracle Public Sector Financials (International).

Overview

The Sets of Books Relationships window in General Ledger enables the user to link an accrual set of books to a cash set of books and to restrict encumbrance journals from being available for copy.

The set of books where data is entered is known as the primary or source set of books. The set of books that receives a copy of transactions is the secondary or target set of books.

Prerequisites

- ❑ The Cash and Accruals Support feature must be enabled.
To enable the Cash and Accruals Support feature, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ❑ Both sets of books must be defined using the same accounting flexfields, currencies, and calendar.
To define the set of books, currencies, and calendar, see [Setting Up](#), *Oracle General Ledger User's Guide*.
To define accounting flexfields, see [Cash and Accruals Support Setup](#), *Oracle Applications Flexfields Guide*.
- ❑ Automatic posting is optional, but recommended. If used, it must be defined before specifying the set of books relationship.
To define automatic posting criteria, see [Posting Journal Batches Automatically](#), *Oracle General Ledger User's Guide*.

Cash and Accruals Support Setup Steps

The following steps are listed in order of completion.

1. Define Automatic Posting Criteria

Automatic posting is recommended but not required.

To define automatic posting, perform the following steps.

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

Setup - Journal - AutoPost

2. Define automatic posting criteria.

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

2. Define Set of Books Relationship

This step is required.

For information on defining a relationship between sets of books, see [Defining Sets of Books Relationships Procedure](#), page 12-4.

Defining Sets of Books Relationships Procedure

To define a relationship between sets of books, perform the following steps.

1. Navigate to the Sets of Books Relationships window as follows:

OPSF(I) Cash and Accrual Support - Setup - Setup Relationship

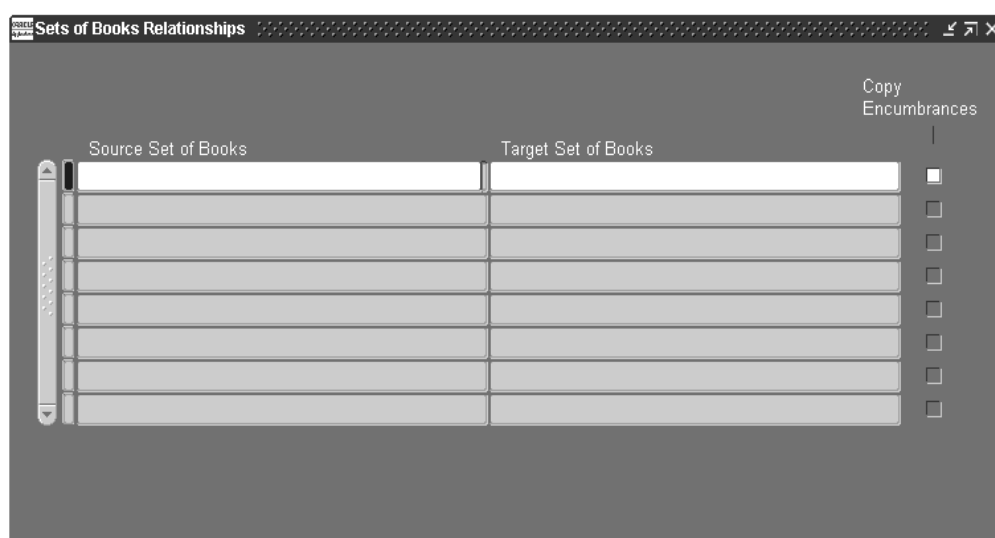
2. In the Source Set of Books field, select the name of the source set of books from the list of values.

Note: The Sets of Books Relationships window automatically generates an entry for the inverse relationship.

3. In the Target Set of Books field, select the name of the target set of books from the list of values.
4. To copy encumbrances to the target set of books, select the Copy Encumbrances check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Sets of Books Relationships Window

Figure 12–1 *Sets of Books Relationships Window*



Sets of Books Relationships Window Description

Table 12–1 *Sets of Books Relationships Window Description*

Field Name	Type	Features	Description
Source Set of Books	required	list of values	source set of books
Target Set of Books	required	list of values	target set of books
Copy Encumbrances	optional	check box	if selected, encumbrances copied to target set of books; if deselected, encumbrances are not copied

13

Managing Cash and Accruals Sets of Books Procedures

This chapter describes how to manage a cash set of books and an accruals set of books in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Submitting Batches for Copying Procedure](#)
- [Find Journal Batches Window](#)
- [Find Journal Batches Window Description](#)
- [Batch Copy Submit Window](#)
- [Batch Copy Submit Window Description](#)
- [Inquiring on Related Accounts Procedure](#)
- [Account Inquiry Window](#)
- [Account Inquiry Window Description](#)
- [Balances Window](#)
- [Balances Window Description](#)
- [Current Journals Window](#)
- [Current Journals Window Description](#)
- [Related Journals Window](#)
- [Related Journals Window Description](#)

Definition

Oracle General Ledger enables government agencies to run both cash and accruals sets of books simultaneously. The Batch Copy Submit window minimizes duplication of journal entry, and the Account Inquiry window, Cash & Accruals Support: Batch Copy Process Report, and Cash & Accruals Support: Related Sets of Books Line Report enable users to track the batch process.

Overview

General Ledger provides the following methods for managing a cash set of books and an accruals set of books:

- Batch Copy Submit Window
- Account Inquiry Window
- Cash & Accruals Support: Batch Copy Process Report
- Cash & Accruals Support: Related Sets of Books Line Report

For information on reports, see [Cash and Accruals Support Report Procedures](#), page 14-1.

Batch Copy Submit Window

The Batch Copy Submit window is used to submit posted and uncopied journal entry batches for copy to the related cash or accruals set of books. The Batch Copy Submit window automatically displays all posted and uncopied journal entry batches and information regarding these batches. Any batch can be selected for copying except the following:

- unposted journals
- budget journals
- subledger journals for Oracle Receivables, Oracle Payables, and Oracle Purchasing
- reversed journals

When the work is saved, a concurrent program is automatically submitted to copy the selected batches to the related set of books. Validation ensures the following:

- Journal data is not copied to the unrelated set of books.
- Journals are not copied twice.

Copying a journal to a related set of books results in the original posted journal in the source set of books and the unposted journal in the target set of books.

Account Inquiry Window

The Account Inquiry window enables users to perform online inquiry into account balances for related sets of books. Both cash and accruals balances can be viewed simultaneously for a period range and a single account or range of accounts. The user can drill-down to the journal entries that make up each account balance.

The Account Inquiry window is used to review account balances and journal details for all transactions, including those for related sets of books. Online inquiries can be performed for any accounting flexfield in a related set of books. The Account Inquiry window is also used to review source and target balances for any account, and the journal details affecting those account balances for the related sets of books.

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

Integration with MRC

Cash and Accruals Support facilities should not be used to copy journal batches from an accrual MRC set of books to a cash MRC set of books, or from a cash MRC set of books to an accrual MRC set of books, if a journal batch originates from the primary accrual or cash set of books.

For example, with accrual to cash copying, when the journal batch is posted in the accrual set of books, the same journal batch is created simultaneously in the related MRC accrual set of books. Similarly, after the journal batch is copied from the primary accrual set of books to the cash set of books and posted in the cash set of books, the same journal batch is created simultaneously in the related MRC cash set of books.

A similar rule applies to copying from the cash MRC set of books to the accrual MRC set of books.

Note: When used with an MRC set of books, the Account Inquiry window and the Cash & Accruals Support: Related Sets of Books Line Report show journal batches as related only if they are copied from the MRC accrual set of books to the MRC cash set of books or from the MRC cash set of books to the MRC accrual set of books, using the Cash and Accruals Support facilities.

Prerequisites

- ❑ The sets of books relationship must be defined.

To define the sets of books relationship, see [Defining Sets of Books Relationships Procedure](#), [Cash and Accruals Support Setup](#), page 12-4.

Submitting Batches for Copying Procedure

To submit batches for copying to the related set of books, perform the following steps.

1. Navigate to the Batch Copy Submit window as follows:

OPSF(I) Cash & Accruals Support - Copy Journals

The Find Journal Batches window appears.

2. Enter data in each field of the Find Journal Batches window as described in [Table 13-1](#), page 13-6.

3. Click **Find**.

The Batch Copy Submit window appears.

4. Enter data in each field of the Batch Copy Submit window as described in [Table 13-2](#), page 13-8.

If the target set of books is consolidated, the Average Journal Flag check box is selected by default.

5. To disable average balance processing for the batch, deselect the check box.
6. To copy the selected batches to the related set of books, click **Copy**.
7. Close the window.

Find Journal Batches Window

Figure 13–1 Find Journal Batches Window

The screenshot shows a window titled "Find Journal Batches". It contains the following elements:

- Period**: A text input field.
- Batch**: A text input field.
- Balance Type**: A dropdown menu currently set to "Any".
- Total**: A section containing three input fields:
 - Entered Debit**
 - Entered Credit**
 - Control**
- Buttons**: "Clear" and "Find" buttons at the bottom right.

Find Journal Batches Window Description

Table 13–1 Find Journal Batches Window Description

Field Name	Type	Features	Description
Period	required	list of values	period
Balance Type	required	drop-down list	balance type; any Actual Budget
Batch	required		batch
Total Region			
Entered Debit	optional		debit value
Entered Credit	optional		credit value
Control	optional		control value
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Batch Copy Submit Window

Figure 13-2 Batch Copy Submit Window

Batch Copy Submit

Copy Information

Copy FromCopy To

Copy	Period	Batch	Balance Type	Total Entered		Control Total	Average Journal Flag
				Debit	Credit		
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Copy

Batch Copy Submit Window Description

Table 13–2 Batch Copy Submit Window Description

Field Name	Type	Features	Description
Copy Information Region			
Copy From	display only		source set of books
Copy To	display only		target set of books
Copy	optional	check box	indicates if batch to be copied
Period	display only		period
Batch	display only		batch
Balance Type	display only		balance type; valid values: Actual or Encumbrance
Total Entered Region			
Debit	display only		total entered debit
Credit	display only		total entered credit
Control Total	display only		control total
Average Journal Flag	optional	check box	indicates if average balance processing required
Copy		button	copies selected batches to related set of books

Inquiring on Related Accounts Procedure

To perform an online inquiry across related sets of books, perform the following steps.

1. Navigate to the Account Inquiry window as follows:

OPSF(I) Cash & Accruals Support - Inquire Related Account

2. Enter data in each field of the Account Inquiry window as described in [Table 13-3](#), page 13-11.
3. To show the balances for the account and period range selected, click **Show Balances**.

The Balances window appears.

4. To view entries in the current journal, click **Show Current Journals**.

The Current Journals window appears.

5. From the Balances window, to view the related journals that comprise the account selected, click **Show Related Journals**.

The Related Journals window appears.

6. From the Related Journals window, to return to the Account Inquiry window, click **Show Criteria**.

7. From the Account Inquiry window, to view entries in the current journal, click **Show Journal Details**.

The Current Journals window appears.

8. Close the window.

Account Inquiry Window

Figure 13–3 Account Inquiry Window

The screenshot displays the 'Account Inquiry' window with the following sections:

- Selection Criteria:**
 - Accounting Periods:** From **JUL-00** To **JUL-00**
 - Currency:** **USD**
 - Currency Type:** **Entered**
- Factor:**
 - ☐ Actual
 - ☒ Encumbrance
 - Encumbrance type: [Empty field]
- Factor (Scale):**
 - ☐ Units
 - ☒ Thousands
 - ☐ Millions
 - ☐ Billions
- Accounts:** A list of accounts with a vertical scrollbar on the left. The first account is highlighted.
- Description:** A text field corresponding to the selected account.
- Buttons:** **Show Balances** and **Show Journal Details**

Account Inquiry Window Description

Table 13–3 Account Inquiry Window Description

Field Name	Type	Features	Description
Accounting Periods Region			
From	required	list of values	start accounting period
To	optional	list of values	end accounting period
Currency	display only		currency
Currency Type	display only		currency type
<journal type>	required	radio button	journal type; valid values: Actual or Encumbrance
Encumbrance type	conditionally required		encumbrance value; required if Encumbrance radio button selected
Factor	required	radio button	precision and rounding factor; valid values: Units, Thousands, Millions, or Billions
Accounts	required	accounting flexfield pop-up window	account details
Description	display only		account description
Show Balances		button	opens Balances window
Show Journal Details		button	opens Current Journals window

Balances Window

Figure 13–4 Balances Window

The Balances Window interface includes the following components:

- Balance Type:** A text input field.
- Currency Type:** A text input field.
- Factor:** A text input field.
- Set Of Books:** A text input field.
- Related Set of Books:** A text input field.
- Table:** A table with three main columns: **Period**, **Period To Date**, and **Year To Date**. The **Period** column has a vertical scrollbar and a list of period entries. The **Period To Date** and **Year To Date** columns have corresponding data entry fields.
- Buttons:** Three buttons at the bottom: **Show Criteria**, **Show Current Journals**, and **Show Related Journals**.

Balances Window Description

Table 13–4 Balances Window Description

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Set of Books Region			
Set of Books	display only		set of books name
Period To Date	display only		period to date balance
Year To Date	display only		year to date balance
Related Set of Books Region			
Related Set of Books Name	display only		related set of books name
Period To Date	display only		period to date balance
Year To Date	display only		year to date balance
Show Criteria		button	opens Account Inquiry window
Show Current Journals		button	opens Current Journals window
Show Related Journals		button	opens Related Journals window

Current Journals Window

Figure 13–5 *Current Journals Window*

The screenshot shows the 'Current Journals' window with the following components:

- Input Fields:**
 - Balance Type:
 - Period:
 - Currency Type:
 - Factor:
 - Balance:
- Table:**

Batch Name	Header Name	Source	Line	Entered DR	Entered CR	Description
- Related Journal:** OPSFI NAX CASH
- Buttons:**
 - Show Criteria
 - Show Balances
 - Show Current Journals
 - Show Related Journals

Current Journals Window Description

Table 13–5 *Current Journals Window Description*

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Balance	display only		period to date balance
Batch Name	display only		journal batch name
Header Name	display only		journal header name
Source	display only		journal source
Line	display only		journal line number
Entered DR	display only		entered debit
Entered CR	display only		entered credit
Description	display only		line description
Related Journal	display only		related set of books journal information
Show Criteria		button	opens Account Inquiry window
Show Balances		button	opens Balances window
Show Current Journals		button	disabled
Show Related Journals		button	opens Related Journals window

Related Journals Window

Figure 13–6 Related Journals Window

Related Journals

Balance Type

Currency Type

Factor

Period

Balance

Batch Name	Header Name	Source	Line	Entered DR	Entered CR	Description

Current Journal - OPSFI NAX ACCR

Show Criteria

Show Balances

Show Current Journals

Show Related Journals

Related Journals Window Description

Table 13–6 *Related Journals Window Description*

Field Name	Type	Features	Description
Balance Type	display only		type of balance; valid values: Actual or Encumbrance
Currency Type	display only		currency type
Factor	display only		currency factor
Period	display only		accounting period
Balance	display only		period to date balance
Batch Name	display only		journal batch name
Header Name	display only		journal header name
Source	display only		journal source
Line	display only		journal line number
Entered DR	display only		entered debit
Entered CR	display only		entered credit
Description	display only		line description
Current Journal	display only		current set of books journal information
Show Criteria		button	opens Account Inquiry window
Show Balances		button	opens Balances window
Show Current Journals		button	opens Current Journals window
Show Related Journals		button	disabled

Cash and Accruals Support Report Procedures

This chapter describes the Cash and Accruals Support reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure](#)
- [Cash & Accruals Support: Related Sets of Books Line Report Description](#)
- [Generating Cash & Accruals Support: Batch Copy Process Report Procedure](#)
- [Cash & Accruals Support: Batch Copy Process Report Description](#)

Definition

The Cash and Accruals Support reports assist in reconciling batches and transactions copied from one set of books to another.

Overview

Cash and Accruals Support reports include the following:

- [Cash & Accruals Support: Related Sets of Books Line Report](#)
- [Cash & Accruals Support: Batch Copy Process Report](#)

Cash & Accruals Support: Related Sets of Books Line Report

This report includes all balancing segments in the accounting flexfield range, is sorted by balancing segment, and starts a new page for each value in the segment. The report enables the user to perform the following tasks for related sets of books:

- review journal activity at line level
- view transactions simultaneously
- track the copy status of journal batches using the following information:
 - journal source
 - category
 - name
 - description
 - reference
 - effective date
 - journal amount
 - accounting balance for each journal entry

This report enables the user to see the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal batch within periods.

Cash & Accruals Support: Batch Copy Process Report

This report enables the user to see the current status of all flagged and submitted journal entry batches, whether the batch has been copied or is still being copied. The report lists batch creation and posted dates for related sets of books. Information is sorted by journal batch within periods.

Generating Cash & Accruals Support: Related Sets of Books Line Report Procedure

To generate the Cash & Accruals Support: Related Sets of Books Line Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Cash & Accruals Support - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Cash & Accruals Support: Related Sets of Books Line Report from the list of values.

The Parameters pop-up window appears.

5. In the Balance Type field, select the balance type from the list of values.
6. In the Budget or Encumbrance Name field, select a value from the list of values, or accept N / A if the balance type is set to Actual.
7. In the Starting Period field, select any accounting period in the calendar as the starting period of the range to report on.
8. In the End Period field, select the same or a later accounting period than the starting period.
9. In the Flexfield From field, select the low end of the accounting flexfield range to report on.
10. In the Flexfield To field, select the high end of the accounting flexfield range to report on.
11. To apply the parameters, click **OK**.
12. Enter data in the At These Times... and Upon Completion... regions of the Submit Request window, if required.
13. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
14. To submit another request, click **Yes**, or to continue, click **No**.

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

View - Requests

16. Close the window.

Cash & Accruals Support: Related Sets of Books Line Report Description

Table 14–1 *Cash & Accruals Support: Related Sets of Books Line Report Description*

Field	Description
Header Region	period, currency, balance type, budget name, or encumbrance type, company
Detail Region	
Accounting Flexfield	beginning and ending balances and journal entry lines for each accounting flexfield
Description	account segment value description for each accounting flexfield
Source	source name for each journal entry line; where journal entry lines originated
Category	journal category for each journal entry line to help identify nature and purpose of journal
Name	journal entry name for each journal entry line; reference the name to review complete journal entry for this line
Date	effective date of journal entry in standard date format
Current / Related Journal Amount	debit or credit amount for each journal entry line; CR indicates credit amount
Current / Related Account Balance	beginning and ending balances for each accounting flexfield; also includes beginning balances as of first day of each accounting period in specified range and ending balances as of last day of each accounting period in specified range Ending balance for each accounting period is computed by adding period's beginning balance to journal entry line amounts for that period. CR indicates credit amount.

Generating Cash & Accruals Support: Batch Copy Process Report Procedure

To generate the Cash & Accruals Support: Batch Copy Process Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Cash & Accruals Support - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Cash & Accruals Support: Batch Copy Process Report from the list of values.

The Parameters pop-up window appears.

5. In the Period field, select the period on which to report details from the list of values or leave the field blank to report on all open periods.
6. To apply the parameters, click **OK**.
7. Enter data in the At These Times... and Upon Completion... regions of the Submit Request window, if required.
8. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

11. Close the window.

Cash & Accruals Support: Batch Copy Process Report Description

Table 14–2 *Cash & Accruals Support: Batch Copy Process Report Description*

Column	Description
Header Region	report title, date, page, set of books name
Period	accounting period or periods covered by the report
Batch Name	batch name
Batch Date	batch date; sorted by journal batch within period; displayed for both sets of books for period specified in batch, can be last day of period, for manual entries to prior periods; first day of period specified in batch, for manual journal entries to future periods; and date on which the batch was created, for manual journal entries to current period or journal entries created by feeder systems
Posting Date	date batch posted; sorted by journal batch within period; displayed for both sets of books
Copy Status	copy status; valid values: Selected, In Process, Copy Complete

Part IV

Combined Basis Accounting

Combined Basis Accounting Process

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

- [Definition](#)
- [Overview](#)
- [Combined Basis Accounting Process Flow Diagram](#)
- [Setting Up Combined Basis Accounting in Receivables](#)
- [Generating Combined Basis Accounting Reports](#)

Definition

Combined Basis Accounting in Receivables enables receivables entries with cash implications to be posted from the Receivables subledger to a secondary general ledger, which is the cash based general ledger.

Overview

Combined Basis Accounting functionality enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

Combined Basis Accounting functionality is required to operate accounts and report on a cash basis. The user must operate both cash and accrual general ledgers to use the Oracle Public Sector Financials (International) Combined Basis Accounting functionality.

The user defines two general ledgers. The first general ledger is the accrual general ledger and the second is the cash general ledger. The relationship between the accrual and cash general ledgers is that the accrual general ledger is the primary book and the cash general ledger is the secondary book.

The user must populate Oracle Public Sector Financials (International) tables for Receivables before using the Combined Basis Accounting functionality.

Receipt entries made in the Receivables subledger are transferred to the accrual general ledger through the Receivables interface.

The user runs the Cash Basis Execution Report in the Oracle Public Sector Financials (International) menu.

The Cash Basis Transfer Report transfers the cash entries from the Receivables subledger to the cash basis general ledger.

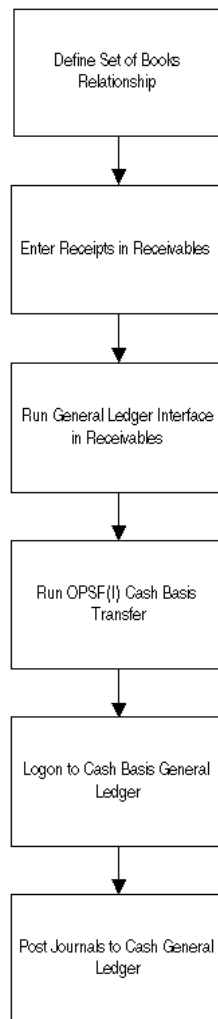
The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices are not transferred as they have no cash impact.

When the transfer processes is complete, the journals created from the Receivables subledger must be posted to the general ledger. The journals must be posted in both the accrual general ledger and the cash general ledger. Journals are posted during the journal post routine.

Combined Basis Accounting Process Flow Diagram

Figure 15–1, page 15-3 shows the Combined Basis Accounting Process Flow Diagram as described in the accompanying text.

Figure 15–1 Combined Basis Accounting Process Flow Diagram



Setting Up Combined Basis Accounting in Receivables

Setting up Combined Basis Accounting in Receivables consists of the following procedures:

- [Define Set of Books Relationship in General Ledger](#)
- [Accounting Entries](#)
- [Period Status in OPSF\(I\) Menu](#)
- [Enter Receipt Transactions in Receivables](#)
- [Run Postings to General Ledger](#)

Define Set of Books Relationship in General Ledger

The relationship between the accrual and cash general ledgers must be established to set up Combined Basis Accounting in Receivables.

The user defines the primary set of books, which is the accrual set of books, and the secondary set of books, which is the cash set of books. The user must also enter the account code for the unallocated revenue. The Combined Basis Accounting feature is only available after these details are saved.

The cash basis accounting relationship between the two sets of books is not retrospective. The combined basis only applies from the date that the relationship applies and to all entries made after this date.

Accounting Entries

Combined Basis Accounting in Receivables generates accruals and cash basis accounting entries.

The primary set of books must be set to accrual accounting.

Cash basis entries are generated for the secondary set of books. In accordance with the cash basis accounting principles there are no cash basis entries for unpaid invoices. Cash basis entries can only be created for an invoice after it is partly or fully paid.

For example, full payment of an invoice with revenue of \$1000 and tax of \$175 results in accounting entries for the cash basis set of books, as shown in [Table 15–1](#), page 15-5.

Table 15–1 Accounting Entries for Cash Basis Set of Books

DR or CR	Account Name	Account Value
DR	Cash	\$1175
CR	Unapplied	\$1175
DR	Unapplied	\$1175
CR	Revenue	\$1000
CR	Tax	\$175

For part payment entries, pro rata entries are created for the revenue and tax accounts.

Chargebacks

Chargeback transactions do not generate any General Ledger transactions to the cash set of books as they have no impact in cash accounting terms.

Adjustments

Adjustments of the type Charges do not create any General Ledger transactions to the cash set of books, but the user may need to define the appropriate accounting entries to either reverse the revenue or tax elements or any accounts that require posting for the adjustment.

It is recommended that the Over Applications check box is not selected.

Period Status in OPSF(I) Menu

The Oracle Public Sector Financials (International) combined basis accounting functionality requires that both the accrual and cash general ledgers are in the same periods. Users can ensure that both the accrual and cash general ledgers are synchronized in the period window. The window displays the period and indicates if it can be closed. If the window indicates that the periods in both the cash and accruals general ledgers can be closed, the user can close the periods from each of the general ledgers.

Enter Receipt Transactions in Receivables

The user enters receipt transactions in Receivables in the standard way using the Receivables windows.

Run Postings to General Ledger

The postings must be run from the Receivables subledger to the General Ledger. The user needs to run the transfer to General Ledger from the Receivables Interface General Ledger. This transfers the transaction details for the accrual set of books.

The cash transactions are transferred from the Receivables subledger to the cash set of books.

Generating Combined Basis Accounting Reports

The following reports are available for Combined Basis Accounting:

- [Combined Basis Accounting: Cash Basis Accounting Journal Entries Report](#)
- [Automatic Cash Postings Error Report](#)
- [Combined Basis Accounting: Cash Basis Unposted Items Report](#)
- [Combined Basis Accounting: Cash Basis Execution Report](#)

Combined Basis Accounting: Cash Basis Accounting Journal Entries Report

The Combined Basis Accounting: Cash Basis JE Report is based on the Receivables Journal Entries Report. The Combined Basis Accounting JE program produces a report of the pending journal entries into the General Ledger cash set of books.

Automatic Cash Postings Error Report

The Automatic Cash Postings Error report is only printed if the postings to the General Ledger are unbalanced. If this report is printed, an error message is also printed in the execution log, and the concurrent task completes with a status Error.

Combined Basis Accounting: Cash Basis Unposted Items Report

The Combined Basis Accounting: Cash Basis Unposted Items Report provides a list of items that are not posted for a specific General Ledger date range. This report is similar to the standard Oracle Receivables Unposted Items Report, but reports only on the unposted items for the General Ledger Cash Basis Transfer for combined basis accounting.

Combined Basis Accounting: Cash Basis Execution Report

The Combined Basis Accounting: Cash Basis Execution Report is automatically produced by the cash basis transfer and provides a summary of transactions by category and currency that make up the entries in General Ledger. The report is similar to the standard Oracle Receivables Posting Execution Report. The Combined Basis Accounting: Cash Basis Execution Report also reports on any unposted cash items.

Combined Basis Accounting Setup

This chapter describes how to set up Combined Basis Accounting features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Populating Extended Tables Procedure](#)
- [Transferring Information To General Ledger Procedure](#)
- [Extended System Options Window, Combined Basis Accounting Tab](#)
- [Extended System Options Window Description, Combined Basis Accounting Tab](#)

Definition

Combined Basis Accounting in Oracle Receivables enables government departments to meet the requirements of resource accounting, managing departments using accrual based accounting techniques, as well as reporting on a cash basis.

Overview

Combined Basis Accounting enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

This functionality is required to operate accrual accounting and report on a cash basis. The user must operate both accrual and cash general ledgers to use the Oracle Public Sector Financials (International) functionality.

- The user predefines two general ledgers, an accrual general ledger and a cash general ledger. The accrual general ledger is the primary book and the cash general ledger is the secondary book.
- To enable Combined Basis Accounting, the user must populate the Oracle Public Sector Financials (International) tables from the core Receivables tables. The report to populate the Oracle Public Sector Financials (International) tables must be run from the Oracle Public Sector Financials (International) Receivables setup menu option.
- Receipt entries made in the Receivables subledger are transferred to the accrual general ledger using the Receivables interface.
- The user runs the cash basis transfer report in the Oracle Public Sector Financials (International) reports menu. The cash basis transfer report transfers the cash entries from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries that have a cash impact to the cash general ledger, for example, cash receipts. The cash basis transfer does not transfer entries such as invoices, as there is no cash impact.

- When the transfer processes are complete, the journals are posted from the Receivables subledger to the general ledger. The journals must be posted in the accrual general ledger and the cash general ledger, using the core journal post routine.

Prerequisites

- ❑ The Combined Basis Accounting feature must be enabled.

To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Populating Extended Tables Procedure

To populate the extended tables, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Set Up - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Receivables Global: Populate Data from the list of values.

The Parameters pop-up window appears.

5. In the Source Type field, select Combined Basis Accounting from the list of values.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or click **No**, to continue.
9. View the request in the concurrent manager as follows:

View - Requests

10. Close the window.

When the report is complete, the extended tables are populated.

Note: The populate data program must be run after setting up a new Receivables subledger or adding a new multiple organization.

Transferring Information To General Ledger Procedure

To transfer information to General Ledger for combined basis accounting, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Set Up - Extended System Options

2. Select the Combined Basis Accounting tab.
3. Ensure that the Combined Basis Accounting Enabled check box is selected.

If the Combined Basis Accounting Enabled check box is not selected, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure, page 3-14](#) for instructions on how to enable the Combined Basis Accounting feature.

4. Select the Run GL Journal Import check box, if required.

This check box is deselected by default.

5. In the Set of Books Name field, select the required cash set of books from the list of values.
6. Click **OK**.
7. In the Unallocated Revenue field, enter the required account number in the pop-up window.
8. Click **OK**.

The account description is automatically displayed.

9. In the Journal Source field, select the Cash Basis Journal Source Name from the list of values.
 - If multiple reporting currencies is used, select the seeded cash Receivables source or define a new source and select it.
 - If multiple reporting currencies is not used, select cash Receivables.
10. Close the window.

Extended System Options Window, Combined Basis Accounting Tab

Figure 16–1 *Extended System Options Window, Combined Basis Accounting Tab*

The screenshot shows a window titled "Extended System Options" with three tabs: "Combined Basis Accounting", "Dunning Letters and Installment Terms", and "Standing Charges". The "Combined Basis Accounting" tab is active. It contains two checked checkboxes: "Combined Basis Accounting Enabled" and "Run GL Journal Import". Below these are several input fields: "Accounting Method", "Set Of Books Name", "Unallocated Revenue", "Account Description", and "Journal Source". The "Accounting Method" and "Set Of Books Name" fields are grouped together. The "Account Description" field is a long text area. The "Journal Source" field has a dropdown arrow. The "Name" field is also present.

Field	Value
Accounting Method	
Set Of Books Name	
Unallocated Revenue	
Account Description	
Journal Source	
Name	

Extended System Options Window Description, Combined Basis Accounting Tab

Table 16–1 *Extended System Options Window Description, Combined Basis Accounting Tab*

Field Name	Type	Features	Description
Combined Basis Accounting Enabled	display only	check box	if selected, combined basis accounting enabled; if deselected, combined basis accounting disabled
Run GL Journal Import	optional	check box	if selected, General Ledger journal import program must be run
Accounting Method	display only		accounting method
Name	display only		set of books name
Set Of Books Name	required		combined basis accounting set of books name; can only be set up once
Unallocated Revenue	required		unallocated revenue account; can be modified
Account Description	display only		account description
Journal Source	optional	list of values	journal source

Combined Basis Accounting Procedures

This chapter describes how to use Combined Basis Accounting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Copying Journals from Receivables to General Ledger Procedure](#)
- [Run Cash Basis Transfer Window](#)
- [Run Cash Basis Transfer Window Description](#)
- [Viewing Accounting Period Status Procedure](#)
- [Accounting Period Status Window](#)
- [Accounting Period Status Window Description](#)

Definition

Combined Basis Accounting functionality enables the user to enter Receivables cash transactions in both the accrual and cash sets of books.

Overview

Cash basis accounting operates accounts and reports on a cash basis. The user needs to operate a cash and accrual general ledger to use the Oracle Public Sector Financials (International) functionality.

Two general ledgers need to be defined. One general ledger is the accrual general ledger, the other general ledger is the cash general ledger. A relationship between the accrual and cash general ledger accrual general ledger is the primary book, the cash being the secondary book.

In order to use the Combined Basis Accounting functionality within Oracle Public Sector Financials (International), the user must populate Oracle Public Sector Financials (International) tables for the core Receivables using the Oracle Public Sector Financials (International) Receivables Set Reports menu option.

Receipt entries made in the Receivables subledger are transferred to the accrual general ledger using the Receivables interface to the accrual general ledger.

The cash basis transfer report must be run from the Combined Basis Accounting reports menu.

Cash entries are transferred from the Receivables subledger to the cash basis general ledger.

The cash basis transfer only transfers entries to the cash general ledger that have a cash impact, for example, cash receipts. Entries such as invoices must be posted as invoices have no cash impact.

When the transfer processes are complete, journals that have been created must be posted from the Receivables subledger to the general ledger. The journals must be posted in both the accrual general ledger and the cash general ledger. Journals are posted using the Receivables journal post routine.

Features

The following Combined Basis Accounting procedures are available:

- maintaining cash receipts to two sets of books, one on a cash basis and the other on an accrual basis

- displaying the status of a period if there are cash basis items that are unposted to General Ledger

Prerequisites

- The same prerequisites are required for the Run Cash Basis Transfer window in Receivables as those that apply to combined basis accounting.

For information on the Run General Ledger Interface window in Receivables, see [Running General Ledger Interface](#), *Oracle Receivables User's Guide*.

- The same prerequisites are required for the Accounting Period Status window in Receivables as those that apply to combined basis accounting.

For information on period status prerequisites in Receivables, see [Opening and Closing Accounting Periods](#), *Oracle Receivables User's Guide*.

- The Combined Basis Accounting feature must be enabled.

To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Copying Journals from Receivables to General Ledger Procedure

To copy journals from Receivables to the General Ledger, perform the following steps.

1. Navigate to the Run Cash Basis Transfer window as follows:

OPSF(I) Combined Basis Acctg - Cash Basis Transfer

2. In the Posting Detail field, select Detail or Summary report.
3. In the GL Posted Date field, enter the General Ledger posted date.
4. In the GL Dates field, enter the start and end dates of the General Ledger period.

The General Ledger date defaults to the last date of the same period as the start date.

5. In the Run Journal Import field, select Yes.
6. To run the Cash Basis GL Transfer program, click **Submit**.

Note: The request identifier needs to be recorded.

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

View - Requests

8. Close the window.

Run Cash Basis Transfer Window

Figure 17–1 Run Cash Basis Transfer Window

The screenshot shows a software window titled "Run Cash Basis Transfer (OPSF NON-AX ACCRUAL)". Inside the window, there are five input fields arranged vertically on the left side: "Posting Detail" (a drop-down menu), "GL Posted Date" (a date field), "GL Dates" (a date range field), "Run Journal Import" (a drop-down menu), and "Request Id" (a text field). To the right of these fields is a "Submit" button.

Run Cash Basis Transfer Window Description

Table 17–1 Run Cash Basis Transfer Window Description

Field Name	Type	Features	Description
Posting Detail	required	drop-down list	valid values are: Detailed or Summary Detailed, used for easy reconciliation as each transaction has at least one entry Summary, transfers accounting entries from General Ledger interface table to General Ledger tables in summarized format for each account
GL Posted Date	required	pop-up calendar	General Ledger posted date; defaults to today's date
GL Dates	required	pop-up calendar	General Ledger start and end dates; end date defaults to end of the month when start date is entered. The end date can be amended if required. Dates must be within an open period.

Table 17–1 *Run Cash Basis Transfer Window Description*

Field Name	Type	Features	Description
Run Journal Import	required	drop-down list	select Yes to run the journal import
Request Id	display only		request ID
Submit		button	runs Cash Basis GL Transfer program

Viewing Accounting Period Status Procedure

To review which accounting periods are open or closed, perform the following steps.

1. Navigate to the Accounting Period Status window as follows:

OPSF(I) Combined Basis Accounting - Period Status

The accounting periods are displayed in descending chronological order according to the fiscal year.

Note: Accounting periods cannot be closed in the Accounting Period Status window. The information in this window is display only.

For information on the Accounting Period Status window, see [Table 17-2, page 17-9](#).

2. Select the Can Close check box before closing the period in the accrual set of books.

Note: Incorrect or missing accounting entries can occur if the Can Close check box is not selected and periods with cash basis postings are closed.

Accounting Period Status Window

Figure 17–2 Accounting Period Status Window

Accounting Period Status

Latest Open Period

Accounting Periods

Status	Can Close	Number	Fiscal Year	Name	Start Date	End Date	[]
	☐						
	☐						
	☐						
	☐						
	☐						
	☐						
	☐						
	☐						

Accounting Period Status Window Description

Table 17–2 *Accounting Period Status Window Description*

Field Name	Type	Features	Description
Latest Open Period	display only		displays most recent open period
Accounting Periods Region			
Status	display only		accounting period status
Can Close	display only	check box	If period is open and can be closed, a check is run to verify there are no unposted items before the period is closed.
Number	display only		order of period within fiscal year
Fiscal Year	display only		fiscal year
Name	display only		accounting period name
Start Date	display only		accounting period start date
End Date	display only		accounting period end date
Descriptive Flexfield	display only		indicates period status

Combined Basis Accounting Report Procedures

This chapter describes the Combined Basis Accounting reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Combined Basis Accounting: Execution Report Procedure](#)
- [Combined Basis Accounting: Cash Basis Unposted Items Report Procedure](#)
- [Combined Basis Accounting: Cash Posting Error Report Procedure](#)
- [Combined Basis Accounting: Cash Basis Journal Entries Report Procedure](#)

Definition

The Combined Basis Accounting reports provide analysis information about the cash basis position and reconcile accrual and cash basis postings.

Overview

The Combined Basis Accounting reports are shown in [Table 18–1, page 18-2](#).

Table 18–1 Combined Basis Accounting Reports

Report	Description
Combined Basis Accounting: Execution Report	Provides a summary by category and currency of all transaction entries in the General Ledger.
Combined Basis Accounting: Cash Basis Unposted Items Report	Lists items that are not posted to the specific General Ledger date range.
Combined Basis Accounting: Cash Posting Error Report	Lists out of balance cash postings to the General Ledger.
Combined Basis Accounting: Cash Basis Journal Entries Report	Lists cash basis general ledger journal entry details for the transaction performed in Receivables and provides an audit trail for posting to the cash set of books.

Note: Reports can be generated in any order.

Prerequisites

- The Combined Basis Accounting feature must be enabled.
To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure, page 3-14](#).
- The Receivables Global: Populate Data program must be run with the system options enabled.
For information on running the Receivables Global: Populate Data program, see [Populating Standing Charge Data Procedure, page 86-7](#).
- Cash basis accounting information must be set up for the relevant accrual set of books.

Combined Basis Accounting: Execution Report Procedure

The Combined Basis Accounting: Execution Report is generated automatically by the General Ledger Transfer procedure, which is called when the General Ledger Interface program is run. The report is the same as the Oracle Receivables Posting Execution Report.

In accordance with cash basis accounting principles, there are no cash basis entries for unpaid invoices. Cash basis entries can only be created for invoices that have been partially or fully paid.

Note: Chargeback transactions and adjustments of type Charge do not generate General Ledger transactions to the cash set of books. Adjustments of type Invoice do generate General Ledger transactions, but account entries, such as to tax and revenue accounts, must be defined to reverse them.

For information on running the General Ledger Interface program and generating the Posting Execution Report, see [Running General Ledger Interface](#), *Oracle Receivables User's Guide*.

Combined Basis Accounting: Cash Basis Unposted Items Report Procedure

The Combined Basis Accounting: Cash Basis Unposted Items Report is created automatically by the General Ledger Cash Basis Transfer routine if there are unposted items for the specified General Ledger date range. This report is the same as the Oracle Receivables Unposted Items Report.

For information on the Unposted Items Report, see [Unposted Items Report](#), *Oracle Receivables User's Guide*.

The Combined Basis Accounting: Cash Basis Unposted Items Report can also be generated and printed manually as follows.

1. Navigate to the Submit Request window as follows:

OPSF(I) Combined Basis Acctg - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Combined Basis Accounting: Cash Basis Unposted Items Report from the list of values.

The Parameters pop-up window appears.

5. In the Start GL Date field, enter the first General Ledger date.
6. In the End GL Date field, enter the last General Ledger date.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
9. To submit another request, click **Yes** or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Combined Basis Accounting: Cash Posting Error Report Procedure

The Combined Basis Accounting: Cash Posting Error Report is generated automatically by the General Ledger Cash Basis Transfer Execution routine if there are unbalanced cash posting items. If generated, an error message is also printed in the execution log and the concurrent task fails with an error status.

This report is the same as the Oracle Receivables Journal Entries Report, with enhancements that invoke an internal General Ledger cash reporting process for Combined Basis Accounting.

For information on running the General Ledger Cash Basis Transfer Execution routine and generating the Journal Entries Report, see [Reconcile Account Balances](#) and [Using Cash Basis Accounting](#), *Oracle Receivables User's Guide*.

Combined Basis Accounting: Cash Basis Journal Entries Report Procedure

This report generates similar output to the Receivables Journal Entries Report.

For information on the Cash Basis Journal Entries Report, see [Journal Entries Report](#), *Oracle Receivables User's Guide*.

To generate the Combined Basis Accounting: Cash Basis Journal Entries Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Combined Basis Accounting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Combined Basis Accounting: Cash Basis Journal Entries Report from the list of values.

The Parameters pop-up window appears.

5. Set one of the following options to Yes:

- Detail By Account, to select and print each transaction for each accounting flexfield, category, and currency
- Detail By Category, to select and print each transaction for each category and the equivalent accounting flexfield and currency
- Summary By Account, to select and print the period balances for each currency on each accounting flexfield
- Summary By Category, to print the foreign and functional currency balances for each category and the referenced accounting flexfields

6. In the Posting Status field, select the posting status from the list of values or leave the field blank to select both posted and unposted items.

7. In the Start GL date field, enter the beginning General Ledger date or leave the field blank to use the current date as the beginning GL date.

8. In the End GL date field, enter the ending General Ledger date or leave the field blank to use the current date as the ending General Ledger date.

9. In the Start GL Posted date field, enter the beginning General Ledger posted date or leave the field blank to use the current date as the beginning General Ledger posted date.
10. In the End GL Posted Date field, enter the ending General Ledger posted date or leave the field blank to use the current date as the ending General Ledger posted date.
11. In the Currency field, select the currency from the list of values or leave the field blank to select all currencies.

If the field is left blank, all journal line entries are displayed, but totals are calculated only for entries in the functional currency.

If the field is set to a foreign currency, both the functional and foreign currency amounts are displayed for each line of the report.
12. Set one or more of the following transaction categories in the list of values:
 - CM Application Category to print credit memo applications
 - Adjustment Category to print adjustments
 - Trade Receipt Category to print trade receipts
 - Misc Receipt Category to print miscellaneous receipts
 - Cross Currency Category to print cross currencies
13. In the Beginning Company Segment field, enter a value in the accounting flexfield pop-up window.
14. In the Ending Company Segment field, enter a value in the accounting flexfield pop-up window.
15. In the Beginning Accounting Segment field, enter a value in the accounting flexfield pop-up window.
16. In the Ending Accounting Segment field, enter a value in the accounting flexfield pop-up window.
17. To apply the parameters, click **OK**.
18. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.
19. To submit another request, click **Yes** or to continue, click **No**.
20. View the request in the concurrent manager as follows:

View - Requests

Part V

Combined Basis Reports

Combined Basis Summary Reports

This chapter describes the Combined Basis Summary reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Combined Basis Reports: Detail Report Procedure](#)
- [Generating Combined Basis Reports: Total Report Procedure](#)
- [Generating Combined Basis Reports: Payables Report Procedure](#)
- [Generating Combined Basis Reports: Receivables Report Procedure](#)

Definition

The Combined Basis Summary reports enable users to manage and reconcile accrual and cash general ledger sets of books.

Overview

The Combined Basis Summary reports are shown in [Table 19–1](#), page 19-2.

Table 19–1 Combined Basis Summary Reports

Report Name	Description
Combined Basis Reports: Detail Report	The Combined Basis Reports: Detail Report details general ledger actual journal entry lines that have been entered into a general ledger set of books, usually an accrual book, and not yet copied to the linked general ledger set of books, normally a cash book, using Oracle Public Sector Financials (International) cash and accruals support functionality. The Detail Report also lists periods for which items have not been posted in the linked set of books.
Combined Basis Reports: Total Report	The Combined Basis Reports: Total Report details by account, General Ledger accrual, cash, and variance balances, optionally sub-totalled by journal source, and compares this to the year's opening balance and year-to-date movement.
Combined Basis Reports: Payables Report	The Combined Basis Reports: Payables Report details invoices that have been posted to the accrual set of books but have not been paid and have not been posted to the cash set of books.
Combined Basis Reports: Receivables Report	The Combined Basis Reports: Receivables Report details transactions that have been posted to the cash set of books.

Generating Combined Basis Reports: Detail Report Procedure

To generate the Combined Basis Reports: Detail Report, perform the following steps.

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

OPSF(I) Combined Basis Reports - Combined Basis Reports: Detail Report

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
 3. Click **OK**.
- The Submit Request window appears.
4. In the Name field, select Combined Basis Reports: Detail Report from the list of values.
 5. Click **OK**.

The Parameters pop-up window appears.

6. In the Journal Source field, select the journal source from the list of values or select All to report on all journals.
 7. In the From Account field, select an account number from the accounting flexfield pop-up window.
 8. In the To Account field, select an account number from the accounting flexfield pop-up window.
 9. In the From Period field, select the start period from the list of values.
 10. In the To Period field, select the end period from the list of values.
 11. To apply the parameters, click **OK**.
 12. To send the print request to the concurrent manager, click **Submit**.
- The Decision pop-up window appears.
13. To submit another request, click **Yes** or to continue, click **No**.
 14. View the request in the concurrent manager as follows:

View - Requests

Generating Combined Basis Reports: Total Report Procedure

To generate the Combined Basis Reports: Total Report, perform the following steps.

1. In General Ledger, navigate to the Submit Request window as follows:
OPSF(I) Combined Basis Reports - Combined Basis Reports: Total Report
The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Combined Basis Reports: Total Report from the list of values.
5. Click **OK**.
The Parameters pop-up window appears.
6. In the From Account field, select an account number from the accounting flexfield pop-up window.
7. In the To Account field, select an account number from the accounting flexfield pop-up window.
8. In the From Period field, select the start period from the list of values.
9. In the To Period field, select the end period from the list of values.
10. To apply the parameters, click **OK**.
11. To send the print request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
12. To submit another request, click **Yes** or to continue, click **No**.
13. View the request in the concurrent manager as follows:
View - Requests

Generating Combined Basis Reports: Payables Report Procedure

To generate the Combined Basis Reports: Payables Report, perform the following steps.

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

OPSF(I) Combined Basis Reports - General Ledger Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. Place the cursor in the Name field to display the Combined Basis Reports: Payables Report.

The Parameters pop-up window appears.

5. In the From Account field, select an account number from the accounting flexfield pop-up window.

6. In the To Account field, select an account number from the accounting flexfield pop-up window.

7. In the From Period field, select the start period from the list of values.

8. In the To Period field, select the end period from the list of values.

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

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

The Decision pop-up window appears.

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

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

View - Requests

Generating Combined Basis Reports: Receivables Report Procedure

To generate the Combined Basis Reports: Receivables Report, perform the following steps.

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

OPSF(I) Combined Basis Reports - General Ledger Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. Place the cursor in the Name field to display the Combined Basis Reports: Receivables Report.

The Parameters pop-up window appears.

5. In the Posted Status field, select the posted status from the list of values.

6. In the General Ledger Period From field, enter the first general ledger period on which to report.

7. In the Accounts Segment From field, select the start account date from the list of values.

8. In the Accounts Segments To field, select the end account date from the list of values.

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

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

The Decision pop-up window appears.

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

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

View - Requests

Part VI

Commitment Budgetary Control

Commitment Budgetary Control Process

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

- [Definition](#)
- [Overview](#)
- [Commitment Budgetary Control Process Flow Diagram](#)
- [Commitment Budgetary Control Process Description](#)

Definition

The purpose of this chapter is to provide an understanding of the Commitment Budgetary Control process. A process flow diagram shows the interaction between the different components in the Commitment Budgetary Control feature. Each function is briefly explained and chapter references are provided for more information.

Overview

The Commitment Model enables public sector organizations to manage their business using dual budgeting, which includes standard budgetary control and commitment budgetary control. The standard budget represents the amount an organization is willing to pay in a given period. The commitment budget represents the amount of encumbrances an organization is willing to commit itself to in a given period.

For information on the Commitment Model, see [Commitment Model](#), page A-1.

Features

This section describes the following features in commitment budgetary control:

- [Encumbrance Component](#)
- [Multiple One-Year Budgeting](#)

Encumbrance Component

Commitment Budgetary Control focuses on the encumbrance subcomponent of the expenditure activity used by standard budgetary control. The commitment budget represents the amount of encumbrances an organization is willing to enter into for a given period. Subsequently, commitment budgetary control is attained by measuring encumbrance activity against the commitment budget.

The purpose of Commitment Budgetary Control is to prevent overspending of the commitment budget. Commitment Budgetary Control verifies whether sufficient funds exist for a contract and if the funds do exist, commits the full amount of a contract into a contract commitment.

Multiple One-Year Budgeting

Multiple one-year budgeting enables public sector organizations to do long range planning even though budgets must be approved one year at a time for a project

spanning more than one year. The multiple one-year budgeting feature allows an organization to use the same account or account range for multiple years into the future while defining a separate funding budget for one year.

At the end of each budget year, the remaining funds lapse, and the next year's funding is provided by the new funding budget. Any budgeting beyond the current year is a projection into the future. These projections are necessary for large projects spanning multiple funding years. Multiple one-year budgeting acknowledges that funding for projects over a period of years can change and is not static.

Functional Areas

The functional areas in the Commitment Budgetary Control feature are as follows:

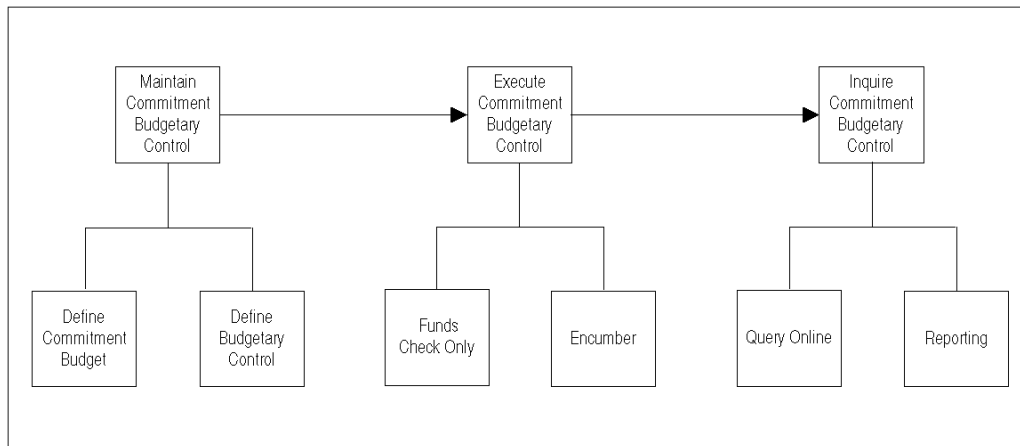
- Maintain Commitment Budgetary Control
- Execute Commitment Budgetary Control
- Inquire on Commitment Budgetary Control Balances

These functional areas are described in detail in the [Commitment Budgetary Control Process Description](#) section of this chapter. [Figure 20–1](#), page 20-4 shows the functional areas and their functions in the Commitment Budgetary Control process.

Commitment Budgetary Control Process Flow Diagram

Figure 20–1, page 20-4 is described in the accompanying text, [Commitment Budgetary Control Process Description](#), page 20-5.

Figure 20–1 *Commitment Budgetary Control Process Flow Diagram*



Commitment Budgetary Control Process Description

This section describes the Commitment Budgetary Control process.

The Commitment Budgetary Control process includes the following functional areas:

- [Maintain Commitment Budgetary Control](#)
- [Execute Commitment Budgetary Control](#)
- [Inquire Commitment Budgetary Control](#)

Maintain Commitment Budgetary Control

Maintain Commitment Budgetary Control includes the following functions:

- [Define Commitment Budget](#)
- [Define Budgetary Control](#)

Define Commitment Budget

Before budget data can be entered, a commitment budget must define estimated cost and revenue amounts for a range of accounting periods. These estimated amounts can be compared to the following:

- actual balances with projected results
- control actual and anticipated expenditures

The commitment budget is defined in Oracle General Ledger. A budget is defined by specifying the following:

- budget name
- budget type
- period of activity range

The same budget name is used for commitment budgetary control and standard budgetary control.

For information on defining a budget, see [Defining Budgets](#), *Oracle General Ledger User's Guide*.

Define Budgetary Control

Budgetary control refers to the level of funds checking desired for an account, range of accounts, or a summary account. Budgetary control is defined in General Ledger. The areas of budgetary control described in this section are as follows

- [Define Budget Organization](#)
- [Define Summary Template](#)
- [Define Budgetary Control Groups](#)

Define Budget Organization Budget organizations represent the departments, cost centers, division, or other groups for which budget data is entered and maintained. One general budget organization that includes all accounts or many budget organizations containing a set of accounts can be defined depending on the organizational requirements.

When using budgetary control, the budgetary control requirements for an account are set within its budget organization. The budgetary controls for a range of accounts, an individual account, or a summary account are defined for both commitment and standard accounts simultaneously. Not all budgets or accounts must be included in a budget organization.

The functional requirements for defining budget organizations are as follows:

- Due to the single definition and source of budgetary control options for budget organization, the funds check level is the same for a standard and commitment budget within the same budget year. The funds check level can change from year to year.
- When dual budgetary control is enabled, the Amount Type and Boundary Code combinations supported by commitment budgetary control are shown in [Table 20–1](#), page 20-6.

Table 20–1 Amount Type and Boundary Code Scenarios

Amount Type	Boundary Code
period-to-date	period
quarter-to-date	quarter
year-to-date	year

The restricted selection of amount type and boundary prevents a negative funds available when severity level is absolute.

For information on defining a budget organization, see [Defining Budget Organizations](#), *Oracle General Ledger User's Guide*.

Define Summary Template A summary template sets budgetary controls for a group of accounts. A summary template can be defined for a number of standard and commitment budgets simultaneously. Consistent rolling up of accounts, whether to an organizational level or other suborganizational level, is achieved by defining the summary template and associating applicable standard and commitment budgets with the particular summary template.

The functional requirements for defining summary templates are as follows:

- Due to the single definition and source of budgetary control options for summary templates, the funds check level is the same for a standard and commitment budget within the same budget year.
- The same Amount Type restrictions applied to budget organization apply to summary templates.
- Multiple funding budgets can be assigned to the same summary template, provided there are no overlaps or gaps in the funding budget periods.
- Funding budgets can have different funds check levels to accommodate future years.

For information on summary templates, see [Detail Level Budgetary Control](#) and [Summary Level Budgetary Control](#), *Oracle General Ledger User's Guide*.

Define Budgetary Control Groups Budgetary control groups enable users to set budgetary controls for a specific module, such as Contract Commitment, and to set budgetary controls for a specific transaction or event, such as a confirmed contract. For commitment budgetary control, only budgetary control groups for commitment budgetary control budget journals and contract commitment transactions are supported. With dual budgetary control enabled, override amount, tolerance percent, or tolerance amounts within budgetary control groups are not supported by commitment budgetary control.

For information on budgetary control groups, see [Creating a Budgetary Control Group](#), *Oracle General Ledger User's Guide*.

Execute Commitment Budgetary Control

Execute Commitment Budgetary Control includes the following functions:

- Funds Check Only

- **Encumber**

This section describes how funds check and encumbrances work in the following processes:

- [Budgetary Control for Provisional and Confirmed Contract Commitment Process](#)
- [Execute Budgetary Control for Cover Contract Commitment and Releases Process](#)

Budgetary Control for Provisional and Confirmed Contract Commitment Process

A major reason for entering a provisional and confirmed contract commitment is to monitor the available budget. A funds check verifies whether sufficient funds are available for the contract commitment amount. The commitment budgetary control process encumbers the funds and adjusts the funds available accordingly. When a contract commitment is encumbered or approved, it automatically encumbers funds on the commitment and standard budgets as follows:

- A provisional contract commitment raises Commitment type encumbrances against both the commitment budget and the standard budget.
- A confirmed contract commitment raises Obligation type encumbrances against the standard budget, and Actual type encumbrances against the commitment budget.

To encumber funds for a contract commitment, sufficient budget must be available for all contract commitment accounts and related payment forecasts. Partial encumbering or reserving is not allowed.

Funds Checking and Funds Reservation Rules [Table 20–2](#), page 20-8 describes passing and failing rules that apply to funds checking and funds reservation:

Table 20–2 Funds Checking and Funds Reservation Rules

Pass or Fail Status	Rule Description
Funds Check Passing or Failing	Commitment budgetary control is called first and then standard budgetary control is called.
Funds Reservation Passing	Commitment budgetary control is called first and then standard budgetary control is called to perform funds reservation.
Funds Reservation Failing	If commitment budgetary control is called to funds check and funds fail, standard budgetary control is not called.

Table 20-2 Funds Checking and Funds Reservation Rules

Pass or Fail Status	Rule Description
	If commitment budgetary control passes funds checking and standard budgetary control is called to do funds reservation and it fails, entries are unreserved in standard budgetary control and entries in commitment budgetary control are rolled back.

Commitment Budgetary Control Example A transaction has ten account lines and each account line must pass funds check. If nine lines pass and one line fails, the whole transaction fails.

Standard Budgetary Control Example A transaction has five payment forecast lines and these payment forecasts break down as follows:

- Year 1: one line
- Year 2: one line
- Year 3: one line
- Year 4: one line
- Year 5: one line

Each payment forecast line for each year must pass funds check. If any of the payment forecast lines fail, then the whole transaction fails and no funds reservation occurs.

Execute Budgetary Control for Cover Contract Commitment and Releases Process

The cover contract commitment is subject to the same funds checking procedures and encumbers funds on the appropriate accounts, standard and commitment, in the same manner that individual contract commitments do. Releases to a cover contract commitment are not subject to funds checking against any budget accounts. Instead, they are checked against the available amount remaining within the cover contract commitment. The following checks are made simultaneously:

- The amount on the release account line must be equal to or less than the available amount of the corresponding cover contract commitment account line.
- The amount of each release payment forecast line must be equal to or less than the available amount of the corresponding cover contract commitment payment forecast line.

Available amount of a cover contract commitment account information line is defined as the total amount encumbered by the cover contract commitment account line minus the amount encumbered by releases related to the cover contract commitment account line. When one or more of these conditions are met, it is not possible to approve the release.

Available amount of a cover contract commitment payment forecast line is defined as the total amount encumbered by the cover contract commitment payment forecast lines minus the amount encumbered by releases related to the cover contract commitment payment forecast lines.

Releases do not encumber funds directly on the standard or commitment budget. However, encumbering or approving a provisional or confirmed release against a cover contract commitment encumbers funds on the cover contract commitment account line and the appropriate payment forecast lines. Invoices are always matched against these releases. Invoices cannot be matched against a cover contract commitment directly.

The encumbrance type that is created is not determined by the state of the release, but that of the related cover contract commitment.

Reference

For information on the Executing Budgetary Control procedure, see [Execute Budgetary Control Procedure](#), page 33-42.

For information on commitment budgetary control and the Commitment Model, see [Commitment Model](#), page A-1.

Inquire Commitment Budgetary Control

Inquire Commitment Budgetary Control includes the online inquiry function, which enables the user to view budget, encumbrance, and expenditure data. Commitment budgetary control provides windows for the following online inquiry:

- funds available
- account inquiry
- journal inquiry

For information on funds available, account inquiry, and journal inquiry, see [Commitment Budgetary Control Procedures](#), page 22-1.

Commitment Budgetary Control Setup

This chapter describes how to set up the Commitment Budgetary Control feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Commitment Budgetary Control Setup Steps](#)
- [Enabling Dual Budgetary Control Procedure](#)
- [Enable Dual Budgetary Control Window](#)
- [Enable Dual Budgetary Control Window Description](#)
- [Setting Up Detail Account Funds Check Level Overrides Procedure](#)
- [Select Commitment Budgetary Control Budget Organization Window](#)
- [Select Commitment Budgetary Control Budget Organization Window Description](#)
- [Commitment Budgetary Control Account Ranges Window](#)
- [Commitment Budgetary Control Account Ranges Window Description](#)
- [Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override Procedure](#)
- [Commitment Budgetary Control - Summary Accounts Severity Level Window](#)
- [Commitment Budgetary Control - Summary Accounts Severity Level Window Description](#)

Definition

Dual budgetary control enables users to encumber or reserve funds for contract commitments on the commitment budget. Users can set up different funds check levels for standard and commitment budgets.

Overview

This section includes the following parts:

- [Enabling Dual Budgetary Control](#)
- [Setting the Funds Check Level](#)

Enabling Dual Budgetary Control

Dual budgetary control includes standard budgetary control and commitment budgetary control.

For information on standard and commitment budgetary control, see the following:

- [Commitment Model](#), page A-1
- [Commitment Budgetary Control Process](#), page 20-1

Setting the Funds Check Level

Budgetary control refers to the ability to control expenses against budgets. Funds check level is one of the parameters used in budgetary control. Funds check levels in commitment budgetary control can differ from the level used for standard budgets. When dual budgetary control is enabled, users first set up the standard budgetary control parameters in Oracle General Ledger. If no other setting is set up, then Commitment Budgetary Control uses the same funds check levels that were set up in General Ledger for both standard and commitment budgets.

Note: Budgetary control rules and tolerances set up for the standard budget do not apply to the commitment budget.

Users can set Commitment Budgetary Control funds check levels at the following levels:

- [Detail Account Level Budgetary Control](#)
- [Summary Account Level Budgetary Control](#)

Detail Account Level Budgetary Control

Detail budgetary control controls expenditures against a budget amount for a particular account. After setting up organizations and budgetary control options in General Ledger, users set up the funds check level override in the Commitment Budgetary Control Account Ranges window.

[Table 21–1](#), page 21-3 summarizes possible selections for the Commitment Budgetary Control override and validation issues related to the selections.

Table 21–1 *Commitment Budgetary Control Override*

Standard Budgetary Control Funds Check Level	Commitment Budgetary Control Override	Validation Issues
Advisory	<blank>	No override. Commitment budgetary control funds check level is the same as standard budgetary control's, that is, Advisory.
	None	No detail budgetary control in commitment budgetary control on transactions with account code combinations in a specified range
	Advisory	If users select this value, the field is blank since there is no commitment budgetary control override.
	Absolute	Absolute detail budgetary control in commitment budgetary control on transactions with account code combinations in specified range
Absolute	<blank>	No override. Commitment budgetary control funds check level is the same as standard budgetary control's.
	None	No detail budgetary control in commitment budgetary control on transactions with account code combinations in a specified range
	Advisory	Advisory detail budgetary control in commitment budgetary control on transactions with account code combinations in specified range

Table 21–1 Commitment Budgetary Control Override

Standard Budgetary Control Funds Check Level	Commitment Budgetary Control Override	Validation Issues
	Absolute	If users select this value, the field is blank since there is no commitment budgetary control override.

Note: If users delete a budget organization range and create a new one, commitment budgetary control ignores any override associated with the deleted value as well as the new budget organization range until users define an override associated with the new budget organization range.

If the standard budgetary control funds check level is set to None for an account code range, that range is not displayed on the Commitment Budgetary Control Account Ranges window.

Example Table 21–2, page 21-4 shows budget organization lines with Commitment Budgetary Control Funds Check Levels Override.

Table 21–2 Commitment Budgetary Control Funds Check Level Override Example

Line	Low	High	SBC Funds Level Check	CBC Override	Amount Type	Funding Budget
10	TLV.7510.0	TLV.7519.ZZZZZZZ	Absolute		YTD	CC_2001
20	TLV.7510.0	TLV.7519.ZZZZZZZ	Absolute	Advisory	YTD	CC_2002
30	TLV.7510.0	TLV.7519.ZZZZZZZ	Absolute	None	YTD	CC_2003
40	TLV.7510.0	TLV.7519.ZZZZZZZ	Advisory		QTD	CC_2004
50	TLV.7510.0	TLV.7519.ZZZZZZZ	Advisory	None	PTD	CC_2005

Line 10: Commitment Budgetary Control and standard budgetary control share the same funds check level of Absolute for detail transactions that fall within the Account Low and Account High range and within the CC_2001 budget period, YTD Amount Type.

Line 20: Commitment Budgetary Control is using an Advisory level and standard budgetary control is using an Absolute funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2002 budget period, YTD Amount Type.

Line 30: Commitment Budgetary Control is not using budgetary control and standard budgetary control is using an Absolute funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2003 budget period, YTD Amount Type.

Line 40: Commitment Budgetary Control and standard budgetary control share the same funds check level of Advisory for detail transactions that fall within the Account Low and Account High range and within the CC_2004 budget period, QTD Amount Type.

Line 50: Commitment Budgetary Control is not using budgetary control and standard budgetary control is using an Advisory funds check level for detail transactions that fall within the Account Low and Account High range and within the CC_2005 budget period, PTD Amount Type.

For information on detail budgetary control, see [Detail Level Budgetary Control](#), *Oracle General Ledger User's Guide*.

For information on commitment budgetary control, see [Commitment Budgetary Control Process](#), page 20-1.

Summary Account Level Budgetary Control

Summary budgetary control controls expenditures at a summary level. Users use the Commitment Budgetary Control - Summary Accounts Severity Level window to change the funds check level for a summary template and all the summary accounts related to it.

All validations for a Commitment Budgetary Control summary template override are similar to those shown in [Table 21-1](#), page 21-3.

Note: If users delete a summary template range and create a new one, commitment budgetary control ignores any override associated with the deleted value until users define an override associated with the new summary template range.

For information on summary level budgetary control, see [Summary Level Budgetary Control](#), *Oracle General Ledger User's Guide*.

For information on Commitment Budgetary Control, see [Commitment Budgetary Control Process](#), page 20-1.

Prerequisites

- ☐ The Commitment Budgetary Control feature must be enabled.
To enable the Commitment Budgetary Control feature, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ☐ If used, the Enhanced Funds Checker feature must be enabled.
To enable the Enhanced Funds Checker feature, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ☐ Standard budgetary control must be enabled before enabling dual budgetary control.
To enable standard budgetary control, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.
- ☐ Budgets must be defined.
Note: The same budget definitions are used for both standard and commitment budgetary control.
For information on defining budgets, see [Define Budget Window](#), *Oracle General Ledger User's Guide*.
- ☐ Budget organizations must be defined.
To define budget organizations, see [Defining Budget Organizations](#), *Oracle General Ledger User's Guide*.
- ☐ Account ranges must be assigned to budget organizations and budgetary control options must be set for the account ranges.
To set up account ranges and budgetary control options, see [Assigning Account Ranges to a Budget Organization](#), *Oracle General Ledger User's Guide*.

Commitment Budgetary Control Setup Steps

The steps in this section are listed in order of completion.

1. Enable Dual Budgetary Control

This step is required.

For information on enabling dual budgetary control, see [Enabling Dual Budgetary Control Procedure](#), page 21-9.

2. Set Up Detail Account Funds Check Level Overrides

This step is required.

For information on setting up detail account funds check level overrides, see [Setting Up Detail Account Funds Check Level Overrides Procedure](#), page 21-12.

3. Set Up Summary Template Funds Check Level Overrides

This step is required.

For information on setting up summary template funds check level overrides, see [Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override Procedure](#), page 21-18.

4. Define Public Sector Budgeting Responsibility

This step is required.

For information on defining responsibilities, see [Defining a Responsibility, Responsibilities Window](#), and [Users Window](#), *Oracle Applications System Administrator's Guide*

5. Set Up Public Sector Budgeting Profile Options

The MO: Operating Unit profile option must be set up for the Public Sector Budgeting responsibility. This profile option controls which operating unit a particular responsibility is assigned to. It is used only if multiple organization support is installed.

For information on the MO: Operating Unit profile option, see *Multiple Organizations in Oracle Applications*.

For information on setting up profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

6. Prepare Budgets

Budgets must be prepared for both standard and commitment budgets using Oracle Public Sector Budgeting.

Note: When defining worksheets for the commitment budget, the Commitment tab on the Define Worksheet window is only available if dual budgetary control is enabled for the set of books related to the current budget group.

For information on preparing budget worksheets, see [Create Worksheet Procedures](#), *Oracle Public Sector Budgeting User's Guide*.

7. Run Create GL Budget Journals Process

Run the Create GL Budget Journals process in Public Sector Budgeting to create the budget journals in General Ledger and in commitment budgetary control.

For information on running the Create GL Budget Journals process, see [Create GL Budget Journals Procedure](#), *Oracle Public Sector Budgeting User's Guide*.

8. Post Budget Journals

Post budget journals in General Ledger.

Note: The status of the budget journals created for the commitment budget is already posted.

For information on posting budget journals, see [Transfer Budget Journals to GL Procedure](#), *Oracle Public Sector Budgeting User's Guide*.

Enabling Dual Budgetary Control Procedure

To enable dual budgetary control, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Enable Dual Budgetary Control window as follows:

Setup - Options - Dual Budgetary Control

2. To enable dual budgetary control, select the Enable Dual Budgetary Control for Contract Commitment check box.
3. In the Dual Budgetary Control Provisional field, select an encumbrance type for provisional contract commitments from the list of values.
4. In the Dual Budgetary Control Confirmed field, select an encumbrance type for confirmed contract commitments from the list of values.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.

Enable Dual Budgetary Control Window

Figure 21–1 *Enable Dual Budgetary Control Window*

Set of Books

☒ Enable Dual Budgetary Control for Contract Commitment

Encumbrance

	Budgetary Control	Dual Budgetary Control
Provisional		
Confirmed		
Invoice		

Enable Dual Budgetary Control Window Description

Table 21–3 *Enable Dual Budgetary Control Window Description*

Field Name	Type	Features	Description
Set of Books	default, display only		set of books name
Enable Dual Budgetary Control	required	check box	enables dual budgetary control
Encumbrance Region, Budgetary Control			
Provisional	display only		budgetary control provisional encumbrance type
Confirmed	display only		budgetary control confirmed encumbrance type
Invoice	display only		budgetary control invoice encumbrance type
Encumbrance Region, Dual Budgetary Control			
Provisional	conditionally required	list of values	dual budgetary control provisional encumbrance type; required if Use Requisition Encumbrance is enabled on Financials Options window
Confirmed	conditionally required	list of values	dual budgetary control confirmed encumbrance type; required if Use PO Encumbrance is enabled on Financials Options window

Setting Up Detail Account Funds Check Level Overrides Procedure

To set up detail account funds check level overrides, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budgetary Control Account Ranges window as follows:

Setup - Options - Commitment Budgetary Control Override - Budget Organization

The Select Commitment Budgetary Control Budget Organization window appears.

2. In the Organization field, select a budget organization from the list of values.
3. Click **Ranges**.

The Commitment Budgetary Control Account Ranges window appears.

Note: Only those records with a standard budgetary control funds check level of Absolute or Advisory are displayed.

4. In the CBC Override field, select a funds check level from the list of values.
5. Save or save and continue as follows:

File - Save or **Save and Proceed**

Select Commitment Budgetary Control Budget Organization Window

Figure 21–2 *Select Commitment Budgetary Control Budget Organization Window*



Select Commitment Budgetary Control Budget Organization Window Description

Table 21–4 *Select Commitment Budgetary Control Budget Organization Window Description*

Field Name	Type	Features	Description
Organization	required	list of values	budget organization name
Description	default, display only		budget organization description
Ranges		button	opens Commitment Budgetary Control Account Ranges window
Close		button	closes window

Commitment Budgetary Control Account Ranges Window

Figure 21-3 Commitment Budgetary Control Account Ranges Window

The screenshot shows a window titled "Commitment Budgetary Control Account Ranges". It contains a table with the following columns: "Line", "Low", "High", "Funds Check Level", and "CBC Override". The "Low" and "High" columns are grouped under the header "Accounts". There are 8 empty rows in the table. A scrollbar is visible on the right side of the table.

Line	Low	High	Funds Check Level	CBC Override

Figure 21-4 Commitment Budgetary Control Account Ranges Window, Type, Currency, and Amount Type Fields

The screenshot shows the same window as Figure 21-3, but with additional columns: "Type", "Currency", and "Amount Type". The "Low" and "High" columns are still grouped under the header "Accounts". There are 8 empty rows in the table. A scrollbar is visible on the right side of the table.

Line	Low	High	Type	Currency	Amount Type

Figure 21–5 *Commitment Budgetary Control Account Ranges Window, Funding Budget Field*

The screenshot displays a software window titled "Commitment Budgetary Control Account Ranges". Inside the window, there is a table with the following columns: "Line", "Low", "High", "Currency", "Amount", "Type", "Funding", and "Budget". The table contains several empty rows, indicating it is ready for data entry. A vertical scrollbar is visible on the right side of the table, and a horizontal scrollbar is at the bottom right of the window.

Line	Low	High	Currency	Amount	Type	Funding	Budget

Commitment Budgetary Control Account Ranges Window Description

Table 21–5 *Commitment Budgetary Control Account Ranges Window Description*

Field Name	Type	Features	Description
Line	default, display only		sequence number
Accounts Region			
Low	default, display only		lowest segment value
High	default, display only		highest segment value
Funds Check Level	default, display only		standard budget funds checking severity level
CBC Override	optionally required	list of values	commitment budget funds checking severity level
Type	default, display only		contract commitment control status
Currency	default, display only		currency
Amount Type	default, display only		Amount Type budgetary control option
Funding Budget	default, display only		funding budget name

Setting Up Commitment Budgetary Control Summary Template Funds Check Level Override Procedure

To set up the Commitment Budgetary Control summary template funds check level override, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budgetary Control - Summary Accounts Severity Level window as follows:

Setup - Options - Commitment Budgetary Control Override - Summary Template

Note: Only those records with a standard budgetary control funds check level of Absolute or Advisory are displayed.

2. In the CBC Override field, enter a funds check level from the list of values.
3. Save or save and continue as follows:
Save or **Save and Proceed**
4. Close the window.

Commitment Budgetary Control - Summary Accounts Severity Level Window

Figure 21–6 *Commitment Budgetary Control - Summary Accounts Severity Level Window*

Name	Template	Description	Funds Check Level	CBC Override

Figure 21–7 Commitment Budgetary Control - Summary Accounts Severity Level Window, Account Category, Earliest Period, Status, and Debit/Credit Fields

The screenshot shows a window titled "Commitment Budgetary Control - Summary Accounts Severity Level (CC SOB1)". It contains a table with the following columns: Name, Template, Account Category, Earliest Period, Status, and Debit or Credit. The table has 10 empty rows. A scrollbar is visible on the right side of the table.

Name	Template	Account Category	Earliest Period	Status	Debit or Credit

Figure 21–8 Commitment Budgetary Control - Summary Accounts Severity Level Window, Funding Budget Field

The screenshot shows a window titled "Commitment Budgetary Control - Summary Accounts Severity Level (CC SOB1)". It contains a table with the following columns: Name, Template, us, Debit or Credit, and Funding Budget. The table has 10 empty rows. A scrollbar is visible on the right side of the table.

Name	Template	us	Debit or Credit	Funding Budget

Commitment Budgetary Control - Summary Accounts Severity Level Window Description

Table 21–6 *Commitment Budgetary Control - Summary Accounts Severity Level Window Description*

Field Name	Type	Features	Description
Name	default, display only		summary template name
Template	default, display only		template identifier
Description	default, display only		template description
Funds Check Level	default, display only		standard budget funds checking severity level
CBC Override	optionally required		commitment budget funds checking severity level
Account Category	default, display only		account category, lookups
Earliest Period	default, display only		starting period name
Status	default, display only		status; values include Adding, Deleting, and Current.
Debit / Credit	default, display only		debit or credit
Funding Budget	default, display only		funding budget name

Commitment Budgetary Control Procedures

This chapter describes the procedures in the Commitment Budgetary Control feature. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Querying Funds Available Procedure](#)
- [Commitment Budgetary Control Funds Available Inquiry Window](#)
- [Commitment Budgetary Control Funds Available Inquiry Window Description](#)
- [Querying Accounts Procedure](#)
- [Commitment Budget Account Inquiry Window](#)
- [Commitment Budget Account Inquiry Window Description](#)
- [Summary Balances Window](#)
- [Summary Balances Window Description](#)
- [Detail Balances Window](#)
- [Detail Balances Window Description](#)
- [Journals Window](#)
- [Journals Window Description](#)
- [Journals Window, Full](#)
- [Journals Window, Full Window Description](#)
- [Querying Journal Entry Procedure](#)

-
- [Find Batches Window](#)
 - [Find Batches Window Description](#)
 - [Commitment Budget Journal Inquiry Window](#)
 - [Commitment Budget Journal Inquiry Window Description](#)
 - [Commitment Budget Journal Lines Window](#)
 - [Commitment Budget Journal Lines Window Description](#)

Definition

Commitment Budgetary Control online inquiry procedures enable users to query transactions that make up the balances within the Commitment Budgetary Control systems.

Overview

Commitment Budgetary Control provides windows for the following online inquiries:

- [Funds Available](#)
- [Account Inquiry](#)
- [Journal Inquiry](#)

Funds Available

Commitment Budgetary Control calculates funds available by subtracting the encumbrances from the commitment budget. In the Commitment Budgetary Control Funds Available Inquiry window, users can review funds available and compare Provisional type encumbrances and Confirmed type encumbrances with the commitment budget. In addition, users can review and track the following:

- period-to-date (PTD), quarter-to-date (QTD), or year-to-date (YTD) budget, encumbrances, and funds available for any accounting flexfield
- difference between the amount the user is authorized to spend and the amount of provisional and confirmed commitment contracts
- available funds at a detailed level in the functional currency
- available funds at a summary account level in the functional currency

Transactions that are waiting approval are not included in the funds available inquiry results.

Cumulative Funds Available Totals

Users can review the cumulative funds available totals by selecting Year-To-Date Extended in the Amount Type field of the Commitment Budgetary Control Funds Available Inquiry window.

Example If a user budgets \$100 for January, and the encumbered amount is \$60, the funds available for January is \$40. If a user views the funds available for the amount type PTD for February, the February balances do not include the \$40 available at the end of January. When a user chooses an amount type of YTD, the display shows the cumulative amounts so that the February balances include the \$40 for January.

Note: To display the entire year's budget in the Funds Available budget column, enter the last period of the funding budget in the Period field. For example, if a budget has an account with \$100 per month for twelve periods, January through December, enter December in the Period field.

Account Inquiry

The Commitment Budget Account Inquiry window displays budget and encumbrance account balances for summary and detail accounts.

The Account Inquiry can be run for the following:

- summary templates and accounts
- specific range of periods
- budget or encumbrance types in the set of books

Users can query summary accounts associated with a summary template or query accounts associated with selected criteria. All posted balances are included in this inquiry.

Commitment Budget Account Inquiry Window

In the Accounts region of the Commitment Budget Account Inquiry window, both summary accounts and detailed accounts are represented as defined by users. From the Commitment Budget Account Inquiry window, users can drill down to review balances and journal entries that comprise the summary and detailed accounts.

[Table 22–1](#), page 22-4 describes the drill-down windows.

Table 22–1 *Commitment Budget Account Inquiry Windows*

Window Name	Description
Summary Balances	displays balances for selected account based on inquiry criteria
Detail Balances	displays detail balances that roll up into the summary balance

Table 22-1 Commitment Budget Account Inquiry Windows

Window Name	Description
Journals	displays journal entry activity for selected account based on inquiry criteria
Journals Full	displays all the journal's details

[Figure 22-1](#), page 22-6 and [Figure 22-2](#), page 22-7 show how users can navigate to the drill-down windows from the Commitment Budget Account Inquiry window using navigation buttons. These navigation buttons are described in the window description table for each window.

Figure 22–1 Commitment Budget Account Inquiry Window Navigation from Summary Account Line

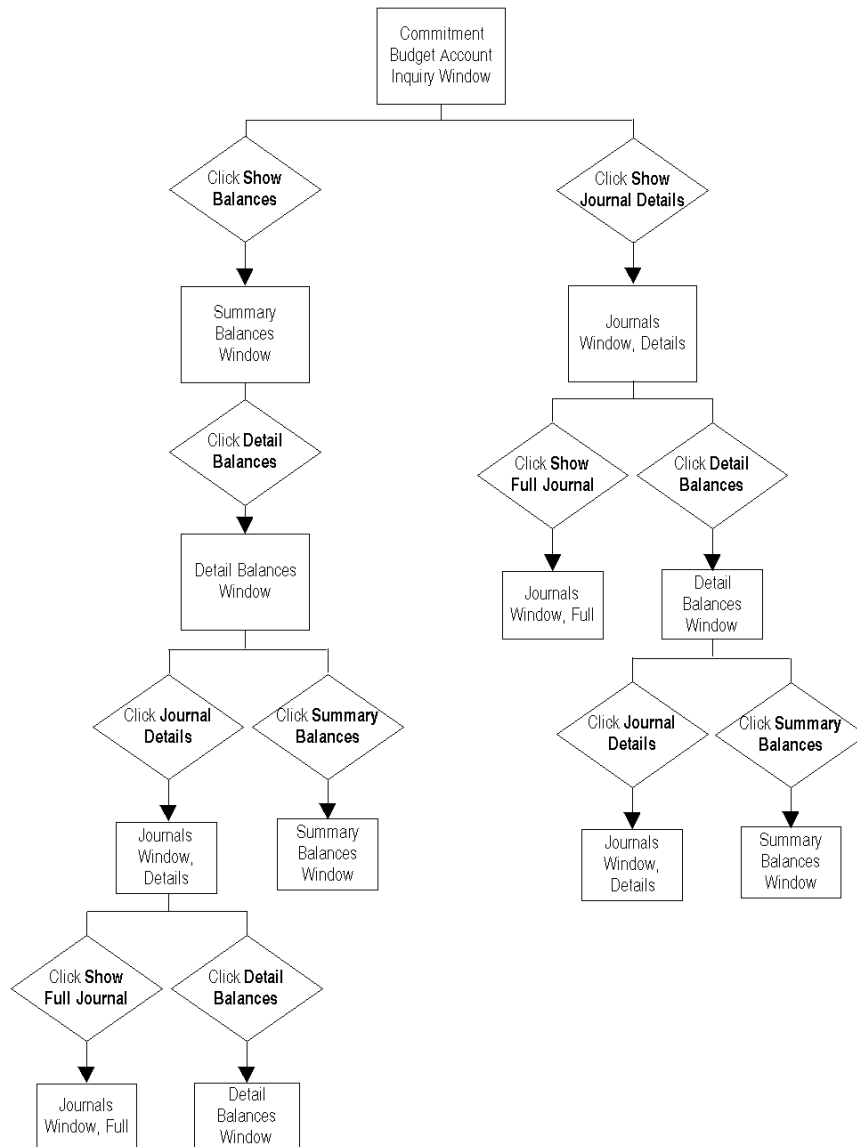
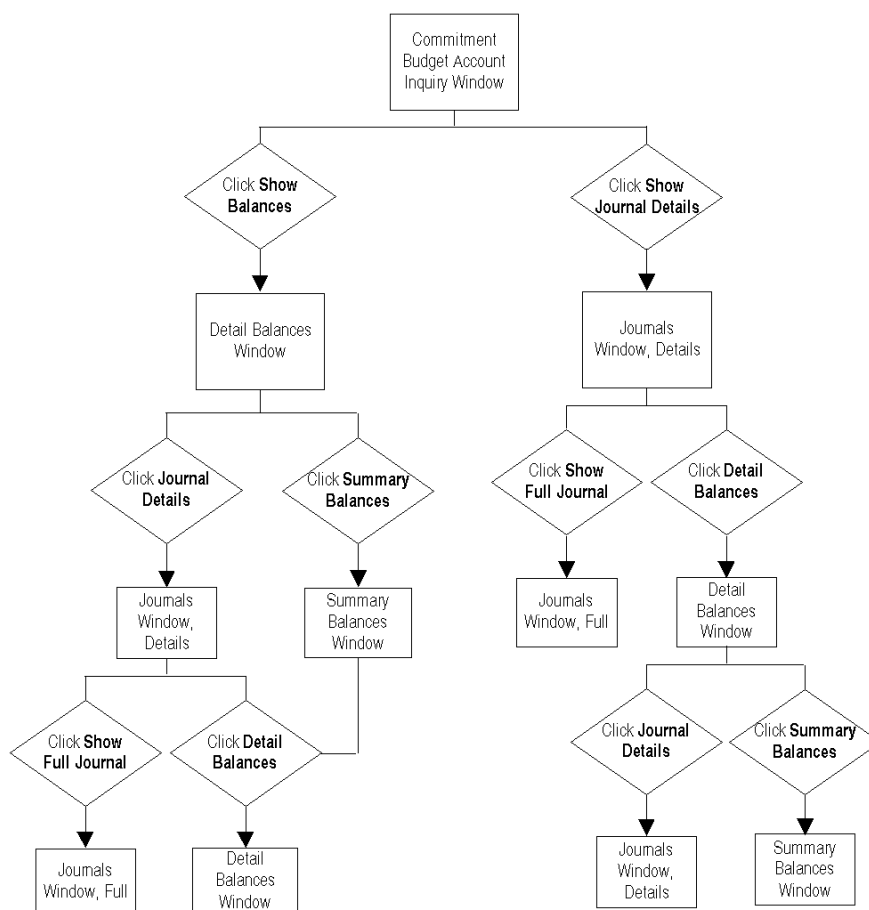


Figure 22–2 Commitment Budget Account Inquiry Window Navigation from Detailed Account Line



Journal Inquiry

The Commitment Budget Journal Inquiry window displays information about budget or encumbrance journal entry batches for a particular set of books. Users can review detailed information about a batch, a journal entry within that batch, and the detail lines within the entry.

Review Results of Contract Commitment and Budgetary Transactions

The Commitment Budgetary Control Transactions window displays results related to a contract commitment and payment forecasts related to transaction results. If Commitment Budgetary Control is used to check or reserve funds while entering budgets or encumbrances, the results of the funds check or funds reservation can be viewed while the session is open. Once the session is closed, the display results are lost. To keep a record of the results, the data displayed in the Commitment Budgetary Control Transactions window can be printed.

Querying Funds Available Procedure

To query funds available, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budgetary Control Funds Available Inquiry window as follows:

Inquiry - Funds Available

2. In the Commitment Budget field, select a budget name from the list of values.
3. From the Amount Type drop-down list, select an amount type.
4. In the Period field, select a period from the list of values.

The Find Accounts parameters window appears.

5. Enter parameters as required.
6. To apply the parameters, click **OK**.

The Commitment Budget Funds Available Inquiry window appears.

7. Review available funds.
8. Close the window.

Commitment Budgetary Control Funds Available Inquiry Window

Figure 22–3 *Commitment Budgetary Control Funds Available Inquiry Window*

Commitment Budgetary Control Funds Available Inquiry (CC SOB1)

Selection Criteria

Commitment Budget Amount Type

Period

Funds Available (USD)

Account	Budget	Encumbrance		Actual	Funds Available
		Others	Commitment		

Account Description

Commitment Budgetary Control Funds Available Inquiry Window Description

Table 22–2 Commitment Budgetary Control Funds Available Inquiry Window Description

Field Name	Type	Features	Description
Selection Criteria Region			
Commitment Budget	required	list of values	budget name
Period	required	list of values	period name based on calendar of set of books and budget start date and end date
Amount Type	required	drop-down list	specifies how the system calculates funds available Period-to-Date calculates funds available as the budgeted amount for the period, less actuals and encumbrances for the period. Quarter-to-Date Extended calculates funds available as the budgeted amount to date for the quarter, less actuals and encumbrances to date for the quarter. Year-to-Date Extended calculates funds available as the budgeted amount to date for the year, less actuals and encumbrances to date for the year.
Funds Available Region			
Account	display only		account key flexfield value
Budget	display only		total budget for account for the period; credit transaction
Encumbrance	display only		displays commitments by type, as defined in Oracle General Ledger; commitments can represent provisional or confirmed contract commitments, or commitment allocated as a project budget

Table 22–2 *Commitment Budgetary Control Funds Available Inquiry Window Description*

Field Name	Type	Features	Description
Funds Available	display only		total difference between budget amount and committed amount
Account Description Region			
[text box]	display only		account description

Querying Accounts Procedure

To query an account, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Commitment Budget Account Inquiry window as follows:

Inquiry - Accounts

2. Enter data in the following sections of the Commitment Budget Account Inquiry window as described in [Table 22-3](#), page 22-16.
 - Accounting Periods region
 - Balance Type tab
 - Factor region
 - In the Summary Template field, select a summary template from the list of values.

3. Place the cursor in the Accounts field.

The Find Accounts parameters window appears.

4. Enter parameters as required.
5. To apply the parameters, click **OK**.

The Accounts region is populated with the accounts associated with the summary template.

6. To review balances for an account, place the cursor on an account line and click **Show Balances**.

The Detail Balances window appears as shown in [Figure 22-8](#), page 22-21.

7. To view the journal entry activity for the account selected, click **Show Journal Details**.

The Journals window appears as shown in [Figure 22-10](#), page 22-24.

8. Continue navigating through the windows as desired using the navigation buttons.

For information on navigating to other windows from the Commitment Budget Account Inquiry window, see [Figure 22-1](#) and [Figure 22-2](#), page 22-6.

Commitment Budget Account Inquiry Window

Figure 22–4 *Commitment Budget Account Inquiry Window*

The screenshot displays the 'Commitment Budget Account Inquiry' window. It features a 'Selection Criteria' section with 'Accounting Periods' (From and To date fields) and a 'Balance Type' section with radio buttons for 'Budget' and 'Encumbrance'. The 'Encumbrance' option is selected, and there are input fields for 'Budget' and 'Encumbrance Type'. A 'Factor' section on the right has radio buttons for 'Units', 'Thousands', 'Millions', and 'Billions', with 'Thousands' selected. Below these is a 'Summary Template' text field. The 'Accounts' section contains a list of account numbers with a search icon. The 'Description' section has a text area. At the bottom are two buttons: 'Show Balances' and 'Show Journal Details'.

Selection Criteria	
Accounting Periods	
From	
To	
Balance Type	
☐ Budget	Budget
☒ Encumbrance	Encumbrance Type
Summary Template	
Factor	
☐ Units	
☒ Thousands	
☐ Millions	
☐ Billions	
Accounts	
Description	

Figure 22–5 Commitment Budget Account Inquiry Window, Summary Template Field

The screenshot displays the 'Commitment Budget Account Inquiry' window. The 'Selection Criteria' section includes 'Accounting Periods' with 'From' and 'To' text boxes. Below this is the 'Balance Type' section with radio buttons for 'Budget' and 'Encumbrance' (selected), and corresponding text boxes for 'Budget' and 'Encumbrance Type'. To the right is the 'Factor' section with radio buttons for 'Units', 'Thousands' (selected), 'Millions', and 'Billions'. A 'Summary Template' text box is located below the 'Balance Type' section. The 'Accounts' section features a list of three accounts with checkboxes and a vertical scrollbar. The 'Description' section has a single text box. At the bottom are two buttons: 'Show Balances' and 'Show Journal Details'.

Commitment Budget Account Inquiry

Selection Criteria

Accounting Periods

From

To

Balance Type

☐ Budget

☒ Encumbrance

Factor

☐ Units

☒ Thousands

☐ Millions

☐ Billions

Summary Template

Accounts

☒	
☐	
☐	

Description

Commitment Budget Account Inquiry Window Description

Table 22–3 *Commitment Budget Account Inquiry Window Description*

Field Name	Type	Features	Description
Selection Criteria, Accounting Periods Region			
From	required	list of values	General Ledger starting period
To	required	list of values	General Ledger ending period
Balance Type Tab			
Budget	optional	radio button	indicates budget balance type
Encumbrance	optional	radio button	indicates encumbrance balance type
Budget	conditionally required	list of values	budget name; enabled if Budget balance type selected
Encumbrance Type	conditionally required	list of values	encumbrance name; enabled if Encumbrance balance type selected
Summary Template	optional	list of values	summary template name
Factor Region			
Units	optional	radio button	indicates that the entire balance displayed or full precision and rounds the values to two decimals; default setting
Thousands	optional	radio button	balances displayed, divided by 1000 with three decimal points
Millions	optional	radio button	balances displayed divided by 1,000,000 with three decimal places
Billions	optional	radio button	balances displayed divided by 1,000,000,000 with three decimal places
Accounts Region			
[Accounts]	optional	list of values	accounting flexfield

Table 22-3 Commitment Budget Account Inquiry Window Description

Field Name	Type	Features	Description
Description Region			
[textbox]	display only		accounting flexfield description
Show Balances		button	opens Detail Balances window
Show Journal Details		button	opens Journals window

Summary Balances Window

Figure 22–6 *Summary Balances Window, Encumbrance Balance Type*

The screenshot shows a software window titled "Summary Balances". At the top, there are three input fields: "Balance Type", "Encumbrance Type", and "Factor". Below these fields is a table with four columns: "Period", "Account", "Currency", and "Period to Date". The table contains 12 empty rows. To the right of the table is a vertical scrollbar. At the bottom of the window is a button labeled "Detail Balances".

Period	Account	Currency	Period to Date

Figure 22-7 Summary Balances Window, Budget Balance Type

Summary Balances

Balance Type

Budget

Factor

Period

Account

Currency

Period to Date

Detail Balances

Summary Balances Window Description

Table 22–4 *Summary Balances Window Description*

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon balance type selected
Factor	display only		indicates how balances displayed; includes Units, Thousands, Millions, and Billions
Period	display only		accounting period based on selected criteria
Currency	display only		functional currency
Period to Date	display only		period-to-date balance for account
Year to Date	display only		year-to-date balance for account
Detail Balances		button	opens Detail Balances window

Detail Balances Window

Figure 22–8 Detail Balances Window, Encumbrance Balance Type

Detail Balances

Balance Type

Encumbrance Type

Factor

Period

Currency

Period to Date

Year to Date

Journal Details

Summary Balances

Figure 22–9 *Detail Balances Window, Budget Balance Type*

Detail Balances

Balance Type

Budget Factor

Period	Currency	Period to Date	Year to Date

Detail Balances Window Description

Table 22–5 *Detail Balances Window Description*

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon Balance Type selected
Factor	display only		indicates how balances displayed; includes Units, Thousands, Millions, and Billions
Period	display only		accounting period based on selected criteria
Account	display only		account
Currency	display only		functional currency
Period to Date	display only		period-to-date balance for account
Journal Details	optional	button	opens Journals window
Summary Balances	optional	button	opens Summary Balances window

Journals Window

Figure 22–10 Journals Window, Encumbrance Balance Type

The screenshot shows a software window titled "Journals". At the top, there are two input fields: "Balance Type" and "Encumbrance Type". Below these fields is a table with the following columns: "Batch", "Source", "Currency", "Line", "Entered Debit", and "Entered Credit". The table is currently empty. At the bottom of the window, there are two buttons: "Show Full Journal" and "Detail Balances".

Batch	Source	Currency	Line	Entered Debit	Entered Credit

Figure 22–11 Journals Window, Budget Balance Type

The screenshot shows a software window titled "Journals". At the top, there are two input fields: "Balance Type" and "Budget". Below these fields is a small icon of a document with a magnifying glass. The main area of the window is a table with the following columns: "Batch", "Source", "Currency", "Line", "Entered Debit", and "Entered Credit". The table contains 12 empty rows. To the right of the table is a vertical scrollbar. At the bottom of the window, there are two buttons: "Show Full Journal" and "Detail Balances".

Batch	Source	Currency	Line	Entered Debit	Entered Credit

Journals Window Description

Table 22–6 Journals Window Description

Field Name	Type	Features	Description
Balance Type	display only		balance type; includes Encumbrance or Budget
Encumbrance Type or Budget	display only		encumbrance type or budget name depending upon Balance Type selected
Batch	display only		batch name; includes all batches within selected period
Source	display only		batch source
Currency	display only		functional currency
Line	display only		line number in the batch for selected record
Entered Debit	display only		debit amount for line
Entered Credit	display only		credit amount for line
Show Full Journal		button	opens Journals window, full
Detail Balances		button	opens Detail Balances window

Journals Window, Full

Figure 22–12 Journals Window, Full

Journals

Batch

Period Effective Date

Balance Type Source

Description

Line	Account	Encumbrance Type	Debit	Credit

Description

Journals Window, Full Window Description

Table 22–7 Journals Window, Full Window Description

Field Name	Type	Features	Description
Batch	display only		batch name
Period	display only		accounting period
Balance Type	display only		balance type; includes B, Budget or E, Encumbrance
Description	display only		batch description
Effective Date	display only		batch date
Source	display only		batch source
Line	display only		account line number
Account	display only		account
Encumbrance Type	display only		encumbrance type
Debit	display only		debit amount
Credit	display only		credit amount
Descriptive Flexfield	optional		user-customizable field
Description	display only		account description

Querying Journal Entry Procedure

To query journal entry procedures, perform the following tasks.

1. In the Contract Commitment responsibility, navigate to the Commitment Budget Journal Inquiry window as follows:

Inquiry - Journal

The Find Batches window appears.

2. In the Batch field, select a batch name from the list of values.
3. In the Source field, select a source from the list of values.
4. In the Period field, select an account period from the list of values.
5. Click **Find**.

The Commitment Budget Journal Inquiry window appears as shown in [Figure 22-14](#), page 22-32.

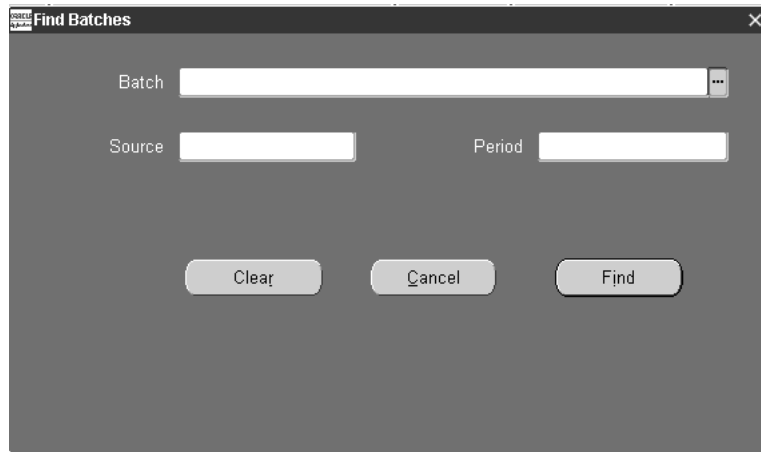
6. To review a journal entry, select a batch and click **Review Journal**.

The Commitment Budget Journal Lines window appears as shown in [Figure 22-15](#), page 22-34.

7. Close the windows.

Find Batches Window

Figure 22–13 *Find Batches Window*



The screenshot shows a window titled "Find Batches" with a close button (X) in the top right corner. The window has a dark gray background. It contains three input fields: "Batch" (a long text box with a dropdown arrow on the right), "Source" (a short text box), and "Period" (a short text box). Below these fields are three buttons: "Clear", "Cancel", and "Find", arranged horizontally.

Find Batches Window Description

Table 22–8 Find Batches Window Description

Field Name	Type	Features	Description
Batch	optional	list of values	batch name
Source	optional	list of values	batch source
Period	optional	list of values	period name
Clear		button	erases data from fields
Cancel		button	closes window
Find		button	system searches for data based on parameters entered

Commitment Budget Journal Inquiry Window

Figure 22–14 *Commitment Budget Journal Inquiry Window*

The screenshot shows a software window titled "Commitment Budget Journal Inquiry". Inside the window, there is a table with the following headers: "Batch Status", "Batch Name", "Period", "Batch Debit", and "Batch Credit". The table contains several empty rows. To the left of the table, there is a vertical column of small square checkboxes. Below the table, there are two buttons: "Review Journal" and "Requery".

Batch Status	Batch Name	Period	Batch Debit	Batch Credit

Review Journal Requery

Commitment Budget Journal Inquiry Window Description

Table 22–9 *Commitment Budget Journal Inquiry Window Description*

Field Name	Type	Features	Description
Batch Status	display only		always shows Posted status
Batch Name	display only		batch name
Period	display only		General Ledger period
Batch Debit	display only		batch total debit amount
Batch Credit	display only		batch total credit amount
Review Journal		button	opens the Journals window
Requery		button	refreshes window

Commitment Budget Journal Lines Window

Figure 22–15 *Commitment Budget Journal Lines Window*

The screenshot shows the 'Commitment Budget Journal Lines' window. At the top, there are input fields for 'Batch', 'Period', 'Effective Date', 'Balance Type', 'Source', and 'Description'. Below these fields is a table with five columns: 'Line', 'Account', 'Encumbrance Type', 'Debit', and 'Credit'. The table has six rows, with the first five rows being empty and the sixth row containing data. To the right of the table is a vertical scrollbar. At the bottom of the window, there is a 'Description' field.

Line	Account	Encumbrance Type	Debit	Credit

Commitment Budget Journal Lines Window Description

Table 22–10 *Commitment Budget Journal Lines Window Description*

Field Name	Type	Features	Description
Batch	display only		batch name
Period	display only		period name
Balance Type	display only		balance type; values include E, Encumbered or B, Budget
Description	display only		batch description
Effective Date	display only		batch creation date
Source	display only		batch source
Line	display only		account line number
Account	display only		account
Encumbrance Type	display only		encumbrance type
Debit	display only		debit amount
Credit	display only		credit amount
Descriptive Flexfield	optional		user-customizable field
Description	display only		account description

Commitment Budgetary Control Report Procedures

This chapter describes the Commitment Budgetary Control report procedures for Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Running the Commitment Budgetary Control Archive Purge Program Procedure](#)

Definition

The Commitment Budgetary Control feature includes archive and purge functionality to archive and purge records that are no longer needed.

Overview

The archive and purge process in Commitment Budgetary Control performs the following tasks:

- archives and purges records no longer needed
- maintains an audit trail of all data that is archived and purged
- ensures that the purge and archive dates are preserved
- verifies that all necessary archiving and purging steps complete successfully

The archive process is a batch process that can be run in final mode, whereas the purge process is a batch process that can be run in preliminary or final mode. The preliminary purge mode can only be run after the archive process mode is run.

The following reports are available:

- Final Archive report
- Preliminary Purged report
- Final Purged report

In Commitment Budgetary Control, the journal batches and associated lines, as well as applicable Multiple Reporting Currency lines and batches to the primary batch can be archived and purged.

The archive process archives the journal batches and associate lines, as well as applicable Multiple Reporting Currency lines and batches to the primary batch. Commitment Budgetary Control ensures that the journal batches and associated lines from permanently closed fiscal years are saved before the purge process takes place.

The purge process deletes the journal batches and associated lines, as well as applicable Multiple Reporting Currency lines and batches to the primary batch. Commitment Budgetary Control prevents accidental deletion of records before archiving them.

Rules

The following rules apply to the Commitment Budgetary Control Archive Purge Program:

- To maintain consistency over the years, only data from the entered fiscal year for which all periods are permanently closed can be archived.
- Only one complete fiscal year can be archived at a time.
- Archiving and purging fiscal years can happen in any order, as long as the periods for all the fiscal years are permanently closed.
- Journal batches and corresponding lines must be archived before purging them.
- Records are selected only if all periods for the fiscal year are permanently closed.
- Data must be archived and purged from the following tables:
 - Commitment Budgetary Control
 - Multiple Reporting Currency, if applicable
- Records selected for archive and purge must match the organization of the responsibility submitting the archive and purge process.

Prerequisites

- ❑ All General Ledger calendar periods for the fiscal year that is to be archived and purged must be permanently closed.

To close General Ledger calendar periods, see [Opening and Closing Accounting Periods](#), *Oracle General Ledger User's Guide*.

- ❑ Ensure that previously archived data is exported to an operating system file and that the file is saved to a tape.

Running the Commitment Budgetary Control Archive Purge Program Procedure

To run the Commitment Budgetary Control Archive Purge Program, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Commitment Budgetary Control Archive Purge Program from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Run Mode field, select a mode from the list of values.
7. In the Fiscal Year field, enter the fiscal year for the Commitment Budgetary Control subsystem records to be archived or purged.

Note: The date must be entered in the format YYYY, such as 2000.

8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.
10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

This report was generated for either the Archive, Preliminary Purge, or Purge process.

12. To view the request, select the appropriate Request ID and click **Find**.

A corresponding report request submitted from the program is named the Commitment Budgetary Control Archive Purge Report.

- 13.** After archiving, the process can be repeated to run the Preliminary Purge process or the Purge process.

Part VII

Construction Industry Scheme

Construction Industry Scheme Process

This chapter describes the Construction Industry Scheme (CIS) features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Process Description](#)
- [References](#)

Definition

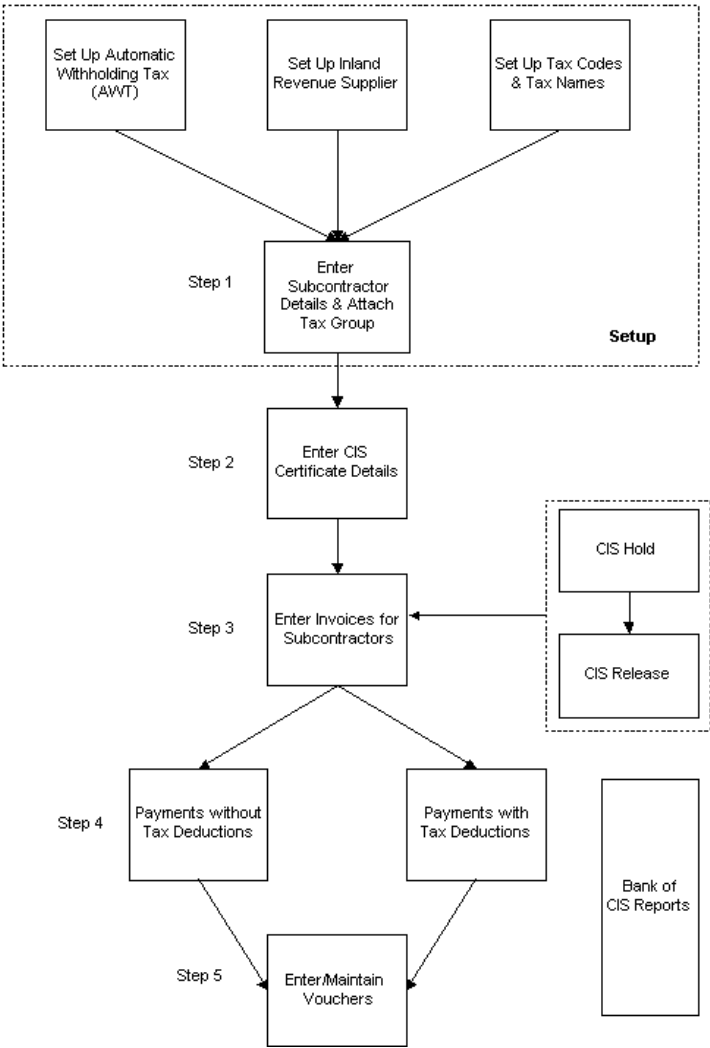
The UK Inland Revenue's Construction Industry Scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1 1999. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating. The Construction Industry Tax (CIT) scheme preceded CIS and is no longer valid.

Note: CIT information can no longer be entered, but CIT reporting information is included in CIS reports.

Process Flow Diagram

Figure 24–1, page 24-3, shows the Construction Industry Scheme process as described in the accompanying text.

Figure 24–1 Process Flow for CIS Diagram



Process Description

The Construction Industry Scheme process is as follows:

1. The contractor uses Payables to enter details about a subcontractor and to assign the subcontractor to the CIS tax withholding group.

When the association is made between Payables and a CIS tax withholding group, the Payables automatic withholding tax (AWT) functionality is used to deduct tax from the subcontractor.

2. The contractor enters the subcontractor's certificate details.
3. The contractor enters CIS subcontractor invoices.

A warning is displayed if any of the following apply:

- supplier site has an expired CIS certificate
- supplier has valid CIS certificate
- supplier has no CIS certificate or only has CIT certificates

4. Manual CIS holds and releases can be applied as required.

A manual CIS hold is placed on the invoice if the CIS certificate is invalid or expired, or if the supplier only has a CIT certificate. The invoice is not paid until a CIS release is applied.

Note: Applying CIS holds and releases is a manual process and not automatic.

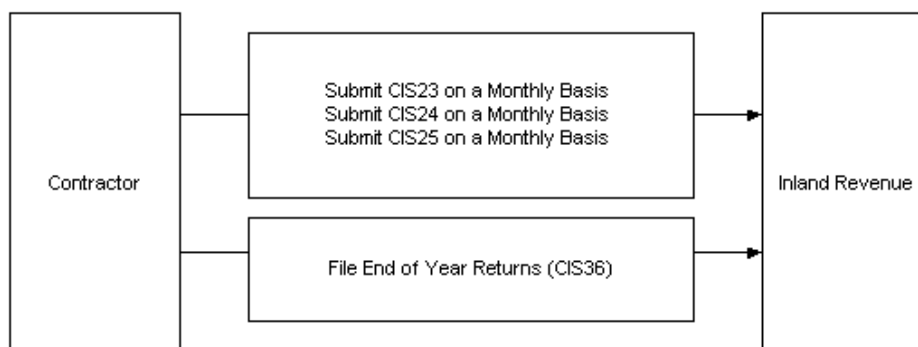
5. The contractor pays the invoice.

Note: Forced payments can be made to CIS suppliers without valid certificates or cards. The AWT feature deducts a percentage equal to that set for the Tax Name profile option when making the payment.

6. The contractor assigns voucher numbers to payments using the Enter / Maintain CIS Payment Vouchers window.

7. Payment vouchers are submitted to the Inland Revenue as shown in [Figure 24-2](#), page 24-5.

[Figure 24-2](#), page 24-5, shows the Inland Revenue requirements as described in the accompanying text.

Figure 24-2 Inland Revenue Requirements

Note: CIS taxes deducted from payments to subcontractors by the contractor are sent to the Inland Revenue within 14 days of the end of the tax month.

8. The following reports can be generated:
 - Construction Industry Scheme: Missing / Expired Certificates Report
 - Construction Industry Scheme: Expired / Missing Certificates with Pending Payments Report
 - Construction Industry Scheme: Certificate Renewal Reminders Report
 - Construction Industry Scheme: Voucher Report
 - Construction Industry Scheme: Missing Vouchers Report
 - Construction Industry Scheme: CI36 End of Year Returns Report
9. At the end of the tax year the CIS36 report provides details of construction payments, subtotalled by supplier and CIS voucher.

References

For information on entering and updating subcontractor certificate details, see [Automatic Withholding Tax \(AWT\) Overview](#), *Oracle Payables User's Guide*, and [Setting Up Construction Subcontractor Procedures](#), page 25-7.

For information on splitting labor and material lines for tax purposes, see [Entering Invoices for Suppliers Subject to Income Tax Reporting Requirements](#), *Oracle Payables User's Guide*.

For information on warning messages, see [Setting Up Construction Subcontractor Procedures](#), page 25-7.

For information on CIS holds and releases, see [CIS Holds and Releases](#), page 26-8.

For information on setting up profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

Construction Industry Scheme Setup

This chapter describes how to set up Construction Industry Scheme (CIS) in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Construction Industry Scheme Setup Steps](#)
- [Setting Up Construction Subcontractor Procedures](#)
- [Maintain CIS Certificates Window, Certificates Tab](#)
- [Maintain CIS Certificates Window Description, Certificates Tab](#)

Definition

Construction Industry Scheme setup uses the automatic withholding tax (AWT) functionality of Payables and includes enhancements to the Maintain Tax & Certificates window.

Overview

The set up construction subcontractor procedure has the following steps:

- The Suppliers window is used to assign a construction industry scheme withholding tax group to the subcontractor.
- The Maintain Tax & Certificates window is used to enter the subcontractor's certificate or registration card details into the system.

Prerequisites

- ❑ The Construction Industry Scheme feature must be enabled.

For information on enabling features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Construction Industry Scheme Setup Steps

The steps in this section are listed in order of completion.

1. Define Tax Authority Type Suppliers

For Construction Industry Scheme, the Inland Revenue must be defined as a supplier of type Tax Authority on the Suppliers window.

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

Suppliers - Entry

The Suppliers Summary window appears.

2. Enter or query a supplier.
3. Click **Open**.
The Suppliers window appears.
4. In the Type field, select Tax Authority from the list of values.

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

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

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

Define a withholding tax type special calendar.

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

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

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

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

3. Define Tax Codes and Withholding Tax Groups

Define a withholding tax group for the supplier's site for construction subcontractors subject to Construction Industry Scheme.

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

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

4. Set Profile Options

[Table 25–1](#), page 25-4 describes the profile option levels for Construction Industry Scheme.

Table 25–1 Construction Industry Scheme Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
Payables	Construction Industry Scheme: Tax Group	x			
	Construction Industry Scheme: Tax Code	x			
	Construction Industry Scheme: CIS4P Tax Percentage	x			
	Construction Industry Scheme: CIS4T Tax Percentage	x			
	Construction Industry Scheme: CIS5 Tax Percentage	x			
	Construction Industry Scheme: CIS6 Tax Percentage	x			
	Construction Industry Scheme: Factored CIS4P Tax Percentage	x			
	Construction Industry Scheme: Factored CIS4T Tax Percentage	x			
	Construction Industry Scheme: Factored CIS5 Tax Percentage	x			
	Construction Industry Scheme: Factored CIS6 Tax Percentage	x			

[Table 25–2](#), page 25-5 describes the Construction Industry Scheme profile option values.

Table 25–2 Construction Industry Scheme Profile Option Values

Profile Option Name	Value	Description
Construction Industry Scheme: Tax Group	Withholding Tax Group name	indicates withholding tax group defined for construction industry scheme For information on defining withholding tax groups, see Withholding Taxes , <i>Oracle Payables User's Guide</i> .
Construction Industry Scheme: Tax Code	Withholding Tax code	indicates withholding tax code defined for construction industry scheme For information on defining withholding tax codes, see Tax Codes , <i>Oracle Payables User's Guide</i> .
Construction Industry Scheme: CIS4P Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS4P holders
Construction Industry Scheme: CIS4T Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS4T holders
Construction Industry Scheme: CIS5 Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS5 holders
Construction Industry Scheme: CIS6 Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for CIS6 holder
Construction Industry Scheme: Factored CIS4P Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for factored CIS4P holders
Construction Industry Scheme: Factored CIS4T Tax Percentage	percentage value	indicates percentage of construction industry scheme tax to withhold for factored CIS4T holders
Construction Industry Scheme: Factored CIS5 Tax Percentage	percentage value	indicates the percentage of construction industry scheme tax to withhold for factored CIS5 holders
Construction Industry Scheme: Factored CIS6 Tax Percentage	percentage value	indicates the percentage of construction industry scheme tax to withhold for a factored CIS6 holder

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

5. Enable Withholding Tax

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

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

6. Define Suppliers

Ensure that a withholding tax group is defined for the supplier's site for construction subcontractors subject to Construction Industry Scheme.

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

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

7. Enable Construction Industry Scheme for Subcontractors

This step is required.

For information on enabling Construction Industry Scheme for subcontractors, see [Setting Up Construction Subcontractor Procedures](#), page 25-7.

Setting Up Construction Subcontractor Procedures

To enable Construction Industry Scheme reporting, automatic warnings, and other Construction Industry Scheme features for a subcontractor, the following procedures must be performed:

- [Assign CIS Tax Group](#)
- [Enter Certificate or Registration Card Details](#)
- [Enter National Insurance Number](#)

Assign CIS Tax Group

To assign a CIS tax group, perform the following steps.

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

Suppliers - Entry

2. In the Supplier Name field, enter a new subcontractor name or query an existing subcontractor.
3. Select the Withholding Tax tab.
4. Select the Allow Withholding Tax check box to enable automatic withholding tax for this subcontractor.
5. In the Withholding Tax Group field, select the appropriate tax group from the list of values.

Note: The tax groups displayed in the drop-down list depend on the values entered in the CIS Tax Group profile option.

To set up CIS Tax Group Profile Options, see [4. Set Profile Options](#), page 25-4.

6. Click **Sites**.

The Supplier Sites window appears.

7. Select the Withholding Tax tab.
8. Select the Allow Withholding Tax check box to enable Automatic Withholding Tax for this subcontractor.
9. In the Withholding Tax Group field, select the appropriate tax group from the list of values.

Note: Associating the tax group to a supplier does not automatically update all existing supplier sites. Changes must be made manually for each site.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

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

Enter Certificate or Registration Card Details

To enter certificate or registration card details, perform the following steps.

12. In Payables, navigate to the Withholding Tax Certificates and Exceptions window as follows:

Setup - Tax - Withholding - Certificates

13. In the Supplier Name field, enter the supplier site certificate.
14. In the Site field, enter the site.
15. In the Certificate region of the Certificate tab, enter certificate details.
16. In the Effective Dates region of the Certificate tab, enter dates.
17. Save as follows:

File - Save

18. Close the window.

For information on the Withholding Tax and Exceptions window, see [Withholding Tax Certificates and Exceptions](#), *Oracle Payables User's Guide*.

Enter National Insurance Number

To enter national insurance numbers, perform the following steps.

19. Navigate to the Maintain CIS Certificates window as follows:

OPSF(I) Construction Industry Scheme - CIS Maintain Certificates

20. In the Supplier Name field, enter supplier site certificate details used in Step 13.
21. In the NI Number field, enter the national insurance number.

Note: The NI Number field is disabled if the national insurance number is not required.

Note: The Exceptions tab is not used.

22. Save as follows:

File - Save

23. Close the window.

Maintain CIS Certificates Window, Certificates Tab

Figure 25–1 *Maintain CIS Certificates Window, Certificates Tab*

Supplier Name

Supplier Number

Site

☒ Certificates ☐ Exceptions

— Certificate — — Effective Dates —

Tax Code	Number	Type	Priority	NI Number	Rate	From	To	Comments	

Maintain CIS Certificates Window Description, Certificates Tab

Table 25–3 Maintain CIS Certificates Window Description, Certificates Tab

Field Name	Type	Features	Description
Supplier Name	required	list of values	subcontractor name
Supplier Number	required		subcontractor number, based on supplier name
Site	required	list of values	subcontractor site
Certificate Region			
Tax Code	required	list of values	withholding tax name; depends on value entered in Construction Industry Scheme: Tax Code profile option
Number	required		certificate number
Type	required	list of values	subcontractor type; valid values: CIS5, construction gross payment certificate, CIS6, subcontractors gross payment certificate; CIS4P, permanent registration card; CIS4T, temporary registration card
Priority	optional		not used by CIS; defaults to 50
NI Number	conditionally required		national insurance number required for CIS4P and CIS6 only. Field is disabled if not required. UK number format: CCDDDDDDDC, where C = character and D = digit, for example YE010153C.
Rate	display only		appropriate rate is automatically entered depending on certificate type. Rates are taken from the following profile options: Construction Industry Scheme: CIS4P Tax Percentage, Construction Industry Scheme: CIS4T Tax Percentage, Construction Industry Scheme: CIS5 Tax Percentage, and Construction Industry Tax: CIS6 Tax Percentage
Effective Dates Region			
From	required		certificate valid from date; required for all certificate types

Table 25–3 Maintain CIS Certificates Window Description, Certificates Tab

Field Name	Type	Features	Description
To	conditionally required		certificate valid to date; must be later than or same as From date. Required for CIS4T, CIS5, and CIS6.
Comments	optional		information included in reports
Descriptive Flexfield	optional		field for user customization
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Construction Industry Scheme Procedures

This chapter describes the Construction Industry Scheme features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Assigning Vouchers to Payments Procedure](#)
- [Inquiring on Voucher Details Procedure](#)
- [Enter / Maintain CIS Payment Vouchers Window](#)
- [Enter / Maintain CIS Payment Vouchers Window Description](#)

Definition

The UK Inland Revenue's Construction Industry Scheme (CIS) governs the taxation of certain payments made by contractors to subcontractors from August 1, 1999. The scheme applies to construction work carried out in the UK and also includes jobs such as installation, demolition, repairs, and decorating.

Note: The Construction Industry Tax (CIT) scheme preceded CIS and is no longer valid.

The Construction Industry Scheme procedures consist of the following:

- [Assigning Vouchers to Payments Procedure](#)
- [Inquiring on Voucher Details Procedure](#)

Overview

This section contains information on the following:

- [Legislation](#)
- [Documentation](#)
- [Certificate Type Requirements](#)
- [Payments and Voucher Requirements](#)
- [Features](#)

Legislation

CIS legislation requires that any subcontracting company or person employed in the construction industry holds a construction gross payment certificate, CIS5, or a subcontractors gross payment certificate, CIS6. The holder of a CIS5 or CIS6 is entitled to gross payment of the labor component of payments received.

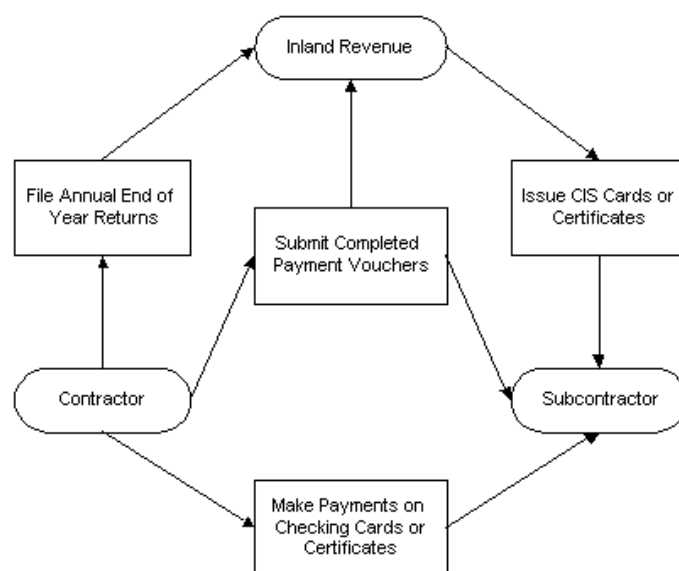
If the subcontracting company or person does not meet the eligibility criteria for a gross payment certificate, a subcontractors registration card, CIS4 is issued, that entitles them to net payments.

It is mandatory for all subcontractors working within the definition of CIS to register with the UK Inland Revenue. The contractor must determine the certificate status of the subcontractor before trading with them. In particular, no payments can be made to subcontractors until either a valid certificate or registration card is produced.

It is also mandatory for all payments made to subcontractors working within the definition of CIS to be recorded on vouchers and returns made to UK Inland Revenue regarding these payments. The payments made to CIS6 holders are recorded on a monthly gross payment voucher, CIS24, to CIS5 holders on a monthly company gross payment voucher, CIS23 and to CIS4 holders on a monthly taxed payment voucher, CIS25.

Figure 26–1, page 26-3 shows an overview of CIS as described in the accompanying text.

Figure 26–1 CIS Overview



Documentation

The contractor must file end of year returns with the UK Inland Revenue detailing all payments to and deductions from subcontractors.

See [Table 26–1](#), page 26-4 for a full list of document names and descriptions.

Table 26–1 *CIS Document Names*

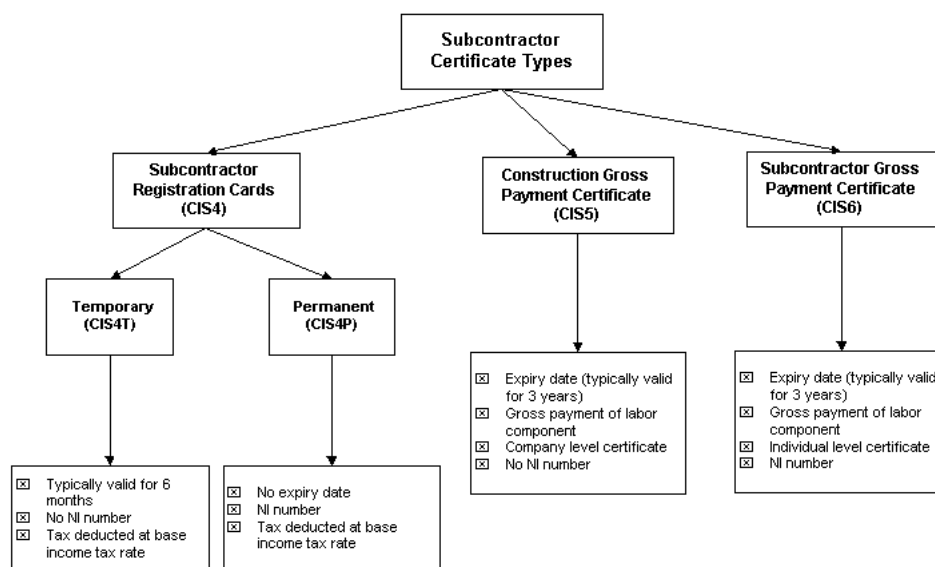
Document Name	Description
CIS4P	Permanent Subcontractor Registration Card
CIS4T	Temporary Subcontractor Registration Card
CIS5	Company Gross Payment Certificate
CIS6	Subcontractor Gross Payment Certificate
CIS23	Company Gross Payment Voucher for payments to CIS5
CIS24	Gross Payment Voucher for payments to CIS6
CIS25	Taxed Payment Voucher for payments to CIS4

Certificate Type Requirements

The subcontractor certificate types required for CIS are as follows:

- CIS4 - Subcontractor Registration Cards
- CIS5 - Construction Gross Payment Certificates
- CIS6 - Subcontractor Gross Payment Certificates

[Figure 26–2](#), page 26-5 shows subcontractor certificate types as described in the accompanying text.

Figure 26–2 Subcontractor Certificate Types

Payments and Voucher Requirements

This section details the CIS payment and voucher requirements as follows:

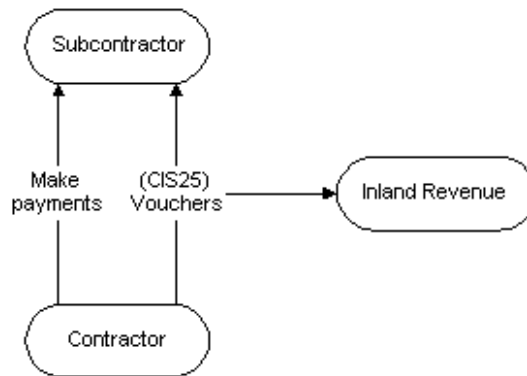
- [Payments and Voucher Requirements for CIS4 Subcontractors](#)
- [Payments / Voucher Requirements for CIS5 Subcontractors](#)
- [Payments and Voucher Requirements for CIS6 Subcontractors](#)

Payments and Voucher Requirements for CIS4 Subcontractors

The contractor makes payments to the subcontractor, after checking the appropriate CIS4T or CIS4P, and prepares a CIS25 payment voucher in triplicate. One copy is retained by the contractor, the second copy is sent to the Inland Revenue and the third copy is sent to the subcontractor, as shown in [Figure 26–3](#), page 26-6.

[Figure 26–3](#), page 26-6 shows the payments and voucher requirements for CIS4 subcontractors as described in the accompanying text.

Figure 26–3 Payments and Voucher Requirements for CIS4 Subcontractors

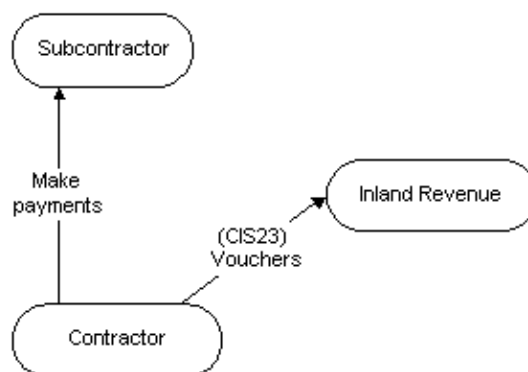


Payments/Voucher Requirements for CIS5 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS5, and prepares a CIS23 gross payment voucher in duplicate. One copy is retained by the contractor and the second copy is sent to the Inland Revenue.

Figure 26–4, page 26-6 shows the payments and voucher requirements for CIS5 subcontractors as described in the accompanying text.

Figure 26–4 Payment and Voucher Requirements for CIS5 Subcontractors

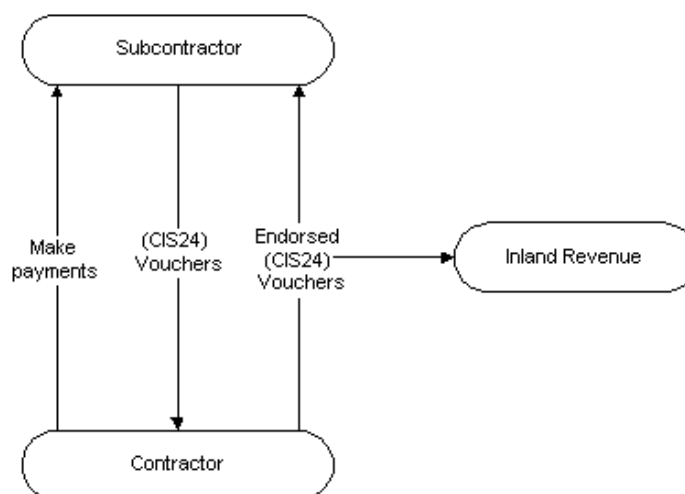


Payments and Voucher Requirements for CIS6 Subcontractors

The contractor makes payments to the subcontractor, after checking the CIS6, and the subcontractor prepares a CIS24 gross payment voucher in triplicate and submits it to the contractor. The contractor endorses it with the contractor's tax reference and then retains one copy for the contractor's own records, sends a copy to the Inland Revenue, and another to the subcontractor.

Figure 26–5, page 26-7 shows the payments and voucher requirements for CIS6 subcontractors as described in the accompanying text.

Figure 26–5 *Payments and Voucher Requirements for CIS6 Subcontractors*



For information on Construction Industry Scheme reports, see [Construction Industry Scheme Report Procedures](#), page 27-1.

For information on setting up subcontractors, see [Construction Industry Scheme Setup](#), page 25-1.

Features

The following features are available in Construction Industry Scheme:

- [CIS Holds and Releases](#)

- [CIS Specific Warnings](#)

CIS Holds and Releases

Supplier site holds can be applied to invoices and released at a later date. A warning message is displayed confirming the validation of the supplier site certificates. If a certificate is invalid, the warning message directs the user to check the Hold Unapproved Invoices check box on the Supplier Sites Window Control tab. To make the payment when a valid certificate is in place, the supplier site hold must be released manually and the invoice re-approved.

Note: This process is performed manually, not automatically.

For information on warning messages, see [CIS Specific Warnings](#), page 26-9.

For information on releasing holds, see [Releasing Holds](#), *Oracle Payables User's Guide*.

For information on applying holds, see [Applying Holds](#), *Oracle Payables User's Guide*.

For information on entering suppliers, see [Suppliers & Suppliers Sites Window References](#), *Oracle Payables User's Guide*.

For information on the standard features of the Maintain CIS Certificates window, see [Withholding Tax Certificates and Exceptions Window References](#), *Oracle Payables User's Guide*.

For information on the Enter Invoices and Enter Quick Invoices windows, see [Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

For information on the Enter Purchase Agreements and Enter Purchase Orders windows, see [Overview of Purchase Orders](#), *Oracle Purchasing User's Guide*.

CIS Specific Warnings

Warnings appear automatically when supplier details are entered in the Invoices window or the Purchase Orders window as shown in [Table 26-2](#), page 26-9.

Table 26-2 *CIS Warnings*

Warning	Reason	Action required
Expired CIS Certificate	Supplier site has expired CIS certificate	Apply manual CIS hold
Valid CIS Certificate	Supplier has valid CIS certificate	For information purposes only, no action required
No CIS Certificate	Supplier has no CIS certificate or only has CIT certificates	Apply manual CIS hold

Prerequisites

- ❑ The Payables option, automatic withholding tax (AWT), must be enabled.
For information on enabling withholding tax, see [Withholding Tax Payables Options](#), *Oracle Payables User's Guide*.
- ❑ The Inland Revenue must be defined as a supplier of type Tax Authority.
For information on defining a tax authority, see step [1. Define Tax Authority Type Suppliers](#), page 25-3.
- ❑ A withholding tax type special calendar must be defined.
For information on defining a special calendar, see step [2. Define Special Calendars for Key Indicators, Recurring Payments, and Withholding Tax](#), page 25-3.
- ❑ The tax code must be defined before the CIS withholding tax group code is set up. All Construction Industry Scheme subcontractors must be associated with the tax group.
For information on associating a subcontractor with the CIS withholding tax group, see [Setting Up Construction Subcontractor Procedures](#), page 25-7.
For information on setting up the tax codes and CIS tax code group, see step [3. Define Tax Codes and Withholding Tax Groups](#), page 25-3.
- ❑ Site-level profile options must be set up to enable the following:
 - Define the user-defined CIS withholding tax group name and CIS withholding tax code.
 - Limit the number of days allowed for voucher submission by subcontractors.
 - Define the percentage of tax to be withheld based on the type of certificate held by subcontractors, if different from the defaults.For information on setting up profile options, see step [4. Set Profile Options](#), page 25-4.

Assigning Vouchers to Payments Procedure

The Enter / Maintain CIS Payment Vouchers window enables voucher numbers to be applied to one or more payments.

To assign vouchers to payments, or inquire about vouchers or payments, perform the following steps.

1. Navigate to the Enter / Maintain CIS Payment Vouchers window as follows:

OPSF(I) Construction Industry Scheme - CIS Maintain Payment Vouchers

2. In the Supplier Name field, select the supplier from the list of values.

Note: The Supplier Number is automatically displayed. If there is just one site, the site name is automatically displayed in the Supplier Name field. If there is more than one site, the Supplier Name field remains blank.

3. In the Site field, select the relevant site from the list of values.
4. In the Period From field, enter the earliest payment date on which to report details.
5. In the Period To field, enter the latest payment date on which to report details.
6. To display all payments without vouchers, click **Find Payments**.
Payment information is displayed in the lower section of the window.
7. Select the check boxes to indicate which payments to include.

Note: All check boxes are selected by default.

8. In the Voucher Number field, enter a number.
9. In the Description field, enter a voucher description if required.
10. In the Voucher Date field, enter a date.
11. Save or save and continue as follows:

File - Save or Save and Proceed

12. Close the window.

Inquiring on Voucher Details Procedure

To display all vouchers and corresponding payments in a specific period, perform the following steps.

1. Navigate to the Enter / Maintain CIS Payment Vouchers window as follows:
OPSF(I) Construction Industry Scheme - CIS Maintain Payment Vouchers
2. In the Supplier Name field, select the supplier from the list of values.
The Supplier Number is automatically displayed. If there is only one site, the site name is automatically displayed in the Supplier Number field. If there is more than one site, the Supplier Number field remains blank.
3. In the Site field, select the relevant site from the list of values.
4. In the Period From field, enter the earliest payment date on which to report details.
5. In the Period To field, enter the latest payment date on which to report details.
6. To display all payments with vouchers, click **Find Vouchers**.
Use the arrow keys in the Voucher Number field to scroll through all available vouchers. To remove the link between a voucher and corresponding payments, select the relevant voucher from the list and click **DeLink Voucher**.
Note: Changes can be made to the voucher details but not the payment information.
7. Close the window.

Enter/Maintain CIS Payment Vouchers Window

Figure 26–6 Enter/Maintain CIS Payment Vouchers Window

Supplier Name ... Period From
Supplier Number Period To
Site

Voucher Number Voucher Date
Description Voucher Amount

Payment Ref.	Invoice Number	Material	Labor	CIS Tax	Net	Gross	
							☒
							☐
							☐
							☐
							☐

Enter/Maintain CIS Payment Vouchers Window Description

Table 26–3 *Enter/Maintain CIS Payment Vouchers Window Description*

Field Name	Type	Features	Description
Supplier Name	required	list of values	supplier name
Supplier Number	required		supplier number, based on supplier name
Site	required	list of values	supplier site
Period From	required		payment period start date
Period To	required		payment period end date
Clear		button	erases data from fields
Find Vouchers		button	searches for vouchers based on parameters entered
Find Payments		button	searches for payments based on parameters entered
DeLink Voucher		button	dissociates the selected voucher from the displayed payments
Voucher Number	required		voucher number
Voucher Date	required		voucher date
Description	optional		voucher description
Voucher Amount	display only		total of selected gross payments
Payment Ref.	display only		payment reference number
Invoice Number	display only		invoice number
Material	display only		amount of material, excluding VAT
Labor	display only		amount of labor, excluding VAT
CIS Tax	display only		amount of CIS tax
Net	display only		total payment, excluding VAT
Gross	display only		gross payment

Construction Industry Scheme Report Procedures

This chapter describes the Construction Industry Scheme reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure](#)
- [Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure](#)
- [Generating Construction Industry Scheme: Voucher Reports Procedure](#)
- [Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure](#)
- [Running Construction Industry Scheme: Update Certificate Types/Percentages Process Procedure](#)

Definition

Construction Industry Scheme reports enable users to generate the reports required by subcontractors and the Inland Revenue for construction industry work.

Overview

The following Construction Industry Scheme reports are available:

- [Construction Industry Scheme: CI36 End of Year Returns Report](#)
- [Construction Industry Scheme: Certificate Renewal Reminders Report](#)
- [Construction Industry Scheme: Missing Vouchers Report](#)
- [Construction Industry Scheme: Missing / Expired Certificates Report](#)
- [Construction Industry Scheme: Missing / Expired Certificates with Pending Payments Report](#)
- [Construction Industry Scheme: Voucher Report](#)
- [Construction Industry Scheme: Update Certificate Types / Percentages Process](#)

Construction Industry Scheme: CI36 End of Year Returns Report

The Construction Industry Scheme: CI36 End of Year Returns Report is a statutory report used by subcontractors to file returns with the Inland Revenue.

Construction Industry Scheme: Certificate Renewal Reminders Report

The Construction Industry Scheme: Certificate Renewal Reminders Report lists subcontractors whose certificates expire during the specified period.

The report is used by contractors to send reminders to subcontractors to review CIS certificates.

Construction Industry Scheme: Missing Vouchers Report

The Construction Industry Scheme: Missing Vouchers Report lists all payments made to CIS subcontractors where vouchers have not been entered.

The report is used by contractors to remind subcontractors to enter missing vouchers.

Construction Industry Scheme: Missing/Expired Certificates Report

The Construction Industry Scheme: Missing/Expired Certificates Report lists subcontractors with missing or expired certificates.

The report is used by contractors to remind subcontractors to obtain valid certificates.

Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report

The Construction Industry Scheme: Missing/Expired Certificates with Pending Payments Report lists subcontractors with missing or expired certificates where payments are outstanding in the specified period.

The report is used by contractors to remind subcontractors to obtain valid certificates.

Construction Industry Scheme: Voucher Report

The Construction Industry Scheme: Voucher Report lists data required to complete pre-printed CIS23, CIS24, and CIS25 payment vouchers.

The report is used by subcontractors to complete CIS23, CIS24, and CIS25 payment vouchers.

Construction Industry Scheme: Update Certificate Types/Percentages Process

The Construction Industry Scheme: Update Certificate Types/Percentages process updates all currently active and future certificates with Inland Revenue changes in tax percentage or certificate type.

The process does not update certificates that have expired prior to the change coming into effect.

Generating Construction Industry Scheme: CI36 End of Year Returns Report Procedure

To generate a Construction Industry Scheme: CI36 End of Year Returns Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Construction Industry Scheme: CI36 End of Year Returns Report from the list of values.

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest payment date to report details.

6. In the High Date field, enter the latest payment date to report details.

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

8. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Generating Construction Industry Scheme: Certificate Renewal Reminders Report Procedure

To generate a Construction Industry Scheme: Certificate Renewal Reminders Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Construction Industry Scheme: Certificate Renewal Reminders Report from the list of values.

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest certificate renewal date on which to report details.
6. In the High Date field, enter the latest certificate renewal date on which to report details.
7. Optionally, in the Certificate Type field, select the type from the list of values.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Construction Industry Scheme: Voucher Reports Procedure

This procedure is used to generate the following reports:

- Construction Industry Scheme: Voucher
- Construction Industry Scheme: Missing Vouchers Report

To generate a list of vouchers or missing vouchers, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select one of the following reports from the list of values:

- Construction Industry Scheme: Voucher
- Construction Industry Scheme: Missing Vouchers Report

The Parameters pop-up window appears.

5. In the Low Date field, enter the earliest payment date on which to report details.
6. In the High Date field, enter the latest payment date on which to report details.
7. Optionally, in the Vendor Name field, enter the subcontractor's name.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Construction Industry Scheme: Missing/Expired Certificates Reports Procedure

This procedure is used to generate the following reports:

- Construction Industry Scheme: Missing / Expired Certificates
- Construction Industry Scheme: Missing / Expired Certificates with Pending Payments

The reports show missing or expired certificates, and are ordered as follows:

Details	Ordered By
Expired	Certificate Type, Expiry Date, and Vendor Name

To generate a list of missing or expired certificates, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select one of the following reports from the list of values:

- Construction Industry Scheme: Missing / Expired Certificates Report
- Construction Industry Scheme: Missing / Expired Certificates with Pending Payments Report

The Parameters pop-up window appears.

5. In the Low Date field, enter one of the following:

- for the Missing / Expired Certificates Report, the earliest expiry date on which to report details
- for the Missing / Expired Certificates with Pending Payments Report, the earliest payment date on which to report details

6. In the High Date field, enter one of the following:

- for the Missing / Expired Certificates Report, the latest expiry date on which to report details
 - for the Missing / Expired Certificates with Pending Payments Report, the latest payment date on which to report details
7. Optionally, in the Certificate Type field, select the type from the list of values.
 8. To apply the parameters, click **OK**.
 9. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
 10. To submit another request, click **Yes**, or to continue, click **No**.
 11. View the request in the concurrent manager as follows:

View - Requests

Running Construction Industry Scheme: Update Certificate Types/Percentages Process Procedure

To run the Construction Industry Scheme: Update Certificate Types / Percentages process, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Construction Industry Scheme - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Construction Industry Scheme: Update Certificate Types / Percentages from the list of values.

The Parameters pop-up window appears.

5. In the Mode field, select one of the following from the list of values:

- Certificate Percentages
- Certificate Types

6. In the Current Certificate Type field, select the current CIS certificate type from the list of values.

7. In the Effective Date field, enter the date on which to implement the update.

8. Perform one of the following actions.

- If the selected mode is Certificate Percentages, in the New Percentage field, enter the new construction industry scheme tax percentage.
- If the selected mode is Certificate Types, in the New Certificate Type field, select a certificate type from the list of values.

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

10. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Part VIII

Contract Commitment

Contract Commitment Process

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

- [Definition](#)
- [Overview](#)
- [Matching Invoices to Internal Release Contract Commitments Process Flow Diagram](#)
- [Matching Contract Commitments to Invoices Process](#)

Definition

The purpose of this chapter is to provide an overview of the Contract Commitment feature and an understanding of the internal Contract Commitment matching process.

Overview

Contract Commitment creates and maintains contract commitments. Contract commitments usually extend over a period of years. This means that the contract commitment created in a certain fiscal year is paid against different funding budgets spread over multiple fiscal years. The amount that is expected to be paid in a certain fiscal year is the payment forecast. The set of payment forecasts that belongs to a contract commitment is the payment schedule.

Contract Commitment includes the following functionality:

- [Set Up Contract Commitment](#)
- [Create and Maintain Contract Commitment](#)
- [Execute Document Control](#)
- [Multiple Reporting Currencies](#)
- [Summarize Contract Commitment](#)
- [Internal Contract Commitment Matching](#)
- [Processes](#)
- [Reporting](#)

Set Up Contract Commitment

System setup options define default values and controls for functions throughout Contract Commitment. Some setup options are shared with other Oracle applications.

The main types of setup options are as follows:

- accounting periods and accounting period status
- Contract Commitment options including document numbering, tax defaults, exchange rate defaults, and supplier holds
- contract commitment types

- security controls
- approval groups
- templates
- financial options that are shared with Oracle Payables and Oracle General Ledger and include assigning set of books, defining a calendar, enabling standard budgetary control, setting up General Ledger accounts, setting up encumbrance accounts, defining encumbrance types, enabling encumbrance accounting, payment terms, tax information, currency and rate information, and Multiple Reporting Currencies

Create and Maintain Contract Commitment

Creating and maintaining contract commitments includes the following functions:

- Maintain Supplier is shared with Purchasing and includes entering new suppliers, updating current suppliers, merging current suppliers, and purging suppliers not used.
- Enter Contract Commitment includes entering general information, account information, and payment forecast information.

Because a contract commitment can extend over a period of years, the contract commitment is encumbered on the commitment budget in one year and encumbered on the payment budgets over multiple years.

- Adjust Contract Commitment enables users to make changes to a provisional or confirmed contract commitment that may or may not change the commitment amounts and that may or may not require a revision or addendum to the original formal contract.
- Copy templates to create new contract commitments.

Execute Document Control

Document control regulates the status of contract commitments during the contract commitment life cycle.

Contract Commitment uses Oracle Workflow to route contract commitments for approval and to determine who has approval authority, who has access to contract commitments, and what actions employees can take against these contract commitments.

Multiple Reporting Currencies

Contract Commitment supports Multiple Reporting Currencies. When transactions are entered into Contract Commitment, the transactions are converted to the reporting functional currency at the time of original entry if Multiple Reporting Currencies is enabled.

The reporting functional currency is a currency other than the primary functional currency that is required for reporting accounting data. A set of books for each reporting functional currency must be defined.

Multiple Reporting Currencies is intended for organizations that must regularly report their transactions and financial results in multiple currencies other than the primary functional currency.

Summarize Contract Commitment

Contract Commitment enables users to query an entered contract commitment and to view the following information:

- general information
- account information
- payment schedule information

Internal Contract Commitment Matching

Contract Commitment enables users to create cover contract commitments without specifying a supplier; create internal release contract commitments against these cover contract commitments; and to match invoices to these internal release contract commitments.

For information on internal contract commitment matching, see [Matching Invoices to Internal Release Contract Commitments Process Flow Diagram](#), page 28-6.

Processes

Contract Commitment includes the following processes:

- Contract Commitment Revalue Process
- Contract Commitment Year-End Process
- Archive and Purge Process
- Mass Payment Forecast Shift Process

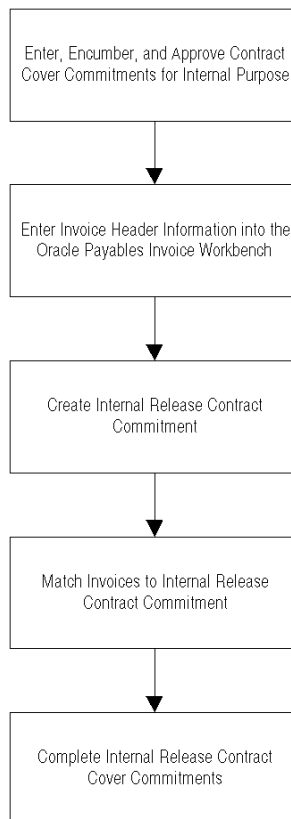
Reporting

Contract Commitment provides business views and core business areas for generating reports defined using Oracle Discoverer.

Matching Invoices to Internal Release Contract Commitments Process Flow Diagram

Figure 28–1, page 28-6 shows the Matching Invoices to Internal Release Contract Commitments Process Flow diagram that is described in the accompanying text.

Figure 28–1 Matching Invoices to Internal Release Contract Commitments Process Flow Diagram



Matching Contract Commitments to Invoices Process

The Matching Contract Commitments to Invoices process includes the following tasks:

- [Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose](#)
- [Enter Invoice Header Information into the Oracle Payables Invoice Workbench](#)
- [Create Internal Release Contract Commitments](#)
- [Match Invoices to Internal Release Contract Commitments](#)
- [Complete the Internal Contract Commitment Releases](#)

Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose

The Enter, Encumber, and Approve Cover Contract Commitments for Internal Purpose process includes the following steps.

1. The preparer or owner enters the cover contract commitment like any other contract commitment, except that there is no supplier. The cover contract commitment state is Provisional.
2. The contract commitment is routed through the normal encumber and approval process.
3. The cover contract commitment is transitioned to a Confirmed state.
4. The confirmed cover contract commitment is routed through the normal encumber and approval process.

Once approved, internal release contract commitments can be entered against the cover.

Enter Invoice Header Information into the Oracle Payables Invoice Workbench

The Enter Invoice Header Information into the Oracle Payables Invoice Workbench process includes the following steps.

1. The user receives an invoice from a supplier.
2. The user enters data into the following fields in the Payables Invoice Workbench.
 - Supplier

- Supplier Site
- Invoice Date
- Invoice Number
- Invoice Currency, which defaults from Supplier Site
- Invoice Amount
- GL Date, default
- Payment Currency, default
- Payment Terms, which defaults from Supplier Site
- Terms Date, default
- Payment Method, default
- Pay Group, default
- Liability Account, default
- Tax Code, optional
- Descriptive Flexfield, optional

For information on entering invoices in the Invoice Workbench, see [Entering Basic Invoices in the Invoice Workbench](#), *Oracle Payables User's Guide*.

Create Internal Release Contract Commitments

The Create Internal Release Contract Commitments process includes the following steps.

1. The user navigates to the Internal Contract Commitment Releases window.
2. The user enters data in the Internal Contract Commitment Releases window.

For information on entering data in the Internal Contract Commitment Releases window, see [Internal Contract Commitment Releases Window Description](#), page 34-6.

3. The user clicks **OK** to generate the release.
4. The system validates that there is sufficient Available Amount on the cover commitment to process the release.
5. The system acknowledges that there is sufficient Available Amount on the cover commitment and creates a commitment number.

Match Invoices to Internal Release Contract Commitments

Invoices are matched in Oracle Payables.

For information on matching in Payables, see [Matching to Receipts in the Invoice Workbench](#), *Oracle Payables User's Guide*.

Complete the Internal Contract Commitment Releases

To complete the internal contract commitment releases, the user runs the Contract Commitment Complete Cover Commitment Program process.

For information on the Internal Contract Commitment Completion process, see [Generating the Contract Commitment Complete Cover Commitment Program Procedure](#), page 35-16.

Contract Commitment Account Generator Process

This chapter describes how the Account Generator is used in the Contract Commitment feature of Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Contract Commitment Account Generator Workflow Item Type Attributes](#)
- [Generate Default Account Workflow Diagram](#)
- [Generate Default Account Workflow Process](#)
- [Generate Default Charge Account Workflow Diagram](#)
- [Generate Default Charge Account Workflow Subprocess](#)
- [Generate Default Budget Account or Project Account Workflow Diagram](#)
- [Generate Default Budget Account or Project Account Workflow Subprocess](#)

Definition

All contract commitments require accounting distributions. The Account Generator builds default accounts, charge accounts, and budget accounts. To generate budget accounts, budgetary control must be enabled.

The Account Generator feature uses Oracle Workflow technology to construct key flexfield combinations automatically using customized construction criteria.

Overview

This section includes the following parts:

- [Account Generator Features](#)
- [Customizing the Account Generator in Contract Commitment](#)
- [Generate Default Account Process](#)
- [Subprocesses](#)

Account Generator Features

The Account Generator provides the following features:

- Automatic generation of account distributions improves data entry accuracy and speed.
- Generating charge accounts frees users from having to determine which accounts to charge.
- Each site can customize account generation rules to match the organization's business rules.

Customizing the Account Generator in Contract Commitment

Contract Commitment provides default Account Generator processes. These default processes can be customized according to an organization's accounting requirements to generate the account.

Use the Oracle Workflow Builder to customize workflows. When customizing a workflow, only those documents created after customization are affected by the customized workflow. The Account Generator process can be viewed in the Oracle Workflow Monitor.

The following customized sample processes are available to show how the processes can be customized:

- [Generate Default Charge Account with Constants](#)
- [Generate Default Budget Account with Constants](#)
- [Generate Default Project Account with Constants](#)

References

For information on implementing and using Workflow, see [Introduction to Oracle Workflow](#), *Oracle Workflow Guide*.

For information on the generic features and functions of the Account Generator, see [Customizing the Account Generator](#), *Oracle Applications Flexfields Guide*.

Generate Default Account Process

The Generate Default Accounts process is the default workflow process in contract commitment that builds the accounts. This process can be initiated as a top-level process making calls to the Workflow Engine CreateProcess and the StartProcess APIs.

The Generate Default Accounts process has a result type of Flexfield Result that indicates a result of Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

The Details property page of the process activity in Workflow Builder indicates that the Generate Default Accounts process has an error process called DEFAULT_ERROR associated with it, which is initiated only when an error is encountered in the process. This error initiates DEFAULT_ERROR, which is associated with the System:Error item type. The system executes the standard Default Error Notification activity to provide information associated with the error. Users must customize the process to meet their business needs.

Subprocesses

The Account Generator process includes the following subprocesses:

- [Generate Default Charge Account](#)
- [Generate Default Budget Account](#)
- [Generate Project Account](#)

Generate Default Charge Account

The Generate Default Charge Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.

This subprocess cannot be run as a top-level process. It is run as a subprocess when called by a higher level process. The subprocess first determines whether the contract is project-related. If it is, the subprocess, Generate Project Account, builds a project-related account, which the user has customized. If the project is not project-related, the charge account is generated using the customized set of rules.

Generate Default Budget Account

The Generate Default Budget Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

For a contract, the budget account is derived from the charge account.

Generate Project Account

The Generate Project Account subprocess is a dummy process that allows users to customize an account-building process. Users must provide their own rules in the form of workflow process definitions to build the account.

The Generate Project Account subprocess has a result type of Flexfield Result that indicates Failure or Success when the process completes. These results correspond to the lookup codes in the Flexfield Result lookup type in the Standard Flexfield Workflow item type.

Contract Commitment Account Generator Workflow Item Type Attributes

Several Workflow attributes are associated with the contract commitment Account Generator item type that reference information in the application tables. The attributes are used and maintained by function activities as well as notification activities throughout the process.

[Table 29–1](#), page 29-5 describes the attributes associated with the contract commitment Account Generator.

Table 29–1 Attributes Associated with Contract Commitment Account Generator Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Project Id	project identifier	number	
Task Id	task identifier	number	
Expenditure Type	expenditure type	text	30
Expenditure Org Id	expenditure organization identifier	number	
Incomplete Setup Flag	indicates if the Account Generator process is being used without proper customization	text	
Error Message	error message	text	2000
Charge Account Id	charge account identifier	number	
Budget Account Id	budget account identifier	number	
CC Encumbrance Flag	contract commitment encumbrance flag	text	
Expenditure Item Date	expenditure item date	date	
Chart of Accounts Id	chart of accounts identifier	number	
Project Class Code	project class code	text	30
Direct Flag	direct flag	text	1
Expenditure Category	expenditure category	text	30

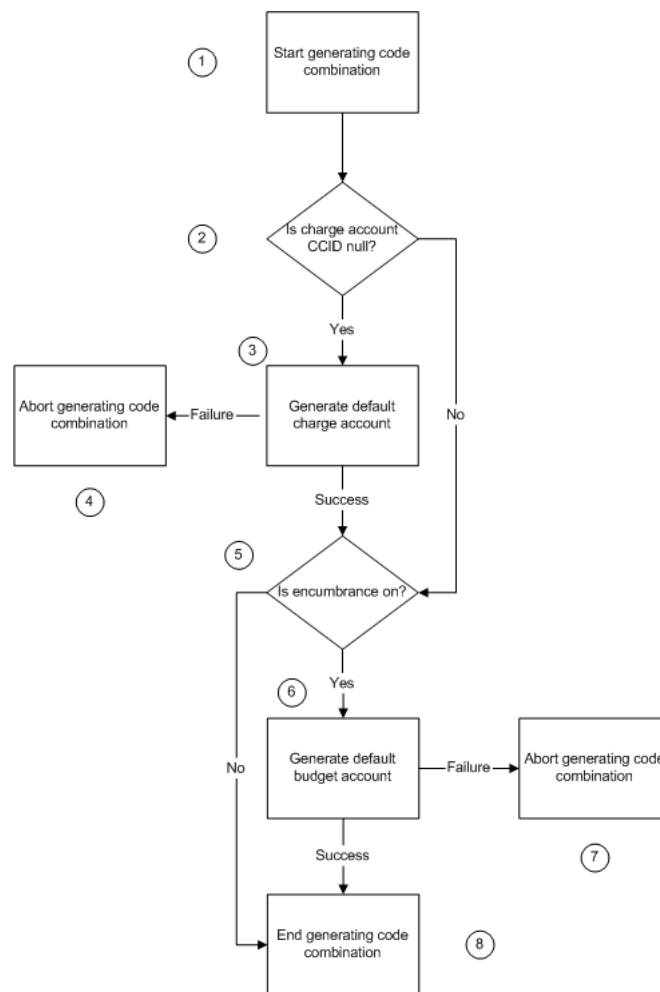
Table 29–1 Attributes Associated with Contract Commitment Account Generator Item Type

Display Name	Description	Type	Length, Format, or Lookup Type
Expenditure Organization Name	expenditure organization name	text	60
Project Number	project number	text	25
Project Organization Name	project organization name	text	60
Project Organization Id	project organization identifier	number	
Project Type	project type	text	20
Public Sector Flag	public sector flag	text	1
Revenue Category	revenue category	text	30
Task Number	task number	text	25
Task Organization Name	task organization name	text	60
Task Service Type	task service type	text	30
Task Organization Id	task organization identifier	number	
Top Task Id	top task identifier	number	
Top Task Number	top task number	text	25
Supplier Employee Number	supplier employee number	text	30
Supplier Person Id	supplier person identifier	number	
Supplier Type	supplier type	text	25
Temp Account Id	temporary account identifier	number	

Generate Default Account Workflow Diagram

Figure 29–1, page 29-7 shows the Generate Default Account process nodes as described in the following section, [Generate Default Account Workflow Process](#), page 29-8.

Figure 29–1 *Generate Default Account Workflow Diagram*



Generate Default Account Workflow Process

This section describes the Generate Default Account Workflow process.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

Function	FND_FLEX_WORKFLOW_APIS.START_GENERATION
Result Type	None
Prerequisite Activities	None

Is Charge Account CCID Null? (Node 2)

This function activity checks for a manually entered charge account.

Function	WF_STANDARD.COMPARE
Result Type	Comparison
Prerequisite Activities	Start Generating Code Combination

Generate Default Charge Account (Node 3)

This process generates a default charge account.

Result Type	Flexfield Result
Prerequisite Activities	Is Charge Account CCID Null?

Abort Generating Code Combination (Failure) (Node 4)

This standard function activity aborts the account generation process when a fatal error occurs.

Function	FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
Result Type	None
Prerequisite Activities	Generate Default Charge Account

Is Encumbrance On? (Node 5)

This function activity checks if budgetary control is enabled.

Function	IGC_CC_WF_ACCOUNTS_PKG.IS_ENCUMBRANCE_ON
Result Type	Flexfield Boolean
Prerequisite Activities	Generate Default Charge Account

Generate Default Budget Account (Node 6)

This process generates the default budget account.

Result Type	Flexfield Result
Prerequisite Activities	Is Encumbrance On?

Abort Generating Code Combination (Failure) (Node 7)

This standard function activity aborts the account generation process when a fatal error occurs.

Function	FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
Result Type	None
Prerequisite Activities	Generate Default Budget Account

End Generating Code Combination (Success) (Node 8)

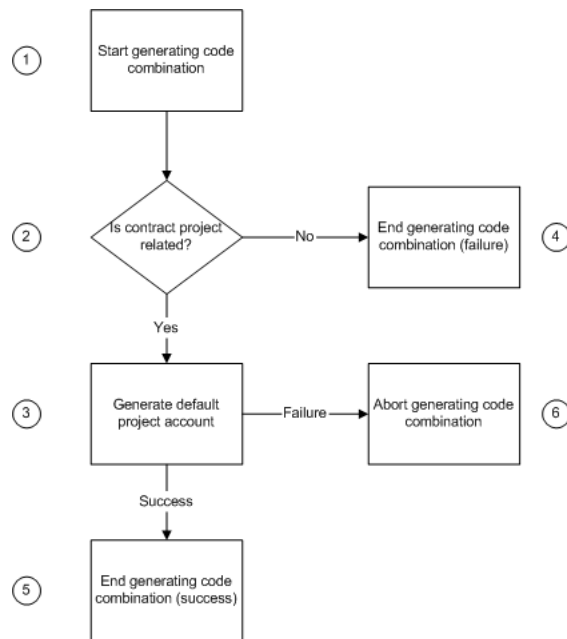
This standard function activity marks the end of the account generation process.

Function	FND_FLEX_WORKFLOW_APIS.END_GENERATION
Result Type	None
Prerequisite Activities	Generate Default Budget Account

Generate Default Charge Account Workflow Diagram

Figure 29–2, page 29-10 shows the Generate Default Charge Account subprocess nodes as described in the following section, [Generate Default Charge Account Workflow Subprocess](#), page 29-11.

Figure 29–2 *Generate Default Charge Account Workflow Diagram*



Generate Default Charge Account Workflow Subprocess

This section describes the Generate Default Charge Account Workflow subprocess.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the generation process.

Function	FND_FLEX_WORKFLOW_APIS.START_GENERATION
Result Type	None
Prerequisite Activities	None

Is Project Contract Related? (Node 2)

This function activity checks if the contract is project related.

Function	IGC_CC_WF_ACCOUNTS_PKG.IS_CC_PROJECT_RELATED
Result Type	Flexfield Boolean
Prerequisite Activities	Start Generating Code Combination

Generate Project Account (Node 3)

This subprocess generates a project-related account.

Result Type	Flexfield Result
Prerequisite Activities	Is Project Contract Related?

Abort Generating Code Combination (Failure) (Node 4)

This standard function activity aborts the account generation process when a fatal error occurs.

Function	FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
Result Type	None

Prerequisite Activities Generate Default Project Account

End Generating Code Combination (Success) (Node 5)

This standard function activity ends the account generation process.

Function FND_FLEX_WORKFLOW_APIS.END_GENERATION

Result Type None

Prerequisite Activities Generate Default Project Account

End Generating Code Combination (Success) (Node 6)

This standard function activity ends the account generation process.

Function FND_FLEX_WORKFLOW_APIS.END_GENERATION

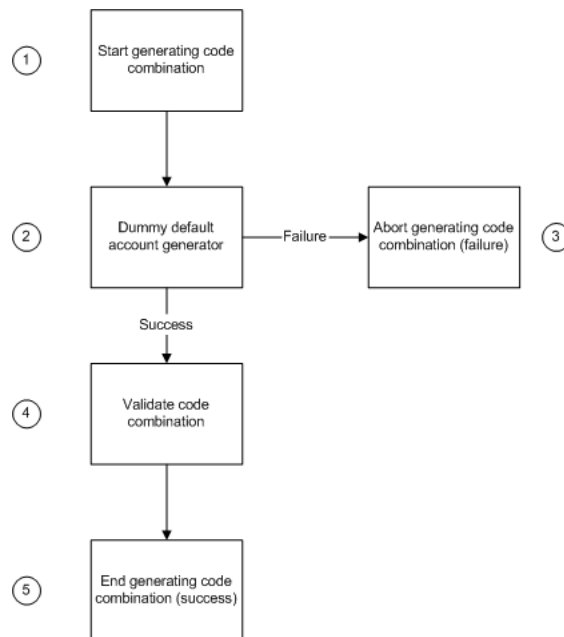
Result Type None

Prerequisite Activities Is Contract Project Related?

Generate Default Budget Account or Project Account Workflow Diagram

Figure 29–3, page 29-13 shows the subprocess nodes for Generate Default Budget Account and Generate Project Account, as described in the following section, [Generate Default Budget Account or Project Account Workflow Subprocess](#), page 29-14.

Figure 29–3 *Generate Default Budget Account Workflow Diagram*



Generate Default Budget Account or Project Account Workflow Subprocess

This section describes the subprocess to be used for either Generate Default Budget Account Workflow, or Generate Project Account Workflow.

Start Generating Code Combination (Node 1)

This standard function activity marks the start of the account generation process.

Function	FND_FLEX_WORKFLOW_APIS.START_GENERATION
Result Type	None
Prerequisite Activities	None

Dummy Default Account Generator (Node 2)

This process must be replaced with a customized procedure for account generation.

This process has the following possible outcomes:

- If the function fails, the process branches to Abort Generating Code Combination.
- If the function succeeds, the process branches to Validate Code Combination.

Abort Generating Code Combination (Node 3)

This standard function activity aborts the account generation process when a fatal error occurs.

Function	FND_FLEX_WORKFLOW_APIS.ABORT_GENERATION
Result Type	None
Prerequisite Activities	Dummy Default Account Generator

Validate Code Combination (Node 4)

This standard function activity validates the code combination generated.

Function FND_FLEX_WORKFLOW_APIS.VALIDATE_COMBINATION

Result Type None

Prerequisite Activities Dummy Default Account Generator

End Generating Code Combination (Node 5)

This standard function activity marks the end of the account generation process.

Function FND_FLEX_WORKFLOW_APIS.END_GENERATION

Result Type None

Prerequisite Activities Validate Code Combination

Contract Commitment Approval Workflow Process

This chapter describes the approval process in the Contract Commitment feature of Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Overview](#)
- [Contract Commitment Workflow Item Type Attributes](#)
- [Contract Commitment Approval Process Workflow Diagram](#)
- [Contract Commitment Approval Workflow Process](#)

Overview

Contract Commitment uses Oracle Workflow technology to route contract commitments to authorized users for approval.

Documents are approved in the following ways:

- by the preparer
- by the owner
- approval hierarchies

When the preparer is authorized to approve a contract, no workflow process is activated.

When the owner is authorized to approve a contract, Workflow routes the contract to the contract commitment owner for approval. The owner can approve or reject the contract using the Worklist window. If a contract commitment is rejected, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

When approval hierarchies are used to approve a contract, the contract commitment owner must be in the hierarchy and is the first approver to whom the contract commitment is routed by Workflow. The contract commitment is forwarded through the hierarchy to each approver until it finds an approver who has the authority to approve a contract. If a contract commitment is rejected by the approver with the authority to approve or by another approver in the hierarchy, it is sent back to the contract commitment preparer, or it can remain with the owner in its current state and encumbrance status, if encumbered.

For information on Workflow, see [Introduction to Oracle Workflow](#), *Oracle Workflow*.

Contract Commitment Workflow Item Type Attributes

Several Workflow attributes are associated with the Contract Commitment approval item type that references information in the application tables. The attributes are used and maintained by function activities, as well as notification activities throughout the process.

[Table 30-1](#), page 30-3 describes the attributes associated with contract commitment approval.

Table 30-1 *Attributes Associated with Contract Commitment Approval Item Type*

Display Name	Description	Type	Length, Format, Lookup Type
Contract Header Id	contract commitment header identifier	number	
CC Version Number	contract commitment version number	number	
CC Number	contract commitment number	text	
CC Type	contract commitment type	text	
CC Type Meaning	specified contract commitment type	text	
CC Control Status	contract commitment control status	text	
CC Control Status Meaning	specified contract commitment control status	text	
CC Original State	contract commitment original state	text	
CC Original State Meaning	specified contract commitment original state	text	
CC New State	contract commitment new state	text	
CC New State Meaning	specified contract commitment new state	text	
CC Original Status	contract commitment original status	text	

Table 30–1 Attributes Associated with Contract Commitment Approval Item Type

Display Name	Description	Type	Length, Format, Lookup Type
CC Original Status Meaning	specified contract commitment original status meaning	text	
CC New Status	contract commitment new status	text	
CC New Status Meaning	specified contract commitment new status	text	
CC Original Encumbrance Status	contract commitment original encumbrance status	text	
CC Original Encumbrance Status Meaning	specified contract commitment original encumbrance status	text	
CC New Encumbrance Status	contract commitment new encumbrance status	text	
CC New Encumbrance Status Meaning	specified contract commitment new encumbrance status	text	
Owner User Id	owner user identifier	number	
Owner Name	owner name	role	
Preparer User Id	preparer user identifier	number	
Preparer Name	preparer name	role	
Approver Name	approver name	role	
Old Approver Name	old approver name	role	
Contract Description	contract description	text	
Start Date	start date	date	
End Date	end date	date	
Note	note	text	
Org Id	organization identifier	number	
Organization Name	organization name	text	

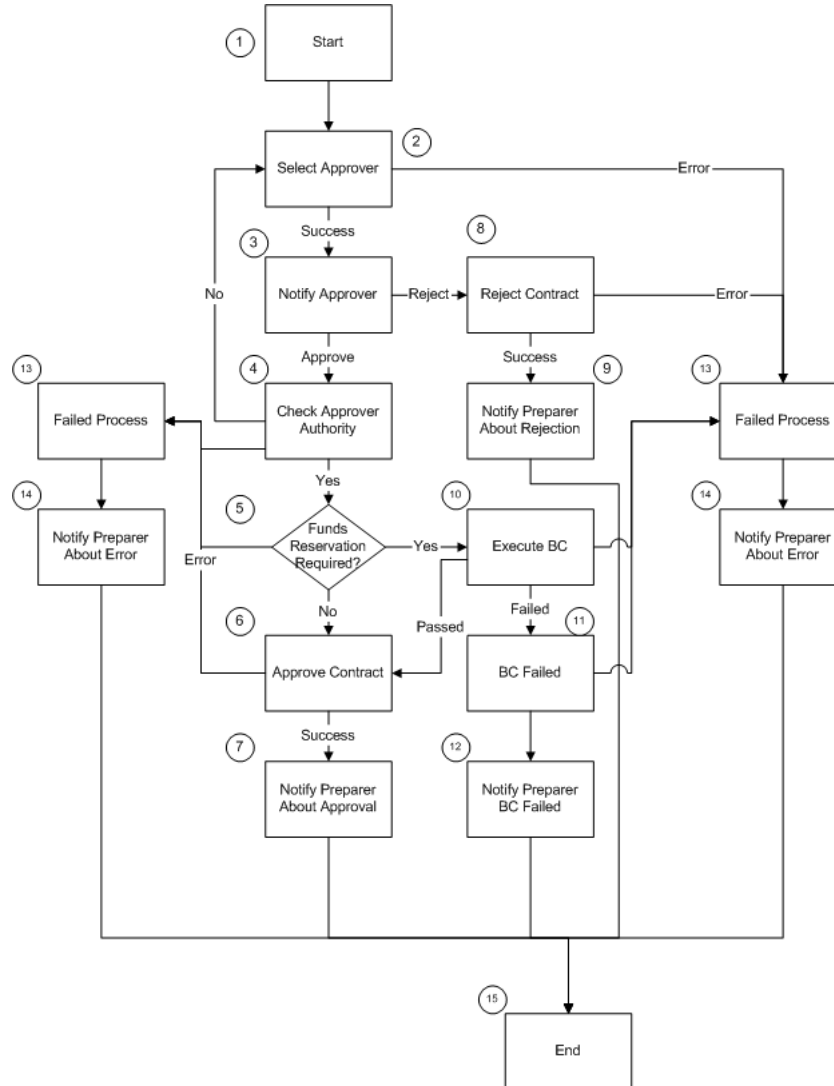
Table 30–1 Attributes Associated with Contract Commitment Approval Item Type

Display Name	Description	Type	Length, Format, Lookup Type
Set of Books Id	set of books identifier	number	
Contract Accounting Date	contract accounting date	date	
Rejection Notes	rejection notes	text	240
Error Text	error text	text	
BC Failure Message	budgetary control failure message	text	
BC Required	budgetary control required	text	
BC Executed for the Contract	budgetary control executed for the contract	text	
WF Process Version	workflow process version	number	
Owner Display Name	owner display name	text	
Preparer Display Name	preparer display name	text	
Approver User Id	approver user identifier	number	
Debug Mode	debug mode	text	

Contract Commitment Approval Process Workflow Diagram

[Figure 30–1](#), page 30-7 shows the Contract Commitment approval process nodes described in the following section, [Contract Commitment Approval Workflow Process](#), page 30-8.

Figure 30–1 Contract Commitment Approval Workflow Process Diagram



Contract Commitment Approval Workflow Process

This section describes the Contract Commitment Approval Workflow process.

Start (Node 1)

This standard function activity marks the start of the Contract Commitment Approval Workflow process. It is initiated if the preparer is not authorized to approve a contract.

Function	WF_STANDARD.NOOP
Result Type	None
Prerequisite Activities	None

Select Approver (Node 2)

This function activity selects the approver based on the approval setup. It determines if the Human Resources hierarchy is required in the process.

Function	IGC_CC_APPROVAL_WF_PKG.SELECT_APPROVER
Result Type	Success/Error
Prerequisite Activities	Start

Notify Approver (Node 3)

This activity notifies the approver that contract approval is required.

Message	Message for Approval
Result Type	Approval
Prerequisite Activities	Select Approver

Check Approver Authority (Node 4)

This function activity verifies that the current approver has the authority to approve the contract commitment.

Function	IGC_CC_APPROVAL_WF_PKG.CHECK_AUTHORITY
Result Type	Yes / No / Error
Prerequisite Activities	Notify Approver

Funds Reservation Required (Node 5)

This function activity checks to see if funds reservation is required.

Function	IGC_CC_APPROVAL_WF_PKG.FUNDS_REQUIRED
Result Type	Yes / No / Error
Prerequisite Activities	Check Approver Authority

Approve Contract (Node 6)

This function activity approves the contract.

Function	IGC_CC_APPROVAL_WF_PKG.APPROVE_CONTRACT
Result Type	Success / Error
Prerequisite Activities	Funds Reservation Required or Execute BC

Notify Preparer About Approval (Node 7)

This activity notifies contract preparer that the contract is approved.

Message	CC approved message
Result Type	None
Prerequisite Activities	Approve Contract

Reject Contract (Node 8)

This function activity rejects the contract.

Function	IGC_CC_APPROVAL_WF_PKG.REJECT_CONTRACT
Result Type	Success / Error
Prerequisite Activities	Notify Approver

Notify Preparer About Rejection (Node 9)

This activity notifies preparer that the contract is rejected.

Message	CC rejected message
Result Type	None
Prerequisite Activities	Reject Contract

Execute BC (Node 10)

This activity executes budgetary control.

Function	IGC_CC_WF_PKG.EXECUTE_BC
Result Type	Passed / Failed / Error
Prerequisite Activities	Funds Reservation Required

BC Failed (Node 11)

This activity performs all steps required by the BC Failed process.

Function	IGC_CC_WF_PKG.BC_FAILED
Result Type	None
Prerequisite Activities	Execute BC

Notify Preparer BC Failed (Node 12)

This activity notifies contract preparer that budgetary control failed.

Message CC failed BC message

Result Type None

Prerequisite BC Failed
Activities

Failed Process (Node 13)

This activity runs the Process_Request procedure in the Failed mode.

Function IGC_CC_WF_PKG.FAILED_PROCESS

Result Type None

Prerequisite Select Approver or

Activities Reject Contract or

Check Approver Authority or

Funds Reservation Required or

Execute BC or

Approve Contract or

BC Failed

Notify Preparer About Error (Node 14)

This activity notifies preparer that an error occurred in the process.

Message CC error message

Result Type None

Prerequisite Failed Process
Activities

End (Node 15)

This standard function activity marks the end of the process.

Function WF_STANDARD.NOOP

Result Type None

Prerequisite Activities Notify Preparer about Error or
Notify Preparer about Rejection or
Notify Preparer BC Failed or
Notify Approver about Approval

Customizing Contract Commitment Approval Workflow

This section describes how the Contract Commitment Approval Workflow process can be customized, as follows:

- [Required Modifications](#)
- [Optional Customizations](#)
- [Creating a New Custom Process](#)

Required Modifications

No modifications are required to run the Contract Commitment Approval Workflow process.

Optional Customizations

Organizations can make the following optional customizations:

- Organizations can create new messages. Messages are used for notification activities in the Workflow process.
- Organizations can create new notifications and notification activities and can modify the Workflow process to accommodate these new activities.

Creating a New Custom Process

It is not recommended that organizations create their own custom process to replace the Contract Commitment Approval Workflow process.

Contract Commitment Setup

This chapter describes how to set up the Contract Commitment feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Contract Commitment Setup Steps](#)
- [Defining Commitment Calendar Period Status Procedure](#)
- [Contract Commitment Periods Window](#)
- [Contract Commitment Periods Window Description](#)
- [Defining Contract Commitment Options Procedure](#)
- [Contract Commitment Options Window, Numbering Tab](#)
- [Contract Commitment Options Window, Control Tab](#)
- [Contract Commitment Options Window Description](#)
- [Setting Up Contract Commitment Types Procedure](#)
- [Assign Commitment Types Window](#)
- [Assign Commitment Types Window Description](#)
- [Defining an Approval Group Procedure](#)
- [Approval Groups Window](#)
- [Approval Groups Window Description](#)
- [Assigning Approval Groups Procedure](#)

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- [Assign Approval Groups Window](#)
 - [Assign Approval Groups Window Description](#)
 - [Setting Up Contract Commitment Level Security Procedure](#)
 - [Define Security Groups Window](#)
 - [Define Security Groups Window Description](#)

Definition

Contract Commitment creates and maintains contract commitments, which usually extend over a period of years. The contract commitment created in a certain fiscal year is paid against different budgets spread over multiple fiscal years.

Overview

This section includes the following parts:

- [Commitment Calendar Periods](#)
- [Contract Commitment Numbering](#)
- [Tax Defaults](#)
- [Rate Type Defaults](#)
- [Enforced Supplier Holds](#)
- [Assign Contract Commitment Types](#)
- [Contract Commitment Document States](#)
- [Approval Groups](#)
- [Security Groups](#)

Commitment Calendar Periods

An accounting year and the periods included in that year are defined in the Accounting Calendar window in General Ledger. The calendar is assigned to a set of books in General Ledger. In Contract Commitment, users define the period status.

Journal entries are created from provisional and confirmed contract commitments using the calendar periods. Contract Commitment verifies that the accounting date on the contract commitment is in an open contract commitment period.

[Table 31–1, page 31-3](#) describes the status options for calendar periods.

Table 31–1 *Status Options for Contract Commitment Calendar Periods*

Status Option	Description
Never Opened	default status; indicates period has never been opened; contract commitment journal entries not allowed

Table 31–1 Status Options for Contract Commitment Calendar Periods

Status Option	Description
Future	indicates future contract commitment period to be opened; transaction entry allowed
Open	opens contract commitment period; transaction entry allowed
Closed	closes contract commitment period; reversible; transaction entry not allowed
Permanently Closed	closes contract commitment periods; irreversible; transaction entry not allowed

Table 31–2, page 31-4 describes which options are allowed per status.

Table 31–2 Accounting Calendar Allowed Option

Status	Never Opened	Future	Open	Closed	Permanently Closed
Never Opened		X	X		
Future			X		
Open				X	X
Closed			X		X
Permanently Closed					

Contract Commitment Numbering

The Contract Commitment numbering option sets up the numbering method for contract commitments. Users can select automatic or manual numbering and alphanumeric or numeric numbers for manual numbering. Only numeric numbers are used with automatic numbering.

The numbering method selected is applied to each operating unit within a multiple-organization structure.

If a release is created in the Internal Contract Commitment Releases window, the numbering method is always automatic even if manual numbering is selected in the Contract Commitment Options window. The manual numbering method can still be used for releases created in the Contract Commitments window.

For information on the Internal Contract Commitment Releases window, see [Internal Release Contract Commitment Procedures, page 34-1](#).

Tax Defaults

Tax information defaults from system options to suppliers to contract commitment documents to invoices. When there are conflicting tax codes or rates, such as having as differing tax codes appearing on the contract commitment and the invoice, the setup options for the correct tax information are applied.

The setup of the tax default structure determines the tax code that is defaulted when a new contract commitment is created.

This section includes the following parts:

- [Tax Default Process](#)
- [Tax Information](#)
- [Example](#)

Tax Default Process

The tax default process includes the following steps:

1. In Contract Commitment, users set up a default tax hierarchy to determine which tax code to use on contract commitments.

Tax default sources are selected and ranked. [Table 31–3, page 31-5](#) shows possible tax default sources and their origins.

Table 31–3 Tax Sources and Origins

Source	Origin
Supplier Site	defaults the Invoice Tax Code set up in the Supplier Sites window, Invoice Tax tab
Supplier	defaults the Invoice Tax Code set up in the Supplier window, Invoice Tax tab
Financial Options	defaults the Default Tax Code set up in the Financial Options window, Tax tab

2. Contract Commitment searches for tax information from the highest ranked default option.

If there is no tax information at the highest ranked option, Contract Commitment looks to the next highest ranked option until it finds the required tax information.

Tax Information

Contract Commitment enables users to perform the following tasks:

- account for taxes paid that are recoverable, only partially recoverable, or not recoverable
- compute and encumber partial and nonrecoverable taxes on contract commitments

Contract Commitment and Payables enable users to perform the following tasks:

- automatically reclaim or recover tax based on a variable recovery rate in order to recognize tax liability and ensure recovery of all allowable taxes
- override the tax code and the recovery if the Tax: Allow Override of Tax Recovery Rate profile option is enabled

To enable the Tax: Allow Override of Tax Recovery Rate profile option, see [Setting User Profile Options](#), *Oracle Applications System Administrator's Guide*.

- view the recoverable and nonrecoverable tax for each tax code in a contract commitment if partially recoverable tax is used

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

For information on recoverable taxes, see [Tax Recovery Rules](#), *Oracle Payables User's Guide*.

Example

In the Contract Commitment Options window, the tax defaults are ranked as follows with 1 indicating the highest rank:

1. Financial Options
2. Supplier
3. Supplier Site

[Table 31-4, page 31-7](#) shows how the default tax rule is determined based on the hierarchy example set in Contract Commitment and the tax settings in Payables.

Table 31-4 Tax Rules Example, Settings in Payables

Financial Options Window	Supplier Window	Supplier Site Window	
x	x	x	defaults to the tax rule set up in the Financial Options window, the highest ranked in the tax default hierarchy
	x	x	defaults to the tax rule set up in the Supplier window, the second highest ranked in the tax default hierarchy
		x	defaults to the tax rule set up in the Supplier Site window, the lowest ranked in the tax default hierarchy
			no tax rule to default to and tax code is set up at this level

For information on setting up tax rules, see step [7. Set Up Tax Rules, page 31-19](#).

Rate Type Defaults

The Rate Type default option enables users to select the currency Rate Type that defaults to the Currency pop-up window accessed from the Contract Commitments window. The rate type, as well as the associated rate, default whenever users enter a contract commitment and select a currency other than the functional currency. Users can override the default rate type and select another type from those defined in Oracle General Ledger.

Validation Rules

The following validation rules apply to the selection of currencies in the Currency pop-up window:

1. If users select the functional currency, which is the default currency, the Rate Type, Rate Date, and Rate fields are nonenterable.
2. If users select a currency that belongs to the EMU, the Rate Type, which is EMU Fixed, and the rate are nonenterable. Users can enter Rate Date only.

3. If users select a currency other than those mentioned in Rule 1 and Rule 2, they can select the following:

- rate type, with the exception of EMU Fixed
- rate date
- rate

If rate type is User, users enter the rate.

[Table 31–5, page 31-8](#) summarizes the different scenarios for the Rate Type field using the Euro as the functional currency.

Table 31–5 Rate Type Scenarios

Functional Currency	Entered Currency	Rate Type	User Can Modify	Exceptions
EUR	EUR	blank	No	No
EUR	EMU Currency, such as NLG, DEM, and FRF	EMU Fixed	No	No
EUR	Non-EMU Currency, such as USD and GBP	defaults from Contract Commitment Options window	Yes	cannot select EMU Fixed

Enforced Supplier Holds

If there is a problem with a supplier, a supplier can be placed on hold, which means that no contract commitments or invoices can be approved. A supplier is placed on hold using the Enter Supplier window in Oracle Payables. To enforce these holds in Contract Commitment, users select the Enforce Supplier Hold option in the Contract Commitment Options window.

[Table 31–6, page 31-8](#) shows the possible scenarios for the implementation and enforcement of supplier holds in Contract Commitment.

Table 31–6 Supplier Hold Scenarios

Purchase Order Hold	Enforce Supplier Hold	Document Actions Not Allowed in Contract Commitment
No	No or Yes	no restrictions
Yes	No	no restrictions

Table 31–6 Supplier Hold Scenarios

Purchase Order Hold	Enforce Supplier Hold	Document Actions Not Allowed in Contract Commitment
Yes	Yes	approve contract commitment

A pop-up window informs users that the supplier is on hold when users perform the following tasks:

- entering a new contract commitment
- clicking **Approve** for a contract commitment

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

Assign Contract Commitment Types

The following options can be selected in the Assign Commitment Types window to specify routing controls per contract commitment type and state:

- Preparer Can Approve

This option enables preparers to approve a contract commitment that they create in a specified state. If a preparer is not authorized to approve the contract commitment in the specified state, the approval workflow process is activated and the request for approval is sent to the appropriate approver.

- Preparer Can Encumber

This option enables preparers to encumber a contract commitment that they create in a specified state. A preparer can be authorized to both approve and encumber a contract commitment in a specified state. Even if a preparer cannot approve a contract commitment in a specified state, that preparer can be authorized to encumber it.

If authorized, preparers can manually encumber the contract commitment by clicking **Encumbrance** in the Contract Commitments window and selecting Reservation in the Encumbrance pop-up window.

- Approval Name

This option defines which Approval Workflow is used if the preparer cannot approve the document or does not have the required approval level.

- Approval Flow

This option executes the Approval Workflow process.

- Approval List

This option is the position hierarchy defined.

The contract commitment types are as follows:

- [Standard Contract Commitment](#)
- [Cover Contract Commitment and Releases Against a Cover Contract Commitment](#)

Standard Contract Commitment

A standard contract commitment represents a contract commitment towards one supplier, who is also the recipient of payments. When a standard contract commitment is approved, it encumbers funds on one or more budgets. When an invoice is matched, an encumbrance is liquidated and an actual is recorded against the standard budget.

Cover Contract Commitment and Releases Against a Cover Contract Commitment

A cover contract commitment encumbers funds on one or more funding budgets for a specific purpose. A release is a contract commitment that is directly related to a cover contract commitment.

The cover contract commitment is made to support the expenditure of money for a certain purpose. The agreed amount is encumbered on the appropriate accounts according to the cover contract commitment. However, no payments are made against the cover contract commitment directly, and no invoices can be matched against a cover contract.

Multiple releases with different suppliers are related to a cover contract commitment. The release contract commitments represent contracts with parties that perform the activities to reach the goals as agreed to in the cover contract commitment. Therefore, actual payments are made to the parties to whom the release contract commitments are made. Invoices are matched to release contract commitments and not to the cover contract itself.

The cover contract commitment is subject to the same funds checking procedures as standard contract commitments and encumbers funds on the appropriate budget accounts, standard and commitment, in the same manner that standard contract commitments do.

Releases to a cover contract commitment are not subject to funds checking against any budget accounts. They are checked against the available amount remaining within the cover contract commitment. The following checks are made simultaneously:

- The total release amount on the release account line must be equal to or less than the available amount of the corresponding cover contract commitment account line.
- The amount of each payment forecast line must be equal to or less than the available amount of the related payment forecast of the corresponding cover contract commitment account line for the same account line and budget year.

Available cover contract commitment account information is defined as the amount of the cover contract commitment minus the amount used by all corresponding releases to the cover contract commitment account line.

Available payment forecast amount is defined as the total amount of the payment forecast of a cover contract commitment account line minus the amount used by any releases related to the corresponding payment forecast of a cover contract commitment account line.

Contract Commitment Document States

A contract commitment goes through several states in its life cycle. This section describes the following contract commitment states:

- [Provisional](#)
- [Cancelled](#)
- [Confirmed](#)
- [Completed](#)

Provisional

A provisional contract commitment represents an intention to commit to a third party or an unconfirmed internal commitment of funds. If budgetary control is enabled and the provisional contract commitment is approved, an encumbrance is created against the commitment budget and the standard budget.

The following rules apply to a provisional contract commitment:

- A provisional contract commitment can be created without users knowing the supplier.

- A provisional contract commitment can encumber funds against a commitment budget for a future year.
- It is not possible to match invoices against a provisional contract commitment.
- The start date for a provisional contract commitment must fall within a contract commitment period with a status of Future or Opened.

Cancelled

When a cancelled contract commitment is approved, the encumbered funds are released to the cover commitment and to the standard budget, thereby increasing the funds available in the budget of the cancellation.

The following rules apply to a cancelled contract commitment:

- Only provisional contract commitments can be cancelled.
- It is not possible to match invoices against a cancelled contract commitment.

Confirmed

A confirmed contract commitment is a legally binding agreement with a third party or a confirmed internal commitment of funds.

When a contract commitment goes from the provisional state to the confirmed state, the encumbrance type related to the provisional state is liquidated. An encumbrance type related to the confirmed state is recorded against the commitment budget and the standard budget.

The following rules apply to a confirmed contract commitment:

- To approve a confirmed contract commitment, all contract commitment details must be complete, including the supplier except for cover contract commitments.
- The contract commitment period status must be Opened.
- To transition from a provisional contract commitment to a confirmed contract commitment, the provisional contract commitment must be approved.
- A contract commitment that moves from the provisional to the confirmed state is designated with the status incomplete, and the confirmed contract commitment must also be approved.
- Invoices can be matched against a confirmed contract commitment after it is approved through the approval process and designated with the control status Opened.

Note: If the contract commitment is approved but the signed contract is not returned to the user, the user can manually change the control status to Opened when the signed contract is received.

Completed

A contract commitment is completed when all activities related to a contract are finished, and all invoices and other financial transactions are completed.

Once the contract commitment is completed, it is not possible to modify the contract commitment in any way or to match invoices against it. The value of the completed contract commitment must equal the value of the total invoiced amount. When completing a contract where the value of the contract is greater than the value of the total invoiced amount, the difference is referred to as the unbilled amount of the contract. The unbilled amount is liquidated against the commitment budget in the year of completion. The unbilled amount increases the funds available on the standard budget in the completed year and possibly in future years.

Approval Groups

An approval group is a control group that defines the total amount limit, account range, amount, or other criteria specified. Each approval group can be associated with a set of authorization rules. When approving a contract commitment, contract commitment evaluates the authorization rules associated with the job or position and the contract commitment state to determine whether the approver has adequate authority to approve the contract commitment.

For information on the approval workflow process, see [Contract Commitment Approval Workflow Process, page 30-1](#).

Setting up approval groups includes the following tasks:

- [Defining Approval Groups](#)
- [Assigning Approval Groups](#)

Defining Approval Groups

In the Assign Commitment Types windows described in [Setting Up Contract Commitment Types Procedure, page 31-28](#), users specify whether the preparer or owner can approve or encumber a contract commitment or whether position hierarchies are to be used for approval. In the Approval Groups window described in this chapter, approval groups are defined with a group name and a descriptive name.

A set of authorization rules can be associated with each group. The authorization rules can limit approvals to total amount or account ranges and amount or other specified criteria. If there are no rules associated with a group, the group can approve all contract commitments.

Assigning Approval Groups

For each combination of contract commitment type and state, an approval group is assigned to a position defined in Oracle Human Resource Management Systems. Effective dates specifying how long the approval group can be used for approving contract commitments.

Security Groups

Contract Commitment level security controls which users have access to each contract commitment and what modifications or control actions these users can take once they gain access.

This section includes the following parts:

- [Features](#)
- [Security Groups Setup](#)

Features

The major features of Contract Commitment level security are as follows:

- Every contract commitment is secured.
- Security is at the contract commitment general information level, which means that the entire contract commitment and its components are secured.
- Different levels of access, modify and read-only, are provided.
- Access is granted to users individually or through an access group; access is granted by the contract preparer or owner.
- Access Groups are administered by key users.

If no access is granted, only the preparer and the owner can view or modify the document.

Security Groups Setup

Security groups are defined in the Define Security Groups window. Contract Commitment level security access for groups and individuals is assigned in the Contract Commitments window, Details tab.

For information on security access and access groups, see [Maintain Contract Commitment Procedures, page 33-1](#).

Prerequisites

- ☐ The accounting calendar must be defined.
To define the accounting calendar, see [Defining Calendars, Oracle General Ledger User's Guide](#).
- ☐ Suppliers must be placed on hold in Payables to enforce supplier holds in Contract Commitment.
To place a supplier on hold, see [Purchasing Region of the Suppliers Window, Oracle Payables User's Guide](#).
- ☐ Conversion rate types must be defined in Oracle General Ledger.
To define conversion rate types, see [Defining Conversion Rate Types, Oracle General Ledger User's Guide](#).
- ☐ Tax codes must be defined in Payables.
To define tax codes, see [Tax Codes](#) and [Defining Financial Options, Oracle Payables User's Guide](#).
- ☐ Employees must be defined.
To define employees, see [Entering a New Person, Managing People Using Oracle HRMS \(UK\)](#).
- ☐ Jobs must be defined.
To define a job, see [Defining a Job, Using Oracle HRMS - The Fundamentals \(UK\)](#).
- ☐ Positions must be defined.
To define a position, see [Defining a Position, Using Oracle HRMS - The Fundamentals \(UK\)](#).
- ☐ Position Hierarchies must be defined.

To define a position hierarchy, see [Creating a Position Hierarchy](#), *Using Oracle HRMS - The Fundamentals (UK)*.

- ❑ Job and Position names and their values must be defined.

To define Job and Position names key flexfields, see [Job and Position Names](#), *Using Oracle HRMS - The Fundamentals (UK)*.

- ❑ Users must be defined in Oracle Applications System Administration.

To define users, see [Overview of Setting User Profiles](#), *Oracle Applications System Administrator's Guide*.

- ❑ Security must be set up in Oracle Applications System Administration.

For information on setting up security, see [Overview of Oracle Applications Security](#), *Oracle Applications System Administrator's Guide*.

Contract Commitment Setup Steps

The steps in this section are listed in order of completion.

1. Enable Withheld Amounts

Withheld amounts form part of guarantee commitments, which occur when a user is required to underwrite the cost of a contract but does not expect to pay the party with whom the contract was made. This functionality is enabled with the IGC: Enable Withheld Amount profile option.

The IGC: Enable Withheld Amount profile option can be set at the following levels:

- site
- responsibility
- user

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

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure, page 3-13](#).

For information on guarantee commitments, see [Guarantee Commitments, page 33-5](#).

2. Decide How to Use the Account Generator

The Account Generator process in contract commitment builds a charge account and budget account for each contract commitment. Review the default process that Contract Commitment uses to see if it meets the accounting requirements. Optionally customize the Account Generator for each set of books defined.

To decide how to use the Account Generator in contract commitment, see [Contract Commitment Account Generator Process, page 29-1](#).

3. Set Up Payment Terms, Tax Names, and Bill-To Location

Setting up payment terms, tax names, and bill-to location involves the following tasks:

- [Defining Payment Terms](#)
- [Defining Tax Names](#)

- [Setting Up Bill-To Location](#)

Defining Payment Terms

To define payment terms, see [Payment Terms](#), *Oracle Payables User's Guide*.

Defining Tax Names

To define tax names, see [Tax Codes](#), *Oracle Payables User's Guide*.

Note: This task must be performed for each operating unit.

Setting Up Bill-To Location

To define location, see [Setting Up Locations](#), *Using Oracle HRMS - The Fundamentals*.

4. Define Suppliers

Note: If Oracle Payables is installed and set up or a common-applications setup has been performed, this step may be unnecessary.

To define suppliers, perform the following steps.

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

Suppliers - Entry

2. To define suppliers, see [Entering Suppliers](#), *Oracle Payables User's Guide*.

5. Set Up Multiple Reporting Currencies (MRC)

Multiple Reporting Currencies is used to maintain transactions and account balances in multiple currencies.

To set up MRC, see [Setting Up MRC](#), *Multiple Reporting Currencies in Oracle Applications*.

6. Set Up Tax Defaults and Rules

In order for Payables to recognize and use the contract commitment default tax, Tax Defaults and Rules must be set up. The following options must be enabled in the Payables Options window, Tax Defaults and Rules:

- Enforce Tax from Purchase Order
- PO for Matched Invoices tax code default hierarchy

To set up Tax Defaults and Rules, see [Tax Defaults and Rules Payables Options](#), *Oracle Payables User's Guide*.

7. Set Up Tax Rules

The tax defaults displayed in the Contract Commitment Options window are associated with rules set up in the following Payables windows:

- Financials Options window, Tax tab, Default Tax Code field
- Suppliers window, Invoice Tax tab, Invoice Tax Code field
- Supplier Site window, Invoice Tax tab, Invoice Tax Rule field

To set up the Tax Code field in the Financial Options window, see [Defining Financial Options](#), *Oracle Payables User's Guide*.

To set up the Invoice Tax Code field in the Supplier window, see [Entering Suppliers](#), *Oracle Payables User's Guide*.

To set up the Invoice Tax Rule field in the Supplier Site window, see [Suppliers and Supplier Sites Window Reference](#), *Oracle Payables User's Guide*.

8. Define Contract Commitment Period Status

For information on defining Contract Commitment period status, see [Defining Commitment Calendar Period Status Procedure](#), page 31-21.

9. Define Contract Commitment Options

For information on defining document numbering, tax defaults, and enforced supplier holds, see [Defining Contract Commitment Options Procedure](#), page 31-24.

10. Define Contract Commitment Types

For information on defining contract commitment types, see [Setting Up Contract Commitment Types Procedure](#), page 31-28.

11. Define Approval Groups

For information on defining approval groups, see [Defining an Approval Group Procedure](#), page 31-31.

12. Assigning Approval Groups

For information on assigning approval groups, see [Assigning Approval Groups Procedure, page 31-34](#).

13. Set Up Contract Commitment Level Security

For information on setting up Contract Commitment security, see [Setting Up Contract Commitment Level Security Procedure, page 31-37](#).

Defining Commitment Calendar Period Status Procedure

To define commitment calendar period status, perform the following steps.

1. In Contract Commitment, navigate to the Contract Commitment Periods window as follows:

Setup - Financials - Accounting - Contract Commitment Periods

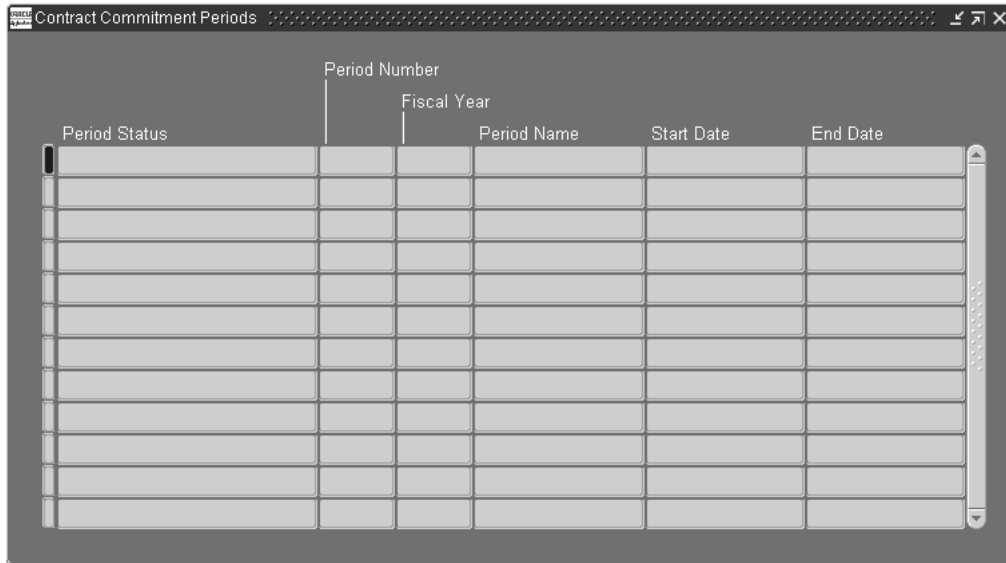
2. In the Period Status field, select a status from the list of values.
3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Contract Commitment Periods Window

Figure 31–1 *Contract Commitment Periods Window*



Period Status	Period Number	Fiscal Year	Period Name	Start Date	End Date

Contract Commitment Periods Window Description

Table 31–7 *Contract Commitment Periods Window Description*

Field Name	Type	Features	Description
Period Status	required	list of values	contract commitment calendar period status
Period Number	display only		indicates which period of the fiscal year that the period is in
Fiscal Year	display only		fiscal year
Period Name	display only		accounting period type name
Start Date	display only		period begin date
End Date	display only		period end date

Defining Contract Commitment Options Procedure

Defining Contract Commitment options includes the following parts:

- [Setting Up Document Numbering](#)
- [Setting Up Tax Defaults, Rate Type Defaults, and Enforced Supplier Holds](#)

Setting Up Document Numbering

To set up document numbering, perform the following steps.

1. In Contract Commitment, navigate to the Contract Commitment Options window as follows:

Setup - Options - Contract Commitment Options

2. Select the Numbering tab.
3. Enter data in the Numbering tab of the Contract Commitment Options window as described in [Table 31–8, page 31-27](#).
4. Save or save and continue as follows:

File - Save or **Save and Proceed**

Setting Up Tax Defaults, Rate Type Defaults, and Enforced Supplier Holds

To set up tax defaults, rate type defaults, and enforced supplier holds, perform the following steps.

1. In the Contract Commitment Options window, select the Control tab.
2. Enter data in the Control tab of the Contract Commitment Options window as described in [Table 31–8, page 31-27](#).
3. Save or save and continue as follows:

File - Save or **Save and Proceed**

Contract Commitment Options Window, Numbering Tab

Figure 31–2 *Contract Commitment Options Window, Numbering Tab*

The screenshot shows a window titled "Contract Commitment Options". It has two tabs: "Numbering" and "Control". The "Numbering" tab is active. Inside the "Numbering" tab, there are three fields:

- Entry:** A dropdown menu with "Automatic" selected.
- Type:** A dropdown menu with "Numeric" selected.
- Next Number:** An empty text box.

Contract Commitment Options Window, Control Tab

Figure 31–3 *Contract Commitment Options Window, Control Tab*

Contract Commitment Options

Numbering Control

Tax Defaults

☐ Supplier Site

☐ Supplier (C)

☐ Financial Options (C)

Rate Type

☐ Enforce Supplier Hold

Contract Commitment Options Window Description

Table 31–8 Contract Commitment Options Window Description

Field Name	Type	Features	Description
Numbering Tab			
Entry	required	drop-down list	numbering method, automatic or manual
Type	required	drop-down list	numbering type, alphanumeric or numeric
Next Number	optional		system-generated next number in sequence or manually entered
Control Tab, Tax Defaults Region			
Supplier Site	optional	check box	If selected, tax name defaults from the Invoice Tax Code in the Invoice Tax tab of the Suppliers Site window in Payables.
Supplier (C)	optional	check box	If selected, tax name defaults from the Invoice Tax Code in the Invoice Tax tab of the Suppliers window in Payables.
Financial Options (G)	optional	check box	If selected, tax name defaults from the Tax Name in the Financial Options window in Payables.
[Hierarchy]	optional		ranking number for selected tax default; required only if one of the options selected
Rate Type	required	list of values	currency rate type that defaults to Currency pop-up window when a currency other than functional or EMU currency is selected
Enforce Supplier Hold	optional	check box	If selected, supplier holds can be enforced.

Setting Up Contract Commitment Types Procedure

To set up Contract Commitment types, perform the following steps.

1. In Contract Commitment, navigate to the Assign Commitment Types window as follows:

Setup - Options - Assign Commitment Types

2. Enter data in each field of the Assign Commitment Types window as described in [Table 31–9, page 31-30](#).
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Assign Commitment Types Window

Figure 31-4 Assign Commitment Types Window

Assign Commitment Types

Contract Commitment

Preparer/Modifier Can

Type

State

Approve

Encumber

Approval Name

Approval Flow

Approval List

No

No

Type	State	Approve	Encumber	Approval Name	Approval Flow	Approval List
		No	No			

Assign Commitment Types Window Description

Table 31–9 *Assign Commitment Types Window Description*

Field Name	Type	Features	Description
Contract Commitment Region			
Type	required	list of values	contract commitment type
State	required	list of values	contract commitment state
Preparer/Modifier Can Region			
Approve	required	drop-down list	indicates preparer or modifier can approve own contracts
Encumber	required	drop-down list	indicates preparer or modifier can encumber own contracts
Approval Name	required	list of values	name of approval workflow to be executed
Approval Flow	required	list of values	approval process executed to run approval workflow
Approval List	required	list of values	position hierarchies to be used for approvals

Defining an Approval Group Procedure

To define an approval group, perform the following steps.

1. In Contract Commitment, navigate to the Approval Groups window as follows:

Setup - Approvals - Approval Groups

2. Enter data in each field of the Approval Groups window as described in [Table 31-10, page 31-33](#).
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Approval Groups Window

Figure 31–5 Approval Groups Window

Approval Groups

Name

Description

Total Amount Limit

Inactive Date

☒ Enabled

[]

Approval Rules

Type	Amount Limit	Low Value	High Value	[]

Approval Groups Window Description

Table 31–10 *Approval Groups Window Description*

Field Name	Type	Features	Description
Name	required		approval group name
Description	optional		approval group description
Total Amount Limit	optional		maximum monetary contract commitment total amount for approval group. If no amount is specified, the group can approve contract with any total amount.
Inactive Date	optional		date when approval group becomes inactive
Enabled	optional	check box	if selected, indicates approval group activated
Descriptive Flexfield	optional		user-customizable flexfield
Approval Rules Region			
Type	required	drop-down list	Include or Exclude indicates whether to allow approval of accounts that fall within the selected range.
Amount Limit	required only for Include type rules		total amount that a control group can authorize for all lines within the account range
Low Value	required only for certain object types		lowest flexfield in the range pertinent to this rule
High Value	required only for certain object types		highest flexfield in the range pertinent to this rule
Descriptive Flexfield	optional		user-customizable flexfield

Assigning Approval Groups Procedure

Note: Approval groups must be defined.

To assign approval groups to contract commitment types, perform the following steps.

1. In Contract Commitment, navigate to the Assign Approval Groups window as follows:

Setup - Approvals - Approval Assignments

2. Enter data in each field of the Assign Approval Groups window as described in [Table 31–11, page 31-36](#).
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Assign Approval Groups Window

Figure 31–6 Assign Approval Groups Window

Assign Approval Groups

Position

...

Organization

Job

Approval Assignments

Effective

CC Type	CC State	Approval Group	From	To	[]

Assign Approval Groups Window Description

Table 31–11 Assign Approval Groups Window Description

Field Name	Type	Features	Description
Position	required	list of values	position to which approval group assigned
Job	display only	list of values	job to which approval group is assigned
Organization	display only		organization name
Approval Assignments Region			
CC Type	required	list of values	contract commitment type
CC State	required	list of values	contract commitment state
Approval Group	required	list of values	approval group assigned to job Note: List of values includes only enabled approval groups.
Effective [Range] Region			
From	optional	pop-up calendar	effective start date of assignment; defaults to current date
To	optional	pop-up calendar	effective end date of assignment Note: If an end date is indicated, there is no warning that the rule is no longer in effect.
Descriptive Flexfield	optional		user-customizable field

Setting Up Contract Commitment Level Security Procedure

To set up Contract Commitment level security, perform the following steps.

1. In Contract Commitment, navigate to the Define Security Groups window as follows:

Setup - Security - Define Security Groups

2. Enter data in the Define Security Groups window as described in [Table 31–12, page 31-39](#).
3. To add a new name to a previously defined security group, click the **New** button on the toolbar.
4. Save or save and continue as follows:
Save or **Save and Proceed**
5. Close the window.

Define Security Groups Window

Figure 31–7 Define Security Groups Window

The screenshot shows a window titled "Define Security Groups". It contains two main sections: "Groups" and "Users".

Groups Section:

- Group Name:
- Description:

Users Section:

User Name	Description	Start Date	End Date

Define Security Groups Window Description

Table 31–12 Define Security Groups Window Description

Field Name	Type	Features	Description
Groups Region			
Group Name	required		user-defined security group name
Description	optional		security group description
Users Region			
User Name	required	list of values	user name
Description	default, display only		user name description
Start Date	default, display only		user name start date
End Date	default, display only		user name end date

Contract Commitment Template Setup

This chapter describes how to set up a template for contract commitments. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Entering Template General Information Procedure](#)
- [Contract Commitments Window, General and Parties Tabs](#)
- [Contract Commitments Window, General and Details Tabs](#)
- [Contract Commitments Window Description, General Tab](#)
- [Entering Template Accounting Information Procedure](#)
- [Contract Commitments Window, Accounting and Projects Tabs](#)
- [Contract Commitments Window, Accounting and More Tabs](#)
- [Contract Commitments Window Description, Accounting Tab](#)
- [Entering and Viewing Template Payment Forecast Information Procedure](#)
- [Contract Commitments Window, Forecast Tab](#)
- [Contract Commitments Window Description, Forecast Tab](#)

Definition

Contract Commitment Template Setup enables users to create a template with contract commitment information that can be copied to create a new contract commitment.

Overview

Templates are created in the Contract Commitments window. The Template type is a contract commitment type which is treated as a Standard or a Cover type except that it is not possible to approve, encumber, or transition a contract commitment template. The template is always Provisional with an Incomplete approval status and an Entered control status. Templates for releases cannot be created.

Users enable a template by setting the effective date in the Parties tab of the Contract Commitments window. When a new contract commitment is created based on a template, the effective date range has a start date that is equal to the system date. If the system date is outside the effective date range, the contract commitment template cannot be used anymore to create a new contract commitment. The payment forecast dates must be within the effective date range.

For information on copying a template to create a new contract commitment, see [Creating a Contract Commitment from a Template Procedure](#), page 33-58.

Entering Template General Information Procedure

To enter template general information, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitments window as follows:

Setup - Contract Commitment Templates

2. Enter data in each field of the Parties tab as described in [Table 32-1](#), page 32-6.
3. To enter a currency different than the functional currency of the current set of books and exchange rate information, click **Currency...**
4. Enter currency and exchange rate information as described in [Table 32-1](#), page 32-6.
5. Select the Details tab.
6. Enter data in each field of the Details tab as described in [Table 32-1](#), page 32-6.
7. Save or save and continue as follows:

File - Save or Save and Proceed

8. To enter template accounting information, select the Accounting Tab and go to the next procedure section, [Entering Template Accounting Information Procedure](#), page 32-10.

Contract Commitments Window, General and Parties Tabs

Note: Not all sections of the Contract Commitments window are shown in this window. For a complete set of screenshots of the Contract Commitments window, see [Maintain Contract Commitment Procedures](#), page 33-1.

Figure 32–1 Contract Commitments Window, General and Parties Tabs, Standard Commitment Type

The screenshot shows the 'Contract Commitments' window with the 'General' and 'Parties' tabs selected. The 'General' tab contains fields for 'Commitment Type', 'Number', 'Version', 'Release Against', 'Total Amount', 'Currency', and 'Guarantee Commitment'. The 'Parties' tab contains fields for 'State', 'Approval Status', 'Control Status', 'Third Party' (Supplier, Contact, Site, Number), 'Preparer', 'Owner', 'Employee', 'Bill To Location', 'Terms', 'Effective' (Start Date, End Date), and 'Currency...'. The 'Currency...' button is highlighted.

Figure 32–2 Currency Pop-Up Window

The screenshot shows the 'Currency' pop-up window with fields for 'Currency', 'Rate Type', 'Rate Date', and 'Rate'. The 'Rate Date' field has a calendar icon. The 'Ok' and 'Cancel' buttons are at the bottom.

Contract Commitments Window, General and Details Tabs

Figure 32–3 *Contract Commitments Window, General and Details Tabs*

The screenshot displays the 'Contract Commitments' window with the 'General' and 'Accounting' tabs selected. The 'General' tab contains fields for 'Commitment Type', 'Number', 'Version', 'Release Against', 'Total Amount', 'Currency', and a 'Guarantee Commitment' checkbox. The 'Accounting' tab contains fields for 'State', 'Approval Status', and 'Control Status'. Below these are sub-tabs for 'Parties', 'Details', and 'Action History'. The 'Details' sub-tab is active, showing a 'Reference Number' field, a 'Description' text area, and an 'Access' table. The 'Access' table has columns for 'Type', 'Group Or User Name', and 'Level'. At the bottom of the window are buttons for 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'.

Type	Group Or User Name	Level

Contract Commitments Window Description, General Tab

Note: For a complete description of the Contract Commitments window, see [Maintain Contract Commitment Procedures](#), page 33-1.

Table 32-1 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Header Region			
Commitment Type	default, display only after saving		template contract commitment document type
Number	required if document numbering is manual		system-generated or manually entered unique contract commitment identification number; numeric or alpha numeric; numeric if automatically entered unless defined differently at setup
Version	display only		control contract commitment version; certain changes to the contract commitment generate a new version; system-generated. All contract commitments start with version number 0 and increment by 1.
Release Against	disabled		not applicable
Total Amount	display only		total sum of all the entered amounts in the Accounting tab
Currency	default, display only		currency code for currency to be used in contract commitment
Guarantee Commitment	optional	check box	if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard and user responsibilities allow creation of guarantee commitments
Descriptive Flexfield	optional		user customizable field

Table 32–1 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
General Tab Header Region			
State	display only		provisional contract commitment state; only state applied to templates
Approval Status	display only		incomplete approval status; only status applied to templates
Control Status	display only		entered contract commitment control status
Parties Tab, Third Party Region			
Supplier	optional	list of values	supplier name; supplier with whom contract commitment made Note: A pop-up window informs users that the supplier is on hold.
Site	optional	list of values	supplier location
Contact	optional	list of values	supplier contact name and information
Number	display only		supplier number; populated when supplier is selected
Main Region			
Preparer	display only		contract commitment administrator responsible for entering and maintaining the contract commitment
Owner	required	list of values	contract commitment owner user identifier
Employee	default, display only		preparer name; defaults from user login
Employee	default, display only		owner name; defaults from Owner field
Terms	optional	list of values	payment terms; indicates when payment due
Bill To Location	optional	list of values	bill-to location; no bill-to location for cover contract commitments

Table 32–1 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Effective Region			
Start Date	required	pop-up calendar	effective contract commitment start date; defaults to current date
End Date	optional	pop-up calendar	effective contract commitment end date
Details Tab			
Reference Number	disabled		information pertaining to a contract commitment imported from an external source
Description	optional		additional contract commitment information
Access Region			
Type	optional	list of values	access type; group or individual
Group Or User Name	optional	list of values	group or user name
Level	optional	list of values	security access level; modify or read-only. Note: The same access level cannot be assigned to a group or user more than once. Note: Two different access levels cannot be assigned to the same user or group.
Footer Region			
Currency...		button	opens Currency pop-up window; Currency pop-up window described in this table
Transition	disabled	button	Transition pop-up window; disabled if document type is Template
Encumbrance	disabled	button	Encumbrance pop-up window; disabled if document type is Template
Approve...	disabled	button	Approval pop-up window; disabled if document type is Template

Table 32–1 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Currency Pop-Up Window			
Currency	required	list of values	currency type; defaults to functional currency of current set of books
Rate Type	conditionally required	list of values	exchange rate type defaults from Rate Type setup in Contract Commitment Options window; enabled only if currency is different than the functional currency
Rate Date	conditionally required	pop-up calendar	date currency conversion rate to be used
Rate	conditionally required		conversion rate between the entered currency and the functional currency; automatically populated when rate type selected using the General Ledger rate corresponding to rate type; cannot be modified by users unless selected rate type is User Note: If rate type is User, users must enter the rate for the contract commitment.
OK		button	confirms action and saves changes
Cancel		button	closes window without saving changes

Entering Template Accounting Information Procedure

To enter template accounting information, perform the following steps.

1. In the Accounting tab of the Contract Commitments window, select the Distributions tab.
2. Enter data in each field of the Distributions tab as described in [Table 32–2](#), page 32-15.
3. To enter project information, select the Projects tab.
4. Enter data in each field of the Projects tab as described in [Table 32–2](#), page 32-15.
5. To enter charge and budget accounts, select the More tab.
6. To activate the Account Generator to build the charge and budget accounts, place the cursor in the Charge Account field and press the Tab key.
7. To manually enter the charge and budget accounts, enter data in each field of the More tab as described in [Table 32–2](#), page 32-15.
8. Save or save and continue as follows:
File - Save or Save and Proceed
9. To enter payment forecast information, go to the next procedure section, [Entering and Viewing Template Payment Forecast Information Procedure](#), page 32-18.

Contract Commitments Window, Accounting and Projects Tabs

Figure 32–4 Contract Commitments Window, Accounting and Projects Tabs

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency []
Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Project	Task	Type	Expenditure Org	[]

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Figure 32-5 Contract Commitments Window, Accounting and Projects Tabs, Date Field

The screenshot shows the 'Contract Commitments' window with the 'Accounting' tab selected. The 'Distributions' sub-tab is also active. The main table has columns: Line, Cover Line, Type, Expenditure Org, and Date. The 'Date' column is highlighted, and a date picker is visible. Below the table is the 'Account Description' section with 'Charge' and 'Budget' fields. At the bottom are buttons for 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'. The 'Payment Schedule' button is also visible.

Line	Cover Line	Type	Expenditure Org	Date

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Contract Commitments Window, Accounting and More Tabs

Figure 32–6 Contract Commitments Window, Accounting and More Tabs

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency []
Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Charge Account	Budget Account	[]
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Figure 32–7 Contract Commitments Window, Accounting and More Tabs, Taxable Check Box and Tax Name Field

The screenshot shows the 'Contract Commitments' window with the 'Accounting' tab selected. The window has a title bar with standard OS controls. Below the title bar, there are fields for 'Commitment Type', 'Number', 'Version', 'Release Against', 'Total Amount', and 'Currency'. A 'Guarantee Commitment' checkbox is also present. The main area is divided into three sub-tabs: 'Distributions', 'Projects', and 'More'. The 'More' sub-tab is active, displaying a table with columns: 'Line', 'Cover Line', 'Budget Account', 'Taxable', and 'Tax Name'. The 'Taxable' column contains checkboxes, and the 'Tax Name' column contains text input fields. Below the table, there is an 'Account Description' section with 'Charge' and 'Budget' fields, and a 'Payment Schedule' button. At the bottom of the window, there are four buttons: 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'.

Line	Cover Line	Budget Account	Taxable	Tax Name
			☐	
			☐	
			☐	
			☐	
			☐	

Contract Commitments Window Description, Accounting Tab

Table 32–2 describes the Contract Commitments window, Accounting Tab. For information on the header and footer regions, see Table 32–1, page 32-6.

Table 32–2 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Distributions Tab			
Line	display only		system-generated line number generated for every new line
Cover Line	disabled	list of values	cover line number against which release is matched and selected; disabled if document type is Template
Description	optional		user-entered line description
Entered Amount	required		user-entered amount for each line; must be more than billed amount when doing adjustments. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency.
Withheld Amount	optional		field enabled only if commitment type is Standard; user-entered amount for the part of the commitment which might not be paid; must not exceed entered amount Note: This field has no connection with the Withheld Amount field on the Payables Invoice Workbench.
Unencumbered Amount	display only		unencumbered amount against commitment budget. Unencumbered amount is the computed functional amount minus encumbered amount.
Available Amount	display only		available amount for cover commitment contracts; cover contract commitment amount minus all releases against cover, excluding cancelled releases

Table 32–2 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Descriptive Flexfield	optional		user-customizable field
Account Description Region			
Charge	display only		displays description of the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window
Budget	display only		displays description of the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window
Payment Schedule		button	opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled after charge account entered
Projects Tab			
Project	optional	list of values	project identifier
Task	conditionally required	list of values	task number related to selected project; enabled only if Project field entered
Expenditure Region			
Type	conditionally required	list of values	expenditure type for selected project; enabled only if Project field entered
Org	conditionally required		expenditure organization; enabled only if Project field entered
Date	conditionally required	pop-up calendar	expenditure date; enabled only if Project field entered
Descriptive Flexfield	optional		user-customizable field
More Tab			
Charge Account	optional		charge account accounting flexfield

Table 32–2 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Budget Account	conditionally required		budget account accounting flexfield; enabled only if budgetary control enabled
Taxable		check box	if selected, indicates if account is taxable; tax defaults apply
Tax Name	optional	list of values	tax name; tax defaults apply
Descriptive Flexfield	optional		user-customizable field

Entering and Viewing Template Payment Forecast Information Procedure

To enter and view template payment forecast information, perform the following steps.

1. To navigate to the Forecast tab, in the Accounting tab of the Contract Commitments window, click **Payment Schedule**.
2. Enter data in each field of the Forecast tab as described in [Table 32-3](#), page 32-21.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. To view forecast information, select the Summary tab.
5. Close the window.

Contract Commitments Window, Forecast Tab

Figure 32–8 Contract Commitments Window, Forecast Tab

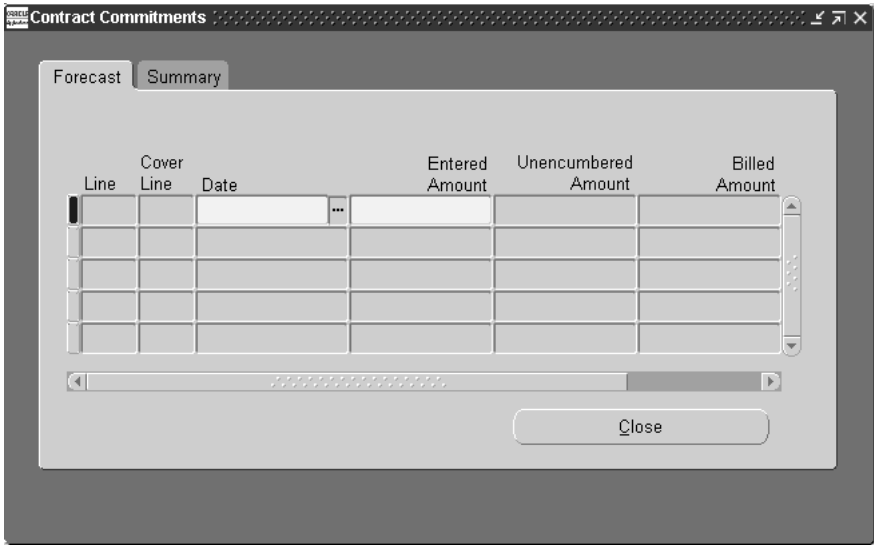


Figure 32–9 Contract Commitments Window, Forecast Tab, Available Amount, and Descriptive Flexfield Fields

The screenshot shows a window titled "Contract Commitments" with two tabs: "Forecast" and "Summary". The "Forecast" tab is active. The window contains a table with the following columns: "Entered Amount", "Unencumbered Amount", "Billed Amount", and "Available Amount". There are also Descriptive Flexfield fields on the left side of the table. A "Close" button is located at the bottom right of the window.

	Entered Amount	Unencumbered Amount	Billed Amount	Available Amount

Contract Commitments Window Description, Forecast Tab

Table 32–3 Contract Commitments Window Description, Forecast Tab

Field Name	Type	Features	Description
Forecast Tab			
Line	display only		system-generated payment forecast number; dependent on account line Note: Each account line has a separate set of payment forecasts.
Cover Line	disabled		field enabled only if commitment type is Release; cover line number against which release is selected; disabled if document type is Template
Date	required	pop-up calendar	if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget; cannot be modified for releases and other validations; default is current date.
Entered Amount	required		payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount.
Unencumbered Amount	display only		Unencumbered amount is the computed functional amount minus encumbered amount.
Billed Amount	display only		amount invoiced against payment forecast
Available Amount	display only		cover contract commitment payment forecasts minus all releases against cover payment forecasts, excluding cancelled and completed release functional amounts

Table 32–3 Contract Commitments Window Description, Forecast Tab

Field Name	Type	Features	Description
Descriptive Flexfield	optional		user-customizable field
Close		button	closes Forecast window and returns to the account line where Payment Schedule clicked

Maintain Contract Commitment Procedures

This chapter describes how to enter and maintain Contract Commitment information. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Entering General Information Procedure](#)
- [Contract Commitments Window, General and Parties Tabs](#)
- [Contract Commitments Window, General and Details Tabs](#)
- [Contract Commitments Window, General and Action History Tabs](#)
- [Contract Commitments Window Description, General Tab](#)
- [Entering Accounting Information Procedure](#)
- [Contract Commitments Window, Accounting and Distributions Tabs](#)
- [Contract Commitments Window, Accounting and Projects Tabs](#)
- [Contract Commitments Window, Accounting and More Tabs](#)
- [Contract Commitments Window Description, Accounting Tab](#)
- [Entering and Viewing Payment Forecast Information Procedure](#)
- [Contract Commitments Window, Forecast Tab](#)
- [Contract Commitments Window, Summary Tab](#)
- [Contract Commitments Window Description](#)
- [Execute Budgetary Control Procedure](#)
- [Encumbrance Pop-Up Window](#)

-
- [Encumbrance Pop-Up Window Description](#)
 - [View Results Window](#)
 - [View Results Window Description](#)
 - [Approving a Contract Commitment Procedure](#)
 - [Approval Pop-Up Window](#)
 - [Approval Pop-Up Window Description](#)
 - [Approving Contract Commitment Workflow Procedure](#)
 - [Transitioning a Contract Commitment Procedure](#)
 - [Transition Pop-Up Window](#)
 - [Transition Pop-Up Window Description](#)
 - [Changing a Contract Commitment's Control Status Procedure](#)
 - [Control Pop-Up Window](#)
 - [Control Pop-Up Window Description](#)
 - [Creating a Contract Commitment from a Template Procedure](#)
 - [Find Contract Commitment Window](#)
 - [Find Contract Commitment Window Description](#)
 - [Copy Contract Commitment Pop-up Window](#)
 - [Copy Contract Commitment Pop-up Window Description](#)
 - [Summarizing and Modifying a Contract Commitment Procedure](#)
 - [Contract Commitment Summary Window](#)
 - [Contract Commitment Summary Window Description](#)

Definition

Maintain Contract Commitment creates and maintains a contract commitment.

Overview

This section includes the following topics:

- [Contract Commitment Information](#)
- [Execute Budgetary Control](#)
- [Guarantee Commitments](#)
- [Contract Commitment Approval](#)
- [Adjust Contract Commitment](#)
- [Version Control](#)
- [Contract Commitment Actions](#)
- [Action History](#)
- [Security](#)
- [Creating a New Contract Commitment from a Template](#)
- [Summarize Contract Commitment](#)

Contract Commitment Information

A contract commitment includes the following:

- general information
- account information
- payment forecast

General information pertains to the entire contract commitment.

Account information represents contract commitment lines containing the committed amount that is charged. Project information is included at contract commitment line level. The charge account is used for encumbering funds on the commitment budget and the standard budget.

The payment forecast is the amount that is expected to be paid in a certain year. The payment schedule represents a set of payment forecasts that corresponds to account

information for a contract commitment. A contract commitment can be made in one year for a project expected to span several budget years. This means that if budgetary control is enabled, the contract commitment is encumbered against the commitment budget in one year, but the payment of the total amount is spread over multiple years.

Users enter payment forecast data in the Forecast tab of the Contract Commitments window. Users can view the information at the year level in the Summary tab of the Contract Commitments window.

Note: The summary of the payment forecast amounts for an accounting line must equal the amount of the contract commitment line.

Execute Budgetary Control

The budgetary control feature controls actuals and anticipated expenditures against a budget. In Contract Commitment, budgetary control includes the following online processes:

- funds check
- funds reservation

If standard budgetary control is enabled, approving a contract commitment creates encumbrances against the standard budget in Oracle General Ledger, which reduces the standard budget funds available. Since a contract commitment can have multiple payment forecasts, contract commitment assumes that multiple one-year budgets can be open at the same time.

If dual budgetary control is enabled, standard budgetary control must be enabled to provide funds checking and funds reservation. Encumbering or approving a contract commitment creates encumbrances against the commitment budget, which reduces the commitment budget funds available.

Enabling dual budgetary control activates the following functionality:

- ability to check funds online for all types of contract commitment transactions
- ability to reserve funds for all types of contract commitment transactions by creating encumbrances
- automatic calculation of funds available when attempting to reserve funds for a contract commitment transaction
- online notification of funds availability for a contract commitment transaction

Note: When project information is entered for a commitment line, and the project has budgetary control enabled in Oracle Projects, budgetary control actions such as funds checking and funds reservation are executed against the project budget for this line, using budgetary control settings defined in Oracle Projects. There is no budgetary control action for this account line in Contract Commitment or in General Ledger.

For information on entering project details, see [Entering Accounting Information Procedure](#), page 33-26, and *Oracle Projects User's Guide*.

References

For information on the Commitment Budgetary Control process, see [Commitment Budgetary Control Process](#), page 20-1.

For information on enabling dual budgetary control, see [Enabling Dual Budgetary Control Procedure](#), page 21-9.

For information on the Commitment Model, see [Commitment Model](#), page A-1.

Guarantee Commitments

A guarantee commitment is a contract commitment where the total liability values on the payment schedule are not equal to the values on the commitment. The values entered against this type of commitment are known as a withheld amount.

A guarantee commitment occurs when a user is required to underwrite the cost of a contract, but does not expect to pay the party with whom the contract was made.

The guarantee commitment is a specific type of contract commitment, which is identified when the contract commitment is entered. The withheld amount is entered as part of the accounting distributions. The payment schedule value is entered in the normal manner, but must be the net value of the accounting distribution less the withheld amount entered against the commitment budget.

The withheld amount does not form part of the payment schedule, but the totals on the payment schedule and the withheld amount must be equal to the total entered against the commitment budget. It is not possible to enter negative values as withheld amounts.

The withheld amount does not form part of the funds checking or encumbrancing against a payment budget, as it is solely used to record the potential liability. However, the entries against the commitment budget are fully funds checked and encumbered.

The guarantee commitment functionality works only with standard commitment types. It does not work with the cover or release commitment types.

The budgetary control, approval and adjustment rules, version control, contract commitment actions, action history, and security for a guarantee commitment follow the same rules as for standard contract commitment.

Contract Commitment Approval

Oracle Workflow is activated for Contract Commitment approval. This section includes the following topics:

- [Routing Controls](#)
- [Contract Commitment Approval Status](#)

Routing Controls

Users determine routing controls for specified contract commitment types and states. Contract Commitment approval is defined in the Assign Commitment Types setup window.

For information on setting up contract commitment types and approval controls, see [Setting Up Contract Commitment Types Procedure](#), page 31-28.

Contract Commitment Approval Status

During the approval cycle of a contract commitment, the contract commitment always has a current approval status. When entering a contract commitment, the contract commitment always begins with an approval status of Incomplete, and the State is always Provisional. The contract is automatically encumbered when users click **Approve** in the Contract Commitments window, in case budgetary control is enabled.

[Table 33–1](#) describes the possible approval statuses:

Table 33–1 *Approval Statuses*

Status Options	Description
Incomplete	initial approval status when entering a contract commitment
In Process	indicates contract commitment submitted to approval process but not approved
Encumbered	indicates contract commitment encumbered but not approved; valid only if budgetary control enabled

Table 33–1 Approval Statuses

Status Options	Description
Approved	indicates contract commitment approved; valid only if budgetary control not enabled
Approved, Encumbered	indicates contract commitment encumbered and approved; valid only if budgetary control enabled
Requires Reapproval	indicates changes made to contract commitment require reapproval
Rejected	indicates contract commitment rejected and returned to contract commitment preparer
Rejected, Encumbered	indicates contract commitment rejected and funds encumbered; contract commitment returned to contract commitment preparer

Contract commitments cannot be approved for the following reasons:

- supplier is on hold
- date validations failed
- Supplier and Supplier Site fields are blank for Standard or Release commitment types

For information on the Workflow approval process, see [Contract Commitment Approval Workflow Process](#), page 30-1.

Adjust Contract Commitment

A contract commitment adjustment is a change to a provisional or confirmed contract commitment. Adjustments can be made to general information, account information, or payment schedule information.

Adjustments to standard and cover commitments are similar except that the account information and the payment forecast information for cover commitments cannot become less than the amount reserved on it for releases that are linked to the cover commitment in their respective currencies.

Releases against cover contract commitments can also be adjusted. Since a release does not reserve funds, an adjustment of a release does not cause an increase or decrease of available funds for commitment and standard budgets. When adjusting a release, the following rules apply if budgetary control is enabled:

- The total of all release amounts against a cover contract commitment account line must be less than or equal to the cover contract commitment account line.
- The total of all release amounts against a cover contract commitment payment forecast line must be less than or equal to the cover contract commitment payment forecast lines.

An adjustment can create one of the following results:

- [Contract Commitment Increase](#)
- [Contract Commitment Decrease](#)
- [Payment Redistribution](#)
- [Account Redistribution](#)
- [Transition and Transition Rules](#)

Contract Commitment Increase

An adjustment can increase the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are decreased. Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the contract commitment remains balanced.

Contract Commitment Decrease

An adjustment can decrease the total contract commitment, which means that the funds available for the applicable commitment budget and standard budget are increased. Users can make adjustments as follows:

- adjust existing account lines and payment forecast
- create additional account lines and payment forecast

Contract Commitment validates that the total account line amounts equal the total contract commitment amount at the payment forecast level to ensure that the payment forecast remains balanced. In addition, a validation is performed to ensure that a payment forecast adjustment decrease is not greater than the payment forecast minus invoices or actuals applied against the payment forecast.

Payment Redistribution

An adjustment can leave the total contract commitment amount unchanged. One or more payment forecasts related to the same account lines are increased and decreased in balance. The payment redistribution for payment forecast lines must not be more than the unbilled amount, which is the payment forecast minus invoices applied against the payment forecast.

Contract Commitment validates whether the total payment forecast amounts equal the total account line amounts and that the total payment forecast amounts equal the total contract commitment amount to ensure that the contract commitment remains balanced.

Account Redistribution

An adjustment can leave the total contract commitment amount unchanged while the lines or the amounts of the account lines are changed. If new account lines are entered, the amount in an existing account line is decreased to maintain the balance.

Transition and Transition Rules

A transition is a change to the contract commitment state. Each time a contract is transitioned, it must be reapproved. A contract commitment state can change as follows:

- [Provisional to Cancelled](#)
- [Provisional to Confirmed](#)
- [Confirmed to Completed](#)

Provisional to Cancelled Because of the tentative nature of provisional contract commitments, it may be necessary to cancel them. Only provisional contract commitments can be cancelled. The transition action changes the state from Provisional to Cancelled, which means that it cannot be confirmed or completed. When the cancellation is approved, the encumbered amounts are zeroed out.

If encumbrance accounting and budgetary control are enabled, encumbrance activity is recorded against the appropriate budget. When the contract's cancellation is approved, all encumbrances against the commitment budget and standard budget are liquidated.

When a release is cancelled, the amounts related to the release are made available to the contract commitment owner so that a new release can be created.

Provisional to Confirmed A provisional contract commitment is transitioned to Confirmed to signify that either an obligation is entered into with a third party or an internal commitment is confirmed.

If encumbrance accounting and budgetary control are enabled, encumbrance transaction activity is recorded against the appropriate budgetary control. The encumbrance activity is created manually or automatically at approval. Based on encumbrance or approval of the confirmed contract commitment, any previously recorded commitment encumbrance activity against standard budgetary control and commitment budgetary control is liquidated. Confirmed encumbrance activity is recorded against standard budgetary control and the commitment budgetary control.

Although a release can be created if the cover is provisional and approved, releases can only be confirmed if the cover is confirmed and approved at least once.

Confirmed to Completed A confirmed contract commitment is transitioned to Completed to indicate that all activity associated with the third party obligation or the internal commitment is completed. The transition action changes the state from Confirmed to Completed. If there are unpaid invoices, the contract commitment cannot be transitioned to the Completed state.

When completed, a contract commitment is adjusted automatically to ensure that the contract commitment equals the billed amount at approval. The payment forecast amounts are adjusted to equal the billed amount, and the cumulative payment forecast adjustments are used to adjust their respective account lines. Once a contract commitment is completed, it is not possible to match invoices against the contract commitment or modify it in any way.

If budgetary control is enabled, the outstanding encumbrances are liquidated, which increases the funds available. The approval of the completion triggers the following actions:

- Confirmed encumbrance activity is liquidated when the payment forecasts do not equal the billed amount. This liquidation increases standard funds available by the difference between the encumbered amount and the billed amount.

Standard and cover contract commitments are reserved against the funds available. Release contract commitments are made against the available cover contract commitment, not against funds available. Therefore, completion of a release may result in an increase to the available contract commitment amount and does not result in encumbrance activity. Cover contract commitments cannot be completed until all releases against the cover are completed or cancelled.

For information on contract commitment states, see [Setting Up Contract Commitment Types Procedure](#), page 31-28.

[Table 33–2](#) describes the Transition rules.

Table 33–2 Transition Rules

Contract Commitment Type	Current State	Approval State	Budgetary Control Enabled	Transition Options	Additional Rule
Standard	Provisional	Encumbered	Yes	Cancel	
Standard	Provisional	Incomplete	Yes	Cancel	
Standard	Provisional	Incomplete	No	Cancel	
Standard	Provisional	Rejected	Yes	Cancel	
Standard	Provisional	Rejected	No	Cancel	
Standard	Provisional	Rejected, Encumbered	Yes	Cancel	
Standard	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	
Standard	Provisional	Approved	No	Cancel, Confirm	
Standard	Confirmed	Approved, Encumbered	Yes	Complete	
Standard	Confirmed	Approved	No	Complete	
Cover	Provisional	Encumbered	Yes	Cancel	
Cover	Provisional	Incomplete	Yes	Cancel	
Cover	Provisional	Incomplete	No	Cancel	
Cover	Provisional	Rejected	Yes	Cancel	
Cover	Provisional	Rejected	No	Cancel	
Cover	Provisional	Rejected, Encumbered	Yes	Cancel	
Cover	Provisional	Approved, Encumbered	Yes	Confirm	releases exist in the provisional state
Cover	Provisional	Approved	No	Confirm	releases exist in the provisional state

Table 33–2 Transition Rules

Contract Commitment Type	Current State	Approval State	Budgetary Control Enabled	Transition Options	Additional Rule
Cover	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	all related releases cancelled and approved or no releases exist
Cover	Provisional	Approved	No	Cancel, Confirm	all related releases cancelled and approved or no releases exist
Cover	Confirmed	Approved, Encumbered	Yes	Complete	all related releases cancelled and approved, completed and approved, or no releases exist
Cover	Confirmed	Approved	Yes	Complete	all related releases cancelled and approved, completed and approved, or no releases exist
Release	Provisional	Incomplete	Yes	Cancel	
Release	Provisional	Incomplete	No	Cancel	
Release	Provisional	Rejected	Yes	Cancel	
Release	Provisional	Rejected	No	Cancel	
Release	Provisional	Approved, Encumbered	Yes	Cancel, Confirm	related cover confirmed and approved
Release	Provisional	Approved	No	Cancel, Confirm	related cover confirmed and approved
Release	Confirmed	Approved, Encumbered	Yes	Complete	
Release	Confirmed	Approved	No	Complete	

Note: If dates are for a future period, then the contract commitment cannot be transitioned to Confirmed or Complete.

Table 33–3 describes transition rules that exist when a contract commitment is rejected in the workflow approval process.

Table 33–3 Transition Rules for Rejected Contract Commitments

Current State	Current Approval Status	New State	New Approval Status	Rule Description
Confirmed	Incomplete	Provisional	Requires Reapproval	If the approver rejects the contract commitment and the contract commitment is not yet encumbered in the confirmed state, the contract commitment reverts to the provisional state in which the approval status is Approved. Adjustments made to the contract commitment within the confirmed state are not deleted. If the current approval status is encumbered or requires reapproval, the contract commitment does not revert to the provisional state.
Cancelled	Encumbered	Provisional	Incomplete, Encumbered, or Approved	If a contract commitment is rejected in the cancelled state, it always reverts to the provisional state. The new approval status depends on the approval status it had in the provisional state when it was changed to cancelled.
Completed	Encumbered	Confirmed	Approved	If a contract commitment is rejected in the completed state, it always reverts to the confirmed state.

Version Control

When there is a change in the control information of a contract and the contract commitment is saved, a new version of the contract commitment is created and the version number is automatically updated. Control information includes the following:

- Contract State
- Owner
- Start Date
- End Date

- Bill to Location
- Exchange Rate
- Supplier, if the State is Provisional and not Approved
- Account Line
- Payment Forecast Line

Version control information is viewed by entering a query for a contract commitment in the Contract Commitments History window.

Contract Commitment Actions

The control status of a contract commitment identifies the actions users can perform. If a contract commitment is confirmed and approved, users can change the status in the Control pop-up window by selecting Commitment Actions from the Tools menu.

Control Statuses

The contract commitment control statuses are as follows:

- [Entered](#)
- [Opened](#)
- [Closed](#)
- [On Hold](#)

Entered Entered is the default status for a contract commitment. Invoices cannot be matched against the contract commitment or the release.

Opened Opened indicates that users can match invoices against standard confirmed contract commitments and cover commitment releases.

Closed A Closed status closes the contract commitment for invoicing. A contract commitment can be closed at the general information level. A Closed status indicates that a confirmed contract commitment is fully billed or not yet eligible for invoice matching.

On Hold A contract commitment can be placed on Hold only at the general information level. The On Hold status prevents changing, invoicing, or approving a contract commitment. When the On Hold status is changed, the contract

commitment must be reapproved. When a Release On Hold is approved, the contract commitment's control status is changed to Opened.

Table 33–4 describes the control status validation rules for any Commitment type in a Confirmed state with an Approved approval status.

Table 33–4 Control Status Validation Rules

Current Control Status	Radio Button Options Enabled	Resultant Control Status if Radio Button Option Selected
Entered	Open	Opened
Entered	On Hold	On Hold
Opened	Close	Closed
Opened	On Hold	On Hold
Closed	Open	Opened
Closed	On Hold	On Hold
On Hold	Release On Hold	Opened

A contract commitment can be deleted only if it is in a provisional state and the approval status is Incomplete.

Action History

Selecting the Action History tab in the Contract Commitments window displays the details of different actions performed on a contract commitment. This includes actions such as adjustments and transitions.

Security

Contract Commitment level security restricts access to specific contract commitments. This restriction controls which users can see or update a contract commitment.

Access to a contract commitment can be granted to an individual or a group. Access is granted by the preparer or owner of the contract commitment and can be granted when a contract commitment is created or at a later time.

Access groups are defined in the Define Security Groups window. The security access level is defined in the Contract Commitments window, Details tab that is described in this chapter.

For information on the Define Security Groups window, see [Setting Up Contract Commitment Level Security Procedure](#), page 31-37.

This section includes the following topics:

- [Security Access Levels](#)
- [Access Groups Business Rules](#)

Security Access Levels

The security access levels are Modify or Read-Only. Modify access allows users to read, update, and delete the contract commitment. Read-Only access allows users to view the contract commitment only.

If a contract commitment is On Hold, Cancelled, or In Process, access is read-only.

Users are assigned to access groups using the Define Security Groups window. Only specified users can make assignments to access groups.

Access Groups Business Rules

The following business rules apply to access groups:

- If a user has different access levels to the same contract commitment, the highest level access, whether group or individual, is the access level used.

For example, if Employee A is a member of GROUP A and GROUP B, and GROUP A has read-only access to Contract 1234 and GROUP B has modify access, the Employee A has modify access to Contract 1234.
- Access groups members can be added, modified, or deleted at any time.

Creating a New Contract Commitment from a Template

A contract commitment can be created by copying a template with the required contract commitment information.

For information on creating a template, see [Contract Commitment Template Setup](#), page 32-1.

Summarize Contract Commitment

An overview summary window displays the details of a selected contract commitment. Users enter selected criteria to query the Contract Commitment Summary window for a contract commitment. From this window, users can choose to view the contract commitment, adjust it, or create a new contract commitment.

Entering General Information Procedure

To enter general information, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitments window as follows:
Contract Commitments - Enter
2. In the Commitment Type field, select a contract commitment type from the list of values.
3. If this is a release against a cover contract commitment, in the Release Against field, select Cover.
4. If document numbering is manual, in the Number field, enter a unique contract commitment number.
5. If this is a guarantee contract commitment, select the Guarantee Commitment check box.
6. Enter data in each field of the Parties tab as described in [Table 33-5](#), page 33-21.
7. To enter exchange rate information, click **Currency...**
Note: If the Guarantee Commitment check box is selected, a warning appears. The check box cannot be deselected once exchange rate information is entered.
8. Enter exchange rate information as described in [Table 33-5](#), page 33-21.
9. Select the Details tab.
10. Enter data in each field of the Details tab as described in [Table 33-5](#), page 33-21.
11. To enter accounting information, select the Accounting Tab and go to the next procedure section, [Entering Accounting Information Procedure](#), page 33-26.

Contract Commitments Window, General and Parties Tabs

Figure 33–1 Contract Commitments Window, General and Parties Tabs

The screenshot shows the 'Contract Commitments' window with the 'General' tab selected. The window has a title bar 'Contract Commitments' and standard window controls. Below the title bar, there are input fields for 'Commitment Type', 'Number', 'Version', 'Release Against', 'Total Amount', 'Currency', and a 'Guarantee Commitment' checkbox. Below these are tabs for 'General' and 'Accounting'. The 'General' tab contains fields for 'State', 'Approval Status', and 'Control Status'. Below these are tabs for 'Parties', 'Details', and 'Action History'. The 'Parties' tab is selected and contains a 'Third Party' section with fields for 'Supplier', 'Contact', 'Site', and 'Number'. Below this are fields for 'Preparer', 'Employee', 'Terms', 'Owner', 'Employee', and 'Bill To Location'. At the bottom of the 'Parties' tab is an 'Effective' section with 'Start Date' and 'End Date' fields. At the very bottom of the window are four buttons: 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'.

Figure 33–2 Currency Pop-Up Window

The screenshot shows the 'Currency (CC SOB1) - [New]' pop-up window. It has a title bar 'Currency (CC SOB1) - [New]' and standard window controls. The window contains four input fields: 'Currency' with the value 'NLG', 'Rate Type' with the value 'EMU Fixed', 'Rate Date' with the value '21-JUL-2000', and 'Rate' with the value '.453780216090139'. At the bottom are two buttons: 'Ok' and 'Cancel'.

Contract Commitments Window, General and Details Tabs

Figure 33–3 *Contract Commitments Window, General and Details Tabs*

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency [Guarantee Commitment ☐

General **Accounting**

State Approval Status Control Status

Parties Details **Action History**

Reference Number

Description

Access

Type	Group Or User Name	Level

Currency... Transition Encumbrance Approve...

Contract Commitments Window, General and Action History Tabs

Figure 33–4 *Contract Commitments Window, General and Action History Tabs*

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency [☐]
Guarantee Commitment ☐

General **Accounting**

State Approval Status Control Status

Parties **Details** **Action History**

Seq	Action Type	Version	Modified By	Date	State	Approval Status	Control Status	Note

Currency... Transition Encumbrance Approve...

Contract Commitments Window Description, General Tab

Table 33–5 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Header Region			
Commitment Type	required	list of values	contract commitment document type; includes Standard, Cover, and Release
Number	required if document numbering is manual		system-generated or manually entered contract commitment identification number; numeric or alphanumeric; numeric if automatically created unless defined differently at setup Note: Commitment numbers are unique across organizations.
Version	display only		control contract commitment version; certain changes to the contract commitment generate a new version; system-generated. All contract commitments start with version number 0 and increment by 1. Note: Only the current version can be queried from the General tab. Query changes to older versions can be made from the Contract Commitments History window.
Release Against	conditionally required		release against cover; required if Commitment Type is Release
Total Amount	default, display only		automatically calculated total sum of all entered amounts of lines in the Accounting tab
Currency	default, display only		currency code to be used in contract commitment; defaults to functional currency. Different currency codes can be entered on the Currency window.

Table 33–5 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Guarantee Commitment	optional	check box	if selected, defines the contract commitment as a guarantee commitment; defaults to deselected; enabled if commitment type is Standard
Descriptive Flexfield	optional		user customizable field
General Tab Header Region			
State	display only		contract commitment state. Values include Provisional, Cancelled, Confirmed, and Completed.
Approval Status	display only		approval status for selected contract commitment; updated automatically as progresses through workflow process. Default is Incomplete.
Control Status	display only		contract commitment control status
Parties Tab, Third Party Region			
Supplier	conditionally required	list of values	supplier name; supplier with whom contract commitment made; required when contract confirmed, except for cover commitment Note: A pop-up window informs users if the supplier is on hold. This means that the contract commitment cannot be approved.
Site	conditionally required	list of values	supplier location; required when contract confirmed, except for cover commitment
Contact	optional	list of values	supplier contact name and information
Number	display only		supplier number; populated when supplier is selected
Main Region			

Table 33–5 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Preparer	default, display only		contract commitment administrator responsible for entering and maintaining the contract commitment; automatically displayed as current user
Owner	required	list of values	contract commitment owner user identifier
Employee	default, display only		preparer name; defaults from user login
Employee	default, display only		owner name; defaults from Owner field
Terms	optional	list of values	payment terms; indicates when payment due
Bill To Location	optional	list of values	bill-to location; not required for cover contract commitments
Effective Region			
Start Date	required	list of values: pop-up calendar	effective contract commitment start date; if contract commitment confirmed, becomes display only
End Date	optional	list of values: pop-up calendar	effective contract commitment end date
Details Tab			
Reference Number	display only		information pertaining to a contract commitment imported from an external source
Description	optional		additional contract commitment information
Access Region			
Type	optional	list of values	access type; group or individual
Group Or User Name	optional	list of values	group or user name

Table 33–5 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Level	optional	list of values	security access level; modify or read-only. Note: The same access level cannot be assigned to a group or user more than once. Note: Two different access levels cannot be assigned to the same user or group.
Action History Tab			
Seq	display only		sequence number
Action Type	display only		action type
Version	display only		action version number
Modified By	display only		modifier's name
Date	display only		action date
State	display only		contract commitment state
Approval Status	display only		contract commitment approval status when action performed
Control Status	display only		contract commitment control status when action performed
Note	display only		action notes
Footer Region			
Currency...		button	opens Currency pop-up window; Currency pop-up window described in this table
Transition		button	opens Transition pop-up window; enabled only when approval status is Approved; disabled if contract commitment is in a Provisional state, the encumbrance status is No, the Approval status is Incomplete, and the Control status is Entered; disabled if contract is in a Provisional state and the Approval status is Reapproval

Table 33–5 Contract Commitments Window Description, General Tab

Field Name	Type	Features	Description
Encumbrance		button	opens Encumbrance pop-up window; disabled if contract commitment type is Release or if date validation fails
Approve...		button	opens Approval pop-up window; disabled if date validation fails Note: A pop-up window informs users if the supplier is on hold.
Currency Pop-Up Window			
Currency	required	list of values	currency code
Rate Type	conditionally required		exchange rate type defaults from Rate Type setup in Contract Commitment Options window; enabled only if currency is different than the functional currency or a European Monetary Union (EMU) currency selected. If rate type is User, users enter rate for the Contract Commitment. If rate type is anything else, rate is automatically displayed after Rate Date entered.
Rate Date	conditionally required	list of values: pop-up calendar	date currency conversion rate obtained
Rate	default if rate type has predefined value for the rate date		conversion rate between the entered currency and the functional currency; automatically populated when rate type selected using the General Ledger rate corresponding to rate type; cannot be modified by users unless User selected as rate type Note: If rate type is User, enter the rate for the contract commitment.
OK		button	confirms action and saves changes
Cancel		button	closes window without saving changes

Entering Accounting Information Procedure

To enter contract commitment accounting information, perform the following steps.

1. In the Accounting tab of the Contract Commitments window, select the Distributions tab.
2. Enter data in each field of the Distributions tab as described in [Table 33–6](#), page 33-33.
3. To enter project information, select the Projects tab.
4. Enter data in each field of the Projects tab as described in [Table 33–6](#), page 33-33.
5. To enter charge and budget accounts, select the More tab.
6. To activate the Account Generator to build the charge and budget accounts, place the cursor in the Charge Account field and press the Tab key.
7. To manually enter the charge and budget accounts, enter data in each field of the More tab as described in [Table 33–6](#), page 33-33.
8. Perform a date validation as follows:
Tools - Date Validations
9. Save or save and continue as follows:
File - Save or Save and Proceed
10. To enter payment forecast information, go to the next procedure section, [Entering and Viewing Payment Forecast Information Procedure](#) , page 33-36.

Contract Commitments Window, Accounting and Distributions Tabs

Figure 33–5 *Contract Commitments Window, Accounting and Distributions Tabs*

Contract Commitments

Commitment Type Number Version
 Release Against Total Amount Currency []
 Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Description	Entered Amount
☐	☐		
☐	☐		
☐	☐		
☐	☐		
☐	☐		

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Figure 33–6 Contract Commitments Window, Accounting and Distributions Tabs, Unencumbered Amount and Available Amount Fields

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency []
Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Entered Amount	Withheld Amount	Unencumbered Amount	Available Amount
☐					
☐					
☐					
☐					

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Contract Commitments Window, Accounting and Projects Tabs

Figure 33–7 Contract Commitments Window, Accounting and Projects Tabs

The screenshot displays the 'Contract Commitments' window with the 'Accounting' tab selected. The window is divided into several sections:

- Header Section:** Contains fields for 'Commitment Type', 'Number', 'Version', 'Release Against', 'Total Amount', 'Currency', and a 'Guarantee Commitment' checkbox.
- Tabbed Interface:** Below the header, there are tabs for 'General', 'Accounting', 'Distributions', 'Projects', and 'More'. The 'Accounting' tab is active.
- Table Section:** A table with columns: 'Line', 'Cover Line', 'Project', 'Task', 'Type', 'Expenditure Org', and a selection column. The first row is highlighted.
- Account Description Section:** Includes 'Charge' and 'Budget' input fields.
- Buttons:** At the bottom, there are buttons for 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'. A 'Payment Schedule' button is also present near the table.

Figure 33–8 *Contract Commitments Window, Accounting and Projects Tabs, Date Field*

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency []
Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Type	Expenditure Org	Date
☐				
☐				
☐				
☐				
☐				

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Contract Commitments Window, Accounting and More Tabs

Figure 33–9 Contract Commitments Window, Accounting and More Tabs

Contract Commitments

Commitment Type Number Version
Release Against Total Amount Currency []
Guarantee Commitment ☐

General Accounting

Distributions Projects More

Line	Cover Line	Charge Account	Budget Account	[]
☐	☐			
☐	☐			
☐	☐			
☐	☐			
☐	☐			

Account Description

Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Figure 33–10 Contract Commitments Window, Accounting and More Taxable Check Box and Tax Name Field

The screenshot shows the 'Contract Commitments' window with the 'Accounting' tab selected. Within the 'Accounting' tab, the 'More' sub-tab is active. The main area contains a table with columns: 'Line', 'Cover Line', 'Budget Account', 'Taxable', and 'Tax Name'. The first row is highlighted. Below the table is a section titled 'Account Description' with 'Charge' and 'Budget' fields. A 'Payment Schedule' button is located to the right of the 'Account Description' section. At the bottom of the window, there are four buttons: 'Currency...', 'Transition', 'Encumbrance', and 'Approve...'.

Line	Cover Line	Budget Account	Taxable	Tax Name
			☐	
			☐	
			☐	
			☐	
			☐	

Account Description
Charge Budget

Payment Schedule

Currency... Transition Encumbrance Approve...

Contract Commitments Window Description, Accounting Tab

Table 33–6 describes the Contract Commitments window, Accounting Tab. For information on the header and footer regions, see Table 33–5, page 33-21.

Table 33–6 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Distributions Tab			
Line	display only		system-generated line number generated for every new account
Cover Line	conditionally required	list of values	field enabled only if commitment type is Release; cover line number against which release is matched and should be selected
Description	optional		user-entered line description
Entered Amount	required		user-entered amount for each account line; must be more than billed amount if doing an adjustment. If currency entered is different than functional currency, Contract Commitment converts the amount to the functional currency; if commitment type is Release, amount must always be evaluated against functional currency and must not exceed available amount.
Withheld Amount	optional		field enabled only if commitment type is Standard; user-entered amount for the part of the commitment which might not be paid; must not exceed entered amount Note: This field has no connection with the Withheld Amount field on the Payables Invoice Workbench.
Unencumbered Amount	display only		unencumbered amount against commitment budget. Unencumbered amount is the computed functional amount minus encumbered amount.

Table 33–6 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Available Amount	display only		available amount for cover commitment contracts; cover contract commitment amount minus all releases against cover, excluding cancelled and completed releases
Descriptive Flexfield	optional		user-customizable field
Account Description Region			
Charge	display only		account description defaults from the charge account entered in the Charge Account field of the Accounting tab - More tab in the Contract Commitments window
Budget	display only		account description defaults from the budget account entered in the Budget Account field of the Accounting tab - More tab in the Contract Commitments window
Payment Schedule		button	opens Contract Commitments, Forecast tab window for selected contract commitment account; enabled only if a charge account with a value exists
Projects Tab			
Project	optional	list of values	project identifier. If commitment type is Release, project details of the cover contract commitment are populated for display only.
Task	conditionally required	list of values	task number related to selected project; enabled only if Project field entered
Expenditure Region			
Type	conditionally required	list of values	expenditure type for selected project; enabled only if Project field entered
Org	conditionally required		expenditure organization; enabled only if Project field entered

Table 33–6 Contract Commitments Window Description, Accounting Tab

Field Name	Type	Features	Description
Date	conditionally required	list of values: pop-up calendar	expenditure date; enabled only if Project field entered
More Tab			
Charge Account	required	list of values	charge account accounting flexfield
Budget Account	conditionally required	list of values	budget account accounting flexfield; enabled only if budgetary control enabled
Taxable	optional	check box	if selected, indicates if account is taxable; tax default rules apply
Tax Name	optional	list of values	tax name; tax default rules apply

Entering and Viewing Payment Forecast Information Procedure

To enter and view payment forecast information, perform the following steps.

1. To navigate to the Forecast tab, in the Accounting tab of the Contract Commitments window, click **Payment Schedule**.
2. Enter data in each field of the Forecast tab as described in [Table 33–7](#), page 33-40.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. To view forecast information summarized by fiscal year, select the Summary tab.
5. Close the window.

Contract Commitments Window, Forecast Tab

Figure 33–11 Contract Commitments Window, Forecast Tab

Line	Cover Line	Date	Entered Amount	Unencumbered Amount	Billed Amount

Figure 33–12 Contract Commitments Window, Forecast Tab , Available Amount and Descriptive Flexfield Fields

The screenshot shows the 'Contract Commitments' window with the 'Forecast' tab selected. The window contains a table with the following columns: 'Entered Amount', 'Unencumbered Amount', 'Billed Amount', and 'Available Amount'. There are also Descriptive Flexfield fields on the left side of the table. A 'Close' button is located at the bottom right of the window.

	Entered Amount	Unencumbered Amount	Billed Amount	Available Amount

Contract Commitments Window, Summary Tab

Figure 33–13 Contract Commitments Window, Summary Tab

Fiscal Year	Entered Amount	Unencumbered amount	Billed Amount

Close

Contract Commitments Window Description

Table 33–7 Contract Commitments Window Description

Field Name	Type	Features	Description
Forecast Tab			
Line	display only		system-generated payment forecast number Note: Each account line has a separate set of payment forecasts.
Cover Line	conditionally required	list of values	field enabled only if commitment type is Release; cover line number against which release is selected
Date	required	list of values: pop-up calendar	if standard budgetary control is enabled, indicates date for reserving funds on the appropriate standard budget. Default is system date. If commitment type is Release, date is display only and is the same as the cover commitment payment forecast date.
Entered Amount	required		payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information plus the withheld amount, if applicable.
Unencumbered Amount	display only		Unencumbered amount is the computed functional amount minus encumbered amount. Computed amount is the entered amount in functional currency.
Billed Amount	display only		amount invoiced against payment forecast
Available Amount	display only		cover contract commitment payment forecasts minus all releases against cover payment forecasts, excluding cancelled and completed release functional amounts
Descriptive Flexfield	optional		user-customizable field

Table 33–7 Contract Commitments Window Description

Field Name	Type	Features	Description
Close		button	closes Forecast window and returns to the account line where Payment Schedule clicked
Summary Tab			
Fiscal Year	display only		current fiscal year defined; includes the different years defined in the Forecast tab
Entered Amount	display only		sum of all entered amounts in fiscal year; payment forecast value in the entered currency. Sum of all payment forecasts must be equal to the entered amount of the account information.
Unencumbered Amount	display only		unencumbered amount in functional currency
Billed Amount	display only		sum of invoice paid in fiscal year; amount based on Account Payables matching
Close	optional	button	closes Forecast window and returns to the account line where the Payment Schedule button clicked

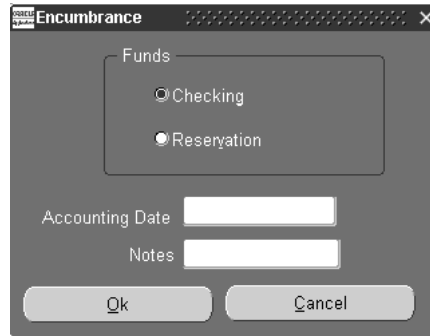
Execute Budgetary Control Procedure

To execute budgetary control, perform the following steps.

1. In the Contract Commitments window, click **Encumbrance**.
The Encumbrance pop-up window appears.
2. To run a funds check only, click **OK**.
3. To run a funds check and to reserve funds, select the Reservation radio button.
4. If dual budgetary control is enabled, in the Accounting Date field, enter the accounting date.
5. Optionally, in the Notes field, enter comments.
6. Click **OK**.
A message appears stating whether the transaction passed or failed funds check. The status Encumbered appears in the Approval Status field of the Contract Commitments window, General tab.
7. To view the results, from the Tools menu, select View Results.
The View Results window appears.
8. Select a transaction line to review transaction detail.
Results appear in the Result field.
9. To print results, click one of the following:
 - **Print All**
 - **Print Errors and Warnings**A Note pop-up appears with the concurrent request identifier.
10. Click **Done**.

Encumbrance Pop-Up Window

Figure 33–14 *Encumbrance Pop-Up Window*



The screenshot shows a window titled "Encumbrance" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a "Funds" section with two radio buttons: "Checking" and "Reservation". The "Reservation" radio button is selected. Below the "Funds" section, there are two text input fields: "Accounting Date" and "Notes". At the bottom of the window, there are two buttons: "Ok" and "Cancel".

Encumbrance Pop-Up Window Description

Table 33–8 *Encumbrance Pop-Up Window Description*

Field Name	Type	Features	Description
Funds Region			
Checking	conditionally required	radio button	default; always selected; indicates funds checking process to be executed
Reservation	conditionally required	radio button	indicates funds reservation process to be executed
Main Region			
Accounting Date	conditionally required		date for encumbering funds on appropriate commitment budget; validated against start and end dates; required if dual budgetary control enabled; defaults to system date
Notes	optional		user comments
OK		button	executes Funds Check or Funds Reservation process Note: If Preparer has approval authorization and encumbrance is enabled, contract is automatically encumbered when approved.
Cancel		button	closes window without saving changes

View Results Window

Figure 33–15 View Results Window

The screenshot shows a software window titled "View Results". Inside the window, there is a table with the following columns: Budget Type, Period, Account, Encumbrance Type, Amount, and Status. The table is currently empty. Below the table, there are two sections: "Transaction Detail" and "Account Description". The "Transaction Detail" section has a label "Result" followed by a text input field. The "Account Description" section has a text input field. At the bottom of the window, there are three buttons: "Print All", "Print Errors And Warnings", and "Done".

Budget Type	Period	Account	Encumbrance Type	Amount	Status

Transaction Detail

Result

Account Description

Figure 33–16 View Results Window, Budget Name Field

The screenshot shows a window titled "View Results" with a table and several sections below it. The table has five columns: "Encumbrance Type", "Amount", "Status", "Budget Name", and "Project Level". The "Project Level" column contains checkboxes. Below the table is a horizontal scrollbar. Underneath the scrollbar are two sections: "Transaction Detail" with a "Result" label and a text input field, and "Account Description" with a text input field. At the bottom of the window are three buttons: "Print All", "Print Errors And Warnings", and "Done".

Encumbrance Type	Amount	Status	Budget Name	Project Level
				☐
				☐
				☐
				☐
				☐

Transaction Detail
Result

Account Description

View Results Window Description

Table 33–9 View Results Window Description

Field Name	Type	Features	Description
Budget Type	display only		budget type; includes Standard or Commitment
Period	display only		posting period
Account	display only		accounting flexfield
Encumbrance Type	display only		encumbrance type
Amount	display only		transaction amount
Status	display only		transaction status
Budget Name	display only		detail level budget name; field does not appear if budgetary control not enabled
Project Level		check box	when selected, indicates funds check or reservation error originated in Oracle Projects
Transaction Detail Region			
Result	display only		selected transaction line result
Account Description Region			
[text box]	display only		displays account description
Print All		button	prints all results to concurrent manager
Print Errors And Warnings		button	prints errors and warnings only to concurrent manager
Done		button	closes window Note: Results from current session are lost when window closed.

Approving a Contract Commitment Procedure

To approve a contract commitment, perform the following steps.

1. In the Contract Commitments window, click **Approve**.

The Approval pop-up window appears.

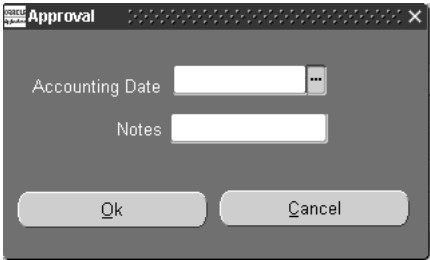
2. Enter data in each field of the Approval pop-up window as described in [Table 33–10](#), page 33-50.
3. Click **OK**.

Workflow determines if the preparer has the authority to approve the contract commitment. If the preparer does not have the authority, the contract commitment is routed through the approval hierarchy.

The new approval status appears in the Approval Status field of the Contract Commitments window, General tab.

Approval Pop-Up Window

Figure 33-17 Approval Pop-Up Window



Approval Pop-Up Window Description

Table 33–10 *Approval Pop-Up Window Description*

Field Name	Type	Features	Description
Accounting Date	conditionally required		date used for encumbering funds on the appropriate commitment budget; required if dual budgetary control enabled; validated against start and end dates for all contract commitments; not enabled for releases; defaults to system date
Notes	optional		user comments
OK		button	executes approval process
Cancel		button	closes window without saving changes

Approving Contract Commitment Workflow Procedure

To approve a contract commitment, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Worklist window as follows:

Workflow - Worklist

2. In the Subject column, double-click on a notification link.

The Notification Details window appears.

3. To approve the contract commitment, click **Approve**.
4. To reject the contract commitment, click **Reject**.
5. Close the window.

Note: If the preparer does not have the authority to approve the document, it is forwarded to the owner for approval. If the owner does not have the required authority, the document is sent to the next person in the position hierarchy specified on the Contract Commitment Assignments window. If there is more than one person assigned to the next position in the hierarchy, the document is sent to the person in alphabetical order. These steps are repeated until the document reaches an approver with suitable authority.

Transitioning a Contract Commitment Procedure

To adjust the state of a contract commitment, perform the following steps.

1. In the Contract Commitments window, click **Transition**.

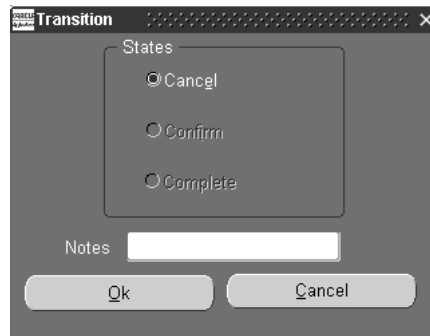
The Transition pop-up window appears.

2. In the States region, select the appropriate radio button.
3. In the Notes field, enter comments.
4. Click **OK**.

The new state appears in the State field of the Contract Commitments window, General tab.

Transition Pop-Up Window

Figure 33–18 Transition Pop-Up Window



Transition Pop-Up Window Description

Table 33–11 *Transition Pop-Up Window Description*

Field Name	Type	Features	Description
States Region			
Cancel	optional	radio button	cancels contract commitment
Confirm	optional	radio button	confirms contract commitment
Complete	optional	radio button	completes contract commitment
Notes	optional		user comments
OK		button	updates contract commitment state
Cancel		button	closes window without saving

Changing a Contract Commitment's Control Status Procedure

To change a contract commitment's control status, perform the following steps.

1. From the Tools menu in the Contract Commitments window, select Commitment Actions.

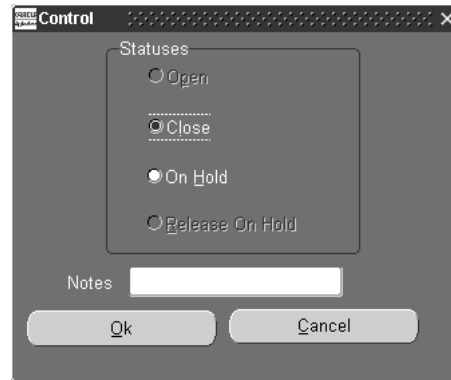
Note: The Control pop-up window is enabled only if the contract commitment state is Confirmed and the approval status is Approved.

2. In the Statuses region, select the appropriate radio button.
3. In the Notes region, enter comments.
4. Click **OK**.

The new status appears in the Control Status field of the Contract Commitments window, General tab.

Control Pop-Up Window

Figure 33–19 *Control Pop-Up Window*



Control Pop-Up Window Description

Table 33–12 *Control Pop-Up Window Description*

Field Name	Type	Features	Description
Statuses Region			
Open	optional	radio button	opens contract commitment
Close	optional	radio button	closes contract commitment
On Hold	optional	radio button	puts contract commitment on hold
Release On Hold	optional	radio button	puts release on hold. If selected, Approval Status must be set to Requires Re-approval. When hold status is released, control status changes to Opened.
Notes	optional		user comment
Ok		button	updates contract commitment control status
Cancel		button	closes window without saving

Creating a Contract Commitment from a Template Procedure

To create a contract commitment from a template, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Contract Commitment Summary window as follows:

Contract Commitments - Summary

The Find Contract Commitment window appears.

2. In the Type field, select Template from the list of values.
3. To find all templates, click **Find**.
4. To find a specific template, enter data as described in [Table 33–13](#), page 33-63.
5. In the Contract Commitment Summary window, select a template to copy and click **Copy-To**.

The Copy Contract Commitment pop-up window appears.

6. Enter data as described in [Table 33–14](#), page 33-66.
7. Click **OK**.

The Contract Commitments window appears.

Find Contract Commitment Window

Figure 33–20 Find Contract Commitment Window, Date Ranges Tab

Find Contract Commitment

Number

State

Supplier

Bill-To

Type

Currency

Site

Preparer

Owner

Date Ranges

Status

Accounting

Project

Start

End

-

-

Clear

Cancel

Find

Figure 33–21 Find Contract Commitment Window, Status Tab

The screenshot shows a software window titled "Find Contract Commitment" with a standard Windows-style title bar. The window is divided into two main sections. The top section contains two columns of input fields. The left column has four fields: "Number", "State", "Supplier", and "Bill-To". The right column has five fields: "Type", "Currency", "Site", "Preparer", and "Owner". Below these fields is a tabbed interface with four tabs: "Date Ranges", "Status", "Accounting", and "Project". The "Status" tab is currently selected. Within the "Status" tab, there are two dropdown menus. The first is labeled "Approval" and has "Incomplete" selected. The second is labeled "Control" and has "Entered" selected. At the bottom of the window, there are three buttons: "Clear", "Cancel", and "Find".

Number		Type	
State		Currency	
Supplier		Site	
Bill-To		Preparer	
		Owner	

Tabbed Interface:

- Date Ranges
- Status**
- Accounting
- Project

Status Tab Fields:

- Approval:
- Control:

Buttons:

Figure 33-22 Find Contract Commitment Window, Accounting Tab

Find Contract Commitment

Number Type
State Currency
Supplier Site
Bill-To Preparer
Owner

Date Ranges Status Accounting Project

Period -
Payment Forecast Date - ...
Accounting Date
Charge Account
Budget Account

Clear Cancel Find

Figure 33–23 Find Contract Commitment Window, Project Tab

Find Contract Commitment

Number		Type	
State		Currency	
Supplier		Site	
Bill-To		Preparer	
		Owner	

Date Ranges Status Accounting **Project**

Project

Task

Type

Organization

Date

Find Contract Commitment Window Description

Table 33–13 Find Contract Commitment Window Description

Field Name	Type	Features	Description
Number	optional	list of values	contract commitment number
State	optional	list of values	contract commitment state
Supplier	optional	list of values	contract commitment supplier
Bill-to	optional	list of values	contract commitment bill-to location
Type	optional	list of values	contract commitment type
Currency	optional	list of values	contract commitment currency
Site	optional	list of values	contract commitment site
Preparer	optional	list of values	contract commitment preparer
Owner	optional	list of values	contract commitment owner
Date Ranges Tab			
Start	optional	list of values: pop-up calendar	contract commitment start range
End	optional	list of values: pop-up calendar	contract commitment end range
Status Tab			
Approval	optional	drop-down list	contract commitment approval status
Control	optional	drop-down list	contract commitment control status
Accounting Tab			
Period	optional	list of values	General Ledger period range
Payment Forecast Date	optional	list of values: pop-up calendar	payment forecast date range
Accounting Date	optional	list of values	accounting date
Charge Account	optional	parameters pop-up window	charge account
Budget Account	optional	parameters pop-up window	budget account

Table 33–13 Find Contract Commitment Window Description

Field Name	Type	Features	Description
Project Tab			
Project	optional	list of values	project identifier
Task	optional	list of values	task
Type	optional	list of values	expenditure type
Organization	optional	list of values	project organization
Date	optional	list of values	project dates
Clear		button	erases data from fields
Cancel		button	closes window without saving
Find		button	system searches for data based on parameters entered

Copy Contract Commitment Pop-up Window

Figure 33–24 Copy Contract Commitment Window



The screenshot shows a small, dark-themed pop-up window titled "Copy Contract Commitment". The window has a standard title bar with minimize, maximize, and close buttons. Inside the window, there are three text input fields arranged vertically. The first field is labeled "Selected Contract", the second is labeled "New Contract", and the third is labeled "New Contract Type". Below these fields are two buttons: "Ok" and "Cancel".

Copy Contract Commitment Pop-up Window Description

Table 33–14 Copy Contract Commitment Pop-up Window Description

Field Name	Type	Features	Description
Selected Contract	default, display only		selected contract commitment to be copied
New Contract	conditionally required		enabled only if numbering type is manual; unique contract commitment name or number
New Contract Type	required	list of values	contract commitment type Note: Guarantee commitments can only be copied to a standard commitment type.
OK		button	copies the existing contract to a new contract number and opens the Contract Commitments window
Cancel		button	closes window without saving

Summarizing and Modifying a Contract Commitment Procedure

To summarize and modify a contract commitment, perform the following steps.

1. Navigate to the Find Contract Commitment window as follows:

Contract Commitments - Summary

2. In the Number field, select the contract from the list of values or enter the appropriate criteria to find a contract commitment.
3. Click **Find**.

The Contract Commitment Summary window appears.

4. To view or modify the contract commitment, click **Open**.

The Contract Commitments window appears.

If the access level of the user is Read-Only, the Contract Commitments window appears in display only mode.

If the access level of the user is Modify, the Contract Commitments window is in update mode.

5. To enter a new contract commitment, click **New** in the Contract Commitment Summary window.

The Contract Commitments window appears.

6. To copy a contract commitment, select the contract commitment and click **Copy-To**.

The Contract Commitments window appears.

Contract Commitment Summary Window

Figure 33–25 *Contract Commitment Summary Window*

Number	Type	Description	State	Approval Status	Control Status	Supplier

Access

Type	Group Or User Name	Level

NewCopy-ToOpen

Figure 33–26 Contract Commitment Summary; Bill To Location, Entered Amount, Owner Name, Preparer Name, Currency, Conversion Type, and Conversion Date Fields

The screenshot shows a window titled "Contract Commitment Summary". It features a table with the following columns: Bill To Location, Entered Amount, Owner Name, Preparer Name, Currency, Conversion Type, and Conversion Date. There are four empty rows in the table. Below the table is an "Access" section with a sub-table containing columns for Type, Group Or User Name, and Level, with three empty rows. At the bottom of the window are three buttons: "New", "Copy-To", and "Open".

Bill To Location	Entered Amount	Owner Name	Preparer Name	Currency	Conversion Type	Conversion Date

Type	Group Or User Name	Level

New Copy-To Open

Figure 33–27 Contract Commitment Summary, Conversion Rate Field

The screenshot shows a window titled "Contract Commitment Summary". It features a table with the following columns: Entered Amount, Owner Name, Preparer Name, Currency, Conversion Type, Conversion Date, and Conversion Rate. There are four empty rows in the table. Below the table is an "Access" section with a sub-table containing columns for Type, Group Or User Name, and Level, with three empty rows. At the bottom of the window are three buttons: "New", "Copy-To", and "Open".

Entered Amount	Owner Name	Preparer Name	Currency	Conversion Type	Conversion Date	Conversion Rate

Type	Group Or User Name	Level

New Copy-To Open

Contract Commitment Summary Window Description

Table 33–15 *Contract Commitment Summary Window Description*

Field Name	Type	Features	Description
Number	display only		contract commitment number
Type	display only		contract commitment type; includes Standard, Cover, Release, or Template
Description	display only		contract commitment description
State	display only		contract commitment state
Approval Status	display only		approval status
Control Status	display only		control status
Supplier	display only		supplier name
Bill-To Location	display only		bill-to location
Entered Amount	display only		entered amount
Owner Name	display only		owner's name
Preparer Name	display only		preparer's name
Currency	display only		currency code for currency to be used in the contract commitment
Conversion Type	display only		exchange rate type
Conversion Date	display only		date currency conversion rate obtained
Conversion Rate	display only		conversion rate between the entered currency and the functional currency
Access Region			
Type	display only		security type
Group Or User Name	display only		security group or user name
Level	display only		security level

Table 33–15 Contract Commitment Summary Window Description

Field Name	Type	Features	Description
New		button	opens a new Contract Commitments window
Copy-To		button	copies selected template or contract commitment and opens Contract Commitments window
Open		button	opens the Contract Commitments window for selected contract

Internal Release Contract Commitment Procedures

This chapter describes the internal release contract commitment procedures in the Contract Commitment feature. The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Creating an Internal Contract Commitment Release Procedure](#)
- [Internal Contract Commitment Releases Window](#)
- [Internal Contract Commitment Releases Window Description](#)

Definition

An internal release contract commitment is a release created against a cover contract commitment that is created to serve an internal purpose. These internal release contract commitments are created based on invoice data solely to allow the matching of invoices through Oracle Payables.

Overview

This section includes the following topics:

- [Cover Contract Commitments](#)
- [Internal Release Contract Commitments](#)

Cover Contract Commitments

Cover contract commitments enable an organization to set aside funds at a consolidated level. These cover contract commitments are not available for invoice matching and therefore do not require a supplier. Cover contract commitments are consumed through the creation of release contract commitments. Release contract commitments require a supplier and are used in the invoice matching process.

Cover contract commitments can be created to represent a consolidated agreement with a third party or to support an internal decision to set aside funds for a special purpose, such as expenditure category. The supplier is provided when a contract commitment is created for consolidated third party agreements. No supplier is known for those cover contract commitments created for internal purposes and therefore, the supplier is not provided. Cover contract commitments used for internal purposes are identified as cover contract commitments without a supplier.

Internal Release Contract Commitments

Internal release contract commitments are released against cover contract commitments created to serve an internal purpose. To create an internal release contract commitment, the cover commitment must be in a confirmed state and approved. When the internal contract commitment release is created, the supplier is based on invoice data and the appropriate cover contract commitment is selected based on the internal purpose that it serves. The result is an internal release contract commitment that is available for invoice matching in Payables.

The Internal Contract Commitment Releases window can be directly accessed from the Payables Invoice Workbench by clicking the **Zoom** button on the toolbar.

The numbering method for internal releases created in the Internal Contract Commitment Releases window is always automatic even if the manual numbering method is selected in the Contract Commitment Options window. The number is unique within the operating unit.

The Contract Commitment Complete Cover Commitment Program is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.

For information on the Internal Contract Commitment Matching Process, see [Contract Commitment Process](#), page 28-1.

For information on entering invoices in the Invoice Workbench, see [Entering Basic Invoices in the Invoice Workbench](#), *Oracle Payables User's Guide*.

For information on the Contract Commitment Complete Cover Commitment Program, see [Generating the Contract Commitment Complete Cover Commitment Program Procedure](#), page 35-16.

Creating an Internal Contract Commitment Release Procedure

To create an internal release contract commitment, perform the following steps.

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

Invoices - Entry - Invoices

The Invoices window appears.

2. Enter an invoice or query appropriate data.
3. On the toolbar, click the **Zoom** button.

The Internal Contract Commitment Releases window appears.

4. Enter data in the Internal Contract Commitment Releases window as described in [Table 34-1](#), page 34-6.
5. Click **OK**.

A Note pop-up window appears, and the release number is displayed in the Release Commitment Number field of the Internal Contract Commitment Releases window.

6. Click **OK**.
7. Close the window.

Internal Contract Commitment Releases Window

Figure 34-1 Internal Contract Commitment Releases Window



Figure 34-2 Note Pop-up Window



Internal Contract Commitment Releases Window Description

Table 34–1 Internal Contract Commitment Releases Window Description

Field Name	Type	Features	Description
Supplier	required	list of values	supplier name
Invoice Number	required	list of values	invoice number
Cover Commitment Number	required	list of values	cover contract commitment number. Cover contract commitments in list of values must be Approved, Confirmed, have no supplier, and have one account line and one payment forecast.
OK		button	validates that there is sufficient Available Amount on the cover contract commitment; creates a release number and a release Note: Data in the Internal Contract Commitment Releases window is cleared.
Cancel		button	closes window without saving; no release created

Contract Commitment Report Procedures

This chapter describes how to generate Contract Commitment reports and processes in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generating the Contract Commitment Complete Cover Commitment Program Procedure](#)
- [Generating the Contract Commitment Complete Cover Commitment Exception Report Procedure](#)
- [Running the Contract Commitment Revalue Process Procedure](#)
- [Running the Correct Revaluation Variances Process Procedure](#)
- [Generating the Contract Commitment Revaluation Fix Exception Report Procedure](#)
- [Running the Year-End Process Procedure](#)
- [Running the Contract Commitment Archive Purge Program Procedure](#)
- [Generating the Contract Commitment Mass Payment Forecast Shift Process Procedure](#)

Definition

The Contract Commitment reports and processes enable users to manage Contract Commitment revaluations, year-end adjustments, payment forecast transfers, archiving, and purging.

Overview

The following reports and processes are described in this section.

- [Internal Release Contract Commitments](#)
- [Revaluing Contract Commitments](#)
- [Year-End Process](#)
- [Archive and Purge Process](#)
- [Mass Payment Forecast Shift Process](#)

Internal Release Contract Commitments

The Internal Release Contract Commitment Completion Process is a concurrent request that completes all internal release contract commitments for a given cover contract commitment. An exception report is generated to list all internal releases that do not complete.

Revaluing Contract Commitments

Currency rate fluctuations and the impact of these fluctuations on current and future budgets require functional currency revaluation of contract commitments. Contract commitments must be revalued where there is a change in the exchange rate.

The Contract Commitment Revalue process supports commitment encumbrance accounting and standard encumbrance accounting.

This section includes the following parts:

- [Contract Commitment Revaluation Process](#)
- [Contract Commitment Encumbrance Accounting Options](#)
- [Correct Revaluation Variances Resulting from Invoice Adjustments](#)

Contract Commitment Revaluation Process

Revaluation compares the current payment forecast for the functional currency with the revalued payment forecast for the functional currency and calculates the variance. The variance is the revalued functional currency minus the original functional currency amount for the contract commitment.

[Table 35–1](#), page 35-3 describes the variance types and explains the results for each variance.

Table 35–1 *Variance Description and Results*

Variance Type	Description	Results
Positive	Revalued payment forecast functional amount is greater than the current payment forecast functional amount.	An additional encumbrance results from the payment forecast revaluation. The encumbrance adjustment results in a decrease to the standard budget funds available for the year.
Negative	Revalued payment forecast functional amount is less than the current payment forecast functional amount.	An encumbrance liquidation adjustment results from the payment forecast revaluation. The encumbrance liquidation adjustment results in an increase to the standard budget funds available for that year.

A general rule is that if the rate date is greater than the payment forecast date, the rate date overrides the payment forecast date and updates the payment forecast date.

After revaluation, the total commitment must be equal to the total of all related payment forecast amounts. Since revaluation processes encumbrances only, not actuals, the following processing occurs depending on the contract commitment type:

- **Provisional Contract Commitments**

In the case of provisional contract commitments, the account line functional amounts are always considered encumbrances for commitment encumbrance accounting. Because there are no actuals, the account line functional amounts are revalued along with the related payment forecast functional amounts.

- **Confirmed Contract Commitments**

In the case of confirmed contract commitments, the account line functional amounts are considered actuals for commitment encumbrance accounting and

are not revalued. With confirmed contract commitments, revaluation processes the related payment forecasts unbilled amounts for the standard budget. The unbilled amount is the payment forecast amount minus any invoices applied against it. The adjustment needed for the payment forecast after revaluation is either an additional encumbrance or a liquidation for standard encumbrance accounting. To keep the payment forecast functional amounts reconciled with the related account line functional amount, there is an adjustment to the account line functional amount. This adjustment is reflected as an additional encumbrance or liquidation for standard encumbrance accounting.

Contract Commitment Encumbrance Accounting Options

[Table 35–2](#), page 35-4 and [Table 35–3](#), page 35-4 describe the encumbrance accounting options for revaluation. Users can select an option from each set.

Table 35–2 Contract Commitment Encumbrance Accounting Options, Set 1

Encumbrance Status	Description
No Encumbrance Accounting	Contract Commitment revaluation is irrelevant and therefore not available.
Standard Encumbrance Accounting Only	Only the payment forecast revaluation can result in encumbrance activity. The account lines are only revalued to remain consistent with their respective payment forecast lines. No encumbrances are created for the commitment budget.
Standard and Commitment Encumbrance Accounting	The revaluation of account lines can result in commitment encumbrance accounting transactions and their related payment forecast lines can result in standard encumbrance accounting transactions.

Table 35–3 Contract Commitment Encumbrance Accounting Options, Set 2

Encumbrance Status	Description
Encumbering Confirmed Contract Commitments Only	The revaluation process varies by contract commitment state. Provisional contract commitments are revalued without encumbrance transactions, and confirmed contract commitments are revalued with encumbrance transactions.
Encumbering Provisional and Confirmed Contract Commitments	Provisional and confirmed contract commitments are revalued with encumbrance transactions.

Date validation rules for Contract Commitment revaluation are as follows:

- Rate date is used for the accounting date.
- Payment forecast dates earlier than the rate date are changed to the rate date.
- If payment forecast dates are greater than the date of revaluation, then the dates are left unchanged.

Correct Revaluation Variances Resulting from Invoice Adjustments

The Contract Commitment Revalue process identifies contract commitments with an invalid functional amount and places them on the exception list. These contract commitments are not revalued.

Invalid functional amounts occur when invoice matching information is modified after contract commitment revaluation is performed on a related contract commitment because Oracle Payables uses the old exchange rate before revaluation when making these adjustments. Because encumbrance amounts are adjusted using an exchange rate different than the revalued one, the contract commitment encumbrance amount is incorrect, as it consists of amounts with two different exchange rates. Incorrect encumbrance amounts result in misstated funds available amounts.

The Correct Revaluation Variances process corrects the invalid functional amount. It can be run only for a single contract commitment.

Year-End Process

At the end of the fiscal year, the Contract Commitment Year-End Process adjusts the contract commitment payment forecasts to make them equal to the invoiced amount against the standard budget account concerned. The unbilled payment forecasts must be available in the next year. If the unbilled payment forecasts and related encumbrances are not taken to the next year, it will not be possible to spend the whole contract commitment amount since payments are checked against payment forecasts. Payment forecasts in the new fiscal year are available for matching by running the Year-End process.

In Contract Commitment, the balance must be carried forward to the next year on a transactional level. This means that the total balance carried forward is made up of various adjustments relating to various confirmed contract commitments. The budgets and funds available are not transferred to the next year.

The following topics are included in this section:

- [Process Overview](#)
- [Encumbrance Accounting](#)

- [Matching Invoices](#)
- [Contract Commitment Year-End Processing Exception List](#)
- [Provisional Contract Commitment Year-End Process](#)
- [Cover Commitment and Cover Commitment Releases Year-End Process](#)
- [Insufficient Available Budget Processing](#)
- [Year-End Processing Date Validations](#)

Process Overview

The Contract Commitment Year-End Process is a concurrent process. Each contract commitment must be processed. Users can preview the year-end process by running it in preliminary mode, but the process does not make adjustments until it is run in final mode. A contract commitment that fails year-end processing appears on an exception list. After a contract commitment is processed for year-end, a line is added to the action history and the version number is increased by one. The action type is Year-End.

Encumbrance Accounting

If encumbrance accounting is enabled, the standard encumbrances must be liquidated in the current fiscal year and reencumbered in the next fiscal year. To trace the transfer of each individual contract commitment, the existing payment forecast date is adjusted to the first date within the new fiscal year. For example, if January 1 is the first day in the fiscal year, all dates of the processed payment forecasts are adjusted to this date. This date is used to encumber funds in the new fiscal year.

The liquidation of encumbrances made in the old fiscal year uses the last date of the last standard period, excluding any correction periods. All payment forecasts of the old year are processed for year-end, even if the year-end process puts the available funds into a deficit.

Matching Invoices

The adjusted payment forecasts and the existing payment forecasts for the new fiscal year must be available for matching because it is not possible to match invoices related to the old fiscal year.

Contract Commitment Year-End Processing Exception List

If a contract commitment fails the year-end processing, it must be placed on an exception list. The exception list is a standard report generated after the completion of the year-end process. All exceptions must be corrected before running the year-end process in final mode.

[Table 35-4](#), page 35-7 describes causes and effects of year-end processing failure.

Table 35-4 Cause and Effect of Year-End Processing Failure

Cause	Effect
Year-end processed contract commitment periods are not closed except for the last period if the process is run in final mode.	stops process in preliminary and final mode
Future contract commitment periods do not exist.	stops process in preliminary and final mode
First contract commitment period in new fiscal year is not open.	stops process in preliminary and final mode
First General Ledger period in new fiscal year does not have Open or Future Entry status.	stops process in preliminary and final mode
Accounting date does not fall in open contract commitment period.	stops process in preliminary and final mode
All contract commitment types and contract commitment statuses are Provisional, In Process.	continues process in preliminary mode; stops process in final mode
All contract commitment types and contract commitment statuses are Cancelled, In Process.	continues process in preliminary mode; stops process in final mode
All contract commitment types and contract commitment statuses are Confirmed, In Process.	continues process in preliminary mode; stops process in final mode

Table 35–4 Cause and Effect of Year-End Processing Failure

Cause	Effect
All contract commitment types and contract commitment statuses are Completed, In Process.	continues process in preliminary mode; stops process in final mode
Cover-rejected releases are rejected.	continues process in preliminary mode; stops process in final mode
Release rejected, Cover and Releases are rejected.	continues process in preliminary mode; stops process in final mode
Overbilled amount.	continues process in preliminary mode; stops process in final mode

Provisional Contract Commitment Year-End Process

When provisional contract commitments are encumbered, the year-end process liquidates the commitment encumbrance amounts in the current fiscal year and reencumbers them in the next fiscal year.

Cover Commitment and Cover Commitment Releases Year-End Process

The Contract Commitment Year-End Process steps for a cover commitment and cover commitment releases are as follows:

1. The cover commitment is adjusted.

The amount to be rolled forward on the cover commitment is the total payment forecast minus the total of all actuals against releases, also referred to as matched invoices, for the same cover contract commitment account information in that year. The total available payment forecast of the cover commitment, which is the unbilled payment forecast, in future years must be kept equal.

2. The related release lines or payment forecast lines are processed, which means that the payment forecast date is adjusted.

If the release fails, the cover and all related releases fail.

Year-end processing of provisional releases with regard to the commitment budget component is irrelevant since the total release amount must fit in the total cover contract commitment amount. The available amount on the cover contract commitment remains the same unless an increase or decrease

adjustment is made on the cover contract commitment. Therefore, the cover contract commitment amount used for releases is independent of any budget period. The only change made to the release contract commitment is adjusting the payment forecast date to the first date of the fiscal year.

Insufficient Available Budget Processing

If funds in the commitment or standard budget are insufficient in the next year for the transfer of the budget reservation of a contract commitment and budgetary control is enabled, the contract commitment is still processed for the end of the fiscal year, regardless of the severity level. Although the contract commitment is processed for the year-end, the funds available can be put into a deficit. Users must manually adjust the contract commitments to increase the funds available.

Year-End Processing Date Validations

Year-end processing date validations for provisional contract commitments are as follows:

1. Account line amounts are liquidated in the current fiscal year using the last day of the current fiscal year as the accounting date. These account lines are reencumbered in the new fiscal year using the first day of the new fiscal year as the accounting date.
2. Payment forecast amounts with a current year fiscal date are liquidated in the current fiscal year using the last day of the current fiscal year as the payment forecast date. These payment forecast line amounts are reencumbered in the new fiscal year using the first day of the new fiscal year as the payment forecast date. The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

Year-end processing date validations for provisional contract commitments are as follows:

1. If the unbilled amount in a payment forecast line is 0, then there is no liquidation in the current year or subsequent reencumbrance in the new fiscal year, and the payment forecast date is left unchanged.
2. If the unbilled amount in a payment forecast line is greater than 0, then the payment forecast date for the current year liquidation is the last day of the fiscal year, and the payment forecast date used for the subsequent reencumbrance in the new fiscal year is the first day of the fiscal year. The Contract Commitment payment forecast date after the year-end process is complete reflects the first date of the new fiscal year.

Archive and Purge Process

The archive and purge process in Contract Commitment performs the following tasks:

- archives and purges records no longer needed
- maintains an audit trail of all data that is archived and purged
- ensures that the purge and archive dates are preserved
- verifies that all necessary archiving and purging steps complete successfully

The archive process is a batch process that can be run in final mode, whereas the purge process is a batch process that can be run in preliminary or final mode. The preliminary purge mode can only be run after the archive process mode is run.

The following reports are available:

- Final Archive report
- Preliminary Purged report
- Final Purged report

In Contract Commitment, contract commitment records can be archived and purged. Contract commitments must be purged prior to any suppliers, invoices, and related items are purged to ensure that all records are cleanly removed from the instance.

Rules

The following rules apply to the Contract Commitment Archive Purge Program:

- Records updated after the date entered in the Last Activity Date field of the Parameters pop-up window cannot be archived or purged.
- Only the following contract commitments can be selected for archiving and purging:
 - cancelled and approved
 - completed and approved
- A Cover contract commitment cannot be archived or purged unless all corresponding releases can be archived and purged.
- A Release contract commitment cannot be archived or purged unless the corresponding cover can be archived and purged.

- If a completed and approved contract commitment is matched to an invoice, that invoice must be either paid or cancelled.
- Data must be archived and purged from the following tables:
 - Contract Commitment
 - Purchasing
 - Multiple Reporting Currency, if applicable
- Records selected for archive and purge must match the organization of the responsibility submitting the archive and purge process.

Mass Payment Forecast Shift Process

The Contract Commitment Mass Payment Forecast Shift Process automates the transfer of outstanding encumbrances from one payment forecast to another payment forecast within a certain contract. The Contract Commitment Mass Payment Forecast Shift Process enables users to perform these shifts for a range of contracts in a mass update mode by entering the necessary parameters.

This section includes the following topics:

- [Parameters](#)
- [Validation Rules](#)

Parameters

[Table 35–5](#), page 35-11 describes the parameters for the Contract Commitment Mass Payment Forecast Shift Process.

Table 35–5 Contract Commitment Mass Payment Forecast Shift Process Parameters

Parameter	Type	Description	Validation
Phase	required	can be run in preliminary or final mode to identify contracts to be processed. Payment forecast shift performed in final mode.	Values include Preliminary or Final.
Owner	optional	Contract Commitments that have an owner equal to the entered owner are processed. If no owner is provided, there is no validation on the owner.	all possible userids that have an employee name

Table 35–5 Contract Commitment Mass Payment Forecast Shift Process Parameters

Parameter	Type	Description	Validation
Select Date Range	required	date range of lines to be included in automated mass payment forecast shift	1. End date must be later or equal to the begin date of the date range. 2. The entered range is limited to only one fiscal year. Only payment forecasts within the same fiscal year can be selected.
Transfer Date	required	new payment forecast date for the processed lines if this date is greater than the old payment forecast date. Liquidation of encumbrances occurs on this date, which is the General Ledger date.	1. If budgetary control is enabled, the General Ledger period must be open or have a status of Future Entry. 2. If the transfer date is earlier than the old payment forecast date, the old date is used. 3. Transfer date must fall in the same fiscal year as the date range; the fiscal year is based on the old payment forecast date. 4. Transfer date overwrites the old payment forecast date in case the old payment forecast date is earlier than the transfer date.
Target Date	required	identifies what the target payment forecast is to be. This is the first line with the closest payment forecast dated after the target date. If two lines have the same date, the target date is the line with the smallest line number.	must be later or equal to the transfer date; must be later than the last date of the date range

Table 35–5 Contract Commitment Mass Payment Forecast Shift Process Parameters

Parameter	Type	Description	Validation
Functional Threshold Amount	required	amount, expressed in functional currency, that identifies the maximum payment forecast sum to be processed; threshold amount validated at the contract commitment level. If the payment forecast sum of a contract commitment is beyond this amount, the contract commitment cannot be processed.	Validation based on the following calculation: (entered amount - billed amount) x exchange rate on contract commitment

Validation Rules

The following validation rules apply to the Contract Commitment Mass Payment Forecast Shift Process:

- Only standard contract commitments that are confirmed can be processed.
- If encumbrance accounting is enabled, the contract commitment must be fully encumbered.
- Funds check is not performed, but the necessary encumbrances are created in final mode.
- If one of the payment forecast lines fails a validation, no payment forecast lines for the complete contract can be processed.
- There is no validation on matched invoices.
- Only positive amounts can be shifted. If an overbill exists, the payment forecast is excluded from the shift.
- The complete outstanding encumbrance is processed so that the entered amount of a payment forecast is made equal to the billed amount.
- The payment forecast sum of a certain account line must be within the specified range to be within the amount threshold.
- Action history is updated with the action type Adjust.
- An exception report displays all contracts that fail and the reason for the failure.
- No new lines are created in the target payment forecast. The line that receives the additional amount must exist before the process is run. The amount that is added must be equal to the sum of all processed lines.

- The payment forecast date of the receiving payment forecast must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the payment forecast date must fall within an Open or Future Entry General Ledger period.
- The transfer date must fall within an Open or Future Contract Commitment period. If encumbrance accounting is enabled, the transfer date must fall within an Open or Future Entry General Ledger period.
- Contract Commitment periods and General Ledger periods that are included in the shift must be open.

Prerequisites

- ❑ All General Ledger calendar periods for the fiscal year that is to be archived and purged must be permanently closed.

To close General Ledger calendar periods, see [Opening and Closing Accounting Periods](#), *Oracle General Ledger User's Guide*.

- ❑ Ensure that previously archived data is exported to an operating system file and that the file is saved to a tape.

Generating the Contract Commitment Complete Cover Commitment Program Procedure

To submit the Contract Commitment Complete Cover Commitment Program, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Complete Cover Commitment Program.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Cover Commitment Number field, select a cover contract commitment from the list of values.
7. In the Complete Unmatched Releases select Yes or No from the list of values.
8. In the Complete Cover field, select Yes or No from the list of values.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating the Contract Commitment Complete Cover Commitment Exception Report Procedure

To complete the Contract Commitment Complete Cover Commitment Exception Report, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Complete Cover Commitment Exception Report.
5. Click **OK**.
6. In the Parameters field, enter a Process Phase parameter value.
7. To send the request to the concurrent manager, click **Submit**.
8. View the request in the concurrent manager as follows:

View - Requests

Running the Contract Commitment Revalue Process Procedure

To run the Contract Commitment Revalue process, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Revalue process from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Process Phase field, select a process type from the list of values.

Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, contract commitments are revalued and the necessary encumbrances created and posted as a result of revaluation.

7. In the Currency field, select a currency code from the list of values.
8. In the Rate Type field, select a rate type from the list of values.

Note: In the case of rate types other than User, the exchange rate is stored in the exchange rate table.

9. If the rate type is User, in the RATE field, enter an exchange rate.
10. Optionally, in the CC Num field, enter a contract commitment number from the list of values.

Note: If a contract commitment is entered in this field, the process revalues the selected contract commitment only. If the field is left blank, the process revalues all contract commitments that match the selected criteria.

11. To apply the parameters, click **OK**.
12. To send the request to the concurrent manager, click **Submit**.
13. View the request in the concurrent manager as follows:

View - Requests

Running the Correct Revaluation Variances Process Procedure

To run the Correct Revaluation Variances process, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
4. In the Name field, select Correct Revaluation Variances from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the CC NUM field, enter a contract commitment number from the list of values.
7. In the Revaluation Fix Date field, enter the date of the revaluation fix.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.
10. To view the request, select the appropriate Request ID and click **View Output**.
11. Close the window.

Generating the Contract Commitment Revaluation Fix Exception Report Procedure

To generate the Contract Commitment Revaluation Fix Exception Report, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Revaluation Fix Exception Report from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Process Phase field, enter the process phase from the list of values.
7. In the Process Type field, enter the process type.
8. In the Request Id field, enter the request identification number for the Correct Revaluation Variances request.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.
11. View the request in the concurrent manager as follows:

View - Requests

Running the Year-End Process Procedure

To run the Contract Commitment Year-End Process, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Year-End Process from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Process Phase field, select a process type from the list of values.

Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In final mode, encumbrances are created for contract commitments passing validations.

7. In the Year field, select the fiscal year from the list of values.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.
10. View the request in the concurrent manager as follows:

View - Requests

Running the Contract Commitment Archive Purge Program Procedure

To run the Contract Commitment Archive Purge Program, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Archive Purge Program from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Run Mode field, select a mode from the list of values.
7. In the Last Activity Date field, enter the last activity date for the contracts to be archived or purged.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.
10. To view the request, select the appropriate Request ID and click **View Log**.

A corresponding report request submitted from the program is named the Contract Commitment Archive Purge Report.

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

View - Requests

12. After archiving, the process can be repeated to run the Preliminary Purge process or the Purge process.

Generating the Contract Commitment Mass Payment Forecast Shift Process Procedure

To run the Contract Commitment Mass Payment Forecast Shift Process, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
- The Submit Request window appears.
4. In the Name field, select Contract Commitment Mass Payment Forecast Shift Process from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Process Phase field, select a process type from the list of values.
7. Optionally, in the Owner field, select an owner from the list of values.
8. In the Range Start Date field, enter a begin date for the range of lines to be included in the mass payment forecast shift.
9. In the Range End Date field, enter an end date for the range of lines to be included in the mass payment forecast shift.
10. In the Transfer Date field, enter a new payment forecast date for the processed lines if this date is greater than the old payment forecast date.
11. In the Target Date field, enter the target payment forecast date.
12. In the Threshold Value field, enter the maximum payment forecast sum to be processed.
13. To apply the parameters, click **OK**.
14. To send the request to the concurrent manager, click **Submit**.
15. View the request in the concurrent manager as follows:

View - Requests

Part IX

Contract Encumbrancing

Contract Encumbrancing Process

This chapter describes the Contract Encumbrancing process in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Enter Planned Purchase Order Step Process Flow Diagram](#)
- [Process Description](#)
- [Enter Planned Purchase Order Example](#)
- [Release Planned Purchase Order Example](#)
- [Final Close Planned Purchase Order Example](#)
- [Cancel Planned Purchase Order Release Example](#)
- [Reference](#)

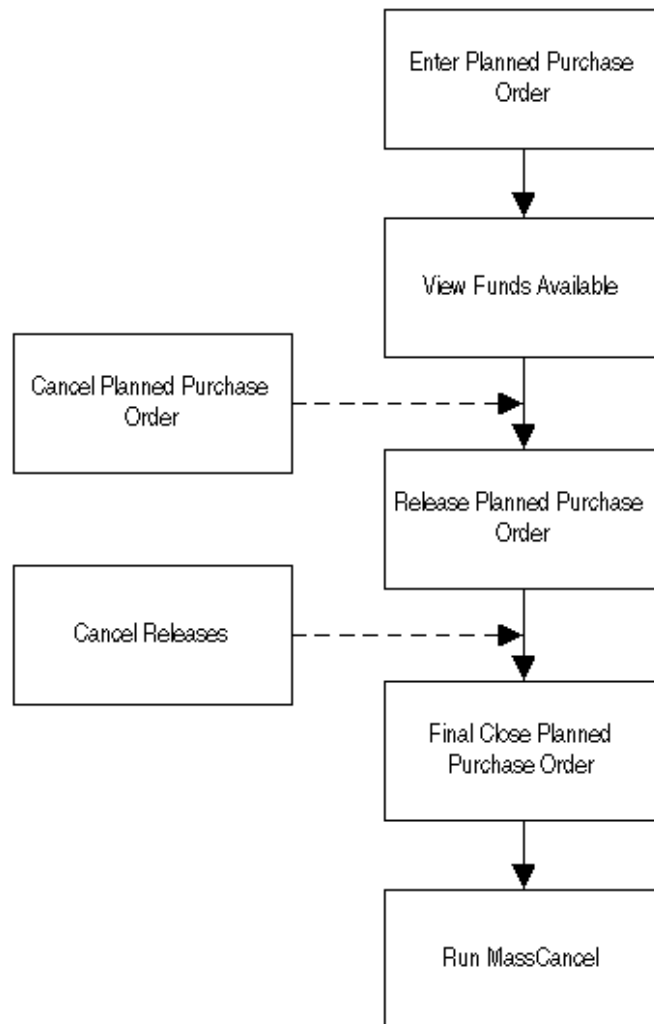
Definition

Contract Encumbrancing enables organizations to create encumbrances on planned purchase orders across the life of the order and to release funds against those orders.

Process Flow Diagram

[Figure 36-1](#), page 36-4 shows the contract encumbered planned purchase order entry process as described in the accompanying text.

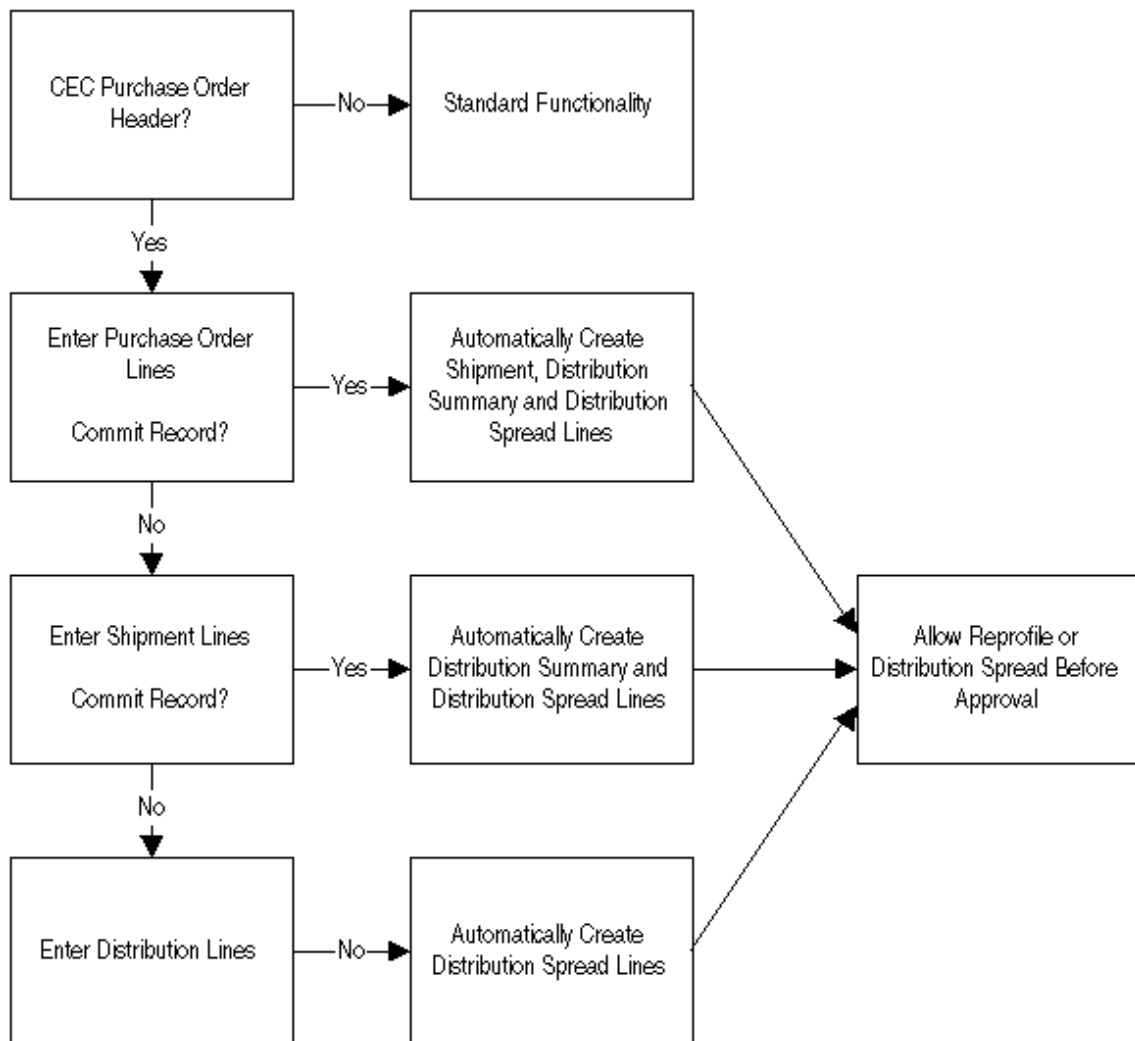
Figure 36–1 Contract Encumbranced Planned Purchase Order Entry Process Diagram



Enter Planned Purchase Order Step Process Flow Diagram

Figure 36–2, page 36-5 expands the Enter Planned Purchase Order step in Figure 36–1 and shows the component processes as described in the accompanying text.

Figure 36–2 Enter Planned Purchase Order Step Process Flow Diagram



Process Description

This section describes the following steps in the Contract Encumbrancing process:

- [Set Up Contract Encumbrancing](#)
- [Enter Planned Purchase Orders](#)
- [View Funds Available](#)
- [Release Planned Purchase Orders](#)
- [Cancel Planned Purchase Order or Release](#)
- [Final Close Planned Purchase Orders](#)
- [Run MassCancel](#)

Set Up Contract Encumbrancing

Setting up Contract Encumbrancing consists of the following steps:

1. A contract encumbrance type is defined in the Encumbrance Types window.
2. Contract Encumbrancing is enabled, and the contract encumbrance type is selected in the Commitment Encumbrance Type window.

Enter Planned Purchase Orders

Entering planned purchase orders consists of the following steps:

1. In the Purchase Orders window, the organization enters a new purchase order number, if automatic purchase order numbering is not enabled, and sets the purchase order type to Planned Purchase Order. The CE check box is displayed and is automatically selected.
2. Effective start and end dates are entered in the Purchase Order Details window.
Note: The start and end dates must be in different periods. If the enhanced funds checker is installed, the effective dates can span multiple fiscal years.
3. Line level, shipment level, and distribution level information are entered for the purchase order.
4. When the purchase order is committed, the distribution lines for the purchase order are automatically spread over periods that are between the effective dates for the planned purchase order. The spread figures are calculated by multiplying the quantity by the unit price of the items. The result is divided over the period of the agreement. If the spread is uneven, the difference is

added to or subtracted from the last period of the spread, as shown in [Table 36-2](#), page 36-10.

Note: Purchase orders can be committed at any level.

5. The contract encumbrance planned purchase order is approved and reserved.

View Funds Available

The Funds Available Inquiry window in General Ledger displays the funds available for contract encumbrance transactions.

If Contract is selected in the Encumbrance Type field, the value displayed in the Encumbrance column is the total contract encumbrance for that particular account code in that period.

If All is selected in the Encumbrance Type field, the contract encumbrances are rolled up in the Other field, which is displayed in the Encumbrance Amounts section.

Release Planned Purchase Orders

The release planned purchase order process consists of the following:

1. Release information for a purchase order is entered in the Releases window and in the Distributions window.

The organization must specify whether to use automatic or manual releasing.

2. By default, the actual releases are encumbered within the current period. The default period can be changed by selecting any open General Ledger or Purchasing period.

Cancel Planned Purchase Order or Release

The Control Document window is used to cancel a contract encumbrance planned purchase order or release.

By default, all cancellations are encumbered within the period corresponding to the specified action date.

Note: Cancelling the reversing transaction uses the contract encumbrance type; cancelling the release transaction uses the obligation encumbrance type.

Final Close Planned Purchase Orders

The Control Document window is used to close a contract encumbrance planned purchase order.

Run MassCancel

The Run MassCancel window is used to run a MassCancel of batches of contract encumbrance planned purchase orders or releases no longer required.

Enter Planned Purchase Order Example

This example illustrates how to enter a contract encumbrance planned purchase order.

A purchase order is entered with the information shown in [Table 36–1](#), page 36-9.

Table 36–1 *Entering Planned Purchase Order Example*

Purchase order date	January 16 1998
Effective Agreement Dates	January 1998 - March 1999
Period Type	Monthly
Calculated Number of Periods	15
Line Level	1000 items at GBP1.00 each
Shipment Level	Line 1:
	Line 2:
Distribution Summary Level	Line 1:
	Line 2:

Table 36–2, page 36-10 illustrates distribution entries at the line level, shipment level, and distribution summary level.

Table 36–2 Distribution Entries for Enter Planned Purchase Order Example

<i>Encumbered Date</i>															
Commit Level	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Line															
Core	1000														
CEC	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.66	66.76
Shipment															
Core 1	500														
2	500														
CEC 1	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38
2	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38
Distribution															
Core 1 (i)	200														
1 (ii)	300														
2 (iii)	500														
CEC 1 (i)	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.38
1 (ii)	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
2(iii)	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.38

Release Planned Purchase Order Example

This example illustrates how to release a contract encumbrance planned purchase order.

A purchase order is released with the information shown in [Table 36–3](#), page 36-11.

Table 36–3 Release Planned Purchase Order Information Example

Purchase Order Amount	GBP1000.00
Purchase Order Terms	January 1998 - March 1999
Release 1 Amount	GBP170.00
Release 2 Amount	GBP333.34

[Table 36–4](#), page 36-11 illustrates the resulting distribution entries for the released contract encumbrance purchase order.

Table 36–4 Distribution Entries for Release Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Approve / Reserve CEC PO	1-0-111-01	Contract	Jan 98	66.66	
	1-0-111-01	Contract	Feb 98	66.66	
	1-0-111-01	Contract	Mar 98	66.66	
	1-0-111-01	Contract	Apr 98	66.66	
	1-0-111-01	Contract	May 98	66.66	
	1-0-111-01	Contract	Jun 98	66.66	
	1-0-111-01	Contract	Jul 98	66.66	
	1-0-111-01	Contract	Aug 98	66.66	
	1-0-111-01	Contract	Sep 98	66.66	
	1-0-111-01	Contract	Oct 98	66.66	
	1-0-111-01	Contract	Nov 98	66.66	
	1-0-111-01	Contract	Dec 98	66.66	
	1-0-111-01	Contract	Jan 99	66.66	

Table 36–4 Distribution Entries for Release Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Approve / Reserve Release 1	1-0-111-01	Contract	Feb 99	66.66	
	1-0-111-01	Contract	Mar 99	66.76	
	1-0-111-01	Contract	Jan 98		66.66
	1-0-111-01	Contract	Feb 98		66.66
	1-0-111-01	Contract	Mar 98		36.68
	1-0-111-01	Obligation	Aug 98	66.66	
Approve / Reserve Release 2	1-0-111-01	Obligation	Aug 98	66.66	
	1-0-111-01	Obligation	Aug 98	36.68	
	1-0-111-01	Contract	Mar 98		29.98
	1-0-111-01	Contract	Apr 98		66.66
	1-0-111-01	Contract	May 98		66.66
	1-0-111-01	Contract	Jun 98		66.66
	1-0-111-01	Contract	Jul 98		66.66
	1-0-111-01	Contract	Aug 98		36.72
	1-0-111-01	Obligation	Sep 98	29.98	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	66.66	
	1-0-111-01	Obligation	Sep 98	36.72	

Final Close Planned Purchase Order Example

This example illustrates how to perform a final close of a contract encumbrance planned purchase order.

The organization performs the final close of the purchase order on October 27, 1998.

[Table 36-5](#), page 36-13 illustrates the resulting distribution level transactions for a final close of the contract encumbrance planned purchase order.

Table 36-5 Distribution Level Transactions for Final Close Planned Purchase Order

Action	Account Code	Encumbrance Type	Period	DR	CR
Final Close CEC PO	1-0-111-01	Contract	Oct 98		29.94
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.66
	1-0-111-01	Contract	Oct 98		66.76
	Total				496.66
Reconciliation					
Release 1	170.00				
Release 2	333.34				
Final Close	496.66				
Total	1000.00				

Cancel Planned Purchase Order Release Example

This example illustrates how to cancel a contract encumbrance planned purchase order.

The organization cancels Release 1 on August 15, 1998 and cancels Release 2 on September 20, 1998.

[Table 36–6](#), page 36-14 illustrates the resulting distribution entries for the cancelled contract encumbrance purchase order.

Table 36–6 Distribution Entries for Cancel Planned Purchase Order Example

Action	Account Code	Encumbrance Type	Period	DR	CR
Cancel Release 1	1-0-111-01	Contract	Aug 98		(66.66)
	1-0-111-01	Contract	Aug 98		(66.66)
	1-0-111-01	Contract	Aug 98		(36.68)
	1-0-111-01	Obligation	Aug 98	(66.66)	
	1-0-111-01	Obligation	Aug 98	(66.66)	
	1-0-111-01	Obligation	Aug 98	(36.68)	
Cancel Release 2	1-0-111-01	Contract	Sep 98		(29.98)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(66.66)
	1-0-111-01	Contract	Sep 98		(36.72)
	1-0-111-01	Obligation	Sep 98	(29.98)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(66.66)	
	1-0-111-01	Obligation	Sep 98	(36.72)	

Reference

For information on enabling Contract Encumbrancing, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

For information on installing and using the Enhanced Funds Checker, see [Enhanced Funds Checker Process](#), page 42-1.

For information on defining a contract encumbrance type, see [Defining Encumbrance Types Procedure](#), page 37-3.

For information on Contract Encumbrancing procedures, see [Contract Encumbrancing Procedures](#), page 38-1.

Contract Encumbrancing Setup

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

- [Definition](#)
- [Overview](#)
- [Defining Encumbrance Types Procedure](#)
- [Enabling Contract Encumbrancing Procedure](#)
- [Commitment Encumbrance Type Window](#)
- [Commitment Encumbrance Type Window Description](#)

Definition

Contract Encumbrancing enables organizations to create encumbrances on purchase agreements across the life of the agreement.

Overview

Setting up Contract Encumbrancing consists of the following procedures:

- [Defining Encumbrance Types Procedure](#)
- [Enabling Contract Encumbrancing Procedure](#)

Encumbrance types enable the user to classify and track expenditures according to the purchasing approval system.

The user can define as many additional encumbrance types for Contract Encumbrancing as required to reflect the terminology used within the organization.

Defining Encumbrance Types Procedure

To define encumbrance types for Contract Encumbrancing, perform the following steps.

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

Setup - Journal - Encumbrances

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

2. In the Encumbrance Type field, enter Contract.
3. In the Description field, enter a description.

For example, an encumbrance for planned purchase orders of type Contract Encumbrance.

4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

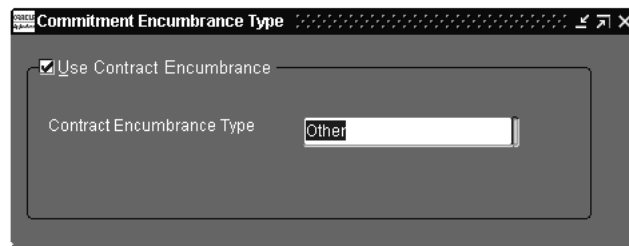
Enabling Contract Encumbrancing Procedure

To enable Contract Encumbrancing, perform the following steps.

1. Navigate to the Commitment Encumbrance Type window as follows:
OPSF(I) Contract Encumbrancing - Setup - Setup
2. To enable Contract Encumbrancing, select the Use Contract Encumbrance check box.
3. In the Contract Encumbrance Type field, select a contract encumbrance type from the list of values.
4. Save as follows:
File - Save
5. Close the window.

Commitment Encumbrance Type Window

Figure 37–1 Commitment Encumbrance Type Window



Commitment Encumbrance Type Window Description

Table 37–1 Commitment Encumbrance Type Window Description

Field Name	Type	Features	Description
Use Contract Encumbrance	optional	check box	if selected, contract encumbrancing enabled; if deselected, contract encumbrancing disabled
Contract Encumbrance Type	conditionally required	list of values	contract encumbrance type

Commitment Encumbrance Type Window Description

Contract Encumbrancing Procedures

This chapter describes the Contract Encumbrancing feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Entering Contract Encumbrance Planned Purchase Order Procedure](#)
- [Extended Purchase Orders Window](#)
- [Extended Purchase Orders Window Description](#)
- [Entering Release for Contract Encumbrance Planned Purchase Order Procedure](#)
- [Modifying Contract Encumbrance Planned Purchase Orders Procedure](#)
- [Viewing Funds Available for Contract Encumbrance Transactions Procedure](#)
- [Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure](#)
- [Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure](#)

Definition

The Contract Encumbrancing feature enables organizations to create encumbrances on purchase agreements or orders across the life of the agreement or order.

Overview

The Contract Encumbrance Planned Purchase Order procedure and the Release Contract Encumbrance Planned Purchase Order procedure are used to perform the following tasks:

- create contract encumbrance planned purchase order
- specify contract start date and end date
- automatically spread the encumbrance evenly over periods that are between the effective dates for the planned purchase order
- create releases against the contract encumbrance planned purchase order spread
- modify contract encumbrance planned purchase orders
- view funds available for contract encumbrance transactions
- cancel or final close contract encumbrance planned purchase order
- run MassCancel of contract encumbrance planned purchase order

Prerequisites

- ❑ A contract encumbrance type must be defined in General Ledger.
To define encumbrance types, see [Defining Encumbrance Types](#), *Oracle General Ledger User's Guide*.
- ❑ Contract Encumbrancing must be enabled in the Enable OPSF(I) Features window.
To enable contract encumbrancing, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14, and [Commitment Encumbrance Type Window Description](#), page 37-5.
- ❑ Contract Encumbrancing must be enabled in the Commitment Encumbrance Type window and the encumbrance type to be used for Contract Encumbrancing selected.

Entering Contract Encumbrance Planned Purchase Order Procedure

To enter a contract encumbrance planned purchase order, perform the following steps.

1. Navigate to the Extended Purchase Orders window as follows:

OPSF(I) Contract Encumbrancing - Enter - Enter Extended Purchase Orders

2. In the PO, Rev field, enter the purchase order number.

Note: If automatic purchase order numbering is enabled, the purchase order number is automatically displayed after saving.

3. In the Type field, select Planned Purchase Order as the purchase order type from the list of values.
4. Ensure that the CE check box is selected.
5. To enter terms and conditions information, click **Terms**.

The Terms and Conditions window appears.

Note: To use Contract Encumbrancing, users must enter effective start and end dates in the Terms and Conditions window. The start and end dates must be in different periods.

Note: If the enhanced funds checker is installed, the effective dates can span multiple fiscal years.

For information on the Terms and Conditions window, see [Entering Purchase Order Details Information](#), *Oracle Purchasing User's Guide*.

6. Close the Terms and Conditions window.
7. Enter data in the remaining fields of the Extended Purchase Orders window as described in [Entering Purchase Order Headers](#), *Oracle Purchasing User's Guide*.
8. Save or save and continue as follows:

File - Save or Save and Proceed

This automatically spreads the encumbrance evenly over the terms of the purchase order.

9. To enter currency information, click **Currency**.

The Currency window appears.

For information on the Currency window, see [Entering Currency Information](#), *Oracle Purchasing User's Guide*.

10. To enter shipment information, click **Shipments**.

The Shipments window appears.

For information on the Shipments window, see [Entering Purchase Order Shipments](#), *Oracle Purchasing User's Guide*.

11. To enter distributions, click **Distributions**.

The Distributions window appears.

For information on the Distributions window, see [Entering Purchase Order Distributions](#), *Oracle Purchasing User's Guide*.

12. To take approval actions, click **Approve**.

The Approve Document window appears.

For information on the Approve Document window, see [Submitting a Document for Approval](#), *Oracle Purchasing User's Guide*.

13. Close the window.

Extended Purchase Orders Window

Figure 38-1 Extended Purchase Orders Window

Extended Purchase Orders

PO, Rev

Type

Planned Purchase

☒ CE

Created

Supplier

Site

Contact

Ship-To

Bill-To

Currency

Buyer

Status

Total

Description

Transaction Code

Items

Price Reference

Reference Documents

More

Agreement

Num	Type	Item	Rev	Category	Description	UOM	Quant	

Item

Catalog...

Currency...

Terms

Shipments

Approve...

Extended Purchase Orders Window Description

[Table 38–1](#), page 38-6 describes the fields in the Extended Purchase Orders window that are specific to Oracle Public Sector Financials (International). All other fields are the same as Oracle Purchasing.

Table 38–1 *Extended Purchase Orders Window Description*

Field Name	Type	Features	Description
CE	default; planned purchase order only	check box	indicates that contract encumbrancing is used; selected as default; cannot change setting once purchase order committed

For information on the Extended Purchase Orders window, see [Entering Purchase Order Headers](#) and [Entering Purchase Order Lines](#), *Oracle Purchasing User's Guide*.

Entering Release for Contract Encumbrance Planned Purchase Order Procedure

To release a contract encumbrance planned purchase order, perform the following steps.

1. Navigate to the Extended Releases window as follows:

OPSF(I) Contract Encumbrancing - Enter - Enter Extended Releases

2. Enter data in each field of the Extended Releases window.

The Extended Releases window contains the same information as the Releases window.

For information on the Releases window, see [Entering Release Headers](#), *Oracle Purchasing User's Guide*.

3. To take approval actions, click **Approve**.

The Approve Document window appears.

For information on the Approve Document window, see [Submitting a Document for Approval](#), *Oracle Purchasing User's Guide*.

4. To enter receiving control information, click **Receiving Controls**.

For information on the Receiving Controls window, see [Entering Purchase Order Receiving Controls](#), *Oracle Purchasing User's Guide*.

5. To enter release distribution information, click **Distributions**.

6. Enter data in each field of the Distributions window.

For information on the Distributions window, see [Entering Release Distributions](#), *Oracle Purchasing User's Guide*.

7. In the Extended Releases window, to view terms information, click **Agreement**.

The Agreement window appears.

8. Save or save and continue as follows:

File - Save or **Save and Proceed**

9. Close the window.

Modifying Contract Encumbrance Planned Purchase Orders Procedure

For information on modifying a planned purchase order, see [Overview of Purchase Orders](#), [AutoCreate Document Options](#), and [Document Revision Rules](#), *Oracle Purchasing User's Guide*.

Viewing Funds Available for Contract Encumbrance Transactions Procedure

To view funds available for contract encumbrance transactions, perform the following steps.

1. In General Ledger, navigate to the Funds Available Inquiry window as follows:
Inquiry - Funds
2. Enter data in each field of the Funds Available Inquiry window.
Note: In the Encumbrance Type field, select Contract as the encumbrance type from the list of values.
3. Close the window.

For information on the Funds Available Inquiry window, see [Viewing Funds Available](#), *Oracle General Ledger User's Guide*.

Cancelling or Final Closing Contract Encumbrance Planned Purchase Order Procedure

To cancel or final close a contract encumbrance planned purchase order, perform the following steps.

1. In Purchasing, navigate to the Find Purchase Orders window as follows:

Purchase Orders - Purchase Order Summary

2. In the Results region of the Find Purchase Orders window, select the Headers radio button.
3. Click **Find**.

The Purchase Order Headers window appears.

4. Select a purchase order line to cancel or final close.
5. Navigate to the Control Document window as follows:

Tools - Control

6. Cancel or final close the purchase order.
7. Close the window.

For information on cancelling or closing a purchase order, see [Controlling Documents](#), *Oracle Purchasing User's Guide*.

Running MassCancel of Contract Encumbrance Planned Extended Purchase Orders and Extended Releases Procedure

For information on running MassCancel of extended planned purchase orders and extended releases, see [Defining MassCancel](#), *Oracle Purchasing User's Guide*.

Part X

Dossier

Dossier Process

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

- [Definition](#)
- [Overview](#)
- [Dossier Process Flow Diagram](#)
- [Dossier Processes](#)

Definition

In the public sector, the budgeting process involves various levels of government that determine the amount to be spent on goods and services and when the money is available to spend. Dossier provides the accounting processes required to support this budgeting process.

Overview

The public sector uses dossiers to allocate accrual and payment budget funds to a lower level of detail. For example, a dossier could be raised to register parliament's decision to allocate funds to be committed to the Ministry of Education for constructing new schools. The Ministry of Education meets to determine a more specific use of the commitment funds and additional dossiers are used to allocate the funds for more specific purposes. Therefore, a dossier is either a balanced or unbalanced budget journal transfer.

The dossiers follow strict numbering regulations and a hierarchical approval process before the transfer of funds can be processed.

In order to meet the needs of the public sector requirements for dossier, a structure of dossier types is required to enable a strict control system to be set up as shown in [Table 39-1](#), page 39-2.

Table 39-1 *Dossier Types*

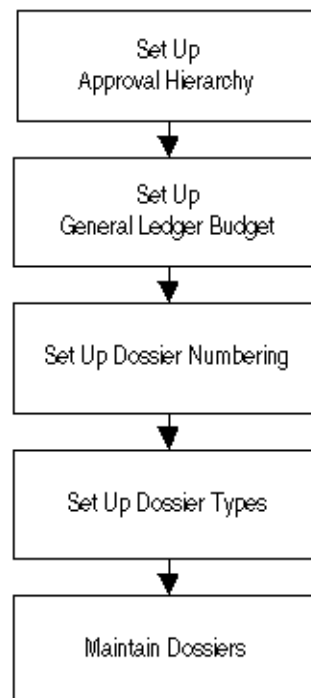
Dossier Types	Description
Parent	Parent dossiers relate to the parliamentary vote, that is the initial assignment of budget.
Child	Child dossiers enable various required levels of budget allocation to be created.
Complementary	Complementary dossiers enable additional funds to be allocated to or funds to be subtracted from the related dossier.
Retirement	Retirement dossiers allow end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year.

Dossier acts as a control system on the budgets allocated through the standard budget allocation within General Ledger, using predefined French public sector rules and numbering. Dossier maintenance is the transfer of funds within the defined budget structure.

Dossier Process Flow Diagram

Figure 39–1, page 39-3, shows the Dossier process flow diagram, as described in the accompanying text.

Figure 39–1 *Dossier Process Flow Diagram*



Dossier Processes

The following topics are discussed in this section:

- [Set Up Approval Hierarchy](#)
- [Set Up General Ledger Budget](#)
- [Set Up Dossier Numbering](#)
- [Set Up Dossier Types](#)
- [Maintain Dossiers](#)
- [Dossier Relationships](#)

Set Up Approval Hierarchy

Users can set up a hierarchical structure for the approval of dossier maintenance transactions. Users can define a different hierarchy for each dossier type.

Within each hierarchical structure there must be at least one position defined as shown in [Table 39–2](#), page 39-4.

Table 39–2 Workflow Approval

Hierarchy 1
Director
Manager
Clerk

Each person in the hierarchy receives a notification requesting action to be taken regarding the dossier transaction; for example, approve or reject the transaction. In the example, if the Clerk inputs the dossier transaction, the Manager receives the first notification. If the dossier transaction is approved by the Manager, the Director receives a notification to approve. If rejected, the transaction originator receives a workflow notification.

Set Up General Ledger Budget

Users must set up a standard general ledger budget, a budget organization, and post the initial budget journal in order to operate a set of dossiers.

The dossier system operates as a controlling mechanism for the transfer of general ledger budget amounts within a specified range of accounts.

Setting up the General Ledger budget consists of the following steps:

- [Defining a Budget](#)
- [Defining a Budget Organization](#)
- [Entering a Budget Journal](#)

Defining a Budget

Defining and entering budgets are standard general ledger functions. An example of the budget process is as follows:

- Define a budget.
- Enter the name; for example, Dossier - Ed.
- Enter a description; for example, Dossier for the ministry of education.
- Set the budget status to Open.
- Set the required journals to Yes.
- Enter the first and last budget periods.

Defining a Budget Organization

Budget organizations are defined as follows:

- Enter the name of the organization.
- Enter a description; for example, Dossier organization.
- Enter the account range; for example, 1-0-6001-000 to 1-0-6010-010.
- Enter the funding budget; for example, Dossier - Ed.

Entering a Budget Journal

- Enter the budget organization; for example, Dossier Org.
- Enter a budget; for example, Dossier - Ed.
- Enter the accounting period; for example, Jan - 02.
- Enter the budget worksheet account; for example, 1- 0-6001-000.
- Enter a worksheet amount; for example, \$40M.

For information on setting up and entering budgets, see [Enter Budget Amounts Window](#), *Oracle General Ledger User's Guide*.

Set Up Dossier Numbering

Users must set up a numbering sequence for each dossier to be created. This number prefixes a sequential count of all transactions entered against the individual dossier.

An example of dossier numbering is shown in [Table 39–3](#), page 39-6.

Table 39–3 *Dossier Numbering Example*

Sequence	Description
Prefix	prefix to the number, for example, ME
Number	automatically generated sequential number, for example, 1
Delimiter	delimits the number, for example, '_'
Fiscal year	4 digit number, for example, 2002

The example shown in [Table 39–3](#), page 39-6 creates the dossier number ME1-2002. All transactions relating to that dossier are then sequentially numbered, for example, ME1-2002-1, ME1-2002-2, and so on.

Set Up Dossier Types

The next stage is to define the dossier type. This process follows the standard hierarchical structure where children can have children and so on. For each dossier type in the structure, users must create a unique dossier numbering entry. The information required to create a dossier is as follows:

- dossier name
- relationship

The type of dossier must be selected, for example, parent.

- related dossier type

The related dossier must be defined for all except the parent dossier, for example, the name of the parent dossier.

- numbering scheme
The defined numbering for the dossier must be selected.
- approval hierarchy
The HR position hierarchy must be selected.
- source information
Users can specify the budget organization, budget, and account code ranges used to supply the source funding for the dossier.
- destination information
Users can specify the budget organization, budget, and account code ranges used to define the destination accounts for the dossier transfer of funds.

Maintain Dossiers

Maintaining dossiers is the process of creating budget transfers to allocate budget funds to the appropriate accounts and years. The information required to create a dossier transaction is as follows:

- A dossier type must be selected.
- A dossier name and description must be defined.
Users must define a unique reference and description for the maintenance transaction, for example, School R-17 Reading.
- A parent transaction number must be selected for child, complementary, and retirement dossiers.
- A transaction number must be allocated, for example, ME1-2002-6.
Note: The transaction number is automatically allocated.
Available source funds are displayed.
- Amount to be allocated to the destination accounts is selected.
- Funds must be checked and reserved.
- Transaction must be sent for approval.

When approved, the budget funds are transferred to the selected budget accounts.

Dossier Relationships

The following types of dossier relationships are available:

- [Parent Dossier](#)
- [Child Dossier](#)
- [Complementary Dossier](#)
- [Retirement Dossier](#)

Parent Dossier

Parent dossiers consist of sources and destinations set up by users. A parent dossier is the top level of the dossier. [Figure 39–2](#), page 39-10 and [Figure 39–3](#), page 39-11, show examples of creating and maintaining a parent dossier as follows:

- set up the dossier type
- first dossier transaction P/2002/001 moves 20 to cost center 100

The dossier type is set up as follows:

- budget of 100 set up in January 2002 in account number 1-000-5000
- destination cost center is 100

Child Dossier

A child dossier is related to a parent dossier. The source of the child dossier type must be the destination of the parent dossier type. The destination is selected from the range assigned to the child dossier type. [Figure 39–2](#), page 39-10 and [Figure 39–3](#), page 39-11, show examples of creating and maintaining a child dossier as follows:

- set up the dossier type
- transaction moves 8 to cost center 110 by first selecting the associated parent transaction and then moving the funds to cost center 110

The dossier type is set up as follows:

- source range must be the same as parent's destination
- destination cost center range is 100 to 199

Complementary Dossier

Complementary dossiers are created if additional funds need to be added to a dossier. Complementary dossiers can be related to a parent or child dossier. Both sources and destinations are automatically populated from the related dossier. [Figure 39–2](#), page 39-10, and [Figure 39–3](#), page 39-11, show examples of creating and maintaining a complementary dossier as follows:

- dossier setup
- dossier maintenance transaction, moving 10 to cost center 100 by first selecting the associated parent transaction and then moving 10 from the funds

The dossier type is set up as follows:

- this dossier is the transfer of additional budget funds added to the budget
- destination range must be the same as the parent's destination
- additional budget of 10 in January 2002 in account number 1-000-5000

Retirement Dossier

At the end of the year all unused destination funds are usually transferred back to the sources using retirement dossiers. Retirement dossiers can be related to parent or child dossiers. Related dossiers' destinations are populated as the source of the retirement dossier and the source of the related dossier becomes the destination of the retirement dossier. [Figure 39–2](#), page 39-10, and [Figure 39–3](#), page 39-11, show examples of creating and maintaining a retirement dossier as follows:

- dossier maintenance transaction, retiring 2 by first selecting the associated parent transaction and then moving 2 from the funds

The dossier type is set up as follows:

- this dossier is the transfer of unallocated budget funds back to a central budget
- source range must be the same as the parent's destination
- destination range must be same as parent's source
- final fund of 2 remains in January 2002 in account number 1-100-5000 and is returned to the original account number 1-000-5000
- when retiring a dossier, the entire source amount is transferred by default but users can manually adjust the amount to be transferred. Funds can only be checked at individual account level.

Dossier Type Setup and Maintenance Diagrams

Figure 39–2, page 39-10, shows the dossier type setup for the parent, child, retirement, and complementary dossiers.

Figure 39–2 Dossier Types Diagram

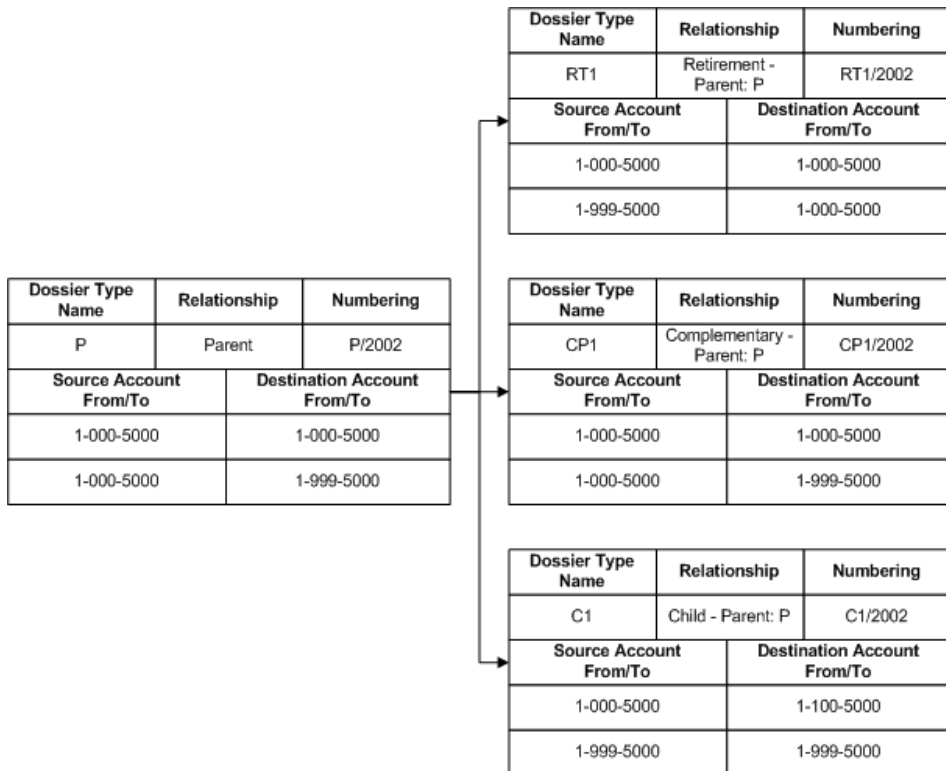
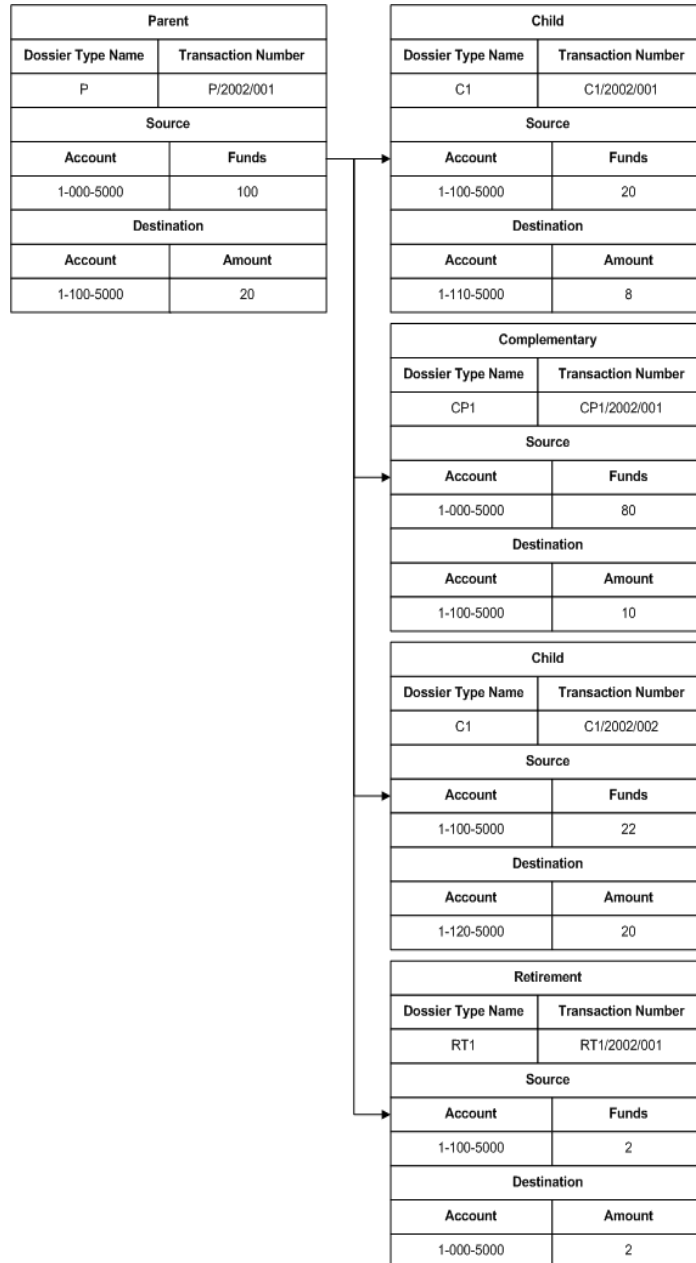


Figure 39–3, page 39-11, shows an example of how dossiers are maintained.

Figure 39–3 Dossier Maintenance Diagram



Dossier Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Dossier Setup Steps](#)
- [Setting Up Dossier Numbering Procedure](#)
- [Dossier Numbering Window](#)
- [Dossier Numbering Window Description](#)
- [Setting Up Dossier Types Procedure](#)
- [Dossier Types Window](#)
- [Dossier Types Window Description](#)
- [Source Usages Window](#)
- [Destination Usages Window](#)
- [Source Usages and Destination Usages Window Description](#)

Definition

The Dossier feature manages an unlimited number of budgetary dossier types and uses Oracle Workflow to manage approval based on predefined position hierarchies.

Overview

Budgetary dossiers enable the user to transfer budget amounts from one budget to another and allocate budget amounts to one or more specific accounting flexfields within an accounting flexfield structure. For example, one dossier transfers funds to a project, and another dossier is created later to allocate the project's funds to the specific project tasks.

Prerequisites

- ❑ Dossier must be enabled in the Enable OPSF(I) Features window.
To enable a feature, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ❑ Fiscal years must be defined in the Accounting Calendar window.
To define calendars, see [Defining Calendars](#), *Oracle General Ledger User's Guide*.
- ❑ The accounting flexfield structure must be defined before creating dossier numbering schemes.
To define accounting flexfield structures, see [Defining Your Account Structure](#), *Oracle General Ledger User's Guide*.

Dossier Setup Steps

This section describes the setup steps for dossier.

1. Create Additional Users

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

A unique employee must be assigned to each user if dossier is used.

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

2. Enter Value Set Values

For information on entering value set values, see [Defining Jobs Procedure](#), page 46-12.

3. Set Up Personnel

A. Define Jobs

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

B. Define Positions

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

4. Define Position Hierarchies

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

5. Set Up Budgets

This step is required.

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

6. Set Up Budget Organizations

This step is required.

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

7. Set Up Dossier Numbering

Dossier provides the ability to uniquely number each dossier. The unique numbers are sequential and gapless.

Dossier numbering setup enables unique dossier numbering schemes to be created. A dossier numbering scheme consists of a prefix and a fiscal year. Users can optionally insert a delimiter between the different components of a scheme. For example, a scheme of NHS-2002 consists of a prefix of NHS, a delimiter of hyphen (-), and a fiscal year of 2002. All sequences start from 1, in this instance NHS-2002-1.

Each unique numbering scheme can be assigned to only one dossier type. This enables a unique sequence for each dossier type to be automatically maintained.

For information on setting up dossier numbering, see [Setting Up Dossier Numbering Procedure](#), page 40-7.

8. Set Up Dossier Types

Dossier types comprise sets of budgetary transfer rules and a defined dossier approval workflow.

To enhance security and reduce data entry effort, budgetary rules are predefined by means of dossier types. Each dossier type can consist of a number of the following elements:

- dossier name and description
- related dossier type
- relationship with related dossier types
- dossier numbering scheme
- dossier approval hierarchy
- amount type
- budget journal types: balanced, unbalanced, or multiple years
- source budget from which to transfer funds

- destination budget where funds are transferred
- budgetary transfer accounting flexfield ranges

When a dossier is created, the selected dossier types automatically generate a transaction number, default budgetary rules, and flexfield values. Although the rules associated with a dossier type are predefined, the budget amount must be entered when creating the dossier. Dossier approval workflow ensures that if a dossier transaction is rejected, funds become available in the source budget.

Examples of dossier types are as follows:

- parliamentary authorized budget
- modified parliamentary budget
- detailed budget apportionment

Table 40–1 Relationships between Dossier Types

Dossier Type	Description
Parent	top of dossier hierarchy; sets source and destination boundaries for children
Child	lower level of dossier hierarchy than parent; source of child dossier type must be within destination of parent; child dossier can have only one parent
Complementary	modifies related dossier; changing amount by adding or subtracting; enables related dossier's source to be expanded
Retirement	allows end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year

Different types of dossier transactions can be defined using combinations of settings. An example is shown in [Table 40–2](#), page 40-5.

Table 40–2 Dossier Type Example

Dossier Purpose	Define Type	Budget Type
Transfer expense budget amounts from source account to destination account	Define Source and Destination	balanced; debit destination account and credit source account

The source and destination account usages can also be defined as part of the dossier type. The usage rules define the account segment default values, and whether the values are visible and editable when creating a dossier.

For information on setting up dossier types, see [Setting Up Dossier Types Procedure](#), page 40-9.

Setting Up Dossier Numbering Procedure

To set up Dossier numbering, perform the following steps.

1. Navigate to the Dossier Numbering window as follows:

OPSF(I) Dossier - Setup - Dossier Numbering

2. Enter data in each field of the Dossier Numbering window as described in [Table 40-3](#), page 40-8.

Note: A numbering scheme cannot be disabled after it is assigned to a dossier type.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Dossier Numbering Window

Figure 40–1 *Dossier Numbering Window*



Dossier Numbering Window Description

Table 40–3 *Dossier Numbering Window Description*

Field Name	Type	Features	Description
Scheme	display only		numbering scheme unique name, derived from entries in Prefix, Delimiter, and Fiscal Year fields
Prefix	required		free format field; forms first part of sequence number; maximum of 5 characters allowed
Fiscal Year	required	list of values	year from validated list of fiscal years defined in Accounting Calendar window
Delimiter	optional		character to be inserted between Prefix and Fiscal Year to form numbering scheme, for example, a hyphen
Enabled	required	check box	if selected, dossier numbering scheme enabled; if deselected, dossier numbering scheme disabled; only enabled dossier numbering schemes can be associated with dossier type in Dossier Types window

Setting Up Dossier Types Procedure

To set up dossier types, perform the following steps.

1. Navigate to the Dossier Types window as follows:

OPSF(I) Dossier - Setup - Dossier Types

2. Enter data in each field of the Dossier Types window as described in [Table 40-4](#), page 40-11.

Note: The Enabled check box must remain deselected until step 5 is complete.

Note: The dossier relationship defaults to Parent, but must be reassigned if the current dossier is a different type of dossier.

For information on dossier types, see [Table 40-1](#), page 40-5.

Dossier types that are not already used to generate dossier transactions can be deleted in the Dossier Types window.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. To define the source accounting flexfield segment defaults, click the current record drill-down button in the Sources region.

The Source Usages window appears.

Enter data in the Source Usages window as described in [Table 40-5](#), page 40-14.

5. To define the destination accounting flexfield segment defaults, click the current record drill-down button in the Destinations region.

The Destination Usages window appears.

Enter data in the Destination Usages window as described in [Table 40-5](#), page 40-14.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Select the Enabled check box.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Dossier Types Window

Figure 40–2 Dossier Types Window

Dossier Types

Dossier Name	Description	Relationship	Related Dossier Type	Numbering Scheme	Approval Hierarchy
		Parent			

Sources

Line Number	Budget Organization	Budget	From Account	To Account

Destinations

Line Number	Budget Organization	Budget	From Account	To Account

Dossier Types Window Description

Table 40–4 *Dossier Types Window Description*

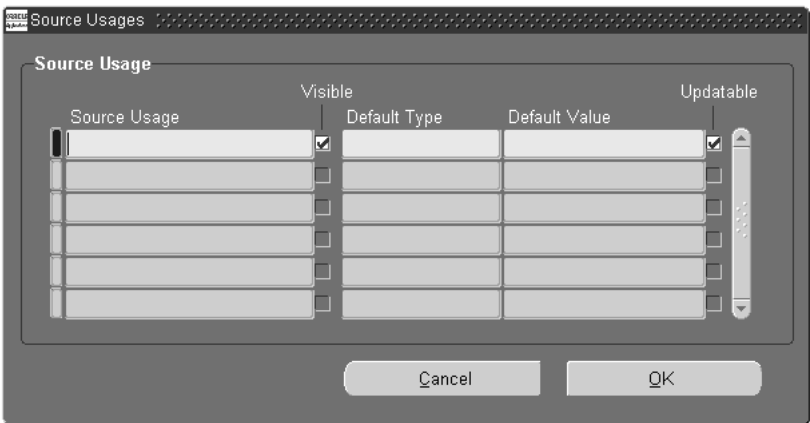
Field Name	Type	Features	Description
Dossier Name	required		unique dossier name; identifies budget transfer primary purpose
Description	optional		budget transfer description; for example, parliamentary vote that authorizes budgetary transfer
Relationship	required	list of values	dossier relationship; valid values: Parent, Child, Retirement, or Complementary
Related Dossier Type	conditionally required	list of values	dossier name that current dossier type is related to; required for non-parent dossiers; not enterable for parent dossiers
Numbering Scheme	required	list of values	unallocated numbering scheme; can be attached to one dossier type only
Approval Hierarchy	required	list of values	HR position hierarchy for dossier type
Amount Type	required	list of values	funds to be displayed in Dossier window as a period-to-date, project-to-date, quarter-to-date-extended, or year-to-date-extended figure
Multi Annual	required	check box	indicates if multiple-year budgeting or single-year budgeting used; if selected, multiple-year budget enabled; if deselected, single-year budget enabled
Balanced	required	check box	balanced or unbalanced budget journal; if selected, budget journal balanced; if deselected, budget journal unbalanced
Enabled	required	check box	if selected, dossier type enabled; if deselected, dossier type disabled Note: Only enabled dossiers are available for relating to other dossiers and can result in dossier transactions.
Descriptive Flexfield	optional		field for user customization
Sources Region			
Line Number	display only		source line number for dossier type selected
Budget Organization	required	list of values	budget organization name as defined in Define Budget Organization window
Budget	required	list of values	budgets assigned to selected budget organization

Table 40–4 Dossier Types Window Description

Field Name	Type	Features	Description
From Account	required	list of values	accounting flexfield range starting point required for budgetary transfer source; must fall within selected budget organization's account ranges
To Account	required	list of values	accounting flexfield range ending point required for budgetary transfer source; must fall within selected budget organization's account ranges
Destinations Region			
Line Number	display only		destination line number for dossier type selected
Budget Organization	required	list of values	budget organization name as defined in Define Budget Organization window
Budget	required	list of values	budget assigned to budget organization in Budget Org field
From Account	required	list of values	accounting flexfield range starting point required for budgetary transfer destination; must fall within selected budget organization's account ranges
To Account	required	list of values	accounting flexfield range ending point required for budgetary transfer destination; must fall within selected budget organization's account ranges

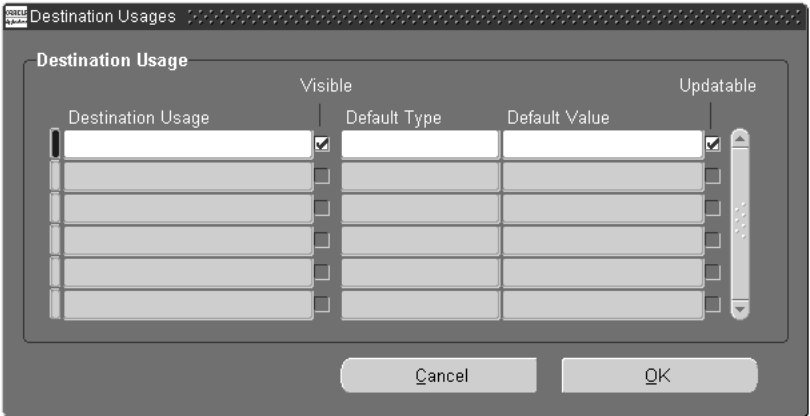
Source Usages Window

Figure 40-3 Source Usages Window



Destination Usages Window

Figure 40-4 Destination Usages Window



Source Usages and Destination Usages Window Description

Table 40–5 Source Usages and Destination Usages Window Description

Field Name	Type	Features	Description
Source Usage	display only		source accounting flexfield segment in Source Usages window
Destination Usage	display only		destination accounting flexfield segment in Destination Usages window
Visible	optional	check box	if selected, segment visible in Dossier window; if deselected, segment not visible and Default Value must be assigned; can only be deselected when a default type exists
Default Type	optional	list of values	default type; valid values: Segment, Profile, Numbering, Parent Destination, or Null; default type Parent Destination can only be assigned to one or more Child dossier destination segments
Default Value	optional	list of values	required for Segment and Profile default types; no value required for Numbering default type; not enterable for default type Parent Destination
Updatable	optional	check box	if selected, value can be updated in Dossier window; if deselected, value cannot be updated. Segment values only updatable if Visible check box selected. If the Default Type field is blank and the Visible check box is selected, the Updatable check box must be selected. Must be deselected for default type Parent Destination.
Cancel		button	cancels changes
OK		button	accepts changes and closes Source Usages or Destination Usages window

Dossier Procedures

This chapter describes Dossier procedures in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Checking and Reserving Funds Procedure](#)
- [Dossier Window](#)
- [Dossier Window Description](#)
- [Accepting or Rejecting Dossiers Procedure](#)
- [Reassigning Dossiers Procedure](#)
- [Viewing Dossier History Procedure](#)
- [Dossier History Window](#)
- [Dossier History Window Description](#)
- [Viewing Dossier Transaction Hierarchies Procedure](#)
- [Dossier Hierarchy Inquiry Window](#)
- [Dossier Hierarchy Inquiry Window Description](#)

Definition

Dossier controls the amount and timing of spending within an organization, which is particularly important when budgets for large projects are maintained and used separately. In addition, dossiers enable users to perform the following tasks:

- create budgetary transfers
- approve budgetary transfers
- manage funds

For a given project, budget dossiers can either be payment category for managing funds in a single fiscal year, or accrual category for projects covering several years. In both categories, certain types of dossier fulfil specific budgetary needs. A project uses a number of these dossier types in a set of relationships that define a hierarchy. The dossier types are described in [Table 41–1](#), page 41-2.

Table 41–1 Dossier Types

Dossier Type	Description
Parent	A single parent dossier is the source of all other dossiers in the project.
Child	Any dossier that is below another in the hierarchy is a child dossier. A child dossier can only have one parent.
Complementary	A complementary dossier adds funds to or subtracts funds from an existing dossier, for example, if a ministry assigns additional funds after a parent dossier is created.
Retirement	A retirement dossier is created when a dossier is canceled, for example, at the end of the project. Also allows end-of-year reallocation of unused budget amounts, enabling the amounts to be returned to parent dossiers to be reassigned for next year.

Overview

This chapter describes procedures for using dossiers after they are set up as follows:

- checking and reserving allotted funds in a dossier using the Dossier window
- tracking the funds in a dossier and viewing the relationship between dossiers using the Dossier Hierarchy Inquiry window
- submitting a dossier for approval by an authorizer using the Dossier window
- viewing all dossiers contained within a transaction using the Dossier History window
- approving changes to a dossier using the Worklist window

The following topics are described in this section:

- [Transferring Funds in Dossiers](#)
- [Dossier Approval Process](#)
- [Recommendations](#)

Transferring Funds in Dossiers

After setup, the budgets contained in a dossier can be modified using the Dossier window.

Transferring funds between budgets is performed by selecting source and destination budgets. For a given dossier, each funds transfer from source to destination budgets is defined by a dossier transaction number.

After source and destination budgets are identified, the availability of funds can be checked and, if they are available for use, funds can be reserved, depending on funds check level.

For information on checking and reserving funds, see [Checking and Reserving Funds Procedure](#), page 41-6.

Dossier Approval Process

Before any financial changes to a dossier come into effect, the user seeks approval for the change. The change request approval is automatically managed by Oracle Workflow, which notifies an authorizer of dossiers that require approval. The authorizer makes a decision on the change request and accepts or rejects the dossier.

A dossier or a dossier transaction has one of the following statuses depending on its progress through the approval process; the statuses are as follows:

- creating
- in process
- completed
- rejected

Workflow sends users notifications if action is required or the dossier status changes. The information in the Subject field and the notification message specifies the action or status change.

For information on checking and reserving funds, see [Checking and Reserving Funds Procedure](#), page 41-6.

For information on accepting or rejecting dossiers, see [Accepting or Rejecting Dossiers Procedure](#), page 41-10.

Recommendations

It is recommended that an organization develops consistent naming conventions for dossiers to aid financial management.

Prerequisites

- Dossier setup must be completed.

During the dossier setup process, the source and destination budgets are defined for dossiers, and each dossier is assigned a unique numbering scheme. Approved authorizers are defined, that is, users are defined who are permitted to authorize dossier changes.

The following must be set up in General Ledger:

- set of books
- budgets
- budget organizations
- budget organization assignments

To set up dossier numbering, see [Setting Up Dossier Numbering Procedure](#), page 40-7.

To set up dossier types, see [Setting Up Dossier Types Procedure](#), page 40-9.

To set up budgeting, see [Overview of Budgeting](#), *Oracle General Ledger User's Guide*.

For information on defining a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

To set up profile options, see [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

Checking and Reserving Funds Procedure

This procedure enables Dossier transactions to be entered against dossier types. When the transaction is entered, funds can be checked.

To check and reserve funds in a dossier, perform the following steps.

1. Navigate to the Dossier window as follows:

OPSF(I) Dossier - Dossier Maintenance

2. Enter data in the Dossier window as described in [Table 41–2](#), page 41-8.
3. To check if there are funds available for transfer between the selected budgets, click **Check Funds**.

A message indicates if sufficient funds exist.

4. To provisionally transfer the funds, click **Reserve Funds**.

Note: Funds must be reserved by clicking **Reserve Funds** before seeking approval through workflow.

5. To confirm the funds reservation, click **Yes**.
6. To confirm that the dossier is saved automatically, click **Yes**.

A message indicates if the provisional transfer is successful.

7. To place the dossier in the workflow approval process, click **Approve**.

The dossier status changes to In Process.

A workflow notification is generated and sent to the user.

Note: The dossier type, transaction name, and transaction number are included in the workflow notification to enable the approver to easily identify the dossier.

8. Close the window.

Dossier Window

Figure 41-1 Dossier Window

Dossier

Dossier Type

Dossier Name

Parent Transaction Number

Transaction Number

Updated Date

Status

Amount Type

Description

Source

Budget

Account

Period Name

Funds Available

New Balance

Account Description

Destination

Budget

Account

Period Name

Budget Amount

Funds Available

New Balance

Account Description

View Results

Check Funds

Reserve Funds

Approve

Dossier Window Description

Table 41–2 Dossier Window Description

Field Name	Type	Features	Description
Dossier Type	required	list of values	dossier type previously set up in Setup Dossier Types window
Dossier Name	required		user defined unique dossier name
Parent Transaction Number	conditionally required		lists all transaction numbers entered for the associated parent dossier type
Transaction Number	display only		automatically assigned transaction number
Updated Date	display only		date when transaction was last updated
Status	display only		status defaults to Creating; changes to In Process when Approve clicked; during approval process, indicates Complete if changes accepted and Rejected if changes not accepted
Amount Type	display only		defaults to amount type previously set up in Setup Dossier Types window
Description	optional		user-defined dossier description
Descriptive Flexfield	optional		field for user customization
Source Region			
Budget	required	list of values	budget name; only budget names assigned to dossier type source in Setup Dossier Types window displayed
Account	required	list of values	source account number as set up in Setup Dossier Types window, Source region
Period Name	required	list of values: pop-up calendar	period name; displays month and year
Funds Available	display only		amount displayed when value entered in Key field; displays funds currently available in selected account
New Balance	display only		calculated as sum of funds available minus sum of related Budget Amounts in Destination region
Account Description	display only		account description

Table 41–2 Dossier Window Description

Field Name	Type	Features	Description
Destination Region			
Budget	required	list of values	budget name; only budget names assigned to dossier type destination in Setup Dossier Types window displayed
Account	required	list of values	destination account number; restricted to those allocated in Setup Dossier Types window, Destination region
Period Name	required	list of values	period name; displays month and year
Budget Amount	required		budget amount; amount of source funds to be allocated to destination budget; sum of budget amounts cannot exceed source funds available
Funds Available	display only		calculated when account number entered in Key field; displays funds currently allocated to Destination
New Balance	display only		calculated when account number entered in Key field; new balance calculated by adding Budget Amount to available funds
Account Description	display only		account description
View Results		button	displays funds check or reserve result; user must check funds or reserve funds before viewing results
Check Funds		button	checks if funds available for transfer between selected budgets
Reserve Funds		button	provisionally transfers funds
Approve		button	places dossier in workflow approval process

Accepting or Rejecting Dossiers Procedure

To validate dossiers, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Dossier - Workflow Monitor - Worklist

A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. To accept the dossier, click **Approved**.
4. To reject the dossier, click **Rejected**.
5. To reassign the dossier to another user, click **Reassign**.
6. The Worklist window appears.
7. Close the window.

If approved, the notification is sent to the next approver in the hierarchy. If rejected, the dossier is canceled.

Reassigning Dossiers Procedure

This procedure enables authorizers to reassign dossiers.

To reassign dossiers, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Dossier - Workflow Monitor - Worklist

A new browser is launched displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. Click **Reassign**.
4. In the Reassign To field, select the list icon.
A new browser is launched.
5. Enter search criteria in the Find field.
6. Click **Find**.
A list of users and internal names is displayed.
7. Click the relevant user's name.
8. Select the Delegate Authority radio button to respond to this notification or the Transfer Ownership radio button to transfer ownership.
9. Enter comments if required.
10. Click **OK**.
The dossier is reassigned and the Worklist window appears.
11. Close the window.

Viewing Dossier History Procedure

To view the dossier transaction history, the relationship between dossiers, or the dossier's source and destination budgets, perform the following steps.

1. Navigate to the Dossier History window as follows:

OPSF(I) Dossier - Dossier History

2. Enter query mode as follows:

View - Query by Example - Enter

3. Enter the dossier name or description to be queried.

4. Run the query as follows:

View - Query by Example - Run

Dossiers are displayed in the Dossier Name field and all related dossiers are displayed in the Related Dossier fields.

Dossier transactions are displayed in the Transactions region. Source budgets are displayed in the Source region. Destination budgets are displayed in the Destination region.

5. Close the window.

Dossier History Window

Figure 41–2 Dossier History Window

Dossier History

Dossier

Dossier Name	Description	Related Dossier	Relationship

Transactions

Transaction Name	Description	Transaction Number	Updated Date	Status

Source

Budget	Key	Period Name	Funds Available	New Balance

Destination

Budget	Key	Period Name	Budget Amount	Funds Available	New Balance

Dossier History Window Description

Table 41–3 Dossier History Window Description

Field Name	Type	Features	Description
Dossier Region			
Dossier Name	optional		dossier name
Description	optional		dossier description
Related Dossier	display only		related dossier name
Relationship	display only		indicates relationship between dossier and related dossier
Transactions Region			
Transaction Name	display only		dossier transaction name
Description	display only		dossier transaction description
Transaction Number	display only		dossier transaction number; transactions performed in dossier
Updated Date	display only		date when dossier transaction last updated
Status	display only		dossier transaction status; valid values: Creating, In Process, Completed, or Rejected
Source Region			
Budget	display only		source budget name
Key	display only		source account number
Period Name	display only		month and year
Funds Available	display only		amount of funds currently available in source account
New Balance	display only		balance of source account, including new debit
Destination Region			
Budget	display only		destination budget name
Key	display only		destination account number
Period Name	display only		month and year

Table 41–3 Dossier History Window Description

Field Name	Type	Features	Description
Budget Amount	display only		budget amount; amount allocated in budget for transaction
Funds Available	display only		amount currently available for transaction
New Balance	display only		balance of destination account including new credit

Viewing Dossier Transaction Hierarchies Procedure

This procedure enables users to view dossier transaction hierarchies and all related dossiers for a dossier transaction. The user can drill up or down to view details of any related dossier. To view dossier transaction hierarchies, perform the following steps.

1. Navigate to the Dossier Hierarchy Inquiry window as follows:

OPSF(I) Dossier - Dossier Hierarchy Inquiry

2. Select a dossier type from the list of values.
3. Optionally, select a transaction number from the list of values.
4. Click **Find**.

The Related Dossiers region is automatically populated.

5. To view child dossier details relating to the parent dossier currently selected, click **Drill Down**.

Child dossiers are displayed in the Related Dossiers region.

6. To view the parent dossier relating to the child dossier currently selected, click **Drill Up**.

The parent dossier is displayed in the Related Dossiers region.

7. To view the selected dossier in more detail, click **Detail**.

Note: The Dossier window appears in read-only mode.

8. Close the window.

Dossier Hierarchy Inquiry Window

Figure 41-3 Dossier Hierarchy Inquiry Window

Dossier Hierarchy Inquiry

Dossier Type Transaction Number

Find Clear

Related Dossiers

Dossier Type	Transaction Number	Transaction Name

Drill Up Drill Down Detail

Dossier Hierarchy Inquiry Window Description

Table 41–4 *Dossier Hierarchy Inquiry Window Description*

Field Name	Type	Features	Description
Dossier Type	optional	list of values	dossier type previously set up in Setup Dossier Types window
Transaction Number	optional	list of values	dossier transaction number; transactions performed in dossier
Find		button	finds dossier information relating to Dossier Type and Transaction Number selected; automatically populates Related Dossiers region
Clear		button	erases data from fields
Related Dossiers Region			
Dossier Type	display only		dossier type previously set up in Setup Dossier Types window
Transaction Number	display only		dossier transaction number; transactions performed in dossier
Transaction Name	display only		dossier transaction name
Drill Up		button	displays parent dossier of selected child dossier; enabled only when parent dossier exists for current child dossier
Drill Down		button	displays next level of related dossiers; enabled only when child dossier exists for current parent dossier
Detail		button	displays Dossier window

Part XI

Enhanced Funds Checker

Enhanced Funds Checker Process

This chapter describes the Enhanced Funds Checker process in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Process Flow Diagram](#)
- [Determining Budgetary Control Policy Process Description](#)
- [Setting Up Budgetary Control Process Description](#)
- [Maintaining Budgetary Control with Enhanced Funds Checker](#)
- [Multiple Funding Budgets Features](#)
- [Related Topics](#)

Definition

Enhanced Funds Checker is an extension to Oracle Public Sector Financials (International) for maintaining single year budgets and processing cross year transactions.

In previous versions of Oracle Public Sector Financials (International), the functionality of Enhanced Funds Checker was implemented in phases known as EFC I, EFC II, and EFC III. The phases are described in [Table 42-1](#), page 42-2.

Table 42-1 *Enhanced Funds Checker Phases*

Phase	Description
EFC I	introduced multiple funding budgets functionality
EFC II	included dual budgeting functionality
EFC III	provides additional functionality to EFC II

Enhanced Funds Checker is supported in the following Oracle Public Sector Financials (International) modules:

- General Ledger
- Payables
- Purchasing

Note: Enhanced Funds Checker needs to be enabled to run Contract Encumbrancing.

Note: The abbreviation EFC is also used elsewhere in Oracle Public Sector Financials (International) to mean the Euro as a functional currency.

Contract Encumbrancing Requirement

Enhanced Funds Checker is also required by the Contract Encumbrancing feature.

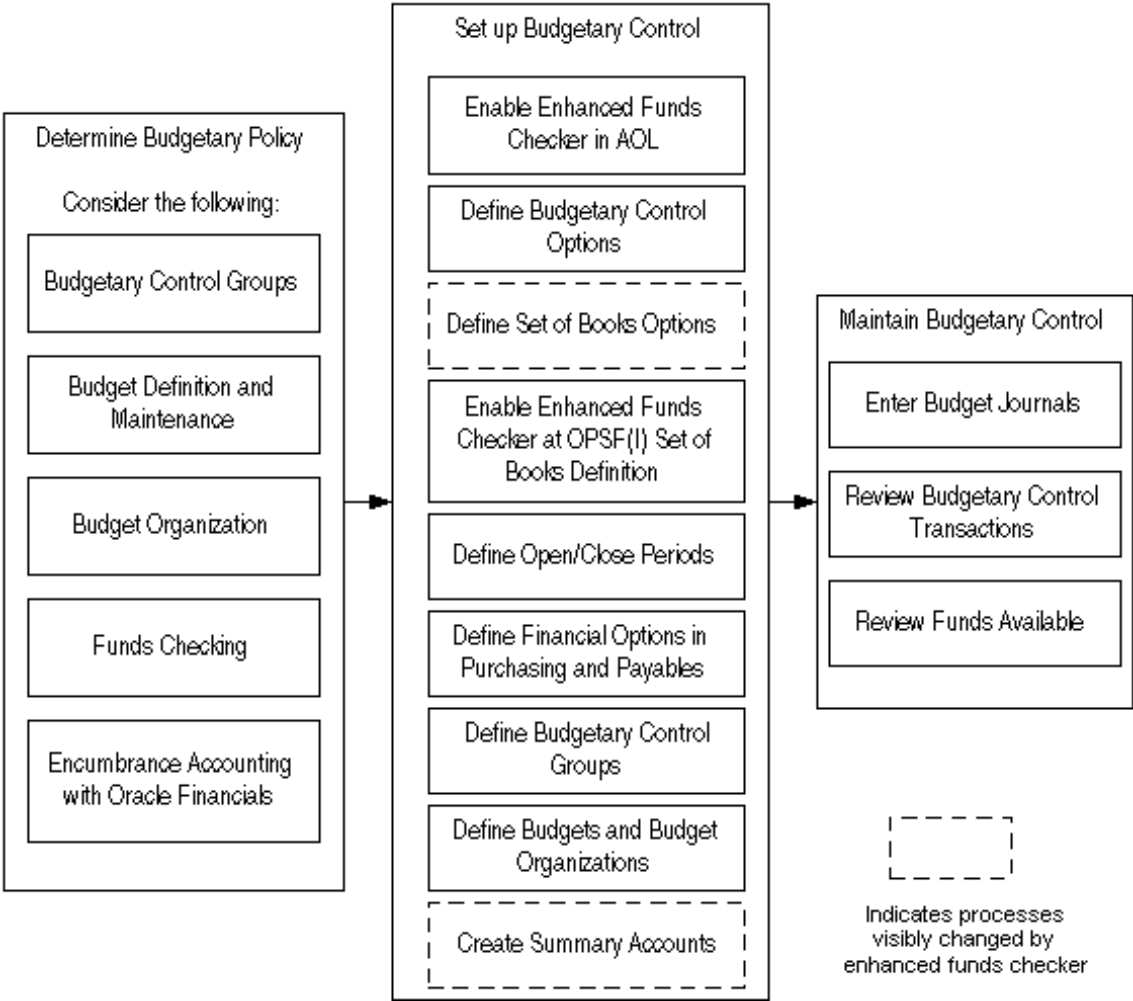
Contract Encumbrancing enables the user to create a planned purchase order that commits funds in multiple periods crossing multiple fiscal years, that is, funding budgets.

Standard planned purchase orders create default encumbrances in the current period, and a manual process is required to spread those encumbrances. The benefit of Contract Encumbrancing is the ability to spread encumbrances across multiple funding budgets.

Process Flow Diagram

Figure 42–1, page 42-3 shows the Enhanced Funds Checker process flow, as described in the accompanying text.

Figure 42–1 Enhanced Funds Checker Process Flow Diagram



Determining Budgetary Control Policy Process Description

The Enhanced Funds Checker fills the following business requirements:

- create more than one funding budget
- use funding budgets concurrently within budget organizations

The overall implementation of budgetary control and encumbrance accounting within Oracle Public Sector Financials (International) needs to be determined before using Enhanced Funds Checker.

For information on implementing budgetary control see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

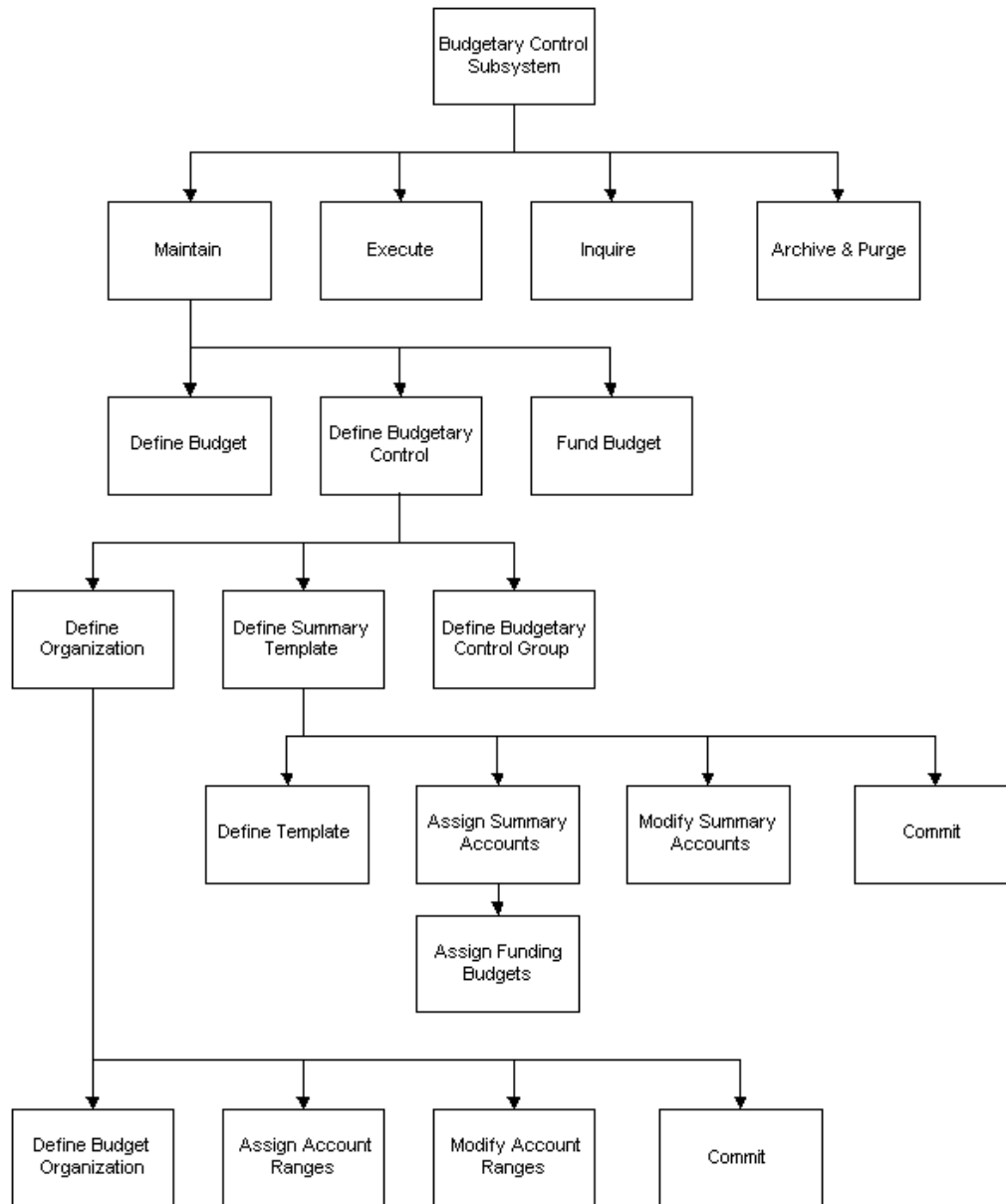
The following needs to be considered before using the enhanced funds checker:

- budgetary control groups
- budget definition and maintenance
- budget organization
- funds checking
- encumbrance accounting with Oracle Public Sector Financials (International)

Implementation of budgetary control policy affects use of the enhanced funds checker and is described where appropriate.

[Figure 42–2](#), page 42-5, shows an overview of the budgetary control system in Oracle Public Sector Financials (International), and lists all components whose functionality is changed when using Enhanced Funds Checker.

Figure 42-2 Budgetary Control System Components Changed By Enhanced Funds Checker



Setting Up Budgetary Control Process Description

Enhanced Funds Checker functionality is based on standard General Ledger budgetary control procedures. Enhanced Funds Checker is part of the General Ledger budgetary control process.

Note: Only those areas directly affected by Enhanced Funds Checker are described in this section.

For information on standard General Ledger budgetary control, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

To set up budgetary control, perform the following steps.

1. Enable Enhanced Funds Checker in the Application Object Library.

The system administrator enables Enhanced Funds Checker during installation.

2. Define the set of books.

Enhanced Funds Checker provides an additional window to confirm if a General Ledger set of books uses enhanced funds checker functionality.

Defining the set of books consists of the following actions:

- defining set of books options in General Ledger
- defining budgetary control options in General Ledger
- selecting the Enable Budgetary Control check box in General Ledger
- selecting the Use Multiple Funding Budget check box in General Ledger

For information on the Set of Books window, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

For more information on the Enable Budgetary Control, see [Enable Options Window Description](#), page 43-5.

When Enhanced Funds Checker is enabled, it cannot be disabled for that set of books.

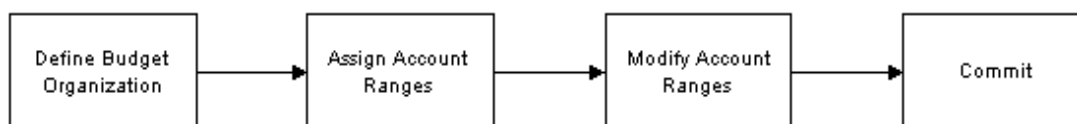
3. Manage open and close periods.

Oracle Public Sector Financials (International) allows encumbrance entries to be booked to future periods. Funds checking prevents this if periods overlap budgets. Enhanced Funds Checker with absolute budgetary control enables booking over future periods and across different budgets.

The following considerations apply:

- Encumbrance years need to be open to book any type of encumbrance.
Multiple encumbrance years can be opened into the future, but the calendar for the future year needs to be defined.
 - General Ledger periods need to be defined.
Encumbrances from requisitions, purchase orders, and manual journals can be booked to closed as well as open accounting periods. Periods need to be opened for posting of any Purchasing or Payables transactions.
 - Budget start and end periods need to be defined.
If a transaction's General Ledger date falls outside of the funding budgets periods, the transaction fails the funds check. Enhanced Funds Checker matches the General Ledger date to the appropriate funding budget period.
 - Purchasing and inventory periods needs to be opened to book purchase documents and inventory items, if inventory items are used.
4. Define encumbrance accounting options.
Encumbrance accounting options describe the encumbrance types used for requisitions, purchase orders, invoices, and contract encumbrance planned purchase orders.
 5. Define budgetary control groups.
Options need to be correctly set for all required transaction types.
 6. Define funding budgets.
 7. Define budget organizations and the accounts assigned to each organization and the organization's funds check level.

Figure 42-3, page 42-8 shows the budget organization process flow diagram as described in the accompanying text.

Figure 42–3 Define Budget Organization Process Flow Diagram

Enhanced Funds Checker adds account assignments as shown in bold italics in the following example:

Budget Organization: Property Maintenance	Funding Budget
1-1-100-1 to 1-1-999-1	BUD97
<i>1-1-100-1 to 1-1-999-1</i>	<i>BUD98</i>
<i>1-1-100-1 to 1-1-999-1</i>	<i>BUD99</i>

When Enhanced Funds Checker is enabled, the ordinary limit of one funding budget per account or range is increased to enable setup of additional funding budgets.

Validation ensures that budget dates do not overlap, as shown in [Table 42–2](#), page 42-8. This example assumes a fiscal year running from January to December.

Table 42–2 Validation Example

Budget Name	First Budget Period	Last Budget Period
BUD97	JAN-97	DEC-97
BUD98	JAN-98	DEC-98
BUD99	JAN-99	DEC-99

The following business rules apply to Enhanced Funds Checker:

- Budget ranges cannot overlap.
- A transaction's general ledger date determines the period in which funds are checked and reserved.
- If an account has a funds check level that is not None, a funds check needs to be performed for the account.

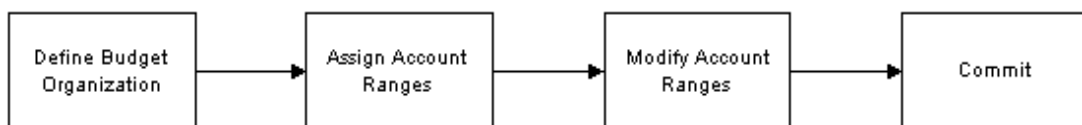
- If an account has a funds check status of None, no funds check is performed on the account.
- An account with multiple assignments cannot have a funds check level of None on one assignment and Absolute or Advisory for another assignment. However, an account with multiple assignments can have a funds check status level of Absolute and Advisory for different assignments. An assignment level of None does not have budget periods associated with it.

Note: If assignments are given different funds check levels, for example, None and Absolute, the account may be funds checked outside the date range specified by the Absolute entry.

- When an account is assigned with different funds check levels, for example, Absolute and Advisory, the account is assumed to have a funds check level of Absolute with no funding budget for the periods with no budget assignment.
 - An account cannot exist in different budget organizations for the same currency.
 - Account assignments cannot have different values for the Automatic encumbrance flag, they need to be set to Yes.
8. Define summary templates.

Figure 42–4, page 42-9 shows the summary template process flow diagram as described in the accompanying text.

Figure 42–4 Define Summary Templates Process Flow Diagram



Note: Multiple funding budgets are only available if Enhanced Funds Checker is enabled for the set of books.

To set the budgetary control options for a summary account template, perform the following steps.

1. Enter all required information prior to budgetary control.
2. Enter the funds check level.
If Absolute or Advisory is entered, all remaining information needs to also be entered.
3. Assign debit or credit balance type.
General Ledger uses the balance type to determine funds available using the following formula:
$$\text{Funds Available} = \text{Budget} - \text{Encumbrance} - \text{Actual}$$

For accounts with debit balance, General Ledger considers sufficient funds available if the equation gives a positive result.
For accounts with credit balance, General Ledger considers sufficient funds available if the equation gives a negative result.
4. Enter the amount type, or cumulative balance.
5. Enter the boundary.
6. Enter the budget.
7. Enter the funding budget by clicking **Funding Budgets**.
A new region is displayed, which lists available funding budgets.
8. Select one or more funding budgets.

Maintaining Budgetary Control with Enhanced Funds Checker

To maintain budgetary control, perform the following steps.

1. Enter budget journals to provide funds for the budgets.
2. Review budgetary control transactions.

This provides details of all budgetary control transactions during journal entry and posting.

3. Review available funds.

After setup, enhanced funds checker is transparent to the user. There are no visible changes to any of the windows.

WARNING: Oracle Corporation recommends the following:

- Do not predate encumbrances.

Predated encumbrances can interfere with year-end processing.

- Do not predate or post-date actuals.

Predated actuals can be incorrectly processed. The purchase order accrual program and the adjustment period in General Ledger assist users with period-end accruals.

Postdated actuals can interfere with GAAP compliance because actual expense recognition needs to be made in the period for which the expense is incurred.

Multiple Funding Budgets Features

The main features of Enhanced Funds Checker in Oracle Public Sector Financials (International) are as follows:

- [Maintaining Single Year Budgets](#)
- [Processing Cross Year Transactions](#)

Maintaining Single Year Budgets

Funds checking for a General Ledger code combination can only be performed on a single available budget, and all transactions can only check against the same budget, when encumbrance accounting and budgetary control are enabled in General Ledger.

Organizations that operate on a cash, or cash and accrual basis accounting, and budgeting require more flexibility. The organizations need to maintain single year budgets, approved by central government, and process cross year transactions.

Public sector organizations use one year budgets because the governing bodies approve budgets on a year to year basis. Central governments do not usually approve five-year budgets.

Private sector companies plan further into the future and do not regulate budgets as tightly, so multiple year budgets are appropriate for them.

Processing Cross Year Transactions

Single year budgets improve budgetary control over one year, but there are issues when accounting transactions occur over the year-end, and into multiple years.

General Ledger without Enhanced Funds Checker allows the creation of any number of budgets, but only allows one funding budget.

The following examples illustrate problems that are resolved by using Enhanced Funds Checker. In the examples, the budgets are set up as follows:

- absolute budgetary control with encumbrance accounting
- two single year budgets: 1997 and 1998
- 1997 has ended and is closing its books for the 1997 year

Year-End Accruals Example

Scenario	It is the second week in 1998, and a company is still receiving 1997 invoices. According to GAAP, the invoices should be recorded in the year in which the charges were made, in this case, 1997. Because budgetary control is used, the 1997 budget must be kept open into the 1998 year. The company must also keep up with 1998 business, that is, any 1998 invoices must be posted into the 1998 year budget and books.
Problem	The company cannot check funds for 1997 invoices and also check funds for 1998 invoices against the 1998 budget. If the 1997 budget is kept open, the 1998 invoices are delayed until the 1997 budget is closed, and the 1998 budget is opened. If the 1997 budget is closed, and the 1998 budget opened, then trailing 1997 items are incorrectly funds checked against the 1998 budget.
Workaround without Enhanced Funds Checker	One way to work around the limitations of single year budgets is by using multiple year budgets. The budget can be defined as from 1997 to 1999, with budgetary control over this range. For example, Canadian public sector users set up a 1.5-year budget so they can reserve funds into the second year, and also use that period to enter year-end accruals. However, the problem still occurs when closing the multiple year budget, and when transitioning the 0.5 year into the full year.

Long Lead Time Purchases Example

Scenario	Using the same setup scenario, it is two months until the end of 1997, and the company wants to purchase an item to use in 1998. However, the item needs to be custom made, which will take several months and needs to be ordered in 1997. This enables the company to start the associated paperwork. The company needs to create a purchase requisition and encumbrance entry in 1997, but check the funds against the 1998 budget.

Problem The company is not able to check 1998 funds for a 1997 purchase requisition or order. If the purchase document is raised in 1997, it is automatically checked against the available 1997 budget. The only workaround is to define a multiple year budget as only one funding budget can be open at any time.

Related Topics

For information on enabling features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

For information on installing Enhanced Funds Checker, see [Enhanced Funds Checker Setup](#), page 43-1.

For information on Contract Encumbrancing, see [Contract Encumbrancing Process](#), page 36-1.

Related Topics

Enhanced Funds Checker Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Enhanced Funds Checker Setup Steps](#)
- [Enabling Options Procedure](#)
- [Enable Options Window](#)
- [Enable Options Window Description](#)
- [Assigning Multiple Budgets to Detail Account Procedure](#)
- [Assigning Multiple Funding Budgets to Summary Account Procedure](#)
- [Extended Summary Accounts Window](#)
- [Extended Summary Accounts Window Description](#)
- [Funding Budgets Pop-Up Window](#)
- [Funding Budgets Pop-Up Window Description](#)

Definition

Enhanced Funds Checker in Oracle Public Sector Financials (International) is an extension to the standard General Ledger funds checker that enables multiple funding budgets to be checked across multiple years.

Overview

Multiple funding budgets enable multiple budgets to be assigned to the same account combination or account range, either at detail or summary level, to support funds checking against multiple budgets. This ensures effective funds control over lead-time purchase contracts that span over multiple budget years. Multiple funding budgets uses the general ledger date of a transaction to determine which budget to use in the funds checking operation.

The following windows are used to set up Enhanced Funds Checker:

- Set of Books, to set up Enhanced Funds Checker options
- Define Budget Organizations, to assign multiple funding budgets to an account or account range.
- Define Summary Accounts, to assign multiple funding budgets to a summary template.

For information on setting up and using Enhanced Funds Checker, see [Enhanced Funds Checker Process](#), page 42-1.

Prerequisites

- ❑ The Enhanced Funds Checker feature must be enabled for the required set of books.

To enable the Enhanced Funds Checker, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Enhanced Funds Checker Setup Steps

The setup steps in this section are listed in order of completion.

1. Create Summary Accounts

This step is required if summary accounts are used.

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

For information on creating summary accounts, see [Assigning Multiple Budgets to Detail Account Procedure](#), page 43-6.

For information on setting up Enhanced Funds Checker, see [Enhanced Funds Checker Setup](#), page 43-1.

2. Set Up Budgets

This step is required.

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

For information on setting up budgets for the enhanced funds checker, see [Assigning Multiple Funding Budgets to Summary Account Procedure](#), page 43-7.

3. Set Up Budget Organizations

This step is required.

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

4. Enable Multiple Funding Budgets for Set of Books

This step is required.

For information on enabling multiple funding budgets for a selected set of books, see [Enabling Options Procedure](#), page 43-4.

Enabling Options Procedure

To enable a set of books to use multiple funding budgets, perform the following steps.

1. Navigate to the Enable Options window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Enable Options

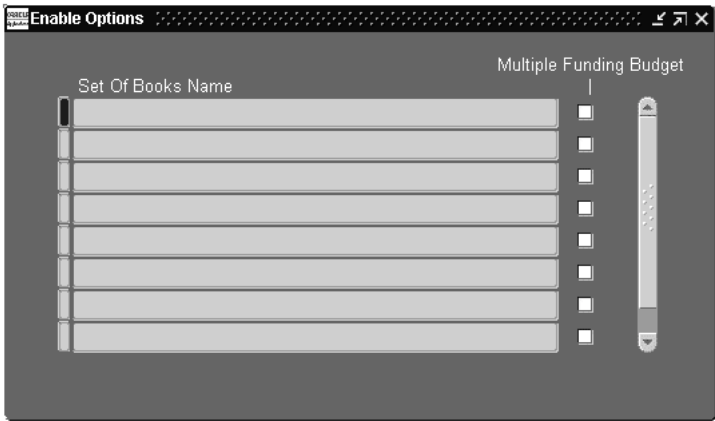
2. To enable multiple funding budgets, select the Multiple Funding Budget check box for the relevant set of books.

If the check box is deselected, multiple funding budgets are disabled.

3. Close the window.

Enable Options Window

Figure 43–1 Enable Options Window



Enable Options Window Description

Table 43–1 Enable Options Window Description

Field Name	Type	Features	Description
Set of Books Name	display only		set of books name
Multiple Funding Budget	optional	check box	if selected, multiple funding budgets enabled; if deselected, multiple funding budgets disabled

Assigning Multiple Budgets to Detail Account Procedure

To assign multiple funding budgets to a detail account or range of accounts, perform the following steps.

1. Navigate to the Extended Budget Organization window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Extended Budget Organization

For information on the Extended Budget Organization window, see [Defining Budget Organizations](#), *Oracle General Ledger User's Guide*.

2. Enter or query a budget organization.
3. Click **Ranges**.
The Account Ranges window appears.
4. Click **Range Assignments**.
The Account Assignments window appears.
5. Enter account ranges for the organization.
6. Use **Edit - Duplicate - Record Above** to copy the details of each record that requires multiple funding budgets into a new row.
7. In the Funding Budget field, ensure that the relevant funding budget is selected.
8. To enable funds checking, in the Funds Check Level field select Absolute, Advisory, or a combination if different levels of funds checking are required for the account, or enter None to disable funds checking.

For information on the Account Assignments window, see [Assigning Account Ranges to a Budget Organization](#), *Oracle General Ledger User's Guide*.

For information on the enhanced funds checker, see [Setting Up Budgetary Control Process Description](#), page 42-6.

9. Save or save and continue as follows:

File - Save or Save and Proceed

A concurrent program creates the budget assignments.

10. Close the window.

Assigning Multiple Funding Budgets to Summary Account Procedure

To assign multiple funding budgets to a summary account, perform the following steps.

1. Navigate to the Extended Summary Accounts window as follows:

OPSF(I) Enhanced Funds Checker - Setup - Extended Summary Accounts

For information on defining summary accounts, see [Defining Summary Accounts](#), *Oracle General Ledger User's Guide*.

For information specific to the enhanced funds checker when defining summary accounts, see [Setting Up Budgetary Control Process Description](#), page 42-6.

2. Query an existing account or accounts, or enter a new template.
3. If funds checking on the template is required, click **Funding Budgets**.
The Funding Budgets pop-up window appears.
4. Enter one or more budgets.
If funds checking on multiple funding budgets is required, select budgets that do not have overlapping periods.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.

Extended Summary Accounts Window

Figure 43–2 Extended Summary Accounts Window



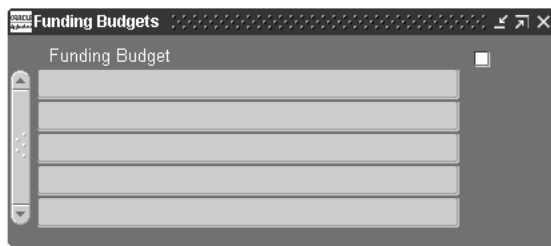
Extended Summary Accounts Window Description

Table 43–2 *Extended Summary Accounts Window Description*

Field Name	Type	Features	Description
Name	required		summary account name
Template	optional	accounting flexfield pop-up window	summary account template
Description	optional		summary account description
Earliest Period	required	list of values	summary account earliest effective period
Status	display only		summary account status
Account Category	required	list of values	category of accounts
Funds Check Level	required	list of values	summary account funds check level; valid values: absolute, advisory, or none
Debit or Credit	conditionally required	list of values	debit or credit if funds check level is absolute or advisory
Amount Type	conditionally required	list of values	amount type; valid values: period to date, project to date, quarter to date, or year to date
Boundary	conditionally required	list of values	funds checking boundary
Descriptive Flexfield	optional		field for user customization
Funding Budgets		button	opens Funding Budgets Pop-Up window

Funding Budgets Pop-Up Window

Figure 43–3 *Funding Budgets Pop-Up Window*



Funding Budgets Pop-Up Window Description

Table 43–3 *Funding Budgets Pop-Up Window Description*

Field Name	Type	Features	Description
Funding Budget	required		budget name
Toggle Query Field	optional		synchronizes detailed records with master records

Enhanced Funds Checker Procedures

This chapter describes Enhanced Funds Checker features in Oracle Public Sector Financials (International). The following sections are in this chapter:

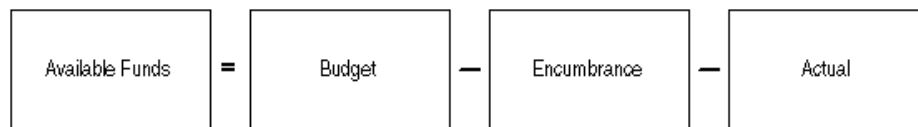
- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing Budgetary Control Transactions Procedure](#)
- [Entering Budget Journal Procedures](#)

Definition

Enhanced Funds Checker in Oracle Public Sector Financials (International) extends the functionality provided in General Ledger, Purchasing, and Payables. The enhancement to ordinary funds checking enables public sector organizations to maintain single year budgets as approved by central governments and to process cross-year transactions such as lead-time purchases and year-end accruals.

[Figure 44-1](#), page 44-2 shows the calculation of available funds.

Figure 44-1 Calculation of Available Funds



Overview

Enhanced Funds Checker allows multiple funding budgets when checking funds for journals, purchase requisitions, purchase orders, or invoices.

Public sector organizations can manage budgets more effectively because accounts can have multiple funding budgets during different periods.

Enhanced Funds Checker is used by the following products:

- General Ledger
- Purchasing
- Payables

General Ledger

Enhanced Funds Checker in Oracle Public Sector Financials (International) is an extension to standard General Ledger funds checker and consists of multiple funding budgets.

Multiple funding budgets enable users to perform a funds check on different funding budgets based on the transaction dates. This allows an account to have

multiple budget assignments. Based on the transaction date or period, the effective funding budget is used in the funds checking operation.

The following windows are used to perform tasks related to Enhanced Funds Checker:

- Enter Extended Journals window and Enter Extended Encumbrances window are used for enhanced funds checking.
- Budgetary Control Transactions window shows funds checking results.
- Funds Available Inquiry window shows funds available balances.

The following sections outline guidelines and recommendations for using Enhanced Funds Checker:

- [Guidelines](#)
- [Recommendations](#)

Guidelines

Guidelines for using Enhanced Funds Checker are as follows:

- The General Ledger date or period determines, with the set of books, currency, and account code, which funding budget is checked for General Ledger transactions, such as entries to the following:
 - encumbrance journals, actual journals, and budget journals in General Ledger
 - invoices, purchase orders, planned purchase orders, and contract purchase orders in Purchasing

Users must know the period to which the commitment must be made and be aware of how opened, closed, and future accounting periods are maintained.
- If an account has a funds check status level of None, no funds check is performed on the account.

An account with multiple assignments cannot have a funds check status level of None on one assignment and Absolute or Advisory for another assignment. However, an account with multiple assignments can have a funds check status level of absolute and advisory for its different assignments.

- When an account is assigned with different funds check levels, such as advisory and absolute, the account is assumed to have a funds check level of absolute with no funding budget for the periods with no budget assignment.
- An account cannot exist in different budget organizations for the same currency.
- Account assignments cannot have different values of an automatic encumbrance flag.
- Enhanced Funds Checker cannot be disabled after it is enabled.

Recommendations

Oracle Corporation recommends the following:

- Encumbrances must not be predated.
Predated encumbrances can interfere with year-end carry forward processing.
- Actuals must not be predated.
Predated actuals can be incorrectly processed. The purchase order accrual program and the adjustment period in General Ledger assist users with period-end accruals.
- Actuals must not be postdated.
Postdated actuals can interfere with GAAP compliance because actual expense recognition must be made in the period for which the expense is incurred.

Prerequisites

- ❑ Budgetary control, journaling, funds checking, and encumbrance accounting must be enabled for the set of books.

To set up budgetary control and funds checking, see [Budgetary Control and Online Funds Checking](#) and [Setting Up Budgetary Control](#), *Oracle General Ledger User's Guide*.

- ❑ Enhanced Funds Checker for the set of books must be enabled.

To define Enhanced Funds Checker options at the set of books level, see [Enabling Options Procedure](#), page 43-4.

For information on the Set of Books window, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

- ❑ Funding budgets must be assigned to detail accounts.

To assign funding budgets to detail accounts, see [Assigning Multiple Funding Budgets to Summary Account Procedure](#), page 43-7.

- ❑ Funds must be allocated to funding budgets in General Ledger.

To allocate funds to funding budgets in General Ledger, see [Entering Budget Journals](#), *Oracle General Ledger User's Guide*.

- ❑ To automatically encumber purchase orders across future periods, Contract Encumbrancing must be enabled in Oracle Public Sector Financials (International), and purchase orders must be entered as contract encumbrancing planned purchase orders.

To enable Contract Encumbrancing, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Viewing Budgetary Control Transactions Procedure

Budgetary control transactions can be viewed during journal entry or encumbrance entry, as described in the following procedures:

- [Enter Journals Procedure](#)
- [Enter Encumbrances Procedure](#)

Enter Journals Procedure

1. Navigate to the Enter Extended Journals window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Journals - Extended Journals

The Find Journals window appears.

2. In the Journal field, select a journal from the list of values.
3. Click **Find**.

The Enter Extended Journals window appears.

Note: The Enter Extended Journals window has enhancements but includes the same fields as the Enter Journals window.

For information on the Enter Journals window, see [Entering Budget Journals, Oracle General Ledger User's Guide](#).

4. Click **More Actions**.

The More Actions pop-up window appears.

5. To check funds, click **Check Funds**.
6. To reserve funds, click **Reserve Funds**.
7. To view the results, click **View Results**.

The Note pop-up window appears.

8. Click **OK**.

The Budgetary Control Transactions window appears.

For information on the Budgetary Control Transactions window, see [Budgetary Control Transactions Window, Oracle General Ledger User's Guide](#).

9. To perform a query on specific types of balances, navigate as follows:

View - Find

The Find Transactions window appears.

10. In the Balance Type drop-down list, select a balance type.

11. Click **Find**.

The Budgetary Control Transactions window appears.

12. Close the window.

Enter Encumbrances Procedure

To view encumbrances, perform the following steps.

1. Navigate to the Extended Encumbrances window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Encumbrances

The Find Journals window appears.

2. In the Journal field, select a journal from the list of values.

3. Click **Find**.

The Enter Encumbrances window appears.

Note: The Enter Encumbrances window has enhancements but includes the same fields as the General Ledger Enter Encumbrances window.

For information on the Enter Encumbrances window, see [Enter Encumbrances Window](#), *Oracle General Ledger User's Guide*.

4. Go to Step 4 of the [Enter Journals Procedure](#), page 44-6.

Entering Budget Journal Procedures

To enter budget journals, perform the following steps.

1. Navigate to the Enter Extended Budget Journals window as follows:

OPSF(I) Enhanced Funds Checker - Enter - Extended Budget Journals

Note: The Enter Extended Budget Journals window has enhancements but includes the same fields as the General Ledger Enter Budget Journals window.

For information on the Enter Extended Budget Journals window, see [Enter Budget Journals Window](#), *Oracle General Ledger User's Guide*.

Part XII

Exchange Protocol

Exchange Protocol Process

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

- [Definition](#)
- [Overview](#)
- [Exchange Protocol Process Flow Diagram](#)
- [Exchange Protocol Processes](#)

Definition

Exchange Protocol is the process of approving Oracle Receivables and Payables subledger transactions. Transactions are first grouped by a client, Payables supplier, or Receivables customer in documents called dialog units. The dialog units are then batched into a transmission unit, which is passed through a hierarchy of authorizers until the batch is approved.

Overview

The Exchange Protocol system is designed as a generic solution to be used by public sector clients using Oracle Financials where a sophisticated batch approval system is required. Exchange Protocol ensures that all subledger transactions within Payables and Receivables are carefully approved before being accounted for within Financials.

Exchange Protocol requires that all subledger transactions are batched for approval. The transactions are first grouped into predefined dialog units and then the dialog units are batched into transmission units. The process is as follows:

- Dialog unit types are created, which define the transactions to be included for the specific type. For example, the type DU-A may contain only Payables standard invoices, and type DU-B Payables credit notes.
- Transmission unit types are defined specifying which dialog unit types to include and the approval hierarchy to be used.
- A numbering system is defined for each type of dialog unit and transmission unit. Public sector users require these documents to be sequentially numbered.
- Dialog units are created containing subledger transactions.
- The dialog units are included in transmission units and the batch is sent for approval using Oracle Workflow.

The Exchange Protocol workflow defines the approval process as follows:

- Create one or more position hierarchies for use in the approval cycle.
- Additional information is required to enhance the basic hierarchy definition. The user can create a profile for the hierarchy defining the following:
 - If the final approver in the hierarchy is only allowed acceptance status, for example, the approver is not able to reject the documents.

- If legal numbering of documents is required. Many public sector users require a new legal number to be assigned to the batch when the documents are approved.
- At any stage in the approval cycle, the following actions can be taken by the approver:
 - approve the transmission unit

All dialog units are Approved and the whole transmission unit is sent to the next authorizer in the hierarchy.
 - finally approve dialog units

All dialog units are Finally Approved and the transmission unit status is Complete.
 - reject the transmission unit

All the dialog units are Rejected. The rejected dialog units are released from the transmission unit and the transactions within the dialog units are released. The transactions can be altered and are available for inclusion in another dialog unit. The status of the dialog units is set to Rejected and the transmission unit is set to Complete.
 - partially reject

Some dialog units are Rejected and some dialog units are Approved. The rejected dialog units are released from the transmission unit and the transactions within these dialog units are released. The transactions can then be altered and are available to be included in another dialog unit. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.
 - partially place on hold

Some dialog units are placed On Hold and some dialog units are Approved. The dialog units on hold are released from the transmission unit but the transactions stay within the dialog units. The transactions can then be altered and included in other dialog units. The transmission unit, now containing only the approved dialog units, is sent to the next authorizer in the hierarchy.
 - return the transmission unit

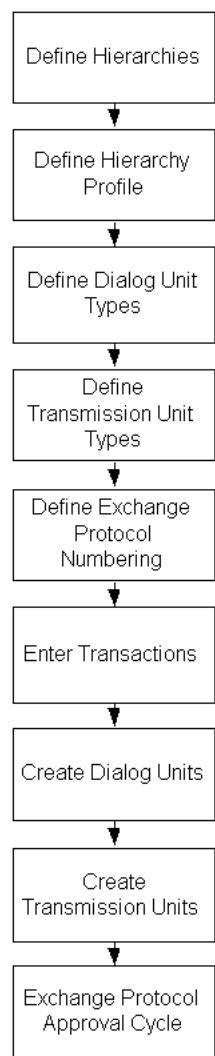
The whole transmission unit can be returned to the previous approver.

- When the final person in the approval cycle approves or accepts a transmission unit, the following happens:
 - The status of the transmission unit is set to Complete and the status of the dialog units within it are set to Complete.
 - The transactions within approved dialog units are set to Approved or Completed.

Exchange Protocol Process Flow Diagram

Figure 45–1, page 45-5 shows the Exchange Protocol process flow, described in the accompanying text.

Figure 45–1 Exchange Protocol Process Flow Diagram



Exchange Protocol Processes

The following topics are described in this section:

- [Define Hierarchies](#)
- [Define Profiles for Exchange Protocol](#)
- [Define Dialog Unit Types](#)
- [Define Transmission Unit Types](#)
- [Define Exchange Protocol Numbering](#)
- [Exchange Protocol Approval Process](#)
- [Year End Process](#)

Define Hierarchies

The approval process using Oracle Workflow requires that a positional hierarchy is created to define the document flow within the client's approvers. This work structure defines jobs, positions within the jobs, and a hierarchy of positions. The employees are assigned to positions and a user identity is assigned to an employee.

The user must set up at least one positional hierarchy to be used as an approval cycle. However, if documents require different approval cycles, then many hierarchies can be created. For example, a batch of Payables invoices may need to be approved by several levels of accounts managers, but a Receivables invoice may only need approval from a single manager.

If the Oracle Human Resources system is installed, then the work structure that forms the basis for creating positional hierarchies can be activated using this system, if not, the Oracle Purchasing setup workflow structures system can be used.

The work structure is set up as follows:

- **Job window**
Users must set up jobs to be used, for example, authorizer, and manager.
- **Positions window**
Positions are defined as positions within the jobs, for example, Authorizer - Clerk and Authorizer - Supervisor are within the job Authorizer, Manager within the job Manager.
- **Employees window**

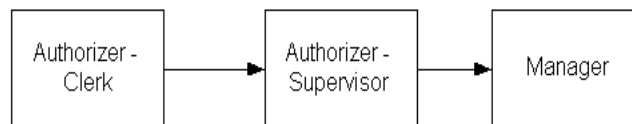
Employees are defined within the positions, for example, employees A and B are Authorizer - Clerks, employees C and D are Authorizer - Supervisors, and employees E and F are Managers.

- Position Hierarchies

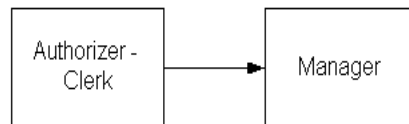
[Figure 45–2](#), page 45-7, defines an example of a position hierarchy used by the approval process.

Figure 45–2 Position Hierarchies

Hierarchy 1 - Department A



Hierarchy 2 - Department B



The following step is required to create the work structure:

- Associate the employees with user identities, for example, create a logon user identity of USERB and assign employee B to USERB.

For information on creating job descriptions within work structures, see [Enterprise Modeling](#), *Oracle Human Resources Management Systems User's Guide*.

For information on creating position descriptions within work structures, see [Enterprise Modeling](#), *Oracle Human Resources Management Systems User's Guide*.

For information on creating position hierarchies within work structures, see [Enterprise Modeling](#), *Oracle Human Resources Management Systems User's Guide*.

Define Profiles for Exchange Protocol

Workflow profiles must be defined for each positional hierarchy.

This process adds the following additional features to the approval cycle:

- The French public sector users require that an additional legal number is associated with each dialog unit number and transmission unit number when the final or principal authorizer has approved the batch.
- In France and other European countries, if payment of invoices is actioned by a central treasury department, then the final approver, called an account officer in France, can only accept the transmission unit for payment, and can not approve or reject the batch.

The information required to create a workflow profile is as follows:

- profile name; for example, EXP-1
- position hierarchy; selected from a list of the position hierarchies created
- optional final approver position. To be defined if the last approver can only accept the transmission unit previously approved by a principal authorizer.
- optional legal document position. In some countries it is necessary to assign an additional reference number to the exchange protocol documents. This legal number is assigned at a pre-specified stage in the approval cycle. For example, in France, the legal number is assigned after the principal authorizer has approved the batch and before the batch is passed to the account officer.
- view hierarchy; allowing drill-down to view the selected hierarchy

For example, using the hierarchy department A, the entries would be:

- profile name, EXP-1
- hierarchy, department A
- final approver, Manager
- legal document, Authorizer - Supervisor

For information on the workflow hierarchy, see [Figure 45–3](#), page 45-13.

For information on defining position hierarchies, see [Define Hierarchies](#), page 45-6.

Define Dialog Unit Types

The user must define which subledger transactions are to be grouped together for a client. This process is the creation of dialog unit types. When the Exchange Protocol

functionality is used all subledger transactions require approval using this requirement, therefore all transactions must be included in at least one dialog unit type.

Dialog unit types are defined as follows:

- dialog unit type; a descriptive name
- transaction type; one or many selected from a list of all available transactions

Table 45–1, page 45-9 shows an example of how the dialog units are created.

Table 45–1 Dialog Units

Dialog Unit Name	Transactions
DU-A	Payables invoices
DU-B	Payables invoices, credit notes, and debit notes
DU-C	Receivables invoices, credit notes, and debit notes

Define Transmission Unit Types

The user must define each type of transmission unit to be used in the system. This process defines which dialog units are batched together for approval.

Transmission unit types are defined as follows:

- transmission unit type; a descriptive name, for example, Mandate-Batch
- dialog unit type; one or many selected from a list of all available dialog unit types
- profile hierarchy; the approval hierarchy to be used with this type of transmission unit, selected from a list of available positional hierarchies

Table 45–2, page 45-9 shows an example of how transmission units are created.

Table 45–2 Transmission Units

Transmission Unit Name	Dialog Units	Hierarchy
TU-A	DU-A, DU-B	Department A
TU-B	DU-C	Department B

Define Exchange Protocol Numbering

Users can set up a numbering sequence for each type of document. This number prefixes and suffixes a sequential count of all dialog units and transmission units created during the Exchange Protocol process for the financial year.

Document numbers within Exchange Protocol are defined as follows:

- exchange protocol type

There are two types of exchange protocol type: dialog unit or transmission unit.

- class

Actual; at creation and during approval by authorizers.

Legal; optional, to be allocated after approval by the specified approver.

- document type

The document type is linked to the predefined transmission unit and dialog unit types.

The information required for exchange protocol numbering is as follows:

- prefix

The prefix precedes the sequential number; for example, Def.

- suffix

The suffix describes the documents; for example, Mandate.

All of the available document types within the dialog unit and transmission unit structures must have a unique numbering system applied for each financial year.

[Table 45–3](#), page 45-11 shows an example of Exchange Protocol numbering.

Table 45–3 Exchange Protocol Numbering Example

Exchange Protocol Type	Class	Document Type	Prefix	Suffix	Year	Numbering Created
Dialog Unit	Actual	DU-A	Act	Mandate	2001	Act1Mandate2001
	Legal	DU-A	Def	Mandate	2001	Def1Mandate2001
Dialog Unit	Actual	DU-C	Act	Payback	2001	Act1Payback2001
	Legal	DU-C	Def	Payback	2001	Def1Payback2001
Transmission Unit	Actual	TU-A	Act	Mandate	2001	Act1Mandate2001
	Legal	TU-A	Def	Mandate	2001	Def1Mandate2001

Exchange Protocol Approval Process

The process of approving documents within Exchange Protocol is described in the following sections:

- [Transaction Entry](#)
- [Dialog Unit Creation](#)
- [Transmission Unit Creation](#)
- [Exchange Protocol Approval](#)

Transaction Entry

All transactions are usually entered in the subledger. When the user approves the subledger transaction, a document hold is automatically applied to the transaction. This hold can only be released by the Exchange Protocol approval process. The transaction is then paid in Payables or completed in Receivables.

The transaction entry process applies to both Payables and Receivables; for example, invoices and credit notes. The following is an example of the transaction entry process:

1. Enter a Payables standard invoice for a supplier.
2. Approve the invoice.
3. Apply an exchange protocol hold to the invoice.

The hold cannot be manually cleared, it must be cleared by Exchange Protocol approval.

For information on transactions, see [Enter Transactions](#), *Oracle Receivables User's Guide*.

For information on invoices, see [Entering Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

Dialog Unit Creation

The first stage in the Exchange Protocol process is to create a dialog unit. A dialog unit is a collection of transactions requiring exchange protocol approval, for example, all standard Payables invoices for a supplier. The process is as follows:

1. Select the document type to be created. This predefines which transactions are to be included in the dialog unit.
2. Select a supplier or customer. All available transactions are then included in the dialog unit.
3. Exclude individual transactions before creating the dialog unit if desirable.
4. Assign an actual number to the dialog unit.

Transmission Unit Creation

The second stage in the Exchange Protocol process is to create a transmission unit. A transmission unit is a collection of dialog units requiring exchange protocol approval. For example, all dialog units containing the document type, Mandate. The process is as follows:

- Select the document to be created. This predefines which dialog units are to be included in the transmission unit.
- Exclude individual dialog units before creating the transmission unit if desirable.
- Optionally, amend the positional hierarchy to be used in the approval cycle.
- Assign the transmission unit an actual number and transmit for approval.

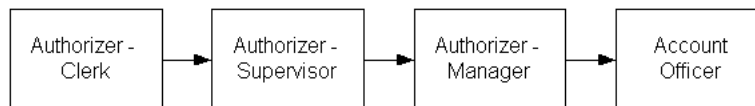
Exchange Protocol Approval

Transmission units are approved through a workflow process. The transmission unit enters the workflow at the point where the transmission unit user exists in the hierarchy. The next user in the hierarchy is sent a notification to approve or reject the transmission unit.

If rejected, a notification is sent to the user who raised the transmission unit. If approved, a notification is sent to the next position in the hierarchy, if there is more than one user defined for the position then a user must be selected, until all users in the hierarchy have approved the transmission unit.

The approval process using the workflow hierarchy, including the special features for the French public sector, is shown in [Figure 45-3](#), page 45-13.

Figure 45-3 Workflow Hierarchy



[Figure 45-3](#), page 45-13, assumes that the profile defines the Manager as the legal document numbering position and that Account Officer is a final approver. The following actions describe the process:

1. The Authorizer - Clerk creates a transmission unit numbered Act16Mandate2001 and submits it for approval.
2. A notification to approve is sent to the Authorizer - Supervisor, who drills down to the transmission unit to view the details and approve the dialog units.

From the Notification Details window, the approver can drill-down to the individual documents within the list of dialog units in the transmission unit.

If an individual dialog unit is rejected, all transactions within that dialog unit are released and made available for inclusion in a future dialog unit.

3. The Authorizer - Manager receives a notification and also approves the transmission unit, the additional legal number is now assigned to the transmission unit and all the approved dialog units; for example, Def16Mandate2001.
4. A notification is sent to the Account Officer. This stage is called the point of acceptance. The Account Officer can only accept the transmission unit, complete the process and return a completed notification to the Authorizer - Clerk.

This notification can contain instructions to the originator if the Account Officer requires changes to be made. For example, if an incorrect account has been used

on a Payables invoice, the Account Officer can request issuance of a credit note and a new debit note created to correct the account.

5. When the exchange protocol process for the transmission unit is complete and all dialog units within the transmission unit have been approved, the status of all the transactions within the approved dialog units is set to Approved or Completed.

Year End Process

The actions required to enable the correct processing of transactions through Exchange Protocol approval at the end of a client's financial year are described in the following sections:

- [Exchange Protocol Numbering](#)
- [Dialog Unit Creation](#)
- [Transmission Unit Creation](#)
- [Approved Documents](#)

Exchange Protocol Numbering

New numbering schemes should be created for all dialog unit and transmission unit types for the new financial year.

Dialog Unit Creation

The financial year is specified when a dialog unit is created. The dialog unit can only include transactions for the specified year. This ensures that transactions in different years are kept separate at the change of financial year.

Transmission Unit Creation

A transmission unit can only contain dialog units for the same financial year.

Approved Documents

When documents have successfully completed the approval process, the General Ledger effective date is updated.

For documents in the current year, the General Ledger date is set to the current date.

For documents in a previous year, the date is set to 31 December in the current year minus 1. For example, in a transmission unit dated 2002 which completes the

approval process on 20 January 2003, the transaction dates are set to 31 December 2002, assuming that the accounting period is still open.

Exchange Protocol Setup

This chapter describes Exchange Protocol setup steps in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Exchange Protocol Setup Steps](#)
- [Exchange Protocol Setup Checklist](#)
- [Defining Jobs Procedure](#)
- [Defining Positions Procedure](#)
- [Assigning Job and Position to Employee Procedure](#)
- [Assigning Employee to User Procedure](#)
- [Defining Position Hierarchies Procedure](#)
- [Filling Employee Hierarchy Procedure](#)
- [Defining Approval Profile Procedure](#)
- [Approval Profiles Window](#)
- [Approval Profiles Window Description](#)
- [Defining Position Actions Procedure](#)
- [Action Assignments Window](#)
- [Action Assignments Window Description](#)
- [Defining Dialog Unit Types Procedure](#)

- [Dialog Unit Types Window](#)
- [Dialog Unit Types Window Description](#)
- [Defining Transmission Unit Types Procedure](#)
- [Transmission Unit Types Window](#)
- [Transmission Unit Type Window Description](#)
- [Defining Exchange Protocol Numbering Schemes Procedure](#)
- [Exchange Protocol Schemes Window](#)
- [Exchange Protocol Schemes Window Description](#)

Definition

Exchange Protocol provides a secured approval framework for maintaining the separation between authorizing and accounts departments to ensure effective control over public finances. The authorizing department is responsible for controlling and executing the budget. The accounts department handles payments and financial accounting.

Exchange Protocol manages the circulation of accounting documents such as invoices and credit memos between authorizers by means of user-definable approval hierarchy workflows. Workflow ensures that accounting transactions pass the required levels of approval before they are paid.

Overview

Exchange Protocol workflow handles document routing and approval based on defined approval profiles. Different approval cycles can be implemented for different organizations and transaction types.

The following components must be set up for Exchange Protocol:

- approval profiles
- position actions
- dialog unit types
- transmission unit types
- numbering schemes

Dialog and transmission unit numbering schemes must be set up for each fiscal year.

Exchange Protocol only handles transactions when grouped into dialog units. A dialog unit can contain one or more accounting transactions, which must be of the same general ledger year.

Workflow circulates dialog units using transmission units. Each transmission unit can consist of one or more dialog units.

The following topics are described in this section:

- [Exchange Protocol Numbering](#)
- [Approval Workflow](#)
- [Approval Workflow Notification](#)

Exchange Protocol Numbering

Each dialog unit and transmission unit must be uniquely numbered. The unique numbering must be sequential and is reset to one at the start of a new financial year.

An exchange protocol number consists of a prefix, a suffix, a number, and the fiscal year. A prefix, suffix, or both can be used. The combination of prefix, suffix, and fiscal year must be unique.

Each dialog and transmission unit can have two types of numbers:

- order numbers
- legal numbers

Order numbers are assigned when a dialog or transmission unit is created. Order numbers signify the start of an exchange protocol process.

Legal numbers are assigned when a dialog or transmission unit is approved by the legal numbering position defined in the approval profile. Legal numbers signify the transfer of legal responsibility from authorizer to accounts officer, and can be switched on or off with a profile option.

Approval Workflow

Exchange Protocol enables electronic approval based on a hierarchical approval path known as an approval workflow. An approval workflow follows the approval path defined by the associated position hierarchy and is capable of updating document status and providing online notifications to prompt for user actions.

At each level in a hierarchy the approval workflow ensures that the dialog units in the transmission unit are actioned before moving onto the next level.

A transmission unit is only successfully approved if approved at each level in each hierarchy of the approval path.

The scope of actions available in a workflow depends on the permitted actions set up for the position.

Approval Workflow Notification

Approval workflow sends online notifications to the dialog and transmission unit creators and approvers to prompt them for further actions.

The creator submits a transmission unit to the exchange protocol workflow and approves it. If there is more than one person in the next position, the creator receives a notification listing the approvers. The creator must select an approver from the list and close the notification.

The approver receives a notification to validate dialog units in the transmission unit. After validating and closing the notification, the approver receives another notification listing the approvers if there is more than one person at the next level. The approver selects the next approver on the list and closes the notification.

Approvals continue for each level in the hierarchy until the final approver position in the hierarchy is reached.

Prerequisites

- ☐ The Exchange Protocol feature must be enabled.

To enable Exchange Protocol, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

- ☐ The Oracle Applications environment must be Oracle Workflow enabled.

- ☐ The Use Approval Hierarchies option must be selected in the Human Resources region of the Financials Options window in Payables.

To define financials options, see [Defining Financials Options](#), *Oracle Payables User's Guide*.

Exchange Protocol Setup Steps

The steps in this section must be completed before starting the procedures listed in [Table 46–3](#), page 46-9.

1. Create Additional Users

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

A unique employee must be assigned to each user if exchange protocol is used.

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

2. Set Profile Options

[Table 46–1](#), page 46-6 describes the profile option levels for Exchange Protocol.

Table 46–1 Exchange Protocol Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
Payables	Exchange Protocol: Allow Create Dialog Unit	x		x	x
	Exchange Protocol: Allow Create Transmission Unit	x		x	x
	Exchange Protocol: Allow AR Transaction Completion	x			
	Exchange Protocol: Legal Numbering Required	x			

[Table 46–2](#), page 46-6 describes the Exchange Protocol profile option values.

Table 46–2 Exchange Protocol Profile Option Values

Profile Option Name	Value	Description
Exchange Protocol: Allow Create Dialog Unit	yes or no	indicates whether creation of dialog units is allowed
	yes	dialog units can be created
	no	dialog units cannot be created

Table 46–2 Exchange Protocol Profile Option Values

Profile Option Name	Value	Description
Exchange Protocol: Allow Create Transmission Unit	yes or no	indicates whether creation of transmission units is allowed
	yes	transmission units can be created
	no	transmission units cannot be created
Exchange Protocol: Allow AR Transaction Completion	yes or no	indicates whether manual completion of Receivables transactions is permitted
	yes	transactions can be completed manually
	no	transactions cannot be completed manually
Exchange Protocol: Legal Numbering Required	yes or no	indicates whether a legal document is required
	yes	legal numbers are generated for dialog unit and transmission unit records
	no	no legal numbers are generated

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

3. Enter Value Set Values

For information on entering value set values, see [Defining Jobs Procedure](#), page 46-12.

4. Set Up Personnel

Personnel can be set up with Oracle Purchasing, Oracle Payables, or both.

For information on setting up personnel, see step [3. Set Up Personnel](#), page 40-3.

5. Fill Employee Hierarchy

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

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

Exchange Protocol Setup Checklist

The Exchange Protocol setup checklist is shown in [Table 46–3](#), page 46-9.

All setup steps designated as required in this checklist must be completed.

All setup steps designated as conditionally required are only required if there are special conditions. Special conditions are documented in the relevant setup procedure.

Table 46–3 *Exchange Protocol Setup Checklist*

Step Number	Setup Step	Type
Step 1	Define Approval Profiles as follows:	required
	A. Define Jobs	required
	B. Define Positions	required
	C. Enter Employees	required
	D. Enter Users	required
	E. Define Position Hierarchies	conditionally required
	F. Define Approval Profiles	required
	G. Define Position Actions	required
Step 2	Define Dialog Unit Types	required
Step 3	Define Transmission Unit Types	required
Step 4	Define Exchange Protocol Numbering Schemes	required
Step 5	Assign Exchange Protocol Profile Values	required

Note: Step 1, Define Approval Profiles, is a required step for the Exchange Protocol feature.

[Figure 46–1](#), page 46-10 and [Figure 46–2](#), page 46-11 provide an overview of defining approval profiles.

Exchange Protocol: Setup Overview

Figure 46-1 Exchange Protocol: Setup Overview

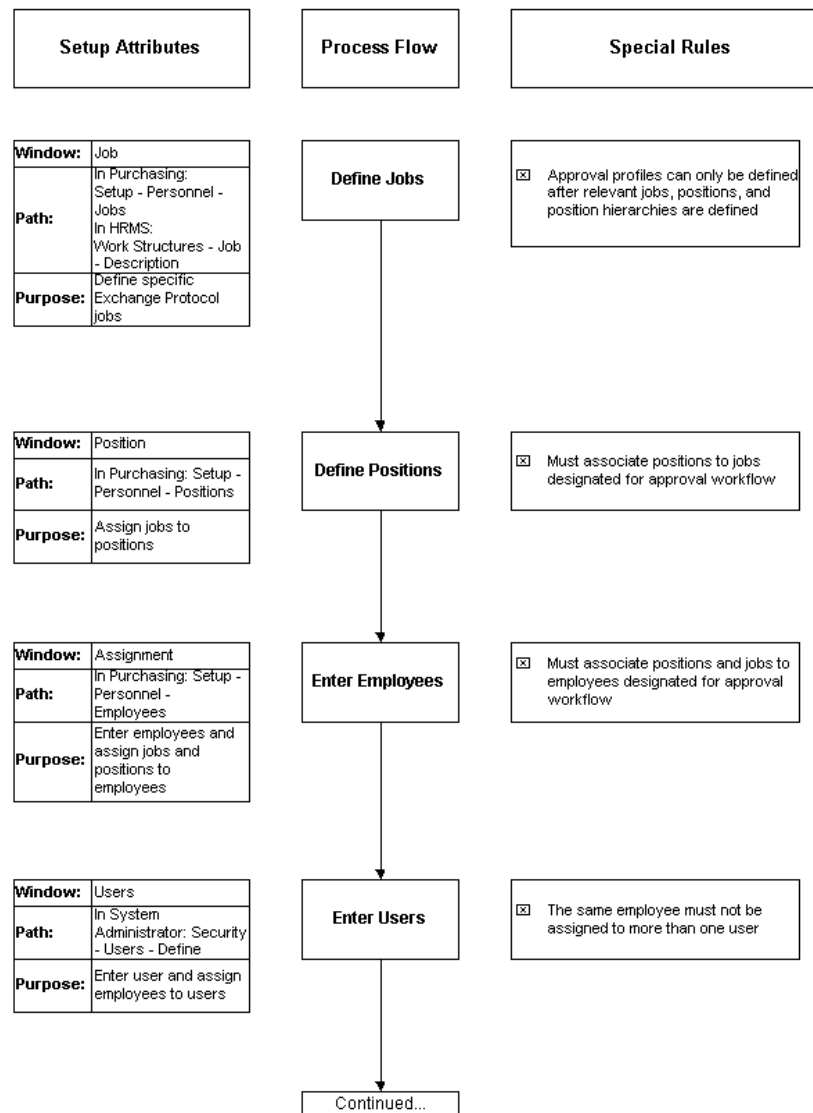
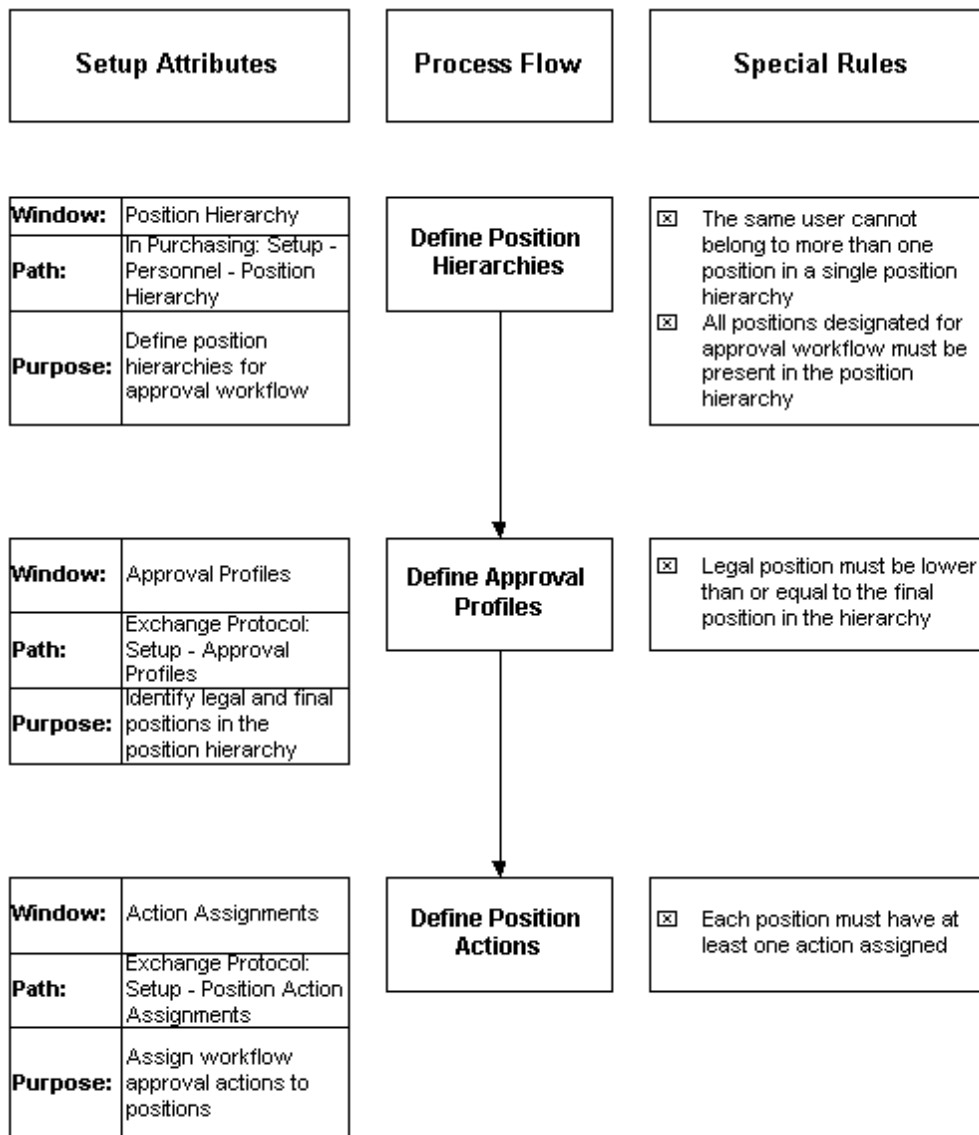


Figure 46-2 Exchange Protocol: Setup Overview

Defining Jobs Procedure

The Jobs window is used to define jobs available in Exchange Protocol. To define Exchange Protocol jobs, perform the following steps:

1. In Oracle Purchasing, navigate to the Jobs window as follows:

Setup - Personnel - Jobs

The Jobs window appears.

2. Define an Exchange Protocol job.

For information on defining jobs, see [Defining a Job](#), *Oracle Human Resources Management Systems User's Guide*.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Defining Positions Procedure

The Positions window is used to define positions available for each exchange protocol job defined in the Define Jobs procedure.

To define Exchange Protocol positions, perform the following steps.

1. In Purchasing, navigate to the Positions window as follows:

Setup - Personnel - Positions

The Positions window appears.

2. Define an Exchange Protocol position.

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

3. In the Job field, assign the relevant Exchange Protocol job to the position.
4. Save or save and continue as follows:

File - Save or Save and Proceed

5. Close the window.

Assigning Job and Position to Employee Procedure

The Enter Persons window is used to assign the appropriate job and position to each employee in the exchange protocol process.

To assign an Exchange Protocol job and position to an employee, perform the following steps.

1. If Human Resources is installed, navigate to the People window as follows:

People - Enter and Maintain

The People window appears.

If Human Resources is not installed, navigate to the Enter Persons window in Purchasing as follows:

Setup - Personnel - Employees

The Enter Persons window appears.

2. If the Exchange Protocol employee is already set up, go to Step 3. Otherwise, enter the employee in the People window.

For information on entering employees in Human Resources or Purchasing, see [Entering New Persons](#), *Oracle Human Resources Management Systems User's Guide*.

3. Query the Exchange Protocol employee.

4. Click **Assignment**.

The Assignments window appears.

5. Assign the appropriate Exchange Protocol job and position to the employee.

For information on assigning employees, see [Assigning Employees](#), *Oracle Purchasing User's Guide*.

6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Assigning Employee to User Procedure

The Users window is used to assign a unique employee to each user in the Exchange Protocol process.

To assign an Exchange Protocol employee to a user, perform the following steps.

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

Security - User - Define

The Users window appears.

2. If the Exchange Protocol user is already set up, go to Step 3.

If the Exchange Protocol user is not set up, define the user in the Users window.

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

3. Query the Exchange Protocol user.
4. In the Person field, assign the appropriate Exchange Protocol employee to the user.

Note: An employee must be assigned to only one user.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Defining Position Hierarchies Procedure

The Position Hierarchy window is used to define the hierarchy of positions for the same Exchange Protocol role.

To define Exchange Protocol position hierarchies, perform the following steps.

1. In Purchasing, navigate to the Position Hierarchy window as follows:

Setup - Personnel - Position Hierarchy

The Position Hierarchy window appears.

2. Define an Exchange Protocol position hierarchy.

For information on defining positions, see [Creating a Position Hierarchy](#), *Oracle Human Resources Management Systems User's Guide*.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Filling Employee Hierarchy Procedure

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

For the Exchange Protocol process to recognize the latest hierarchy definitions, the Fill Employee Hierarchy process must be run before any of the following changes take effect:

- employee addition or deletion
- employee name or position change
- position addition, deletion, or modification
- position hierarchy addition, deletion, or modification

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

To run the Fill Employee Hierarchy concurrent process, perform the following steps.

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

Reports - Run

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Fill Employee Hierarchy from the list of values.
5. To send the request to the concurrent manager, click **Submit**.

The Requests window appears.

6. Close the window.

Defining Approval Profile Procedure

The Approval Profiles window is used to identify legal and final positions to be used in the Exchange Protocol position hierarchy.

Note: An approval profile cannot be modified or deleted after it has been attached to a transmission unit type or a transmission unit.

To define the approval profile, perform the following steps.

1. Navigate to the Approval Profiles window as follows:

OPSF(I) Exchange Protocol - Setup - Approval Profiles

The Approval Profiles window appears.

2. In the Name field, enter a unique approval profile name.
3. To enable the approval profile, select the Enabled check box.
4. In the Position Hierarchy field, select the appropriate hierarchy from the list of values.

Note: Position hierarchies are defined in Oracle Human Resources. To define position hierarchies, see [Creating Position Hierarchies](#), *Oracle Human Resources User's Guide*.

5. In the Final Approver Position field, select the position of the person or persons who is authorized to finally approve transmission units.
6. In the Legal Numbering Position field, select the position at which legal numbering is attached to the dialog and transmission unit during the approval process.
7. Save the changes as follows:

File - Save

8. To view details of the selected position hierarchy, click **View Hierarchy** to display the Human Resources Position Hierarchy window.

Note: The Human Resources Position Hierarchy window does not perform auto-queries.

9. Close the window.

Approval Profiles Window

Figure 46-3 Approval Profiles Window

Approval Profiles

Name

Position Hierarchy

Final Approver Position

Legal Document Position

☐ Enabled

View Hierarchy

Approval Profiles Window Description

Table 46–4 *Approval Profiles Window Description*

Field Name	Type	Features	Description
Name	required		approval profile unique name
Enabled	optional	check box	if selected, indicates workflow profile enabled; if deselected, workflow profile disabled; defaults to deselected
Position Hierarchy	required	list of values	position hierarchy for approval profile
Final Approver Position	required	list of values	position of person authorized to give final approval to transmission unit; must exist within position hierarchy; defaults to top position within hierarchy
Legal Document Position	optional	list of values	position at which legal numbering is attached to dialog unit and transmission units; must exist within position hierarchy and be lower than or equal to the final approver position; enabled and required if Exchange Protocol: Legal Numbering Required profile option set to Yes
View Hierarchy		button	displays HR Position Hierarchy window to query details of the position hierarchy.

Defining Position Actions Procedure

The Action Assignments window is used to define actions available for the positions in the Exchange Protocol position hierarchy.

To define position actions, perform the following steps.

1. Navigate to the Action Assignments window as follows:

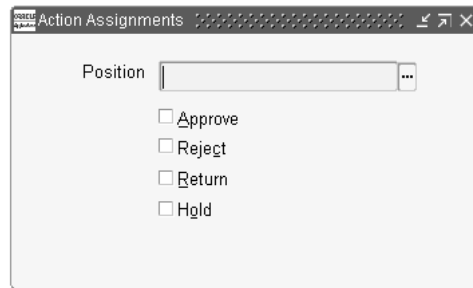
OPSF(I) Exchange Protocol - Setup - Position Action Assignments

The Action Assignments window appears.

2. In the Position field, select a position name from the list of values.
3. To enable the selected position to approve dialog units, select the Approve check box.
4. To enable the selected position to reject dialog units, select the Reject check box.
5. To enable the selected position to return dialog units to the creator, select the Return check box.
6. To enable the selected position to place dialog units on hold, select the Hold check box.
7. Save the changes as follows:
File - Save
8. Close the window.

Action Assignments Window

Figure 46–4 *Action Assignments Window*



Action Assignments Window Description

Table 46–5 *Action Assignments Window Description*

Field Name	Type	Features	Description
Position	required	list of values	Human Resources position name
Approve	optional	check box	if selected, indicates position can approve dialog units; defaults to deselected
Reject	optional	check box	if selected, indicates position can reject dialog units; defaults to deselected
Return	optional	check box	if selected, indicates position can return dialog units; defaults to deselected
Hold	optional	check box	if selected, indicates position can place dialog units on hold; defaults to deselected

Defining Dialog Unit Types Procedure

The Dialog Unit Types window is used to define the structure and content of dialog unit types.

To define a dialog unit type, perform the following steps.

1. Navigate to the Dialog Unit Types window as follows:

OPSF(I) Exchange Protocol - Setup - Dialog Unit Types

The Dialog Unit Types window appears.

2. In the Dialog Unit Type field, enter a unique name for the dialog unit type.
3. Optionally, in the Description field, enter a description for the dialog unit type.
4. In the Application field, select an application from the list of values.
5. In the From field, enter the date to activate the dialog unit type.
6. Optionally, in the To field, enter the date to deactivate the dialog unit type.
7. Select the Single Third Party check box to restrict the transactions for the dialog unit type to a single third party.
8. Select the Single Third Party Site check box to restrict the transactions for the dialog unit type to a single third party site.
9. In the Transaction Types field, select a transaction type from the list of values.
10. Save or save and continue as follows:
File - Save or Save and Proceed
11. Close the window.

Dialog Unit Types Window

Figure 46-5 Dialog Unit Types Window

Dialog Unit Types

Dialog Unit Type

Application

Effective Dates

From

To

Description

☐ Single Third Party

☐ Single Third Party Site

Transaction Types

Dialog Unit Types Window Description

Table 46–6 *Dialog Unit Types Window Description*

Field Name	Type	Features	Description
Dialog Unit Type	required		dialog unit type name; must be unique
Description	optional		dialog unit type description
Application	required	list of values	application containing transactions which can be attached to dialog unit type; for example, Oracle Public Sector Payables or Oracle Public Sector Receivables
Single Third Party	optional	check box	if selected, dialog unit type contains transactions for a single third party; if deselected, dialog unit type can contain transactions for multiple third parties
Single Third Party Site	optional	check box	if selected, dialog unit type contains transactions for a single third party site; if deselected, dialog unit type can contain transactions for multiple third party sites
From	required	pop-up calendar	date to activate dialog unit type; defaults to current system date
To	optional	pop-up calendar	date to deactivate dialog unit type
Transaction Types	required	list of values	transaction type attached to dialog unit type

Defining Transmission Unit Types Procedure

The Transmission Unit Types window enables users to create transmission unit types and attach one or more dialog unit types. Users can also define an approval profile for the transmission unit type.

To define a transmission unit type, perform the following steps.

1. Navigate to the Transmission Unit Types window as follows:

OPSF(I) Exchange Protocol - Setup - Transmission Unit Types

The Transmission Unit Types window appears.

2. In the Transmission Unit Type field, enter a unique name for the transmission unit type.
3. Optionally, in the Description field, enter a description for the transmission unit type.
4. In the From field, enter the date to activate the transmission unit type.
5. Optionally, in the To field, enter the date to deactivate the transmission unit type.
6. In the Approval Profile field, select an approval profile from the list of values.
7. Select the Allow Override check box to allow the approval profile to be overridden when creating transmission units.
8. In the Dialog Unit Types field, select a dialog unit type from the list of values.
9. Save or save and continue as follows:
File - Save or Save and Proceed
10. Close the window.

Transmission Unit Types Window

Figure 46–6 *Transmission Unit Types Window*

The screenshot shows a window titled "Transmission Unit Types". It contains the following fields and controls:

- Transmission Unit Type**: A text input field.
- Description**: A text input field.
- Approval Profile**: A text input field.
- Effective Dates**: A group box containing:
 - From**: A date input field.
 - To**: A date input field.
- ☐ **Allow Override**: A checkbox.
- Dialog Unit Types**: A section header above a list box containing four empty rows.

Transmission Unit Type Window Description

Table 46–7 *Transmission Unit Type Window Description*

Field Name	Type	Features	Description
Transmission Unit Type	required		transmission unit type name; must be unique
Description	optional		transmission unit type description
From	required	pop-up calendar	date to activate transmission unit type; defaults to current system date
To	optional	pop-up calendar	date to deactivate transmission unit type
Approval Profile	required	list of values	approval profile name for transmission unit type
Allow Override		check box	if selected, approval profile can be overridden during creation of transmission unit; if deselected, approval profile cannot be overridden
Dialog Unit Types	required	list of values	dialog unit type attached to transmission unit type

Defining Exchange Protocol Numbering Schemes Procedure

The Exchange Protocol Schemes window enables users to set up and format exchange protocol numbers in sequence. The exchange protocol numbers are used to track dialog and transmission units as they pass through the approval process.

To define exchange protocol numbering, perform the following steps.

1. Navigate to the Exchange Protocol Schemes window as follows:

OPSF(I) Exchange Protocol - Setup - Numbering Schemes

The Exchange Protocol Schemes window appears.

2. Enter data in each field of the Exchange Protocol Schemes window as described in [Table 46-8](#), page 46-32.

Note: Only one combination of numbering type, numbering class, dialog or transmission unit type, and fiscal year can be entered. The combination of prefix, suffix, and fiscal year must be unique.

The record cannot be deleted after transactions are entered against a record.

3. Save or save and continue as follows:

File - Save or Save and Proceed

4. Close the window.

Exchange Protocol Schemes Window

Figure 46–7 Exchange Protocol Schemes Window

Exchange Protocol Schemes

Dialog Unit / Transmission Unit Type

Next Sequence Value

Numbering Type	Numbering Class		Prefix	Suffix	Fiscal Year	
Dialog Unit	Order Numbering					1

Exchange Protocol Schemes Window Description

Table 46–8 *Exchange Protocol Schemes Window Description*

Field Name	Type	Features	Description
Numbering Type	required	drop-down list	dialog or transmission unit numbering type
Numbering Class	required	drop-down list	order or legal numbering scheme
Dialog Unit / Transmission Unit Type	required	list of values	dialog or transmission unit type; list of values determined by value defined in Numbering Type field
Prefix	conditionally required		user-defined prefix; required if suffix not defined
Suffix	conditionally required		user-defined suffix; required if prefix not defined
Fiscal Year	required	list of values	fiscal year; defaults to current fiscal year when record saved, unless user enters year. Fiscal years are defined in the Accounting Calendar window.
Next Sequence Value	display only		next available sequence number; defaults to 1 when numbering first defined

Exchange Protocol Procedures

This chapter describes how to use Exchange Protocol in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating Dialog Units Procedure](#)
- [Reviewing Dialog Units Procedure](#)
- [Generating Transmission Units From Dialog Units Procedure](#)
- [Creating Transmission Units Procedure](#)
- [Reviewing Transmission Units Procedure](#)
- [Transmitting Transmission Units Procedure](#)
- [Find Dialog Units Window](#)
- [Find Dialog Units Window Description](#)
- [Dialog Units Window](#)
- [Dialog Units Window Description](#)
- [New Dialog Unit Window](#)
- [New Dialog Unit Window Description](#)
- [Find Transactions Window](#)
- [Find Transactions Window Description](#)
- [Include In Dialog Unit Window](#)

- [Include In Dialog Unit Window Description](#)
- [Find Transmission Units Window](#)
- [Find Transmission Units Window Description](#)
- [Transmission Units Window](#)
- [Transmission Units Window Description](#)
- [New Transmission Unit Window](#)
- [New Transmission Unit Window Description](#)
- [Find Dialog Units for Transmission Unit Window](#)
- [Find Dialog Units for Transmission Unit Window Description](#)
- [Dialog Units Available Window](#)
- [Dialog Units Available Window Description](#)
- [Dialog Unit Validation Procedure for Authorizing Users](#)

Definition

Exchange Protocol manages the circulation of accounting documents such as invoices and credit memos between authorizers by means of user-definable approval hierarchy workflows. Workflow ensures that accounting transactions pass the required levels of approval before they are paid.

In Exchange Protocol, the process of managing expenses involves creating, viewing, and modifying dialog and transmission units, which are collections of financial transactions.

For information on dialog and transmission units, see [Dialog Units](#), page 47-3, and [Transmission Units](#), page 47-3.

Overview

This section describes Exchange Protocol transactions and how to use them.

- [Dialog Units](#)
- [Transmission Units](#)
- [Approval Profiles and Workflow](#)
- [Working with Dialog and Transmission Units](#)

- [Numbering Dialog and Transmission Units](#)
- [Exchange Protocol Processes](#)
- [Recommendations](#)

Dialog Units

In Exchange Protocol, Payables or Receivables transactions are grouped into dialog units. A dialog unit is a set of financial transactions that can be approved or rejected in one step without handling each transaction individually. Each dialog unit within a transmission unit can be processed individually.

Each dialog unit belongs to a dialog unit type. The dialog unit type defines transaction types, which govern the type of financial transactions a dialog unit contains.

For information on dialog unit and transaction types, see [Defining Dialog Unit Types Procedure](#), page 46-24.

Transmission Units

Several dialog units can be grouped into a transmission unit, which is used to transfer dialog units through the approval process using Oracle Workflow.

Each transmission unit belongs to a transmission unit type. The transmission unit type defines the dialog unit types, which govern the type of dialog units contained in a transmission unit.

Approval Profiles and Workflow

Approval profiles identify legal and final approver positions in Human Resources position hierarchies to be used for exchange protocol approval. These profiles are set up using the exchange protocol setup procedures.

When setup is complete and exchange protocol transactions are created, the user places transmission units into the approval workflow, which routes them through the appropriate approval process and notifies authorizers of dialog units that require their approval.

For information on setting up Exchange Protocol, see [Exchange Protocol Setup Checklist](#), page 46-9.

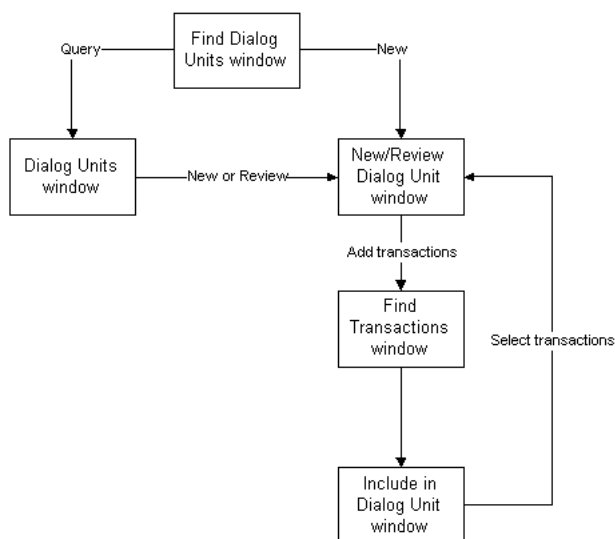
Working with Dialog and Transmission Units

Dialog units can be created, viewed, and modified with the following windows:

- Find Dialog Units
- Dialog Units
- New Dialog Unit
- Review Dialog Unit
- Find Transactions
- Include in Dialog Unit

Note: The New Dialog Unit and Review Dialog Unit windows are identical except for the title.

[Figure 47–1](#) illustrates the process flow for creating and modifying dialog units.

Figure 47–1 Process Flow for Creating and Modifying Dialog Units

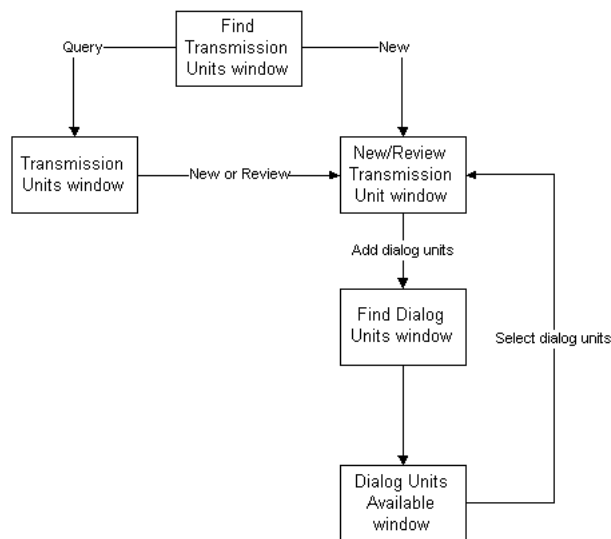
Transmission units can be created, viewed, modified, and submitted to approval workflow with the following windows:

- Find Transmission Units
- Transmission Units
- New Transmission Unit
- Review Transmission Unit
- Find Dialog Units
- Dialog Units Available

Note: The New Transmission Unit and Review Transmission Unit windows are identical except for the title.

Figure 47–2, page 47-6 illustrates the process flow for creating and modifying dialog units.

Figure 47–2 Process Flow for Creating and Modifying Transmission Units



A transmission unit can also be generated for a single dialog unit from the New Dialog Unit window.

Numbering Dialog and Transmission Units

Unique order numbers are automatically assigned to dialog units and transmission units when they are created. Order numbers can have prefixes and suffixes to aid identification. These are identified during the Exchange Protocol setup process.

In addition, legal numbers are automatically assigned to dialog units and transmission units on approval by a user at the legal numbering position identified by the approval profile. Legal numbers are only assigned when the Exchange Protocol: Legal Numbering Required profile option is set to Yes.

At the start of a new financial year, the order and legal numbering sequences are reset.

For information on setting up exchange protocol numbering, see [Exchange Protocol Numbering](#), page 46-3.

Exchange Protocol Processes

Using notifications, Workflow informs users of transmission units or dialog units that have pending actions. [Figure 47-3](#), page 47-7 and [Figure 47-4](#), page 47-8 illustrate the Exchange Protocol process for the transmission unit creator and the hierarchy of authorizing users.

Figure 47-3 Exchange Protocol Process for Transmission Unit Creator

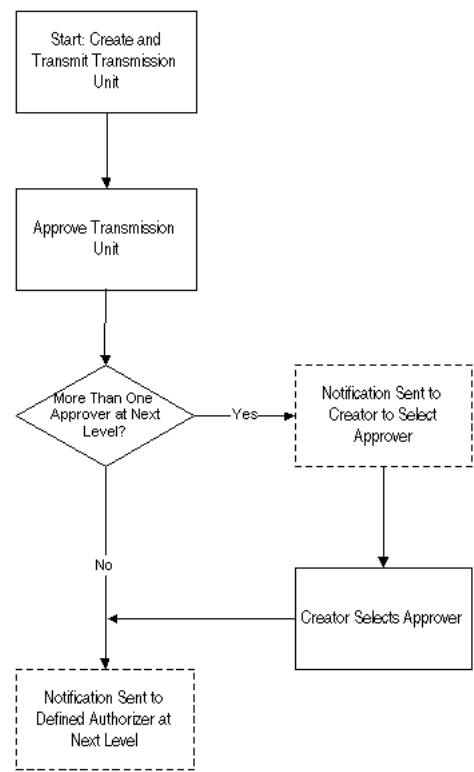
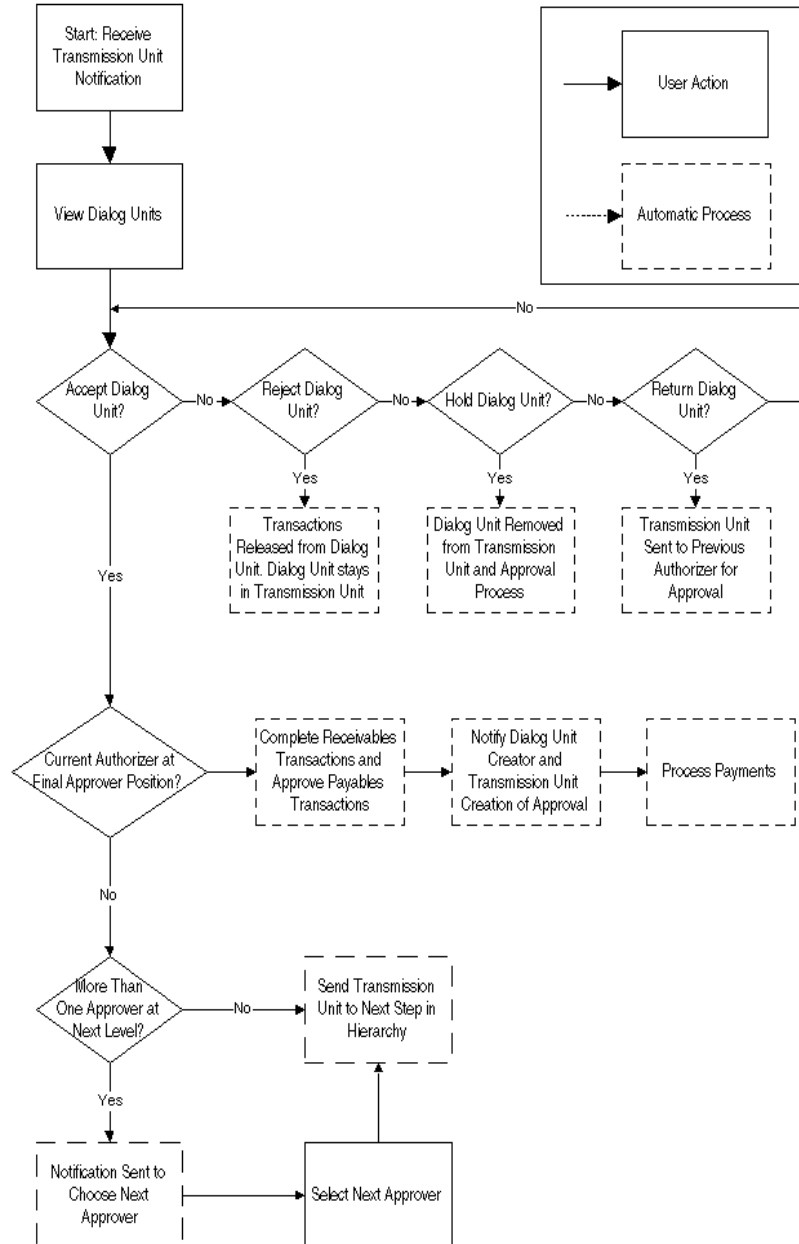


Figure 47-4 Exchange Protocol Process for Authorizing User

Recommendations

Oracle Corporation recommends the following:

- System administrator privileges must be set up to enable the system administrator to inspect Workflow processes and messages. This is useful if messages are not being processed because an approver is absent, or if the approval workflow reports missing setup criteria that need to be completed before a process can be expedited.

Prerequisites

- ❑ Exchange Protocol must be set up.

To set up Exchange Protocol, see [Exchange Protocol Setup Checklist](#), page 46-9.

- ❑ If the Global Accounting Engine is used, it must be set up to post all transactions in General Ledger.

To set up Oracle Applications global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

Creating Dialog Units Procedure

To create dialog units using the New Dialog Unit window, perform the following steps.

1. Navigate to the New Dialog Unit window as follows:

OPSF(I) Exchange Protocol - Dialog Units

The Find Dialog Units window appears.

2. Click **New**.

The New Dialog Unit window appears.

3. In the Dialog Unit Type field, select a dialog unit type from the list of values.
4. In the Currency field, select a currency code from the list of values.
5. In the Third Party field, if enabled, select a third party name from the list of values.
6. In the Site field, if enabled, select a third party site from the list of values.
7. In the Dialog Unit Date field, enter a date for the dialog unit.
8. To add transactions to the dialog unit, click **Add Transactions**.

The Find Transactions window appears.

For information on the Find Transactions window, see the [Find Transactions Window Description](#), page 47-25.

9. Enter appropriate search criteria as described in [Table 47-4](#), page 47-25.
10. Click **Find**.

The Include in Dialog Unit window appears.

11. Select any transactions that are required in the dialog unit using the check boxes.

Note: All transactions are deselected by default.

12. Click **Include Transactions**.

The Include in Dialog Unit window closes.

13. Save or save and proceed as follows:

File - Save or **Save and Proceed**

14. Close the window.

Reviewing Dialog Units Procedure

To review dialog units using the Review Dialog Unit window, perform the following steps.

1. Navigate to the Review Dialog Unit window as follows:

OPSF(I) Exchange Protocol - Dialog Units

The Find Dialog Units window appears.

2. Enter appropriate search criteria as described in [Table 47-1](#), page 47-17.
3. Click **Find**.

The Dialog Units window appears.

4. To view details of a dialog unit, select the dialog unit and click **Review**.
The Review Dialog Unit window appears.
5. Close the window.

Generating Transmission Units From Dialog Units Procedure

To generate a transmission unit from a dialog unit using the New Dialog Unit or Review Dialog Unit window, perform the following steps.

1. Navigate to the Find Dialog Units window as follows:

OPSF(I) Exchange Protocol - Dialog Units

The Find Dialog Units window appears.

2. Perform one of the following:
 - Create a new dialog unit as described in steps 3 through 13 of [Creating Dialog Units Procedure](#), page 47-10.
 - Review a dialog unit as described in 2 through 4 of [Reviewing Dialog Units Procedure](#), page 47-11.
3. Click **Generate Transmission Unit**.
4. To see the generated transmission unit, click **View Transmission Unit**.
5. Close the window.

Creating Transmission Units Procedure

To create transmission units using the New Transmission Unit window, perform the following steps.

1. Navigate to the New Transmission Unit window as follows:

OPSF(I) Exchange Protocol - Transmission Units

The Find Transmission Units window appears.

2. Click **New**.

The New Transmission Unit window appears.

3. Optionally, in the Description field, enter a transmission unit description.

4. In the Date field, enter a date for the transmission unit.

5. In the Type field, select a transmission unit type from the list of values.

6. In the Approval Profile field, select an approval profile from the list of values.

Note: The Approval Profile field contains a default value based on the selected transmission unit type, and is only enabled if the transmission unit type allows override of the default.

7. In the Fiscal Year field, select a year from the list of values.

8. Click **Add Dialog Unit**.

The Find Dialog Units for Transmission Unit window appears.

9. Enter appropriate search criteria as described in [Table 47-1](#), page 47-17.

10. Click **Find**.

The Dialog Units Available window appears.

11. Select the dialog units that are required in the transmission unit using the check boxes.

All dialog units are deselected by default.

12. Click **Add**.

The Dialog Units Available window closes.

13. Save or save and proceed as follows:

File - Save or Save and Proceed

14. Close the window.

Reviewing Transmission Units Procedure

To review transmission units using the Review Transmission Unit window, perform the following steps.

1. Navigate to the Review Transmission Unit window as follows:

OPSF(I) Exchange Protocol - Transmission Units

The Find Transmission Units window appears.

2. Enter appropriate search criteria as described in [Table 47-6](#), page 47-29.
3. Click **Find**.
The Transmission Units window appears.
4. To view details of a transmission unit, select the transmission unit and click **Review**.
The Review Transmission Unit window appears.
5. Close the window.

Transmitting Transmission Units Procedure

To place a transmission unit into approval workflow using the New Transmission Unit or Review Transmission Unit window, perform the following steps.

1. Navigate to the Find Transmission Units window as follows:

OPSF(I) Exchange Protocol - Transmission Units

The Find Transmission Units window appears.

2. Either:
 - Create a new transmission unit as described in steps 3 through 13 of [Creating Transmission Units Procedure](#), page 47-13.
 - Review a transmission unit as described in steps 2 through 4 of [Reviewing Transmission Units Procedure](#), page 47-14.
3. Click **Transmit**.
4. Close the window.

Find Dialog Units Window

Figure 47-5 Find Dialog Units Window

The screenshot shows a window titled "Find Dialog Units" with a toolbar containing icons for search, zoom, and window management. The window is divided into several sections for search criteria:

- Order Numbers:** Fields for "From" and "To" with a search icon (three dots) next to the "From" field.
- Legal Numbers:** Fields for "From" and "To".
- Status:** A dropdown menu.
- Dialog Unit type:** A text input field.
- Third Party:** A text input field.
- Third Party Site:** A text input field.
- Prepared By:** A text input field.
- Currency:** A text input field.
- Fiscal Year:** A text input field.
- Dialog Unit Dates:** Fields for "From" and "To".
- Transmission Unit:** A section containing:
 - Order Numbers:** Fields for "From" and "To".
 - Legal Numbers:** Fields for "From" and "To".

At the bottom of the window are three buttons: "Clear", "New", and "Find".

Find Dialog Units Window Description

Table 47–1 Find Dialog Units Window Description

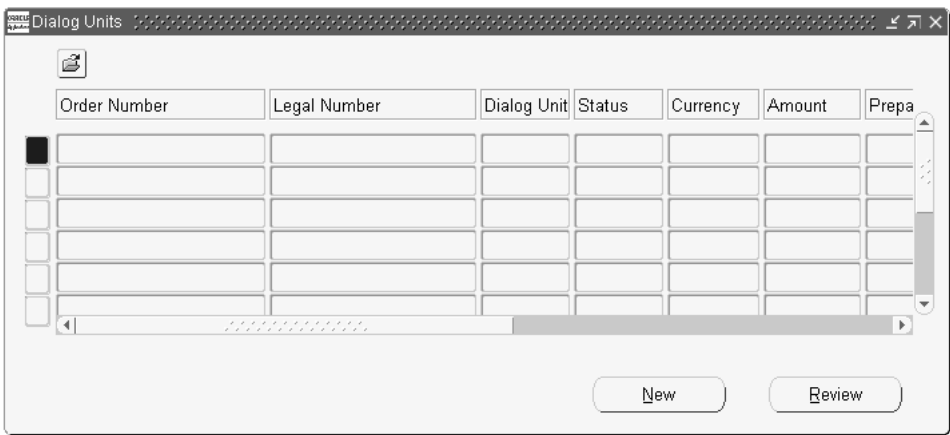
Field Name	Type	Features	Description
Order Numbers Region			
From	optional	list of values	start of dialog unit order number range to search
To	optional	list of values	end of dialog unit order number eange to search
Legal Numbers Region			
From	optional	list of values	start of dialog unit legal number range to search
To	optional	list of values	end of dialog unit legal number range to search
Status	optional	drop-down list	dialog unit status
Currency	optional	list of values	dialog unit transaction currency
Dialog Unit type	optional	list of values	dialog unit type
Fiscal Year	optional	list of values	dialog unit fiscal year
Third Party	optional	list of values	third party name
Third Party Site	optional	list of values	third party site; only active when third party name selected
Prepared By	optional	list of values	name of dialog unit creator
Dialog Unit Dates Region			
From	optional	pop-up calendar	start of dialog unit creation date range
To	optional	pop-up calendar	end of dialog unit creation date range
Transmission Unit Region, Order Numbers			
From	optional	list of values	start of transmission unit order number range
To	optional	list of values	end of transmission unit order number range

Table 47–1 Find Dialog Units Window Description

Field Name	Type	Features	Description
Transmission Unit Region, Legal Numbers			
From	optional	list of values	start of transmission unit legal number range
To	optional	list of values	end of transmission unit legal number range
Clear		button	clears all fields
New		button	opens New Dialog Unit window to create a new dialog unit
Find		button	starts search

Dialog Units Window

Figure 47-6 Dialog Units Window



Dialog Units Window Description

Table 47–2 Dialog Units Window Description

Field Name	Type	Features	Description
Order Number	display only		dialog unit order number
Legal Number	display only		dialog unit legal number
Dialog Unit Type	display only		dialog unit type
Status	display only		shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Currency	display only		currency used in dialog unit transactions
Amount	display only		total amount of dialog unit in selected currency
Prepayment	display only		total prepayments attached to transactions in dialog units
Third Party	display only		third party name
Site	display only		third party site
Transmission Unit Order Number	display only		transmission unit order number
Transmission Unit Legal Number	display only		transmission unit legal number
Fiscal Year	display only		dialog unit fiscal year
Dialog Unit Date	display only		dialog unit creation date
Prepared By	display only		username of dialog unit originator
New		button	opens New Dialog Unit window to create a new dialog unit
Review		button	opens Review Dialog Unit window to review selected dialog unit

New Dialog Unit Window

Figure 47-7 New Dialog Unit Window

New Dialog Unit

Order Number

Status

Amount

Dialog Unit Type

Currency

Third Party

Site

Description

Legal Number

Next Approver

Prepayment Amount

Transmission Unit

Order Number

Legal Number

Dialog Unit Date

Fiscal Year

Generate Transmission Unit

View Transmission Unit

Transactions

Application

Transaction Type

Transaction Num

Description

GL Date

Third Party

Add Transactions

New Dialog Unit Window Description

Note: This window description also applies to the Review Dialog Unit window.

Table 47–3 New Dialog Unit Window Description

Field Name	Type	Features	Description
Order Number	display only		automatically generated unique number for dialog unit when saved
Legal Number	display only		automatically generated unique number for dialog number when approved by user at legal numbering position in approval hierarchy
Status	display only		dialog unit status in exchange protocol process or Workflow; valid values: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Next Approver	display only		user name of next approver in Workflow
Amount	display only		sum of amounts appearing in Transactions region
Prepayment Amount	display only		sum of prepayments attached to transactions in Transactions region
Dialog Unit Type	required	list of values	dialog unit type; defined by user in exchange protocol setup. For information on dialog unit types, see Defining Dialog Unit Types Procedure , page 46-24.
Currency	required	list of values	dialog unit transaction currency
Third Party	conditionally required	list of values	third party name; required when selected dialog unit type is defined for a single third party
Site	conditionally required	list of values	third party site; required when selected dialog unit type is defined for a single third party site
Dialog Unit Date	required	pop-up calendar	date dialog unit created
Fiscal Year	display only		fiscal year for dialog unit
Description	optional		dialog unit description; maximum 30 alphanumeric characters
Generate Transmission Unit		button	generates a transmission unit for this dialog unit; available if there is at least one transaction in Transactions Region of dialog unit

Table 47–3 New Dialog Unit Window Description

Field Name	Type	Features	Description
View Transmission Unit		button	opens Review Transmission Unit window; only available when dialog unit included in transmission unit
Transmission Unit Region			
Order Number	display only		order number for transmission unit containing this dialog unit
Legal Number	display only		legal number for transmission unit containing this dialog unit
Transactions Region			
Application	display only		indicates which application transaction is part of; valid values are Payables or Receivables
Transaction Type	display only		transaction type
Transaction Num	display only		transaction number
Description	display only		transaction description
GL Date	display only		transaction accounting date
Third Party	display only		third party name
Site	display only		third party site
Amount	display only		transaction amount
Add Transactions		button	add new transaction to dialog unit

Find Transactions Window

Figure 47–8 Find Transactions Window

The screenshot shows a window titled "Find Transactions" with a toolbar containing icons for back, forward, and search. The window is divided into several sections for search criteria:

- Application:** A dropdown menu with "Receivables" selected.
- Transaction Type:** A text input field.
- Transaction Numbers:** A section with "From" and "To" text input fields.
- Transaction Amounts:** A section with "From" and "To" text input fields.
- GL Dates:** A section with "From" and "To" text input fields.
- Third Party:** A text input field.
- Third Party Site:** A text input field.

At the bottom of the window, there are two buttons: "Clear" and "Find".

Find Transactions Window Description

Table 47–4 Find Transactions Window Description

Field Name	Type	Features	Description
Application	optional	drop-down list	indicates which application transaction is part of; valid values are: Payables or Receivables; filtered based on dialog unit type definition
Transaction Type	optional	list of values	transaction type; filtered based on dialog unit type definition
Third Party	optional	list of values	third party name
Third Party Site	optional	list of values	third party site
Clear		button	clears all fields
Find		button	starts search
Transaction Numbers Region			
From	optional	list of values	start of transaction number range to search
To	optional	list of values	end of transaction number range to search
Transaction Amounts Region			
From	optional		start of transaction amount range to search
To	optional		end of transaction amount range to search
GL Dates Region			
From	optional	pop-up calendar	start of General Ledger date range
To	optional	pop-up calendar	end of General Ledger date range

Include In Dialog Unit Window

Figure 47–9 *Include In Dialog Unit Window*

The screenshot shows a window titled "Include in Dialog Unit". Inside, there is a section labeled "Transactions" with a small icon. Below this is a table with the following columns: "Application", "Transaction Type", "Transaction Num", "Description", "GL Date", and "Third Party". To the left of the table is an "Include" column with checkboxes. The first row has a checked checkbox, while the others are unchecked. Below the table is a horizontal scrollbar. At the bottom right of the window are two buttons: "View Transaction" and "Include Transaction".

Include	Application	Transaction Type	Transaction Num	Description	GL Date	Third Party
☒						
☐						
☐						
☐						
☐						

Include In Dialog Unit Window Description

Table 47–5 *Include In Dialog Unit Window Description*

Field Name	Type	Features	Description
Include		check box	if selected, marks transaction to be included in dialog unit; defaults to deselected
Application	display only		indicates which application transaction is part of; valid values are: Payables or Receivables
Transaction Type	display only		transaction type
Transaction Num	display only		transaction number
Description	display only		transaction description
GL Date	display only		transaction accounting date
Third Party	display only		third party name
Site	display only		third party site
Amount	display only		transaction amount
View Transaction		button	drills down to selected transaction details
Include Transaction		button	adds selected transactions to dialog unit

Find Transmission Units Window

Figure 47–10 Find Transmission Units Window

The screenshot shows a window titled "Find Transmission Units" with a standard window control bar (minimize, maximize, close). The window contains three main sections for search criteria:

- Order Numbers:** A group box containing "From" and "To" text labels, each followed by a text input field. The "From" field has a small dropdown arrow on its right side.
- Legal Numbers:** A group box containing "From" and "To" text labels, each followed by a text input field.
- Transmission Unit Dates:** A group box containing "From" and "To" text labels, each followed by a text input field.

To the right of these group boxes, there are five individual text input fields labeled:

- Transmission Unit Type
- Prepared By
- Status
- Fiscal Year
- Currency

At the bottom of the window, there are three buttons: "Clear", "New", and "Find".

Find Transmission Units Window Description

Table 47–6 Find Transmission Units Window Description

Field Name	Type	Features	Description
Transmission Unit type	optional	list of values	transmission unit type
Prepared By	optional	list of values	name of transmission unit creator
Status	optional	list of values	transmission unit status
Fiscal Year	optional	list of values	transmission unit fiscal year
Currency	optional	list of values	transmission unit currency
Clear		button	clears all fields
New		button	opens New Transmission Unit window to create a new transmission unit
Find		button	starts search
Order Numbers Region			
From	optional	list of values	start of transmission unit order number range to search
To	optional	list of values	end of transmission unit order number range to search
Legal Numbers Region			
From	optional	list of values	start of transmission unit legal number range to search
To	optional	list of values	end of transmission unit legal number range to search
Transmission Unit Dates Region			
From	optional	pop-up calendar	start of transmission unit creation date range
To	optional	pop-up calendar	end of transmission unit creation date range

Transmission Units Window

Figure 47–11 *Transmission Units Window*

The screenshot shows a window titled "Transmission Units". Inside the window, there is a table with four columns: "Order Number", "Legal Number", "Description", and "Transmission Unit Type". The table is currently empty. Below the table, there are three buttons: "Transmit", "New", and "Review".

Order Number	Legal Number	Description	Transmission Unit Type

Transmit New Review

Transmission Units Window Description

Table 47–7 *Transmission Units Window Description*

Field Name	Type	Features	Description
Order Number	display only		transmission unit order number
Legal Number	display only		transmission unit legal number
Description	display only		description for transmission unit
Transmission Unit Type	display only		transmission unit type
Amount	display only		dialog unit transaction total in selected currency for dialog units within transmission unit
Currency	display only		transmission unit currency
Fiscal Year	display only		transmission unit fiscal year
Status	display only		shows current status; valid values are: Approved and Transmitted, Available, Complete, Deleted, Transmitted
Transmission Unit Date	display only		transmission unit date
Prepared By	display only		user name of transmission unit originator
Transmit		button	submits selected transmission unit for approval
New		button	opens New Transmission Unit window to create a new transmission unit
Review		button	opens Review Transmission Unit window to review the selected transmission unit

New Transmission Unit Window

Figure 47–12 *New Transmission Unit Window*

The screenshot shows a window titled "New Transmission Unit". It contains two main sections: "Transmission Unit" and "Dialog Units".

Transmission Unit Section:

Description		Order Number	
Date		Legal Number	
Type		Status	
Approval Profile		Amount	
Fiscal Year		Next Approver	
		Currency	

[]

Dialog Units Section:

Application	Order Number	Legal Number	Description	Currency
☐				
☐				
☐				
☐				

Transmit Add Dialog Unit

New Transmission Unit Window Description

Note: This window description also applies to the Review Transmission Unit window.

Table 47–8 New Transmission Unit Window Description

Field Name	Type	Features	Description
Transmission Unit Region			
Description	optional		transmission unit description
Date	required	pop-up calendar	transmission unit date
Type	required	list of values	transmission unit type
Approval Profile	required	list of values	approval profile for transmission unit type; only available when transmission unit type selected; defaults to approval profile associated with transmission unit type
Fiscal Year	required		transmission unit fiscal year
Order Number	display only		automatically generated unique number for transmission unit when saved
Legal Number	display only		automatically generated unique number for transmission unit when approved
Status	display only		current status; valid values: Approved and Transmitted, Available, Complete, Deleted, Transmitted
Amount	display only		dialog unit transaction total in selected currency for selected dialog units only
Next Approver			user name of next transmission unit approver
Currency	required	list of values	transmission unit currency
Dialog Units Region			
Application	display only		application dialog unit is part of; valid values are Payables or Receivables
Order Number	display only		dialog unit order number
Legal Number	display only		dialog unit legal number

Table 47–8 New Transmission Unit Window Description

Field Name	Type	Features	Description
Description	display only		text description
Currency	display only		currency used in dialog unit transactions
Status	display only		shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Dialog Unit Type	display only		dialog unit type
Third Party	display only		third party name
Third Party Site	display only		third party site
Dialog Unit Date	display only		dialog unit creation date
Amount	display only		total amount of dialog unit in selected currency
Prepayment	display only		total prepayments attached to transactions in dialog units
Fiscal Year	display only		dialog unit fiscal year
Prepared By	display only		name of dialog unit originator
Transmit		button	submits transmission unit for approval
Add Dialog Unit		button	adds dialog units to transmission unit

Find Dialog Units for Transmission Unit Window

Figure 47-13 Find Dialog Units for Transmission Unit Window

The screenshot shows a software window titled "Find Dialog Units for Transmission Unit". The window is divided into several sections for data entry:

- Order Numbers:** Contains two text input fields labeled "From" and "To".
- Legal Numbers:** Contains two text input fields labeled "From" and "To".
- Dialog Unit Dates:** Contains two text input fields labeled "From" and "To".
- Search Criteria:** Includes a dropdown menu for "Application", and text input fields for "Prepared By", "Fiscal Year", and "Currency".

At the bottom of the window, there are two buttons: "Clear" on the left and "Find" on the right.

Find Dialog Units for Transmission Unit Window Description

Table 47–9 Find Dialog Units for Transmission Unit Window Description

Field Name	Type	Features	Description
Order Numbers Region			
From	optional	list of values	start of dialog unit order number range to search
To	optional	list of values	end of dialog unit order number range to search
Legal Numbers Region			
From	optional	list of values	start of dialog unit legal number range to search
To	optional	list of values	end of dialog unit legal number range to search
Status	optional	drop-down list	dialog unit status
Third Party	optional	list of values	third party name
Third Party Site	optional	list of values	third party site; only active when third party name selected
Prepared By	optional	list of values	name of dialog unit creator
Dialog Unit Dates Region			
From	optional	pop-up calendar	start of dialog unit creation date range
To	optional	pop-up calendar	end of dialog unit creation date range
Application			indicates which application dialog unit is part of; valid values are: Payables or Receivables; filtered based on dialog unit type definition
Prepared By			user name of dialog unit creator
Fiscal Year	optional	list of values	dialog unit fiscal year
Currency	display only	list of values	dialog unit transaction currency
Clear		button	clears all fields
Find		button	starts search

Dialog Units Available Window

Figure 47-14 *Dialog Units Available Window*

Dialog Units Available

Application	Order Number	Legal Number	Description

Add

Dialog Units Available Window Description

Table 47–10 *Dialog Units Available Window Description*

Field Name	Type	Features	Description
Include		check box	when selected, marks dialog unit to be included in transmission unit; deselected by default
Application	display only		application dialog unit is part of; valid values are: Payables or Receivables
Order Number	display only		dialog unit order number
Legal Number	display only		dialog unit legal number
Description	display only		text description
Currency	display only		currency used in dialog unit transactions
Status	display only		shows current status; valid values are: Available, In a Transmission Unit, Transmitted, Approved and Transmitted, Rejected, On Hold, Returned, Deleted, Approved
Dialog Unit Type	display only		dialog unit type
Third Party	display only		third party name
Third Party Site	display only		third party site
Dialog Unit Date	display only		dialog unit date
Amount	display only		total amount of dialog unit in selected currency
Prepayment	display only		total prepayment amounts attached to transactions in dialog unit
Fiscal Year	display only		dialog unit fiscal year
Prepared By	display only		name of dialog unit originator
Add		button	adds selected dialog units to transmission unit

Dialog Unit Validation Procedure for Authorizing Users

To validate dialog units, perform the following steps.

1. Navigate to the Worklist window as follows:

OPSF(I) Exchange Protocol - Workflow Monitor - Worklist

A new browser is launched, displaying the worklist.

2. Click on a Subject to display the Notification Details window.
3. In the References region, click **Enter Transmission Unit**.

The New Transmission Unit window appears.

For information on the New Transmission Unit window, see [New Transmission Unit Window Description](#), page 47-33.

4. To accept all dialog units, click **Approve All**.
5. To reject all dialog units, click **Reject All**.
6. To place all dialog units on hold, click **Hold All**.
7. To work by exception and change the status of a dialog unit to approved, rejected, or on hold, place the cursor in the Status field and select the appropriate value from the list of values.
8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Return to the Notification Details window.
10. Click **Finish**.

The Worklist window appears.

11. Close the browser.

If approved, the notification is sent to the next approver in the hierarchy.

If rejected, the transactions in the dialog unit may be reused at a later date.

Part XIII

Extended Dunning Letter Charges

Extended Dunning Letter Charges Process

This chapter describes the Extended Dunning Letter Charges functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Dunning Letters Process Flow Diagram](#)
- [Setting Up Dunning Letters in Receivables](#)
- [Using Extended Dunning Letter Charges](#)

Definition

Extended Dunning Letter Charges is a feature that enables users to generate an administration charge for the cost of collecting an overdue debt.

Overview

Dunning charges functionality enables the charge to be set as either a charge per letter or a charge per outstanding invoice. The charge per letter is a total charge for the letter raised. The dunning charge per letter is based on the number of days that the invoice is overdue. When a charge per letter is raised, the letter charge is allocated to the total invoice value including tax and freight. The user can raise a charge per invoice. This charge is a flat rate per invoice and therefore the allocated charge to the invoice does not relate to the value of the invoice as with the charge per letter.

Note: Dunning charges only apply to invoices and other debt transactions. Dunning charges are not applied to credit transactions, for example, credit memos and unapplied receipts.

The following topics are described in this section:

- [Dunning Charge Example](#)
- [Dunning Letters: Generate Dunning Letters Report](#)
- [Adjustment or Report Mode](#)

Dunning Charge Example

The dunning letter sequence for a dunning letter set is set up as shown in [Table 48-1](#), page 48-2.

Table 48-1 *Dunning Letter Set Sequence*

Charge Level	Days Past Due	Letter Charge
First	1 to 60 days	\$15
Second	61 to 90 days	\$20
Third	91 to 999 days	\$30

Two invoices are outstanding on March 11 as follows:

- Invoice A, valued at \$1000, was due for payment on January 1 and is now 70 days overdue.
- Invoice B, valued at \$500, was due for payment on January 20 and is now 50 days overdue.

A first level dunning letter is issued for Invoice A and Invoice B. Both invoices are included in the same dunning letter and as the first level charge is \$15 per letter, Invoice A is charged \$10 and Invoice B is charged \$5.

A further dunning letter is issued for Invoice A with the second level charge applied of \$20. The \$20 charge is in addition to the \$10 charged for the first dunning letter.

Dunning Letters: Generate Dunning Letters Report

The Dunning Letters: Generate Dunning Letters Report can be generated in the following modes:

- [Preliminary](#)
- [Final](#)

Preliminary

This enables the user to preview the charges before running the report in final mode.

In preliminary mode, the user does not see any values allocated as an adjustment to the invoice

Final

When the Dunning Letters: Generate Dunning Letters Report is run in final mode transactions are applied and the dunning letter is printed.

Charges to a particular invoice are allocated in the final mode.

Note: After dunning is run in the final mode, it is not possible to run dunning for the same period again.

Adjustment or Report Mode

Dunning charges functionality enables the user to raise the charge as follows:

- adjustment

- report

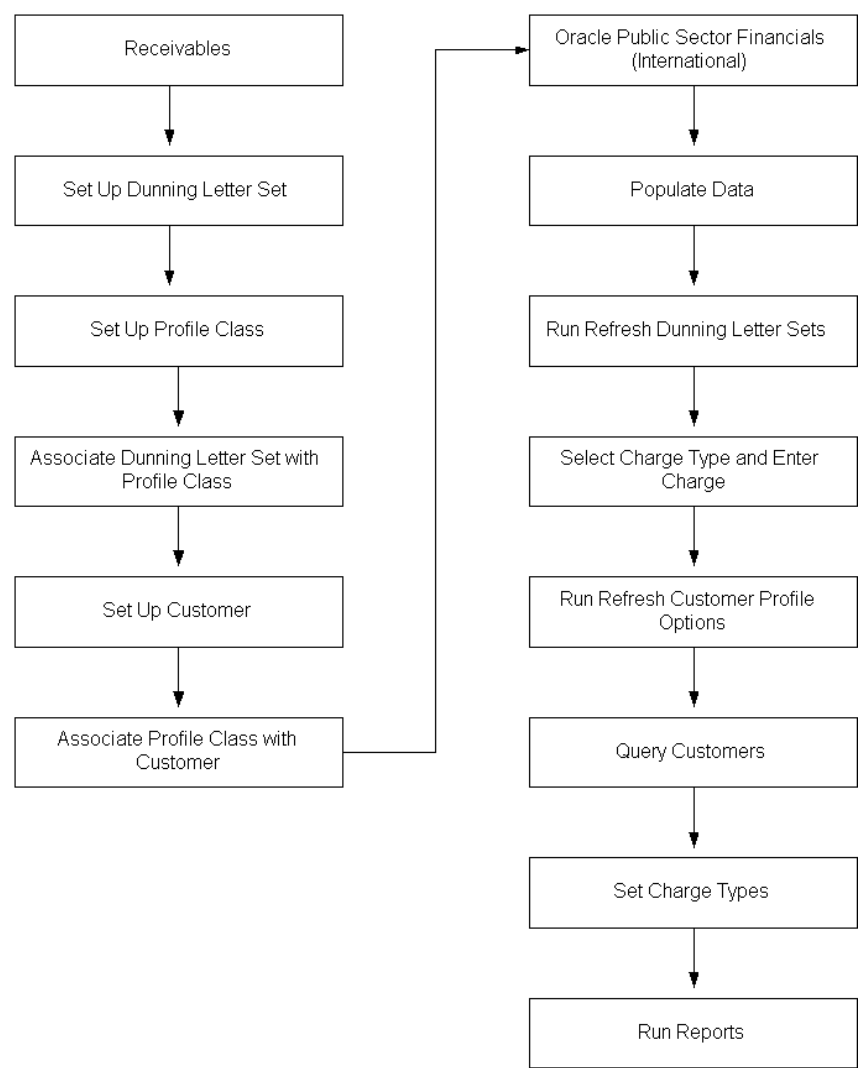
Raising the charges as an adjustment automatically apportions the cost of the dunning letter or charge per invoice to dunned invoices.

Raising the charge as a manual invoice generates the Dunning Letters: Dunning Invoice Charge Report. This report lists all invoices waiting to be dunned and displays the charge that applies to the invoice. After the Dunning Letters: Dunning Invoice Charge Report is generated, the user raises a manual sales invoice for the dunning charges.

Dunning Letters Process Flow Diagram

Figure 48–1, page 48-5 shows the dunning letters process, as described in the accompanying text.

Figure 48–1 Dunning Letters Diagram



Setting Up Dunning Letters in Receivables

Oracle Public Sector Financials (International) Extended Dunning Letter Charges functionality is based on Receivables dunning letter setup. Dunning letter charges must be set up in Receivables before enabling Extended Dunning Letter Charges functionality in Oracle Public Sector Financials (International).

The association between the profile class and the customer must be made at the address level and the Resend Last Letter and Send Letters in Sequence check boxes must be selected during setup. All other check boxes can be set as required by the user. The Dunning Letter Set check box must also be set to Active or dunning letters are not generated for customers holding a particular dunning letter set.

WARNING: If the Resend Last Letter check box is not selected, report entries are not generated when the Dunning Letters: Generate Dunning Letters Report is run in preliminary mode.

For information on setting up dunning letters in Receivables, see *Oracle Receivables User's Guide*.

Using Extended Dunning Letter Charges

When Receivables setup is complete, the user must use Oracle Public Sector Financials (International) extended receivables options to use Extended Dunning Letter Charges.

The following topics are described in this section:

- [Populate and Refresh Dunning Letter Sets](#)
- [Select Charge Type and Enter Charge](#)
- [Refresh Customer Profile Options](#)
- [Query Customers](#)
- [Set Charge Types](#)
- [Run Reports](#)

Populate and Refresh Dunning Letter Sets

The Receivables Global: Populate Data process must be run to populate Oracle Public Sector Financials (International) Extended Dunning Letter Charges tables with Receivables setup information.

The Refresh Dunning Letter Sets concurrent process is used to transfer changes made in Receivables setup or customer profiles to Oracle Public Sector Financials (International) Extended Dunning Letter Charges tables.

WARNING: If the Refresh Dunning Letter Sets concurrent process is not run whenever changes are made, the information shown in Oracle Public Sector Financials (International) Extended Dunning Letter Charges is not up-to-date.

For information on updating profile options, see [Populating Dunning Letters Data Procedure](#), page 49-8.

For information on refreshing dunning letter sets, see [Extended Dunning Letter Charges Procedures](#), page 50-1.

Select Charge Type and Enter Charge

Oracle Public Sector Financials (International) Extended Dunning Letter Charges options work on a defaulting hierarchy as follows:

- [Extended Dunning Letter Set](#)
- [Customer Profile Class](#)

Extended Dunning Letter Set

The highest level is Oracle Public Sector Financials (International) extended dunning letter set. This level shows the letter set created in Receivables setup and where the value is assigned.

Customer Profile Class

If the existing dunning letter set or customer profile class for a particular customer must be altered, it is possible to override charges for letters or invoices using the Extended Dunning Letter Sets window.

If the charge amounts are overridden in this way, they default to all customers using the same letter set.

To activate this option, the Enable Charge check box must be selected. When the Enable Charge check box is enabled, the user can apply either a letter charge or an invoice charge by selecting the appropriate radio button.

Depending which charge type has been selected, the Letter Charge or Invoice Charge field becomes active and a charge amount can be entered.

Note: It is not possible to set a charge per letter and a charge per invoice because each amount is mutually exclusive for the dunning generation. For example, a user can generate a charge for an invoice or letter, but not both at the same time.

For information on overriding charges, see [Overriding Dunning Letter Sets Procedure](#), page 50-5.

Refresh Customer Profile Options

The user must refresh customer profile options to ensure that those customers with the same letter sets have the same charges. The Refresh Customer Profile Options concurrent process, accessed in the Oracle Public Sector Financials (International) Customer Profile Dunning Options window, is used to run this process. Running the process automatically populates the Oracle Public Sector Financials (International) extended dunning letter set with the new customer profile options.

Query Customers

When the Refresh Customer Profile Options or Refresh Dunning Letter Sets concurrent processes are run, the changes made to the database are not automatically shown.

To review the changes, the user must run a query on the dunning letter set or customer profile concerned.

Set Charge Types

To change the letter or invoice values for a particular customer, the extended customer profile dunning options must be modified using the Extended Customer Profile Options window.

The extended customer profile dunning option is also used to select whether the dunning charge is raised either as an adjustment or appears on the Dunning Letters: Dunning Invoice Charge Report for the customer.

When the charges setup is complete, dunning charges are raised as in Receivables functionality.

Run Reports

The following topics are described in this section:

- [Dunning Letters: Generate Dunning Letters Report](#)
- [Post Adjustments to General Ledger](#)
- [Run Adjustments](#)

Dunning Letters: Generate Dunning Letters Report

The Dunning Letters: Generate Dunning Letters Report must be run from the Oracle Public Sector Financials (International) Extended Dunning Letter Charges options, not from Receivables.

Post Adjustments to General Ledger

Posting to General Ledger must be run as a separate process from Oracle Public Sector Financials (International) Extended Dunning Letter Charges. This creates the journals for the dunning charges. The user must post the journals in General Ledger using the Post Journals window accessed from the Oracle General Ledger menu.

For information on posting journals, see *Oracle General Ledger User's Guide*.

Run Adjustments

Adjustments can be made to the dunning charges through the concurrent process. The user must enter the customer name and transaction number. To revise the

dunning charge, the user must reverse the original charge in full. To reverse the charge, the user enters a zero as the adjustment value in the Maintain Adjustments window, which fully reverses the original dunning entry.

Note: It is not possible to partially reverse dunning charges to make an adjustment. After this is complete, a revised figure for the dunning charge can be entered.

Extended Dunning Letter Charges Setup

This chapter describes how to set up Extended Dunning Letter Charges in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Setting Up Extended Dunning Letters Procedures](#)
- [Extended System Options Window, Dunning Letters and Installment Terms Tab](#)
- [Extended System Options Window Description, Dunning Letters and Installment Terms Tab](#)
- [Define Receivables Activities Procedure](#)
- [Populating Dunning Letters Data Procedure](#)

Definition

Oracle Public Sector Financials (International) extends the dunning letters functionality in Receivables enabling users to generate an administration charge for the cost of collecting an overdue debt. Extended Dunning Letter Charges must be set up to enable changes to be applied to dunning letters produced by Receivables.

Overview

This chapter describes the steps required to set up Extended Dunning Letter Charges:

- [Setting Up Extended Dunning Letters](#)
- [Populating Dunning Letters Data](#)

Setting Up Extended Dunning Letters

The dunning letters feature in Receivables enables dunning letters to be issued. Oracle Public Sector Financials (International) extends dunning letter functionality to enable a charge to be applied. Extended Dunning Letter Charges must be set up to enable users to enter the required charges that apply to a particular dunning letter set.

Populating Dunning Letters Data

Before entering a charge amount for the collection of overdue debts using Extended Dunning Letter Charges functionality, the Receivables Global: Populate Data program must be run.

This program copies all system-wide setup information from Receivables to Oracle Public Sector Financials (International).

Prerequisites

- Dunning letters must be enabled in Receivables.
- Receivables activities must be defined for dunning letters in Receivables.
To define activities for dunning letters in Receivables, see [Creating Dunning Letter Sets](#), *Oracle Receivables User's Guide*.
- Extended Dunning Letter Charges must be enabled in Oracle Public Sector Financials (International).

To enable dunning letters in Receivables, see *Oracle Receivables User's Guide*.

For information on enabling features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Setting Up Extended Dunning Letters Procedures

To set up extended dunning letters, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Set Up - Extended System Options

2. Ensure that the Dunning Letters and Installment Terms tab is selected.
3. Ensure that the Dunning Letters Enabled check box is selected.

For information on enabling dunning letters, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

4. In the Dunning Charge Activity field, enter the dunning charge activity name.

Note: A dunning charge activity is set up once for each organization within Oracle Public Sector Financials (International).

Note: After a dunning charge activity has been defined, it cannot be changed.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Extended System Options Window, Dunning Letters and Installment Terms Tab

Figure 49-1 *Extended System Options Window, Dunning Letters and Installment Terms Tab*

The screenshot shows a software window titled "Extended System Options". It has three tabs: "Combined Basis Accounting", "Dunning Letters and Installment Terms" (which is selected), and "Standing Charges". The "Dunning Letters and Installment Terms" tab contains the following elements:

- A checkbox labeled "Dunning Letters Enabled" which is currently unchecked.
- A text label "Dunning Charge Activity" followed by an empty rectangular input field.
- A horizontal separator line.
- A checkbox labeled "Installment Terms Enabled" which is currently unchecked.

Extended System Options Window Description, Dunning Letters and Installment Terms Tab

Table 49–1 *Extended System Options Window Description, Dunning Letters and Installment Terms Tab*

Field Name	Type	Features	Description
Dunning Letters Enabled	display only	check box	if selected, extended dunning letters enabled; if deselected, dunning letters disabled
Dunning Charge Activity	required		dunning charge activity description
Installment Terms Enabled	display only	check box	if selected, installment terms enabled; if deselected, installment terms disabled

Define Receivables Activities Procedure

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

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

Set Up - Receipts - Receivable Activities

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

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

For information on setting up profile options for Oracle Public Sector Financials (International), see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

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

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

For more information about defining Receivables Activities, see [Receivables Activities](#), *Oracle Receivables User's Guide*.

Populating Dunning Letters Data Procedure

This procedure is used to populate Oracle Public Sector Financials (International) Extended Dunning Letter Charges with Receivables dunning letters data.

Note: This procedure must be run each time a new Receivables subledger that uses dunning letters is configured.

To populate dunning letters data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Set Up - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Receivables Global: Populate Data from the list of values.

The Parameters window appears.

5. In the Source Type field, select Dunning Letters from the list of values.
6. To apply the parameters, click **OK**.
7. To populate the dunning letters data, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes** or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Note: After the initial data population takes place using the Populate Dunning Letters Data procedure, the Refresh Dunning Letter Sets and Refresh Customer Profile Options concurrent processes can be used to update Oracle Public Sector Financials (International) dunning letter sets and customer profile options.

For information on refreshing dunning letter sets and customer profiles, see [Extended Dunning Letter Charges Procedures](#), page 50-1.

Extended Dunning Letter Charges Procedures

This chapter describes how to use the Extended Dunning Letter Charges feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing Dunning Adjustments Procedure](#)
- [Overriding Dunning Letter Sets Procedure](#)
- [Dunning Letter Sets Window](#)
- [Dunning Letter Sets Window Description](#)
- [Overriding Customer Profile Dunning Options Procedure](#)
- [Customer Profile Dunning Options Window](#)
- [Customer Profile Dunning Options Window Description](#)
- [Setting or Modifying Customer Profile Classes Procedure](#)
- [Customer Profile Classes Window](#)
- [Customer Profile Classes Window Description](#)
- [Update Options Pop-Up Window](#)
- [Update Options Pop-Up Window Description](#)

Definition

The Extended Dunning Letter Charges feature in Oracle Public Sector Financials (International) is an extension to the standard Receivables dunning features.

Overview

The Extended Dunning Letter Charges feature consists of the following procedures:

- [Viewing Dunning Adjustments Procedure](#)
- [Overriding Customer Profile Dunning Options Procedure](#)
- [Setting or Modifying Customer Profile Classes Procedure](#)

Windows

The following windows are used to perform tasks related to Extended Dunning Letter Charges:

- The Adjustments window enables dunning adjustments to be viewed.
- The Account Overview window displays a customer's total dunning charges accrued over a specific period of time.
- The Customer Profile Dunning Options window enables dunning options defined in the Customer Profile Classes window to be overridden for a customer.
- The Customer Profile Classes window enables dunning options to be defined.

The Extended Dunning Letter Charges feature also generates dunning letters and customer dunning invoice reports.

For information on generating dunning letters and customer dunning invoice reports, see [Generating Dunning Letters Report Procedure](#), page 51-5.

Prerequisites

- ❑ Working knowledge of dunning letters in Receivables is required to use Extended Dunning Letter Charges in Oracle Public Sector Financials (International).

To use dunning letters in Receivables, see *Oracle Receivables User's Guide*.

- ❑ Receivables setup steps for dunning are required, including setting up the dunning receivables activity, defining dunning letter sets, and defining customer profile classes.

To set up Receivables for dunning, see *Oracle Receivables User's Guide*.

- ❑ Access to Oracle Public Sector Financials (International) Extended Dunning Letter Charges is required to adjust dunning charges, override customer profile options, and override dunning letter set options.

To set up Oracle Public Sector Financials (International) for Extended Dunning Letter Charges, see [Extended Dunning Letter Charges Setup](#), page 49-1.

Viewing Dunning Adjustments Procedure

To view dunning charge adjustments in General Ledger, perform the following steps.

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

Collections - Account Details

The Find Account Details window appears.

Enter selection criteria to limit the query or leave the fields blank to display all details.

2. Click **Find**.

The Account Details window appears.

For information on the Account Details window, see [Viewing Transactions](#), *Oracle Receivables User's Guide*.

3. Select the transaction in the Account Details window.
4. To open the Adjustments window, click **Adjust**.
The Adjustments window appears.
5. Close the window.

Overriding Dunning Letter Sets Procedure

To override dunning charges in the dunning letter set for a specific customer, perform the following steps.

1. Navigate to the Dunning Letter Sets window as follows:

OPSF(I) Dunning Letters - Extended Dunning Letter Sets

2. To synchronize Receivables dunning letter sets with Oracle Public Sector Financials (International) dunning letter sets, click **Refresh Dunning Letter Sets**.

This automatically populates Oracle Public Sector Financials (International) with Receivables dunning letter sets and enables charges.

Note: Receivables dunning letter sets must be synchronized with Oracle Public Sector Financials (International) dunning letter sets before performing any other actions.

3. In the Dunning Letter Set region, select the dunning letter set to be overridden.
4. Set the charge method as follows:
 - To activate charge fields, select the Enable Charge check box.
 - To apply letter charges, select the Letter Charge radio button.
 - To apply invoice charges, select the Invoice Charge radio button.
5. To override the customer profile and prevent charges from being applied to the customer, deselect the Enable Charge check box.

A Decision pop-up window appears.

6. To confirm the override, click **Yes**.

WARNING: Disabling the customer profile option stops charges being calculated for all customer dunning sites using this letter set or a charge per letter.

7. To cancel the override, click **No**.
8. In the Currency field, select a currency from the list of values.

Note: Only those currencies previously set up in Receivables for the selected dunning letter set are available in the list of values. Further currencies must first be set up in Receivables if required.

For information on setting up currencies, see *Oracle Receivables User's Guide*.

9. To override a charge, enter one of the following:

In the Invoice Charge field, enter an invoice charge amount for a particular customer.

In the Letter Charge field, enter an letter charge amount for a particular customer.

Note: The field name changes depending on how the charges are defined in Step 4.

10. Save or save and continue as follows:

File - Save or **Save and Proceed**

11. Close the window.

Dunning Letter Sets Window

Figure 50-1 Dunning Letter Sets Window

The screenshot shows the 'Dunning Letter Sets' window. It features a table for 'Dunning Letter Set' with columns for 'Enable Charge', 'Charge Letter', and 'Charge Invoice'. Below this is a 'Currencies' section with a 'Currency' list and a 'Currency Letter Amounts' table with columns for 'Letter Name' and 'Letter Charge'. A 'Refresh Dunning Letter Sets ...' button is at the bottom right.

Dunning Letter Set	Enable Charge	Charge Letter	Charge Invoice
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

Currencies

Currency

Currency Letter Amounts

Letter Name	Letter Charge

Refresh Dunning Letter Sets ...

Dunning Letter Sets Window Description

Table 50–1 Dunning Letter Sets Window Description

Field Name	Type	Features	Description
Dunning Letter Set	display only		dunning letter set
Enable Charge	required	check box	if selected, uses existing customer profile; if deselected, overrides customer profile
Letter Charge	conditionally required	radio button	applies letter charges
Invoice Charge	conditionally required	radio button	applies invoice charges
Currencies Region			
Currency	required	list of values	default currency
Currency Letter Amounts Region			
Letter Charge	conditionally required		field appears if Letter Charge radio button selected; displays letter charge amount
Invoice Charge	conditionally required		field appears if Invoice Charge radio button selected; displays invoice charge amount
Refresh Dunning Letter Sets		button	synchronizes Receivables dunning letter sets with Oracle Public Sector Financials (International) dunning letter sets

Overriding Customer Profile Dunning Options Procedure

To override dunning options for a customer defined in the Customer Profile Classes window, perform the following steps.

1. Navigate to the Customer Profile Dunning Options window as follows:

OPSF(I) Dunning Letters - Extended Customer Profile Options

2. To synchronize customer profile dunning options with extended customer profile dunning options, click **Refresh Customer Profile Options**.

Note: Customer profile dunning options must be synchronized with extended customer profile dunning options before performing any other actions.

3. Query a customer.
4. Select or deselect the Set Charge check box.

Note: When the Set Charge check box is selected, customers are charged only if the following is true:

- An amount has been entered in the currency field of the invoice to have charges calculated.
- The Enable Charge check box is selected in the Dunning Letter Sets window for this letter set.

5. Select a charge type from the Charge Type drop-down list as follows:

- To create dunning charges as Receivables adjustment records against the invoice being dunned, select Adjustment.
- To generate the Dunning Letter Invoice Charge Report that shows the dunning charge for each overdue invoice in the set, select Invoice.

For information on dunning charge types, see [Select Charge Type and Enter Charge](#), page 48-7.

6. In the Currencies region, enter a currency for each invoice currency used to calculate dunning charges.

Note: If the dunning letter set charges are set up using the Dunning Letter Sets window, the charges are automatically transferred when the customer profile options are synchronized. These dunning letter set charge amounts can be changed at this point, but any changes made only affect the customer address selected in Step 3.

Note: To update the Invoice Charge field, the Charge per Invoice check box must be selected in the Dunning Letter Sets window.

Note: Only currencies previously set up in Receivables for the selected dunning letter set are available in the list of values. Further currencies must first be set up in Receivables if required.

For information on setting up currencies, see [Defining Currencies](#), *Oracle Receivables User's Guide*.

7. In the Letter Name field, select a letter name.
8. If Letter Charge is selected in the Type field, enter the letter charge amount.
9. If Invoice Charge is selected in the Type field, enter the invoice charge amount.

Note: The field name changes according to how the charges are defined in the Dunning Letter Sets window.
10. Save or save and continue as follows:

File - Save or Save and Proceed
11. Close the window.

Customer Profile Dunning Options Window

Figure 50–2 Customer Profile Dunning Options Window

Customer Name

☐ Set Charge Charge Type

☐ Letter Charge
☒ Invoice Charge

Customer Address

Letter Set Name

Currencies

Currency	Letter Name	Letter Charge

Refresh Customer Profile Options ...

Customer Profile Dunning Options Window Description

Table 50–2 Customer Profile Dunning Options Window Description

Field Name	Type	Features	Description
Customer Name	display only		customer name
Set Charge	conditionally required	check box	if selected, charges calculated; if deselected charges not calculated
Charge Type	conditionally required	drop-down list	charging method; valid values are: Adjustment or Invoice
Letter Charge	display only		indicates charge applied to dunning letter
Invoice Charge	display only		indicates charge applied to invoice
Customer Address	display only		customer site address
Letter Set Name	display only		dunning letter set name
Currencies Region			
Currency	display only	list of values	currency
Currency Letter Charge Amounts Region			
Letter Name			dunning letter name
Letter Charge	required		charge applied to dunning letter
Invoice Charge	required		charge applied to invoice
Refresh Customer Profile Options		button	synchronizes Oracle Public Sector Financials (International) customer profile options with Receivables customer profile options

Setting or Modifying Customer Profile Classes Procedure

To set or modify a customer profile class, perform the following steps.

1. Navigate to the Customer Profile Classes window as follows:
OPSF(I) Dunning Letters - Extended Customer Profile Classes
2. Query a record.
3. To apply dunning charges to all customers with the queried profile class, select the Set Charge check box.
4. To disable dunning charges for all customers with the queried profile class, deselect the Set Charge check box.
5. In the Charge Type field, select a dunning charge type from the drop-down list.
6. To save the options, click **Save Options**.
The Update Options pop-up window appears.
7. Select the update option required as follows:
 - To prevent existing customer profile classes from being updated, select the Do Not Update Existing Profiles radio button.
 - To update all profile classes, existing and new, select the Update All Profiles radio button.
 - To update customer profile classes that match the criteria defined in steps 2 to 5, select the Update All Uncustomized Profiles radio button.
8. To redefine or cancel changes to the customer profile class, click **Cancel**.
9. To save the options and update the customer profile classes, click **OK**.
10. Close the window.

Customer Profile Classes Window

Figure 50–3 *Customer Profile Classes Window*

The screenshot shows a window titled "Customer Profile Classes". It contains the following fields and controls:

- Name:** A text input field.
- Description:** A text input field.
- Receivables Options:** A section containing:
 - Letter Set Name:** A text input field.
 - Active:** A checked checkbox.
 - Send Letters:** A checked checkbox.
- Update Profile Class Options:** A section containing:
 - Set Charge:** An unchecked checkbox.
 - Charge Type:** A dropdown menu.
- Save Options:** A button at the bottom center.

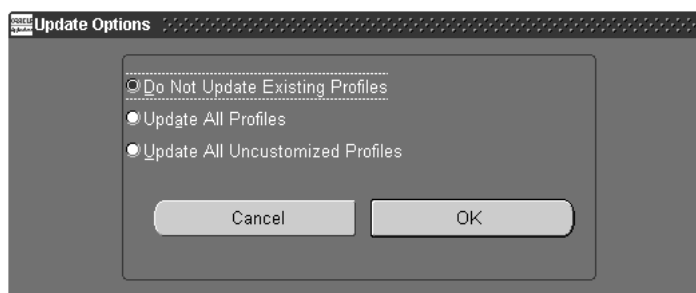
Customer Profile Classes Window Description

Table 50–3 Customer Profile Classes Window Description

Field Name	Type	Features	Description
Name	display only		customer profile name
Description	display only		customer profile description
Receivables Options Region			
Letter Set Name	display only		default dunning letter set attached to profile
Active	display only	check box	active status
Send Letters	display only	check box	indicates Receivables dunning status; if selected dunning letters apply, if deselected, dunning disabled
Update Profile Class Options Region			
Set Charge	conditionally required	check box	if selected dunning charges apply, if deselected dunning disabled
Charge Type	conditionally required	drop-down list	dunning charge type; valid values are: Invoice or Adjustment
Save Options		button	saves information entered in Customer Profile Classes window

Update Options Pop-Up Window

Figure 50–4 *Update Options Pop-Up Window*



Update Options Pop-Up Window Description

Table 50–4 *Update Options Pop-Up Window Description*

Field Name	Type	Features	Description
Do Not Update Existing Profiles	conditionally required	radio button	prevents existing customer profile classes from being updated
Update All Profiles	conditionally required	radio button	updates all profile classes
Update All Uncustomized Profiles	conditionally required		updates customer profile classes that match the defined criteria
Cancel		button	closes window without saving
OK		button	confirms action and accepts selected data

Extended Dunning Letter Charges Report Procedures

This chapter describes how to generate Extended Dunning Letter Charges reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Dunning Letters Report Procedure](#)
- [Maintaining Adjustments Procedure](#)
- [Posting Adjustments to General Ledger Procedure](#)
- [Purging Temporary Data Procedure](#)
- [Updating Profile Options Procedure](#)

Definition

Extended Dunning Letter Charges reports are used to list and manage overdue accounts.

Overview

The Dunning Letters Generate procedure in Oracle Public Sector Financials (International) calculates dunning charges for customers with overdue invoices, debit memos, and chargebacks. Based on the value of the dunning charge type, dunning charges are either applied to the original transaction as an adjustment, or charges are shown on the Customer Dunning Invoice Report.

If the dunning charge type is set to Adjustment in the customer's customer profile class, dunning charges are created as adjustments.

If the dunning charge type is set to Invoice, the dunning charge shown on the dunning letters is not automatically entered into an account. Instead, the recommended charge apportionments are shown on the Customer Dunning Invoice Report, and the information can be used to create a manual invoice.

For information on setting up dunning options in the Customer Profile Class and Receivables Activities windows, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

For information on dunning letters, see [Dunning Letters](#), *Oracle Receivables User's Guide*.

The following dunning letters reports are available:

- [Dunning Letters: Generate Dunning Letters Report](#)
- [Dunning Letters: Maintain Adjustment Report](#)
- [Dunning Letters: Post Adjustment to General Ledger Report](#)
- [Dunning Letters: Purge Temporary Data Report](#)
- [Dunning Letters: Update Profile Options Report](#)

For information on generating reports, see [Running Standard Reports and Listings](#), *Oracle Receivables User's Guide*.

Dunning Letters: Generate Dunning Letters Report

This report calculates dunning charges for customers with overdue invoices, debit memos, and chargebacks.

The following reports are automatically generated by Dunning Letters: Generate Dunning Letters Report:

- [Dunning Letters: Dunning Invoice Charge Report](#)
- [Dunning Letters: Extended Preliminary Report](#)
- [Dunning Letters: Extended Print Report](#)

Dunning Letters: Dunning Invoice Charge Report

This report is automatically generated every time Dunning Letters: Generate Dunning Letters Report is generated. The report lists overdue invoices with corresponding dunning charges for customers with the charge type set to Invoice.

For information on modes, see [Adjustment or Report Mode](#), page 48-3.

For information on charge types, see [Setting or Modifying Customer Profile Classes Procedure](#), page 50-13.

Dunning Letters: Extended Preliminary Report

This report is automatically generated when the Dunning Letters: Generate Dunning Letters Report is run in preliminary mode. The report generates a list of customers to be included in the next dunning period.

Dunning Letters: Extended Print Report

This report is automatically generated when the Dunning Letters: Generate Dunning Letters Report is run in final mode. The report prints all letters sent to customers and dunned invoices with associated dunning charges.

Dunning Letters: Maintain Adjustment Report

This report enables the reversal and adjustment of dunning letter charges or dunning invoice charges that are generated as adjustments.

Dunning Letters: Post Adjustment to General Ledger Report

This report transfers accounting entities related to adjustments created by dunning letter charges from Receivables to General Ledger.

Dunning Letters: Purge Temporary Data Report

This report enables users to remove historic temporary data previously used in dunning calculations from the database.

Dunning Letters: Update Profile Options Report

This report updates customer profiles in batch format. The report can be scheduled to run as required, but is not printable.

Generating Dunning Letters Report Procedure

To generate dunning letters, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Dunning Letters: Generate Dunning Letters Report from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see [Dunning Letter Generate](#), *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

When the Dunning Letters: Generate Dunning Letters Report is run, the following reports are automatically generated:

- [Dunning Letters: Dunning Invoice Charge Report](#)
- [Dunning Letters: Extended Preliminary Report](#)
- [Dunning Letters: Extended Print Report](#)

Note: These reports are generated in addition to the Receivables dunning reports.

Dunning Letters: Dunning Invoice Charge Report

In Oracle Public Sector Financials (International), the Dunning Letters: Dunning Invoice Charge Report includes overdue invoices with corresponding dunning charges and displays total dunning charges for customers that have the dunning charge type set to Invoice in customer setup.

The Dunning Letters: Dunning Invoice Charge Report information can be used to create a manual invoice specifically for dunning charges for each customer.

The Dunning Letters: Dunning Invoice Charge Report is generated automatically when the Dunning Letters: Generate Dunning Letters Report is run.

For information on setting the dunning charge type, see [Extended Dunning Letter Charges Procedures](#), page 50-1.

Dunning Letters: Extended Preliminary Report

In Oracle Public Sector Financials (International), the Dunning Letters: Extended Preliminary Report displays the details of all invoices, debit memos, and chargebacks being dunned, such as the following:

- customer name
- bill-to address
- debit item number
- transaction type
- purchase order
- creation date
- due date
- days past due
- amount
- balance due

Note: The Dunning Letters: Extended Preliminary Report is generated automatically when the Dunning Letters: Generate Dunning Letters Report is run, if the Preliminary field in the Parameters window is set to Yes.

For information on the Dunning Letters: Extended Preliminary Report, see [Dunning Letters - Preliminary Report](#), *Oracle Receivables User's Guide*.

Dunning Letters: Extended Print Report

In Oracle Public Sector Financials (International), the Dunning Letters: Extended Print Report prints all letters sent to customers and dunned invoices with associated dunning charges.

The letters detail the current position of the account, charges applied, and warn customers of the consequences of non-payment.

Maintaining Adjustments Procedure

To maintain adjustments, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Dunning Letters: Maintain Adjustment Report from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see Common Report Parameters, *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Note: The charge transaction number that is being adjusted must be identified before entering the adjustment.

For information on charge transaction numbers, see [Reviewing a Customer Account](#), *Oracle Receivables User's Guide*.

Posting Adjustments to General Ledger Procedure

To post adjustments to General Ledger, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Dunning Letters: Post Adjustment to General Ledger Report from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.
For information on dunning letter parameters, see *Oracle Receivables User's Guide*.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Purging Temporary Data Procedure

To purge temporary data from the database, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Dunning Letters: Purge Temporary Data Report from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see *Oracle Receivables User's Guide*.

6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Updating Profile Options Procedure

To update dunning letter profile options, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Dunning Letters - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Dunning Letters: Update Profile Options Report from the list of values.

The Parameters pop-up window appears.

5. Enter parameters as required.

For information on dunning letter parameters, see *Oracle Receivables User's Guide*.

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

7. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Part XIV

Generic Interface

Generic Interface Process

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generic Interface Process Flow Diagram](#)
- [Setting Up Generic Interface](#)
- [Loading Interface Files](#)
- [Reloading Interface Files](#)
- [Feeder Transaction Inquiry](#)
- [File Header Record Specification](#)
- [Journal Header Record Specification](#)
- [Journal Lines Record Specification](#)
- [File Footer Record Specification](#)

Definition

Generic Interface is an extension to the standard journal import interface and enables feeder system files to be loaded without the need for additional programming or system administrator support.

Feeder system data files are files in an ASCII text format containing comma-delimited record types which are loaded into General Ledger.

Feeder system data files must have a certain format.

Overview

Generic Interface meets the following business requirements:

- simple loading of feeder system data files
- prevents invalid files from being loaded
- prevents duplicate files from being loaded
- creates summary general ledger transactions
- enables access to feeder system transaction details
- enables data archive, purge and restore

All files feeding into the General Ledger through Generic Interface must use the same layout. The format for all feeder system data files is described in this chapter.

Accounting information can be created by many different software programs. To be accessible by General Ledger, the format described in this chapter must be used.

The following record types are required in the file format:

- [File Headers](#)
- [Journal Headers](#)
- [Transaction Lines](#)
- [File Footers](#)

File Headers

File Headers (FH), identify the spreadsheet to General Ledger. This record usually has no corresponding row in the spreadsheet and is created by editing the file after exporting data.

A file must have one spreadsheet header.

The following is an example of a spreadsheet file header record:

```
FH, "Payroll", 0598, 00123, 001
```

Journal Headers

Journal Headers (JH), identify each group of transactions to be posted to the journal.

A file must have one or more journal headers.

The following is an example of a spreadsheet journal header:

```
JH, "Monthly", N, A, , GBP
```

Transaction Lines

Transaction Lines (TL), contain details of individual transactions. Each line record corresponds to one row; each field corresponds to one column in the spreadsheet.

A file must have one or more transaction line records and each transaction line must be contained within a journal header.

The following is an example of a spreadsheet transaction line:

```
"TL", 120.15, "Primary Desc", 180594, "Desc 1", "Dec 2", , , , , , 01, 100, 5960, 1000, 45
```

File Footers

File Footers (FF), summarize the information of the file.

A file must have one file footer.

The following is an example of a spreadsheet file footer:

```
"FF", 120.15, 45
```

Feeder System Data File Layout

The following is an example of a feeder system data file layout:

```
File Header      (FH)
  Journal Header  (JH)
    Transaction Line (TL)
    Transaction Line (TL)
    Transaction Line (TL)
```

Prerequisites

Journal Header (JH)
Transaction Line (TL)
Transaction Line (TL)
Transaction Line (TL)
File Footer (FF)

If the feeder system is a spreadsheet program, each line record corresponds to one row and each field in a record corresponds to one column in the spreadsheet.

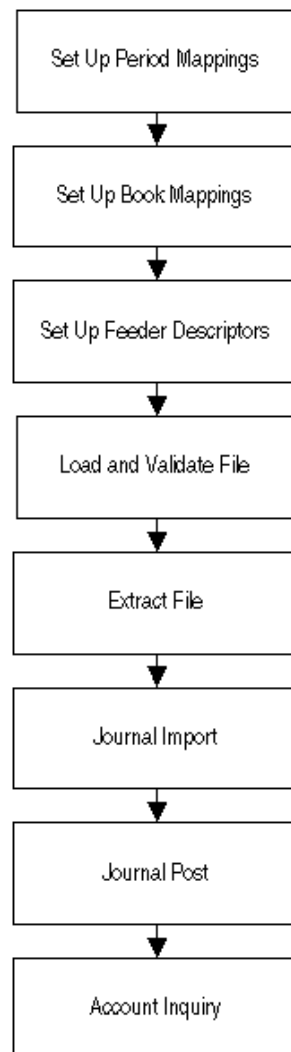
Prerequisites

- ☐ The feeder system software must convert or export data to a comma-delimited ASCII file with variable length records.
- ☐ To eliminate the risk of incorrectly reading text containing commas, all text values must be enclosed in double quotes (" ").

Generic Interface Process Flow Diagram

Figure 52–1, page 52-5 shows the Generic Interface process flow, as described in the accompanying text.

Figure 52–1 *Generic Interface Process Flow Diagram*



Setting Up Generic Interface

The Generic Interface functionality is based on the standard General Ledger journal interface. Generic Interface enhances the file loading, data manipulation, and inquiry steps in the import process.

Setting up Generic Interface consists of the following procedures:

- [Define New Journal Source](#)
- [Define Period Mappings](#)
- [Define Set of Books Mappings](#)
- [Define Feeder System Descriptors](#)
- [Define Generic Interface Profile Options](#)

Define New Journal Source

In the standard General Ledger Journal Source Maintenance window, define a new source for the feeder system. Ensure that the Import References option is selected for the new journal source.

Define Period Mappings

It is possible that the feeder system uses different period names to those defined in General Ledger. To handle this situation a new window is provided enabling mappings to be defined between Feeder System Period Names and General Ledger Period Names.

Define Set of Books Mappings

If multiple sets of books are used, the feeder systems may use different book identifiers than General Ledger. To handle this situation a new window is provided to enable mappings to be defined between feeder system book identifiers and General Ledger sets of books.

Define Feeder System Descriptors

There are three additional sections of information required for each journal source that enable the Generic Interface to function. The information is defined in the Feeder System Descriptors window as follows:

- **secure source**
If a feeder system is defined as a secure source, only users with the profile option View Secure Sources set to Yes are able to view the feeder system transaction details. This setting has no impact on standard General Ledger account or journal inquiry which is controlled using the standard flexfield security functionality.
- **date picture**
It is possible that the date format used by the feeder system does not match the standard Oracle date format. The date picture is used to describe the format used by the feeder system.
- **descriptors**
Generic Interface enables the transfer of 10 items of data for each transaction line. The first three data items are system defined as the transaction date, the primary description, and the amount. The remaining seven data items can be used to transfer any information as required. The descriptors are used to provide a user description for each piece of data passed from the feeder system.

Define Generic Interface Profile Options

Generic Interface provides one profile option that controls access to secure source feeder system detail transactions.

- **View Secure Source**
This profile option is set at Responsibility or User level and accepts either a Yes or No value.

When the View Secure Source profile option is set to No, users are unable to view feeder system transaction details for secure sources.

Loading Interface Files

When the feeder system file is available for loading, the file is processed using a number of concurrent programs as shown in [Figure 52–2](#), page 52-8. All of the concurrent programs are submitted through the standard reports window.

- **Load and Validate Feeder File**

Run the Generic Interface: Extract Feeder File Report to load a file into Oracle Public Sector Financials (International) Generic Interface tables and the Generic Interface: Load and Validate Feeder File Report to check that the file is valid. Validation checks ensure that the file is of the correct format, that the file control totals are correct, that the file has not been loaded previously and that the file refers to a correct journal source, set of books, and period name.

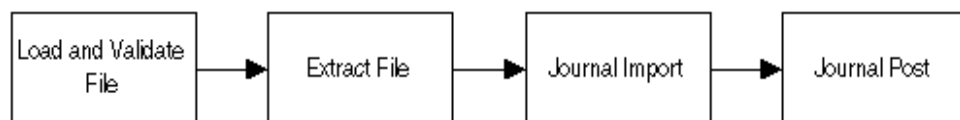
- **Extract Feeder File**

When the file passes validation it is available for extraction. This process takes the loaded information and passes it through period and set of books mapping, date conversion, accounting flexfield technical structure conversion, and prepares it for importing into the General Ledger.

- **Journal Import**

Following extraction, the standard Journal Import and Journal Post routines are used to create and post standard General Ledger journals.

Figure 52–2 Loading Interface Files



Reloading Interface Files

A feeder system file cannot usually be reloaded after it is originally loaded. However, it may be necessary to reload a file for a number of reasons.

To accommodate this, a concurrent program is provided that enables a file to be marked as Reloadable. After this routine is run, a file can be reloaded using the Generic Interface: Extract Feeder File Report and the Generic Interface: Load and Validate Feeder File Report.

Feeder Transaction Inquiry

Feeder transactions can be viewed depending on the setting of the Secure Source flag and the View Secure Sources profile option, through the standard Account Inquiry window. When viewing a journal line from a feeder system, the feeder system transaction details can be viewed by selecting the option from the Tools menu. This option displays the feeder system transactions used to create the summary General Ledger journal line.

File Header Record Specification

The file header record passes journal source information to the General Ledger.

[Table 52–1](#), page 52-10 describes the file header record specification.

Table 52–1 *File Header Record Specification*

Field Name	Max Width	Description	Type
Record Type	2	FH	required
Source Name	25	name of the feeder system, for example, "Payroll"	required
Source Period Name	15	accounting period name from feeder system	required
Transmission Number	50	unique file identification number	required
Feeder Book ID	25	maps to set of books ID	required

Journal Header Record Specification

The journal header record passes journal header information to the General Ledger.

[Table 52–2](#), page 52-11 describes the journal header record specification.

Table 52–2 Journal Header Record Specification

Field Name	Max Width	Description	Type
Record Type	2	JH	required
Category Name	25	journal category	required
Reverse Flag	1	Is this a reversing batch? Y if yes, N if no	required
Reverse Period Offset	#	if Reverse Flag is Y, offset period in which the journal is reversed; for example, 1 for next period, 3 for next quarter	conditionally required
Actual Flag	1	type of transaction; A for actual or E for encumbrance	required
Encumbrance Type ID	#	if Actual Flag is E, journal encumbrance type, such as 1001	conditionally required
Currency Code	10	journal currency code	required
Currency Conversion Date	11	foreign currency journal conversion date; set up through the feeder system descriptors	optional
Currency Conversion Type	15	foreign currency journal conversion type	optional
Currency Conversion Rate	#	foreign currency journal conversion type	optional

Note: # symbol indicates numeric field, which can be any width.

Journal Lines Record Specification

Journal line records contain details of individual transactions and passes journal line information to the General Ledger.

[Table 52–3](#), page 52-12 describes the journal lines record specification, listing acceptable fields in the journal lines records.

Table 52–3 Transaction Lines Record Specification

Field Name	Max Width	Description	Type
Record Type	2	"JL"	required
Amount	#	transaction amount; enter leading sign and decimal point	required
Primary Description	240	primary transaction description	optional
Transaction Date	240	transaction date	required
Descriptor1	240	first transaction descriptor	optional
Descriptor2	240	second transaction descriptor	optional
Descriptor3	240	third transaction descriptor	optional
Descriptor4	240	fourth transaction descriptor	optional
Descriptor5	240	fifth transaction descriptor	optional
Descriptor6	240	sixth transaction descriptor	optional
Descriptor7	240	seventh transaction descriptor	optional
Account Segment1	240	accounting flexfield segment	optional
Account Segment2	240	accounting flexfield segment	optional
Account Segment3	240	accounting flexfield segment	optional
Account Segment4	240	accounting flexfield segment	optional
Account Segment5	240	accounting flexfield segment	optional
Account Segment6	240	accounting flexfield segment	optional
Account Segment7	240	accounting flexfield segment	optional
Account Segment8	240	accounting flexfield segment	optional
Account Segment9	240	accounting flexfield segment	optional
Account Segment10	240	accounting flexfield segment	optional

Table 52-3 Transaction Lines Record Specification

Field Name	Max Width	Description	Type
Account Segment11	240	accounting flexfield segment	optional
Account Segment12	240	accounting flexfield segment	optional
Account Segment13	240	accounting flexfield segment	optional
Account Segment14	240	accounting flexfield segment	optional
Account Segment15	240	accounting flexfield segment	optional
Account Segment16	240	accounting flexfield segment	optional
Account Segment17	240	accounting flexfield segment	optional
Account Segment18	240	accounting flexfield segment	optional
Account Segment19	240	accounting flexfield segment	optional
Account Segment20	240	accounting flexfield segment	optional
Account Segment21	240	accounting flexfield segment	optional
Account Segment22	240	accounting flexfield segment	optional
Account Segment23	240	accounting flexfield segment	optional
Account Segment24	240	accounting flexfield segment	optional
Account Segment25	240	accounting flexfield segment	optional
Account Segment26	240	accounting flexfield segment	optional
Account Segment27	240	accounting flexfield segment	optional
Account Segment28	240	accounting flexfield segment	optional
Account Segment29	240	accounting flexfield segment	optional
Account Segment30	240	accounting flexfield segment	optional

Note: # symbol indicates numeric field, which may be any width.

File Footer Record Specification

The file footer record passes summary information to the General Ledger and validates the feeder file content.

[Table 52–4](#), page 52-14 describes the file footer record specification.

Table 52–4 *File Footer Record Specification*

Field Name	Max Width	Description	Type
Record Type	2	FF	required
Total Amount	#	total of all transaction amounts, regardless of currency	required
Record Count	240	total number of transaction line, TL, records	required

Note: # symbol indicates a numeric field, which may be any width.

Generic Interface Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Generic Interface Setup Steps](#)
- [Mapping Feeder Books Procedure](#)
- [Feeder Book Mapping Window](#)
- [Feeder Book Mapping Window Description](#)
- [Mapping Feeder Periods Procedure](#)
- [Feeder Period Mappings Window](#)
- [Feeder Period Mappings Window Description](#)
- [Defining Feeder System Descriptors Procedure](#)
- [Feeder System Descriptors Window](#)
- [Feeder System Descriptors Window Description](#)

Definition

The Generic Interface setup windows are used to identify and map a relationship between an external system, such as a payroll system, and corresponding elements in the General Ledger system.

This chapter describes the journal source and feeder book windows only.

Overview

The following Oracle Public Sector Financials (International) and Oracle General Ledger windows are described:

- System Profile Values window
- Journal Categories window
- Feeder Book Mapping window
- Feeder Period Mappings window
- Feeder System Descriptors window

The setup windows identify external sources for data and ensure journal lines are imported correctly into the appropriate journals and period in the correct set of books.

A profile option can be set at site, application, responsibility, or user level to control access to secure feeder system data.

The layout of feeder system data files must conform to the file specification.

[Table 53–1](#), page 53-2 shows how field names in the feeder system data file relate to General Ledger items.

Table 53–1 Mapping Feeder System Data File Fields to General Ledger

Feeder System Data File Element		Maps to	
Record Type	Field Name	General Ledger Item	Window
FH, file header	Feeder Book ID	set of books ID	Feeder Book Mapping

Table 53–1 Mapping Feeder System Data File Fields to General Ledger

Feeder System Data File Element		Maps to	
FH, file header	Source Period Name	General Ledger period name	Feeder Period Mappings
JH, journal header	Category Name	journal entry category	Define Journal Categories
TL, transaction line	Feeder System Descriptors	detail fields in corresponding General Ledger area	Feeder System Descriptors

For information on setting profile options, see [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

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

Prerequisites

- ☐ Accounting periods must be defined in the General Ledger.
- ☐ Journal categories must be defined in the General Ledger.
To define accounting periods and journal categories see [Setting Up](#), *Oracle General Ledger User's Guide*.
- ☐ If using Generic Interface, the source must be defined as Import References and set to Yes.

Generic Interface Setup Steps

The steps in this section are listed in order of completion.

1. Set Profile Options

[Table 53–2](#), page 53-4 describes the profile option levels for Generic Interface.

Table 53–2 Generic Interface Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
General Ledger	Generic Interface: View Secure Sources	x	x	x	x

[Table 53–3](#), page 53-4 describes the Generic Interface profile option values.

Table 53–3 Generic Interface Profile Option Values

Profile Option Name	Value	Description
Generic Interface: View Secure Sources	yes or no	determines if users can retrieve details of transactions imported from secure feeder systems
	yes	enables users to retrieve details

Note: If users are not allowed to view data from specific feeder systems, the system administrator must set the View Secure Sources profile option to No at Site, Application, Responsibility, or User level.

Setting this option to No enables the Secure Source check box on the Feeder System Descriptors window. Selecting the Secure Source check box for a feeder system restricts users from viewing details of transactions imported from that feeder system.

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

2. Define Additional Journal Entry Sources

This step is recommended.

There are no predefined journal entry sources available for Generic Interface. Users can define journal sources as required.

To define journal sources, perform the following steps.

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

Setup - Journal - Sources

2. Define journal entry sources to uniquely identify journals imported using the generic interface.

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

Note: Users must select the Import Journal References check box for each journal source to be used.

3. Map Feeder Books

This step is required.

For information on mapping book IDs from the feeder system to the General Ledger set of books, see [Mapping Feeder Books Procedure](#), page 53-6.

4. Map Feeder Periods

This step is required.

For information on mapping periods from the feeder system to the set of books, see [Mapping Feeder Periods Procedure](#), page 53-8.

5. Define Feeder System Descriptors

This step is required.

For information on defining feeder system descriptors, see [Defining Feeder System Descriptors Procedure](#), page 53-10.

Mapping Feeder Books Procedure

To map book IDs from the feeder system to the General Ledger set of books, perform the following steps.

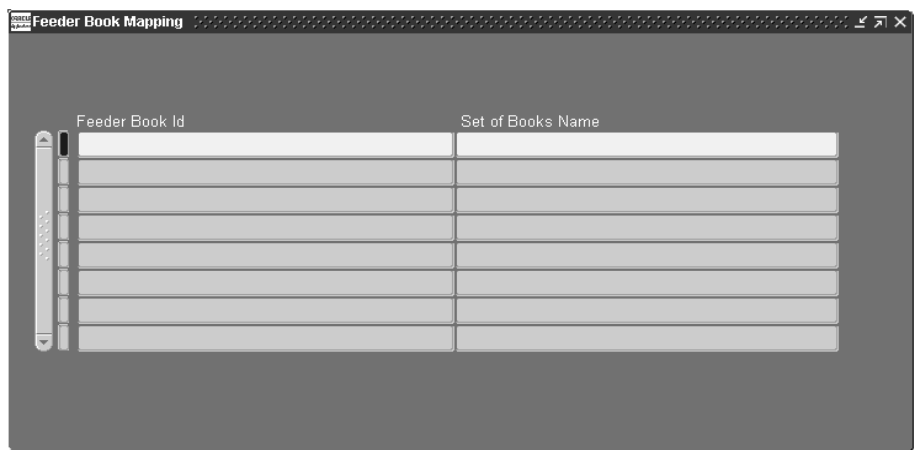
1. Navigate to the Feeder Book Mapping window as follows:

OPSF(I) Generic Interface - Setup - Book Mapping

2. In the Feeder Book Id field, enter the feeder book identifier as defined in the feeder system.
3. In the Set of Books Name field, enter the General Ledger set of books to map to the set of books in the feeder system.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Feeder Book Mapping Window

Figure 53–1 Feeder Book Mapping Window



Feeder Book Mapping Window Description

Table 53–4 Feeder Book Mapping Window Description

Field Name	Type	Features	Description
Feeder Book Id	required		feeder book identifier as defined in feeder system
Set of Books Name	required	list of values	set of books name to be mapped to feeder book specified by Feeder Book Id

Mapping Feeder Periods Procedure

To map periods from the feeder system to General Ledger periods, perform the following steps.

1. Navigate to the Feeder Period Mappings window as follows:

OPSF(I) Generic Interface - Setup - Period Mapping

2. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
3. In the Source Period Name field, enter the period name as it appears in the feeder system.
4. In the General Ledger Period Name field, enter the General Ledger period name that corresponds to this period in the feeder system.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.

Feeder Period Mappings Window

Figure 53–2 Feeder Period Mappings Window

Feeder Period Mappings Window Description

Table 53–5 Feeder Period Mappings Window Description

Field Name	Type	Features	Description
Source Name	required	list of values	feeder system journal source name
Description	display only		feeder system journal source description
Period Mapping Region			
Source Period Name	required		feeder system period name
General Ledger Period Name	required	list of values	corresponding General Ledger period name

Defining Feeder System Descriptors Procedure

To define system descriptors, perform the following steps.

1. Navigate to the Feeder System Descriptors window as follows:

OPSF(I) Generic Interface - Setup - Feeder Descriptors

2. In the Source Name field, enter the name of the feeder system that supplies transactions for this journal.
3. If some users are not allowed access to transaction details imported from this feeder system, select the Secure Source check box.

The check box is available only if the Generic Interface: View Secure Sources profile option is set to No.

For information on setting profile options, see [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

4. In the Date Picture field, enter the format used by the feeder system for displaying dates. Typical values are as follows:
 - DD/MON/YYYY, the Oracle Public Sector Financials (International) standard date format
 - DDMMYYYY
 - DD/MM/YYYY
5. Enter the transaction descriptor names used by the feeder system.

Transaction descriptors correspond to General Ledger field names.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Feeder System Descriptors Window

Figure 53–3 Feeder System Descriptors Window

Feeder System Descriptors Window Description

Table 53–6 Feeder System Descriptors Window Description

Field Name	Type	Features	Description
Source Name	required	list of values	feeder system source name
Description	display only		feeder system source description
Transaction Descriptors Region			
Secure Source	optional	check box	restricts access to journal source feeder information
Date Picture	required		feeder system date format
Descriptor	optional		transaction descriptors

Generic Interface Procedures

This chapter describes how to create, update, and process Generic Interface features used in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Loading, Validating, and Extracting Feeder File Transactions Procedure](#)
- [Viewing Feeder System Detail Inquiry Procedure](#)
- [Feeder System Detail Inquiry Window](#)
- [Feeder System Detail Inquiry Window Description](#)
- [Feeder Details Window](#)
- [Feeder Details Window Description](#)
- [Reloading Feeder File Procedure](#)
- [Archiving, Purging, or Restoring Feeder System Transactions Procedure](#)

Definition

The Generic Interface feeder management procedures map data files into specified General Ledger periods and sets of books from feeder systems, such as third-party spreadsheet software that generates transactions as ASCII files in the specified format.

Overview

The Generic Interface feeder management procedures are used to perform the following tasks:

- loading and validating feeder system data files
- extracting feeder file transactions
- importing and posting feeder file transactions
- inquiring on feeder system transactions
- reloading feeder files
- archiving, purging, and restoring feeder file transactions

Prerequisites

- ☐ Basic knowledge of operating system commands is required.
- ☐ The feeder file must exist and be accessible to the user.
- ☐ The filename must not include an extension when running the concurrent program. For example, the feeder filename **\$IGI_TOP/payweek20.dat** is entered as follows:

`$IGI_TOP/payweek20`

The **.dat** extension is automatically appended to the filename when the file is processed.

For information on filenames and directory structure, contact the system administrator or database administrator.

- ☐ The following feeder system details must be set up:
 - The feeder book identifier must be mapped to a General Ledger set of books name.

- One or more feeder periods must be mapped to General Ledger accounting periods.
- The feeder system descriptors must be registered.

To map feeder system details to corresponding General Ledger details, see [Generic Interface Setup](#), page 53-1.

Loading, Validating, and Extracting Feeder File Transactions Procedure

The load, validate, and extract feeder file transactions procedure includes the following tasks:

- [Load and Validate Feeder File](#)
- [Extract Feeder File Transactions](#)
- [Import and Post Feeder File Transactions](#)

Load and Validate Feeder File

To load and validate the feeder file, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

The Submit a New Request window appears.

2. Select the Request Set radio button.
3. Click **OK**.

The Submit Request Set window appears.

4. In the Request Set field, select Generic Interface: Load and Validate Feeder File from the list of values.

The Parameters pop-up window appears.

5. In the Feeder File Name field, enter the full path and name of the feeder data file without the extension, for example **\$IGI_TOP/payweek34**.

Note: If the feeder file is not stored in the default directory **\$IGI_TOP**, the full directory path must be entered, overwriting the default directory path.

6. To apply the parameters, click **OK**.
7. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

10. Review the Generic Interface: Interface File Validation Report, as shown in [Figure 54-1](#), page 54-5, and resolve any errors.

Figure 54–1 Interface File Validation Report

IGIGIVLD: Interface File Validation Report Date: 15-APR-2000 09:49
 ERROR: No new data files found for processing
 WARNING: Validation routine completed with errors.

Extract Feeder File Transactions

To extract transactions from the feeder file, perform the following steps.

1. When the Generic Interface: Interface File Validation Report has no errors, navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Generic Interface: Extract Feeder File Report from the list of values.

The Parameters pop-up window appears.

5. In the Feeder Source Name field, accept the default All to extract transactions from all journal sources, or enter the name of a specific journal source from which to extract transactions, such as Payroll.
6. In the Transmission Number field, accept the default All to extract transactions from all validated feeder files, or enter the transmission number for a specific file, such as EA1007.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.
 The Decision pop-up window appears.
9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

11. Review the Generic Interface: Extract Feeder File Report as shown in [Figure 54–2](#), page 54-6.

Note: The number at the top of the report is the group identifier, which is used during the next step to identify this group of transactions.

Figure 54–2 Generic Interface: Extract Feeder File Report

Payroll-0197-41001357

9 Records Loaded Totaling 0

9 Records Transferred Totaling 0

Import and Post Feeder File Transactions

To import and post feeder file transactions, perform the following steps.

12. After extracting transactions from the feeder file, import and post transactions using the standard features of General Ledger.

For information on importing journal transactions and posting, see [Importing Journals](#) and [Posting Journal Batches](#), *Oracle General Ledger User's Guide*.

13. In General Ledger, navigate to the Import Journals window as follows:

Journals - Import - Run

14. In the Source field, select the journal source name from the list of values.
15. In the Group ID field, enter the group identifier from the Generic Interface: Extract Feeder File Report.

Data can be imported for the same or different sources in parallel by specifying a unique group identifier for each request. General Ledger imports data with the journal entry source and group identifier combination specified. If a group identifier is not specified, General Ledger imports data from the specified journal entry source with no corresponding group identifier.

16. Select the Create Summary Journals check box.
17. In the Date Range fields, enter a start date and an end date.

Note: This field is optional and usually left blank.
18. To submit a concurrent process to import journals, click **Import**.
The Decision pop-up window appears.
19. To submit another request, click **Yes**, or to continue, click **No**.
20. Close the window.

- 21.** Review the Journal Import Execution Report to determine the number of errors in the import data and how to correct any journal import errors.

Viewing Feeder System Detail Inquiry Procedure

To view details of transactions imported from a feeder file, perform this procedure, before or after posting, using one of the following methods:

- [From the Account Inquiry Window](#)
- [From the Feeder System Detail Inquiry Window](#)

From the Account Inquiry Window

1. Navigate to the Extended Account Inquiry window as follows:
OPSF(I) Budgeting Extensions - Inquiry - Extended Account Inquiry
2. In the Accounting Periods region, enter start and end dates for an account with transactions imported from a feeder file.
3. Select the Single Currency or All Currencies radio button.
4. In the Currency Type region, select another currency if the default currency is not required.
5. In the Currency Type region, select the Extended or Translated radio button.
Note: Translated Currency type is only available if All Currencies has been selected in the Currency region.
6. Select the Primary Balance Type tab or the Secondary Balance Type tab.
7. Select a balance type from the following:
 - Actual
 - Budget
 - Encumbrance
8. If Budget is selected as a balance type, in the Budget field, enter or select a budget name from the list of values.
9. If Encumbrance is selected as a balance type, in the Encumbrance Type field, enter or select an encumbrance type from the list of values.
10. In the Factor area, select a display and precision factor for rounding balances.
11. In the Summary Template field, select a summary template from the list of values.
12. To select an account, click on an accounts line in the Accounts region.

The Find Accounts pop-up window appears.

13. Enter the low and high parameters.

14. Click **Show Journal Details**.

The Journals window appears.

15. From the Tools menu, select Feeder Transactions.

The Feeder System Detail Inquiry window appears.

The Feeder System Detail Inquiry window is automatically populated with data.

16. To review feeder details, click **Review Feeder Details**.

The Feeder Details window appears.

The Feeder Details window is automatically populated with data.

17. Close the windows.

From the Feeder System Detail Inquiry Window

1. Navigate to the Feeder System Detail Inquiry window as follows:

OPSF(I) Generic Interface - Inquire Feeder

2. In the Selection Criteria region, enter details for an account with transactions imported from a feeder file.

3. Click **Review Feeder Details**.

The Feeder Details window appears. Use this window to view feeder file details for the chosen account, journal, and line.

4. Close the window.

Feeder System Detail Inquiry Window

Figure 54–3 *Feeder System Detail Inquiry Window*

The screenshot shows a software window titled "Feeder System Detail Inquiry". Inside the window, there is a section labeled "Selection Criteria" which contains several input fields and a radio button group. The fields are: "Source", "Currency", "Period", "Batch", "Journal", "Posting", "Line", "Line Amount Display", "Account", and "Description". The "Balance Type" section has two radio buttons: "Actual" and "Encumbrance", with "Encumbrance" being selected. At the bottom of the window, there is a button labeled "Review Feeder Details".

Selection Criteria	
Source	
Currency	
Period	
Batch	
Journal	
Posting	
Line	
Line Amount Display	
Account	
Description	

Balance Type
☐ Actual
☒ Encumbrance

Feeder System Detail Inquiry Window Description

Table 54–1 Feeder System Detail Inquiry Window Description

Field Name	Type	Features	Description
Source	required	list of values	source
Currency	required	list of values	currency code
Period	required	list of values	period to query
Batch	required	list of values	batch to query
Journal	required	list of values	journal to query
Posting	required	list of values	posting status
Line	required	list of values	line number
Line Amount Display	display only		line amount
Balance Type Region			
Actual	required	radio button	actual balance type
Encumbrance	required	radio button	encumbrance balance type
Account	display only		account name
Description	display only		account description
Review Feeder Details		button	opens Feeder Details window

Feeder Details Window

Figure 54–4 Feeder Details Window

The screenshot shows a window titled "Feeder Details". Inside, there is a table with three columns: "Date", "Description", and "Amount". The table has eight rows. To the left of the table is a vertical scrollbar. Below the table is a section titled "Feeder Descriptor Details" which contains two columns of input fields. The first column has six rows, and the second column has six rows.

Feeder Details Window Description

Table 54–2 Feeder Details Window Description

Field Name	Type	Features	Description
Date	display only		date
Description	display only		description
Amount	display only		amount
Feeder Descriptor Details	display only		feeder descriptor and value

Reloading Feeder File Procedure

To enable a feeder system file to reload, perform the following steps.

Note: It may be necessary to reload an invalid feeder system data file.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Generic Interface: Allow File Reload from the list of values.

The Parameters pop-up window appears.

5. In the Feeder Source Name field, select the journal source name to be reloaded from the list of values.
6. In the Feeder Period Name field, select the period name to be reloaded from the list of values.
7. To apply the parameters, click **OK**.

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

The Decision pop-up window appears.

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

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

View - Requests

Archiving, Purging, or Restoring Feeder System Transactions Procedure

Feeder system data transactions remain in the system until they are manually removed.

Note: Archive transactions before purging them because transactions cannot be restored later.

To use the Archive/Purge/Restore program, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Generic Interface - Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, choose Generic Interface: Archive/Purge/Restore from the list of values.

The Parameters pop-up window appears.

5. In the Journal Source Name field, select the journal source to process from the list of values.
6. In the Action field, select either Archive, Purge, or Restore.
7. In the Period Name field, select the period to process from the list of values.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

The concurrent manager performs the following, depending on the action selected:

Archive	Copy the Feeder System Details
From	GL_IMPORT_REFERENCES
To	IGI_INT_ARCH_REFS
	WARNING: After the archive program is run, the IGI_INT_ARCH_REFS table must be exported to tape or disk to allow later restore. See the database administrator.
Purge	Delete the Feeder System Details
From	GL_IMPORT_REFERENCES
And	IGI_INT_ARCH_REFS
Restore	Copy the Feeder System Details
From	IGI_INT_ARCH_REFS
To	GL_IMPORT_REFERENCES
	WARNING: Before the Restore Program is run, the IGI_INT_ARCH_REFS table must be imported from the archive medium. See the database administrator.

Part XV

Hierarchical Drill-Down Inquiry

Hierarchical Drill-Down Inquiry Process

This chapter describes the Hierarchical Drill-Down Inquiry functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Hierarchical Drill-Down Inquiry Process Flow Diagram](#)
- [Hierarchical Drill-Down Inquiry Process](#)
- [Hierarchical Drill-Down Inquiry Business Rules](#)
- [Hierarchical Drill-Down Inquiry Example](#)

Definition

Hierarchical Drill-Down Inquiry is an extension to Oracle Financials that enables the user to query budgets, actuals, commitments, and projections in a top-down approach.

Overview

Hierarchical Drill-Down Inquiry requires a drill-down mapping structure for each set of books to be defined.

The user needs to interrogate budgets, actuals, commitments, encumbrances, and projections in a top-down approach, starting at a high organization level and gradually drilling down to view figures for specific areas.

This structure determines how the General Ledger accounting flexfield is displayed and interrogated in the Drill-Down Inquiry window.

Drill-down is the term used to describe the top-down approach of inquiring on balances progressively from the start to the end of the chart of accounts structure.

Hierarchical Drill-Down Inquiry consists of a set of pre-determined mathematical formulae that operate in a top-down, drill-down method on posted General Ledger budget, encumbrance, and actual journals.

These drill-down mapping formulae are organized into the following sections:

- period-to-date
- year-to-date
- variances
- projections

The formulae are shown in [Table 55–1](#), page 55-2.

Table 55–1 Drill-Down Mapping Formulae

Calculation	Derivation
Period-to-Date Actuals	(Period-to-Date Actual Debits - Period-to-Date Actual Credits)
Year-to-Date Actuals	(Year-to-Date Actual Debits - Year-to-Date Actual Credits)
Period-to-Date Budget	(Period-to-Date Budget Debits - Period-to-Date Budget Credits)
Year-to-Date Budget	(Year-to-Date Budget Debits - Year-to-Date Budget Credits)

Table 55–1 Drill-Down Mapping Formulae

Calculation	Derivation
Full Year Budget	(Full Year Budget Debits - Full Year Budget Credits)
Full Year Estimate	(Year-to-Date Actuals / Year-to-Date Budget) * Full Year Budget
Period-to-Date Budget Variance	(Period-to-Date Budget - Period-to-Date Actuals)
Year-to-Date Budget Variance	(Year-to-Date Budget - Year-to-Date Actuals)
Projection	(Full Year Budget - Year-to-Date Budget + Year-to-Date Actuals)
Projected Variance	(Projection - Full Year Budget)
Percentage Variance	(Projection Variance / Full Year Budget) * 100
Overspend Indicator	(Set to '*' where Projection Variance > 0)

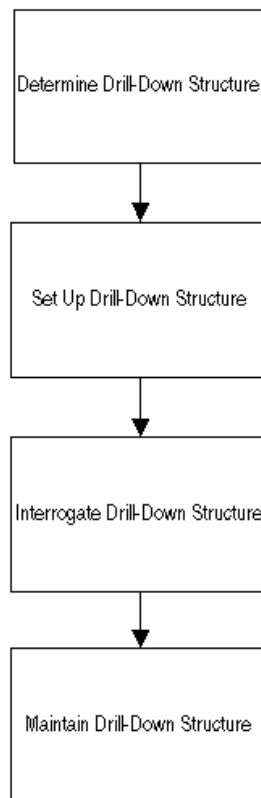
Prerequisites

Hierarchical Drill-Down Inquiry functionality does not impact any core Oracle Financials modules. Hierarchical Drill-Down Inquiry is a standalone requirement and an addition to the General Ledger module.

Hierarchical Drill-Down Inquiry Process Flow Diagram

Figure 55–1, page 55-4 shows the process flow for implementing Hierarchical Drill-Down Inquiry, as described in the accompanying text.

Figure 55–1 *Hierarchical Drill-Down Inquiry Process Flow Diagram*



Hierarchical Drill-Down Inquiry Process

Hierarchical Drill-Down Inquiry enhances standard General Ledger functionality.

Hierarchical Drill-Down Inquiry does not require altering any default or standard Oracle Financials processing.

Hierarchical Drill-Down Inquiry interrogates existing posted General Ledger journals that must be entered as standard using General Ledger functionality.

The following topics are described in this section:

- [Determine Drill-Down Structure](#)
- [Set Up Drill-Down Structure](#)
- [Interrogate Drill-Down Structure](#)
- [Maintain Drill-Down Structure](#)

Determine Drill-Down Structure

The overall number of segments must be defined within the organization's chart of accounts for the set of books in question, before interrogating General Ledger. This requires an analysis of the organization's requirements and is not within the scope of this document.

Set Up Drill-Down Structure

The physical implementation and setup of the predetermined drill-down policy must be defined.

The required drill-down level structure must be mapped to the chart of accounts segment.

For information on setting up the drill-down structure, see [Setting Up Drill-Down Levels Procedure](#), page 56-4.

Interrogate Drill-Down Structure

This concerns the interrogation of General Ledger and use of the fixed formulae within the drill-down structure.

The Drill-Down Inquiry window queries General Ledger according to the search criteria entered and displays the calculated figures based on the fixed formula for each drill-down line.

For information on interrogating the drill-down structure, see [Hierarchical Drill-Down Inquiry Procedure](#), page 57-4.

Maintain Drill-Down Structure

The drill-down structure can be changed at any time, but only one structure is available for a General Ledger set of books at any time.

For information on maintaining the drill-down structure, see [Setting Up Drill-Down Levels Procedure](#), page 56-4.

Hierarchical Drill-Down Inquiry Business Rules

Business rules that apply to Hierarchical Drill-Down Inquiry are as follows:

- [Drill-Down Mapping Business Rules](#)
- [Drill-Down Inquiry Business Rules](#)

Drill-Down Mapping Business Rules

The business rules for drill-down mapping are as follows:

- one drill-down structure per set of books only
- mapping view must be generated to be applicable

Drill-Down Inquiry Business Rules

The business rules for drill-down inquiry are as follows:

- The user must be allowed to choose options as shown in [Table 55–2](#), page 55-7, at the outset of an inquiry.

Table 55–2 Inquiry Options

Inquiry Options	Description
Period	User must be able to select any period: Future, Open, or Closed
Budget	The user must be able to choose which budget to inquire on.
Commitments	The user must be able to choose if commitments are included in the queried figures. Choosing to include commitments means that queried actuals include outstanding commitments to account for unpaid purchases.

- All journals must be posted to be visible in the Hierarchical Drill-Down Inquiry system.
- Drill-down is provided for up to five levels only.
- On drilling down to the lowest segment defined for the drill-down, the relevant journal lines are displayed for actual balance types only.

Hierarchical Drill-Down Inquiry Example

Local government authorities require a method of tracking income and expenditure against budgets for business reasons. Government moves towards a decentralized approach and also the open book accounting concept made this an essential requirement within the local government sector.

A top-down approach is required to ascertain the impact and expenditure on the financial state of the company.

Although the Hierarchical Drill-Down Inquiry feature is primarily intended for the public sector, it is a requirement that may be applicable to many organizations that use budgetary control.

Set Up Drill-Down

The first stage of setting up drill-down is defining the segments of the customer's chart of accounts that relate to each level of the drill-down structure using the Setup Drill-Down Levels window.

[Table 55–3](#), page 55-8 shows an example of mapping each drill-down level to a chart of accounts segment.

Table 55–3 Mapping Drill-Down Levels to Chart of Accounts Segments

Drill-Down Level	Chart of Accounts Segment
Level 1	Segment A
Level 2	Segment B
Level 3	Segment C
Level 4	Segment D
Level 5	Segment E

The drill-down structure shown in [Table 55-3](#), page 55-8 is interrogated in the drill-down inquiry window as shown in [Table 55-4](#), page 55-9.

Table 55-4 Hierarchy Viewing Structure Example

Level	Segment	View Balances for Combination
1	A	Not applicable
2	B	Not applicable
3	C	A, B, and C values
4	D	A, B, C, and D values
5	E	A, B, C, D, and E values
Below level 5		display journal lines making up level 5 balances

Hierarchical Drill-Down Inquiry Setup

This chapter describes the Hierarchical Drill-Down Inquiry setup steps in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Setting Up Drill-Down Levels Procedure](#)
- [Setup Drill-Down Levels Window](#)
- [Setup Drill-Down Levels Window Description](#)

Definition

The Hierarchical Drill-Down Inquiry setup procedure is used to define an inquiry hierarchy of four to six levels of segments. Segments of the chart of accounts can be assigned to each level of the inquiry hierarchy, so that balances are summarized by segment to each level of drill-down inquiry.

Overview

The Setup Drill-Down Levels window is used to perform the following tasks:

- define the chart of accounts segments for a set of books to create drill-down inquiry mapping
- submit a concurrent request to generate drill-down mapping

Hierarchical Drill-Down Example

Each level corresponds to one segment in the chart of accounts.

[Table 56–1](#), page 56-2 shows an example of a hierarchical viewing structure.

Table 56–1 *Hierarchy Viewing Structure Example*

Inquiry Level	Segment	View Balances for Combination of Segments
1	A	-
2	B	-
3	C	A, B, and C values
4	D	A, B, C, and D values
5	E	A, B, C, D, and E values
6		display journal lines making up level 5 balances

Prerequisites

- ❑ The Hierarchical Drill-Down Inquiry feature must be enabled.

To enable the Hierarchical Drill-Down Inquiry feature, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Setting Up Drill-Down Levels Procedure

To define accounting flexfield segments for a set of books to be used for drill-down levels, perform the following steps.

1. Navigate to the Setup Drill-Down Levels window as follows:

OPSF(I) Hierarchical Drill-Down - Setup - Drill-Down Setup

2. In the Set of Books Name field, enter the name of the set of books in which the drill-down inquiry screens are used.
3. In the Segment Name field for level 1, enter the name of the accounting flexfield segment to use for the first level in drill-down inquiries.
4. In the Segment Number field for level 1, enter the number of the accounting flexfield segment to use for the first level in drill-down inquiries.
5. Repeat steps 3 and 4 for remaining levels.

Note: A minimum of four levels must be defined to generate drill-down mapping.

6. To generate drill-down mapping, select the Generate Mapping View check box and save the changes as follows:

File - Save

This submits a concurrent request to generate drill-down mapping.

7. Close the window.

Setup Drill-Down Levels Window

Figure 56–1 Setup Drill-Down Levels Window

Setup Drill-Down Levels

Set of Books Name

Segment

Level	Name	Number
1		
2		
3		
4		
5		
6		

☐Generate Mapping View

Setup Drill-Down Levels Window Description

Table 56–2 Setup Drill-Down Levels Window Description

Field Name	Type	Features	Description
Set of Books Name	required	list of values	set of books name
Segment Region			
Level 1 Name	required	list of values	accounting flexfield segment name to use for level 1 drill-down inquiry
Level 1 Number	required	list of values	accounting flexfield segment number to use for level 1 drill-down inquiry
Level 2 Name	required	list of values	segment name for level 2
Level 2 Number	required	list of values	segment number level 2
Level 3 Name	required	list of values	segment name for level 3
Level 3 Number	required	list of values	segment number level 3
Level 4 Name	required	list of values	segment name for level 4
Level 4 Number	required	list of values	segment number level 4
Level 5 Name	optional	list of values	segment name for level 5
Level 5 Number	optional	list of values	segment number level 5
Level 6 Name	optional	list of values	segment name for level 6
Level 6 Number	optional	list of values	segment number level 6
Generate Mapping View	optional	check box	if selected, indicates definition complete; automatically submits concurrent request to generate drill-down mapping when window saved

Hierarchical Drill-Down Inquiry Procedure

This chapter describes the Hierarchical Drill-Down Inquiry procedure in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Hierarchical Drill-Down Inquiry Procedure](#)
- [Drill-Down Inquiry Window, To Date Drill-Down Tab](#)
- [Drill-Down Inquiry Window, Full Year Drill-Down Tab](#)
- [Drill-Down Inquiry Window, Projections Drill-Down Tab](#)
- [Drill-Down Inquiry Window Description](#)
- [Journals Window](#)
- [Journals Window Description](#)

Definition

Hierarchical Drill-Down Inquiry provides online top-down inquiries, enabling users to do the following:

- perform drill-down inquiries for period-to-date and year-to-date actual and budget balances
- project future years' actual and budget balances

Overview

The Drill-Down Inquiry window enables the following types of inquiries with the option to include or exclude commitments at each level defined in the hierarchy:

- [To Date Drill-Down](#)
- [Full Year Drill-Down](#)
- [Projections Drill-Down](#)

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

A hierarchy is definable with segments of the chart of accounts assigned to each level and balances summarized by segment at each level. Balances can be viewed from first to last segments of the hierarchy down to specific journal lines.

For an example of a hierarchical balance structure, see [Hierarchical Drill-Down Example](#), page 56-2.

To Date Drill-Down

To date drill-down displays the following:

- period-to-date actuals
- year-to-date actuals
- period-to-date budget
- year-to-date budget
- period-to-date budget variance
- year-to-date budget variance

Full Year Drill-Down

Full year drill-down displays the following:

- period-to-date actuals
- year-to-date actuals
- period-to-date budget
- year-to-date budget
- full year budget
- full year estimate

Projections Drill-Down

Projections drill-down displays the following:

- full year budget
- year-to-date actuals
- projection
- projected variance
- percentage variance
- overspend indicator, if projection variance is more than zero

Prerequisites

- ❑ Drill-down mapping must be defined and generated for the set of books.

To use the Setup Drill-Down Levels window, see [Setting Up Drill-Down Levels Procedure](#), page 56-4.

- ❑ The set of books profile must be defined for the responsibilities or users using the Drill-Down Inquiry window.

To define sets of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

Hierarchical Drill-Down Inquiry Procedure

To view balances for selected accounts, perform the following steps.

1. Navigate to the Drill-Down Inquiry window as follows:
OPSF(I) Hierarchical Drill-Down - Drill-Down Inquiry
2. In the Selection region, select a period name and budget name from the list of values.
3. In the Factor field, select a display and precision factor from the drop-down list for rounding balances.
4. To include commitments in actuals balances, select the Commitment check box.
5. In the <Project> and <Company> fields, select level descriptions from the list of values.

To populate the remaining fields, click **Drill Down**.

6. Select one of the following tabs:
 - To Date Drill-Down
 - Full Year Drill-Down
 - Projections Drill-Down
7. Select a line item.
8. Click one of the following:
 - **Drill Down** to display the following window in the hierarchy.
Note: The Journals window appears when drill-down is complete.
 - **Drill Up** to display the preceding window in the hierarchy.
9. Close the window.

Drill-Down Inquiry Window, To Date Drill-Down Tab

Figure 57-1 Drill-Down Inquiry Window, To Date Drill-Down Tab

Drill-Down Inquiry

Selection

Period Name

Budget Name

FactorUnits

☒Commitment

Project

Company

Cost Centre

Account

Sub-Account

Product

Cost Centre

----- Actuals -----

	Code	Description	Period-To-Date	Year-To-Date

To Date Drill-Down

Full Year Drill-Down

Projections Drill-Down

----- Budget -----

----- Variance -----

Period To-Date	Year To-Date	Period To-Date	Year To-Date

Drill Down >>

<< Drill Up

Hierarchical Drill-Down Inquiry Procedure 57-5

Drill-Down Inquiry Window, Full Year Drill-Down Tab

Figure 57-2 *Drill-Down Inquiry Window, Full Year Drill-Down Tab*

The screenshot shows the 'Drill-Down Inquiry' window with the 'Full Year Drill-Down' tab selected. The window is divided into several sections:

- Selection:** Contains input fields for 'Period Name', 'Budget Name', 'Factor' (set to 'Units'), and a checked 'Commitment' checkbox. Below these are fields for 'Project', 'Company', 'Cost Centre', 'Account', 'Sub-Account', and 'Product'.
- Cost Centre:** A section header for the main data table.
- Actuals Table:** A table with columns 'Code', 'Description', 'Period-To-Date', and 'Year-To-Date'. It has a vertical scrollbar on the left.
- Drill-Down Panel:** A panel on the right with tabs 'To Date Drill-Down', 'Full Year Drill-Down' (selected), and 'Projections Drill-Down'. It contains two sub-tables:
 - Budget:** A table with columns 'Period To-Date' and 'Year To-Date'.
 - Full Year:** A table with columns 'Full Year' and 'Full Year Est'.
- Navigation:** At the bottom right, there are two buttons: 'Drill Down >>' and '<< Drill Up'.

Drill-Down Inquiry Window, Projections Drill-Down Tab

Figure 57-3 Drill-Down Inquiry Window, Projections Drill-Down Tab

Drill-Down Inquiry

Selection

Period Name

Budget Name

FactorUnits

☒Commitment

Project

Company

Cost Centre

Account

Sub-Account

Product

Cost Centre

To Date Drill-Down

Full Year Drill-Down

Projections Drill-Down

----- Actuals -----

Code	Description	Period-To-Date	Year-To-Date

--- Budget ---

----- Projection -----

Budget	Projection	Variance	%	Overspend

Drill Down >>

<< Drill Up

Drill-Down Inquiry Window Description

Table 57–1 Drill-Down Inquiry Window Description

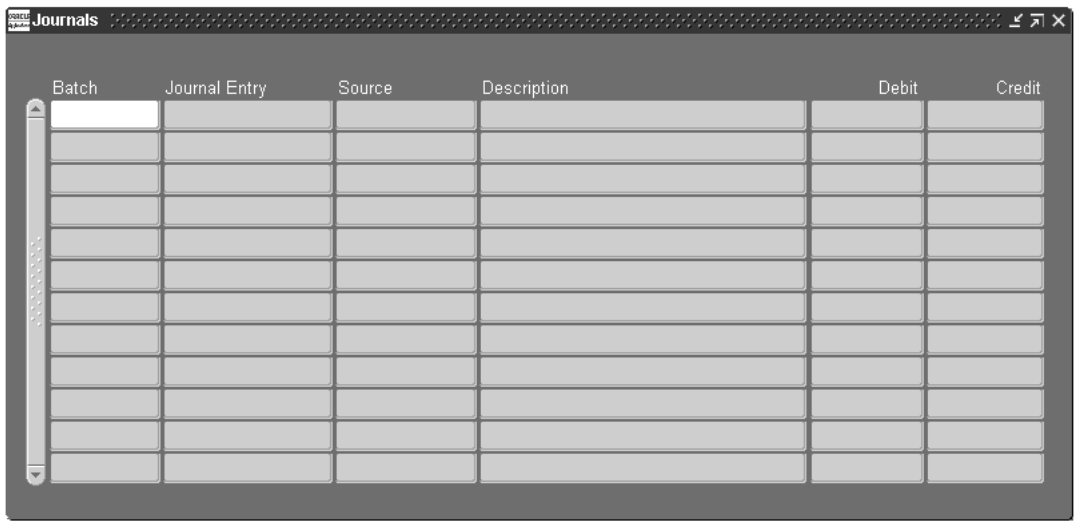
Field Name	Type	Features	Description
Selection Region			
Period Name	required	list of values	period name
Budget Name	optional	list of values	budget name
Factor	required with defaults	drop-down list	display and precision factor
Commitment	optional	check box	indicates commitments included within actuals balances
<Project>	required	list of values	level 1 description, as defined in set of books
<Company>	required	list of values	level 2 description, as defined in set of books
<Cost Centre>	display only		level 3 description, as defined in set of books
<Account>	display only		level 4 description, as defined in set of books
<Sub-Account>	display only		level 5 description, as defined in set of books
<Product>	display only		level 6 description, as defined in set of books
Cost Centre Region			
Code	display only		actuals code; user definable; one of key accounting flexfields
Description	display only		actuals description; user definable
Actuals Region			
Period-To-Date	display only		actual period-to-date balance
Year-To-Date	display only		actual year-to-date balance
To Date Drill-Down Tab			
Budget Period To-Date	display only		budget period-to-date balance
Budget Year To-Date	display only		budget year-to-date balance

Table 57–1 Drill-Down Inquiry Window Description

Field Name	Type	Features	Description
Variance Period To-Date	display only		period-to-date budget variance; budget minus period-to-date actuals
Variance Year To-Date	display only		year-to-date budget variance; budget minus year-to-date actuals
Full Year Drill-Down Tab			
Budget Period To-Date	display only		budget period-to-date balance
Budget Year To-Date	display only		budget year-to-date balance
Full Year Full Year	display only		budget full year amount
Full Year Full Year Est	display only		budget full year estimate; year-to-date actuals divided by year-to-date budget, multiplied by full year budget
Projections Drill-Down Tab			
Budget	display only		full year budget balance
Projection	display only		full year budget minus year-to-date budget plus year-to-date actuals
Projection Variance	display only		projected variance; projection minus full year budget
Projection%	display only		projected percentage variance; projection variance divided by full year budget multiplied by 100
Overspend	display only		indicates if overspend projected
Drill Down		button	displays the following window in the hierarchy
Drill Up		button	displays the preceding window in the hierarchy

Journals Window

Figure 57–4 Journals Window



Journals Window Description

Table 57–2 Journals Window Description

Field Name	Type	Features	Description
Batch	display only		batch name
Journal Entry	display only		journal name
Source	display only		journal source; for example, manual
Description	display only		journal line description
Debit	display only		journal line debit
Credit	display only		journal line credit

Part XVI

Inflation Accounting for Assets

Inflation Accounting for Assets Process

This chapter describes the Inflation Accounting for Assets functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Inflation Accounting for Assets Processing](#)
- [Limitations](#)
- [Inflation Accounting for Assets Setup](#)

Definition

The Inflation Accounting for Assets process restates assets to their current value in respect of cost and associated depreciation. Revaluation reserves generated by this process are amortized over the useful life of the asset by transfers to the general fund.

Overview

From April 2000 UK central government departments, government agencies, and non-departmental public bodies are required by law to produce accruals based accounts in line with the UK Treasury's Resource Accounting and Budgeting (RAB) initiative. As part of this initiative fixed assets must be revalued annually according to the rules of Modified Historic Cost Accounting.

RAB aims to correctly attribute the resources consumed in achieving the aims of government to calculate the true cost of government. This true cost needs to be stated in current monetary terms particularly in relation to fixed assets, which may have been in use for many years. The measure of the amount of resource consumed in respect of an asset employed, is the charge for depreciation during the asset's use.

Assets are revalued in line with government issued price indexes and are required to be professionally valued every five years.

Inflation Accounting for Assets works with Oracle Assets to provide a complete inflation accounting solution. All revaluation accounting entries are created in Inflation Accounting for Assets while historic accounting entries are created in Oracle Assets; both sets of entries are passed to the same set of books within the general ledger.

The Inflation Accounting for Assets process meets the following business needs:

- UK Government's Resource Accounting and Budgeting initiative: Modified Historic Cost Accounting requirements.
- Revaluation of assets and their associated depreciation to reflect changing market values as represented by government issued price indexes or manual professional valuation.
- Access to the accounting effect of revaluation on each asset.
- Journal entries to reflect changes in asset values within the general ledger.

Prerequisites

- ❑ Oracle Assets must be installed.

For information on installing Oracle Assets, see [Setup Steps, Oracle Assets User's Guide](#).

- ❑ Oracle General Ledger must be installed.

For information on installing Oracle General Ledger, see [General Ledger Setup Steps, Oracle General Ledger User's Guide](#).

Inflation Accounting for Assets Processing

Inflation Accounting for Assets processing starts where Oracle Assets functionality stops, with the closure of the current period as part of the depreciation procedure. When the historic accounting for assets is completed, the book is ready to be revalued.

Revaluation occurs in the following areas:

- [Catch-up Process](#)
- [Revaluation Process](#)

Catch-up Process

The catch-up process is required as follows:

- When assets are brought up-to-date after being added to the system late.
- When assets and their accounting need to be amended following an event such as transfer to another cost center or reclassification to another asset category.

Revaluation Process

The revaluation process consists of the following:

- Revaluing the current period depreciation and amortizing the revaluation reserve by a transfer to the general fund.
- Revaluing the asset cost and restating all depreciation balances and general fund transfers to the same valuation level.

Revaluation Catch-up Phase

An asset's cost or depreciation must be brought fully up-to-date before it can be revalued in routine processing. Each lifetime event requires a different accounting treatment.

Catch-up routines are performed when the transaction is entered in the corporate book or when depreciation is next performed. The following is a list of transactions, the adjustment that is required, and when the adjustment is performed:

- [Prior Period Additions](#)
- [Prior Period Transfers](#)
- [Current Period Transfers](#)

- [Reclassification to Another Category](#)
- [Retirement](#)
- [Reinstatement](#)

Prior Period Additions

Catch-up is performed when depreciation is run. Assets may be added into the corporate book with a prior period date placed in service. This may be within the current year or a previous year. When the asset is added, Inflation Accounting for Assets revalues the asset cost and all depreciation values. The catch-up process brings assets up-to-date as at the end of the period prior to the current period. The current period is then the first period processed normally.

- **Asset cost**

Asset cost is revalued in each year of catch-up using the default revaluation period entered in the Inflation Accounting Options window. The accounting entries generated are an adjustment to the asset cost account and an offset to the revaluation reserve.
- **Depreciation expense**

The historic charge calculated by Oracle Assets is a single catch-up charge entered in the current period. In Inflation Accounting for Assets this value is broken down into the value for each fiscal year of catch-up. Each year is then revalued in turn and the sum of these values is entered into the current period. The historic depreciation expense must be broken down into individual years to calculate the correct revaluation reserve balance. The accounting entries generated are a debit to depreciation expense and a credit to accumulated depreciation.
- **Accumulated depreciation**

This account receives the offset entries from each year's catch-up depreciation expense. It does not include the revaluation of the prior years accumulated depreciation.

Note: If users supply an accumulated depreciation value on input, the breakdown of depreciation expenses cannot take place. In these circumstances the accumulated depreciation is treated as a current year charge and revalued accordingly.
- **Accumulated backlog depreciation**

If the catch-up time frame is greater than the current year, the prior year's accumulated depreciation must be revalued at each annual revaluation within the catch-up. The accounting entries for this are an adjustment to the revaluation reserve and an offset entry to the accumulated backlog depreciation.

- **Amortization of the revaluation reserve**

The revaluation reserve needs to be reduced over the life of the asset by a transfer to the general fund. The transfer is calculated as the difference between the revalued depreciation expense and the historic depreciation expense for each year within the catch-up time span.

- **Revaluation reserve**

During catch-up, the revaluation reserve receives the offset entry from the revaluation of the asset cost, the prior year's accumulated depreciation, and the transfer to the general fund.

- **Operating account**

If the index causes the asset to fall below the depreciated historic cost, the revaluation reduction in cost and prior year accumulated depreciation are adjusted against the operating account instead of the revaluation reserve.

Prior Period Transfers

Transfers of balance sheet balances are performed the next time depreciation is run. When an asset is transferred from one cost center to another, the balances on the asset cost, revaluation reserve, accumulated depreciation, accumulated backlog depreciation, and general fund need to be transferred to the new owning cost center. The year-to-date expense balances on depreciation and, if present, the operating account remain with the old cost center representing the old cost center's expense of using that asset in the current year. New year-to-date expense balances are accumulated for the new cost center. With prior period transfers, all depreciation and revaluation expense movements are rolled back to the effective transfer date.

Current Period Transfers

Recalculation and transfer of balance sheet balances are performed as the transaction is entered. The adjustments made are the same as for prior period transfers without the rollback to a prior period transfer date.

Reclassification to Another Category

Transfers of balance sheet balances are performed as the transaction is entered.

Assets are reclassified to move an asset from one category to another.

Reclassification may be due to a restructuring of category codes or to correct a coding or input error. The effect is that an asset may move to a category code with a different revaluation index. If this happens, all balances must be recalculated from the date placed in service. When the balances are recalculated, accounting entries are generated to do the following:

- negate the balance sheet balances of the old category
- create the balance sheet balances of the new category
- create the additional current year depreciation revaluation expense, if any, due to the possible use of a different index

to transfer the balance sheet balances to the account codes of the new category. As with transfers, the year-to-date expense balances of depreciation and operating account, if present, remain with the old category.

Retirement

Calculation of retirement balance transfers are performed in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure. When an asset is sold or retired from use, historic balances are moved by Oracle Assets to the gain or loss on sale of asset account. Inflation Accounting for Assets moves the cost revaluation and depreciation revaluation to the gain or loss on sale of asset account. The accounts will reflect the correct gain or loss on sale of the revalued net book value. The balance on the revaluation reserve is transferred to the general fund account and the balance on the general fund in respect of revaluation reserve amortization is not transferred. If a retirement is effective from a period within the current year but prior to the current period, any revaluation effect is rolled back to the effective retirement date.

Reinstatement

Reinstatement is calculated in the Calculate Gains and Losses program. This program can be run independently or as part of the depreciation procedure. Reinstatement of a previously retired asset brings an asset back into an active state as if the retirement had never taken place. Inflation accounting reinstates all revaluation balances in the same way. Periodic revaluation of current period depreciation and the amortization of the revaluation reserve is calculated for the gap between retirement and reinstatement. If a cost revaluation usually takes place

in this time frame, it must be performed manually after the reinstatement takes place.

Depreciation Periodic Revaluation Phase

Depreciation is run when all transactions are entered into the corporate book for the period. This process calculates historic depreciation and performs the catch-up processes. Periodic revaluation of depreciation is performed as part of the depreciation process only if the close period option is selected. This option creates two sets of accounting entries as follows:

- **Revaluation of current period depreciation**
This revaluation restates the current period historic depreciation to current terms by reference to the index movement from the date the asset was placed in service (DPIS) to the date of the last cost revaluation. It is not revalued to the current period index as depreciation and asset cost must stay at the same indexation level at all times.
- **Amortization of the revaluation reserve**
The revaluation reserve is amortized to the general fund over the life of the asset, so that the revaluation reserve represents the difference between the revalued net book value and the historic net book value. The amount of the amortization is the amount of the revaluation of the current year's depreciation and as this is the same value as the current period depreciation revaluation, it is generated on a periodic basis.

Asset Cost Occasional Revaluation Phase

After depreciation is run, the current period depreciation is revalued, and any catch-up processing is performed, users may perform an asset cost revaluation. This revaluation is performed using price indexes or manual professional valuations. In normal operation this form of revaluation is performed annually but users may perform this function as frequently as is required. Within the same period, users may, if necessary, run an indexed revaluation followed by a professional revaluation for the same asset.

This phase of revaluation generates the following accounting entries:

- [Asset Cost Revaluation](#)
- [Prior Year Accumulated Depreciation](#)
- [Current Year Depreciation Expense](#)

- **Amortization of Revaluation Reserve**

Asset Cost Revaluation

Asset cost revaluation multiplies the previous asset revaluation by the current revaluation index, over the previous revaluation index. The change in value is adjusted against the asset cost account and offset against the revaluation reserve. If the asset revaluation takes the value below the depreciated historic cost, the offset accounting entry is made to the operating account.

Prior Year Accumulated Depreciation

Revaluation of the prior year accumulated depreciation uses the same index as that used for the cost revaluation. If the asset was professionally revalued a factor is calculated based on the current valuation compared with the previous revaluation. The amount of the revaluation is charged to the revaluation reserve and offset to the accumulated backlog depreciation account. If the revaluation takes the cost below the depreciated historic cost, the negative cost movement is apportioned between the revaluation reserve and the operating account. The prior year accumulated depreciation revaluation is credited to the operating account and offset to the accumulated backlog depreciation account.

Current Year Depreciation Expense

Periodic depreciation revaluation revalues the historic cost up to the price level of the last asset cost revaluation. The current year depreciation expense must now be brought up to the price level of the current revaluation. The accounting entries are a charge to the depreciation expense account and offset to the accumulated depreciation account.

Amortization of Revaluation Reserve

Consistent with the revaluation of the current year depreciation expense, the amortization of the revaluation reserve entries must be revalued. The accounting entries are a debit to the revaluation reserve and a credit to the general fund. If the cost revaluation takes the value below the depreciated historic cost, no transfer to the general fund is appropriate for the year and any entries generated from the periodic depreciation revaluation are reversed.

Access to Inflation Accounting for Assets Information

Inflation Accounting for Assets information is available to users from the following sources:

- [Extension to Oracle Assets Financial Information Inquiry](#)
- [Inflation Accounting: Asset Balance Reports](#)
- [Inflation Accounting: Adjustments Report](#)
- [Inflation Accounting: Projections Report](#)

Extension to Oracle Assets Financial Information Inquiry

This "zoom" is called from the View menu when enquiring on an inflation accounting asset in the financial information enquiry. It enables users to move from the historic position to the revalued position. The zoom provides a view of inflation accounting balances for the accumulated, year-to-date, and period positions. Once the historic depreciation period is closed, it is advisable to only view this enquiry once all inflation accounting processing is completed for that period.

Inflation Accounting: Asset Balance Reports

These reports provide an analysis of all assets broken down by asset category, company, and cost center. As an asset may be assigned to more than one cost center, the assets appear in each relevant cost center according to the asset distributions.

The following reports are generated:

- **Summary**
Shows revalued cost, net revaluation reserve; accumulated backlog depreciation, accumulated depreciation, and general fund; and the net operating account.
- **Revaluation reserve**
Shows revalued cost; revaluation reserve movements caused by the following: cost revaluation, accumulated backlog depreciation, general fund; and the net revaluation reserve balance.
- **Depreciation**
Shows period depreciation charge, year-to-date depreciation charge, accumulated depreciation, and accumulated backlog depreciation.
- **Operating account**
Shows operating account cost adjustments, operating account backlog adjustments, and a net operating account movement.

For information on the Inflation Accounting: Asset Balance Reports, see [Generating Inflation Accounting: Asset Balance Reports Procedure](#), page 61-6.

Inflation Accounting: Adjustments Report

This report provides details of the journal entries generated by inflation accounting. The journal entries are broken down by asset category, company, and cost center. The report may be run to include the following:

- transaction adjustments only, for example, transfers and retirements
- periodic depreciation revaluation adjustments
- revaluation cost adjustments

For information on the Inflation Accounting: Adjustments Report, see [Generating Inflation Accounting: Adjustments Report Procedure](#), page 61-5.

Inflation Accounting: Projections Report

This report provides projections of depreciation charges based on revalued costs. The report may be run for future periods if the appropriate projected prices indexes are entered in the system. If no future price index projections are entered, the report is based on the latest revaluation information.

For information on the Inflation Accounting: Projections Report, see [Running Projections Procedure](#), page 60-20.

Limitations

Limitations have been imposed on the normal use of Oracle Assets to safeguard the proper working of Inflation Accounting for Assets due to potential conflicts.

[Table 58–1](#), page 58-12, describes the limitations imposed on Oracle Assets when using Inflation Accounting for Assets.

Table 58–1 Limitations

Limitation	Description
Oracle Assets Revaluation Processes	Oracle Assets' revaluation processes cannot be performed for the corporate book after it is defined in the Inflation Accounting Options window. Other books can use Oracle Asset's revaluation processes as usual.
Expense Adjustments	Inflation accounting is designed to only work with amortized adjustments.
Straight-Line Depreciation Method	Only straight-line depreciation methods are recognized by inflation accounting, consistent with public sector practice.
Current Period Pro-rate Convention	Only the current period pro-rate convention can be used with inflation accounting, consistent with public sector practice.
Depreciation Flag	To ensure consistent accounting treatment, an asset cannot be changed from depreciating to non-depreciating after revaluation.
Revaluation Reserve Current and Retired Accounts	Inflation accounting uses Oracle Assets' Category Code Definition window for users to enter the account codes for the revaluation current and retired reserves. Account codes must be entered.
Assets with Wrong Date Placed in Service	When an asset is revalued but has a wrong date placed in service, the assets must be retired and re-entered.
Assets Created with Supplied Accumulated Depreciation	These assets cannot be revalued in the initial catch-up process as the inflation accounting process does not take into account the yearly breakdown of the accumulated depreciation supplied. The accumulated depreciation is treated by Oracle Assets as current period depreciation in the period of entry and is revalued as such by inflation accounting. A professional revaluation may be used to correct the valuation.

Table 58–1 Limitations

Limitation	Description
Revaluation Required after Reinstatement	If an asset is reinstated a few periods after retirement, it is not included in any revaluation performed during these periods. In this case, users may carry out a professional or indexed revaluation to bring the asset up-to-date.
Additional Asset Cost Entered as Subcomponent	To correctly revalue additional expenditure on an asset from the date of the expenditure rather than the date of the initial asset, expenditure must be added as a subcomponent asset of the original asset.
Non-depreciating Assets and Catch-up	Non-depreciating assets are not revalued during catch-up. Assets must be revalued after catch-up.

Inflation Accounting for Assets Setup

Inflation Accounting for Assets setup consists of the following:

- [Price Indexes](#)
- [Inflation Accounting Options](#)

Oracle Assets and Oracle General Ledger must be installed before setting up Inflation Accounting for Assets.

Price Indexes

Price indexes are held to represent the rate of change in the value of assets. Numerous indexes may be held in the system and the index that best reflects the price movements of a particular category of assets may be linked to that category of assets.

When an index is linked to an asset category it must cover the full time span of all assets within that category.

Price indexes may be updated as necessary. Estimates of anticipated price index changes may be entered and used in the Inflation Accounting: Projections Report. This report enables users to view the future depreciation charges for assets based on the estimated price indexes.

Occasionally the government rebases price indexes to keep the index values manageable; the Inflation Accounting: Rebase program will implement this change.

For information on price indexes, see [Setting Up Calendar Price Indexes Procedure](#), page 59-10.

For information on the Inflation Accounting: Projections Report, see [Running Projections Procedure](#), page 60-20.

For information on the Inflation Accounting: Rebase program, see [Running Inflation Accounting: Rebase Program Procedure](#), page 61-8.

Inflation Accounting Options

The corporate book is linked to Inflation Accounting for Assets processes in the Inflation Accounting Options window. This enables users to do the following:

- Select the journal categories to be used for accounting entries generated by Inflation Accounting for Assets.

- Specify the default month of asset cost revaluation and associated depreciation to be used when adding an asset with a prior period date placed in service or the reclassification of an asset to another category.
- Select the additional accounts, category by category, that are specific to Inflation Accounting for Assets as follows: backlog accumulated depreciation, general fund, and operating account.
- Select the price index to be used in the revaluation of assets within that category.
- Allow index revaluation of assets within that category.
- Allow professional revaluation of assets within that category.

For information on the Inflation Accounting Options window, see [Enabling Corporate Books Procedure](#), page 59-13.

Inflation Accounting for Assets Setup

This chapter describes how to set up Inflation Accounting for Assets in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Inflation Accounting for Assets Setup Steps](#)
- [Setting Up Calendar Price Indexes Procedure](#)
- [Setup Calendar Price Indexes Window](#)
- [Setup Calendar Price Indexes Window Description](#)
- [Enabling Corporate Books Procedure](#)
- [Inflation Accounting Options Window, Journal Categories Tab](#)
- [Inflation Accounting Options Window, Asset Categories Tab](#)
- [Inflation Accounting Options Window Description](#)

Definition

Inflation Accounting for Assets provides functionality to support the revaluation of fixed assets and the associated accounting entries. This is part of the UK government's initiative on resource accounting and budgeting.

Overview

Inflation Accounting for Assets setup includes the following procedures:

- [Setting Up Price Indexes](#)
- [Inflation Accounting Options](#)

Setting Up Price Indexes

Price indexes represent the rate of change in the value of assets. Multiple price indexes can be set up, and linked to appropriate asset categories.

Price indexes can be updated as necessary. Estimates of anticipated price index changes can be entered and used in the Inflation Accounting Projection report. This report allows users to see future depreciation charges for assets based on estimated price indexes.

Inflation Accounting Options

The Inflation Accounting Options window enables corporate books to be used with inflation accounting. Users can perform the following:

- select the journal categories used for inflation accounting entries
- define the default revaluation month for asset costs and associated depreciation
- select additional accounts specific to inflation accounting for assets, for example, backlog accumulated depreciation, General Fund, and Operating Account
- select the price index used in the revaluation of assets within a selected category
- allow index or professional revaluation of assets within a selected category

For information on setting up or modifying assets, see [Changing Asset Details](#), *Oracle Assets User's Guide*.

Prerequisites

- ❑ Oracle Corporation recommends reading inflation accounting for assets process information before implementing this feature.

For information on inflation accounting, see [Inflation Accounting for Assets Process](#), page 58-1.

- ❑ System Administrator setup must be completed.

For information on System Administrator setup, see [Oracle Public Sector Financials \(International\) Setup Steps](#), page 3-1.

- ❑ Inflation Accounting for Assets must be enabled.

For information on enabling Oracle Public Sector Financials (International) features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

- ❑ General Ledger setup must be completed.

For information on setting up General Ledger, see [General Ledger Setup Steps, Oracle General Ledger User's Guide](#).

- ❑ Oracle Assets setup must be completed.

For information on implementing Oracle Assets, see [Setup Steps, Oracle Assets User's Guide](#).

Inflation Accounting for Assets Setup Steps

The following setup steps include Oracle Assets and General Ledger setup, and are listed in order of completion.

1. Define Descriptive Flexfield Structures

This step is optional.

For information on defining descriptive flexfield structures, see [Descriptive Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

2. Account Generator

This step is required.

For information on the account generator, see [Choosing the Process for a Flexfield Structure](#), *Oracle Applications Flexfields Guide*.

3. Asset Key Flexfields

This step is required.

For information on asset key flexfields, see [Key Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

4. Asset Category Flexfields

This step is required.

For information on asset category flexfields, see [Segment Values Window](#), *Oracle Applications Flexfields Guide*.

5. Location Flexfields

This step is optional.

For information on location flexfields, see [Segment Values Window](#), *Oracle Applications Flexfields Guide*.

6. Set Up Profile Options

This step is optional.

For information on profile options, see [Personal Profile Values Window](#), *Oracle Applications Flexfields Guide*.

7. Define Sets of Books

This step is required.

For information on defining sets of books, see [Sets of Books Window](#), *Oracle General Ledger User's Guide*.

For information on setting up asset books, see [Asset Books Setup](#), page 70-6.

For information on setting up the historic or corporate book, see [Historic or Corporate Books Setup](#), page 70-7.

8. Define Journal Entry Sources

This step is required. Default journal entry sources are provided as part of the standard installation; users may create their own values.

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

9. Define Journal Entry Categories

This step is required. Default journal entry categories are provided as part of the standard installation; users may create their own values.

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

10. Define Unit of Measure Classes

This step is optional.

For information on defining unit of measure classes, see [Defining Unit of Measure Classes](#), *Oracle Inventory User's Guide*.

11. Define Unit of Measure

This step is optional.

For information on defining unit of measure classes, see [Defining Unit of Measure Classes](#), *Oracle Inventory User's Guide*.

12. Define Suppliers

This step is optional.

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

13. Define Employees

This step is optional.

For information on defining employees, see [People Window](#), *HRMS Managements Systems*.

14. Set Up Security

This step is optional.

For information on security, see [Security](#), *Oracle Human Resources Management Systems User's Guide*.

15. Set Up Numbering

This step is optional.

For information on numbering, see [Specifying System Controls](#), *Oracle Assets User's Guide*.

16. Specify System Controls

This step is required.

For information on system controls, see [Specifying System Controls](#), *Oracle Assets User's Guide*.

17. Define Locations

This step is required.

For information on locations, see [Defining Locations](#), *Oracle Assets User's Guide*.

18. Define Asset Keys

This step is optional.

For information on asset keys, see [Defining Asset Keys](#), *Oracle Assets User's Guide*.

19. Enter Quick Codes

This step is optional.

For information on quick codes, see [Entering Quick Codes](#), *Oracle Assets User's Guide*.

20. Create Fiscal Years

This step is required.

For information on fiscal years, see [Creating Fiscal Years](#), *Oracle Assets User's Guide*.

21. Set Up Calendars

This step is required.

For information on calendars, see [Specifying Dates for Calendar Periods](#), *Oracle Assets User's Guide*.

22. Define Book Controls

This step is required.

For information on book controls, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.

23. Define Depreciation Methods

This step is required.

For information on depreciation methods, see [Defining Additional Depreciation Methods](#), *Oracle Assets User's Guide*.

24. Set Up Depreciation Ceilings

This step is optional.

For information on depreciation ceilings, see [Setting Up Depreciation Ceilings](#), *Oracle Assets User's Guide*.

25. Investment Tax Credit

This step is optional.

For information on investment tax credit, see [Tax Workbench](#), *Oracle Assets User's Guide*.

26. Specify Dates for Prorate Retirement Convention

This step is required.

For information on prorate conventions, see [Specifying Dates for Prorate Conventions](#), *Oracle Assets User's Guide*.

27. Define Price Indexes

This step is optional.

The revaluation process within Oracle Assets is disabled for any inflation accounting-enabled book. Oracle Assets price indexes should therefore only be defined for non-inflation accounting books.

For information on price indexes, see [Defining Price Indexes](#), *Oracle Assets User's Guide*.

28. Set Up Asset Categories

This step is required.

For information on asset categories, see [Setting Up Asset Categories](#), *Oracle Assets User's Guide*.

29. Define Distribution Sets

This step is optional.

For information on distribution sets, see [Defining Distribution Sets](#), *Oracle Assets User's Guide*.

30. Enter Leases

This step is optional.

For information on leases, see [Entering Leases](#), *Oracle Assets User's Guide*.

31. Define Warranties

This step is optional.

For information on warranties, see [Defining Asset Warranties](#), *Oracle Assets User's Guide*.

32. Insurance

This step is optional.

For information on insurance, see [Fixed Assets Insurance Window Reference](#), *Oracle Assets User's Guide*.

33. Set Up Calendar Price Indexes

This step is required.

For information on setting up calendar price indexes, see [Setting Up Calendar Price Indexes Procedure](#), page 59-10.

34. Enable Corporate Book

This step is required.

For information on enabling corporate books for use with inflation accounting, see [Enabling Corporate Books Procedure](#), page 59-13.

Setting Up Calendar Price Indexes Procedure

To set up calendar price indexes, perform the following steps.

1. Navigate to the Setup Calendar Price Indexes window as follows:

OPSF(I) Inflation Accounting - Setup - Price Indexes

2. In the Price Index field, enter a unique price index name.
3. In the Calendar field, select a calendar type to link to the price index from the list of values.

In the Price Index Values region, the Date From and Date To fields are automatically populated. The Value field displays an initial value of 9999.99.

4. In the Value field, overwrite the initial value and enter a price index value for the displayed dates.

Note: Early unwanted periods can have an initial value of 9999.99 if there are valid index values for the earliest date placed in service of any asset to be used with an asset category that uses this price index.

5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Setup Calendar Price Indexes Window

Figure 59–1 Setup Calendar Price Indexes Window

The screenshot shows a window titled "Setup Calendar Price Indexes" with the following sections:

- Price Index**: A single text field labeled "Price Index".
- Calendars**: A table with two columns: "Calendar" and "Description". It contains three empty rows.
- Price Index Values**: A table with three columns: "Date From", "Date To", and "Value". It contains five empty rows.
- Latest Rebase Details**: A table with four columns: "Rebase Period", "Rebase Date", "Value Before Rebase", and "Value After Rebase". It contains one empty row.

Setup Calendar Price Indexes Window Description

Table 59–1 Setup Calendar Price Indexes Window Description

Field Name	Type	Features	Description
Price Index Region			
Price Index	required		price index name selected or a new price index can be entered; name must be unique; price index cannot be modified if associated with an asset category
Calendars Region			
Calendar	required	list of values	calendar type linked to price index; duplicate calendar types cannot be attached to the same price index
Description	display only		calendar type description
Price Index Values Region			
Date From	display only		start date; based on selected calendar type
Date To	display only		end date; based on selected calendar type
Value			price index value for displayed dates; must be in range 0.01 to 9999.99
Latest Rebase Details Region			
Rebase Period	display only		calendar period used for last price index rebase
Rebase Date	display only		date price index last rebased
Value Before Rebase	display only		price index value before rebase
Value After Rebase	display only		price index value after rebase

Enabling Corporate Books Procedure

To enable corporate books for use with inflation accounting, perform the following steps.

1. Navigate to the Inflation Accounting Options window as follows:

OPSF(I) Inflation Accounting - Setup - Inflation Accounting Options

2. In the Book field, select a corporate book from the list of values.
3. In the Journal Source field, select a source from the list of values.
4. In the Reval Period for Catchup field, select a fiscal period number for the book.
5. Select the Journal Categories tab.
6. In the Depreciation field, select a depreciation journal category from the list of values.
7. In the Revaluation field, select a revaluation journal category from the list of values.
8. In the Transaction field, select a transaction journal category from the list of values.
9. Select the Asset Categories tab.
10. In the Category field, select a major and minor asset category flexfield from the list of values.
11. In the Backlog Account field, select a backlog account flexfield combination from the list of values.
12. In the General Fund field, select a general fund flexfield combination from the list of values.
13. In the Operating Account field, select an operating expense account flexfield combination from the list of values.
14. In the Price Index Name field, select a price index from the list of values.
15. To enable indexed revaluation, select the Allow Indexed Reval check box.
16. To enable professional revaluation, select the Allow Prof Reval check box.
17. Save or save and continue as follows:
File - Save or Save and Proceed
18. Close the window.

Inflation Accounting Options Window, Journal Categories Tab

Figure 59–2 *Inflation Accounting Options Window, Journal Categories Tab*

The screenshot shows a software window titled "Inflation Accounting Options". It has a tabbed interface with two tabs: "Journal Categories" (which is active) and "Asset Categories".

At the top of the "Journal Categories" tab, there are four input fields with labels to their left:

- Book
- Description
- Journal Source
- Reval Period for Catchup

Below these fields is a section titled "Inflation Accounting" which contains three more input fields with labels to their left:

- Depreciation
- Revaluation
- Transaction

Inflation Accounting Options Window, Asset Categories Tab

Figure 59-3 Inflation Accounting Options Window, Asset Categories Tab

Inflation Accounting Options

Book

Description

Journal Source

Reval Period for Catchup

Journal Categories

Asset Categories

Category	Backlog Account	General Fund	Operating Account	Price Index Name	Allow Indexed Reval	Allow Prof Reval
					☒	☐
					☐	☐
					☐	☐
					☐	☐

Inflation Accounting Options Window Description

Table 59–2 Inflation Accounting Options Window Description

Field Name	Type	Features	Description
Book	required	list of values	displays the corporate book; select from existing Oracle Assets corporate books
Description	optional		corporate book description
Journal Source	required	list of values	default value is inflation accounting; journal source cannot be changed once entered and saved
Reval Period for Catchup	required	list of values	default revaluation month for catchup
Journal Categories Tab			
Depreciation	required	list of values	displays depreciation type for book; defaults to Inflation Acct Deprn
Revaluation	required	list of values	displays revaluation type for book; defaults to Inflation Acct Reval
Transaction	required	list of values	displays transaction type for book; defaults to Inflation Acct Trans
Asset Categories Tab			
Category	required	list of values	displays category accounting flexfield segments
Backlog Account	required	list of values	displays backlog account flexfield segments for selected category
General Fund	required	list of values	displays general fund accounting flexfield segments for selected category
Operating Account	required	list of values	displays operating expense account flexfield segments for selected category

Table 59–2 Inflation Accounting Options Window Description

Field Name	Type	Features	Description
Price Index Name	conditionally required	list of values	price index for book; required if Allow Indexed Reval is selected; available price indexes defined in Setup Calendar Price Indexes window
Allow Indexed Reval		check box	if selected, indexed revaluation enabled; must be deselected if Allow Indexed Revaluation profile option set to No; defaults to selected
Allow Prof Reval		check box	if selected, professional revaluation enabled; must be deselected if Allow Professional Revaluation profile option set to No; defaults to selected

Inflation Accounting for Assets Procedures

This chapter describes the Inflation Accounting for Assets procedures in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Performing Indexed Revaluation Procedure](#)
- [Find Revaluations Window](#)
- [Find Revaluations Window Description](#)
- [Indexed - Professional Revaluation Window](#)
- [Indexed - Professional Revaluation Window Description](#)
- [Revaluation - Assets Window](#)
- [Revaluation - Assets Window Description](#)
- [Find Assets Window](#)
- [Find Assets Window Description](#)
- [Results - Revaluation Window](#)
- [Results - Revaluation Window Description](#)
- [Exceptions Window](#)
- [Exceptions Window Description](#)
- [Running Projections Procedure](#)
- [Inflation Accounting - Projection Window](#)

-
- [Inflation Accounting - Projection Window Description](#)
 - [Category Flexfield Window](#)
 - [Category Flexfield Window Description](#)

Definition

Inflation Accounting for Assets provides functionality to support the revaluation of fixed assets and the associated accounting entries. This is part of the UK government's initiative on resource accounting and budgeting.

Overview

UK Government departments are required to provide financial statements which measure the resources consumed in achieving their objectives. All costs are included in this requirement, including the cost of using capital assets. These costs must be stated in current price terms to make them comparable across departments and properly reflect the resources consumed. Inflation accounting is used in particular for fixed assets, for example, buildings. The cost of all assets and their accumulated depreciation must be revalued to current day terms by reference to published price indexes and professional valuations.

The Indexed - Professional Revaluation window enables users to enter the parameters and rules for a revaluation run. The user can also perform indexed, manual, or both types of revaluations in one revaluation run.

The Revaluation - Assets window enables users to view individual assets for the category selected on the Indexed - Professional Revaluation window.

The Results - Revaluation window enables users to view the effects of a revaluation.

The Exceptions window lists any assets that will not be included in the revaluation process.

The Inflation Accounting - Projection window enables users to run projections reports.

Prerequisites

- ☐ Inflation Accounting for Assets setup must be completed.

For information on setting up Inflation Accounting for Assets, see [Inflation Accounting for Assets Setup](#), page 59-1.

Performing Indexed Revaluation Procedure

Performing indexed revaluations consists of the following procedures:

- [Entering Rules and Running Revaluations](#)
- [Selecting Assets for Revaluation](#)
- [Viewing Exceptions](#)
- [Submitting the Revaluation Request in Preview Mode](#)
- [Submitting the Revaluation Request in Run Mode](#)

Entering Rules and Running Revaluations

To enter revaluation rules and run a revaluation, perform the following steps.

1. Navigate to the Indexed - Professional Revaluation window as follows:
OPSF(I) Inflation Accounting - Revaluation
2. In the Book field, select a book from the list of values.
The Status, Revaluation ID, and Revaluation Date fields are automatically populated. All available categories for the book are listed in the Categories region.
3. In the Categories region, identify the asset categories to be revalued by selecting the check boxes next to the Category ID field.
4. If no changes are required, proceed to step 20 to submit a revaluation preview or step 5 to create the revaluation candidates before previewing the results.
5. To create asset revaluation records, click **Create**.

Selecting Assets for Revaluation

6. To view individual assets for the currently selected category, click **Assets**.
The Revaluation - Assets window appears.
All assets are selected for revaluation by default.
7. To view a group of assets, navigate as follows:
View - Find
The Find Assets window appears.

8. Enter search criteria as defined in the [Find Assets Window Description](#), page 60-14.
9. Click **Find**.
The results are displayed in the Revaluation - Assets window.
10. To perform an indexed revaluation, select the Indexed radio button and proceed to step 13.
11. To perform a professional revaluation, select the Professional radio button.
The New Cost field is enabled and the Select for Calculation check box is automatically selected.
12. In the New Cost field, enter the new asset cost.
13. To remove an asset from the revaluation process, deselect the Select check box next to the asset details.
14. To view the effect of revaluation on the assets, click **Calculate**.
The Results - Revaluation window appears.
For information on the results displayed, see [Results - Revaluation Window Description](#), page 60-18.
15. To close the Results - Revaluation window and return to the Revaluation - Assets window, click **Done**.
16. Save or save and continue as follows:
File - Save or **Save and Proceed**
17. To close the Revaluation - Assets window and return to the Indexed - Professional Revaluation window, click **Done**.

Viewing Exceptions

18. Following Preview mode, any assets which Inflation Accounting for Assets cannot revalue are listed as exceptions. To view these assets, click **Exceptions**.
The Exceptions window appears.

[Table 60–1](#), page 60-6 lists the exception messages generated by the revaluation program.

Table 60–1 Exceptions Generated by Revaluation Program

Number	Exception
1	Period counter is not the last closed period.
2	The Asset has cost adjustments against it.
3	The Asset has pending retirement or reinstatement transactions.
4	New transactions have been processed prior to running revaluation. You can run revaluation in the next period only.
5	You cannot perform multiple occasional revaluations in one period for this asset or you cannot perform an occasional revaluation on an asset professionally revalued in the same period.

19. To close the window, click **Done**.

The Indexed - Professional Revaluation window appears.

Submitting the Revaluation Request in Preview Mode

20. To submit the revaluation as a preview, click **Preview**.

The Preview concurrent request is submitted.

21. View the request as follows:

View - Requests

Submitting the Revaluation Request in Run Mode

22. To submit the revaluation, click **Run**.

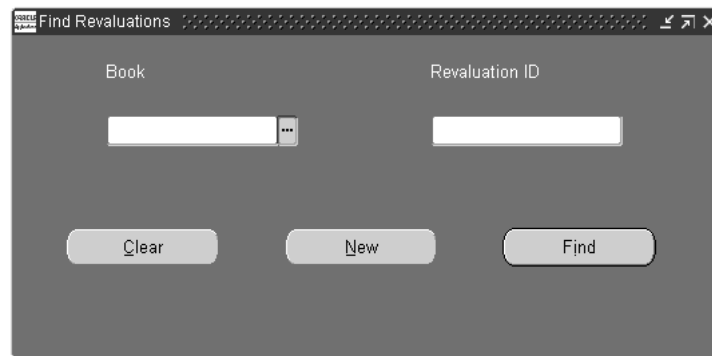
The concurrent request is submitted.

23. View the request as follows:

View - Requests

Find Revaluations Window

Figure 60–1 Find Revaluations Window



Find Revaluations Window Description

Table 60–2 Find Revaluations Window Description

Field Name	Type	Features	Description
Book	optional	list of values	book name
Revaluation ID	optional	list of values	revaluation identification number
Clear		button	clears field currently selected
New		button	opens Indexed - Professional Revaluation window
Find		button	searches for revaluations based on information entered in Book and Revaluation ID fields; opens Indexed - Professional Revaluation window and displays search results

Indexed - Professional Revaluation Window

Figure 60–2 Indexed - Professional Revaluation Window

Indexed - Professional Revaluation

Book

Book

Status

Create Request

Revaluation ID

Revaluation Date

Revaluation Request

Categories

Category ID

Description

☒

☐

☐

Create

Assets

Preview

Run

Exceptions

Indexed - Professional Revaluation Window Description

Table 60–3 Indexed - Professional Revaluation Window Description

Field Name	Type	Features	Description
Book Region			
Book	required	list of values	assets book to be revalued
Status	display only		revaluation process status as follows: New, when revaluation criteria saved; In Process, while preview process running; Previewed, when preview process complete; Error, if preview process fails; Complete, when revaluation process successfully completed; field updated when revaluation requested
Create Request	display only		automatically generated ID; created when user clicks Create or Preview button
Revaluation ID	display only		unique ID generated for revaluation record
Revaluation Date	display only		last date of current depreciation period for book
Revaluation Request	display only		automatically generated ID; created when user clicks Preview or Run button
Categories Region			
Category ID	optional	check box	if selected, category selected for revaluation; if deselected, category not included in revaluation
Category ID	display only		category identification
Description	display only		category description
Create		button	creates concurrent request
Assets		button	opens Revaluation - Assets window

Table 60–3 Indexed - Professional Revaluation Window Description

Field Name	Type	Features	Description
Preview		button	submits revaluation request in preview mode
Run		button	runs revaluation process
Exceptions		button	opens Exceptions window

Revaluation - Assets Window

Figure 60-3 Revaluation - Assets Window

Revaluation - Assets

Assets

Select	Indexed	Professional	Asset	Cost	New Cost	Reval Rate(%)	Select for Calculation	Allow Prof Update
☒	☐	☐					☐	☐
☒	☐	☐					☐	☐
☒	☐	☐					☐	☐
☒	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐
☐	☐	☐					☐	☐

Calculate

Done

Revaluation - Assets Window Description

Table 60–4 Revaluation - Assets Window Description

Field Name	Type	Features	Description
Assets Region			
Select	optional	check box	if selected, selects asset for revaluation; defaults to selected
Indexed	optional	radio button	if selected, indicates asset subject to index revaluation; selected by default if index revaluation allowed for asset category
Professional	optional	radio button	if selected, indicates asset subject to professional revaluation; selected by default if index revaluation disallowed for asset category
Asset	display only		asset number
Cost	display only		current asset cost
New Cost	conditionally required	user-defined	new cost of asset; field enabled only if Professional radio button selected
Reval Rate (%)	display only		revaluation rate; calculated as percentage
Select for Calculation	conditionally required	check box	if selected, indicates that effect of revaluation on asset can be viewed immediately by clicking Calculate ; check box enabled only if Professional radio button selected

Table 60–4 Revaluation - Assets Window Description

Field Name	Type	Features	Description
Allow Prof Update		check box	if selected, indicates that professional revaluation update allowed
Calculate		button	calculates professional revaluation; button available until final submission in Run mode
Done		button	saves changes and returns to Indexed - Professional Revaluation window

Find Assets Window

Figure 60–4 Find Assets Window

The screenshot shows a window titled "Find Assets". Inside, there are two main sections: "From" and "To". Under "From", there are three input fields labeled "Asset Number", "Tag Number", and "Serial Number". The "Asset Number" field has a small dropdown arrow. Under "To", there are three corresponding empty input fields. At the bottom of the window, there are two buttons: "Clear" and "Find".

Find Assets Window Description

Table 60–5 Find Assets Window Description

Field Name	Type	Features	Description
Asset Number	required	list of values	asset number range to be included in search
Tag Number	optional	list of values	asset tag number range to be included in search
Serial Number	optional	list of values	asset serial number range to be included in search
Clear		button	erases data from all fields
Find		button	searches for assets based on search criteria entered

Results - Revaluation Window

Figure 60–5 Results - Revaluation Window

The screenshot shows a software window titled "Results - Revaluation". Inside, there is a section labeled "Professional Results" containing a table. The table has the following columns: "Asset", "Cost" (with sub-columns "Old" and "New"), "Depreciation Amount" (with sub-columns "Old" and "New"), and "Depreciation Reser" (with sub-columns "Old" and "New"). The table is currently empty, showing 7 rows. A "Done" button is located at the bottom right of the window.

Asset	Cost		Depreciation Amount		Depreciation Reser	
	Old	New	Old	New	Old	New

Figure 60–6 Results - Revaluation Window, Backlog and General Fund Fields

The screenshot shows a software window titled "Results - Revaluation". Inside, there is a section labeled "Professional Results" containing a table. The table has the following columns: "Asset", "Backlog" (with sub-columns "Old" and "New"), "General Fund" (with sub-columns "Old" and "New"), and "Revaluation Reserve" (with sub-columns "Old" and "New"). The table contains several rows of data, with the first row highlighted. A "Done" button is located at the bottom right of the window.

Asset	Backlog		General Fund		Revaluation Reserve	
	Old	New	Old	New	Old	New

Figure 60–7 Results - Revaluation Window, Revaluation Reserve and Operating Account Fields

The screenshot shows a software window titled "Results - Revaluation". Inside, there is a section labeled "Professional Results" which contains a table. The table has seven columns: "Asset", "General Fund", "Revaluation Reserve", and "Operating Account", each with sub-columns for "New" and "Old" values. The table is currently empty, with only the first row showing white input boxes. A vertical scrollbar is on the right side of the table, and a horizontal scrollbar is at the bottom. A "Done" button is located at the bottom right of the window.

Asset	General Fund		Revaluation Reserve		Operating Account	
	New	Old	New	Old	New	Old

Results - Revaluation Window Description

Table 60–6 Results - Revaluation Window Description

Field Name	Type	Features	Description
Asset	display only		asset number
Old Cost	display only		asset cost before revaluation
New Cost	display only		asset cost after revaluation
Old Depreciation Amount	display only		accumulated depreciation amount before revaluation
New Depreciation Amount	display only		accumulated depreciation amount after revaluation
Old Depreciation Reserve	display only		depreciation reserve before revaluation
New Depreciation Reserve	display only		depreciation reserve after revaluation
Old Backlog	display only		backlog reserve before revaluation
New Backlog	display only		backlog reserve after revaluation
Old General Fund	display only		general fund before revaluation
New General Fund	display only		general fund after revaluation
Old Revaluation Reserve	display only		revaluation reserve amount before revaluation
New Revaluation Reserve	display only		revaluation reserve amount after revaluation
Old Operating Account	display only		operating account before revaluation
New Operating Account	display only		operating account after revaluation
Done		button	closes window and returns to Indexed - Professional Revaluation window

Exceptions Window

Figure 60–8 Exceptions Window



Exceptions Window Description

Table 60–7 Exceptions Window Description

Field Name	Type	Features	Description
Exceptions Region			
Asset	display only		asset number
Exception	display only		exception message, as listed in Table 60–1 , page 60-6
Done		button	closes window and returns to Indexed - Professional Revaluation window

Running Projections Procedure

To run a projections report, perform the following steps.

1. Navigate to the Inflation Accounting - Projection window as follows:
OPSF(I) Inflation Accounting - Projection
2. In the Book field, select a book type code from the list of values.
The Category Flexfield window appears.
3. In the Major Category field, select a major asset category from the list of values.
4. In the Minor Category field, select a subsidiary asset category from the list of values.
5. To select all categories, click **Cancel**.
6. To close the Category Flexfield window, click **OK**.
7. In the Revaluation Period field, select a revaluation period number from the list of values.
8. In the End Period field, select a projection end period from the list of values.
9. Click **Run**.
The projections report is submitted as a concurrent request.
10. View the request as follows:
View - Requests
11. Close the window.

Inflation Accounting - Projection Window

Figure 60–9 Inflation Accounting - Projection Window

The screenshot shows a software window titled "Inflation Accounting - Projection". Inside the window, there are six input fields arranged in two columns. The left column contains "Projection ID", "Book", "Category", and "Start Period". The right column contains "Revaluation Period" and "End Period". The "Book" field has a small dropdown arrow on its right side. At the bottom right of the window is a button labeled "Run".

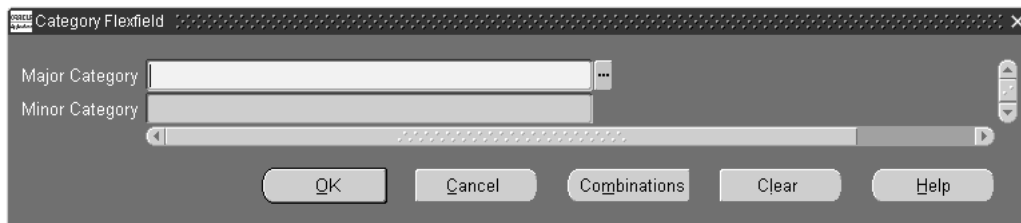
Inflation Accounting - Projection Window Description

Table 60–8 Inflation Accounting - Projection Window Description

Field Name	Type	Features	Description
Projection ID	display only		projection ID code; generated automatically
Book	required	list of values	asset book type code
Category	required		category identifier; populated from selections on Category Flexfield window
Start Period	display only		projection start period; automatically inserted when book type code selected
Revaluation Period	required	list of values	revaluation period number
End Period	required	list of values	projection end period
Run		button	runs Projections report

Category Flexfield Window

Figure 60–10 *Category Flexfield Window*



Category Flexfield Window Description

Table 60–9 *Category Flexfield Window Description*

Field Name	Type	Features	Description
Major Category	required	list of values	major category flexfield code
Minor Category	required	list of values	minor category flexfield code
OK		button	saves changes and closes window
Cancel		button	closes window without saving changes
Combinations		button	initiates search for flexfield combinations
Clear		button	clears all selections

Inflation Accounting for Assets Report Procedures

This chapter describes the Inflation Accounting for Assets reports and processes in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Inflation Accounting for Assets Report Procedures](#)
- [Running Inflation Accounting for Assets Process Procedures](#)

Definition

Inflation Accounting for Assets reports and processes support users in controlling the asset base. Users are able to initiate rebasing and journal transfer processes. Users can generate reports to see the projected impact of the revaluation process and also account balances and transactions.

Overview

The following reports and processes are available in inflation accounting.

Inflation Accounting for Assets Reports

The following reports are available in Inflation Accounting for Assets:

- [Inflation Accounting: Adjustments Report](#)
- [Inflation Accounting: Asset Balance Reports](#)

Inflation Accounting: Adjustments Report

The Inflation Accounting: Adjustments Report shows transactions created by inflation accounting procedures in respect of each asset distribution for the period selected. Transactions can be selected by transaction type or all types can be selected if the Transaction Type field is left blank. The following transaction types are available:

- Addition
- Depreciation
- Full Retirement
- Partial Retirement
- Reclass
- Reinstatement
- Revaluation
- Transfer

Inflation Accounting: Asset Balance Reports

The Inflation Accounting: Asset Balance Reports show the current state of the account balances in respect of each asset. The Inflation Accounting: Asset Balance

Reports may be run at any time in respect of the latest closed period. The report includes all assets within the selected asset categories.

Users can generate reports according to the mode selected, as shown in [Table 61–1](#), page 61-3.

Table 61–1 Modes and Reports Generated

Mode	Reports Generated
A	Inflation Accounting: Asset Balance Report (Depreciation), Inflation Accounting: Asset Balance Report (Operating Account), Inflation Accounting: Asset Balance Report (Revaluation Reserve), Inflation Accounting: Asset Balance Report (Summary)
D	Inflation Accounting: Asset Balance Report (Depreciation)
O	Inflation Accounting: Asset Balance Report (Operating Account)
R	Inflation Accounting: Asset Balance Report (Revaluation Reserve)
S	Inflation Accounting: Asset Balance Report (Summary)

Inflation Accounting for Assets Processes

The following processes are available in Inflation Accounting for Assets:

- [Inflation Accounting: Rebase Program](#)
- [Inflation Accounting: Transfer to GL Program](#)

Inflation Accounting: Rebase Program

The Inflation Accounting: Rebase Program multiplies the current price index of each period by a factor. This factor is calculated by dividing the new price index value by the current price index of the rebasing period. This process does not recalculate any previous asset revaluation or depreciation done during the previous periods. The process also checks whether the index is linked to the periods of the calendar, and exits if this validation fails.

The Inflation Accounting: Rebase Program enables users to maintain their indexes in line with price index changes. For example, price indexes may become too large

and subsequently are reduced to a more manageable size by HM Government Statistics Office.

Inflation Accounting: Transfer to GL Program

Inflation accounting creates additional accounting entries to those created by Oracle Assets. These additional accounting entries generate adjustment journals which need to be reflected as journals in General Ledger. The journals created by inflation accounting are transferred to Oracle General Ledger using the Inflation Accounting: Transfer to GL program.

Generating Inflation Accounting for Assets Report Procedures

The following reports are available in Inflation Accounting for Assets:

- [Generating Inflation Accounting: Adjustments Report Procedure](#)
- [Generating Inflation Accounting: Asset Balance Reports Procedure](#)

Generating Inflation Accounting: Adjustments Report Procedure

To generate the Inflation Accounting: Adjustments Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
OPSF(I) Inflation Accounting - Reports
 The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK**.
 The Submit Request window appears.
4. In the Name field, select Inflation Accounting: Adjustments Report from the list of values.
 The Parameters pop-up window appears.
5. In the Book field, select the required inflation accounting book from the list of values.
6. In the Period From field, select the required starting period from the list of values.
7. In the Period To field, select the required end period from the list of values.
 The Category Flexfield window appears.
8. In the Major Category field, select a major asset category from the list of values.
9. In the Minor Category field, select a subsidiary asset category from the list of values.
10. To select all categories, click **Cancel**.
11. To close the Category Flexfield window, click **OK**.
12. In the Transaction Type field, select a transaction type from the list of values.

13. To apply the parameters, click **OK**.
14. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
15. To submit another request, click **Yes**, or to continue click **No**.
16. View the request in the concurrent manager as follows:
View - Requests

Generating Inflation Accounting: Asset Balance Reports Procedure

To generate the Inflation Accounting: Asset Balance Reports, perform the following steps.

1. Navigate to the Submit Request window as follows:
OPSF(I) Inflation Accounting - Reports
The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Inflation Accounting: Asset Balance Reports from the list of values.
The Parameters pop-up window appears.
5. In the Book field, select the required book from the list of values.
6. In the Period field, the latest closed period is selected by default.
7. In the Mode field, select the required report mode from the list of values.
The Category Flexfield window appears.
8. In the Major Category field, select a major asset category from the list of values.
9. In the Minor Category field, select a subsidiary asset category from the list of values.
10. To select all categories, click **Cancel**.
11. To close the Category Flexfield window, click **OK**.
12. To apply the parameters, click **OK**.

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

The Decision pop-up window appears.

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

- 15.** View the request in the concurrent manager as follows:

View - Requests

Running Inflation Accounting for Assets Process Procedures

The following processes are described in this section:

- [Running Inflation Accounting: Rebase Program Procedure](#)
- [Running Inflation Accounting: Transfer to GL Program Procedure](#)

Running Inflation Accounting: Rebase Program Procedure

To run the Inflation Accounting: Rebase Program, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Inflation Accounting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Inflation Accounting: Rebase Program from the list of values.

The Parameters pop-up window appears.

5. In the Price Index field, select a price index from the list of values.
6. In the Calendar field, select a calendar from the list of values.
7. In the Period Name field, select a period from the list of values.
8. In the New Price Index Value field, enter the revised price index value to use.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Running Inflation Accounting: Transfer to GL Program Procedure

To run the Inflation Accounting: Transfer to GL Program, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Inflation Accounting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Inflation Accounting: Transfer to GL Program from the list of values.

The Parameters pop-up window appears.

5. In the Book field, select the required book from the list of values.
6. In the Period Name field, select a period from the list of values.
7. In the Import Journals field, select Yes to import journals to General Ledger.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Part XVII

Installment Terms

Installment Terms Process

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Installment Terms Process Flow Diagram](#)
- [Installment Terms Setup](#)
- [Installment Terms Reports](#)

Definition

The Installment Terms feature enables payment terms for transactions in Receivables to be modified.

Overview

Installment Terms functionality enables the user to modify the transaction payment terms for a particular transaction.

The user needs the Installment Terms functionality to change the current payment terms defined for a transaction. The user can extend the original terms by changing the terms from immediate payment to four equal monthly installments. This type of change assists the user with the debt collection process.

The user can change the transaction terms as frequently as required. The Modify Installment Terms functionality records and maintains an audit record of the changes that are made to payment terms.

The original Receivables transactions are entered in the standard Receivables window.

The user can modify the invoice payment terms on a particular transaction in the Oracle Public Sector Financials (International) menu options. The transactions entered in the Receivables windows are immediately available to the user. There is no need to populate the data for use by Oracle Public Sector Financials (International).

Installment Terms can be updated after a receipt is recorded against a particular invoice. The balance displayed reflects the receipt against the transaction and new installments are based on the revised figures rather than the original figures for the transaction.

Prerequisites

- ❑ It is recommended that users do not use Installment Terms if any of the following apply:
 - Cash basis accounting is in use.
 - Combined Basis Accounting functionality is enabled.
 - Extended Dunning Letter Charges functionality is enabled.

Note: The restrictions listed are not enforced in the software.

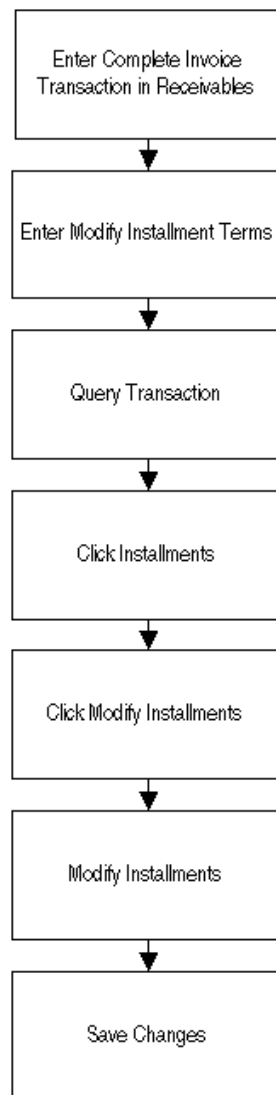
- ❑ Installment Terms must be enabled in Oracle Public Sector Financials (International).

For information on enabling features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Installment Terms Process Flow Diagram

Figure 62–1, page 62-4 shows the Installment Terms process flow, as described in the accompanying text.

Figure 62–1 *Installment Terms Process Flow Diagram*



Installment Terms Setup

No additional setup is required for Installment Terms.

Installment Terms Reports

The Installment Terms: Installment Audit Report shows the changes made to installment terms for each supplier invoice in a specified date range.

For information on the Installment Terms: Installment Audit Report, see [Generating Installment Terms: Installment Audit Report Procedure](#), page 64-3.

Installment Terms Procedure

This chapter describes how to modify Installment Terms in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Modifying and Creating Payment Terms Procedure](#)
- [Modify Installment Transactions Summary Window](#)
- [Modify Installment Transactions Summary Window Description](#)
- [Find Modify Installment Customers Window](#)
- [Find Modify Installment Customers Window Description](#)
- [Account Details Window](#)
- [Account Details Window Description](#)
- [Audit Terms Window](#)
- [Audit Terms Window Description](#)
- [Modify Installment Terms Window](#)
- [Modify Installment Terms Window Description](#)

Definition

The Installment Terms feature enables payment terms to be changed on a Receivables invoice sent to a customer.

Changing payment terms in response to a customer request for easier terms is an example of Installment Terms functionality.

Overview

The windows available for creating and altering payment terms are shown in [Table 63–1](#), page 63-2.

Table 63–1 *Installment Terms Windows*

Window Name	Description
Modify Installment Transactions Summary	Provides access to the Account Details window for a specific invoice.
Find Modify Installment Customers	Used to query invoices by a range of dates, range of transaction numbers, or by customer name.
Account Details	Used to view detailed information about an invoice and for displaying information about existing payment schedules. Provides access to the Modify Installment Terms window and the Audit Terms window.
Modify Installment Terms	Used to generate new payment schedules for an invoice using one of the predefined payment terms.
Audit Terms	Used to view installment terms history.
Payment Terms	Used to alter payment terms.

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices.

Note: Oracle Public Sector Financials (International) does not support the discounts functionality.

For information on the Installment Terms: Installment Audit Report, see [Generating Installment Terms: Installment Audit Report Procedure](#), page 64-3.

For information on the Payment Terms window, see [Payment Terms](#), *Oracle Receivables User's Guide*.

Prerequisites

- ❑ Installment terms can be offered to customers only under the following conditions:
 - Invoices may not have adjustments.
 - Accrual based accounting must be used.
 - Combined basis accounting must not be enabled if both cash and accrual are supported.

- ❑ The Receivables Global: Populate Data Program must be run.

For information on running the Receivables Global: Populate Data Program, see [Populating Standing Charge Data Procedure](#), page 86-7.

Modifying and Creating Payment Terms Procedure

To modify or create payment terms on a fully or partially unpaid invoice, perform the following steps.

1. Navigate to the Modify Installment Transactions Summary window as follows:

OPSF(I) Installment Terms - Modify Installment Terms

Note: For information on fields shown on the Modify Installment Transactions Summary window, see the Transactions Summary window, [Entering Transactions](#), *Oracle Receivables User's Guide*.

2. To query specific customers or invoices, navigate to the Find Modify Installment Customers window as follows:

View - Find

3. Enter search criteria in one or more fields of the Find Modify Installment Customers window as described in [Table 63-3](#), page 63-8.

4. Click **Find**.

The Modify Installment Transactions Summary window appears with the query results displayed.

5. Select the invoice to modify.

6. Click **Installments**.

The Account Details window appears.

7. To view installment term history for the invoice, click **Audit Terms**.

The Audit Terms window appears.

The Creation Date is the date when new installment terms were set up. The other fields in the Audit Terms window are identical to those for the Modify Installment Terms window as described in [Table 63-6](#), page 63-12.

8. Close the Audit Terms window.

9. To modify installment terms, click **Modify Terms** on the Account Details window.

The Modify Installment Terms window appears.

10. Enter data in each field of the Modify Installment Terms window as described in [Table 63-6](#), page 63-12.

11. To save the changes, select the Modify Installment Terms check box and click **Save Changes**.

12. To modify payment terms, click **Payment Terms**.

For information on the Payment Terms window, see [Payment Terms](#), *Oracle Receivables User's Guide*.

After the update, the outstanding debt is recalculated to fit the new payment terms.

13. Save or save and continue as follows:

File - Save or **Save and Proceed**

14. Close the window.

Modify Installment Transactions Summary Window

Figure 63–1 *Modify Installment Transactions Summary Window*

Source	Number	Bill To Customer	Class	Complete
				☒
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Installments

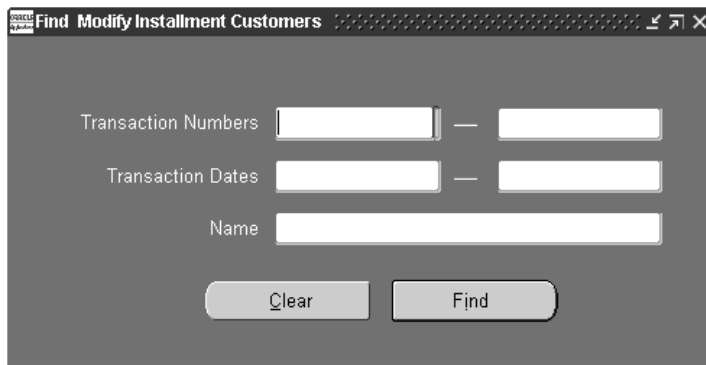
Modify Installment Transactions Summary Window Description

Table 63–2 *Modify Installment Transactions Summary Window Description*

Field Name	Type	Features	Description
Source	display only		batch source value
Number	display only		invoice number
Bill To Customer	display only		bill-to customer name
Class	display only		invoice class
Complete	display only	check box	invoice status: if selected invoice complete; if deselected invoice incomplete
Comments	display only		comments
Currency	display only		invoice currency code
Date	display only		invoice date
GL Date	display only		date invoice applied to General Ledger
Reference	display only		invoice number
Salesperson	display only		salesperson
Ship To Customer	display only		ship to customer name
Terms	display only		payment terms
Type	display only		transaction type
Flexfield	display only		descriptive flexfield, not used
Installments		button	opens Account Details window

Find Modify Installment Customers Window

Figure 63–2 Find Modify Installment Customers Window



The screenshot shows a window titled "Find Modify Installment Customers". It contains three input fields: "Transaction Numbers" (with a range selector), "Transaction Dates" (with a range selector), and "Name" (a single text field). Below these fields are two buttons: "Clear" and "Find".

Find Modify Installment Customers Window Description

Table 63–3 Find Modify Installment Customers Window Description

Field Name	Type	Features	Description
Transaction Numbers	optional	list of values	transaction number, low to high range
Transaction Dates	optional	list of values	transaction date, low to high range
Name	optional	list of values	bill-to customer name
Clear		button	erases data from fields
Find		button	searches for data based on parameters entered

Account Details Window

Figure 63-3 Account Details Window

Account Details

Number	Seq	Class	Days Late	Due Date	Currency	Original

Cumulative Balance

Total Balance

Entered

Functional

Modify Terms

Audit Terms

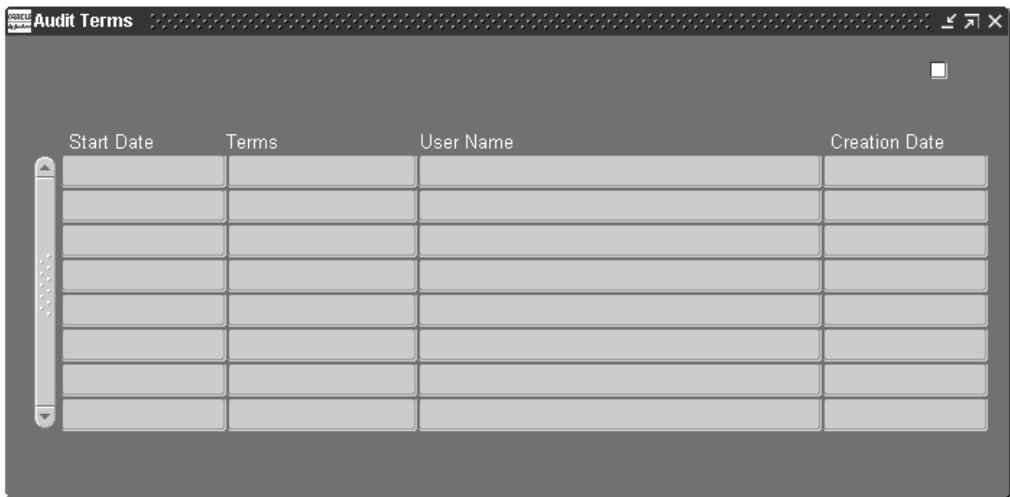
Account Details Window Description

Table 63–4 Account Details Window Description

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes detail records with master records
Number	display only		invoice number
Seq	display only		payment terms sequence number
Class	display only		class
Days Late	display only		number of days invoice late
Due Date	display only		invoice due date
Currency	display only		currency type
Original	display only		original invoice amount
Balance Due	display only		invoice balance currently due
Status	display only		invoice payment status
Dispute Amount	display only		invoice amount in dispute
Dispute Date	display only		date when customer raised dispute
Cumulative Balance Entered	display only		cumulative balance in currency as entered
Cumulative Balance Functional	display only		cumulative balance in functional currency
Total Balance Entered	display only		total balance in currency as entered
Total Balance Functional	display only		total balance in functional currency
Modify Terms		button	opens Modify Installment Terms window
Audit Terms		button	opens Audit Terms window

Audit Terms Window

Figure 63–4 Audit Terms Window



Audit Terms Window Description

Table 63–5 Audit Terms Window Description

Field Name	Type	Features	Description
Toggle Query Coordination	optional	check box	synchronizes detail records with master records
Start Date	display only		date on which new payment terms take effect
Terms	display only		payment terms required for invoice
User Name	display only		user name of person who approved payment terms change
Creation Date	display only		date new payment terms created

Modify Installment Terms Window

Figure 63–5 *Modify Installment Terms Window*

The screenshot shows a window titled "Modify Installment Terms". Inside the window, there is a toolbar with a checkmark icon. Below the toolbar, there is a group box containing three fields: "Modified By" (a list box), "Start date" (a date picker), and "Terms" (a list box). Below the group box, there are two buttons: "Clear" and "Save Changes".

Modify Installment Terms Window Description

Table 63–6 *Modify Installment Terms Window Description*

Field Name	Type	Features	Description
Modify Installment Terms	required	check box	if selected, installment terms changed when Save Changes clicked
Modified By	required	list of values	user name of person who approved payment terms changes
Start date	required	list of values	date on which new payment terms take effect
Terms	required	list of values	payment terms required for invoice
Clear		button	erases data from fields
Save Changes		button	commits data to database

Installment Terms Report Procedure

This chapter describes the Installment Terms reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Installment Terms: Installment Audit Report Procedure](#)

Definition

The Installment Terms: Installment Audit Report lists changes to payment terms on invoices.

Overview

The Installment Terms: Installment Audit Report provides an audit trail of changes to payment terms on invoices, showing the names of the users who approved and changed the payment terms, the new installment terms, and the date on which the new terms take effect. The report is ordered as follows:

- customer name
- customer number
- invoice number
- date changed
- approver
- user
- revised terms
- start date

Note: The report can be restricted to a single customer.

Generating Installment Terms: Installment Audit Report Procedure

To generate the Installment Terms: Installment Audit Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Installment Terms - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Installment Terms: Installment Audit Report from the list of values.

The Parameters window appears.

Note: Dates entered in the From Date and To Date fields refer to the date of change to an invoice and not the date when installment terms start.

5. In the From Date field, enter the earliest date to report on.
6. In the To Date field, enter the latest date to report on.
7. In the Customer Name field, select a customer's name from the list of values or leave blank to report on all customers.
8. To apply parameters, click **OK**.
9. To submit the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Part XVIII

Internal Trading

Internal Trading Self Service

This chapter describes Internal Trading self service in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Home Tab Flow Diagram](#)
- [Home Tab Flow Diagram Overview](#)
- [Cross Charges Tab Flow Diagram](#)
- [Cross Charges Tab Flow Diagram Overview](#)
- [Navigation Paths](#)

Definition

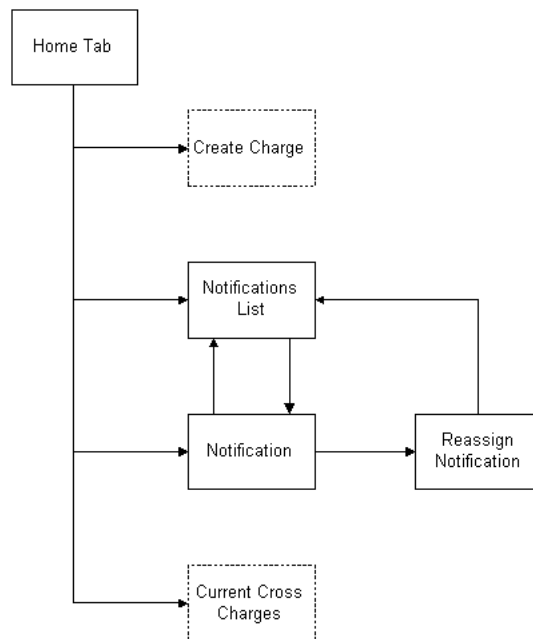
Internal Trading for Oracle Public Sector Financials (International) provides users with self service functionality, in addition to forms-based functionality.

Oracle self service web applications provide secure, self service business transactions across the Internet and corporate intranets. The applications use Oracle's proven web and workflow technologies to enable businesses, employees, customers, and suppliers to perform common business tasks. Self service applications also enable users to automate business operations, reducing the administrative burden.

Home Tab Flow Diagram

Figure 65–1, page 65-3 shows the Home tab flow diagram, as described in the following section.

Figure 65–1 Home Tab Flow Diagram



The following windows are available from the Home tab:

- Create Charge
- Notifications List
- Notification
- Reassign Notification
- Current Cross Charges

Note: Windows displayed as dotted-line boxes in Figure 65–1 are part of the Cross Charges tab, but are also accessible from the Home tab.

Home Tab Flow Diagram Overview

Use the Home tab to perform the following tasks:

- view recent notifications
- view individual notification details
- access the create charge functionality
- access details of current cross charges

The Home tab is comprised of the following windows: Notifications List, Notification, and Reassign Notification. The Home tab also provides access to the Create Charge and Current Cross Charges windows on the Cross Charges tab.

The Notifications List window enables users to perform the following tasks:

- view a complete list of notifications
- access individual notification details
- reassign notifications to another user
- access the Notification and Reassign Notification windows

From the Notifications List window, users can view a list of notifications, which includes requests for cross charge approval and confirmation of approved or rejected service lines which originated from the user.

Clicking a notification subject opens the Notification window, where users can perform the following tasks:

- add comments to the notification
- approve or reject the notification
- reassign the notification to another user
- access the Reassign Notification window

From the Notification window, users can view details of an individual notification and approve or reject the service line. Users can also access the Reassign Notification window, where the notification can be reassigned to another user with the same approval level. The Reassign Notification window is also accessible from the Notifications List window.

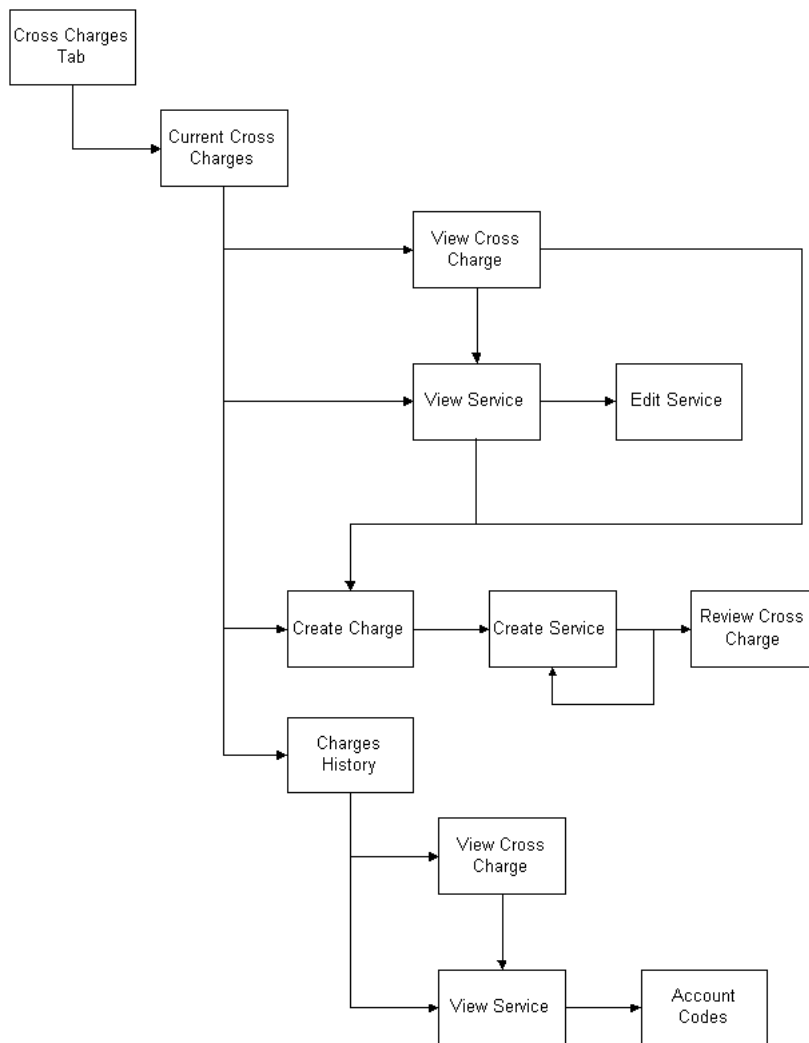
Reference

For information on approving or rejecting service lines in the forms version of Internal Trading, see [Approving Service Lines Procedure](#), page 68-17.

Cross Charges Tab Flow Diagram

Figure 65–2, page 65-6 shows the Cross Charges tab flow diagram, as described in the following section.

Figure 65–2 Cross Charges Tab Flow Diagram



The Cross Charges tab is comprised of the following windows:

- Create Charge
- Create Service
- Review Cross Charge
- Current Cross Charges
- View Cross Charge
- View Service
- Edit Service
- Charges History
- Account Codes

Cross Charges Tab Flow Diagram Overview

Use the Cross Charges tab to perform the following tasks:

- create and submit a cross charge
- view incomplete charges and service lines
- edit and resubmit rejected service lines
- view completed charges and service lines

The Cross Charges tab is comprised of the following windows: Create Charge, Create Service, Review Cross Charge, Current Cross Charges, Charges History, View Cross Charge, View Service, Edit Service, and Account Codes.

When users select the Cross Charges tab, the Current Cross Charges window appears. From this window, users can perform the following tasks:

- search for incomplete and in process charges and service lines
- view a summary of search results
- update or delete incomplete cross charges
- access the Create Charge, View Cross Charge, View Service, and Charges History windows

From the Current Cross Charges window, users can optionally search for a current cross charge or service line, and view details of the results in the View Cross Charge and View Service windows. If a cross charge or service line is yet to be submitted, it can be edited in the Create Charge window. If a service line is marked as rejected, it can be edited and resubmitted in the Edit Service window.

Users can also access the Create Charge window, and perform the following tasks:

- create a new cross charge
- access the Create Service window

From the Create Charge window, users can enter the charge header details and access the Create Service window to enter one or more service lines, followed by the Review Cross Charge window to review and submit the charge. The Create Charge window is also accessible from the Home tab.

From the Current Cross Charges window, users can access the Charges History window, where they can perform the following tasks:

- search for completed charges and service lines

- view a summary of search results
- access the View Cross Charge and View Service windows

From the Charges History window, users can optionally search for a completed cross charge or service line, and view details of the results in the View Cross Charge and View Service windows. From the View Cross Charge window, users can access the View Service window to view details of individual service lines within a cross charge. From the View Service window, users can access the Account Codes window, where they can view the accounting flexfield segments for the service line.

Reference

For information on creating cross charges in the forms version of Internal Trading, see [Creating Internal Charge Entries Procedure](#), page 68-7.

Navigation Paths

This section lists Oracle Self Service Internal Trading windows, their descriptions, and navigation paths.

[Table 65–1](#), page 65-10 shows the Home navigation paths.

Table 65–1 Home Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Welcome to Oracle Internal Trading	Creates new cross charges, edits partially completed cross charges and notifications.	Click Self Service Internal Trading Click Home
Recent Notifications	Displays recently received notifications for approval	Click Self Service Internal Trading Click Home
Incomplete Cross Charges	Displays incomplete cross charges	Click Self Service Internal Trading Click Home
Create New Charge	Creates new cross charges	Click Self Service Internal Trading Click Home Click Create New Charge
View your Notifications	Displays your notifications	Click Self Service Internal Trading Click Home Click View your Notifications
View your Incomplete Charges	Displays status of incomplete cross charges	Click Self Service Internal Trading Click Home Click View your Incomplete Charges

Table 65–2, page 65-11 shows the create new charge navigation paths

Table 65–2 Create New Charge Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Create Charge	Creates a cross charge to be submitted for approval	Click Self Service Internal Trading Click Home Click Create New Charge
Create Service	Enters service lines for cross charges created	Click Self Service Internal Trading Click Home Click Create New Charge Click Next
Create Service	Creates another service line for cross charge	Click Self Service Internal Trading Click Home Click Create New Charge Click Next Click Create Another Service
Review Cross Charge	Displays cross charges and service lines. To complete the cross charge creation, click Submit . To edit unreserved services, click Back . To return to current charges, click Cancel .	Click Self Service Internal Trading Click Home Click Create New Charge Click Next Click Next
Confirmation	Confirms the cross charge was submitted for approval. To view the cross charge status, click OK , or select the Cross Charge tab.	Click Self Service Internal Trading Click Home Click Create New Charge Click Next Click Next Click Submit

[Table 65–3](#), page 65-12 shows the view notifications navigation paths.

Table 65–3 View Notifications Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Welcome to Oracle Internal Trading	Displays notifications. Select one or more notifications from the list and open, close or reassign the cross charge by clicking the appropriate buttons.	Click Self Service Internal Trading Click Home Click View your Notifications

[Table 65–4](#), page 65-12 shows the view incomplete services navigation paths.

Table 65–4 View Incomplete Services Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Current Cross Charge	Displays cross charges by charge name. Edit incomplete cross charges by clicking Update . To create a new cross charge, click Create Cross Charge .	Click Self Service Internal Trading Click Home Click View your Incomplete Charges

Table 65–4 View Incomplete Services Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Current Services	Displays service lines by description. Edit service lines by clicking Update .	Click Self Service Internal Trading Click Home Click View your Incomplete Charges In the Show field, select Services Click Go
View Service	Displays service line details.	Click Self Service Internal Trading Click Home Click View your Incomplete Charges In the Show field, select Services Click Go Click on a description
View Account Codes	Displays creation account and receiving account details.	Click Self Service Internal Trading Click Home Click View your Incomplete Charges In the Show field, select Services Click Go Click on a description Click Account

Table 65–5, page 65-14 shows the view incomplete charges navigation paths.

Table 65–5 View Incomplete Charges Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Current Cross Charges	Displays cross charges by charge name. Edit incomplete cross charges by clicking Update . To create a new cross charge, click Create Cross Charge .	Click Self Service Internal Trading Click Home Click View your Incomplete Charges
View Cross Charge	Displays service lines for the selected cross charge.	Click Self Service Internal Trading Click Home Click View your Incomplete Charges Click Charge Name
View Service	Displays service line details and approval history.	Click Self Service Internal Trading Click Home Click View your Incomplete Charges Click Charge Name Click Details
View Account Codes	Displays transactions between creation account and receiving account.	Click Self Service Internal Trading Click Home Click View your Incomplete Charges Click Charge Name Click Details Click Account

Table 65–6, page 65-15 shows the approval process navigation paths.

Table 65–6 Approval Process Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Notifications	Displays notifications requiring approval	Click Self Service Internal Trading Click Home
Notification Details	Displays notification details	Click Self Service Internal Trading Click Home Click Notification by Subject
Reassign	Reassigns submitted cross charges to another member of staff	Click Self Service Internal Trading Click Home Click Notification by Subject Click Reassign
Approve	Approves a submitted cross charge	Click Self Service Internal Trading Click Home Click Notification by Subject Click Approve
Reject	Rejects a submitted cross charge	Click Self Service Internal Trading Click Home Click Notification by Subject Click Reject

[Table 65–7](#), page 65-16 shows the charges history navigation paths.

Table 65–7 Charges History Navigation Paths

Internal Trading Self service Window	Description	Navigation Path
Search	Displays charge name, period, creation date, and status.	Click Self Service Internal Trading Click Home Click Cross Charges Tab Click Charges History tab In the Show field, select Complete Cross Charges Click Go
Search	Displays service line description, payments type, amount, service, creation date, and status.	Click Self Service Internal Trading Click Home Click Cross Charges Tab Click Charges History tab In the Show field, select Approved / Cancelled Services Click Go

Internal Trading Process

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

- [Definition](#)
- [Internal Trading Process Flow Diagram](#)
- [Workflow Process Flow Diagram](#)
- [Encumbrance and Budgetary Control Process Flow Diagram](#)
- [Internal Trading Process Description](#)
- [Setting Up Internal Trading](#)
- [Internal Trading Procedures](#)
- [Journal Entries Accounting Example](#)
- [Cross Charge Status Values](#)
- [Automatic Posting to General Ledger](#)
- [References](#)

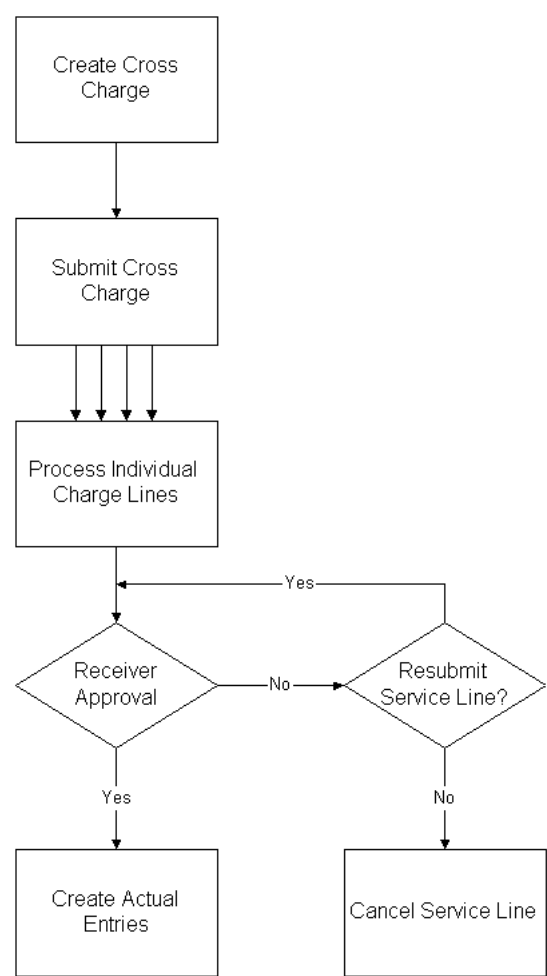
Definition

Internal Trading for Oracle Public Sector Financials (International) provides a comprehensive and flexible financial system for raising charges from one part of an organization to one or more parts of the same organization.

Internal Trading Process Flow Diagram

Figure 66-1, page 66-3, shows the basic process flow for Internal Trading, as described in the accompanying text.

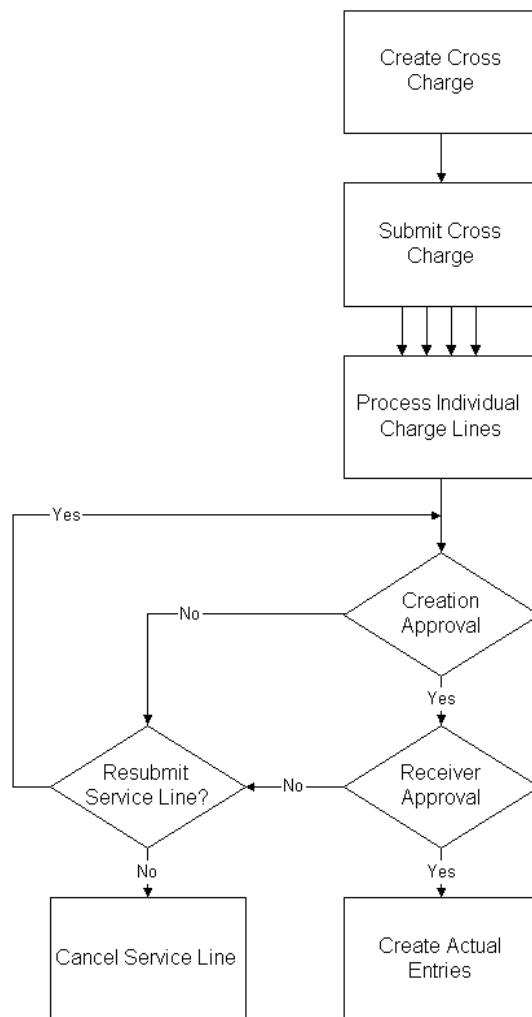
Figure 66-1 Internal Trading Process Flow Diagram



Workflow Process Flow Diagram

Figure 66–2, page 66-4, shows the process flow when Workflow is enabled, as described in the accompanying text.

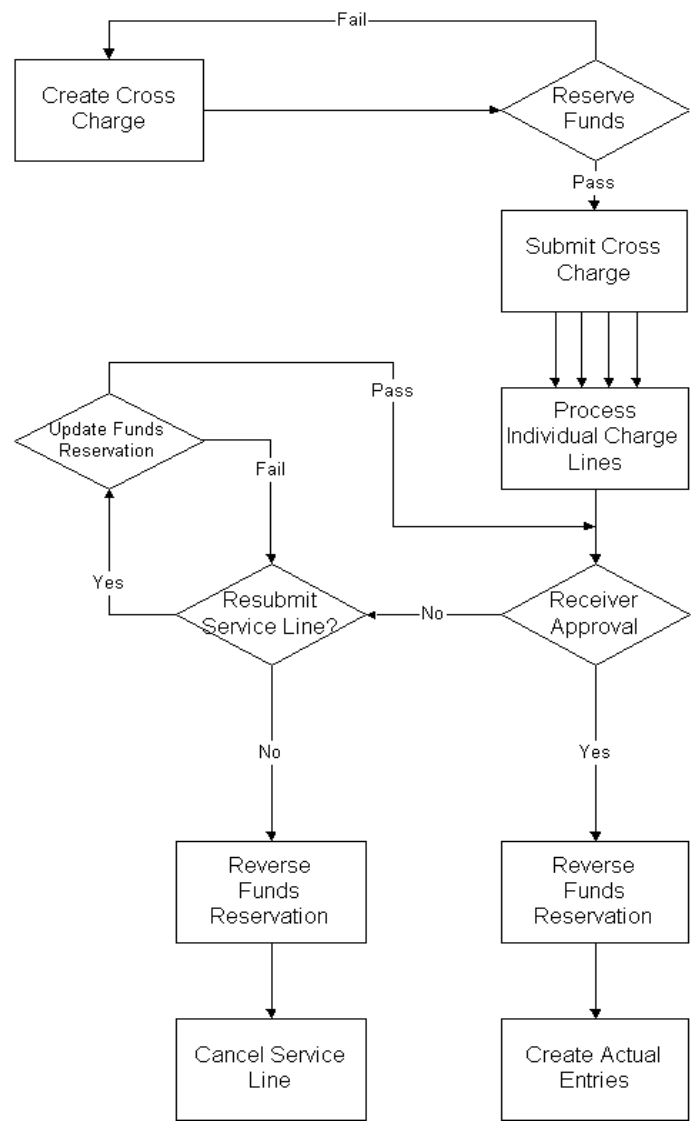
Figure 66–2 Workflow Process Flow Diagram



Encumbrance and Budgetary Control Process Flow Diagram

Figure 66-3, page 66-5, shows the process flow when encumbrancing is enabled.

Figure 66-3 Encumbrance and Budgetary Control Process Flow Diagram



Internal Trading Process Description

Internal Trading consists of the following steps:

1. The originator creates and submits an internal cross charge in the Enter Charges window.

If encumbrancing is enabled, funds are reserved and the General Ledger Create Journal routine creates an encumbrance journal for the internal charge.

2. If Workflow is enabled, the service lines awaiting approval are sent for creation and receiver approval, and Workflow notification informs authorizers of service lines requiring attention.

If Workflow is disabled, the cross charges are displayed to the authorizer in the Cross Charge Receiver Authorization window.

3. If the authorizer accepts the service line, General Ledger creates an actual journal for the amount accepted and posts the cross charge to General Ledger.

If encumbrancing is enabled, General Ledger creates an encumbrance journal to reverse the funds reservation raised on submission.

4. If the authorizer rejects the service line, the following occurs:

- The service line status in the Enter Charges window is updated to Rejected.
- The originator can make changes to the rejected service line with the amount suggested by the authorizer or resubmit it for any amount.
- The originator can also cancel the service line.

If encumbrancing is enabled, the funds reservation is updated to reflect changes to the amount in the resubmitted service line.

5. When all service lines are accepted or canceled, General Ledger updates the cross charge header status in the Enter Charges window to Complete.

Note: If Workflow is disabled, the Internal Trading: Automatic Approval of Service Lines Report can be run to automatically accept any service lines that are not accepted or rejected within the user-defined time limit.

Setting Up Internal Trading

Setting up Internal Trading consists of the following procedures:

- [Setup Options](#)
- [Charge Centers](#)

Setup Options

The following setup options are available:

- [Override Segment](#)
- [Workflow](#)
- [Approval Options](#)
- [Encumbrance Accounting](#)

Override Segment

This option defines one accounting flexfield segment and a user prompt for that segment.

When a cross charge is entered, the cost center and the specified accounting flexfield segment can be defined for each service line. These segments, combined with information linked to the cross charge originator and the service type, automatically generate the accounting flexfield code combinations to be used for the service line.

Workflow

Internal Trading can be used either with or without Workflow.

If Workflow is enabled, newly created cross charges require both creation and receiver approval. Creation approval ensures that cross charges are raised correctly before they are forwarded to the receiver. Receiver approval allows the receiving charge center to approve or reject the service lines before they are applied.

The Workflow approval hierarchies are controlled by the employee definitions entered in either Human Resources or Purchasing.

For information on employee definitions, see [Human Resources Financial Options](#), *Oracle Purchasing User's Guide*.

The approval limits are controlled by the journal approval limits defined in General Ledger.

For information on journal approval limits, see [Setting Up Journal Approval](#), *Oracle General Ledger User's Guide*.

When Workflow is disabled, only one level of approval is required.

Note: Workflow must be enabled for self service Internal Trading.

Approval Options

If Workflow is enabled, a number of approval options can also be defined.

The user can specify one of the following approval methods:

- Start at the lowest approver and move up the hierarchy until a suitable approval limit is reached
- Start at the lowest approver and then move directly to the required approval limit
- Move directly to the employee with the required approval limit

The user can define if the cross charge originator can approve the service line, within the defined approval limits, or if creation approval must be undertaken by someone other than the originator.

The user can also define the time limit before automatic action is taken if a cross charge is neither approved nor rejected by the designated approver.

Encumbrance Accounting

Internal Trading can be used with or without encumbrance accounting.

If encumbrance accounting is enabled, cross charges must pass funds reservation before submission. Encumbrance journals are created to reflect the funds reservation. These journals are then either reversed when the service line is approved, when actual journals are created, or canceled when a service line is rejected.

If encumbrance accounting is disabled, no funds checking or funds reservation takes place.

Charge Centers

Charge centers identify different departments within an organization that can raise or receive cross charges. A charge center definition controls the following:

- charge center name

- accounting flexfield code combination ranges associated with the charge center
- first approver for each code combination range
- services provided and charged to other charge centers
- employees who can raise cross charges for the charge center

Internal Trading Procedures

The following Internal Trading procedures are described in this section:

- [Cross Charge Entry](#)
- [Cross Charge Approval or Rejection](#)
- [Cross Charge Resubmission or Cancellation](#)
- [Journal Creation](#)

Cross Charge Entry

A cross charge is raised to charge a different charge center for a service or services provided.

To enter a cross charge, the user must be defined as an employee and registered as an originator for the charge center.

A service type is defined for each line within the cross charge. This provides the starting point for the account generator to create the creation and receiving accounting flexfield code combinations. Segments in the creation accounting flexfield are then overwritten with values defined for the cross charge originator.

Values are entered for the creation and receiving cost centers, and for creation and receiving entries in the defined override segment. From this information, the final creation and receiver accounting flexfield codes are generated. The receiving accounting flexfield is used to identify the initial approver for the receiving charge center.

Once all required service lines are entered, the cross charge can be submitted. If encumbrance accounting is enabled, the cross charge must pass funds reservation before being submitted for approval.

Cross Charge Approval or Rejection

Once a cross charge is submitted for approval, it enters the approval cycle. Each service line is processed individually, as each service can require different levels of approval and can apply to different receiving charge centers.

If Workflow is enabled, the service line is passed up the employee hierarchy, according to the Workflow approval setup, for creation approval. When creation approval is received, the service line is passed to the receiver approval process. The first approver is selected from the charge center definitions and the receiving

accounting flexfield of the service. Once receiver approval is entered, the service line is complete and a journal entry can be created.

If Workflow is disabled, there is no creation approval process and the service line passes directly to receiver approval. The approver is selected from the charge center definition and the receiving accounting flexfield of the service. Only a single level of approval is required, after which the service line is complete and a journal entry can be created.

A rejection can be entered at any point in the approval cycle. If a service line is rejected, it is returned to the cross charge originator for review.

Cross Charge Resubmission or Cancellation

If a service line is rejected, either during creation or receiver approval, it is returned to the cross charge originator. The rejected service line can be either canceled or resubmitted.

If a service line is canceled and encumbrance accounting is enabled, any funds reserved by the cross charge line are released.

If a service line is resubmitted, the originator can change both the receiving account flexfield and the charge amount as required. If encumbrance accounting is enabled, the funds reservation for the service line is updated.

A service line can be rejected and resubmitted indefinitely.

Journal Creation

Two forms of journal creation are used in internal trading as follows:

- [Encumbrance Journals](#)
- [Actual Journals](#)

Encumbrance Journals

Encumbrance journals are created to update the funds reservations created by internal trading. These journals are created in the same way as other funds reservation journals, for example, Oracle Purchasing.

To create encumbrance journals, run the General Ledger Create Journals program using the standard report submission. This routine can be run as frequently as required.

For information on the Create Journals program, see [Running the Create Journals Program](#), *Oracle General Ledger User's Guide*.

Actual Journals

Actual journals are created to reflect complete service lines. When the Create Actual Journals routine is run, any approved service lines are selected for processing and the appropriate actual journal is created. This routine can be run as frequently as required.

Journal Entries Accounting Example

This section describes the use of journal entries in Internal Trading. The following examples are available:

- [Without Funds Reservation](#)
- [With Funds Reservation](#)

Without Funds Reservation

The following examples are in this section:

- [Raise Cross Charge with Three Service Lines](#)
- [Approve Service 1 and Create Journals](#)
- [Reject Service 2, Update Amount, and Resubmit](#)
- [Approve Service 2 and Create Journals](#)
- [Reject Service 3 and Cancel](#)

Raise Cross Charge with Three Service Lines

When a cross charge is created and submitted without encumbrance accounting, no journal entries are made.

Approve Service 1 and Create Journals

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

[Table 66–1](#), page 66-13, shows the created journal entries.

Table 66–1 Approve Service 1 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				100.00
Service 1 - Receiver Account			100.00	

Reject Service 2, Update Amount, and Resubmit

When a service is rejected, no journal entries are created. Similarly, when a service is resubmitted after a rejection, no journal entries are created.

Approve Service 2 and Create Journals

When a service completes the approval cycle following rejection and resubmission, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiving charge center to the creation charge center.

[Table 66–2](#), page 66-14, shows the created journal entries.

Table 66–2 Approve Service 2 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				150.00
Service 2 - Receiver Account			150.00	

Reject Service 3 and Cancel

When a service is rejected, no journal entries are created. Similarly, when a service is canceled after a rejection, no journal entries are created.

With Funds Reservation

The following examples are in this section:

- [Raise Cross Charge with Three Service Lines and Reserve Funds](#)
- [Approve Service 1 and Create Journals](#)
- [Reject Service 2, Update Amount, and Resubmit](#)
- [Approve Service 2 and Create Journals](#)
- [Reject Service 3 and Cancel](#)

Raise Cross Charge with Three Service Lines and Reserve Funds

When encumbrance accounting is enabled, a cross charge must reserve funds before it can be submitted.

Table 66–3, page 66-15, shows the created entries when funds are reserved.

Table 66–3 Raise Cross Charge with Three Service Lines and Reserve Funds

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				
Service 1 - Receiver Account	100.00			
Service 2 - Creator Account				
Service 2 - Receiver Account	200.00			
Service 3 - Creator Account				
Service 3 - Receiver Account	300.00			

These entries are converted into encumbrance journals when the General Ledger: Create Journals process is run.

Approve Service 1 and Create Journals

When a service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

Table 66–4, page 66-15, shows the created journal entries.

Table 66–4 Approve Service 1 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 1 - Creator Account				100.00
Service 1 - Receiver Account		100.00	100.00	

Reject Service 2, Update Amount, and Resubmit

When a service is rejected, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted with a change to the amount or receiving account, no changes are made to the funds reservation and no journal entries are created.

If a service is resubmitted with a new amount, for example, 150 instead of 200, or the receiving account is altered, the original funds reservation is reversed and a new funds reservation is created. These reservations are converted into encumbrance journals when the General Ledger: Create Journals process is run.

Table 66–5, page 66-16, shows the created journal entries.

Table 66–5 Reject Service 2, Update Amount, and Resubmit

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				
Service 2 - Receiver Account	150.00	200.00		

Approve Service 2 and Create Journals

When a resubmitted service completes the approval cycle, the Internal Trading: Create Actual Journals process can be run. This process creates an actual journal entry to transfer the funds from the receiver to the creator.

Reversing entries are made to release the funds reservation. These are converted into encumbrance journals when the General Ledger: Create Journals process is run.

Table 66–6, page 66-16, shows the created journal entries.

Table 66–6 Approve Service 2 and Create Journals

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 2 - Creator Account				150.00
Service 2 - Receiver Account		150.00	150.00	

Reject Service 3 and Cancel

When a rejected service is canceled, the funds reservation is reversed. This is converted into an encumbrance journal when the General Ledger: Create Journals process is run.

[Table 66–7](#), page 66-17, shows the created journal entries.

Table 66–7 *Reject Service 3 and Cancel*

Description	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Service 3 - Creator Account				
Service 3 - Receiver Account		300.00		

Cross Charge Status Values

This section shows the header and individual service status flags assigned throughout the Internal Trading process.

The following examples are in this section:

- [Raise Cross Charge with Three Service Lines](#)
- [Reserve Funds](#)
- [Submit Cross Charge](#)
- [Approve First Service Line](#)
- [Creation Approval for First Service Line](#)
- [Reject Second and Third Service Lines](#)
- [Second and Third Service Lines Rejected in Creation](#)
- [Resubmit Second Service Line](#)
- [Approve Second Service Line](#)
- [Creation Approval for Second Service Line](#)
- [Receiver Approval for First and Second Service Lines](#)
- [Cancel Third Service Line](#)

Raise Cross Charge with Three Service Lines

When a cross charge is entered, the header has a status of Partially Created.

[Table 66–8](#), page 66-18, shows the cross charge and service line statuses at this stage.

Table 66–8 *Raise Cross Charge with Three Service Lines*

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Partially Created	Partially Created
Service Line 1		
Service Line 2		
Service Line 3		

Reserve Funds

When funds are reserved for a cross charge, the header status is unchanged, but the status of the service lines is updated to show the funds reservation.

[Table 66–9](#), page 66-19, shows the cross charge and service line statuses at this stage.

Table 66–9 Reserve Funds

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Partially Created	Partially Created
Service Line 1	Funds Reserved	Funds Reserved
Service Line 2	Funds Reserved	Funds Reserved
Service Line 3	Funds Reserved	Funds Reserved

Submit Cross Charge

When a cross charge is submitted, both the header and service statuses are updated. If Workflow is enabled, the service lines are sent for creation approval.

[Table 66–10](#), page 66-19, shows the cross charge and service line statuses at this stage.

Table 66–10 Submit Cross Charge

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Submitted	Submitted
Service Line 1	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 2	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 3	Awaiting Creation Approval	Awaiting Receiver Approval

Approve First Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

[Table 66–11](#), page 66-20, shows the cross charge and service line statuses at this stage.

Table 66–11 *Approve First Service Line*

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Awaiting Receiver Approval
Service Line 3	Awaiting Receiver Approval

Creation Approval for First Service Line

Note: This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

[Table 66–12](#), page 66-20, shows the cross charge and service line statuses at this stage.

Table 66–12 *Creation Approval for First Service Line*

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Awaiting Creation Approval
Service Line 3	Awaiting Creation Approval

Reject Second and Third Service Lines

Note: This example applies only if Workflow is disabled.

When a service line is rejected, the service status is updated. The header status is unaffected.

[Table 66–13](#), page 66-21, shows the cross charge and service line statuses at this stage.

Table 66–13 *Reject Second and Third Service Lines*

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Rejected by Receiver
Service Line 3	Rejected by Receiver

Second and Third Service Lines Rejected in Creation

Note: This example applies only if Workflow is enabled.

When a service line is rejected in creation, the service status is updated. The header status is unaffected.

[Table 66–14](#), page 66-21, shows the cross charge and service line statuses at this stage.

Table 66–14 *Second and Third Service Lines Rejected in Creation*

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Rejected in Creation
Service Line 3	Rejected in Creation

Resubmit Second Service Line

When a service line is resubmitted, the service status is updated. The Header status is unaffected. If Workflow is enabled, the service line is again sent for creation approval.

[Table 66–15](#), page 66-22, shows the cross charge and service line statuses at this stage.

Table 66–15 Resubmit Second Service Line

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Submitted	Submitted
Service Line 1	Awaiting Receiver Approval	Approved
Service Line 2	Awaiting Creation Approval	Awaiting Receiver Approval
Service Line 3	Rejected in Creation	Rejected by Receiver

Approve Second Service Line

Note: This example applies only if Workflow is disabled.

When a service line is approved, the service status is updated. The header status is unaffected.

[Table 66–16](#), page 66-22, shows the cross charge and service line statuses at this stage.

Table 66–16 Approve Second Service Line

Header or Service Line	Status if Workflow Disabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Approved
Service Line 3	Rejected by Receiver

Creation Approval for Second Service Line

Note: This example applies only if Workflow is enabled.

When a service line is creation approved, the service status is updated to Awaiting Receiver Approval. The header status is unaffected.

[Table 66–17](#), page 66-23, shows the cross charge and service line statuses at this stage.

Table 66–17 *Creation Approval for Second Service Line*

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Awaiting Receiver Approval
Service Line 2	Awaiting Receiver Approval
Service Line 3	Rejected in Creation

Receiver Approval for First and Second Service Lines

Note: This example applies only if Workflow is enabled.

When a service line is approved, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

[Table 66–18](#), page 66-23, shows the cross charge and service line statuses at this stage.

Table 66–18 *Receiver Approval for First and Second Service Lines*

Header or Service Line	Status if Workflow Enabled
Charge Header	Submitted
Service Line 1	Approved
Service Line 2	Approved
Service Line 3	Rejected in Creation

Cancel Third Service Line

When a service line is canceled, the service status is updated. As this transaction completes the processing for all service lines in this cross charge, the header status is updated to Complete.

[Table 66–19](#), page 66-24, shows the cross charge and service line statuses at this stage.

Table 66–19 *Cancel Third Service Line*

Header or Service Line	Status if Workflow Enabled	Status if Workflow Disabled
Charge Header	Complete	Complete
Service Line 1	Approved	Approved
Service Line 2	Approved	Approved
Service Line 3	Canceled	Canceled

Automatic Posting to General Ledger

Approval of Internal Trading cross charges results in the creation of actual journals. To ensure the creation of actual journals, it is recommended that the Internal Trading: Create Actual Journals routine is submitted within the Concurrent Manager to run on a regular basis, for example nightly.

To ensure the timely posting of internal charges, it is recommended that automatic posting for the journal source Internal Trading is enabled in the AutoPost Criteria window in General Ledger. Within this setup, encumbrance batches must be given a higher priority than actual batches to ensure that encumbrance batches are posted before the related actuals. This prevents unnecessary funds checking that could arise if the actuals are posted first.

References

For information on setting up Internal Trading, see [Chapter 67, Internal Trading Setup](#).

For information on setting up encumbrance accounting, see [Setting User Profile Options](#), *Oracle Applications System Administrator's Guide*.

For information on setting up budgetary control, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

Internal Trading Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Internal Trading Setup Steps](#)
- [Setting Up Internal Trading Setup Options Procedure](#)
- [Internal Trading Setup Window, Segments Tab](#)
- [Internal Trading Setup Window, Approval Tab](#)
- [Internal Trading Setup Window, Encumbrance Tab](#)
- [Internal Trading Setup Window Description](#)
- [Setting Up Internal Trading Service Types Procedure](#)
- [Services Window](#)
- [Services Window Description](#)
- [Setting Up Internal Trading Charge Centers Procedure](#)
- [Setup Charge Centers Window, Ranges Tab](#)
- [Setup Charge Centers Window, Service Tab](#)
- [Setup Charge Centers Window, Originator Tab](#)
- [Setup Charge Centers Window Description](#)

Definition

The Internal Trading setup procedure defines service types, charge centers and associated services, account ranges, originators, and authorizers, and defines system options associated with internal trading.

Overview

Charge centers are business units that raise the internal charge. Account ranges must be unique to charge centers because the account flexfield ranges describe the charge center. Authorizers have the authority to accept or reject a cross charge.

This setup is required to perform the Internal Trading procedures, which enable users to raise charges between charge centers within the same organization.

Internal Trading setup procedures are used to perform the following tasks:

- define whether automatic creation of encumbrance journals is required for the current set of books
- define the encumbrance type for internal trading encumbrance journals
- define whether Workflow approval is required for the current set of books
- define a time limit within which cross charges must be authorized before they are automatically authorized
- define service types to be used within charge centers
- define charge centers for the current set of books
- query and update information for charge centers associated with the current set of books
- define account ranges for a charge center
- define an authorizer for each account range
- link originators to the appropriate charge center
- link service types to charge centers

Prerequisites

- ❑ Set of books must be defined.

To define a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

- ❑ The Internal Trading feature must be enabled for the required set of books.

To enable Internal Trading, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Internal Trading Setup Steps

The steps in this section are listed in order of completion.

1. Define Additional Journal Entry Sources

This step is required.

The following predefined journal entry source is provided by Oracle Public Sector Financials (International) for Internal Trading:

- Internal Trading

To define journal sources, perform the following steps.

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

Setup - Journal - Sources

2. Define journal entry sources.

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

2. Define Journal Entry Categories

This step is required.

There are no predefined journal entry categories available for Internal Trading. Users can define journal categories as required.

To define journal categories, perform the following steps.

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

Setup - Journal - Categories

2. Define journal entry categories to be used in grouping journal entries.

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

3. Define Automatic Posting Criteria

Automatic posting is recommended but not required.

To define automatic posting, perform the following steps.

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

Setup - Journal - AutoPost

2. Define automatic posting criteria.

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

4. Define Additional Encumbrance Types

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

For information on defining additional encumbrance types, see [Defining Encumbrance Types Procedure](#), page 37-3.

5. Define Setup Options

This step is required.

For information on setting up Internal Trading setup options, see [Setting Up Internal Trading Setup Options Procedure](#), page 67-6.

6. Define Service Types

This step is required.

For information on defining service types, see [Setting Up Internal Trading Service Types Procedure](#), page 67-12.

7. Define Charge Centers

This step is required.

For information on defining charge centers, see [Setting Up Internal Trading Charge Centers Procedure](#), page 67-14.

Setting Up Internal Trading Setup Options Procedure

To set up Internal Trading setup options, perform the following steps.

1. Navigate to the Internal Trading Setup window as follows:

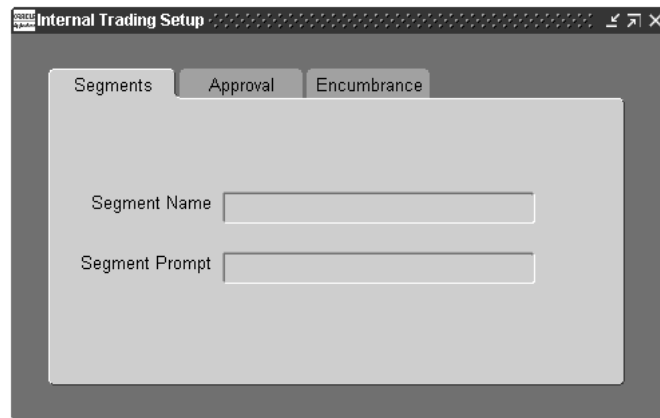
OPSF(I) Internal Trading - Setup Options

2. Select the Segments tab.
3. In the Segment Name field, select a segment to override the default segment associated with a service type from the list of values.
4. In the Segment Prompt field, enter a prompt for the selected segment.
This prompt is displayed on the Enter Cross Charges window.
5. Select the Approval tab.
6. In the Auto Approval Limit field, enter the number of days after which a cross charge is automatically approved if it was not manually approved or rejected.
7. Select the Use Workflow check box to enable the Workflow approval process.
WARNING: If Workflow is enabled, it cannot be disabled if any cross charge is submitted in Workflow.
8. Select the Originator can approve check box to enable a cross charge originator to approve that cross charge.
9. Select the Use Double Timeout check box to enable double timeout before a charge is automatically approved.
10. In the Find Approver Method field, select an approval method from the list of values.
11. Select the Encumbrance tab.
12. Select the Use Encumbrance check box to enable encumbrancing for raised cross charges.
WARNING: If encumbrancing is enabled, it cannot be disabled after the first cross charge is created.
13. In the Encumbrance Type field, select an encumbrance type from the list of values.
14. Save or save and continue as follows:
File - Save or Save and Proceed

15. Close the window.

Internal Trading Setup Window, Segments Tab

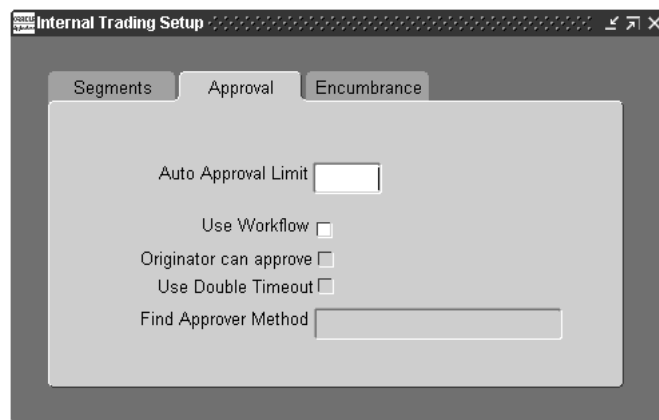
Figure 67–1 *Internal Trading Setup Window, Segments Tab*



The screenshot shows a window titled "Internal Trading Setup" with three tabs: "Segments", "Approval", and "Encumbrance". The "Segments" tab is selected. Inside the tab, there are two text input fields: "Segment Name" and "Segment Prompt".

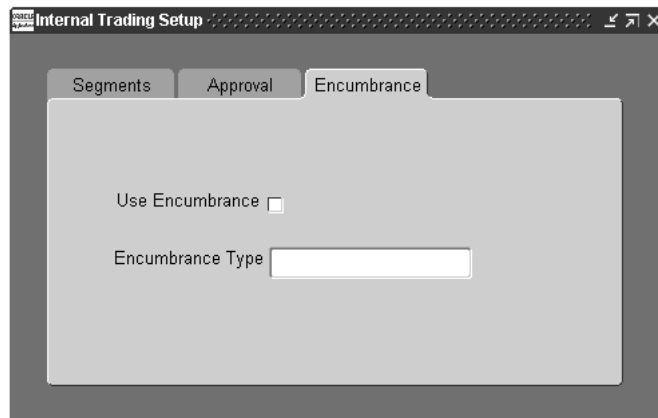
Internal Trading Setup Window, Approval Tab

Figure 67–2 *Internal Trading Setup Window, Approval Tab*



Internal Trading Setup Window, Encumbrance Tab

Figure 67–3 *Internal Trading Setup Window, Encumbrance Tab*



The screenshot shows a window titled "Internal Trading Setup" with three tabs: "Segments", "Approval", and "Encumbrance". The "Encumbrance" tab is selected. Inside the tab, there is a checkbox labeled "Use Encumbrance" which is currently unchecked. Below this, there is a label "Encumbrance Type" followed by a text input field.

Internal Trading Setup Window Description

Table 67–1 Internal Trading Setup Window Description

Field Name	Type	Features	Description
Segments Tab			
Segment Name	optional		segment name to override default value as defined in the creation account and receiving account for a service type. Note: Once a segment has been selected, it cannot be changed.
Segment Prompt	optional	user-defined	prompt for selected segment name
Approval Tab			
Auto Approval Limit	optional		determines number of days that can elapse before internal trading automatically accepts an unapproved internal cross charge. The time limit begins after the internal cross charge lines are submitted for authorization.
Use Workflow	optional	check box	if selected, Workflow Approval process enabled; if deselected, Forms Approval process enabled
Originator can approve	optional	check box	if selected, originator of cross charge can approve cross charge; only available if Use Workflow check box selected
Use Double Timeout	optional	check box	if selected, double the allotted time passes before cross charges automatically approved; only available if Use Workflow check box selected
Find Approver Method	optional	list of values	determines Workflow approval method; valid values are Step by Step, Lowest to Highest, Direct to Highest; only available if Use Workflow check box selected
Encumbrance Tab			
Use Encumbrance	optional	check box	if selected, encumbrance journals automatically created in internal trading; if deselected, encumbrance journals not created for cross charges
Encumbrance Type	optional	list of values	determines encumbrance type used for funds reservation process; required if Use Encumbrance check box selected

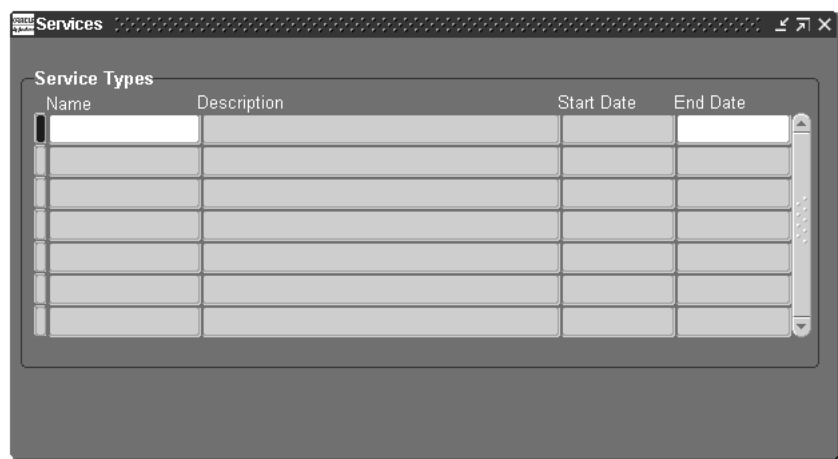
Setting Up Internal Trading Service Types Procedure

To set up Internal Trading service types, perform the following steps.

1. Navigate to the Services window as follows:
OPSF(I) Internal Trading - Setup Service Types
2. In the Name field, enter the service type name.
3. Optionally, in the Description field, enter a description for the service type.
4. In the Start Date field, enter the date to activate the service type.
5. Optionally, in the End Date field, enter the date to deactivate the service type.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Services Window

Figure 67–4 Services Window



Services Window Description

Table 67–2 Services Window Description

Field Name	Type	Features	Description
Name	required		service type name; must be unique within current set of books
Description	optional		service type description
Start Date	required	pop-up calendar	date to activate service type. Note: This field defaults to the current date if the cursor is placed in the End Date field.
End Date	optional	pop-up calendar	date to deactivate service type

Setting Up Internal Trading Charge Centers Procedure

To set up Internal Trading charge centers, perform the following steps.

1. Navigate to the Setup Charge Centers window as follows:

OPSF(I) Internal Trading - Setup Charge Centers

2. In the Name field, enter the charge center name.
3. Optionally, in the Description field, enter the charge center description.
4. In the Start Date field, enter the date to activate the charge center.
5. Optionally, in the End Date field, enter the date to deactivate the charge center.
6. Select the Ranges tab.
7. Place the cursor in the Account Low field.

The accounting flexfield parameter window appears.

Note: Entering a value in the Low field populates both the High and Low fields, indicating that one accounting flexfield is assigned to that row.

Note: The account range must be unique to the charge center and must not overlap another active range in any charge center.

8. To enter more than one accounting flexfield, select a value from the list of values in the High field that is higher than the corresponding Low field.
9. To apply the parameters, click **OK**.
10. In the Authorizer field, select the authorizer's name from the list of values.
11. Select the Active Flag check box to mark the account range as active.
12. Select the Service tab.
13. In the Name field, select the service type from the list of values.
14. In the Creation Account field, select the creating account to be assigned to the service type from the list of values.
15. In the Receiving Account field, select the receiving account to be assigned to the service type from the list of values.
16. In the Start Date field, enter the date to activate the service type for this charge center.
17. Optionally, in the End Date field, enter the date to deactivate the service type for this charge center.

18. Select the Originator tab.
19. In the Name field, select the originator's name from the list of values.
20. In the Segments field, select the segment values associated with the originator from the list of values.
21. In the Start Date field, enter the date to activate the originator.
22. Optionally, in the End Date field, enter the date to deactivate the originator.
23. Save or save and continue as follows:
File - Save or Save and Proceed
24. Close the window.

Setup Charge Centers Window, Ranges Tab

Figure 67–5 Setup Charge Centers Window, Ranges Tab

Setup Charge Centers

Charge Center

Name Start Date

Description End Date

Ranges **Service** **Originator**

Account Low	Account High	Authoriser	Active Flag
			☐
			☐
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			☐
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Setup Charge Centers Window, Service Tab

Figure 67-6 Setup Charge Centers Window, Service Tab

Setup Charge Centers

Charge Center

Name

Start Date

Description

End Date

Ranges

Service

Originator

Name	Description	Creation Account	Receiving Account	Start Date	End Date

Creation Account Desc

Receiving Account Desc

Setup Charge Centers Window, Originator Tab

Figure 67–7 Setup Charge Centers Window, Originator Tab

Setup Charge Centers

Charge Center

Name Start Date

Description End Date

Ranges **Service** **Originator**

Name	Segments	Start Date	End Date

Description

Setup Charge Centers Window Description

Table 67–3 Setup Charge Centers Window Description

Field Name	Type	Features	Description
Charge Center Region			
Name	required		charge center name; must be unique within current set of books
Description	optional		charge center description
Start Date	required	pop-up calendar	date to activate charge center. Note: This field defaults to the current date if the cursor is placed in the End Date field.
End Date	optional	pop-up calendar	date to deactivate charge center
Ranges Tab			
Account Low	required		start account range from which cross charges raised
Account High	required		end account range from which cross charges raised
Authorizer	required	list of values	authorizer name; must be valid Oracle Applications user
Active Flag		check box	if selected, flags account range designated as active; defaults to active
Service Tab			
Name	required	list of values	service type name
Description	display only		service type description
Creation Account	required	list of values	creation account for service type in this charge center
Receiving Account	required	list of values	receiving account for service type in this charge center
Start Date	required	pop-up calendar	date to activate service type for this charge center. Note: This field defaults to the current date if the cursor is placed in the End Date field.
End Date	optional	pop-up calendar	date to deactivate service type for this charge center
Creation Account Desc	display only		creation account description

Table 67–3 Setup Charge Centers Window Description

Field Name	Type	Features	Description
Receiving Account Desc	display only		receiving account description
Originator Tab			
Name	required	list of values	charge originator name; must be valid Oracle Applications user
Segments	required		account segment associated with originator
Start Date	required	pop-up calendar	date to activate originator for this charge center. Note: This field defaults to the current date if the cursor is placed in the End Date field.
End Date	optional	pop-up calendar	date to deactivate originator for this charge center
Description	display only		account segment description

Internal Trading Procedures

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating Internal Charge Entries Procedure](#)
- [Enter Charges Window, Main Tab](#)
- [Enter Charges Window, Creation Tab](#)
- [Enter Charges Window, Receiving Tab](#)
- [Enter Charges Window Description](#)
- [Actions Window](#)
- [Actions Window Description](#)
- [Approving Service Lines Procedure](#)
- [Cross Charge Receiver Authorization Window](#)
- [Cross Charge Receiver Authorization Window Description](#)
- [Viewing a Cross Charge Summary Procedure](#)
- [Resubmitting Service Lines Procedure](#)
- [Canceling Service Lines Procedure](#)
- [Tools Menu](#)
- [Find Cross Charges Window, Header Query](#)

-
- [Find Cross Charges Window, Line Query](#)
 - [Find Cross Charges Window Description](#)
 - [Cross Charges Summary Window](#)
 - [Cross Charges Summary Window Description](#)
 - [Services Window](#)
 - [Services Window Description](#)

Definition

Internal Trading procedures raise internal cross charges between charge centers within the same organization and control the authorization.

Overview

The Internal Trading process enables users to perform the following tasks:

- enter and submit internal cross charges to one or more charge centers within the same organization
- create encumbrance journals automatically for internal charge journals
- reserve and unreserve funds for internal charge entries using budgetary control
- view results of funds reservation
- approve or reject service lines within the cross charge with recommendations for modification
- create and post internal charge encumbrance and actual journals
- modify or resubmit service lines

Internal Trading features are detailed in [Table 68–1](#), page 68-4.

Table 68–1 Internal Trading Features

Feature	Description
Maintain Charge Centers, Ranges, Authorizers, Originators, and Services	Accounting flexfield ranges constitute the charge centers. An authorizer is allocated to each accounting flexfield range to approve service lines for that charge center. Charge originators and service types are associated with each charge center.
Enter and Submit Cross Charges	When a cross charge is submitted for approval, if budgetary control and the Use Encumbrance setup option are enabled, funds are reserved.
Notification	When Workflow is enabled, Workflow notification informs authorizers of service lines requiring attention, and informs originators when a service line is approved or rejected. When Workflow is disabled, authorizers are alerted if there are service lines awaiting attention when the Cross Charge Receiver Authorization window is invoked. Originators can confirm if service lines have been approved or rejected in the Charge Summary window.
Internal Charge Approval or Rejection	When rejecting a service line, authorizers are required to enter a reason for the rejection and a suggested value that is acceptable.

Table 68–1 Internal Trading Features

Feature	Description
Resubmit Service Line	Originators can modify and resubmit service lines rejected by authorizers. If Workflow is enabled, originators can modify and resubmit service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, the funds reservation changes to reflect the changed amount of the service line.
Cancel Service Line	Originators can cancel service lines rejected by authorizers. If Workflow is enabled, originators can cancel service lines rejected in creation or receiving. If the Use Encumbrance setup option is enabled, funds are unreserved.
Authorization Time Limit	If a time limit is set for authorization, any service lines that have not been accepted or rejected within that time can be automatically accepted by running a concurrent program. If Workflow is enabled and there is no response to a request for approval notification within the defined time limit, the service line is automatically approved. If the Use Double Timeout setup option is enabled, the final approver is given an additional amount of time, as defined in the setup options, and is informed with a notification.

Prerequisites

- ❑ Set of books must be defined.
To define a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.
- ❑ Setup options must be defined.
To define setup options, see [Setting Up Internal Trading Setup Options Procedure](#), page 67-6.
- ❑ Charge centers, service types, and associated accounting ranges must be set up.
To set up service types, see [Setting Up Internal Trading Service Types Procedure](#), page 67-12.
To set up charge centers, see [Setting Up Internal Trading Charge Centers Procedure](#), page 67-14.

Prerequisites

- ❑ Authorizers for the charge center must be defined.
To define authorizers, see [Setting Up Internal Trading Charge Centers Procedure](#), page 67-14.
- ❑ Originators for the charge center must be defined.
To define originators, see [Setting Up Internal Trading Charge Centers Procedure](#), page 67-14.

Creating Internal Charge Entries Procedure

The Internal Charge Entry procedure includes the following sections:

- [Creating an Internal Charge Header](#)
- [Creating Service Lines](#)
- [Submitting Service Lines](#)

Creating an Internal Charge Header

To create an internal charge header, perform the following steps.

1. Navigate to the Enter Charges window as follows:
OPSF(I) Internal Trading - Enter Cross Charges
2. In the Name field, enter the internal charge name.
Note: Do not enter duplicate names for internal charges.
3. In the GL Period field, select the accounting period for the internal charge from the list of values.

Creating Service Lines

To create service lines, perform the following steps.

4. Select the Main tab.
5. In the Num field, enter the service line number.
6. In the Service Description field, enter a description for the service line.
7. In the Service Type field, select the appropriate service type from the list of values.
8. In the Payment Type field, select either Payment or Charge from the drop-down list.
9. In the Amount field, enter a charge or payment amount.
10. Select the Creation tab.
11. In the Cost Center field, select the appropriate creation cost center for the internal cross charge from the list of values.
12. In the <configurable segment> field, if enabled, select the appropriate configurable accounting flexfield segment from the list of values.

Note: The name of this field is defined when setting up internal trading. For information on setting up internal trading, see [Setting Up Internal Trading Setup Options Procedure](#), page 67-6.

The creation account code is automatically generated in the Account field.

13. Select the Receiving tab.
14. In the Cost Center field, select the appropriate receiving cost center for the internal cross charge from the list of values.
15. In the <configurable segment> field, select the appropriate configurable accounting flexfield segment from the list of values.

Note: The name of this field is defined when setting up internal trading. For information on setting up internal trading, see [Setting Up Internal Trading Setup Options Procedure](#), page 67-6.

The receiving account code is automatically generated in the Account field.

Submitting Service Lines

16. When all service lines are entered, save or save and continue as follows:
File - Save or Save and Proceed
17. Click **Actions**.
The Actions pop-up window appears.
18. If the Use Encumbrance setup option is enabled, perform the following tasks:
 - Click **Reserve Funds**.
The required funds are reserved.
 - Click **Actions**.
The Actions pop-up window appears.
 - Click **View Results**.
The Budgetary Control Transactions window appears. Details of the funds reservation are displayed.
 - Click **Done**.
 - Click **Actions**.
19. Click **Submit for Approval**.

- 20.** To confirm the action, click **OK**.

The new cross charge is submitted for approval.

- 21.** Close the window.

Note: If the Use Encumbrance setup option is selected, the General Ledger Create Journal routine creates encumbrance journals after the funds are reserved. If Workflow is enabled, the charge is sent for creation approval; otherwise, the charge is available to the authorizers in the Cross Charge Receiver Authorization window.

Enter Charges Window, Main Tab

Figure 68–1 Enter Charges Window, Main Tab

Enter Charges

Charge

Name Currency

Charge Center Status

Raised By

GL Period

Services

Main Creation Receiving

Num	Service Description	Service Type	Payment Type	Amount

Service Submit Date

Status

Actions

Enter Charges Window, Creation Tab

Figure 68–2 Enter Charges Window, Creation Tab

Enter Charges

Charge

Name

Charge Center

Raised By

GL Period

Currency

Status

Services

Main

Creation

Receiving

Num	Service Description	Cost Center	Oracle IDC	Account

Account Description

Service Status

Submit Date

Actions

Enter Charges Window, Receiving Tab

Figure 68–3 Enter Charges Window, Receiving Tab

Enter Charges

Charge

Name

Charge Center

Raised By

GL Period

Currency

Status

Services

Main

Creation

Receiving

Num	Service Description	Cost Center	Oracle IDC	Account

Account Description

Service

Status

Submit Date

Actions

Enter Charges Window Description

Table 68–2 *Enter Charges Window Description*

Field Name	Type	Features	Description
Charge Region			
Name	required		internal cross charge name
Charge Center	default, display only		originator's charge center
Raised By	default, display only		user's name as originator
GL Period	required	list of values	internal charge accounting period; defaults to current open period. Note: The accounting period status must be Open or Future Entry.
Currency	default, display only		cross charge currency
Status	display only		internal cross charge status; not set until cross charge submitted
Main Tab			
Num	default, required		cross charge service line number. Note: This field appears on the Creation and Receiving tabs for display only.
Service Description	required		cross charge service line description. Note: This field appears on the Creation and Receiving tabs for display only.
Service Type	required	list of values	service line service type
Payment Type	required	drop-down list	defines service line as credit or debit; available values are Charge and Payment
Amount	required		service line credit or debit amount; must be greater than zero
Creation Tab			
Num	required		service line number
Service Description	required		service line description

Table 68–2 Enter Charges Window Description

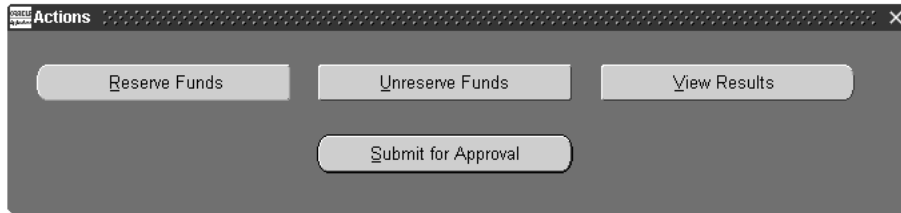
Field Name	Type	Features	Description
Cost Center	default, optional	list of values	service line accounting flexfield segment; defaults to segment from charge originator's user flexfield segments; if not defined, segment taken from creation account
<configurable segment>	default, optional	list of values	user-defined accounting flexfield segment; defaults to segment from charge originator's user flexfield segments; field name defined in Setting Up Internal Trading Setup Options Procedure , page 67-6; if not defined, segment taken from creation account
Account	display only		automatically generated creation account flexfield
Account Description	default, display only		accounting flexfield description
Receiving Tab			
Num	required		service line number
Service Description	required		service line description
Cost Center	default, optional	list of values	service line accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it
<configurable segment>	default, optional	list of values	user-defined accounting flexfield segment; defaults to segment from receiving account of selected service type; accounting flexfield created using this segment must fall within a valid range with an authorizer assigned to it; prompt defined in Setting Up Internal Trading Setup Options Procedure , page 67-6
Account	display only		automatically generated receiving account flexfield
Account Description	default, display only		accounting flexfield description

Table 68–2 Enter Charges Window Description

Field Name	Type	Features	Description
Services Region			
Service Status	display only		service line status
Submit Date	display only		date cross charge submitted
Actions		button	opens Actions pop-up window

Actions Window

Figure 68–4 Actions Window



Actions Window Description

Table 68–3 Actions Window Description

Field Name	Type	Features	Description
Reserve Funds		button	reserves funds in cross charge encumbrance journal
Unreserve Funds		button	removes cross charge funds reservation
View Results		button	displays results of funds reservation for service lines
Submit for Approval		button	submits cross charge for approval

Approving Service Lines Procedure

Note: This procedure is only valid if Workflow is disabled. If Workflow is enabled, the Cross Charge Receiver Authorization window is unavailable.

To approve an internal cross charge service line, perform the following steps.

1. Navigate to the Cross Charge Receiver Authorization window as follows:

OPSF(I) Internal Trading - Approve Cross Charges

2. In the Authorize field, select Approve or Reject from the drop-down list.
3. If the service line is rejected, perform the following tasks:
 - In the Rejection Note field, enter the reason for rejection.
 - In the Suggested Amount field, enter a suggested amount.
 - Optionally, in the Suggested Receiving Account field, select an alternative receiving account flexfield from the list of values.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Cross Charge Receiver Authorization Window

Figure 68–5 *Cross Charge Receiver Authorization Window*

The screenshot displays the 'Cross Charge Receiver Authorization' window. It features a table with the following columns: 'Select', 'Authorize', 'Originator', 'Description', 'Receiving Acct', 'Payment Type', and 'Amount'. The table contains several rows, each with a checkbox in the 'Select' column and a dropdown arrow in the 'Authorize' column. Below the table is a 'Rejection Details' section. This section includes a 'Rejection Note' text area, a 'Suggested Amount' text field, a 'Suggested Receiving Account' text field, a 'Receiving Account Description' text field, a 'Suggested Receiving Account Description' text field, and a 'Charge Center' text field.

Cross Charge Receiver Authorization Window Description

Table 68–4 *Cross Charge Receiver Authorization Window Description*

Field Name	Type	Features	Description
Select	required	check box	if selected, marks service line as approved or rejected
Authorize	required	drop-down list	action on service line; valid values: Approve or Reject
Originator	default, display only		originator who raised cross charge
Description	default, display only		cross charge description as defined by originator
Receiving Acct	default, display only		service line receiving account flexfield
Payment Type	default, display only		service line payment type
Amount	default, display only		service line credit or debit amount
Rejection Details Region			
Rejection Note	conditionally required, if rejected		authorizer's reason for rejecting service line
Suggested Amount	optional		suggested amount for rejected service line
Suggested Receiving Account	optional	list of values	suggested change to receiving account flexfield
Receiving Account Description	default, display only		receiving account flexfield description
Suggested Receiving Account Description	default, display only		suggested receiving account flexfield description
Charge Center	default, display only		charge center against which cross charge raised

Viewing a Cross Charge Summary Procedure

To view a cross charge summary, perform the following steps.

1. Navigate to the Find Cross Charges window as follows:
OPSF(I) Internal Trading - Charge Summary
2. In the Query Level region, select the Header radio button.
3. Perform one or more of the following tasks:
 - In the Charge Name field, select the cross charge name from the list of values.
 - In the Originator field, select the cross charge originator from the list of values.
 - In the Currency field, select the currency used in the cross charge from the list of values.
 - In the Charge Status field, select the cross charge status from the list of values.
4. Click **Find**.
The Cross Charges Summary window appears.
5. To view information on the selected cross charge, click **Open**.
The Enter Charges window appears.

Resubmitting Service Lines Procedure

To resubmit a rejected service line, perform the following steps.

1. Navigate to the Find Cross Charges window as follows:

OPSF(I) Internal Trading - Charge Summary

2. In the Query Level region, select the Line radio button.
3. Perform one or more of the following tasks:
 - In the Service Status field, select the status of the individual service line from the list of values.
 - In the Service Name field, select the service type name from the list of values.
4. Click **Find**.

The Services window appears.
5. Optionally, in the Amount field, enter a new amount for the service line.
6. Optionally, in the Receiving Account field, select a new receiving account from the list of values.
7. If encumbrance accounting is enabled, reserve funds as follows:

Tools - Reserve Funds

Note: This action changes the service line status to Reserved Not Submitted. If the original service line query searched for service lines with the status Rejected by Receiver, the selected service line disappears from the Services window as it no longer meets the query requirements. To retrieve the service line, perform a new query and select Reserved Not Submitted from the list of values in the Service Status field.

8. Resubmit the service line as follows:

Tools - Resubmit

9. Close the window.

Canceling Service Lines Procedure

To cancel a rejected service line, perform the following steps.

1. Navigate to the Find Cross Charges window as follows:
OPSF(I) Internal Trading - Charge Summary
2. In the Query Level region, select the Line radio button.
3. Perform one or more of the following tasks:
 - In the Service Status field, select the status of the individual service line from the list of values.
 - In the Service Name field, select the name of the service type from the list of values.
4. Click **Find**.
The Services window appears.
5. Cancel the service line as follows:
Tools - Cancel Services
Note: This menu option is only enabled if the service line is rejected.
6. Click **OK** to confirm the action.
7. Close the window.

Tools Menu

Table 68–5, page 68-23, shows the options available on the Tools menu when viewing a cross charge summary or resubmitting rejected service lines.

Table 68–5 Tools Menu Options

Menu Option	Description
View Services	opens Services window to display service lines within selected cross charge; available in Cross Charges Summary window
Cancel Services	cancels selected service line; available in Services window if selected service line has status Rejected by Receiver or Rejected in Creation
Approval History	displays approval history of selected cross charge or service line; available in Cross Charges Summary window and Services window
Reserve Funds	reserves funds for cross charge service line; available in Services window if encumbrancing enabled and rejected service line amount changed
Unreserve Funds	removes cross charge funds reservation; available in Services window if encumbrancing enabled and funds reserved for selected service line
Resubmit	resubmits service line; available in Services window; funds must be reserved before resubmission if encumbrancing enabled and rejected service line amount changed
View Results	displays results of funds reservation for service lines; available in Services window if encumbrancing enabled

Find Cross Charges Window, Header Query

Figure 68–6 Find Cross Charges Window, Header Query

The screenshot shows the 'Find Cross Charges' window with the 'Header' query level selected. The fields are as follows:

Field	Value
Charge Name	
Originator	
Currency	
Charge Status	
Service Name	

Buttons: Clear, Find

Find Cross Charges Window, Line Query

Figure 68–7 Find Cross Charges Window, Line Query

The screenshot shows the 'Find Cross Charges' window with the 'Line' query level selected. The fields are as follows:

Field	Value
Charge Name	
Originator	
Currency	
Service Status	
Service Name	

Buttons: Clear, Find

Find Cross Charges Window Description

Table 68–6 Find Cross Charges Window Description

Field Name	Type	Features	Description
Query Level		radio buttons	defines type of query; select Header to activate Charge Name, Originator, Currency, and Charge Status fields; select Line to activate Service Status and Service name fields; defaults to Header
Charge Name	optional, display only for Header queries	list of values	cross charge name
Originator	optional, display only for Header queries	list of values	cross charge originator
Currency	optional, display only for Header queries	list of values	cross charge currency
Charge Status	optional, display only for Header queries	list of values	cross charge status; only displayed and active when Header radio button selected
Service Status	optional, display only for Line queries	list of values	cross charge service line status; only displayed and active when Line radio button selected
Service Name	optional, display only for Line queries	list of values	service line name
Clear		button	clears all fields and resets defaults
Find		button	activates query

Cross Charges Summary Window

Figure 68–8 *Cross Charges Summary Window*

The screenshot shows a window titled "Cross Charges Summary". Inside the window is a table with five columns: Name, Period, Originator, Currency, and Status. The table is currently empty. Below the table, there are three buttons: "Services", "New", and "Open". The "Open" button is highlighted with a dashed border.

Name	Period	Originator	Currency	Status

Services New Open

Cross Charges Summary Window Description

Table 68–7 *Cross Charges Summary Window Description*

Field Name	Type	Features	Description
Name	display only		cross charge name
Period	display only		accounting period
Originator	display only		cross charge originator
Currency	display only		cross charge currency
Status	display only		cross charge status
Services		button	opens Services window
New		button	opens Enter Charges window to enter a new cross charge
Open		button	opens Enter Charges window for display only; only enabled if current user is originator of displayed cross charge

Services Window

Figure 68–9 Services Window

Services

Num	Name	Description	Payment Type	Amount	Status

Charge NameOriginator

Creation Account Description

Receiving Account Description

Rejection Note

Suggested AmountSuggested Receiving Account.

Services Window Description

Table 68–8 Services Window Description

Field Name	Type	Features	Description
Num	display only		service line number
Name	display only		service line name
Description	display only		service line description
Payment Type	display only		service line payment type
Amount	optional		service line amount
Status	display only		service line status
Creation Account	display only		service line creation account flexfield
Receiving Account	optional	list of values	service line receiving account flexfield
Charge Name	display only		name of cross charge containing service line
Originator	display only		cross charge originator
Creation Account Description	display only		creation account flexfield description
Receiving Account Description	display only		receiving account flexfield description
Rejection Note	display only		authorizer's reason for rejecting service line; only displayed if rejected service line selected and Workflow disabled
Suggested Amount	display only		new service line amount suggested by authorizer; only displayed if rejected service line selected and Workflow disabled
Suggested Receiving Account	display only		new receiving account flexfield suggested by authorizer; only displayed if rejected service line selected and Workflow disabled

Internal Trading Report Procedures

This chapter describes the Internal Trading reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Internal Trading: Internal Charge Status Report Procedure](#)
- [Internal Trading: Internal Charge Status Report Description](#)
- [Generating Internal Trading: Automatic Approval of Service Lines Procedure](#)
- [Generating Internal Trading: Create Actual Journals Procedure](#)

Definition

Internal Trading reports provide information about internal cross charges.

Overview

The following Internal Trading reports are available:

- [Internal Trading: Internal Charge Status Report](#)
- [Internal Trading: Automatic Approval of Service Lines](#)
- [Internal Trading: Create Actual Journals Report](#)

Internal Trading: Internal Charge Status Report

This report provides a listing of cross charge journal activity sorted by charge center, period, and payment type. The report can be filtered to include cross charges for a subset of charge centers for a selected range of accounting periods or for a selected status. Totals are generated for all cross charge lines and batches and for the charge center, as well as grand totals for all credit and debit amounts present in the report.

Internal Trading: Automatic Approval of Service Lines

If Workflow is disabled, this report accepts all cross charges that are not accepted or rejected within the system-defined time limit for the current set of books.

Internal Trading: Create Actual Journals Report

This report creates actual journals for all cross charge lines which have been approved but not converted to actual journal entries.

Generating Internal Trading: Internal Charge Status Report Procedure

To generate the Internal Trading: Internal Charge Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Internal Trading: Internal Charge Status Report from the list of values.
The Parameters pop-up window appears.
5. In the Charge Center field, select the charge center from the list of values.
6. In the Start Period field, select the earliest accounting period from the list of values.
7. In the End Period field, select the latest accounting period from the list of values.
8. To apply the parameters, click **OK**.
9. To submit the request to the concurrent manager, click **Submit**.
10. View the request in the concurrent manager as follows:

View - Requests

Internal Trading: Internal Charge Status Report Description

Table 69–1 *Internal Trading: Internal Charge Status Report Description*

Field	Description
Header Region	report title, date, page, charge center, accounting period
Charges Region	
Name	cross charge name
Line	individual service line number within cross charge
Service Type	service type associated with service line
Receiving Charge Center	receiving charge center for service line
Amount	service line amount
Status	service line status
Total for Period	total charges for accounting period
Total for Charge Center	total charges for charge center across all open accounting periods
Payments Region	
Name	cross charge name
Line	individual service line number within cross charge
Service Type	service type associated with service line
Receiving Charge Center	receiving charge center for service line
Amount	service line amount
Status	service line status
Total for Period	total payments for accounting period
Total for Charge Center	total payments for charge center across all open accounting periods

Generating Internal Trading: Automatic Approval of Service Lines Procedure

Note: This process does not generate any output.

To run the Internal Trading: Automatic Approval of Service Lines process, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Internal Trading: Automatic Approval of Service Lines from the list of values.
5. To submit the request to the concurrent manager, click **Submit**.
6. View the request in the concurrent manager as follows:

View - Requests

Generating Internal Trading: Create Actual Journals Procedure

Note: This process does not generate any output.

To run the Internal Trading: Create Actual Journals process, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Internal Trading - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Internal Trading: Create Actual Journals from the list of values.

5. To submit the request to the concurrent manager, click **Submit**.

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

View - Requests

Part XIX

Modified Historic Cost Accounting

Modified Historic Cost Accounting Process

This chapter describes the Modified Historic Cost Accounting (MHCA) functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Modified Historic Cost Accounting Background and Principles](#)
- [Modified Historic Cost Accounting Setup](#)
- [Modified Historic Cost Accounting Setup with Oracle Public Sector Financials \(International\)](#)
- [Modified Historic Cost Accounting Processing with Oracle Public Sector Financials \(International\)](#)

Definition

MHCA is the process by which assets are restated to their current value in respect of their cost and associated depreciation. Revaluation reserves generated by this process are amortized over the useful life of the asset by transfers to the general fund.

Overview

The MHCA process meets the following business needs:

- revaluing asset costs to reflect changing market values as represented by system held price indexes or ad-hoc valuation
- revaluing accumulated depreciation to reflect changing market values as represented by system held price indexes and manual valuations
- providing access to the revaluation effects on an asset by asset basis via an inquiry screen showing the revalued asset, together with the accumulated balance of the revaluation reserve and backlog depreciation
- creating additional journal entries to reflect changes in asset values within general ledger

Note: This documentation contains several warnings regarding important stages which, if missed, lead to operational problems. Read this whole document carefully.

Prerequisites

- Oracle Assets must be installed.
For information on implementing Oracle Assets, see [Oracle Assets](#), page 3-12.
- Oracle General Ledger must be installed.
For information on implementing Oracle General Ledger, see [Oracle General Ledger](#), page 3-6.

Modified Historic Cost Accounting Background and Principles

The demand for this function comes from the UK government's initiative on resource accounting and budgeting. This aims to correctly attribute the resources consumed, in current terms, in achieving the aims of government. This initiative applies to government departments, agencies, and non departmental public bodies (NDPB's). To value resources in current terms it is necessary to revalue them for movements in inflation, technological change, or other market forces. Resources are represented by indexes provided by the government statistical office or by periodic professional valuations.

MHCA, in effect, provides a form of current cost accounting (CCA) for fixed assets.

Principles

MHCA uses a revaluation reserve account to represent the cumulative difference between the historic cost and modified historic cost surpluses. The Resource Accounting Manual states that the revaluation reserve account balance is amortized over the useful life of the asset. This is achieved by a periodic transfer from the revaluation reserve account to the general fund account. Where an asset is identified as permanently falling in value, the fall in value should be charged to the operating account rather than the revaluation reserve.

Note: Currently this transfer to the general fund and treatment of permanent falling valuations is not provided. It is subject to confirmation by the UK Treasury and is viewed as a future enhancement.

In the full life of an asset, the revaluation resulting from changes in values creates a discrepancy between the replacement cost of an asset and the accumulated depreciation. The discrepancy is due to past depreciation provisions being based on historic cost. To ensure that the asset is fully depreciated by the end of its useful life, the accumulated depreciation provision must be restated to current levels by making an additional depreciation charge using the same indexes as those used for the revaluation of the asset cost. This additional depreciation charge is known as backlog depreciation.

There are two elements of backlog depreciation as follows:

- Adjustment of the current year depreciation charge.

Adjustments are charged to the depreciation expense account and credited to the accumulated depreciation account.

- Adjustment of prior years' depreciation provision.

Adjustments are charged to the revaluation reserve and credited to the accumulated depreciation account.

Modified Historic Cost Accounting Setup

For information on Modified Historic Cost Accounting setup with Oracle Assets, see [Modified Historic Cost Accounting Setup Steps](#), page 71-4.

Modified Historic Cost Accounting Setup with Oracle Public Sector Financials (International)

This section contains the following:

- [Asset Books Setup](#)
- [Historic or Corporate Books Setup](#)
- [Modified Historic Cost Accounting Book and Associated Elements Setup](#)

Asset Books Setup

Within Oracle Assets, assets are grouped by category, for example, fixtures and fittings, or land and buildings. These categories are held in a book to represent the total assets of the organization. Different books are established for different views of the same assets, for example, different tax treatments or in the case of MHCA, different revaluation treatment.

Asset books are defined in the Book Controls window and define the default rules for the operation of this book of assets. This includes:

- whether it is the main corporate book or a tax book, also which general ledger set of books receives journal entries
- the depreciation calendar to be used and the starting current period
- the account segment codes for retirement and disposal of assets, and intercompany transactions

Further accounts are defined as part of the asset category setup.

- the journal categories within which the journal entries are passed to the general ledger
- the rules for revaluation and copying of assets included within this book

MHCA requires the following asset books to be set up:

- historic or corporate book
- MHCA tax book

For information on controlling books, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.

Historic or Corporate Books Setup

The following restrictions apply to the historic book:

- only straight line depreciation methods are supported
Using depreciation methods other than straight line results in inaccurate calculations.
- depreciation must be divided evenly per period
- journal entries are posted to the nominated general ledger set of books

For information on setting up the historic or corporate book, see [Set of Books Window](#), *Oracle General Ledger User's Guide*.

Modified Historic Cost Accounting Book and Associated Elements Setup

The MHCA book is set up as a tax book. The following steps must be performed after setting up the historic book:

1. General Ledger

The MHCA book posts to a separate general ledger set of books. The MHCA set of books must be set up in the same way as the historic book in that it shares the same chart of accounts, currency, and calendar as the historic general ledger set of books.

The following rules apply when setting up the MHCA set of books:

- General ledger periods must be set up and open for any MHCA depreciation periods to be processed.
- It is recommended that the calendar used in the MHCA general ledger set of books is matched with the depreciation calendar used in the MHCA book. If the calendars do not match, manual corrections are necessary when importing journals into the general ledger.

Note: If Oracle Public Sector Financials (International) is used with Oracle Payables, carefully consider which general ledger set of books is to be associated with the MHCA book. It is not recommended to use a tax book from Payables, therefore the corporate book must be defined.

2. Depreciation calendars

A calendar is set up to serve as the depreciation calendar for the MHCA book. The following rules apply:

- To achieve a meaningful comparison of information between the MHCA and standard historic cost accounting (HCA) asset books, it is important that the beginning and end of the MHCA depreciation period corresponds exactly to one or more consecutive periods within the historic depreciation calendar.

For example, if the historic periods for the year are the calendar months January to December, the corresponding MHCA quarter 1 period must consist of the historic periods January to March, and the MHCA quarter period consists of the historic periods April to June.

- The From-Date field in each MHCA period must contain a date which corresponds to a from-date in a period in the historic book's monthly calendar.
- The To-Date field in each MHCA period must contain a date which corresponds to a to-date in a period in the historic book's monthly calendar.

[Table 70-1](#), page 70-8 shows an example of correct and incorrect MHCA period setup.

Table 70-1 An Example of correct and incorrect MHCA period setup

HCA Periods	Correct MHCA Periods	Incorrect MHCA Periods
P1 01-01-01 to 31-01-01		
P2 01-02-01 to 28-02-01	Q1 01-01-01 to 31-03-01	16-12-00 to 15-01-01
P3 01-03-01 to 31-03-01		
P4 01-04-01 to 30-04-01		
P5 01-05-01 to 31-05-01	Q2 01-04-01 to 30-06-01	16-03-01 to 15-06-01
P6 01-06-01 to 30-06-01		

When defining the earliest date placed in service on the System Controls window, ensure the date occurs before the date placed in service of any asset to be included within that book.

- Calendar period names within the MHCA asset register are carried through to the general ledger when general ledger journal batches are periodically created. Batches do not post unless the period names are the same as those defined in General Ledger accounting periods.

- The same fiscal year calendar for the historic book is enforced for the MHCA book.
- There should be a full depreciation period prior to the depreciation period in which the earliest date placed in service lies.

WARNING: If MHCA has been upgraded from a prior version of Oracle Applications, and the MHCA depreciation calendar does not extend back to the earliest date placed in service, the MHCA setup process must not proceed. A new MHCA book must be set up including the earliest date placed in service. The earliest date placed in service is required by MHCA to calculate the catch-up depreciation. Failure to define the earlier periods results in errors with no calculations.

WARNING: If more than one MHCA book is used, all periods must synchronize in all MHCA books. Failure to synchronize causes errors in the MHCA calculations.

- Once an MHCA book is set up for an existing historic book installation, the MHCA book depreciation periods must not be closed prior to the corresponding historic book depreciation periods.
- All books should use the same fiscal year.

3. Modified Historic Cost Accounting Extended Price Indexes

- price indexes are set up to reflect changing values using the Extended Price Indexes window.
- Price indexes must be set up after the depreciation calendar for MHCA.
- Indexes are used in periodic mass revaluation, and when assets are initially added to the MHCA book by the Modified Historic Cost Accounting Extended Initial Mass Copy process.
- Price indexes do not need to be set up in the historic or corporate asset book but must be set up in the MHCA book.

For information on defining price indexes, see [Defining Extended Price Indexes Procedure](#), page 71-13.

4. Book controls

MHCA is usually implemented at the start of the financial year. When the book control is completed to create the corporate and MHCA tax books, the current open depreciation period should be set as the period prior to the one in which users would first carry out normal processing. For example, if the first period of

processing is April 2001, then the Book Control window should be set as March 2001.

An MHCA book control record is set up to do the following:

- specify that the book is a tax or corporate book
- specify mass copy is allowed
- specify which historic book is used as the initial or periodic mass copy source book
- which general ledger set of books receives journal entries
- which depreciation calendar is used

WARNING: The Modified Historic Cost Accounting: Tax Book Validation Report ensures that the setup from the historical book is compatible with the MHCA book. The Modified Historic Cost Accounting: Tax Book Validation Report shows where the setup in the historical book corresponds with the MHCA book. For example, Yes is shown where settings correspond, and No is shown for settings that do not correspond. Users need to change settings in the appropriate book so that all required settings are correct. The report can be run any number of times until the setup in both books is correct and MHCA functionality can be used.

It is important that this process is run before assigning categories to this asset book in the Extended Asset Categories window. Failure to successfully run this process means that this tax book is unavailable for use as an MHCA book.

5. Asset categories

Categories are assigned to asset books and related information, for example, accounting codes and default depreciation rules, is set up using the Define Categories window. Each category defined in the historic book should have category or book information defined in the MHCA book.

Once users have defined the asset categories in the historic book, the assets need to be set up in the Extended Asset Categories window in Oracle Public Sector Financials (International) Assets.

- In the Extended Asset Category Setup window, users define whether an asset category should be revalued, and on what basis the asset is to be revalued, for example, indexed revaluation or ad-hoc revaluation.
- The Extended Asset Category window requires that the General Ledger accounts for the backlog depreciation are defined. These accounts enable

MHCA to create accounting entries for the revaluation of prior year depreciation.

For information on defining categories, see [Defining Book Controls](#), *Oracle Assets User's Guide*.

For information on controlling books, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.

Modified Historic Cost Accounting Processing with Oracle Public Sector Financials (International)

The following topics are described in this section:

- [Initial Modified Historic Cost Accounting Processing](#)
- [Oracle Assets Initial Mass Copy](#)
- [Modified Historic Cost Accounting Mass Copy Post Processor](#)
- [Oracle Assets Gains and Losses](#)
- [Modified Historic Cost Accounting Extended Mass Revaluations](#)
- [Oracle Assets Depreciation](#)
- [Modified Historic Cost Accounting Depreciation Post Processor](#)
- [Oracle Assets Create Journals](#)
- [Oracle General Ledger Journal Import](#)
- [Reporting and Reconciliation](#)

Initial Modified Historic Cost Accounting Processing

This section describes the process for importing historic assets into the MHCA asset book. Asset values and depreciation provisions are also updated to current values. Initial processing applies to MHCA installations for new Oracle Assets implementations and existing Oracle Assets users who are using MHCA processing for the first time.

Day-to-Day-Transactions

Day-to-day transactions are required when the setup steps are complete.

- day-to-day transactions are performed in the historic book
- Additions, transfers, mass transfers, and reclassifications are performed in the historic book and are copied into the MHCA book when mass copy is run after the close of the historic period.
- retirements and reinstatements are processed as standard assets, except for the following:
 - Reinstatements of retirements must not be performed in a later depreciation period than that in which the retirement occurred.

- Prior period retirements are not supported in MHCA
- manual adjustments are performed in the historic book but are not copied into the MHCA book at mass copy time. Each adjustment on the historic book must be performed manually online in the MHCA book.
- revaluation, re-lifing, and permanent diminutions transactions do not apply to the historic book, and are performed in the MHCA book only.

Oracle Assets Initial Mass Copy

This section contains the following:

- [Initial Mass Copy](#)
- [Periodic Mass Copy](#)

Initial Mass Copy

The initial mass copy process is run to copy all asset transactions from the historic book to the MHCA book.

The Initial Mass Copy Execution Report is reviewed in the View Requests window to check that all assets are processed correctly. If assets cannot be processed, the initial mass copy log provides explanations and details of the actions required to resolve the problem.

Initial mass copy may be run as many times as necessary until all assets are successfully copied into the MHCA book. Alternatively, assets may be manually copied to the MHCA book.

The asset additional, financial adjustments, asset retirements, and tax additions reports are run on the MHCA book to view all the transactions that are copied into the book.

Periodic Mass Copy

Periodic mass copy is the same as the initial mass copy process. Only assets for the specified period are copied.

Modified Historic Cost Accounting Mass Copy Post Processor

Once the Oracle Assets Initial Mass Copy has been run, users are required to run the MHCA Mass Copy Post Processor. The Modified Historic Cost Accounting Mass Copy Post Processor revalues copied assets, and calculates depreciation amounts based upon the revalued costs. This calculates values up to the end of the

previous period, for example, if the current quarter is quarter 4 then this process calculates amounts up to the end of quarter 3.

Following the successful running of this process, the next stage is to run Oracle Assets Gains and Losses process.

Oracle Assets Gains and Losses

This process calculates gains and losses on disposal of assets by transferring asset costs and accumulated depreciation to the nominated gains and losses account.

Modified Historic Cost Accounting Extended Mass Revaluations

MHCA extended mass revaluation brings assets up to their current valuation by reference to the price indexes attached to that asset category. Journal entries are created which adjust the asset cost account and the revaluation reserve account.

This process also revalues accumulated depreciation according to the same indexes and generates backlog depreciation and additional current year depreciation. This process is described as follows:

- Backlog depreciation results from revaluation of the prior year portion of the depreciation reserve, and is charged to the revaluation reserve.
- Current year expense results from revaluation of the current year portion of the depreciation reserve, and is charged to the operating account.

When an asset is retired, a part of the revaluation process calculates the gain or loss on retirement. This involves transferring the revalued cost, revalued depreciation, and backlog depreciation to the sale of assets accounts, and releasing the revaluation reserve account balance to the retired revaluation reserve account.

When running this process the system requires that a Preview is used which provides users with the opportunity to see the impact of the revaluation before it is applied to the MHCA book. Once this has been verified as correct, the process is re-run in full update mode.

Oracle Assets Depreciation

Oracle Assets depreciation process is used to calculate the depreciation for the assets within the historic and MHCA asset books. An option exists which enables users to decide whether to close the depreciation period or to leave it open pending verification of the depreciation amounts calculated.

Prior to closing the period it is possible to use Oracle Assets' Depreciation Rollback to reverse a depreciation run.

WARNING: Oracle Assets Rollback Depreciation Report may also be run against the MHCA book providing that the MHCA depreciation post processor has not been run.

WARNING: It is important that immediately following the running of depreciation in the MHCA book, regardless of the close option, that the MHCA depreciation post processor process is run.

Modified Historic Cost Accounting Depreciation Post Processor

Once the Oracle Assets depreciation has been run in the MHCA asset book, users are required to run the MHCA depreciation post processor. This process updates MHCA depreciation tables and synchronizes them with Oracle Assets.

Oracle Assets Create Journals

The Create Journals program is run for the depreciation period that has just closed. This creates journal entries in the general ledger set of books associated with the MHCA book for most of the assets activity that occurred during that period. The remainder of the journal entries are created by the journal import setup.

For information on creating journals, see [Importing Journals Window](#), *Oracle General Ledger User's Guide*.

Oracle General Ledger Journal Import

The Journal Import program is run in general ledger by requesting the defined asset journal source. This imports extra journals which MHCA creates for catch-up depreciation and backlog depreciation for new asset additions to the MHCA book.

For information on importing journals, see [Importing Journals Window](#), *Oracle General Ledger User's Guide*.

Reporting and Reconciliation

The following reports are run from MHCA.

Table 70–2 Reporting and Reconciliation

Report Name	Generated From	Description
Modified Historic Cost Accounting: General Ledger Detail Trial Balance Report		run for general ledger period corresponding to MHCA depreciation period just closed. Figures from assets' reports in MHCA book are compared with figures in trial balance reports
Modified Historic Cost Accounting: Asset Balance Report		reconciles depreciation reserve and asset cost balances in MHCA asset book with the MHCA general ledger set of books. The non-backlog depreciation, that is, total depreciation reserve minus backlog depreciation, on the Modified Historic Cost Accounting: Asset Balance Report is reconciled with the sum of the depreciation reserve balances on the detail trial balance report. The asset cost figures shown on the report reconcile directly with the asset cost balances on the MHCA general ledger set of book trial balance.
Modified Historic Cost Accounting: Reserve Summary Report		reconciles the revaluation reserve accumulation in the MHCA asset book with the corresponding balances in the MHCA general ledger set of books
Modified Historic Cost Accounting: Tax Reserve Ledger Report		reconciles the depreciation expense balances in the MHCA book with the depreciation expense balances in the MHCA asset book

Table 70-2 Reporting and Reconciliation

Report Name	Generated From	Description
Modified Historic Cost Accounting: Tax Reserve Ledger Report		reconciles the depreciation expense balances in the MHCA book with the depreciation expense balances in the MHCA asset book
Modified Historic Cost Accounting: Tax Retirements Report		reconciles the change in the following retirements balances: proceeds of sales clearing, cost of removal clearing, and gain or loss
Modified Historic Cost Accounting: Cost Clearing Reconciliation Report		reconciles the asset clearing accounts. To ensure the account balances are reflected accurately, it is recommended that this report is run immediately after the close of the MHCA period

Modified Historic Cost Accounting Setup

This chapter describes how to set up Modified Historic Cost Accounting (MHCA) in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Modified Historic Cost Accounting Setup Steps](#)
- [Synchronizing the MHCA Depreciation Calendar](#)
- [Validating MHCA Tax Book](#)
- [Setting Up Extended Price Indexes linked to the Extended Asset Categories](#)
- [Setup: Extended Price Indexes Window](#)
- [Setup: Extended Price Indexes Window Description](#)
- [Extended Asset Category Setup Window](#)
- [Extended Asset Category Setup Window Description](#)

Definition

MHCA provides functionality to support the revaluation of fixed assets and the associated accounting entries. This is part of the UK government's initiative on resource accounting and budgeting.

Overview

MHCA enables users to perform the following:

- revalue assets in line with changing prices
- calculate depreciation on revalued asset costs

MHCA setup includes the following procedures:

- [Synchronizing the MHCA Depreciation Calendar](#)

After Oracle Asset calendars are set up, the Modified Historic Cost Accounting: Synchronize Calendars concurrent process must be run to ensure that the Oracle Assets and Oracle Public Sector Financials (International) calendars are synchronized.

- [Validating MHCA Tax Book](#)

The Modified Historic Cost Accounting: Tax Book Validation Report ensures that the setup of the book is suitable for use as an MHCA book.

The Modified Historic Cost Accounting: Tax Book Validation Report must be reviewed to ensure book control settings for the MHCA book are correct. If the report displays any settings set to No, book controls for the MHCA book must be changed. The Modified Historic Cost Accounting: Tax Book Validation Report needs to be re-run if changes are made to book control settings.

- [Defining Extended Price Indexes Procedure](#)

A price index must be defined for use in asset revaluation.

A calendar must be assigned to the price index that is the same as the MHCA book's depreciation calendar.

- [Defining Extended Asset Categories](#)

This step assigns the MHCA book to the asset category.

For information on setting up or modifying assets, see [Changing Asset Details](#), *Oracle Assets User's Guide*.

Prerequisites

- ❑ Oracle Corporation recommends reading MHCA background information before implementing this feature.
For information on MHCA, see [Modified Historic Cost Accounting Process](#), page 70-1.
- ❑ System Administrator setup must be completed.
For information on setting up System Administrator, see [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.
- ❑ MHCA must be enabled.
For information on enabling public sector features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ❑ General Ledger setup must be completed.
For information on setting up General Ledger, see [General Ledger Setup Steps](#), *Oracle General Ledger User's Guide*.
- ❑ All Assets setup steps for Oracle Financials must be completed to use Oracle Public Sector Financials (International).
For information on setting up assets, see [Asset Workbench](#), *Oracle Assets User's Guide*.
- ❑ An account generator must be set up in Oracle Assets.
For information on setting up the account generator, see [Choosing the Process for a Flexfield Structure](#), *Oracle Applications Flexfields Guide*.

Modified Historic Cost Accounting Setup Steps

The steps in this section are listed in order of completion.

1. Defining Sets of Books

This step is required.

For information on defining sets of books, see [Sets of Books Window](#), *Oracle General Ledger User's Guide*.

For information on setting up asset books, see [Asset Books Setup](#), page 70-6.

For information on setting up the historic or corporate book, see [Historic or Corporate Books Setup](#), page 70-7.

For information on setting up the MHCA tax book, see [Modified Historic Cost Accounting Book and Associated Elements Setup](#), page 70-7.

2. Defining Unit of Measure Classes

This step is optional.

For information on defining unit of measure classes, see [Defining Unit of Measure Classes](#), *Oracle Inventory User's Guide*.

3. Defining Unit of Measure

This step is optional.

For information on defining unit of measure classes, see [Defining Unit of Measure Classes](#), *Oracle Inventory User's Guide*.

4. Defining Employees

This step is optional.

For information on defining employees, see [People Window](#), *HRMS Managements Systems*.

5. Descriptive Flexfields Structure

This step is optional.

For information on defining descriptive flexfield structures, see [Descriptive Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

6. Account Generator

This step is required.

For information on account generator, see [Choosing the Process for a Flexfield Structure](#), *Oracle Applications Flexfields Guide*.

7. Journal Entry Sources

This step is required.

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

8. Journal Entry Categories

This step is required.

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

9. Numbering

This step is optional.

For information on journal entry categories, see [Specifying System Controls](#), *Oracle Assets User's Guide*.

10. Suppliers

This step is optional.

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

11. Asset Key Flexfields

This step is required.

For information on asset key flexfields, see [Key Flexfield Segments Window](#), *Oracle Applications Flexfields Guide*.

12. Asset Category Flexfields

This step is required.

For information on asset category flexfields, see [Segment Values Window](#), *Oracle Applications Flexfields Guide*.

13. Location Flexfields

This step is optional.

For information on location flexfields, see [Segment Values Window](#), *Oracle Applications Flexfields Guide*.

14. System Controls

This step is required.

For information on journal entry categories, see [Specifying System Controls](#), *Oracle Assets User's Guide*.

15. Locations

This step is required.

For information on locations, see [Defining Locations](#), *Oracle Assets User's Guide*.

16. Asset Keys

This step is optional.

For information on asset keys, see [Defining Asset Keys](#), *Oracle Assets User's Guide*.

17. Quick Codes

This step is optional.

For information on quick codes, see [Entering Quick Codes](#), *Oracle Assets User's Guide*.

18. Fiscal Years

This step is required.

For information on fiscal years, see [Creating Fiscal Years](#), *Oracle Assets User's Guide*.

19. Calendars

This step is required.

For information on calendars, see [Specifying Dates for Calendar Periods](#), *Oracle Assets User's Guide*.

20. Security

This step is optional.

For information on calendars, see [Security](#), *Oracle Human Resources Management Systems User's Guide*.

21. Book Controls

This step is required.

For information on book controls, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.

22. Modified Historic Cost Accounting Tax Book Validation Depreciation

This step is required.

The Modified Historic Cost Accounting: Tax Book Validation Report ensures that the book setup is suitable for MHCA requirements. The Modified Historic Cost Accounting: Tax Book Validation Report lists tests that are applied to the text book before it is created as an MHCA tax book. For each of the criteria Yes is shown where settings are correct and No is shown for settings that need changing. The report can be run any number of times until the setup is correct for MHCA use.

WARNING: The tax book cannot be used for MHCA if the settings do not correspond with the tests that appear in the Modified Historic Cost Accounting: Tax Book Validation Report.

23. Depreciation Methods

This step is required.

For information on depreciation methods, see [Defining Additional Depreciation Methods](#), *Oracle Assets User's Guide*.

24. Depreciation Ceilings

This step is optional.

For information on depreciation ceilings, see [Setting Up Depreciation Ceilings](#), *Oracle Assets User's Guide*.

25. Investment Tax

This step is optional.

For information on investment tax credit, see [Tax Workbench](#), *Oracle Assets User's Guide*.

26. Prorate Retirement Convention

This step is required.

For information on prorate conventions, see [Specifying Dates for Prorate Conventions](#), *Oracle Assets User's Guide*.

27. Modified Historic Cost Accounting Extended Price Indexes

This step is required.

MHCA extended price indexes are used to represent the changing values of asset categories. The revaluation process uses the movement of indexes within the period to determine the revaluation amount. It is unnecessary to define Oracle Assets price indexes but it is essential to define the MHCA extended price indexes, unless required for other Oracle Assets purposes.

28. Price Indexes

This step is optional.

For information on price indexes, see [Defining Price Indexes](#), *Oracle Assets User's Guide*.

29. Asset Categories

This step is required.

For information on asset categories, see [Setting Up Asset Categories](#), *Oracle Assets User's Guide*.

30. Modified Historic Cost Accounting Extended Asset Category

This step is required.

Users can define the accounting flexfield for the backlog depreciation using the MHCA extended asset category. Once users have selected an asset category, the extended asset categories enable users to define whether an asset category is subject to revaluation, by selecting or deselecting a check box. If indexed revaluation is selected, the asset category uses extended price indexes associated with the asset category. If ad-hoc revaluation is selected, users can manually enter the revised asset value for that category.

31. Distribution Sets

This step is optional.

For information on distribution sets, see [Defining Distribution Sets](#), *Oracle Assets User's Guide*.

32. Leases

This step is optional.

For information on leases, see [Entering Leases](#), *Oracle Assets User's Guide*.

33. Warranties

This step is optional.

For information on warranties, see [Defining Asset Warranties](#), *Oracle Assets User's Guide*.

34. Profile Options

This step is optional.

For information on profile options, see [Personal Profile Values Window](#), *Oracle Applications Flexfields Guide*.

35. Insurance

This step is optional.

For information on insurance, see [Fixed Assets Insurance Window Reference](#), *Oracle Assets User's Guide*.

36. Synchronize Depreciation Calendar

This step is required.

For information on synchronizing the MHCA depreciation calendar, see [Synchronizing the MHCA Depreciation Calendar](#), page 71-11.

37. Validate MHCA Tax Book

This step is required.

For information on validating the tax book, see [Validating MHCA Tax Book](#), page 71-12.

38. Define Extended Price Indexes

This step is required.

For information on defining extended price indexes, see [Setting Up Extended Price Indexes linked to the Extended Asset Categories](#), page 71-13.

Synchronizing the MHCA Depreciation Calendar

To run the Modified Historic Cost Accounting: Synchronize Calendars concurrent process, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Setup - Setup Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Modified Historic Cost Accounting: Synchronize Calendars Processor from the list of values.
5. Click **Submit**.

The Decision pop-up window appears.

6. Click **No**.

The main menu is automatically displayed.

Validating MHCA Tax Book

The Modified Historic Cost Accounting: Tax Book Validation Report can be run any number of times to enable users to make changes to the tax book controls.

WARNING: If setup fails validation, the MHCA book is unavailable in the list of values for extended asset category setup.

To validate the MHCA tax book setup, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Setup - Setup Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Tax Book Validation Report from the list of values.

The Parameters pop-up window appears.

5. In the Book field, select an MHCA book from the list of values.
6. In the Create if not present? field, select Yes from the list of values.
7. Click **OK**.
8. Click **Submit**.

The Decision pop-up window appears.

9. Click **No**.

The main menu is automatically displayed.

Setting Up Extended Price Indexes linked to the Extended Asset Categories

Setting Up Extended Price Indexes linked to the Extended Asset Categories consists of the following procedures:

- [Defining Extended Price Indexes Procedure](#)
- [Defining Asset Categories in Oracle Assets](#)
- [Defining Extended Asset Categories](#)

Defining Extended Price Indexes Procedure

To define extended price indexes, perform the following steps.

1. Navigate to the Setup: Extended Price Indexes window as follows:

OPSF(I) Assets - Setup - Extended Price Indexes

2. In the Price Index field, enter the extended price index name.
3. In the Calendar field, select the depreciation calendar for the MHCA book.
4. Save the created index as follows:

File - Save or Save and Proceed

Note: When saved, the extended price index is populated with the default value, for example 9999.99.

5. In the Value field, enter an extended price index percentage for each calendar period.
6. Save the extended price index as follows:

File - Save or Save and Proceed

7. Close the window.

Defining Asset Categories in Oracle Assets

For information on defining asset categories, see [Setting Up Asset Categories](#), *Oracle Assets User's Guide*. For information on linking categories to price indexes, see [Defining Extended Price Indexes Procedure](#), page 71-13.

Defining Extended Asset Categories

To define the extended asset category, perform the following steps.

1. Navigate to the Extended Asset Category Setup window as follows:
OPSF(I) Assets - Setup - Extended Asset Category
2. To enable users to enter selection criteria in the Category, Description, Category Type, and Ownership fields, enter a query as follows:
View - Query by example - Enter
3. To return the category queried in Step 2, run the query as follows:
View - Query by example - Run
4. In the Tax Book field, select the MHCA book from the list of values.
Note: The MHCA book should have been previously assigned to this category.
5. In the Backlog Depreciation Reserve field, enter the appropriate account code combinations.
6. To revalue assets for that category, select the Allow Revaluation check box.
7. Select the Allow Indexed Revaluation or Allow Ad-hoc Revaluation check box.
8. Save and continue as follows:
File - Save or save and continue

Setup: Extended Price Indexes Window

Figure 71-1 Setup: Extended Price Indexes Window

Setup : Extended Price Indexes

Calendar Price Indexes

Price Index

Calendar

Price Index Values

	Value	From Date	To Date
☒			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐			

Setup: Extended Price Indexes Window Description

Table 71–1 *Setup: Extended Price Indexes Window Description*

Field Name	Type	Features	Description
Calendar Price Indexes Region			
Price Index	required		extended price index name
Calendar	required	list of values	price index calendar
Price Index Values Region			
Value	required		default set to 9999.99. Enter index values. Note: Index values are automatically created with a range of 9999.99 for each period. Ensure that the percentage for each period is changed from 9999.99 to the percentage required. Note: If a price has been stable but may rise, set an index with constant values, for example, index for January is 100.00 and February is 100.00.
From Date	display only		automatically populated from Calendar field
To Date	display only		automatically populated from Calendar field

Extended Asset Category Setup Window

Figure 71–2 Extended Asset Category Setup Window

Extended Asset Category Setup

Category

Description

Category Type

Ownership

Property Type

☒ Enabled

☒ Capitalize

☒ In Physical Inventory

Property Class

General Ledger Accounts

Tax Book

Backlog Depreciation Reserve

☒ Allow Revaluation

☒ Allow Indexed Revaluation

☒ Allow Ad-hoc Revaluation

Extended Asset Category Setup Window Description

Table 71–2 *Extended Asset Category Setup Window Description*

Field Name	Type	Features	Description
Category	required		asset category
Description	required		asset description
Category Type	required	drop-down list	type category
Ownership	required	drop-down list	type ownership
Property Type	required		type property
Enabled		check box	if selected, available for use; if deselected, unavailable
Capitalize		check box	if selected, capitalized; if deselected, unavailable
In Physical Inventory		check box	if selected, included in physical inventory; if deselected, not included in physical inventory
Property Class	required		class
General Ledger Accounts Region			
Tax Book	optional		name of compliant MHCA book
Backlog Depreciation Reserve	optional		account to hold the effect of revaluation on prior years' accumulation depreciation

Table 71–2 Extended Asset Category Setup Window Description

Field Name	Type	Features	Description
Allow Revaluation		check box	if selected, included in revaluation; if deselected, not included in revaluation
Allow Indexed Revaluation		check box	if selected, revalued in accordance with price index associated to asset category; if deselected, no indexed revaluation
Allow Ad-hoc Revaluation		check box	if selected, revalued in accordance with manually entered valuation; if deselected, no ad-hoc revaluation

Modified Historic Cost Accounting Procedures

This chapter describes the Modified Historic Cost Accounting (MHCA) features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [MHCA Indexed Revaluation Procedures](#)
- [Extended Mass Revaluations Window](#)
- [Extended Mass Revaluations Window Description](#)
- [Running Extended Depreciation Projections Procedure](#)
- [Extended Depreciation Projection Window](#)
- [Extended Depreciation Projection Window Description](#)
- [Viewing MHCA Online Inquiry Procedure](#)
- [Modified Historic Cost Accounting Details Window](#)
- [Modified Historic Cost Accounting Details Window Description](#)
- [Performing Manual Adjustments Procedure](#)

Definition

MHCA is a form of current cost accounting (CCA) for fixed assets that revalues the historic cost of the asset.

Overview

MHCA consists of the following procedures:

- [Manual Adjustment Procedures](#)
- [MHCA Indexed Revaluation Procedures](#)
- [MHCA Extended Depreciation Projection Procedure](#)
- [Online Inquiry Procedure](#)

Manual Adjustment Procedures

The Assets window in Oracle Assets enables values to be changed in the MHCA book to synchronize it with the associated corporate book.

The following values can be changed:

- cost
- life
- salvage value

Changes must first be made in the historic book.

When using MHCA, the journal entries are created in the General Ledger interface tables.

To import the extra journals manually, use the general ledger book linked to the MHCA tax book, and run journal import for the source asset, and select Yes to run the report. Post the new journal entry and run the General Ledger Trial Balance to verify the import was added successfully.

MHCA Indexed Revaluation Procedures

The indexed revaluation and depreciation procedures perform the following tasks:

- allow default rules derived from price indexes to be used
- maintain backlog depreciation amounts

- revalue to a cost or price index
- allow for the effect of indexed revaluation on depreciation projections

MHCA Extended Depreciation Projection Procedure

The MHCA Extended Projection Procedure enables users to calculate future depreciation based on current asset valuations.

Online Inquiry Procedure

Oracle Assets financial information inquiry displays the amount of revaluation reserve in respect of that asset. This represents the difference between the latest revaluation and the historic cost of that asset.

When MHCA is enabled a zoom is available from the View menu that enhances the information available about the revaluation reserve. This zoom shows the deduction from the revaluation reserve in respect of the revaluation of prior years depreciation, known as backlog depreciation. The current period movement on backlog depreciation is also shown.

For information on viewing financial information, see [Viewing Assets](#), *Oracle Assets User's Guide*.

Prerequisites

- ❑ Fiscal years, calendars, and prorate conventions must be set up.
For information on fiscal years, see [Creating Fiscal Years](#), *Oracle Assets User's Guide*.
For information on calendars, see [Specifying Dates for Calendar Periods](#), *Oracle Assets User's Guide*.
For information on prorate convention, see [Specifying Dates for Prorate Convention](#), *Oracle Assets User's Guide*.
- ❑ The MHCA book must be created with the Allow Mass Copy check box selected in the Book Controls window.
For information on creating the MHCA book, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.
- ❑ Price indexes must be set up for the current period and prior periods for all categories that exist in the book requiring periodic revaluation or depreciation.

For information on setting up price indexes, see [Defining Price Indexes](#), *Oracle Assets User's Guide*.

- ❑ Price indexes must be set up from the earliest possible date placed in service for asset categories in the book, up to the current open period in the MHCA book, using the Extended Price Indexes window.

For information on setting up price indexes, see [Defining Price Indexes](#), *Oracle Assets User's Guide*.

- ❑ An asset must be set up using the Extended Asset Categories window.

For information on setting up assets, see [Defining Extended Asset Categories](#), page 71-14.

- ❑ Mass copy must be run to process all assets from the associated historic book to the MHCA book.

For information on running mass copy, see [Generating Modified Historic Cost Accounting: Mass Copy Post Processor](#), page 73-12.

- ❑ To run revaluation, revaluation rules and revaluation accounts must be set up.

For information on running revaluation, see [Defining Depreciation Books](#), *Oracle Assets User's Guide*.

MHCA Indexed Revaluation Procedures

This section contains the following procedures:

- [Previewing Extended Mass Revaluation Procedure](#)
- [Running Extended Mass Revaluation Procedure](#)
- [Reviewing Extended Mass Revaluation Procedure](#)

Previewing Extended Mass Revaluation Procedure

To run revaluation, perform the following steps.

1. Navigate to the Extended Mass Revaluations window as follows:

OPSF(I) Assets - Processing - Extended Mass Revaluation

2. In the Book field, select the book containing assets or asset categories to be revalued from the list of values.
3. In the Comments field, enter text as required.

The text appears in the report heading

4. In the Revaluation Process region, select the Ad-hoc Revaluation or Indexed Revaluation radio button.

If the Ad-hoc Revaluation radio button is selected, the Asset Number and New Cost fields must be populated and the record must be saved.

If the Indexed Revaluation radio button is selected, all categories for this tax book are displayed.

5. In the Default Rules Region, the default is set to Revalue Fully Reserved Assets.
6. In the Rates region, to override default rules set for an asset, select the Override Rules check box.

The Override Rules window appears.

The index rate per cent default value is based on the price index for that category. This percentage can be overridden.

Note: The default rate per cent continues to be based on the prior month index value.

7. To submit the Modified Historic Cost Accounting: Extended Mass Revaluation Preview Report, click **Preview**.

The Note pop-up window appears.

8. Click **OK**.
9. View the request in the concurrent manager as follows:
View - Requests

Running Extended Mass Revaluation Procedure

To run the Modified Historic Cost Accounting: Extended Revaluation Review Report, perform the following steps.

1. Navigate to the Extended Mass Revaluations window as follows:

OPSF(I) Assets - Processing - Extended Mass Revaluations

2. Run the Modified Historic Cost Accounting: Extended Revaluation Review Report as follows:

View - Query by Example - Enter

3. In the Mass Transaction Number field, enter the transaction number used to run the Modified Historic Cost Accounting: Preview Revaluation Report.
4. Retrieve the transaction data as follows:

View - Query by Example - Run

The **Run** and **Preview** buttons are enabled.

Note: The **Run** button is enabled if the Status of the record is set as Previewed or Error.

5. If modifications were made, rerun the report in Preview mode.

For information on running the report in preview mode, see [Previewing Extended Mass Revaluation Procedure](#), page 72-5.

6. If no modifications have been made to the MHCA book since Preview was originally run, click **Run** to submit the revaluation program.

The Note pop-up window appears.

7. Click **OK**.
8. Close the window.
9. View the request as follows:

View - Requests

10. Close the window.

Reviewing Extended Mass Revaluation Procedure

To run the Modified Historic Cost Accounting: Extended Revaluation Review Report, perform the following steps.

1. Navigate to the Extended Mass Revaluations window as follows:
OPSF(I) Assets - Processing - Extended Mass Revaluations
2. Run the Modified Historic Cost Accounting: Extended Revaluation Review Report as follows:
View - Query by Example - Enter
3. In the Mass Transaction Number field, enter the transaction number used to run the Modified Historic Cost Accounting: Extended Mass Revaluation Report.
4. Retrieve the transaction data as follows:
View - Query by Example - Run
The **Review** button is enabled.
5. Click **Preview**.
The Note pop-up window appears.
6. Click **OK**.
7. Close the window.
8. View the request as follows:
View - Requests
9. Close the window.

Extended Mass Revaluations					
Book			Mass Transaction Number		
Comments			Revaluation Date		
Revaluation Process	☒ Ag-hoc Revaluation ☐ Indexed Revaluation		Status		
[]					
Default Rules					
☒ Revalue Fully Reserved Assets			Maximum Revaluations		
Life Extension Factor			Life Extension Ceiling		
Rates					
					Override Rules
Category	Asset Number	Current Cost	New Cost	Rate %	
					☒ []
					☐ []
					☐ []
					☐ []
					☐ []
					☐ []
					☐ []
Description					
Override Rules		Review (B)		Run	
Preview					

Extended Mass Revaluations Window Description

Table 72–1 *Extended Mass Revaluations Window Description*

Field Name	Type	Features	Description
Book	required	list of values	MHCA book name
Comments	required		user-defined comments
Mass Transaction Number	display only		unique revaluation transaction identifier
Revaluation Date	display only		date revaluation run
Status	display only		revaluation status; options are: Completed, Previewed, New, and Running
Revaluation Process Region			
Adhoc Revaluation	optional	radio button	if provided, allows ad-hoc revaluation
Indexed Revaluation	optional	radio button	if provided, allows indexed revaluation
Default Rules Region			
Revalue Fully Reserved Assets	display only	check box	indicates if fully reserved assets revalued; defaults from book setup
Life Extension Factor	display only		factor by which asset life multiplied when fully reserved
Maximum Revaluations	display only		maximum number of revaluations allowed for fully reserved asset
Life Extension Ceiling	display only		if provided, overrides Life Extension Factor
Rates Region			
Category	display only		asset category
Asset Number	optional		asset number
Current Cost	display only		asset current cost
New Cost	optional		new asset cost
Rate%	optional		revaluation rate; defaults from price indexes setup
Override Rules	optional	check box	if selected, rules are overridden for each asset category
Override Rules		button	override default rules for book

Table 72–1 Extended Mass Revaluations Window Description

Field Name	Type	Features	Description
Review		button	submits Modified Historic Cost Accounting: Revaluation Review Report for revaluation definition with status completed
Run		button	performs revaluation calculations and updates relevant figures in tables
Preview		button	Preview effects of mass revaluation before process is run. Preview must be performed before the process is run.

Running Extended Depreciation Projections Procedure

To run the projected expense, perform the following steps.

1. Navigate to the Extended Depreciation Projection window as follows:

OPSF(I) Assets - Processing - Extended Depreciation Projection

2. In the Projection Calendar field, select the calendar to calculate the extended depreciation projection from the list of values.

The Projection Calendar field must specify the same calendar used by the book where projections are run.

3. In the Number of Periods field, enter the number of periods required to calculate the depreciation projection.

4. In the Starting Period field, select the starting period for the extended depreciation projection from the list of values.

The fiscal year associated with this period is displayed.

5. In the Books region, select the book to calculate depreciation projection from the list of values.

6. In the Report Detail region, select the Cost Center or Asset check box.

- Select the Cost Center check box to print a separate depreciation projection amount for each cost center, otherwise MHCA prints a consolidated projection report for each expense account without cost center detail.
- Select the Asset check box to print a separate depreciation amount for each asset, otherwise MHCA prints a consolidated projection report without asset detail.

7. Click **Run**.

The Note pop-up window appears.

8. Click **OK**.

9. Close the window.

10. View the requests as follows:

View - Requests

11. Close the window.

Extended Depreciation Projection Window

Figure 72-2 Extended Depreciation Projection Window

Extended Depreciation Projection

Projection Calendar

Number of Periods

Starting Period

Periods Per Year

Starting Year

Books

Report Detail

☐ Cost Center

☐ Asset

Run

Extended Depreciation Projection Window Description

Table 72–2 *Extended Depreciation Projection Window Description*

Field Name	Type	Features	Description
Projection Calendar	required	list of values	indicates how projection is summarized
Number of Periods	required		number of calendar periods
Starting Period	required	list of values	first calendar period
Periods Per Year	display only		number of periods each year
Starting Year	display only		starting year
Books	required	list of values	books included in projection; maximum of four allowed, using the same account structure
Report Detail Region			
Cost Center	optional	check box	indicates if separate depreciation projection amount printed for each cost center
Asset	optional	check box	indicates if separate depreciation projection amount printed for each asset
Run		button	runs the Modified Historic Cost Accounting: Depreciation Projection Report

Viewing MHCA Online Inquiry Procedure

To view descriptive and financial information for an asset, perform the following steps.

1. In Oracle Assets, navigate to the View Financial Information window as follows:

Inquiry - Financial Information

The Find Assets window appears.

For information on finding an asset, see [Asset Workbench](#), *Oracle Assets User's Guide*.

2. Query an asset.
3. Click **Find**.

The Assets window appears.

For information on entering asset details, see [Asset Workbench](#), *Oracle Assets User's Guide*.

4. To view financial information, click **Books**.

The View Financial Information window appears.

For information on viewing assets, see [Viewing Assets](#), *Oracle Assets User's Guide*.

5. In the Book field, insert the cursor on the MHCA book.
6. Navigate to the additional MHCA accounting information as follows:

View - Zoom

The Modified Historic Cost Accounting Details window appears.

For information on the Modified Historic Cost Accounting Details window, see [Modified Historic Cost Accounting Details Window Description](#), page 72-16.

7. Click **OK**.
8. Close the window.

Modified Historic Cost Accounting Details Window

Figure 72–3 Modified Historic Cost Accounting Details Window

The screenshot shows a window titled "Modified Historic Cost Accounting Details". Inside the window, there are four text input fields arranged vertically. The first three fields are grouped together by a horizontal line below them. The fields are labeled: "Accumulated Revaluation Reserve", "Less Accumulated Backlog Depreciation", "Net Accumulated Revaluation Reserve", and "Current Period Backlog Depreciation". An "OK" button is positioned at the bottom right of the window.

Modified Historic Cost Accounting Details Window Description

Table 72–3 Modified Historic Cost Accounting Details Window Description

Field Name	Type	Features	Description
Accumulated Revaluation Reserve		display only	difference between current revalued cost and historic cost
Less Accumulated Backlog Depreciation		display only	revaluation of prior years accumulated depreciation charged to the revaluation reserve
Net Accumulation Revaluation Reserve		display only	balance on revaluation reserve
Current Period Backlog Depreciation		display only	current period revaluation movement on prior years accumulated depreciation
OK		button	closes the Modified Historic Cost Accounting Details window

Performing Manual Adjustments Procedure

To manually adjust financial information for an asset in the MHCA book, perform the following steps.

1. In Oracle Assets, navigate to the Assets window as follows:

Assets - Asset Workbench

The Find Assets window appears.

For information on finding an asset, see [Asset Workbench](#), *Oracle Assets User's Guide*.

2. Enter asset details.

The Assets window appears.

For information on entering asset details, see [Asset Workbench](#), *Oracle Assets User's Guide*.

3. Click **Books**.

The Books window appears.

For information on setting up books, see [Books](#), *Oracle Assets User's Guide*.

4. Make changes to the asset cost, life, or salvage value as required.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.

Modified Historic Cost Accounting Report Procedures

This chapter describes the Modified Historic Cost Accounting (MHCA) reports and processes in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Reports Procedures](#)
- [Processes Procedures](#)

Definition

MHCA reports and processes support users in controlling the asset base. Users are able to initiate revaluation and other associated processes. Users can run reports to see the procedural and accounting impact of the processes.

Overview

MHCA consists of the following:

- [Reports](#)
- [Processes](#)

Reports

[Table 73–1](#), page 73-2 shows the descriptions of MHCA reports.

Table 73–1 *MHCA Report Descriptions*

Report Name	Description
Modified Historic Cost Accounting: Asset Balance Report	Provides information on depreciation and revaluation reserve amounts, and backlog depreciation for assets. Note: Depreciation reserve figures shown on other reports are not useful for reconciling depreciation reserve to general ledger because figures include backlog depreciation. The asset cost figures on the report reconcile to General Ledger Detailed Trial Balance Report run in the Modified Historic Cost Accounting General Ledger. Assets may be flagged as follows: P if asset is partially retired N if asset is not depreciated T if asset is transferred out of cost center or assigned to a new employee or location R if asset is reclassified
Modified Historic Cost Accounting: New Asset Audit Report	Provides information to reconcile general ledger postings generated when new assets are copied into MHCA book from associated historic book.

Table 73–1 MHCA Report Descriptions

Report Name	Description
Modified Historic Cost Accounting: Revaluation Audit Trail Report	Provides an audit of changes made to the value of an asset as part of the revaluation process. The report shows the following: current cost depreciation accumulated depreciation backlog depreciation revaluation reserve year-to-date depreciation net book value
Modified Historic Cost Accounting: Tax Book Validation Report	Validates MHCA setup and confirms that setup for MHCA is in accordance with MHCA setup guidelines.
Modified Historic Cost Accounting: Tax Book Validation (For Upgrade) Report	Validates MHCA setup and confirms that setup for MHCA is in accordance with MHCA setup guidelines. Note: This process is only run as part of upgrade process.

Processes

Table 73–2, page 73-3 shows descriptions of MHCA processes.

Table 73–2 MHCA Process Descriptions

Process Name	Description
Modified Historic Cost Accounting: Synchronize Calendars Processor	Enables calendars in historic set of books to be synchronized with MHCA set of books.
Modified Historic Cost Accounting: Depreciation Post Processor	Adjusts Oracle Assets figures for MHCA depreciation revaluation. Must be run after depreciation process is run in Oracle Assets.
Modified Historic Cost Accounting: Mass Copy Post Processor	Processes assets added by the fixed assets initial or periodic mass copy. Checks to see if catchup revaluation is required on any of the assets and calls the revaluation process to calculate the catchup revaluation.

Reports Procedures

The following MHCA reports are available:

- [Generating Modified Historic Cost Accounting: Asset Balance Report](#)
- [Generating Modified Historic Cost Accounting: New Asset Audit Report](#)
- [Generating Modified Historic Cost Accounting: Revaluation Audit Trail Report](#)
- [Generating Modified Historic Cost Accounting: Tax Book Validation Report](#)
- [Generating Modified Historic Cost Accounting: Tax Book Validation \(For Upgrade\) Report](#)

Generating Modified Historic Cost Accounting: New Asset Audit Report

The Modified Historic Cost Accounting: New Asset Audit Report is automatically run as part of the Modified Historic Cost Accounting: Mass Copy Post Processor.

For more information on mass copy post processor, see [Generating Modified Historic Cost Accounting: Mass Copy Post Processor](#), page 73-12.

Generating Modified Historic Cost Accounting: Asset Balance Report

To run the Modified Historic Cost Accounting: Asset Balance Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Processing Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Asset Balance Report from the list of values.

The Parameters pop-up window appears.

5. In the Book field, select the MHCA book from the list of values.
6. In the Period Name field, select the required period from the list of values.
7. Click **OK**.
8. Click **Submit**.

The Decision pop-up window appears.

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

10. View the request as follows:

View - Requests

11. Close the window.

Generating Modified Historic Cost Accounting: Revaluation Audit Trail Report

To run the Modified Historic Cost Accounting: Revaluation Audit Trail Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Processing Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Modified Historic Cost Accounting: Revaluation Audit Trail Report from the list of values.
The Parameters pop-up window appears.
5. In the Book field, select the MHCA book from the list of values.
6. In the Asset Number field, select the asset number from the list of values.
7. In the Mode field, select Live or Preview from the list of values.
8. Click **OK**.
9. Click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click **Yes**, or to continue click **No**.
11. View the request as follows:

View - Requests

12. Close the window.

Generating Modified Historic Cost Accounting: Tax Book Validation Report

To run the Modified Historic Cost Accounting: Tax Book Validation Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Setup Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Tax Book Validation Report from the list of values.

The Parameters pop-up window appears.

5. In the Book field, select the MHCA tax book from the list of values.
6. In the Create if not present? field, select Yes or No from the list of values.
7. Click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue click **No**.
9. View the request as follows:

View - Requests

10. Close the window.

Generating Modified Historic Cost Accounting: Tax Book Validation (For Upgrade) Report

By comparison to the normal Modified Historic Cost Accounting: Tax Book Validation Report, this version additionally checks that all categories have a straight line method of depreciation.

To run the Modified Historic Cost Accounting: Tax Book Validation (For Upgrade) Process, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Setup Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Tax Book Validation Report (For Upgrade) Process from the list of values.

The Parameters pop-up window appears.

5. In the Book Type Code field, select the set of books from the list of values.
6. In the Create if not present? field, select Yes or No from the list of values.
7. In the Has data been upgraded? field, select Yes.
8. Click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click **Yes**, or to continue click **No**.
10. View the request as follows:

View - Requests

11. Close the window.

Processes Procedures

The following MHCA processes are available:

- [Generating Modified Historic Cost Accounting: Synchronize Calendars Processor](#)
- [Generating Modified Historic Cost Accounting: Depreciation Post Processor](#)
- [Generating Modified Historic Cost Accounting: Mass Copy Post Processor](#)

Generating Modified Historic Cost Accounting: Synchronize Calendars Processor

To run the Modified Historic Cost Accounting: Synchronize Calendars Processor, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Setup - Setup Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Synchronize Calendars Processor from the list of values.
5. Click **Submit**.

The Decision pop-up window appears.

6. To submit another request, click **Yes**, or to continue click **No**.
7. View the request as follows:

View - Requests

8. Close the window.

Generating Modified Historic Cost Accounting: Depreciation Post Processor

To run the Modified Historic Cost Accounting: Depreciation Post Processor, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Processing - Processing Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Modified Historic Cost Accounting: Depreciation Post Processor from the list of values.

The Parameters pop-up window appears.

5. In the Book Type Code field, select the MHCA book from the list of values.
6. Click **Submit**.

The Decision pop-up window appears.

7. To submit another request, click **Yes**, or to continue, click **No**.
8. View the request as follows:

View - Requests

9. Close the window.

Generating Modified Historic Cost Accounting: Mass Copy Post Processor

To run the Modified Historic Cost Accounting: Mass Copy Post Processor, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Assets - Processing - Processing Reports

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Modified Historic Cost Accounting: Mass Copy Post Processor from the list of values.

The Parameters pop-up window appears.

5. In the Book field, select the MHCA book from the list of values.
6. Click **OK**.
7. Click **Submit**.

The Decision pop-up window appears.

8. To submit another request, click **Yes**, or to continue click **No**.
9. View the request as follows:

View - Requests

10. Close the window.

Part XX

Multi-Period Posting

Multi-Period Posting Process

This chapter describes the Multi-Period Posting functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Multi-Period Posting Process Flow Diagram](#)
- [Setting Up Multi-Period Posting](#)
- [Selecting Invoices](#)
- [Period End Processing](#)

Definition

Multi-Period Posting enables expenses to be recognized over multiple periods when the supplier issues one invoice. With Multi-Period Posting, users register an invoice once to automatically prorate it over the required periods and accounting entries are generated accordingly.

Overview

Multi-Period Posting enables the user to define various accounting rules to spread expenses over multi-periods. For example, an accounting rule can be defined to evenly spread an expense, such as insurance or rent, evenly over 12 periods. Users can assign a pre-defined accounting rule to the relevant invoice distribution lines and the system automatically spreads the expense over the general ledger periods. Users can manually update the automatically prorated lines.

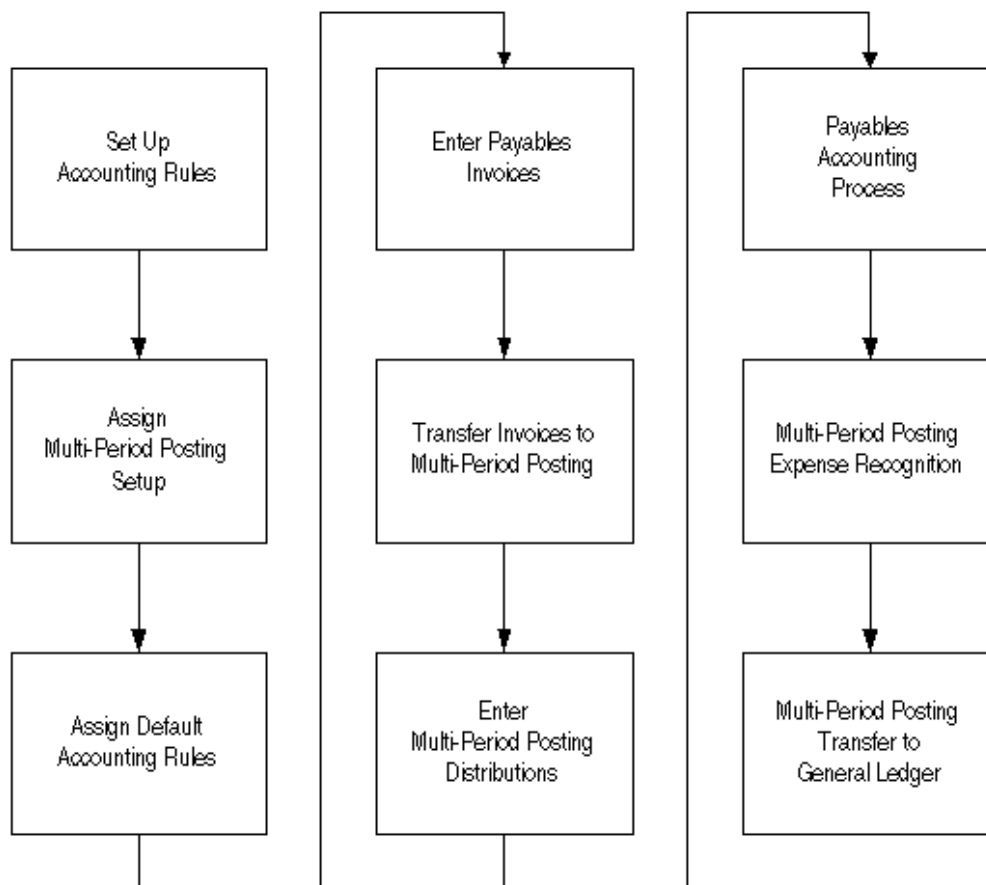
At month end, a process is run to select all non-posted multi-period posting distribution line postings for the specified period and interface them to General Ledger for posting. Before posting, users run a report to recognize and update all the non-posted multi-period posting entries for the current period. Alternatively, users can run this report to list all the multi-period posting entries for the month.

Note: Multi-Period Posting is only available for expense account distribution. The procedure excludes accruals, assets, and all other account types.

Multi-Period Posting Process Flow Diagram

Figure 74–1, page 74-3, shows the Multi-Period Posting process, as described in the accompanying text.

Figure 74–1 Multi-Period Posting Process Flow Diagram



Setting Up Multi-Period Posting

This section describes how to set up Multi-Period Posting as follows:

- [Set Up Accounting Rules](#)
- [Assign Multi-Period Posting Setup](#)
- [Assign Default Accounting Rules](#)

Set Up Accounting Rules

To spread expenses across a defined period, an accounting rule is created for each method required by the user defining the period, type of rule, and duration. An example of an accounting rule is 12 equal monthly postings.

Each accounting rule is set up with the following information:

- rule name and description
- accounting period

The accounting period defines the period over which the postings are made. The accounting period relates to the periods defined in the accounting calendar. This is usually on a monthly or fiscal monthly basis.

- accounting rule types

Fixed duration type creates a rule with a pre-defined percentage for each period. For example, 12 months defaults to 8.333% per period and 8.334 in period 12. These periods can be amended during setup but must total 100%.

Variable duration type creates a rule where the first percentage only can be applied by the user, for example 20%. This allocates 20% in period 1, and the remaining 80% is divided in equal amounts across the remaining periods. The number of periods is not specified in the rule, but may be applied when the rule is applied to the expense distribution line. The default is one period.

Assign Multi-Period Posting Setup

The default accounting rules control account information that is used for Multi-Period Posting as follows:

- journal category

The journal category can be selected from a list of defined General Ledger journal categories. The choice of category is optional, for example, Other. The

journal category enables the user to identify the batches within the General Ledger journal posting process.

- journal source

The journal source can be selected from a list of defined General Ledger journal sources. Payables is usually selected as this is the source subledger. Journal inquiry in General Ledger allows drill-down to the source documents.

- default account rule

An existing accounting rule can be selected.

- future postings account

The General Ledger account can be defined as a control account for the multi-period posting.

- description

The description defaults to the accounting flexfield description of the future posting account.

Assign Default Accounting Rules

When an invoice is selected for Multi-Period Posting, the set of books default accounting rule is applied to all distribution lines. No action is automatically taken against an invoice expense distribution, but if the invoice is selected for Multi-Period Posting, a different accounting rule can be defaulted to the distribution line.

The default accounting rules by account are defined as follows:

- account

The General Ledger account must be defined and requires a default accounting rule.

- default account rule

An existing accounting rule must be selected.

Note: If the General Ledger accounts defined previously were used, the associated rule is applied.

The default accounting rules defined for the set of books and for individual accounts can be changed when Multi-Period Posting is applied to the invoice.

Selecting Invoices

The following stages of the Multi-Period Posting process are described in this section:

- [Enter Payables Invoices](#)
- [Transfer Invoices to Multi-Period Posting](#)
- [Enter Multi-Period Posting Distributions](#)

Enter Payables Invoices

The invoice is entered in Payables in the standard manner. At this stage in the process, users cannot spread payments over multiple periods as the following entry illustrates:

Expense account 5050	debit GBP1200.00
AP Control account	credit GBP1200.00

For information on entering invoices, see *Oracle Payables User's Guide*.

Transfer Invoices to Multi-Period Posting

The invoices are selected from a list and transferred to the Multi-Period Posting process. They must be approved, but there are no further restrictions on their status, whether posted or paid.

When selected, the invoice is assigned a default accounting rule, as defined in the setup process. When the selection is complete, **Transfer Invoice** is clicked to start the multi-period posting invoice collection concurrent process. When the process is complete, the invoices are available in Multi-Period Posting.

Enter Multi-Period Posting Distributions

The required accounting rule is assigned to each expense distribution line of the invoice.

The required invoices are found, the invoice is selected, and distribution lines are displayed. Only those lines relating to expenses that can have Multi-Period Posting accounting rules applied are displayed. The following entries can be made:

- accounting rule

A different rule from the list can be selected, if required.

- periods

If the rule is fixed, the periods cannot be altered. If the rule is variable, the number of periods over which the expense is to be applied are entered.

- first posting date

The first posting date is the date of the first posting to General Ledger for the expense.

When the amendments are saved, the postings to be made to General Ledger can be viewed on the MPP Distribution window. The MPP Distribution window also displays the status of the postings as they are made.

Subledger Entries

This is a one-time posting to General Ledger crediting the expense and debiting the future postings control account as follows:

Expense account (5050)	debit GBP100.00
Future postings (1370)	credit GBP100.00

Detailed Distributions

Based on a 12 month rule, the detailed distributions for each of the 12 periods is as follows:

Expense account (5050)	debit GBP100.00
Future postings (1370)	credit GBP100.00

Period End Processing

The following processes are run in the Multi-Period Posting process:

- [Payables Accounting Process](#)
- [Multi-Period Posting Expense Recognition](#)
- [Multi-Period Posting Transfer to General Ledger](#)

Payables Accounting Process

The first stage of the month-end process runs the standard Payables posting to General Ledger, which consists of the following procedures:

- recognize the accounting entry
- post to General Ledger
- import journal

These procedures move the standard Payables postings from invoices into General Ledger.

Multi-Period Posting Expense Recognition

The next stage of the month-end process recognizes the expense postings required to maintain the Multi-Period Posting invoices. This report can be run in the following modes:

- view
View mode lists the accounting entries to be made for the period.
- update
Update mode recognizes and updates the recognition indicator for the distribution postings related to Multi-Period Posting, ready for transfer to General Ledger.

In the first period for a Multi-Period Posting invoice, the recognition process identifies the subledger entries to credit the expense and debit the future postings account. The process recognizes the first of the 12 monthly postings crediting the future postings account and debiting the expense account. Subsequent monthly processes only post the remaining 11 monthly postings.

Multi-Period Posting Transfer to General Ledger

The final stage runs the Multi-Period Posting transfer to General Ledger that creates journal entries for General Ledger from the recognized multi-period postings and updates the posting status on the Multi-Period Posting distributions. Optionally, the process also runs the General Ledger journal import.

Multi-Period Posting Setup

This chapter describes how to set up Multi-Period Posting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Setting Up Fixed Duration Accounting Rules Procedure](#)
- [Setting Up Variable Duration Accounting Rules Procedure](#)
- [Invoicing and Accounting Rules Window](#)
- [Invoicing and Accounting Rules Window Description](#)
- [Setting Up Multi-Period Posting Options Procedure](#)
- [Set up Multi Period Posting Window](#)
- [Set up Multi Period Posting Window Description](#)
- [Overriding Default Account Rules Procedure](#)
- [Default Accounting Rules Window](#)
- [Default Accounting Rules Window Description](#)

Definition

Multi-Period Posting uses Payables functionality and enables the user to define various accounting rules to spread expenses over multiple periods.

Multi-Period Posting must be set up to set up and identify the following:

- Multi-Period Posting account
- General Ledger journal source
- General Ledger journal category for multi-period posting journals transferred to General Ledger
- default accounting rule for the system

Overview

This section describes the steps required to set up Multi-Period Posting.

- [Setting Up Accounting Rules](#)
- [Setting Up Financials Options](#)

Setting Up Accounting Rules

Accounting rules are used to define the method of spreading postings over a predefined accounting period.

Accounting rules for use against specific invoice distribution lines are entered using the Default Accounting Rules window.

Setting Up Financials Options

Financial options must be set up to enable the user to define the default options used for multi-period postings to General Ledger.

Setting Up Fixed Duration Accounting Rules Procedure

To set up a fixed duration accounting rule, perform the following steps.

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

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

2. In the Name field, enter a name for the rule.
3. In the Description field, enter a description for the rule.
4. In the Type field, select Accounting, Fixed Duration from the list of values.
5. To enable the accounting rule, select the Active check box.

The Active check box is selected by default.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values of any window.

For information on the Set up Multi Period Posting window, see [Setting Up Financials Options](#), page 75-2.

6. In the Period field, select a period type from the list of values.

Note: The period type must be the same period type used in the calendar assigned to the current set of books.

7. In the Number of Periods field, enter the required number of periods.
8. Place the cursor in any of the Period, Percent, or Date fields in the Schedule region.

The accounting rule schedule is generated automatically based on the number of periods entered.

9. To amend the percentages, enter new values as required.

Note: The combined values must total 100 percent.

10. Save or save and continue as follows:

File - Save or Save and Proceed

11. Close the window.

Setting Up Variable Duration Accounting Rules Procedure

To set up a variable duration accounting rule, perform the following steps.

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

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

2. In the Name field, enter a name for the rule.
3. In the Description field, enter a description for the rule.
4. In the Type field, select Accounting, Variable Duration from the list of values.

Note: If a variable account duration is selected, the Number of Periods field is disabled.

5. To enable the accounting rule, select the Active check box.

The Active check box is selected by default.

Note: If the Active check box is deselected, this accounting rule is not available in the Accounting Rule field list of values, in the Distributions Summary window.

For information on the Distributions Summary window, see [Viewing and Editing Multi-Period Posting Lines Procedure](#), page 76-6.

6. In the Period field, select a period type from the list of values.

Note: The period type must be the same period type used in the calendar assigned to the current set of books.

7. To amend the percentage for the first period, enter a new value as required.

The default value is 0. If the default value is used, each period is automatically set to an equal value. If the default value is overridden, the system automatically deducts the entered value from 100 percent and splits the balance equally between the remaining periods.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Invoicing and Accounting Rules Window

Figure 75-1 Invoicing and Accounting Rules Window

Invoicing and Accounting Rules

Name Description

Type ☒ Active

Period Number of Periods []

Schedule

Period	Percent	Date

Total

Invoicing and Accounting Rules Window Description

Table 75–1 Invoicing and Accounting Rules Window Description

Field Name	Type	Features	Description
Name	required		user defined rule name
Description	optional		rule description
Type	required	list of values	fixed or variable accounting
Active	conditionally required	check box	indicates if accounting rule active; if selected, accounting rule active; if deselected, accounting rule disabled
Period	required	list of values	period type
Number of Periods	conditionally required		determines number of periods in schedule when fixed duration accounting rules selected
Descriptive Flexfield			user-definable descriptive flexfield
Schedule Region			
Period	required		period number
Percent	required		percentage to apply to period
Date	display only		date period schedule is active
Total	display only		percent fields sum

Setting Up Multi-Period Posting Options Procedure

To set up Multi-Period Posting options, perform the following steps.

1. Navigate to the Set up Multi Period Posting window as follows:

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

2. In the Journal Category field, select a journal category from the list of values.
3. In the Journal Source field, select a journal source from the list of values.
4. In the Default Accounting Rule field, select the required default accounting rule from the list of values.
5. In the Future Posting Account field, select the future posting account from the list of values.

A description of the future posting account is automatically displayed in the Description field.

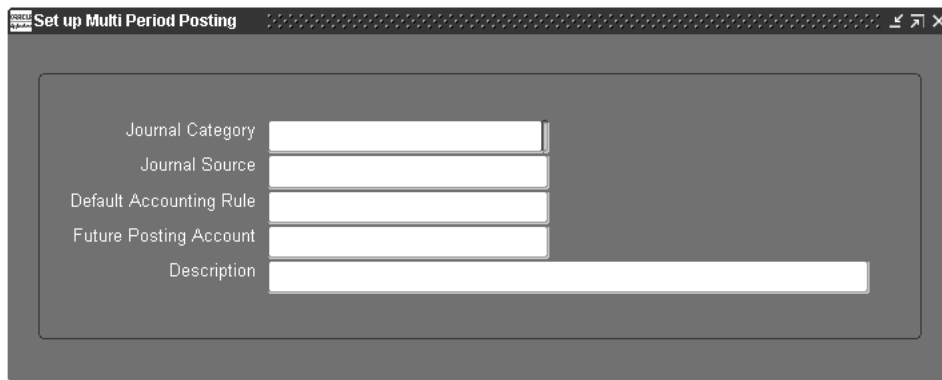
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.

Set up Multi Period Posting Window

Figure 75–2 Set up Multi Period Posting Window



Set up Multi Period Posting Window Description

Table 75–2 Set up Multi Period Posting Window Description

Field Name	Type	Features	Description
Journal Category	required	list of values	journal category; used when multi-period posting journals posted to General Ledger
Journal Source	required	list of values	journal source; used when multi-period posting journals posted to General Ledger
Default Accounting Rule	required	list of values	accounting rule
Future Posting Account	required	list of values	future posting account
Description	display only		future posting account description

Overriding Default Account Rules Procedure

To override the default account rules, perform the following steps.

1. Navigate to the Default Accounting Rules window as follows:

OPSF(I) Multi-Period Posting - Default Accounting Rules

2. In the Expense Account field, select the expense account to be overridden from the list of values.
3. In the Default Accounting Rule field, select the accounting rule to be applied from the list of values.
4. Save or save and continue as follows:
File - Save or Save and Proceed
5. Close the window.

Default Accounting Rules Window

Figure 75–3 *Default Accounting Rules Window*

Expense Account	Default Accounting Rule	Enabled
☒		☒
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐

Account Description

Default Accounting Rules Window Description

Table 75–3 *Default Accounting Rules Window Description*

Field Name	Type	Features	Description
Expense Account	required	list of values	expense to be recognized
Default Accounting Rule	required	list of values	rule applied to distribution line
Enabled	conditionally required	check box	if selected, account rule enabled; if deselected, account rule disabled
Account Description	display only		expense account description

Multi-Period Posting Procedures

This chapter describes how to use Multi-Period Posting in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Recognizing Invoices for Multi-Period Posting Procedure](#)
- [Transfer Invoices Window](#)
- [Transfer Invoices Window Description](#)
- [Viewing and Editing Multi-Period Posting Lines Procedure](#)
- [Multi-Period Posting Invoices Summary Window](#)
- [Multi-Period Posting Invoices Summary Window Description](#)
- [Distributions Summary Window](#)
- [Distributions Summary Window Description](#)
- [View MPP Distributions Window](#)
- [View MPP Distributions Window Description](#)
- [View MPP Offset Entries Window](#)
- [View MPP Offset Entries Window Description](#)

Definition

Multi-Period Posting in Oracle Public Sector Financials (International) is an extension to the standard Payables enter invoice facility that enables expenses to be recognized as they are incurred. For example, an insurance expense that covers a year may be paid in full at the start of the year, but the expense needs to be recognized in each period that it is used.

This functionality is similar to the invoicing and accounting rules features of standard Receivables. Multi-Period Posting enables accounting rules to be defined for use when creating multi-period posting lines.

Overview

The following Multi-Period Posting windows are available:

- recognizing invoices for Multi-Period Posting process using the Transfer Invoices window
- viewing and editing of Multi-Period Posting lines using the following:
 - Multi-Period Posting Invoices Summary window
 - Distributions Summary window
 - View MPP Distributions window
 - View MPP Offset Entries window

Prerequisites

- ☐ Accrual accounting must be used.
To define accrual accounts, see *Defining Accrual and Variance Accounts, Oracle Payables User's Guide*.
- ☐ Accounting rules must exist.
To set up accounting rules, see [Accounting Rules](#), *Oracle Receivables User's Guide*.
- ☐ Future posting account must exist and be set to a valid value.
To set up a future posting account, see [Defining Accounts](#), *Oracle General Ledger User's Guide*.

Recognizing Invoices for Multi-Period Posting Procedure

To recognize an invoice for Multi-Period Posting, perform the following steps.

1. Navigate to the Transfer Invoices window as follows:

OPSF(I) Multi-Period Posting - Invoice Transfer

2. Select a line in the Invoices region.

Note: The invoice must be approved before it can be transferred.

3. To add the invoice to the Selected Invoices region, click **Add**.
4. To remove an invoice from the Selected Invoices region, click **Remove**.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. To transfer the selected invoice to Oracle Public Sector Financials (International) multi-period posting tables, click **Transfer Invoices**.

A pop-up window appears.

A message is displayed, indicating that a transfer concurrent request was submitted.

7. Click **OK**.
8. When the concurrent process is complete, click **Requery**.

The Selected Invoices region is cleared automatically to confirm invoices transferred successfully.

Note: If the Selected Invoices region contains data after requerying the window, the invoice transfer was unsuccessful.

9. To establish why an invoice transfer was unsuccessful, click **View Log...** in the Requests window.

For information on the Requests window, see [Requests Window](#), *Oracle Payables User's Guide*.

10. Close the window.

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

View - Requests

For information on invoices, see [Entering Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

Transfer Invoices Window

Figure 76–1 *Transfer Invoices Window*

The screenshot shows a window titled "Transfer Invoices" with a standard Oracle interface. It contains two main data tables and several action buttons.

Invoices Table:

Vendor	Date	Number	Currency	Amount	Accounting Rule

Selected Invoices Table:

Number	Vendor Name	Accounting Rule

Buttons:

- Remove** and **Add** buttons are located between the two tables.
- Requery** and **Transfer Invoices** buttons are located at the bottom of the window.

Transfer Invoices Window Description

Table 76–1 *Transfer Invoices Window Description*

Field Name	Type	Features	Description
Invoices Region			
Vendor	display only		vendor name
Date	display only		invoice date
Number	display only		invoice number
Currency	display only		invoice currency
Amount	display only		invoice amount
Accounting Rule	required	list of values	rule applied to invoice distribution line
Remove		button	removes invoices from Selected Invoices region
Add		button	adds invoices to Selected Invoices region
Selected Invoices Region			
Number	display only		invoice number
Vendor Name	display only		vendor name
Accounting Rule	display only		rule applied to invoice distribution line
Requery		button	requeries invoice; remains inactive until invoice transferred using Transfer Invoices
Transfer Invoices		button	transfers selected invoice to Oracle Public Sector Financials (International) multi-period posting tables

Viewing and Editing Multi-Period Posting Lines Procedure

Payables creates Multi-Period Posting lines when an accounting rule is attached to an invoice distribution.

To view and edit Multi-Period Posting lines, perform the following steps.

1. Navigate to the Multi-Period Posting Invoices Summary window as follows:

OPSF(I) Multi-Period Posting - Multi-Period Posting Distributions

2. Query an invoice.

3. Click **Distributions**.

The Distributions Summary window appears.

4. To cancel a multi-period posting distribution, select the Ignore MPP check box.

5. In the Accounting Rule field, select the required accounting rule from the list of values.

6. In the Durations field, if the Variable Duration accounting type is selected, enter the number of durations.

7. In the Start Date field, select the required date from the pop-up calendar.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. To view detailed distributions, click **Detailed Distributions**.

The View MPP Distributions window appears.

10. To close the View MPP Distributions window, click **Close**.

11. To view offset entries for the invoice distribution lines, click **Subledger Offset Entries**.

The View MPP Offset Entries window appears.

12. To close the View MPP Offset Entries window, click **Close**.

13. Close the Distributions Summary window.

14. Close the Multi-Period Posting Invoices Summary window.

Multi-Period Posting Invoices Summary Window

Figure 76-2 Multi-Period Posting Invoices Summary Window

The screenshot shows a software window titled "Multi Period Posting Invoices Summary". Inside the window, there is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Currency, and Amount. The table is currently empty. Below the table, there is a button labeled "Distributions". The window also features a toolbar with a printer icon and a scroll bar on the right side of the table.

Multi-Period Posting Invoices Summary Window Description

Table 76–2 *Multi-Period Posting Invoices Summary Window Description*

Field Name	Type	Features	Description
Type	display only		line type
Supplier	display only		supplier name
Supplier Num	display only		supplier number
Site	display only		site number
Invoice Date	display only		invoice date
Invoice Num	display only		invoice number
Currency	display only		currency
Amount	display only		amount
GL Date	display only		transfer to General Ledger date
Distributions		button	opens Distributions Summary window

Distributions Summary Window

Figure 76-3 Distributions Summary Window

The screenshot shows the 'Distributions Summary' window. It features a table with the following columns: Number, Type, Amount, Date, Distribution Account, Ignore MPP, and Accounting Rule. The table contains several rows of data. Below the table, there are two input fields: 'Distribution Account' and 'Future Posting Account'. At the bottom, there are two buttons: 'Subledger Offset Entries' and 'Detailed Distributions'.

Number	Type	Amount	Date	Distribution Account	Ignore MPP	Accounting Rule
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	
					☐	

Distribution Account

Future Posting Account

Distributions Summary Window Description

Table 76–3 Distributions Summary Window Description

Field Name	Type	Features	Description
Number	display only		distribution line number
Type	display only		distribution type
Amount	display only		distribution line amount
Date	display only		date distribution line entered
Distribution Account	display only		expense account
Ignore MPP	conditionally required	check box	if deselected, multi-period posting distribution lines generated
Accounting Rule	required	list of values	accounting rule applied to multi-period posting spread
Start Date	required	list of values; pop-up calendar	multi-period posting spread start date; defaults to General Ledger date
Duration	display only		accounting rule duration
Future Posting Account	display only		multi-period posting predated expense account for future postings
Tax Code	display only		tax code
VAT Code	display only		VAT code
Distribution Account	display only		distribution account description
Future Posting Account	display only		future posting account description
Subledger Offset Entries		button	opens View MPP Offset Entries window
Detailed Distributions		button	opens View MPP Distributions window

View MPP Distributions Window

Figure 76-4 View MPP Distributions Window

View MPP Distributions

Distribution Line

Accounting Rule

Distribution Line Account

Future Posting Account

Distributions

MPP Line	Amount	Expense Recognized	Period	Posted	Posted Date
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	
		☐		☐	

MPP Line Drilldown

MPP Line

GL Date

Account	Debit	Entered	Credit	Debit	Accounted	Credit

Account

Close

View MPP Distributions Window Description

Table 76–4 View MPP Distributions Window Description

Field Name	Type	Features	Description
Distribution Line	display only		distribution line
Accounting Rule	display only		rule applied to distribution line
Distribution Line Account	display only		distribution line account
Future Posting Account	display only		future posting account
Distributions Region			
MPP Line	display only		multi-period posting identifier
Amount	display only		amount to be recognized
Expense Recognized		check box	if selected, expense recognized for selected multi-period posting line
Period	display only		period
Posted		check box	indicates line posted to General Ledger
Posted Date	display only		indicates date line posted to General Ledger
MPP Line Drilldown Region			
MPP Line	display only		multi-period posting identifier
GL Date	display only		General Ledger posting date
Account	display only		account
Entered Debit	display only		entered debit amount
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Account	display only		account description
Close		button	closes View MPP Distributions window

View MPP Offset Entries Window

Figure 76-5 View MPP Offset Entries Window

The screenshot shows a software window titled "View MPP Offset Entries". At the top, there are two input fields: "Distribution Line Number" and "Currency Code". Below these is a section titled "MPP Offset Entries" containing a table. The table has the following columns: "Account", "Entered Debit", "Entered Credit", "Accounted Debit", "Accounted Credit", "Expense Recognized", and "Posted". The "Expense Recognized" column contains checkboxes, and the "Posted" column contains checkboxes. A vertical scrollbar is on the right side of the table. Below the table is an "Account" input field. At the bottom center is a "Close" button.

Account	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit	Expense Recognized	Posted
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

Account

Close

View MPP Offset Entries Window Description

Table 76–5 *View MPP Offset Entries Window Description*

Field Name	Type	Features	Description
Distribution Line Number	display only		distribution line number
Currency Code	display only		currency code
MPP Offset Entries Region			
Account	display only		account
Entered Debit	display only		entered debit amount
Entered Credit	display only		entered credit amount
Accounted Debit	display only		accounted debit amount
Accounted Credit	display only		accounted credit amount
Expense Recognized		check box	amount recognized
Posted		check box	if selected, indicates line posted to General Ledger
Account	display only		account description
Close		button	closes View MPP Offset Entries window

Multi-Period Posting Report Procedures

This chapter describes how to generate Multi-Period Posting reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Multi-Period Posting: Expense Collection Report Procedure](#)
- [Generating Multi-Period Posting: General Ledger Transfer Report Procedure](#)
- [Generating Multi-Period Posting: Recognize Expense Program Report Procedure](#)

Definition

Multi-Period Posting reports are used to recognize and transfer expenses to General Ledger.

Overview

The following reporting features are described in this section:

- [Multi-Period Posting: Expense Collection Report](#)
- [Multi-Period Posting: General Ledger Transfer Report](#)
- [Multi-Period Posting: Recognize Expense Program Report](#)

Multi-Period Posting: Expense Collection Report

The Multi-Period Posting: Expense Collection Report transfers an invoice batch to the Multi-Period Posting distribution line in addition to transferring by invoice number and vendor name.

The Multi-Period Posting: Expense Collection Report is used to cancel the multi-period posting distribution when a batch or invoice that was transferred to the Multi-Period Posting distribution line is cancelled.

The process inserts the following information:

- default multi-period posting accounting rule
- multi-period posting start date
- duration
- future posting account

Multi-Period Posting: General Ledger Transfer Report

The Multi-Period Posting: General Ledger Transfer Report transfers Multi-Period Posting distribution lines with recognized expenses.

Note: The Multi-Period Posting: Expense Recognition Report must be run prior to running the Multi-Period Posting: General Ledger Transfer Report.

Multi-Period Posting: Recognize Expense Program Report

The Multi-Period Posting: Recognize Expense Program Report displays multi-period posting lines over a certain period range enabling the user to recognize the Multi-Period Posting expenses for each period within the range.

The Multi-Period Posting: Recognize Expense Program Report can be viewed in the following modes:

- Preview

Expenses viewed in preview mode are not recognized.

- Update

Expenses viewed in update mode are permanently recognized. The accounting rule, start date, and duration are viewed in update mode, they cannot be updated in the MPP Distribution window.

The Multi-Period Posting: Recognize Expense Program Report is run at period end to show Multi-Period Posting lines waiting to be recognized.

The report provides the following information:

- period and currency

The information is split at the highest level by accountancy period and currency so that the total amount to be posted into the period can be easily reviewed.

- expense account

Multi-period lines are listed by expense account within each period, enabling totals for each account to be easily reviewed.

- detail line

Vendors, type of invoice, and amounts are shown.

Generating Multi-Period Posting: Expense Collection Report Procedure

To generate the Multi-Period Posting: Expense Collection Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Multi-Period Posting: Expense Collection Report from the list of values.

The Parameters pop-up window appears.

5. In the Mode field, select a mode from the list of values.

6. Optionally, enter parameters as follows:

- Invoice Number or Vendor Name
- Invoice Number and Vendor Name
- Batch Number

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

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

The Decision pop-up window appears.

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

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

View - Requests

Generating Multi-Period Posting: General Ledger Transfer Report Procedure

To generate the Multi-Period Posting: General Ledger Transfer Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Multi-Period Posting: General Ledger Transfer Report from the list of values.

The Parameters pop-up window appears.

5. In the Start Period Name field, select a start period from the list of values.
6. In the End Period Name field, select an end period from the list of values.
7. In the Run GL Import field, select a parameter from the list of values as follows:
 - To automatically import a journal to the general ledger, select Yes.
 - To post a journal to be manually imported to the general ledger later, select No.

For information on manually importing journals, see [Import Journals Window](#), *Oracle General Ledger User's Guide*.

8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.
10. To submit another request, click **Yes**, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Multi-Period Posting: Recognize Expense Program Report Procedure

To generate the Multi-Period Posting: Recognize Expense Program Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Multi-Period Posting - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Multi-Period Posting: Recognize Expense Program Report from the list of values.

The Parameters pop-up window appears.

5. In the Starting Period Name field, select the starting period from the list of values.
6. In the End Period Name field, select the end period from the list of values.
7. In the Expense Recognition Mode field, select a parameter from the list of values as follows:
 - To print a report without saving changes to the database, select Preview.
 - To print a report and commit changes to the database, select Update.
8. Optionally, enter a batch name or invoice number.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

11. To submit another request, click **Yes**, or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Part XXI

Secondary Invoice Approval

Secondary Invoice Approval Process

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

- [Definition](#)
- [Setting Up Secondary Invoice Approval](#)
- [Secondary Invoice Approval Process Diagram](#)
- [Using Oracle Payables with Secondary Invoice Approval](#)
- [Using Secondary Approval Example](#)
- [References](#)

Definition

Secondary Invoice Approval provides Payables with two levels of approvals for invoices. Invoices are first approved by individual business units, and then optionally finally approved for payment by a central unit with access to all departments' invoices.

Setting Up Secondary Invoice Approval

The process for setting up Secondary Invoice Approval is as follows:

1. The system administrator sets the payment approvals required profile option at application level for Payables to determine if tertiary level approval is required by the secondary approval process.

A Yes setting allows for a tertiary level of approval before an invoice is made available for payment. This means that an invoice requires two stages of approval after a successful AutoApproval before it can be paid.

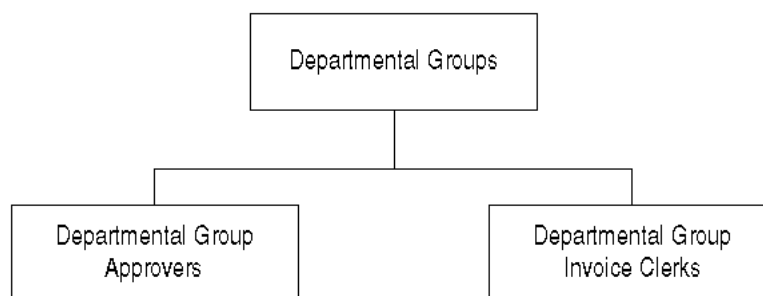
A No setting allows only for the secondary level of approval before an invoice is made available for payment. The invoice is ready for payment after one stage of approval, namely, the secondary approval authorization.

Users can set the posting level of secondary approval holds to the General Ledger as postable or non-postable.

2. The database administrator uses the Maintain Secondary Approval Relationships window to set up departmental groups, approvers, and invoice clerks. All approvers and clerks must be valid users of Payables.

Figure 78–1, page 78-3 shows the relationship between the departmental group and the approvers and clerks as described in the accompanying text.

Figure 78–1 Setup Relationship in Secondary Approval



The departmental group enables a number of approvers to be assigned to a number of invoice clerks, to avoid authorization problems if an approver is absent or unavailable. In this way, it is possible to assign temporary approvers or have more than one person authorizing invoices.

An approver can be part of more than one departmental group, in which case the approver can authorize invoices for all those groups. Similarly, an invoice clerk can be a member of different departmental groups. Where this is the case, approvers in each of those groups can authorize that clerk's invoices.

It is important to keep the relationship of group approvers and invoice clerks up-to-date. Otherwise, invoices can be entered without an approver to authorize them. The system notifies users when invoices do not have an authorized approver and also of invoices that are outside the approver's flexfield range.

Approvers can also be assigned flexfield ranges to restrict the invoice lines each approver can approve. Approvers then drill-down to the individual invoice lines and approve them.

3. The database administrator sets up menus and responsibilities to determine who has access to which windows.

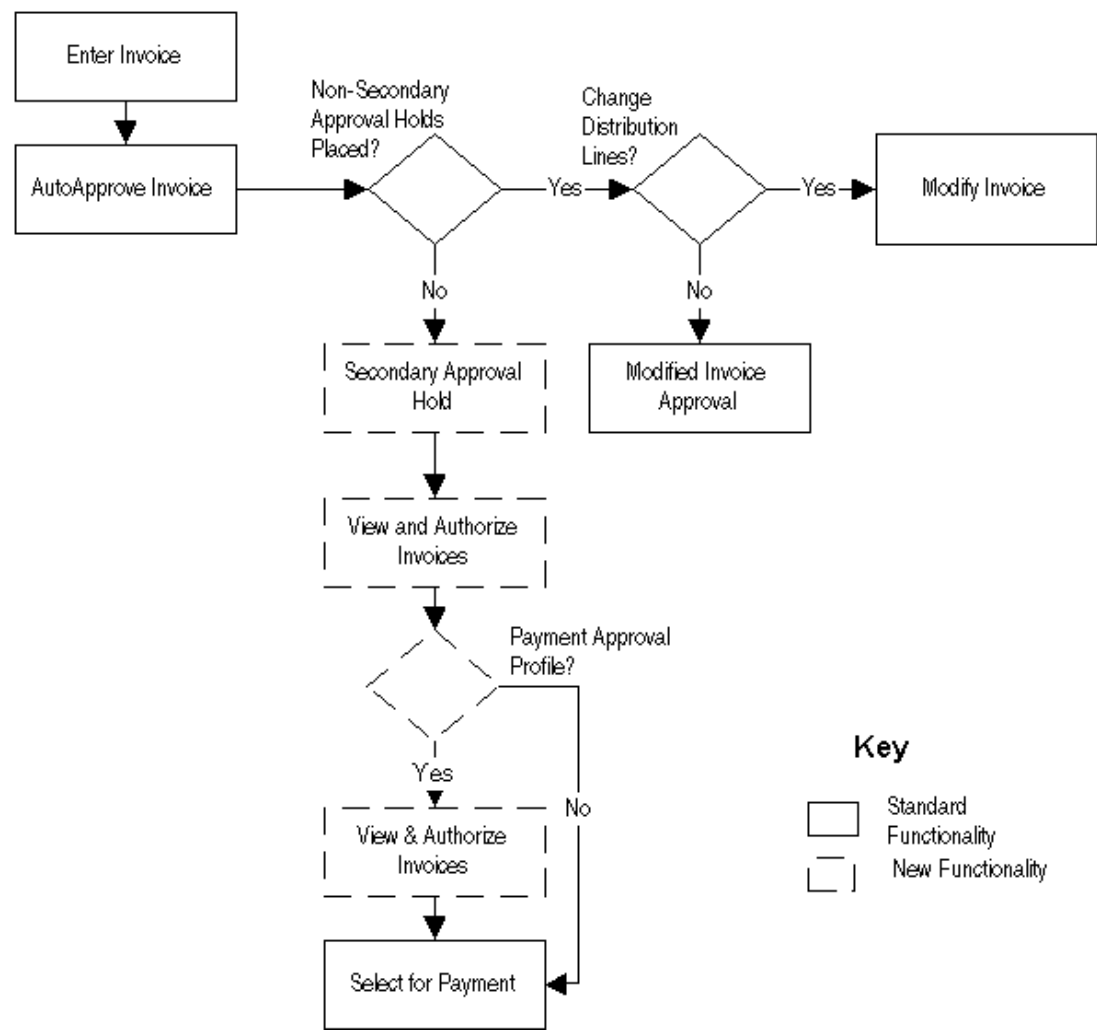
It is recommended that invoice clerks have access only to windows that enter invoices. Approvers must have access to all the approval windows authorizing invoices and be able to remove all holds except the payment approval hold. This hold can be removed only by users who have the central finance user profile option set to Yes.

Note: Misuse of the standard View and Authorize Secondary Approvals window releases secondary approval and payment approval holds, and bypasses secondary approval completely. This window must be available to super users only.

Secondary Invoice Approval Process Diagram

Figure 78-2, page 78-5, shows the Secondary Invoice Approval process diagram, as described in the accompanying text.

Figure 78-2 Secondary Invoice Approval Process Diagram



Using Oracle Payables with Secondary Invoice Approval

This section describes the additional steps required to enforce subsequent levels of approval prior to an invoice being selected for payment.

1. Invoice clerks enter invoices using the Invoice Workbench in Payables.
2. The system automatically approves invoices as in Payables. In Payables, this is usually the last entry against the invoice before final payment, unless further modifications are made to the invoice lines.

If any approval holds are placed against an invoice, with the exception of secondary approval holds, they are removed using the View Payment Holds tab of the View and Authorize Secondary Approvals window. This allows removal of all user-defined holds and most system-generated AutoApproval holds. It does not allow for removal of secondary approval holds or payment approval holds.

3. The secondary approval hold can be removed only by the appropriate secondary approver using the View and Authorize Secondary Approvals window. If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices requiring secondary approval and of any unassigned invoices.

If AutoApproval is not successful, for example, a distribution line does not match, the invoice is not approved, and the secondary approval hold cannot be released.

If further modifications are made to an invoice, the secondary approval hold is released. The invoice requires re-approval, and the process of secondary approval starts again.

4. Approvers approve invoices with a secondary approval hold using the View and Authorize Secondary Approvals window and optionally drill-down to the invoice lines.

Approvers release the secondary approval hold by selecting invoices and the Authorization check box. If the payment approval profile option is set to Yes, the system places a payment hold against the invoice after authorization; otherwise, the invoice is available for payment.

If necessary, the Secondary Invoice Approval: Secondary Approval of Invoices Report is run to review details of invoices that receive secondary approval. If secondary approval is set up to require payment approvals, it is recommended that the standard Invoice On Hold Report is run to track payment approvals.

5. If invoices have a payment approval hold set, users with the central finance user profile option set to Yes release these holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window.
6. Invoices are selected for payment.

The payment process is unaffected by the secondary approval process and requires all invoices to be approved before they are available for payment.

Using Secondary Approval Example

This example illustrates how to use secondary approval. It assumes that the HR GROUP departmental group has one approver, JSMITH, and two invoice clerks, TSCOTT and TJONES. Additionally, the payment approval profile option is set to Yes so that a payment hold is placed on invoices after approval. JSMITH has the central finance user profile option set to Yes and is able to remove holds of this type.

1. Invoice INV 0310 is entered and successfully approved by invoice clerk TJONES. The system issues the message no holds have been placed or released, indicating that AutoApproval is successful. The Enter Invoices window places a secondary approval hold against the invoice. The Status field of the Invoices Summary window shows the text Needs Reapproval for this invoice.
2. The group approver JSMITH uses the View and Authorize Secondary Approvals window to list those invoices and authorizes INV 0310 for payment by selecting the Authorize check box.
3. The system places a payment approval hold on invoice INV 0310.
4. JSMITH, who also has the central finance user profile option set to Yes, uses the Invoice Holds window to view invoices with payment approval holds. The line for invoice INV 0310 shows that the secondary approval hold is released and that the payment approval hold is in place. JSMITH uses this window to release the hold.
5. JSMITH runs the Secondary Invoice Approval: Secondary Approval of Invoices Report. This provides details of the authorized invoices that receive secondary approval. The report is ordered by status, approver name, group name, invoice date, and invoice number.

References

For information on menus and responsibilities, see [Defining a Responsibility](#), *Oracle Applications System Administrator's Guide*.

For information on setting the posting level of secondary invoice holds, see [Invoice Approvals](#), *Oracle Payables User's Guide*.

For information on entering invoices in Payables, see [Invoices and Invoice Batches in the Invoice Workbench](#), *Oracle Payables User's Guide*.

For information on the Invoice On Hold Report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

References

Secondary Invoice Approval Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Secondary Invoice Approval Setup Steps](#)
- [Maintaining Secondary Approval Relationships Procedure](#)
- [Maintain Secondary Approval Relationships Window](#)
- [Maintain Secondary Approval Relationships Window Description](#)
- [Define Flexfield Ranges Window](#)
- [Define Flexfield Ranges Window Description](#)

Definition

Secondary Invoice Approval for Payables enables users to enforce additional levels of approval within departments before an invoice or purchase order is released for payment.

Overview

The Maintain Secondary Approval Relationships window enables the user to perform the following tasks:

- create departmental groups
- assign departmental approvers and invoice clerks to departmental groups
- assign flexfield ranges to departmental approvers
- deactivate departmental approvers and invoice clerks

Prerequisites

- ☐ Departmental approvers and invoice clerks must be valid application users.
- ☐ For cancellation of invoices to function correctly while using secondary invoice approval, the Postable flag must be set to Yes in the Invoice Approvals window.

For information on the Invoice Approvals window, see [Invoice Approvals](#), *Oracle Payables User's Guide*.

Secondary Invoice Approval Setup Steps

The steps in this section are listed in order of completion.

1. Create Additional Users

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

Users assigned to the following roles must be defined:

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

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

For information on defining departmental approvers and clerks, see [Maintaining Secondary Approval Relationships Procedure](#), page 79-5.

2. Set Profile Options

[Table 79–1](#), page 79-3 describes the profile option levels for Secondary Invoice Approval.

Table 79–1 Secondary Invoice Approval Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
Payables	Secondary Invoice Approval: Payment Approvals Required	x		x	x
	Secondary Invoice Approval: Central Finance Group User	x		x	x

[Table 79–2](#), page 79-4 describes the Secondary Invoice Approval profile option values.

Table 79–2 Secondary Invoice Approval Profile Option Values

Profile Option Name	Value	Description
Secondary Invoice Approval: Payment Approvals Required	yes or no	determines if there are two levels of approval holds
	yes	allows payment approval holds for invoices in addition to secondary approval holds
	no	allows secondary approval holds only
Secondary Invoice Approval: Central Finance Group User	yes or no	indicates if users are authorized to release payment approval holds. The Secondary Invoice Approval: Payment Approvals Required profile option must also be set to Yes.
	yes	at user or responsibility level, indicates users authorized to release payment approval holds
	no	usually set to no at site level

For information on setting profile options, see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

3. Maintain Secondary Approval Relationships

This step is required.

For information on maintaining secondary approval relationships, see [Maintaining Secondary Approval Relationships Procedure](#), page 79-5.

Maintaining Secondary Approval Relationships Procedure

To create a departmental group, define departmental approvers and invoice clerks, and optionally assign flexfield ranges to approvers, perform the following steps.

1. Navigate to the Maintain Secondary Approval Relationships window as follows:

OPSF(I) Secondary Invoice Approval - Setup SIA Relationships

2. In the Group Name field, enter the departmental group name.
3. In the Departmental Approvers User Name field, select the user names of the departmental approvers permitted to authorize invoices from the list of values.

The employee name is displayed in the Employee Name field.

4. In the Departmental Approvers Start Date field, enter the date when authorization is active. The default is today's date.
5. In the Departmental Approvers End Date field, enter the date when the authorization expires if an expiration date is needed.
6. To assign flexfield ranges to an approver, click **Assign Flexfield Ranges**.

The Define Flexfield Ranges window appears.

Note: If no flexfield ranges are assigned, approvers can approve transactions for all accounts. No restrictions apply.

7. Place the cursor in the From Flexfield field.

A pop-up window appears.

8. Enter the lowest and highest flexfields in the range.
9. Click **OK**.

The flexfield numbers are automatically displayed in the From Flexfield and To Flexfield fields.

10. Save and continue as follows:

File - Save and Proceed

The Define Flexfield Ranges window closes, and the Maintain Secondary Approval Relationships window appears.

11. In the Invoice Clerks User Name field, select the user names of the invoice clerks permitted to enter invoices from the list of values.

The employee name is displayed in the Employee Name field.

- 12.** In the Invoice Clerks Start Date field, enter the date when the assignment is active. The default is today's date.
- 13.** Optionally, in the Invoice Clerks End Date field, enter the assignment's expiration date.
- 14.** Save or save and continue as follows:
File - Save or Save and Proceed
- 15.** Close the window.

For a description of the fields described in the above procedure, see [Table 79–3](#), page 79-8, and [Table 79–4](#), page 79-11.

Maintain Secondary Approval Relationships Window

Figure 79-1 Maintain Secondary Approval Relationships Window

Maintain Secondary Approval Relationships

Departmental Group

Group Name

Departmental Approvers

User Name	Employee Name	Start Date	End Date

Assign Flexfield Ranges

Invoice Clerks

User Name	Employee Name	Start Date	End Date

Maintain Secondary Approval Relationships Window Description

Table 79–3 *Maintain Secondary Approval Relationships Window Description*

Field Name	Type	Features	Description
Departmental Group Region			
Group Name	required		unique departmental group name
Departmental Approvers Region			
Toggle Query Coordination	optional	check box	if selected, synchronizes user name with flexfield assignments
User Name	required		user name; must be unique within group; cannot be deleted Note: Each department can have multiple departmental approvers assigned to it. A single departmental approver can be assigned to multiple departments. All departmental approvers within a group can approve invoices created by any invoice clerk within that group.
Employee Name	display only		employee name
Start Date	required		authorization active date; defaults to today's date
End Date	optional		authorization expiry date; if used must be same as or after start date; leave blank if end date unrestricted; can be updated to deactivate user
Assign Flexfield Ranges		button	assigns flexfield ranges to approver
Invoice Clerks Region			
User Name	required		user name; must be unique within group; cannot be deleted Note: Each department can have multiple invoice clerks assigned to it. A single invoice clerk can be assigned to multiple departments.

Table 79–3 Maintain Secondary Approval Relationships Window Description

Field Name	Type	Features	Description
Employee Name	display only		employee name
Start Date	required		authorization active date; default is today's date
End Date	optional		authorization expiry date; must be same as or after start date; leave blank if end date unrestricted; can be updated to deactivate user

Define Flexfield Ranges Window

Figure 79–2 Define Flexfield Ranges Window

The screenshot shows a window titled "Define Flexfield Ranges". It contains three main sections:

- Departmental Group**: A single text field labeled "Group Name".
- Departmental Approvers**: Two text fields labeled "User Name" and "Employee Name".
- Flexfield Ranges**: A table with two columns, "From Flexfield" and "To Flexfield", and four rows. A vertical scrollbar is on the left of the table.

From Flexfield	To Flexfield

Define Flexfield Ranges Window Description

Table 79–4 Define Flexfield Ranges Window Description

Field Name	Type	Features	Description
Departmental Group Region			
Group Name	display only		departmental group name; defaults to name on Maintain Secondary Approval Relationships window
Departmental Approvers Region			
User Name	display only		approver name; defaults to name on Maintain Secondary Approval Relationships window
Employee Name	display only		employee name
Flexfield Ranges Region			
From Flexfield	required		accounting flexfield start range
To Flexfield	required		accounting flexfield end range

Secondary Invoice Approval Procedures

This chapter describes how to use Secondary Invoice Approval in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Viewing and Authorizing Secondary Approvals Procedure](#)
- [Viewing and Authorizing Payment Holds Procedure](#)
- [View and Authorize Secondary Approvals Window, View Secondary Holds Tab](#)
- [View and Authorize Secondary Approvals Window, View Payment Holds Tab](#)
- [View and Authorize Secondary Approvals Window Description](#)

Definition

Secondary Invoice Approval in Payables provides two levels of approval for invoices. After passing the standard Payables AutoApproval process, invoices are approved by individual business units and can optionally be approved by a central unit with access to all departments' invoices.

Business units can be further devolved by assigning flexfield ranges to approvers.

The secondary approval and payment approval holds placed by secondary invoice approval can be set to either postable or non-postable to General Ledger, giving Payables the ability to prevent or enable posting of expense distributions to the General Ledger.

For information on approvals, see [Approval](#), *Oracle Payables User's Guide*.

Overview

The following topics are discussed in this section:

- [Approval Groups](#)
- [Secondary Approval Holds](#)
- [Viewing and Authorizing Secondary Approvals](#)
- [View and Authorize Secondary Approvals Window](#)
- [Viewing and Authorizing Payment Holds](#)

Approval Groups

Departmental groups, departmental approvers, and invoice clerks are set up as approval groups. Each approval group can be assigned a number of invoice clerks and approvers, and each approver can be assigned a flexfield range.

Secondary Approval Holds

When an invoice is approved using the AutoApproval process, it is marked with a secondary approval hold. If the invoice is modified, the secondary approval hold is released, and the invoice must pass through the AutoApproval process again.

Viewing and Authorizing Secondary Approvals

Departmental approvers are restricted to viewing and approving only invoices belonging to their group and invoices within their flexfield range. They can also view and approve individual invoice distribution lines assigned to them. Departmental approvers can approve invoices that are placed on secondary approval hold.

View and Authorize Secondary Approvals Window

Departmental approvers use the View Secondary Holds tab in the View and Authorize Secondary Approvals window to release secondary invoice approval holds and to drill-down to approve individual distribution lines.

Viewing and Authorizing Payment Holds

A profile option enables a central finance user to be defined who can approve invoices on which a payment hold is placed. If authorized, a central finance user with access to all departments can release payment holds using the View Payment Holds tab of the View and Authorize Secondary Approvals window. If the invoice is modified, both holds are released, and the invoice must pass through the AutoApproval process again.

If an invoice has multiple distribution lines assigned to an approver, all lines must be approved before a payment approval hold is placed on the invoice.

Prerequisites

- ☐ Departmental groups must be set up.
- ☐ Departmental approvers must be set up for each group.
- ☐ Flexfield ranges can be assigned to approvers.
- ☐ Invoice clerks must be set up for each group.
- ☐ Invoices must be entered.
- ☐ Invoices must pass AutoApproval.
- ☐ The central finance user profile option for the releaser must be set to Yes if an additional payment approval hold should be applied and if the payment approvals profile option is set to Yes.
- ☐ Secondary Invoice Approval holds must be set to postable or non-postable.

To set up secondary invoice approvals, see [Approval](#), *Oracle Payables User's Guide*.

Viewing and Authorizing Secondary Approvals Procedure

To view and authorize secondary approvals, perform the following steps.

1. Navigate to the View and Authorize Secondary Approvals window as follows:

OPSF(I) Secondary Invoice Approval - Authorize SIA

Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Secondary Holds tab.
3. To further restrict the number of invoices displayed, query on any of the following:
 - batch name
 - supplier name
 - invoice number
 - invoice date
 - amount

Invoices requiring Secondary Invoice Approval are displayed automatically.

4. To view all invoices that have no approver assigned or that are partially or completely excluded from an approval range, click **View Exceptions**.

Note: This information is for display only and is not updatable. Invoice exceptions can only be approved after the exception problem is corrected.

5. To view invoice distributions for approval, click **Distributions**.
6. To approve an invoice or distribution line, select the Authorize check box.

If the Payment Approvals Required profile option for the application is set to No, the invoice is authorized for payment.

If the Payment Approvals Required profile option for the application is set to Yes, a payment approval hold is set for the invoice.

7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.
9. To view exceptions, run the Secondary Invoice Approval: Secondary Approval of Invoices Report.

To run the Secondary Invoice Approval: Secondary Approval of Invoices Report, see [Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure](#), page 81-3.

Viewing and Authorizing Payment Holds Procedure

To view and authorize payment holds, perform the following steps.

1. Navigate to the View and Authorize Secondary Approvals window as follows:

OPSF(I) Secondary Invoice Approval - Authorize SIA

Note: The database is automatically queried and displays all invoices awaiting approval.

2. Select the View Payment Holds tab.
3. To further restrict the number of invoices displayed, query on any of the following:
 - batch name
 - supplier name
 - invoice number
 - invoice date
 - amount

Invoices requiring payment approval are displayed automatically.

4. Click **View Invoice** to view invoice details.
5. To approve an invoice, select the Authorize check box.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Invoice on Hold report to view payment holds.

For information on the Invoice on Hold report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

[illegible]

View and Authorize Secondary Approvals

View Secondary Holds View Payment Holds

— View and Authorize Invoices —

Batch Name	Supplier	Invoice Number	Invoice Date	Amount	Entered By	Authorise
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
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						☐
						☐
						☐
						☐

[View Invoice](#)

View and Authorize Secondary Approvals Window Description

Table 80–1 View and Authorize Secondary Approvals Window Description

Field Name	Type	Features	Description
View Secondary Holds Tab, View and Authorize Invoices Region			
Batch Name	display only		batch number or null
Supplier	display only		supplier name
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Amount	display only		invoice amount
Entered By	display only		invoice entry person
Authorize	optional	check box	select to approve invoice
View Exceptions		button	displays invoices that have no approver assigned or that are partially or completely excluded from an approval range
Distributions		button	displays invoice distributions for approval
View Payments Holds Tab, View and Authorize Invoices Region			
Batch Name	display only		batch number or null
Supplier	display only		supplier name
Invoice Number	display only		invoice number
Invoice Date	display only		invoice date
Amount	display only		invoice amount
Entered By	display only		invoice entry person
Authorize	optional	check box	select to approve invoice
View Invoice		button	displays invoices on payment hold

Secondary Invoice Approval Report Procedures

This chapter describes Secondary Invoice Approval reports available in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure](#)
- [Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure](#)

Definition

Secondary Invoice Approval reports provide details of invoices that require or have received secondary approval.

Note: If invoices that require secondary approvals also require payment approval, it is recommended that the Invoice On Hold Report is used to track payment approvals.

For information on the Invoice on Hold Report, see [Invoice on Hold Report](#), *Oracle Payables User's Guide*.

Overview

The following Secondary Invoice Approval reports are available:

- [Secondary Invoice Approval: Flexfield Assignments Report](#)
- [Secondary Invoice Approval: Secondary Approval of Invoices Report](#)

Secondary Invoice Approval: Flexfield Assignments Report

This report lists the flexfield assignment of authorizers within an approval group.

Secondary Invoice Approval: Secondary Approval of Invoices Report

This report lists invoices that require or have received secondary approval or modified invoice approval, those that have no approver assigned, or those that are partially or completely outside of an approval range. The report is ordered by status, approver name, group name, invoice date, and invoice number.

Generating Secondary Invoice Approval: Secondary Approval of Invoices Report Procedure

To generate the Secondary Invoice Approval: Secondary Approval of Invoices Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Secondary Invoice Approval - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Secondary Invoice Approval: Secondary Approval of Invoices Report from the list of values.

The Parameters pop-up window appears.

5. To submit a report for all values, leave the parameter fields blank.
6. Optionally, to submit a report on status type, in the Status field, select the status type from the list of values.
7. Optionally, to submit a report on a group name, in the Group Name field, select the group name from the list of values.
8. Optionally, to submit a report on an approver user name, in the Approver User Name field, enter the approver user name.

Note: To submit a report on an approver user name, the group name must have been selected in the Group Name field.

9. Optionally, to submit a report on a vendor name, in the Vendor Name field, select the vendor name from the list of values.
10. Optionally, to submit a report on a batch name, in the Batch Name field, select the batch name from the list of values.
11. Optionally, to submit a report on an invoice number, in the Invoice Number field, enter the invoice number.

Note: To submit a report on an invoice number, the vendor name must be selected in the Vendor Name field.

12. Optionally, to submit a report on an invoice start date, in the Invoice Start Date field, enter the invoice start date.

- 13.** Optionally, to submit a report on an invoice end date, in the Invoice End Date field, enter the invoice end date.
- 14.** To apply the parameters, click **OK**.
- 15.** To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
- 16.** To submit another request, click **Yes**, or to continue, click **No**.
- 17.** View the request in the concurrent manager as follows:
View - Requests

Generating Secondary Invoice Approval: Flexfield Assignments Report Procedure

To generate the Secondary Invoice Approval: Flexfield Assignments Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Secondary Invoice Approval - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Secondary Invoice Approval: Flexfield Assignments Report from the list of values.

The Parameters pop-up window appears.

5. Optionally, in the Approval Group field, select an approval group from the list of values.
6. Optionally, in the Approver field, enter the approver's name.
7. In the Flexfield From field, enter a flexfield range from the list of values.
8. In the Flexfield To field, enter a flexfield range from the list of values.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
11. To submit another request, click **Yes**, or to continue click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Part XXII

Single Third Party

Single Third Party Process

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

- [Definition](#)
- [Single Third Party Process Flow Diagram](#)
- [Setting Up Single Third Party](#)
- [Creating Single Third Parties](#)
- [Viewing Single Third Party Netting Balances](#)
- [Creating Netting Transactions](#)

Definition

The Single Third Party feature identifies the connection between a supplier and a customer where it is the same entity. Creating a single third party enables the user to perform six types of netting transactions as follows:

- adjust Receivables balance
- adjust Payables balance
- objection to payment
- assignment
- payment excess
- supplier reimbursement

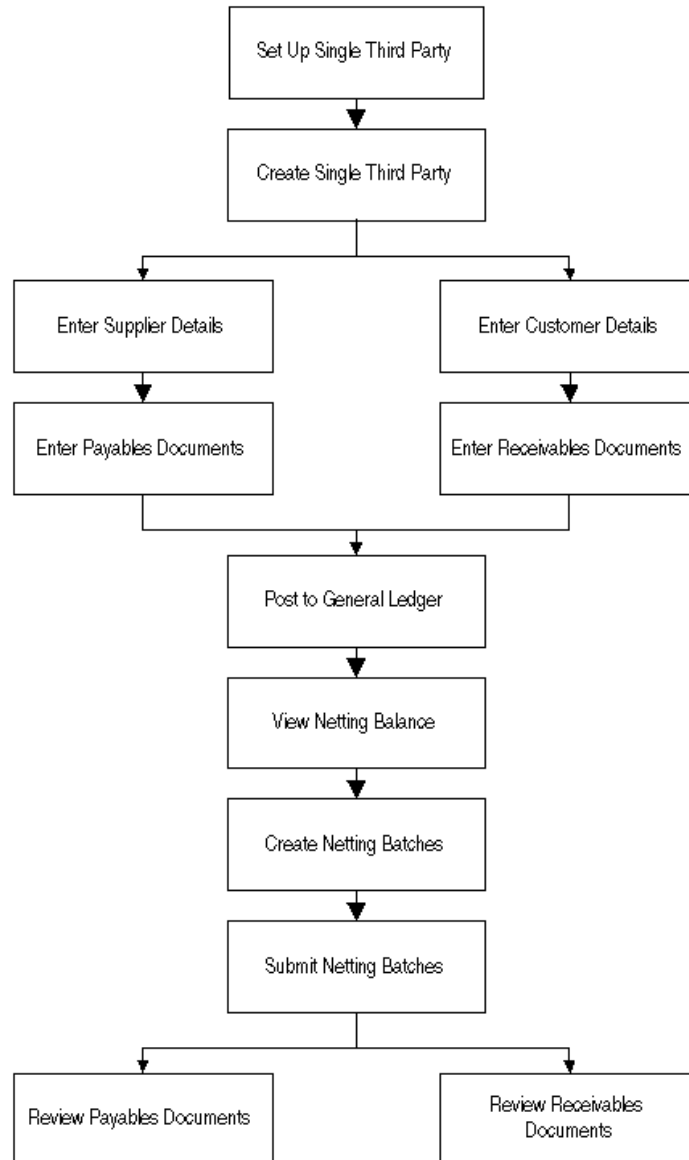
Netting transaction security is controlled by profile options.

Netting transactions are separated by a netting prefix that is inserted in each invoice and transaction number created by the Single Third Party netting process.

Single Third Party Process Flow Diagram

[Figure 82-1](#), page 82-4 shows the Single Third Party process flow, as described in the accompanying text.

Figure 82–1 Single Third Party Process Flow Diagram



Setting Up Single Third Party

The following topics are discussed in this section:

- [Enable Netting Transaction Types](#)
- [Set Profile Options for Single Third Party](#)

Enable Netting Transaction Types

Six netting types are available in Single Third Party:

- adjust Receivables balance
- adjust Payables balance
- objection to payment
- assignments
- supplier reimbursement
- payment excess

Each netting type requires an original transaction type and creates two netting transactions in Payables and Receivables. The netting types are predefined and cannot be modified.

Each netting type requires a netting control account. The netting control account must be the same for both Payables and Receivables. The account defined on the Netting Transaction Types window is used instead of the expense account in Payables and revenue account in Receivables.

If sequence numbering is always or partially used, the document category assignments must be set up before netting transaction types are set up. Document category assignments must be entered for the document category fields. If sequence numbering is not used, the document category field must be blank.

For information on document category assignments, see [Sequence Assignments Window](#), *Oracle Applications System Administrator's Guide*.

Set Profile Options for Single Third Party

The profile options must be set before using the Single Third Party feature as shown in [Table 82–1](#), page 82-6.

Table 82–1 *Single Third Party Profile Options*

Profile Options	Descriptions
Objecting STP Allowed	This profile option controls creation of objecting third parties and objection to payment netting transactions. As the Objection to Payment netting type is allowed only for specific account officers this profile option can be assigned at user level.
Default Receivables Payment Term	The value assigned to this profile option is used as the payment term for Receivables netting transactions when imported by AutoInvoice.
Default Payables Payment Term	The value assigned to this profile option is used as the payment term for Payables netting documents when they are imported by Payables Open Interface request.
Receivables Batch Source	The batch source assigned to this profile is used for netting Receivables transactions when imported by AutoInvoice. If the multiple organizations feature is used and single third party is enabled for more than one operating unit, this profile option must be assigned at responsibility level as the Receivables batch source is an operating unit specific element.
Payables Batch Source	This value is used by the Payables Open Interface Report when importing Payables invoices and credit memos into Payables.
Unit of Measure	This unit of measure is used by AutoInvoice when importing Receivables transaction lines.
Interface Context	This profile option must be set to STP Netting. This context is predefined and should not be modified.
Netting Prefix	This profile option can be set only at site level. The value of this field is inserted as a prefix for each transaction number created by single third party netting.

Creating Single Third Parties

Single Third Party header and address information must be entered on the Single Third Party - Main window. When saving a new single third party, a supplier and a customer are created at the same time. The information entered on the Single Third Party - Main window populates the corresponding fields on the standard supplier, supplier site address, customer, or customer address windows, but can be updated only on the Single Third Party - Main and Single Third Party - Address Details windows.

When creating addresses for a single third party all the addresses are inserted in the supplier and customer database.

If an address is enabled as a supplier, but not enabled as a customer, the Active check box remains deselected for the address on the standard customer addresses window and no Receivables transaction can be entered.

If an address is enabled as a customer but not as a supplier, the Pay site and the Purchasing site check boxes remain deselected on the standard Supplier Site window and no invoices or purchase orders can be entered. If an address is created as a supplier both the Pay site and Purchasing site check boxes are deselected, but updating the Single Third Party - Main window does not change the status of the Purchasing site check box. The Purchasing Site check box can be updated on the standard supplier site window.

Information not entered in the Single Third Party - Main and Single Third Party - Address Details windows for example, default payment term and bank account assignments, must be entered on the standard supplier, supplier site, customer, or customer address windows.

Single third parties cannot be set up from suppliers or customers created using the standard Receivables and Payables windows. Single third parties are not displayed on the Single Third Party Netting Balance window if created in the standard Payables or Receivables windows, for example, if a new supplier site or customer address is added to an existing single third party on the supplier site or customer address window. Customer addresses and supplier sites created on the standard customer address or supplier site windows are not displayed on the Single Third Party Netting Balance window and any documents entered cannot be netted.

Viewing Single Third Party Netting Balances

The Single Third Party Netting Balance window is used to view the following:

- outstanding Payables balance
- outstanding Receivables balance
- net balance for third party
- individual third party addresses

The user can drill-down to individual transactions to review subledger details.

The balances displayed are not necessarily the same as the current outstanding amount for a given supplier or customer as the Single Third Party Netting Balance window displays transactions that are already posted to the General Ledger in the entered currency.

Only transactions that have class of invoice, credit memo, and debit memo are displayed on the Receivables side, but all Payables documents are displayed on the Payables side. Transactions with class guarantee, deposit, and chargeback are not displayed.

For each document the invoice number or transaction number and the outstanding amount are displayed. For example, if a Payables invoice of 100 is posted, the amount displayed is 100. If 30 is paid for that invoice the amount displayed is 70.

In Receivables, if an invoice of 100 is posted to the General Ledger, the amount displayed is 100. If 60 is received from the customer and applied to the invoice the amount displayed changes to 40. If a credit memo for 40 is issued for this invoice, the outstanding amount is zero and the invoice does not appear on the Single Third Party Netting Balance window.

Creating Netting Transactions

Netting transactions are initially displayed in the Single Third Party Netting Balance window. Only transactions displayed on the Single Third Party Netting Balance window can be netted.

The following topics are discussed in this section:

- [Adjust Receivables Balance Example](#)
- [Adjust Payables Balance Example](#)
- [Objection to Payment Example](#)
- [Assignment Example](#)
- [Payment Excess Example](#)
- [Supplier Reimbursement Example](#)

Adjust Receivables Balance Example

Company A is a supplier and a customer with the following outstanding invoices:

- Payables invoice of 100
- Receivables invoice of 150

A net receivable balance is displayed. An agreement with the third party states that only the net balance is paid.

Company A is queried on the Single Third Party Netting Balance window and the Payables invoice of 100 and the Receivables invoice of 150 are displayed. The Adjust AR Balance netting type is selected on the Netting Transactions window. When the Adjust AR Balance netting type is selected, only documents with positive amounts are available for selection in the Payables and Receivables regions on the Create Netting Packages window. The documents for netting must be selected. The Create Batch button is clicked to display the netting batch created, including the netting transactions. The netting transaction numbers and amounts are reviewed. At this point the status of the batch is Available.

A Payables credit memo for -100 and a Receivables credit memo for -100 are created. Note that creating netting batches is irreversible and netting batches cannot be deleted.

When the netting batch is created but not submitted, the netting balance window displays the amount of netting transactions in the Netting in Progress field next to the original transaction.

The original Payables invoice still has 100 displayed in the Amount field and 100 in the Netting in Progress field. The Receivables transaction displays 150 in the Amount field and 100 in the Netting In Progress field.

When the netting batch is submitted, the netting transactions are imported into the subledgers using the AutoInvoice concurrent program in Receivables and Payables Open Interface concurrent program in Payables. The status of the netting batch changes to Complete. Transactions can be reviewed in the Single Third Party Netting Balance window. The Payables invoice is no longer displayed as it is netted. For the Receivables invoice, 50 is displayed in the Amount field.

Netting transactions can be viewed on the Invoice Entry window or Transactions window.

The Receivables credit memo is applied to the original Receivables invoice. The amount displayed for this invoice on the Single Third Party Netting Balance window is not affected as the amount of this credit memo is already deducted from the original amount.

On receipt of 50 from the customer the receipt is applied to the original invoice and the transaction is closed and does not appear on the Single Third Party Netting Balance window.

In Payables, the credit memo cannot be applied to the original invoice. The original invoice and the credit memo created by netting must be grouped and paid together.

Adjust Payables Balance Example

The Adjust Payables Balance example is similar to the Adjusting Receivables Balance example, but there is a net Payables balance as follows:

- Payables invoice of 200
- Receivables invoice of 170

An agreement with the third party states that only the net balance is paid. An Adjust AP Balance type netting batch is created. When Adjust AP Balance netting type is selected, only documents with positive amounts are available for selection in Payables and Receivables on the Create Netting Packages window.

The documents for netting are selected and the netting batch is created. The netting batch includes a Receivables credit memo for -170 and a Payables credit memo for -170.

The netting balance is reviewed before submitting the batch. The Amount field for the Payables invoice displays 200 and the Netting In Progress field displays 170.

The Amount and the Netting In Progress fields display 170 for the Receivables invoice. After the netting batch is submitted and completed, the Payables invoice displays 30 in the Amount field and the Receivables invoice is no longer displayed as it is fully netted.

The Receivables credit memo created by netting must be applied to the original transaction. The credit memo and invoice are closed after the credit memo is applied.

The Payables invoice and credit memo must be grouped together for payment ensuring that only the net 30 is paid.

Objection to Payment Example

The Objection to Payment netting type is specific to French public sector organizations and has a higher level of security as it can be performed only by specific users.

A third party submits an invoice for 400, but a notification is sent from a public sector organization for example, the tax authority, stating that the same third party has an outstanding balance of 300.

Both organizations must be entered in the Single Third Party - Main window. The public sector organization must be entered as an objecting third party. Objecting third parties are available only when the Objecting STP Allowed profile option is set to Yes.

On receipt of notification, users with the authority to deal with this type of netting can process an Objection to Payment netting transaction. The invoice received from the first third party must be queried on the Single Third Party Netting Balance window. The Objection to Payment netting type is only available on the Netting Transactions window if it is enabled on the Netting Transaction Types window and the Objecting STP Allowed profile option is set to Yes.

Only Payables documents with positive amounts are displayed on the Create Netting Packages window. The objecting third party must be selected from the list of values. Only third parties created as objecting third parties are displayed in the list. The third party must be enabled as a supplier so that a valid pay site is available.

The user enters 300 in the Amount field and selects the invoice by scrolling down. The user creates a netting package and reviews the batch identifier, status, and netting transactions to be imported into Payables. The netting transactions are a credit memo of -300 for the original supplier and an invoice of 300 for the public sector organization.

After the netting batch is submitted there is a net outstanding balance of 100 for the original supplier and 300 for the public sector organization.

Assignment Example

The Assignment netting type is identical to the Objection to Payment netting type, but is available for all users with the authority to perform netting transactions.

Partial or full amounts of an outstanding invoice for a third party can be assigned to another third party. The third party must be set up as a debt beneficiary single third party type on the Single Third Party - Main window and have at least one valid pay site.

After generating an assignment netting type from the original Payables invoice, a credit memo is created for the first third party and an invoice is created for the debt beneficiary.

Payment Excess Example

The Payment Excess netting type is used to return money to a customer. The customer must be recorded as a single third party with a valid bill-to address on the customer side and a valid pay site on the supplier side.

A Receivables credit memo must be recorded for the amount to be paid back. The document must be queried on the Single Third Party Netting Balance window. Only Receivables credit memos are displayed on the Create Netting Batches window after selecting the Payment Excess netting type.

During netting batch creation the batch identifier, status, and netting transactions can be reviewed.

The netting transactions created in the payment excess netting type are as follows:

- Receivables debit memo
- Payables invoice

The original Receivables credit memo must be applied to the debit memo to close both transactions.

Money is returned to the third party when the Payables invoice is paid.

Supplier Reimbursement Example

The Supplier Reimbursement netting type is similar to the Payment Excess netting type in Payables. A supplier reimbursement netting type is created to record money received from a supplier.

A Payables credit memo must be entered for this amount. The credit memo must be queried on the Single Third Party Netting Balance window, and the Supplier Reimbursement netting type selected. Only Payables documents with a negative amount appear on the Create Netting Packages window.

Submitting the netting batch creates an invoice in Payables and a debit memo in Receivables for the same amount.

Single Third Party Setup

This chapter describes how to set up the Single Third Party feature in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Define Netting Transaction Types Procedure](#)
- [Netting Transaction Types Window](#)
- [Netting Transaction Types Window Description](#)

Definition

Single Third Party treats a customer or supplier as a single entity and provides a netting facility between a single third party's receivable and payable transactions to arrive at a net balance position.

WARNING: Netting is legal only in certain countries.

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

Overview

Single Third Party provides the following:

- maintains a single entry point for customers and suppliers
- supports various types of payable and receivable netting at transaction level
For information on netting types, see [Netting Types](#), page 83-3.
- provides an inquiry facility to view the outstanding balance of a third party and to support drill-down to individual transactions
- reconciles the net balance position due to, or from, a third party by automatically creating netting transactions and resulting journal entries
- provides an audit trail by maintaining sequential numbering for netting transactions
- enforces security by restricting netting access to authorized users

For information on security, see [Netting Security](#), page 83-5.

The Single Third Party feature can be used with Oracle Applications global accounting engine to utilize the country-specific accounting rules applicable to third party transactions. The global accounting engine provides country-specific legal reports and accounting treatment, subledger transactions by control account, gapless numbering of accounting lines, and online drill-down to original subledger documents.

For information on global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

The following topics are described in this section:

- [Netting Types](#)
- [Netting Transactions and Journal Entries](#)

- [Netting Transaction Class and Type Usage](#)
- [Netting Security](#)

Netting Types

Netting types supported by Single Third Party for accounts officers are displayed in [Table 83–1](#), page 83-3.

Table 83–1 Netting Types

Netting Types	Description
Adjust AR Balance	Netting the outstanding payable balance owed to a third party with receivable invoices due from the same third party. The third party's payable balance is eliminated by adjusting the receivable balance.
Adjust AP Balance	Netting the outstanding receivable balance due from a third party with payable invoices due to the same third party. The third party's receivable balance is eliminated by adjusting the payable balance.
Objections to Payment	Netting the payable invoices owed to a third party by creating an invoice for another third party called the objecting third party. This applies when payment is owed to a third party who also owes money to another third party. The objecting third party is paid the netting amount and the third party receives a net settlement.
Assignments	Netting the payable invoices owed to a third party by creating an invoice for another third party, called the debt beneficiary. This applies when payment is owed to a third party who has a debt beneficiary in a factoring agreement. The debt beneficiary is paid the netting amount and the third party receives a net settlement.
Payment Excesses	Netting a third party's credits or overpayment in Receivables by refunding the overpayment in Payables.
Supplier Reimbursements	Netting a third party's credit memo in Payables by receiving a refund in Receivables.

Netting Transactions and Journal Entries

Single Third Party offsets a third party's outstanding balances by creating netting transactions in Payables, Receivables, or both, depending on the netting type. This is because Single Third Party performs netting at the balance level, or at the

transaction level to complete the accounting cycle of those transactions that are offset. For example, Payables balance netting automatically creates the following netting transactions:

- credit memo in Payables to reduce the balance due to the third party
- credit memo in Receivables to eliminate the balance due from the third party

Netting Transaction Class and Type Usage

Single Third Party predefines the appropriate combinations of transaction classes for each netting type based on the accounting principles adopted by the French public sector.

[Table 83–2](#), page 83-4 shows the combinations of transaction classes supported by Single Third Party.

Table 83–2 Netting Transactions Class and Type Usage

Netting Types	Receivable Transaction Class Usage	Payable Transaction Class Usage	Payable Transaction Type
Receivables Balance	Credit Memo	Credit Memo	Credit Memo
Payables Balance	Credit Memo	Credit Memo	Credit Memo
Objection to Payment	Not Applicable	1. Credit Memo	1. Credit Memo
		2. Invoice	2. Invoice
Assignment	Not Applicable	1. Credit Memo	1. Credit Memo
		2. Invoice	2. Invoice
Payment Excess	Debit Memo	Invoice	Invoice
Reimbursement	Debit Memo	Invoice	Invoice

Receivable transaction types for netting can be defined for each supported receivable transaction class. Available transaction types are those defined in the Transaction Types window in Receivables for the same transaction class.

Single Third Party uses the following rules to determine which accounting flexfield is used to create journal entries:

- Clearing netting account. This is used as a clearing account for netting transactions and is user-definable in the Netting Types window.

For information on defining a netting account, see [Define Netting Transaction Types Procedure](#), page 83-12.

Netting Security

Single Third Party provides restrictive access to the following functions:

- creating objecting third party
- creating objection to payment netting

Use the Single Third Party: Objecting STP Allowed profile option to specify whether to grant access to the functions.

Single third parties must be entered and maintained in the Single Third Party - Main window.

Prerequisites

- ❑ The Single Third Party feature in the Enable OPSF(I) Features window must be enabled.

To enable a feature, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

- ❑ Receivables netting transaction types must be defined in the Transaction Types window.

To define transaction types, see [Transaction Types](#), *Oracle Receivables User's Guide*.

- ❑ If dynamic insert is not enabled for the accounting flexfield structure, the accounting flexfield used for the clearing netting account must be entered as an account combination.

To enable dynamic inserts, see [Defining Key Flexfield Structures](#), *Oracle Applications Flexfields Guide*.

To define account combinations, see [Defining Accounts](#), *Oracle General Ledger User's Guide*.

- ❑ If document sequences are implemented for netting transactions, these sequences must be defined and assigned to relevant transaction types.

To define document sequences, see [Document Sequences](#), *Oracle Applications System Administrator's Guide*.

- ❑ To implement Single Third Party, the following profile options must be defined:

- Single Third Party: AP Term Default
- Single Third Party: AR Term Default
- Single Third Party: Unit of Measure Default
- Single Third Party: Interface Content
- Single Third Party: Payables Source
- Single Third Party: Pay Group Default
- Single Third Party: Receivables Batch Source

The following profile options are optional:

- Single Third Party: Netting Prefix
- Single Third Party: Objecting STP Allowed

To define profile options in Oracle Public Sector Financials (International), see step [3. Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

- ❑ If the Oracle Applications global accounting engine is used, it must be set up.
To set up Oracle Applications global accounting engine, see [Set Up Window](#), *Oracle Global Accounting User's Guide*.

Single Third Party Setup Steps

The steps in this section are listed in order of completion.

Set Profile Options

[Table 83–3](#), page 83-7 describes the profile option levels for Single Third Party.

Table 83–3 Single Third Party Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
Receivables	Single Third Party: AR Term Default	x	x	x	
	Single Third Party: Interface Context	x	x	x	x
	Single Third Party: Netting Prefix	x			
	Single Third Party: Objecting STP Allowed	x	x	x	x
	Single Third Party: Receivables Batch Source	x	x	x	
	Single Third Party: Unit of Measure Default	x			
	Single Third Party: AP Term Default	x	x	x	
	Single Third Party: Payables Source	x	x	x	

[Table 83–4](#), page 83-7 describes the Single Third Party profile option values.

Table 83–4 Single Third Party Profile Option Values

Profile Option Name	Value	Description
Single Third Party: AR Term Default	payment terms	indicates default payment terms for netting transactions automatically generated in Oracle Receivables. Payment terms must be predefined in the Payment Terms window in Oracle Receivables before the terms can be selected for this profile. For information on payment terms, see Payment Terms Window, <i>Oracle Receivables User's Guide</i>.

Table 83–4 Single Third Party Profile Option Values

Profile Option Name	Value	Description
Single Third Party: Interface Context	Context Field Value	Specify the user-definable context field value assigned to the AutoInvoice line transaction flexfields for single third party. The suggested Context Field Value is STP NETTING. This context name is predefined in the Descriptive Flexfield Segments window. For information on defining the transaction flexfields for Single Third Party, see Descriptive Flexfield Segments Window , <i>Oracle Applications Flexfields Guide</i> .
Single Third Party: Netting Prefix	sequence prefix	used to automatically assign numbering to netting transactions, optionally used to specify the sequence prefix for the netting transactions
Single Third Party: Objecting STP Allowed	yes or no	used to enhance netting security, by specifying whether the access to create and select objecting third parties is granted; also controls if objection to netting payment type is available for creation
Single Third Party: Unit of Measure Default	unit of measure	indicates default unit of measure for the netting transactions automatically generated in Oracle Receivables. The unit of measure must be predefined in the Units of Measure window before it can be selected for this profile. For information on defining units of measure, see Defining Units of Measure , <i>Oracle Receivables User's Guide</i> .
Single Third Party: Receivables Batch Source	Receivables Batch Source	Selects the Receivables batch source defined for single third party on the Transaction Sources window. For information on defining batch sources, see Define Transaction Sources , page 83-10.
Single Third Party: AP Term Default	payment terms	indicates default payment terms for netting transactions automatically generated in Oracle Payables. Payment terms must be predefined in the Payment Terms window in Oracle Payables before the terms can be selected for this profile. For information on payment terms, see Payment Terms , <i>Oracle Payables User's Guide</i> .
Single Third Party: Payables Source	Payables QuickCode Source Name	indicates name of the Payables lookup code defined for single third party on the Payables Lookups window. For information on defining lookups for single third party see Lookups , <i>Oracle Payables User's Guide</i> .

Define Grouping Rules

This step is optional.

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

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

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

Compile Line Transaction Flexfield

For information on compiling line transaction methods, see [Generating Line Transaction Flexfield Procedure](#), page 86-9.

Define Transaction Types

At least one transaction type of invoice class must be defined for standing charges. At least one transaction type must be defined of class Invoice, Credit Memo, and Debit Memo for Single Third Party.

In Receivables, define transaction types as follows.

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

Define Transaction Sources

Invoice sources of the type Imported are required for Single Third Party.

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

In Receivables, define invoice batch sources as follows.

1. Navigate to the Transaction Sources window as follows:

Setup - Transactions - Sources

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

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

For information on setting profile options, see step 3. [Specify Site-Level and Application-Level Profile Options Procedure](#), page 3-13.

Enter values in other fields as follows:

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

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

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

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

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

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

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

Define Netting Transaction Types Procedure

The Netting Transaction Types window is used to enable a netting type. The Netting Transaction Types window is also used to define the netting control account, document category for sequence numbering, and transaction types for each netting type.

To define netting transaction types, perform the following steps.

1. Navigate to the Netting Transaction Types window as follows:

OPSF(I) Single Third Party - Netting Transaction Types

2. To enable a netting type, select the Enabled check box to the right of the relevant Netting Transaction field.

Note: A netting type cannot be enabled until all required values for the netting type definitions are entered. A netting type must be disabled before the definitions can be updated. Only enabled netting transaction types can be used for netting batch creation.

3. The Transaction Type Usage region of the window changes depending on which netting transaction the cursor points to. The Transaction Type Usage and Application and Transaction Class columns are predefined and not updatable.

For combinations of transaction classes supported by single third party, see [Table 83-2](#), page 83-4.

4. Enter data in the remaining fields of the Transaction Type Usage region as described in [Table 83-5](#), page 83-14.
5. Close the window.

Netting Transaction Types Window

Figure 83–1 Netting Transaction Types Window

The screenshot shows a window titled "Netting Transaction Types". It contains two main sections: "Netting Types" and "Transaction Type Usage".

Netting Types

Netting Transaction	Enabled
AR Balance	☒
AP Balance	☒
Objections to Payment	☒
Payment excesses	☒
Assignments	☒
Supplier Reimbursements	☒

Transaction Type Usage

Application	Transaction Class	Document Category Code	Transaction Type	Clearing Netting Account
Oracle Public Sec	Credit Memo		Credit Memo	1-000-1410-0000-STP-000
Oracle Public Sec	Credit Memo		Credit Memo	1-000-1410-0000-STP-000
OPSF1 UK D-Default-Adjusting -Default-Single Thi-Default				

Netting Transaction Types Window Description

Table 83–5 Netting Transaction Types Window Description

Field Name	Type	Features	Description
Netting Types Region			
Netting Transaction	display only		netting transaction type; valid values: AR Balance, AP Balance, Objections to Payment, Payment Excesses, Assignments, or Supplier Reimbursements
Enabled	conditionally required	check box	if selected, enables selected transaction type; if deselected, disables selected transaction type
Transaction Type Usage Region			
Application	display only		Oracle application name
Transaction Class	display only		transaction class; transaction type automatically determined by netting type selected
Document Category Code	optional	list of values	if sequential numbering required for netting transactions, category codes defined in Document Categories window; sequence assigned to this category code in Sequence Assignments window used for numbering netting transactions
Transaction Type	conditionally required	list of values	for Receivables, transaction types defined in Transaction Types window. Note: Transaction type that applies to same transaction class must be selected. For example, transaction type for class of debit memo must be selected when Transaction Class Code is Debit Memo. For Payables, values are predefined as listed in Table 83–2 , page 83-4.
Clearing Netting Account	conditionally required	list of values	netting control account. Note: Clearing netting account for Payables and Receivables must be the same. Only one netting account is allowed for the netting type in order to balance netting transactions within the same type.

Single Third Party Procedures

This chapter describes how to use Single Third Party functionality in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Creating a Single Third Party Procedure](#)
- [Single Third Party - Main Window](#)
- [Single Third Party - Main Window Description](#)
- [Single Third Party - Address Details Window](#)
- [Single Third Party - Address Details Window Description](#)
- [Viewing Single Third Party Details and Outstanding Balance Procedure](#)
- [Find STP Window](#)
- [Find STP Window Description](#)
- [Single Third Party Netting Balance Window](#)
- [Single Third Party Netting Balance Window Description](#)
- [Creating Netting Transactions Procedure](#)
- [Netting Transactions Window](#)
- [Netting Transactions Window Description](#)
- [Create Netting Packages Window](#)
- [Create Netting Packages Window Description](#)

- [Submitting Netting Batches Procedure](#)
- [Submit Netting Batches Window, Details Tab](#)
- [Submit Netting Batches Window, Currency Tab](#)
- [Submit Netting Batches Window Description](#)

Definition

Single Third Party is a single entry point for creating, viewing, and deactivating a third party that is both a customer and a supplier. Single Third Party also enables the third party to be tracked as a single legal entity within the application, which enables the calculation of a net balance.

WARNING: Netting is legal only in certain countries.

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

Overview

Calculating the net balance for a single third party involves the following tasks:

- defining a customer and a supplier as a single third party using the Single Third Party - Main and Single Third Party - Address Details windows
- querying and viewing the single third party net balance using the Find STP and Single Third Party Netting Balance windows
- specifying the netting transaction type to be used in the netting calculation using the Netting Transaction Types window

Netting single third party documents also involves the following:

- grouping the netted invoices into netting packages using the Create Netting Packages window
- submitting invoices for netting, as netting batches, using the Submit Netting Batches window

For information on setting up single third parties, see [Single Third Party Setup](#), page 83-1.

For information on netting transaction types, see [Netting Transaction Types](#), page 84-4.

For information on netting packages and netting batches, see [Netting Packages and Netting Batches](#), page 84-5.

As part of the single third party posting process, all netting documents for the net outstanding balance are automatically generated by the system.

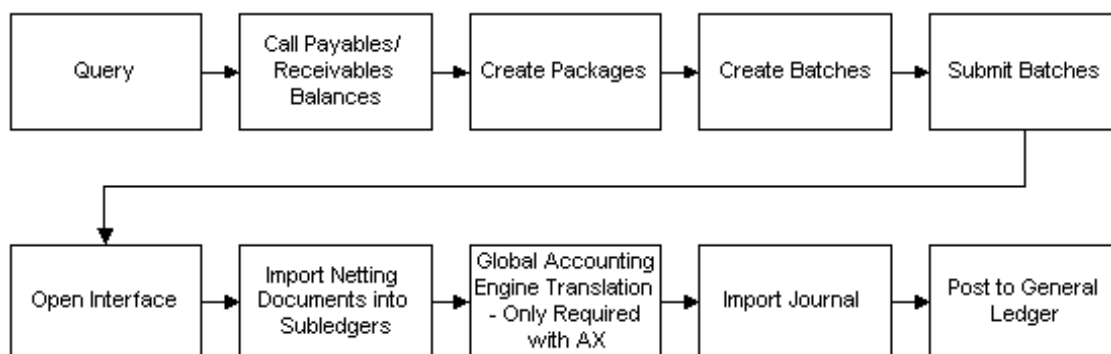
The following topics are discussed in this section:

- [Netting Process](#)
- [Netting Transaction Types](#)
- [Netting Packages and Netting Batches](#)

Netting Process

[Figure 84-1](#), page 84-3 shows an overview of the netting process, as described in the accompanying text.

Figure 84-1 Netting Process Overview



Note: Netting transactions can only be performed by the accounts officers.

Netting Transaction Types

The netting transaction type is determined by the net balance for a third party. The netting transaction types available are described in [Table 84–1](#), page 84-4.

Table 84–1 Netting Transaction Types

Netting Transaction Type	Description
AR Balance	Nets a third party's Receivables invoices with Payables invoices. The transactions selected for netting are a Receivables invoice and a Payables invoice. Both invoices should have a net Receivables balance, that is, the outstanding amount of the Receivables invoice is greater than the outstanding amount of the Payables invoice. Netting creates a Receivables credit memo and a Payables credit memo for the amount of the original Payables invoice.
AP Balance	Nets a third party's Payables invoices with Receivables invoices. The transactions selected for netting are a Payables invoice and a Receivables invoice. Both invoices should have a net Payables balance, that is, the outstanding amount of the Payables invoice is greater than the outstanding amount of the Receivables invoice. Netting creates a Receivables credit memo and a Payables credit memo for the amount of the original Receivables invoice. This option is the reverse of the AR Balance transaction type.
Objections to Payment	The netting transaction is a Payables invoice. The purpose of netting is to partially or fully assign this invoice to another third party. The invoice amount is specified on the Create Netting Packages window. The assignee third party needs to be set up as an objecting third party on the Single Third Party - Main window and needs to have an active pay site in the given operating unit. Netting creates a Payables credit memo for the original third party and a Payables invoice for the same amount for the objecting third party. This option can be performed by authorized account officers on receipt of a legal notification. This can be controlled by the value of the Single Third Party: Objecting Third Party Allowed profile option.

Table 84–1 Netting Transaction Types

Netting Transaction Type	Description
Payment Excesses	Nets a third party's Receivables invoices and settlements. The original transaction needs to be a Receivables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.
Assignments	This netting type is identical to the Objection to Payment type except that it is available to all account officers. In addition, the assignee must be set up as a debt beneficiary type third party on the Single Third Party - Main window.
Supplier Reimbursements	Nets a third party's Payables invoices and settlements when a credit memo is received. The original transaction must be a Payables credit memo. Netting creates a Receivables debit memo and a Payables invoice for the same amount as the original credit memo amount.

Netting Packages and Netting Batches

The accounts officer creates netting packages using the Create Netting Packages window. Netting packages are collections of Payables and Receivables transactions for a single third party.

Netting batches are submitted using the Submit Netting Batches window. Submitting netting batches rather than netting packages has the advantage that netting and posting can be performed independently. For example, the information that netting provides can be useful at any time, but submitting can be convenient at the end of each day.

Prerequisites

- ❑ If used, the global accounting engine must be set up to post all transactions in General Ledger for a set of books.

To set up the global accounting engine, see [Set Up Window](#), *Oracle Applications Global Accounting Engine User's Guide*.

Creating a Single Third Party Procedure

To create a new single third party, perform the following steps.

1. Navigate to the Single Third Party - Main window as follows:

OPSF(I) Single Third Party - Single Third Party Maintenance

2. In the STP Name field, enter the name of the single third party.

Note: The Active check box must be selected. This enables the system to calculate single third party balances. The Active check box is selected by default.

3. In the STP Type field, select a single third party type.

The single third party type indicates that the third party is an objecting third party if the Objection to Payment netting type is selected, or a debt beneficiary if the Assignments netting type is selected.

4. If the single third party must be under a threshold control, select the Enforce Threshold check box.
5. In the Address region, enter address references to distinguish between third party addresses. The address reference is the site name, as defined in Payables.
6. To define an address reference as a customer location, a supplier site, or both, select the Customer or Supplier check box, or both.

Note: To perform netting on an address reference, it must be defined as a customer, a supplier, or both. In addition, the Bill to Location field in the Customer Addresses window must contain data.

For information on the Customer Addresses window, see [Entering Customer Addresses](#), *Oracle Receivables User's Guide*.

7. Define an address for the single third party as follows:

- Select an address reference and click **Open**.

The Single Third Party - Address Details window appears.

- Enter data in the Single Third Party - Address Details window as described in [Table 84-3](#), page 84-11.

8. Close the Single Third Party - Address Details window.

The Single Third Party - Main window appears.

9. Click **New (B)** to create another single third party.

10. Save or save and continue as follows:

File - Save or **Save and Proceed**

11. Close the window.

Entering Customer Details

To view customer details and enter additional information, perform the following steps.

1. In Receivables, navigate to the Customers - Standard window as follows:

Customers - Standard

The Find / Enter Customers window appears.

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

The Customer Selection window appears.

4. Select a customer name from the list.

The Customers - Standard window appears.

For information on the Customers - Standard window, see [Entering Customers](#), *Oracle Receivables User's Guide*.

Entering Supplier Details

To view supplier details and enter additional information, perform the following steps.

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

Suppliers - Inquiry

The Find Suppliers window appears.

2. Enter search criteria or leave the fields blank to retrieve all records.

3. Click **Find**.

The Suppliers window appears.

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

Single Third Party - Main Window

Figure 84-2 Single Third Party - Main Window

Single Third Party - Main

STP Name

Number

Taxpayer ID

Tax Registration Num

STP Type

Standard STP

☒Active

☐Enforce Threshold

Address

Customer

Supplier

☒

☐

☐

☐

☐

☒

☐

☐

☐

☐

New (B)

Open

Single Third Party - Main Window Description

Table 84–2 *Single Third Party - Main Window Description*

Field Name	Type	Features	Description
STP Name	required		single third party name; maximum 50 characters
Taxpayer ID	optional		must be identical to Taxpayer ID in Customers - Standard and Suppliers Summary windows
Tax Registration Num	optional		tax registration number
STP Type	optional	list of values	single third party type; valid values: Debt Beneficiary STP, Objecting STP, or Standard STP; Standard STP selected as default
Number	display only		single third party unique identifier; automatically generated when data saved
Active	optional	check box	if selected, customer and supplier sites activated; if deselected, customer and supplier sites deactivated
Enforce Threshold	optional	check box	if selected, invoice threshold fixed; if deselected, invoice threshold unlimited
Address Region			
<Address>	required		address reference; distinguishes customer or supplier sites; at least one address reference required; maximum 15 characters
Customer	optional	check box	if selected, customer address active
Supplier	optional	check box	if selected, supplier address active
New (B)		button	opens Single Third Party - Address Details window
Open		button	enables user to enter new single third party details

Single Third Party - Address Details Window

Figure 84–3 *Single Third Party - Address Details Window*

The screenshot shows a window titled "Single Third Party - Address Details". The window contains the following fields:

- Address Reference:
- Country: EDI Location:
- Address:
- Alternate Name: City: State:
- Postal Code: Province: County:
- Reference: Language:
- Category:
- Alternate Address:

Single Third Party - Address Details Window Description

Table 84–3 *Single Third Party - Address Details Window Description*

Field Name	Type	Features	Description
Address Reference	display only		address reference; automatically displayed from Single Third Party - Main window
Country	required	list of values	third party location; identical to Country in Payables or Receivables
EDI Location	optional		Electronic Data Interchange location; identical to EDI Location in Receivables
Address	required		third party address; first line required; identical to Address in Payables or Receivables
Alternate Name	optional		alternate name to identify third party; identical to Alternate Name in Payables or Receivables
City	optional		third party location; identical to City in Payables or Receivables
State	optional		third party location; identical to State in Payables or Receivables
Postal Code	optional		third party postal code; identical to Postal Code in Payables or Receivables
Province	optional		third party location; identical to Province in Payables or Receivables
County	optional		third party location; identical to County in Payables or Receivables
Reference	required		third party reference; defines combination of third party and address
Language	optional	list of values	language used by third party; identical to Language in Payables or Receivables
Category	optional	list of values	identical to Address Category in Receivables; used in analysis of customers
Alternate Address	optional		third party alternate address; identical to Alternate Address in Payables

Viewing Single Third Party Details and Outstanding Balance Procedure

To review details such as the address and the net outstanding balance for an existing single third party, perform the following steps.

1. Navigate to the Single Third Party Netting Balance window as follows:

OPSF(I) Single Third Party - Netting Balance

The Find STP window appears.

2. Perform one of the following actions:

- In the Third Party Name field, enter a third party name.
- Select a third party name from the list of values.
- Leave the Third Party Name field blank.

3. Click **Find**.

The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved. The up and down arrow keys can be used to scroll through all available single third parties.

4. To examine an invoice in more depth, select an invoice and click the drill-down button.

The standard Payables Invoices window or Receivables Transactions window appears.

5. In the Currencies Code field, select the currency code.

The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

6. Select one or more of the single third party Site check boxes.

All Site check boxes are selected by default.

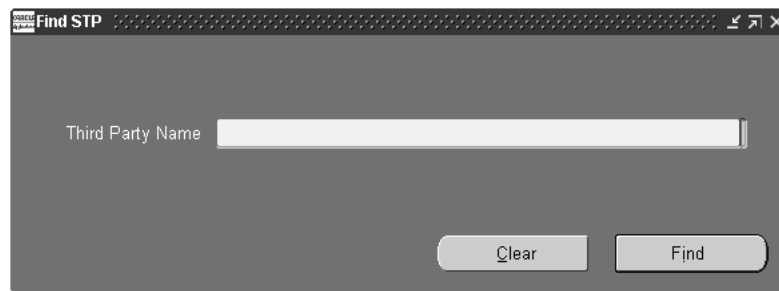
7. Click **OK**.

Invoice details that are entered in the given currency and posted to General Ledger as well as the outstanding third party balances are displayed in the Payables Invoices and Receivables Invoices regions.

8. Close the window.

Find STP Window

Figure 84–4 Find STP Window



Find STP Window Description

Table 84–4 Find STP Window Description

Field Name	Type	Features	Description
Third Party Name	optional	list of values	third party name
Clear		button	erases data in Third Party Name field
Find		button	opens Single Third Party Netting Balance window

Single Third Party Netting Balance Window

Figure 84-5 *Single Third Party Netting Balance Window*

Single Third Party Netting Balance

Third Party Name Currency Code

Site ☒ ☐ ☐

Payables Invoices		
Invoice Number	Amount	Netting in Progress

AP Balance
Netting In Progress

Receivables Invoices		
Invoice Number	Amount	Netting in Progress

AR Balance
Netting In Progress

Balance (AP-AR)
Netting In Progress

Single Third Party Netting Balance Window Description

Table 84–5 *Single Third Party Netting Balance Window Description*

Field Name	Type	Features	Description
Third Party Name	display only		third party name with associated address references
Currency Code	required	list of values	currency used to calculate netting balance; default is functional currency
<address reference>	display only		single third party address reference automatically displayed from Single Third Party - Main window; by default, all address references selected; address references used to distinguish customer or supplier sites
Site	optional	check box	indicates which single third party sites to include; all sites selected by default
Clear		button	erases data from Payables Invoices and Receivables Invoices regions
OK		button	populates Payables Invoices and Receivables Invoices regions with selected site data
Payables Invoices Region			
Invoice Number	display only		invoices from selected third party site or sites. Note: Rules for displaying Payables invoices are as follows: General Ledger date must be before today's date, amount must be greater than zero, invoice must be posted
Amount	display only		outstanding invoice amount minus any amount already netted
Netting in Progress	display only		netting in progress; invoice amount involved in pending netting transaction
AP Balance	display only		balance in Payables for third party; Amount fields sum shown in selected currency
Netting In Progress	display only		netting transactions total still being processed in Payables; sum of Netting in Progress fields

Table 84–5 Single Third Party Netting Balance Window Description

Field Name	Type	Features	Description
Receivables Invoices Region			
Invoice Number	display only		billed invoices to selected third party sites. Note: Rules for displaying Receivables invoices are as follows: Receivables document status is Posted, General Ledger date must be before today's date, amount must be greater than zero, Bill To Location in Customer Addresses window must contain data. For information on the Customer Addresses window, see Entering Customer Addresses , <i>Oracle Receivables User's Guide</i> .
Amount	display only		outstanding invoice amount minus any amount already netted
Netting in Progress	display only		netting in progress; invoice amount involved in pending netting transaction
AR Balance	display only		balance in Receivables for third party, shown in selected currency; sum of Amount fields
Netting In Progress	display only		netting transactions total still being processed in Receivables; sum of Netting in Progress fields
Balance (AP-AR)	display only		outstanding balance for selected third party site or sites; Payables Balance minus Receivables Balance
Netting In Progress	display only		netting transactions balance still being processed; Payables minus Receivables transactions
Netting Transactions		button	opens Netting Transactions window

Creating Netting Transactions Procedure

To create netting transactions, perform the following steps.

1. Navigate to the Single Third Party Netting Balance window as follows:

OPSF(I) Single Third Party - Netting Balance

The Find STP window appears.

2. Perform one of the following actions:

- In the Third Party Name field, enter a third party name.
- Select a third party name from the list of values.
- Leave the Third Party Name field blank.

3. Click **Find**.

The Single Third Party Netting Balance window appears. If the Third Party Name field is left blank, all records are retrieved.

4. Select the currency code.

The functional currency is displayed by default. For example, in France the default currency is FRF for French Francs or EUR for Euros.

5. Select one or more of the third party Site check boxes.

All check boxes are selected by default.

6. Click **OK**.

Invoice details and the outstanding third party balance are shown in the selected currency and are displayed in the Payables Invoices and Receivables Invoices regions.

When adding or removing single third party sites, documents in the Payables and Receivables regions are automatically cleared.

7. To refresh the information, click **OK**.

8. To select a netting transaction type or to select invoices for netting, click **Netting Transactions**.

The Netting Transactions window appears.

The Objection to Payment option is only available when the Objection to Payment netting type is selected, and the Single Third Party: Objecting STP Allowed profile option is set to Yes.

9. Enter data in the Netting Transactions window as described in [Table 84-6](#), page 84-20.
10. Click **Create Netting Packages**.

The Create Netting Packages window appears with the list of third party documents and amounts in both Payables and Receivables.
11. If the netting type is set to Objection to Payment, in the Objecting Third Party field, enter the objecting single third party and specify the amount to be reassigned.
12. If the netting type is set to Assignments, in the Debt Beneficiary Third Party field, enter the debt beneficiary single third party and specify the amount to be reassigned.
13. Click the up and down arrows for Payables and Receivables documents.

The Package region displays a netting package with a package number.

To examine previous netting packages, click **Previous**.

The package number changes when **Next** and **Previous** are clicked.
14. To create a new netting package, click **Next** when the Package Number is equal to the Number of Packages Defined.
15. When all required netting packages are defined, click **Create Batch**.

The Submit Netting Batches window appears.

For information on the Submit Netting Batches window, see the [Submit Netting Batches Window Description](#), page 84-28.

Netting Transactions Window

Figure 84–6 Netting Transactions Window

Netting Transactions

☐ Adjust the AP Balance

☐ Adjust the AR Balance

☐ Objections to Payment

☒ Payment Excesses

☐ Assignments

☐ Supplier Reimbursement

☒ Trx Match

Payables

From

To

Receivables

From

To

☐ Reference Match

From

To

Create Netting Packages

Single Third Party Procedures 84-19

Netting Transactions Window Description

Table 84–6 Netting Transactions Window Description

Field Name	Type	Features	Description
Netting Transactions Region			
Adjust the AP Balance	optional	radio button	nets Payables invoices for given third party with Receivables invoices
Adjust the AR Balance	optional	radio button	nets Receivables invoices for given third party with Payables invoices
Objections to Payment	optional	radio button	nets Payables invoices for given third party by creating Payables invoices for another third party, called objecting third party
Payment Excesses	optional	radio button	nets third party's Receivables invoices and settlements
Assignments	optional	radio button	identical to Objections to Payment option except that it is available to all users, not only accounts officers
Supplier Reimbursement	optional	radio button	nets third party's Payables invoices and settlements when credit memo received
Trx Match	optional	radio button	transaction match; matches Payables invoice number and Receivables transactions number; selected as default
Payables Region			
From	optional		available with Trx Match; beginning transaction number for selecting Payables documents; transaction number in Payables is Payables invoice number
To	optional		available with Trx Match; ending transaction number for selecting Payables documents
Receivables Region			
From	optional		available with Trx Match; beginning transaction number for selecting Receivables documents; transaction number in Receivables is Receivables transaction number

Table 84–6 Netting Transactions Window Description

Field Name	Type	Features	Description
To	optional		available with Trx Match; ending transaction number for selecting Receivables documents
Reference Match	optional	radio button	matches Payables invoice description and Receivables invoice reference number
From	optional		available with Reference Match; beginning reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number
To	optional		available with Reference Match; ending reference number for selecting Payables and Receivables documents; reference number in Payables is Payables invoice description; reference number in Receivables is Receivables invoice reference number
Create Netting Packages		button	opens Create Netting Packages window

Create Netting Packages Window

Figure 84–7 *Create Netting Packages Window*

Single Third Party Currency

Payables

Reference	Trx No	Amount	Netting Amount

Package Number

Receivables

Reference	Trx No	Amount	Netting Amount

Number of Packages Defined

Reference Trx No Amount Netting Amount

Create Netting Packages Window Description

Table 84–7 Create Netting Packages Window Description

Field Name	Type	Features	Description
Single Third Party	display only		displays single third party selected in Find STP window
Currency	display only		displays currency selected in Single Third Party Netting Balance window
Objecting Third Party	conditionally required	list of values	required if Objection to Payment selected in Netting Transactions window
Amount	conditionally required		required if Objection to Payment selected in Netting Transactions window
Debt Beneficiary Third Party	conditionally required	list of values	required if Assignments selected in Netting Transactions window
Amount	conditionally required		required if Assignments selected in Netting Transactions window
Payables Region			
Reference	display only		identical to Description on Invoice Entry window in Payables
Trx No	display only		transaction number; identical to invoice number in Enter Invoice window
Amount	display only		transaction amount not currently being netted
Netting Amount	display only		transaction amount currently being netted
Package Number	display only		package number for selected invoices
Receivables Region			
Reference	display only		identical to Reference on Transactions window in Receivables
Trx No	display only		transaction number
Amount	display only		transaction amount not currently being netted
Netting Amount	display only		transaction amount currently being netted
Number of Packages Defined	display only		total number of packages defined

Create Netting Packages Window Description

Table 84–7 Create Netting Packages Window Description

Field Name	Type	Features	Description
Previous		button	displays previous netting package
Next		button	creates new netting package if Package Number equals Number of Packages Defined
Create Batch		button	opens Submit Netting Batches window

Submitting Netting Batches Procedure

To submit netting batches, perform the following steps.

1. Navigate to the Submit Netting Batches window as follows:

OPSF(I) Single Third Party - Submit Netting Batches

2. Query a netting batch.
3. To display netting batch information, select the Details tab.
4. To display currency information, select the Currency tab.
5. Enter the exchange rate type, exchange date, and exchange rate for netting batches created in non-functional currencies.
6. To select a netting batch for submission, select the check box next to the netting batch.
7. To submit the selected netting batches, click **Submit**.

A Payables or Receivables document is generated for all the transactions in the selected netting batch.

8. Close the window.

Submit Netting Batches Window, Details Tab

Figure 84–8 *Submit Netting Batches Window, Details Tab*

The screenshot shows a software window titled "Submit Netting Batches". It features a table with four columns: "Batch Id", "Status", "Trx Type", and "Select". The "Select" column contains checkboxes. Below this table are two tabs: "Details" (selected) and "Currency". The "Details" tab contains a table with seven columns: "Number", "Application", "Customer Name", "Site", "Trx Number", "Reference Num", and "Amount". A "Submit" button is located at the bottom center of the window.

Batch Id	Status	Trx Type	Select
			☐
			☐
			☐
			☐

Details Currency

Number	Application	Customer Name	Site	Trx Number	Reference Num	Amount

Submit

Submit Netting Batches Window, Currency Tab

Figure 84–9 Submit Netting Batches Window, Currency Tab

Submit Netting Batches

Batch Id	Status	Trx Type	Select
			☐
			☐
			☐
			☐
			☐

Details

Currency

Curr	Rate Type	Exchange Date	Exchange Rate

Submit

Submit Netting Batches Window Description

Table 84–8 *Submit Netting Batches Window Description*

Field Name	Type	Features	Description
Batch Id	display only		unique batch number; automatically generated
Status	display only		batch status; valid values: Available or Complete
Trx Type	display only		netting transaction type For information on netting transaction types, see Overview , page 84-2.
Select	optional	check box	indicates netting batches to submit
Details Tab			
Number	display only		package number
Application	display only		Payables or Receivables
Customer Name	display only		single third party name
Site	display only		single third party address reference
Trx Number	display only		transaction number; same as Trx No in Create Netting Packages window
Reference Num	display only		reference number; Payables document description; Receivables document reference number
Amount	display only		netting amount total for each package
Currency Tab			
Curr	display only		currency used in netting transaction
Rate Type	conditionally required	list of values	currency conversion type; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission

Table 84–8 Submit Netting Batches Window Description

Field Name	Type	Features	Description
Exchange Date	conditionally required	list of values	currency conversion date; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission
Exchange Rate	required		conversion rate; applicable to foreign currency only; defaults from original transaction; updatable only prior to submission; required field if User selected as conversion type
Submit		button	submits selected netting batches

Part XXIII

Standing Charges

Standing Charges Process

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

- [Definition](#)
- [Standing Charges Process Flow Diagram](#)
- [Setting Up Standing Charges](#)
- [Entering Standing Charges and Creating Periodic Invoices](#)
- [Price Update Considerations](#)

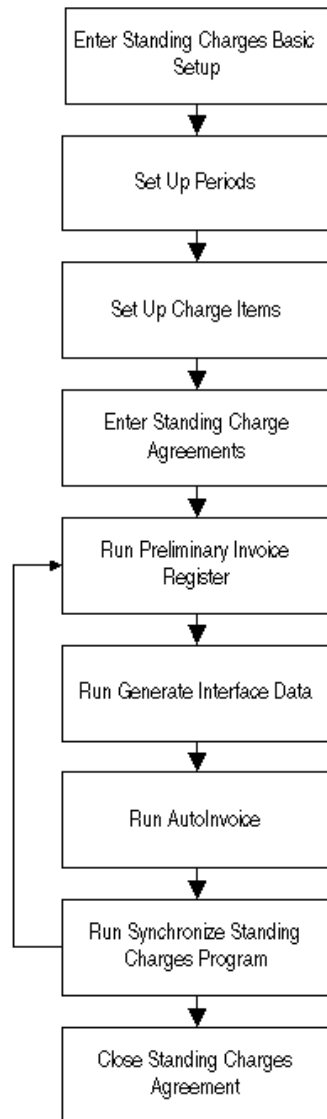
Definition

Standing Charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements. Standing charge agreements are used as a source to create and accurately control periodic invoices. The Standing Charges functionality enables the user to charge customers periodically and automatically create invoices without the need to enter duplicate information. Standing charge agreements can also be amended and standing charge item prices updated.

Standing Charges Process Flow Diagram

Figure 85–1, page 85-3 shows the Standing Charges process flow, as described in the accompanying text.

Figure 85–1 Standing Charges Process Flow Diagram



Setting Up Standing Charges

The following topics are discussed in this section:

- [Set Extended System Options for Standing Charges](#)
- [Set Up Billing and Charging Periods](#)

Set Extended System Options for Standing Charges

Extended system options control creation of the context and segments for the invoice transaction flexfield and line transaction flexfield. If multiple organizations are implemented in the system the context can be different for each operating unit.

Receivables uses the transaction flexfields to uniquely identify each transaction and transaction line created by standing charges. Transactions and transaction lines are imported through AutoInvoice.

After entering data in the Extended System Options window the Receivables Global: Populate Data program must be run with the Standing Charges parameter selected.

Note that after running the Receivables Global: Populate Data program, modification of the context field creates a new entry for both the line and invoice transaction flexfield. Modifying the header, sequence, line number or price break number only amends the existing context.

Set Up Billing and Charging Periods

Billing periods determine the frequency of standing charge invoice creation. Charge periods determine how often items are charged to the customers.

Billing and charging periods must be set up before entering standing charge items and standing charge agreements. There are four types of period component: Day, Week, Month and Year. If a combination of components is used for a standing charge, the relationship between the two periods must be set up in advance.

For example, there are three different periods set up as follows:

- monthly
Create a period for the component Month, entering the name as Monthly, description as Monthly, Unit of Measure as Month, and the Factor is set to 1.

- quarterly

Create a period for the component Month, entering the name as Quarterly, Description as Quarterly, Unit of Measure as Month, and the Factor is set to 3.

- annually

Create a period for component Annual, entering the name as Annually, Descriptor as Annually, Unit of Measure as Year, and the Factor is set to 1.

For example, Company A agrees with Customer B that charges are applied annually and bills issued quarterly. The relationship is set up as follows:

- Billing Period: Annually
- Charge Period: Quarterly

If there is a standing charge for another customer that is charged monthly and billed quarterly it is not necessary to set up the relationship between the two periods as they have the same component.

The unit of measure entered for the period is used as the unit of measure for the invoice lines created by Standing Charges.

Entering Standing Charges and Creating Periodic Invoices

The following topics are discussed in this section:

- [Enter Charge Items](#)
- [Enter Standing Charges](#)
- [Run Standing Charges: Preliminary Invoice Register Report](#)
- [Run Standing Charges: Generate Interface Data Program](#)
- [Run AutoInvoice](#)
- [Run Standing Charges: Synchronize Standing Charges Program](#)

Enter Charge Items

Creating standing charge items makes it easier to enter standing charge lines as default values can be assigned to each item, for example, charge period, tax code, revenue account, and price. All values are defaults only and can be overridden when standing charge lines are entered.

Enter Standing Charges

When there is an agreement with the customer that a charge is invoiced periodically the details of the agreement can be entered in the system.

Before entering a standing charge, the following information must be available:

- Customer name
Defined in the standard Customers window. Also bill-to and ship-to sites must be defined and enabled if used.
- Period when standing charge agreement is active
The start and end dates of this period should be entered. Invoices are created only during the active period for a given standing charge.
- How often the customer is invoiced
This value must be entered in the Frequency field. If, for example, this value is 3 months, an invoice is sent every three months to the customer including all the charges for that period of time.
- How often the customer is charged for a particular item

If, for example, this value is monthly and the price of the charge item is 100, the customer is charged 100 every month. Taking into account the previous example where the billing frequency was 3 monthly, the customer is billed monthly for 300, as the billing period includes 3 charge periods.

- Use of invoicing rules

This is identical to the standard Receivables invoicing rule and is based on the same logic. If an invoicing rule is used, the accounting rule and the first accounting date must be assigned to the charge items.

- Next Due Date

When defined, the Next Due Date is used to start calculation of the billing periods. Note that this value cannot be modified after it is defined and invoices are created for the standing charge agreement. This date is updated by the Synchronize Standing Charges program that automatically calculates and updates the Next Due Date field using the value entered in the Frequency field.

- Next GL Date

The same process updates the Next GL Date and the First Date at charge line level if invoicing rules are used. The only difference is that the Next GL Date and the First Date for the accounting rule can be updated and the updated value is used as the base of the calculation for the following GL dates.

For example, if the Next Due Date and the Next GL Date are both 01-JAN-2000 and the frequency is monthly, after creating the invoice for 01-JAN-2000 the Synchronize Standing Charges program updates the Next Due Date and the Next GL Date to 01-FEB-2000.

If the Next GL Date is updated to 10-FEB-2000 and the 01-FEB-2000 invoice was created, running the Synchronize Standing Charges program updates the Next Due Date to 01-MAR-2000 and the Next GL Date to 10-MAR-2000.

Run Standing Charges: Preliminary Invoice Register Report

After entering the standing charge agreement in the system the Standing Charges: Preliminary Invoice Register Report can be run to AutoInvoice. The following details are listed as follows:

- charge reference
- customer
- billing period

- charge period
- item code
- price
- tax code

Run Standing Charges: Generate Interface Data Program

This program populates standing charge invoice data in the AutoInvoice tables. The Standing Charges: Preliminary Invoice Register Report should be run with the same batch source and date before submitting the Standing Charges: Generate Interface Data program. The invoices created can be viewed and amended, ensuring that invoices are created with the correct details.

Run AutoInvoice

AutoInvoice is a standard Receivables program used to import invoices into Receivables from feeder systems. Standing charges uses this program to import standing charge invoices into Receivables. All invoices created have the same features as standard Receivables invoices and are included in customer accounts and can be listed by standard Receivables reports.

The transactions created by Standing Charges can be reviewed on the transaction workbench to check that the invoices are created with the correct details. Standing charge invoices can be amended before posting them.

Run Standing Charges: Synchronize Standing Charges Program

The Standing Charges: Synchronize Standing Charges program must be run to update the Next Due Date, Next GL Date at header level, and First Date at line level if invoicing rules are used. Running the Standing Charges: Synchronize Standing Charges program ensures that no duplicate invoices are created for the standing charges.

Note that only one invoice can be created for each standing charge agreement within a standing charge period cycle. For example, a standing charge agreement has 01/06/2000 as the Next Due date and a weekly billing cycle. If the Standing Charges: Generate Interface Data program is run with the parameter Run Date: 01/07/2000 and the corresponding batch source, only one invoice is created for the due date 01/06/2000 and no invoices are created for subsequent due dates, for example, 07/06/2000, 14/06/2000.

No new invoices are created if an invoice is created for the standing charge in a period cycle but the Standing Charges: Synchronize Standing Charges program was not run to update the Next Due Date.

Price Update Considerations

Charge item prices can be updated in standing charges as follows:

- [Standing Charges Item Price Update](#)
- [Price Update using Standing Charge Details Window](#)
- [Price Update using Global Price Update Window](#)

Standing Charges Item Price Update

Standing charge item prices can be amended at any time on the Standing Charge Items window. The users must enter the new current price and effective date. A record to track item price history is created each time an item price is modified.

Note that modifying the item price on the Standing Charge Items window only affects newly created standing charges and does not modify the item prices on existing standing charge agreements.

Price Update using Standing Charge Details Window

Individual standing charge item prices can be modified on the Standing Charge Details window. Entering a new current price and effective date only modifies the item price for the current standing charge agreement and has no effect on the price of the same item included in another standing charge agreement or the price of future agreements using the same charge item.

The item price update does not modify item prices for the data already transferred to the AutoInvoice tables by generating interface data or the prices of the invoices already imported into Receivables.

Price Update using Global Price Update Window

Global price update can be used if there is more than one item price to be updated at the same time. This applies if the price of more than one item requires changing by the same amount or percentage or the price of one item must be modified on more than one existing standing charge agreement.

When running the global price update program there are a number of options to select from depending on the group of records to be updated, as follows:

- None
Select None if updating item prices only. No standing charges are modified, the new prices apply only to standing charges entered after the effective date.

- All

Select All if all the item prices and standing charges including the specific item or range of items require updating.

- Default

Select Default if only standing charge lines with default charge item prices require updating.

The Preliminary Price Update Report should be reviewed before committing the changes. This report is always submitted when changes are saved on the global price update window. The changes made by the global price update can be viewed in advance using the Global Price Update window, drilling down to review the standing charges affected.

Standing Charges Setup

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Entering Extended System Options Procedure](#)
- [Extended System Options Window, Standing Charges Tab](#)
- [Extended System Options Window Description, Standing Charges Tab](#)
- [Populating Standing Charge Data Procedure](#)
- [Generating Invoice Transaction Flexfield Procedure](#)
- [Generating Line Transaction Flexfield Procedure](#)
- [Creating Periodic Periods Procedure](#)
- [Periodic Invoices Period Maintenance Window](#)
- [Periodic Invoices Period Maintenance Window Description](#)
- [Schedules Window](#)
- [Schedules Window Description](#)
- [Inter Component Period Relationships Window](#)
- [Inter Component Period Relationships Window Description](#)

Definition

Standing Charges in Oracle Public Sector Financials (International) is an extension to standard Receivables that enables the user to enter standing charge agreements and use them as a source to create and accurately control periodic invoices.

Standing Charges must be set up to enable standing charge agreements and the AutoInvoice program to import standing charge invoices and invoice lines.

Overview

This section describes the steps required to set up Standing Charges and contains the following:

- [Entering Extended System Options](#)
- [Populating Standing Charge Data](#)
- [Generating Invoice Transaction Flexfield](#)
- [Generating Line Transaction Flexfield](#)
- [Defining Transaction Sources](#)
- [Creating Periodic Periods](#)

Entering Extended System Options

This information is needed by AutoInvoice to identify and import the standing charge invoice headers and lines. It is also displayed in the descriptive flexfields of the transactions created.

The user is able to automatically set up a different context for each operating unit. This context cannot be changed once created.

Populating Standing Charge Data

This process creates the context field values for the invoice transaction descriptive flexfield and the line transaction descriptive flexfield using the information entered in the Extended System Options.

Generating Invoice Transaction Flexfield

This procedure compiles the invoice transaction flexfield to be used by AutoInvoice.

Generating Line Transaction Flexfield

This procedure compiles the line transaction flexfield to be used by AutoInvoice.

Defining Transaction Sources

To use Standing Charges, at least one imported invoice source must be defined for batches.

Creating Periodic Periods

This procedure enables the user to create different types of periods that can be used as billing periods or charge periods on entering standing charge agreements. If periods with different components are used as billing periods and charge periods on a given standing charge agreement, they must be set up as related periods on the Period Relation window.

Prerequisites

- ❑ The Standing Charges feature must be enabled.
To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ❑ The following Receivables setup must be completed:
 - AutoAccounting (optional)
Note: Standing charges do not work with the Standard Lines table name.
 - payment terms
 - payment method (optional)
 - transaction types
Note: Standing charges use invoice class transaction types.
 - salesperson
 - tax codes, if tax is required
Note: Tax codes defined for standing charges must allow ad hoc changes.
 - customers
Note: Each customer must have an active bill-to site.
 - AutoInvoice grouping rule

Entering Extended System Options Procedure

To populate the descriptive flexfields for AutoInvoice, perform the following steps.

1. Navigate to the Extended System Options window as follows:

OPSF(I) Receivables Setup - Extended System Options

2. Select the Standing Charges tab.
3. Ensure that the Standing Charges Enabled check box is selected.

If the Standing Charges Enabled check box is not selected, see step 6. [Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14 for instructions on how to enable the standing charges feature.

4. In the Standing Charges region, enter the context, header, and sequence labels.

The Charge Line Details region is automatically populated with the data entered in the Standing Charges region.

5. In the Line Number field, enter the line number label.
6. In the Price Break Number field, enter the price break number label.
7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.

Extended System Options Window, Standing Charges Tab

Figure 86–1 Extended System Options Window, Standing Charges Tab

The screenshot shows a software window titled "Extended System Options" with three tabs: "Combined Basis Accounting", "Dunning Letters and Installment Terms", and "Standing Charges". The "Standing Charges" tab is active. Inside the window, there is a checkbox labeled "Standing Charges Enabled" which is currently unchecked. Below this, there are two main sections: "Standing Charges" and "Charge Line Details". The "Standing Charges" section contains three empty text input fields. The "Charge Line Details" section contains five empty text input fields, with labels "Context", "Header", "Sequence", "Line Number", and "Price Break Number" positioned to the left of each field.

Standing Charges		Charge Line Details	
	Context		
	Header		
	Sequence		
	Line Number		
	Price Break Number		

Extended System Options Window Description, Standing Charges Tab

Table 86–1 *Extended System Options Window Description, Standing Charges Tab*

Field Name	Type	Features	Description
Standing Charges Enabled	display only	check box	if selected, standing charges enabled; if deselected, standing charges disabled
Standing Charges Region			
Context	required		descriptive flexfield content; cannot be updated once saved
Header	required		descriptive flexfield header label; flexfield displays standing charge ID
Sequence	required		descriptive flexfield sequence label; flexfield displays run sequence number of Generate Interface Data program
Charge Line Details Region			
Context	display only		descriptive flexfield context
Header	display only		descriptive flexfield header label
Sequence	display only		descriptive flexfield sequence label
Line Number	required		line number label; flexfield displays standing charge line number
Price Break Number	required		price break number label; flexfield displays standing charge line price break number

Populating Standing Charge Data Procedure

To populate standing charge data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Receivables Setup - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Receivables Global: Populate Data from the list of values.
The Parameters window appears.
5. In the Source Type field, select Standing Charges from the list of values.
6. To apply the parameters, click **OK**.
7. To submit the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
8. To submit another request, click **Yes**, or to continue, click **No**.

Generating Invoice Transaction Flexfield Procedure

Standing charge data must be populated before generating an invoice transaction flexfield.

To populate standing charge data, see [Populating Standing Charge Data](#), page 86-2.

To generate an invoice transaction flexfield, perform the following steps.

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

Setup - Financials - Flexfields - Descriptive - Segments

For information on Descriptive Flexfield Segments window, see [Descriptive Flexfield Segments Window](#), *Oracle Receivables User's Guide*.

2. Query an Invoice Transaction Flexfield.
3. Click **Compile**.
The Note pop-up window appears.
4. Click **OK**.

Generating Line Transaction Flexfield Procedure

Standing charge data must be populated before generating a line transaction flexfield.

To populate standing charge data, see [Populating Standing Charge Data](#), page 86-2.

To generate a line transaction flexfield, perform the following steps.

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

Setup - Financials - Flexfields - Descriptive - Segments

For information on Descriptive Flexfield Segments window, see [Descriptive Flexfield Segments Window](#), *Oracle Receivables User's Guide*.

2. Query a Line Transaction Flexfield.
3. Click **Compile**.
The Note pop-up window appears.
4. Click **OK**.

Defining Transaction Sources Procedure

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

To define invoice batch sources, perform the following steps.

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

Setup - Transactions - Sources

2. Enter the Batch Source Name and choose the type Imported.
3. On the Batch Source Tab, ensure that automatic batch numbering and automatic transaction numbering are enabled and enter a standard transaction type.

Note: Standing charges only uses invoice class transaction types.

4. On the AutoInvoice Options tab, set all invalid lines to Reject, and enter a grouping rule.
5. On the Customer Information tab, set up the fields as follows:

Field	Setting
Sold to Customer	Id
Bill to Customer	Id
Bill to Address	Id
Bill to Contact	Id
Ship to Customer	Id, None
Ship to Address	Id, None
Ship to Contact	Id, None
Payment Method Rule	Id
Customer Bank Account	Id

6. On the Accounting Information tab, set up the fields as follows:

Field	Setting
Invoicing Rule	Id, None
Accounting Rule	Id, None

Field	Setting
Accounting flexfield	Id
Payment terms	Id

7. On the Other Information tab, set all options to Id or None.
8. On the Sales Credit Validation tab, set up the fields as follows:

Field	Setting
Salesperson	Id
Sales Credit Type	Id
Sales Credit	Percent

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

Creating Periodic Periods Procedure

To set up billing and charging periods, perform the following steps.

1. Navigate to the Periodic Invoices Period Maintenance window as follows:

OPSF(I) Standing Charges - Maintain Periods

2. In the Component field, select the required component from the list of available components.
3. In the Name field, enter a name for the period.
4. In the Description field, enter a description for the period.
5. In the Unit of Measure field, select the unit of measure from the list of values.
6. In the Factor field, enter the multiplication factor required.
7. To define quarter days, click **Schedules**.

The Schedules window appears.

Note: The factor must be set to zero to access the Schedules window.

8. Enter the quarter dates required.

Note: All date fields must be entered and be in the same year.

9. Save or save and continue as follows:

File - Save or Save and Proceed

10. Close the Schedules window.

11. Click **Period Relations**.

The Inter Component Period Relationships window appears. Period relations must be set up if periods using different components are used together.

12. Enter the Billing Period Name and Charge Period Name as required.
13. Save or save and continue as follows:

File - Save or Save and Proceed

14. Close the Inter Component Period Relationships window.

15. Save or save and continue as follows:

File - Save or Save and Proceed

16. Close the Periodic Invoices Period Maintenance window.

Periodic Invoices Period Maintenance Window

Figure 86–2 Periodic Invoices Period Maintenance Window

Periodic Invoices Period Maintenance

Component	Description	Enabled
DAY	DAY	☒
WEEK	WEEK	☒
MONTH	MONTH	☒
YEAR	YEAR	☒

Period Details

Name	Enabled	Description	Unit Of Measure	Factor	Use Schedules
	☐				☐
	☐				☐
	☐				☐
	☐				☐
	☐				☐

Schedules

Period Relations

Periodic Invoices Period Maintenance Window Description

Table 86–2 *Periodic Invoices Period Maintenance Window Description*

Field Name	Type	Features	Description
Component	display only		component period
Description	display only		component description
Enabled	required	check box	if selected, component status enabled; if deselected, component status disabled
Period Details Region			
Name	required		period name
Enabled	required	check box	if selected, period status enabled; if deselected, period status disabled
Description	required		period description
Unit Of Measure	required	list of values	unit of measure used on invoices created by standing charges
Factor	required		determines period length; for example, factor of 3 indicates three month period
Use Schedules	display only		if selected, schedules available; if deselected, schedules not available Note: To enable schedules, the factor must be set to 0.
Schedules		button	opens Schedules window
Period Relations		button	opens Inter Component Period Relationships window

Schedules Window

Figure 86–3 Schedules Window

The screenshot shows a window titled "Schedules" with a close button (X) in the top right corner. Inside the window is a section titled "Period Schedules". Below this title are five input fields arranged vertically, each with a label to its left: "Description", "First Date", "Second Date", "Third Date", and "Fourth Date". The "Description" field is a long text box, while the date fields are smaller, rectangular boxes.

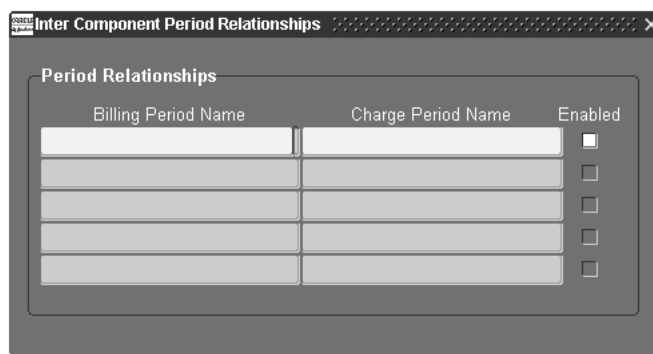
Schedules Window Description

Table 86–3 Schedules Window Description

Field Name	Type	Features	Description
Period Schedules Region			
Description	required		period schedule description
First Date	required	list of values; pop-up calendar	first period date
Second Date	required	list of values; pop-up calendar	second period date
Third Date	required	list of values; pop-up calendar	third period date
Fourth Date	required	list of values; pop-up calendar	fourth period date

Inter Component Period Relationships Window

Figure 86–4 *Inter Component Period Relationships Window*



Inter Component Period Relationships Window Description

Table 86–4 *Inter Component Period Relationships Window Description*

Field Name	Type	Features	Description
Period Relationships Region			
Billing Period Name	required	list of values	billing period
Charge Period Name	required	list of values	charge period
Enabled		check box	if selected, indicates enabled period relationships; if deselected, indicates disabled period relationships

Standing Charges Procedures

This chapter describes how to define and maintain details of standing charge agreements in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Defining Standing Charge Items Procedure](#)
- [Standing Charge Items Window](#)
- [Standing Charge Items Window Description](#)
- [Viewing Charge Item Price History Procedure](#)
- [Item Price History Window](#)
- [Item Price History Window Description](#)
- [Viewing Standing Charges Procedure](#)
- [Standing Charges Window](#)
- [Standing Charges Window Description](#)
- [Creating a Standing Charge Agreement Procedure](#)
- [Standing Charge Window, Main Tab](#)
- [Standing Charge Window, Details Tab](#)
- [Standing Charge Window, Notes Tab](#)
- [Standing Charge Window Description](#)

-
- [Setting Up Charge Lines Procedure](#)
 - [Charge Details Window, Main Tab](#)
 - [Charge Details Window, Price Tab](#)
 - [Charge Details Window, Accounting Tab](#)
 - [Charge Details Window, Tax Tab](#)
 - [Charge Details Window Description, Tax Tab](#)
 - [Reviewing Invoice History Procedure](#)
 - [Invoice History Window](#)
 - [Invoice History Window Description](#)
 - [Viewing Price Update History Procedure](#)
 - [Price History Window](#)
 - [Price History Window Description](#)
 - [Updating Global Price Procedure](#)
 - [Global Price Update Window](#)
 - [Global Price Update Window Description](#)
 - [Run ID Window](#)
 - [Run ID Window Description](#)

Definition

The Standing Charges procedures, also called periodic invoices, are used to define and maintain details of standing charge agreements that Receivables AutoInvoice functionality uses to periodically generate invoices.

Overview

The following Standing Charges features are available:

- standing charge items
- standing charge agreements
- global price update
- price history
- invoice history
- generating invoices periodically based on the interval and criteria specified for the standing charge agreements

The Standing Charge Items window is used to define periodic items for goods and services and to access the Price History window for a specific item.

The Price History window displays information about item price changes. The Price History window also provides access to the standing charges summary window which displays information about standing charges that use the item.

The Standing Charge window is used to maintain details of a customer's standing charge agreements. Details can be set up that are consistent with the batch source. These are used for the automatic generation of periodic invoices for services that are charged on a regular basis, for example, weekly or monthly. Users can select the standing charge items predefined with the flexibility to override the charge item defaults.

The Standing Charges window provides access to the Price History window, which displays each standing charge detail line, and the Invoice History window, which displays the invoices generated to date for each standing charge.

If a price update record selected in the Price History window is created by the global price update process, all affected standing charges that use the charge item updated by the price update can be viewed.

The Invoice History window displays information about invoices generated for a standing charge agreement.

The Global Price Update window is used to specify the global price update criteria and view all the charge items and the standing charge lines affected by the update criteria. When the global update criteria are specified, the user can preview the results and optionally deselect any of the selected charge items before the final update is confirmed.

Note: Only one price break can be in effect during the current or future periods.

Prerequisites

- ☐ Standing Charges must be enabled in the Enable OPSF(I) Features window.
To enable features, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.
- ☐ Standing Charges setup must be complete.
To set up Standing Charges, see [Standing Charges Setup](#), page 86-1.

Defining Standing Charge Items Procedure

To define a standing charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Enter data in each field of the Standing Charge Items window as described in [Table 87-1](#), page 87-7.
3. Save or save and continue as follows:
File - Save or **Save and Proceed**
4. Close the window.

Standing Charge Items Window

Figure 87–1 *Standing Charge Items Window*

The screenshot shows a software window titled "Standing Charge Items". The window contains the following fields and controls:

- Item Code**: A text input field.
- Enabled**: A checked checkbox.
- Description**: A long text input field.
- Effective From**: A date input field.
- To**: A date input field.
- Charge Details**: A section containing:
 - Period Name**: A text input field.
 - Tax Code**: A text input field.
 - Revenue Account**: A text input field.
 - Current Price**: A text input field.
 - Effective From**: A date input field.
 - Revised Price**: A text input field.
 - Effective From**: A date input field.
- Revenue Account Description**: A long text input field.
- Item Price History**: A button located at the bottom center.

Standing Charge Items Window Description

Table 87–1 *Standing Charge Items Window Description*

Field name	Type	Features	Description
Item Code	required		item identifier
Enabled	optional	check box	indicates if charge item can be selected for a standing charge Note: Charge items can only be selected for a standing charge when enabled.
Description	required		item description
Effective From	required		first date charge item is active Note: Charge items can only be selected for a standing charge if active for start date of standing charge.
To	optional		last date charge item is active
Charge Details Region			
Period Name	required	list of values	period name
Tax Code	optional	list of values	tax code
Revenue Account	optional	list of values	default revenue account
Current Price	required		item's current price
Effective From	required		date current price effective
Revised Price	optional		item's revised price
Effective From	optional		date revised price effective Note: Date only required if revised price defined. A revised price earlier than the current price effective date cannot be entered.
Revenue Account Description	display only		default revenue account description
Item Price History		button	opens Item Price History window

Viewing Charge Item Price History Procedure

To view the price update history of a charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

The Item Price History window appears.

3. View data in the Item Price History window as described in [Table 87–2](#), page 87-9.
4. Close the window.

Item Price History Window

Figure 87–2 *Item Price History Window*

The screenshot shows a software window titled "Item Price History". At the top, there is a text input field labeled "Item Name". Below this is a section titled "Charge Item History" which contains a table. The table has five columns: "Current Price", "Current Eff. Date", "Revised Price", "Revised Eff. Date", and "Update Date". The table is currently empty of data rows. To the left of the table is a vertical scrollbar. Below the table is a button labeled "Standing Charges".

Item Price History Window Description

Table 87–2 *Item Price History Window Description*

Field Name	Type	Features	Description
Item Name	display only		charge item identifier
Charge Item History Region			
Current Price	display only		item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's revised price
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date price updated
Standing Charges		button	opens Standing Charges window

Viewing Standing Charges Procedure

To view standing charges that use the allocated charge item, perform the following steps.

1. Navigate to the Standing Charge Items window as follows:

OPSF(I) Standing Charges - Maintain Items

2. Click **Item Price History**.

The Item Price History window appears.

3. Click **Standing Charges**.

The Standing Charges window appears.

4. View data in the Standing Charges window as described in [Table 87–3](#), page 87-11.

5. Close the window.

Note: The Standing Charges window shows data only if changes to the price are made globally. If price details are changed by overriding the standing charge line details, these are shown and audited separately.

Standing Charges Window

Figure 87–3 *Standing Charges Window*

The screenshot shows a window titled "Standing Charges". At the top, there is a text input field labeled "Item Name". Below this is a table with four columns. The first column is labeled "Standing Charge Reference", the second is "Price", the third is "Current Eff. Date", and the fourth is empty. The table has eight rows. A vertical scrollbar is on the left side of the table, and a horizontal scrollbar is at the bottom right.

Standing Charges Window Description

Table 87–3 *Standing Charges Window Description*

Field Name	Type	Features	Description
Item Name	display only		charge item name
Standing Charge Reference	display only		standing charge reference that uses charge item
Current Price	display only		item's price on standing charge
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's price on standing charge
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date standing charge item updated

Creating a Standing Charge Agreement Procedure

To set up a standing charge agreement, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in [Table 87-4](#), page 87-16.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Close the window.

Standing Charge Window, Main Tab

Figure 87-4 Standing Charge Window, Main Tab

Standing Charge

Reference

Batch Source

Type

StatusINCOMPLETE

Start Date

End Date

Main

Details

Notes

Ship To

Name

Number

Address

Contact

Bill To

Salesperson

Invoice History

Charge Lines

Standing Charge Window, Details Tab

Figure 87-5 *Standing Charge Window, Details Tab*

Standing Charge

Reference Status **INCOMPLETE**

Batch Source Start Date

Type End Date

Main Details Notes

Billing Details

Invoicing Rule

Next Due Date

Next GL Date

Review Date

Frequency

Reminder Days

☒ Print Invoices

Payment Details

Currency **USD**

Payment Terms

Payment Method

Bank Name

Branch

Account

Invoice History Charge Lines

Standing Charge Window, Notes Tab

Figure 87-6 Standing Charge Window, Notes Tab

Standing Charge

Reference Status **INCOMPLETE**

Batch Source Start Date

Type End Date

Main Details **Notes**

Description

Comments

Invoice History Charge Lines

Standing Charge Window Description

Table 87–4 Standing Charge Window Description

Field Name	Type	Features	Description
Reference	required		standing charge unique identifier
Status	required	drop-down list	standing charge status; valid values: INCOMPLETE, ACTIVE, or CLOSED; INCOMPLETE indicates standing charge details not completed or agreed to; ACTIVE indicates standing charge active, invoices periodically generated; CLOSED indicates standing charge closed, invoices not generated Note: When entering a new standing charge, the status defaults to INCOMPLETE. Invoices are only generated from a standing charge when the status is set to ACTIVE. When invoices are generated from a standing charge, the status can never be returned to INCOMPLETE, but can be set to CLOSED to indicate that the standing charge is no longer active. The status can be changed from CLOSED to ACTIVE or ACTIVE to CLOSED at any time.
Batch Source	required	list of values	import batch source used to group generated invoices; cannot be modified after invoices generated from standing charge
Start Date	required	calendar	date standing charge agreement starts; cannot be modified after invoices generated from standing charge
Type	required	list of values	transaction type used for invoices to be generated from a standing charge; cannot be modified after invoices generated from standing charge Note: Standing charges only allows selection of transaction types of the Class of Invoice.
End Date	optional	calendar	date standing charge agreement ends; no standing charge invoices generated for periods after this date; can be modified after invoices generated from standing charge
Main Tab, Ship To Region			

Table 87–4 Standing Charge Window Description

Field Name	Type	Features	Description
Name	optional	list of values	ship-to customer name; cannot be modified after invoices generated from standing charge
Number	optional	list of values	ship-to customer number
Address	optional	list of values	ship-to customer address; details can be entered if Ship To field is blank; cannot be modified after invoices generated from standing charge
Contact	optional	list of values	contact name at ship-to address
Salesperson	required	list of values	salesperson; cannot be modified after invoices generated from standing charge
Main Tab, Bill To Region			
Name	required	list of values	bill-to customer name; cannot be modified when invoices generated from standing charge
Number	required	list of values	bill-to customer number; cannot be modified after invoices generated from standing charge
Address	required	list of values	bill-to customer address; can be modified after invoices generated from standing charge
Contact	optional	list of values	contact name at bill-to address
Details Tab, Billing Details Region			
Invoicing Rule	optional	pop-up list	cannot be modified after standing charge saved
Next Due Date	required	calendar	date first standing charge invoice due; date updated by Standing Charges: Synchronize Standing Charges program; date that next invoice due always displayed; cannot be modified after invoices generated from standing charge
Next GL Date	required	calendar	next invoice General Ledger date created by standing charges; updated by Standing Charges: Synchronize Standing Charges concurrent program

Table 87–4 Standing Charge Window Description

Field Name	Type	Features	Description
Review Date	optional	calendar	date standing charge to be reviewed; displayed in the Standing Charges: Listing Report as reminder that standing charge due for review; can be modified after invoices generated from standing charge
Frequency	required	list of values	billing period, interval at which standing charge invoices generated; cannot be modified after invoices generated from standing charge
Reminder Days	optional		number of days before end date when standing charge reported as nearing its end date; displayed in Standing Charges: Listing Report as reminder that standing charge is about to end; can be modified after invoices generated from standing charge
Print Invoices	required	check box	indicates if standing charge invoices to be printed; can be modified
Details Tab, Payment Details Region			
Currency	display only		displays functional currency
Payment Terms	required	list of values	payment term for invoices created by standing charges
Payment Method	optional	list of values	invoice payment method; can be modified after invoices generated from standing charge Note: Only the payment method that is defined for the bill-to address of the customer can be chosen. Only payment methods that are valid for the Next Due Date are available.
Bank Name	conditionally required if payment method is automatic	list of values	bill-to customer's bank name
Branch	conditionally required if payment method is automatic	list of values	bill-to customer's bank branch

Table 87–4 Standing Charge Window Description

Field Name	Type	Features	Description
Account	conditionally required if payment method is automatic	list of values	bill-to customer's bank account number
Notes Tab			
Description	required		standing charge description; appears on generated standing charge invoices with date range invoiced; can be modified
Comments	optional		standing charge comments; do not appear on generated standing charge invoices and can be used to record confidential information unavailable to the customer
Invoice History		button	opens Invoice History window
Charge Lines		button	opens Charge Details window

Setting Up Charge Lines Procedure

To set up information for the goods or services included in a standing charge agreement, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Enter data in each field of the Standing Charge window as described in [Table 87-4](#), page 87-16.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Click **Charge Lines**.
The Charge Details window appears.
5. Enter data in each field of the Charge Details window as described in [Table 87-8](#), page 87-26.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.

Charge Details Window, Main Tab

Figure 87-7 Charge Details Window, Main Tab



Charge Details Window Description, Main Tab

Table 87–5 *Charge Details Window Description, Main Tab*

Field Name	Type	Features	Description
Seq.	required		unique sequential item number in standing charge agreement; duplicate number for same standing charge not allowed; can enter multiple charge lines against one standing charge; cannot be modified after saving standing charge
Item	required	list of values	item name; items restricted to those that are active for standing charge next due date; cannot be modified after invoices generated from standing charge Note: When a charge item is selected, the charge period, current and revised price, effective dates, description, and revenue account are set to the default values defined in the Charge Items window. These defaults can be overridden.
Description	default		charge item description; appears on generated standing charge invoices; can be modified after invoices generated from standing charge
Quantity	required		number of charge items in standing charge agreement; cannot be modified after invoices generated from standing charge
Charge Period	required	list of values	charge item's charge period; cannot be modified after invoices generated from standing charge
Price History		button	opens Price History window

Charge Details Window, Price Tab

Figure 87–8 Charge Details Window, Price Tab

The screenshot shows a software window titled "Charge Details". It has four tabs: "Main", "Price", "Accounting", and "Tax". The "Price" tab is selected. Inside the window, there is a table with the following columns: "Current Price", "Effective From", "New Price", "Effective From", and "Previous Price". The table has 10 rows. Below the table, there is a button labeled "Price History".

Charge Details Window Description, Price Tab

Table 87–6 Charge Details Window Description, Price Tab

Field Name	Type	Features	Description
Current Price	default		charge item's current price
Effective From	default		date current price effective; must be on or before the standing charge date; current price automatically updated using information defined for new price
New Price	optional		charge item's revised price; can be modified after invoices generated from standing charge
Effective From	optional	calendar	date revised price effective; can be modified after invoices generated from standing charge
Previous Price	default		charge item's previous price
Price History		button	opens Price History window

Charge Details Window, Accounting Tab

Figure 87–9 Charge Details Window, Accounting Tab

The screenshot shows a software window titled "Charge Details". It has four tabs: "Main", "Price", "Accounting", and "Tax". The "Accounting" tab is selected. Below the tabs is a table with the following columns: "Revenue Account", "Receivables Account", "Accounting Rule", "Start Date", and "Duration". The table contains 8 empty rows. To the left of the table is a vertical list of checkboxes, with the top one checked. To the right of the table is a vertical scrollbar. Below the table is a button labeled "Price History".

Revenue Account	Receivables Account	Accounting Rule	Start Date	Duration

Price History

Charge Details Window Description, Accounting Tab

Table 87–7 *Charge Details Window Description, Accounting Tab*

Field Name	Type	Features	Description
Revenue Account	conditionally required	list of values	charge item's revenue account; defaults based on charge item if account set up for charge item; generated for invoices by Autoaccounting if no account entered; can be modified after invoices generated from standing charge Note: This is required if a receivables account is entered.
Receivables Account	conditionally required	list of values	charge item's receivable account; defaults based on transaction type if account set up for transaction type; generated for invoices by Autoaccounting if no account entered; can be modified after invoices generated from standing charge Note: This is required if a revenue account is entered.
Accounting Rule	conditionally required	list of values	accounting rule applied to invoices created by standing charges Note: This is required if an invoicing rule is used for the standing charge.
Start Date	conditionally required	calendar	first date invoice created by standing charges Note: This is required if an invoicing rule is used for the standing charge.
Duration	conditionally required		duration of invoice created by standing charges Note: This is required if an accounting rule has variable duration.
Price History		button	opens Price History window

Charge Details Window, Tax Tab

Figure 87–10 Charge Details Window, Tax Tab

The screenshot shows a software window titled "Charge Details". It has four tabs: "Main", "Price", "Accounting", and "Tax". The "Tax" tab is selected. Inside the window, there is a table with two columns: "Tax Code" and "Tax Rate". The table has 8 rows. To the left of the table is a vertical list of small square icons. To the right of the table is a vertical scrollbar. At the bottom center of the window is a button labeled "Price History".

Charge Details Window Description, Tax Tab

Table 87–8 Charge Details Window Description, Tax Tab

Field Name	Type	Features	Description
Tax Code	optional	list of values	charge item's tax code; cannot be modified after invoices generated from standing charge Note: Tax code must be entered if standing charge requires tax to be calculated based on tax code. The tax rate related to this tax code is displayed.
Tax Rate	derived		charge item's tax rate
Price History		button	opens Price History window

Reviewing Invoice History Procedure

To review the invoice history of a standing charge, perform the following steps.

1. Navigate to the Standing Charge window as follows:

OPSF(I) Standing Charges - Maintain Standing Charges

2. Query a standing charge to review the invoice history.
3. View the data in the Standing Charge window as described in [Table 87-4](#), page 87-16.
4. Click **Invoice History**.

The Invoice History window appears.

5. View data in the Invoice History window as described in [Table 87-9](#), page 87-28.
6. Close the window.

Invoice History Window

Figure 87–11 Invoice History Window

Invoice History Window Description

Table 87–9 Invoice History Window Description

Field Name	Type	Features	Description
Standing Charge Region			
Charge Reference	display only		standing charge unique identifier
Invoice History Region			
Invoice Date	display only		invoice date
Invoice Number	display only		invoice number
Amount	display only		invoice amount
Comments	display only		billing period included as part of invoice description
Currency	display only		invoice currency code

Viewing Price Update History Procedure

To view the price update history of a standing charge line item, perform the following steps.

1. Navigate to the Standing Charge window as follows:
OPSF(I) Standing Charges - Maintain Standing Charges
2. Enter data in each field of the Standing Charge window as described in [Table 87-4](#), page 87-16.
3. Save or save and continue as follows:
File - Save or Save and Proceed
4. Click **Charge Lines**.
The Charge Details window appears.
5. Enter data in each field of the Charge Details window as described in [Table 87-8](#), page 87-26.
6. Click **Price History**.
The Price History window appears.
7. View the price updates as described in [Table 87-10](#), page 87-31.
8. Close the window.

Price History Window

Figure 87–12 Price History Window

Price History

Standing Charge

Charge Reference

Description

Item Code

Price History

	Current		Revised		
	Price	Eff. Date	Price	Eff. Date	Update Date
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Price History Window Description

Table 87–10 *Price History Window Description*

Field Name	Type	Features	Description
Standing Charge Region			
Charge Reference	display only		standing charge unique identifier
Description	display only		item description
Item Code	display only		item identifier
Price History Region			
Current Price	display only		charge item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		charge item's revised price
Revised Eff. Date	display only		date revised price effective
Update Date	display only		date update occurred

Updating Global Price Procedure

To update an item's price throughout the system, perform the following steps.

1. Navigate to the Global Price Update window as follows:

OPSF(I) Standing Charges - Global Price Update

2. Enter data in each field of the Global Price Update window as described in [Table 87–11](#), page 87-34.
3. Save or save and continue to submit the Preliminary Global Update Report as follows:

File - Save or Save and Proceed

4. To run the global price update program, select the Run check box.
5. Click **Standing Charges**.

The Run ID window appears.

6. View data in the Run ID window as described in [Table 87–12](#), page 87-37.
7. Close the window.

Global Price Update Window

Figure 87-13 Global Price Update Window

Global Price Update

Update Criteria

Item Code From

Item Code To

Run ID

Effective Date

Change Amount

Change Percentage

Option

Status

Run

Items

	Item Code	Current Price	Current Eff. Date	Revised Price	Revised Eff. Date	Update Price	Update
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Standing Charges

Global Price Update Window Description

Table 87–11 Global Price Update Window Description

Field Name	Type	Features	Description
Update Criteria Region			
Item Code From	required	list of values	first item code included in global price update
Item Code To	required	list of values	last item code included in global price update
Run ID	display only		run identifier for global price update
Effective Date	required		date price update effective; must be later than or same as current system date
Change Amount	conditionally required		amount to change price of charge item
Change Percentage	conditionally required		percentage to change price of charge item
Option	required	list of values	indicates if standing charge line items that fall within update criteria are updated: All, price update affects charge item and all standing charge lines having that item; Default, price update affects charge item and standing charge lines that have the current price of the charge item; None, price update affects charge item only and not standing charge lines
Status	display only		displays status of global price update; valid values: Completed, Error, New, Run
Run	optional	check box	indicates if global price update should run; only available if Status is Error or New
Items Region			
Item Code	display only		item code selected for global price update
Current Price	display only		item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		item's revised price
Revised Eff. Date	display only		date revised price effective

Table 87–11 Global Price Update Window Description

Field Name	Type	Features	Description
Update Price	display only		item's new price
Update	optional	check box	indicates if item included in final global price update
Standing Charges		button	opens Run ID window

Run ID Window

Figure 87–14 Run ID Window

Run ID

Item Code

Standing Charge Lines

		Current		Revised			
	Charge Reference	Price	Eff. Date	Price	Eff. Date	Update Price	Update
☒							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐
☐							☐

Run ID Window Description

Table 87–12 *Run ID Window Description*

Field Name	Type	Features	Description
Item Code	display only		global price update item code
Standing Charge Lines Region			
Charge Reference	display only		standing charge using item code selected for global price update
Current Price	display only		standing charge line item's current price
Current Eff. Date	display only		date current price effective
Revised Price	display only		standing charge line item's revised price
Revised Eff. Date	display only		date revised price effective
Update Price	display only		standing charge line item's new price
Update	display only	check box	indicates if standing charge line item included in final global price update

Standing Charges Report Procedures

This chapter describes the Standing Charges reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Generating Standing Charges: Generate Interface Data Procedure](#)
- [Running AutoInvoice Procedure](#)
- [Synchronizing Standing Charges Procedure](#)
- [Generating Standing Charges: Charge Item Price History Report Procedure](#)
- [Generating Standing Charges: Item Price History Report Procedure](#)
- [Generating Standing Charges: Listing Report Procedure](#)
- [Generating Standing Charges: Transaction History Report Procedure](#)
- [Generating Standing Charges: Transaction Report Procedure](#)
- [Generating Standing Charges: Global Price Update Report Procedure](#)
- [Generating Standing Charges: Preliminary Invoice Register Procedure](#)

Definition

The Standing Charges reports provide information to assist in managing and maintaining Standing Charges.

Overview

The Standing Charges reports available are shown in [Table 88–1](#), page 88-3.

Table 88–1 Standing Charges Reports

Report Name	Description
Standing Charges: Generate Interface Data	Creates invoices for standing charges due for payment up to a given date. This report is run as often as required during a period.
AutoInvoice	Validates transaction data from other financial systems from which invoices, debit memos, credit memos, and on-account credits can be created. Receivables rejects transactions with invalid information to ensure the integrity of data. This report is run once at the end of each period. For information on AutoInvoice Report, see <i>Importing Invoice Information Using AutoInvoice</i> , <i>Oracle Receivables User's Guide</i> .
Standing Charges: Synchronize Standing Charges	Prevents duplicate charges by synchronizing standing charges with the AutoInvoice. This report is run once at the end of each period and immediately after the AutoInvoice Report is run.
Standing Charges: Charge Item Price History Report	Lists all price updates made to charge line items of a particular standing charge or range of standing charges.
Standing Charges: Item Price History	Displays price history details for a range of charge items and any related standing charge lines, if the update is made by a global price update request.
Standing Charges: Listing Report	Displays details of all standing charges, with options for displaying standing charges that are nearing their due date for invoice generation or are due for renewal.
Standing Charges: Transaction History Report	Lists all invoices generated up to a specified General Ledger period.
Standing Charges: Transaction	Displays details of invoices generated from one or more standing charges.
Standing Charges: Global Price Update	Lists all charge items and any related standing charge lines affected by a global price update.
Standing Charges: Preliminary Invoice Register	Displays all payments due for a given date range and indicates which invoices are generated during the generate invoices procedure. This report is used to preview the results of a planned invoice run before submitting the generate invoice program.

Generating Standing Charges: Generate Interface Data Procedure

To generate interface data, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Generate Interface Data from the list of values.

The Parameters window appears.

5. In the Run Date field, enter the date when the standing charge should run.
6. In the Batch Source field, select a batch source from the list of values.
7. To apply the parameters, click **OK**.
8. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

9. To submit another request, click Yes, or to continue, click **No**.
10. View the request in the concurrent manager as follows:

View - Requests

Running AutoInvoice Procedure

To run an AutoInvoice, perform the following steps.

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

Interfaces - AutoInvoice

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Run AutoInvoice window appears.

4. In the Name field, select AutoInvoice Master Program from the list of values.

The Parameters window appears.

5. In the Invoice Source field, select a required source from the list of values.
6. In the Default Date field, enter the date when AutoInvoice should run.

Note: This date can differ from the standing charge run date. It is recommended that the AutoInvoice is run either the same day or after the latest standing charge run date.

The Line Transaction Flexfield window appears.

7. To close the Line Transaction Flexfield window, click **Cancel**.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.

The Decision pop-up window appears.

10. To submit another request, click Yes, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Synchronizing Standing Charges Procedure

To synchronize standing charges, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Synchronize Standing Charges from the list of values.

The Parameters window appears.

5. In the Run Date field, enter the date from which the standing charge should be synchronized.
6. In the Batch Source field, select a batch source from the list of values.
7. In the Charge Reference field, enter an individual standing charge reference number to report on, or leave blank to report on all standing charges.
8. In the Purge Data field, select Yes to delete data created with the Generate Interface Data process which has not generated an invoice through running AutoInvoice, or select No to retain all interface data.
9. To apply the parameters, click **OK**.
10. To send the request to the concurrent manager, click **Submit**.
The Decision pop-up window appears.
11. To submit another request, click Yes, or to continue, click **No**.

Generating Standing Charges: Charge Item Price History Report Procedure

To generate the Standing Charges: Charge Item Price History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:
OPSF(I) Standing Charges - Reports
The Submit a New Request pop-up window appears.
2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Standing Charges: Charge Item Price History Report from the list of values.
The Parameters pop-up window appears.
5. In the From Standing Charge Reference field, enter the first standing charge reference number to report on from the list of values or leave blank to report on all standing charges up to the reference number in the To Standing Charge Reference field.
6. In the To Standing Charge Reference field, enter the last standing charge reference number to report on or leave blank to report on all standing charges up to the reference number in the From Standing Charge Reference field.
Note: Leave both fields blank to report on all standing charges.
7. To apply the parameters, click **OK**.
8. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
9. To submit another request, click **Yes**, or to continue, click **No**.
10. View the request in the concurrent manager as follows:
View - Requests

Generating Standing Charges: Item Price History Report Procedure

To generate the Standing Charges: Item Price History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Item Price History Report from the list of values.

The Parameters pop-up window appears.

5. In the From Item Code and To Item Code fields, enter the range of item codes to report on or leave blank to report on all items.
6. To apply the parameters, click **OK**.
7. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
8. To submit another request, click Yes, or to continue, click **No**.
9. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Listing Report Procedure

To generate the Standing Charges: Listing Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Listing Report from the list of values.
 5. Click **OK**.
- The Parameters pop-up window appears.
6. In the Batch Source Name field, select the batch source to report on from the list of values or leave blank to report on all batch sources.
 7. In the Due Date field, enter the next due date to report on or leave blank to report on all dates.
 8. In the Review Date field, enter the review date to report on or leave blank to report on all dates.
 9. In the Remind Flag field, enter No to ignore reminder dates for standing charges or Yes to print the standing charges that have reminder dates earlier than the current system date.
 10. To apply the parameters, click **OK**.
 11. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

12. To submit another request, click Yes, or to continue, click **No**.
13. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Transaction History Report Procedure

To generate the Standing Charges: Transaction History Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Transaction History Report from the list of values.

The Parameters pop-up window appears.

5. In the Order By field, select Alternate Name, Customer, or Invoice Number from the list of values.

If Alternate Name is selected, the report is ordered by alternate customer name.

If Customer is selected, the report is ordered by customer name.

If Invoice Number is selected, the report is ordered by invoice number.

6. In the GL Date Low and GL Date High fields, enter the invoice General Ledger date range to report on or leave blank to report on all invoices.
7. In the Transaction Date Low and Transaction Date High fields, enter the transaction date range to report on or leave blank to report on all transactions.
8. In the Transaction Type field, select the transaction type to report on from the list of values or leave blank to report on all transaction types.
9. In the Invoice Type Low and Invoice Type High fields, select the range of invoice types to report on from the list of values or leave blank to report on all invoice types.
10. In the Currency Code Low and Currency Code High fields, select the range of currency codes to report on from the list of values or leave blank to report on all currency codes.

11. In the Balancing Segment Low and Balancing Segment High fields, select the company range to report on from the list of values or leave blank to report on all companies.
12. In the Standing Charge Reference Low and Standing Charge Reference High fields, enter the standing charge reference range to report on or leave blank to report on all standing charge references.
13. To apply the parameters, click **OK**.
14. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
15. To submit another request, click Yes, or to continue, click **No**.
16. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Transaction Report Procedure

To generate the Standing Charges: Transaction Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) Standing Charges - Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Standing Charges: Transaction Report from the list of values.

The Parameters pop-up window appears.

5. In the Batch Source Name field, select the batch source to report on from the list of values or leave blank to report on all batch sources.
6. In the Customer Transaction Type field, enter the transaction type to report on or leave blank to report on all transaction types.
7. In the Standing Charge Reference field, enter the name of the standing charge to report on or leave blank to report on all standing charges.
8. To apply the parameters, click **OK**.

9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

10. To submit another request, click Yes, or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Generating Standing Charges: Global Price Update Report Procedure

This report is submitted automatically after a global price update is confirmed.

For information on running a global price update, see [Updating Global Price Procedure](#), page 87-32.

Generating Standing Charges: Preliminary Invoice Register Procedure

This report is submitted automatically by the Global Price Update procedure.

For information on running a Global Price Update, see [Updating Global Price Procedure](#), page 87-32.

Part XXIV

Subledger Security

Subledger Security Process

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

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Subledger Security Setup](#)
- [Subledger Security Process Flow Diagram](#)
- [Subledger Security Process](#)
- [Subledger Security Examples](#)

Definition

Subledger Security is an extension to Oracle Applications that enables the user to selectively partition data within a single install of Oracle Applications and provides a central system where all business units can access their own financial information.

Subledger Security has been part of the Oracle Public Sector Financials (International) product set since release 10.6 of Oracle Financials.

This release of Subledger Security has been significantly re-engineered both technically and functionally. The fundamental concepts of Subledger Security have not been altered.

Overview

Subledger Security is not to be associated with other products within the Oracle Public Sector Financials (International) suite.

Subledger Security is designed to be used as a tool by the systems administrator or database administrator, rather than as a standard end-user product. Subledger security is a requirement that is primarily a technical implementation of a business security policy.

WARNING: Subledger Security must be implemented and maintained only when end-users are not using Oracle Applications, for example, during system downtime. This is because Subledger Security works at the Oracle database table level. Subledger Security is not supported if Subledger Security is implemented or maintained when end-users are using an Oracle product.

Subledger Security is an addition to Oracle Applications and is transparent to the end-user after implementation.

Standard Oracle Application features and processes are not altered or extended because Subledger Security is implemented and maintained through a set of standalone windows and reports.

For information on using Subledger Security, see [Subledger Security Process](#), page 89-12 and [Subledger Security Examples](#), page 89-20.

Features

The following features are available in Subledger Security:

- [Data Management](#)
- [Data Security](#)
- [Data Security Auditing](#)
- [Reports](#)

Data management and data security are conceptually separate business requirements but are closely related to, and are physically indistinguishable within the implementation of Subledger Security.

Data Management

Subledger security facilitates management of transactions. In the Oracle Applications multiple organizations architecture, it provides a lower organizational level.

Users can view transactions belonging to their own business units.

Data Security

Subledger Security enables transactions to be viewed by the business unit from which they originated and not by any other business unit. Users belonging to a business unit can view and modify transactions entered by users belonging to their business unit only. There is also a top level central business unit that can view all business unit transactions. Users belonging to this central business unit can view transactions belonging to all business units.

[Table 89–1](#), page 89-4 describes the data management and data security windows and concurrent programs available in Subledger Security.

Table 89–1 Data Management and Data Security Windows and Concurrent Programs

Object	Type	Purpose
Maintain Tables	Window	Specify all Oracle Financials database tables that require security and need allocating to security groups.
Maintain Groups	Window	Specify all required security groups and process groups.
Maintain Allocations	Window	Allocate and maintain required Oracle database tables and process groups to a security group. Allocate and maintain Oracle database tables belonging to a process group.
Apply Security	Concurrent Program	Apply security policy as required.
Security Group Consolidations	Window	Consolidate or merge security groups.

Data Security Auditing

Subledger Security provides an audited history of the major control actions that can be performed on the main business entities as follows:

- enable security
- re-enable security

- disable security
- delete security

The audited history enables an organization's business analyst and systems administrator to recognize and reconcile the history profile of secured database tables. Auditing history is accessible through window or report based inquiry.

Reports

A comprehensive set of reports supports implementation and maintenance of Subledger Security. The Subledger Security reports provide information on the current and previous state of Subledger Security objects and the organization's security structure, as shown in [Table 89–2](#), page 89-5.

Table 89–2 Subledger Security Reports

Report	Purpose
Subledger Security: Group Status Report	Provides a list of groups and descriptions. Displays current enabled date.
Subledger Security: Secure Tables Status Report	Lists all tables defined as secure by the user, and displays the current status.
Subledger Security: Group Secure Tables Report	Lists all tables currently secured for each security group.
Subledger Security: Allocation Status Report	This report lists the following information: process groups and the secure tables allocated to them; security groups; allocated process groups and secure tables with the enabled or disabled status. This report shows all historic data and can be run for a given subledger security group, a process group, or a secure table.
Subledger Security: Object Status Report	Displays status of subledger security objects for each secure table. The report lists all corresponding subledger security table names, the policy on the secure table, the policy function used by the policy, and the database trigger on the secure table.
Subledger Security: User Allocation Status Report	Lists security groups with associated application users and responsibilities.
Subledger Security: Security Group Consolidations Report	Provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes. Displays source security groups consolidated in the parent security group and historical information.

Supported Products

Subledger Security is supported for the following Oracle Supply Chain and Oracle Financials modules:

- Purchasing
- Payables
- Receivables

Prerequisites

This version of Subledger Security requires Oracle Applications release 11.5.2 or higher and Oracle database 8i (enterprise).

This version of Subledger Security cannot be implemented on previous versions of Oracle Financials or the Oracle database.

Subledger Security does require the use of Oracle Applications features such as:

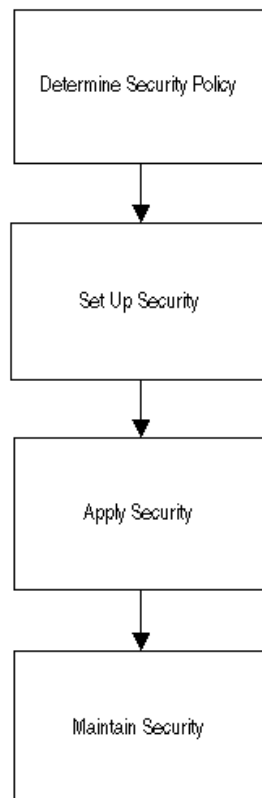
- profile options
- responsibilities
- Oracle Applications users

Subledger Security does not require the alteration of any default or standard Oracle Applications processing.

Subledger Security Setup

[Figure 89–1](#), page 89-8, shows the strategy for implementing Subledger Security as described in the accompanying text.

Figure 89–1 Subledger Security Implementation



The following areas should be considered when implementing and using Subledger Security:

- [Determine Security Policy](#)
- [Set Up Security](#)
- [Apply Security](#)
- [Maintain Security](#)

Determine Security Policy

The security policy must be determined as follows:

- [Business Analysis](#)
- [Translation of Business Analysis to Subledger Security Structure](#)

Business Analysis

The organization needs to conduct an analysis of their business requirements, and determine how to structure data management and data security requirements.

Structuring data management and security requires the construction of a two level hierarchy of central and secured business units. The organization needs to determine which business entities within Oracle Applications need to be secured, for example, secured transactional entities such as purchase orders and business entities, such as suppliers.

This business analysis is beyond the scope of this chapter.

Translation of Business Analysis to Subledger Security Structure

This process requires translation of the business analysis into a structure that may be constructed through Subledger Security.

This involves definition of the following:

- secured tables
- security groups
- process groups

This process also requires that the relationship is determined between secured tables, security groups, and process groups.

Set Up Security

Security setup involves physical setup of the predetermined security policy.

For information on setting up security, see [Subledger Security Setup](#), page 90-1.

Apply Security

A valid security structure may be determined and set up, but must be applied to Oracle Applications to be effective.

For information on applying security, see [Applying Security Procedure](#), page 90-43.

Maintain Security

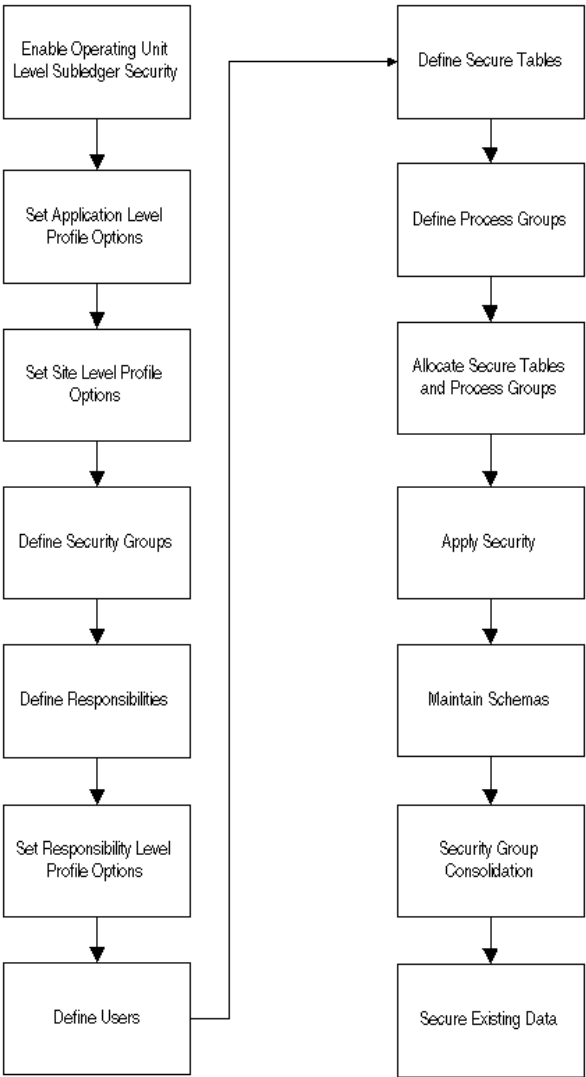
Ongoing maintenance of the security structure is required. Security maintenance enables the user to make changes to the business organization's requirements with regard to data management and data security and the re-representation of that structure within the subledger security system.

For information on maintaining security, see [Consolidating Security Groups Procedure](#), page 90-45.

Subledger Security Process Flow Diagram

Figure 89–2, page 89-11 shows the Subledger Security process, as described in the accompanying text.

Figure 89–2 Subledger Security Process Flow Diagram



Subledger Security Process

The following topics are described in this section:

- [Enable Operating Unit Level Subledger Security](#)
- [Set Application Level Profile Options](#)
- [Set Site Level Profile Options](#)
- [Define Security Groups](#)
- [Define Responsibilities](#)
- [Set Responsibility Level Profile Options](#)
- [Define Users](#)
- [Define Secure Tables](#)
- [Define Process Groups](#)
- [Allocate Secure Tables and Process Groups](#)
- [Apply Security](#)
- [Maintain Schemas](#)
- [Security Group Consolidation](#)
- [Secure Existing Data](#)

Enable Operating Unit Level Subledger Security

The Systems Administrator OPSF(I) Application Object Library is used to enable Subledger Security for the operating units required. Subledger Security can be enabled or disabled for each operating unit.

Subledger Security is part of the multiple operating unit structure, that is, all data is partitioned within an operating unit. Subledger Security can be used in an organization where the multiple organization feature is not enabled.

Set Application Level Profile Options

The application level profile option Initialization SQL statement - Custom must be set up for each application that requires Subledger Security. The application value must be set as follows:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically set.

Set Site Level Profile Options

The Subledger Security: Default Security Group profile option determines which security group a user belongs to by default, if this has not been already defined at responsibility level. If an Oracle Applications user is not assigned to a security group, the site level profile option is used to determine access to all secured tables in Subledger Security.

Note: The central security group is not defined in the Maintain Groups window, it is provided as seeded data.

The Subledger Security: Maintain History profile option enables security to be applicable when security is temporarily disabled for a database table. This profile option can be changed at any time.

Note: If the profile is set to N and security is disabled, any data entered is not visible to the user when security is re-enabled for the security group.

Define Security Groups

Subledger Security groups correspond to business units required by an organization. Each security group corresponds to a required business unit as determined through business analysis. Security groups are defined in the Maintain Groups window and are set up using the Security type. Security groups do not breach operating unit security, although logically security groups may exist across more than one operating unit. Each security group name must be unique.

Central security group is not implemented through a physical entity, but is provided as seeded data, and is used as a profile option value.

The main functions available for security groups are as follows:

- add
- remove
- enable
- disable
- history

For information on security groups, see [Security Groups](#), page 89-20.

Define Responsibilities

Each responsibility must be defined as a Subledger Security responsibility in the Subledger Security: SLS Responsibility profile option. Each responsibility must be allocated to an applications user according to predefined business rules and is associated with a security group through the Subledger Security: Security Group profile option.

For information on responsibilities, see [Responsibilities](#), page 89-21.

Set Responsibility Level Profile Options

The Subledger Security: SLS Responsibility profile option is the driving profile option of the set of profile options belonging to Subledger Security when determining the access privileges a user has when viewing secured data.

Table 89–3 Subledger Security: Responsibility Profile Option

SLS Responsibility	Security Group Derivation
Y	1. Check the Subledger Security: Security Group profile option. If CEN, this responsibility is central and has full access to all security groups data. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 2. Check the Subledger Security: Default Security Group profile option. If CEN, this responsibility is central and has full access to security group x. If security group x, this responsibility has access to data belonging to security group x. If NULL then: 3. No access; this responsibility does not have access to any secure data.
N	This is not a subledger security responsibility and has full access to all secure data.
NULL	This is not a subledger security responsibility and has full access to all secure data.

Define Users

This procedure is optional as users may be defined already.

Defining users specifies the Oracle application users to be used within the subledger secured system. A user is allocated Subledger Security enabled responsibilities for each application.

For information on application users, see [Basic Subledger Security Principles](#), page 89-20.

Define Secure Tables

A list of database tables that can be allocated directly to security groups or indirectly through process groups must be defined. The list includes all Oracle Applications database tables, comprising business entities that require security as determined through business analysis. Security is only applied to tables included in this list.

Tables must be allocated to a security group, either directly or through a process group, and security enabled for the table to be secure. The secure table can be selected from a list of values or entered manually, but is validated against database tables for the pre-determined owner. The user can optionally provide a description for the secure table. The database owner of these tables is selected from predefined application database schemas and is provided as a lookup value. The predefined application database schemas are Payables, Receivables, and Purchasing. A corresponding Subledger Security table name is automatically generated for each secure table.

The Applied flag indicates if the required security rules are physically applied to the secure table. For each secure table a corresponding Subledger Security table name is also automatically generated.

The main functions available in the Maintain Tables window are as follows:

- add
- remove
- enable
- disable
- update access required
- history

Define Process Groups

Process groups enable transactional business entities to be defined. Oracle Applications database tables comprising the business entities can be grouped together and allocated to security groups. Process groups are defined in the Maintain Groups window and are specified as being of type Process.

Oracle recommends that process groups contain unique database table sets. Allocating database tables to more than one process group, when allocated to the same security group, complicates security policy maintenance.

Note: Process groups are optional.

The main functions available for process groups are as follows:

- add
- remove
- enable security
- disable security
- history

For information on application level controls, see [Application Level Control](#), page 89-35.

Allocate Secure Tables and Process Groups

The following topics are described in this section:

- [Allocating Tables to Security Groups](#)
- [Allocating Process Groups to Security Groups](#)
- [Allocating Tables to Process Groups](#)

Allocating Tables to Security Groups

Before allocating a table to a security group, the table must be defined in the Maintain Tables window. Tables can be allocated to more than one security group but can only be allocated once to the same security group.

The main functions available for allocating secure tables to security groups are as follows:

- add
- remove

- enable security
- disable security
- copy security group

Allocating Process Groups to Security Groups

Before allocating a process group to a security group, the process group must be predefined in the Maintain Groups window. Process groups can be allocated to more than one security group but cannot be allocated to another process group. A process group cannot be allocated more than once to the same security group. A process group can be allocated to a security group if at least one secure table is allocated to the process group. A database table can belong to more than one process group, but can only belong to a security group once. The security status of the database tables belonging to the process group determines the effective security when a process group is allocated to a security group.

The main functions available for allocating process groups to security groups are as follows:

- add
- remove
- enable security
- disable security

Allocating Tables to Process Groups

When allocating tables to process groups, a table can be allocated once to a process group. At least one table must be allocated to a process group, for the process group to be available for allocation to a security group.

The main functions available when allocating secure tables to process groups are as follows:

- add
- remove

Apply Security

Applying security affects definitions of the security system requirement as specified within the definition forms. Security is not effective until applied and successful.

Reports can be generated to view the effective security policy, for example, the Subledger Security: Group Secure Tables Report. Applying security generates and runs all Oracle database scripts needed to implement the required security policy.

The main functions available when applying security are as follows:

- create
- refresh

Maintain Schemas

Each time a secured table is added to the Subledger Security system and allocated to a process group or security group, all additional database schemas, for example APPS_MRC and APPS_MLS, must be maintained.

This procedure can only be run by the database administrator using the ADADMIN utilities.

Security Group Consolidation

Consolidating security groups enables a business to change requirements, by allowing multiple security groups to be consolidated. Only one destination security group can be specified but one or more source security groups can be merged into the destination security group. All data belonging to the source security groups also belongs to the destination security group. Security on the source security groups should be disabled before the consolidation process. After consolidation takes place, the source security groups are deleted and cannot be modified or re-used. An audit history is maintained. All process groups and secured tables belong to the destination security group.

Note: The destination security group must be predefined.

When consolidating tables, the following security rules apply:

- If a table is already allocated to the destination security group, the status remains unchanged.
- If the table belongs to more than one source group, the table remains enabled unless it is disabled in all of the source security groups.
- If the table exists in only one source security group, the status remains the same as the source security group.

Example

If security group A needs to be merged into security group B and security group B merged into security group C, it should be merged as follows:

A to C

B to C

The merge should not be specified as follows:

A to B

B to C

Security must be applied before the new security policy takes effect.

WARNING: Consolidation is an irreversible process.

Secure Existing Data

The Secure Existing Data Procedure enables users to secure existing data by assigning it to a security group. Once the data is assigned to a security group, only users with the correct permissions can view the data within that security group. This procedure will only look at the tables secured for the chosen security group. Only data that is not already assigned to a security group will be assigned to the selected security group.

Subledger Security Examples

Subledger Security is an extension to Oracle Applications that enables the user to selectively partition data in a single install of Oracle Applications.

Many medium-to-large organizations divide the business into profit centers. The common requirement is a central system where each profit center has access to their own financial information. This security is typically required to help business units manage an increased proportion of their own affairs without affecting other business units' information, as well as for confidentiality between business units.

Subledger Security is based on two principles as follows:

- application context
- fine grained security

For information on application context, see [Application Context](#), page 89-26.

Basic Subledger Security Principles

Subledger Security implementation is based on the following:

- [Security Groups](#)
- [Secure Tables](#)
- [Application Users](#)
- [Responsibilities](#)

Security Groups

Security groups are the main building blocks of subledger security and represent an organization's required business structure. Each security group's data must be maintained separately.

There may be only one central security group that can view all other security groups' data, as only a two level security hierarchy is allowed in Subledger Security.

Secure Tables

Subledger Security is based on securing database tables.

Transactions and data within Oracle Applications are sorted within the Oracle relational database.

An organization must know which Oracle Applications database tables map to the transactions that it wants to secure for a security policy to work.

Subledger Security stores an identifying record for every transaction that is secured in Oracle Applications. This identifying record is stored in the corresponding Subledger Security database table, associated with each Oracle Applications database table that is part of the transaction.

A transaction may span more than one table. If a user removes security on one of the tables in the transaction, security integrity may be compromised. For this reason, Subledger Security introduces the process group concept for validation purposes only. Process groups are not mandatory, and security and Subledger Security can be implemented without using process group functionality.

Process groups are used to group together related database tables to ensure security integrity. Subledger security implements an Oracle policy and policy function for each secured database table. Policy functions and security can be disabled and re-enabled.

WARNING: Removing a secured database table from the system removes all subledger transactions' identifying records and is irreversible.

Application Users

Oracle application users perform the daily work within Oracle Applications and belong to or are associated with one or more security groups or business entities.

Users may leave and rejoin security groups depending on business requirements.

Transactions or data do not belong to a specific application user, but belong to the security group. Application users may leave or join multiple security groups, but the data remains with the security group.

Responsibilities

Responsibilities determine how to associate or access data belonging to different security groups in Subledger Security.

Data cannot be directly associated with a specific application user as users may leave an organization or be absent. Users must be able to view data belonging to another application user in the same security group.

Access to data is achieved using individual responsibilities associated with a security group through a profile option, that is, a responsibility provides the link between application users and security groups.

Setting up responsibilities uses current Oracle Applications menus and function security. A security policy requires a set of responsibilities, one for each security group and Oracle Application, for example, Payables, Receivables, and also each operating unit. An application user may belong to more than one security group by allocating a responsibility crossing responsibility sets.

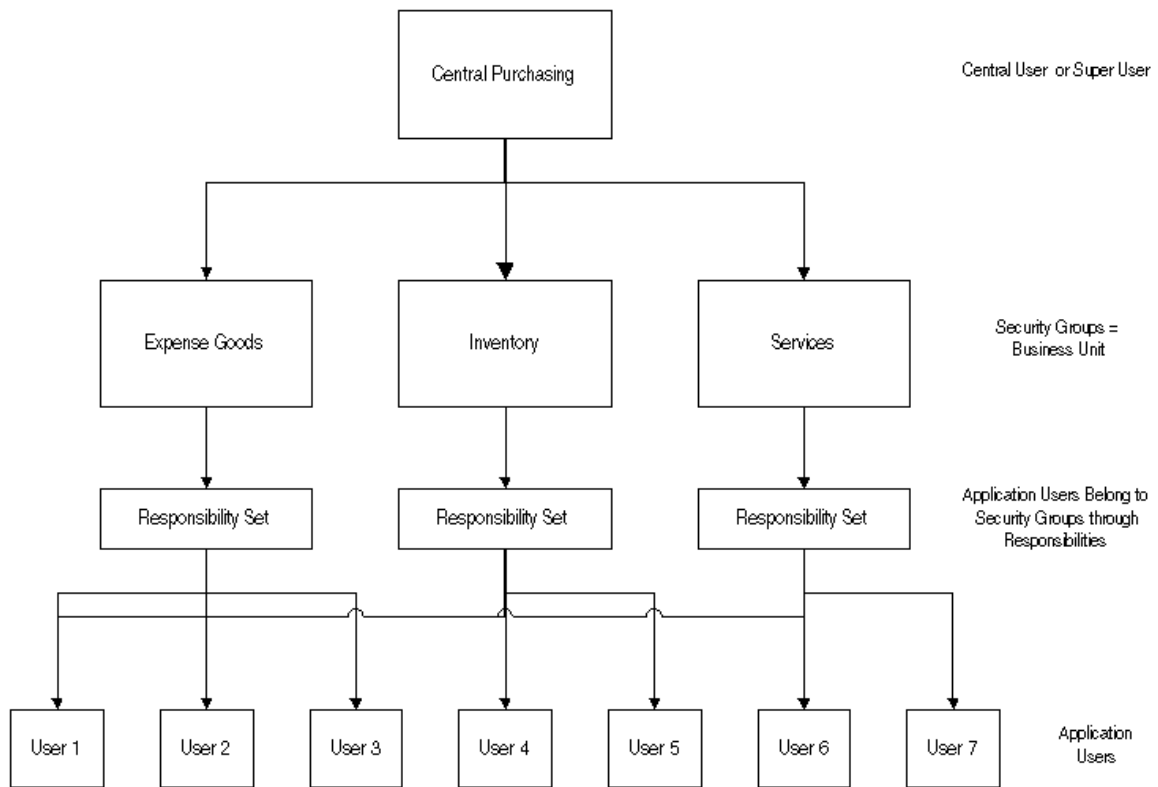
[Table 89–4](#), page 89-22 demonstrates how an organization can implement a three security group structure across a multiple organization structure in Purchasing.

Table 89–4 *Security Group Structure Example*

Existing Responsibilities	Subledger Security Responsibilities
PO1 SuperUser	PO1 SuperUser security group 1 PO1 SuperUser security group 2 PO1 SuperUser security group 3
PO2 SuperUser	PO2 SuperUser security group 1 PO2 SuperUser security group 2 PO2 SuperUser security group 3

Note: The changes outlined in [Table 89–4](#), page 89-22 imply an alteration of the organization’s existing responsibility structure.

[Figure 89–3](#), page 89-23 shows security groups, users, and responsibilities.

Figure 89–3 Security Groups, Users, and Responsibilities**Allocating Database Tables to Security Groups, Full and Partial Security**

[Figure 89–4](#), page 89-24 shows database tables allocated to security groups.

Figure 89–4 Database Tables Allocated to Security Groups

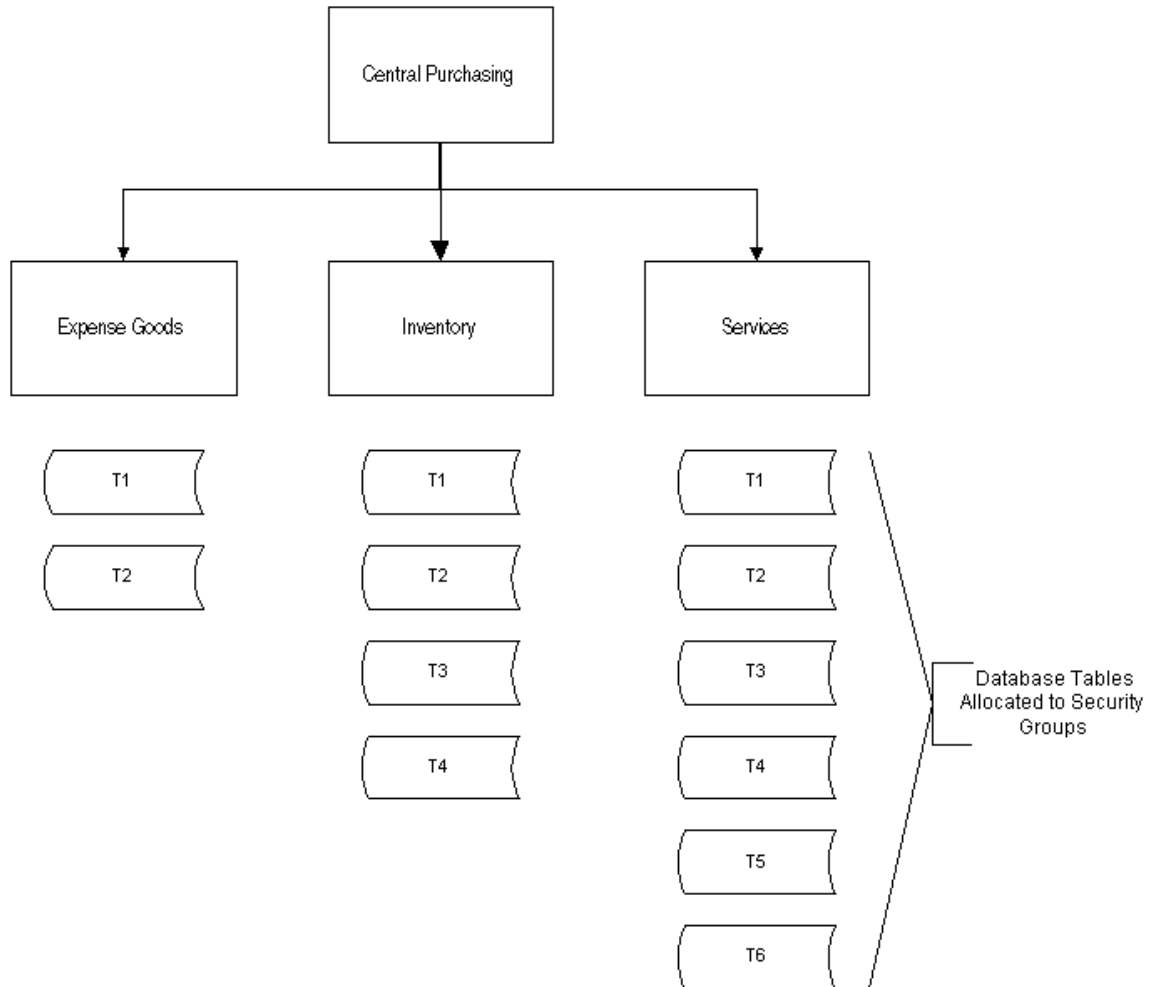


Figure 89–4, page 89-24 may be translated into the security policy structure shown

in [Table 89–5](#), page 89-25.

Table 89–5 Security Policy Structure Example

Table	Security Implication
T1 and T2	T1 and T2 belong to all three security groups. Both tables are fully secure as any users belonging to any of the security groups can see data belonging to their security group only.
T3 and T4	T3 and T4 belong to only two of the three security groups. Both tables are partially secure across the security structure as users belonging to the Expense Goods security group can view not only their own data but also that of the other two security groups. This is because the table has not been secured for this security group. Users belonging to the Inventory and Services security groups are able to view their data only.
T5 and T6	T5 and T6 belong to only one security group. Users belonging to the Services security group can view only their own data. Users belonging to the other two security groups are not only able to view their own data, but also that of the Services security group.
T1 to T6	Users belonging to the central security group can view all data entered by users belonging to the hierarchically lower security groups.

Note: Any data existing before implementing Subledger Security is invisible to application users belonging to security groups. Application users can view and modify data created after Subledger Security is implemented. A central user can view all data.

Secure Update Access

This functionality is implemented in this version of Subledger Security in response to and in order to resolve a possible scenario as follows:

Example: Payables Transfer to General Ledger

Running the Payables transfer to General Ledger performs the following tasks:

- Payments are transferred to General Ledger.
- Invoices are transferred to General Ledger.
- Invoices are updated to indicate they are posted in Payables.

If this process is run from a central responsibility, all invoices are posted regardless of the security group to which they belong. However, if the Payables to General Ledger transfer is run individually for each business group and security group through the responsibility set belonging to a particular security group, the Secure Update flag needs to be set to Yes for AP_INVOICE_DISTRIBUTIONS_ALL to enable only each security groups invoices to be marked as posted.

If the Secure Update flag is not set to Yes, the first security group to run the Payables transfer program marks all unposted invoices as posted. The Secure Update flag enables all database update access codes to consider the security group when updating a secured database table.

Note: The Secure Update flag defaults to No. The flag only needs to be set to Yes when invoices need to be marked as posted.

Application Context

Application context is a feature of the Oracle 8i database that enables runtime database variables to be stored in memory. This feature is used by Subledger Security to store the Subledger Security: Security Group profile option value, and enables an application user's security group to be determined at runtime.

Oracle Applications initializes the required Subledger Security application context as an application user logs on or switches responsibility.

The application context can only be defined at the Oracle Application level, for example, for Oracle Public Sector Applications (IGI). The application context is defined during Subledger Security installation and implementation. If the end-user needs to use Subledger Security for a different Oracle Application, for example, Receivables, the Subledger Security application context initialization script must be run for Receivables.

This initial step depends on the Oracle Applications implementation at the end-user site.

In a core Oracle Applications implementation of subledger security supported modules, this step must be performed for:

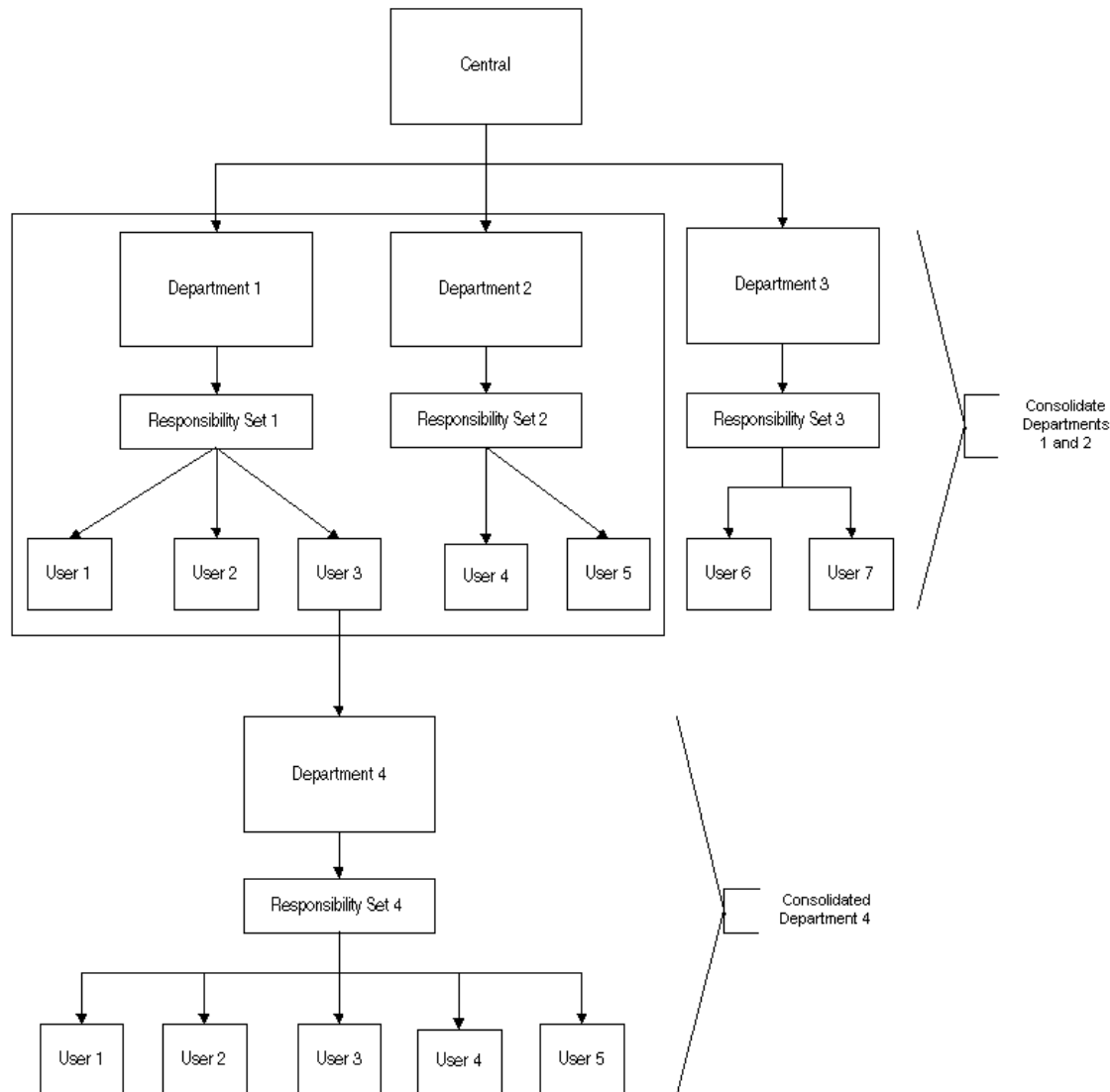
- Payables
- Receivables
- Purchasing

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically set.

Security Group Consolidation

[Figure 89-5](#), page 89-28 shows an example of subledger security group consolidation.

Figure 89–5 Security Group Consolidation Example



Security group consolidation enables subledger security to be maintained according to changes within the business environment. Consolidation enables multiple security groups and associated secure data to be merged or consolidated into one destination security group.

Note: All responsibility sets created before consolidation must be manually altered to reflect the new structure. All valid application users must be set up to use the new responsibilities.

All secured data associated with the pre-consolidation security groups is changed to reflect the new security group.

The destination security group must be an existing security group, although it may have been newly created and may not have any associated secure data.

WARNING: Security group consolidation is irreversible.

Security Group Consolidation Example

Table 89–6, page 89-29, shows security groups 1 and 3 consolidating into group 2. A database table is represented by T, for example, T1 and T2. A process group is represented by PG, for example, PG1 and PG2.

Table 89–6 Security Group Pre-Consolidation Example

Security Group 1			Security Group 2			Security Group 3		
Allocation	Table	Security	Allocation	Table	Security	Allocation	Table	Security
			T1		Enabled	T1		Disabled
T2		Disabled	T2		Disabled	T2		Enabled
T3		Enabled				T3		Disabled
PG1		Disabled						
	T3							
	T5							
T4		Disabled	T4		Enabled	T4		Disabled
PG2		Disabled						
	T4							
	T5							
T5		Disabled	T5		Disabled	T5		Enabled
PG3		Enabled						
	T6					T6		Disabled
						PG4		Enabled

Table 89–6 Security Group Pre-Consolidation Example

Security Group 1			Security Group 2			Security Group 3		
							T7	
							T8	
						T9		Disabled

Table 89–7, page 89-30 shows security group 2 after consolidation takes place. A table is represented by T, for example T1 and T2. A process group is represented by PG, for example PG3 and PG4.

Table 89–7 Post Consolidation Destination Security Group Structure

Security Group 2		
Allocation	Table	Security
T1		Enabled
T2		Disabled
T3		Enabled
T4		Enabled
PG1		Disabled
	T3	
	T5	
PG2		Disabled
	T4	
	T5	
T5		Disabled
PG3		Enabled
	T6	
T6		Disabled
PG4		Enabled

Table 89–7 Post Consolidation Destination Security Group Structure

Security Group 2		
	T7	
	T8	
T9		Disabled

Action Control Hierarchy Example

The following example demonstrates how Subledger Security can be used in Purchasing. An example is given of Subledger Security controls available at different levels, and the various scenarios that may arise when using Subledger Security, as well as the effect the scenarios may have according to the action taken at various stages.

Disclaimer: This is an arbitrary example and does not indicate how Subledger Security should be applied in Purchasing.

Step 1: Analysis

Analysis identifies a need to split data between two purchasing departments, each with individual secure access to transactions such as requisitions, purchase orders, and shipments.

Step 2: Determine Secured Tables

Purchasing tables that need to be secured corresponding to the required business entities are determined.

[Table 89–8](#), page 89-31 shows an example of secured tables.

Table 89–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
Requisition Import	PO_REQUISITIONS_INTERFACE_ALL	T2
	PO_REQ_DIST_INTERFACES_ALL	
Requisition Template	PO_REQEXPRESS_HEADERS_ALL	T3
	PO_REQEXPRESS_LINES_ALL	
Requisition Transactions	PO_REQUISITION_HEADERS_ALL	T4

Table 89–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
	PO_REQUISITION_LINES_ALL	
	PO_REQ_DISTRIBUTIONS_ALL	
	PO_ACTION_HISTORY	
	PO_APPROVAL_LIST_HEADERS	
	PO_APPROVAL_LIST_LINES	
Requisition History	PO_HISTORY_REQUISITIONS_ALL	T9
Purchase Order Import	PO_HEADERS_INTERFACE	T1
	PO_LINES_INTERFACE	
	PO_DISTRIBUTIONS_INTERFACE	
Purchase Order Transactions	PO_HEADERS_ALL	T5
	PO_LINES_ALL	
	PO_LINE_LOCATIONS_ALL	
	PO_DISTRIBUTIONS_ALL	
	PO_RELEASES_ALL	
Purchase Order History	PO_HEADERS_ARCHIVE_ALL	T6
	PO_LINES_ARCHIVE_ALL	
	PO_LINE_LOCATIONS_ARCHIVE_ALL	
	PO_DISTRIBUTIONS_ARCHIVE_ALL	
	PO_RELEASES_ARCHIVE_ALL	
	PO_HISTORY_POS_ALL	
Receiving	RCV_LOT_TRANSACTIONS	T7
	RCV_PARAMETERS	
	RCV_RECEIVING_SUBLEDGER	
	RCV_SERIAL_TRANSACTIONS	
	RCV_SHIPMENT_HEADERS	

Table 89–8 Secured Tables Example

Application Building Block	Database Table Name	Base Table Code
	RCV_SHIPMENT_LINES	
	RCV_SUBLEDGER_DETAILS	
	RCV_SUPPLY	
	RCV_TRANSACTIONS	
	RCV_ROUTING_HEADERS	
	PO_HISTORY_RECEIPTS	
Suppliers	PO_VENDOR_SITES_ALL	T8
	PO_VENDOR_CONTACTS	
	PO_VENDOR_LIST_ENTRIES	
	PO_VENDOR_LIST_HEADERS	

Step 3: Define Process Groups

Analysis also indicates that process groups should be implemented to help the systems administrator enable security integrity by grouping together tables required for business entities as shown in [Table 89–9](#), page 89-33.

Table 89–9 Process Group Implementation Example

PG1	PG2	PG3	PG4	PG5	PG6	PG7
T3	T4	T6	T7	T7	T8	T9
T5	T5		T8	T8		
				T9		

Note: T denotes a database table or database table group. PG denotes a process group.

Step 4: Mixed Security

Analysis indicates that a mixed security scenario is required because full security is not required for some business entities. Some database tables are allocated directly to a security group and others are allocated through process groups.

Table 89–10, page 89-34 shows an example of mixed security.

Table 89–10 Mixed Security Example

Security Group 1			Security Group 2		
Allocation	Table Breakdown	Scenario Code	Allocation	Table Breakdown	Scenario Code
			T1		
T2		(B)	T2		B
T3		C & (K)			
PG1					
	T3	(C) & K			
	T5	(E) & K			
T4		D & (G)	T4		(D)
PG2		G			
	T4	(D)			
	T5	(E)			
T5		E & (G) & (K)	T5		(E)
PG3		F			
	T6	J			
PG4		H & (I)	PG4		I & (H)
	T7	(O)		T7	O
	T8	(L)		T8	(L)
PG5					
	T7	(O)			
	T8	L			
	T9	(M)			
PG6			PG6		
	T8	(N)		T8	N

Table 89–10 Mixed Security Example

Security Group 1			Security Group 2		
			PG7		
				T9	M
			T9		(M)

Note: Scenario code refers to codes as described in [Table 89–12](#), page 89-36. Brackets indicate that an item is associated indirectly with the scenario.

Application Level Control

This section describes the various control levels that are available through the Subledger Security system, and indicates the impact of control actions on a security structure, as shown in [Table 89–11](#), page 89-35.

Table 89–11 Application Level Control

Object Level	Actions	Comments
Secure Tables	Enable	system wide control
Security Groups	Disable Re-enable Remove	
Process Groups	Disable Re-enable Remove	

Table 89–11 Application Level Control

Object Level	Actions	Comments
Allocations	Tables allocated directly to security groups: Enable Disable Re-enable Remove	specific security group allocation level control
	Process groups allocated to security groups: Enable Disable Re-enable Remove	
	Tables allocated directly to process groups: Enable Remove	

[Table 89–12](#), page 89-36 outlines example scenarios that need to be considered within a Subledger Security implementation when control actions are performed.

Table 89–12 Subledger Security Implementation Example Scenarios

Scenario	Description
A	Table belonging to one security group and no process groups.
B	Table belonging to more than one security group and no process groups.
C	Table belonging to one security group and one process group allocated to the security group.
D	Table belonging to more than one security group and one process group.
E	Table belonging to more than one security group and more than one process group.

[Table 89–13](#), page 89-37 shows example scenarios of process groups allocated to security groups.

Table 89–13 Process Group Allocated to Security Group Example Scenarios

Scenario	Description
F	Process groups belonging to one security group with none of its associated tables directly within the security group.
G	Process group belonging to one security group with one or more of its associated tables directly within the security group.
H	Process group belonging to more than one security group with none of its associated tables directly within the security group.
I	Process group belonging to more than one security group with one or more of its associated tables directly within the security group.

[Table 89–14](#), page 89-37 shows example scenarios of tables allocated to process groups.

Table 89–14 Table Allocated to Process Group Example Scenarios

Scenario	Description
J	Table belonging to one process group, that belongs to one security group with that table not directly allocated to the security group.
K	Table belonging to one process group, that belongs to one security group with that table or more of the process groups tables directly allocated to the security group.
L	Table belonging to one or more process groups, that belongs to one security group with that table not directly allocated to the security group.
M	Table belonging to one or more process group, that belongs to one or more security group with table not directly allocated to the security group.
N	Table belonging to one or more process groups, that belongs to one or more security groups with table not directly allocated to the security group.
O	Table belonging to one or more process group, that belongs to one or more security group with that table directly allocated to the security group.

[Table 89–15](#), page 89-38 outlines possible actions that may occur within the lifecycle of the Subledger Security implementation and the consequences of each action.

The following assumptions have been made in this example:

- All tables are populated with financials data.
- Each action is not dependent on a previous action.

Please refer to table for the security policy.

Table 89–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
Secure Table	Disable Security	T1	A	Security disabled for T1 across the subledger security system. Affects security group 2.
	Remove Table	T1	A	All subledger security data removed for T1 across the subledger security system. Affects security group 2 and is irreversible.
	Disable Security	T2	B	Security disabled for T2 across the subledger security system. Affects security groups 1 and 2.
	Disable Security	T3	C	Security disabled for T3 across the subledger security system. Affects security group 1. Affects T3 directly allocated to security group 1 and also process group 1.
	Disable Security	T4	D	Security disabled for T4 across the subledger security system. Affects security groups 1 and 2. Affects T4 directly allocated to security groups 1 and 2 and security group 1 through process group 2.

Table 89–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
	Disable Security	T5	E	Security disabled for T5 across the subledger security system. Affects security groups 1 and 2. Affects T5 directly allocated to both security groups and also security group 1 through process groups 1 and 2.
Process Group Allocated to Security Group	Disable process groups security	PG3 and SG1	F	Disables process group 3 for security group 1. Implies that any tables allocated to this process group should also be disabled, depending on whether the process group's tables are already associated with the security group, either directly or through another process group. In this case T6 belongs to PG3 only, security on T6 is disabled for security group 1. As T6 is not allocated to security group 2 or security group 1, this effectively implies that T6 is disabled through the subledger security system.
	Disabled process group security	PG2 and SG1	G	Disables process group 2 through the subledger security system. The actual effect is null because: T4 belongs directly to security group 1 and 2 is enabled. T5 belongs directly to security group 1 and 2 and is enabled, it also belongs to security group 1 through process group 1 and is enabled.

Table 89–15 Subledger Security Implementation Scenarios

Level	Action	Entity	Scenario Code	Result or Effect
Table Allocated to Process Group	Remove tables from process group	T6 and PG3	J	Removes T6 from process group 3 and removes security and secured data on T6 if possible. In this case, T6 does not belong to either security group, directly or through another security group. All secured data is removed for T6. This process is irreversible. If the desired effect was to disable security on T6 for process group 3, rather than remove all secured data, it could have been performed in two ways as follows: Disable process group 3 system wide or disable process group 3 allocated to security group 1.

Subledger Security Setup

This chapter describes the Subledger Security features in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Prerequisites](#)
- [Subledger Security Profile Options](#)
- [Setting Application Level Profile Options Procedure](#)
- [Maintaining Security Groups Procedure](#)
- [Maintain Groups Window](#)
- [Maintain Groups Window Description](#)
- [History Window](#)
- [History Window Description](#)
- [Setting Site Level Profile Options Procedure](#)
- [Defining Responsibilities Procedure](#)
- [Setting Responsibility Level Profile Options Procedure](#)
- [Defining Users Procedure](#)
- [Maintaining Secure Tables Procedures](#)
- [Maintain Tables Window](#)
- [Maintain Tables Window Description](#)
- [Maintaining Process Groups Procedure](#)

-
- [Maintaining Allocations Procedure](#)
 - [Maintain Allocations Window](#)
 - [Maintain Allocations Window Description](#)
 - [Copying Allocations from Security Groups](#)
 - [Viewing Tables Procedure](#)
 - [All Tables Window](#)
 - [All Tables Window Description](#)
 - [Distinct Tables Window](#)
 - [Distinct Tables Window Description](#)
 - [Applying Security Procedure](#)
 - [Maintaining Schemas Procedure](#)
 - [Consolidating Security Groups Procedure](#)
 - [Security Group Consolidations Window](#)
 - [Security Group Consolidations Window Description](#)
 - [Securing Existing Data](#)

Definition

Subledger Security is an extension of Oracle Applications that enables organizations to selectively partition data within a single install of Oracle Applications.

Subledger Security is a requirement that is primarily a technical implementation of a business security policy. Subledger Security is implemented by a systems administration.

WARNING: Read the Subledger Security topical essay before completing any of the procedures in this chapter.

For information on the Subledger Security processes, see [Subledger Security Process, page 89-1](#).

Overview

The procedures in this chapter reflect the order in which Subledger Security should be set up, as shown in [Figure 89-5, page 89-28](#).

Before using Subledger Security, the following areas should be considered:

- **Determine Overall Security Policy**
Determining overall security policy requires a business analyst to determine the organization's requirements and the translation of those business requirements into subledger security architecture.
- **Physical Definition of Security Policy**
Physical definition of security policy procedure requires the systems administration to define the determined subledger security architecture using subledger security features.
- **Application of Security Policy**
The application of security policy requires the systems administration to make subledger security architecture available to users of Oracle Financials modules.
- **Maintenance of Security Policy**
Ongoing maintenance of the Subledger Security system is required. The security policy may be altered to keep in step with organizational changes.

For information on Subledger Security, see [Subledger Security Process, page 89-1](#).

Prerequisites

- ❑ Oracle Public Sector Financials (International) must be installed.
- ❑ Subledger Security must be enabled.

To enable Subledger Security, see step [6. Enabling Oracle Public Sector Financials \(International\) Features Procedure](#), page 3-14.

Subledger Security Profile Options

Table 90–1, page 90-5 describes the site and responsibility-level profile option levels for Subledger Security.

Table 90–1 Subledger Security Profile Option Levels

Module	Profile Option Name	Site	Application	Responsibility	User
Payables, Receivables and Purchasing	Subledger Security: Default Security Group	x			
	Subledger Security: Maintain History	x			
	Subledger Security: SLS Responsibility			x	
	Subledger Security: Security Group			x	

Table 90–2, page 90-5 describes the Subledger Security profile option values.

Table 90–2 Profile Option Values for Subledger Security

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

Table 90–2 Profile Option Values for Subledger Security

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

For information on setting site and responsibility level profile options, see step 3. [Specify Site-Level and Application-Level Profile Options Procedure, page 3-13.](#)

Setting Application Level Profile Options Procedure

To set the application level profile options, perform the following actions.

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

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Application check box is selected.
3. In the Application field, select the Oracle application that requires subledger security to be applied.

Note: Oracle Public Sector Financials (International), Payables, Receivables, and Purchasing are automatically selected.

4. In the Profile field, select Initialization SQL Statement - Custom from the list of values.
5. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

6. In the Application field, to run the `igi_sls_context_pkg.set_sls_context` program, type the following command line:

```
begin igi_sls_context_pkg.set_sls_context; end;
```

Note: The command line must be entered exactly as shown.

For information on storing runtime database variables in memory, see [Application Context](#), page 89-26.

7. Save or save and continue as follows:

File - Save or **Save and Proceed**

8. Close the window.

Maintaining Security Groups Procedure

Subledger Security enables the user to define, disable, re-enable, delete, and view the history of security groups, as described in the following procedures:

- [Defining Security Groups Procedure](#)
- [Disabling Security Groups Procedure](#)
- [Re-enabling Security Groups Procedure](#)
- [Deleting Security Groups Procedure](#)
- [Viewing Security Group History Procedure](#)

Defining Security Groups Procedure

To define a security group using the Maintain Groups window, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the name of a security group, for example, the cost center name.
3. Optionally, enter a description.
4. In the Type field, select Security from the drop-down list.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Note: A security group is enabled by default.

Disabling Security Groups Procedure

To disable a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups

2. Enter query mode.
3. In the Name field, enter the security group name.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Note: The Apply Security concurrent program disables security on all database tables belonging to this security group only.

Re-enabling Security Groups Procedure

To re-enable a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the security group name.
4. Run the query.
5. Select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this security group only.

Deleting Security Groups Procedure

To delete a security group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the security group name, for example, the cost center name.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information associated with this security group from all database tables belonging to this security group.

Viewing Security Group History Procedure

To view security group history, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the name of the security group, for example, the cost center name.
3. Click **History**.
The History window appears.
Information is displayed indicating when the security group was enabled or disabled and shows the date that security was applied.
4. Close the window.

Maintain Groups Window

Figure 90–1 Maintain Groups Window

[illegible]

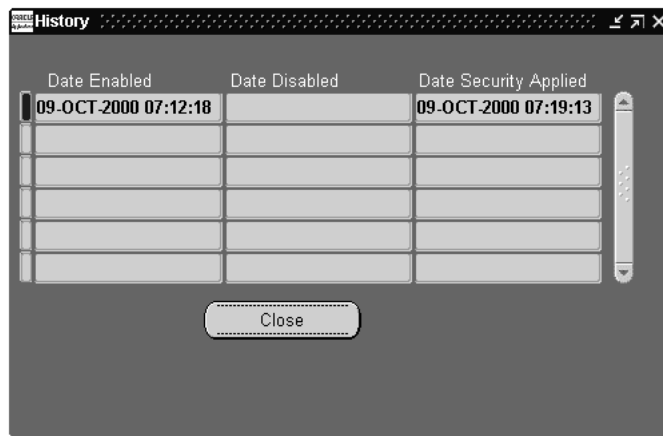
Maintain Groups Window Description

Table 90–3 *Maintain Groups Window Description*

Field Name	Type	Features	Description
Name	required	list of values	security group name; for example, cost center name
Description	optional	user defined	name description
Type	required	drop-down list	type of group to be defined; Security selected by default
Enable	optional	check box	selected by default; if selected, security enabled; if deselected, disables group from security
Delete	optional	check box	if selected, permanently removes security information from tables within the security group; if deselected, security enabled on record
Security Applied	display only	check box	indicates if security applied; if selected, security applied; if deselected, security not applied
History		button	displays History window; provides information for groups on date enabled, date disabled, and date security applied

History Window

Figure 90–2 History Window



History Window Description

Table 90–4 History Window Description

Field Name	Type	Features	Description
Date Enabled	display only		displays date enable action performed
Date Disabled	display only		displays date disable action performed
Date Security Applied	display only		displays date when enable or disable action applied
Close		button	closes History window

Setting Site Level Profile Options Procedure

To set the site level profile options, perform the following steps.

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

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Site check box is selected.

The Site check box is selected by default.

3. In the Profile field, search for all subledger security profile options.

4. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

5. In the Site field, for profile option Subledger Security: Default Security Group, select the security group name from the list of values.

6. In the Site field, for profile option Subledger Security: Maintain History, select Yes or No from the list of values.

This profile option determines if data entered for a secured database table remains secure when security is re-enabled.

For information on defining site level profile options, see [Set Site Level Profile Options, page 89-13](#).

7. Save or save and continue as follows:

File - Save or Save and Proceed

8. Close the window.

Defining Responsibilities Procedure

To define a responsibility, perform the following steps.

1. In System Administrator, navigate to the Responsibilities window as follows:

Security - Responsibility - Define

2. Follow the steps for defining responsibilities in the same way as in core System Administration.

For information on defining responsibilities, see [Responsibilities Window](#), *Oracle Applications System Administrator's Guide*.

3. Close the window.

Setting Responsibility Level Profile Options Procedure

To set the responsibility level profile options, perform the following steps.

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

Profile - System

The Find System Profile Values window appears.

For information on the Find System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

2. Ensure the Site check box is selected.

The Site check box is selected by default.

3. Select the Responsibility check box.

4. In the Responsibility field, select the responsibility name from the list of values.

5. Click **Find**.

The System Profile Values window appears.

For information on the System Profile Values window, see [System Profile Values Window](#), *Oracle Applications System Administrator's Guide*.

6. In the Responsibility field, for profile option Subledger Security: SLS Responsibility, select Yes or No from the list of values.

If Yes is selected, subledger security is enabled for a responsibility. If No is selected, subledger security is disabled.

For information on setting responsibility level profile options, see [Setting Responsibility Level Profile Options Procedure](#), page 90-17.

7. In the Responsibility field, for profile option Subledger Security: Security Group, select the security group name from the list of values.

This profile option enables responsibilities to be associated with security groups.

For information on responsibilities, see [Responsibilities](#), page 89-21.

8. Save or save and continue as follows:

File - Save or Save and Proceed

9. Close the window.

Defining Users Procedure

This procedure is optional as users may already be defined within the organization.

Note: The previously defined Subledger Security responsibilities must be assigned to application users.

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

For information on application users, see [Application Users](#), page 89-21.

Maintaining Secure Tables Procedures

In Subledger Security the user can define, disable, re-enable, and delete secure tables as described in the following sections:

- [Defining Secure Tables Procedure](#)
- [Disabling Security on Tables Procedure](#)
- [Re-enabling Security on Tables Procedure](#)
- [Deleting Security on Tables Procedure](#)

Defining Secure Tables Procedure

To define a secure table, perform the following steps.

1. Navigate to the Maintain Tables window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Tables

2. In the Owner field, select the owner from the list of values, as shown in [Table 90-5, page 90-19](#).

Table 90-5 Owners

Owner	Description
AP	Payables
AR	Receivables
PO	Purchasing

Note: The owners correspond to the database schema name for the database tables to be secured.

3. In the Secure Table field, select the database table name from the list of values.
4. Optionally, enter a description.
5. Save or save and continue as follows:

File - Save or Save and Proceed

Note: This process provides the Subledger Security extended table name in the SLS Table field for the required secure database table and makes the database table available for allocation to a security group.

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Disabling Security on Tables Procedure

To disable security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table to be disabled from the list of values.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: Running the Apply Security concurrent program disables security on the table across the subledger security system.

Re-enabling Security on Tables Procedure

To re-enable security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table to be enabled from the list of values.
4. Run the query.

5. Select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Deleting Security on Tables Procedure

To delete security on tables, perform the following steps.

1. Navigate to the Maintain Tables window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. Enter query mode.
3. In the Owner field, select the owner of the table that is to be deleted from the list of values.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: The Apply Security process is irreversible. Deleting security on tables removes all Subledger Security information, regardless of the security group associated with the database table.

Maintain Tables

Owner	Secure Table	Description	SLS Table	Secure Update	Delete	Enable Security Applied
				☐	☒	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐
				☐	☐	☐ ☐

History

Maintain Tables Window Description

Table 90–6 *Maintain Tables Window Description*

Field Name	Type	Features	Description
Owner	required	list of values	table owner; for example, PO, AP, or AR
Secure Table	required	list of values	table name
Description	optional		user-defined table description
SLS Table	display only		displays subledger security table name
Secure Update	optional	check box	if selected, secure update required; if deselected, secure update not required
Enable	optional	check box	selected by default; if selected, enables security; if deselected, disables table from security
Delete	optional	check box	if selected, no security required; if deselected, security required
Security Applied	display only	check box	if selected, security applied; if deselected, security not applied
History		button	displays History window

Maintaining Process Groups Procedure

Subledger Security enables the user to define, disable, re-enable, delete, and view the history of process groups, as described in the following procedures:

- [Defining a Process Group Procedure](#)
- [Disabling Process Groups Procedure](#)
- [Re-enabling Process Groups Procedure](#)
- [Deleting Process Groups Procedure](#)
- [Viewing Process Group History Procedure](#)

Defining a Process Group Procedure

To define a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Tables
2. In the Name field, enter the process group name, for example, Requisitions.
3. Optionally, enter a description.
4. In the Type field, select Process from the drop-down list.
5. To disable the group from security restrictions, select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Disabling Process Groups Procedure

To disable a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.

3. In the Name field, enter the process group name.
4. Run the query.
5. Deselect the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Note: The Apply Security concurrent program disables security on all database tables belonging to this process group only.

Re-enabling Process Groups Procedure

To re-enable a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Enable check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Note: The Apply Security concurrent program re-enables security on all database tables belonging to this process group only.

Deleting Process Groups Procedure

To delete a process group, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. Enter query mode.
3. In the Name field, enter the process group name.
4. Run the query.
5. Select the Delete check box.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information associated with the allocated secured database tables from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

Viewing Process Group History Procedure

To view process group history, perform the following steps.

1. Navigate to the Maintain Groups window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Groups
2. In the Name field, enter the process group name.
3. Click **History**.

The History window appears.

Information is displayed indicating when the process group was enabled or disabled and shows the date that security was applied.

4. Close the window.

Maintaining Allocations Procedure

In Subledger Security, the user can allocate tables to security groups or process groups, and allocate process groups to security groups as described in the following sections:

- [Table Allocation to Security Groups](#)
- [Table Allocation to Process Groups](#)
- [Process Group Allocation to Security Groups](#)

Table Allocation to Security Groups

In Subledger Security, users can allocate tables to or delete tables from security groups, disable, or re-enable tables, as described in the following sections:

- [Allocating Tables to Security Groups](#)
- [Disabling Tables from Security Groups](#)
- [Re-enabling Tables to Security Groups](#)
- [Deleting Tables from Security Groups](#)

Allocating Tables to Security Groups

To allocate tables to security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. To display the tables that are allocated, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the system administrator to view process groups allocated to the security group.

4. To add a table to the security group, in the Name field, select the table name from the list of values.
5. Ensure the Type is set to Table.
Table is selected by default.
6. Save or save and continue as follows:

File - Save or Save and Proceed

7. Close the window.
8. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Disabling Tables from Security Groups

To disable tables from security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. To display allocated tables, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Deselect the Enable check box.
5. Save or save and continue as follows:

File - Save or Save and Proceed

6. Close the window.
7. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Re-enabling Tables to Security Groups

To re-enable a table to a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. Click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Enable check box.
5. Save or save and continue as follows:

File - Save or **Save and Proceed**

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Deleting Tables from Security Groups

To delete tables from security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.
3. To display tables that are allocated, click **Find Allocations**.

Tables allocated to the security group are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view process groups allocated to the security group.

4. Select the Delete check box.
5. Save or save and continue as follows:

File - Save or **Save and Proceed**

6. Close the window.
7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: This step is irreversible. Running the Apply Security concurrent program removes information relating to the table for this security group.

Table Allocation to Process Groups

In Subledger Security, users can allocate tables to or delete tables from process groups, as described in the following sections:

- [Allocating Tables to Process Groups](#)
- [Deleting Tables from Process Groups](#)

Allocating Tables to Process Groups

To allocate tables to process groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the process group name from the list of values.
3. Click **Find Allocations**.
Tables allocated to the process group are displayed in the Allocations region.
4. To add tables to the process group, in the Name field, select the table name from the list of values.
5. Save or save and continue as follows:
File - Save or **Save and Proceed**
6. Close the window.
7. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Deleting Tables from Process Groups

To delete tables from a process group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the process group name from the list of values.
3. Click **Find Allocations**.
Tables allocated to the process group are displayed in the Allocations region.
4. Select the Delete check box.

5. Save or save and continue as follows:

File - Save or Save and Proceed

Note: Tables can be deselected before running the Apply Security concurrent program to prevent deletion.

WARNING: This step is irreversible. The Apply Security concurrent program removes all security information, associated with the allocated secured database tables, from the security group or groups to which the process group belongs. This applies if the secured database table does not already belong to the security group, either directly or through another process group.

6. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Process Group Allocation to Security Groups

In Subledger Security, the user can allocate process groups to security groups, disable, re-enable, and delete process groups, as described in the following sections:

- [Allocating Process Groups to Security Groups](#)
- [Disabling Process Groups from Security Groups](#)
- [Re-enabling Process Groups to Security Groups](#)
- [Deleting Process Groups from Security Groups](#)

Allocating Process Groups to Security Groups

To allocate process groups to security groups, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.
3. Click **Find Allocations**.

All allocated process groups are displayed in the Allocations region.

Note: Performing this function enables system administrators to view tables allocated to the security group.

4. To add process groups, select Process in the Type field.

5. In the Name field, enter the name of the process group.
6. Save or save and continue as follows:
File - Save or Save and Proceed
7. Close the window.
8. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Disabling Process Groups from Security Groups

To disable a process group from a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.
3. Click **Find Allocations**.
All allocated process groups are displayed in the Allocations region.
Note: Performing this function enables the systems administrator to view tables allocated to the security group.
4. Deselect the Enable check box.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Close the window.
7. Run the Apply Security concurrent program.
For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Re-enabling Process Groups to Security Groups

To re-enable a process group to a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:
OPSF(I) System Administration - Subledger Security - Maintain Allocations
2. In the Group Name field, select the security group name from the list of values.

3. Click **Find Allocations**.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Enable check box.

5. Save or save and continue as follows:

File - Save or **Save and Proceed**

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Deleting Process Groups from Security Groups

To delete a process group from a security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Group Name field, select the security group name from the list of values.

3. Click **Find Allocations**.

Process groups allocated to security groups are displayed in the Allocations region.

Note: Performing this function enables the systems administrator to view tables allocated to the security group.

4. Select the Delete check box.

5. Save or save and continue as follows:

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

WARNING: Deleting a process group deletes the tables associated with the process group from the security group. The record is permanently deleted when the Apply Security concurrent program is run.

6. Close the window.

7. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

Maintain Allocations Window

Figure 90–4 Maintain Allocations Window

Maintain Allocations

Group

Name Type

Description

Allocations

Type	Name	Description	Security Applied		
			Enable	Delete	
Table			☒	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Maintain Allocations Window Description

Table 90–7 *Maintain Allocations Window Description*

Field Name	Type	Features	Description
Group Region			
Name	required	list of values	security group name
Type	display only		group type; valid values: Process Group or Security Group
Description	display only		user-defined name description
Find Allocations		button	displays tables allocated to security group
Copy From		button	displays list of security groups; select security group to copy from
All Tables		button	displays All Tables window
Distinct Tables		button	displays Distinct Tables window
Allocations Region			
Type	display only	list of values	allocation type; valid values are: Table or Process; Table selected by default
Name	display only	list of values	table name
Description	display only		user-defined name description
Enable	optional	check box	if selected, enabled; if deselected, disabled
Delete	optional	check box	if selected, indicates record marked for deletion
Security Applied	optional	check box	system generated showing if security is applied; selected by default; if selected, security applied
History		button	displays History window; displays date enabled, date disabled, and date security applied

Copying Allocations from Security Groups

Allocations can be copied from an existing security group to a new group or a group where all allocations have been deleted.

To copy allocations from an existing security group, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Name field, select a security group name from the list of values.

The allocations will be copied to the security group selected.

3. Click **Copy From**.

4. Select a security group name from the list of values.

The allocations are copied from the security group selected.

5. To copy the allocations, click **OK**.

6. Close the window.

Note: All copied allocations are enabled by default.

Viewing Tables Procedure

In Subledger Security, users can view all allocated tables or all distinct allocated tables. Viewing all tables displays all tables, including tables that are allocated to more than one process group. Viewing distinct tables shows all tables, but only displays them once even if a table is allocated to more than one process group.

Note: It is recommended that a table is not allocated to more than one process group to facilitate maintenance.

To view tables, perform the following steps.

1. Navigate to the Maintain Allocations window as follows:

OPSF(I) System Administration - Subledger Security - Maintain Allocations

2. In the Name field, select a security group name from the list of values.
3. To view all tables, click **All Tables**.

The All Tables window appears.

The table name, process group name, and status of the allocated table are displayed.

4. To view all distinct tables, click **Distinct Tables**.

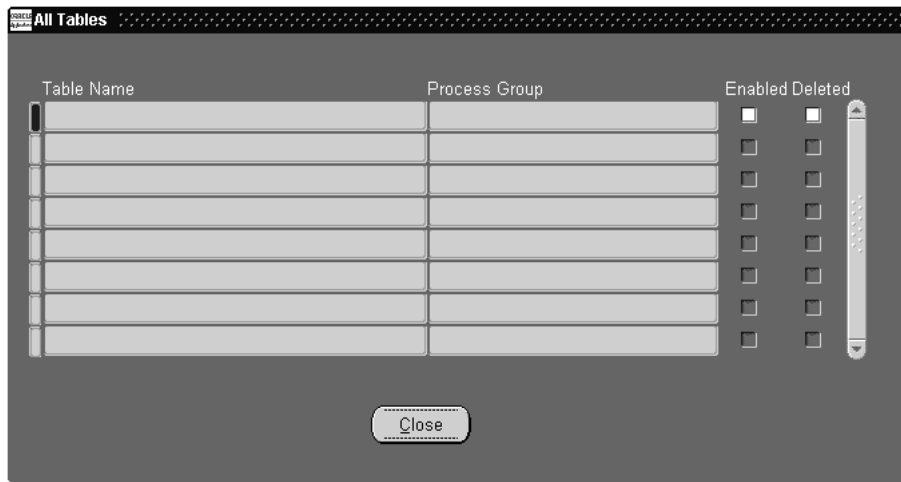
The Distinct Tables window appears.

The table name and status of the allocated table are displayed.

5. Close the window.

All Tables Window

Figure 90–5 All Tables Window



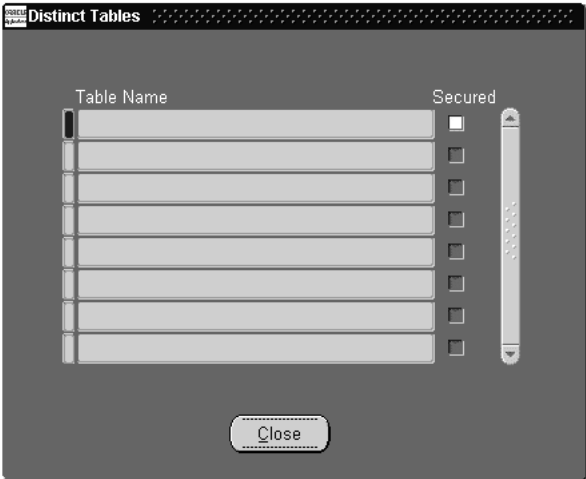
All Tables Window Description

Table 90–8 *All Tables Window Description*

Field Name	Type	Features	Description
Table Name	display only		table name
Process Group	display only		process group name
Enabled	display only	check box	if selected, enabled; if deselected, disabled
Deleted	display only	check box	if selected, deleted; if deselected, not deleted
Close		button	closes All Tables window

Distinct Tables Window

Figure 90-6 Distinct Tables Window



Distinct Tables Window Description

Table 90–9 *Distinct Tables Window Description*

Field Name	Type	Features	Description
Table Name	display only		table name
Secured	display only	check box	if selected, tables secured; if deselected, tables unsecured
Close		button	closes Distinct Tables window

Applying Security Procedure

To apply security, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Apply Security

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. Place the cursor in the Name field.

The Subledger Security - Apply Security concurrent program name is automatically displayed.

The Parameters pop-up window appears.

5. In the Mode field, select Create or Refresh from the list of values.
 - To recompile triggers or policy functions that are invalid or disabled, select Refresh.
 - To change subledger security architecture, select Create.

Note: Refresh is used only to recompile invalid triggers or policy functions. Create is used at all other times.

6. To apply the parameters, click **OK**.
7. To run the Apply Security concurrent program, click **Submit**.
8. Close the window.

Maintaining Schemas Procedure

Maintaining schemas is a mandatory step if a new secure table is added. The Security Applied flag is enabled in the Maintain Tables window and the following schemas are installed:

- APPS_MRC
- APPS_MLS

The systems administrator or application database administrator needs to run the Maintain MRC schema or the Maintain MLS schema program from the application utility ADADMIN.

WARNING: The user needs to run similar programs for any customized schemas if the schemas are affected by the secure tables.

Note: The purpose of running these programs is to ensure that the schemas are synchronized with the APPS schema and synonyms are created for corresponding Subledger Security extended tables for each secure table.

Consolidating Security Groups Procedure

Subledger Security enables the user to map changes to the organization by consolidating security groups.

To consolidate security groups, perform the following steps.

1. Navigate to the Security Group Consolidations window as follows:
OPSF(I) System Administration - Subledger Security - Security Group Consolidation
2. In the Destination Security Group Name field, select the name of the destination security group from the list of values.

The destination security group is where the source security groups are consolidated.

A security group description is automatically displayed.
3. Click **Find**.

Source security groups are displayed in the Source Security Group(s) region. The security groups may have been already consolidated into the destination security group.
4. In the Source Security Group(s) Name field, select the name of the security group to be consolidated into the destination security group from the list of values.
5. Save or save and continue as follows:
File - Save or Save and Proceed
6. Run the Apply Security concurrent program.

For information on the Apply Security concurrent program, see [Applying Security Procedure, page 90-43](#).

WARNING: This step is irreversible after the Apply Security concurrent program has run successfully.
7. Close the window.

Security Group Consolidations Window

Figure 90–7 Security Group Consolidations Window

Security Group Consolidations

Destination Security Group

Name

Description

Source Security Group(s)

Name	Description	Date Applied	Security Applied	Security Applied
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Security Group Consolidations Window Description

Table 90–10 Security Group Consolidations Window Description

Field Name	Type	Features	Description
Destination Security Group Region			
Name	required	list of values	destination security group name
Description	display only		destination security group description
Find		button	displays source security groups in Source Security Group(s) region
Source Security Group(s) Region			
Name	display only		source security group name
Description	display only		source security group description
Date Security Applied	display only		date security applied
Security Applied	display only		indicates if security applied; if selected, security applied; if deselected, security not applied

Securing Existing Data

To secure existing data, perform the following steps.

1. Navigate to the Submit Requests window as follows:

OPSF(I) System Administration - Subledger Security - Apply Security

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. Place the cursor in the Name field.
5. Select Subledger Security - Secure Existing Data

The Parameters pop-up window appears.

6. In the SLS Group Name field, select the security group with which the existing data is to be secured to.
7. To apply parameters, click **OK**.
8. To run the Secure Existing Data concurrent process, click **Submit**.
9. Close the window.

Subledger Security Report Procedures

This chapter describes the Subledger Security reports in Oracle Public Sector Financials (International). The following sections are in this chapter:

- [Definition](#)
- [Overview](#)
- [Subledger Security: Allocation Status Report](#)
- [Subledger Security: Group Status Report](#)
- [Subledger Security: Grouped Secure Tables Report](#)
- [Subledger Security: Object Status Report](#)
- [Subledger Security: Secure Tables Status Report](#)
- [Subledger Security: Security Group Consolidations Report](#)
- [Subledger Security: User Allocation Status Report](#)

Definition

The Subledger Security reports provide information on the current and previous state of Subledger Security objects and organizations' security structure.

Overview

The following reports are available for Subledger Security:

- [Subledger Security: Allocation Status Report](#)
- [Subledger Security: Group Status Report](#)
- [Subledger Security: Grouped Secure Tables Report](#)
- [Subledger Security: Object Status Report](#)
- [Subledger Security: Secure Tables Status Report](#)
- [Subledger Security: Security Group Consolidations Report](#)
- [Subledger Security: User Allocation Status Report](#)

Subledger Security: Allocation Status Report

The Subledger Security: Allocation Status Report displays all group allocations. The report is divided into the following sections:

- secure tables allocated to Subledger Security groups
- process groups allocated to Subledger Security groups
- secure tables allocated to process groups

Each of the report sections provide historical data relating to when the allocations were enabled or disabled.

The report can be generated for

a specific security group, process group, or secure table.

Note: The Subledger Security: Allocation Status Report maps to the Maintain Allocations window.

Subledger Security: Group Status Report

The Subledger Security: Group Status Report displays information on all groups defined in the Subledger Security system. This report maps to the Maintain Groups window.

The report provides the following information:

- lists all security groups and process groups
- description

- indicates enabled or disabled state
- deletion dates
- security history of the group

Subledger Security: Grouped Secure Tables Report

The Subledger Security: Grouped Secure Tables Report displays all security groups with currently secured tables.

This report maps to the distinct table information in the Maintain Allocations window.

Subledger Security: Object Status Report

The Subledger Security: Object Status Report displays the current status of all Subledger Security objects required to implement security on a secured database table. The Subledger Security: Object Status Report enables the system administrator to identify and resolve security problems.

The Subledger Security: Object Status Report provides the following information:

- corresponding Subledger Security table name for each secure database table
- policy on the secure table
- policy function used by the policy
- database trigger on the secure table
- index on secure table
- synonym for secure table
- grants required for secure table

Subledger Security: Secure Tables Status Report

The Subledger Security: Secure Tables Status Report lists all database tables that require security. The Subledger Security: Secure Tables Status Report maps to the Maintain Tables window.

The Subledger Security: Secure Tables Status Report lists all Oracle database table names with the database table owner, descriptions, and the Subledger Security table name. This report provides information on various security information states. Historical information is also displayed.

Subledger Security: Security Group Consolidations Report

The Subledger Security: Security Group Consolidations Report provides information relating to security group consolidations and enables an organization to reconcile business unit structure changes.

The Subledger Security: Security Group Consolidations Report shows child security groups consolidated in the parent security group. Historical information is also provided, indicating when the consolidations took place.

Subledger Security: User Allocation Status Report

The Subledger Security: User Allocation Status Report enables an organization to view the functional changes required and the impact of the changes when a security policy or business change is required.

This report displays information relating to a security group, indicating the responsibilities that are associated with the security group and application users who are using those responsibilities.

Subledger Security: Allocation Status Report

To generate the Subledger Security: Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Subledger Security: Allocation Status Report from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Security Group Name field, enter a security group name or leave blank to report on all security groups.
7. In the Process Group Name field, enter a process group name or leave blank to report on all process groups.
8. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
9. To apply the parameters, click **OK**.
10. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
11. To submit another request, click **Yes** or to continue, click **No**.
12. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Group Status Report

To generate the Subledger Security: Group Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Subledger Security: Group Status Report from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Group Type field, select a group type from the list of values or leave blank to display all group types.

7. In the SLS Group Name field, enter a group name or leave blank to display all group names.

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

9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Subledger Security: Grouped Secure Tables Report

To generate the Subledger Security: Grouped Secure Tables Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Subledger Security: Grouped Secure Tables Report from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the SLS Group Name field, enter a group name or leave blank to report on all group names.

7. In the Table Name field, enter a table name or leave blank to report on all table names.

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

9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Subledger Security: Object Status Report

To generate the Subledger Security: Object Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Subledger Security: Object Status Report from the list of values.
5. Click **OK**.
The Parameters pop-up window appears.
6. In the Owner field, select the owner from the list or leave blank to report on all owners.
7. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Subledger Security: Secure Tables Status Report

To generate the Subledger Security: Secure Tables Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Subledger Security: Secure Tables Status Report from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the Owner field, select the owner from the list or leave blank to report on all owners.

7. In the Secure Table Name field, enter a secure table name or leave blank to report on all secure tables.

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

9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Subledger Security: Security Group Consolidations Report

To generate the Subledger Security: Security Group Consolidations Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administration - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.

3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Subledger Security: Security Group Consolidations Report from the list of values.

5. Click **OK**.

The Parameters pop-up window appears.

6. In the Source Group field, enter a source group name or leave blank to display all source groups.

7. In the Destination Group field, enter a destination group name or leave blank to display all destination groups.

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

9. To send the print request to the concurrent manager, click **Submit Request**.

The Decision pop-up window appears.

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

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

View - Requests

Subledger Security: User Allocation Status Report

To generate the Subledger Security: User Allocation Status Report, perform the following steps.

1. Navigate to the Submit Request window as follows:

OPSF(I) System Administrator - Subledger Security - Subledger Security Reports

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.
The Submit Request window appears.
4. In the Name field, select Subledger Security: User Allocation Status Report from the list of values
5. Click **OK**.
The Parameters pop-up window appears.
6. In the SLS Security Group Name field, enter the security group name or leave blank to report on all security groups.
7. In the User Id field, enter a user identifier for a particular user or leave blank to report on all users.
8. To apply the parameters, click **OK**.
9. To send the print request to the concurrent manager, click **Submit Request**.
The Decision pop-up window appears.
10. To submit another request, click **Yes** or to continue, click **No**.
11. View the request in the concurrent manager as follows:

View - Requests

Part XXV

Reference

A

Commitment Model

This appendix describes the Commitment Model in the Contract Commitment and Commitment Budgetary Control features. The following sections are in this appendix:

- [Definition](#)
- [Overview](#)
- [Contract Commitment Feature](#)

Definition

The Contract Commitment and Commitment Budgetary Control features in Oracle Public Sector Financials (International) are based on the Commitment Model. This appendix describes the Commitment Model and shows how the Commitment Model is applied.

Overview

The Commitment Model enables public sector organizations to manage their business using dual budgetary control. Therefore, the Commitment Model requires both commitment budgetary control and standard budgetary control.

The commitment budget represents the amount of encumbrances an organization is willing to enter into in a given period. The standard budget represents the amount an organization is willing to pay in a given period.

Commitment budgetary control measures encumbrance expenditure activity against the commitment budget. Standard budgetary control measures encumbrance expenditure activity and actual expenditure activity, which includes invoice and payment, against the standard budget.

A fundamental principle of the Commitment Model is that all expenditure activity must be encumbered before being paid. However, in standard budgetary control, not all expenditure activity must be encumbered before being paid.

In the Commitment Model, Contract Commitment is the sole application used to encumber all expenditure activity to the financial system. If the Commitment Model is used and commitment budgetary control is enabled, then Oracle Purchasing cannot be implemented.

To begin to understand dual budgetary control and the impact of the Commitment Model on standard budgetary control, this section provides an overview of the following:

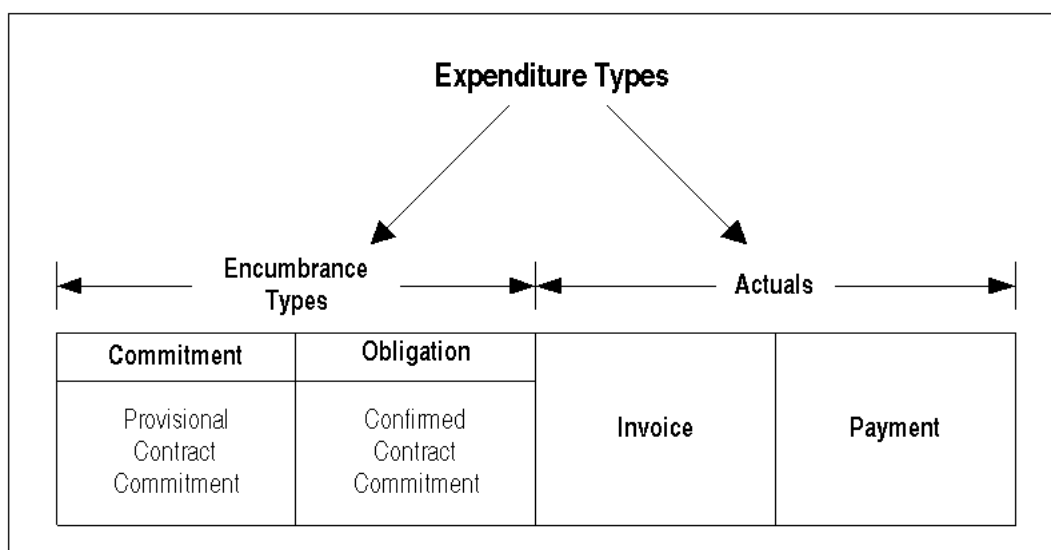
- [Standard Budgetary Control](#)
- [Commitment Budgetary Control](#)
- [Dual Budgetary Control](#)

Standard Budgetary Control

This section describes how standard budgetary control currently works in Oracle Financials. A standard budget represents the estimated amount of anticipated or

encumbered expenditures and actual expenditures. Standard budgetary control is based on measuring expenditure activity against the standard budget. [Figure A-1](#), page A-3 illustrates standard budgetary control expenditure activity.

Figure A-1 Standard Budgetary Control Expenditure Activity Diagram



[Figure A-1](#) shows the following Expenditure Types:

- Encumbrance Types
- Actuals

[Figure A-1](#) shows that encumbered expenditure activity can progress through two stages, Commitment and Obligation. The Provisional encumbrance type is a provisional contract commitment that is created to set funds aside internally without creating a formal obligation or contract. An Obligation encumbrance type is created when a third party contract is entered.

Activities represented in the Actuals stage in [Figure A-1](#) are Invoice and Payment.

[Figure A-1](#) shows a confirmed contract commitment representing a formal contract with a third party. It is only when an Obligation encumbrance type is created that an invoice can be matched to the obligation and paid. Matching an invoice to an Obligation encumbrance type liquidates the encumbrance and records an actual. In standard budgetary control, invoices can be paid without encumbering funds, and an invoice is not required for payment.

Figure A–2, page A-4 shows the scenarios possible in standard budgetary control.

Figure A–2 Standard Budgetary Control Scenarios Diagram

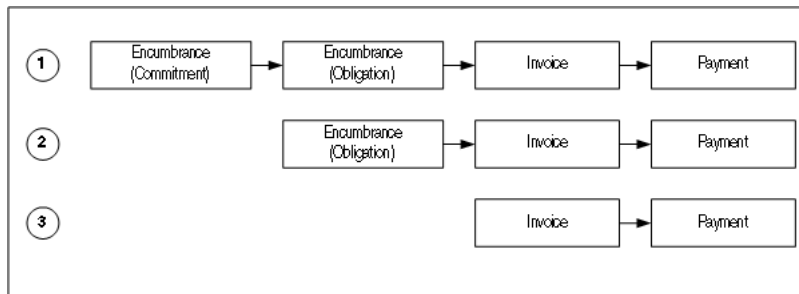


Figure A–2 illustrates the following standard budgetary control scenarios:

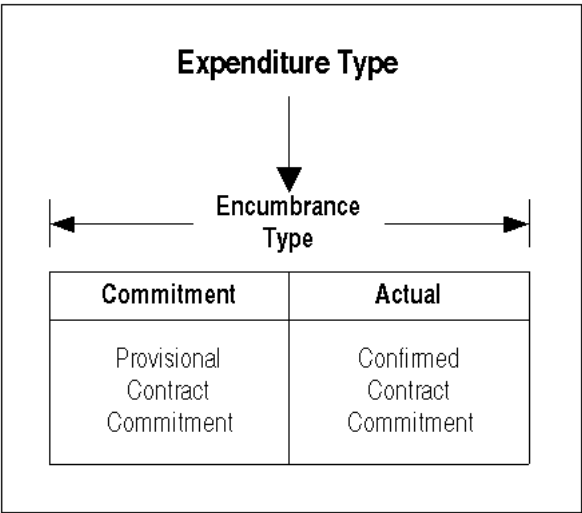
- Scenario 1 corresponds to the scenario shown in Figure A–1 where payment is made with expenditure activity progressing through Commitment and Obligation encumbrance types and invoice matching to an encumbrance.
- In Scenario 2, payment is made without a Commitment encumbrance type.
- In Scenario 3, payment is made without any encumbrance.

Commitment Budgetary Control

Commitment Budgetary Control focuses on the encumbrance expenditure activity. The expenditure activity type Actuals does not factor into commitment budgetary control. Commitment budgetary control is attained by measuring encumbrance activity against the commitment budget.

Figure A–3, page A-5 shows commitment budgetary control expenditure activity. The encumbrance types include Commitment and Actuals. The Provisional Contract Commitment is shown as a Commitment encumbrance type and the Confirmed Contract Commitment is shown as an Obligation encumbrance type.

Figure A-3 Commitment Budgetary Control Expenditure Activity Diagram



Within Commitment Budgetary Control, expenditure activity must progress through the two encumbrance types, Commitment and Actual. The Commitment encumbrance type includes encumbrances for the following:

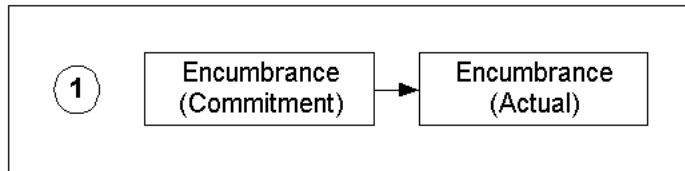
- third party contract commitments in negotiation
- internal contract commitments in planning

The Actual encumbrance type includes encumbrances for the following:

- third party contract commitments
- confirmed internal contract commitments

Figure A-4, page A-6 shows the scenario possible in Commitment Budgetary Control in which the Commitment encumbrance type can be transitioned to an Actual encumbrance type.

Figure A–4 Commitment Budgetary Control Scenario Diagram



An Obligation encumbrance type in standard budgetary control encumbers only formal contracts with a third party, whereas an Actual encumbrance type in commitment budgetary control includes the third party obligation and a confirmed internal contract commitment that covers an expenditure, such as office supplies, where no formal contract with a supplier exists.

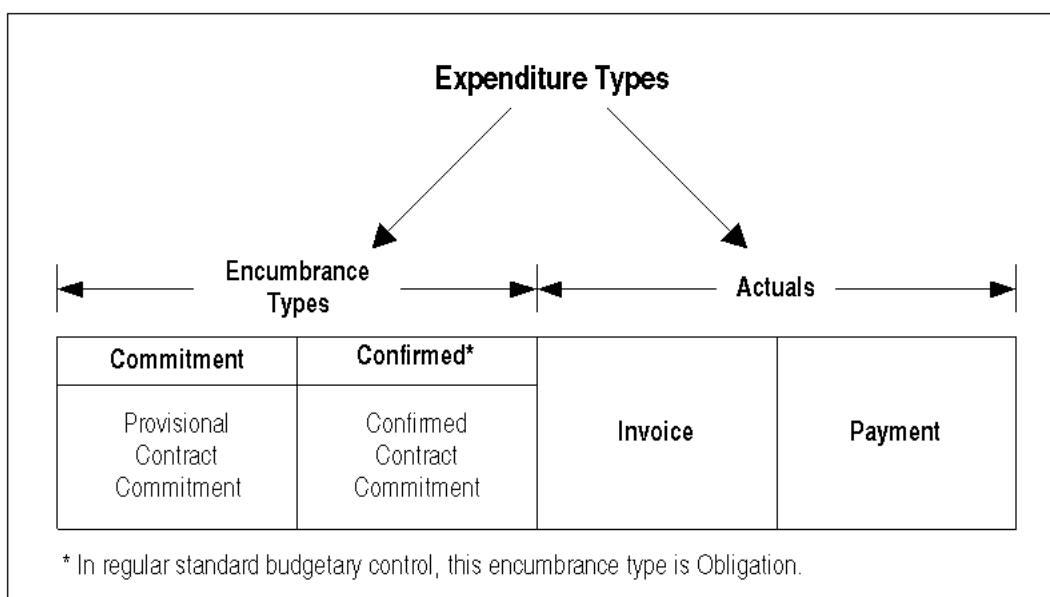
Dual Budgetary Control

Standard budgetary control provides complete budgetary control while commitment budgetary control provides budgetary control solely on the encumbrance activity. Therefore, both standard budgetary control and commitment budgetary control must be enabled to support the commitment budget.

With the Commitment Model, all expenditure activity must be encumbered before payment and all expenditure activity is checked against standard budgetary control and commitment budgetary control. As a result, the definition for the secondary encumbrance type in standard budgetary control, obligation, must be broadened.

[Figure A–5](#), page A-7 shows the standard budgetary control expenditure activity with the Commitment Model.

Figure A-5 Standard Budgetary Control Expenditure Activity, Commitment Model Diagram



In [Figure A-5](#), the Commitment encumbrance type is unchanged. It continues to represent third party contract commitments in negotiation and contract commitments in planning that can be converted into a Confirmed encumbrance type without a formal obligation.

In [Figure A-5](#), the Obligation encumbrance type referred to in [Figure A-1](#) has been broadened to a Confirmed encumbrance type. In addition to representing third party contract commitments that invoices can be matched against, this confirmed encumbrance type represents confirmed internal contract commitments where there is no formal obligation with a third party. The confirmed internal contract commitment represents internally encumbered funds that invoices can be matched against.

In [Figure A-5](#), the Invoice and Payment actuals remain the same as in regular standard budgetary control.

[Figure A-6](#), page A-8 depicts the scenario in which standard budgetary control encumbers all expenditure activity and can therefore be used with the Commitment Model. It progresses from Encumbrance Provisional to Encumbrance Confirmed to Invoice and ends with Payment.

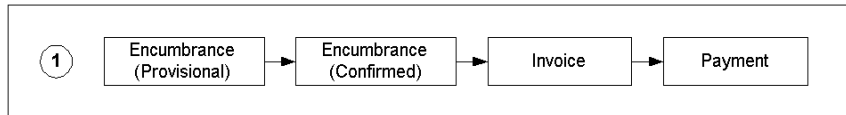
Figure A-6 Standard Budgetary Control Scenario, Commitment Model Diagram

Figure A-7, page A-8 compares the Standard Model that includes standard budgetary control with the Commitment Model that includes dual budgetary control.

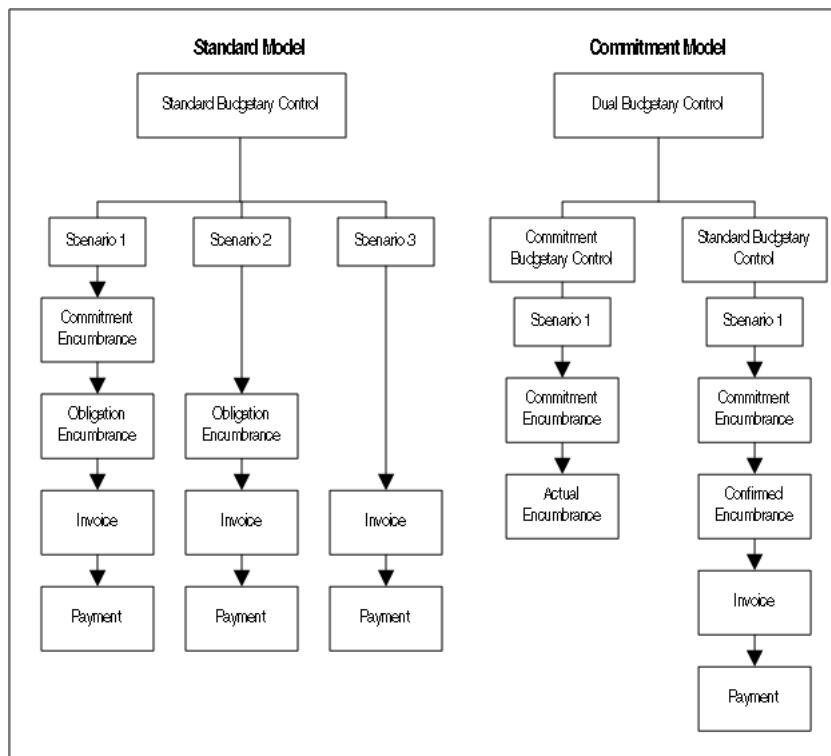
Figure A-7 Standard Model and Commitment Model Comparison

Figure A-7 shows the following:

- Standard Model that includes the scenarios for standard budgetary control shown in [Figure A-2](#)

- Commitment Model that includes the scenario for standard budgetary control shown in [Figure A-6](#) and the scenario for commitment budgetary control shown in [Figure A-4](#)

Contract Commitment Feature

The major objectives in the Contract Commitment feature design are as follows:

- Contract Commitment supports the encumbrance of contract activity from a contract perspective. Users can enter into contract commitment activity without the manufacturing type data required in Oracle Purchasing.
- Contract Commitment supports the Commitment Model, which means that it supports dual budgetary control.

Contract Commitment Module without Commitment Budgetary Control

The Contract Commitment feature supports organizations that must encumber contracts. Contract Commitment coexists with Purchasing giving organizations the opportunity to use Purchasing for inventory-related activity while using Contract Commitment for contract related activity.

[Figure A–8](#), page A-11 shows how the Contract Commitment feature without Commitment Budgetary Control integrates with Oracle Financials, and [Table A–1](#), page A-12 describes the Contract Commitment feature without Commitment Budgetary Control diagram.

Figure A-8 Contract Commitment Module without Commitment Budgetary Control Diagram

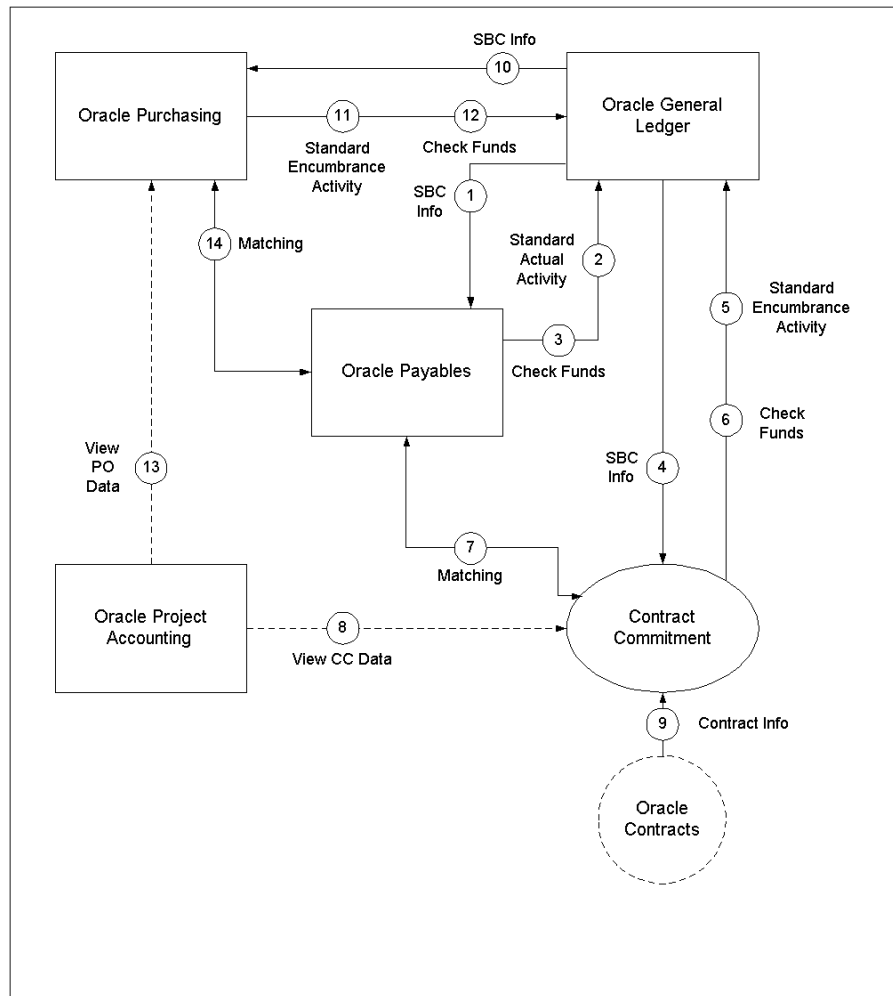


Table A–1 Contract Commitment Module without Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
1	Standard Budgetary Control (SBC) Information	Interface	Oracle General Ledger	Oracle Payables	standard budgetary control information resulting from either a request to check funds available or the recording of invoice activity, actuals
2	Standard Actual Activity	Interface	Oracle Payables	Oracle General Ledger	transfer of invoice activity, actuals
3	Check Funds	Interface	Oracle Payables	Oracle General Ledger	perform funds check against standard budget for invoice activity, actuals
4	SBC Information	Interface	Oracle General Ledger	Contract commitment	standard budgetary control information resulting from either a request to check funds available or the reservation of contract commitment activity, encumbrances
5	Standard Encumbrance Activity	Interface	Contract Commitment	Oracle General Ledger	transfer of contract commitment activity, encumbrances
6	Check Funds	Interface	Contract Commitment	Oracle General Ledger	perform funds check against standard budget for contract commitments, encumbrances
7	Matching	Integration	Oracle Payables	Contract Commitment	matching of prepayment or invoices to confirmed contract commitments
8	View Contract Commitment Data	Reference	Oracle Projects	Contract Commitment	view of contract commitment data
9	Contract Information	Interface	Oracle Contracts	Contract Commitment	transfer of contract information, future

Table A–1 Contract Commitment Module without Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
10	SBC Information	Interface	Oracle General Ledger	Oracle Purchasing	standard budgetary control information resulting from either a request to check funds available or the reservation of requisitions and purchase orders, encumbrances
11	Standard Encumbrance Activity	Interface	Oracle Purchasing	Oracle General Ledger	transfer of requisition and purchase order activity, encumbrances
12	Check Funds	Interface	Oracle Purchasing	Oracle General Ledger	perform funds check against standard budget for requisitions or purchase orders, encumbrances
13	View Purchasing Data	Reference	Oracle Projects	Oracle Purchasing	view of purchasing data
14	Matching	Integration	Oracle Payables	Oracle Purchasing	matching of prepayments or invoices to purchase orders

Contract Commitment Module with Commitment Budgetary Control

The Commitment Budgetary Control feature is designed to maintain budgetary control for the Commitment Model. Commitment Budgetary Control only addresses a subcomponent of standard budgetary control. Therefore, if the Commitment Model is implemented, complete budgetary control can only be accomplished with the simultaneous use of standard budgetary control.

[Figure A–9](#), page A-14 shows how the Contract Commitment and Commitment Budgetary Control features integrate with Oracle Financials, and [Table A–2](#), page A-15 describes the Contract Commitment feature with Commitment Budgetary Control diagram. Note that process steps 10 through 14 in [Figure A–8](#), do not exist in [Figure A–9](#).

Figure A–9 Contract Commitment Module with Commitment Budgetary Control Diagram

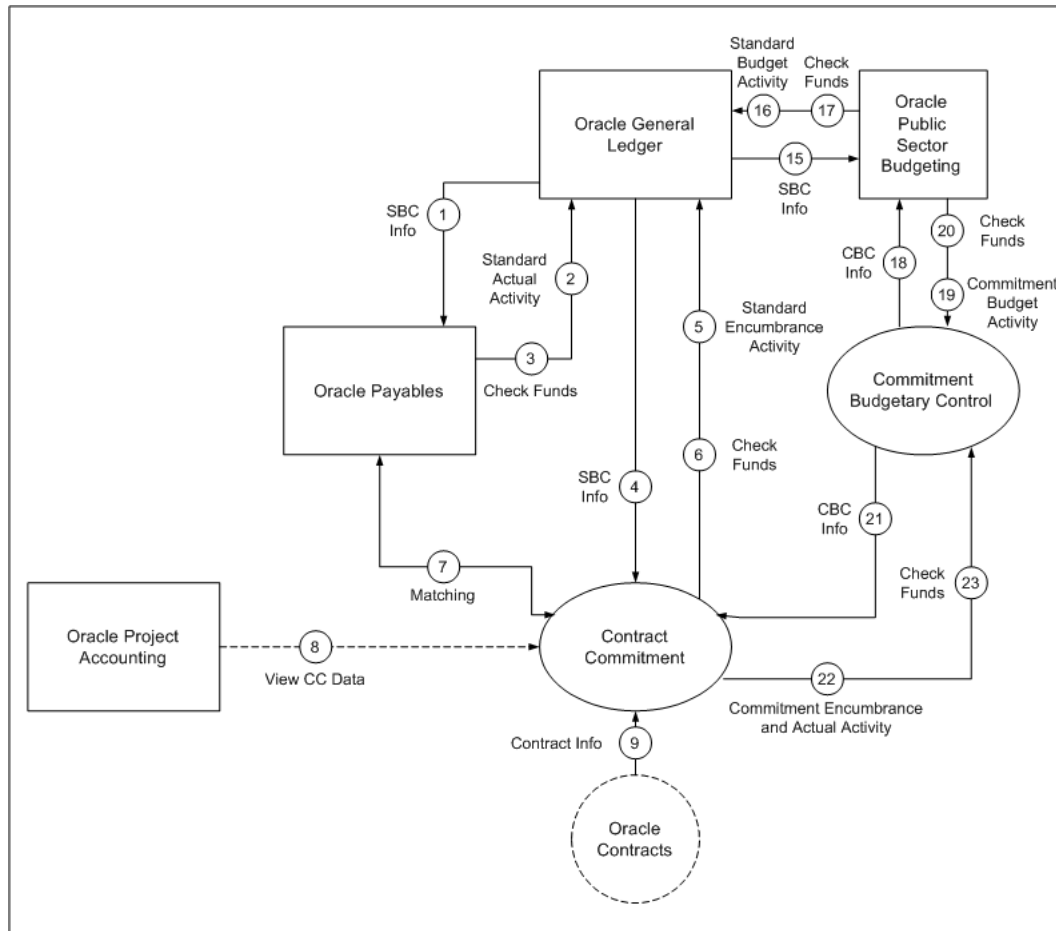


Table A-2 Contract Commitment Module With Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
1	Standard Budgetary Control (SBC) Information	Interface	Oracle General Ledger	Oracle Payables	standard budgetary control information resulting from a request to check funds available or the recording of invoice activity, actuals
2	Standard Actual Activity	Interface	Oracle Payables	Oracle General Ledger	transfer of invoice activity, actuals
3	Check Funds	Interface	Oracle Payables	Oracle General Ledger	perform funds check against standard budget for invoice activity, actuals
4	SBC Information	Interface	Oracle General Ledger	Contract Commitment	standard budgetary control information resulting from either a request to check funds available or the reservation of contract commitment activity, encumbrances
5	Standard Encumbrance Activity	Interface	Contract Commitment	Oracle General Ledger	transfer of contract commitment activity, encumbrances
6	Check Funds	Interface	Contract Commitment	Oracle General Ledger	perform funds check against standard budget for contract commitments, encumbrances
7	Matching	Integration	Oracle Payables	Contract Commitment	matching of prepayment or invoices to confirmed contract commitments
8	View Contract Commitment Data	Reference	Oracle Projects	Contract Commitment	view of contract commitment data
9	Contract Information	Interface	Oracle Contracts	Contract Commitment	transfer of contract information, future

Table A-2 Contract Commitment Module With Commitment Budgetary Control

Reference Number	Name	Type	From	To	Description
15	SBC Information	Interface	Oracle General Ledger	Oracle Public Sector Budgeting	standard budgetary control information resulting from either a request to check funds available or the recording of standard budget activity
16	Standard Encumbrance Activity	Interface	Oracle Public Sector Budgeting	Oracle General Ledger	transfer of standard budget activity
17	Check Funds	Interface	Oracle Public Sector Budgeting	Oracle General Ledger	perform funds check against standard budget activity
18	Commitment Budgetary Control (CBC) Information	Interface	Commitment Budgetary Control	Oracle Public Sector Budgeting	commitment budgetary control information resulting from either a request to check funds available or the recording of commitment budget activity
19	Commitment Budget Activity	Interface	Oracle Public Sector Budgeting	Commitment Budgetary Control	transfer of commitment budget activity
20	Check Funds	Interface	Oracle Public Sector Budgeting	Commitment Budgetary Control	perform funds check against commitment budget activity
21	CBC Information	Interface	Commitment Budgetary Control	Contract Commitment	commitment budgetary control information resulting from either a request to check funds available or the recording of contract commitment activity, encumbrances and actuals
22	Commitment Encumbrance and Actual Activity	Interface	Contract Commitment	Commitment Budgetary Control	transfer of contract commitment activity, encumbrances and actuals
23	Check Funds	Interface	Contract Commitment	Commitment Budgetary Control	perform funds check against commitment budget for contract commitments

B

Multiple Reporting Currency Transactions to General Ledger and Commitment Budgetary Control Process

This appendix describes how Contract Commitment and Commitment Budgetary Control transactions are posted to Oracle General Ledger in both the primary set of books and the reporting set of books. The following sections are in this appendix:

- [Definition](#)
- [Overview](#)
- [Creating Commitment Budgetary Control Journal Entry Lines in Reporting Set of Books](#)

Definition

This appendix addresses generation of reporting set of books information for Commitment Budgetary Control (CBC) and standard budgetary control (SBC) when Multiple Reporting Currency (MRC) is installed.

Overview

When Contract Commitment transactions are entered, the transactions are converted to the reporting functional currency at the time of original entry if MRC is enabled. The primary functional currency amounts and their associated reporting currency amounts are stored together in Contract Commitment. The transactions are posted to General Ledger in both the primary set of books and the reporting set of books.

The reporting functional currency is a currency other than the primary functional currency for which report accounting data is required. A set of books for each of the reporting functional currencies must be defined.

For information on defining a set of books, see [Defining Sets of Books](#), *Oracle General Ledger User's Guide*.

When a user enters transactions, MRC converts the transactions into primary functional currency and each of the user's reporting functional currencies as follows:

Primary Functional Currency Transactions	All transactions denominated in the user's primary functional currency are recorded in this currency. The transactions are also converted to each of the user's reporting currency.
Foreign Currency Transactions	Transactions denominated in a foreign currency are converted automatically to the user's primary set of books' functional currency and to each reporting functional currency.

Creating Commitment Budgetary Control Journal Entry Lines in Reporting Set of Books

The trigger for CBC to generate CBC Journal Entry (JE) lines in the reporting set of books is when the status of the primary set of books CBC JE lines changes from T for Temporary to P for Permanent. The primary set of books CBC JE lines are now permanent records, which means that the Funds Check for Funds Reservation passed in both CBC and SBC.

Based on General Ledger Conversion Rules, an API creates CBC JE Batches and CBC JE Lines in the IGC_CBC_MC_JE_BATCHES and IGC_CBC_ME_JE_LINES tables, respectively, for each reporting currency associated with the primary set of books.

For information on General Ledger Conversion Rules, see Step 6 - Define General Ledger Conversion Rules, *Multiple Reporting Currencies in Oracle Applications*.

C

Contract Commitment Legacy Conversion Procedures

This appendix describes how to migrate legacy data into the Contract Commitment feature in Oracle Public Sector Financials (International) and includes the interface tables. The following sections are in this appendix:

- [Definition](#)
- [Overview](#)
- [CC Headers Interface Table](#)
- [CC Account Lines Interface Table](#)
- [CC Detail Payment Forecast Interface Table](#)
- [CBC Open Interface Table](#)
- [Running the Contract Commitment Legacy Open Interface Program Procedure](#)

Definition

The Contract Commitment feature provides a one-time migration of legacy information to Contract Commitment.

Overview

There are two phases to the migration process. In the first phase, users identify requirements for converting legacy data into contract commitment tables. Converting data into the contract commitment tables allows Contract Commitment to generate Required information, such as the CC Header ID, which is a not null field in CBC JE Lines and can be used later for audit purposes.

The second major conversion phase includes two subphases. In the first subphase, legacy account line data is converted for CBC JE Batches and CBC JE Lines. The second subphase includes converting all payment forecast legacy data into GL JE Batches, GL JE Headers, and GL JE Lines and updating GL Balances.

Users define the amount of detail or summarization of detail to be converted. Users can decide to convert data at the beginning of a new fiscal year or during the fiscal year.

Converting at the beginning of the fiscal year allows for a clean break from the legacy application to the new application. Converting legacy data at the beginning of the fiscal year allows users to enter any contract commitments from day one of the new fiscal year.

Converting during the fiscal year may not provide a clean break, but by converting the legacy periods to the same periods in the new application, the end result can be the same as if conversion took place at the beginning of the fiscal year.

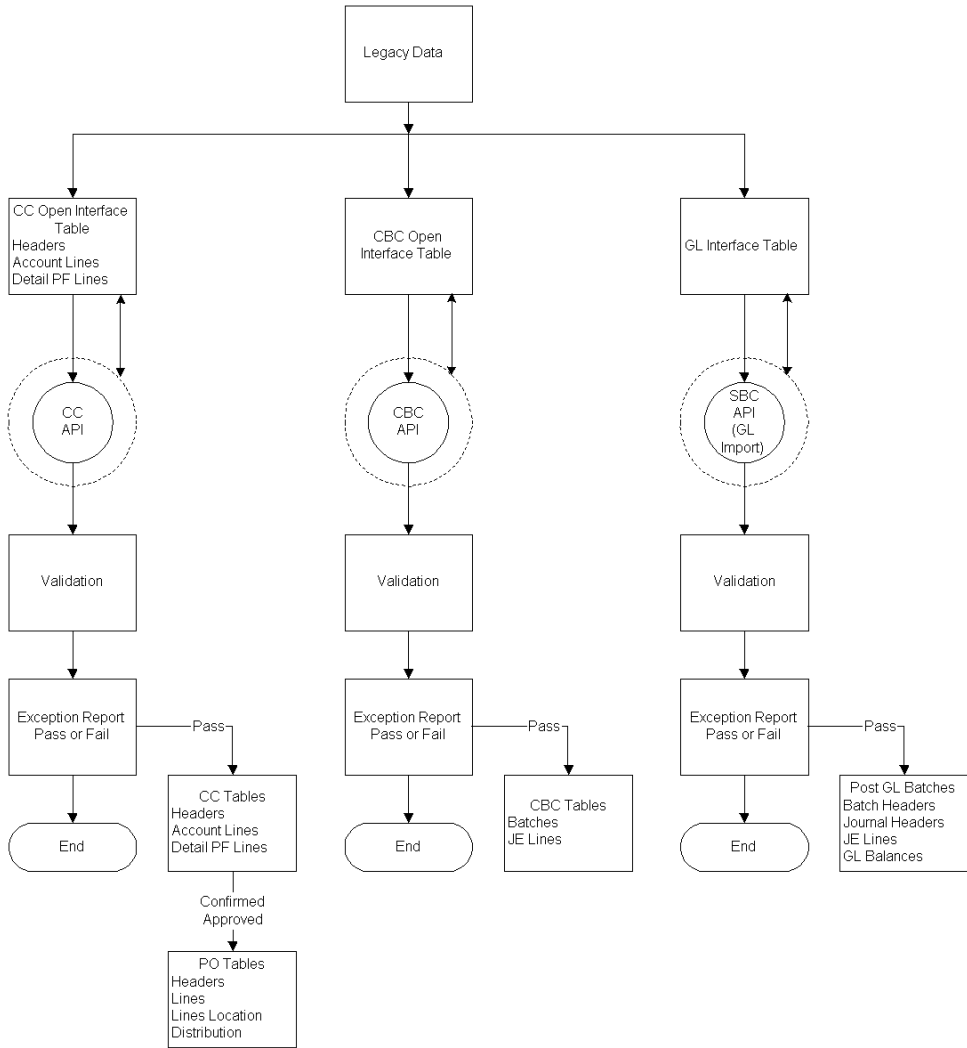
This section includes the following parts:

- [Legacy Conversion Process Flow Diagram](#)
- [Legacy Conversion to Contract Commitment Tables](#)
- [Legacy Conversion to Commitment Budgetary Control Tables](#)
- [Legacy Conversion to Standard Budgetary Control \(SBC\), General Ledger](#)

Legacy Conversion Process Flow Diagram

Figure C–1, page C-3 shows the Open Interface Table process, the Commitment Budgetary Control Open Interface Table process, and the General Ledger Interface Table process. These processes are described in the following sections.

Figure C–1 Legacy Conversion Process Flow Diagram



Legacy Conversion to Contract Commitment Tables

The CC Open Interface includes the following tables:

- CC Headers Interface Table
- CC Account Lines Interface Table
- CC Detail Payment Forecast Interface Table

Legacy conversion to contract commitment tables includes the following tasks:

- identify legacy data to be converted
- identify any validation rules associated with the conversion of each state of the contract
- generate Conversion Exception Report to identify any exceptions due to validation error or to let users know that no exceptions were found
- update Oracle Purchasing tables for Confirmed and Approved legacy data.

CC API

The CC API performs the following tasks:

- initiates the validation of the CC Headers Interface, CC Account Line Interface, and CC Detail Payment Forecast Lines Interface tables
- provides exception report
- inserts records into CC Headers table, CC Account Lines table, CC Detail Payment Forecast table, and CC Actions table

Legacy Conversion to Commitment Budgetary Control Tables

The CC Open Interface Table format provided the basis for the CBC Open Interface table, which is used for converting legacy data to CBC JE Batches and CBC JE Lines. The CC Open Interface table provides information for CBC JE Batches and CBC JE Lines for all new contract information created in contract commitment.

The CBC Open Interface is used to convert Provisional and Confirmed contracts that qualify based on the criteria described in the contract commitment tables.

An API is used to perform validations on data entered in the CBC Open Interface table and insert converted legacy data into CBC JE Batches and CBC JE Lines table.

Before converting CBC legacy information, contract commitment legacy data must be converted and recorded in the CC Headers table, the CC Account Line table, and the Detail Payment Forecast table.

CBC API

The CBC API performs the following tasks:

- validates data entered into the CBC Open Interface table
- inserts records into CBC JE Batches and CBC JE Lines
- creates a unique batch for each period of data entered into the CBC Open Interface Table

Conversion records inserted into CBC JE Batches and CBC JE Lines with the status Permanent must not be deleted from the table.

Reference fields 1 through 4 are reserved for CBC and SBC reference information to link transaction information back to a particular contract. If additional reference information is required by users beyond what is in reference fields 1 through 4, then reference fields 5 through 10 can be used for this purpose.

Legacy Conversion to Standard Budgetary Control (SBC), General Ledger

The GL Interface table format provides the basis for converting legacy data to General Ledger. Through the GL Import process the GL Interface table data is validated.

The GL Interface Table format is the means for entering SBC legacy data into General Ledger.

CC Headers Interface Table

Table C-1 *CC Headers Interface Table*

Columns	NULL	Type	Comments
INTERFACE_HEADER_ID	NOT NULL	NUMBER	
ORG_ID	NOT NULL	NUMBER(15)	
CC_TYPE	NOT NULL	VARCHAR2(1)	Includes S for Standard, C for Cover, and R for Release
CC_NUM		VARCHAR2(20)	User-entered unique contract number. This can be contract number currently used in the legacy.
CC_VERSION_NUM	NOT NULL	NUMBER	User-entered contract version number. If user does not enter contract version number, contract commitment defaults to 1 as the contract version number when converting.
INTERFACE_PARENT_HEADER_ID		NUMBER	User-derived number; provides the link of Cover to Releases
CC_STATE	NOT NULL	VARCHAR2(2)	
CC_CTRL_STATUS	NOT NULL	VARCHAR2(1)	
CC_ENCMBRNC_STATUS		VARCHAR2(1)	
CC_APPRVL_STATUS	NOT NULL	VARCHAR2(2)	
VENDOR_ID		NUMBER	Required if Confirmed; optional if Provisional
VENDOR_SITE_ID		NUMBER	Required if Confirmed; optional if Provisional
VENDOR_CONTACT_ID		NUMBER	Required if Confirmed; optional if Provisional
TERM_ID		NUMBER(15)	Required if Confirmed; optional if Provisional
LOCATION_ID		NUMBER(15)	Required if Confirmed; optional if Provisional
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
CC_ACCT_DATE		DATE	
CC_DESC		VARCHAR2(240)	

Table C-1 CC Headers Interface Table

Columns	NULL	Type	Comments
CC_START_DATE		DATE	
CC_END_DATE		DATE	
CC_OWNER_USER_ID	NOT NULL	NUMBER(15)	
CC_PREPARER_USER_ID	NOT NULL	NUMBER(15)	
CURRENCY_CODE		VARCHAR2(15)	
CONVERSION_TYPE		VARCHAR2(30)	
CONVERSION_DATE		DATE	
CONVERSION_RATE		NUMBER	
LAST_UPDATE_DATE		DATE	
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	
CREATED_BY		NUMBER	
CREATION_DATE		DATE	
CC_CURRENT_USER_ID		NUMBER(15)	
WF_ITEM_TYPE		VARCHAR2(8)	
WF_ITEM_KEY		VARCHAR2(240)	
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	

Table C–1 CC Headers Interface Table

Columns	NULL	Type	Comments
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	
BATCH	NOT NULL	NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

INTERFACE_HEADER_ID

Validation INTERFACE_HEADER_ID is unique in the table.

Destination No destination

ORG_ID

Validation Organization identifier must be the same as the organization identifier of the person logged on.

Destination IGC_CC_HEADERS.ORG_ID

CC_TYPE

Validation Valid contract commitment types are C for Cover, S for Standard, and R for Release.

Destination IGC_CC_HEADERS.CC_TYPE

CC_NUM

Validation CC_NUM is unique in table per ORG_ID.

Destination IGC_CC_HEADERS.CC_NUM

CC_VERSION_NUM

Validation If CC_VERSION_NUM is NOT NULL, then use CC_VERSION_NUM NOT NULL value and increment by 1.

or

If CC_VERSION_NUM is NULL, then use 1 as default value for CC_VERSION_NUM.

Destination IGC_CC_HEADERS.CC_VERSION_NUM

INTERFACE_PARENT_HEADER_ID

Validation If contract commitment type is R, then Interface Parent Header ID cannot be NULL.

If CC Type is C or S, then Interface Parent Header ID must be NULL.

Destination No destination

CC_STATE

Validation Valid states to be converted are PR for Provisional, CM for Confirmed, and CT for Completed.

Destination IGC_CC_HEADERS.CC_STATE

CC_CTRL_STATUS

Validation Valid control statuses are C for Closed, E for Entered, or O for Open.

If contract commitment status is O, then the contract commitment state must be CM for Confirmed, and the CC Approval Status must be AP for Approved.

Destination IGC_CC_HEADERS.CC_CTRL_STATUS

CC_ENCMBRNC_STATUS

Validation Valid statuses are C for Confirmed and Encumbered, N for Not encumbered, and P for Provisional and Encumbered.

If Dual Budgetary Control is not enabled and the contract commitment state is PR, Provisional, then valid encumbrance status is N.

If Dual Budgetary Control is enabled and the contract commitment state is PR, then valid encumbrance statuses are N or P.

If Dual Budgetary Control is enabled and the contract commitment state is CM, then valid encumbrance statuses are N or C.

If the contract commitment state is CM and CC Approval Status is AP, then the only valid encumbrance status is C.

Destination IGC_CC_HEADERS.CC_ENCMBRNC_STATUS

CC_APPRVL_STATUS

Validation Valid statuses are IN for Incomplete and AP for Approved.

Destination IGC_CC_HEADERS.CC_CCAPPRVL_STATUS

VENDOR_ID**Validation**

Validate Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table.

Validate Vendor ID is active.

ENABLED_FLAG = Y

If the contract commitment state is CM for Confirmed, then Vendor ID is Required.

Destination

IGC_CC_HEADERS.VENDOR_ID

VENDOR_SITE_ID**Validation**

Validate Vendor Site ID against the PO_VENDOR_SITES_ALL table to ensure that the Vendor identifier exists in the table.

Validate Vendor Site ID is Active.

PURCHASING_SITE_FLAG = Y

If CC State is CM for Confirmed, Vendor Site ID is Required.

Destination

IGC_CC_HEADERS.VENDOR_SITE_ID

VENDOR_CONTACT_ID**Validation**

Validate Vendor Contact ID against the PO_VENDOR_CONTACTS table to ensure that the Vendor Site identifier exists in the table.

Vendor Site ID exists in the table.

Validate Vendor Contact ID is active.

If Vendor ID is NULL, then this field must be NULL.

Destination

IGC_CC_HEADERS.VENDOR_CONTACT_ID

TERM_ID**Validation**

Terms must be validated against the AP_TERMS_VAL_V view.

Destination

IGC_CC_HEADERS.TERM_ID

LOCATION_ID

Validation

Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table.

Validate Location ID is active, where BILL_TO_SITE_FLAG = Y

If Vendor identifier is NULL, then this field must be NULL.

Destination

IGC_CC_HEADERS.LOCATION_ID

SET_OF_BOOKS_ID

Validation

Validate the Set of Books identifier; must be the Set of Books identifier of the person logged on.

Destination

IGC_CC_HEADERS.SET_OF_BOOKS_ID

CC_ACCT_DATE

Validation

Validate that Account Date is on or between the Start and End Date of the Contract.

Account Date must fall within an open or future enterable period.

Validate that Account Date is within the defined calendar.

Destination

IGC_CC_HEADERS.CC_ACCT_DATE

CC_DESC

Validation

No validation

Destination

IGC_CC_HEADERS.CC_DESC

CC_START_DATE

Validation

Start Date must be less than or equal to End Date.

If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding Cover commitment. If commitment type is Cover, then Start Date must be less than or equal to the minimum start date of all its releases.

Destination IGC_CC_HEADERS.CC_START_DATE

CC_END_DATE

Validation If commitment type is Release, then the entered End Date must be within the start and the end date for the corresponding Cover commitment.

If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its Releases.

Destination IGC_CC_HEADERS.CC_END_DATE

CC_OWNER_USER_ID

Validation Employee identification corresponds to the owner or employee.

Mandatory

Active employee

Destination IGC_CC_HEADERS.CC_OWNER_USER_ID

CC_PREPARER_USER_ID

Validation User identification corresponds to the owner or employee.

Mandatory

Default value corresponds to FND_PROFILE.USER_ID

Destination IGC_CC_HEADERS.CC_PREPARER_USER_ID

CURRENCY_CODE

Validation Validate that currency code is the currency for the Set of Books identifier.

If the cover contract commitment is in nonfunctional currency, then all related releases must be entered using the same nonfunctional currency.

Destination IGC_CC_HEADERS.CURRENCY_CODE

CONVERSION_TYPE

Validation NULL; no validation

Destination IIGC_CC_HEADERS.CONVERSION_TYPE

CONVERSION DATE

Validation NULL; no validation

Destination IGC_CC_HEADERS.CONVERSTION_DATE

CONVERSION RATE

Validation NULL; no validation

Destination IGC_CC_HEADERS.CONVERSION_RATE

LAST_UPDATE_DATE

Validation No validation

Destination IGC_CC_HEADERS.LAST_UPDATE_DATE

LAST_UPDATED_BY

Validation No validation

Destination IGC_CC_HEADERS.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

Validation No validation

Destination IGC_CC_HEADERS.LAST_UPDATE_LOGIN

CREATED_BY

Validation Validate if creator is valid Oracle user

Destination IGC_CC_HEADERS.CREATED_BY

CREATION DATE

Validation No validation

Destination IGC_CC_HEADERS.CREATION_DATE

CC_CURRENT_USER_ID

Validation User identification corresponding to the owner or employee

Mandatory

Default value corresponds to FND_PROFILE.USER_ID.

Destination IGC_CC_HEADERS.CC_CURRENT_USER_ID

WF_ITEM_TYPE

Validation No validation

Destination IGC_CC_HEADERS.WF_ITEM_TYPE

WF_ITEM_KEY

Validation No validation

Destination IGC_CC_HEADERS.WF_ITEM_KEY

CONTEXT

Validation No validation

Destination IGC_CC_HEADERS.CONTEXT

ATTRIBUTE1 - ATTRIBUTE15

Validation No validation

Destination IGC_CC_HEADERS.ATTRIBUTE1 - IGC_CC_HEADERS.ATTRIBUTE15

CC Account Lines Interface Table

Table C-2 CC Account Lines Interface Table

Columns	NULL	Type	Comments
INTERFACE_HEADER_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_ACCT_LINE_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_PARENT_HEADER_ID		NUMBER	User-derived number; provides the link of Cover to Releases
INTERFACE_PARENT_ACCT-LINE_ID		NUMBER	
CC_CHARGE_CODE_COMBINATION_ID		NUMBER(15)	
CC_ACCT_LINE_NUM	NOT NULL	NUMBER	
CC_BUDGET_CODE_COMBINATION_ID		NUMBER(15)	
CC_ACCT_ENTERED_AMT		NUMBER	
CC_ACCT_FUNC_AMT		NUMBER	
CC_ACCT_DESC		VARCHAR2(240)	Recommend entering a description
CC_ACCT_BILLED_AMT		NUMBER	
CC_ACCT_UNBILLED_AMT		NUMBER	
CC_ACCT_TAXABLE_FLAG		VARCHAR2(1)	
TAX_ID		NUMBER(15)	
CC_ACCT_ENCMBRNC_AMT		NUMBER	
CC_ACCT_ENCMBRNC_DATE		DATE	
CC_ACCT_ENCMBRNC_STATUS		VARCHAR2(1)	
PROJECT_ID		NUMBER(15)	
TASK_ID		NUMBER(15)	

Table C-2 CC Account Lines Interface Table

Columns	NULL	Type	Comments
EXPENDITURE_TYPE		VARCHAR2(30)	
EXPENDITURE_ORG_ID		NUMBER	
EXPENDITURE_ITEM_DATE		VARCHAR2(150)	
LAST_UPDATE_DATE		VARCHAR2(150)	
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	
CREATION_DATE		VARCHAR2(150)	
CREATED_BY		NUMBER	
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	
BATCH	NOT NULL	NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

INTERFACE_HEADER_ID

Validation Validate that INTERFACE_HEADER_ID exists in the CC_HEADER_INTERFACE table.

Destination No destination

INTERFACE_ACCT_LINE_ID

Validation Primary key for this table

Destination No destination

INTERFACE_PARENT_HEADER_ID

Validation If contract commitment type is R, then Interface Parent Header ID cannot be NULL.

If contract commitment type is C or S, then Interface Parent Header ID must be Null.

Destination No destination

INTERFACE_PARENT_ACCT_LINE_ID

Validation If contract commitment type is R, then Interface Parent Account Line ID cannot be NULL.

If contract commitment type is C or S, then Interface Parent Account Line ID must be NULL.

Destination No destination

CC_CHARGE_CODE_COMBINATION_ID

Validation Validate that Charge Code Combination ID exists in the GL_CODE_COMBINATIONS table.

Validate that the Charge Code Combination ID (CCID) is enabled.

If CCID End Date is not null, then check Account Date against End Date to ensure that it occurs before or on the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.

Destination IGC_CC_ACCT_LINES.CC_CHARGE_CODE_COMBINATION_ID

CC_ACCOUNT_LINE_NUM

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_ACCT_LINE_NUM

CC_BUDGET_CODE_COMBINATION_ID

Validation Validate that Charge Code Combination ID exists in the GL_CODE_COMBINATIONS table.

Validate that the CCID is enabled.

If CCID End Date is not null, then check Account Date against End Date to ensure that it occurs before or on the End Date. Account Dates that occur after the End Date of the CCID End Date must create an error message.

Destination IGC_CC_ACCT_LINES.CC_BUDGET_CODE_COMBINATION_ID

CC_ACCT_ENTERED_AMT

Validation For cover type, must be greater than or equal to the sum of ACCT_ENTERED_AMT of related releases.

For cover type, must be equal to the sum of DET_PF_ENTERED_AMT.

Destination IGC_CC_ACCT_LINES.CC_ACCT_ENTERED_AMT

CC_ACCT_FUNC_AMT

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_ACCT_FUNCT_AMT

CC_ACC_DESC

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_DESC

CC_ACCT_BILLED_AMT

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_BILLED_AMT

CC_ACCT_UNBILLED_AMT

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_ACCT_UNBILLED_AMT

CC_ACCT_TAXABLE_FLAG

Validation No validation

Destination IGC_CC_ACCT_LINES.CC_ACCT_TAXABLE_FLAG

TAX_ID

Validation No validation

Destination IGC_CC_ACCT_LINES.TAX_ID

CC_ACCT_ENCMBRNC_AMT

Validation For encumbered contracts, this must be equal to the ENTERED_AMT.

Destination IGC_CC_ACCT_LINES.CC_ACCT_ENCMBRNC_AMT

CC_ACCT_ENCMBRNC_DATE

Validation Cannot be null for encumbered contracts

Destination IGC_CC_ACCT_LINES.IGC_CC_ACCT_ENCMBRNC_DATE

CC_ENCMBRNC_STATUS**Validation** Must be the same as the header for Cover and Standard**Destination** IGC_CC_ACCT_LINES.CC_ENCMBRNC_STATUS**PROJECT_ID****Validation** Validated against PA_PROJECTS_EXPEND_V**Destination** IGC_CC_ACCT_LINES.PROJECT_ID**TASK_ID****Validation** Validated against PA_TASKS_EXPEND_V for the entered PROJECT_ID**Destination** IGC_CC_ACCT_LINES.TASK_ID**EXPENDITURE_TYPE****Validation** No validation**Destination** IGC_CC_ACCT_LINES.EXPENDITURE_TYPE**EXPENDITURE_ORG_ID****Validation** No validation**Destination** IGC_CC_ACCT_LINES.EXPENDITURE_ORG_ID**EXPENDITURE_ITEM_DATE****Validation** No validation**Destination** IGC_CC_ACCT_LINES.EXPENDITURE_ITEM_DATE**LAST_UPDATE_DATE****Validation** No validation**Destination** IGC_CC_ACCT_LINES.LAST_UPDATE_DATE**LAST_UPDATED_BY****Validation** No validation

Destination IGC_CC_ACCT_LINES.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

Validation No validation

Destination IGC_CC_ACCT_LINES.LAST_UPDATE_LOGIN

CREATION_DATE

Validation No validation

Destination IGC_CC_ACCT_LINES.CREATION_DATE

CREATED_BY

Validation Valid USER_ID from FND_USER

Destination IGC_CC_ACCT_LINES.CREATED_BY

CONTEXT

Validation No validation

Destination IGC_CC_ACCT_LINES.CONTEXT

ATTRIBUTE1 - ATTRIBUTE15

Validation No validation

Destination IGC_CC_ACCT_LINES.ATTRIBUTE 1 through IGC_CC_ACCT_LINES.ATTRIBUTE 15

CC Detail Payment Forecast Interface Table

Table C-3 CC Detail Payment Forecast Interface Table

Columns	NULL	Type	Comments
INTERFACE_ACCT_LINE_ID	NOT NULL	NUMBER	User-derived number
INTERFACE_DET_PF_LINE_ID	NOT NULL	NUMBER	User-derived number
CC_DET_PF_LINE_NUM	NOT NULL	NUMBER	User-derived number
INTERFACE_PARENT_ACCOUNT_LINE_ID		NUMBER	Links cover to release
INTERFACE_PARENT_DET_PF_LINE_ID		NUMBER	Links cover to release
CC_DET_PF_ENTERED_AMT		NUMBER	
CC_DET_PF_FUNC_AMT		NUMBER	Functional currency
CC_DET_PF_DATE		DATE	
CC_DET_PF_BILLED_AMT		NUMBER	
CC_DET_PF_UNBILLED_AMT		NUMBER	
CC_DET_PF_ENCMBRNC_AMT		NUMBER	
CC_DET_PF_ENCMBRNC_STATUS		VARCHAR2(1)	
ENCMBRNC_DATE		DATE	
LAST_UPDATE_DATE		DATE	
LAST_UPDATED_BY		NUMBER	
LAST_UPDATE_LOGIN		NUMBER	
CREATION_DATE		DATE	
CREATED_BY		NUMBER	
CONTEXT		VARCHAR2(30)	
ATTRIBUTE1		VARCHAR2(150)	

Table C-3 CC Detail Payment Forecast Interface Table

Columns	NULL	Type	Comments
ATTRIBUTE2		VARCHAR2(150)	
ATTRIBUTE3		VARCHAR2(150)	
ATTRIBUTE4		VARCHAR2(150)	
ATTRIBUTE5		VARCHAR2(150)	
ATTRIBUTE6		VARCHAR2(150)	
ATTRIBUTE7		VARCHAR2(150)	
ATTRIBUTE8		VARCHAR2(150)	
ATTRIBUTE9		VARCHAR2(150)	
ATTRIBUTE10		VARCHAR2(150)	
ATTRIBUTE11		VARCHAR2(150)	
ATTRIBUTE12		VARCHAR2(150)	
ATTRIBUTE13		VARCHAR2(150)	
ATTRIBUTE14		VARCHAR2(150)	
ATTRIBUTE15		VARCHAR2(150)	
BATCH		NUMBER	User-defined number
PROCESS STATUS		VARCHAR2(1)	New column; for future use

INTERFACE_ACCT_LINE_ID

Validation Validate that INTERFACE_ACCT_LINE_ID exists in the CC_ACCOUNT_LINE_INTERFACE table.

Destination No destination

INTERFACE_DET_PF_LINE_ID

Validation Primary key for this table

Destination No destination

CC_DET_PF_LINE_NUM

Validation No validation

Destination IGC_CC_DET_PF.CC_DET_PF_LINE_NUM

INTERFACE_PARENT_ACCT_LINE_ID

Validation If contract commitment type is R, then Interface Parent Header ID cannot be NULL.

If contract commitment type is C or S, then Interface Parent Header ID must be NULL.

Destination No destination

INTERFACE_PARENT_DET_PF_LINE_ID

Validation If contract commitment type is R, then Interface Parent Header ID cannot be NULL.

If contract commitment type is C or S, then Interface Parent Header ID must be NULL.

Destination No destination

CC_DET_PF_ENTERED_AMT

Validation In case of cover contracts, it must be greater than or equal to the sum of ENTERED_AMT of related releases.

Destination IGC_CC_DET_PF.CC_DET_PF_ENTERED_AMT

CC_DET_PF_FUNC_AMT

Validation No validation

Destination IGC_CC_DET_PF.CC_DET_PF_FUNC_AMT

CC_DET_PF_DATE

Validation Date must be for GL Open Period and CC Open and Future Entry periods.

If commitment type is Release, then the entered date must be the same as the Cover commitment; mandatory.

If commitment type is not a Release, then the Detail Payment Forecast Date is on or between the Start and End Date of the contract.

Destination IGC_CC_DET_PF.CC_DET_PF_DATE

CC_DET_PF_BILLED_AMT

Validation No validation

Destination IGC_CC_DET_PF.CC_DET_PF_BILLED_AMT

CC_DET_PF_UNBILLED_AMT

Validation No validation

Destination IGC_CC_DET_PF.CC_DET_PF_UNBILLED_AMT

CC_DET_PF_ENCMBRNC_AMT

Validation Must be the same as ENTERED_AMT for encumbered contracts

Destination IGC_CC_DET_PF.DET_PF_ENCMBRNC_AMT

CC_DET_PF_ENCMBRNC_DATE

Validation	Date must be for GL Open Period and CC Open and Future Entry periods. If commitment type is Release, then the entered date must be the same as Cover Commitment; mandatory. If commitment type is not Release, then the Detail Payment Forecast Encumbrance Date is on or between the Start and End Date of the contract.
Destination	IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_DATE

CC_DET_PF_ENCMBRNC_STATUS

Validation	Must be the same as ACCT_LINES in case of cover and standard contracts
Destination	IGC_CC_DET_PF.CC_DET_PF_ENCMBRNC_STATUS

LAST_UPDATE_DATE

Validation	No validation
Destination	IGC_CC_DET_PF.CC_DET_PF_LAST_UPDATE_DATE

LAST_UPDATED_BY

Validation	No validation
Destination	IGC_CC_DET_PF.LAST_UPDATED_BY

LAST_UPDATE_LOGIN

Validation	No validation
Destination	IGC_CC_DET_PF.LAST_UPDATE_LOGIN

CREATION_DATE

Validation	No validation
Destination	IGC_CC_DET_PF.CREATION_DATE

CREATED_BY

Validation Valid USER_ID from FND_USER

Destination IGC_CC_DET_PF.CREATED_BY

CONTEXT

Validation No validation

Destination IGC_CC_DET_PF.CONTEXT

ATTRIBUTE1 - ATTRIBUTE15

Validation No validation

Destination IGC_CC_DET_PF.ATTRIBUTE 1 through IGC_CC_DET_
PF.ATTRIBUTE 15

CBC Open Interface Table

Table C-4 CBC Open Interface Table

Columns	NULL	Type	Comments
CODE_COMBINATION_ID	NOT NULL	NUMBER(15)	
BATCH_LINE_NUM	NOT NULL	NUMBER(15)	
CC_TRANSACTION_DATE	NOT NULL	DATE	
CC_FUNC_DR_AMT		NUMBER(15)	
CC_FUNC_CR_AMT		NUMBER	
JE_SOURCE_NAME	NOT NULL	VARCHAR2(25)	Seeded source name within General Ledger. Description is Historical Data Conversion
JE_CATEGORY_NAME	NOT NULL	VARCHAR2(25)	Seeded category names in General Ledger. Provisional and Confirmed category names are seeded in General Ledger.
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
ENCUMBRANCE_TYPE_D	NOT NULL	NUMBER(15)	Encumbrance Type ID is based on what users defined in Dual Budgetary Control setup.
TRANSACTION_DESCRIPTION		VARCHAR2(240)	Concatenate Contract Number and Account Line Description of IGC_CC_HEADERS and IGC_CC_ACCT_LINES tables, respectively.
LAST_UPDATE_DATE	NOT NULL	DATE	
LAST_UPDATED_BY	NOT NULL	NUMBER(15)	Based on user login information
LAST_UPDATE_LOGIN		NUMBER(15)	
CREATION_DATE		DATE	
CREATED_BY		NUMBER(15)	Based on user login information
REFERENCE_1		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_HEADER_ID from IGC_CC_HEADERS table.

Table C–4 CBC Open Interface Table

Columns	NULL	Type	Comments
REFERENCE_2		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC-VERSION_NUM from IGC_CC_HEADERS table.
REFERENCE_3		VARCHAR2(240)	If client requires converted legacy data to be tied back to a particular contract, then this must be a required field. Get CC_ACCT_LINE_ID from IGC_CC_ACCT_LINES table.
REFERENCE_4		VARCHAR2(240)	Reserved for SBC; do not use.
REFERENCE_5		VARCHAR2(240)	
REFERENCE_6		VARCHAR2(240)	
REFERENCE_7		VARCHAR2(240)	
REFERENCE_8		VARCHAR2(240)	
REFERENCE_9		VARCHAR2(240)	
REFERENCE_10		VARCHAR2(240)	

CODE_COMBINATION_ID

Validation Validate that Charge Code Combination ID (CCID) exists in the GL_CODE_COMBINATIONS table. Validate that the CCID is enabled. If CCID End Date is not null, then check Account Date against End Date to ensure that date occurs before or on the End Date. Account Dates that occur after the End Date of the CCID End Date create an error message.

Destination IGC_CBC_JE_LINES.CBC_CODE_COMBINATION_ID

BATCH_LINE_NUM

Validation Unique Batch Line Number per Set of Books

Destination IGC_CBC_JE_LINES.BATCH_LINE_NUM

CC_TRANSACTION_DATE

Validation If ENC_TYPE_ID is Provisional, then CC Transaction Date must fall within an open or future enterable period.

If ENC_TYPE_ID is Confirmed, then CC Transaction Date must fall within an open period.

If the contract commitment transaction date is not in the defined calendar, then an error message is displayed.

Destination IGC_CBC_JE_LINES.CC_TRANSACTION_DATE

CC_FUNC_DR_AMT

Validation No validation

Destination IGC_CBC_JE_LINES.FUNC_DR_AMT

CC_FUNC_CR_AMT

Validation No validation

Destination IGC_CBC_JE_LINES.CC_FUNC_CR_AMT

JE_SOURCE_NAME

Validation Validate that source is Conversion.

Destination IGC_CBC_JE_LINES.JE_SOURCE_NAME

JE_CATEGORY_NAME

Validation Validate that Category is Provisional or Confirmed.

Destination IGC_CBC_JE_LINES.JE_CATEGORY_NAME

SET_OF_BOOKS_ID

Validation Validate that the Set of Books ID is a valid ID value within the installed application.

Destination IGC_CBC_JE_LINES.SET_OF_BOOKS_ID

ENCUMBRANCE_TYPE_ID

Validation Validate Encumbrance Type ID against those defined in the Contract Commitment Options window.

Destination IGC_CBC_JE_LINES.ENCUMBRANCE_TYPE_ID

TRANSACTION_DESCRIPTION

Validation No validation

Destination IGC_CBC_JE_LINES.TRANSACTION_DESCRIPTION

LAST_UPDATE_DATE

Validation No validation

Destination IGC_CBC_JE_LINES.UPDATE_DATE

LAST_UPDATED_BY

Validation No validation

Destination IGC_CBC_JE_LINES.LAST_UPDATED_BY

Destination	IGC_CBC_JE_LINES.UPDATE_LOGIN

Destination	IGC_CBC_JE_LINES.CREATION_DATE

Destination	IGC_CBC_JE_LINES.CREATED_BY

Destination	IGC_CBC_JE_LINES.REFERENCE_1 - IGC_CBC_JE_LINES.REFERENCE_10

Running the Contract Commitment Legacy Open Interface Program Procedure

To run the Contract Commitment Legacy Open Interface Program, perform the following steps.

1. In Contract Commitment, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Legacy Open Interface Program from the list of values.
5. Click **OK**.

The Parameters pop-up window appears.

6. In the Process Phase field, select a process type from the list of values.

Note: Preliminary mode can be run multiple times to view contract commitments that pass and fail validation. In Final mode, encumbrances are created for contract commitments passing validations.

7. In the Batch ID field, select a batch number from the list of values.
8. To apply the parameters, click **OK**.
9. To send the request to the concurrent manager, click **Submit**.
10. View the request in the concurrent manager as follows:

View - Requests

Running the Contract Commitment Budgetary Control Legacy Open Interface Program Process Procedure

To run the Contract Commitment Budgetary Control Legacy Open Interface Program, perform the following steps.

1. In the Contract Commitment responsibility, navigate to the Submit Request window as follows:

Reports - Run

The Submit a New Request pop-up window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select Contract Commitment Budgetary Control Legacy Open Interface Program from the list of values.
5. Click **OK**.
6. To send the request to the concurrent manager, click **Submit**.
7. View the request in the concurrent manager as follows:

View - Requests

Contract Commitment Open API

This appendix describes the Contract Commitment Open API in Oracle Public Sector Financials (International) and its individual APIs. The following sections are in this appendix:

- [Definition](#)
- [Overview](#)
- [Create API Parameters](#)
- [Update API Parameters](#)
- [Select API Parameters](#)
- [Link API Parameters](#)

Definition

The Contract Commitment Open API enables users to import contract commitment information from external sources, such as Oracle Core Contract and other non-Oracle systems.

Overview

The Contract Commitment Open API is comprised of the following individual APIs:

- [Create API](#)
- [Update API](#)
- [Select API](#)
- [Link API](#)

Note: If Oracle Projects is implemented with the Contract Commitment Open API, the PRC: Transaction Import process must be run. For information on this process, see [Transaction Import](#), *Oracle Projects User's Guide*.

Create API

Create API creates a new contract commitment by importing contract commitment data from an external system. Only one contract commitment can be imported at a time. Imported contract commitments must have the following combination of states and statuses to be accepted by contract commitment :

- Provisional state
- Incomplete approval status
- Entered control status
- No encumbrance status

Create API imports Standard, Cover, and Release contract commitments, and it also imports partial contract commitment information. However, a release contract commitment can only be imported if its related cover commitment is approved. Internal contract commitment releases cannot be imported using Create API.

The only data imported for a new contract commitment is header information. This includes all fields in the CC header as follows:

- Contract Commitment Type

- Contract Commitment Number
- Contract Reference Number that represents the external contract number
- Parent Cover, if it is a Release
- State
- Control Status
- Encumbrance Status
- Approval Status
- Start Date
- Contract Owner
- Contract Preparer
- Currency Code
- Set of Books
- Organization Identification

The Create API enables users to query information in contract commitment that is imported from an external system. Because only CC header information is imported, users must query the contract commitment to add account line and detail payment forecast information.

The Create API takes into account Multi-Organization and Multiple Reporting Currencies functionality within Oracle applications.

The Create API provides a link between the external contract number and the contract commitment number in contract commitment.

Contract Commitment Create API Process

The Contract Commitment Create API process consists of the following steps:

1. The Contract Commitment Create API obtains data from the external system through parameters.

For information on parameters for Create API, see [Table D-1](#), page D-6.

2. The data passed from the external system is validated. If there are no errors, the IGC_CC_HEADERS table is populated with the data creating a new contract commitment.

Note: The Create API process takes into consideration only the contract commitment Header information. The contract commitment from the external system is imported as a new contract into contract commitment irrespective of the commitment type. For Release commitment type, its related cover must exist in Contract Commitment with an Approved or Approved Encumbered approval status. Create API cannot import internal contract commitment releases.

3. If Create API finds errors in the data or validation fails, the following occurs:
 - The details of the error are written to the message stack.
 - The import process rolls back the transaction.
 - The contract is not created in Contract Commitment.

Update API

Update API updates standard and release contract commitment types in an external system and updates the Control Status of the associated contract commitment in Contract Commitment. Updating the control status includes the following tasks:

- opens a contract commitment for invoice matching
- closes a contract commitment for invoice matching
- places a contract commitment on hold
- releases a contract commitment from hold

When the hold is released on the contract commitment, Update API initiates the contract commitment approval process.

The Cover contract commitment type cannot be opened, closed, or put on hold.

To work with Update API, a contract commitment must meet the following conditions:

- The contract commitment must be in a state of Confirmed with an approval status of Approved or Approved Encumbered.
- The contract commitment in contract commitment must be linked to a contract reference number in the external system.

Update API updates the Action History with the appropriate action taken.

For information on Update API parameters, see [Table D–2](#), page D-11.

Select API

Select API retrieves the external reference number associated with a contract commitment in Contract Commitment. If the API returns the external reference number, it can be modified. If an external reference number does not exist, users can enter one.

For information on Select API parameters, see [Table D-3](#), page D-12.

Link API

Link API links a contract commitment in Contract Commitment with an external contract. This API is used when a contract commitment exists in Contract Commitment and users want to link it to a contract in an external system.

For information on Link API parameters, see [Table D-4](#), page D-13.

Create API Parameters

Table D–1 Create API Parameters

Columns	Type	Comments	Validation
ORG_ID	required		CC_HEADER_ID is derived by the Open API.
CC_TYPE	required	S for Standard; C for Cover; R for Release	The valid CC Types are Standard, Cover, and Release.
CC_REF_NUM	required	reference number from the external system; must be unique across Organization and Set of Books combination	no validation
CC_NUM	required	user-provided unique contract number; can be contract number currently used in the external system	Validate that CC_NUM is unique in the table. Commitment Number is unique across Organization. Validate that a cover contract commitment already exists in Contract Commitment if the commitment type is Release.
PARENT_HEADER_ID	required for Release contract type only	user-derived number; provides link of Cover to Releases	If CC Type is Release, then the Interface Parent Header ID cannot be NULL. If CC Type is Cover or Standard, then the Interface Parent Header ID must be NULL.
VENDOR_ID	optional		Validate the Vendor ID against the PO_VENDORS table to ensure that the Vendor ID exists in the table. Validate that Vendor ID is active and that the PURCHASING_SITE_FLAG is Y for Yes.

Table D-1 Create API Parameters

Columns	Type	Comments	Validation
VENDOR_SITE_ID	optional		Validate the Vendor Site ID against the PO-VENDOR-SITES table to ensure that the Vendor Site ID exists in the table. Validate that Vendor Site ID is active and that the PURCHASING_SITE_FLAG is Y for Yes. If Vendor ID is NULL, then this field must also be NULL.
VENDOR_CONTACT_ID	optional		no validation
TERM_ID	optional		AP_TERMS_VAL_V.NAME must be used for validation. Terms are validated against the A_TERMS_VAL_V view. The list of values should contain the name, description, and term identification. The term name corresponds to the column AP_TERMS_VAL_V.NAME.Active Payment Terms.
LOCATION_ID	optional		Validate Location ID against the HR_LOCATIONS table to ensure that the Location ID exists in the table. Validate that Location ID is active and that the BILL_TO_SITE_FLAG is Y for Yes. If Vendor ID is NULL, then this field must also be NULL.
SET_OF_BOOKS_ID	required		The SET_OF_BOOKS_ID must be the set of books identifier of the person logged in. The SET_OF_BOOKS_ID and the ORG_ID must be checked as a valid combination. Validate that the SET_OF_BOOKS_ID is a valid identification value within the installed application.

Table D–1 Create API Parameters

Columns	Type	Comments	Validation
CC_DESC	optional		no validation
CC_START_DATE	required		Start Date must be less than or equal to the End Date. If commitment type is Release, then the entered Start Date must be within the start and end date for the corresponding contract commitment. If commitment type is Cover, then the Start Date must be less than or equal to the minimum start date of all its releases.
CC_END_DATE	optional		If commitment type is Release, then the entered End Date must be within the start and end date for the corresponding contract commitment. If commitment type is Cover, then the End Date must be greater than or equal to the maximum end date for all its releases.
CC_OWNER_USER_ID	required		Employee Identification corresponding to the owner or employee name must be stored in IGC_CC_HEADERS.CC_OWNER_USER_ID column. mandatory active employee

Table D-1 Create API Parameters

Columns	Type	Comments	Validation
CC_PREPARER_USER_ID	required		The User Identification corresponding to the user name must be stored in the IGC_CC_HEADERS.CC_PREPARER_USER_ID column. Default value corresponds to FND_PROFILE.USER_ID. Preparer User Identification must also be copied to the IGC_CC_HEADERS.V.CC_CURRENT_USER_ID column. mandatory
CURRENCY_CODE	required		Validate that the currency code is the functional currency for the Set of Books ID.
CONVERSION_TYPE	optionally required	required if currency nonfunctional	NULL; no validation
CONVERSION_DATE	optionally required	required if currency nonfunctional	NULL; no validation
CONVERSION_RATE	optionally required	required if currency nonfunctional	NULL; no validation
LAST_UPDATE_DATE	required		System date
LAST_UPDATED_BY	required		no validation
LAST_UPDATED_LOGIN	required		no validation
CREATED_BY	required		no validation
CREATION_DATE	required		no validation

Table D–1 Create API Parameters

Columns	Type	Comments	Validation
CC_CURRENT_USER_ID	required	same as CC_PREPARER_USER_ID	The User Identification corresponding to the user name must be stored in the IGC_CC_HEADERS.CC_PREPARER_USER_ID column. Default value corresponds to FND_PROFILE.USER_ID. Preparer User Identification must also be copied to the IGC_CC_HEADERS.V.CC_CURRENT_USER_ID column. mandatory
WF_ITEM_TYPE	optional		no validation
WF_ITEM_KEY	optional		no validation
CONTEXT	optional		no validation
ATTRIBUTE1	optional		no validation
ATTRIBUTE2	optional		no validation
ATTRIBUTE3	optional		no validation
ATTRIBUTE4	optional		no validation
ATTRIBUTE5	optional		no validation
ATTRIBUTE6	optional		no validation
ATTRIBUTE7	optional		no validation
ATTRIBUTE8	optional		no validation
ATTRIBUTE9	optional		no validation
ATTRIBUTE10	optional		no validation
ATTRIBUTE11	optional		no validation
ATTRIBUTE12	optional		no validation
ATTRIBUTE13	optional		no validation
ATTRIBUTE14	optional		no validation
ATTRIBUTE15	optional		no validation

Update API Parameters

Table D-2 *Update API Parameters*

Columns	Type	Comments
CC_NUM	required	contract commitment number created through Create API
SET_OF_BOOKS_ID	required	
ORG_ID	required	
CONTROL_STATUS_CODE	required	OP indicates Open; CL indicates Close; OH indicates On Hold; RH indicates Release Hold.
LAST_LOGIN_ID	required	
LAST_UPDATED_BY	required	

Select API Parameters

Table D–3 *Select API Parameters*

Columns	Type	Comments
SET_OF_BOOKS_ID	required	contract commitment number created through Create API
ORG_ID	required	
CC_NUM	required	

Link API Parameters

Table D-4 *Link API Parameters*

Columns	Type	Comments
CC_REF_NUM	required	reference number from external system
ORG_ID	required	
SET_OF_BOOKS_ID	required	
CC_HEADER_ID	required	header identifier for contract commitment number in Contract Commitment
CC_NUM	required	contract commitment number in Contract Commitment

Contract Commitment and Oracle Payables Integration

This appendix describes the integration of the Contract Commitment feature with Oracle Payables. The following sections are in this appendix:

- [Contract Commitment Invoice Matching](#)
- [Integrated Supplier and Contract Commitment Information](#)
- [Matching Purchase Order Tables](#)
- [PO Default and QuickMatch Invoices](#)
- [Using Encumbrance Accounting with Contract Commitment](#)

Contract Commitment Invoice Matching

Payables shares contract commitment information from the Contract Commitment module to match invoices online. This integration is established using Oracle Purchasing tables. This ensures that only committed contracts are paid.

It is possible to match a single invoice to multiple contract commitments or to match multiple invoices to a single contract commitment account line.

Payables ensures that invoices are matched only to contract commitments for the supplier on the invoice and that the contract commitment and invoice currency match. When matching an invoice to a contract commitment, Payables creates invoice distributions using the contract commitment account and current year payment forecast information. If an invoice is incorrectly matched to a contract commitment, the invoice must be cancelled or the individual distributions reversed to cancel the match.

It is only possible to match invoices to Standard Contract Commitments and Release Contract Commitments if all of the following conditions are valid:

- State of the contract is Confirmed.
- Approval status of the contract is Approved.
- Document control status of the contract is Opened.

In all other cases, it is not possible to match an invoice to a contract commitment. An additional limitation of matching an invoice is that it is only possible to match against payment forecasts of the current fiscal year. It is not possible to match against a payment forecast with a date in a future fiscal year.

Integrated Supplier and Contract Commitment Information

Integrated information in Payables and Contract Commitment ensures consistency of information between applications and avoids the necessity of having to enter the information more than once.

Contract Commitment shares suppliers with Payables. A supplier can be entered in either application and used to create contract commitments. Within Payables, invoices can be created for the same supplier and the invoices matched to one or more contract commitment payment forecasts.

Payables shares the QuickCodes used during supplier entry. QuickCodes can be entered for the following types in the Payables QuickCodes window:

- Supplier Type
- Ship Via
- FOB
- Pay Group
- Minority Group

Although matching to contract commitments is based solely on amount, the same matching functionality currently available with Purchasing is used. As there is no material flow within Contract Commitment matching, an invoice to a contract commitment is always based on two-way matching, which means that quantity ordered is matched against quantity billed and invoice price is less than or equal to purchase order price.

If the invoice and the contract commitment do not match within the tolerances, the approval process places a matching hold on the invoice. The hold must be released before the invoice can be paid. In Contract Commitment, a warning that the billed amount exceeds the payment forecast is displayed unless the entered amount is greater than or equal to the billed amount. It does not prevent users from making changes to the contract commitment.

Matching Purchase Order Tables

Contract Commitment uses the Purchase Order tables to support online matching. The table below describes the mapping of a contract commitment with a standard purchase order:

Table E-1 Mapping Purchase Orders to Contract Commitments

	Purchase Order	Contract Commitment
1	Purchase order header	Contract Commitment header
2	Purchase order PO line	Contract Commitment accounting line
3	Purchase order shipment line	Contract Commitment accounting line
4	Purchase order distribution line	Contract Commitment payment forecast

If matching an invoice to a contract commitment, contract commitment information is translated to Purchasing information. As shown in [Table E-1](#), a contract commitment accounting line is translated to a Purchase order shipment line. Current year payment forecasts are translated to Purchase order distribution lines with the approval flag set to Yes and future year payment forecasts are translated to Purchase order distribution lines with the approval flag set to No. If users are billed for a portion of an accounting line, they can distribute this amount to ensure that the correct distribution line and payment forecasts are charged. If users choose to match at the shipment line level, the amounts are distributed by ratio on the distribution line level.

The contract commitment matches can be reversed in the Distribution window of the Invoice Workbench. Invoices matched to contract commitments can be cancelled in the Actions window of the Invoice Workbench. If an invoice matched to a contract commitment is cancelled in addition to creating reversing distributions, Payables reduces the billed amount on the matched contract commitment payment forecast to their original amounts. These contract commitment payment forecasts can be matched to other invoices.

PO Default and QuickMatch Invoices

If users know the number and amount of the contract commitment to match to, Payables provides the following invoice types to help speed up invoice matching:

- [PO Default Invoice Type](#)
- [QuickMatch Invoice Type](#)

PO Default Invoice Type

If users know the contract commitment to match to but do not know which contract commitment account lines or payment forecasts to match to, the PO default is entered as the invoice type. When entering a PO default invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number and automatically copies the supplier name, supplier number, supplier site, and currency from that contract commitment to the invoice.

When **Match** is clicked, Payables retrieves all contract commitment account lines associated with the specified contract commitment. Users can match to any account line or payment forecast.

QuickMatch Invoice Type

If users want to match an invoice to all account lines on a contract commitment, QuickMatch is entered as the invoice type. This is only possible if all payment forecasts are entered in the current fiscal year. If there is a payment forecast with a date that belongs to a future fiscal year, the contract commitment payment forecast is overbilled, and the invoice is put on hold. When entering a QuickMatch invoice type in the Invoice Workbench, Payables prompts users to enter the contract commitment number in the Purchase Orders window and automatically enters the supplier name, supplier number, supplier site, and the purchase order currency for the invoice currency.

When **Match** is clicked, Payables automatically navigates to the Match to Purchase Orders window and selects all account lines and payment forecasts that have an unbilled quantity. Users can choose to complete the match or override the matching information.

Using Encumbrance Accounting with Contract Commitment

Payables supports encumbrance accounting with Contract Commitment. Standard budgetary control is supported but commitment budgetary control is not. To use encumbrance accounting, the encumbered amount for contract commitment to which an invoice is mapped must initially be recorded. If there is a variance between the invoice and its matched contract commitment within the tolerances defined when the approval process approves the invoice, Payables automatically creates an encumbrance journal entry for the amount of the variance. This is only created for standard budgetary control. No encumbrance entries are created for commitment budgetary control if it is enabled.

Note: The approval process uses the Payables table AP_TRANSFER_ENCUMBRANCE if encumbrance accounting is enabled. Payables never drops this table but deletes the appropriate lines from this table at the beginning of the program each time the approval process is initiated. When posting the invoice to General Ledger, Payables relieves both the original encumbrance journal entries created when encumbering the contract commitment and the encumbrance journal entries automatically created for the variance. Payables then creates actual journal entries for the invoice transaction. The variance encumbrance journal entries and the actual journal entries update account balances only when posting the journal entries in General Ledger.

For information, see [Encumbrances in Payables](#), *Oracle Payables User's Guide*.

Glossary

accountant

Manages cash and liquid assets. The accountant is responsible for payment of expenditure and recovery of debts and is also known as an account officer. Used in *exchange protocol*.

account date

System default date or a manually entered date.

account range

Specification of a low account value and high account value which would include these two accounts and any accounts between them. An account range assists setting up budgetary controls over a wide range of accounts, rather than all accounts or only one account at time. It allows for more flexibility in the definition of such items as budgetary control on an account range.

account redistribution

Adjustment to account information of contract commitment. Total contract commitment amount is unchanged, but the accounts are changed or new account information is entered.

accounting flexfields

Name given to the account key used to record and report accounting information. The accounting flexfield uniquely identifies General Ledger accounts and provides a flexible structure for any chart of accounts.

accrual accounting

Records revenues and expenses incurred and not when payment is made or received. See *cash accounting*.

accrual basis

Revenue and profits are matched with the associated costs and expenses. Revenues, profits, costs, and expenses are accrued, that is, recognized as they are earned or incurred, not as cash received or paid.

accrual dossier

Type of budget dossier for projects covering several years.

accumulated depreciation provision

Total depreciation provision expensed over the entire life of an asset. The amount is deducted from the asset cost to determine the net book value.

actual number

Number generated automatically when a dialog unit is created. An actual number is used in exchange protocol. See *dialog unit* and *legal number*.

address reference

Reference name or number used to uniquely identify a single third party site. See *single third party*.

adjusting the AP balance

Type of netting. Adjusting the Payables balance nets the Payables invoices with Receivables invoices for a given third party. See *netting*.

adjusting the AR balance

Type of netting. Adjusting the Receivables balance nets the Receivables invoices with Payables invoices for a given third party. See *netting*.

adjustment dossier

Expands the accounting flexfield range of a related dossier. The expansion must be within the same budget and budget organization assigned to the related dossier. It is also subject to any parent or child rules that are defined.

For example, if an adjustment dossier is related to a child dossier, the expansion must be within the flexfield boundary of the related parent dossier. See *dossier*, *child dossier*, and *parent dossier*.

adjustment period

A period reserved for end of year adjustments.

agreement

Arrangement with either a natural person or a legal entity on the basis of which payments are legally enforceable. A legal entity can also be part of the national government.

amortization

Spreading the remaining asset cost over the remaining life of the asset.

amount type

Determines the cumulative balance used for the funds checking interval. The span of time defined, such as quarter-to-date, determines whether funds from a previous period are available in the next period.

application wide features

Oracle Public Sector Financials (International) features related to General Ledger and Oracle Assets. When enabled, these features apply to the entire application. See *operating unit dependent features*.

approval group

A hierarchy of approvers and invoice clerks for secondary invoice approval.

approver

Used in secondary invoice approval. See *approval group*.

asset category

A type of asset, for example, buildings, land, or office equipment.

assignments

Type of netting. Assignments net the Payables invoice for a given third party with the Payables invoice of another third party, known as the debt beneficiary third party. See *netting*.

authorizer

In exchange protocol, the authorizer manages expenditure, execution, and receipts. In internal trading, the authorizer approves or rejects interdepartmental cross charges.

AutoAccounting

Used in Receivables and Projects for generating default accounting flexfields for revenue, receivables, freight, tax, unearned revenue, unbilled receivables, finance charges, and clearing suspense accounts.

AutoApproval

A standard feature of Payables that prevents payment of invoices when the supplier has overcharged or billed for items that have not been received, ordered, or accepted. AutoApproval also validates tax, period, currency, budgetary, and other information. When secondary invoice approval is enabled, this is the first level of invoice approval. If the secondary and optional third level of approvals are used and an invoice is modified, both the secondary and third levels are automatically released and the invoice must pass through AutoApproval again.

AutoInvoice

An interface that enables the user to import invoice information from financial billing systems or invoices from Order Entry and Project Billing.

automatic withholding tax

Enables users to automatically deduct tax from payments. This is a Payables feature used in construction industry tax and automatic posting.

AWT

See *Automatic Withholding Tax*.

backlog depreciation

Extra depreciation calculated as a result of revaluation. The depreciation reserve is revalued using the same index used to revalue the asset cost. Backlog depreciation consists of the following: prior years' backlog is the depreciation adjustment resulting from the revaluation of accumulated prior years' depreciation; and current year backlog is the depreciation adjustment resulting from revaluation of the accumulated depreciation for the current year prior periods. Current year backlog depreciation results only where there are many depreciation periods being revalued within a single financial year. Backlog depreciation is not relevant to the current depreciation period, as by definition, the current depreciation period has not been depreciated.

batch copy process report

Displays the current status of all flagged and submitted journal entry batches, if the batch was copied or is still being copied. The report lists batch creation and posted dates for related sets of books.

billed

Amount for which an invoice has been received and matched against a contract commitment.

boundary

Determines the end point of the interval for which available funds are verified.

budget

Estimated cost, revenue, labor hours, or other quantities for a project or task. Each budget can be optionally categorized by resource. Different budget types can be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type, current, original, revised original, and historical versions. The current version of a budget is the most recently baselined version.

budget reports

Enables users to prepare and review budgets for the current and subsequent years and provides information about how budgeting extensions in General Ledger are defined.

budgeting extensions

Public sector enhancements to budgeting in General Ledger.

business unit

See *profit center*.

cancel contract commitment

Applies to provisional contract commitments when contract commitment entries are cancelled to reverse encumbrances on the commitment budget and unreserve funds for commitment on standard budgets.

cancellation certificate

A specific type of dialog unit containing only Receivables credit memos. A cancellation certificate is also known as a reduction certificate. See *dialog unit*.

capitalization

Capitalized assets, where required, are assets which are depreciated over the expected life, and the cost is expensed over a period of time.

cash and accruals support

Public sector enhancements to Receivables that provide the ability to keep both a cash and accruals set of books. See *combined basis accounting*.

category

Type of transaction, such as a contract, used in the definition of a budgetary control group. Users specify a category to set further budgetary control options for the specific category.

cash accounting

Records transactions as payment occurs, regardless of when the transaction takes place. See *accrual accounting*.

CCA

See *current cost accounting*.

central finance

In subledger security, this is a profit center that has full access to information belonging to business units in the same hierarchy.

central finance user

In secondary invoice approval, a user who can approve invoices that have a third level of invoice approval placed on them. The central finance user has access to invoices across all departments.

central security group

See *super user security group*.

charge center

A charge center is a section of an organization, typically a business unit or division, that raises or receives cross charges. A charge center may contain one or more cost centers.

chart of accounts

Also known as accounting flexfields. See *accounting flexfields*.

child dossier

A dossier that is related to a parent dossier and is placed at a lower level of a dossier hierarchy than that of its parent. The source of a child dossier type must be within the destination of its parent. A child dossier can only have one parent. See *dossier* and *parent dossier*.

closed accounting period

A period of time when no further accounting entries can be entered.

collection certificate

A specific type of dialog unit containing only Receivable credit memos. See *dialog unit*.

combined basis accounting

Public sector enhancements to General Ledger that provide the ability to keep both a cash and accruals set of books. See *cash and accruals support*.

commitment budget

Money available for closing contracts or other obligations.

complementary dossier

Modifies a related dossier by adding to or subtracting from the original budget amount. See *dossier*.

completed contract commitment

Applies to confirmed contract commitments. Contract commitments are completed when the matching of invoices to contract commitments is no longer possible. Unbilled or unspent funds are released on the standard budget and any remaining funds for commitment are returned to the commitment budget.

confirmed contract commitment

Represents a commitment with a legally enforceable agreement with a third party or with a confirmed internal commitment.

construction industry scheme

Public sector enhancements to Purchasing and Payables that comply with UK Government requirements for tracking and reporting construction subcontractor payment and tax details.

construction in process

Assets which are being constructed and are not yet depreciated.

contract commitment

Legally enforceable claim upon financial resources arising from an agreement with a natural person or legal entity.

contract commitment decrease

Adjustment to a contract commitment that decreases the contract commitment amount and one or more account information amounts. Payment forecast amounts are decreased accordingly.

contract commitment increase

Adjustment to a contract commitment that increases the contract commitment amount and one or more account information amounts. Payment forecasts amount are increased accordingly.

contract encumbrancing

Public sector enhancements to contractual agreements in Purchasing. Contract encumbrancing enables organizations to create encumbrances on purchase agreements or orders across the life of an agreement or order, and to release funds against those orders.

corporate book

Asset book used to track financial information for the balance sheet.

cover contract commitment

Contract commitment, arising from an agreement and therefore legally enforceable, under which standard contract commitments are subsumed and payments are effected.

cross charge authorization

In internal trading, the procedure where cross charges are accepted or rejected by an authorizer.

current cost

Latest asset cost.

current cost accounting

Type of accounting used in capital maintenance maintaining a business' operating capability. Assets are valued according to their value to the business.

current cost depreciation charges

Depreciation charges based on the current cost and not to the historic cost; for example, the depreciation may include backlog depreciation.

debit memo

Invoice generated to send to a supplier representing a credit amount that the supplier owes.

descriptive flexfield

Captures information from transactions entered into Oracle Applications.

detail account

Individual account or distribution.

dialog unit

A collection of one or more documents of the same type, belonging to the same third party and site combination or the same third party if there is no site. Each dialog unit has a unique name and number. The individual documents in a dialog unit can be approved in one step.

display factor

Number of decimal points displayed for specific currencies.

disposal

Removal of an asset from the asset register either for sale or at the end of its useful life.

document limit

A threshold for purchases or payments within a given financial year. A document limit is used in dossier.

dossier

A framework for budgetary transfer. Dossiers can have the following relationships to other dossiers: parent dossier, child dossier, complementary dossier, retirement dossier, and adjustment dossier.

dual budget checking

Allows funds to be checked and reserved against a commitment type budget as well as a payment type budget before the transaction can be approved.

dual budgeting

Two budgets active for the same time period, such as year. One budget is the commitment budget and the other is the standard budget.

dunning letter charges

Public sector enhancements to Purchasing and Payables, providing a versatile means of charging customers for dunning letters.

encumbrance accounting

Records expected expenses at the time a department makes a requisition, or when the approved or reserved purchase order goes to a supplier. When journals have been created, encumbrances can be posted to the ledger to represent money obligated to be spent.

enhanced funds checker

Public sector enhancements to General Ledger that enable more than one funding budget to be available when checking funds for journals, purchase requisitions, purchase orders, or invoices. Enhanced funds checker includes multiple funding budgets.

event

Any transaction that requires the encumbering of funds of a commitment budgetary control account.

exchange protocol

Exchange protocol is the approval cycle for both Payables and Receivables documents. This protocol enables the authorizer department and the account officer department to communicate documents within the required framework. See *authorizer* and *accountant*.

expenditures

Activities that represent payments, repayments, or receipts for goods or services furnished. For some organizations, expenditures include anticipated expenses, such as encumbrances, in addition to activity that directly leads to an outlay of cash, such as invoices.

extended dunning letter charges

The ability to add a charge for each dunning letter which is raised or to add a charge for each invoice which is outstanding on a dunning letter.

feeder file

A file containing data that is imported from third party software into Oracle Applications.

financial controller

Oversees accounting practices within an organization at a high level.

flexfield

Enables screens and reports to contain data unique to an organization. Each flexfield can be configured to capture and display specific information. See *key flexfield*, *descriptive flexfield*, and *accounting flexfields*.

funds checking

Process of certifying that funds available. The funds can be checked when an actual, budget, or encumbrance is entered. When checking funds, standard budgetary control or commitment budgetary control compares the amount of the transaction against the funds available and presents an online notification of funds availability. Funds checking does not reserve funds.

funds reservation

Process of reserving funds available on standard budgetary control. Funds can be reserved when an actual, budget, or encumbrance is entered. When funds are reserved, standard budgetary control compares the amount of the transaction against the funds available and presents an online notification as to whether funds are available for the transaction.

future estimated life

Estimated remaining life of an asset regardless of the remaining life in the original standard book life. Used when assets are relifed.

future postings account

A holding account for advance payments. A future postings account is used in multi-period posting.

GAAP

Generally accepted accounting principles.

gain/loss

Profit or loss resulting from retirement or disposal. Represents the difference between net book value and the actual proceeds taken at disposal time.

general fund

In a department's accounts, the balance on the general fund represents its initial capital, apart from financed long term borrowing or public dividend capital, plus subsequent movements in net assets, except where separate reserve accounts are operated.

generic interface

Public sector enhancements to journal import in General Ledger. Generic Interface allows easy mapping of data files into specified General Ledger periods and sets of books from feeder systems, for example, third party software such as spreadsheets that generate transactions as ASCII files in the specified format.

global price update

Updates an item price throughout the system. A global price update is used in standing charges.

hierarchical drill-down inquiry

Public sector enhancements to account inquiry in General Ledger.

historic cost

Original cost of an asset unadjusted by inflation or other effects.

indexation

A global adjustment to existing budgets by applying a price index to reflect changes in the cost of living or inflation changes. See *reprofiling*.

indexation percent

Adjustment percentage to apply to a budget.

indexes

Inflation indexes representing inflation or deflation are applied to asset categories for specific periods.

internal charge journal

A journal from one charge center to another charge center. An internal charge journal is generated by *internal trading*.

internal trading

Public sector enhancements in General Ledger to improve control of departmental cross-charge authorization. Internal trading tracks cross charges between charge centers within the same organization.

invoice distribution line

Line representing an expenditure item on an invoice. A single expenditure item can have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

invoice distribution lines type

Feature that classifies every invoice distribution line as an item, tax, freight, or miscellaneous distribution.

invoice history

Invoice history is used in standing charges. Provides details of each of the invoices generated to date for each standing charge.

invoice workbench

Used for entering invoices in Payables.

key flexfield

Uniquely identifies information such as General Ledger accounts, inventory items, fixed assets, and other entities that require tracking.

legal number

Number generated automatically when a dialog unit reaches the point of acceptance. Legal numbers are used in exchange protocol. See *point of acceptance* and *exchange protocol*.

liquidate

Release previously set aside.

mandate

A specific type of dialog unit containing only Payables invoices that is also known as ordonnance. See *dialog unit*.

MassCancel

A Purchasing feature used to cancel requisitions and purchase orders in batches.

MEA

See *modern equivalent assets*.

MHCA

See *modified historic cost accounting*.

MHCA depreciation

Depreciation expense based on the portion of an asset's value resulting from revaluation.

modern equivalent assets

A valuation method applied where a modern substitute for an asset is substantially different in cost, life, or output.

modified historic cost accounting

MHCA is a form of Current Cost Accounting (CCA) for fixed assets which revalues the historic cost of the asset.

multi-period posting

Multi-period posting is an extension to the Payables Enter Invoice feature that enables expenses to be recognized as they are incurred.

multiple funding budgets

Enables funds checking and reservation across multiple single year budgets for journals, purchase requisitions, purchase orders, and invoices. Multiple funding budgets are used in enhanced funds checker.

multiple year budget

A single year budget held over multiple years that is used in enhanced funds checker.

multiple year posting

When creating a provisional or confirmed contract commitment, it is possible to enter multiple payment forecasts. A payment date forecast amount is an amount that is expected to be paid on a future specified date.

net book value

Recoverable cost minus depreciation reserve.

net current cost

Asset cost less accumulated depreciation.

netting

Netting is performed between Payables and Receivables for a single third party. Offsets an outstanding amount by creating a document in either Payables or Receivables. This function is available to accountants only. There are six types of netting transaction defined. See *adjusting the AR balance*, *adjusting the AP balance*, *objection to payment*, *assignments*, *payment excesses/amounts overpaid*, and *supplier reimbursements*.

netting batch

A collection of netting packages defined for netting at a later date. Netting batches are used in single third party. See *netting*.

netting in progress

Documents, and their totals, that are defined for netting and are pending payment. Netting in progress is used in *single third party*. See *netting*.

netting package

Collection of single third party documents for netting. Netting packages are used in single third party. See *netting*.

next year budget

Budget for the next year that can be automatically generated from an existing budget.

objection to payment

Type of netting. Objection to payment nets the Payables invoice for a given third party with a Payables invoice from another third party, known as the objecting third party. See *netting*.

offering installment terms

Public sector enhancement to Receivables enabling customers of an organization to pay invoices in periodic installments.

offset account

Account to hold balancing entry for a budget transaction.

operating account

Profit and loss account.

operating capability

A level of service that the organization intends to maintain by retaining funds in a revaluation reserve account. This can relate to assets no longer held due to the revaluation reserve account balance not being adjusted on disposal of assets.

OPSF(I)

Oracle Public Sector Financials (International).

ordinary depreciation

Depreciation for revalued assets consists of ordinary, MHCA, and backlog depreciation. Ordinary depreciation results from depreciation of the historic portion of the asset's cost.

ordonnance

See *mandate*.

organization

Government or public sector entity or subentity. Organization can refer to an entire agency or to divisions within an agency. For example, an agency might be composed of several bureaus, each of which has several departments. Each department is an organization, as is each bureau and the agency itself. A state university system is an organization, as is each campus within the system and each department within each campus.

parent dossier

Dossier placed at the top of a dossier hierarchy that defines the original budget source for children dossiers. See *dossier* and *child dossier*.

payback order

A specific type of dialog unit containing only Payables credit memos. See *dialog unit*.

payment dossier

Type of budget dossier for managing funds in a single fiscal year.

payment excesses/amounts overpaid

Type of netting that nets a third party's Receivables settlements or invoices. See *netting*.

payment forecast

Encumbrance to the standard budget. Payment forecasts are linked to encumbered provisional contract commitments or encumbered contract commitments. It represents the amount that is expected to be paid in a certain year.

payment forecast schedule

An enhanced funds checker feature that enables how a payment budget is to be appropriated to be defined.

payment funds checking

An enhanced funds checker feature for requisitions, purchase orders, and invoices. Determines the periods to check the funds against a payment budget.

payment redistribution

Adjustment to one or more payment forecasts related to the same account or different accounts. Payment forecasts are increased and decreased to maintain balance. The total amount of the contract commitment is not changed. Payment forecast amounts are changed within the payment schedule.

payment schedule

All payment forecasts related to the contract commitment account information. A payment schedule shows how the total amount of one contract commitment account information is allocated to the different budget years.

period mapping

Enables the user to map accounting periods in General Ledger to the equivalent period in third party software. Period mapping is used in generic interface.

permanent diminution

Reduction in the value of an asset, considered to be an attribute to a reduction in operating capability rather than a fluctuation in value of the specific asset. The accounting consideration is that the value change amount affects the operating accounts.

point of acceptance

Occurs when an accountant validates dialog units. Payment takes place when the validation is complete. Point of acceptance is used in exchange protocol. See *dialog unit*.

price history

Provides details of each standing charge detail line. Price history is used in standing charges.

prior rate backlog

Depreciation calculated on the value change due to revaluation up to the end of the prior year.

prior years backlog depreciation

Depreciation calculated on the value change due to revaluation up to the end of the prior year.

process group

A collection of secure tables relating to an entity, for example, a business process or transaction.

profile code

In budgeting extensions, a mechanism for spreading an annual budget figure over multiple accounting periods. It also provides lists of values for data entry windows.

profile method

Profile methods are used in next year budget creation. The types of profile options are latest, primary and real. Latest uses the profile code that is most recently assigned to the accounting flexfield. Primary uses the profile code that was first assigned to the accounting flexfield. Real ignores the profile code and uses the raw next year budget period figures for the accounting flexfield.

profit center

A profit center is the result of a medium-to-large organization devolving business into subsections known as profit centers or business units.

project

Collection of interrelated activities. A project contributes to policy objectives and is the subject of contract commitments that can be spread over several years. The term project is used in the broadest sense. Projects are undertaken for a limited or unlimited period of time and can vary greatly in size, such as building projects, research programs, relief programs, and purchase plans.

prorate convention

Oracle Assets uses prorate convention to determine how much depreciation to take in the first and last year of an asset's life, based on when the asset was placed in service. If an asset is retired before it is fully reserved, Oracle Assets uses the retirement convention to determine how much depreciation to take in the last year of life based on the retirement date.

provisional contract commitment

A contract commitment for which an agreement is not yet legally enforceable because the contract is unsigned.

range code

A group of accounts created by storing and naming a user-defined range of accounting flexfields, accessed by the list of values on the budgeting extensions windows.

realization account

An operating account used to facilitate disposal.

reallocation certificate

A specific type of dialog unit containing only Payables or Receivables mixed invoices. See *dialog unit*.

reason code

User-defined budget reasons, accessed by the lists of values on the budgeting extensions windows.

receipt

A payment received in exchange for goods or services.

receipt certificate

A specific type of dialog unit containing only Receivables invoices. See *dialog unit*.

recoverable cost

Current cost minus salvage value.

reduction certificate

A specific type of dialog unit containing only Receivables credit memos that is also known as a cancellation certificate. See *dialog unit*.

releases of cover contract commitment

Individual contract commitments with different suppliers can be related to one single contract commitment. These standard contract commitments are referred to as releases. Releases represent the agreements with parties that perform the activities to reach goals as agreed to in the agreement that relates to the cover contract commitment. Actual payments are made to parties to whom the standard contract commitments or releases are made.

repeated periodic payments

See *standing charges*.

replacement cost

Cost of replacing an asset at the current time.

report parameter

Options for sorting, formatting, selecting, or summarizing the information in the report.

reporting currency

Currency used for financial reporting. If the reporting currency is not the same as the user's functional currency, foreign currency translation can restate the user's account balances in the user's reporting currency.

reprofiling

A global adjustment to existing budgets by applying a new profile code. Used in budgeting extensions. See *indexation*.

reserve for encumbrance account

Account used to record the encumbrance liability. When an encumbrance is created by a contract commitment that is not a release, Oracle Public Sector General Ledger creates a balancing entry to the encumbrance account when the encumbrance journal is posted. An encumbrance journal is created for both the contract commitment budget and the standard budget.

residual life

Time remaining until an asset is fully depreciated.

residual value

Value of an asset after it is fully depreciated. The residual value is based on pricing when the asset begins its life, not the market value at the end of the asset's life.

resource accounting

A financial management method that uses accrual basic accounting techniques, supplemented with the ability to report on a cash basis.

responsibility

Level of authority within Oracle Applications. Each responsibility provides users with access to a menu and a set of books. One or more responsibilities can be assigned to each user. Responsibilities help control security within Oracle Financials.

retirement

See *disposal*.

retirement dossier

Dossier that cancels a related dossier. To cancel the related dossier, the original budget journals that result from the related dossier must be reversed. A dossier that is retired cannot be associated to other dossiers. See *dossier*.

revaluation

Value change to many assets based on an index or percentage. Values may increase or decrease.

revaluation of contract commitment

Revaluation of contract commitment is performed when the entered currency for contract commitments is different than the functional currency defined in the set of

books. Revaluation is concerned with currency fluctuation and its impact on current and future budgets.

revaluation reserve

A balance sheet account affected by asset revaluation. Credited with the amount of the asset revaluation and debited with the associated prior period backlog depreciation.

revised value

See *current value*.

salvage value

See *residual value*.

secondary approval holds

The second stage in approving an invoice for payment. After an invoice passes AutoApproval, the invoice is marked with a secondary approval hold. A third level of approval is possible. See *central finance user*.

secure table candidate

A database table that requires secure access by application users.

secured table

A database table with security applied.

secondary invoice approval

Public sector enhancement to Payables that provides a secure method of enforcing departmental approvals. See *AutoApproval*.

security group

A security group is used for data security purposes and is the physical implementation of a profit center. A security group is a one-to-one mapping to a profit center. See *profit center*.

single occurrence table

A single occurrence of the secure table within the security group in subledger security. For example, if a secure table is allocated to a security group directly, it is not allocated to any subledger security process group for the same security group. If a secure table is allocated to a subledger security process group, it is not allocated directly to the security group to which the process group is allocated. The secure

table is not allocated to any other process group allocated to the same security group.

single third party

Single third party (STP) provides a single entry point for the customer or supplier and allows reconciliation of the outstanding balance that a single third party may have as a customer or a supplier. The authorizing department and the accounts department remain separated throughout the process.

source

Used in the definition of a Budgetary Control Group. A source indicates where the transaction originates.

standard charge items

Defines periodic items for goods and services.

standard contract commitment

Contract commitment for which an agreement is signed with a natural person or legal entity and on the basis of which payments are made. A legal entity can also be part of the national government.

standard life

A fixed period of time assigned to asset categories; used as the period of time over which the asset is depreciated.

standing charges

Public sector enhancement to Receivables. Standing charges are also known as repeated periodic payments that define and maintain details of standing charge agreements that Receivables uses to periodically generate invoices.

status check

Set of tests that Oracle Contract Commitment performs on a contract commitment to ensure that it is in a valid state before performing an approval action.

subledger security

Subledger security is an extension to Oracle Financials that enables the user to selectively partition data within a single install of Oracle Financials. Subledger security provides a system where all business units can access their own financial information only.

subledger security extended table

Used by subledger security to hold security group information for a secured table. Each Oracle Financials secured table has a corresponding subledger security extended table.

submission check

Set of tests on a contract commitment document to ensure that it is in an approvable state and therefore ready to be submitted for processing.

summary account

Individual accounts that are defined to work together as a single individual account.

super user

User is a user who belongs to the super user security group. See *super user security group*.

super user security group

The subledger security implementation of the central finance concept. The super user security group is not a physical security group, but is a profile option value associated with a responsibility. See *security group*.

supplementary depreciation

Addition of an asset to a prior financial year in the MHCA register, where the difference in prior year depreciation is based on historic and current costs. Supplementary depreciation is charged to the revaluation reserve and not the operating account.

supplier

Person or organization with whom or with which an agreement is made. Payments are made to this supplier, except for suppliers on the cover contract commitment.

supplier reimbursements

Type of netting. Supplier reimbursements net Payables settlements or invoices of a third party when a credit memo is received. See *netting*.

total payment forecast

The determined total value of a contract commitment is the expected total cost of the purpose of the contract commitment and is encumbered in the year the contract is confirmed or agreed upon.

transaction matching

Method of selecting Payables or Receivables documents for netting. Transaction matching selects documents with matching Payables attribute voucher number and Receivables attribute reference. Used in single third party.

transaction

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

transaction type

Type of Receivables or Payables document, for example, invoice, credit note, or debit note.

transition

Changing state of contract commitment from provisional to confirmed, or from provisional to cancelled, or from confirmed to completed.

transmission unit

Conveys dialog units between the authorizer and the accountant. The dialog units within the transmission unit must be an identical type, but can contain multiple third parties. A transmission unit has a unique numbering system and is used in exchange protocol. See *dialog unit*.

unamortized proportion

Portion of current cost not yet depreciated.

unbilled

Amount of a contract commitment for which an invoice has not yet been received.

version

Particular version of a contract commitment. A new version is created due to changes in controlled information.

workflow

Underlying Oracle application that automatically monitors and transmits messages and documents through a defined hierarchy of people in an organization. Used in exchange protocol. See *workflow profile*.

workflow profile

A hierarchy of positions, each with a number of allowed actions, that models a business process in a series of steps. Workflow profile is used in exchange protocol. See *workflow*.

year-end processing of a contract commitment

Process performed at year-end to adjust the contract commitment to make the payment forecast equal to the actually invoiced amount against the standard budget. The remainder is transferred to the next year's payment forecast, or in case of an overspent situation, taken from the next year. In the case of a provisional contract commitment, the encumbrance on the standard budget is transferred to the next year's standard budget.

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